

Introduction to Bluebeam

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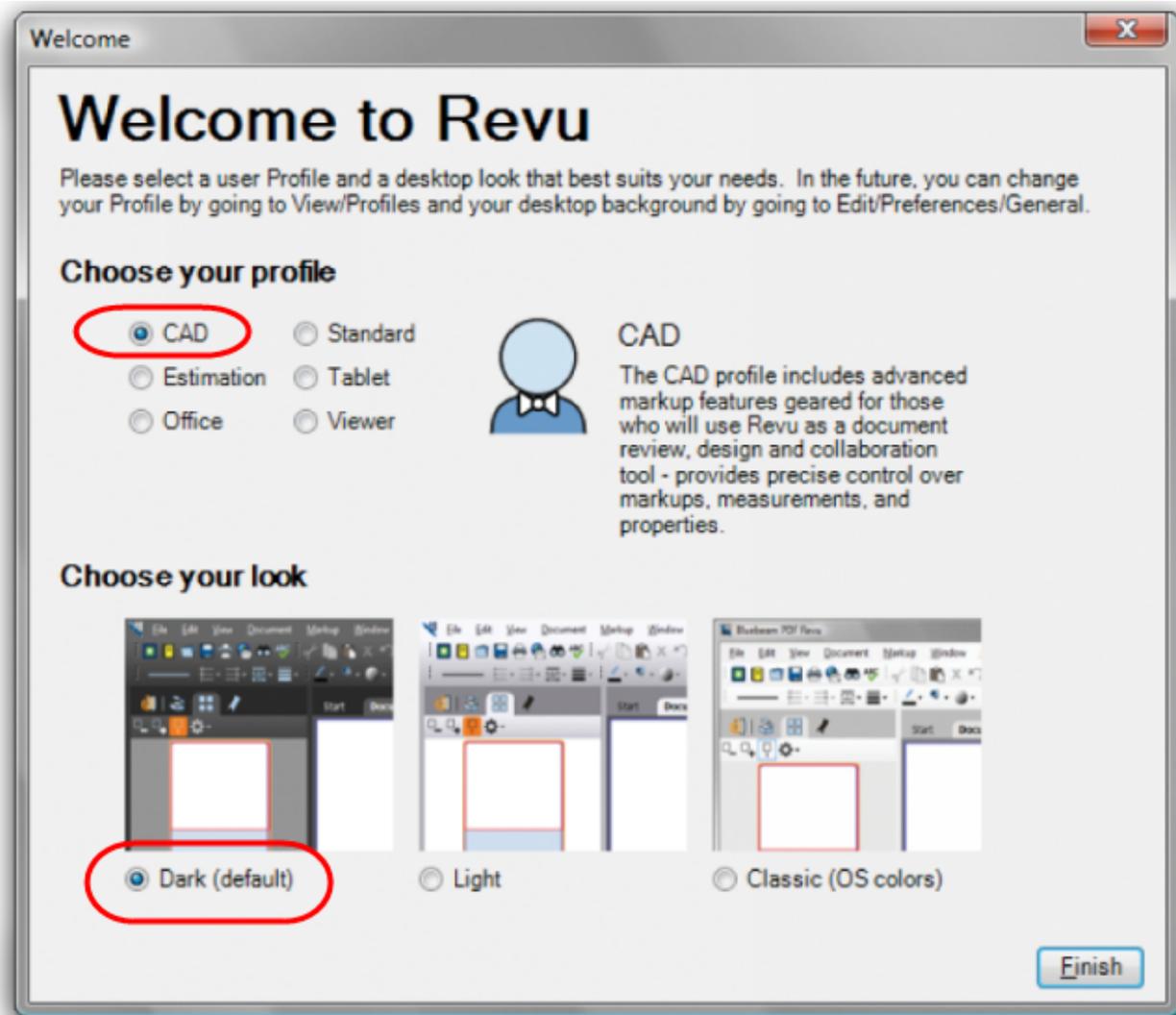
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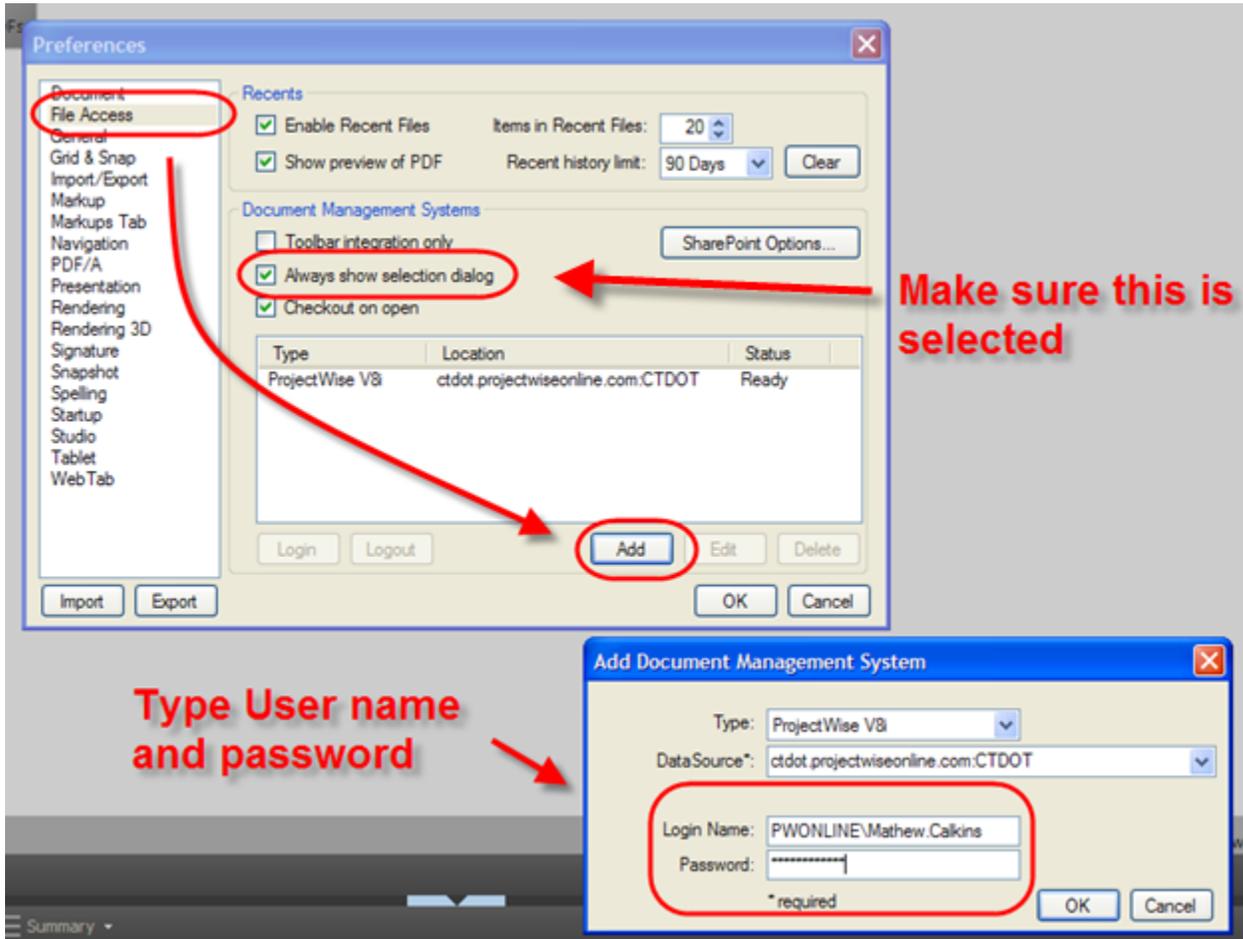
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Section 1 First Time Opening

