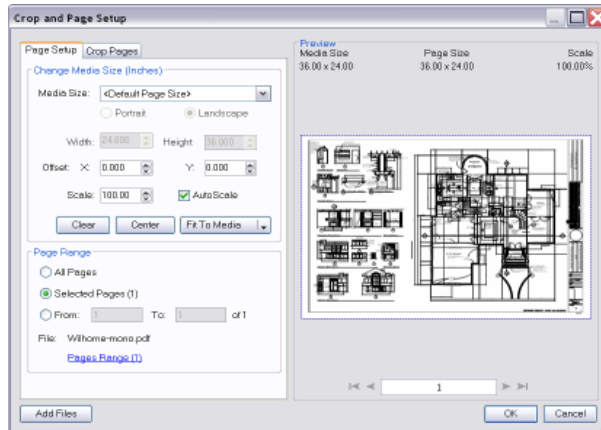


Revu Tutorial: Resizing PDF Pages

Bluebeam PDF Revu includes a *Page Setup* feature that allows you to resize pages in a PDF file. This tool can be used to add borders to PDFs for binding purposes or to scale drawings to half size. Using the Page Setup feature will modify the PDF file, therefore it is recommended that you make a copy of the PDF before proceeding.

Resizing the PDF

In this example a 24" x 36" PDF is being reduced to 11" x 17". To begin, select the *Document/Page Setup* menu. A preview of the drawing will display on the right-hand side of the dialog. Notice that the Media Size and Page Size show 36.00 x 24.00.



Change the media size to 11x17 by choosing the page size in the *Media Size* dropdown box. Press the *Fit to Media* button to shrink the drawing to the new page size. Press *OK* to complete the operation. To undo the operation, press *Ctrl+Z*.

Adding a White Border for Binding

In this example a two inch border is added to the left side of the page for binding. Starting with a 24" x 36" page will result in a 38" x 24" PDF aligned to the right side of the PDF. The scale remains at 100%.

- Select the *Document/Page Setup* menu to display the *Crop and Page Setup* dialog.
- In the *Media Size* dropdown, select the page size, in this case *BIND_ARCH_D_(24_x_38_Inches)*.
- Select *Align Right* by clicking the down arrow on the *Fit to Media* button. The preview will update.
- Press *OK* to complete the operation.

