



Engineering Support Services

Continuous Improvement through Positive Action

Bluebeam Training

Adding MDOT Profile and Tool Sets

http://mdotwiki.state.mi.us/design/index.php/M design wiki

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Main Page

www.michigan.gov/mdot

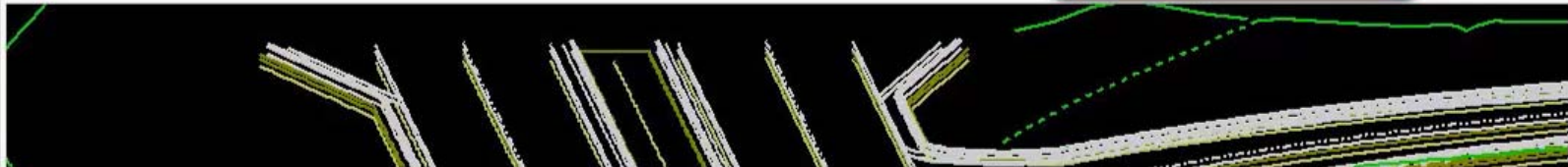
DEVELOPMENT GUIDE



Bureau of Development
Design Division

On the MDOT Development Guide, navigate to the Collaborative Milestone Review Process Page

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Collaborative Milestone Review Process

Select the **Setting Up Bluebeam (All Users)** bookmark from the Contents list

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Process Change Information [edit]

As part of MDOT's goal for utilizing the concept of a "single source of truth" for documents and processes throughout design and construction, utilizing digital means to capture comments during project milestone reviews has been a priority. MDOT joined the AASHTO Innovation Initiative Project PS&E C-Rev in the fall of 2017 to further advance a real-time collaborative milestone review process. In March of 2015, the Digital Pen process was officially started as part of the DA-2015-03 Process Improvement for internal milestone reviews as a transition tool to help users accustomed to pen and paper reviews switch to digital commenting. This process was intended to ensure that comments were being harvested digitally by users. As a result, many users have begun switching from utilizing the Digital Pen to utilizing full digital commenting in Adobe.

As users have become more familiar with utilizing full digital commenting for milestone reviews, it has allowed MDOT to investigate the process and determine if improvements can be made to allow for time savings for the Project Manager, Reviewers, and design team during the review process. Advantages of adding a real-time component to the milestone reviews include time savings by allowing multiple users to comment in a document at the same time, improving engagement between the design team and QA units, reducing the amount of

Setting Up Bluebeam (All Users) [\[edit\]](#)

Initial Setup: [Video](#) | [PDF](#)

This training steps through the initial setup of Bluebeam after it has been installed on your computer and includes the process for linking the program to ProjectWise and creating a Bluebeam Studio Account.

MDOT Customizations: [Video](#) | [PDF](#)

Custom tool sets have been created for this process to standardize the tools that reviewers utilize to better track the impacting process for these customizations. The profile and a toolset overview document can be downloaded.

MDOT Custom Profile: [MDOT Bluebeam Review.bpx](#)

Toolset Overview Document: [Custom Toolset Overview](#)

Download MDOT BlueBeam Review.bpx and save on your computer

Reviewing a Project (All Users) [\[edit\]](#)

Joining a Studio Session: [Video](#) | [PDF](#)

This training steps through the process of joining a Bluebeam Studio Session as part of a Collaborative Milestone Review utilizing a link of Session ID provided by the Initiator of the Review.

Commenting in a Studio Session: [Video](#) | [PDF](#)

This training provides instructions on how to comment in a Bluebeam Studio Session. Ensure that you have downloaded and installed the MDOT custom profile as noted in the Setting Up Bluebeam section prior to commenting.

