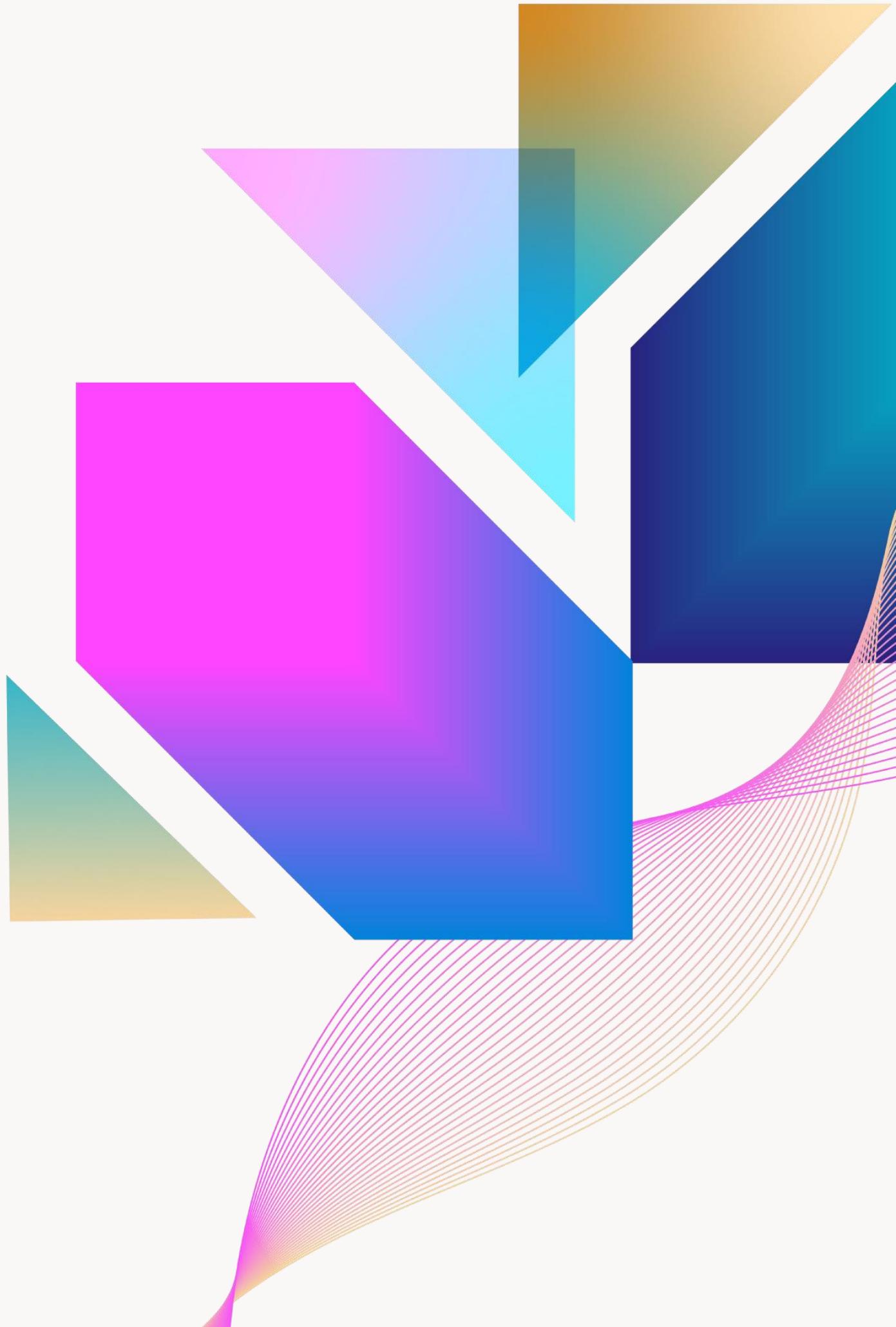




# Turning Communication Nightmares into Manageable Mornings

An Architect's Guide to Bluebeam

Katelyn Rossier, AIA, CSI, CDT, NCARB, LSSBB



# Learning Objectives

- 01** Participants will be able to explain how Bluebeam Studio Sessions enable collaboration among diverse project teams, actively overcoming communication barriers and fostering complete team involvement regardless of location.
- 02** Participants will be able to analyze and manage Quality Control (QC) reviews to enhance accountability and ensure accurate project information for all involved disciplines
- 03** Participants will be able to apply various drawing tools enabling efficient on-the-fly design iterations, team collaboration, teaching, and live clients feedback.
- 04** Participants will be able to utilize the Tool Chest to save and reuse customized markups in both properties and drawing modes, thereby reducing time delays and ensuring the consistent application of firm standards across projects for improved communication.
- 05** Participants will be able to implement Bluebeam features to accelerate document management and design workflows at various stages of the design and construction process.

# The challenge COMMUNICATION

Communication challenges are everywhere and effect everyone

## Data Silos



Complex communication across generations, disciplines, projects, and specialists

## Misunderstanding



Miscommunication leading to misunderstanding, unclear direction, and calendars filled with meetings.

## Forms of Communication



Where did you get that message from?

Phone, Email, Teams, Text, Meeting Conversation, In the office, and more.

# Agenda

## 01 Overall Drawing Tools for Architects

Live with the Client | Iterate to Scale | Guide & Teach

## 02 Bluebeam Studio Sessions

QC | Collaboration | On the Go!

Organization, organization, organization

## 03 Firm Tools for Speed and Consistency

Toolchest | Mark Ups | Profiles | Keys

## 04 Quality Control Reviews with Ease

Toolchest | Mark Ups | Notifications | Understand the technology

## 05 Construction Administration

Punchlist | Site Visits| Studio Sessions

# 1

# Overall Drawing Tools for Architects



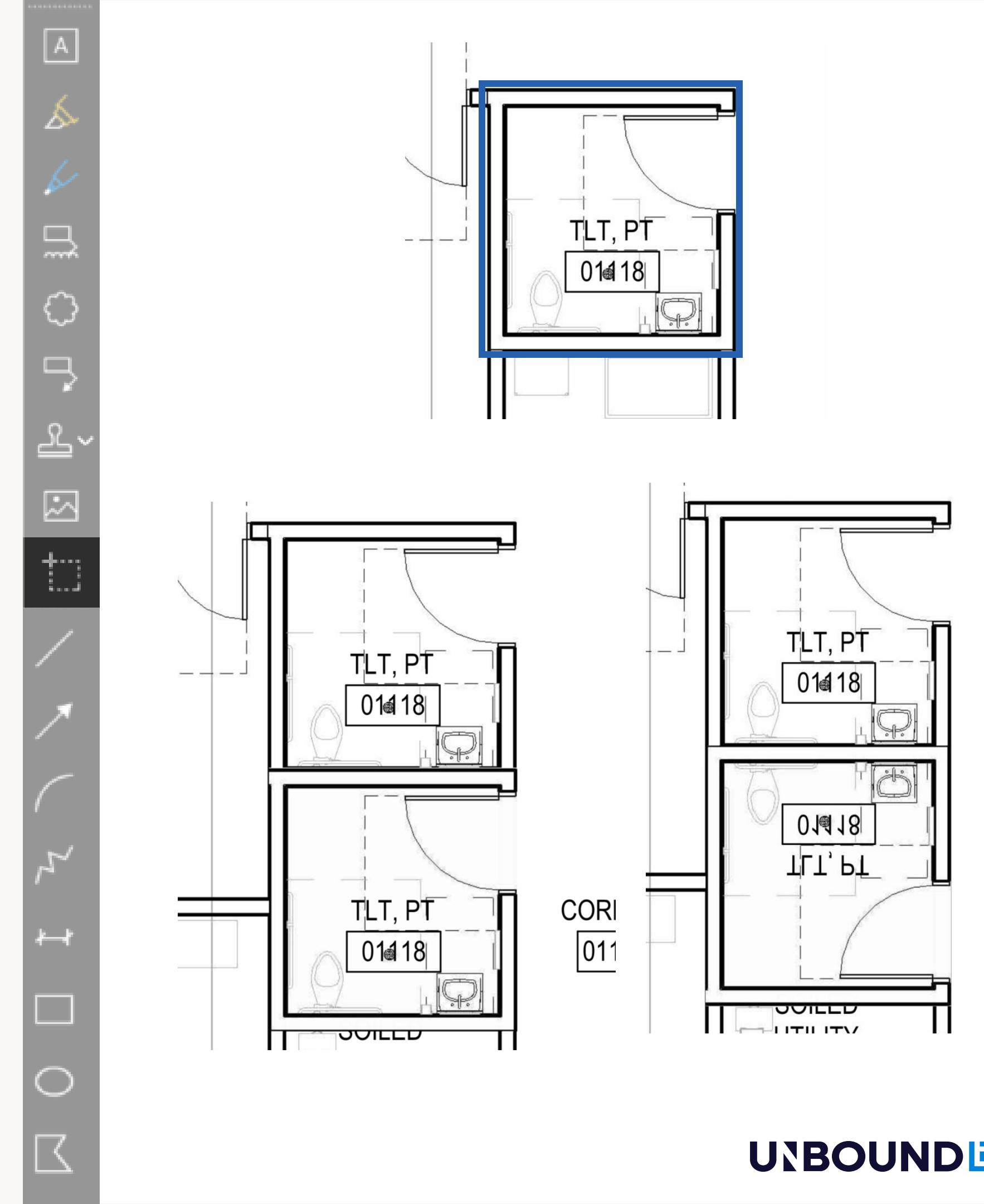
# Drawing Tools for Architects

LIVE iteration and feedback with clients

**1. Snapshot (G) Callout Tool:** Move around rooms, furniture, etc at the same scale. Rearrange live!

**2. Callout Tool:** Comment and point!

**3. Pen Tool:** Share, point, and draw attention.



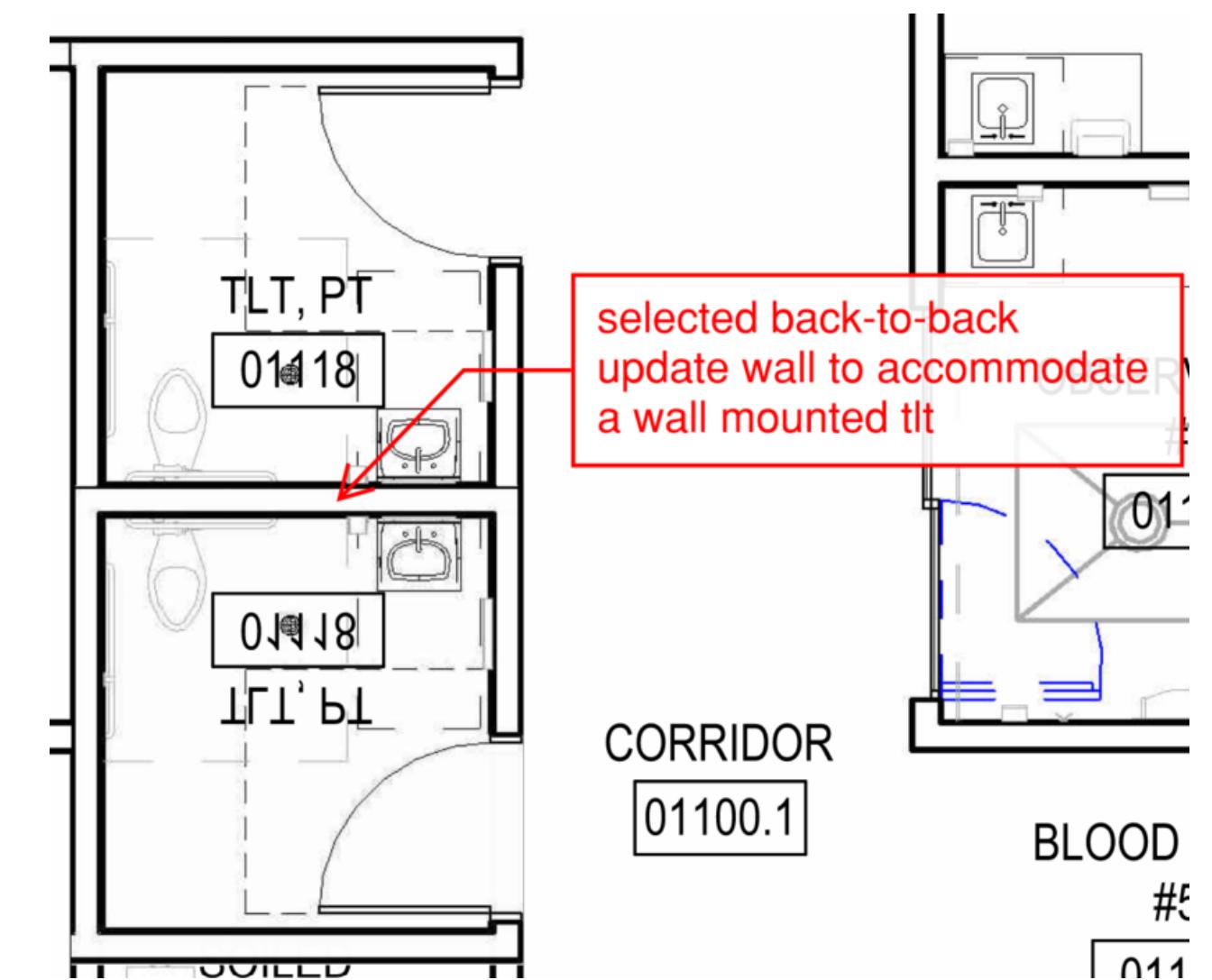
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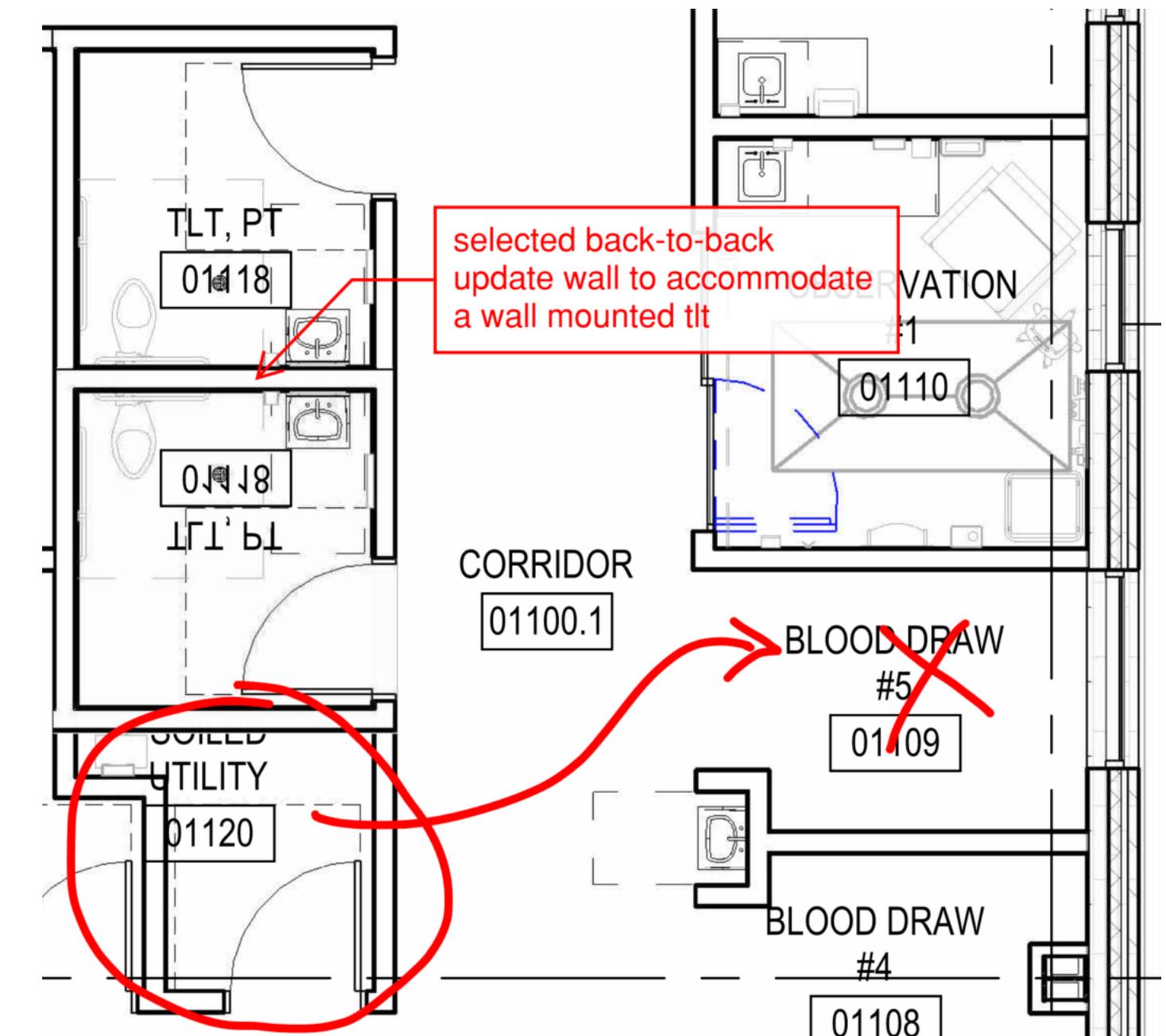
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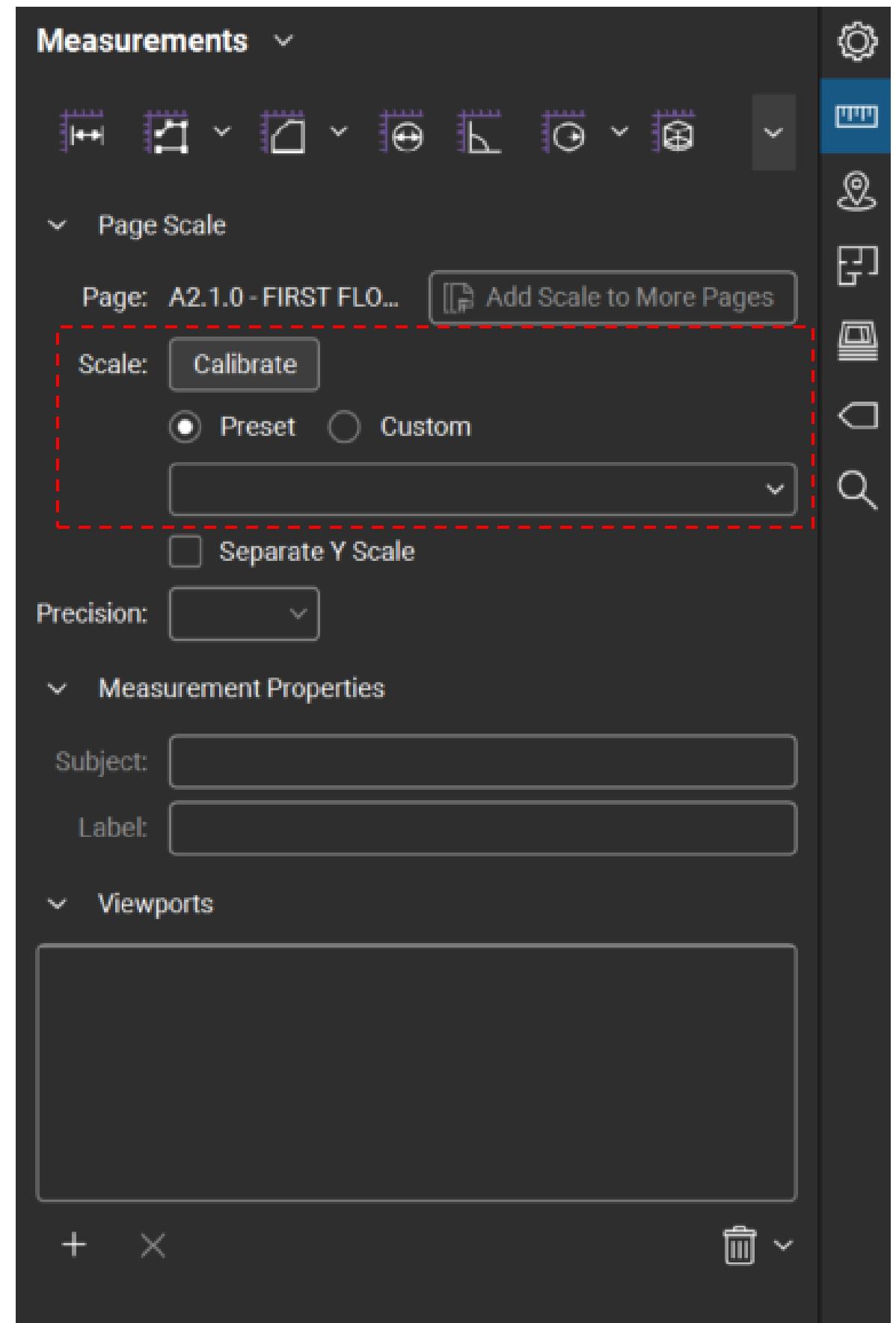
3. **Pen Tool:** Share, point, and draw attention.



