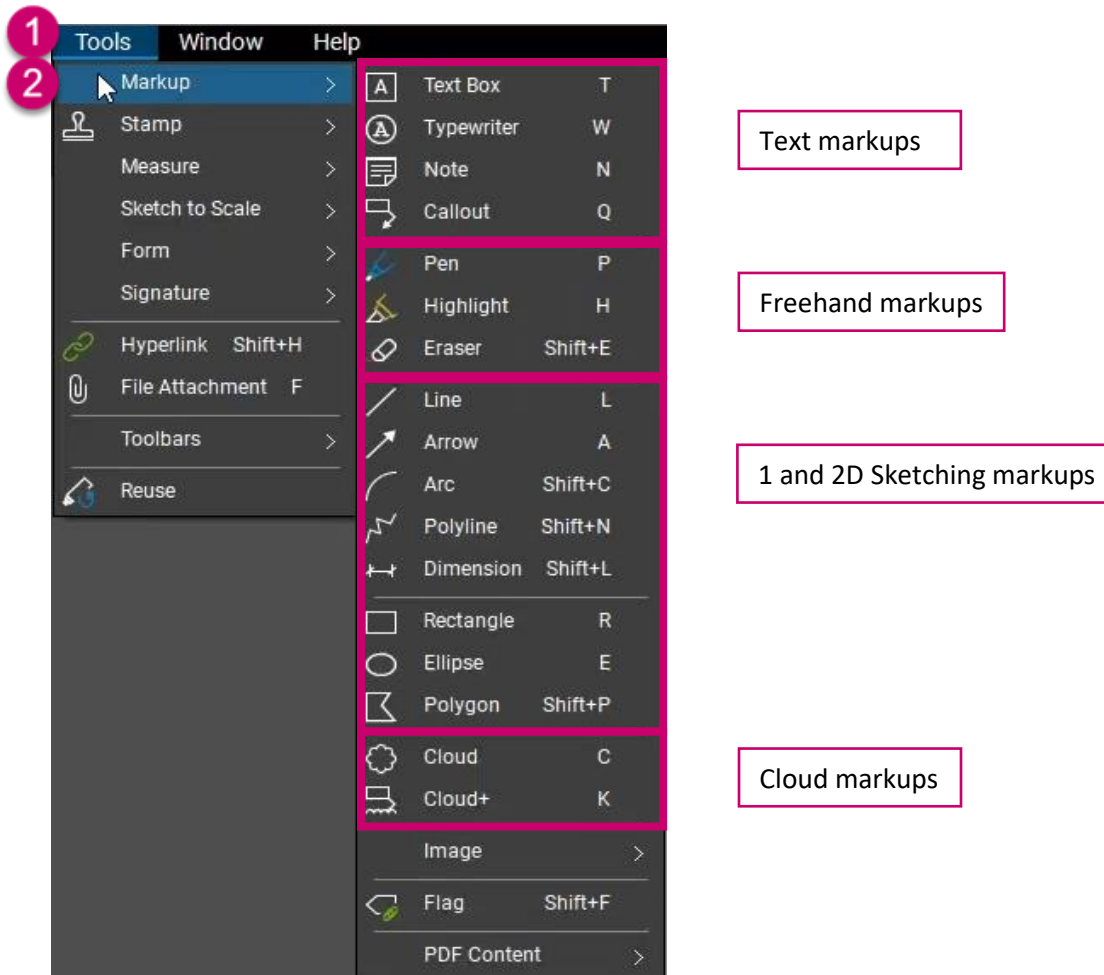
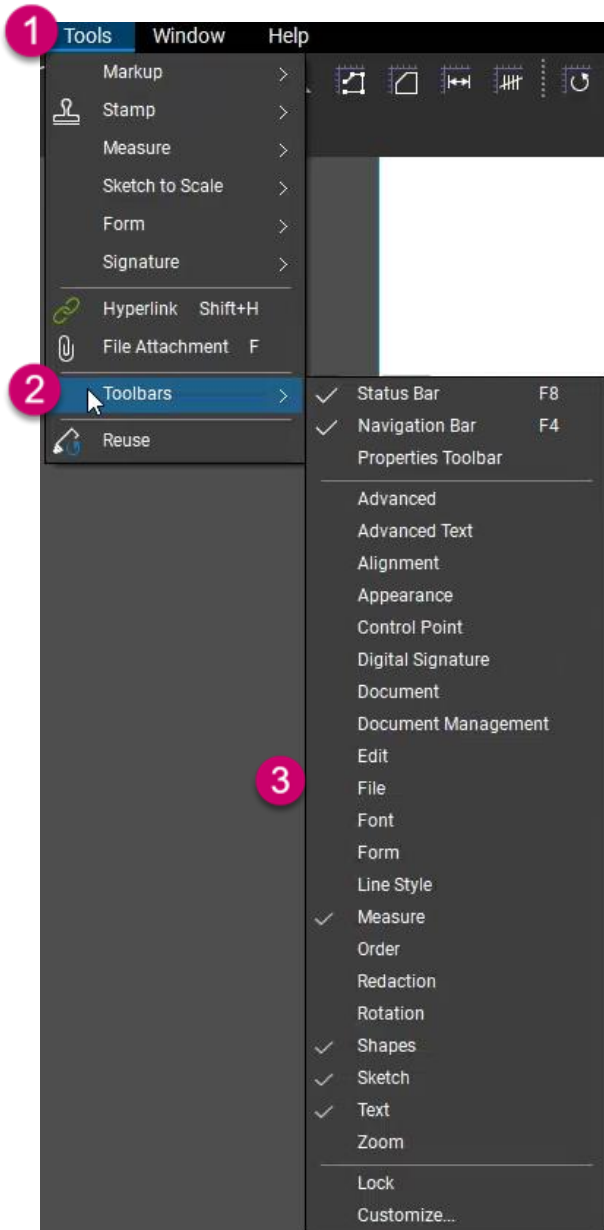


