# Bluebeam Revu 2016: Studio Invitation Process Guide

(YOGI v1.0)

### **Table of Contents**

TABLE OF CONTENTS	3
1.0 FORMAT DRAWINGS PRIOR TO STUDIO SESSION	4
1.1 FLATTEN DOCUMENTS	
2.0 STUDIO SESSIONS	6
2.1 Setting Up a New Session 2.2 Email Verbiage & Attachments 2.3 Email Subject Line	10
3.0 STAKEHOLDER PAGE TURN MEETING	11
3.1 IMPORTANCE AND TIMING OF PAGE TURN MEETINGS	11

### **1.0 Format Drawings Prior to Studio Session**

#### Lesson objectives

By the end of this lesson, learners will be able to:

- Flatten Documents.
- Compress File Sizes.

#### **1.1 Flatten Documents**

- Open the documents you wish to flatten in Bluebeam. (Not within a Session)
- On the Command Bar, Click Document & Flatten Markups.
- In the Flatten Markups dialog, click
   All Markups, then click Flatten.



	Flatten Markups	X
ten dialog, click <b>ps</b> , <u>then</u> en.	Options  Allow Markup Recovery (Unflatten)  Create Layer Markups  All Markups  All Markups  Selected Markups  Selected Markups  Selected Markups	Options Options
	Image       A         Image       Image         Image       Image	Check All Uncheck All

#### **1.2 Compressing Documents**

- Open the documents you wish to flatten in Bluebeam. (Not within a Session)
- From the Document tab, click on the
   Process dropdown menu, then Reduce File Size
- In the Reduce File Size dialog, keep the preset reduction at 50% to maintain quality, but still reduce the file size low enough. Click OK.
- Save the file in the desired location & your ready to import into a Studio Session.



Reduce File	Size	12		23
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### 2.0 Studio Sessions

#### 2.1 Setting Up a New Session

#### Lesson objectives

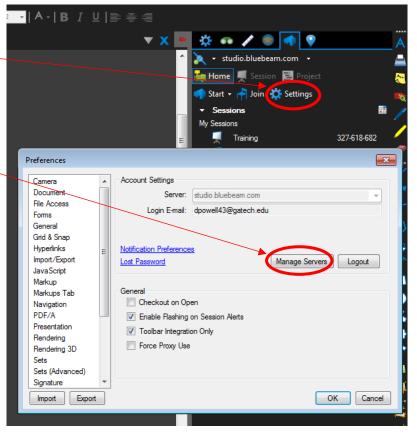
By the end of this lesson, learners will be able to:

- Set up a new Studio Session.
- Upload PDFs to a Studio Session during creation.
- Turn the default permissions on & off
- Unrestrict attendees by email during the creation of a new Studio Session.
- Invite colleagues to join them in a Studio Session by copying the invitation & emailing from GT email program
- Describe how they can invite attendees to a Studio Session using their email address book.

## Create Studio Account

- Click Settings on the Studio tab. The Preferences dialog box opens to the Studio preferences.
- Click Manage
   Servers.

Go to **View** > **Labs** > **Studio** or press ALT+C to access the <u>Studio tab</u>.



• The Server Profiles dialog box appears.	Server Profiles		×
Click + & the Create	Server	Email	Password
<b>New Server</b> dialog box appears (see next page)	studio.bluebeam	com user@domain.com	Close
Once the Create	Create New Server		×
New Server dialog	Server:		
box appears, enter the name of the	Domain / E-mail:		
Studio sever in the	Password:		
Server field		Remember Password	
		Use Windows Authent	tication
	Name:	Login to see the name	
	Change Password	]	OK Cancel

- If this Studio server has been configured to use Active Directory & you would like to use your Windows login, select **Use Windows Authentication**.
  - The **Domain / E-mail** field will be automatically populated when this option is selected.
- If this Studio server has not been configured to use Active Directory or if you would prefer to log in using your email address:
  - Enter your email address in the **Domain / E-mail** field.
  - Select Remember password.
  - Enter a password for this Studio account in the **Password** field.
- Click **OK**.

You will receive a verification email after you create the account. Follow the instructions in this email in order to complete the validation process. You must validate the email address or you will not be able to continue using the account.

