

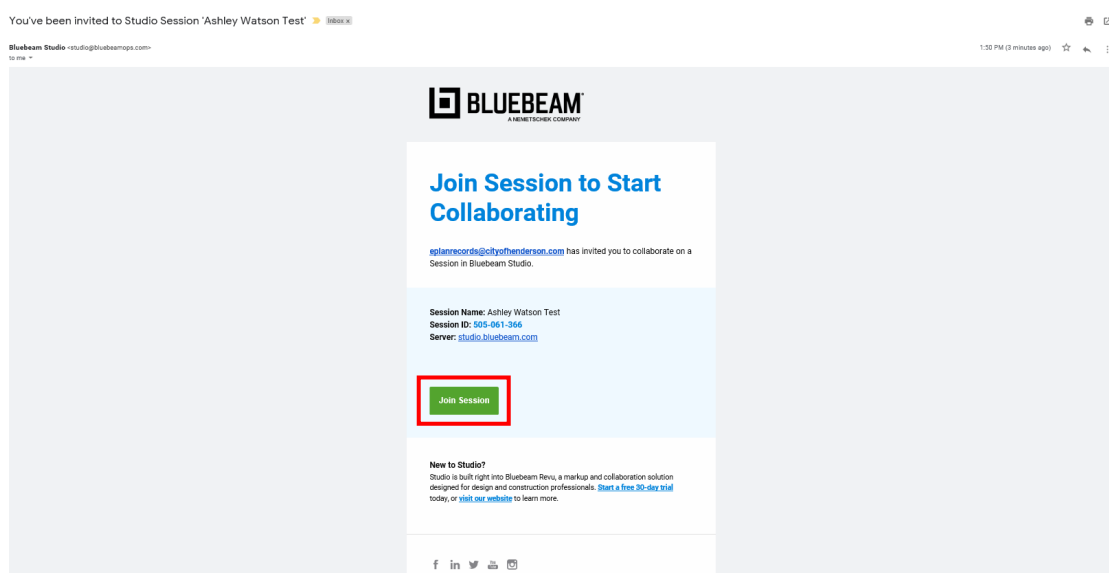
## ELECTRONIC RECORDS: JOINING BLUEBEAM STUDIO SESSION

**GENERAL:** Bluebeam Studio Sessions are created to share documents prior to, during and after plan review.

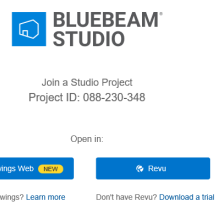
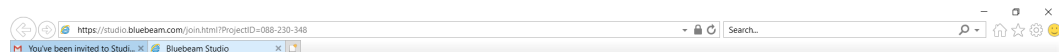
**OBJECTIVE:** You are receiving these instructions because you have requested to review record files and have been invited to view a Bluebeam Studio Session, which may contain documents and/or drawings for your review. Please note that you will not be able to manipulate the files in this Session, as they are protected by copyright.

**INSTRUCTIONS:** To join a Bluebeam Studio Session, please follow the steps below:

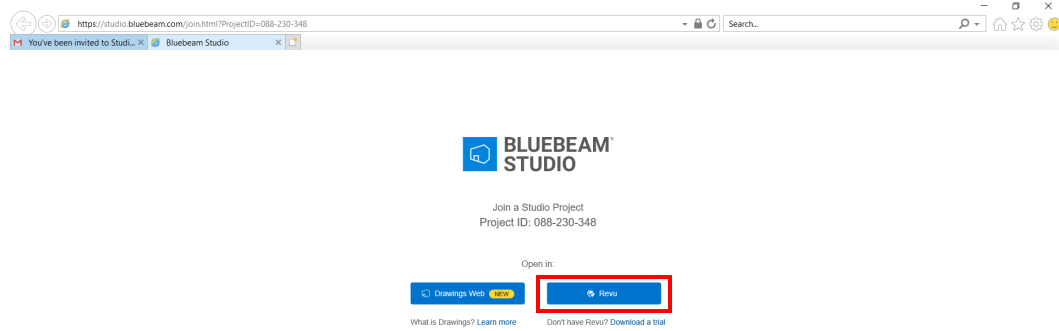
- 1) You should receive an email from the City of Henderson Records department. If you do not receive the email, please contact [DSC Records](#).
  - a. Click on the **Join Session** button in the email to join the **Session**.



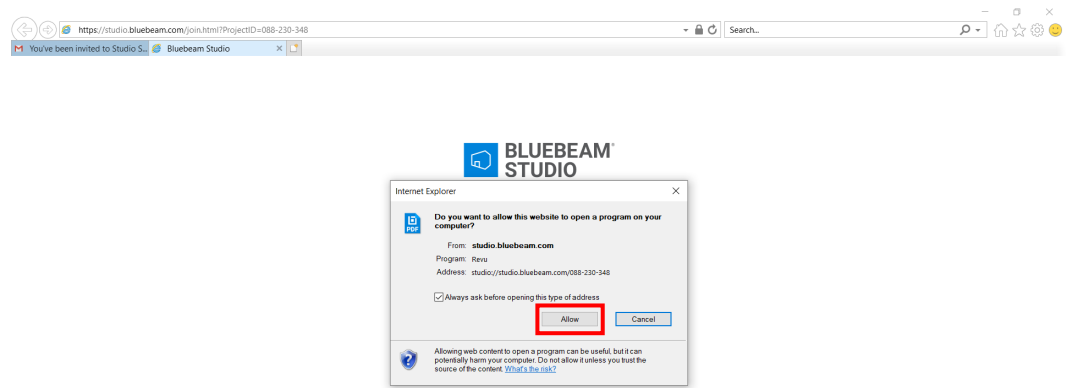
- i. This will open a **Bluebeam Studio** webpage.



