

Changing Comment Author and Studio Usernames in Bluebeam

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Revised By: N/A

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Introduction

This document is designed to provide guidance on how to change your Studio Username and Comment Author in the markup window. It is intended for anyone using Bluebeam to generate markups or participate in sessions.

Key Concepts

Comment Author: the name used when creating markups

Suggested Format: First Name Last Name (Functional Group)

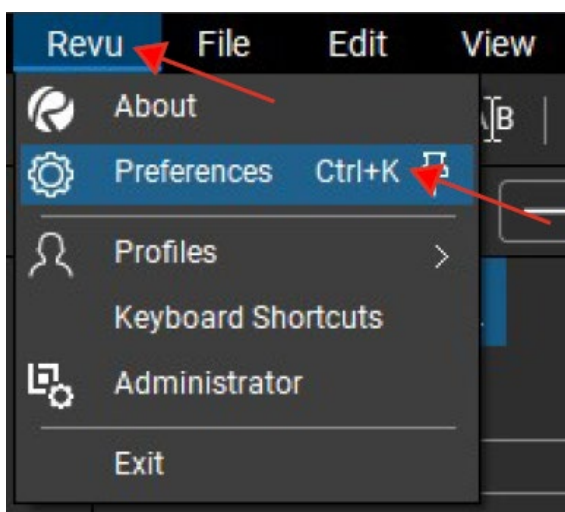
Please use your assigned Functional Group identifier:

Bridge Design = B; Construction = C; Environmental = ENV; Highway Design = HD; Hydrology = HY; Internal Review = QC; Maintenance = M&O; Materials = M; Review Engineer = RE; Right-of-Way = RW; Specifications = S; Survey = SC; Traffic Design = TD; Traffic Safety = TS; Utilities = U

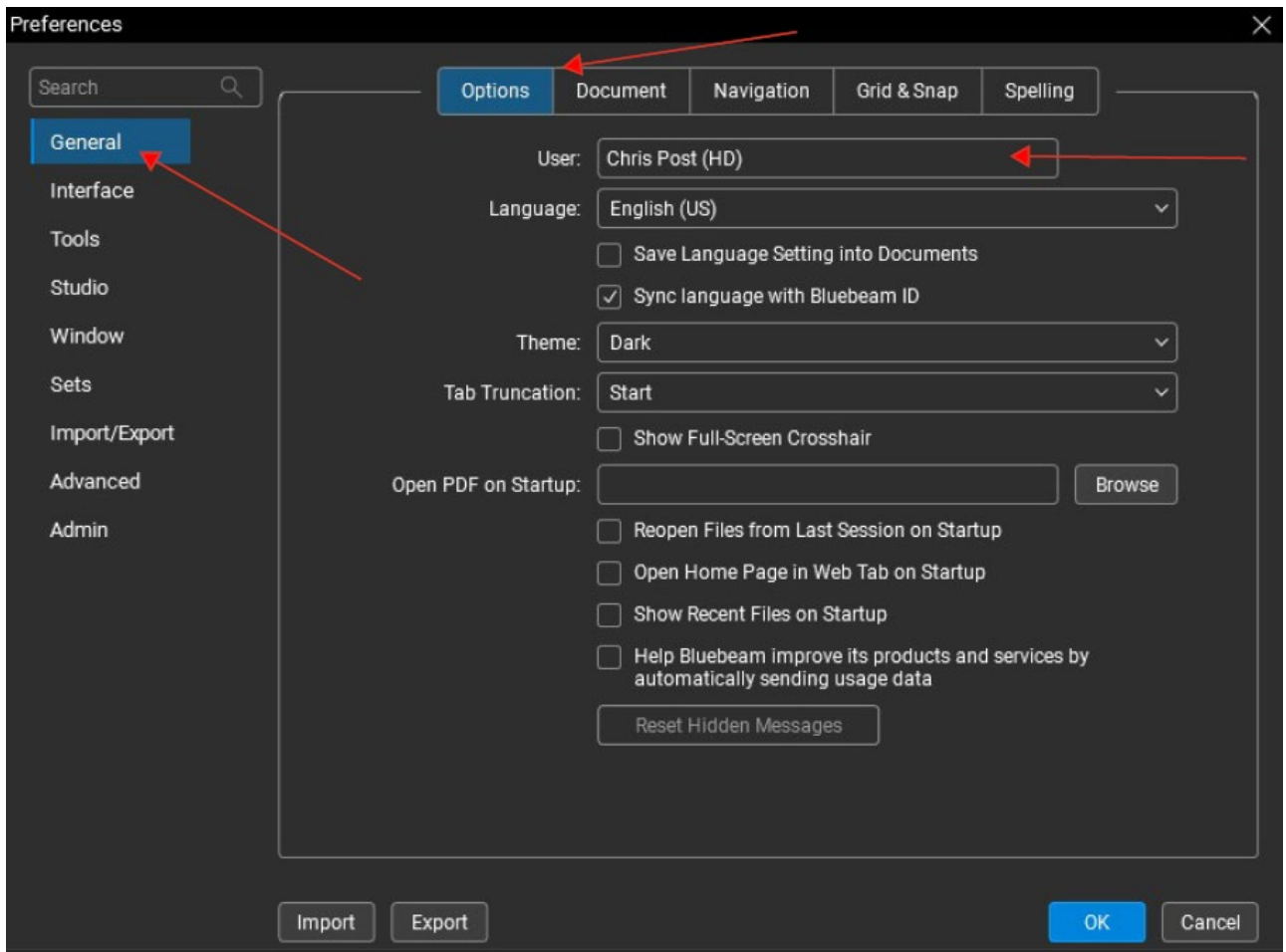
Studio Username: the name used when creating a session

