

# Bluebeam Vu iPad

Help Guide



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# Navigation

## Panels

There is a retractable panel at the bottom of the workspace that contains the **Markups list**. To hide or reveal this panel, tap its nub . When in landscape mode, there is also a panel to the left that contains either the **Tab Access tabs**, **File Access**, or the Studio panel where you can join either a **Studio Session** or **Studio Project**. To hide or reveal this panel, tap its nub .

## Command Bar



Tap any icon on the **Command bar** to access frequently used tools in Vu iPad. Each tool is described below:

- 1  **Tab Access:** Use to access one of Vu iPad's tabs (which are **described below**).
- 2  **File Access:** Use to open a PDF. Go **here** to learn more about **File Access**.
- 3  **Document Manager:** Use to access a **Studio Project** or a file from a **cloud account** like Dropbox, Box, ShareFile or WebDAV.
- 4  **Send To:** Use to email, print or save the current file to your iPad.
- 5  **Studio:** Use to access **Studio Sessions** or **Studio Projects**.

6 **Page Indicator:** Shows the current location in the PDF. Flip through pages in a document by swiping across the screen or by tapping  or .

7 **Page View Navigator:** Move between page views by tapping  or .

8  **Preferences:** Use to access release notes and configuration tools for Vu iPad. Go [here](#) to learn more about **Preferences**.

## Tab Access

The following tabs are found under  **Tab Access:**



**Thumbnails** - Tap a thumbnail to jump straight to that page.



**Bookmarks** - Tap any bookmark to jump to a page, snapshot view or website.



**Search** - Tap the search field and enter text to search for, then tap any search result to jump straight to its location.



**Field Verification Measurements** - Go [here](#) to learn more about **measurement tools**.



# Document Manager

The Document Manager is where you connect your iPad to Studio Projects or cloud accounts and sync files. Once files are synced to your iPad, use the Document Manager to manage the local versions.

[Adding a Cloud Account](#)

[Syncing Files](#)

[Icons in the Document Manager](#)

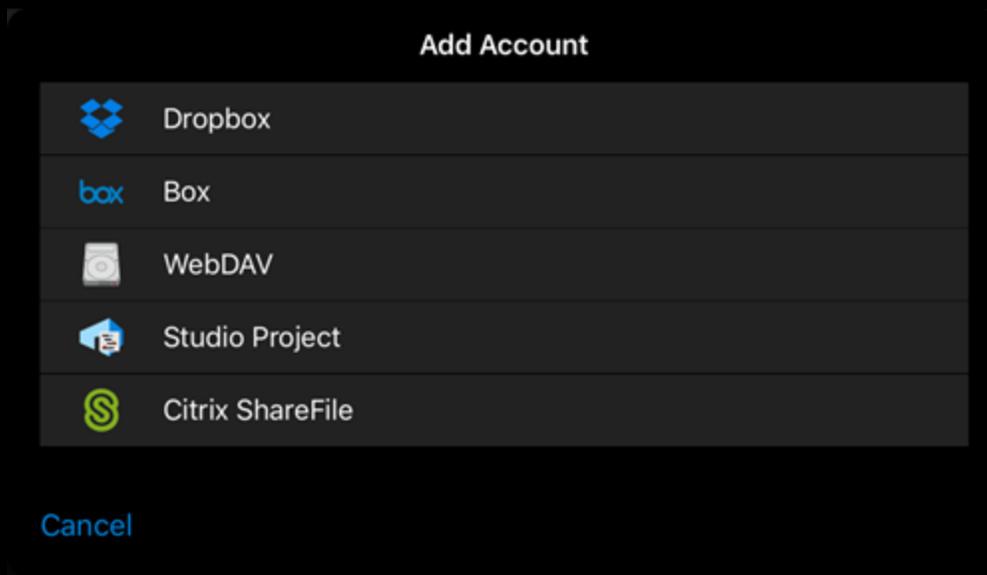
[Edit Mode in the Document Manager](#)

# Adding a Cloud Account

To add a Studio Project or a cloud account like Dropbox, Box, ShareFile or WebDAV to Vu iPad:

1. Tap . Tap  to get to the **Home** screen if necessary.

2. Tap  **Add Account** and choose the type of cloud account to add.



3. When adding a Studio Project, you can enter the Project ID directly or tap **Existing Projects** to call up a list of Projects in which you are currently active and choose one of them. Tap **Join** to add the account.

