

Section 6: Manage and Configure

Bluebeam Administrator

The Bluebeam Administrator is a tool that provides the following features:

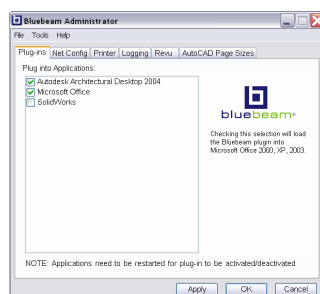
- Controls the loading and unloading of the plugin integration into AutoCAD, SolidWorks, MS Office.
- Configures centralized network settings for the plug-in.
- Controls the PDF printer: setting up, adding page sizes and reinstalling the Bluebeam PDF Printer.
- Displays log files.
- Adds custom page sizes to AutoCAD.

The Bluebeam Administrator is accessible from the Windows *Start/All Programs/Bluebeam Software* menu.

Activate Plug-ins

The **Plug-ins** tab Indicates which applications are available for installation. Be sure to close the listed applications before you begin. Check the appropriate box and click **Apply**, then **OK**.

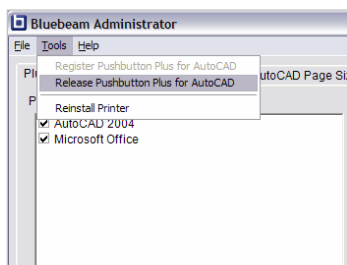
Open the application and you will notice the Bluebeam toolbars and menu.



Release and Register License Keys

To release your license key to temporarily transfer between workstations, go to the **Tools** menu in the Administrator and select **Release**. Be sure to connect to the Internet first.

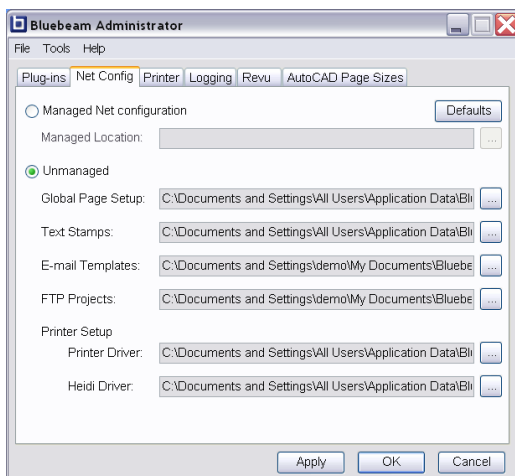
Register your seat on a new workstation with the same license key by going to *Bluebeam Administrator/Tools*



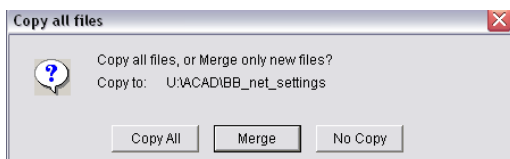
Centralizing Network Settings

Bluebeam provides a means for you to centralize your settings so that they can be accessed by everyone within your organization. By centralizing, you can make a change in one network location and it will be available immediately to all users bypassing the need to individually configure each one of their workstations.

There are 2 main selections from the **Net Config** tab: **Managed Net Configuration** or **Unmanaged**.



Managed Net Configuration allows you to refer to a centralized network location for all customizable Bluebeam settings. Press the **Defaults** button. A dialog will appear that allows you to **Browse** for a folder or create a new folder to store your settings. Once selected, click **OK**. The following message box will next display:



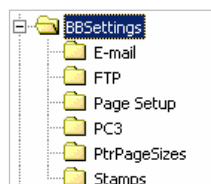
Since this folder is being configured for the first time press the **Copy All** button to configure the network directory.



The **Merge** button will take any custom settings that have been defined on this local workstation and merge the information with the configuration files currently in the shared folder.

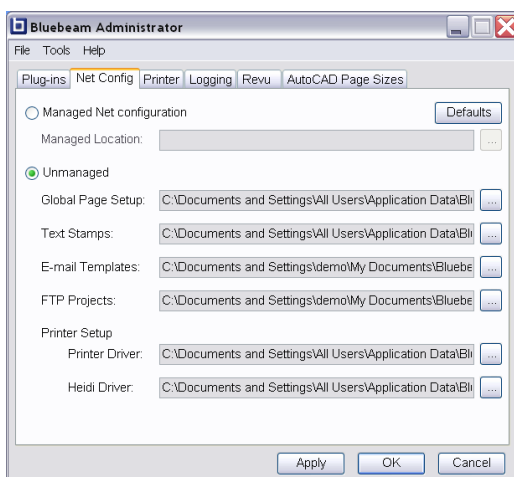
No Copy will point to the Network location and not integrate any local settings to the network location.

The following folder structure will be created in the designated folder.



Note: to restrict users from making modifications to the shared network directory, set the folder permissions to read-only. They will be able to point to the directory, but not be able to make modify files within the directory.

Selecting **Unmanaged Configuration** by default stores the configuration information locally on you hard drive. You can choose individual settings to centralize on your network by choosing the option.



For example, If you wanted to store your Global Page Setup settings on a network drive, click the “...” button and select a folder to store your page setup settings.