This document is intended to provide standards for getting started with DelDOTs Electronic Plan Review process in Bluebeam Revu as well as provide directions for accessing Bluebeam Revu trainings. The following document has been done using Revu 2018, but is intended to be done with the latest version of the software. If significant changes are made in future releases, this document will be updated.

Bluebeam Revu Setup

The following is intended to provide instruction for setting up Bluebeam Revu with the default DelDOT layout.

1) Launch Bluebeam Revu. In the top Left corner of the application, click **Revu > Register…** Once registered, it will say **Unregister**. This only needs to be done once.

   If you do not see this option, you do not have a licensed version of the product. To request a license, use the following link: Request License.

   *Note: Studio access and Commenting can be done with the **unlicensed** version of Bluebeam Revu.*

2) Set the **DelDOT** Profile active.
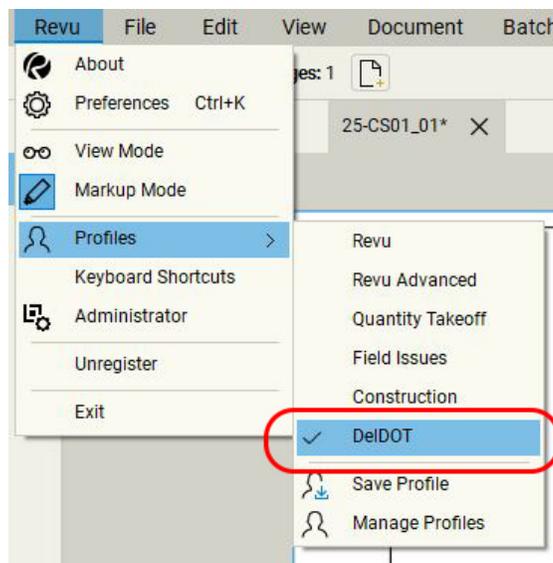
   If you do not see this profile, click **Manage Profiles**, select **Import…** and load *\\dotfs08\CADD\Active_Designs\msv8\DelDOT.bpx*. Once loaded, set it active.

   Note: If you are viewing this document in Bluebeam, click the above link to load the profile and set it active.

DelDOT Profile Overview and User Interface

A custom profile for DelDOT has been created and instructions for accessing it are available at the beginning of this document. This section will provide an overview of the differences from the default User Interface (UI) and tips on working with Bluebeam Revu on plan reviews. Please reference the Bluebeam Revu Additional Training at the end of this document for more information.
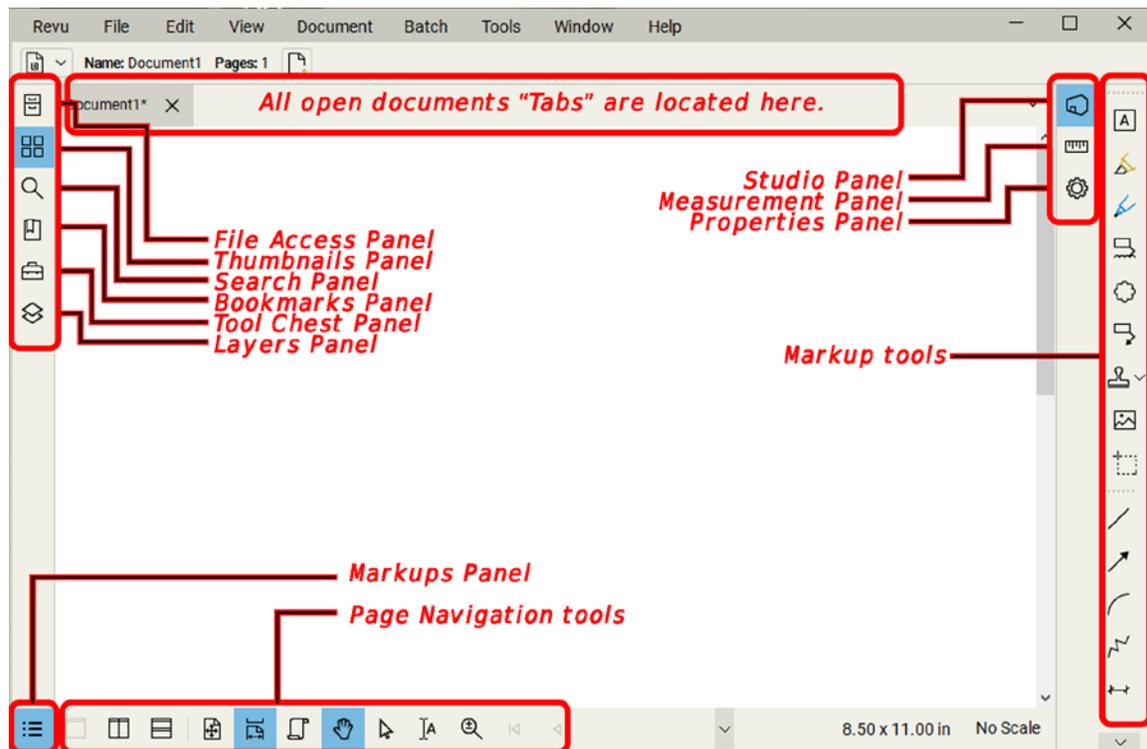
As part of a plan review, you may want to see multiple pages within a plan set at the same time. This can be accomplished by splitting **Tabs**. Once a **Tab** is split, it can be moved to different monitors. You will be accessing documents primarily through the Studio Panel.