Setting up a Milestone Review (Project Managers or Review Initiators) [\[edit\]](#)

Starting a Session and Inviting Users: [Video](#) | [PDF](#)

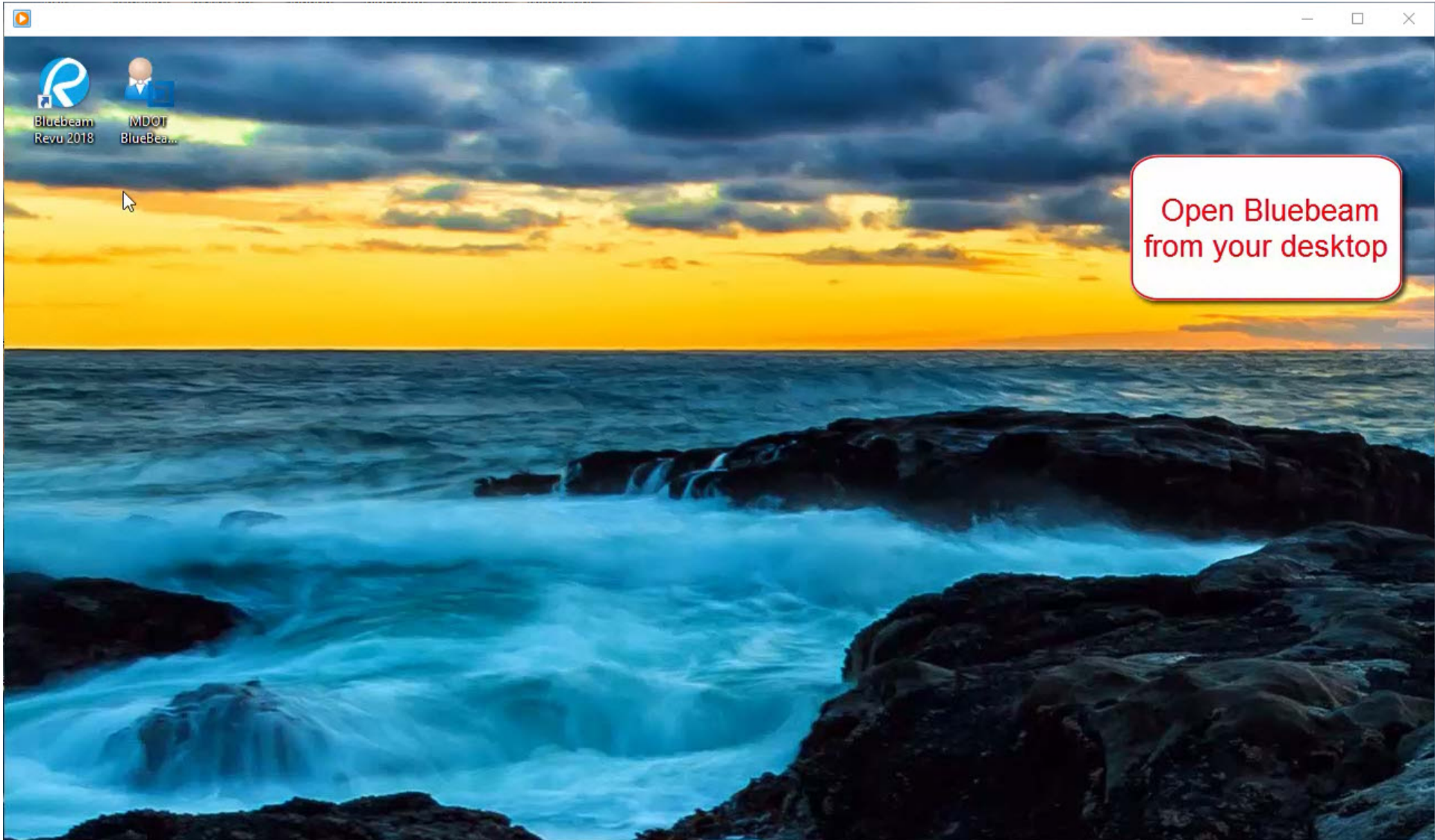
This training steps through the process of initiating a Bluebeam Studio Session as part of a Collaborative Milestone Review.

