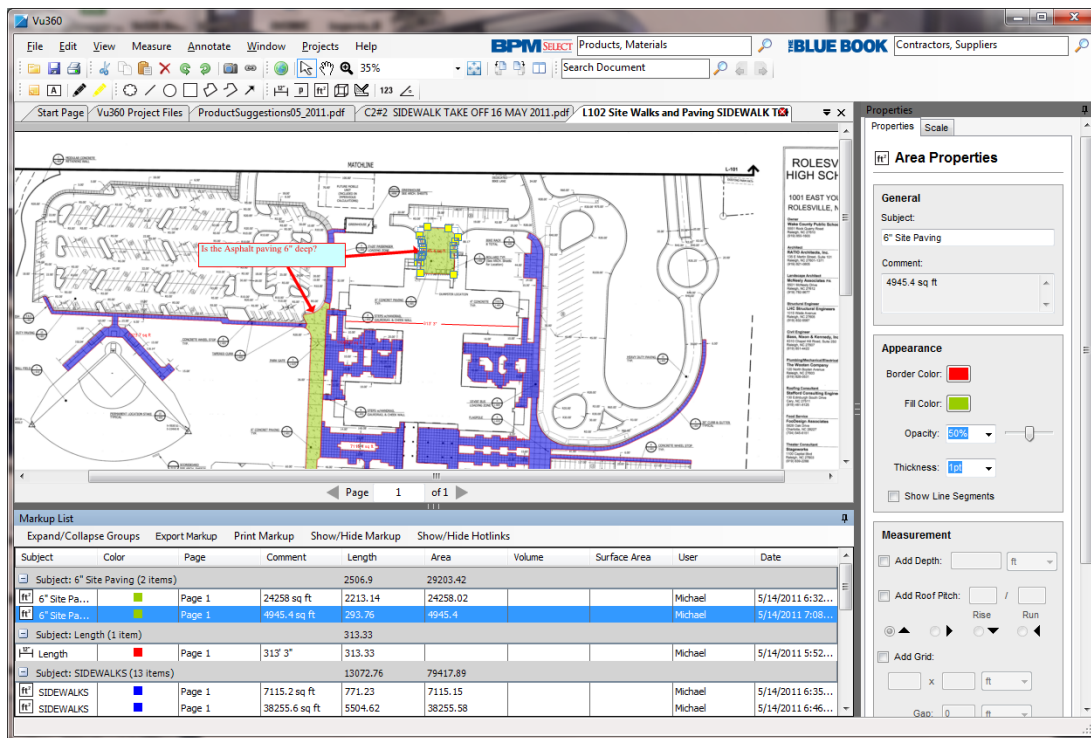




*Smarter projects takeoff here.*

# Quick Start Guide (Ver. 8/7/19)



**Need Help? Blue Book Customer Care:**

**Chat:** <https://www.construction.com/chat/>

**Email:** [bbsupport@construction.com](mailto:bbsupport@construction.com)

**Call:** 888-303-2243

**Monday through Friday, 8:00 am – 8:00pm ET**




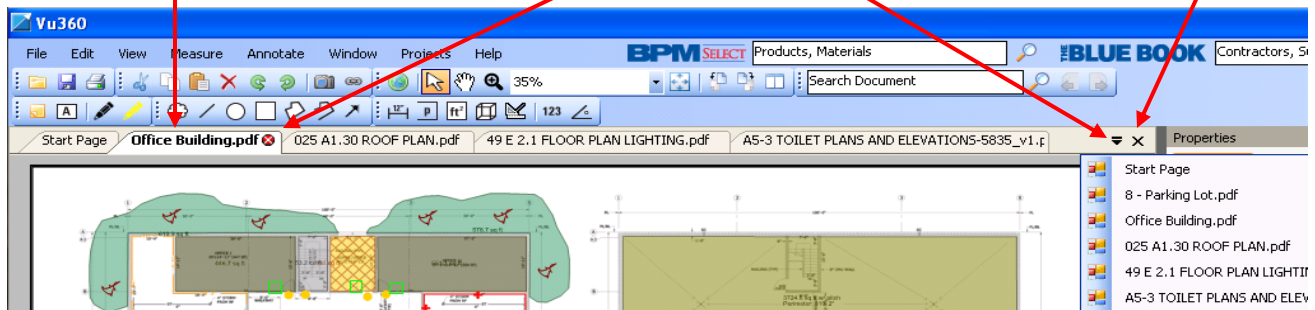


To ensure you get the most out of The Blue Book's takeoff and markup tool, we have created the following "Helpful Hints".