# Drawing Tools for Architects

## Sketching to Scale

**Does your sketch work?:** Have your sketch to scale before you put it into a digital drafting program



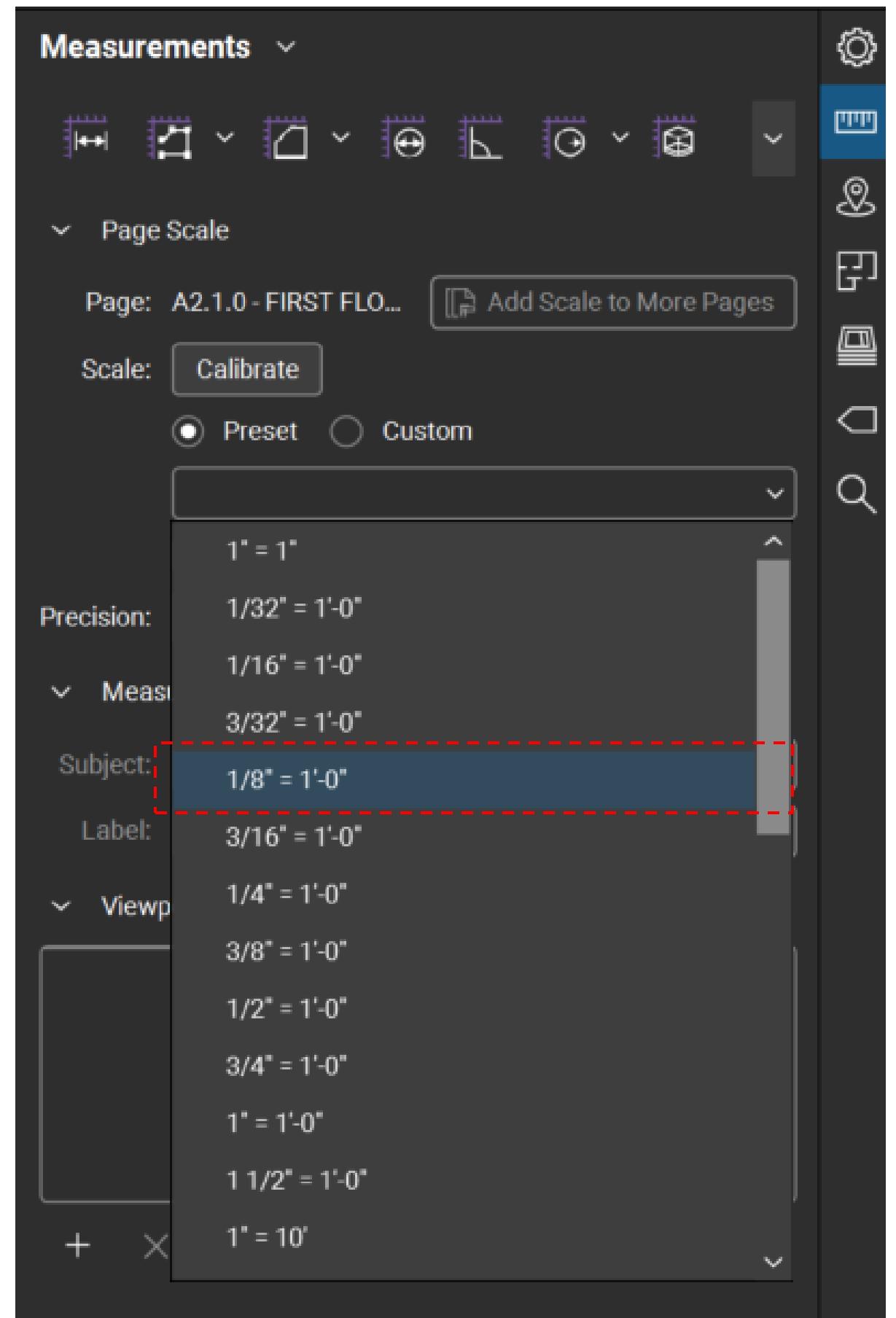
# Drawing Tools for Architects

Sketching to Scale

Does your sketch work?

**Save Time by PRINTING to a scale:** Let your team know to print to scale and have the scale identified. Saves you time in bluebeam.

Preset and GO!



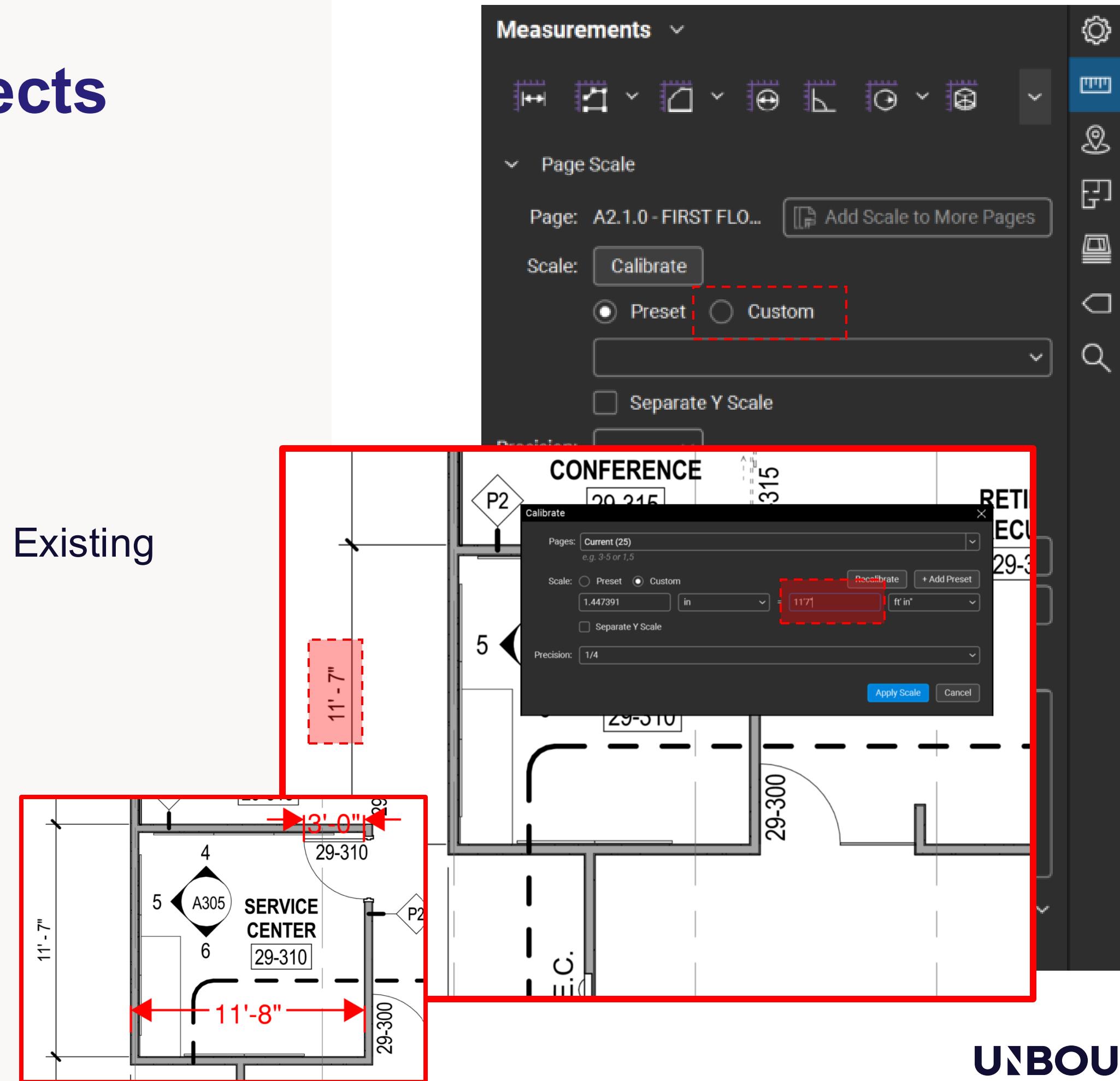
# Drawing Tools for Architects

Sketching to Scale

Does your sketch work?:

Save Time by **PRINTING** to a scale.

**Custom Scale:** Drawing not to scale? Old Existing Drawings provided? Missing dimensions?



# Drawing Tools for Architects

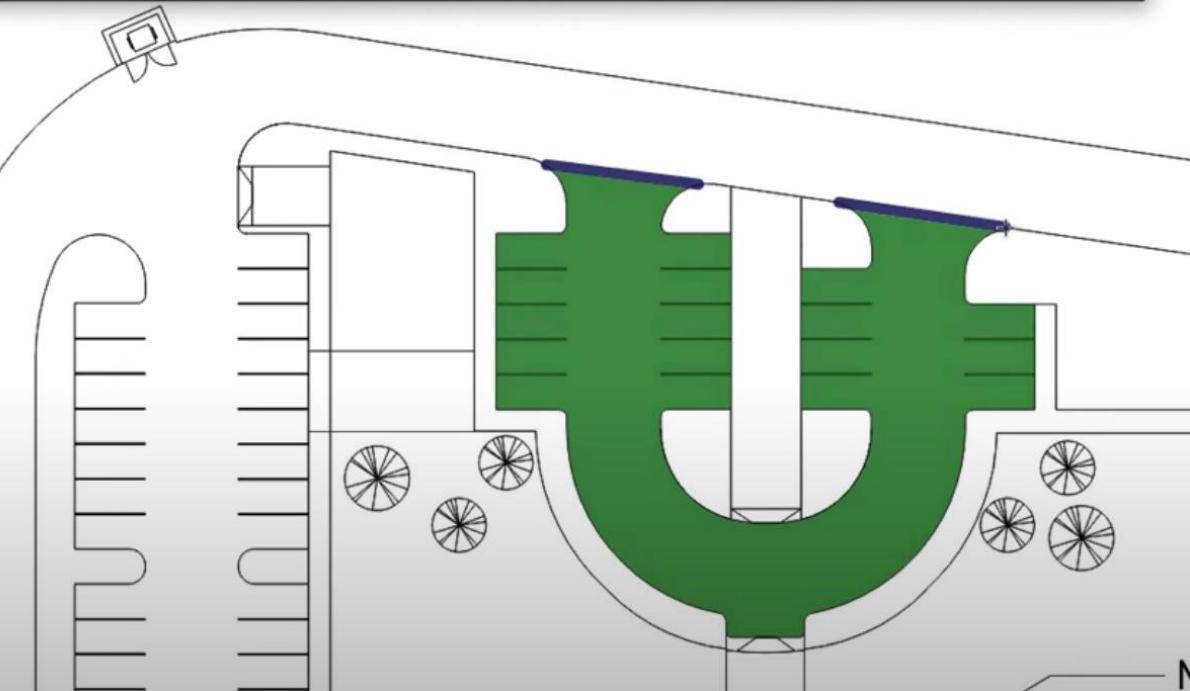
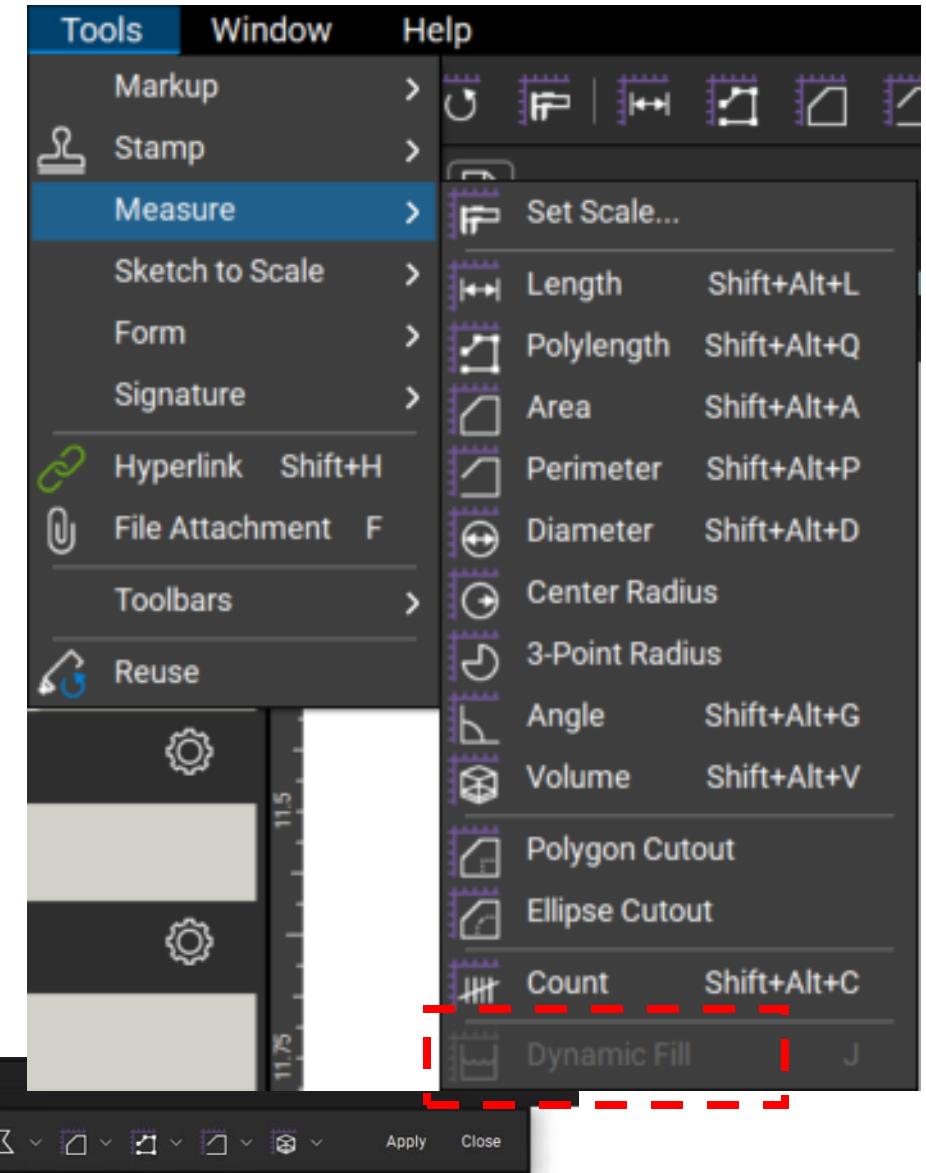
Sketching to Scale

Does your sketch work?

Save Time by PRINTING to a scale.

Custom Scale.