Markup Tool Access

The markup tools in Bluebeam are found by navigating to Tools → Markup:



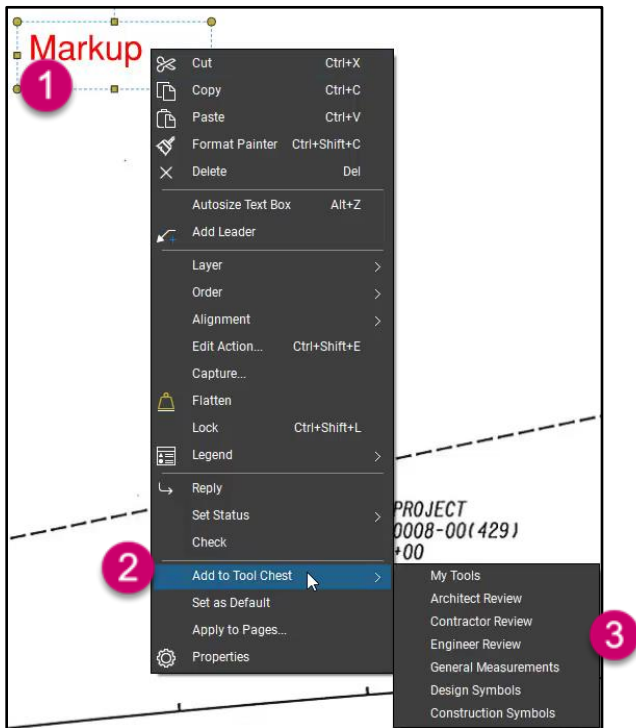
Markup tools can be added to the Toolbars by navigating to Tools → Toolbars and selecting desired Toolbars from the full list such as Measure, Shapes, Sketch, and Text.



Additionally, the Tool Chest icon stores markup tools:



Specific markups on a drawing can be added to the profiles in the tool chest by right clicking on them and selecting "Add to Tool Chest."