*Please read this document before getting started using Vu360.*


## Helpful Hints

- Minimum System Requirements
  - Operating System: XP, Vista, Windows 7
  - CPU: Pentium 4 Class (1.6 GHz) Processor
  - RAM: 1 GB
- Make sure your screen resolution setting is 1024 x 768 or more to view/access Vu360's complete functionality. To check or change your screen resolution setting, go to: **Control Panel > Display > Settings**.
- When you're finished viewing one document, DON'T CLOSE Vu360 to retrieve another document. Simply close the document by either clicking **File > Close**, clicking the "X" to the right of the document in the *viewing window* or clicking the  on the drawing tab. Keeping Vu360 launched will enable you to view documents quickly.
- If you have selected multiple documents to view, you can access those documents from the tabs above the *viewing window* or by clicking the arrow to the right of the tabs.



- When viewing project documents from the ONE TEAM Online Plan Room, you don't have to switch between Vu360 and the plan room screen. Selecting one document from the plan room will make all the documents available – *Drawings, Specifications and Addendums* – under the **Projects** tab. If you're working in multiple plan rooms, all the documents for all those projects will also be located under the **Projects** tab.
- If you don't want Vu360 as your default PDF viewer for use outside the ONE TEAM Online Plan Room, do the following:
  1. Go to: **Control Panel > Folder Options**.
  2. Click on the File Types Tab. Under **Registered File Types** scroll down and highlight **PDF File**.
  3. Click the **Change** button and in the **Open With** window select your preferred PDF viewer. Make sure the command "*Always use the selected program to open this kind of file*" is **Checked**.

# Vu360 Help Guide

Pointer icon: 

- Pointer tool is a basic application function that allows you to select specific markups and measurements on drawings as well as from the Markup List.
- Click on pointer and select desired markup to move, copy or change your annotations from workspace or Markup List.
- From the **Main** toolbar, click **View > Pointer**.

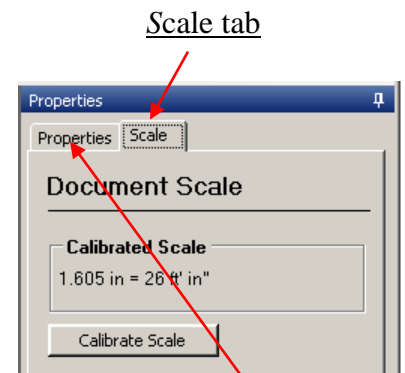
Zoom View icon: 

- Zoom allows you to manually enlarge the area you wish to look at on the drawing.
- Click on *Zoom View* icon and use mouse to mark area you wish to enlarge. Left-click on mouse and hold as you mark desired area.
- Wheel mouse allows you to zoom in and out on the drawing when in *Zoom View*.
- From the **Main** toolbar, click **View > Zoom**.

*Calibrate Scale:*

- All drawings **must be** calibrated before doing any takeoff to ensure the correct scale.
- Click on the *Calibrate Scale* button on the Scale Tab in the *Properties section*. The Calibrate Page Scale dialog box appears. Select two points of known distance on the drawing. Left-click and hold down mouse to mark the distance. Manually enter distance in the blank field and select appropriate measurement from dropdown box.
- From the **Main** toolbar, click **Measure > Calibrate Scale**.


**Note:** If you “Enter Scale” manually, without calibrating, we recommend that you verify before proceeding with measuring.




Properties tab

Measurement Toolbar: 

**Note:** We recommend identifying the “Subject” in the *Properties Tab* before beginning any measurement.

Length icon: 


- Measures total length from one point to another in linear feet/inches/yards or mm/cm/m.
- Click on *Length* icon and use mouse to mark length you wish to measure. Click and hold mouse at start point and release at end point.
- Height can be added for surface area measurement. This is on the properties tab in the *Properties section*.
- From the **Main** toolbar, click **Measure > Length**.