Dynamic Fill: In your measurement setting you can also fill weird shapes fast! (Complete plan only)



# Drawing Tools for Architects

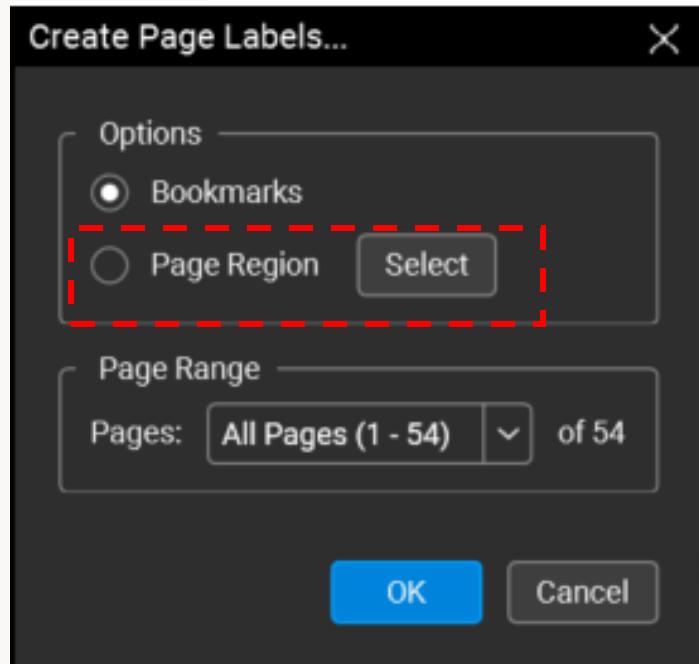
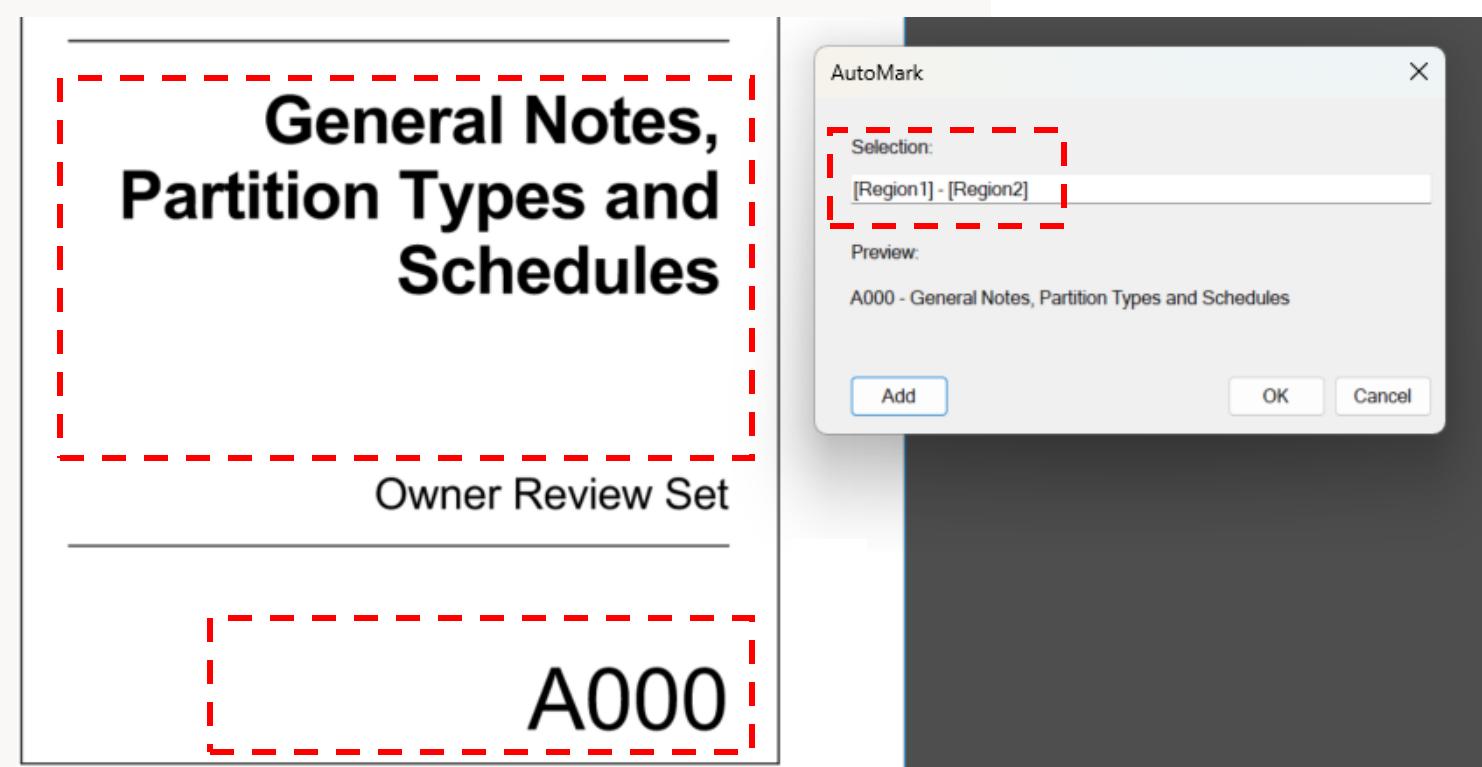
Guiding and Teaching with Easy Navigation

Page Labels

Bookmarks

Text Search

Visual Search



# Drawing Tools for Architects

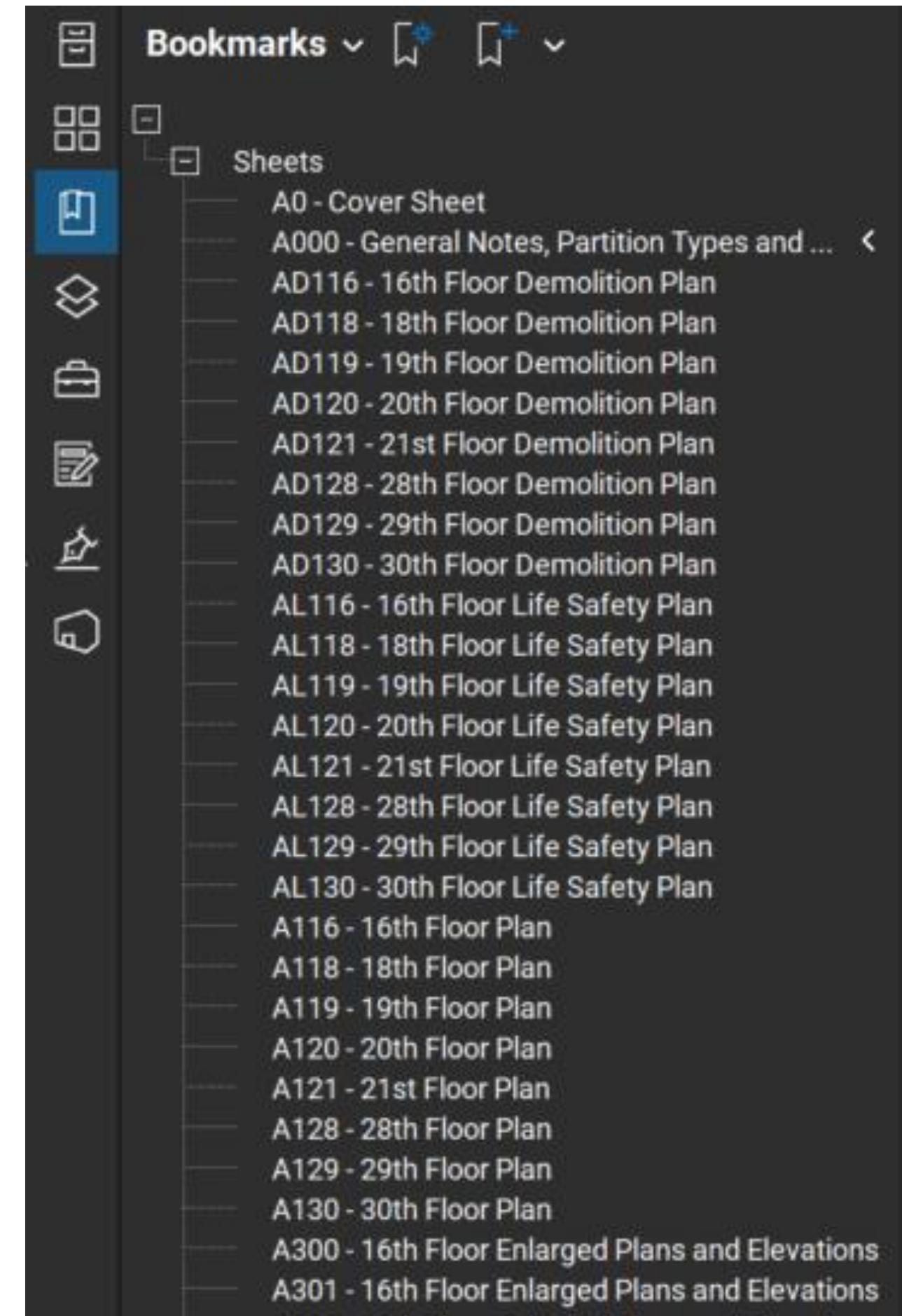
Guiding and Teaching with Easy Navigation

**Page Labels**

**Bookmarks**

**Text Search**

**Visual Search**



# Drawing Tools for Architects

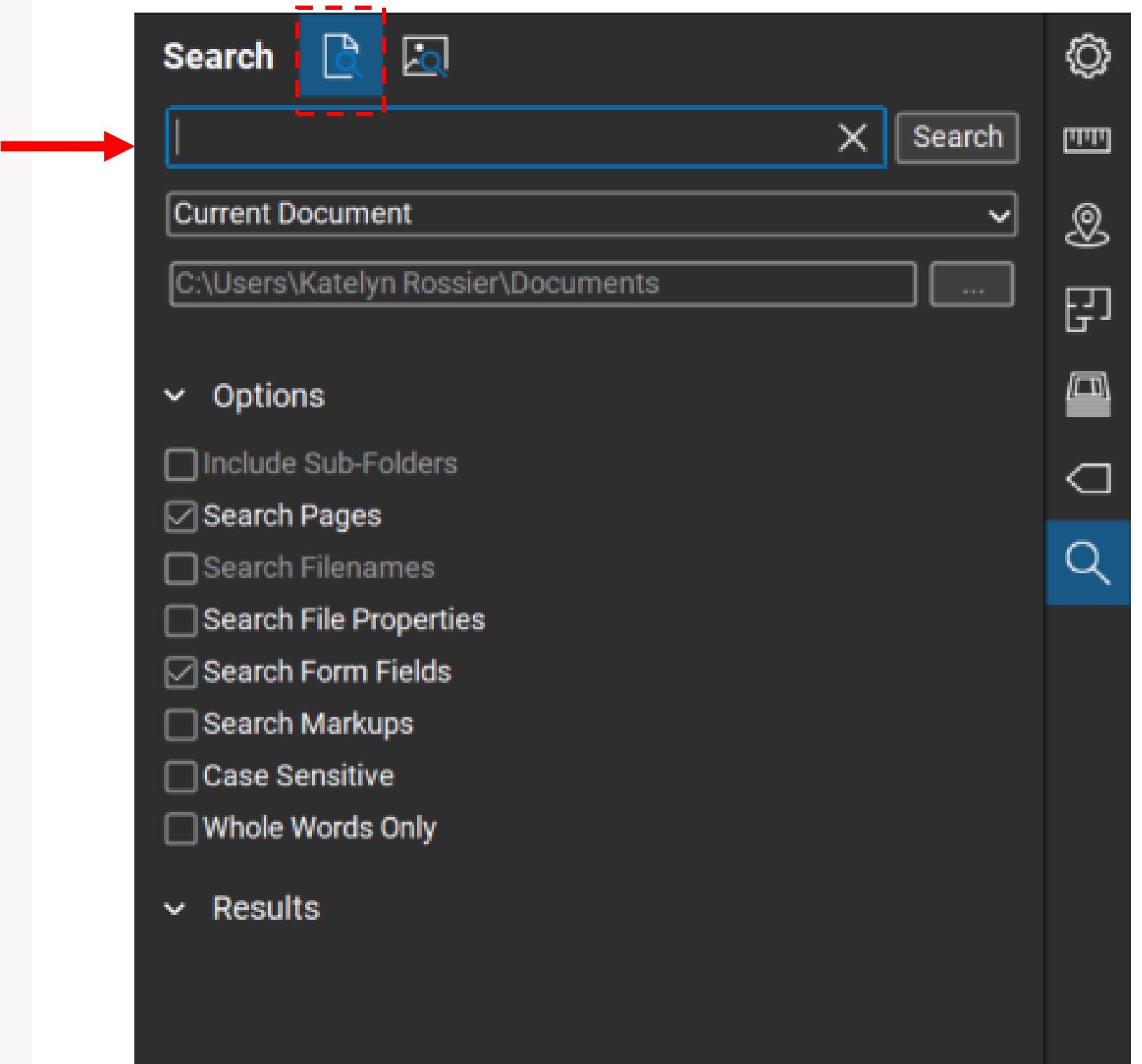
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# Drawing Tools for Architects

