


Bluebeam Studio Review Procedures

For additional assistance, please contact:
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➤ Launching Bluebeam & Joining Studio Sessions

- 1) Launch Bluebeam 
- 2) Load the BuildLACCD Profile (click BPX icon to the right).

Note: This step will only need to be performed on initial set up and not for each project.

If you have multiple clients, confirm you are on the correct profile before starting the review. Save BuildLACCD Profile by navigating to Revu → Profiles → Save Profile.



- 3) Select **Studio icon**.



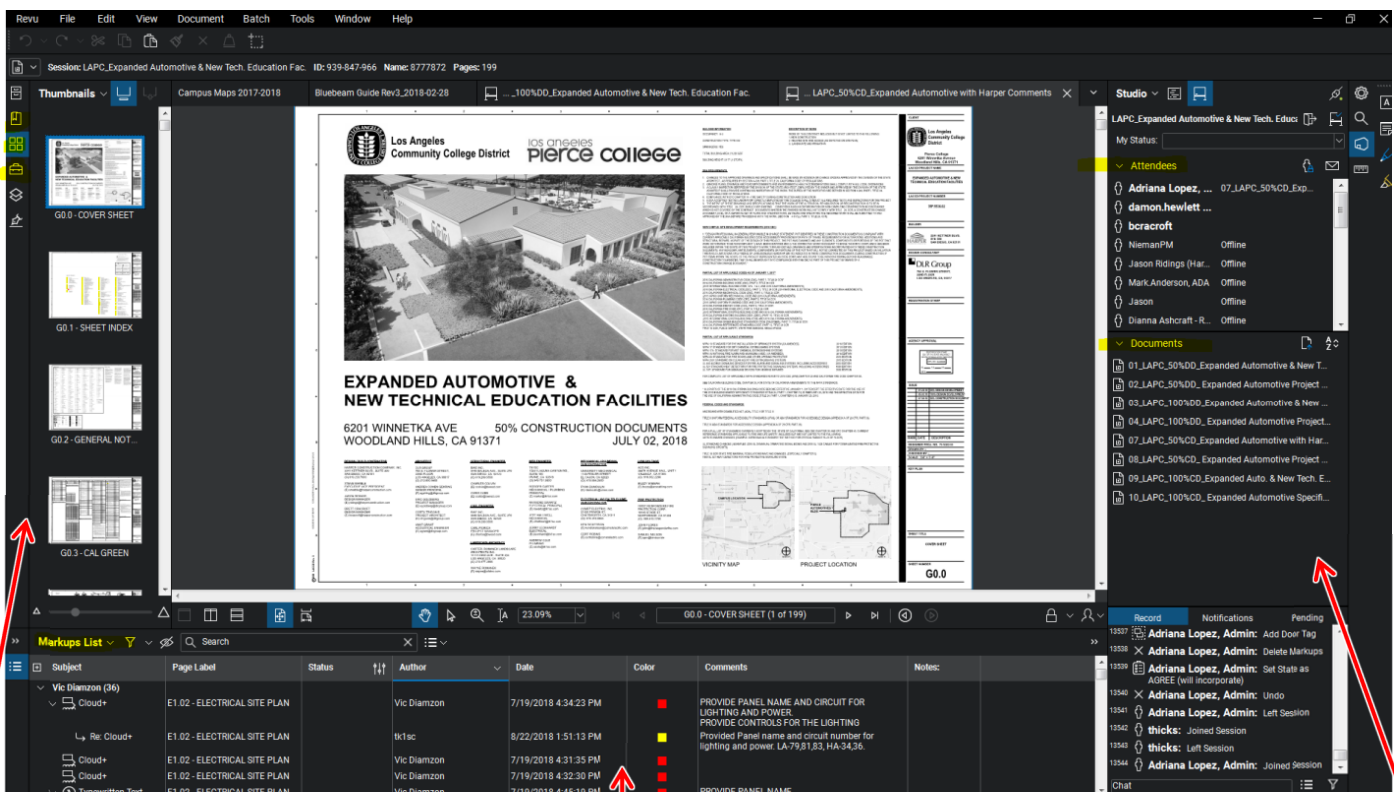
A **Bluebeam Studio Session** is an online collaborative platform that allows multiple users to add markups to the same PDF document while in the same session. Markups can be done in real-time, or individually at any time while the Session is active.

- 4) **Sign-in** (if account has already been created), or create account if necessary. (**First & Last Name, Dept.** Ex: *John Doe, A/E*)
- 5) To **join** a session select the session link sent via email by the Project Manager.

Please be aware document markup and editing is only available in live sessions. For markup and editing capabilities, select **Revu** and **Markup Mode**.