4. When adding another service, enter your login information as required by the service. Tap **Login** to launch the login page for the service.

# Syncing Files

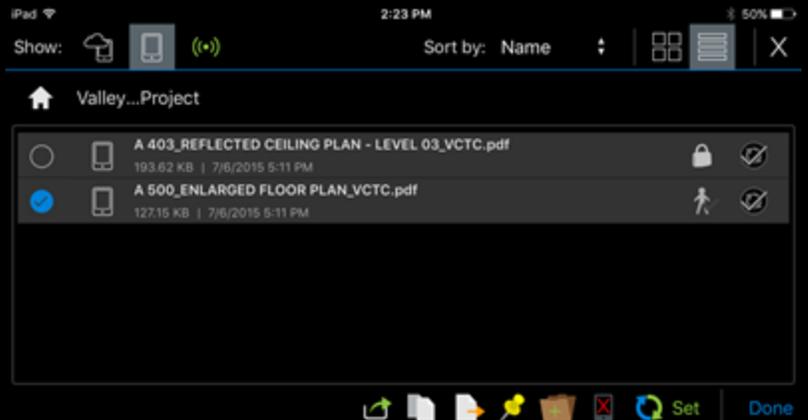
Once you have your **Studio Project** or **cloud account set up** in Vu iPad, you will want to sync your files:

1. Tap . Tap  to get to the **Home** screen if necessary.

2. Choose a Project or cloud account.

3. Tap **Edit**. The Edit toolbar appears and selection buttons appear beside the current documents.

4. Tap the selector button beside the documents you wish to sync.



Anything with a checked circle will be set for syncing.

5. Tap  **Set**, then tap **Done**. Sync icons will appear for each document selected.

-  Indicates that the document is out of date and ready to be synced.
-  Indicates that the document is up to date and does not need to be synced.

6. To sync all documents shown as being out of date, tap **Sync**. To sync individual out-of-date documents, tap their respective  icons.

While files are being synced, you can navigate away from the Document Manager and perform other tasks. If you attempt to access a document that is in the sync queue, it will automatically take priority and be synced first.

Vu iPad will remember your selections the next time you open the Studio Project or cloud account, making future syncs even simpler.

## Icons in the Document Manager

The following icons appear at the top of the  Document Manager when you're viewing a Studio Project or cloud account:



Tap to view all PDFs available to the device, whether saved locally or in the cloud.



Tap to view only PDFs saved locally to the device.



Tap to go into **Offline** mode. This simulates the loss of an Internet connection for both the Document Manager and Studio **Projects** and **Sessions**. When in this mode, the icon changes to . Tap again to go back to **Online** mode.



Tap to go directly to the Document Manager's **Home** screen.



Tap to turn on **Thumbnail** view.



Tap to turn on **List** view.



Tap to close the Document Manager.

Documents in the **Document Manager** are accompanied by different icons to indicate various statuses, including:



Indicates a local file that has been synced with your device.



Indicates a remote file that is available on the server, but has not been downloaded to your device.

# Edit Mode in the Document Manager

Edit Mode in the Document Manager gives you access to a few specialized actions. To use the Document Manager's Edit Mode:

1. Tap .
2. Tap the **Documents** folder, a Studio Project, or a cloud account to view the documents within.
3. Tap **Edit**. The Edit toolbar appears and selection buttons appear beside the current documents. Tap the selection button beside a document to edit it. The following actions are available:



Opens an email message with the selected documents attached.



Copies the selected documents to a new folder. Navigate to an existing folder or create a new one.



Moves the selected documents to a new folder. Navigate to an existing folder or create a new one.



Pins the selected documents. Select an existing category or add a new one.



Creates a new folder in the current location.



Removes the selected documents from the device. This action does not delete the documents from their cloud accounts.



# File Access

Vu iPad's File Access gives you easy access to recently opened files and folders. You can also sync files from here, as well as organize PDFs and folders in custom categories.

