

Wall & Web Quick Start Guide

Why Bluescape?

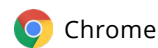
Imagine no longer needing to navigate open tabs of files and documents on your computer to keep up in a meeting. With Bluescape's Digital Visual Container (DVC), all your team's content and communication are brought together in a single view, regardless of device or location

Across the globe or the room, connect with collaborators for quicker decision making. Bluescape's DVC allows teams to create, curate, review, and present various types of content like never before.



What devices are supported?

Bluescape has several software options available through our **Large Format Display (Wall)** and personal devices via the following **supported browsers (Web)**:



Chrome



Edge



Safari



Firefox

Tip: **Google Chrome** is our preferred in-browser experience. **Dell** monitors are our preferred Large Format Display.

Device Type	Operating System	Best Use:
Laptop, PC, Tablet (Web)	Web Browsers: Chrome, Edge, Safari, or Firefox	Creating, Curating, and Administering
Large Format Display	Windows or Linux Controller	Reviewing & Presenting
Mobile* (App)	iOS & Android Mobile App Coming Soon*	Reviewing & Presenting

To learn more about the devices we support or our certified Large Format Displays [contact](#) sales or support for help.

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How do we get started?


The Bluescape Portal provides users access to create, curate, review and present content. It also allows Administrators to manage users at the organizational or workspace level.

Once a Bluescape Administrator invites users to an organization, a link to the sign-up page is sent to their email. In a Chrome web browser, users should click Get Started to complete their sign-up process and log into Bluescape.

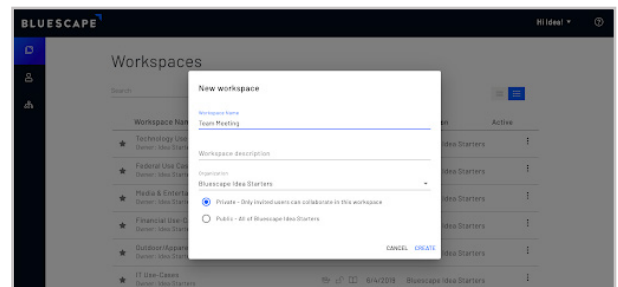
Users can also log in to the portal directly from www.bluescape.com or bookmark the www.portal.bluescape.com shortcut.

Tip: Visit [Bluescape University](#) for interactive On-Demand Courses to get the most out of using Bluescape with your team.

Portal Overview

From the portal, click on the  sign to create a workspace and as a workspace owner, users can set permissions for individuals or for the entire organization.

- Private workspaces may only be seen by the invited user(s)
- Public workspaces allow for everyone in the organization to collaborate based on defaulted permissions



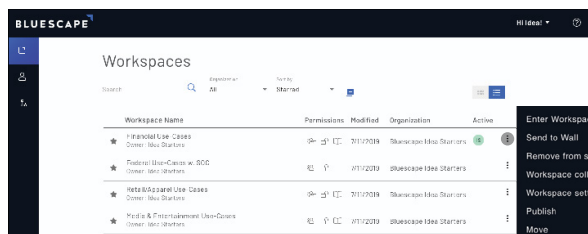
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Portal Views and Advanced Features

To contribute to your team's project or meetings, search workspaces in a list (default) or grid view from the portal.

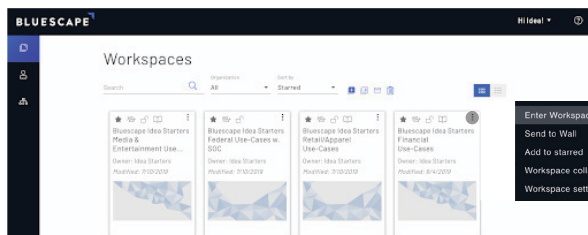
Workspace **advanced features** are found in the context menu (:). See below for available features based on workspace roles. At any time you need help use the:

Context Menu for **Workspace Owners**



- Enter Workspace
- Send to Wall
- Remove from starred
- Workspace collaborators
- Workspace settings
- Publish
- Move
- Duplicate
- Archive