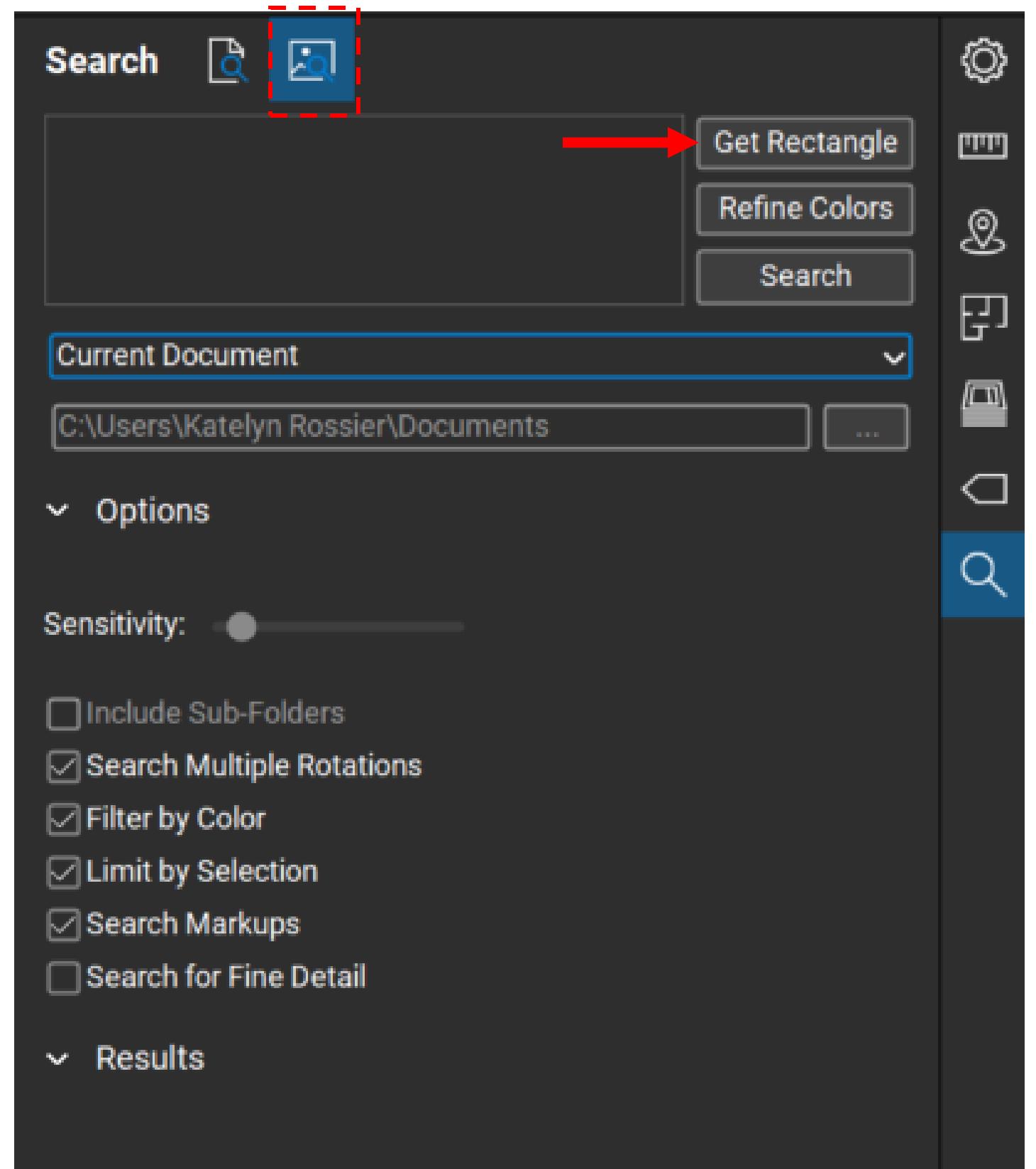
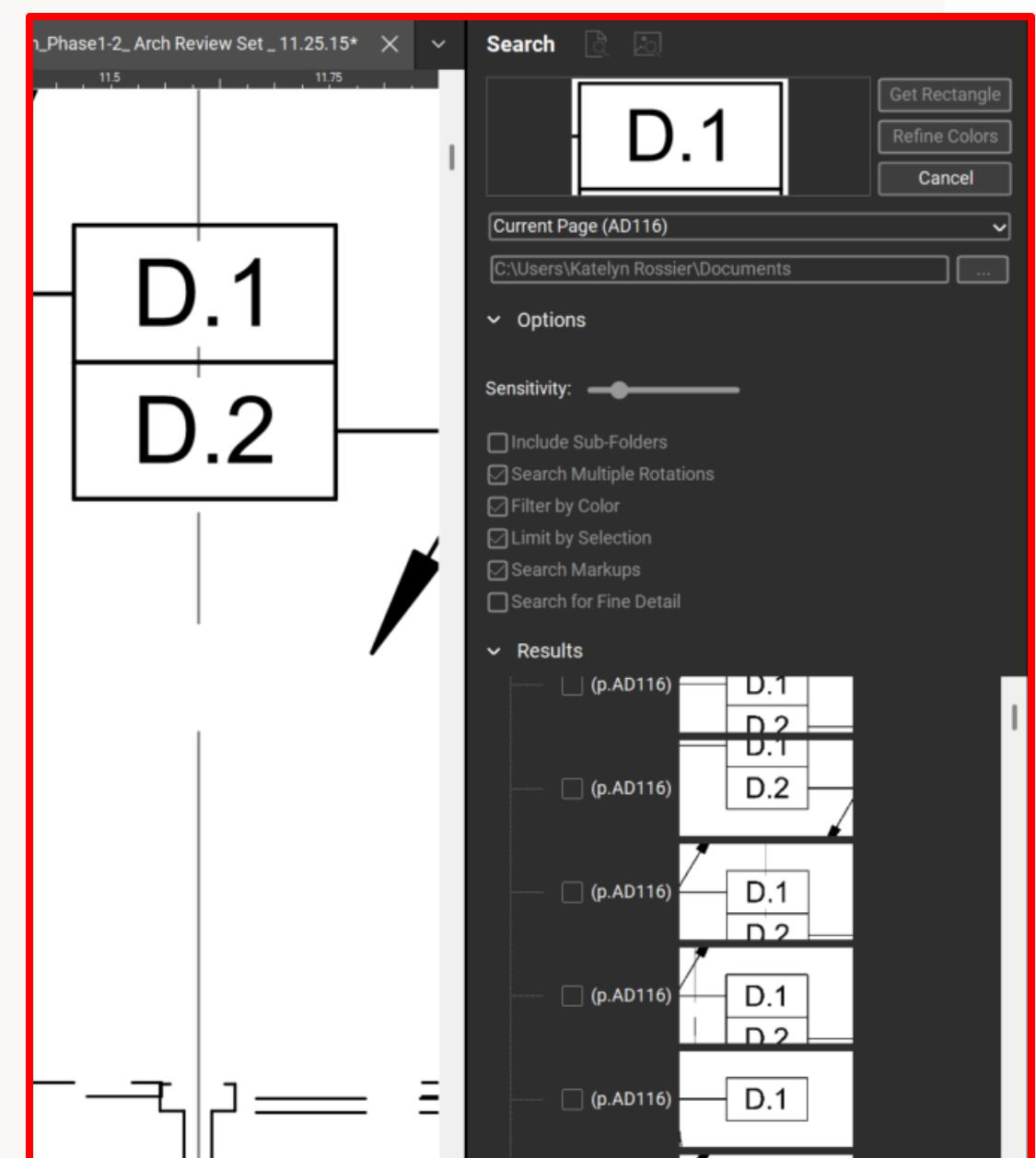
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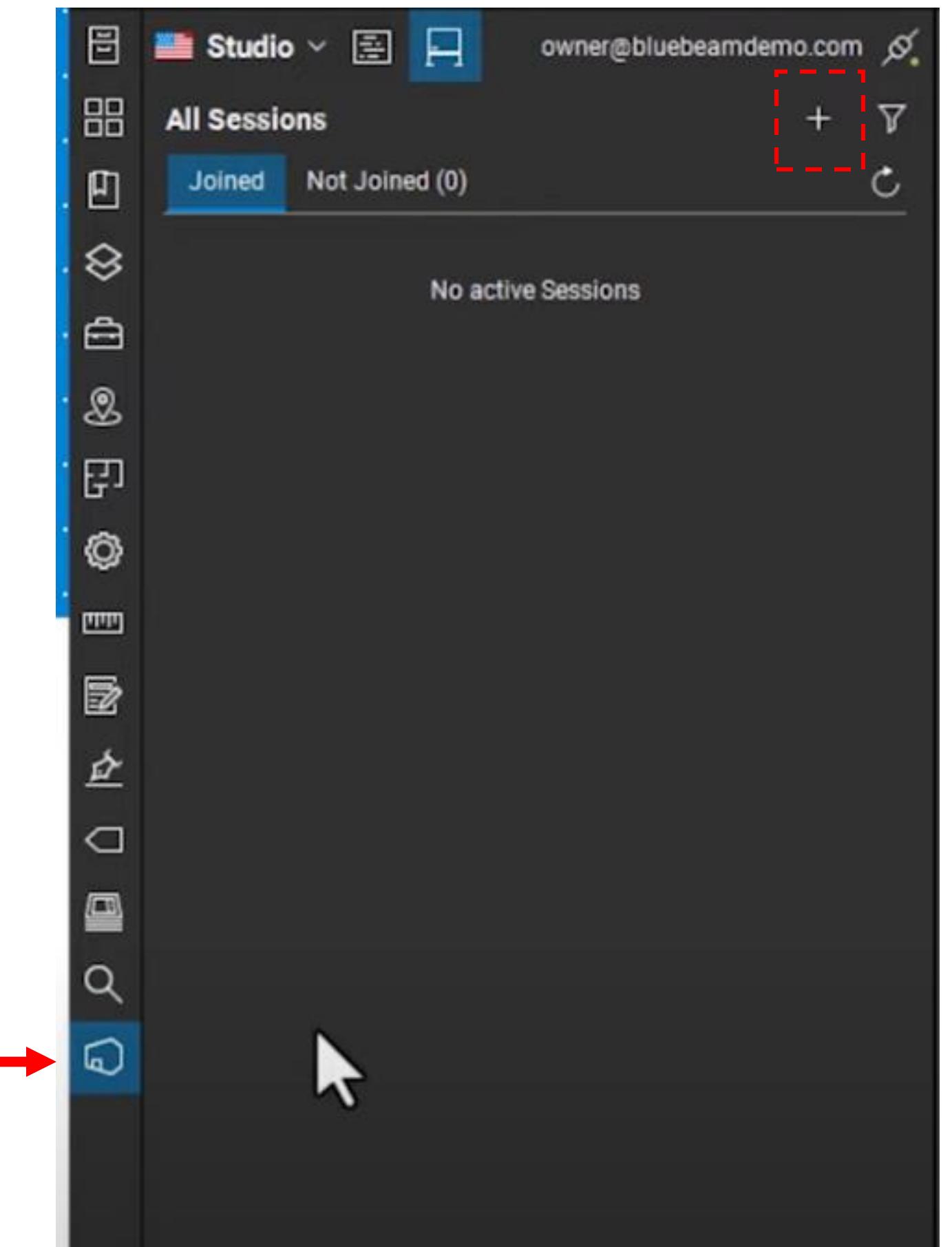
# 2



