



# Bluebeam® Revu®

## Complete Fundamentals



This full-day class is designed to provide students with knowledge of the fundamental 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
  - Main Workspace and Profiles
- Basic Tools
  - Opening PDFs, Markup Tools, Tool Chest, Tracking Markups and Text Search
- Stamps
  - Using Stamps Provided and Creating New
- Stapler and Combine Tools
  - Combining PDFs and Converting/combining non-PDF Files
- Estimating Tools
  - Measurement Tools and Tool Chest Customization
  - Visual Search and Markups List
- Document Management
  - Multi-page PDFs, Page Labels, Bookmarks, Hyperlinks
  - Compare Documents and Overlay Pages
  - Tracking Markups
- Studio Overview
  - Creating an Account and Logging into Studio
  - Projects vs. Sessions
  - iPad App

### PREREQUISITES:

- Working knowledge of Microsoft® Windows®
- Basic Concepts of PDF Documents and Document Management

### Additional Information:

- Instructor Led Training
- 1 Day, 9 am – 4 pm

### Authorized Training Center:

1128 Roosevelt Avenue  
Suite 100  
York, PA 17404

### Customized and on-site training available upon request.

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