BLUESCAPE

4 Insider Tips for Using Bluescape

Welcome to Bluescape! Your new Bluescape workspace is the perfect place to visualize and build your next *big thing*.

This guide will show you how to master the Bluescape basics to bring your ideas to life (and don't miss our users' favorite Easter eggs at the end of this article). Let's get started by covering the first four things to try in your new workspace.

1. Find images with Popsync

Create mood boards, spruce up presentations, or map out your content calendar with Popsync, Bluescape's built-in image search feature.

Popsync delivers results from Getty Images, Google, iStock, Unsplash, and more directly within your workspace. Surround yourself with imagery by searching multiple image libraries in one click. But why stop at one? Search to your heart's content! Then, you're free to use the images however you like within your workspace.

HOW TO USE POPSYNC
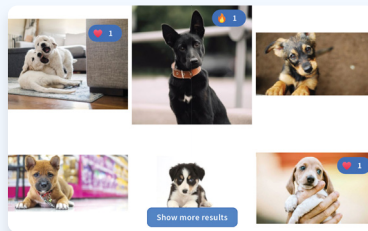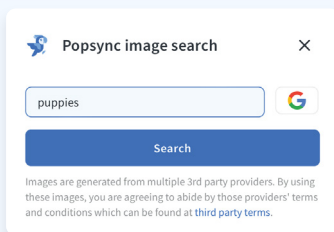
1. Click 🐦 in your toolbar and search for your desired image. You will immediately see results from selected image libraries. Select more libraries by clicking the stack icon.

2. Grab any images you like or use emojis to vote on favorites. Didn't find a winner yet? No biggie, simply click the image canvases for the option to load more results.

3. What you do next is up to you! You can drag images to other parts of your workspace, annotate, resize, download, or invite team members to collaborate with you.

Go ahead, open the Popsync search bar in your workspace, type the first word you think of, and see what happens! We recommend "puppies."

TRY IT NOW IN MY WORKSPACE ⟶

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2. Bring in project materials

Bring project materials into your workspace and never dig through emails or chat threads to find notes, revisions, or reference material again! Add gifs, images, videos, documents, and even live webpages.

Having everything in one shared workspace smooths out all your projects from start to finish.

HOW TO BRING CONTENT INTO YOUR WORKSPACE

- Drag and drop content from your desktop, *or*
- Click the + icon from the toolbar and choose upload source.

Go to your workspace to start bringing it all in. You can also use canvases and templates to organize your content for more streamlined collaboration with your team. Because who said getting organized has to be a drag?

And on that note, we'll move to the next step...

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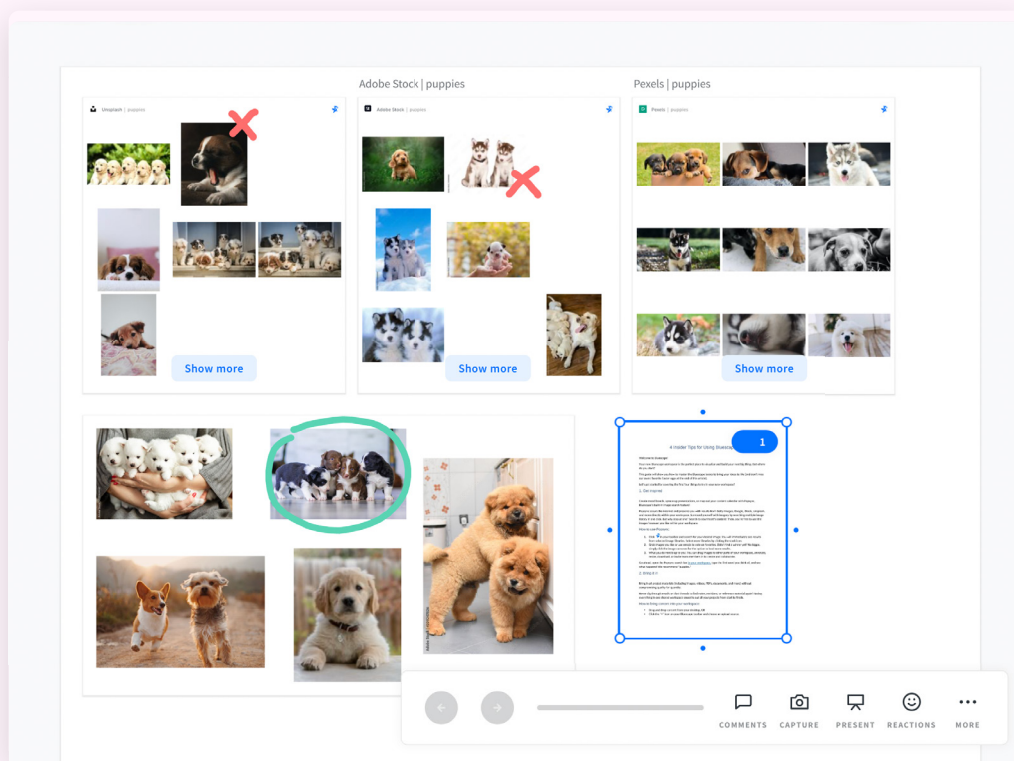
3. Organize your workspace