To open **File Access**, tap . From there, you can:

- Tap a file to open it. PDFs are automatically opened in Vu iPad while the **Open With** menu opens for other file types.
- Tap  beside any PDF in the **Synced** or **Pending Upload** categories to sync it with the copy in the cloud account (see **Syncing Files** for more information).
- Tap  to open **Edit Mode**. From there you can:
  - Select any number of files and/or folders, then tap **Pin** to organize them into categories. Either select an existing category or tap **Create** to create a new one.
  - Select any number of files and/or folders, then tap **Remove** to remove them from the list.
    - Removing a file or folder from **Recents** does not delete it from the iPad's **Documents** folder if it has been saved there.
    - Removing a pinned file or folder from another category just releases the pin.

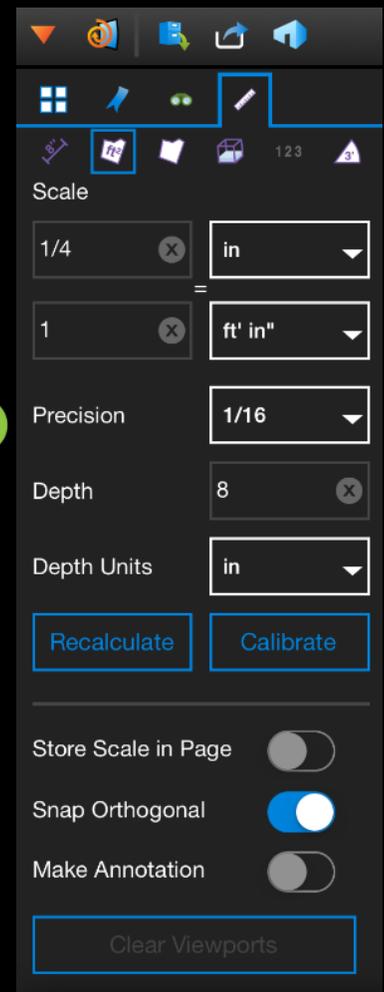


# Field Verification Measurements

Built-in measurement tools make it easy to verify lengths, areas, perimeters, diameters, radii and volumes.

## Calibrating and Taking Measurements

1. Tap  then the  tab.
2. You might need to calibrate the scale of the PDF, especially if this is the first time you're opening it.
  - If you know the scale, you can enter it under **Scale**.
  - To calibrate the scale, tap **Calibrate** then  tap and drag between two points of a known distance on the PDF. Tap  to verify the measurement, enter the distance measured and tap **OK**.
    - If your PDF turns blue when you tap **Calibrate**, it has one or more viewports that are conflicting with the calibration. Tap **Clear Viewports** to remove them.
  - Set the **Precision** to determine the exactness of the measurements displayed on the PDF. The ranges are from 0.0001 to 1 or 1/32 to 1.



3. Tap the measurement type you want. The available tools are:



Length\*



Area



Perimeter



Volume



Radius

\* If you want a multi-segment linear measurement, use *Perimeter*.



# Markups List

The Markups list in Vu iPad automatically tracks data on all markups placed on a PDF, including who added the markup and when, arranged in a simple table format.

**Opening and Navigating the Markups List**

**Commenting and Replying to Markups**

**Sorting Values**

**Filtering Values**

**Managing Columns**

**Custom Columns**

# Opening and Navigating the Markups List

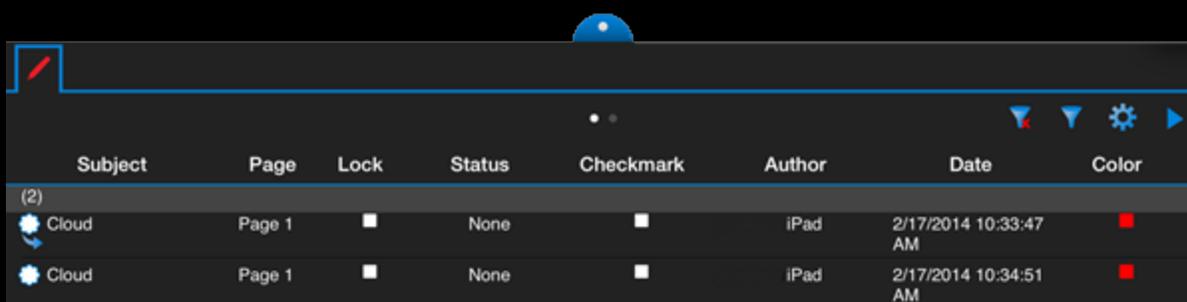


brings up the Markups list.



scrolls left and right. You can also swipe in either direction to scroll through columns, or up and down to scroll through rows.

