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## WORKING WITH BLUEBEAM

### REFERENCES:

*Working With Spaces:* <https://support.bluebeam.com/online-help/revu2017/Content/RevuHelp/03--View/01--Tabs/Spaces/Working-with-Spaces.htm>

### PREPARING THE DRAWINGS

The drawing are prepared by creating and naming the Spaces that will represent the estimated systems. It will be easier to mark the Spaces if the visibility is turned on (see first paragraph in “Making Markups for Phase Code Reports” below).

Spaces should be drawn in a way that best represents the system visually. In Bluebeam, Spaces can be drawn as simple rectangles (click, hold the mouse button down, then drag) or as irregular polygons (click once, then move to the next vertex and click again; repeat as needed, then double click the original vertex, which will close the shape and finish the polygon). When the Space has been successfully marked, a window will prompt the user for a Name. Enter the system name and press Enter. Note that the system name ***should exactly match what is written in the original Excel estimate sheet***. It might be helpful to print out or have handy the original system names as they appear in the estimate form.

Ideally, the markup file containing the system Spaces should exclude all other markups types and be exported as a markup file once completed. See additional notes at the end of this document for a more detailed discussion of how the markup file should be treated.

### MAKING MARKUPS FOR PHASE CODE REPORTS

To make the phase code markups properly, the Spaces should be visible on the drawing. The visibility is controlled by a setting that you can change by opening the Spaces panel and looking for the “Highlight Spaces” button (see figure below).

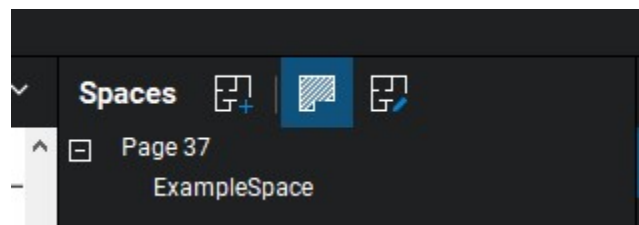


Figure 1 - Bluebeam 2019 "Highlight Spaces" button

Select the desired phase code from the Phase Code toolbox and make the markup within the boundaries of the Space for the system. If the markup is not completely within the boundaries, it will not be detected correctly when the report is generated.

#### ADDITIONAL NOTES

Markup File