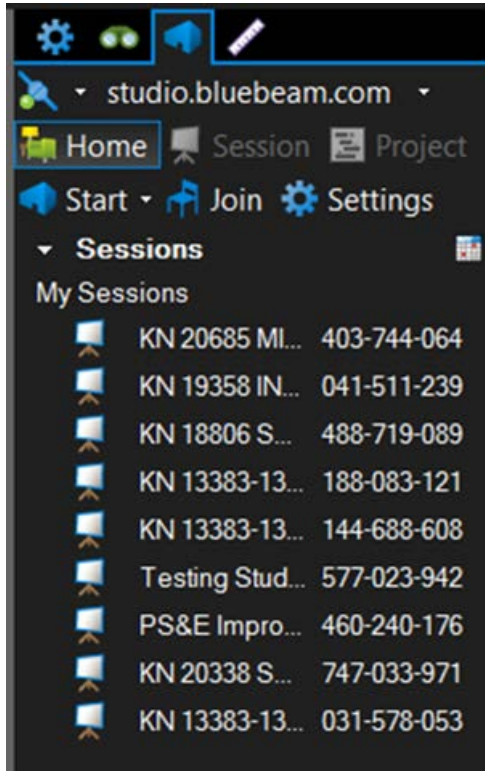
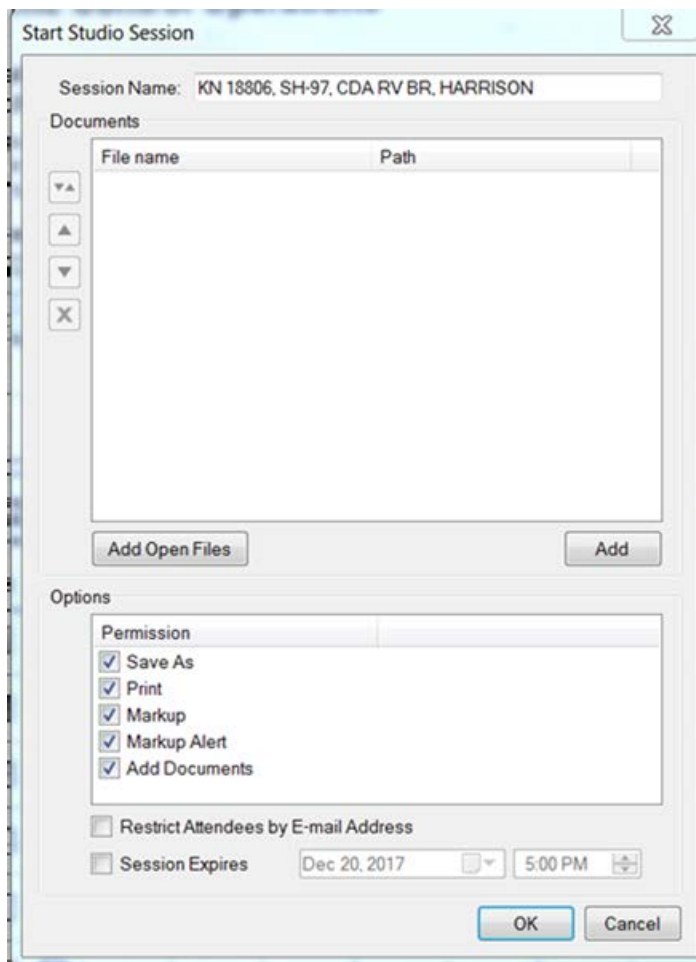