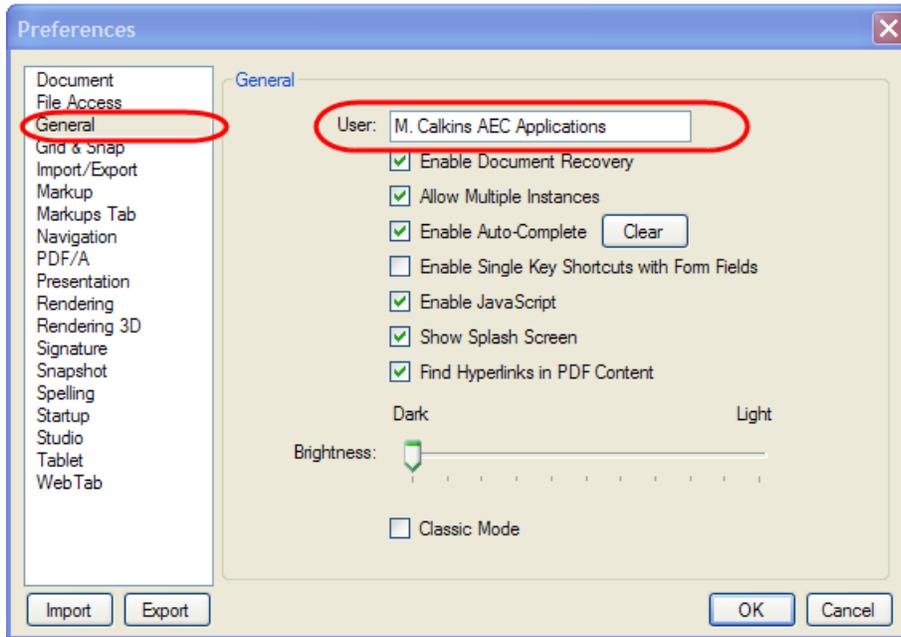
1. Select the *CAD* profile and *Dark* look:



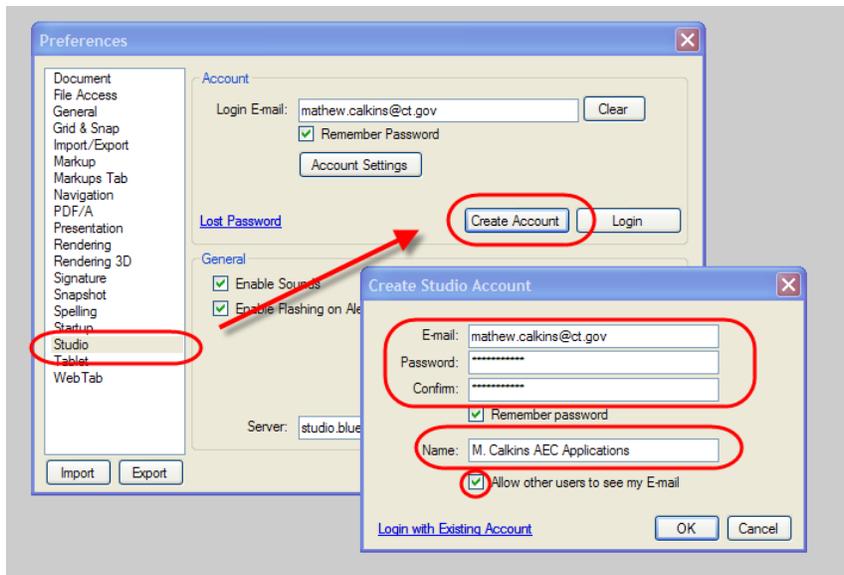
2. If a box pops up asking to integrate projectwise click yes, if a box does not pop up, go to *Edit>Preferences* then follow the figure below to integrate Bluebeam with Projectwise. See [section 3](#) of this document for more information on Projectwise integration.



- Next go to *Edit>Preferences* and enter user information in the format of First Initial. Last Name and Unit Name as shown below:



