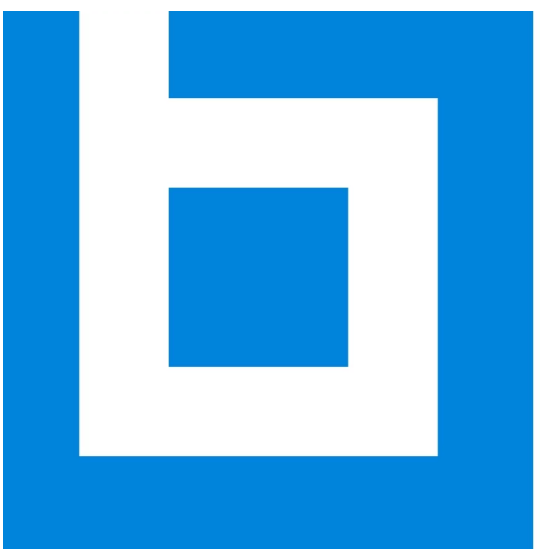


# Creating a Bluebeam Training Guide for First-time Users



## Abstract:

The use of technology is constantly increasing in the construction industry. Bluebeam is commonly used in both industry and the Cal Poly Construction Management program. The goal of this project based project is to create a training guide for first time Bluebeam users. The guide takes users through the steps of opening the program, becoming accustomed with the user interface, and step by step through a basic takeoff to the submission stage.

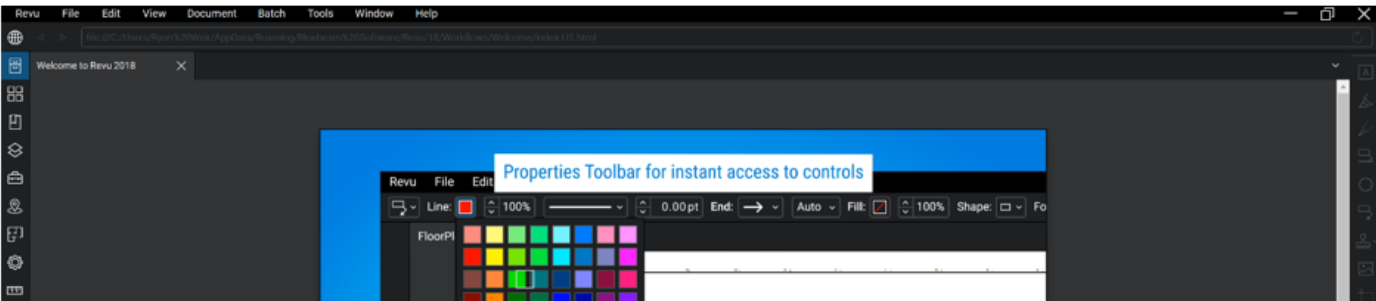


## Basic Overview

Welcome to Bluebeam 2018! Bluebeam is a powerful PDF editing software. It is especially useful for construction quantity takeoffs, but its functionality doesn't end there. I have found many uses outside of CM classes. In this guide we will walk through an efficient means to do quantity takeoffs for both classes and internships, and then go a step further to highlight tools that I have found helpful as a student.

If you have not already opened this file in Bluebeam Revu please do so now so you can follow along with the activity.

