RFI Template

Overlay active Text Fields over a Template Base

Sample RFI Template created in Bluebeam Revu

Markup tools stored in the Tool Chest

Markups list Tab

Once the RFI is filled in, right click and drag to select all the text within a rectangle, then right click again and select **Flatten** from the menu.

Active text field for response.

Work down the **Comments** column in the **Markups list** to fill in the RFI template. Turn on the **Dimmer** to see Flattened items and to distinguish the active Text Fields from the inactive. Flatten the filled in items before sending.
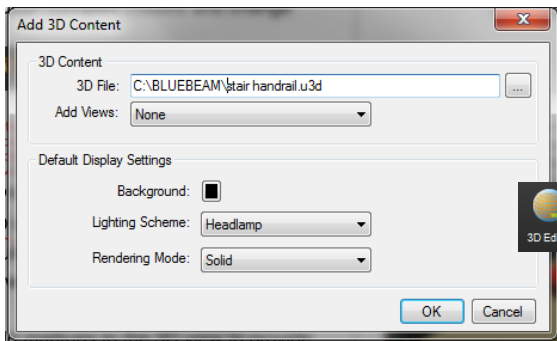
RFI Template: 3D

Insert a U3D into your RFI template and add markups for clarification

Use the **3D Hover Bar** to navigate through complex models and change render modes.
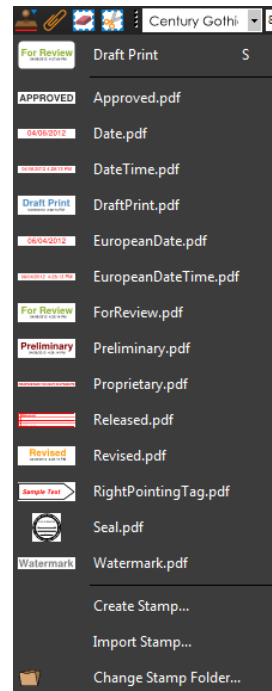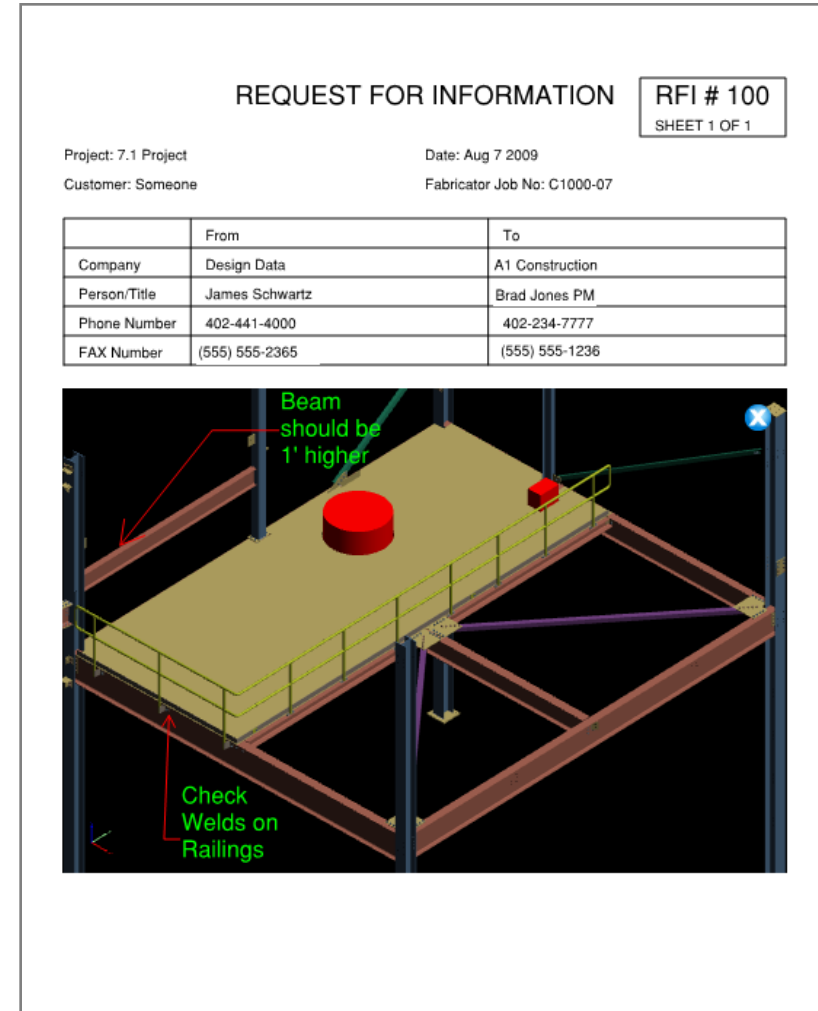

Adding a U3D Image into an RFI

To insert a U3D image into your RFI template, go to **Edit**, then select the **3D Editor**.Drag a rectangle on to the page to determine where you want to insert the image and then select your U3D file from the *Add 3D Content* dialog box.

Stamp your RFI

Revu includes a variety of commonly used stamps. Just click on the stamp you want to use and place it on your RFI template, or create a custom stamp that includes your company logo, dynamic date and time, status and signature field.

For more information about 3D markups, **check out these tutorials.**

Add markups to the 3D view in your RFI template to provide clear communication. If you want to close the Markup View to navigate through the model, just click on the blue in the top right corner of the view. Once the Markup View is closed the markups will be indicated by glowing blue spheres.