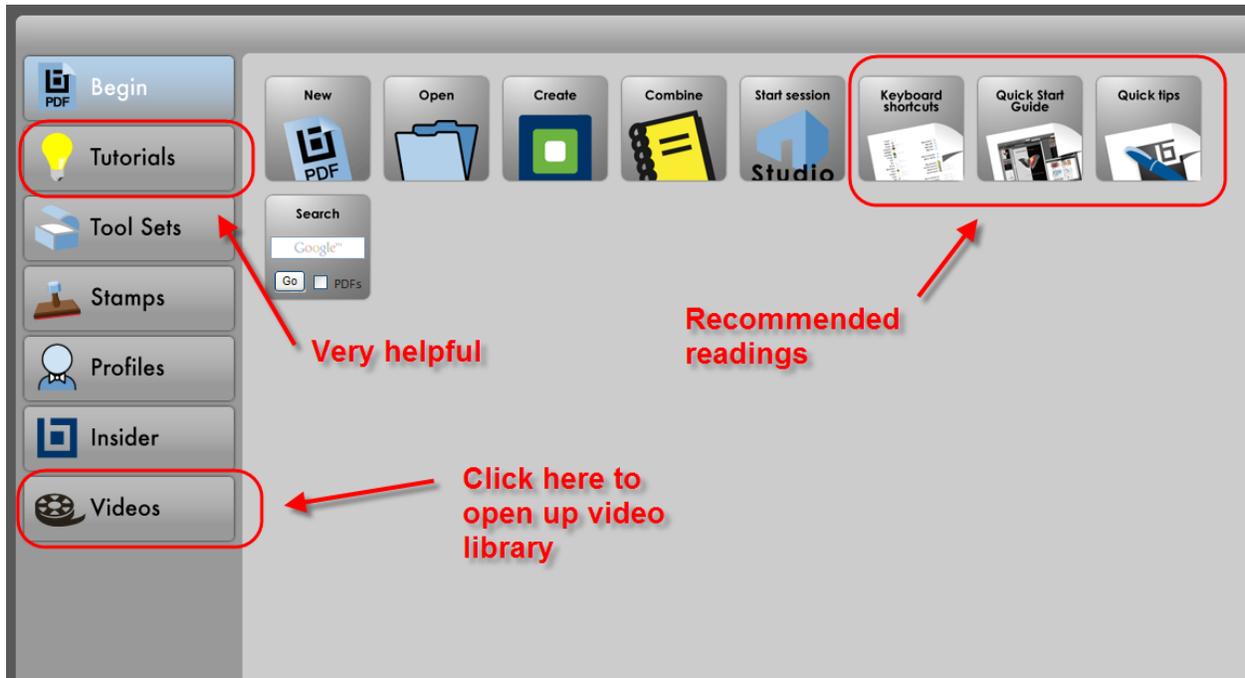
- Next create a studio account. We will be using studio in the future for electronic reviews and you need to set up an account. Follow the figure below:



**Enter email address and password.
Then add your user name like in the previous step.**

Section 2 Training Materials

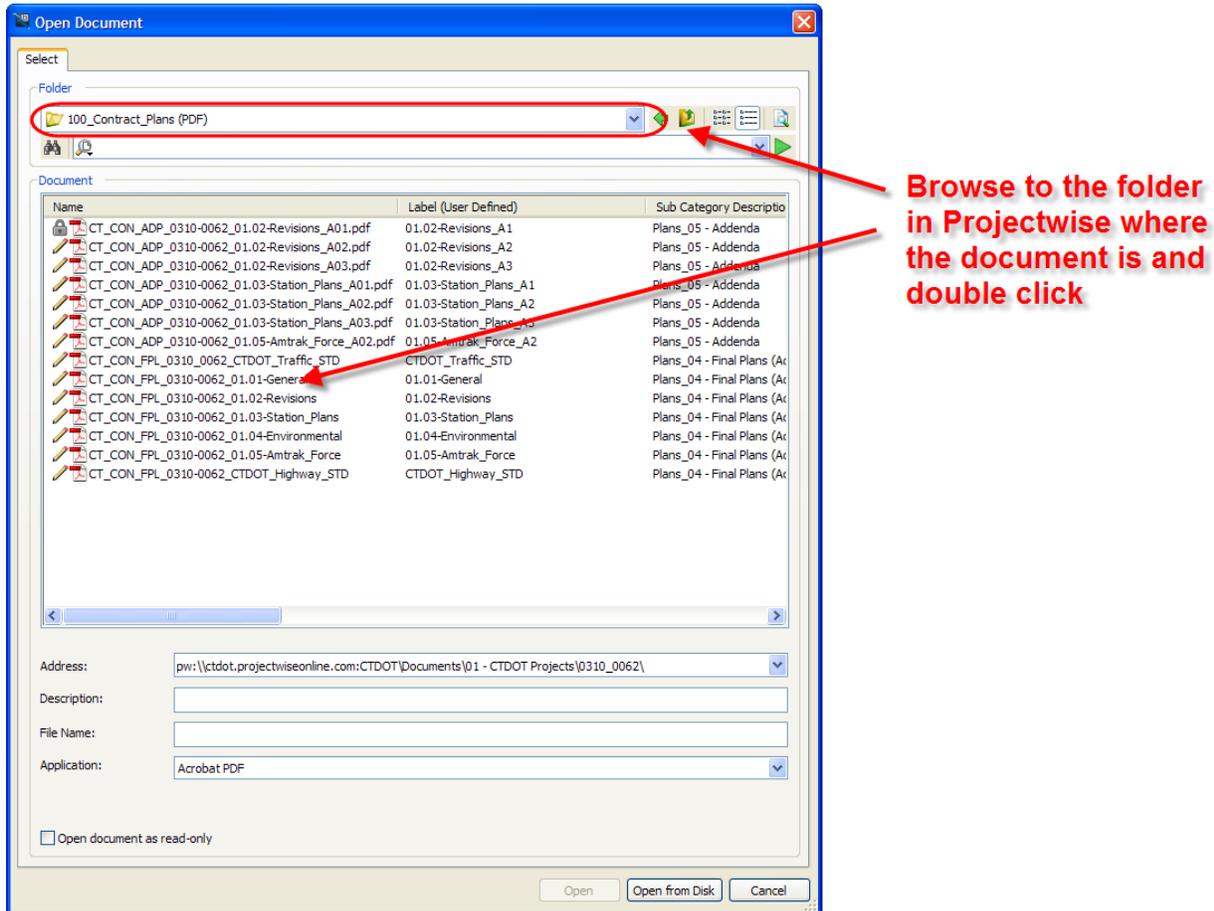
Bluebeam includes a variety of training materials to help users with the software. These materials include instructional videos, PDF document tutorials, and an excellent help menu. These can be found on the Bluebeam start page, as shown below. Note: If the start page is not up on the screen hit *F12* to open it.



