

AMEC 2016 – Barb Allen summary/takeaways

Coach Jenn Lee: “Make Great Things Happen”

- In the AM ask yourself – how can I nail the day?
- Be impatient, Be pissed that you haven’t met your goal and figure out where you need to expend more effort in order to meet it!
- Presentation Prep:
 - How do I want my audience to feel @ the end of my presentation?
 - What do I want them to do, or be able to do, with the information I give them?
- You can’t make great things happen if you have fake conversations and communications; you need to be honest to make things happen
- Mary Ann Williamson – Our Greatest Fear
 - “playing small doesn’t change the world”
- They aren’t all going to like you.

Blue Beam Tips & Tricks: (Carol Hagen)

- 2-page handout attached

Construction Contractor’s Cost: (Matt Stevens)

- Construction makes money on cost because revenue is constrained
- Average 15% +/- in bids = 30% range
- 22% ROI is the industry standard
 - Above 30% ROI is best of class
- Only 2 universities teach Labor Management; University of Florida and University of Melbourne Tech
- \$150,000/year per person is Construction Productivity put in place \$ per employee
- Look at costs as operational not financial. Can’t run a construction company if financial is main focus – need to make people happy.

Zap the Gap: (Meagan Johnson)

- On average a “millennial” stays at a job 3 years
- Book to read – Generations Inc.
- Millennial’s feel work should be a hobby they get paid for
- Each generation has generational signposts:
 - Baby Boomers – so many kids at one time they had to share everything – therefore they learned to work in teams – and want to continue to do. They also parent their kids as if the entire household is a team, inviting kids to be a part of making decisions, which is why millennials feel “entitled”
 - Gen Xers – were “latch key kids” – they came home to a list of chores that had to be completed – therefore they have the mentality “tell me what my job is and leave me alone so that I can do it”

- Traditional 1909-1945
 - Complaint from Traditionals – we don't ask their opinion
- Baby Boomers 1946-1964 – Live to Work
 - Biggest misconception is that they don't want technology. They actually want to know how technology will make their life easier.
- Gen X – 1965-1980 – work to live
 - Smallest generation 13% (1 in 6 people)
 - Most independent generation
- Gen Y – 1981-2002
 - 90% have remained close to parents
 - View a corporate lattice vs a corporate ladder
 - Interested in knowing how you feel their performance is today – not annual reviews
 - Training and development are more highly regarded than salary
 - 98% want strong mentors
 - They want to make a difference in the workplace
 - As long as their ideas don't affect cost, quality, safety or service...give them a shot!
 - They don't delineate work/personal

Coping When Life Doesn't Go As Planned: (Courtney Clark)

- Be able to let go of your plan in order to realize a new plan
- Figure out how you deal with change
- Extend your perspective so see things from a different one than your norm
- Book – The Giving Prescription
- Book – The Successful Struggle

NAWIC PR/Marketing: (National Chairs; Lori, Angelina, Jill)

- Media; print, radio, tv
 - Press releases – 1 month before events
 - Follow up afterwards
- Freeconferencecall.com
 - They will be having webinars 1st Thursday of each month (except July and December) at Noon EST, 6:30PM CST
 - Forward the invite to our PR chairs
- Find out why people ARE joining NAWIC
- Send thank you notes from membership chair/pres for new members & renewals – include a calendar when you send
- Issue incentives for early renewals
- Set up a retention committee; chair, board member, members
- Project Accelerate

NAWIC Committee Speed Networking – I was a presenter

NAWIC National WIC Week Presentation – I was a presenter

Midwest Regional meeting: (Vickie Nickel)

- Membership meeting suggestion; guests free first visit – then \$50 if do not become a member
- Make Guest Flags/Tags for guests to wear at membership meetings
- Use an IPAD at meetings for registration
- Membership meetings; summary of actions can be on back of membership meeting agenda
- May 21-23 Forum Black Hills, SD

Bluebeam Tips 60+ in 75 minutes Outline – NAWIC AMEC 2016

Navigation:

1. 8.5X11 using mouse wheel up/down to scroll page (hold CTL to scroll to zoom in/out)
2. vs larger format using mouse wheel up/down to zoom in/out (hold CTL to Scroll) or (SHFT+CTL to scroll Left/right)
3. Alt+ Left Arrow = Previous View
4. Alt+Right Arrow = Next View
5. SHFT+F4 = Collapse Panels (toggles)
6. F11=Full Screen, CTL+Enter=Presentation Mode (ESC to exit Presentation Mode)
7. On Windows Taskbar, SHFT in Revu to start 2nd Session – allows you to drag pages from one doc to another.
8. CTL toggles zoom and scroll
9. Alt+PageUp/Down will close the file and open the next one in a folder – *use for extracted pages!*
10. Right Click on doc tab to close all
11. Right Click and drag to Multi-Select from upper left – selects markups completely inside
12. Right Click and Drag t from upper right – includes partially inside.
13. SHFT+Click on Markups to Multi-select

Toolbars and Panels

1. Thumbnail Panel Detach to float or drag to another monitor
2. Detach Properties and Measurements to 2nd screen then maximize work area (Nav 5 above)
3. Recents: Pinning frequently used files or folders-to organize
4. Pin to a Category (project sheet index) or frequently referenced like specs
5. Pin shortcut
6. Pin a tool to toolbar(yellow push pin)
7. Inverted Triangle (Alphabetized list of open documents)
8. Recents sort by Date, Folder, Most accessed, and Access History (order of open)
9. Right click on File in File Access to copy “path” or Access History
10. Add a blank page (same size) in lower right of panels
11. Add tools to Deskew and Disable Line Weights

Tool Chest & Markups

1. Pin a toolset to a toolbar
2. Double Click a tool (orange box) in a toolbar to reuse
3. Select a Markup (handles showing) + CTL, then drag to copy the markup.
4. Copy Markups (copy to clipboard) go to next page Paste In Place SHFT+CTRL+V
5. Convert to Arc – CTRL+Click on control point (polylines and polygons)
6. Alt+Arc Tool – pick 3 points
7. Add Points SHFT+Click
8. Add Leader SHFT+Click or Right Click on Elbow

9. Leader Lines in 45% angles, hold down SHFT key
10. SHFT+Orange Handlebar to Turn a Markup in 1% increments rather than 15%
11. Ellipse+ALT draw from center
12. Right Click on Tool to change colors with Format Painter
13. Right Click on Markup+Select apply to all pages
14. SHFT+Highlight on non-text to get a Straight Highlight
15. Grouped Markups can be manipulated without ungrouping using ALT
16. SHFT+Ellipse =Circle, SHFT+Rectangle=Square

Measurements & Markups

1. Backspace on Polyline or measurement to delete last point
2. Enter, C or double click to Close/End a Measurement
3. Depth in Properties matches the Unit
4. P-Pen, C-Cloud, H-Highlight, T-Text, A-Arrow, L-Line, R-Rectangle, N-Note, E-Ellipse
5. K-Cloud+, Q-Callout, W-Typewriter
6. Shft+O=Lasso
7. G-Snapshot (options to include markups in snapshots, or only vector content)
8. CTL+ALT+C to Snapshot a whole Page
9. Add a Legend to toolset for fast creation
10. Shft+Click on Callout Elbow to add Leader
11. Alt+Z to clean up text box sizes

Miscellaneous

1. Email Template for Project RFIs to Architect
2. CTRL+A for all (selects all pages with Markups (Print , Email or Export) also on Search Results)
3. Double Click on Status to change status (faster than right click)
4. Click+Drag a .Jpeg from Explorer to Revu Workspace to auto convert
5. In Studio Projects, Right Click on File to Open Project Copy (works even when Offline)
6. Settings|Prefrences|Markup: Copy Selected Text into text markups-Making a Submittal Register List
7. Settings|Document Properties|Setttings Tab|Document Options to Show: Bookmarks+Page, Thumbnail Panel+Page, Layers+Page, Attachments+Page

3D Model Select

1. Alt-Rectangular Selection
2. CTL-Select in Circle
3. CTL+ALT=Select in Cube