When you tap a row in the Markups list, Vu iPad automatically jumps to the location of the associated markup. Similarly, tapping a markup on the PDF takes you directly to its entry in the Markups list.

A screenshot of the Markups list interface on an iPad. At the top, there is a red pencil icon in a white circle, which is highlighted by a blue semi-circle. Below this is a dark grey header bar with a white dot and a blue arrow. The main area is a table with columns: Subject, Page, Lock, Status, Checkmark, Author, Date, and Color. There are two rows of data, both starting with a blue cloud icon and the word 'Cloud'. The first row has 'Page 1', a lock icon, 'None', a checkmark icon, 'iPad', and the date '2/17/2014 10:33:47 AM'. The second row has 'Page 1', a lock icon, 'None', a checkmark icon, 'iPad', and the date '2/17/2014 10:34:51 AM'. A red square is in the 'Color' column of both rows. The table is set against a dark grey background.

# Commenting and Replying to Markups

To add a comment for a particular markup, tap the markup icon at the far left in the Markups list to open the **Comments** dialog box. Markups that already have comments will have a  reply arrow below them.

Electrical		☰	+
pkeller's iPad 1/24/2014 4:32:28 PM	Incomplete wiring installation		
pkeller's iPad 1/24/2014 4:32:47 PM	Waiting on materials		
pkeller's iPad 1/24/2014 4:33:09 PM	Expected to arrive 02/25		
pkeller's iPad 1/24/2014 4:33:34 PM	Delivery delayed to 02/28		
pkeller's iPad 1/24/2014 4:33:56 PM	Completed - waiting for sign off		

From the **Comments** dialog box, you can:

- A  white triangle icon to the right of the comment means it already has one or more replies: tap the triangle to scroll through the replies.
- Edit your comment or reply to one by  double-tapping it.

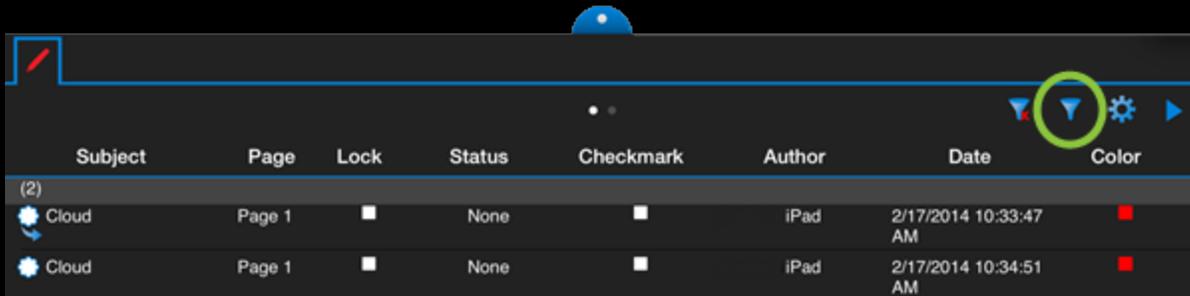
# Sorting Values

Tap any column header to sort the Markups list by that data. Tap it again to reverse the order.

# Filtering Values

Filtering lets you choose the range of data that displays in each column so you only see the information that is pertinent to you at the moment, instead of everything all at once.