Step-by-Step Instructions

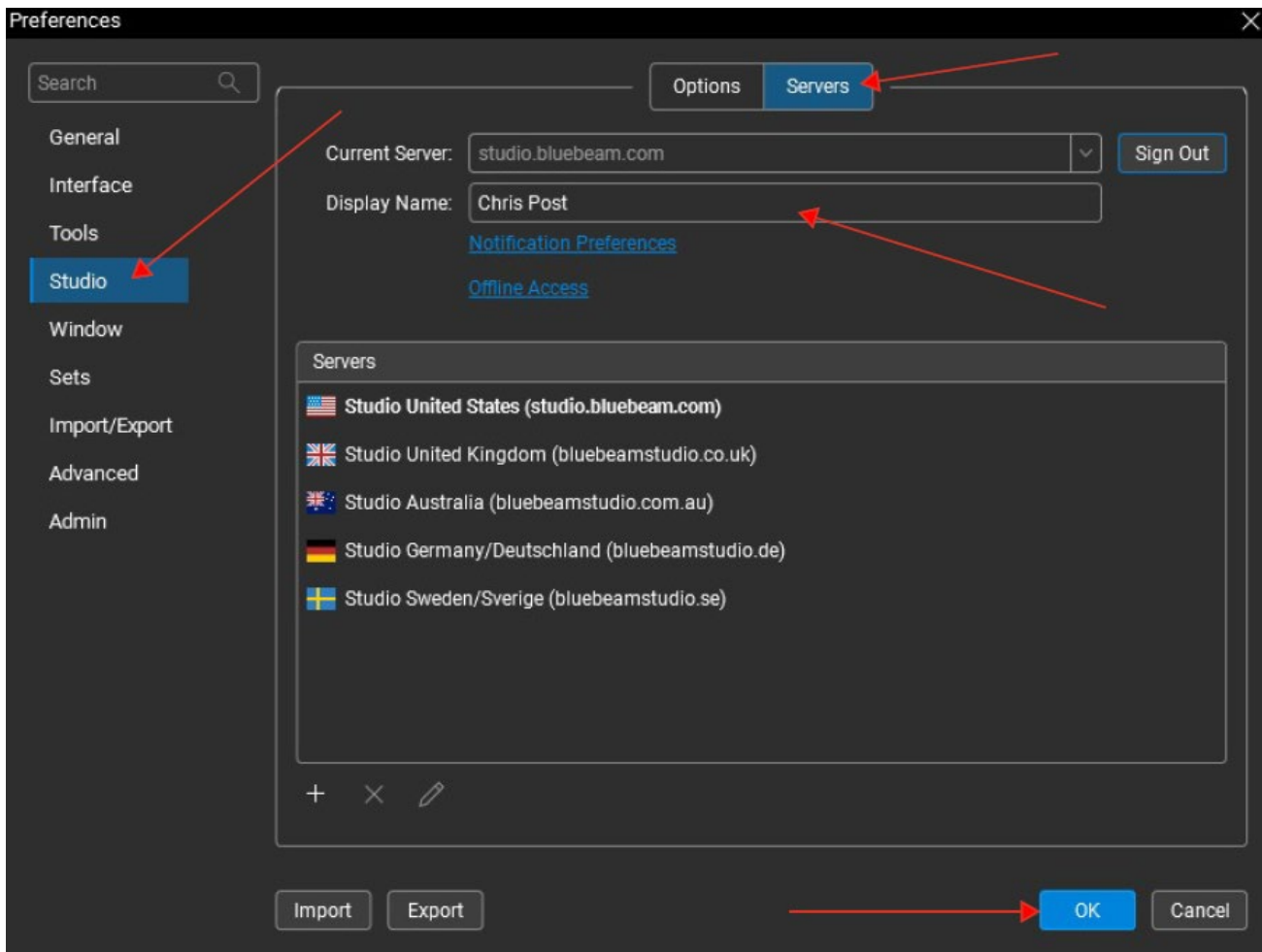
1. Select "Revu" ---> "Preferences" in the top left corner



2. Select "General" on the left side hand and then select the "Options" Tab.
3. In the "User" field, change your username as desired. Using the format listed above "First Name Last Name (Functional Group)" is recommended. Example: Chris Post (HD).



4. Click on "Studio" on the left side and click on the "Servers" tab. Double click the server and email to open up the "Edit Server" window.
5. In the bottom field, change your username as desired. Once again, using the format listed above "First Name Last Name (Functional Group)" is recommended. Example: Chris Post (HD).



6. Click "OK" on the Preferences window.

The next time you join a review session or open a standalone document; your changed username should appear in the comments window. **Please note: this change will not affect how your name appears in Studio sessions that you have already joined.**