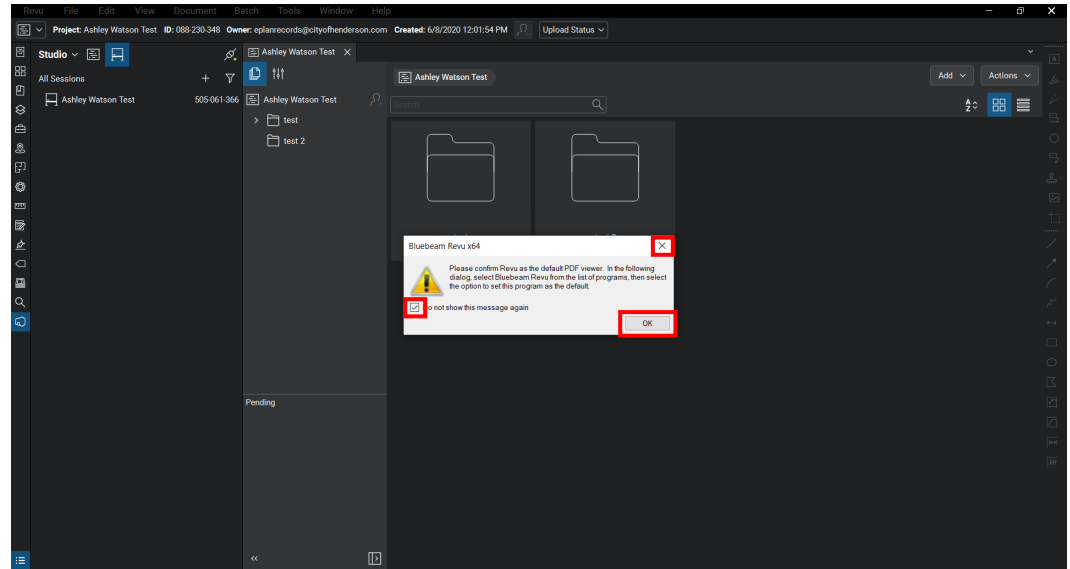
- ii. If you have an existing **Bluebeam Studio** user account, click **Revu** to open **Bluebeam** and join the **Session**.



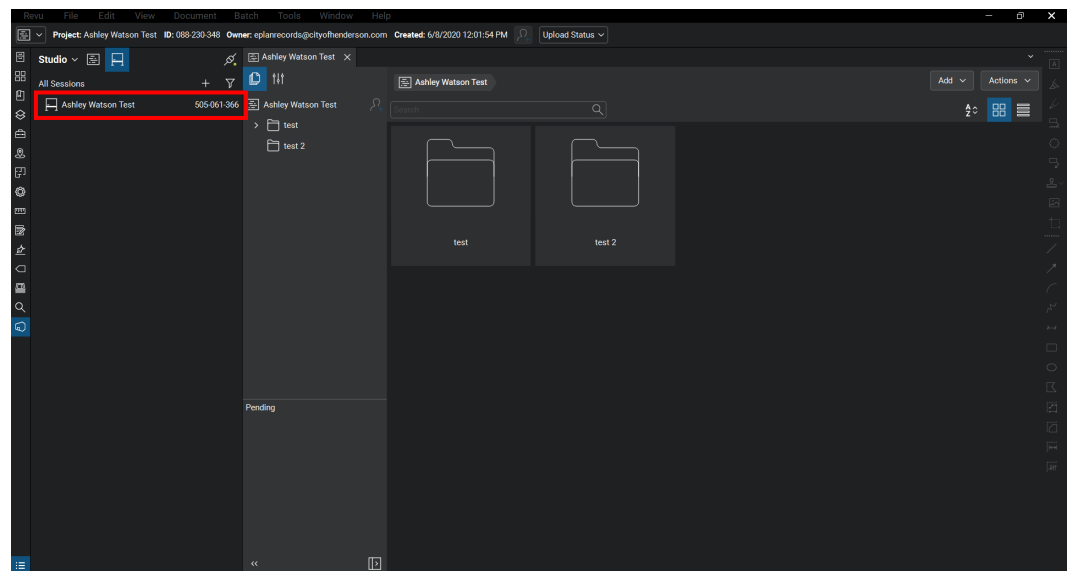
1. **NOTE:** You will need to have a **Bluebeam Studio** account which is different from your login information for the Bluebeam software. Proceed to **Step iii** for instructions to download a trial.
2. A pop-up window will ask if you want to allow the website to open a program on your computer, click **Allow**.



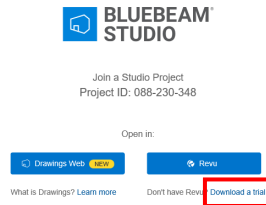
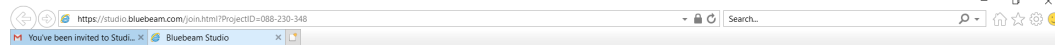
3. **Bluebeam Revu** will open and prompt you to select if you would like to set **Revu** as your default PDF viewer. Check **Do not show this message again** and either click **OK** (if you would like it to set as default) or click the **X** (will not set as default) to dismiss.