Section 3 Projectwise Integration

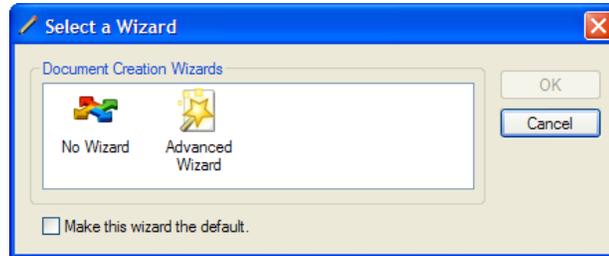
Bluebeam's integration with Projectwise gives users the ability to do the following:

1. Check in or check out documents from Projectwise. When you click *open*, the Projectwise window will pop up and you can browse to the document you wish to open.

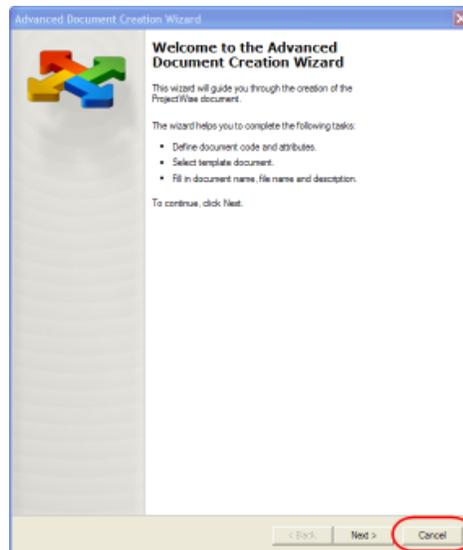


Note: Bluebeam will always go to Projectwise first when "open" is selected. To open a document from your computer select *Open from Disk* on the bottom of the window shown above.

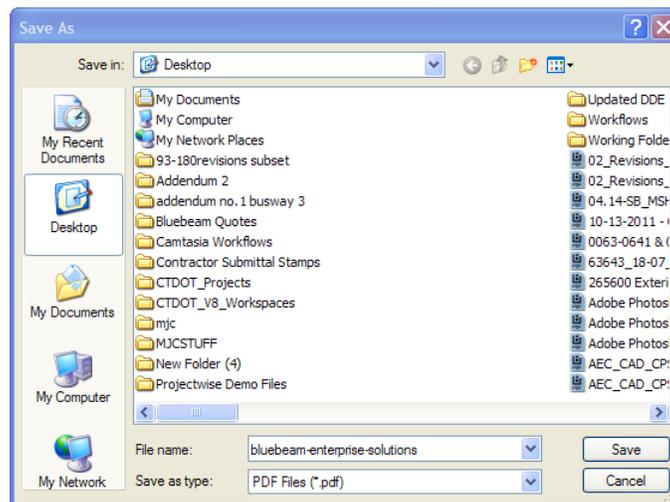
2. Save documents into Projectwise. When *save as* is selected in Bluebeam the Projectwise wizard will show up. This allows the user to attribute the documents and save them right into Projectwise.