1) Right click on the **Tab** you want to split and choose **Split Horizontal** or **Split Vertical**.
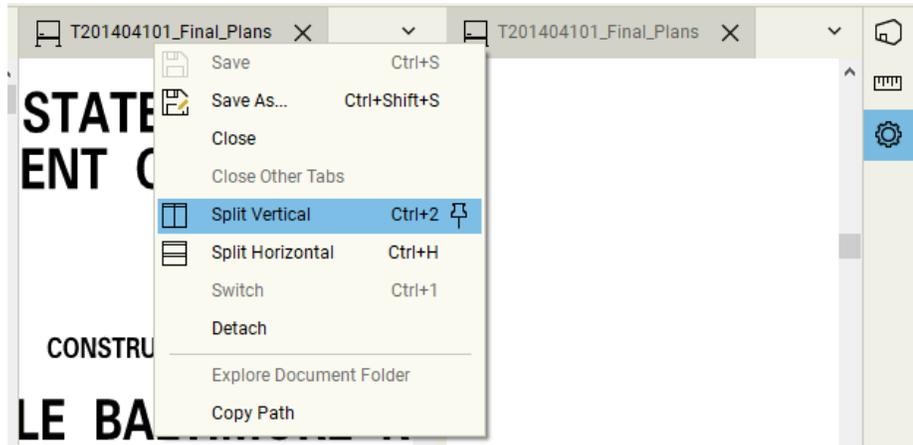
2) Once the **Tab** is split, you can right click on the newly split **Tab** and hit **Detach**. This will pop it out into another window. Move this Window to another screen.

   *Note: These windows do not have the normal controls but do follow the normal window controls native to **Windows 10**. Drag the window via the top to an edge of the screen. If you drag to the top, it will fill the screen (you can also double click to accomplish this). If you drag to the left or right, it will split the screen. [See here for more information](#).*

3) The **Tabs** that you split can be synchronized. Synchronizing will cause all pan and zoom controls to affect each Tab that has been split, effectively mirroring them. This can be done at two different levels:

   Synchronize Document will synchronize all open **Tabs** to the *same page* within the document. For example, if you have three tabs open showing the Title sheet, they will all show the Title sheet and pan and zoom controls will be mirrored across each tab.

   Synchronize Page will synchronize all open **Tabs** to *different pages* within the document. For example, if you have three tabs open, CP01, GG01 and SS01, pan and zoom controls will be mirrored across each of these pages.

