



Bluebeam® Revu®

Admin Course



This half-day course is designed to provide students with knowledge of the tools and workflows required to work with PDF files using Bluebeam® Revu®.

The instructor will teach students how to navigate the user interface and use a variety of tools included with the program.

COURSE OF FOCUS:

- User Interface
 - Menu Bar, Properties Toolbar, Side Panel, Panel Access, Bottom Panel, Status Bar, Navigation Bar, and Toolbars
- Basic Tools
 - Opening PDFs, Markup Tools, Tool Chest, Tracking Markups & Text Search
- Advanced Editing Tools
 - Edit Text, Cut and Erase Content
- Advanced Document Management
 - Security, Signatures, Digital IDs
 - Form Creation, Optical Character Recognition (*eXtreme Edition Only*)
- Stapler and Combine Tools
 - Combining PDFs
 - Converting/combining non-PDF Files in single document
- Document Management
 - Managing Multi-page PDFs (PDF Sets)
 - Creation of Page Labels & Bookmarks
 - Creation of set specific Hyperlinks
- Advanced Studio - Sessions and Projects for Collaboration
 - Starting and Working in a Session, Setting Permissions
 - Creating a Project, Setting Permissions, Check-in/out

Additional Information:

- Instructor Led Training
- 1/2 Day: 9:00 am – 12:00 pm or 1:00 pm – 4:00 pm

Authorized Training Center:

1128 Roosevelt Avenue
Suite 100
York, PA 17404

Customized, online and on-site training available upon request.

To request training, contact a Print-O-Stat specialist by phone at 1-844-435-7479 or email software@printostat.com.

Print-O-Stat, Inc. is an authorized provider of continuing education under the Uniform Construction Code Program for the State of PA. Documentation can be provided for your submission for certification credits.