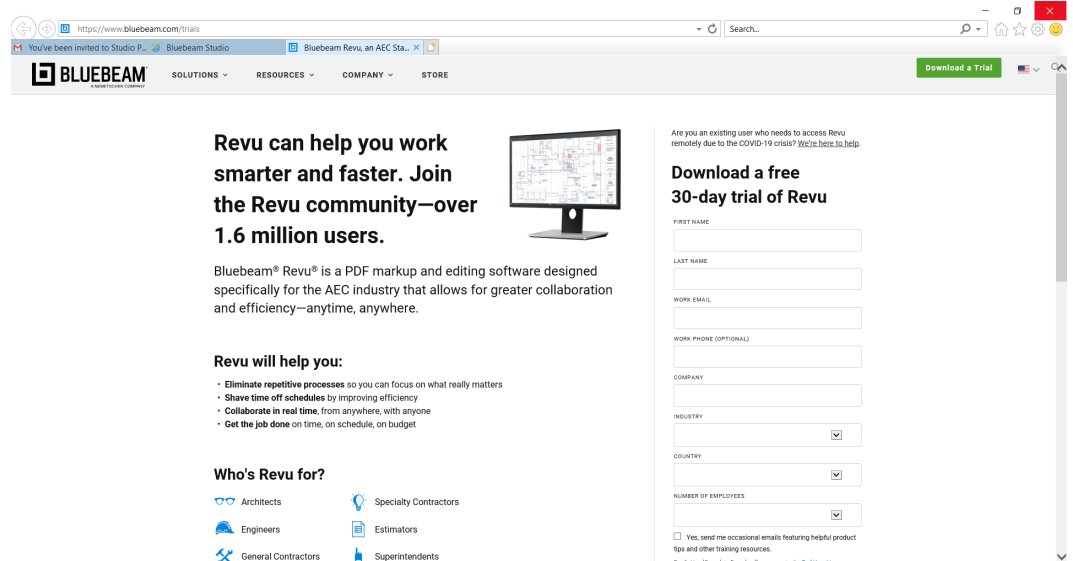
4. The **Session** will be listed under your **Sessions List** and should open in your **Bluebeam Studio** screen. You can view documents by clicking on the **Session ID** and selecting the file(s) in the **Documents** section.



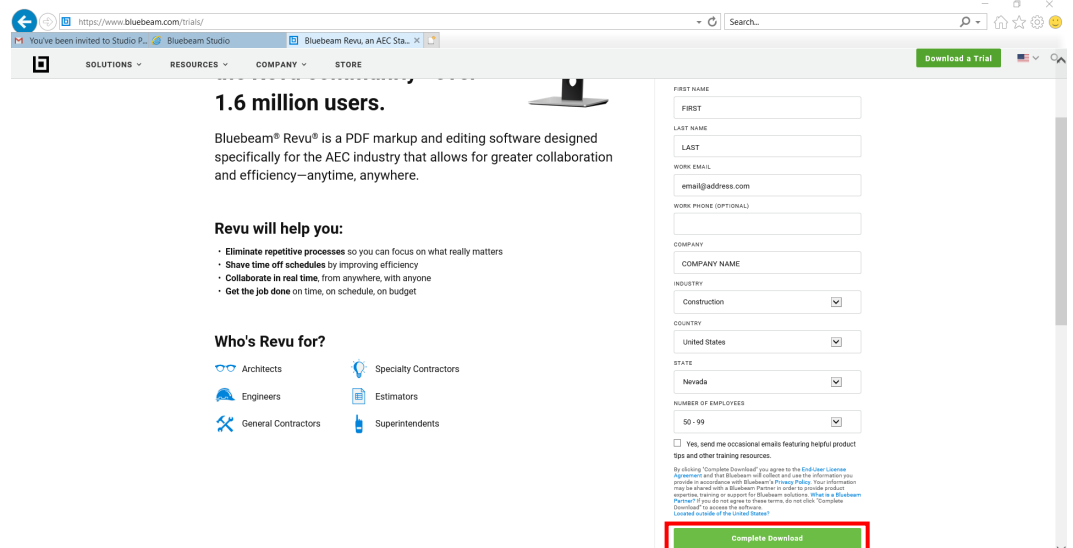
- iii. If you do not have a **Bluebeam Studio** user account, you can click on the **Download a trial** link to download a 30-day trial at no cost.



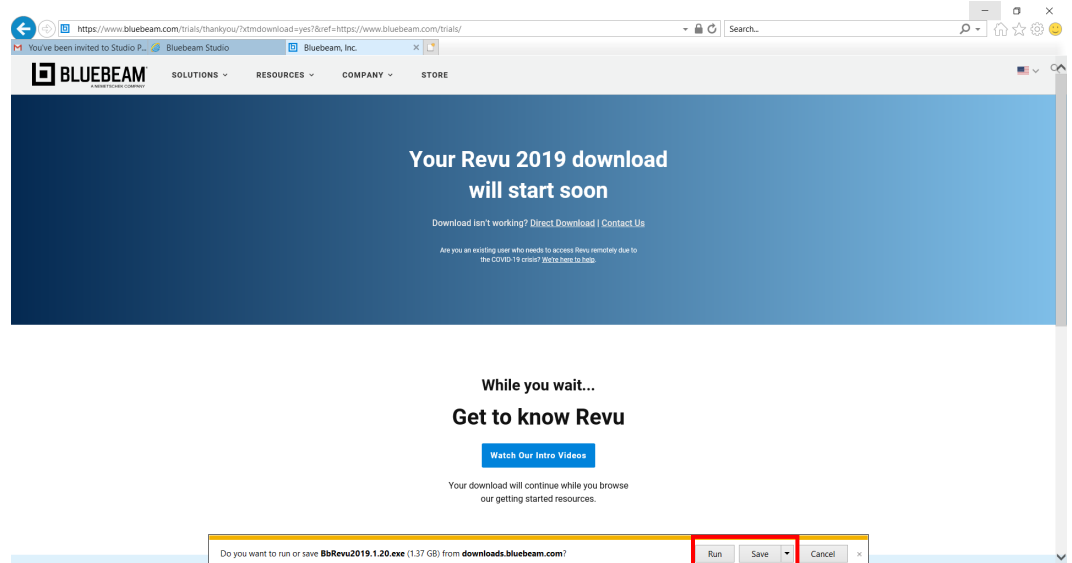
1. This link will take you to the **Bluebeam** website where you will need to enter in your information to sign up for a free 30-day trial.



