Bluebeam Express
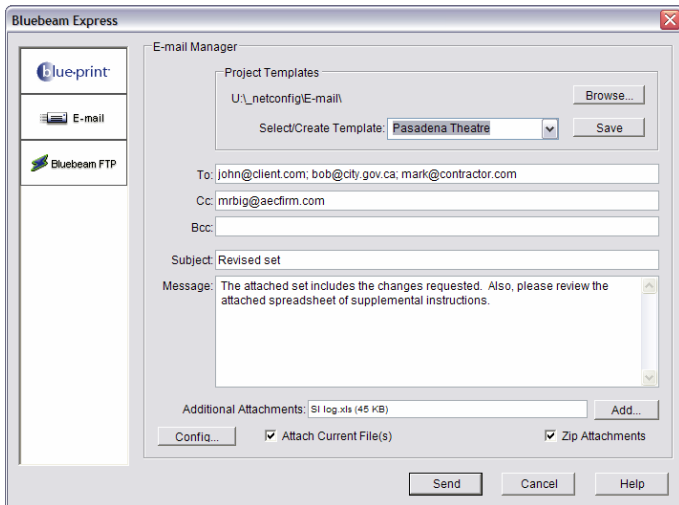
Bluebeam Express provides a way for communication your design files to others. Using Bluebeam Express you can:

- Automatically create and email PDFs to members of your project team in one step.
- Create and upload PDFs to a project FTP server.
- Submit PDFs to a Reprographer for printing and delivery services.

Bluebeam Email Manager

The Bluebeam Email Manager provides a seamless and centralized method to manage distribution lists of project members or other parties such as clients or contractors. Project email distribution lists can be saved to a network folder for any project member to access, while email templates can save time and set quality standards**.**

To begin using Email Manager, click the button from the AutoCAD toolbar or from the toolbar within the Bluebeam Batch window.   Click *Email*. From the Email Manager dialog, you can:
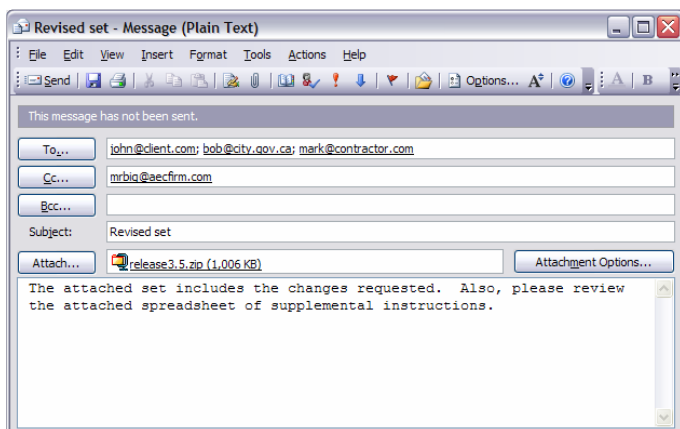
- Browse – look for a template saved in a project folder.
- Save/Create Template – create a new list or email template and save it to the designated folder.
- Enter email addresses – type addresses for To, Cc, and/or Bcc, Subject, and Message.

- Add Attachments – include other related files.
- Zip Attachments – zip the attached files.
- Config… – use the default email client or configure your SMTP server.

Once you have selected or created a template from your project folder, enter the contents of your email message, attach any relevant files, and click *Send*.

If you are using your default email client, the email will appear with your email addressees, subject, message, and attachments. Simply click *Send* again to email the message.

Note: If you have Microsoft Outlook and set it to save outgoing email addresses, you can store email addresses in both the Bluebeam Email Manager and Outlook by simply typing the address into the Bluebeam Email Manager first.
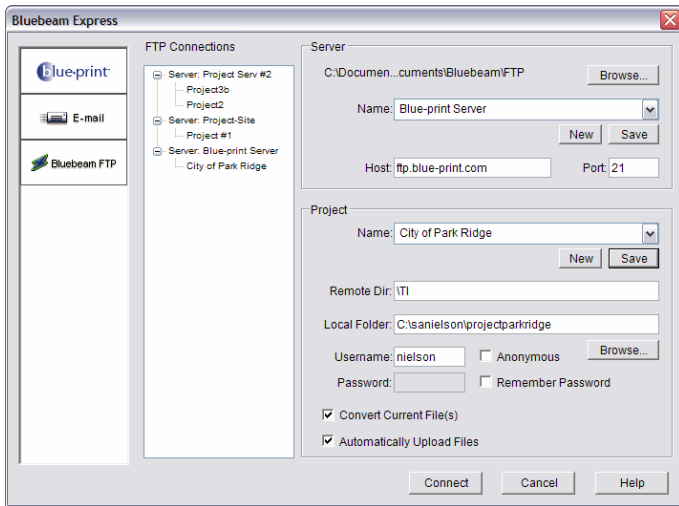
Also, if you have Outlook set to *save* sent messages, it will be stored in your *Sent Items* folder.

Users are now able to share project contact information with team members while simultaneously archiving project communications on their personal workstation.

Section V: Bluebeam Email Manager

Bluebeam FTP

Bluebeam FTP provides a seamless and direct means to submit project drawings to an FTP project server, reprographer server, and the like by saving settings into your Bluebeam FTP manager in advance.
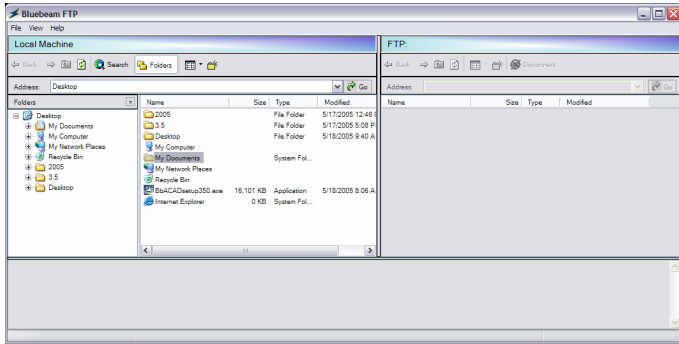

To begin using Bluebeam FTP, click the 🅱 button from the AutoCAD toolbar or from the Bluebeam Batch window. Click *Bluebeam FTP*. From the FTP manager, you can:

- Browse – find a server profile saved in a project folder.
- New/Save – create a new server profile.
- Project New/Save – create a new project profile within a designated server.
- Convert/Upload – automatically plot the current drawing or batch and upload it to the designated directory.

We recommend you store the FTP and Project profiles on a network folder for all project team members to access. Go to Bluebeam Administrator/Net Config to manage paths.

Section V: Bluebeam FTP

Once you have connected to a server, the Bluebeam FTP client application will appear.

From the FTP manager, you can:

- *Local Machine Navigation* – browse local files to upload to the selected FTP server and project directory.

- *Remote FTP* Navigation – browse files on the FTP server and project directory for download.

- *FTP Status Bar* – view a log or status of connection progress.

Simply drag and drop files between the local and the FTP windows to download or upload files.