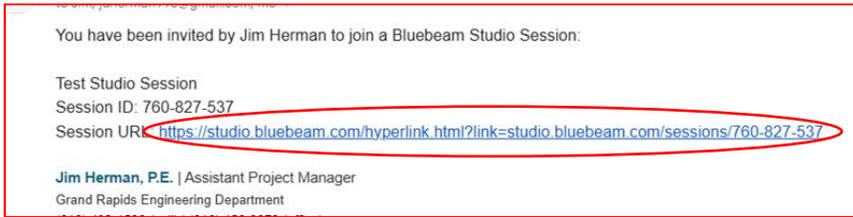


Check Print Review Guide Using Bluebeam Standard Operating Procedure

05/23/2025

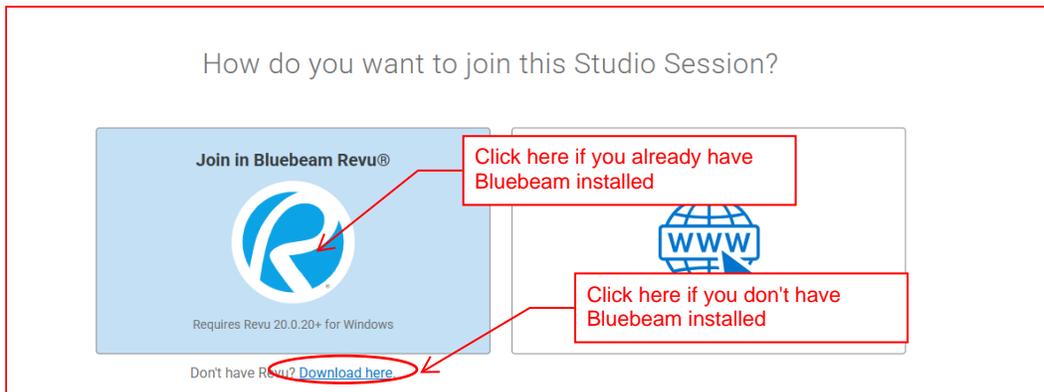
Receive an email containing a Bluebeam Studio Session Link (see below). Click on the link.



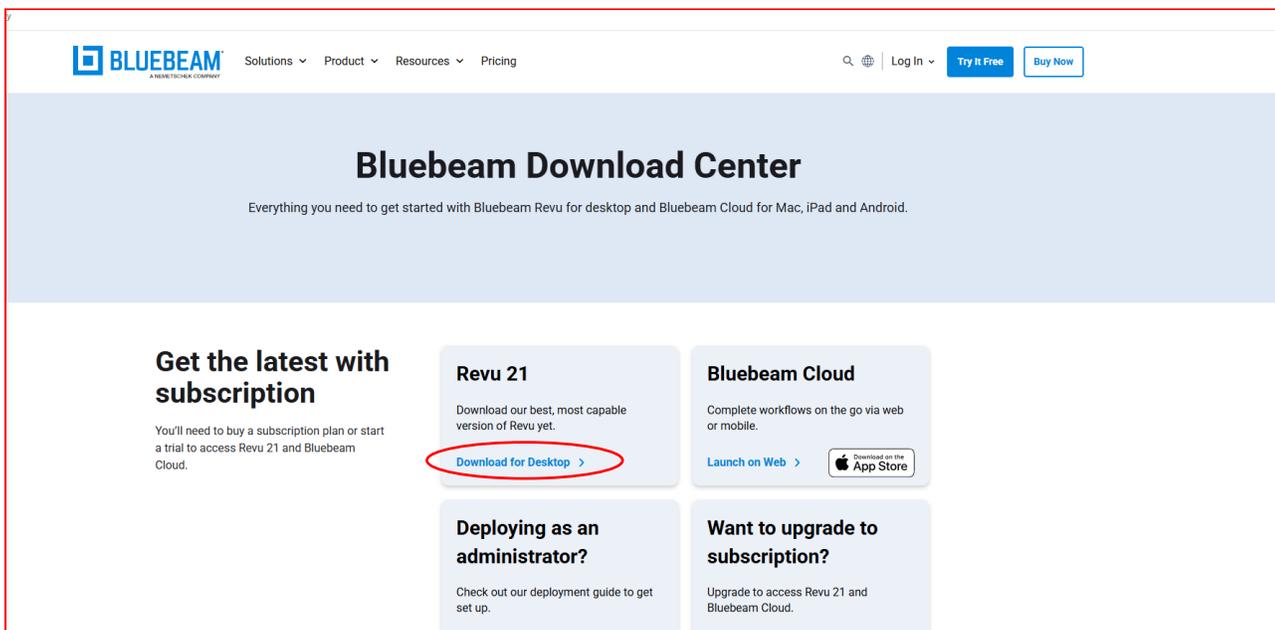
If you already have Bluebeam installed on your computer, click "Join in Bluebeam Revu" (see below image). Skip down to step 18. Otherwise continue to step 1 below.