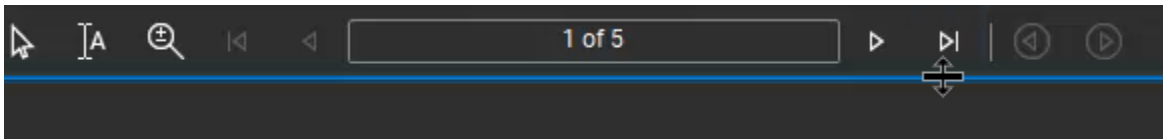


1. Right click the markup of interest.
2. Navigate down to Add to Tool Chest.
3. Choose the Tool Chest in order to add the markup.

Alternatively, markup tools can be deleted from the profiles by right clicking on them and selecting "Delete."

Markups List

The markups list contains a comprehensive list of all the existing markups on a drawing and includes tools to group, lock, and export markups. The list is accessed by clicking on the blue line that appears when the mouse hovers below the navigation bar and is made larger by clicking and dragging the panel:




The markups list contains a full list of all markups made to the document and accompanying information with each specific markup, as shown below:

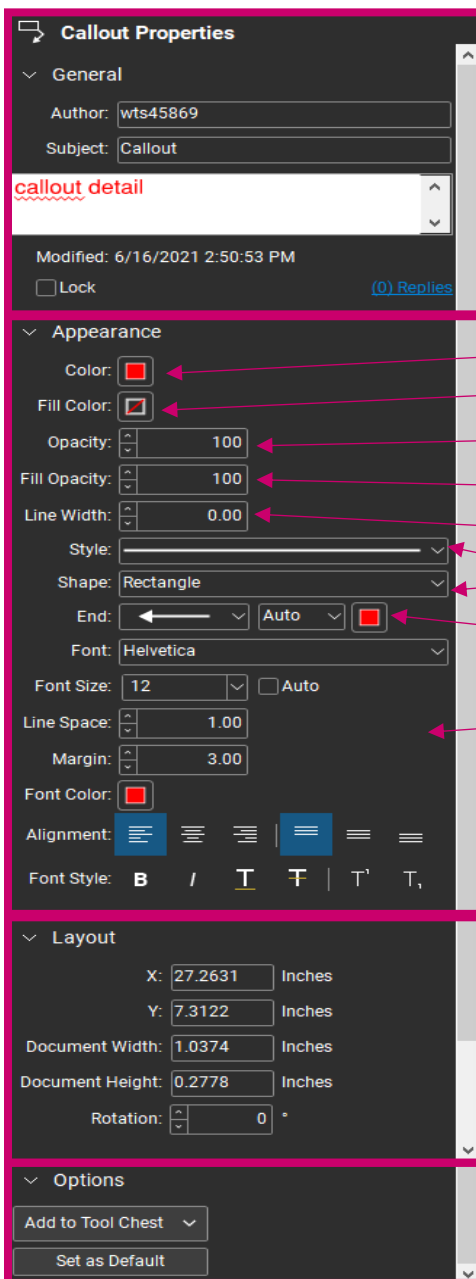
>>

Markups List

</

Editing Markups

Editing options are found by right-clicking on the markup with options to layer, flatten, or lock the markup, among other tools. The appearance and style of the markup can be edited by selecting the markup and navigating to the Properties icon, , on the left panel bar. For example, the options below are available for the callout markup. Many of these options remain the same for other types of markups:



Callout Properties

General

Author: wts45869


Subject: Callout


callout detail

Modified: 6/16/2021 2:50:53 PM

☐ Lock [\(0\) Replies](#)

Appearance


Color: 

Fill Color: 



Opacity: 100

Fill Opacity: 100

Line Width: 0.00

Style: 

Shape: Rectangle


End:  Auto 


Font: Helvetica


Font Size: 12 ☐ Auto

Line Space: 1.00

Margin: 3.00

Font Color: 

Alignment: 

Font Style: **B** *I* T 

Layout

X: 27.2631 Inches


Y: 7.3122 Inches

Document Width: 1.0374 Inches

Document Height: 0.2778 Inches

Rotation: 0 °

Options

Add to Tool Chest 

Set as Default

General information: Where the author, subject, and content can be edited. This is also where the markup can be locked.

Color of the callout leaders

Textbox fill color

Opacity of the text

Textbox fill opacity

Creates a line border around the text

Edit the style and shape of the border line

Edit the end of the arrow, options including a solid tip

Text edits

Layout information: Where the location and size of the markup can be edited, along with adding a rotation.