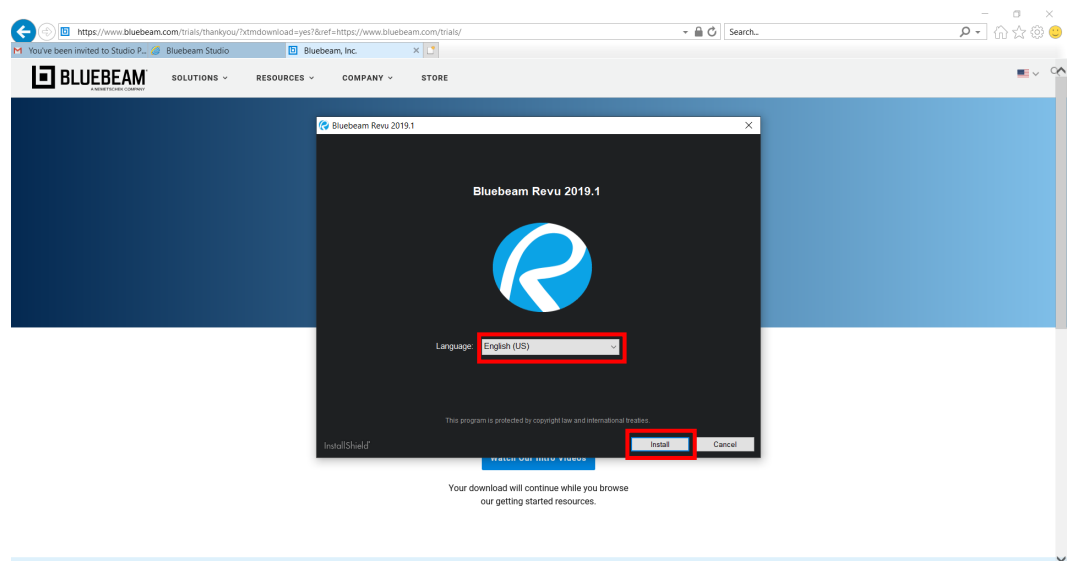
2. Enter in your information and select **Complete Download**.



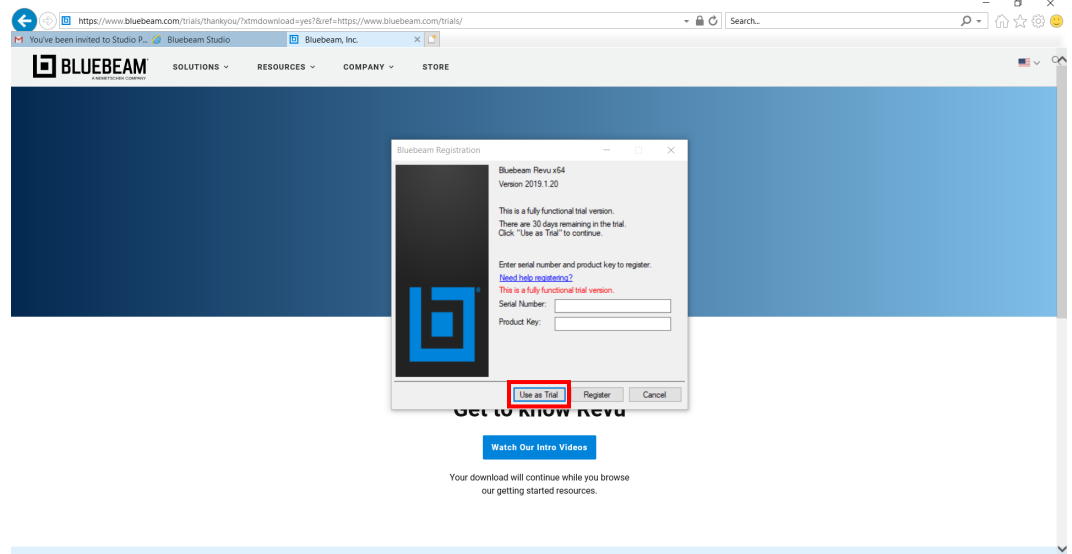
3. A download window will pop up asking if you want to Run or Save the download file.



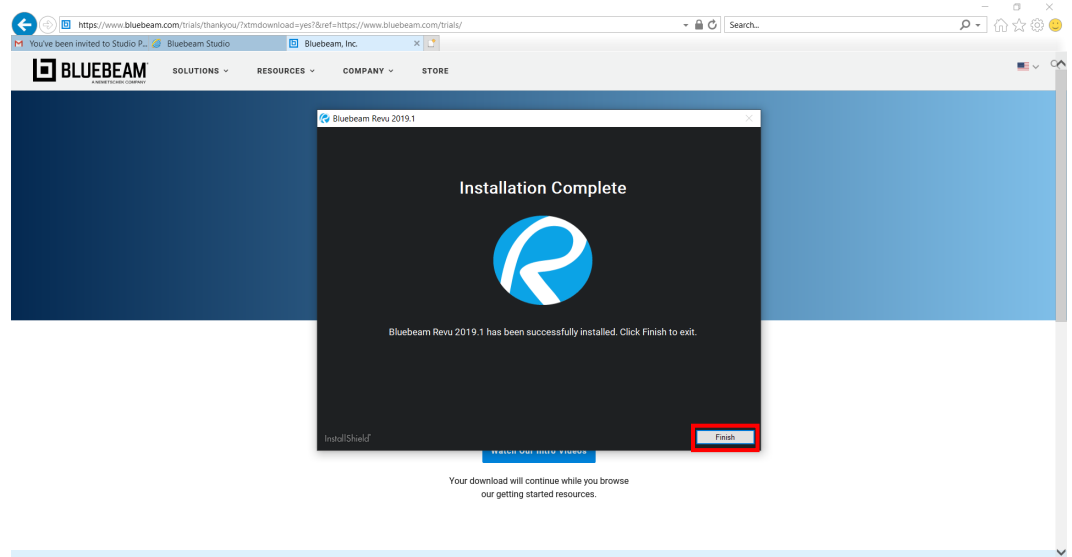
4. Next, select your preferred language from the **Language** dropdown and click **Install** to begin the download.



