

## Bluebeam Revu Basics Course - Outline

This course will prepare you for the Bluebeam Revu Certified User Exam. Students will be taught using Bluebeam's Certified Training guide.

### I. Introduction & History

- Network Connections
- Share Files

### II. Interface & Navigation

- Toolbars & Menus
- Profile Management
- File Access
- Split Screen & Synchronization
- Panning & Zooming, Scrolling
- Preferences

### III. Markups & Measurements

- Text, Pen, Lines, Shapes, Images, etc.
- Measurements & Calibrations

### IV. Stamps

- Custom Stamps
- Batch Applications

### V. The Tool Chest

- Drawing Mode & Properties Mode
- Custom Markups, Exporting & Importing

### VI. The Markups List & Summary Reports

- Sorting & Filtering
- Custom Columns
- Import & Export Mark-Ups
- Summary Reports & Hyperlinked Markups

### VII. Document Management

- Plugins
- Document Manipulation
- VisualSearch

### VIII. Bluebeam Studio

- Sessions & Projects
- Record Reports & Revision History

**Note:** The suggested class duration is a guideline. Topics and duration may be modified by the instructor based upon the knowledge and skill level of class participants.