

Bluebeam Studio Usage Guidance

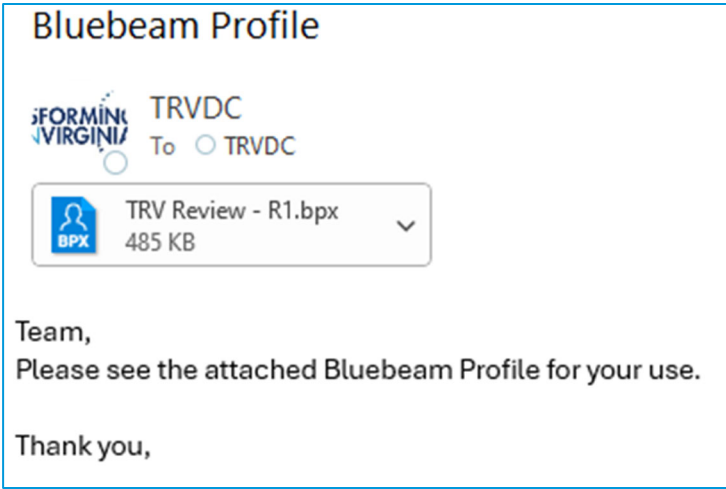
To: All design consultants working on VPRA projects
From: Standards and Engineering Practices Director
Date: October 2, 2025
Subject: Bluebeam Studio Usage Guidance

The Virginia Passenger Rail Authority (VPRA) utilizes Bluebeam Studio as a tool for collaborative document review. This enables teams to work together in real time across projects. This guide outlines the steps for setting up your Bluebeam Studio profile and provides instructions on how to participate in a session. If external stakeholders do not use Bluebeam Studio for review, the design consultant will provide the appropriate comment form to the stakeholder to submit, document and resolve comments. Currently, the setup support is provided by VPRA's Programmatic Support Team Consultant.

Follow the steps below to participate in the design review.

Importing a Bluebeam Studio Profile

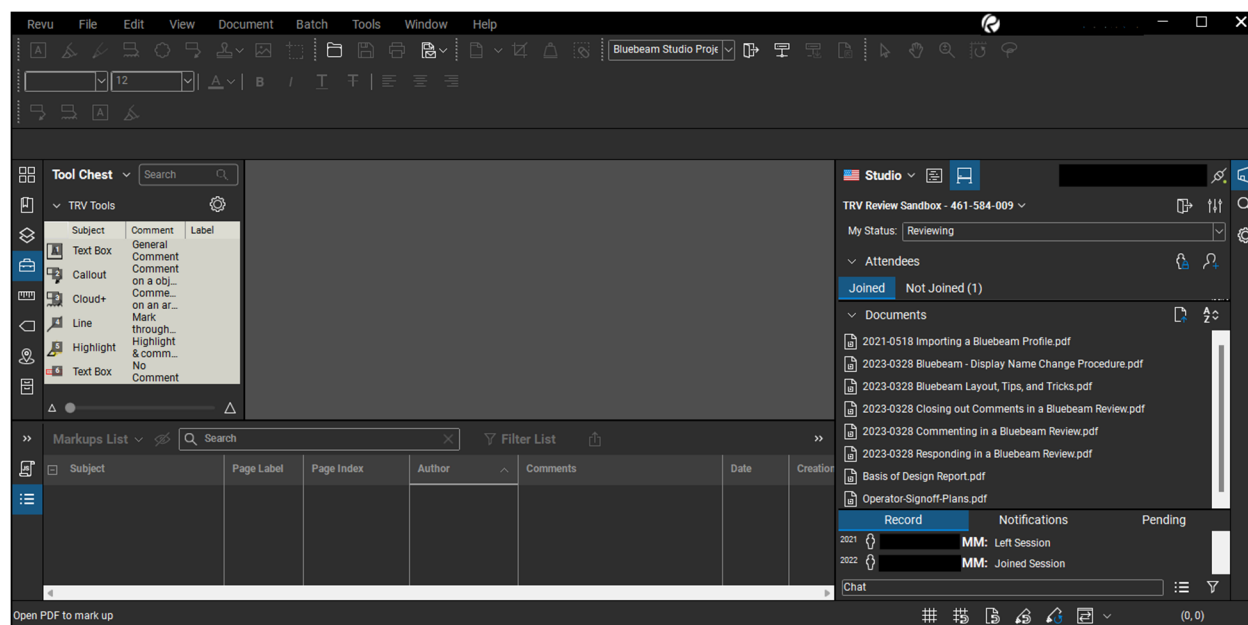
Bluebeam Studio profiles will be provided via email as an attachment.