Download Bluebeam:

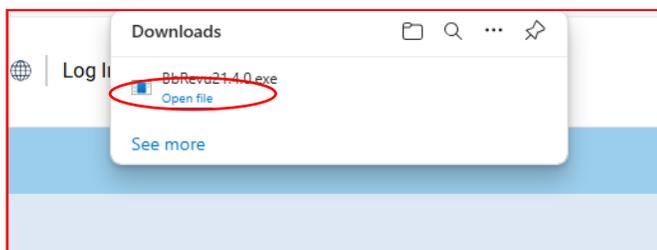
1. If you don't have Bluebeam installed on your computer, click "Download here"



2. In the web page that opens click on the link "Download for Desktop" within the "Revu 21" section (see below)



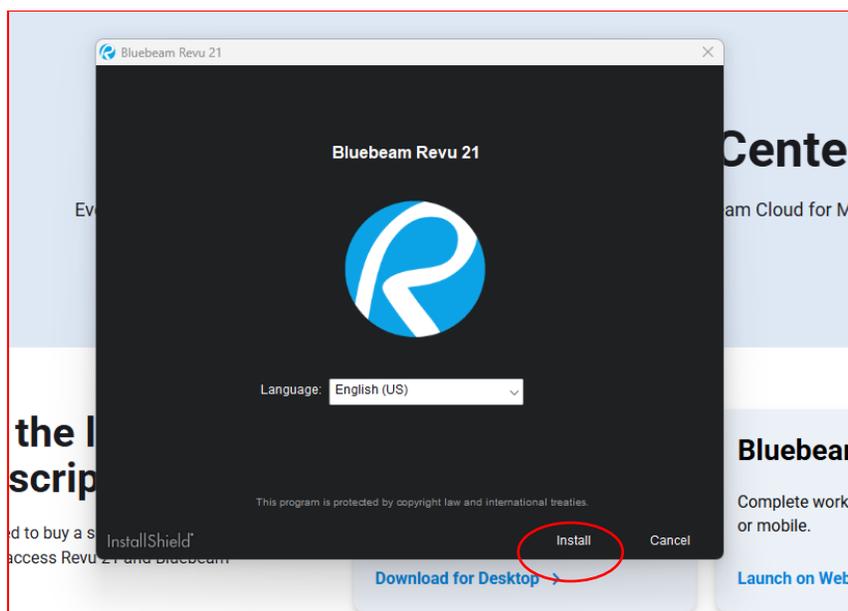
3. Downloads will appear in your web browser. Click the "open file" button (see below). Note, if your browser doesn't look like this, it will also be in your "downloads" folder in your windows explorer.