Options to add the tool to the Tool Chest and set as default. By setting to default, any edits made on the markup will appear the next time it is used.

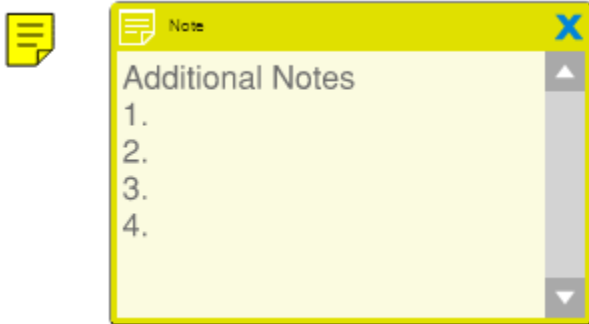
Text Markups

The textbox allows the user to click and drag anywhere on a drawing to apply text. To exit the tool, simply click anywhere outside it. Edits are made by navigating to properties, where the text, color, and fill can be changed, along with adding a border around the text. For example:



The typewriter tool is similar to the textbox, just in a different format.

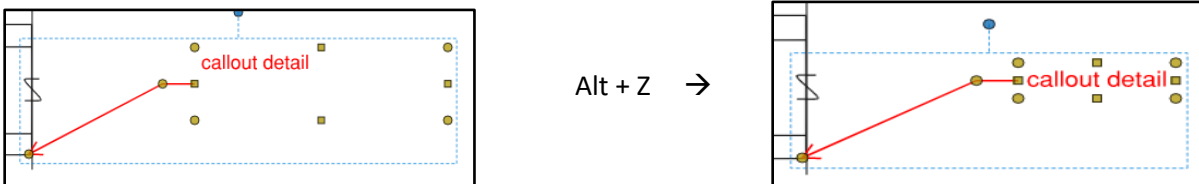
The notes tool allows the user to click anywhere on the drawing to apply additional notes:



Click the blue X to exit out of the tool and then double click the notes icon to access the content.

The callout tool is one of the most common markups. To use the tool:

1. Select the callout markup and click on the drawing where you want to draw attention to.
2. Drag the cursor to a location where the text is to be added and click again.
3. Type the information into the callout and click outside the tool to exit. The layout of the text can easily be centered with the leader by pressing Alt + Z on the keyboard.




Edits are made under Properties. See above section **Editing markups**. Additional leaders can be added to the callout by right clicking on the callout markup and selecting “Add Leader.”

Freehand Markups

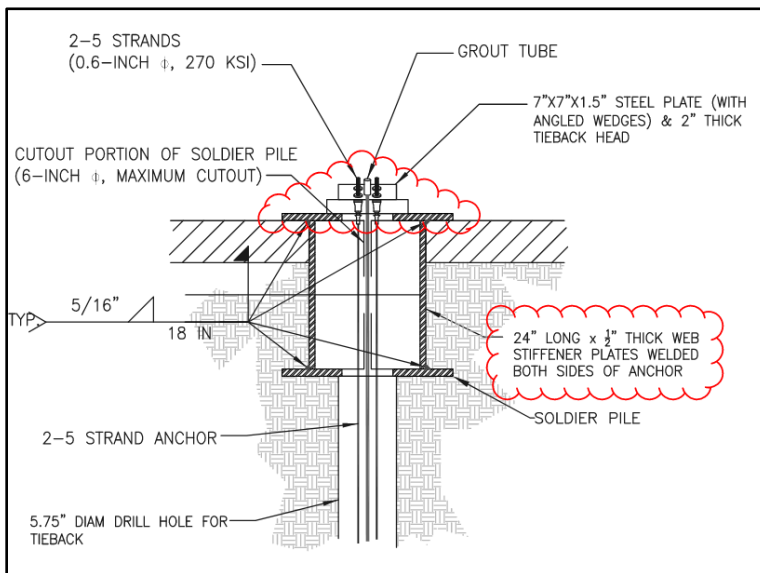
Freehand markups are available to write or highlight on a document. These options are useful with a tablet or mobile device. An eraser tool is provided to delete pen or highlighter markups.