Context Menu for **Workspace Collaborators**

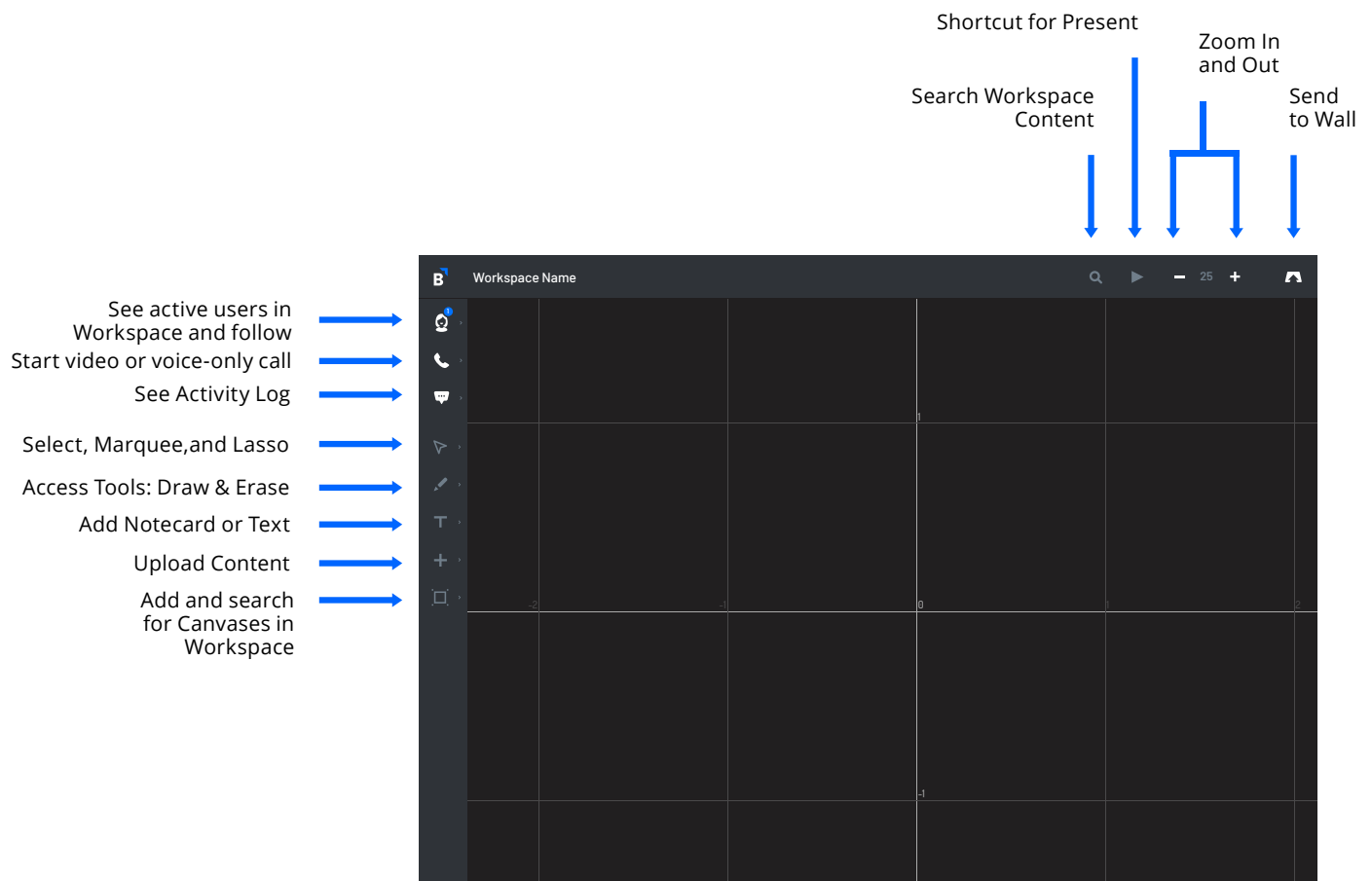


- Enter Workspace
- Send to Wall
- Add to starred
- Workspace collaborators
- Workspace settings

Tip: From the portal, Search for a workspace and before clicking the workspace name to enter, navigate to the active column to see which workspace collaborators are currently present.

