
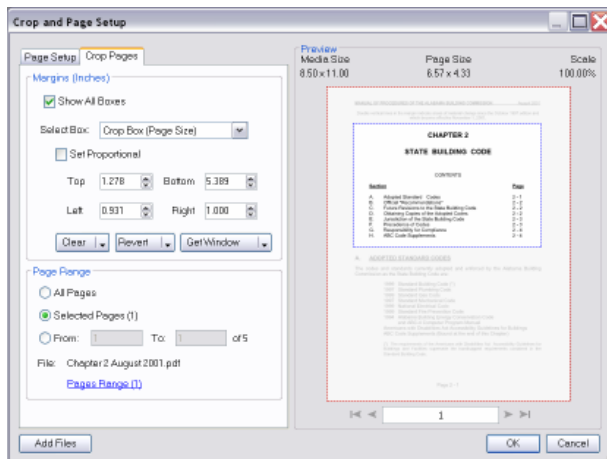


## Revu Tutorial: Cropping PDF Pages

Bluebeam PDF Revu includes a cropping tool that allows you to remove unwanted parts of a PDF page. Using the *Crop Pages* feature will modify the PDF file, therefore it is recommended that you make a copy of the PDF before proceeding.

### To Crop a Region of the PDF

To begin, select the *Document/Crop Pages* menu. Next, press the *Get Window* button and select the crop area on the PDF page. You can also press the Crop Pages  icon on the toolbar, which will automatically change your cursor function so you can select the area to crop. Once you have selected the region to crop, the *Crop and Page Setup* menu displays.



You can reselect the crop region by pressing the *Get Window* button again or fine tune the selection by adjusting the *Top*, *Bottom*, *Left* & *Right* margin settings. To complete the operation press *OK*. The PDF page now displays only the cropped region. To undo the crop, press *Ctrl+Z*.

### Resizing the Crop Region

When cropping a region of a page, the PDF page will shrink to the size of the crop region. Once the region has been cropped, the new page size is defined under the *Page Size* label. Follow these steps to resize the cropped region to a fixed page size:

- Select the crop window using one of the two methods explained above.
- Select the *Page Setup* Tab.
- Choose the Size of the Page in the *Media Size* box.
- To make the crop region fill the entire page, Press the *Fit to Media* button and *OK*.