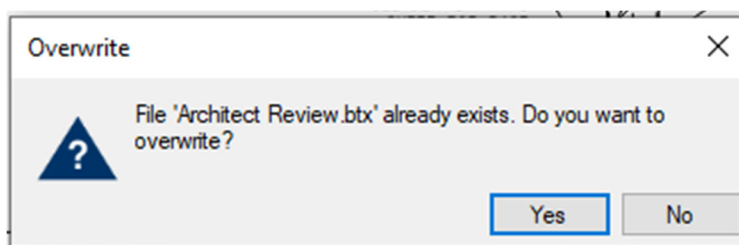
Save the profile to a desired location on your computer.

<input type="checkbox"/>	Name	Type	Size
<input checked="" type="checkbox"/>	TRV Review - R1	Bluebeam Revu Pr...	482 KB

Open Bluebeam Revu.



Double-click the profile (.bpx file extension) to apply the profile. On your first application of a profile, it will ask you to overwrite several .btx files (Architect, Contractor, Engineer, and General). Select "Yes" for each.



When it says "Successfully Imported Profile," select "OK."

Display Name Change Procedure

Once a review session has been joined, your Display Name is set for the duration of the review session. Leaving and rejoining a review session will not apply to the Display Name change. The change will only take effect upon joining the next NEW review session.

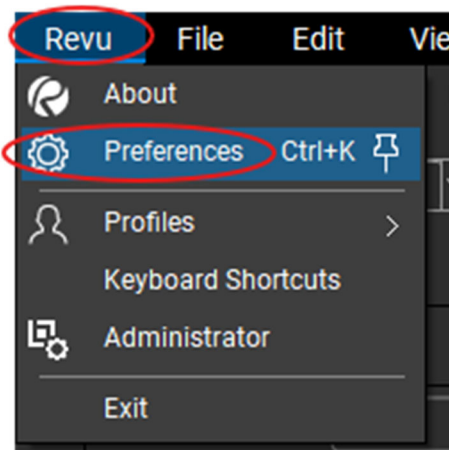
DISPLAY NAME FORMAT

(Organization Initials/abbreviation) – (First Name/Initial) (Last Name)

