

Bluebeam Revu Essentials Course - Outline

This course will introduce you to many essential features of Revu. Students will become familiar with Revu's tools and will be prepared to use Revu to improve their workflow.

I. Interface & Navigation

- Overlay Pages
- Compare Documents
- File Access & Cloud Storage
- Synchronize Pages & Documents
- Rulers & Crosshairs
- Custom Profiles

II. Markups & Measurements

- Text, Lines, Cloud+, Images, etc.
- Subjects & Sorting
- Custom Markups, Exporting & Importing
- Drawing Mode & Properties Mode
- Measurements, Calibrations, Preset Scales, & Dynamic Fills

III. Signatures, Stamps, & Certifications

- Creating a Digital ID
- Certifying Documents
- Signatures
- Exporting .cer files
- Forms & Form Mode
- Stamps

IV. The Markups List & Summary Reports

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

V. Bluebeam Studio

- Sessions & Projects
- Checking Files In & Out
- Revision History
- Markups in Sessions
- Replies & Alerts
- Session Reports

VI. Security, Flattening, & Misc

- The Status Bar
- Flatten Individual Markups, Measurements, & Images.
- Flatten Multiple Markups with Revu eXtreme.
- Markup Recovery & Unflatten Markups
- Document Security

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.