Sketching Markups

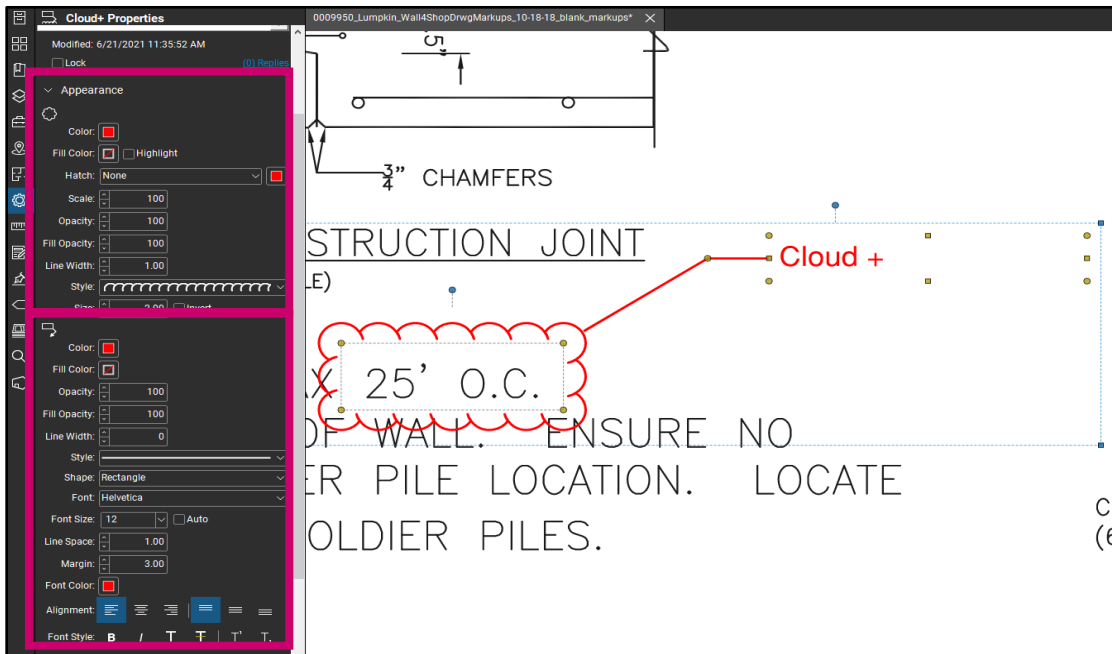
1D and 2D sketching options are available including line, arc, arrow, rectangle, and ellipse. For more accurate sketches, be sure Snap to Content is enabled, , in order to snap on to the drawing details.

Cloud Markups

The cloud markups consist of a basic Cloud markup and a Cloud + (Cloud callout) markup. The basic cloud markup is applied to a drawing by clicking and dragging the tool and then releasing once the full area is outlined, or by clicking individual points to create an irregular shape:



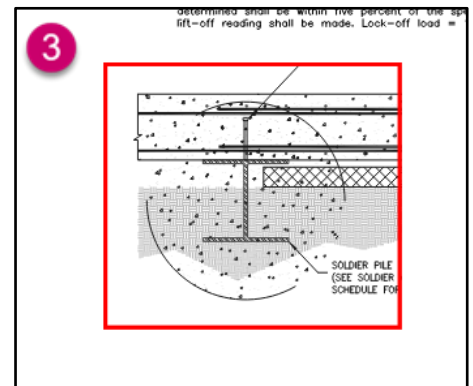
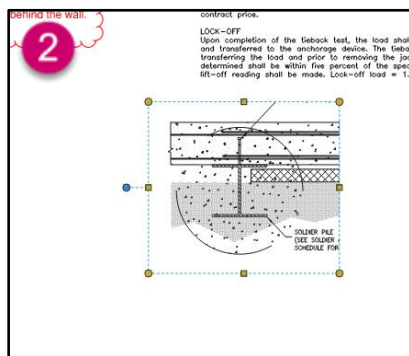
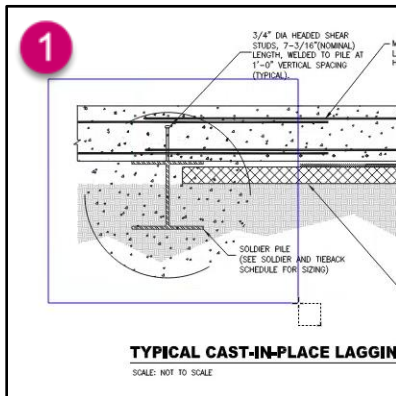
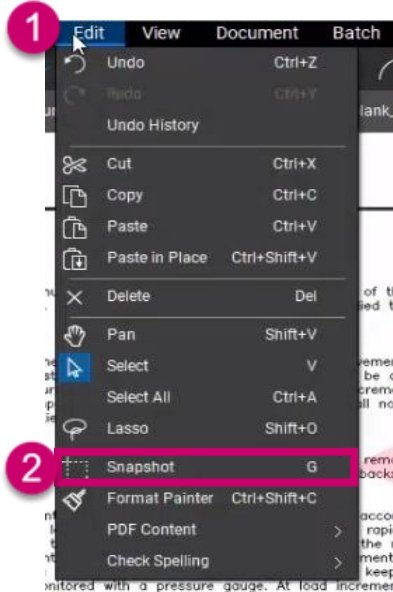
The Cloud + Tool combines the Cloud and Callout tool into one markup. Apply a cloud to the drawing and then drag your cursor over to apply text, similar to the callout tool.



The top portion of the properties contains tools to edit the cloud such as adding a fill and changing the size of the cloud, while the bottom portion of the properties contains tools to edit the callout and text such as adding a border and increasing the font size.

Snapshot Tool

The snapshot tool provides a useful method to take a closer look at a portion of a drawing. To access the snapshot tool, navigate to Edit and select snapshot:

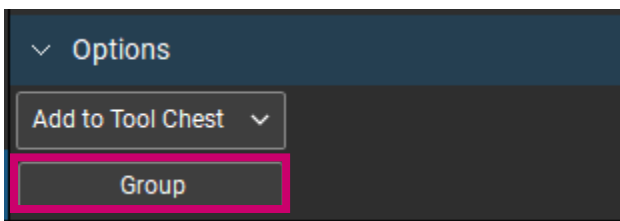


1. A cursor will appear that allows the user to click and drag on a portion of the drawing. Outline the desired area of the document for the snapshot.
2. Once the tool is released, it is automatically copied to the interface. Simply press escape and then paste the snapshot anywhere on the drawing.
3. The snapshot can be enlarged by clicking and dragging the image and a border can be added to it under the Properties icon.

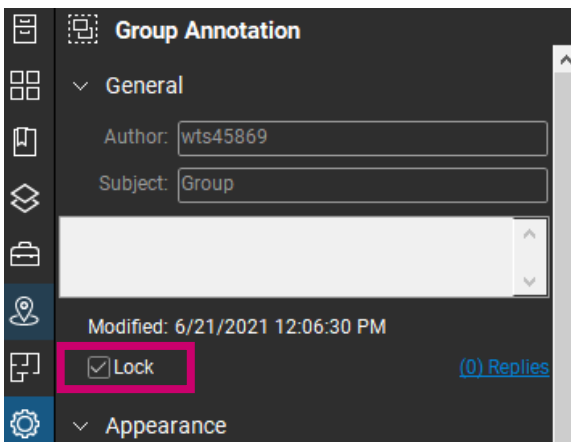
Group and Lock Markups

To group lockups:

1. Select them individually by holding the shift button on your keyboard or highlight multiple at once by selecting the mouse icon on the bottom tool bar.
2. Navigate to the Properties icon, scroll down to Options and select Group:



This will group the individual markups into one item, essentially treating it as one markup. In order to lock this group, scroll to the top of the Properties icon and select the Lock checkbox:



This will lock the group of markups in place, not allowing them to be moved or edited. To unlock the group, simply select the checkbox.

Markups can also be grouped, ungrouped, locked, and unlocked directly from the Markups List by selecting and right-clicking a group, or multiple markups.

[illegible]