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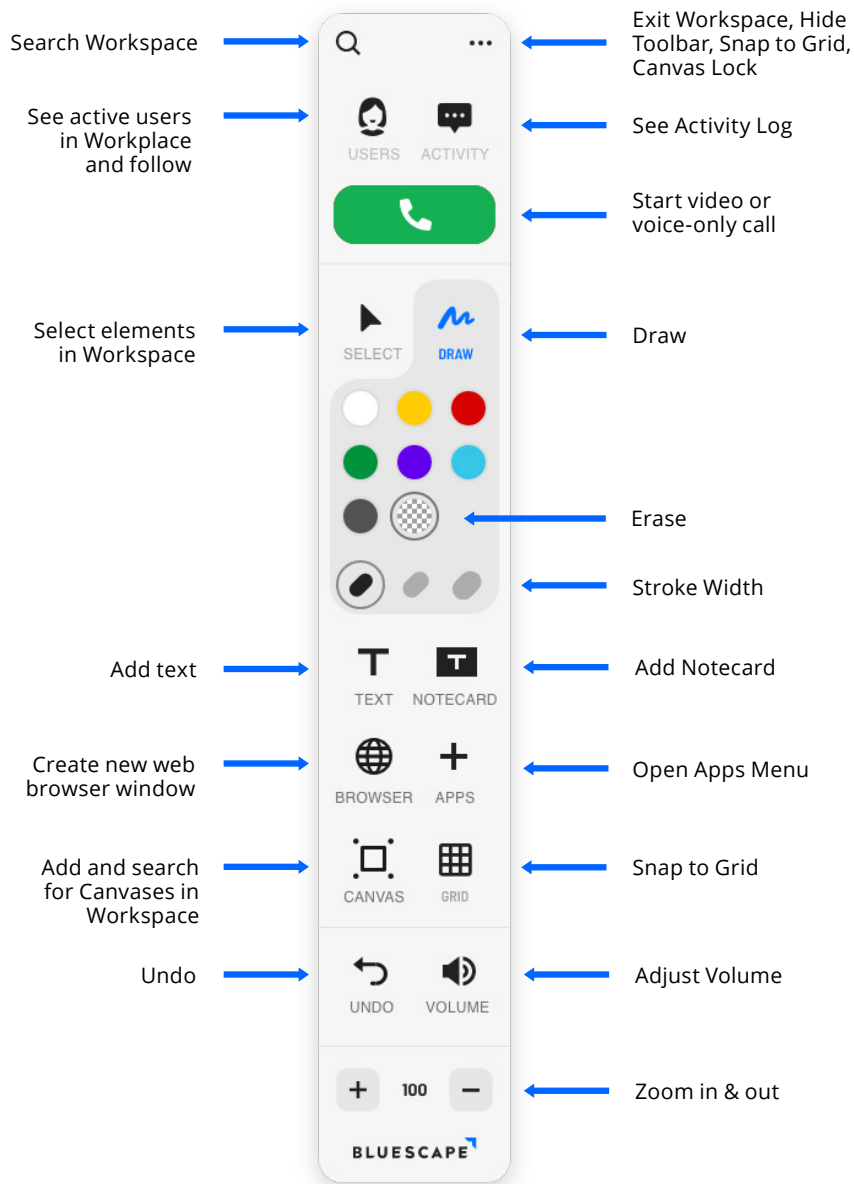
Web Toolbar for Workspaces on Personal Device



Web Toolbar UI

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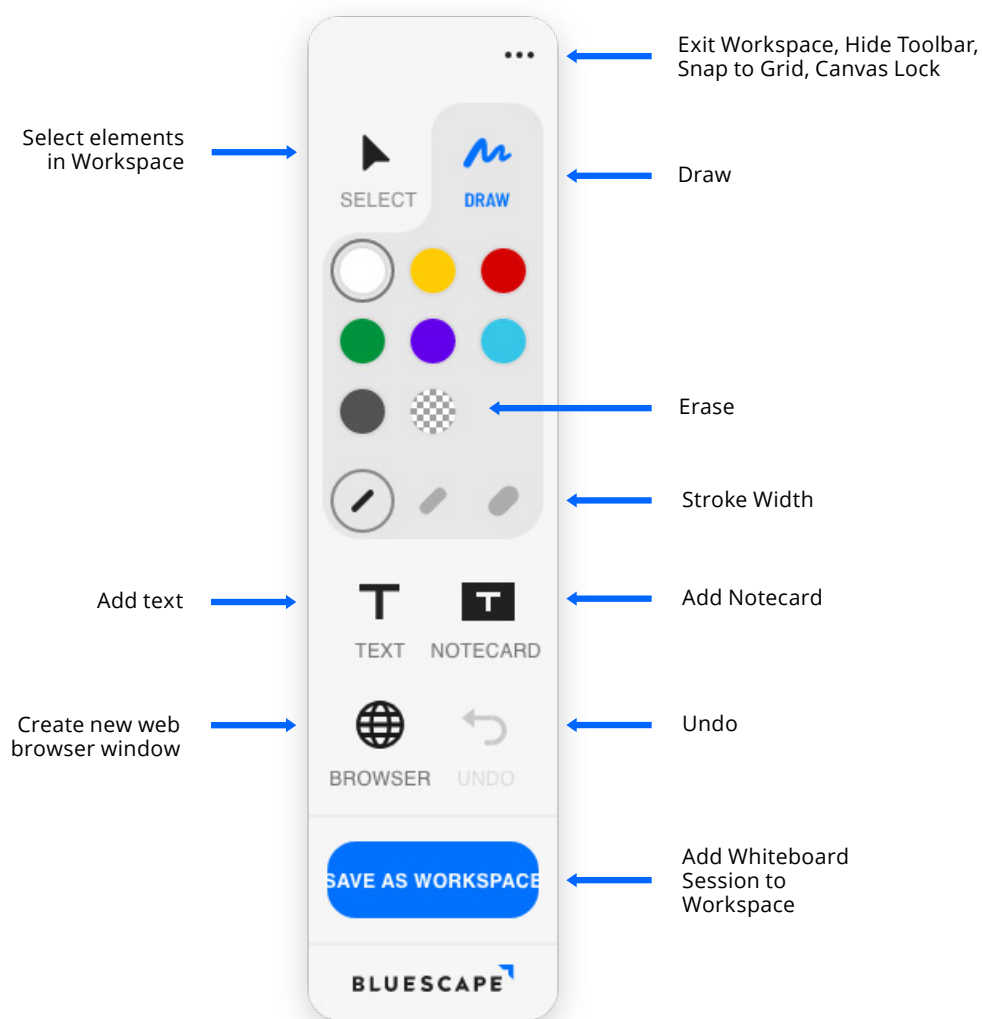
Wall Toolbar for Workspaces on Large Format Display



