



### Import Layers into Bid Map/IT Deployment Map

1. Go to **Thumbnails** and drag and drop the map from the File Explorer to below this page.
2. Delete this page from the **Thumbnails** tab.

### Resize Bid Map/IT Deployment Map

1. Go to **Document** -> **Page Setup...** -> **Next** -> **Media Size: < Custom Page Size >**
2. Pick the highest number from either the **Width** or **Height** and multiple by a whole number that puts the multiplied number just below 200. Then multiple that same whole number to either the **Width** or **Height** that was the lower number.

\*This method prevents text in markups from resizing incorrectly. While this is not necessary for the Bid map it does make it easier and convenient if the Bid map is used to start the IT Deployment map.\*

### Update Bid Map/IT Deployment Map

- 1) Open the new map from the File Explorer.
- 2) Go to **Document** -> **Page Setup...** -> **Next** -> **Media Size: < Custom Page Size >**
- 3) Pick the highest number from either the **Width** or **Height** and multiple by a whole number that puts the multiplied number just below 200. Then multiple that same whole number to either the **Width** or **Height** that was the lower number.
- 4) Go to **Document** -> **Color Processing...** -> **Process Type: Grayscale**
- 5) Check the **Process Images** box and then select **OK**.
- 6) Save and close the new map.
- 7) Go to **Thumbnails** in the current IT Deployment map and right-click the map and select **Replace Pages**.
- 8) Select the new map from the File Explorer and select **Open**.
- 9) Check the **Replace page content only** box and then select **OK**.

\*This method prevents the need to export/import markups or recalibrate the new map.\*

[Bluebeam Tool Chest Downloads](#)