   *Note: The **Thumbnails Panel** is independent of the **Tabs** and will control the current **Tab** selected. For example, if you have two **Tabs** open, click **Tab** 1 and navigate to the page you want via the **Thumbnail Panel**. Then click **Tab** 2 and repeat.*
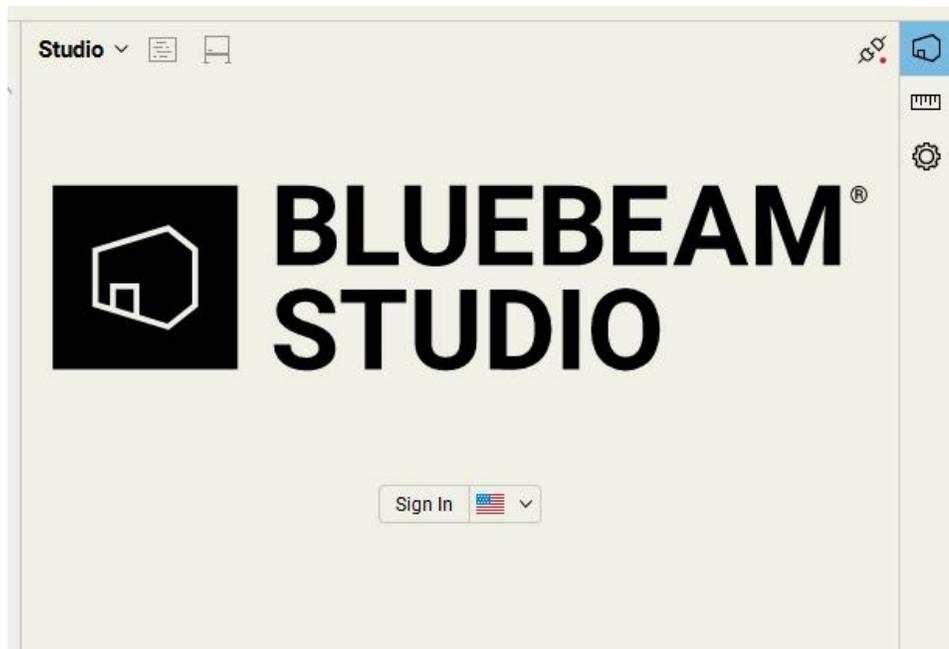
Bluebeam Studio Account Creation

1) Click the **Studio** icon.
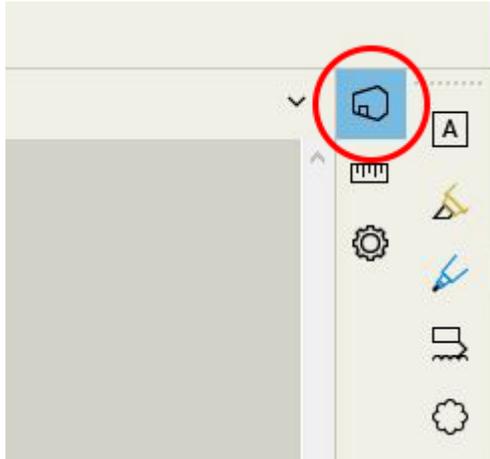
2) Click the **Sign In** button and select **CREATE ACCOUNT**.

Fill out all of the fields. Your **Bluebeam Display Name** should be the same as your email address.
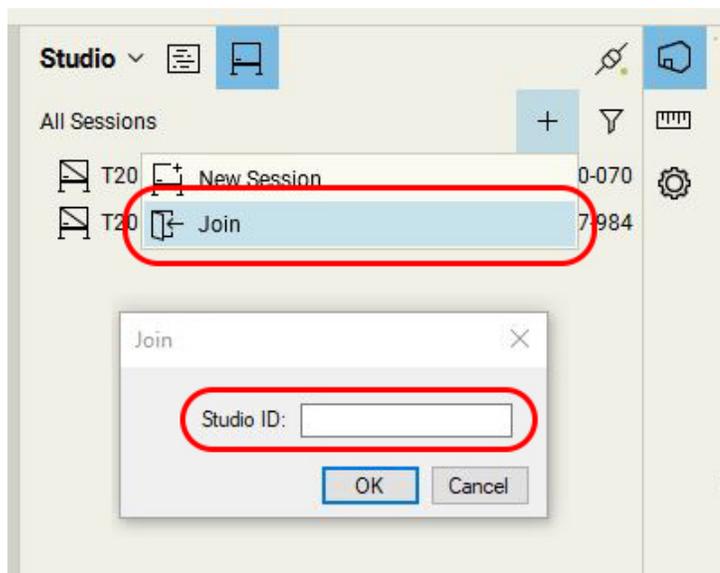
3) Once signed in, you should see all currently active Sessions you have been invited to.