- Setting up a new Studio Session
- The dialog box to the right will appear
- Enter a Session Name
- Click Add to select PDFs to include in the Session, or click Add Open Files to add the files that are already open in Revu. Files can be added later, as well.
- Select the desired options from the Permission list. These will apply universal permissions to all Attendees. Check Save, Print, Markup, Markup Alert, or Add **Documents** to allow Attendees those permissions by default or uncheck them to remove those permissions from Attendees by default
- To unrestrict access to the Session by email address, uncheck the Restrict Attendees by E-mail Address. This will allow any user with the Session ID to join the Session

From the Studio tab, go to  $\checkmark$ Start >  $\checkmark$ New Session. The Start Studio Session dialog box appears

1	Start Studio Session	_ <b>x</b>
	Session Name: Session	
I	Documents	
I	File name Path	
Į		
	Add Open Files	
	Options	
	Permission	
	Save As	
	Print	
	Markup Markup Alert	
	Add Documents	
	Restrict Attendees by E-mail Address	
	✓ Session Expires Mar 29, 2017 ■ 5:00 PM	÷
	ОК Са	ancel

- To set an expiration date for the Session, select Session Expires & enter the desired expiration date & time. Expiration dates must be in the future; Revu will not allow a back-dated expiration date.
- Click OK to save the settings & upload the files. The Session Invitation dialog box will appear
- The Session Information is shown at the top of the dialog box. Copy this information to the clipboard in order to paste it into another program, such as an email message, IM or other document, click Copy Invitation.

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	Restrict Attendees b	w F-mail Address	
	Session Expires	Mar 29, 2017	
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Mess	E-mail Address		OK Cancel

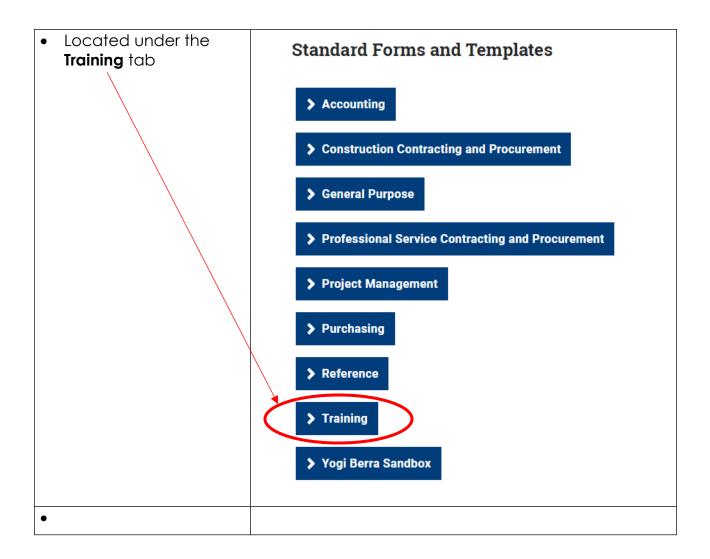
Within an email • idoe@designfirm.com; gmonopoly@bank.com; Burdell, George P.; contractor@ACME.com То... program, open a = Сс... Send new email message Bcc... & paste the copied Subject Bluebeam Studio Session information into the Attached and the set of the set body. Your rave been invited by jgault to join a Bluebeam Studio Session Bluebeam user name will appear in the first Session Session ID: 962-809-075 line, the Session ID & Session URL: https://studio.bluebeam.com/join.html?ID=962-809-075 **URL** (already hyperlinked) will Thanks, appear as well. John Gault Project Manager Georgia Design &

Tech

Construction

Facilities Management

2.2 Email Verbiage & Attachments		
Lesson objectives	<ul> <li>By the end of this lesson, learners will be able to:</li> <li>Send GT D&amp;C standard email with attachments to Studio Session Users</li> <li>Include standardized subject line information</li> </ul>	
<ul> <li>An email, similar to the one on the right, should be composed &amp; sent to the appropriate stakeholders. An email template is available on the Standard forms &amp; template website. Along with the other Bluebeam Training Tools</li> </ul>	To	



#### 2.3 Email Subject Line

Include the items to the right in the subject line of the invitation email. As the project dictates, provide more information as needed.

- Begin with "Bluebeam Review"
- Project Name
- Project #

### 3.0 Stakeholder Page Turn Meeting

#### 3.1 Importance and Timing of Page Turn Meetings

Lesson objectives	By the end of this lesson, learners will recognize the	
	<ul> <li>importance of:</li> <li>Holding stakeholder (in person) page turn meetings</li> </ul>	

	Timing of these meetings
Page Turn Meetings	<ul> <li>Page turn meetings give stakeholders an opportunity to voice opinions in person &amp; work through conflicts</li> <li>Let's face it, this may be the only time some stakeholders review the documents</li> <li>Reminds some of the expiration deadline</li> <li>Encourages sharing of ideas &amp; greater collaboration between GT entities</li> <li>Identify potential budget issues or constraints not typically captured in Studio Sessions</li> <li>Identify possible "scope creep"</li> </ul>
Timing of Meeting	<ul> <li>Page turn meetings should be held 2 to 3 days prior to the expiration of the Studio Session</li> <li>Gives designers time to incorporate comments into Studio Session</li> <li>Gives others a chance to attend Studio Session, again or for the first time, after the meeting to add or clarify comments</li> </ul>