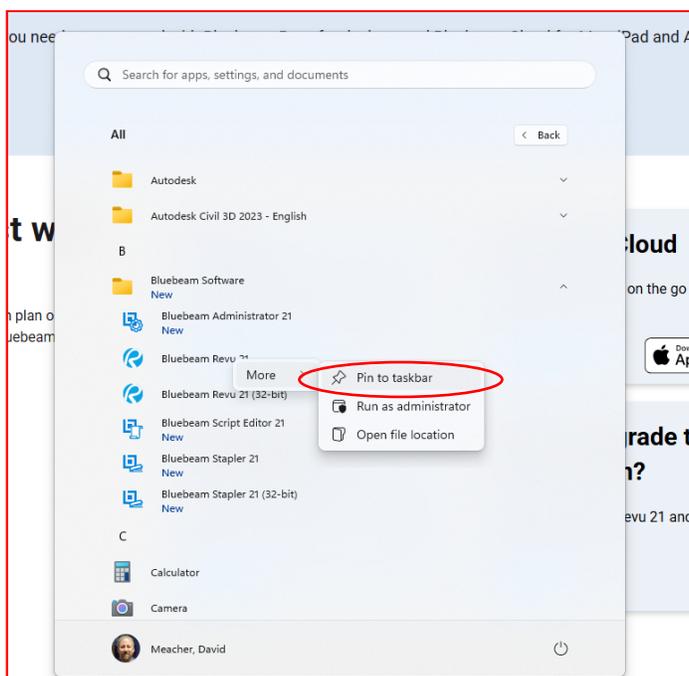
4. A Microsoft permissions pop-up may open. Click "yes"

5. A Bluebeam download window opens, click "Install". (NOTE - you might get an error that you aren't an Admin on your computer. If this is the case please reach out to IT to become an Admin)

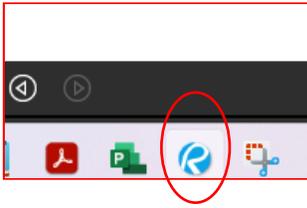
6. After it is done installing click "finish"



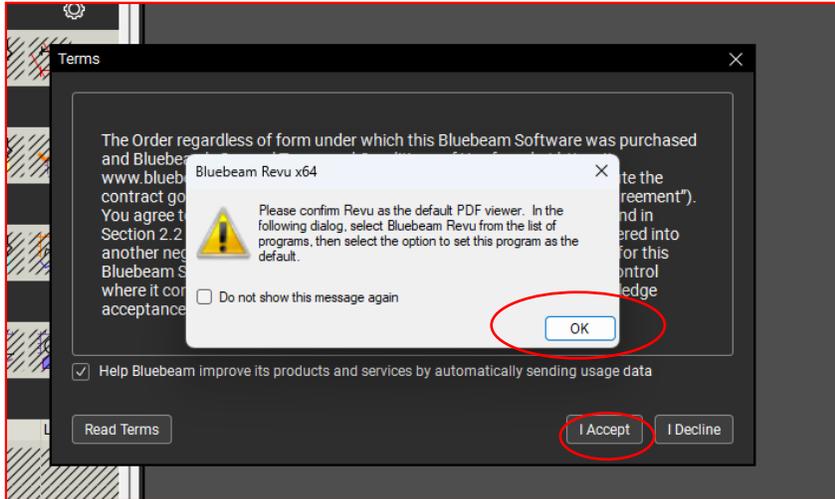
7. Click your start button at the bottom (Windows icon) >> find "Bluebeam Software" >> right click on "Bluebeam Revu 21" >> hit "More" >> select "Pin to Taskbar" (see below). This allows you to easily access it later on in your taskbar.



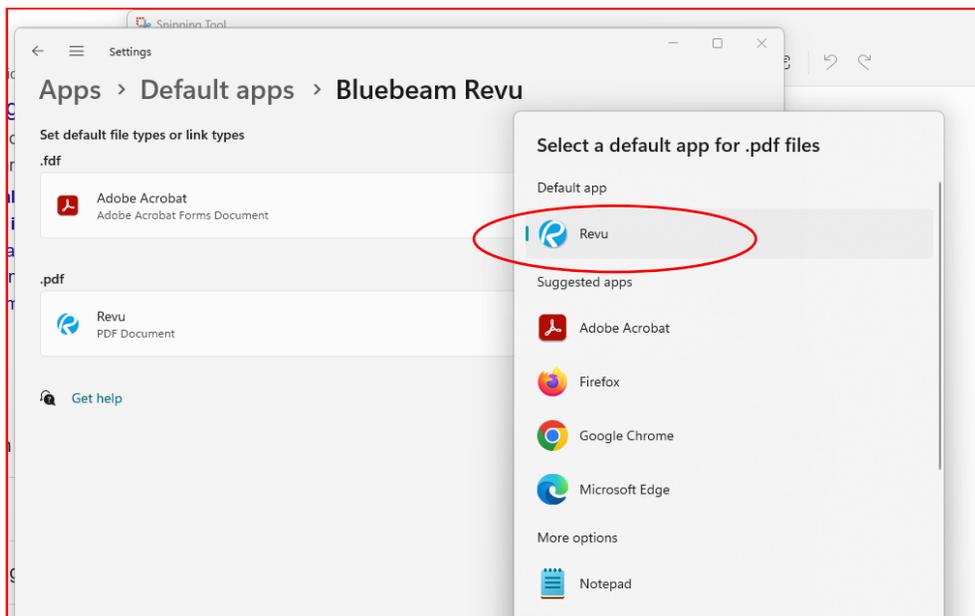
8. Open the Bluebeam Icon in your taskbar (see below)