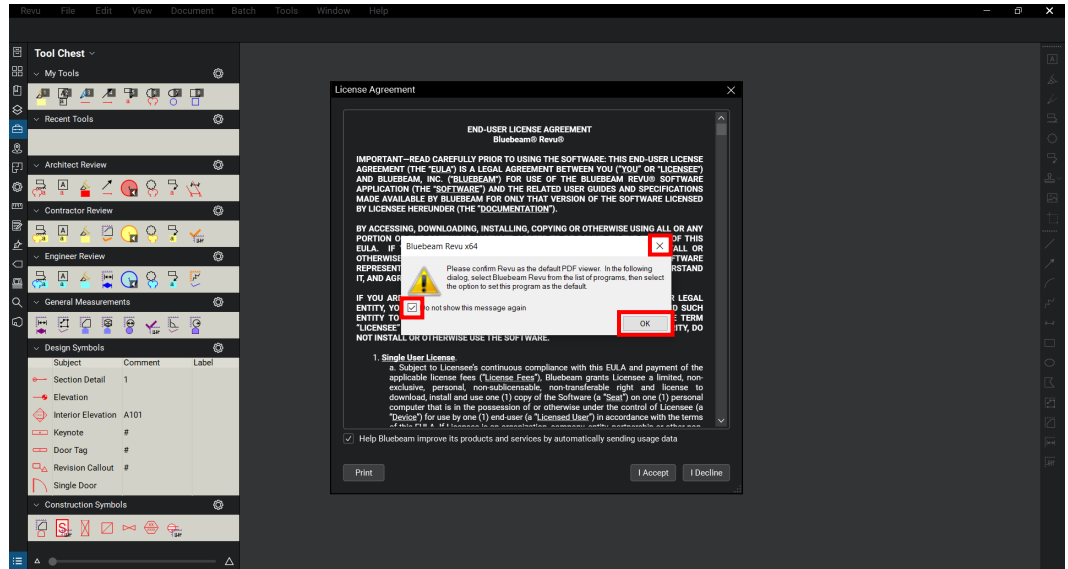
5. Once completed, a registration screen will pop up. For the free 30-day trial version, simply select **Use as Trial**.



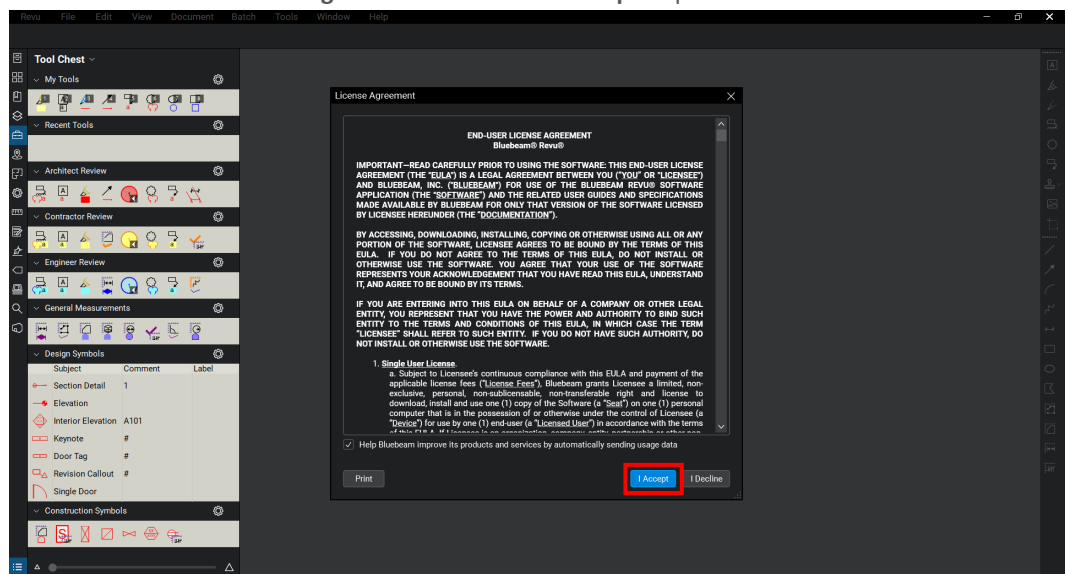
6. When the installation is complete, click **Finish**.



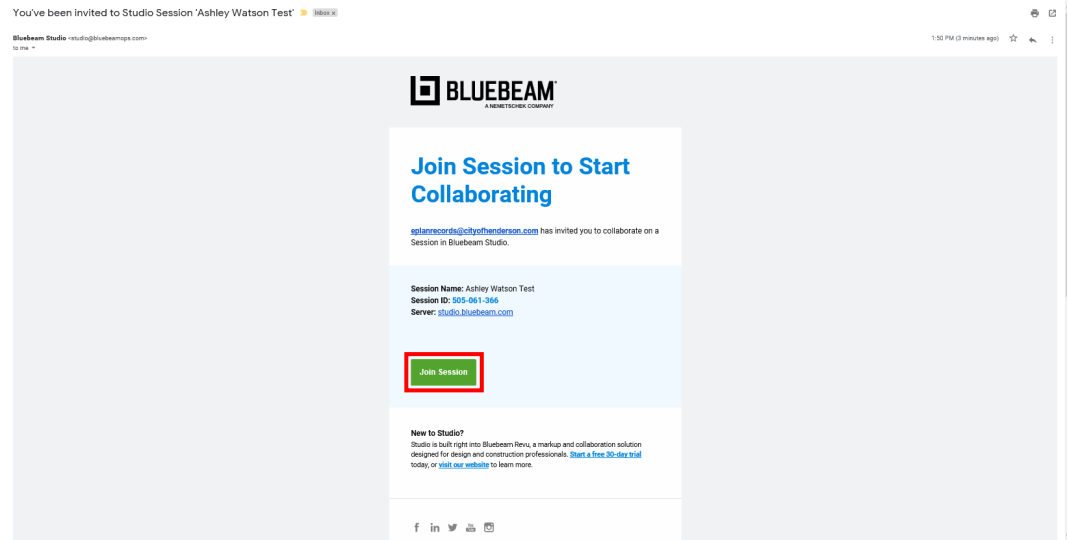
7. Now you can open **Bluebeam Revu** from the location it was saved on your computer. When you open it for the first time, a message box will give you the option to set **Revu** as the default PDF viewer. Check **Do not show this message again** and either click **OK** (if you would like it to set as default) or click the **X** (will not set as default) to dismiss.