To access a Session you have been invited to, click the link in the email you received.

Note: This email will come from Bluebeam. Please confirm it is not getting blocked by your spam filter.
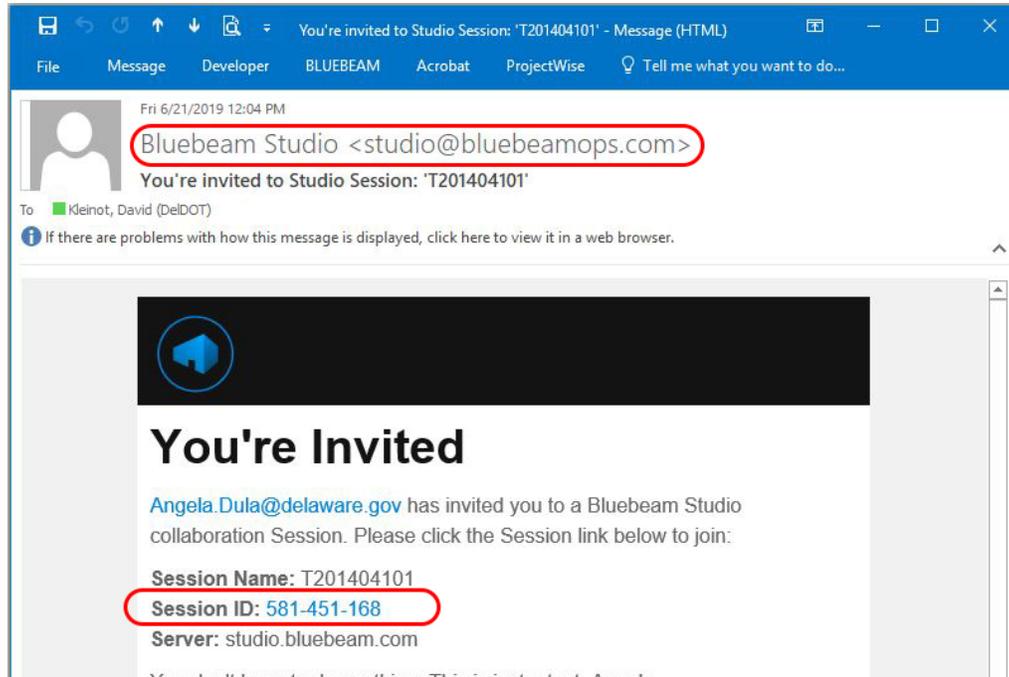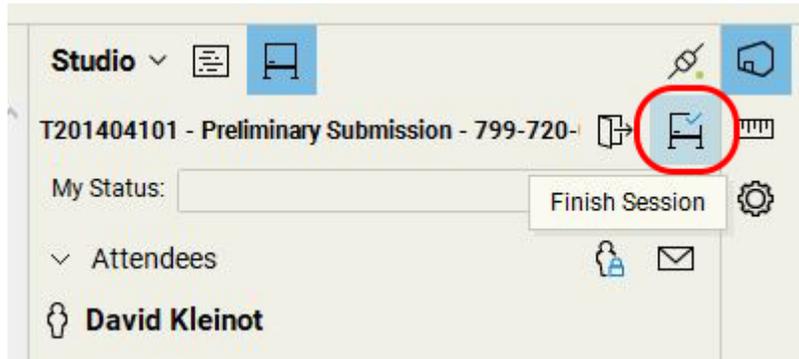

To join a session by the Session ID, click the "+" icon, click "Join" and enter the 9 digit Session ID.

Bluebeam Studio Finishing Sessions

1) Once the Review period has expired, the **Session** will need to be **Finished** by the *Designer* or *Project Manager*. To do this, click the **Finish Session** icon.

