
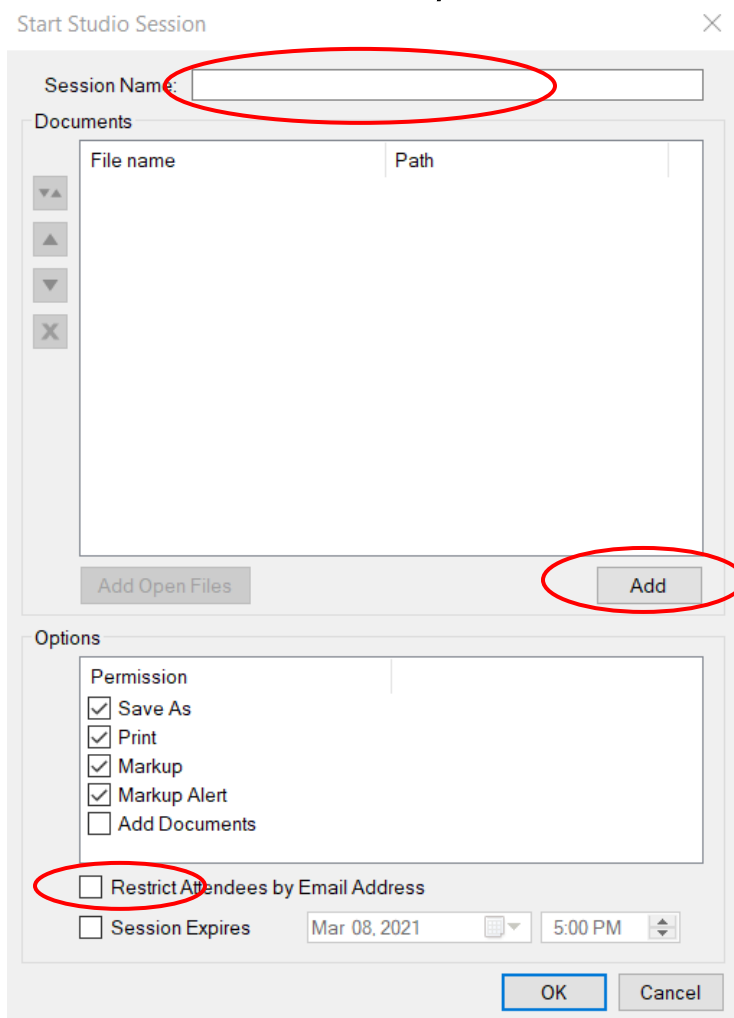


## How to Start/Finish Bluebeam Reviews (Non-eBuilder Projects)

### To Start a Session

\* You will need a validated Studio account to create a Studio Session. Please double check you are in Markup Mode (Click on **Revu** on the [Menu bar](#), then select **Markup Mode**), then log into your studio account.

1. From the [Studio panel](#), go to **+ Add** >  **New Session**. The **Start Studio Session** dialog box appears.
  - a. Enter a name for this Session in the **Session Name** field. The name does not have to be unique.
  - b. Click **Add** to select PDFs to include in the Session.
  - c. Uncheck **Restrict Attendees by Email Address**