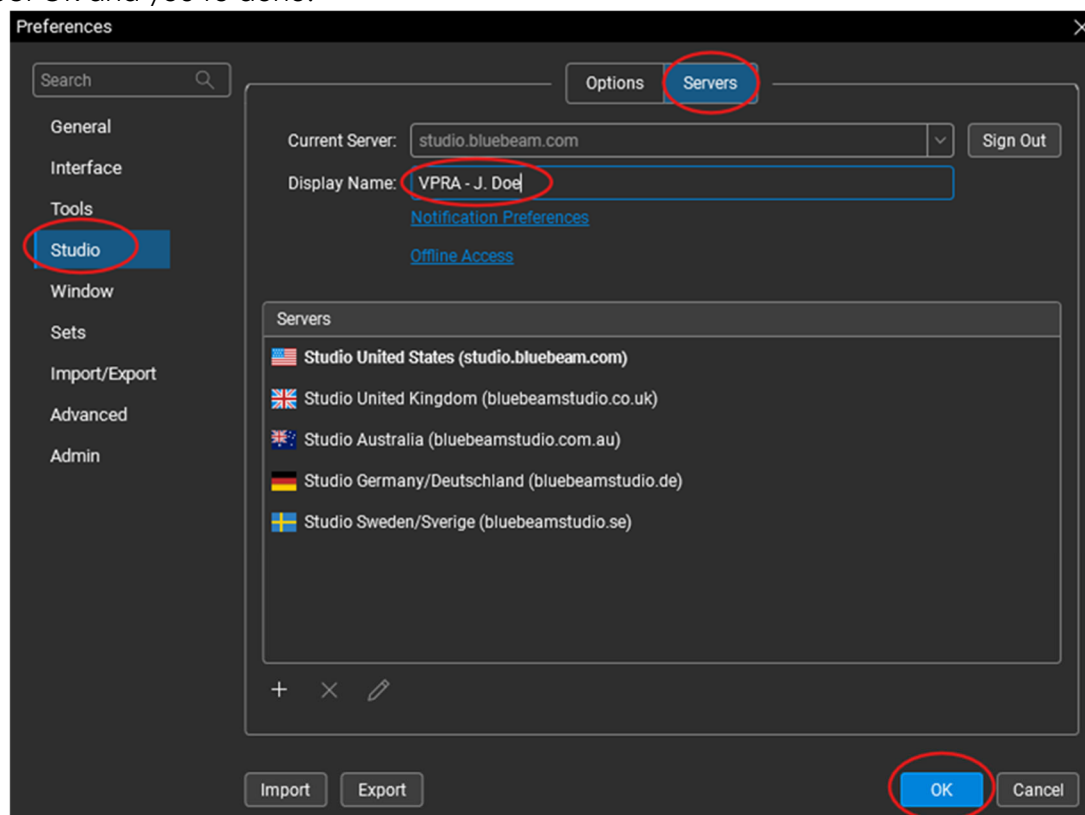
Example: VPRA – J. Doe

DISPLAY NAME CHANGE PROCEDURE

1. Open Bluebeam Revu and make sure you are signed in.
2. Select: Revu>Preferences from the menu bar at the top of the Bluebeam window.

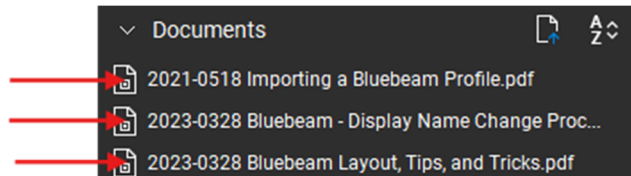


3. Select "Studio" from the list on the left side of the preferences window.
4. Select the "Servers" tab at the top of the preferences window.
5. Change your Display Name to the format as previously described above.
6. Select OK and you're done!

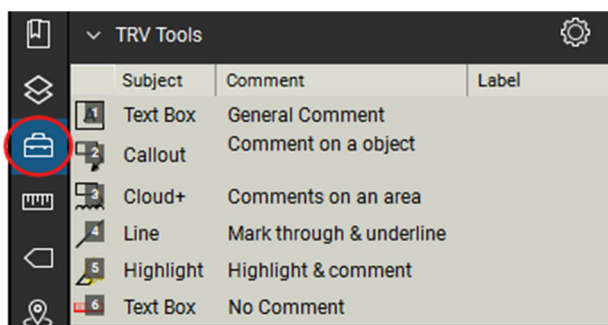


Commenting on a Bluebeam Studio Review

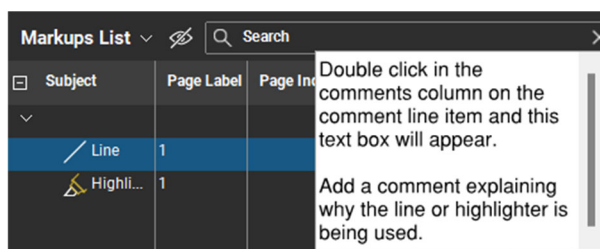
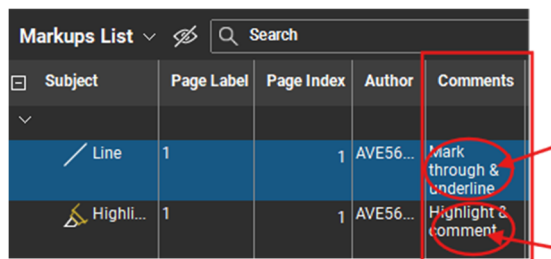
1. Open the document for review from the documents list.



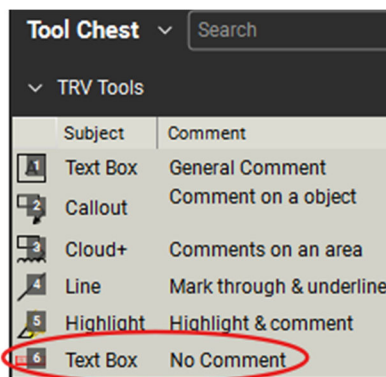
2. Select the desired tool from the "TRV Tools" tool chest and place it in the desired location on the document being reviewed.