## Studio Sessions

# Studio Sessions

Organize | Collaborate | On-The-Go

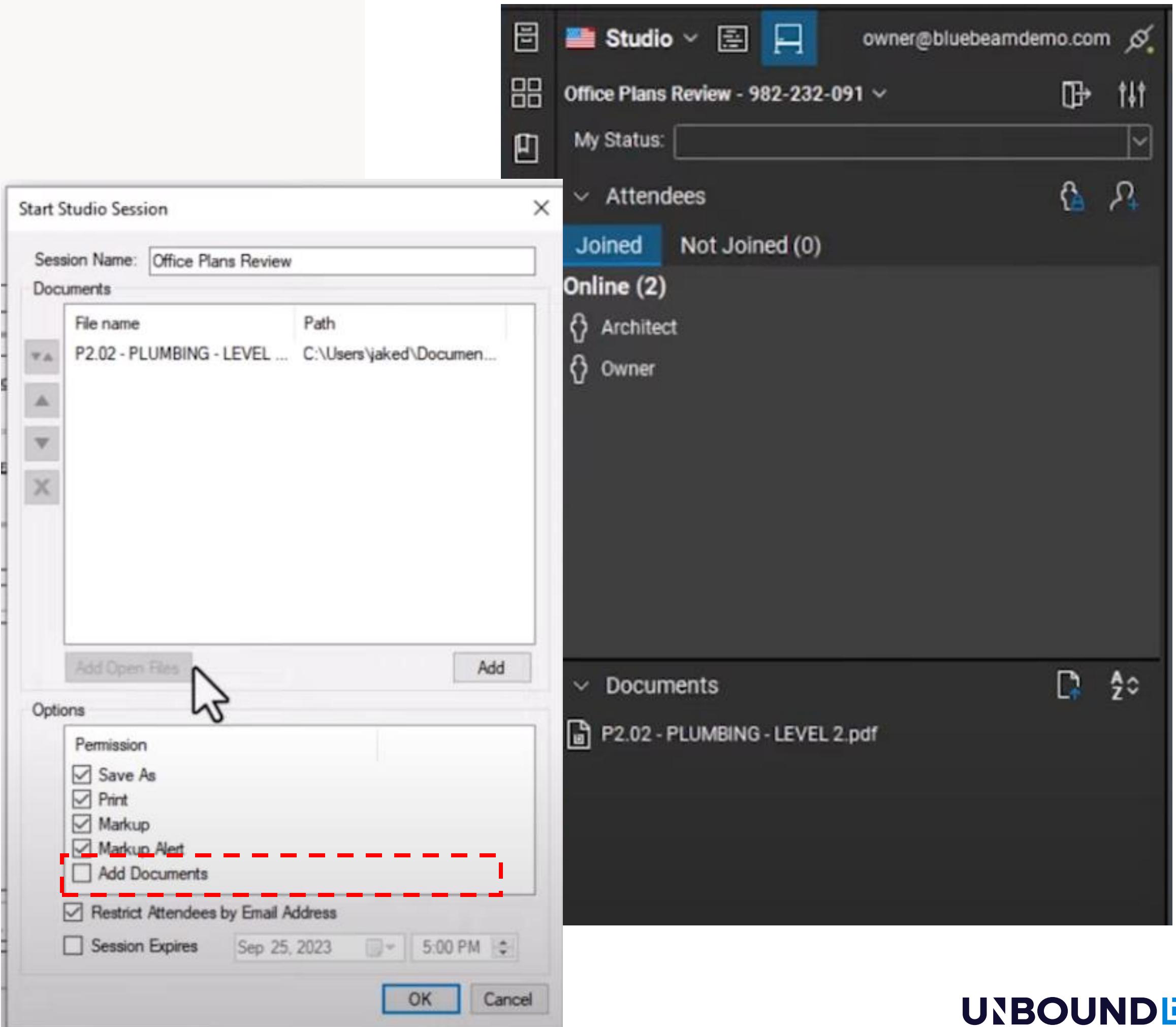


# Studio Sessions

Organize | Collaborate | On-The-Go

## Top Tips

### 1. Don't be a bottleneck!

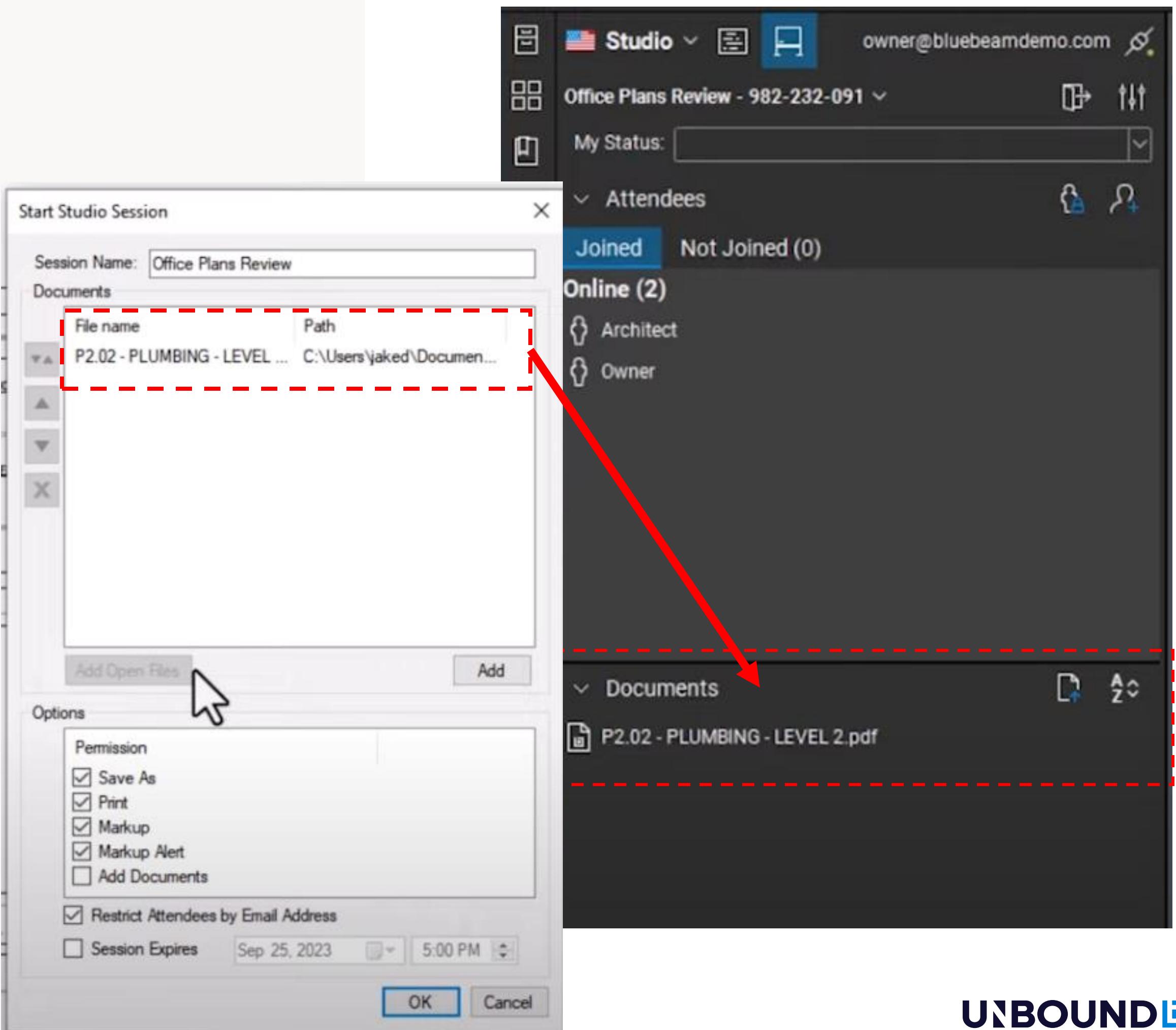


# Studio Sessions

Organize | Collaborate | On-The-Go

## Top Tips

1. Don't be a bottleneck!
2. Naming to stay organized

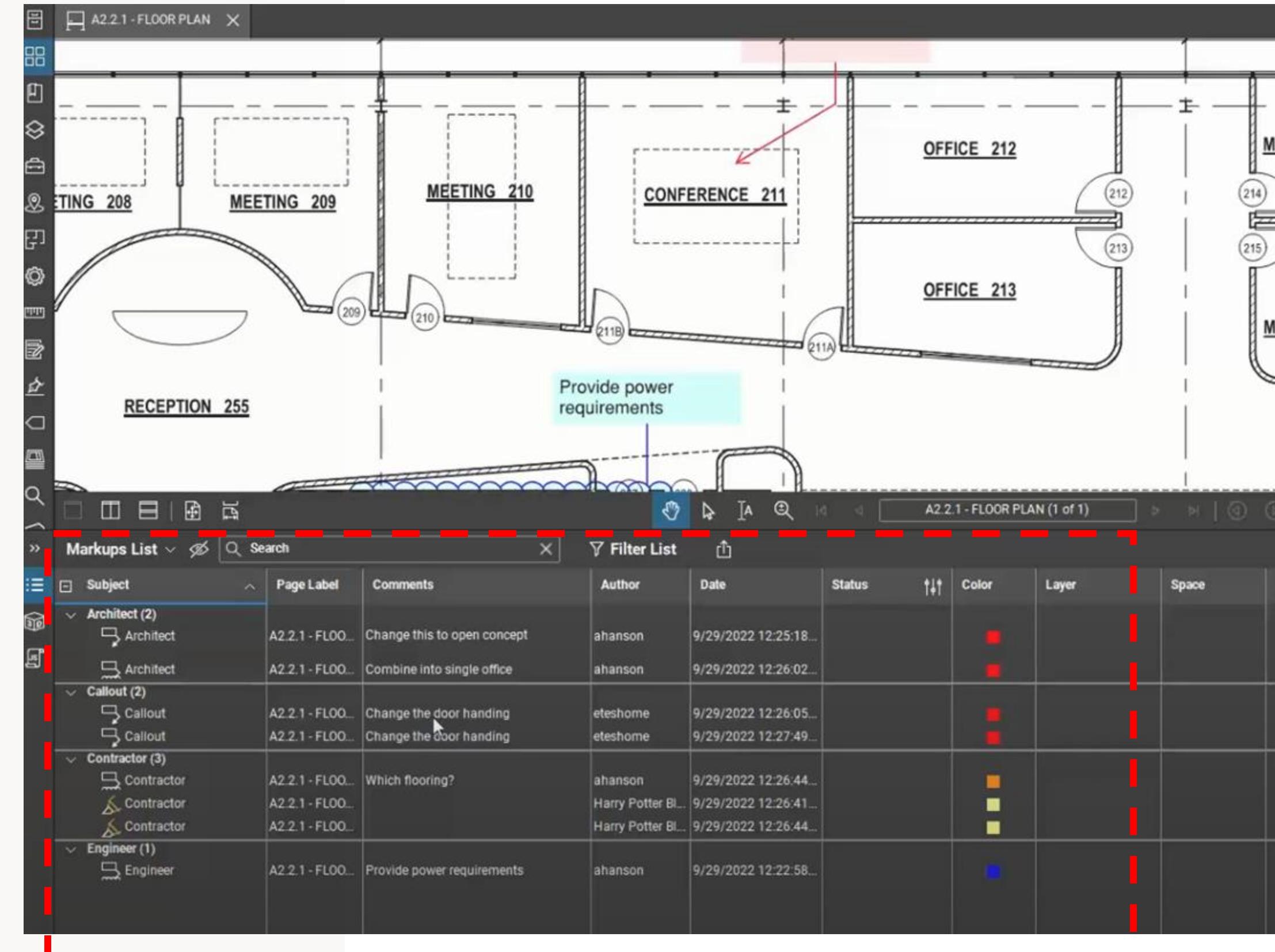


# Studio Sessions

Organize | Collaborate | On-The-Go

## Top Tips

1. Don't be a bottleneck!
2. Naming to stay organized
3. Delegate



# 3

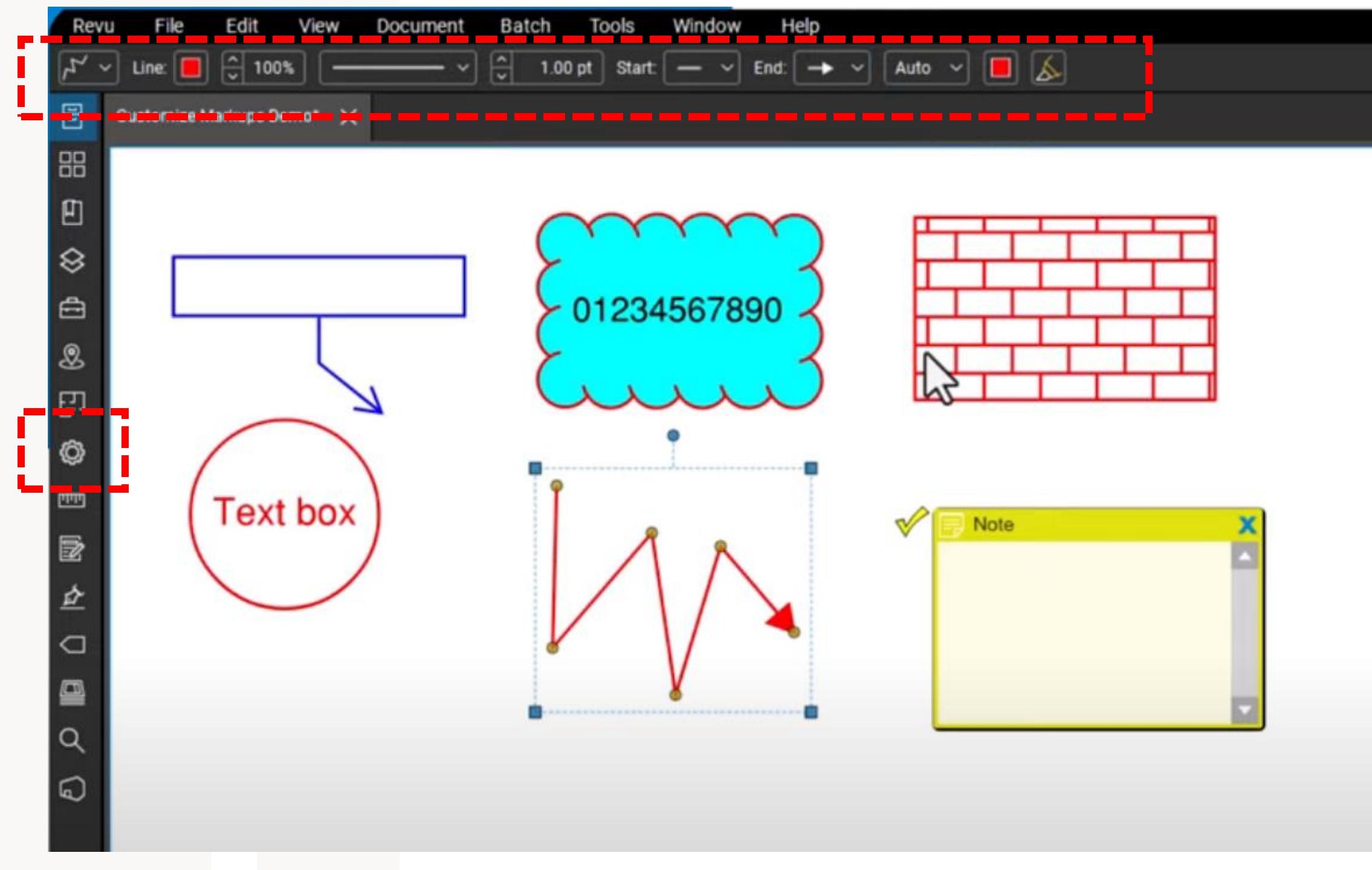
## Tools for Speed & Consistency

# Tools for Speed & Consistency

Firm Profiles | Tool chest | Customize

Customize your mark ups for

- Clarity
- Delegation
- Understanding

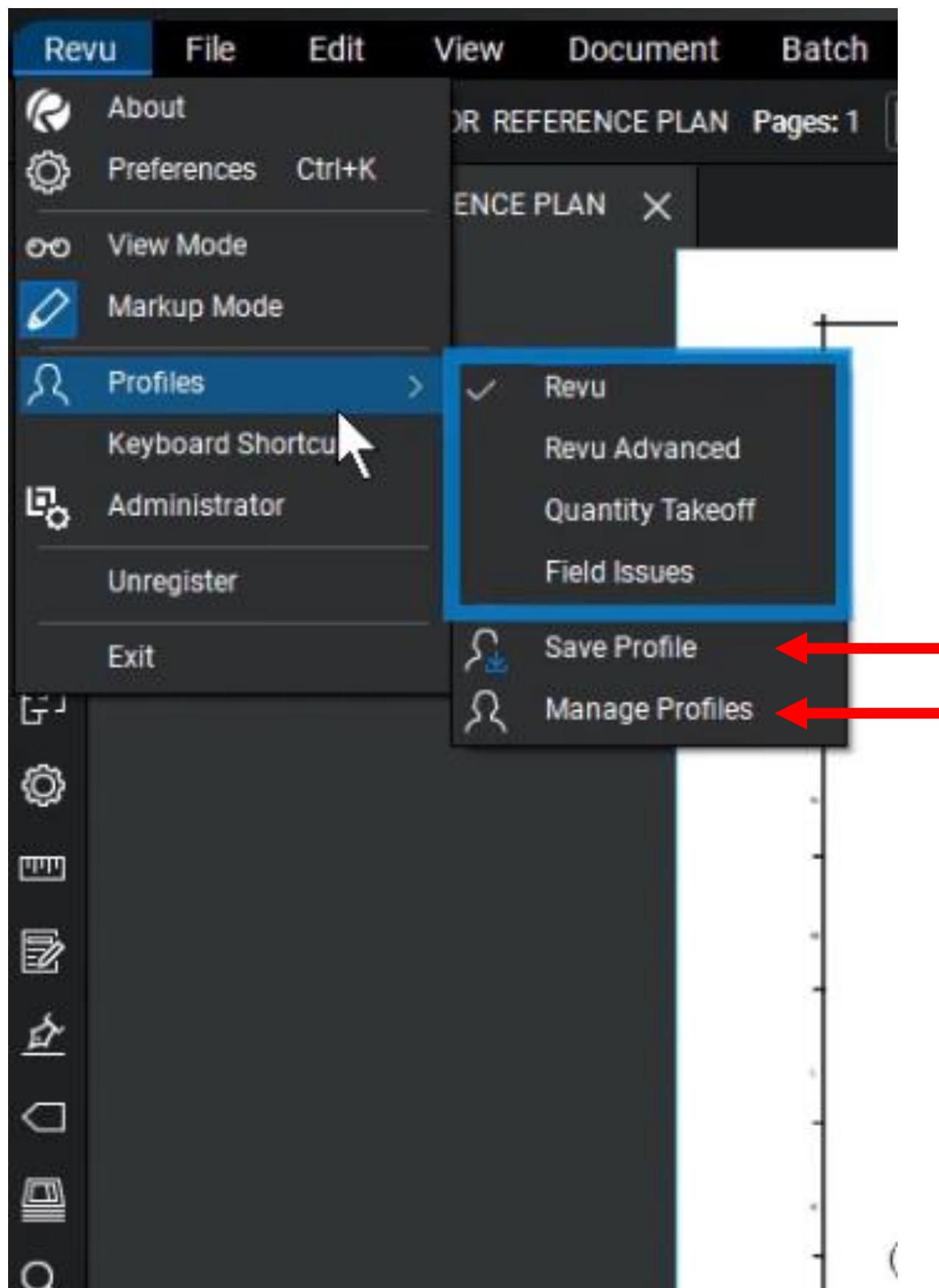


# Tools for Speed & Consistency

Firm Profiles | Tool chest | Customize

## Firmwide Profiles!

- **Same spot**
- **Faster Organization**
- **Quick Broadcast Updates!**

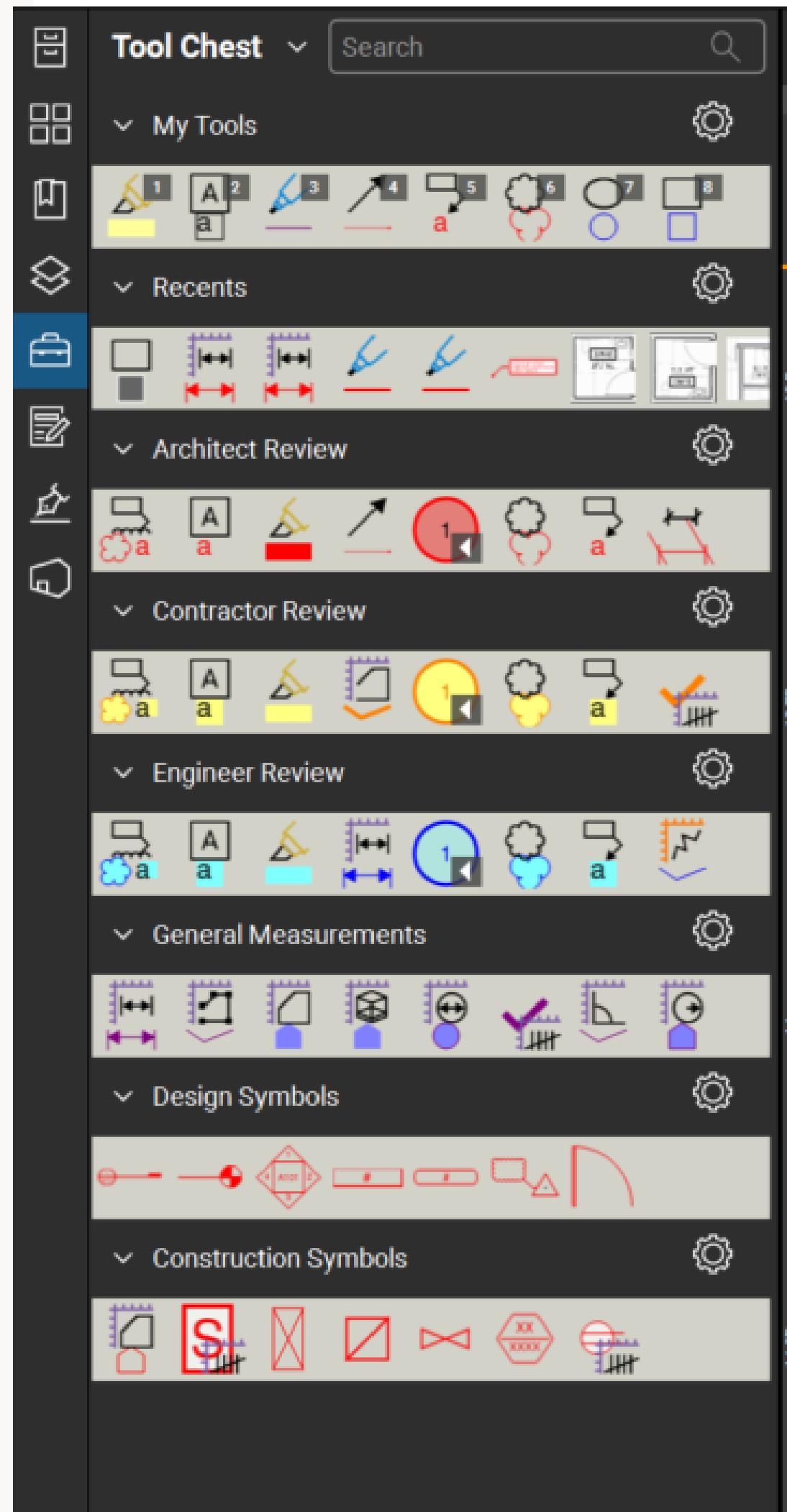


# Tools for Speed & Consistency

Firm Profiles | Tool chest | Customize

## Tool Chest!

- Out of the box
- Recent
- Create Your Own
- Create a Firm Tool

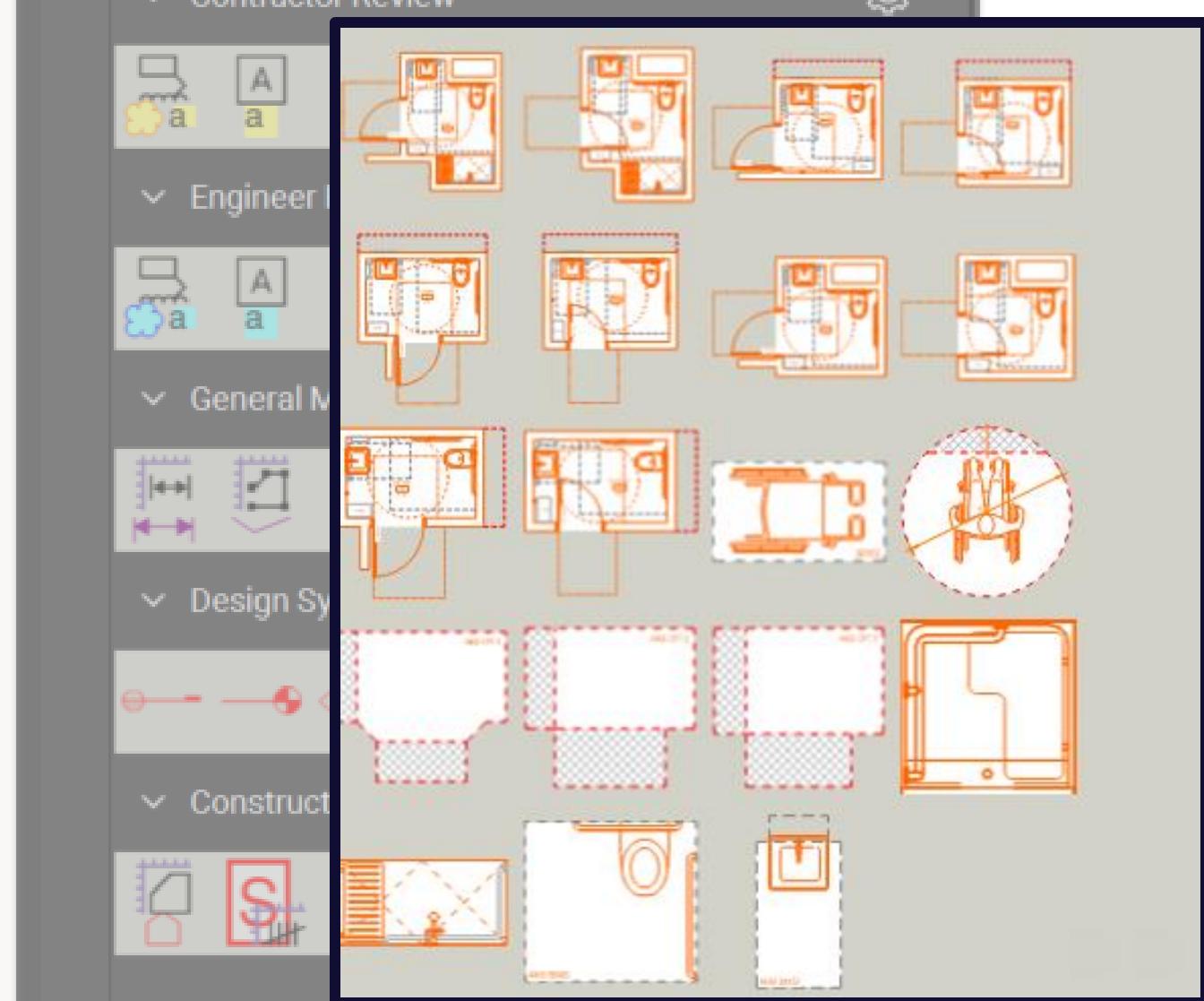
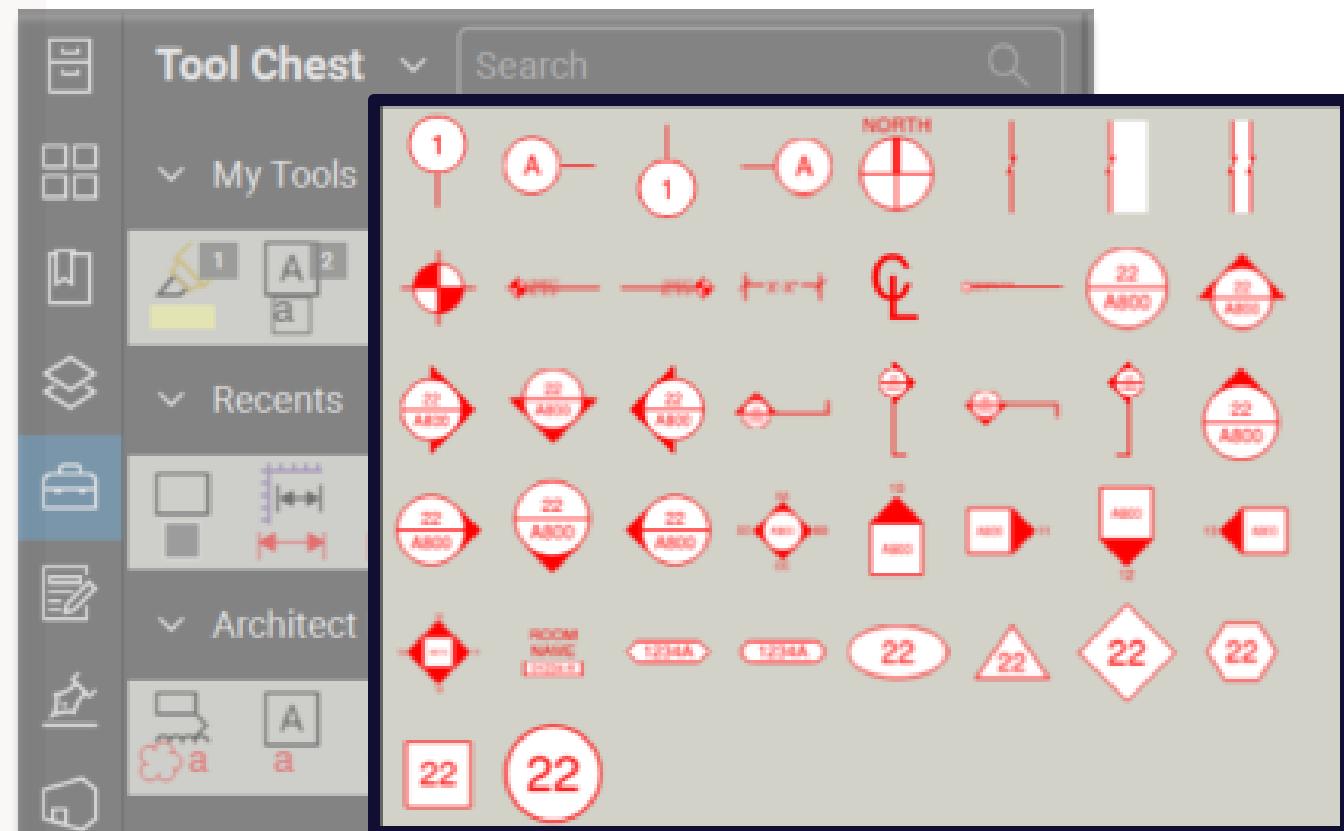