Wall Toolbar UI

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Wall Toolbar for Whiteboard on Large Format Display



Wall Toolbar UI - Whiteboard

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Collaborator Permissions & Workspace Roles

As a Workspace Owner, you can set default permissions for individuals or public workspaces.

The standard collaborator permissions for the following workspace roles are:

	Owner	Editor+	Editor	Commenter	Viewer
Edit Workspace Settings	✓				
View Workplace Settings	✓	✓	✓	✓	✓
Send to Wall	✓	✓	✓		
View Workspace Collaborators	✓	✓	✓	✓	✓
Manage Workspace	✓				
Edit Workspace Collaborators	✓	✓			
Can Edit Workspace Content	✓	✓	✓		
View Workspace Content	✓	✓	✓	✓	✓
Can Download Workspace Content	✓	✓	✓		
Edit Workspace CAM data	✓				
Duplicate Workspace	✓				
Comment on Workspace Content	✓	✓	✓	✓	

Tip: Collaborate with external people and keep your Bluescape Organization secure with Guest Users. You can only add a Guest User at the workspace level with the highest collaborator permission of Editor.

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Glossary

Archive

Remove a workspace from the portal (recoverable)

Bluescape Portal

Area to manage users and workspaces

Browser

Bluescape runs best on Chrome

Canvas

A bounded collection of Elements, used to organize and navigate the Workspace

Collaborator

Any Bluescape User or Guest

Context Menu

Menu in the upper right of an Element or selected group of Elements which shows available actions

Drag and Drop

Method of adding Elements to the workspace

Delete

Permanently remove a workspace and destroy all related data in that workspace (unrecoverable)

Element

Any digital content such as a GIF, JPG, PDF, PNG, TIFF, Word, or PowerPoint file, websites, Notecards or Mark-Ups added to the workspace

Follow

Feature designed for collaboration that allows users to see and follow another user's view of the workspace

Group Select Shortcut

Hold Shift+Click+Drag on your keyboard

Leader

A user who is showing their view of the workspace

Mark-Up

Any drawing or writing on an Element or on the background in the workspace

Meet

Bluescape's web conferencing solution

Organization

Your company's Bluescape environment

Pin

An action that locks Elements to the background

PIN (Send to wall PIN number)

Unique number used to send a workspace to a Bluescape Wall

Publish

An ability for users to share a public and read-only view of a workspace

Screencasting

The ability for users to share their desktop in the web application or on the Wall

Send to Wall

The ability to project a workspace on the Wall (See Wall definition below)

Text

A virtual sticky note or formatted text

Snapshot

A feature used to capture a picture of an Element in the workspace

Wall

A Large Format Display in various sizes and panel(s) configurations 1x1, 1x3, 3x3 or 3x4

Web Toolbar

Main toolbar in the web application

Workspace

Virtual space used for team collaboration

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Bluescape Support

The [Bluescape Support](#) Site is a library of helpful resources to assist in getting you started with Bluescape. Here you will find how-to videos, knowledge articles, release note, on-demand webinars, and workspace assets.

Bluescape University

[Bluescape University](#) is a great place to learn Bluescape from our product experts.

Check out the video courses [here](#).

About Bluescape

Bluescape is a Digital Visual Container (DVC) designed to help people and enterprises produce great work. A subsidiary of Haworth, Bluescape was conceived in 2010 when Haworth partnered with Obscura Digital to create a new way to interact with large data sets. Today, Bluescape works with some of the most creative enterprises in the world.

[Bluescape.com](#)

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