

# Revu Tutorial: PDF Packages

PDF Packages enable you to organize project files and folders in a simple way in order to easily share them electronically. Any type of file can be wrapped into a PDF Package to deliver to clients or colleagues, then opened in its native format by the recipient. This tutorial will explain how to create and modify PDF Packages.

Begin by creating a new PDF Package. Go to *File/Create PDF/PDF Package*. Next, modify the PDF Package by adding files and folders. There are a few ways to do this. You can use the links located in the PDF Package, the toolbar buttons located at the bottom of the Revu interface or you can right-click on the PDF Package and select from the context menu.



**Home** – Links you to the home page of the PDF Package

**Smaller Preview** – Reduces the size of the preview thumbnails

**Larger Preview** – Increases the size of the preview thumbnails

**Open** – Launches the file in its native application (PDF files will open in Revu, all other files will launch in the default application that is set on your computer)

**Save File As** – Saves the PDF Package to a designated location

**Add File** – Adds new files to the PDF Package

**Add Existing Folder** – Adds an existing file folder from your hard drive or network drive to the PDF Package

**Add New Folder** – Adds a new file folder to the PDF Package

**Delete** – Removes a file or folder from the PDF Package

Once the files and folders have been added, they will appear in the PDF Package list as shown on the next page of this tutorial. You can see that this PDF Package contains various types of files, PDF, JPG, XLS and so on, as well as the associated file data such as size and modified date/time. The PDF Package is interactive and can be sorted by clicking on the File name, Description, Size or Modified headings.



## PDF Package

File Name : Bluebeam.pdf  
Author : shaynes  
Created : 2/23/2009 7:17 PM

Open All
 Add Files
 Add Folder
 New Folder

Home

	File Name	Description	Size	Modified
	Expenses			2/24/2009 5:58 AM
	4381e5c570ca5.jpg		70 KB	11/26/2005 9:50 AM
	A23-revu-2.pdf		1.20 MB	11/26/2005 8:58 AM
	arupbim.pdf		6.89 MB	11/26/2005 9:19 AM
	des-theatre.pdf		1.00 MB	8/22/2002 7:53 AM
	Revu Printjob.pdf		1.26 MB	11/26/2005 8:58 AM
	SI log.xls		44 KB	8/22/2003 5:56 PM

The Open All link will launch all of the files included in the PDF Package in their native application – PDF files will open in Revu, XLS files will open in Excel, DWG files will open in AutoCAD, etc. *Note: if the PDF Package contains folders, all files present in those folders will open with the Open All feature.*

You will also notice that this PDF Package includes a file folder. Double-click on the folder to navigate through its contents and subfolders. Click the **Home** link to return to the main list.