# Tools for Speed & Consistency

Firm Profiles | Tool chest | Customize

## Tool Chest!

- Out of the box
- Recent
- **Create Your Own**
- **Create a Firm Tool**



# 4

## Quality Control with Ease

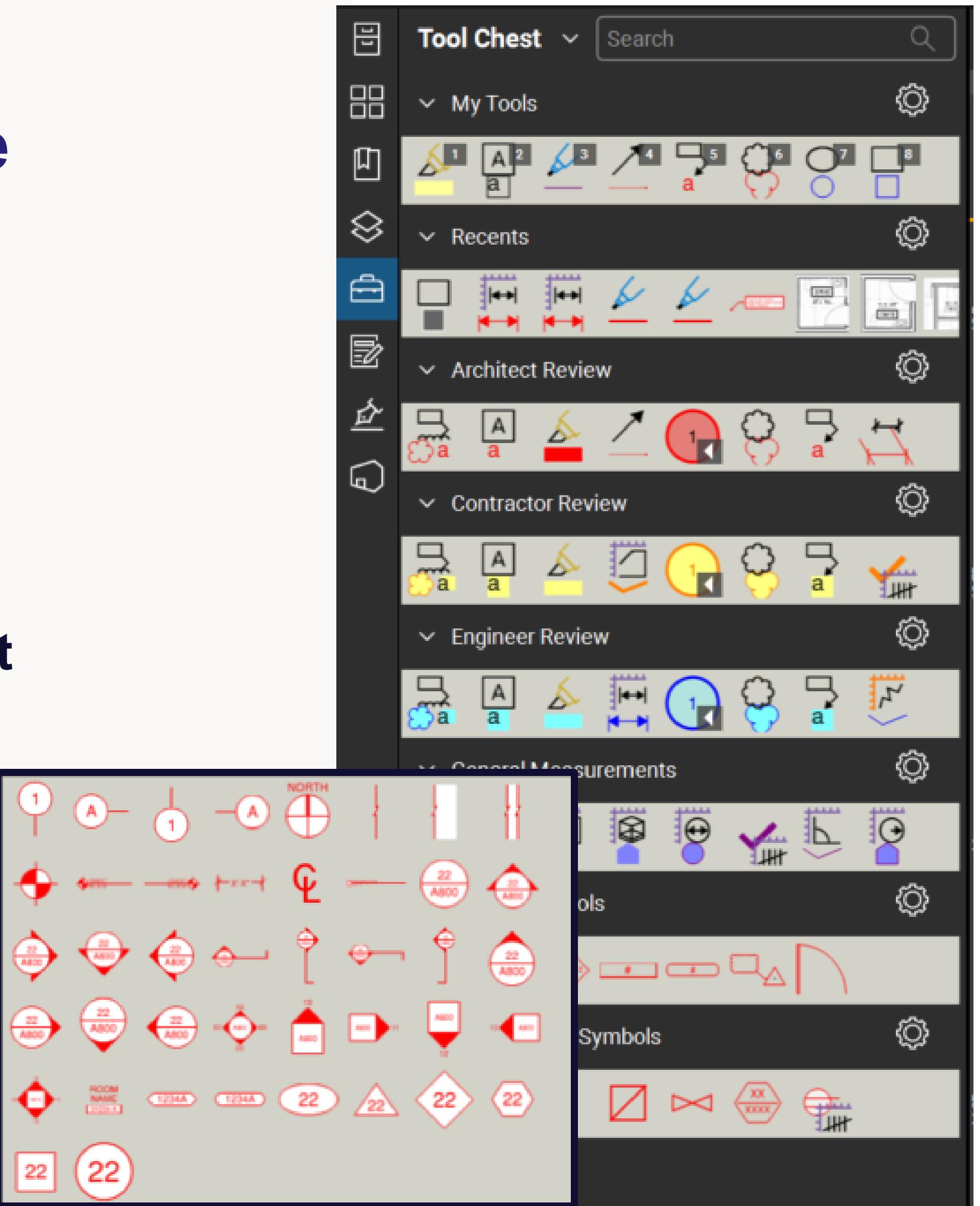


# Quality Control with Ease

# Tool chest | Compare | Overlay | Assign

# Tool Chest!

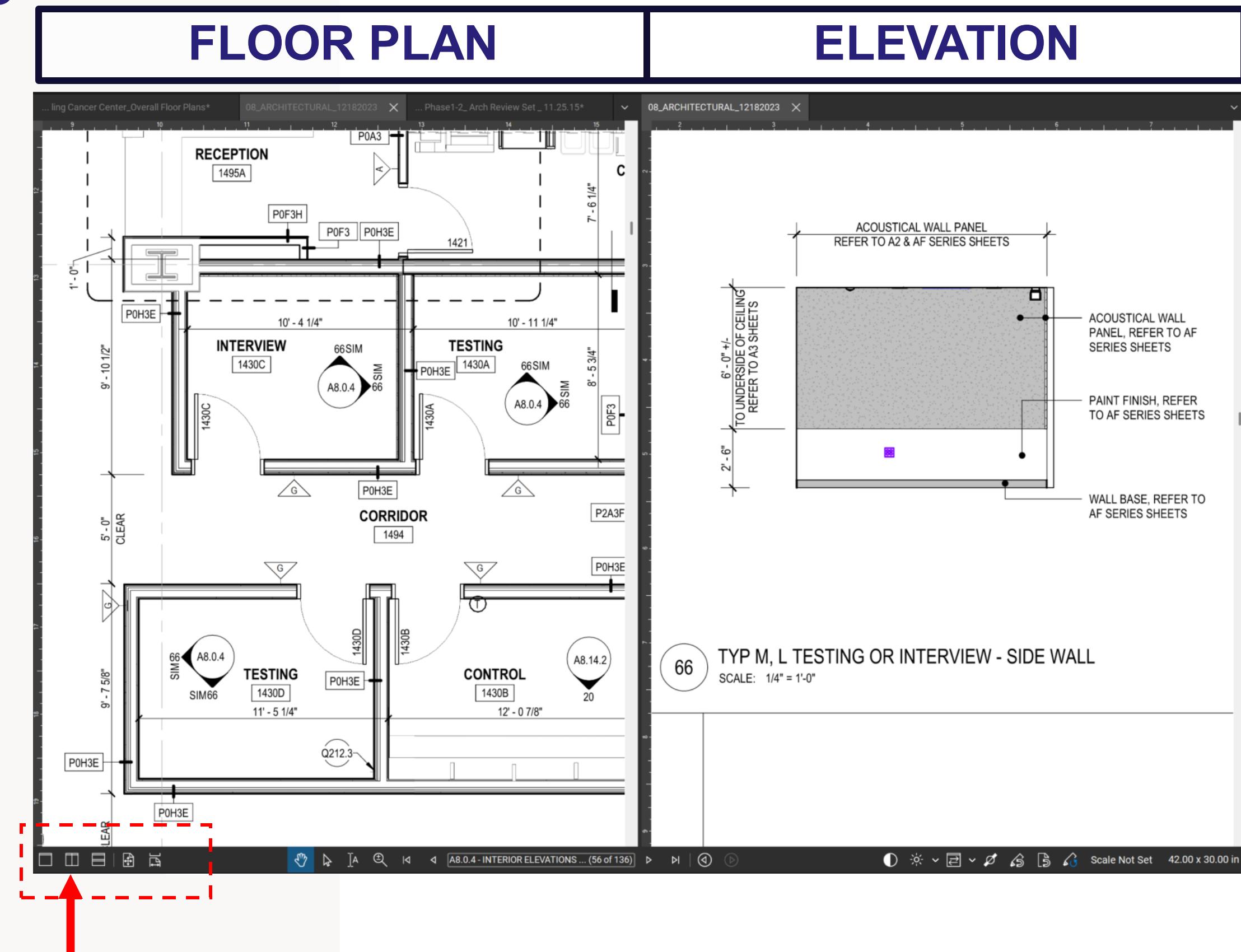
- **Separate Review colors**
- **Common Remarks Tool Chest**



# Quality Control with Ease

# Tool chest | Compare | Overlay | Assign

# **Split Screen on ONE PDF**



# Quality Control with Ease

Tool chest | Compare | Overlay | Assign

## Overlay pages



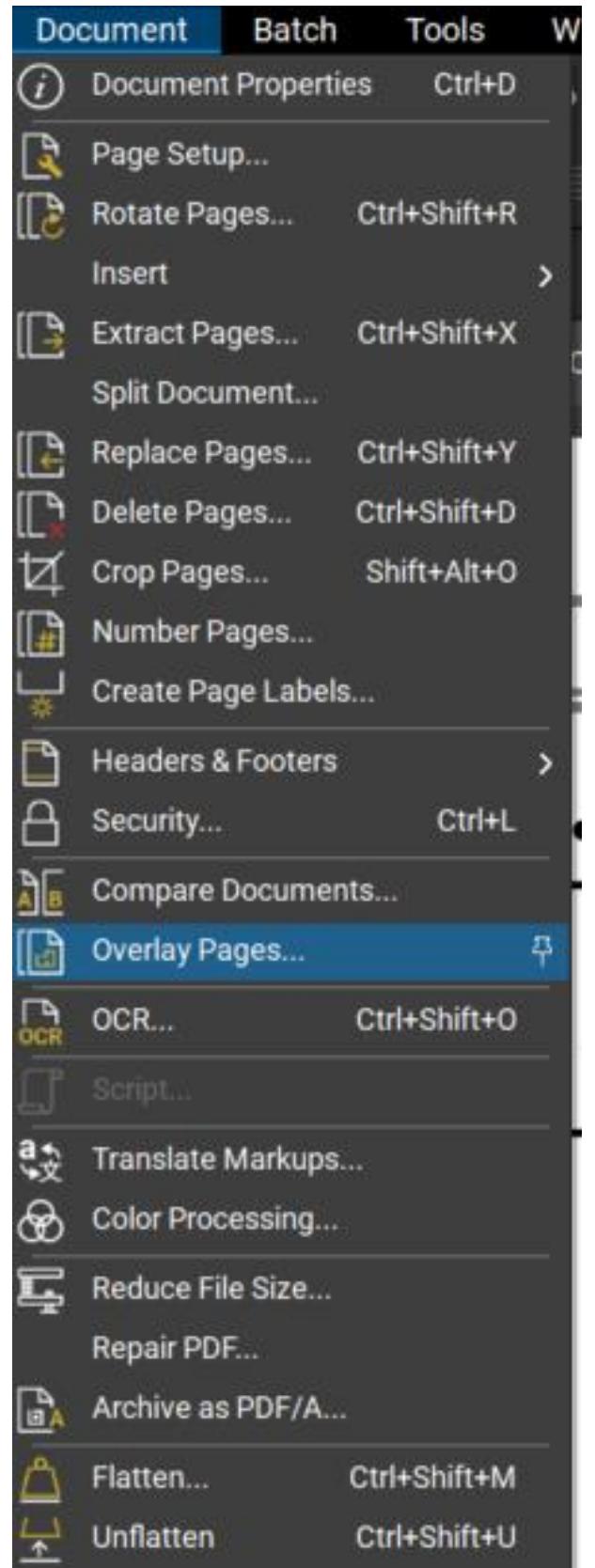
Overlay Pages

Document	Color	Layer	Pages
A2.12.0-LEVEL 12 FLOOR PLAN.pdf	Red	A2.12.0-LEVEL 12 FLOOR PLAN	All Pages (1 - 1) 1
M2.12 - LEVEL 12 HVAC PLANS.pdf	Green	M2.12 - LEVEL 12 HVAC PLANS	Selected (1) 1

Preview

Page Align

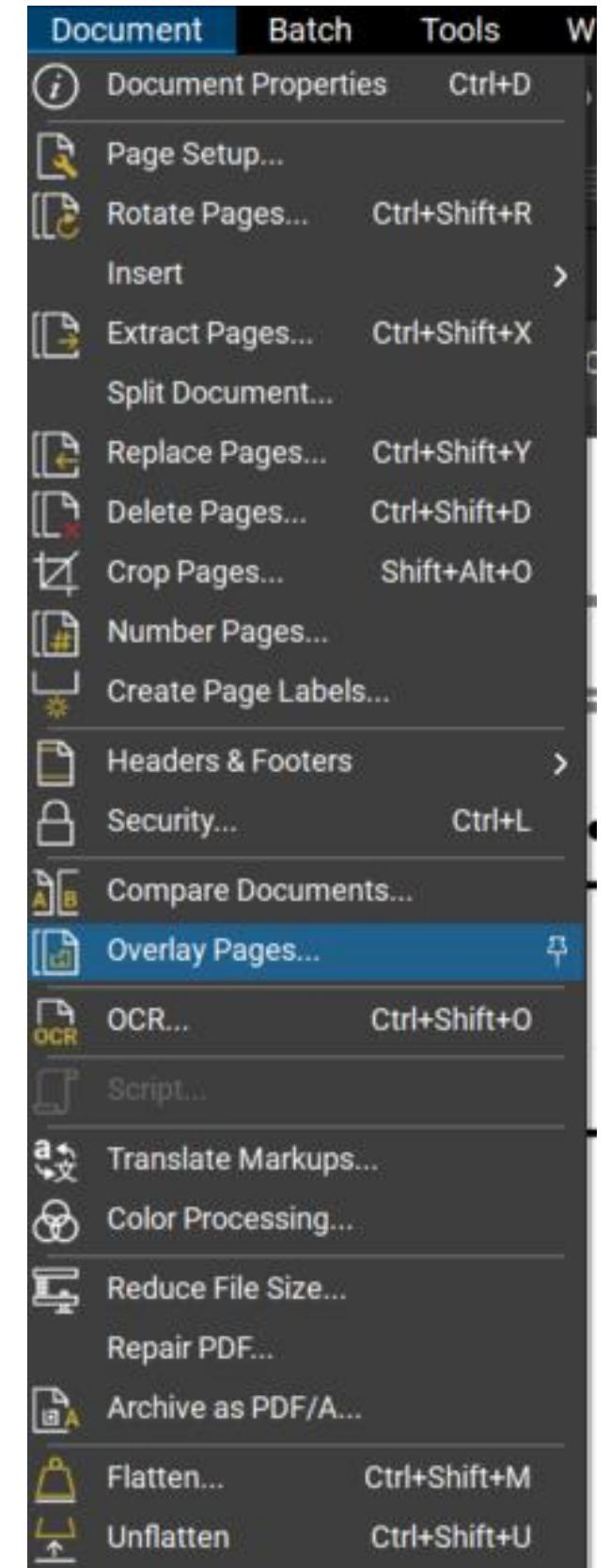
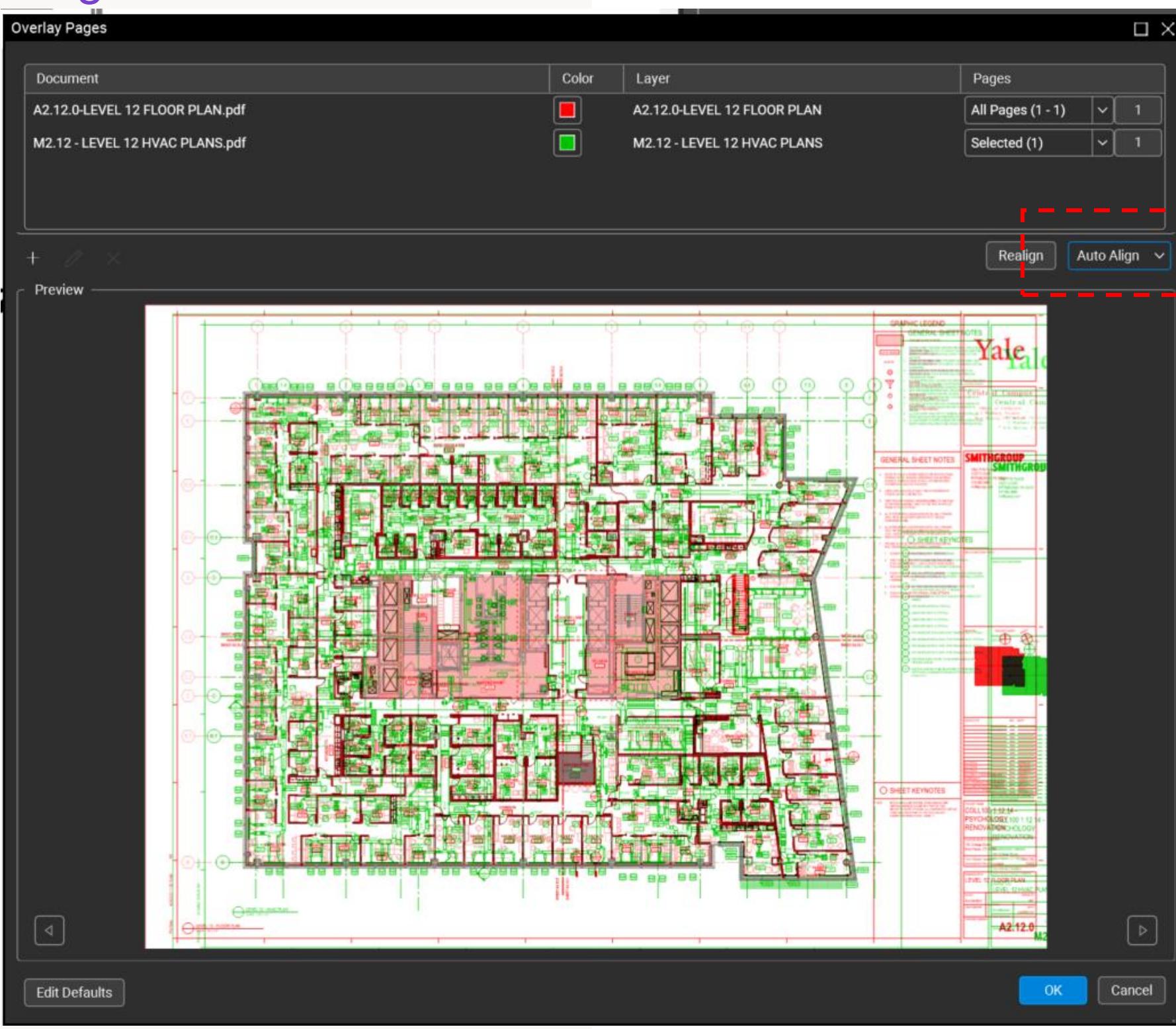
Edit Defaults OK Cancel