Canvases are a great way to cluster ideas and assets into organized sections of your workspace. After choosing the right canvas type, drag and drop content into its new home.

A single canvas can contain one or more assets; multiple canvases can be nested or layered within the other. You can also create a visual mind map by adding shapes and connectors to show your ideas as clearly as possible.

HOW TO CREATE A CANVAS

1. Click the ⬚ icon from the toolbar.
2. Select the canvas type you want (whiteboard, rectangle, etc).
3. Drag and drop the canvas where you want it in the workspace.
4. Select the canvas name at the top to rename the canvas.
5. Feeling fancy? Customize each canvas background and border color to find assets more easily.
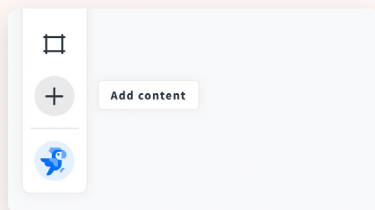
You're on a roll!

You can also choose from hundreds of pre-built, customizable templates to help you organize your work and collaborate more effectively.
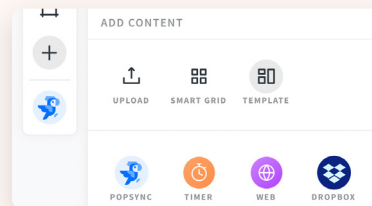
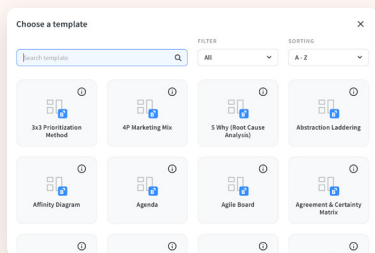**TRY IT NOW IN MY WORKSPACE →**

HOW TO FIND THE RIGHT TEMPLATE

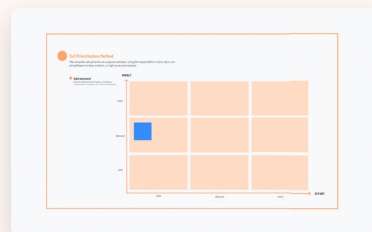**1.** Click the + icon from the toolbar.

2. Select "Template."

3. Choose the template that works for you, or use the search bar to browse.

4. Place the canvas wherever you want in the workspace.

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4. Meet and collaborate

Ideas are better when they're shared. Use Bluescape as a meeting space where you and your colleagues can crowdsource ideas, review assets, and share feedback—live or asynchronously.

MEET LIVE

See the camera icon in the top right of your workspace? Click it to launch a video meeting and get a shareable link to send to anyone you want to brainstorm, chat, or iterate with. You can also start a meeting from Bluescape Home.


HOW TO START A MEETING FROM BLUESCAPE HOME

1. Click [New Meeting] in the top left of the home screen. If you can't see the button, click the hamburger menu to show more options.

2. Choose the workspace you want to meet in. To meet in a new workspace, choose Blank Workspace.

3. Copy and share the meeting info by clicking [ ] .

Pro tip

Did you know you can personalize your meeting room link? It's like a Twitter handle for meetings. From Bluescape Home, click your profile in the top right and create your personal meeting room URL.