Finishing a Studio Session: [Video](#) | [PDF](#)

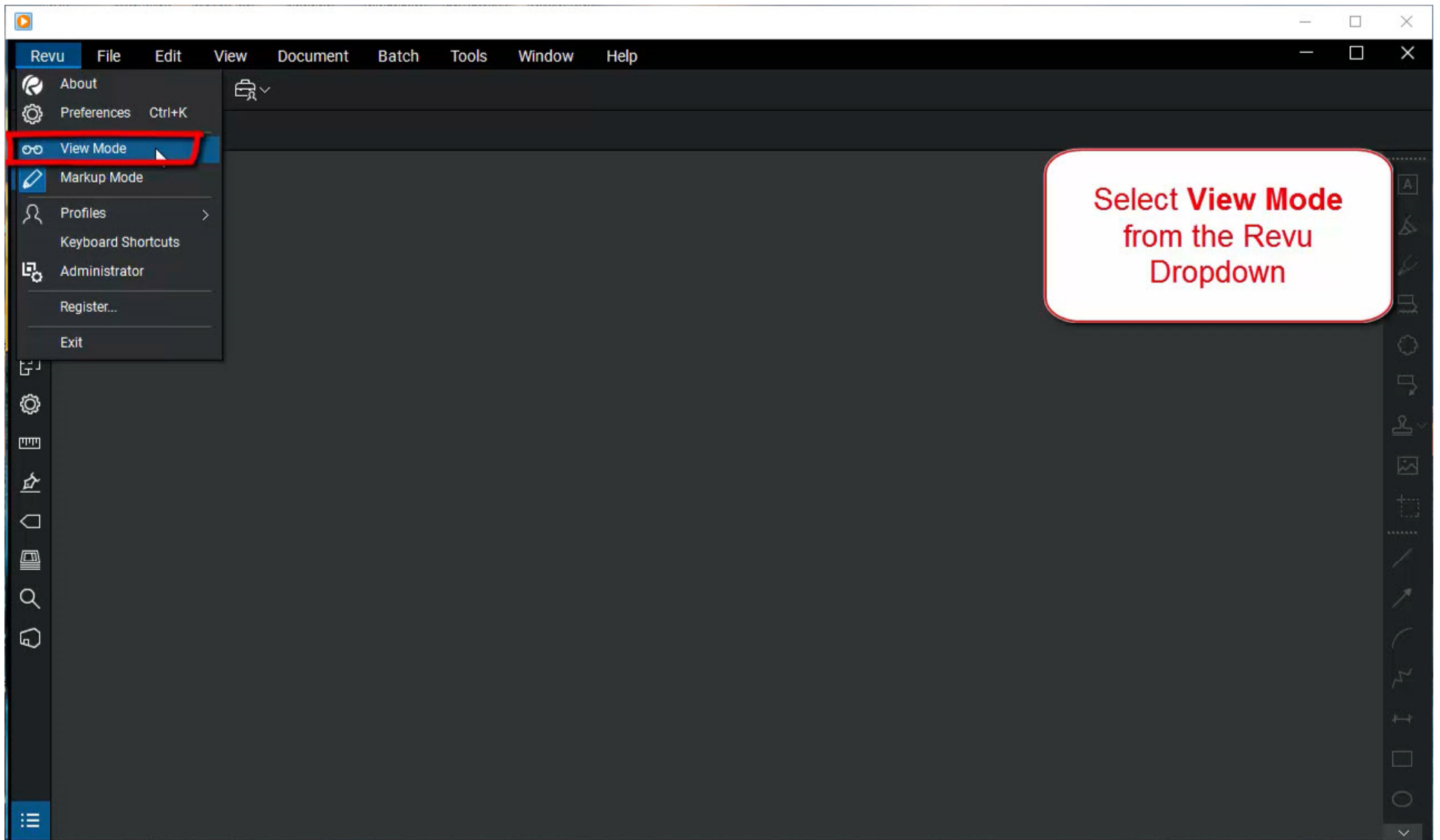
This training steps through the process of finishing a session and loading the comments into ProjectWise. Only the Initiator of the session has the ability to finish the session.