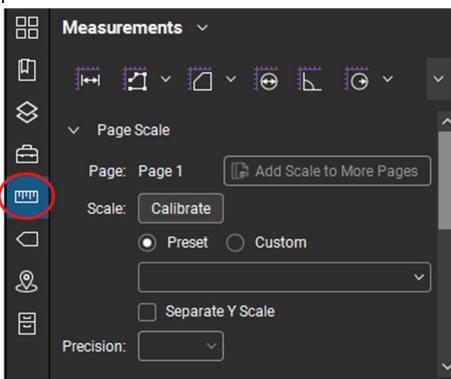
3. For lines and Highlighter comments, double-click the Line or Highlight comment within the "Comments" column, and add a description of what the line or highlighter represents/is being used for.



If you do not have comments on a document, place a “No Comment” tool on the first page of that document to indicate it has been reviewed.



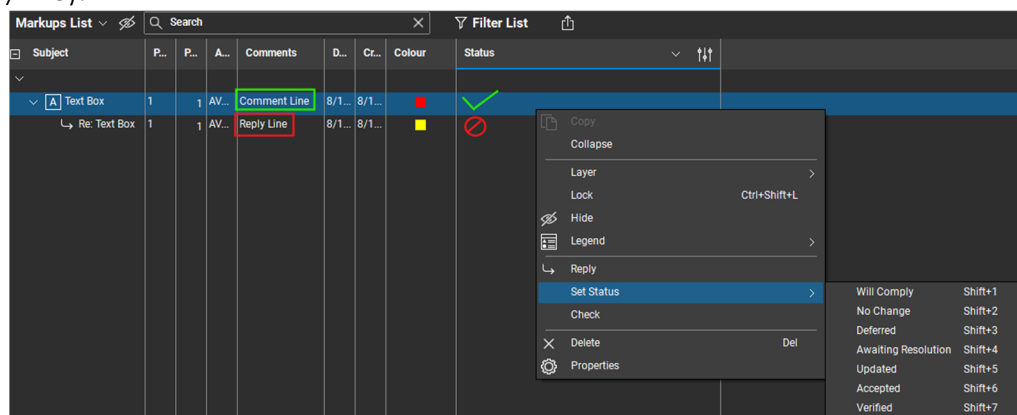
4. Only use the tools that are provided in the “TRV Tools” tool chest.
5. If you use measurement tools, please delete them when done.
DO NOT set the “Status” on comments during the comment phase. Statuses are used only in the Response and Close-out phases of the review.



Responding in a Bluebeam Studio Review

BEFORE RESPONDING TO A COMMENT

1. Set an appropriate response status to each Comment line (DO NOT set a Response status on a Reply line).



2. Add replies to a Comment line where explanation or elaboration is needed to support the response status.
3. DO NOT create new comments. Only use replies, and only apply Reply statuses to existing comment lines.

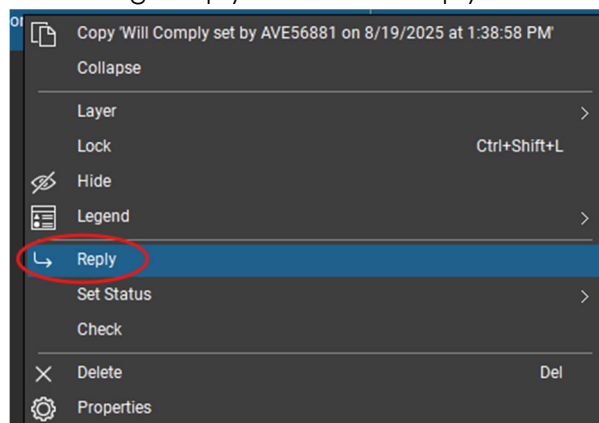
Response Statuses:

- Will Comply – Comment to be incorporated (Light Green).
- No Change – Comment will not be incorporated (Light Blue).
- Deferred – Comment to be addressed in a later review (Orange).
- Awaiting Resolution – Comment requires further discussion (Magenta).