1. Tap  on the **Markups** list.

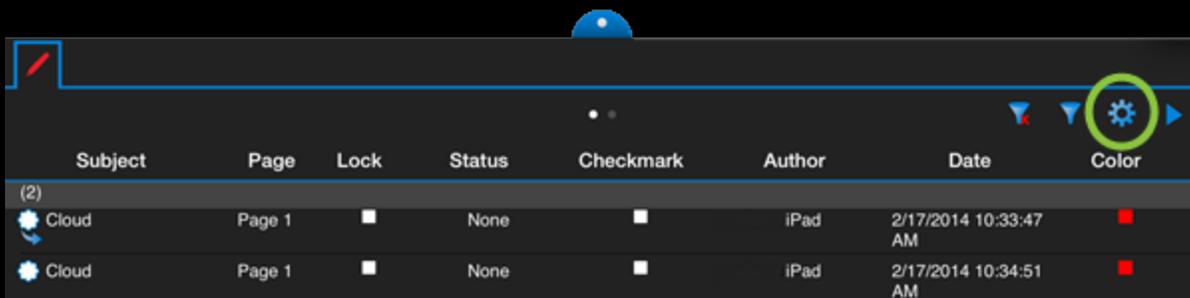


2. Select a column to filter by.
3. Choose your filter criteria. Tap **All** to include all values, tap a specific value to include only markups containing it or tap **Custom** to create a more advanced filter.
4. In the list view, the headers of filtered columns will be highlighted orange. To clear all filters, tap .

# Managing Columns

You can determine which columns are visible and their display order.

1. Tap  on the **Markups** list.



2. Tap the circle to the left of a column to show or hide it. Columns with full circles are shown

while columns with empty ones are hidden.

3. To rearrange the column order,  tap and hold  to the right of its name and  slide it up or down.

## Custom Columns

The Markups list in Vu iPad recognizes Custom Columns in PDFs created in Revu for the desktop. Custom Columns can be filtered, sorted, hidden and rearranged like the default columns.



# Forms

Vu iPad supports PDF form filling. You can enter information into form fields and interact with most form function fields.

*Note: While Vu iPad supports Acroforms, XFA forms are not currently supported. Additionally, Vu iPad does not support digital signatures.*

## RL Construction

# RFI

Valley College & Training Center  
Project Number: 32.000.720  
32 North Broadway  
Los Angeles, CA 90102  
Phone: (555) 123-4567  
Fax: (555) 123-4568

**RFI #:** 100  
**Date Created:** 07-25-13  
**Date Required:** 08-30-13

**To: Architect: Bryan Collins**  
McKinney Architects  
766 E. Colorado Blvd. Ste. 200  
Pasadena, CA 91101  
Phone: (626) 496-2140  
Fax: (626) 398-9210

**From: General Contractor: John Bailey**  
RL Construction  
123 Green Drive  
Pasadena, CA 90088  
Phone: (314) 542-6754  
Fax: (314) 542-6755

Subject	Discipline	Subcontractor
Stair 130 Dimensions	Architectural ▼	ABC Concrete

**Drawing Reference:**  
A 201

**Specification Section Reference:** None  
**Sketch Reference:** None

**Question:**  
Provide Stair Dimensions on attached sketch



# Studio Sessions

Using Studio Sessions, you can collaborate with several colleagues at the same time on PDFs, in real time or on your own time. Since a Studio Session is a real-time collaboration tool, it requires a persistent Internet connection.

Studio is optimized to take advantage of **Studio GO®** for faster rendering.

**Joining a Studio Session**

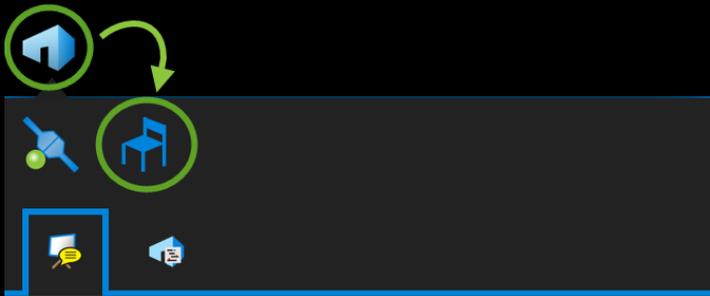
**Adding New Documents**

**Using Studio Sessions Offline**

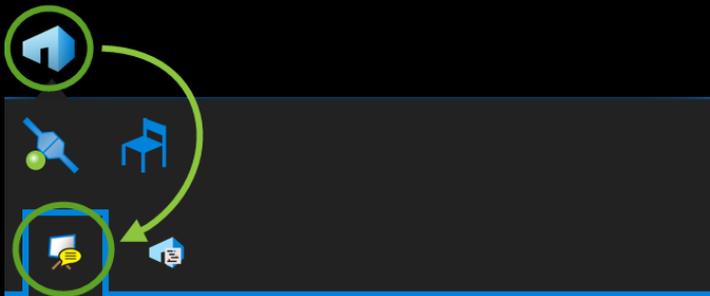
# Joining a Studio Session

1. Tap . If you are not currently logged in to Studio, you will see ; tap it to connect.

- To join a Studio Session for the first time, tap  and enter the ID of the Studio Session, then tap Join. If you have been granted access to the Studio Session, you will be logged in automatically.