# Quality Control with Ease

Tool chest | Compare | Overlay | Assign

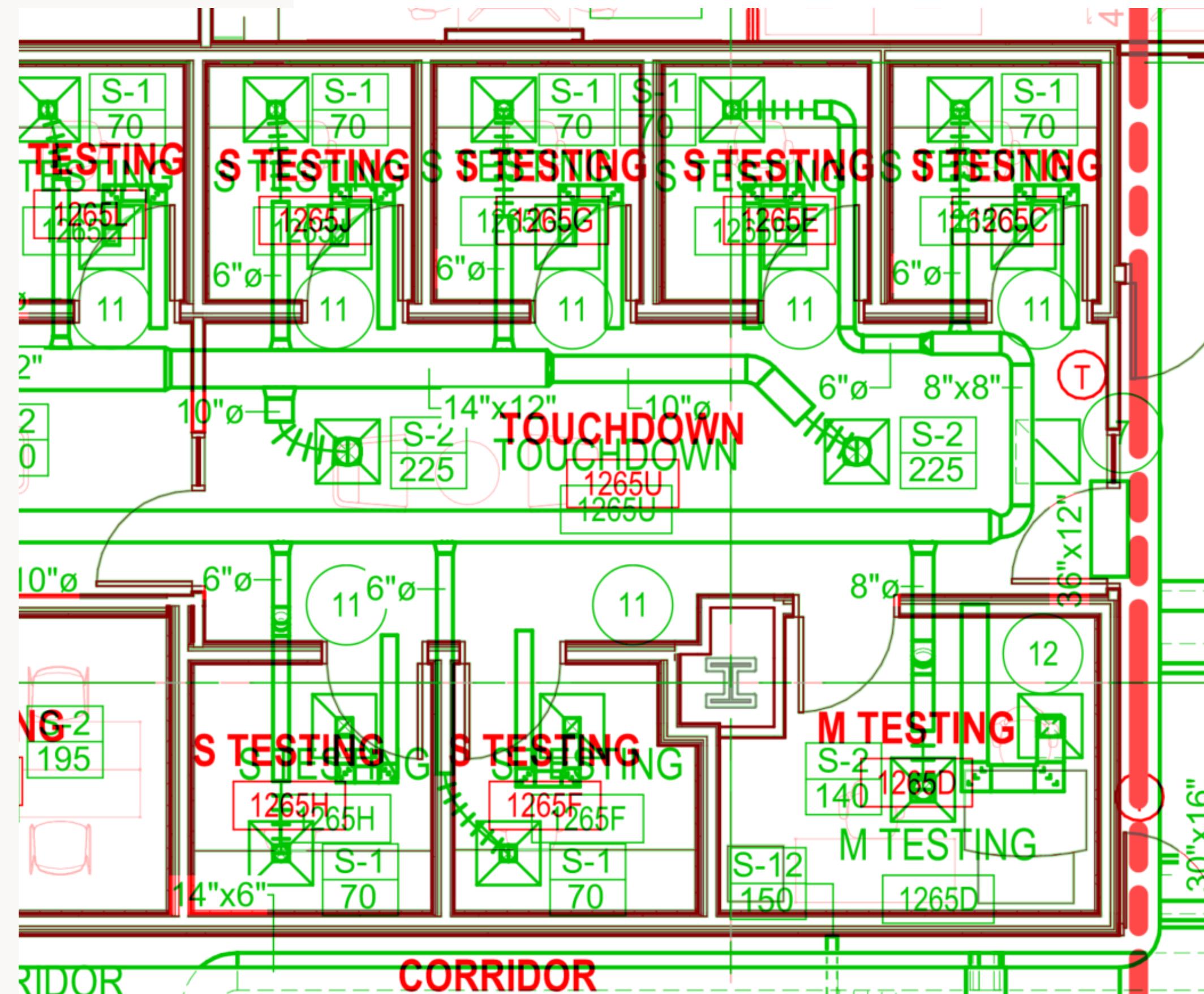
## Overlay pages



# Quality Control with Ease

Tool chest | Compare | Overlay | Assign

Overlay pages



# Quality Control with Ease

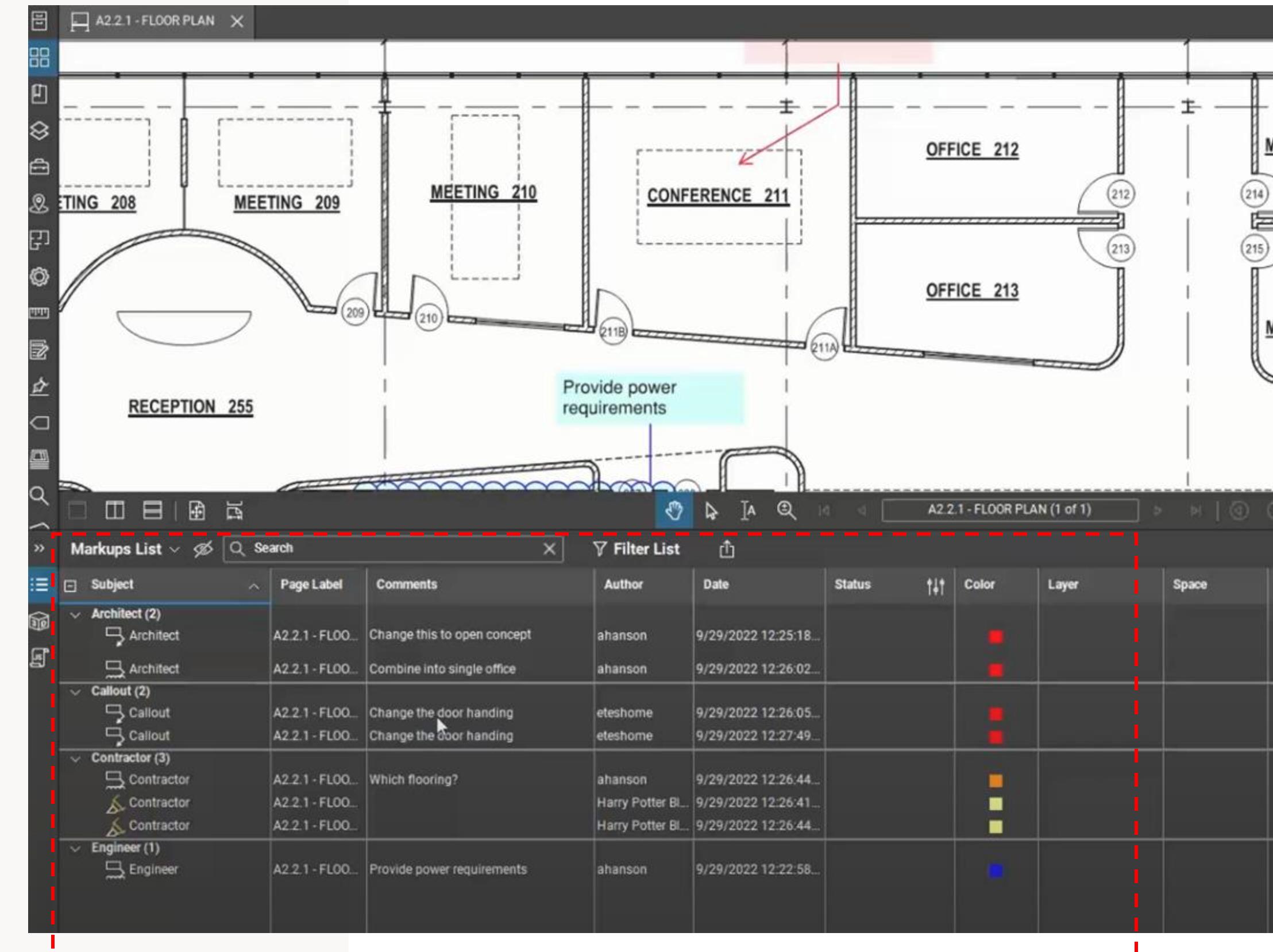
Tool chest | Compare | Overlay | Assign

## Assign Tasks

### 1. Alert Attendee

### 2. Set Status

### 3. Assign with Custom Columns



# 5

## Construction Administration

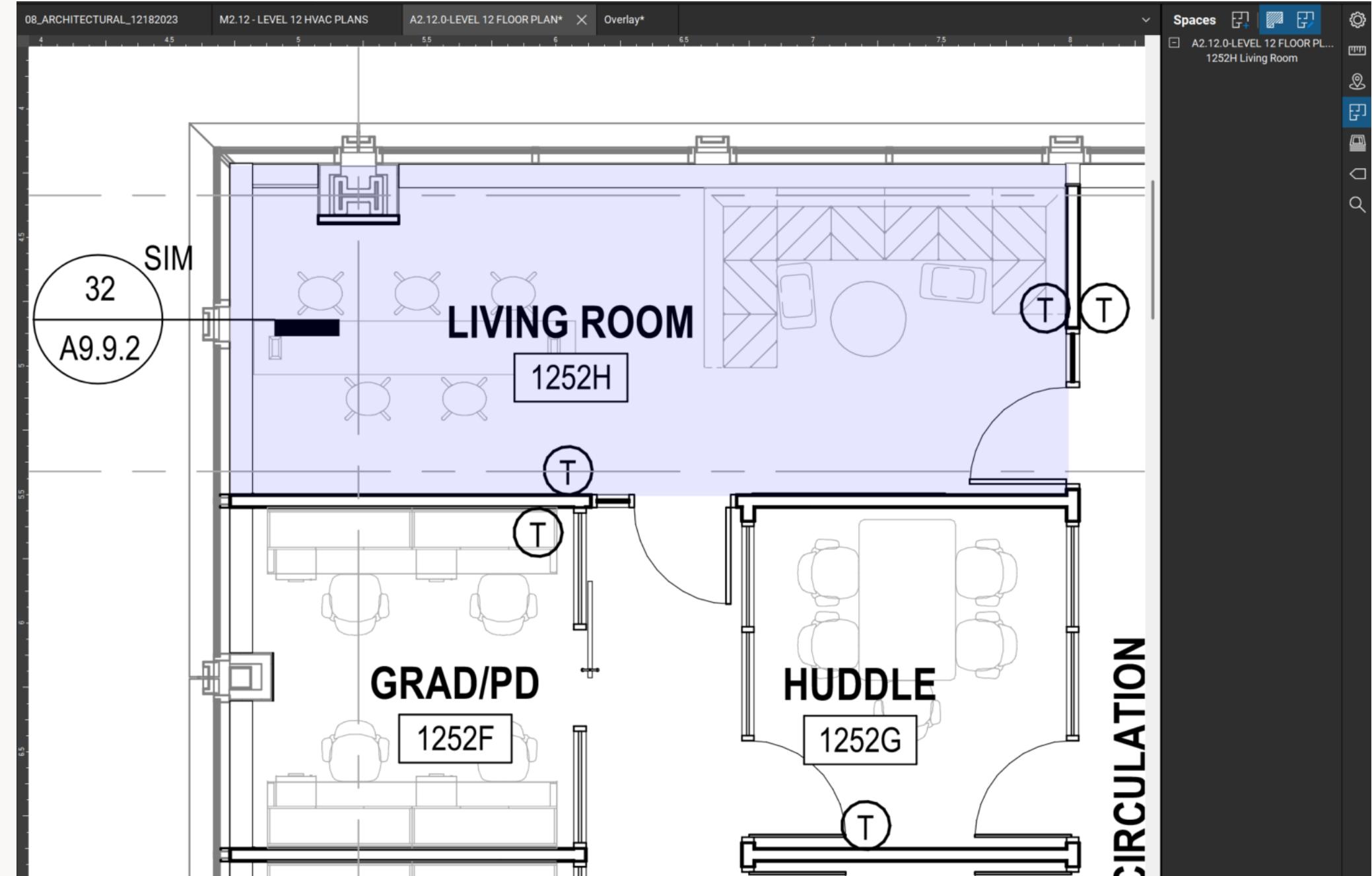


# Construction Administration

## Punch listing | Studio Communication

### Punch listing

1. Add a Space
2. Tool Chest for Markups
3. Tablet to attach photos to a tool chest icon
4. Export Data

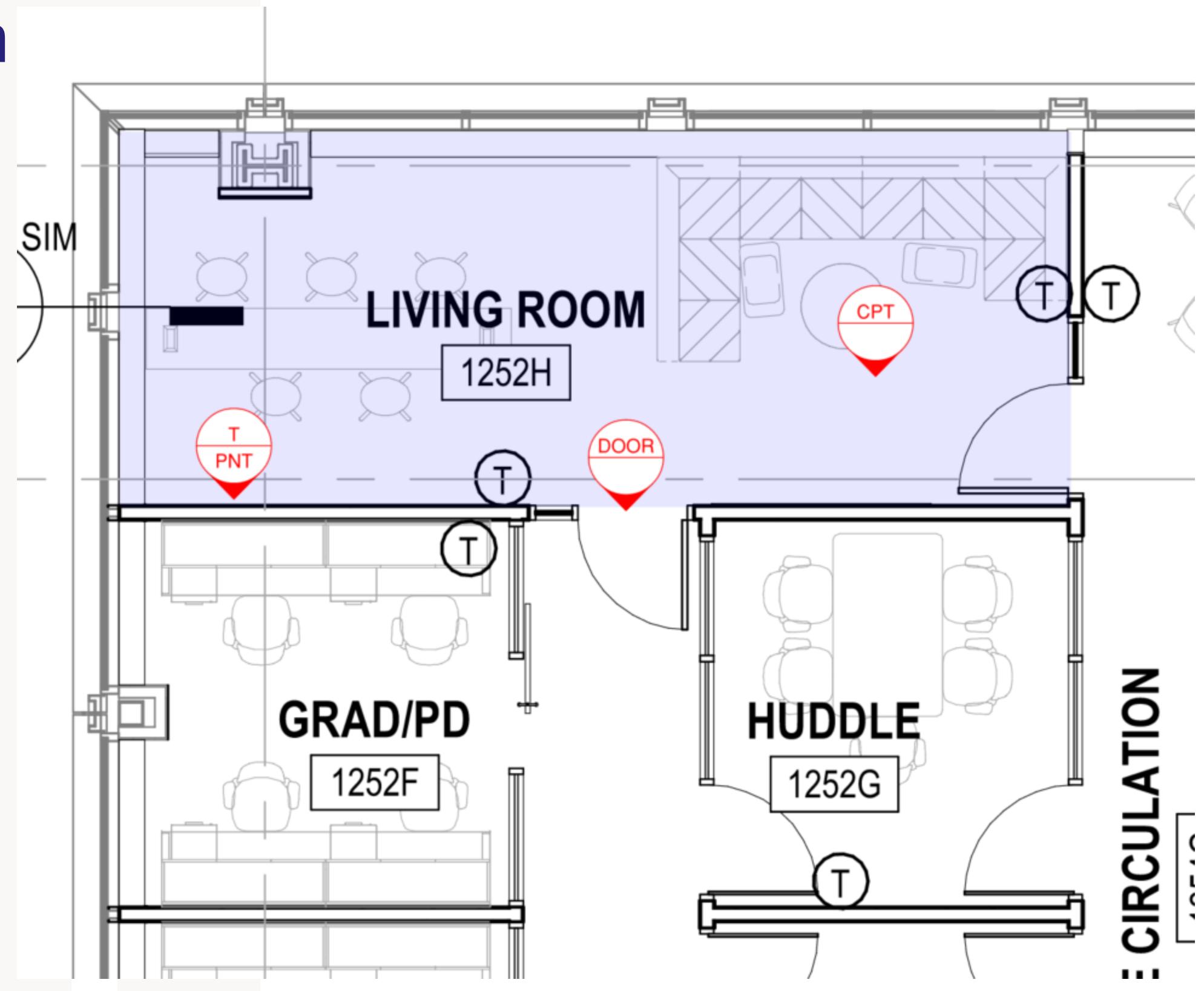


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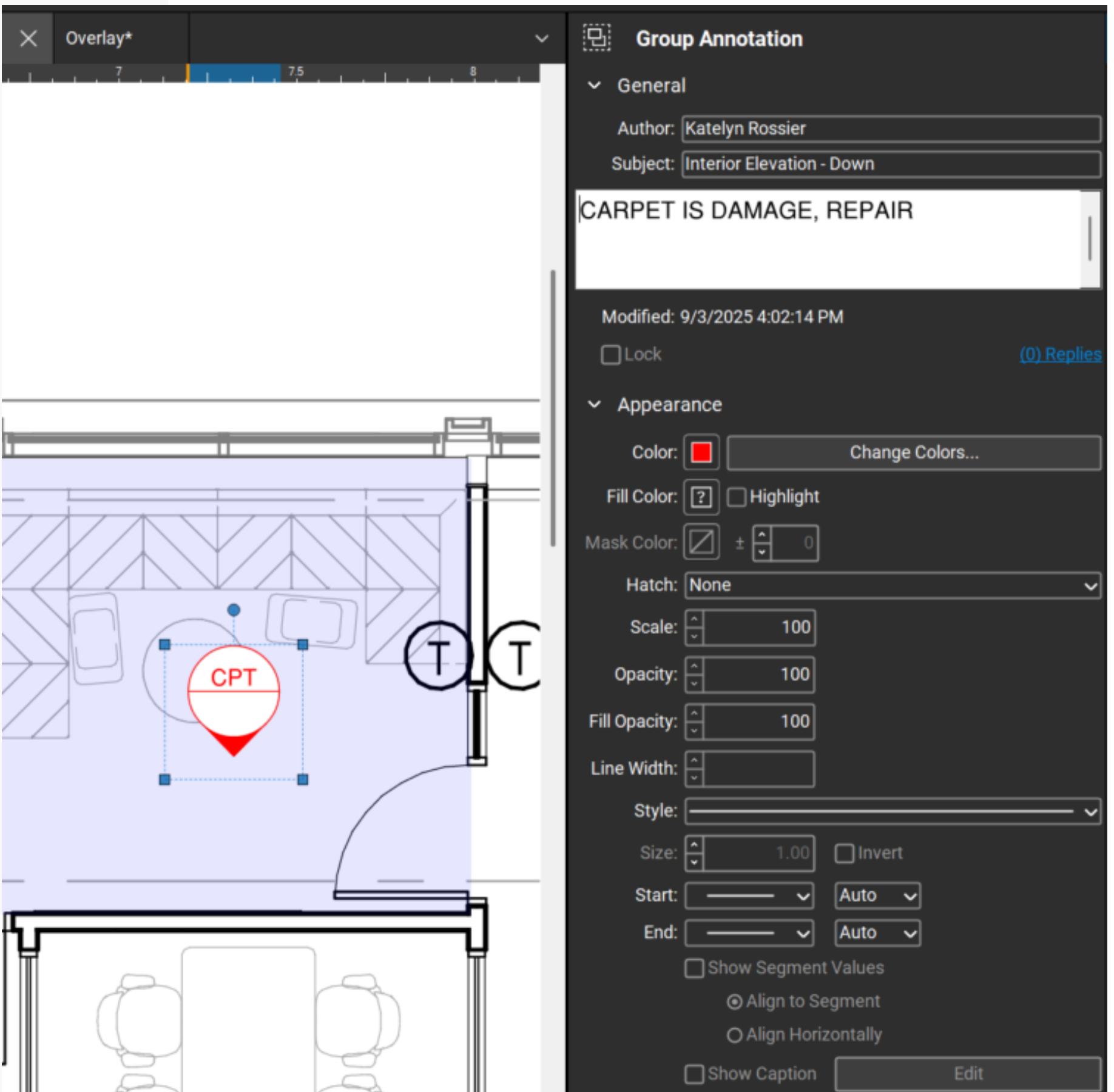


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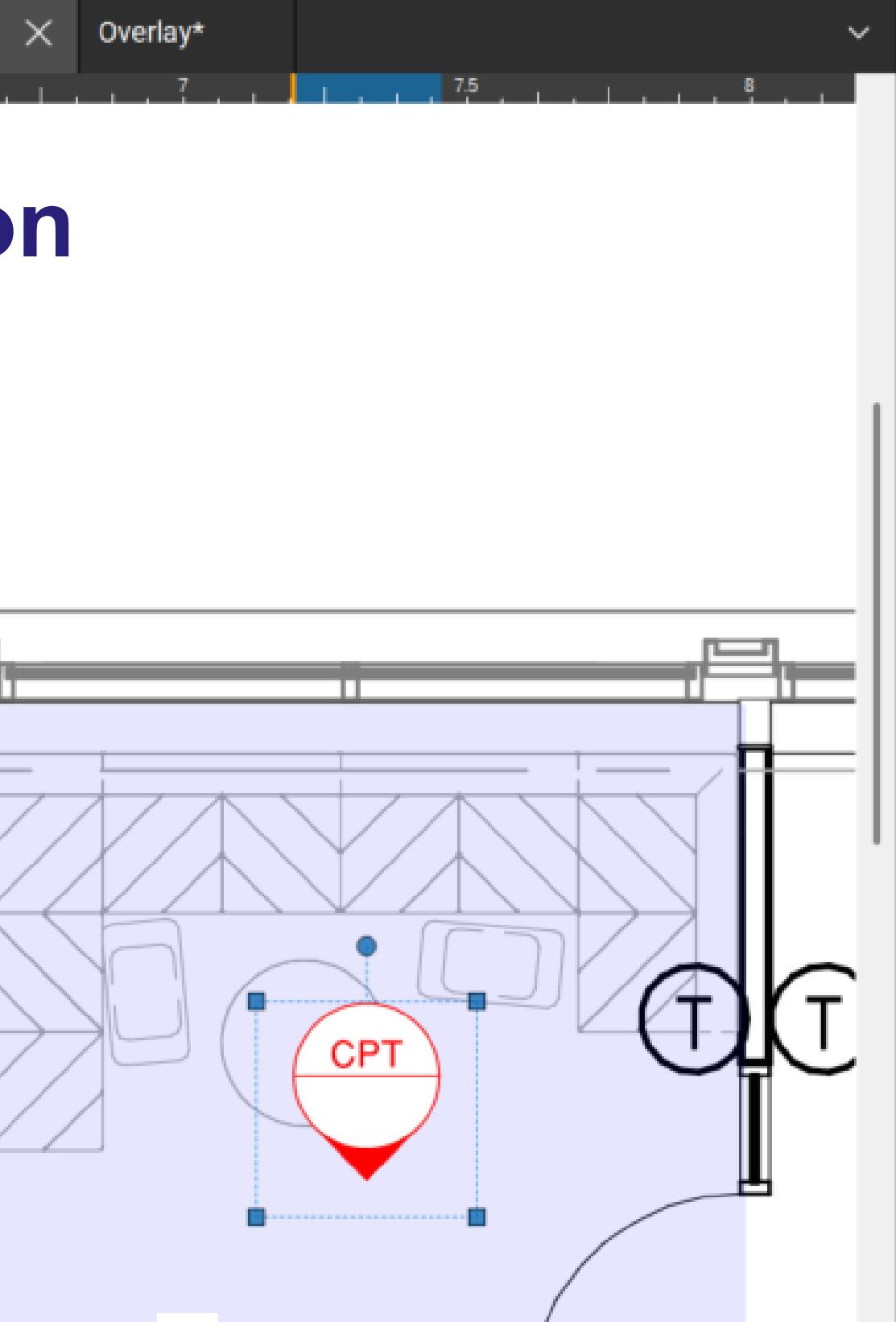


# Construction Administration

## Punch listing | Studio Communication

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1. Add a Space
2. Tool Chest for Markups
3. Tablet to attach photos to a tool chest icon
4. Export Data



The screenshot shows a Bluebeam Studio interface. At the top, a toolbar with a 'Group Annotation' button is visible. The main workspace displays a floor plan with a red callout bubble containing the text 'CPT'. A tool chest icon is located on the right side of the plan. On the right side of the screen, the 'Group Annotation' panel is open, showing the following details:

- General**
  - Author: Katelyn Rossier
  - Subject: Interior Elevation - Down
- CARPET IS DAMAGE, REPAIR**
- Modified: 9/3/2025 4:02:14 PM
- Lock
- [\(0\) Replies](#)
- Appearance**
  - Color:  [Change Colors...](#)
  - Fill Color:   Highlight
  - Mask Color:   0
  - Hatch: [None](#)
  - Scale:
  - Opacity:
  - Fill Opacity:
  - Line Width:
  - Style: [Solid](#)

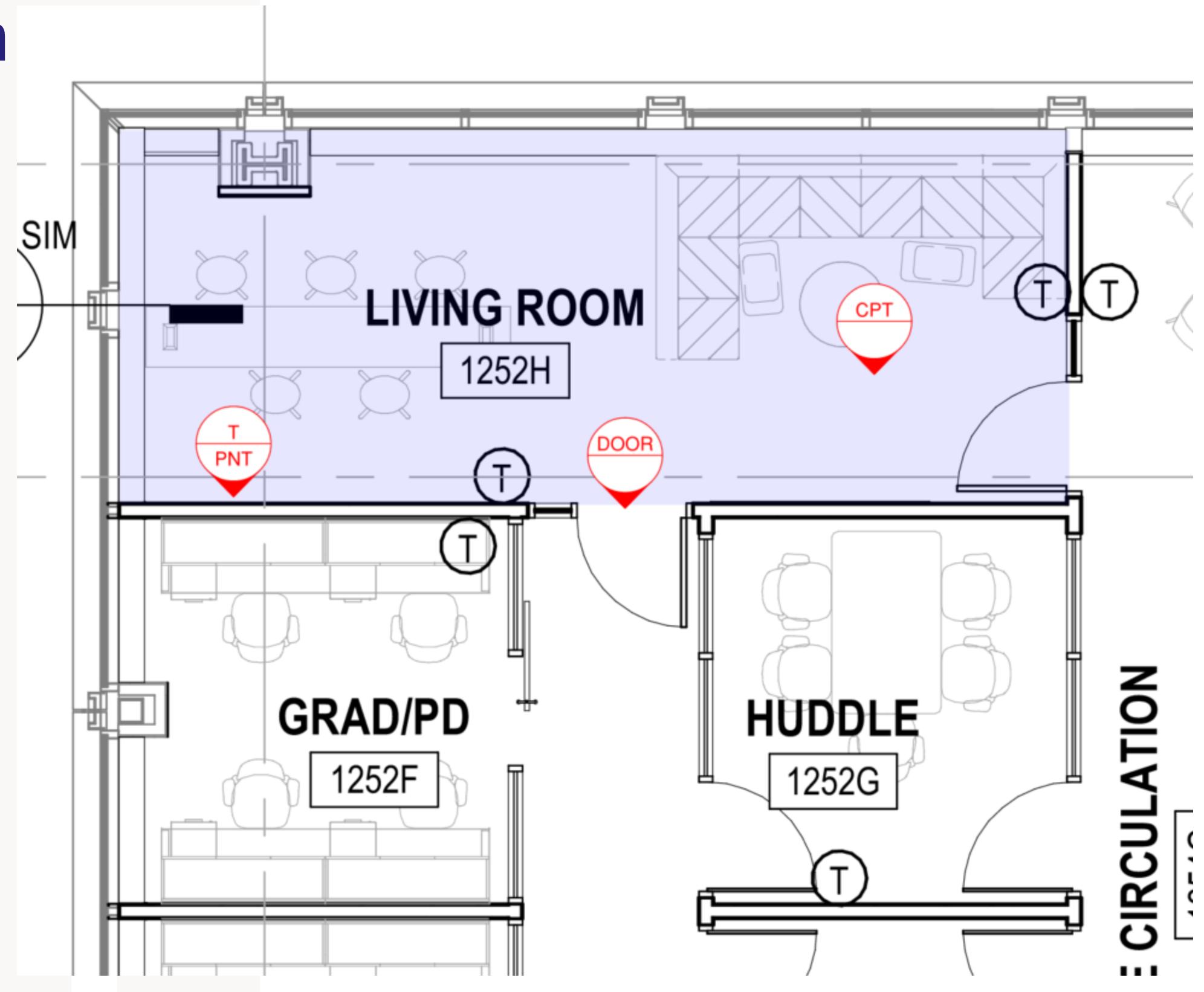
At the bottom of the screen, a 'Markups List' table is displayed, showing the following data:

Subject	Page Label	Comments	Author	Date	Status	Color	Layer	Space
Interior Elevation - Down (3)	A2.12.0-LEVEL 12 FLOOR PLAN	CARPET IS DAMAGE, REPAIR	Katelyn Rossier	9/3/20...		<span style="background-color: red; display: inline-block; width: 10px; height: 10px;"></span>		1252H Living Room