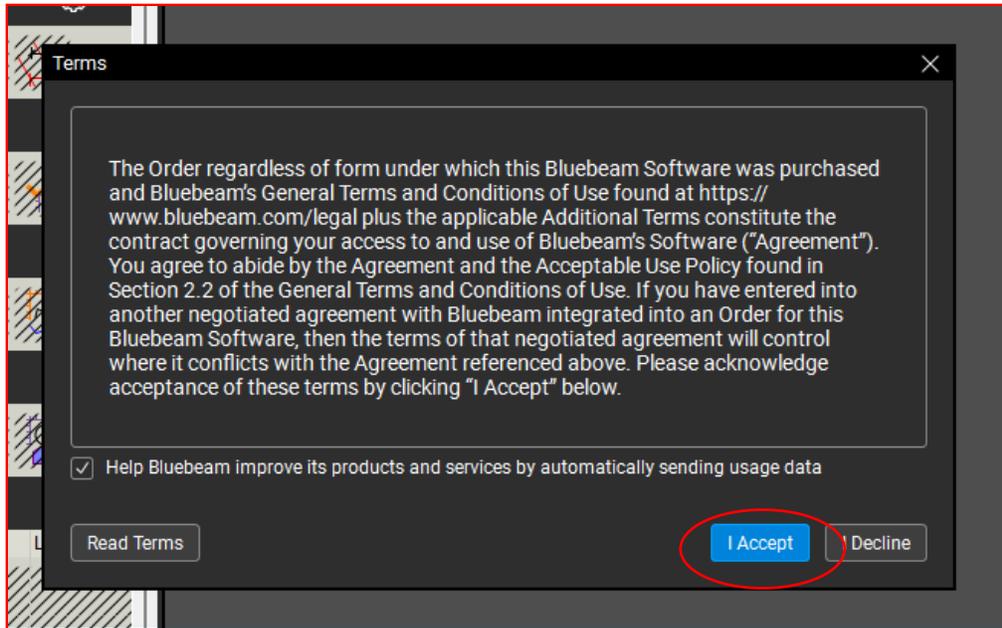
9. Upon opening it, it will ask if you'd like to make this your default PDF viewing software, hit "OK", then "I accept" (see below)



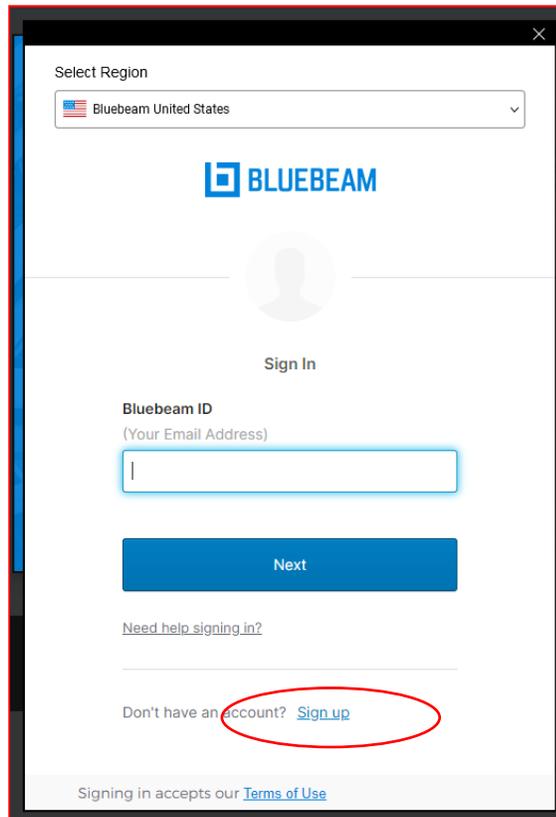
10. It is up to you, you can keep Adobe your default, or change to Bluebeam. (You can always adjust this later on). A Window opens to set this as Default. If you want to keep Adobe or a web browser your default, just close this window. If you want Bluebeam your default, hit the arrow next to the .pdf option, and in the window that pops up select "Revu" (see below)



