Document Review

Create color coded **Callout** and **Text Box** mark up tools for different phases of review as shown below - i.e. red for 30%, blue for 60% and green for 90%. Store them in your **Tool Chest** for reuse.

At each new phase, **Import** the comments from the previous review phase for reference and back check.

You may also indicate the status of each item in the **Status** column of the Marups List, and **Filter** the status to create a list of items that still need to be addresed.

QA/QC Tools

Sheet No.
60: Note at 60%

Document Review

Document Review

Paste Special into an Excel Template

Completed Document

Copy Cells from .CSV File

Document Review

Document Review

Select **PDF Summary** and **Append to Current PDF**.
The thumbnails in the summary hyperlink to the document.

Click on column headers to
sort. Here the Markups List is
sorted by **Color**.

Document Review

Bluebeam's **Search** tool allows you to search for keywords in a PDF document, all open documents, or all PDFs in a local or networked folder, including sub-folders. The Options menu allows you to refine your search criteria even further. To apply editing features, place a check mark next to each applicable search result. Bluebeam's Search tool makes global editing easy.
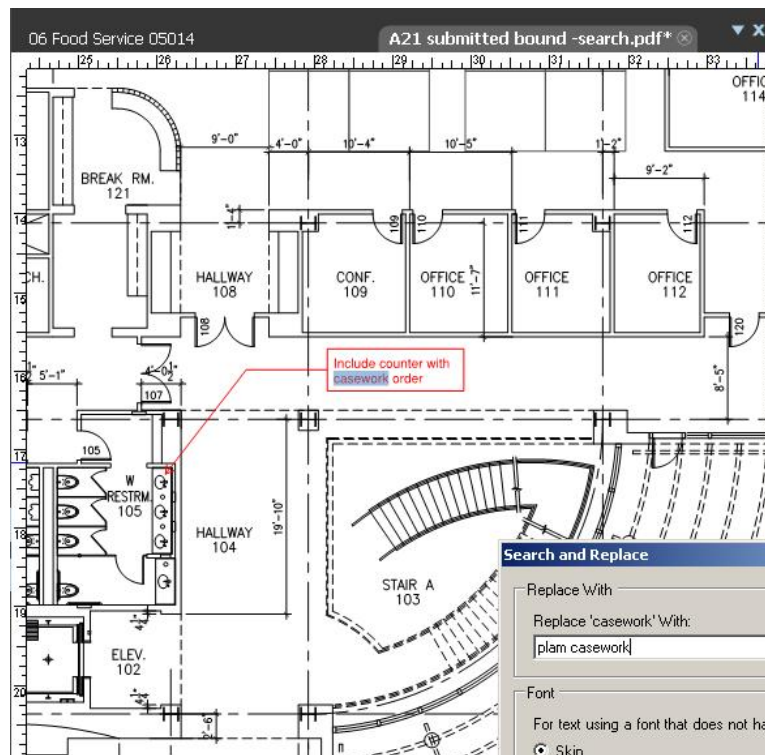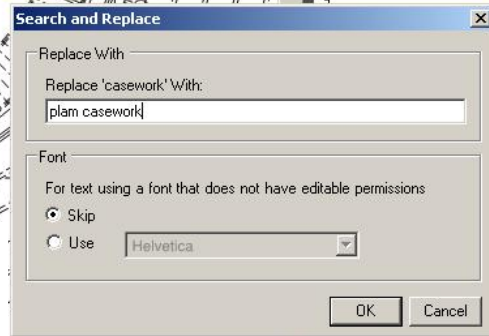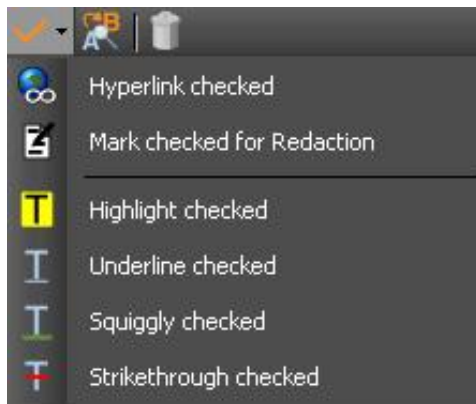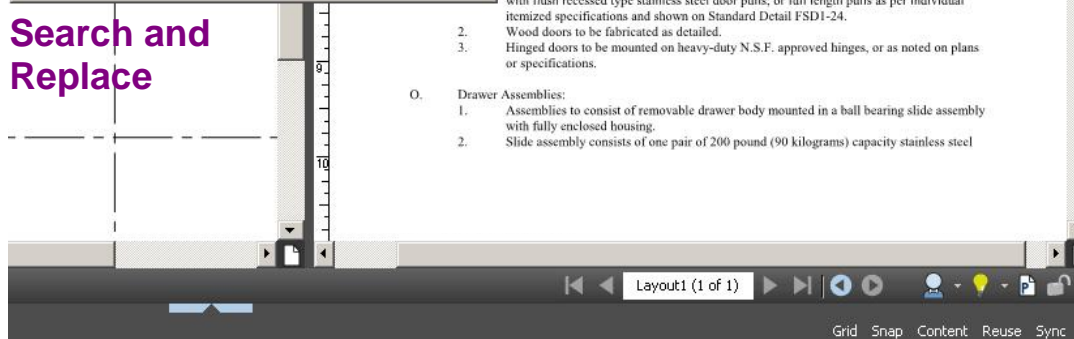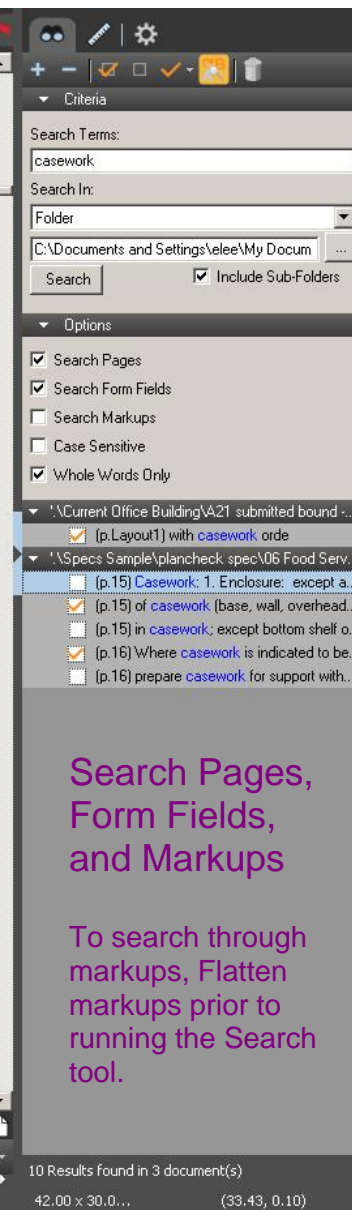
Search Tab