➤ Interface

Drag the three **Left, Right, and Bottom** edges of Bluebeam into the page to see the **sections below**. (if not already displaying).



Left Section:

You can find the **Tool Chest** (with preloaded BuildLACCD Tools) and page **Thumbnails & Bookmarks**.

Bottom Section:

You can see the **Markups List** along with markup details.

Right Section:

You can see who else is in the session (**Attendees**), and see all the documents for review (**Documents**). To change document, select the one you wish to open.

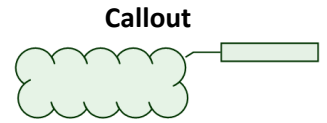
➤ **Markup Tools (Use the 3 tools noted below ONLY)**

LACCD Markup Tools:

- Textbox
- Cloud
- Callout

Textbox
The property settings of this **Text Box** markup tool are to be used for all LACCD design review projects.

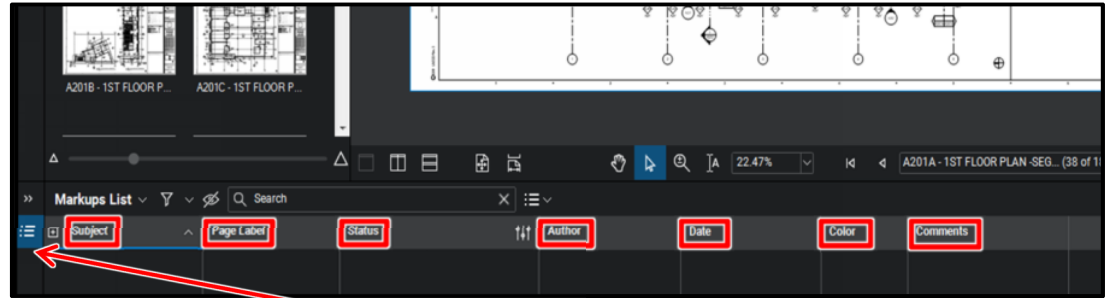
Cloud
The property settings of this **Callout** markup tool are to be used for all LACCD design review projects.



To make a markup, select one of the tools (found in **Tool Chest** in the **Left Section**) and place it on the desired document area, with the comment (if applicable).

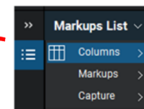
➤ **Markup Comments Bar Setup**

Make sure the **Markup Comments Bar** displays columns: **Subject, Page Label, Status, Author, Date, and Color & Comments.**



To edit columns:

1. Select **Columns** from the **Markup List** drop down menu.
2. Check mark the column tabs listed above.

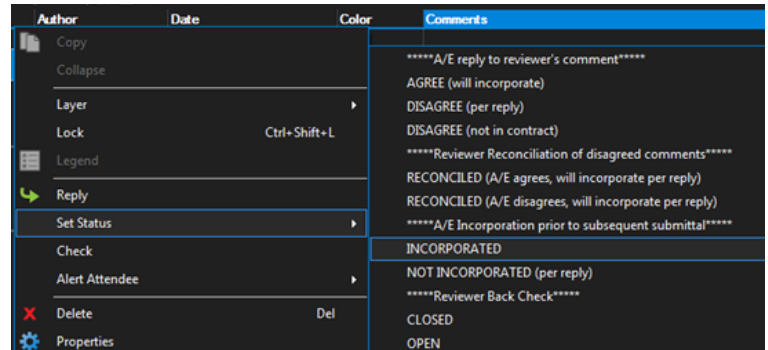


➤ **PMO, CPT and A/E Responses (Review Comments and Back Check)**

After CPT/PMO reviewers have finished their reviews, the A/E team will be asked to review the markups. The corresponding **A/E** team will respond to the reviewers' markups via the **Status** column. The CPT/PMO will also use the **Status** column to reconcile/back check and close all individual markups.

Steps

- 1) In response to the CPT markup, the A/E will choose if they: **AGREE (will incorporate)**, **DISAGREE (per reply)**, or **DISAGREE (not in contract)** with the reviewer's comment by setting the **Status***.
- 2) The reviewer will reconcile through replies via Bluebeam, and set the **Status*** as needed (**CLOSE** or leave **OPEN**).
- 3) The A/E will incorporate or not incorporate, and the process will repeat until closed.



***Procedure for Setting the Status:** Select the markup and proceed to its Status column (located in the Markups List). Right-click the Status column, select **Set Status**, and choose the status from the **LACCD** options.

➤ **Bluebeam Video Training**

Refer to the link below to find training videos on additional Bluebeam features and workflows.

<https://support.bluebeam.com/video-archives/>