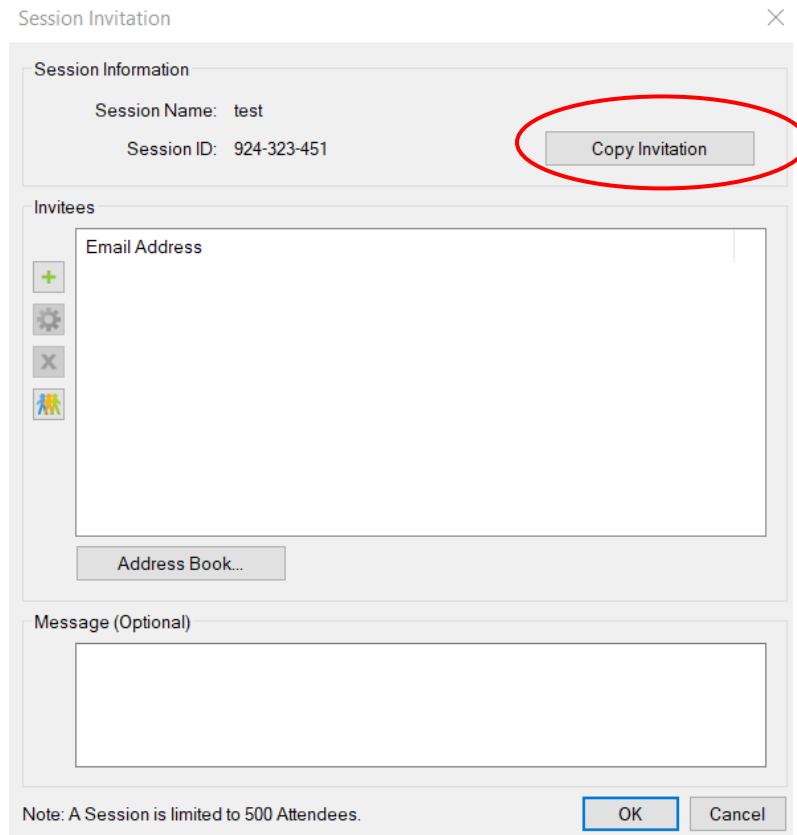


The screenshot shows the 'Start Studio Session' dialog box with the following elements:

- Session Name:** A text input field at the top, circled in red.
- Documents:** A table with columns 'File name' and 'Path'. Below the table is an 'Add Open Files' button and an 'Add' button, both circled in red.
- Options:** A section containing several checkboxes:
  - Save As
  - Print
  - Markup
  - Markup Alert
  - Add Documents
  - Restrict Attendees by Email Address (circled in red)
  - Session Expires (with a date field set to 'Mar 08, 2021' and a time field set to '5:00 PM')
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.


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- d. Click **OK** to save the settings and upload the files.

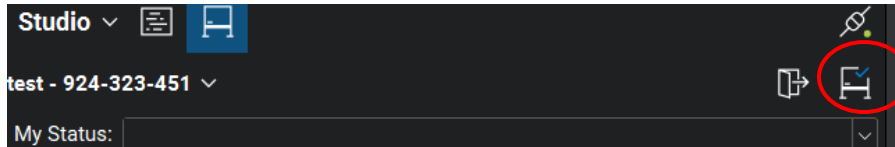
2. The **Session Invitation** dialog box appears, click **Copy Invitation**. Then click **OK**.




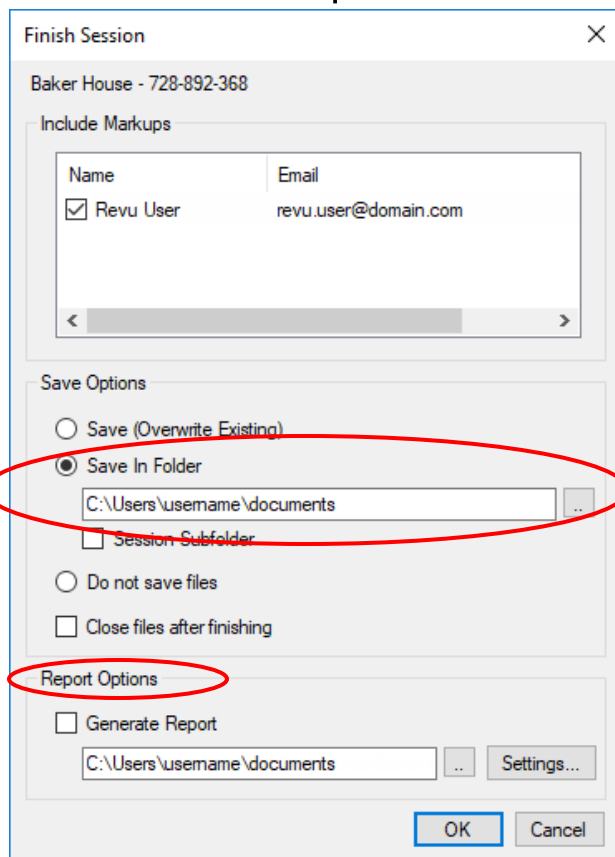
3. In outlook copy and paste the session information to your message and send the email message/calendar invite to the stakeholders / project team.

## To Finish a Session

1. Join the Session and ensure that nobody is in the Session working on any Session documents.
2. From the [Studio tab](#), select  **Finish Session**.



3. The **Finish Session** dialog box appears.
  - a. Choose the following **Save Options**:
    - i. **Save In Folder** saves the Session documents in a specified folder. To change the default folder location, click  and navigate to the desired folder.
  - b. **(Optional)** Select **Close files after finishing** to automatically close any Session files that are currently open in Revu when the Session is finished.
  - c. **Uncheck Generate Report**



4. Click **OK** to finish the Session. Email the finalized/reviewed drawings to the session participants.