Perimeter icon: 

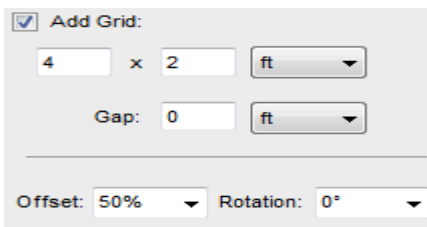
- Used to takeoff objects such as walls, piping, wiring, etc. that require linear measurements.
- Click on *Perimeter* icon and use mouse to mark the object you wish to measure. Click at start point, move mouse to next point and click. Continue until final point and double click.
- Height can be added for surface area measurement within the properties tab.
- From the **Main** toolbar, click **Measure > Perimeter**.


Area icon: 


- Used to takeoff objects such as floors, ceilings, roofs, parking lots, etc. which require a measurement for total area.
- Click on *Area* icon. Use mouse to mark the object to measure. Click a start point. Move mouse to next point and continue around desired area. Double click to end.
- Depth can be added for volume measurement. This is on the properties tab in the *Properties section*.
- From the **Main** toolbar, click **Measure > Area**.

Add Roof Pitch: 

- This option is part of the **Measurement** field on the properties tab.
- Used to get the *area* of a roof from a drawing's 'aerial view'.
- Selecting (checking) 'Add Roof Pitch' from an area measurement and adding 'Rise over Run' – which should be identified on the drawing - the pitched area is recalculated. The calculated area and perimeter are displayed on the screen.
- You may identify direction of pitch with radio button selection.

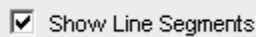
Add Grid: 

- This option is part of the **Measurement** field on the properties tab.
- Used to get the **actual grid count** for an area measurement.
- Selecting (checking) 'Add Grid' from an area measurement and entering the 'Size of Grid' – which will be shown graphically on the drawing - count will be displayed in the comment field in the markup list. The number of tiles is also exported to the count column when exporting markup.
- You may identify the gap to get a more accurate count.
- Additionally, you may add offset and/or rotate to any angle to your preference to visualize an installation view.
- **Note:** You may use the positioning tool  on the drawing to make vertical, horizontal, and rotational adjustments to the tile.

*Volume* icon: 


- Used to takeoff volume for objects such as slab or room. Depth measurement default is set to 0.
- Click on *Volume* icon and use mouse to mark object on drawing by clicking on desired points of interest. Double-click to finish.
- Add depth measurement on properties tab to get volume in cubic measurement.
- From the **Main** toolbar, click **Measure > Volume**.

*Show Line Segments*:



- This option is part of the **Appearance** field on the properties tab.
- Selecting (checking) 'Show Line Segments' for perimeter, area, or volume displays the line segment measurements on the markup. It also shows you the appropriate perimeter measurement on the drawing for Area and Volume measurements.
- For perimeter measurement, perimeter shows only when measurement on drawing is highlighted.

**Note:** See Markup List below for line segment export values.

*Freehand* icon: 

- Used to takeoff objects that are not perfectly straight such as curbs in parking lots, boarder walls, islands, etc. that require linear measurements.
- Click on the *Freehand* icon and use mouse to mark the object you wish to measure. Click and hold the mouse where you want to begin measuring the curved object or irregular space. Trace the object as best you can and release at destination or ending point.

*Count* icon: 

- Used to count takeoff for objects that need to be quantified such as columns, lights, doors, etc.
- Click on *Count* icon and select desired shape on the properties tab. Point and click to mark the objects you want to quantify.

*Drop Length*: 

- This is primarily used for electrical and plumbing applications.
- Within the properties tab, in the **Appearance** field there is a Drop Length shape. Manually edit the appropriate length in the Add Length field.
- From the **Main** toolbar, click **Measure > Count**.

*Angle* icon: 

- Used to takeoff angles for objects such as steps, roofs, non-square rooms, etc. Measurement is in degrees.
- Click on *Angle* icon. Three mouse click are needed to calculate the angle.

### Markup List:

- See Markup List below drawing field to review markups and measurements. Data columns include Subject, Color, Page, Comment, Length, Area, Volume, Surface Area, User, and Date.
- You can sort information by simply clicking on the column headings.
- This list can be exported to an Excel spreadsheet (.csv file).

Markup List									
Export Markup		Print Markup							
Subject	Color	Page	Comment	Length	Area	Volume	Surface Area	User	Date
Subject: Length (4 items)				115.7			167.2		
Length	■	1	38' 10"	38.9				mis3326	5/7/2009 3:1...