REPLYING TO A COMMENT

1. Select the Comment line needing a reply and select "Reply" from the drop-down menu.



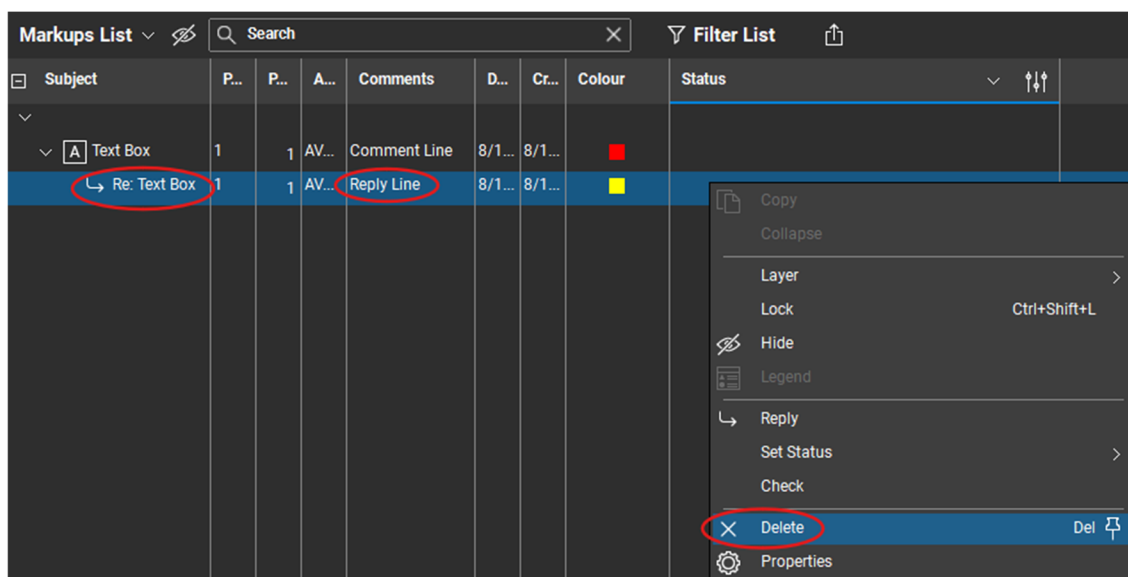
2. Type the Reply text into the text field.
3. Click outside the text field when complete.
4. DO NOT "Set Status" on the Reply line itself. Only the comment line that the reply line is associated with should have Set Status.

Note: Reply line items will be noted by a Yellow Box. 

Inadvertent Status Changes:

- If a response status is incorrectly applied to a Comment, simply reapply the desired response status.
- If a response status is inadvertently applied to a Reply line, please delete the reply line and reply again to the comment.

Note: Only the author of a reply may edit or delete the reply.

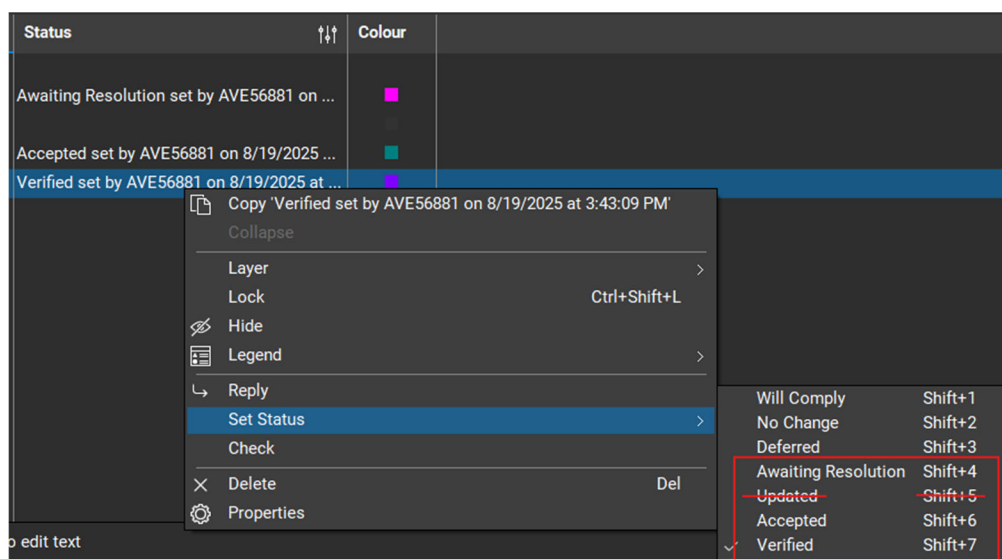


Closing Out Comments BEFORE CLOSING OUT

1. Review all of your original comments along with the comment responses provided.
2. Apply an appropriate close out status to each of your Comment lines (DO NOT apply a close out status to a Reply line).