Bluebeam Resources [\[edit\]](#)

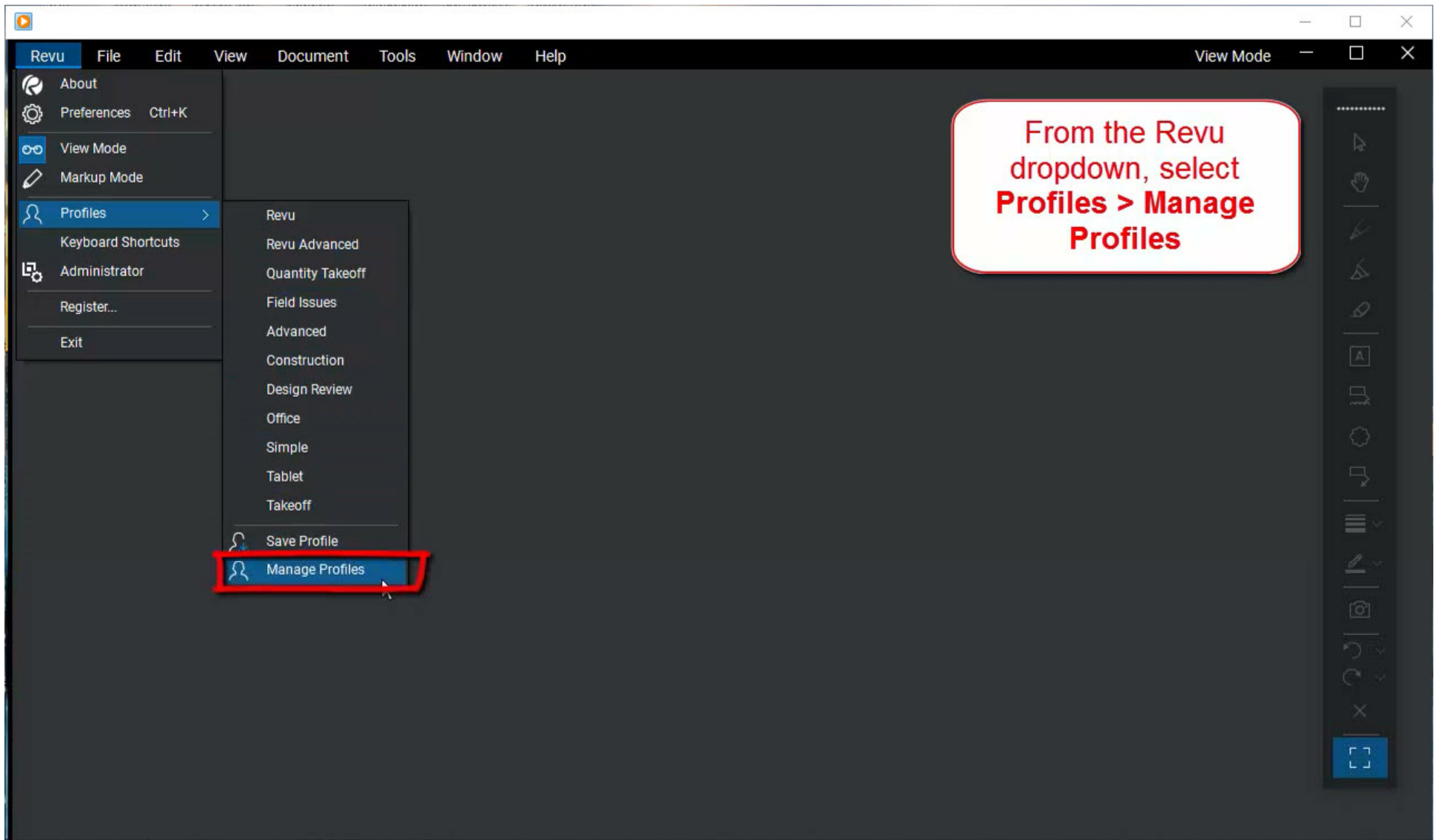
A wide range of introductory and in-depth instructional videos are available for viewing on Bluebeam's website as well as an interactive user manual. It is recommended that users utilize this resource for basic understanding of the program. Additional information as well as MDOT Specific training videos on the use of Bluebeam for collaborative milestone reviews are located on the Support Services website.