11. A window pops up for Terms. Hit "I Accept" (see below)



12. A login box will pop up. If you do not have an account created, click the "sign up" button. (If you already have an account, sign in and skip to step 15 if you have an account)



13. A window pops up to create an account. Fill in the information using the email that the Studio Session was sent to (see below)

Select Region
Bluebeam United States

BLUEBEAM
AN AUTODESK COMPANY

Create your Bluebeam account

First Name
Test

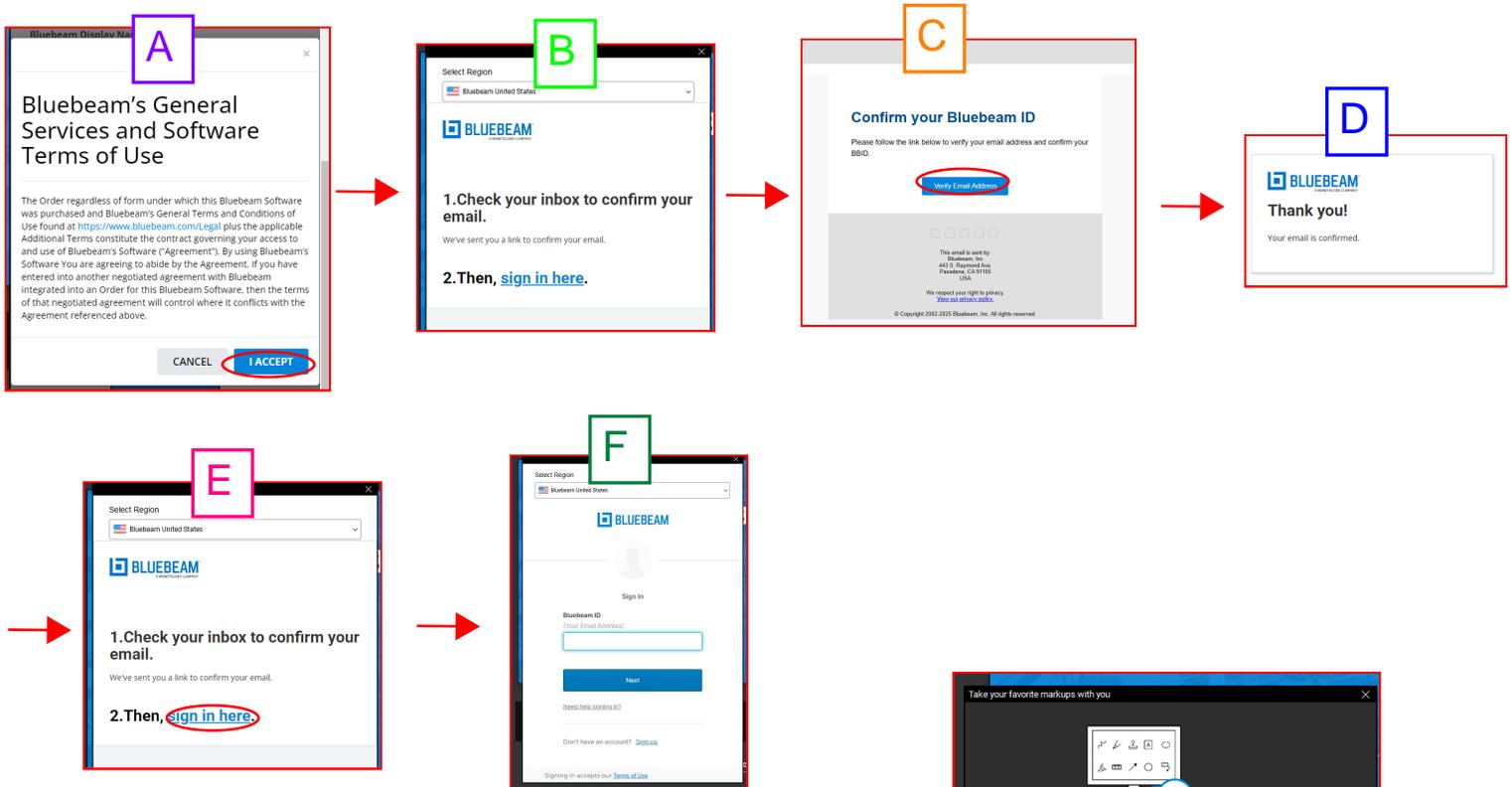
Last Name
Tester

Bluebeam Display Name (?)
test_tester

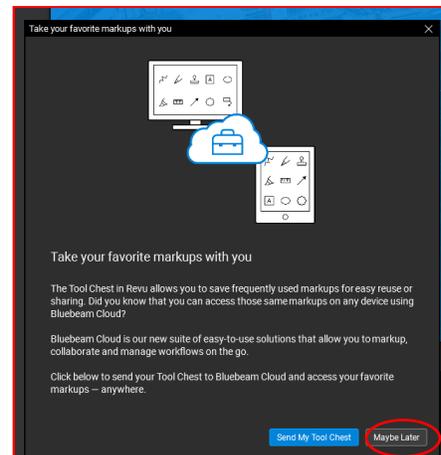
