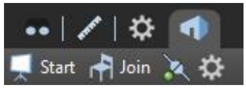
Revu Tutorial: Bluebeam Studio™

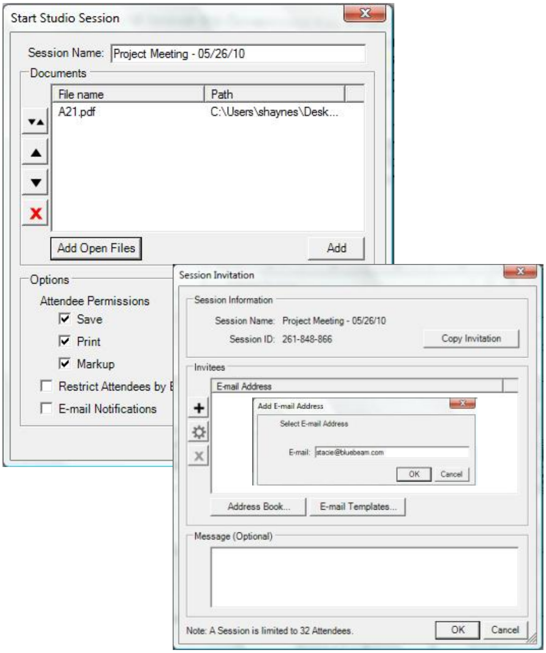
Bluebeam Studio takes online collaboration to a new level. Beginning with Revu 8.5, users can add markups to the same PDF document together in real-time or individually at any time the session is active. All markups are added to one document so no information is accidentally lost. A built-in chat feature aids communication during the session and tracks all activity for archiving purposes.

Open the Studio panel by going to *View/Tabs/Studio* or by using the keyboard shortcut “Alt + C”. By default, the panel will appear on the right side of the interface. Click **Start** to begin a Studio session as the host or click **Join** to enter as an invited attendee. You can also logout and manage your settings.



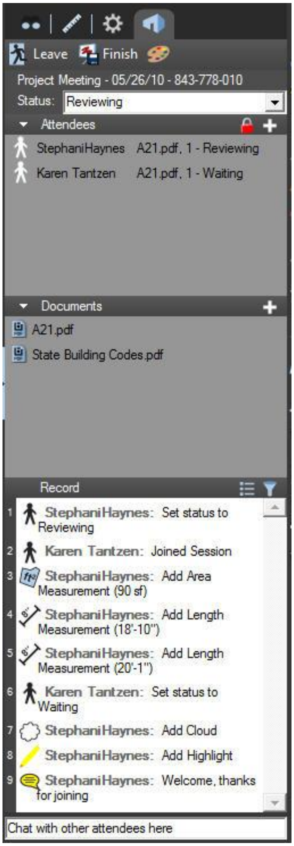
Starting a Studio Session

Click the **Start** button to launch the Start Studio Session window. Here you can create a session name, select the PDF files to review during the session, and select options for attendee permissions such as allowing attendees to save, print or markup the PDF file. After making your selections, click OK.



Next, the Session Invitation window will appear. Here you can invite others to join your session multiple ways. Click the **Copy Invitation** button to copy the information to paste into your own email, IM window or other location. You can also send an automated email from within Revu. Select a contact from your **Address Book** or click the + icon to manually enter an email address. Once finished, click **OK** and your email invitations will be delivered by Bluebeam.

Collaborating with Studio



Once you and your attendees have joined, the Studio panel will appear with information you need to monitor and communicate throughout the session.

The buttons at the top allow you to leave the session, finish the session and manage the settings. By selecting **Leave**, you will appear offline to other attendees and you have the option of rejoining the session. The host can choose **Finish** to permanently end the Studio session, which you cannot rejoin. The Session Settings button allows the host to control attendee permissions, restrict attendee participation and receive email notifications when new markups are added to a PDF. Select a status from the drop-down menu to alert others if you are reviewing, waiting or finished with a session.

In the Attendees section of the panel, you can view which attendees are online or offline as well as their status messages. Attendees can right-click on an attendee name to follow them in the session. Additionally, the host can right-click on an attendee to deny their access to the session.

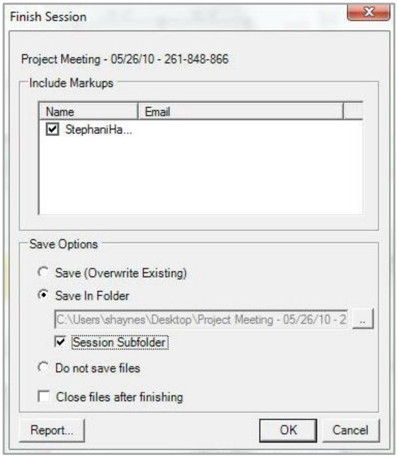
The Documents section lists all the PDF files that have been uploaded to view and markup in the session. Attendees can right-click on the document to open, close or view its properties. The host has more options to replace or delete a PDF file in the session.

The Record is the command center of Studio. Here you can view a list of all activity in the session including markups activity, chats, and attendee activity. Each markup placed on the PDF is added to the list and links back to the PDF file and its view at the time the markup was added. This is a great way to review the events of a collaboration session afterward. Attendees can filter the information that is displayed in the Record by clicking the funnel icon .

Studio sessions can remain active for 14 days. This allows attendees to rejoin and leave the session at any time during the active period to review the Record or add more markups to PDF files. Once again, the host has the option to Finish the session at any time, preventing all attendees from rejoining the session.

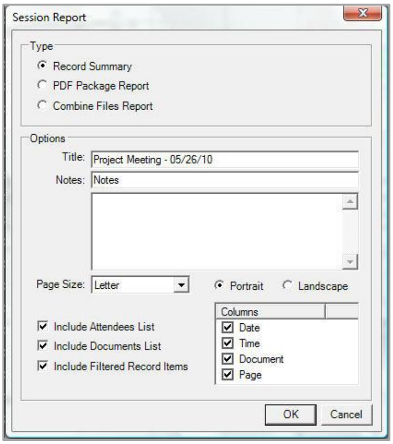
Finishing a Session

Once the host clicks the **Finish** button, the Finish Session window will appear.



The Finish Session window provides options for saving the documents used in the session. The host can choose to include or exclude markups from each participating attendee. Other Save Options include overwriting the existing PDF file(s), saving a copy of the PDF in a designated folder with or without a subfolder, or choosing not to save the file.

The Finish Session window also includes a **Report** button to generate a summary report of the session activity. To create a report, click the **Report** button, otherwise click **OK** to finish the session.



The Session Report window displays options for generating a summary report of the session activity. The report is a great way to share notes with attendees after the session is over or to save for archiving purposes.

You can choose from three different report types. The Record Summary is a PDF report that includes the session name, date, attendee names, documents used and a list of activity from the session record. The PDF Package Report creates a PDF package with a folder of documents used in the session along with a PDF of the Record Summary. The Combine Files Report creates a combined PDF including the Record Summary and all the documents used in the session.