Close Out Statuses:

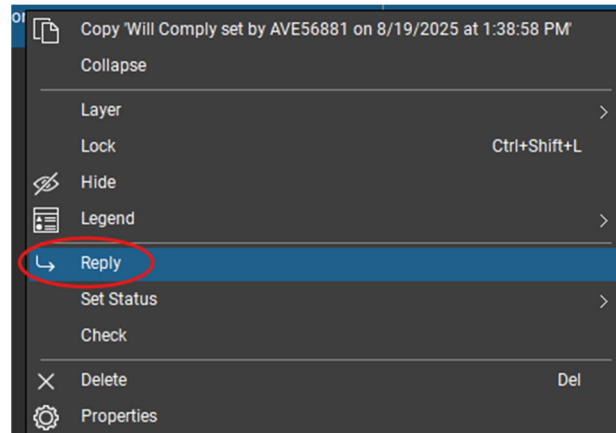
- Awaiting Resolution – Response requires further discussion prior to closing out (Magenta).
- Accepted – Acceptance of the response provided (Updated documents not to be provided during the review) (Teal).
- Verified – Comment has been satisfactorily incorporated into an updated document (Purple).




Note: The “Updated” status is available for designers to indicate comments have been incorporated. This is typically used when there are multiple designers working on the same document.

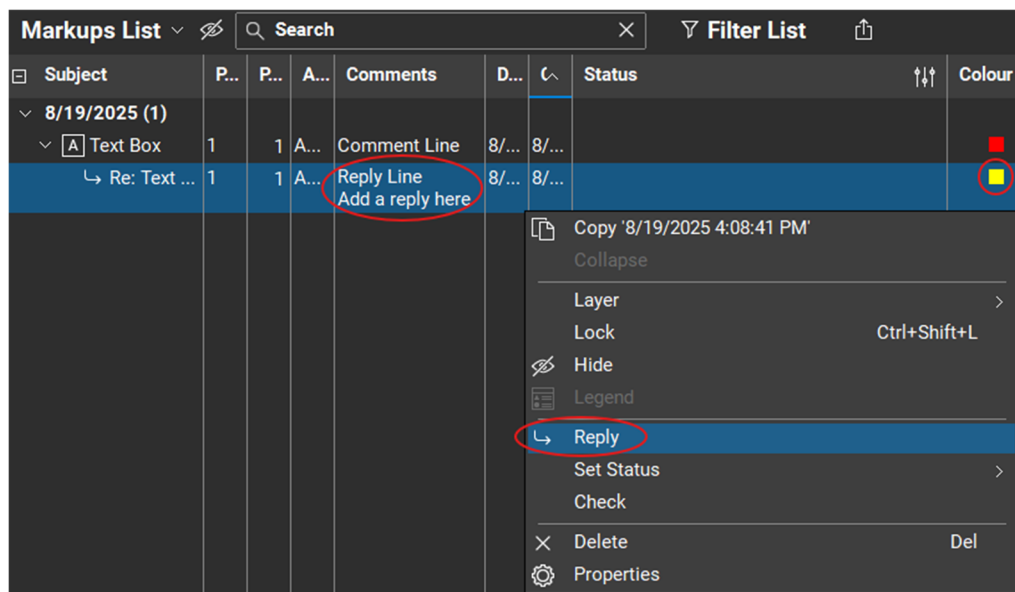
REPLYING TO A RESPONSE “REPLY”

1. Select the “Reply” line and select “Reply” from the drop-down menu.



2. Type the Reply text into the text field.
3. Click outside the text field when complete.
4. DO NOT Set Status on the Reply line itself. Only the Comment line that the reply line is associated with should have Set Status.

Note: Replies will be noted by a Yellow Box. 



INADVERTENT STATUS CHANGES

- If a Close out status is incorrectly applied to a comment line, simply reapply the desired status.

- If a Close out status is inadvertently applied to a Reply line that YOU created, please delete the Reply line and reapply your reply to the previous Reply line.
- If a status is inadvertently applied to a Reply line that the RESPONDER created, just leave it as-is. The inadvertent status cannot be deleted from responses generated by another user.

Note: Only the author of a reply may edit or delete the reply.