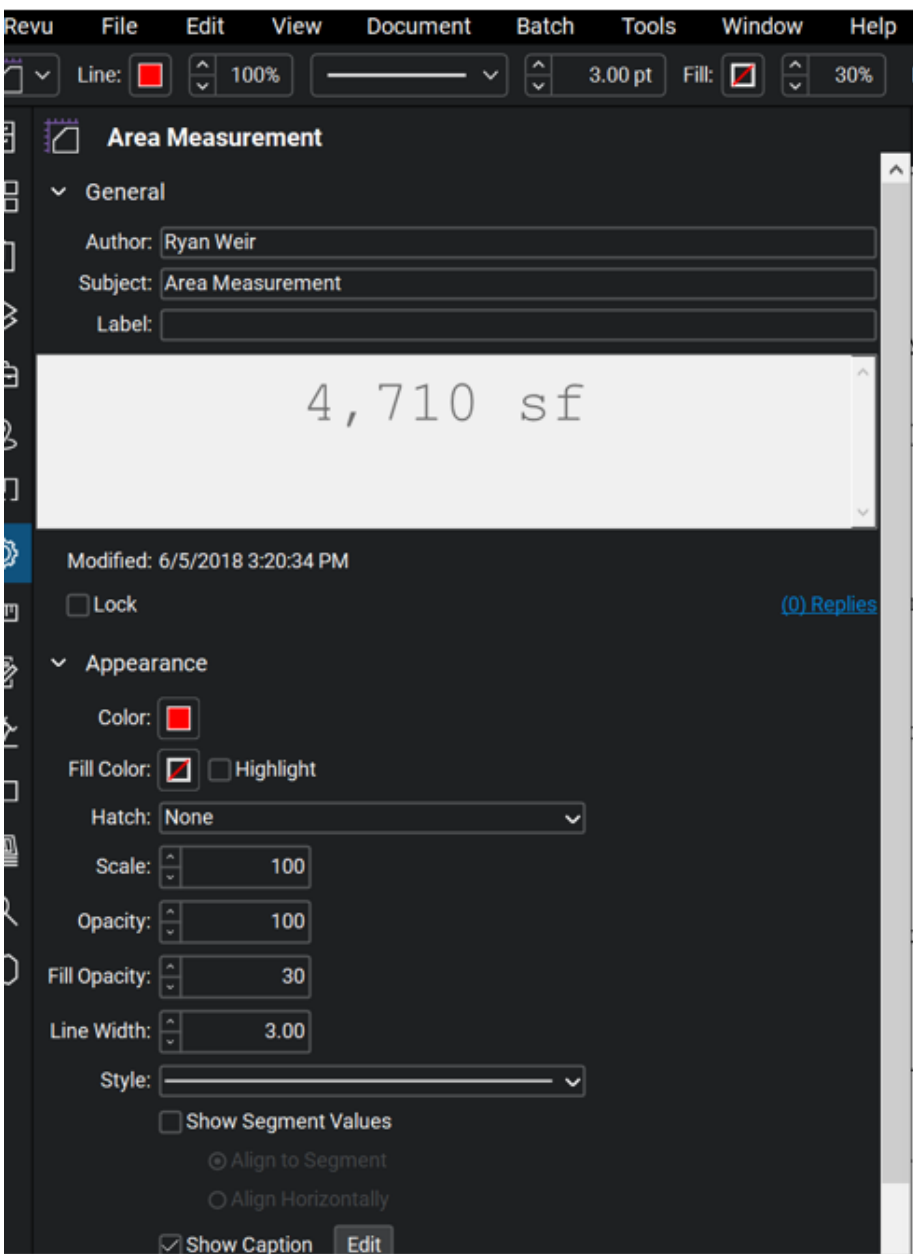
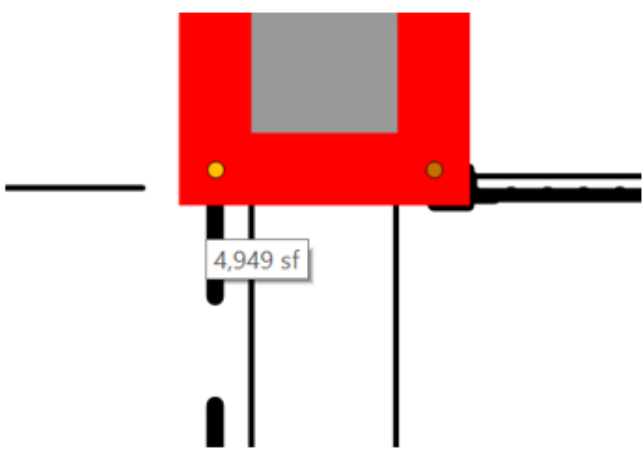
If you are opening Bluebeam for the first time you should see a screen that looks like this.



## Editing a Quantity

It is possible to edit both measurements and markups after it is on your page. You can edit both the dimensions and properties of the above. In our case we will edit our floor area takeoff to more clearly communicate the information on the page.

Editing dimensions is very intuitive. Click on the markup you wish to edit and click on any of the yellow dots (shown below). Then, drag that point to its new location. You can do this as many times as you desire until the document is flattened.



Editing the properties of a measurement or markup is a different process. First click on the markup or measurement or you want to edit. In this case find the area we had just created. Then click on the properties button. You should be looking at a window that looks like the image on the left.

At the end of this takeoff we are going to add a legend to our takeoff to help us communicate our information clearly.

To make it easier to create our legend and communicate the information in our takeoff, we will need to make some changes to our area measurement.

1. Change the Subject to communicate what we are measuring.
2. Change the color of the markup and the fill color to show that this is possible. (With multiple markups use of colors is helpful.)



CAL POLY

By Ryan Weir