- To join a Studio Session that you've joined previously, tap the  tab and tap the Session you want to join.



2. To review an events log of what's happened in the Session, pull open the  bottom panel and tap the  tab. The events will be shown on the **Record** tab.

3. To leave the Session without signing out of Studio, tap  at the top of the screen to bring

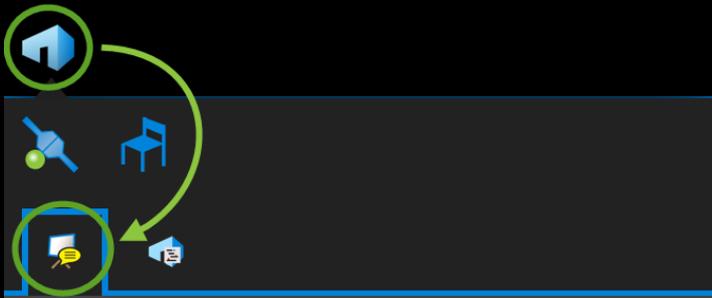
up the Studio panel (if necessary), then tap  Leave.

- To sign out of Studio completely, tap  Sign-Out instead.

# Adding New Documents

You can only upload new documents into a Studio Session if you are the host or if the host has granted you this permission.

1. Tap . If you are not currently logged in to Studio, you will see ; tap it to connect. Then tap the  tab.



2. Tap the Session to which you wish to add a document.
3. Tap  on the Documents bar.

Documents

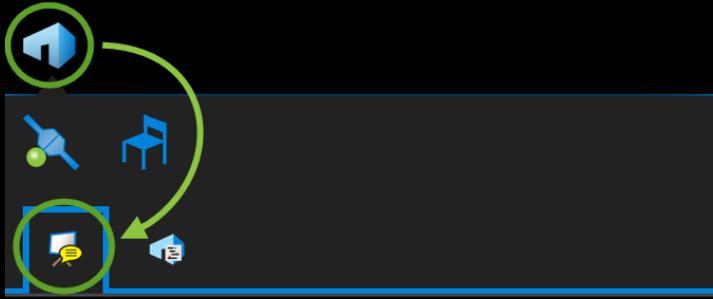


4. Choose a locally synced document and tap OK.

## Using Studio Sessions Offline

You can use Studio Sessions offline by accessing cached copies of Session documents; any changes you make to them will be automatically uploaded to the Session the next time you're online. Vu iPad does not automatically cache copies of Session documents by default, so you will need to cache them manually before going offline.

1. Tap . If you are not currently logged in to Studio, you will see ; tap it to connect. Then tap the  tab.



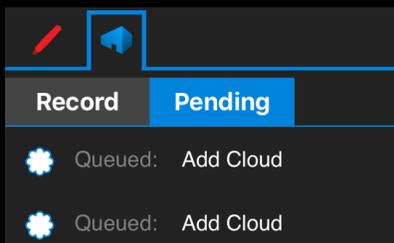
2. Tap the Session that has the documents you want to work with and open each document to cache the latest version.

- Though Vu iPad does not cache Sessions documents automatically by default, you can set it to do so for a specified number of documents in the **Studio Preferences**.

3. To go offline voluntarily, tap . Otherwise, Vu iPad will automatically go into offline mode when you lose connectivity.

*Note: Going offline will take Vu iPad offline for both Studio and the **Document Manager**.*

4. While in offline mode, you can mark up cached documents as usual. Markups will be tracked in the **Pending** section of the **Studio** tab on the bottom panel. When connectivity is restored, changes stored in the **Pending** tab are automatically uploaded to the Session document.





# Studio Projects

Studio Projects is a lightweight Document Management System native to Vu iPad. Use it to check in and check out documents for viewing and editing; it does not require a persistent Internet connection.

Studio is optimized to take advantage of **Studio GO®** for faster rendering.

