BLUEBEAM FUNDAMENTALS
1 DAY HOURLY BREAKDOWN

COURSE OUTLINE

Editing PDFs with Bluebeam, the leading PDF markup and management software in the AEC Industry. Students will learn how to markup, organize, review, compare, measure, and collaborate their drawing sets. The hands-on one-day course begins by learning the fundamental features of Bluebeam Revu Standard, CAD, and Extreme. The class progresses with markup drawings, organizing the set with labels and hyperlinks, comparing changes between sets, measuring and creating material takeoffs, and finishing with an overview of the cloud-based tools Sessions and Projects. Upon completing the course, you will have the knowledge of markup and maintaining PDF documents.

CLASS DURATION: 1 DAY TOPICS

Hour One - Interface

- Text commands
- Multi Line
- Single Line
- Sticky Note

Hour Two - Tools Concepts

- Tool Chests
- My tools
- Company Tools
- Typical Tools

Hour Three - Command Concepts

- Not Tools
- Right Click
- CTRL ALT Shift

Hour Four - Measurements & Takeoffs

- Calibration
- Measurement Tools
- Custom Measurement Tools & Legends
- Basic Estimation in the Markups List

Hour Five - Document Control

- AutoMark & Page Extraction
- Creating a Navigable Drawing Set
- Document Comparison & Overlay Pages

Hour Six – Markup Controls

- Document Manipulation
- Tool Chests Manipulation
- Markup List
- Data Correction

Hour Seven – Saving and Publishing

- Markup List
- Layers
- Flattening
- Filtering Data

Hour Eight – Additional Topics

Bluebeam Studio

- Overview of Bluebeam Studio
- Studio Sessions
- Studio Projects

Other

- Creating a Navigable Drawing Set
- Sets
- Stamps