- Area line segment markup is identical to area markup in the markup list. Where you will see the difference is when you export to a csv file. Each line segment is shown in the export. See example below. This is the same for Perimeter and Volume.

Markup List									
Export Markup		Print Markup							
Subject	Color	Page	Comment	Length	Area	Volume	Surface Area	User	Date
Subject: Area - Line Segment (1 item)				72.9	295.89				
Area - Line Segment	■	Page 1	296 sq ft	72.9	295.89			mis3326	10/26/2009 ...

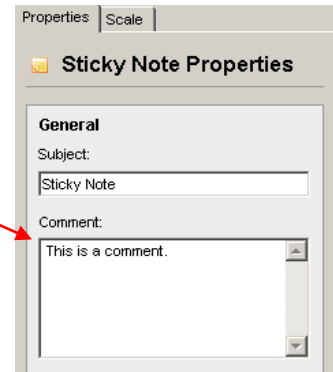
- Line segment export. Each line segment is shown in markup details and total perimeter length is shown in markup summary.


Markup Details						
Subject	Color	Page	Comment	Count	Length	Area
Area - Line Segment	Red	Page 1	296 sq ft			295.89
Area - Line Segment	Red	Page 1	25 ft		25.31	
Area - Line Segment	Red	Page 1	13 ft		13.2	
Area - Line Segment	Red	Page 1	21 ft		21.47	
Area - Line Segment	Red	Page 1	13 ft		12.91	
~~~~~						
~~~~~						
Markup Summary						
Subject	Color	Page	Comment	Count	Length	Area
Area - Line Segment (4 items)					72.9	295.89

Annotate Toolbar: 

Sticky Note icon: 

- Sticky Note is used to add comments or quotes to drawings. This is to help communicate points of interest.
- Click on the *Sticky Note* icon and insert sticky note to desired location on the drawing. Comment field on properties tab will display your typed comments.
- From the **Main** toolbar, click **Annotate > Textbox**.




Highlighter icon: 


- Used to highlight desired text or objects on drawing - the same way you would use a highlighter to mark a piece of paper.
- Click on the *Highlighter* icon and have some fun! Color and thickness can be adjusted in the properties tab.
- From the **Main** toolbar, click **Annotate > Highlighter**.


Cloud icon: 

- The cloud is used to highlight concerns or changes to the drawing.
- Click on *Cloud* icon. Like the polygon tool, use mouse to mark the area of the drawing you intend to show. Click a start point. Move mouse to next point and continue around desired area. Double click to end. When the annotation is completed it gives you a cloud like appearance.

View Toolbar: 



*The View Toolbar includes a Web Tab as well as the Pointer Tool. In addition, the View Toolbar contains tools that can change what you see and how you view a drawing. The options include pan, fit-to-page, zoom, rotate, and split screen.*

Split Screen icon: 

- Allows you to view two different areas on the same drawing, two different drawings, a drawing and a specification page, any document (drawing or spec page) and a web page or two web pages.
-  After selecting split screen, an x appears on the icon. Use this icon to *close split screen* (return to workspace viewing).




Pin icon:  

- The pin icons are located in the upper right-hand of the *Properties section* and the *Markup List section*.
- The Properties section and Markup List are defaulted to the “pinned” position – meaning they are *locked into view*.
- To “unpin” or hide the *Properties section* or *Markup List section* click on the  and move the mouse over the *document (workspace)*. The section will minimize or “hide”.
- To “re-pin” either the Properties section or Markup List, click on the  and move the mouse over workspace. Section will re-pin.

Edit Toolbar: 

*The Edit toolbar provides access to basic editing commands. These options can also be found in the Edit menu on the Main toolbar.*

Snapshot icon: 

- The Snapshot icon allows you to easily specify a region of the visible screen to capture.
- Snapshot allows you to mark an area on a drawing (can have markup on it) for the purpose of taking a “snapshot” and pasting in another application such as Microsoft Word.
- Click on *Snapshot* icon and use mouse to mark area you wish to capture. Left-mouse click and hold as you mark desired area.

**Note: The specified area will not be indicated but WILL be available for pasting or modifying.**

Create Link icon: 

- Create Link essentially enables you to add a link or shortcut to a drawing or specification sheet that connects to a defined location.
- Links can be to another location within the drawing, a Page (multi-page PDF), Website, Plan Room File or local File.

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