Preferred Language
English (US)

Email (This will be your Bluebeam ID)
spam.email.3904@gmail.com

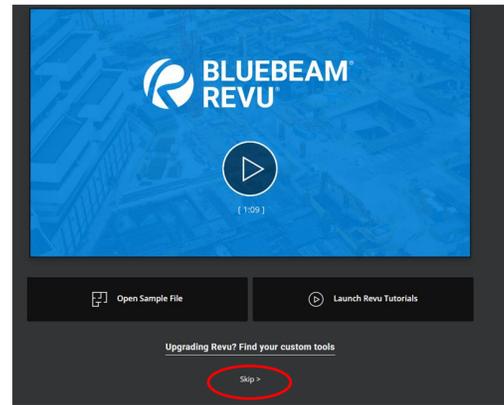
14. Once you have finished created account: (A) a box pops up, hit "I accept" (B) a box pops "confirm your email" (C) go to your email inbox, find the email, and click the blue "Verify email address" (D) You will get a follow up email "Thank you". (E) Go back to Bluebeam and now hit "sign in here" (F) Login using the account you just created.



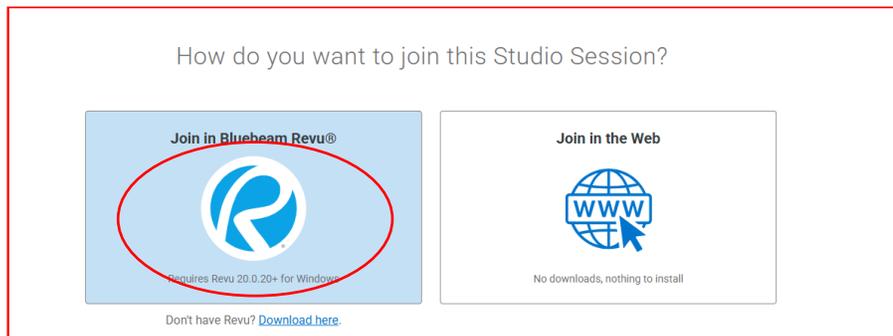
15. Once you are signed in a box pops up for Tool Chests. Hit "maybe later" (see to the right)