	A2.12.0-LEVEL 12 FLOOR PLAN		Katelyn Rossier	9/3/20...		<span style="background-color: red; display: inline-block; width: 10px; height: 10px;"></span>		1252H Living Room
	A2.12.0-LEVEL 12 FLOOR PLAN		Katelyn Rossier	9/3/20...		<span style="background-color: red; display: inline-block; width: 10px; height: 10px;"></span>		1252H Living Room

# Construction Administration

Punch listing | Studio Communication

**Site Visits** | The same method can be used for punch lists in site walks and field reports.

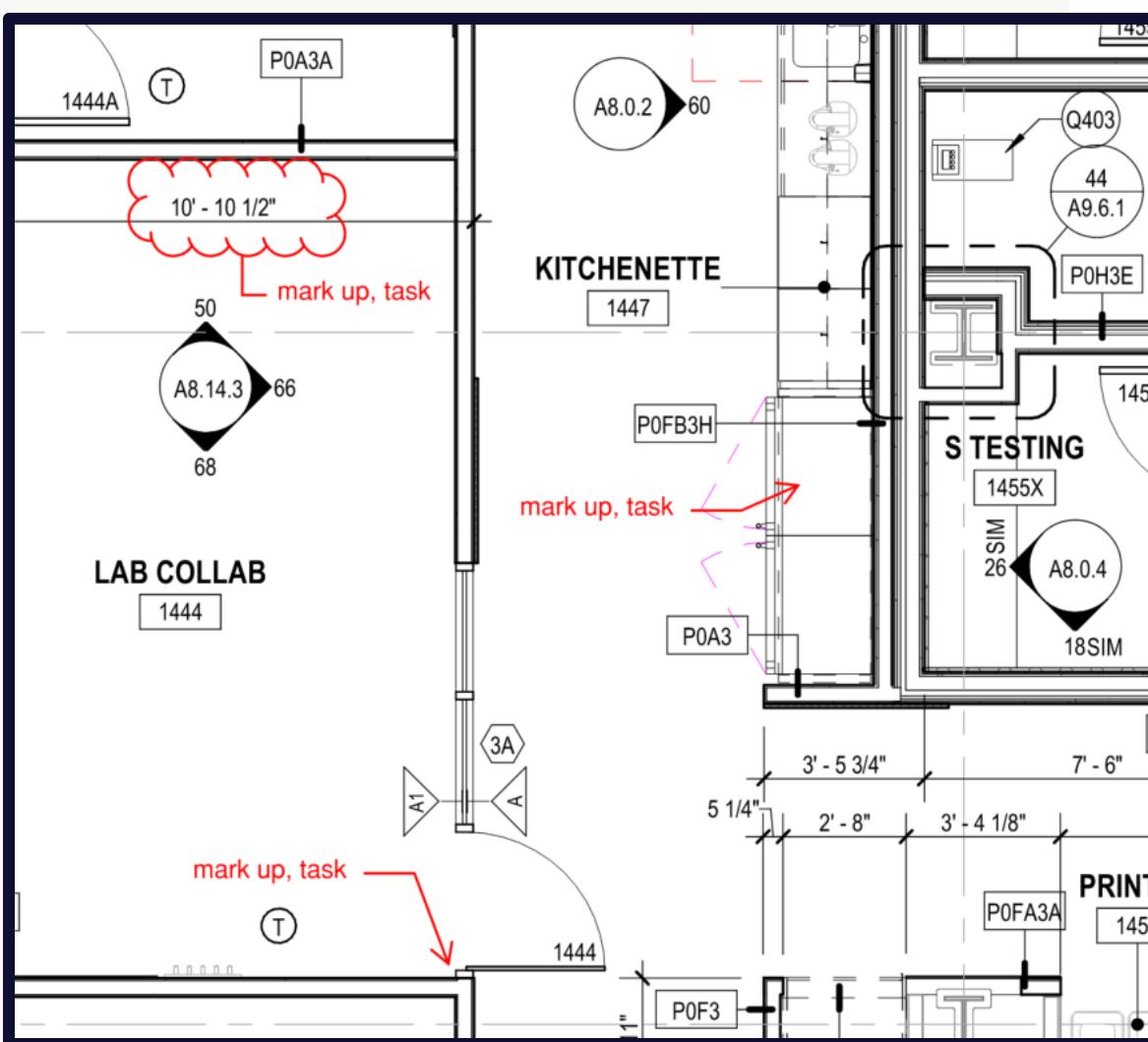


# Construction Administration

# Punch listing | Studio Communication

# Leverage Studio to

# Communicate on the road



The screenshot shows the Bluebeam Studio interface. At the top, there are icons for file operations (New, Open, Save, Print, etc.) and a user email (owner@bluebeamdemo.com). Below the top bar, the title 'Office Plans Review - 982-232-091' is displayed with a dropdown arrow. To the right of the title are icons for a file, a person, and a search function. The main content area is titled 'My Status:' with a dropdown menu. Below this, a section titled 'Attendees' is expanded, showing two users: 'Joined' (Architect and Owner) and 'Not Joined (0)'. Under the 'Attendees' section, there is a sub-section titled 'Online (2)' which lists the two joined users. At the bottom of the interface, there is a section titled 'Documents' which lists three PDF files: 'DWG\_FULL SET.pdf', 'DWG\_FLOOR PLANS.pdf', and 'SPC\_FULL SPEC MANUAL.pdf'. Each document icon has a small preview image to its left.

# The challenge COMMUNICATION

Communication challenges are everywhere and effect everyone

## Data Silos



Complex communication across generations, disciplines, projects, and specialists

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Miscommunication leading to misunderstanding, unclear direction, and calendars filled with meetings.

## Forms of Communication



Where did you get that message from?

Phone, Email, Teams, Text, Meeting Conversation, In the office, and more.



Learn more about how I can upskill your team.

<https://www.mentordino.com>

**Katelyn Rossier**

AIA, CSI, CDT, NCARB, LSSBB

Architect & Owner of mentorDINO

[Katelyn.rossier@mentordino.com](mailto:Katelyn.rossier@mentordino.com)

