

# Revu Foundations for Construction

**BUILDING DIGITAL FOUNDATIONS FOR CONSTRUCTION INNOVATORS**  
(2 SESSIONS X 3.5HRS EACH)

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## Course Overview

Revu Basics introduces new and light users to the essential tools, interface, and workflows within Bluebeam Revu 21 (Core or Complete). Participants learn how to navigate drawings, organize PDFs, and apply markups and tool sets to communicate effectively and maintain drawing accuracy in a digital environment. This course is ideal for anyone new to Bluebeam Revu or those who wish to create a solid foundation to build on.

## Who Should Attend

Designed for trade contractors, forepersons, estimators, and site supervisors who work under general contractors on commercial projects and want to improve professionalism, communication, and customer relationships.

## Course Format

Duration: 2x3.5-Hours back to back days

Delivery Method: Instructor Led Online via Zoom

Materials Provided:

- Course workbook (PDF)
- Takeaway “GC Service Commitment” worksheet
- Reference checklist for communication and conflict resolution

## Pre-Requisites

- No formal prerequisites are required. Participants should have experience working in a trade role on active commercial construction projects.

## Learning Outcomes

1. Navigate confidently through the Revu interface and customize toolbars and profiles
2. Open, view, and manipulate multi-page PDF drawings
3. Calibrate and verify scale for accurate measurement
4. Apply, modify, and save markup tools to the Tool Chest

5. Track markups and generate reports using the Markups List
6. Use Stamps to standardize document communication
7. Collaborate through Bluebeam Studio Sessions and Projects

## **Session 1 - Getting Started with Digital Construction (3.5 Hours)**

### **MODULE 1 - WELCOME & INTRODUCTIONS**

- What is Bluebeam Revu?
- Navigating your training files
- Overview of the Revu interface

### **MODULE 2 - INTERFACE & PROFILES**

- Menu bar, toolbars, and panel access
- Using and customizing profiles
- Managing toolbars and panels
- Saving and sharing custom profiles
- Exercise: Create a custom profile layout

### **MODULE 3 - NAVIGATION**

- Using the Navigation bar and page controls
- Switching between One-Page and Scrolling views
- Working with multiple tabs and split views
- Exercise: Open plans and synchronize views

### **MODULE 4 - DOCUMENT MANAGEMENT**

- Thumbnails panel overview
- Inserting, rotating, reordering, and deleting pages
- Combining and extracting PDFs
- Editing page labels and page order
- Exercise: Reorganize and combine plan sets

### **MODULE 5 - SCALE & CALIBRATION**

- Setting and verifying scale before measurement
- Calibrating drawings manually
- Verifying accuracy with known distances
- Exercise: Calibrate a drawing and verify measurement

### **MODULE 6 - MARKUP TOOLS**

- Overview of markup and annotation tools
- Text, pen, line, and shape tools
- Using images and snapshots
- Tips for clean, consistent markups

## **Session 2 - Tools for Collaboration and Professional Output (3.5 Hours)**

### **MODULE 7 - PROPERTIES TOOLBAR**

- Editing markup properties (appearance, subject, data)
- Working with text and shape properties
- Using Format Painter to match styles
- Saving custom markups for reuse

### **MODULE 8 - TOOL CHEST**

- Using pre-built and custom tool sets
- Adding and organizing tools
- Sharing tool sets across teams
- Drawing vs Properties mode
- Exercise: Build a custom tool set and apply markups

### **MODULE 9 - MARKUPS LIST**

- Understanding markup data tracking
- Sorting, filtering, and custom columns
- Generating PDF and CSV reports
- Importing comments from multiple files
- Exercise: Create and export a markup summary

### **MODULE 10 - STAMPS**

- Applying and customizing stamps
- Creating and sharing custom stamps
- Practical uses for status and approval stamps

### **MODULE 11 - BLUEBEAM STUDIO**

- Overview of Studio Projects and Sessions
- Logging in and creating projects
- Real-time collaboration with teams
- Project permissions and file organization
- Exercise: Join and collaborate in a Studio Session