16. A box pops up to watch tutorials, feel free to watch now or click "skip" (see to the right)

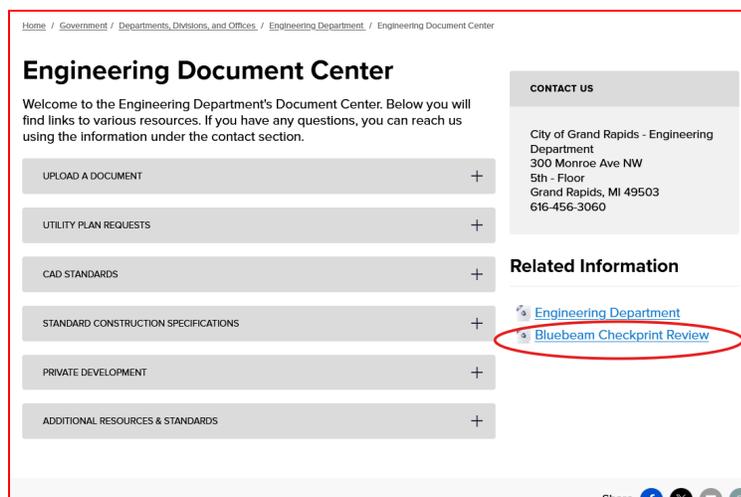


17. Now you have Bluebeam downloaded and you are logged in! Go back to the original Check Print email, and click the link again. This time when the webpage opens asking "how do you want to join the Studio Session?" you click "Join in Bluebeam Revu"



18. Next we will download the Bluebeam profile "GR Checkprint":

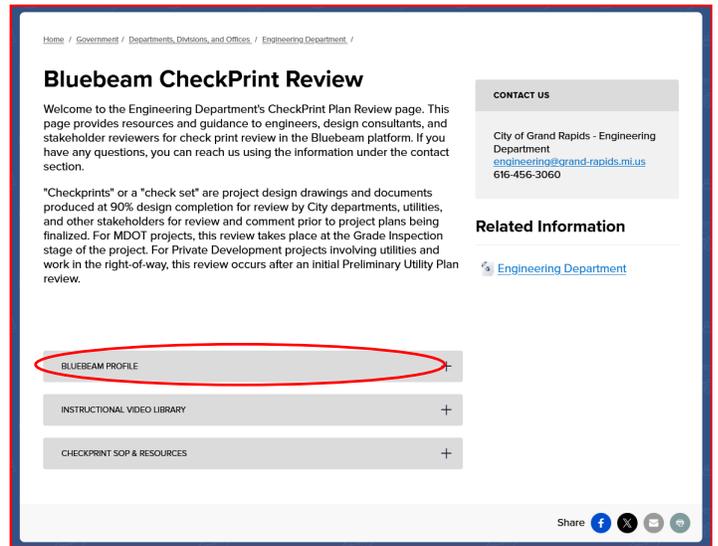
- First go to the Engineering Document Center homepage. Paste this URL into your browser <<https://www.grandrapidsmi.gov/Government/Departments/Engineering-Department/Engineering-Document-Center>>
- or simply Google "Grand Rapids Engineering Document Center" and it will be the top link.
- Next click on the "Bluebeam Checkprint Review" link (see below)



18. (Continued)

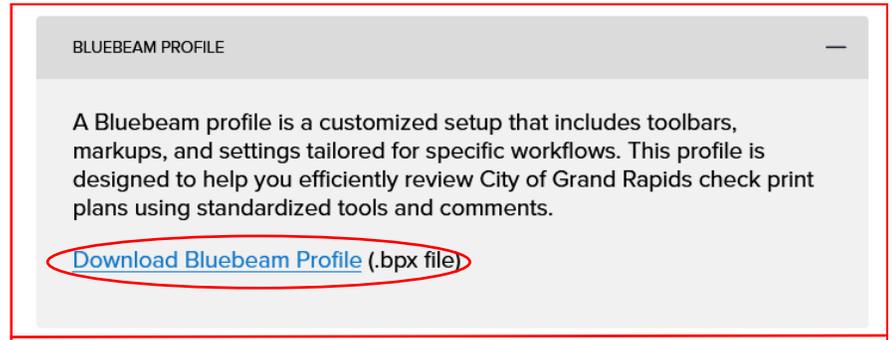
- This brings you to the Bluebeam CheckPrint Review page. Click on the "Bluebeam Profile" dropdown (see to the right)

As an aside - the "Instructional Video Library" link will send you to a video outlining what is covered in this SOP.