If you would like to save to your computer, click on one of the wizards below and click *OK*, then on the next window click *cancel*. Windows explorer will pop up and you will be able to save it to your computer then. Below I clicked on the *advanced wizard* and then clicked on *cancel*.



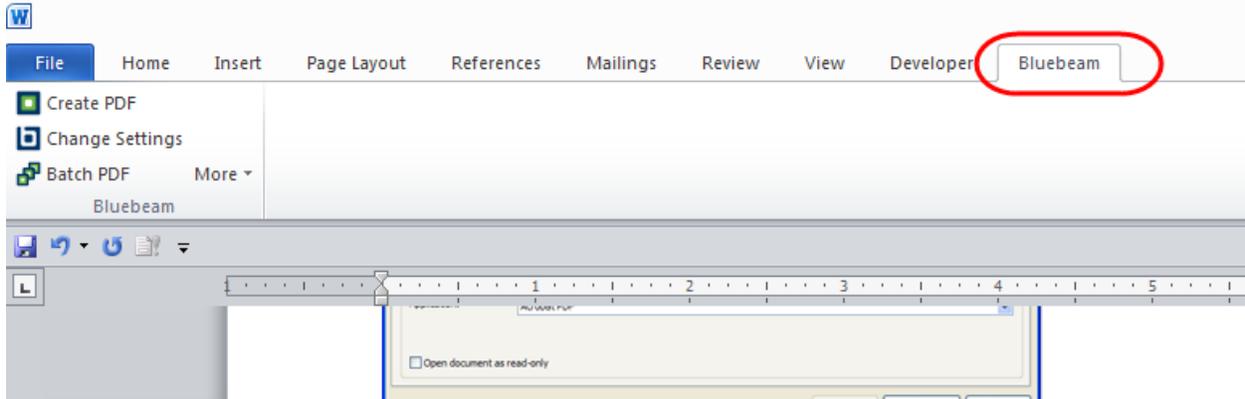
Then windows explorer pops up, and you can save the document to your computer or a server.