Apply any of these features to checked items
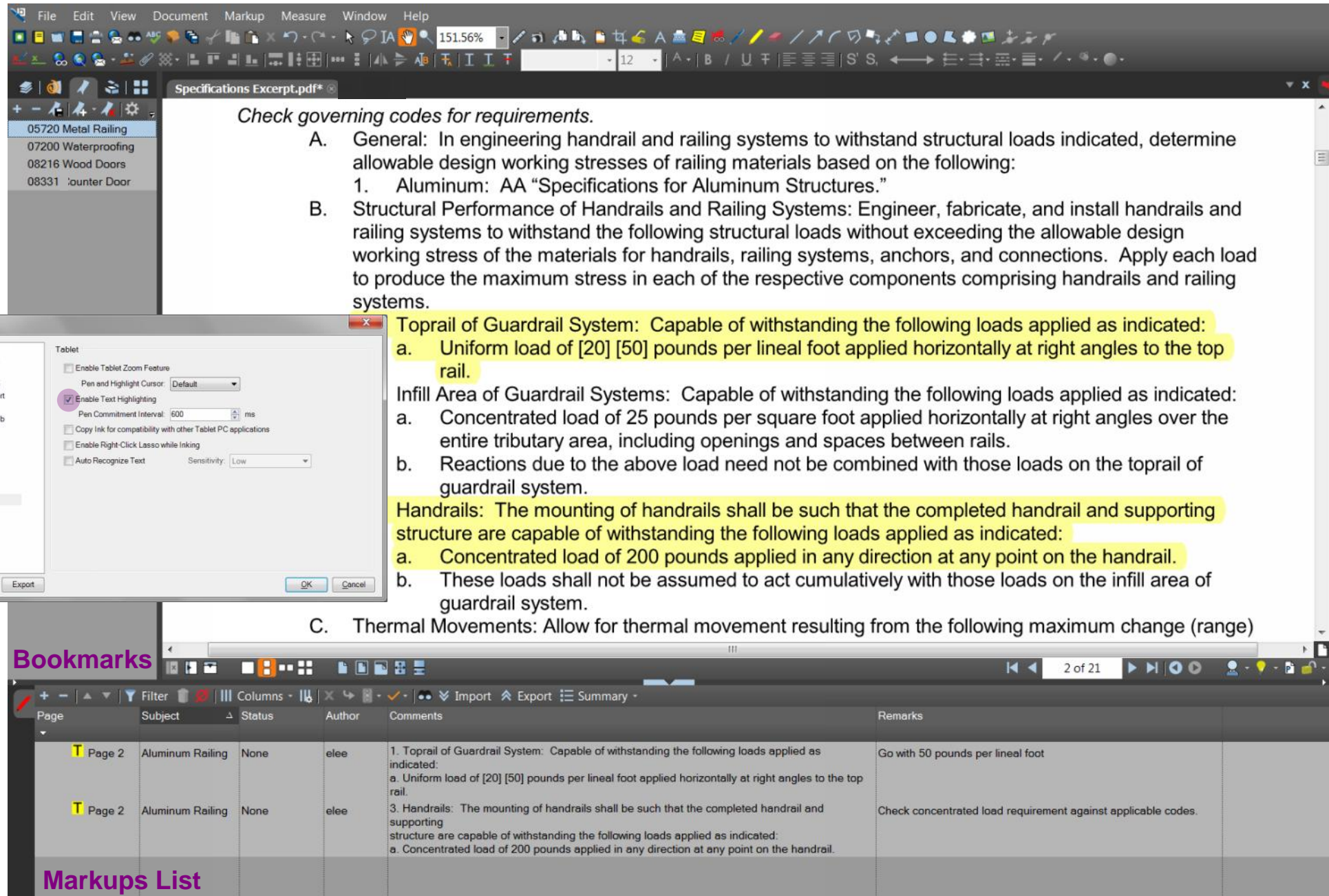
Search and Replace

Search Pages, Form Fields, and Markups

To search through markups, Flatten markups prior to running the Search tool.

Document Review

Take notes easily and quickly with the **Highlight** tool. ![icon] Check the option **Enable Text Highlighting** under *Edit / Preferences / Tablet* to ensure that highlighted text appears in the Comments column of the Markups List. Modify the Subject and add a Remarks column to provide additional information regarding the captured text.

Bookmarks

Markups List

Document Review

Layer PDFs for coordination between disciplines. First, *Colorize* each layer by going to *Document / Color Processing / Colorize* to change the color of the PDFs. Then go to *File / Create Layered PDF* and select the files that you want to layer. The individual layers can be toggled on and off in the Layers tab by clicking on the eye next to the filename.

Layers