2) In the **Finish Session** dialog:
    a. Confirm all commenters are checked.
    b. Select **Save In Folder** and choose the appropriate folder within your project.
    c. Under the **Report Options**, choose an appropriate location and hit S**ettings...**
    d. Under **Type**, select **PDF Package Report**.
    e. Under **Options**, confirm all options are selected and fill out any additional information as appropriate.
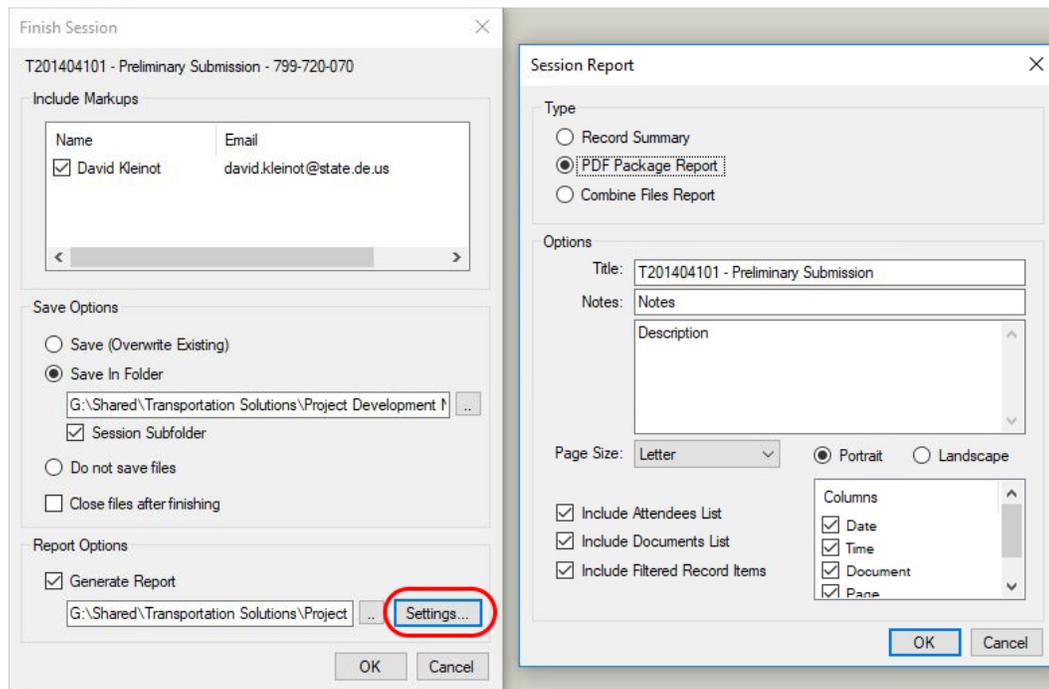
Bluebeam Revu Additional Training

- [Bluebeam has a full walk through of all features on their YouTube Channel](.).

  - [Getting Started: Revu User Interface (UI) Tour (3:24)](.)
    - Covers and overview of the user interface.

  - [Getting Started: Introduction to Studio (3:51)](.)
    - Covers Studio Sessions and different access methods.

  - [Getting Started: Drawing Management (6:07)](.)
    - Covers Document Navigation, splitting views, Compare Documents, Bookmarks, etc…

  - [Getting Started: Takeoffs - Steel (4:24)](.)
    - Covers measurement calibration, measurements, estimates, custom tools, create a legend, etc…

  - [Getting Started: Takeoffs - Concrete (3:21)](.)
    - Covers measuring volumes, materials and custom properties, etc…

  - [Getting Started: Design Review (3:08)](.)
    - Covers reviewing in sessions, markup status, real-time collaboration, alert and reply, 3D PDFs, etc…

  - [Getting Started: Takeoffs - MEP (4:02)](.)
    - Covers measuring utilities, text search, visual search,

  - [Getting Started with Revu: QA/QC (3:40)](.)
    - Covers alerting specific people of comments, chat window, etc…

  - [Getting Started: Site Logistics (5:14)](.)
    - Covers dynamic fill, sketch to scale, etc…

  - [Getting Started: Submittal Review (4:31)](.)
    - Covers Auto Form creation, setting status of review, etc…

  - [Getting Started: Punch (5:52)](.)
    - Covers "As-Builts", Spaces, custom statuses, custom symbols, iPad mobile app, attach photos or videos

For any questions, requests or issues, please use the following links:

- [Training requests](.)
- [Bluebeam Studio Issues](.)
- [Bluebeam Revu Issues](.)
- [Licensing](.)