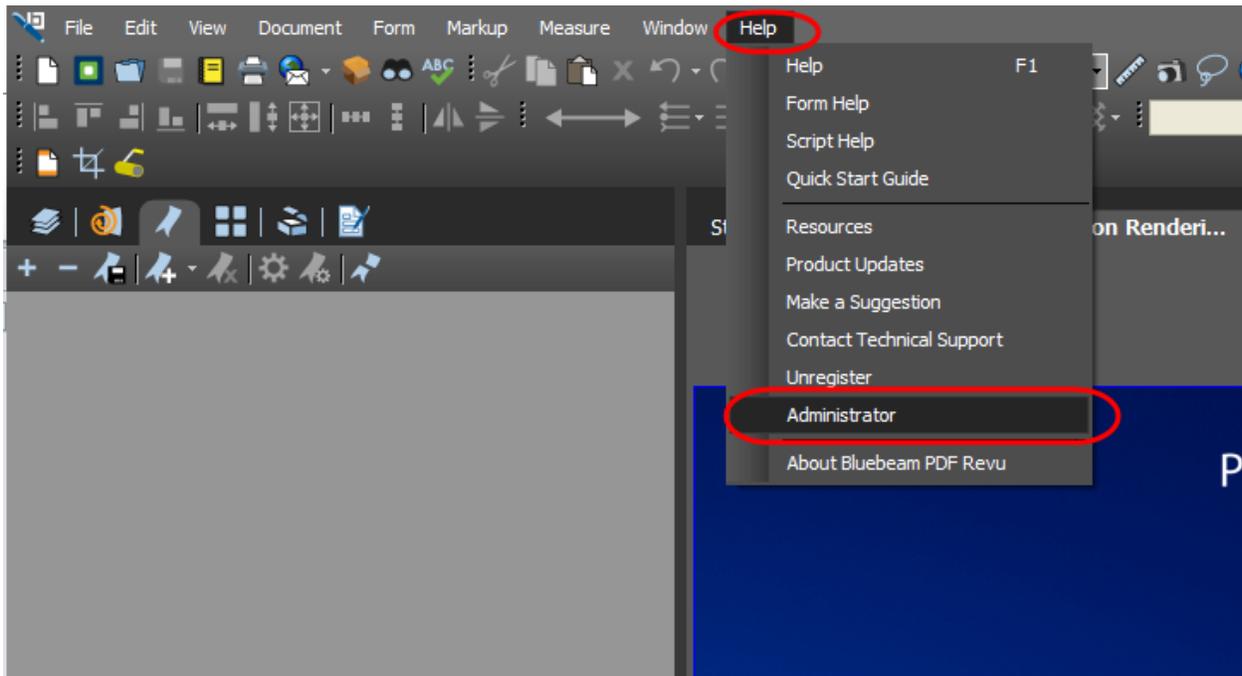
Section 4 Microsoft Office Integration

Bluebeam can be integrated with Microsoft Office which gives users another tool to make PDF documents from Microsoft Word, Excel, and Powerpoint. Bluebeam will be integrated with Office when it is installed, but if it is not integrated follow the figures below to integrate.

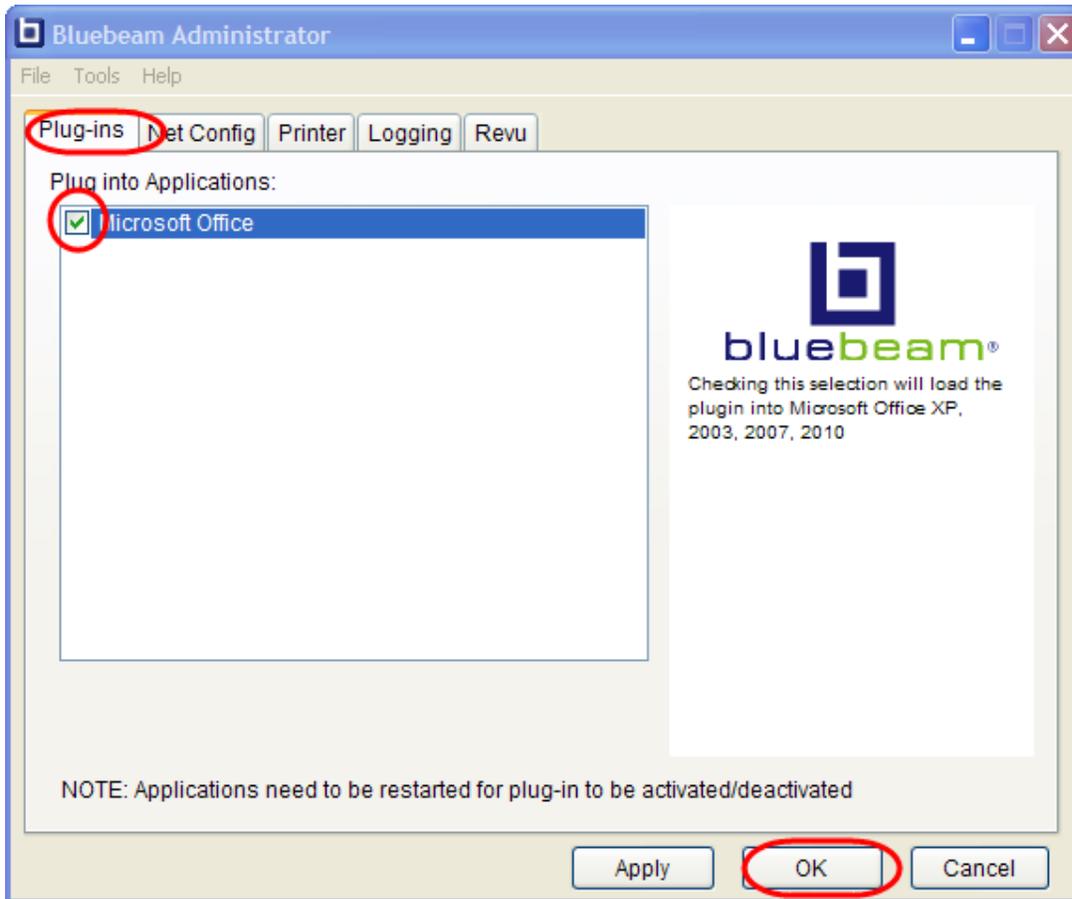
1. Office is integrated with Bluebeam if you see the toolbar as shown below:



2. If you do not see that toolbar open Bluebeam and click on *help>Administrator*.



3. Check the box that says Microsoft Office below and select *OK*.



Office will now be integrated with Bluebeam.