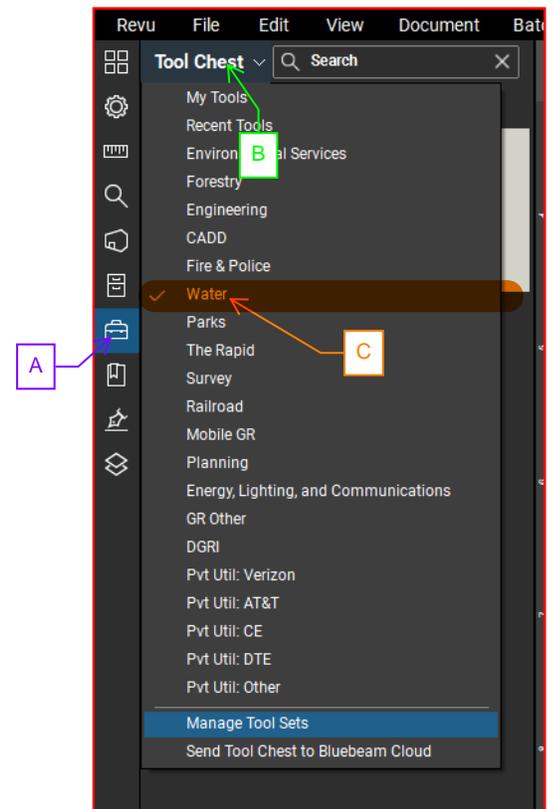


18. (Continued)

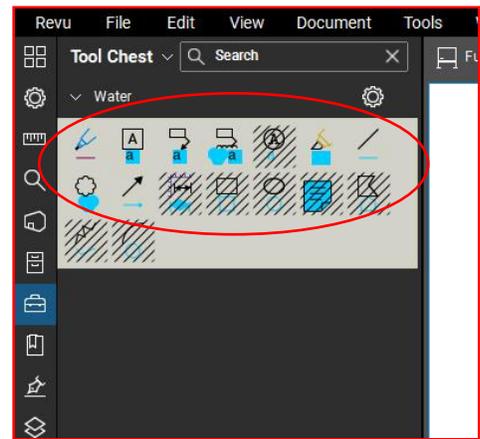
- Lastly click on the "Download Bluebeam Profile" link (shown to the right). This will download a Bluebeam BPX file.



19. Now that the profile is downloaded, within Bluebeam (see image to the right) (A) click on "Tool Chest" on the left side of the screen (B) then "Tool Chest" drop down (C) then click on the department or entity that you work for



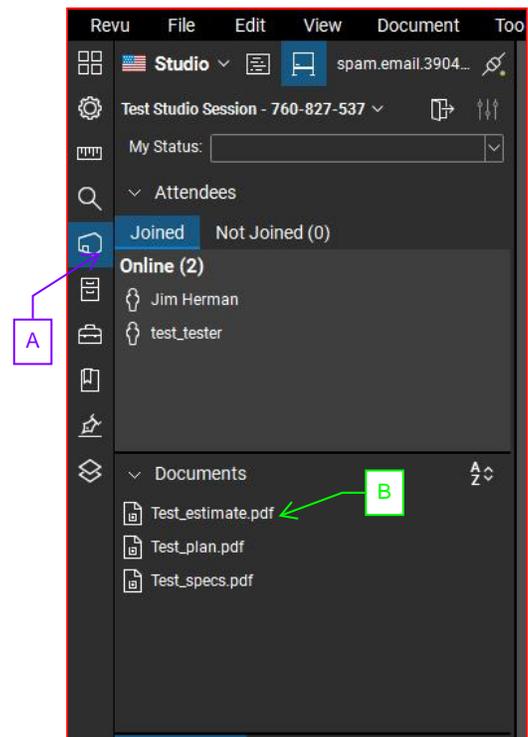
20. These are the tools you have access to to leave comments such as pen, text, leaders, highlights, lines, clouds, arrows, etc (note - anything that is "hatched out" means you don't have access with the free version).



21. Opening documents within the Studio Session (see to the right):

(A) click on the "Studio" button on the left side of your screen

(B) Click on the document you want to open, this is where check print Plans, Specs and Estimates will be saved.



22. Open back up the "Tool Chest" per step 19. You are now ready to leave comments using these tools! All of your comments will be automatically saved, and others have real-time collaboration.

The next time you have a check print Studio Session link sent to you, you will not have to do any of these steps. Simply click on the link >> Join in Bluebeam Revu.