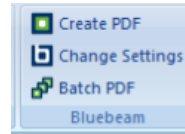
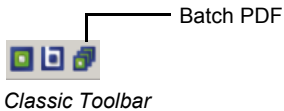


Revu Tutorial: Batch Creation

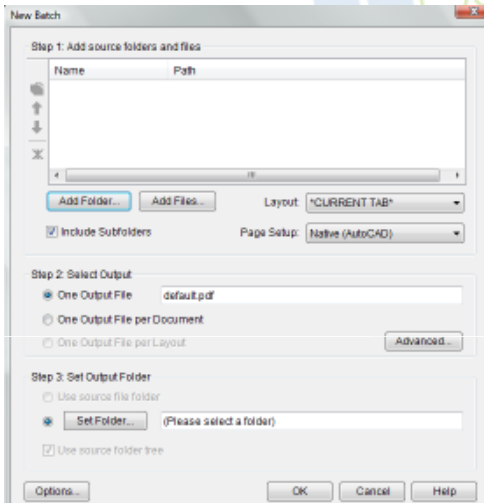
Bluebeam PDF Revu's plug-in for Microsoft Office, AutoCAD and SolidWorks applications allows you to batch create PDFs by setting up an automated conversion of specified documents within that particular application.

Note: Depending on the version of your application, the Batch PDF button will appear in one of the following ways on the toolbar.



Batch PDF

To create a batch, click the **Batch PDF** button. A dialog will open, allowing you to start a new batch or open an existing saved batch. By selecting **New Batch**, the batch wizard will take you through 3 easy steps to customize your batch.



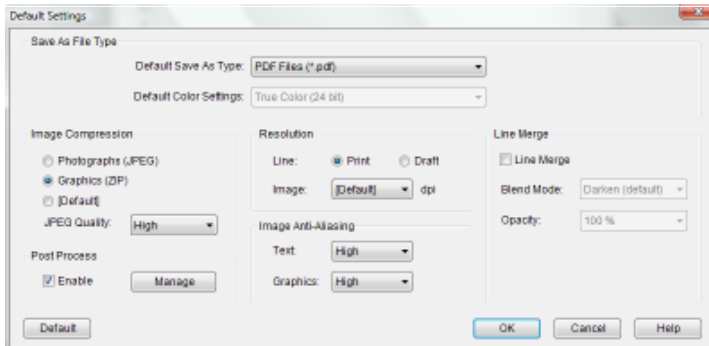
Step 1: Add source folders or files by clicking the corresponding button. Check the **Include Subfolders** box to include files in subfolders. Specify your Layout and Page Setup options, by clicking on either drop down menu.


Step 2: Select Output by choosing to output all files as one multi-page PDF, or output one PDF per document. If you choose to output all files as one PDF, don't forget to name your PDF in the text field. In AutoCAD you have the option of choosing one PDF per layout and in PowerPoint you can choose one output file per slide.

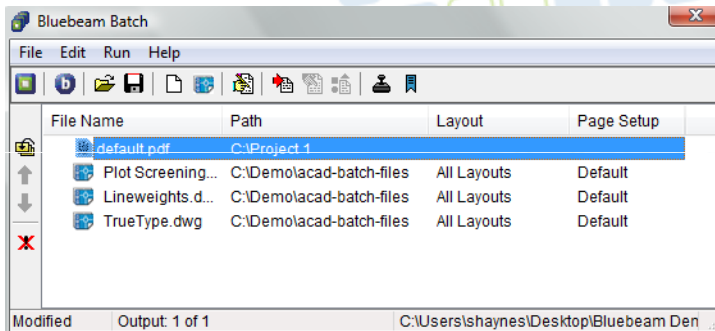
Step 3: Set Output Folder determines where the PDFs from your batch will be saved once created. You can save the PDFs in the source file folder or select a new location by clicking the **Set Folder** button.

Advanced Options

In the New Batch dialog you will see the Advanced button. By clicking the Advanced button, a dialog will appear that gives you more options for customizing your batch. Here you have the option to convert the native batch files to other file types such as Jpeg, Bmp, Gif and more. You can also control the image compressions, resolution, line merge (in AutoCAD) and other advanced image settings.



Once you finish customizing your batch, Revu allows you to organize the batch list before the batch is processed. In the Bluebeam Batch dialog you have options to reorder files, add or delete files, apply stamps to the PDF, create bookmarks in the PDF and save your batch for future printing. Once you are ready to begin the batch, click the **Batch Convert** button .



Note: If you right-click on the Page Setup column, you can select to change the setting for that particular document.