Bluebeam Training
Commenting in a Studio Session
Open Bluebeam from your desktop.
The left tool pane will appear by moving your mouse to the left edge of the program.

Select the Studio Icon
Login to your Studio Account

Email: blocka3@michigan.gov
Password: ************

SIGN IN

Keep me signed in

Don't have an account? Create one
Ensure that the MDOT Bluebeam Review Profile is selected. If the profile doesn't change upon selection, change to one of the default profiles, then back to the MDOT Bluebeam Review Profile.
Select the Studio Icon
Ensure you have the Sessions Icon selected that shows your current sessions.

For instructions on joining a session, see the Joining a Studio Session video.
Select the session you would like to join
Files available for commenting will appear in the Documents portion of the Studio Pane.
Select the documents you wish to view and comment on.
To open the commenting tools, select the Tool Chest icon from the left pane.
For comment tracking purposes ensure you are utilizing the most applicable tool set for your position and section.
Verify

Select a tool from the pane to comment on the files.
Comments will be grouped by which toolset is utilized. For your review, use only the toolset applicable to your section, don’t change tool sets for different types of comments.
Select the Markup List to view all comments in the file.
Selecting a comment from the list will move the document to that comment.
All comments are automatically saved when placed in a Studio Session.
To exit the session, select the Studio Icon, then Leave Session.
The session can be re-entered from the Studio Pane until the Project Manager closes the session.