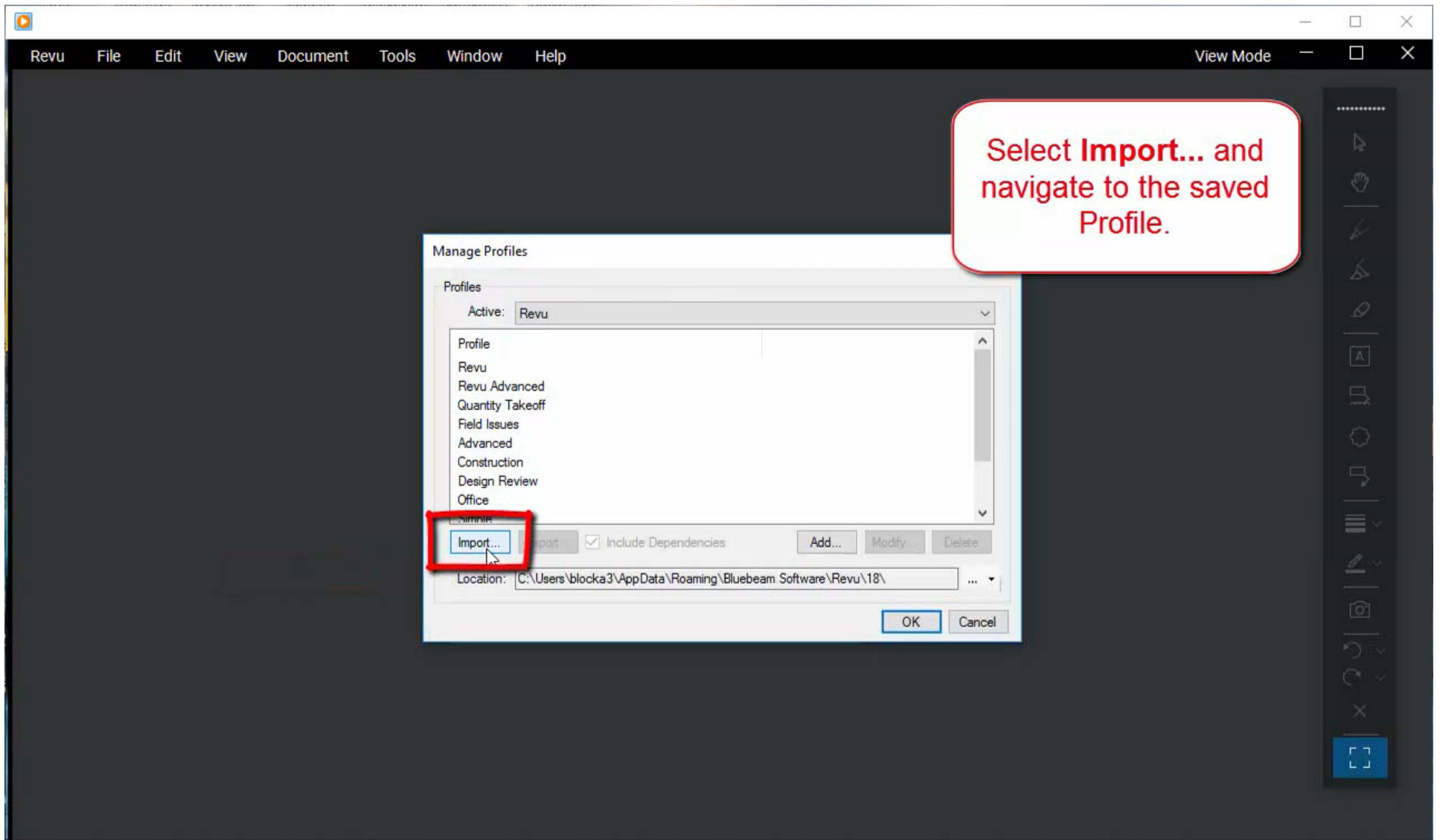
Open Bluebeam
from your desktop

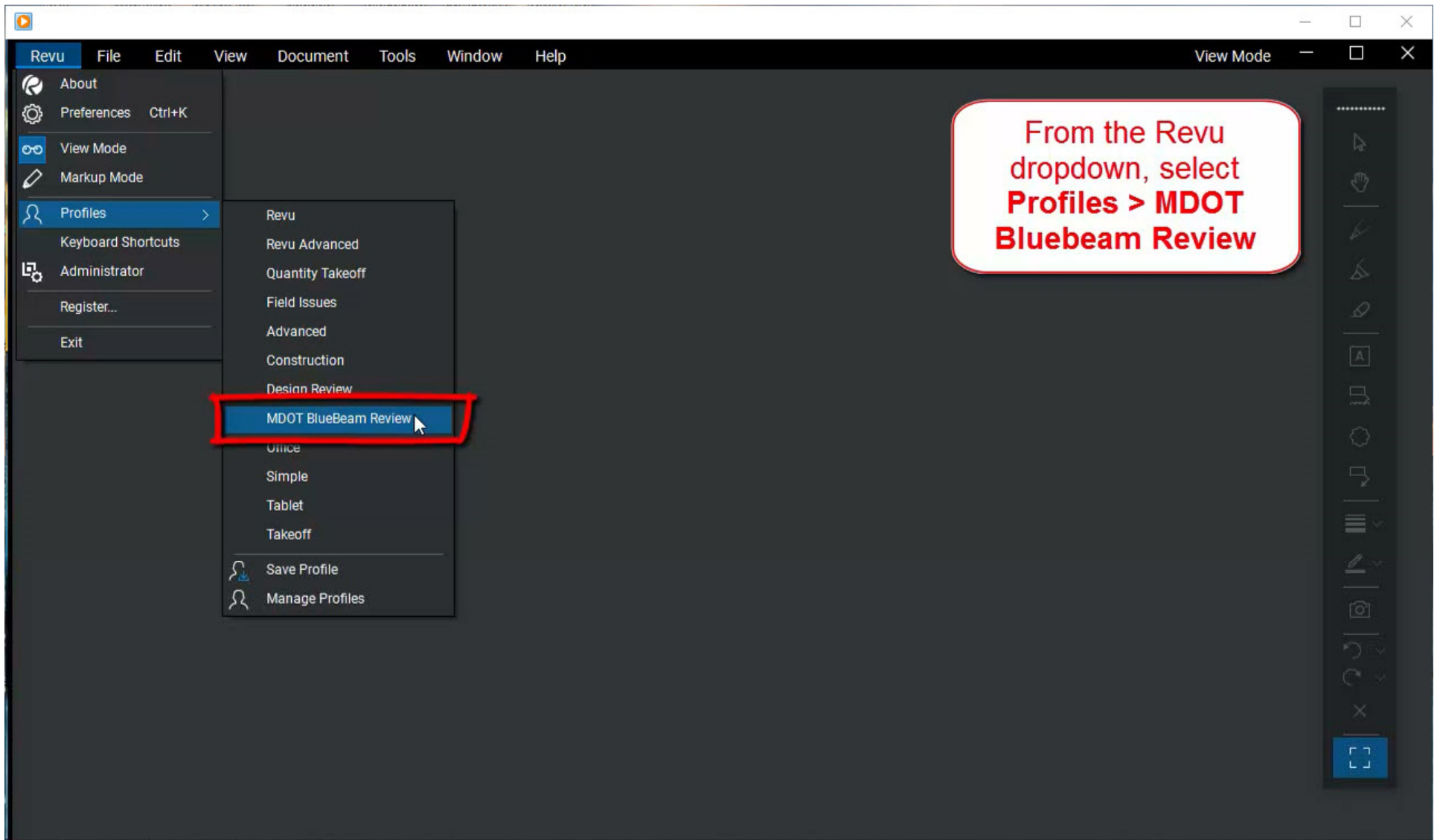


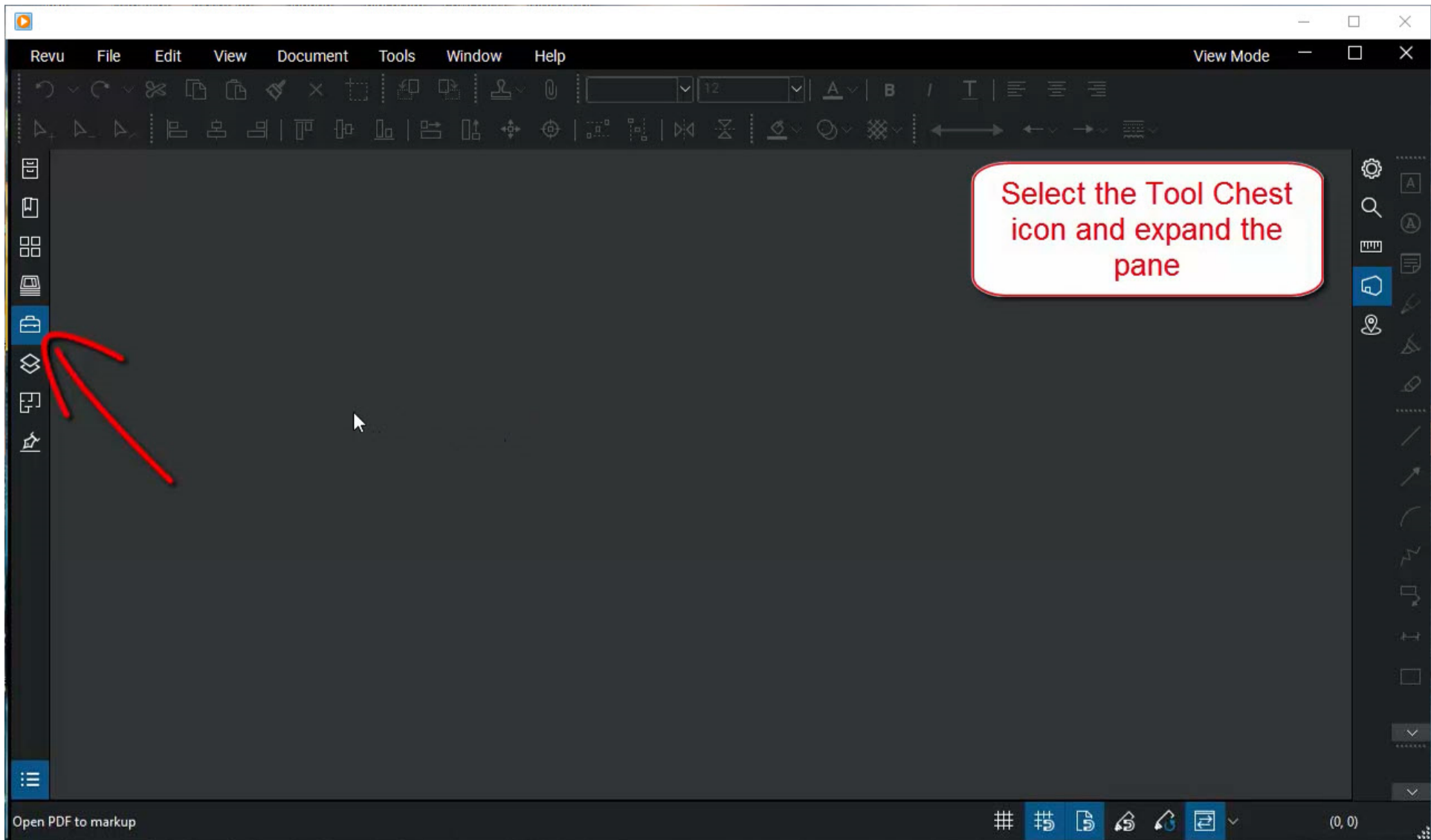
Select **View Mode**
from the Revu
Dropdown



From the Revu dropdown, select **Profiles > Manage Profiles**







Select the Tool Chest icon and expand the pane

Revu File Edit View Document Tools Window Help View Mode

Tool Chest

- My Tools
- Recent Tool Chest
- Sequences & Actions
- Curves
- Shapes
- Symbols
- Proofreading Symbols
- Environmental
- Region & TSCs
- Geotech & CFS
- Environmental & SESC
- Geometrics
- Hydraulics
- Quality Assurance
- Real Estate
- Signals & Signing
- Railroad
- Manage Tool Sets

Turn off unneeded toolbars by selecting the Tool Chest dropdown and unchecking tool sets.

To help track comments per unit/section, select the most applicable tool set. This will help the PM and designers organize comments and allow for better follow up and collaboration.

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