Revu Sessions Quickstart Guide

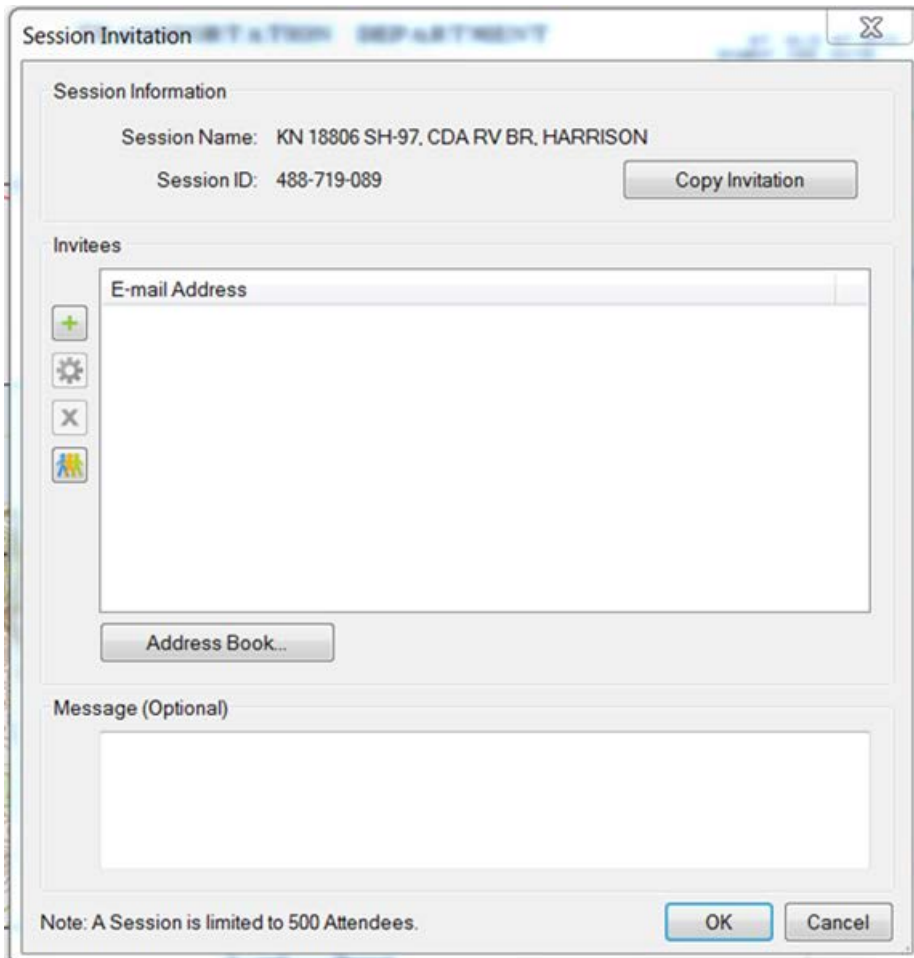
- Open Bluebeam ReVu (Licensed Copy)
- In the Studio Panel on the right side of the screen click "Start".
- Then select "New Session".



- Create a Name for the session. Example: KN 18806, SH-97, CDA RV BR, HARRISON.
- Then click "Add" and navigate to the files that will be added to the session.
- Make sure to check the "Add Documents" box so documents can be added later if needed.
- Uncheck "Restrict Attendees by E-mail Address". This will help simplify the invitation process.
- Click "OK"



- The Session Invitation comes up when you click "OK" to start the session.
- Click the "Copy Invitation" button to copy the invitation to the Windows Clipboard.
- Close the window.
- Don't worry about the other options in this window. We don't use them.



- In Outlook open a new Meeting invitation.
- Then paste the Bluebeam Session Invitation into the body of the email by pushing "ctrl V" or by right clicking and selecting paste from the options.
- The copied invite for the session will look something like this.

KN 13411 WA St Ln to Bike Ped Bridge FDR

Session ID: 269-728-452

Session URL: <https://studio.bluebeam.com/join.html?ID=269-728-452>

- You can then edit the message as you would like. Here is an example of an invitation.
- Feel free to copy this text body and just change what you need to make it your own.

Hello All,

You have been invited to join a Bluebeam Studio Session Final Design Review for KN 13411 WA St Ln to Bike Ped Bridge FDR. Click the link below to enter the review session.

KN 13411 WA St Ln to Bike Ped Bridge FDR

Session ID: 269-728-452

Session URL: <https://studio.bluebeam.com/join.html?ID=269-728-452>

Please participate in the Final Design Review for KN 13411 and have all your comments completed by **July 5** (keep in mind the 4th of July holiday, so you may want to have it done by June 30 if you're taking time off).

Bluebeam Tips:

Please use the ITD Reviewer Tools.

Make comments in **RED** only with the Reviewer Comment Box.

BLUE is for the designer/project manager only (myself and the consultant).

Please set your status in the top right accordingly. If still reviewing set to "Reviewing" if finished set "Finished".

Add the Design Review Legend to your Stamps in Bluebeam and Stamp it on the title sheet of the plans.

Double click the attachment below to load the most up to date ITD Profile Tools.



Thanks for your help!

Some things to remember:

- When you add files to the session from Projectwise do not check those files back in from the local document organizer. Just leave them there until the review session has been completed and the Project
- Manager is finished making changes to the appropriate files.
- When you check the files back into Projectwise at the end of a review session the markups will stay with the original PDF so you won't lose the comments/markups.
- I have been stamping the Review Legend on the title sheets to help give people direction.