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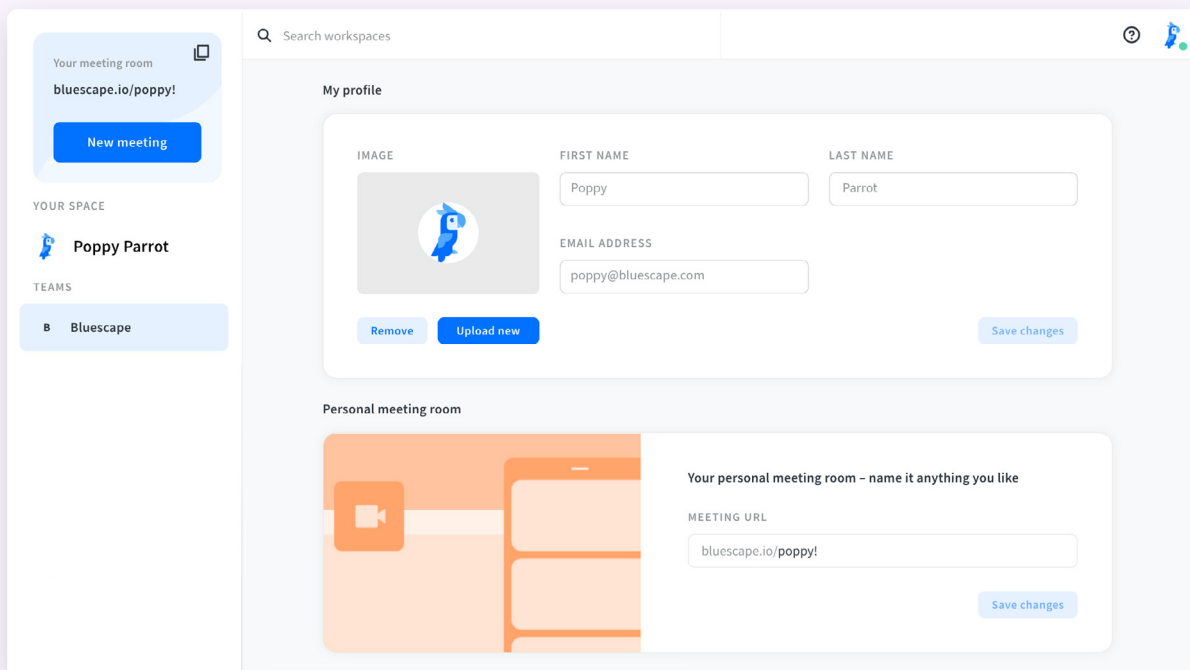
INVITE OTHERS TO YOUR WORKSPACE

Want to skip the meeting? Invite people to your workspace so they can leave sticky notes, mark up assets, and add new ideas on their own time. You can also set permissions to manage who can edit or download assets from the workspace.

HOW TO SHARE YOUR WORKSPACE

1. From your Bluescape workspace, click 🙁 Share in the top right.

2. Copy the workspace link or invite people via email. If they're already using Bluescape, you can also invite them by searching their name.

It's that easy!

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BONUS: BLUESCAPE EASTER EGGS

Now that you know the basics, level up your Bluescape skills with these pro tips:

Lead and follow: Use the mighty "Lead" button to keep everyone focused on the same area of the workspace during presentations and meetings.

Video sync and frame editing: Follow the leader to watch videos at the same time as your team. You can even mark up or comment on individual frames to streamline creative reviews.

Pin content: Simply click a canvas or asset and select "Pin" to keep your work exactly where you want it.

Extract pages and slides: Click a document, deck, or PDF and select "Extract" to separate pages for a holistic view of your project assets.

Slack integration: Automatically post comments made in a workspace to a particular Slack channel by connecting Bluescape to Slack.

No project is too big or too small! Bluescape has everything you need to turn your ideas into reality.

Need help?

To get support from the Bluescape team and your fellow Bluescapers, join the **Bluescape Community**. Discover more pro tips and see how other users are creating the workspace of their dreams. What are you waiting for?

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