

# Bluebeam® Revu® 21 Level I Essentials

▶ **Length**  
1 Day

▶ **Cost**  
\$400  
(Dedicated group training available)

▶ **Level**  
Beginner

▶ **Prerequisites**  
General computer and Windows experience

▶ **Who Can Benefit From This Class**  
Designers, construction professionals, and project managers working to move to paperless workflows that enhance collaboration and efficiency.

▶ **Hours**  
9:00am - 4:30pm EST  
with an hour lunch break

▶ **Additional Information**  
This class comes with a 100% Satisfaction Guarantee and each student receives a certificate of completed. Please see our website for more information.

## DESCRIPTION

This one-day class is designed for those hoping to move to a paperless workflow using Bluebeam® Revu® which will enable project design teams to collaborate in a paper-free environment. This course teaches you how to use Bluebeam Revu's powerful PDF editing, markup, and collaboration technology, allowing you to collaborate efficiently and review documents in a quick and easy fashion. We'll cover the interface, markup tools, comparison tools and general document management. Incorporating the workflows learned in this course will help project teams transcend into a paperless collaboration workflow.

## CONTENT

**Getting Started**  
Product Overview  
PDF Templates and Forms

**Interface**  
User Profiles  
Toolbars & Tabs  
Customize Interface Layout  
Batch Processes

**Working with Documents**  
View Multiple Documents  
Synchronize Views  
Page Labels

**Markup Tools**  
Creating Annotations  
Drawing Tools  
Markup Properties  
Stamps

**Tool Chest**  
Manage Custom Tools  
Customizing Tool Sets

**Document Management**  
Bookmarks  
Layers  
Hyperlinking

**Markup List**  
Filtering Markups  
Adding Customized Columns & Criteria  
Status Options  
Summary and Report  
Exporting Markup Lists

**Estimation and Takeoffs**  
Measurement Tools  
Estimation with Markups  
Quantity Takeoffs in Markups List

**Compare Documents**  
Comparing Documents  
Document Overlay

**Bluebeam Studio**  
Projects  
Sessions

## LEARNING PATH

Prerequisites  
N/A



This  
Class



Future Training  
Bluebeam® Revu® 21 Level II Advanced  
Topics and Integrations