## **Replying to comments in Bluebeam 2018**

Follow the directions below to reply to markup comments.

Select the comment for reply.

This can be done by clicking on the comment directly on the file or by clicking on the comment in the Markup List window at the bottom of the screen.



Right click on the direct comment or the comment in the Markup List window. Then select "Reply".



From the Markup List window:



Reply to the comment in the field that opens and hit the "Enter" Key when complete.

Subject	Page Label	Status 1	Author	Date	Color	Comments	Lat
Survey	16		PDS (Scott Ebel)	7/26/2018 12:50:08 PM		note	
Survey	16		PDS (Scott Ebel)	7/27/2018 8:46:23 AM	<mark>-</mark>	Agree, will change.	^
/ 17 (1)							
V Statemance	17		PDS (Scott Ebel)	10/2/2018 9:26:28 AM			
└→ Re: Maintenance	17		PDS (Scott Ebel)	10/2/2018 3:13:51 PM			
/ 18 (2)							
length Measurement	18		PDS (Scott Ebel)	9/27/2018 9:42:48 AM			
PDS	18		PDS (Scott Ebel)	9/27/2018 9:48:52 AM			~
/ 27 (2)							
A	27		DOTADK	10/17/2003 3:30:36 PM			

The comment response is now visible below the original comment.

Subject	Page Label 🔨	Status ∳ļ∳	Author	Date	Color	Comments
Survey	16		PDS (Scott Ebel)	7/26/2018 12:50:08 PM		note
Survey	16		PDS (Scott Ebel)	7/27/2018 8:46:23 AM		1,662 sf
~ 17 (1)						
V S Maintenance	 17		PDS (Scott Ebel)	10/2/2018 9:26:28 AM		Extend length of beam guard
🕒 Re: Maintenance	17		PDS (Scott Ebel)	10/2/2018 3:13:51 PM		Agree, will change.
/ 18 (2)						
length Measurement	18		PDS (Scott Ebel)	9/27/2018 9:42:48 AM		125'-0"
PDS	18		PDS (Scott Ebel)	9/27/2018 9:48:52 AM		2,497 sf
~ 27 (2)						
A	27		DOTADK	10/17/2003 3:30:36 PM		

Additional replies can continue to be made under the original comment or earlier comment responses.

] Subject	Page Label	Status †≬†	Author	Date	Color	Comments
Environmental lext Box (1)						
A Environmental	12		PDS (Scott Ebel)	7/26/2018 2:08:02 PM		Environmental Text Box
<ul> <li>Extend length of beam guard (1)</li> </ul>						
🗸 🦵 Maintenance	17		PDS (Scott Ebel)	10/2/2018 9:26:28 AM		Extend length of beam guard
V 🕞 Re: Maintenance	17 📕		PDS (Scott Ebel)	10/2/2018 3:13:51 PM		Agree, will change.
→ Re: Re: Maintenance	17		PDS (Scott Ebel)	10/2/2018 3:32:23 PM		Confirmed change.
Maintenance Text Box (1)						
A Maintenance	12		PDS (Scott Ebel)	7/26/2018 2:08:18 PM		Maintenance Text Box
🗸 note (3)						
Railroad	14		PDS (Scott Ebel)	7/26/2018 12:29:37 PM		note