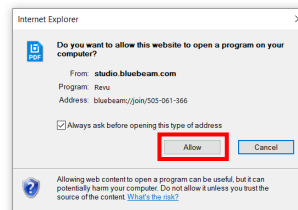
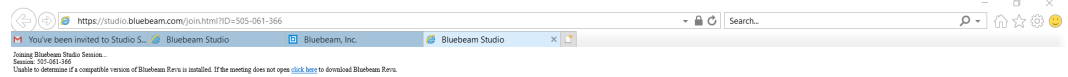
8. Read the **End-User License Agreement** and select **I Accept** to proceed.



9. Now, return to your email invitation and click on **Join Session** again.

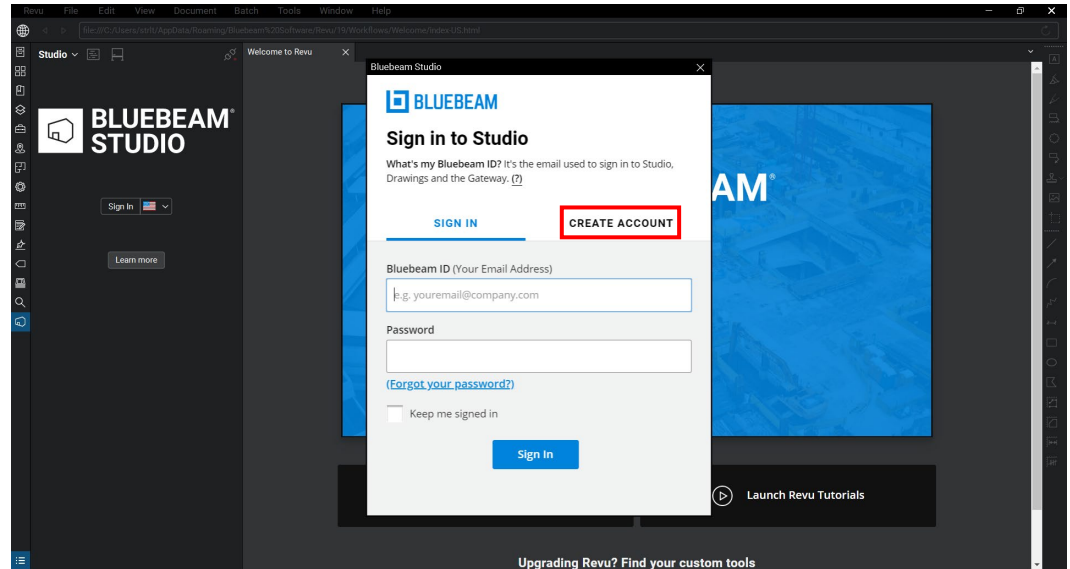


10. A pop-up window will ask if you want to allow the website to open a program on your computer, click **Allow**.