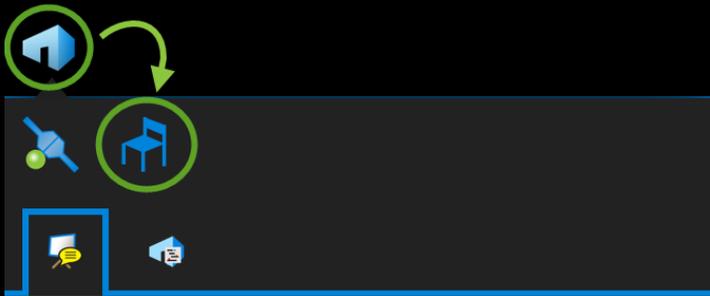
**Joining a Project**

**Studio Projects Offline**

# Joining a Project

1. Tap . If you are not currently logged in to Studio, you will see ; tap it to connect.

- To join a Studio Project for the first time, tap  and enter the ID of the Studio Project, then tap **Join**. If you have been granted access to the Studio Project, you will be logged in automatically.



- To join a Studio Project that you've joined previously, connect to Studio by tapping  (if you see , you're already connected), then tap the  tab and tap the Project you want to join.



2. Navigate to the document you want to open. While navigating through Projects, you might notice the following icons, which indicate:



The document is currently checked out by another user. It can't be checked out until that user checks it back in.



The document is currently checked out to you. Tap it to open.



The document is currently checked out to a Studio Session. You can open the last version that was checked in to the Studio Project, but you can't check it out and it won't have any changes that were subsequently made in the Session.



The document is locked and will be opened in read-only mode unless you check it out first. To check it out,  tap and hold  in the document's tab and select **Check Out** from the menu that appears.

3. To save changes to a document you've checked out, tap  on the document's tab and confirm that you want to save the changes.

4. To check in a document,  tap and hold  and select **Check In** from the menu that appears.

# Studio Projects Offline

Files and folders **synced** from a Studio Project to your iPad will remain available to you regardless of Internet access.

To open synced Project files while offline, tap  , select a Project and choose a file. Remember: only files that were synced to your iPad before you went offline are available. In addition to the icons described in the **previous section**, you might notice the following icons:



The document has been saved locally into a synced folder and is waiting to be synced to the Project. It can be edited freely and uploaded as a new file without conflict once you reconnect to the Project.



The document has been edited offline without being checked out. If somebody else has since checked it out, you will not be able to check in your changes. You can still save the PDF locally using a long tap on its tab or the **Send To button** and upload it as a new document.

Lastly, a note about locked documents:



When offline, this icon indicates a document that has been synced but you have not checked out. You can make changes to it (unlock it by checking it out as described in the **previous section**), but be aware that this can result in conflicts when you try to check in your changes. Whenever possible, you should check out files before going offline if you will need to edit them.



# Preferences

Tap  in the upper-right corner to access **Preferences** for Vu iPad, where you will find release notes as well as several customizations and configuration options for Vu iPad. From there you can:

- Read the latest release notes, as well as the notes for previous versions, from the **Release Notes** tab.
- Change how file names are truncated from the **General** tab.
- Enable the Magnifier Tool to automatically appear for all markups, not just Field Verification Measurements, from the **Markup** tab.
- Change Studio server or login credentials from the **Studio** tab.

Set the number of documents that are automatically downloaded when you enter a Session from the **Studio** tab.

- Enable or disable Studio GO and delete all associated Studio GO cached data from the **Studio** tab.

Studio GO is an advanced document delivery system designed to speed up the rendering of documents retrieved from Studio Sessions or Projects. It adds some amount of overhead to Studio documents, increasing their size within Studio, and might result in some increase in the time it takes to download the document to your iPad from Studio the first time.

- Set the image quality used to display photos from the **Photo** tab.
- Make Vu iPad remember the last location viewed in the Document Manager and automatically go back there the next time you browse for a file from the **Doc Manager** tab.

- Change how Vu iPad sorts alphanumeric files in the Document Manager from the **Doc Manager** tab. When "Sort Naturally" is off, files will be sorted alphabetically and when it's on they will be sorted numerically. For example:

**Naturally Off**

A1

A100

A11

A2

**Naturally On**

A1

A2

A11

A100

- Change the default action Vu iPad takes to resolve conflicts in Studio from the **Sync** tab.

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