Using markup tools for comments in Bluebeam 2018

Follow the directions below to use the markup tools for making comments.

Select the Tool Chest icon on the left side of the screen and then select the appropriate section Tool Set (PDS, Maintenance, Railroad, etc.) In the example below the Maintenance Tool Set has been selected.



The Measurements windwow should open below. (If it doesn't, click on the Measurements icon on the left side toolbar.) Then click on "Calibrate".

Select the commentign tool to be used and then click on the document to place a comment. The markup tools operate similar to those found in Adobe. In this example a tool for a callout to a text box is highlighted above and is shown below.





Notice the comment also appears in the Markups List window at the bottom of the screen.

Here is the comment window zoomed in. Notice that comment text appears here as does the Section, Author, Page # and other information.

E Subject	Page Label	Status † ≬∳ Author	Date	Color	Comments
	16 16 Page	# PDS (Scott Ebel) PDS (Scott Ebel)	Author PM		^{30-9*} Comment
Survey	16 16 16	PDS (Scott Ebel) PDS (Scott Ebel) PDS (Scott Ebel)	7/26/2018 12:49:55 PM 7/26/2018 12:50:08 PM 7/27/2018 8:46:23 AM		note 1,662 sf
✓ 17 (!) → Maintenance	17	PDS (Scott Ebel)	10/2/2018 9:26:28 AM		Extend length of beam guard
Vi8 (2) Image: Length Measurement IPDS	18	PDS (Scott Ebel) PDS (Scott Ebel)	9/27/2018 9:42:48 AM 9/27/2018 9:48:52 AM		125'-0" 2.497 sf

All comments made on a file can be found in this Markup List window. Separate training documents show how to organize comments and how to directly respond to comments.