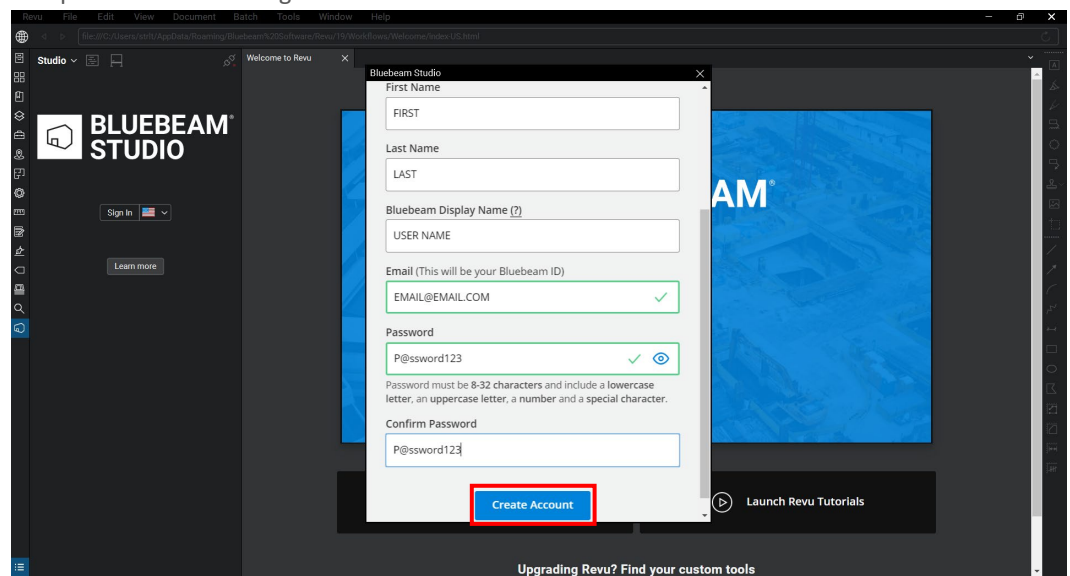


11. It will open **Bluebeam Studio** and take you to a sign-in page. Click on **Create Account**.

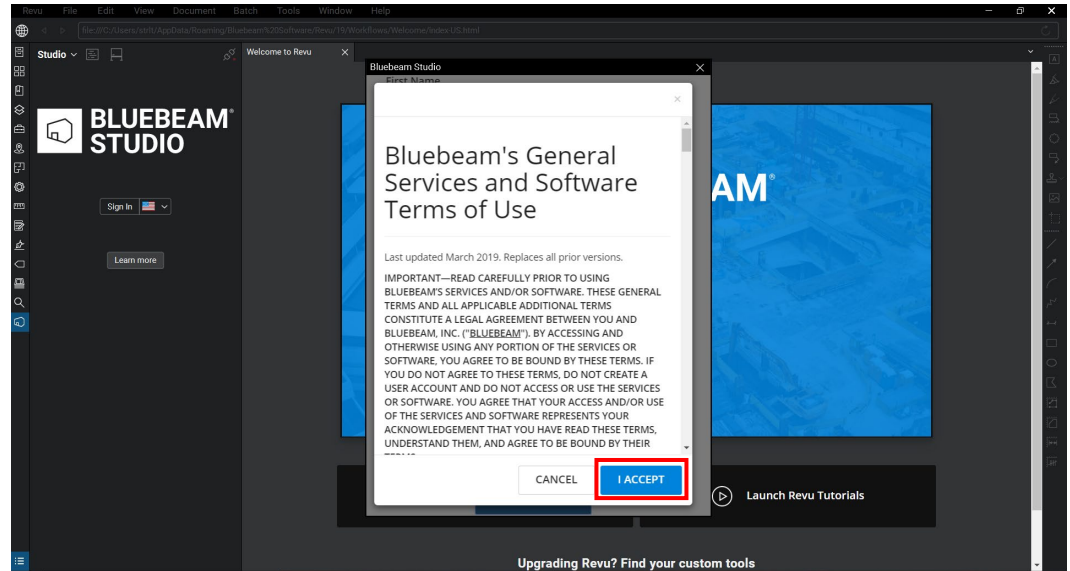




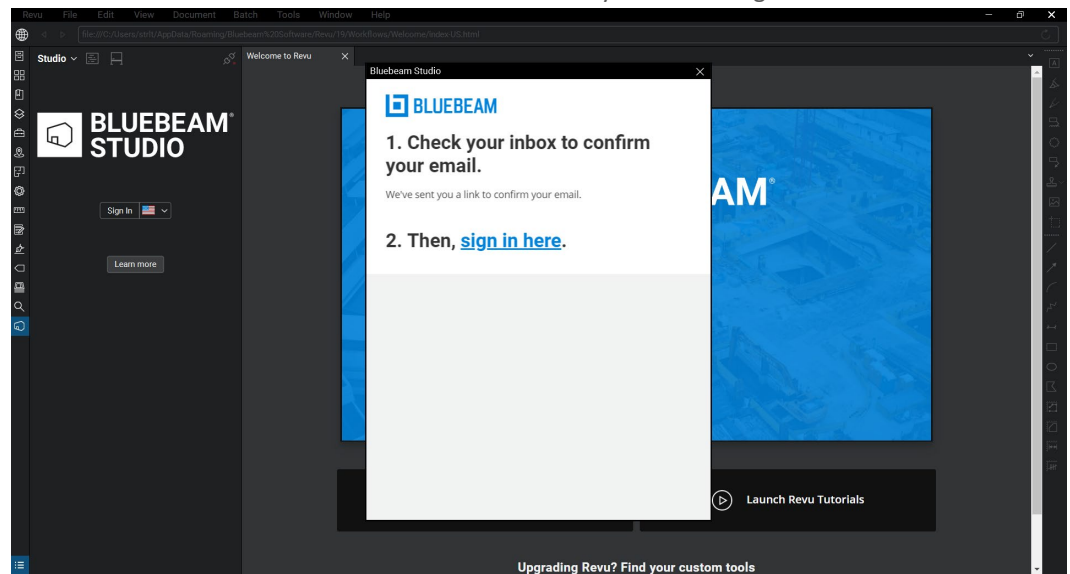
12. Complete the account registration information and select **Create Account**.



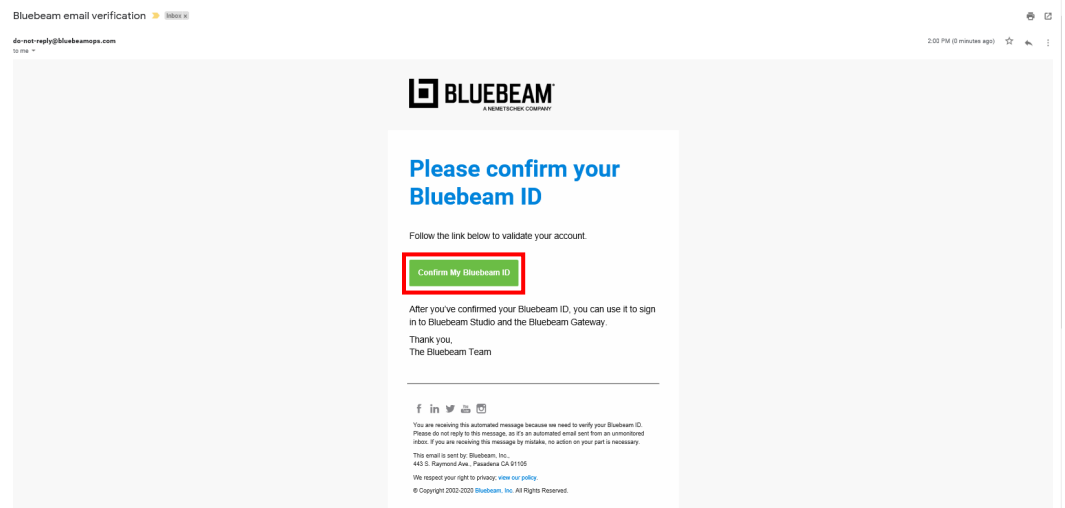
13. Read the **Terms of Use** and select **I Accept** to proceed.



