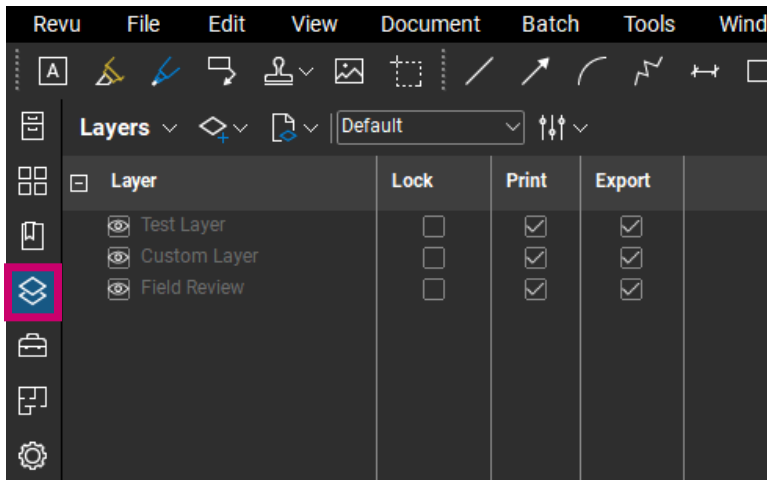## Layers Icon

PDF layers in Bluebeam offer a convenient way to organize markups in a document. The majority of the layer functions are found under the Layers icon on the left panel bar where layers can be viewed, added, deleted, and turned on or off, among other tools:
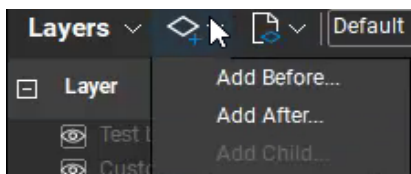

Creating Layers

The above screenshot shows 3 existing layers: Test, Custom, and Field Review. Notice all 3 layers are grayed out. This indicates that no markups are assigned to them. When markups are assigned to layers, the text will be white.
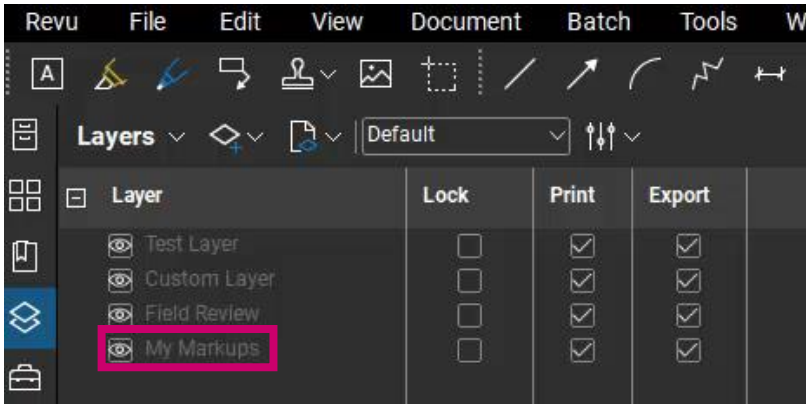
Layers are added either by:

1. Creating a new one
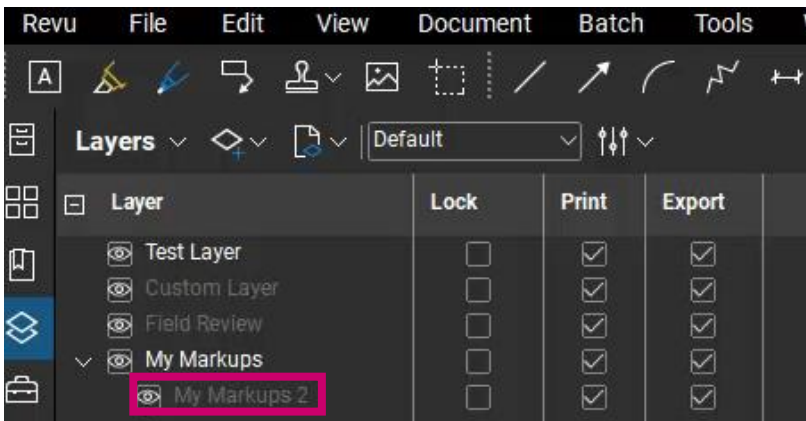
2. Adding one from an existing document:

To add a new layer, select the dropdown where options are provided to add a layer before or after existing layers, or add a Child layer:

As an example, a "My Markups" layer was added after the existing layers:

A Child layer can be added as a subset to a specific layer, for example, here is a Child layer added to the My Markups layer titled "My Markups 2"
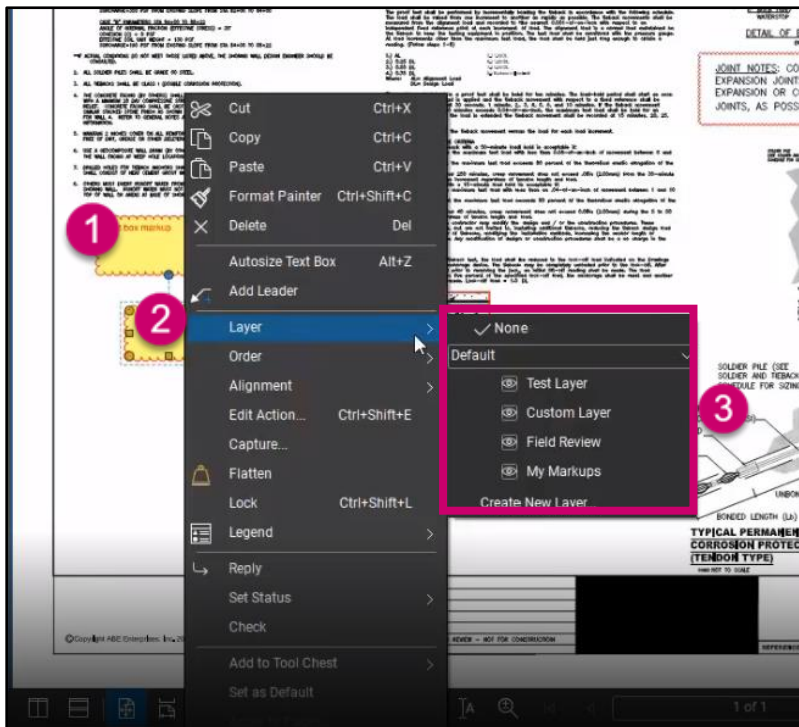

When an action is carried out in a "parent" layer, any child layers associated with it will also be affected. This can be helpful when manipulating and working with multiple layers at once.

To assign markups to a layer:

1. Right click on the markup.

2. Navigate to layer.

3. Select the one of interest:

Notice when a markup is assigned to a layer, the layer is no longer grayed out under the Layers icon. Multiple markups can also be assigned to a layer by following the same steps:

1. Highlight/select the markups of interest.

2. Right-click.

3. Navigating to layer.

4. Select the one of interest.

Layer visibility can be turned on or off by selecting or deselecting the eye checkbox to the left of the layer name. In the screenshot below, the Test layer is visible while the My Markups layer is hidden:

Layer	Lock	Print	Export
👁 Test Layer	☐	☑	☑
⌄ ☐ My Markups	☐	☑	☑
☐ My Markups 2	☐	☑	☑

The remaining columns provide the following options:

Lock: De-selected by default. A layer can be locked by checking the lock checkbox which will prevent the layer from being edited or renamed.

Print and Export: Selected by default. Defines which layers will be exported to either a PDF or excel document.

Additional layer options are provided by right clicking on a layer name:

Options to show/isolate layers

Create a markup layer that assigns all markups to the specified layer
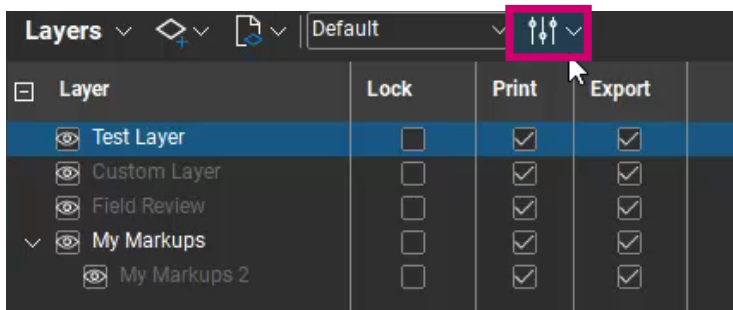
Add, rename, or delete layers

Export/import layers from separate document

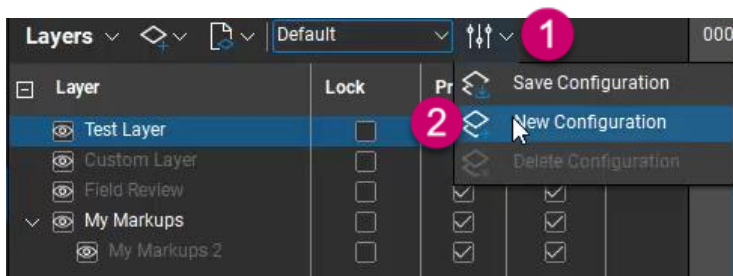Flatten options

Additional layer properties

In some cases, it may be beneficial to create different layer configurations where some layers are visible and some are not, for example. Layer configurations can be created or deleted by navigating to the save configuration icon:

Notice the current configuration is the Default. To add a new configuration:

1. Select the dropdown.

2. Click "New Configuration".

3. Name the configuration.

4. Select OK to create the new configuration.

The new configuration can be updated accordingly with specific layers visible and others hidden. To save the configuration, navigate back to the dropdown and select "Save Configuration". Configurations can be deleted from the same dropdown by selecting "Delete Configuration".

Finally, it is important to note that layers are also tracked in the markups list. See the example below from the Video Module:

Notice the specific markups and markup group that are assigned to the layers. In this case, the Test Layer is hidden, while the My Markups layer is visible. Markups can also be reassigned to different layers directly in the markups list by:

1. Right clicking on the markup.

2. Navigating to Layer.

3. Selecting the layer of interest.