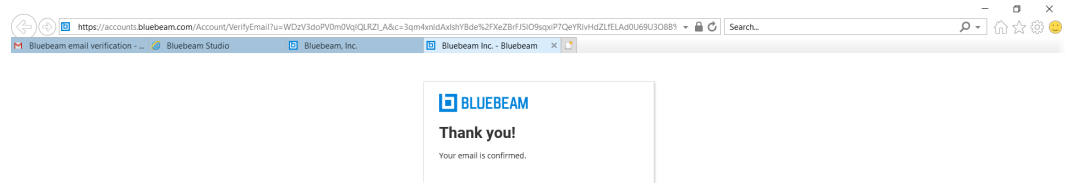
14. A confirmation email will be sent to the email address you used in registration.



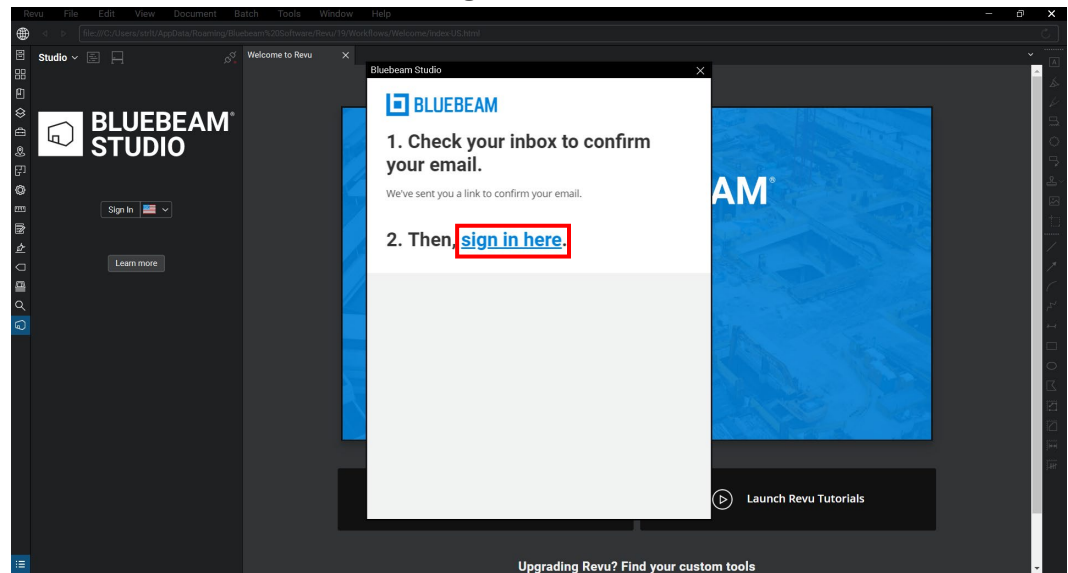
15. Check your email and click on the **Confirm My Bluebeam ID** button to complete the registration.



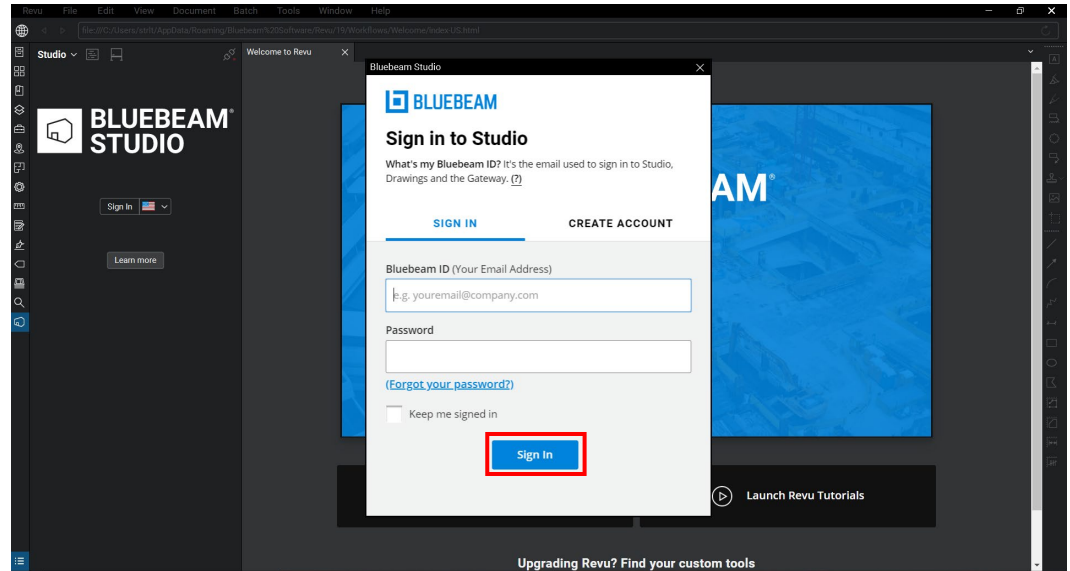
16. You will receive a confirmation screen.



17. Go back to **Bluebeam Studio** and select **Sign in here**.



18. Sign into **Bluebeam Studio** by entering in the **Bluebeam ID** and **Password** that you just set up during registration, then click **Sign In**.



19. The **Session** should display in the menu on the left-hand side. You can view **Documents** by clicking on the files under the **Documents** section.

