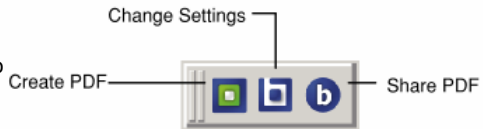


# Revu Tutorial: Creating and Combining PDFs

Bluebeam PDF Revu offers the flexibility of four different options for creating PDF files, as well as an option for combining existing PDF files. This allows you to choose which option works best for you. Here is an overview of creating PDFs from MS Office, AutoCAD and SolidWorks, and other Windows applications.

## Creating PDFs from MS Office

*Bluebeam PDF Revu* includes plug-ins that add buttons to the toolbars of Microsoft Word, Excel and PowerPoint so you can create a PDF with the click of a button from these applications.



The MS Office plug-in is included in Bluebeam PDF Revu Standard Edition and CAD Edition.

## Creating PDFs from AutoCAD and SolidWorks

*Bluebeam PDF Revu CAD Edition* also includes plug-ins for AutoCAD and SolidWorks users.



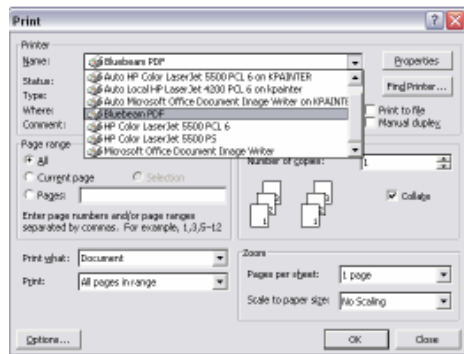
The AutoCAD and SolidWorks plug-ins provide extra functionality including one-button PDFs, custom PDFs, batch conversion and more. It is recommended that AutoCAD and SolidWorks users create PDFs using the CAD Edition plug-ins rather than within the Revu interface. Please see the User Guide for a complete overview of the AutoCAD and SolidWorks plug-ins.

*Note: Users that operate CAD software other than AutoCAD and SolidWorks should use the Standard Edition and convert drawings with the Bluebeam PDF Printer.*

## Creating PDFs from other Windows or CAD files

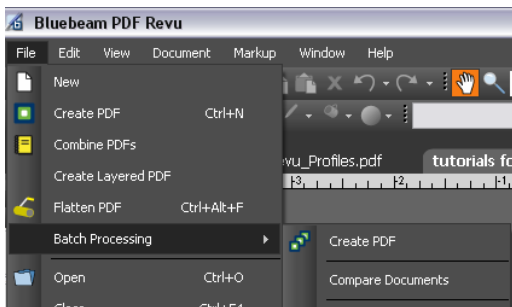
The *Bluebeam PDF* printer is installed as a Windows printer device and appears as an option in your printer list. Open your native file in its application, go to File/Print and select the Bluebeam PDF printer from your Windows printer list to convert your file. The Bluebeam PDF printer converts Windows files to PDF or any of the 9 other file formats Bluebeam supports (tiff, jpeg, gif, etc.).

The Bluebeam PDF printer is included with Bluebeam PDF Revu Standard Edition and CAD Edition.



## Creating PDFs from within Bluebeam PDF Revu

The Bluebeam PDF Revu interface offers a few options for creating and combining PDF files.



From the File menu select:

**Create PDF** – To create a single PDF file from a single native document.

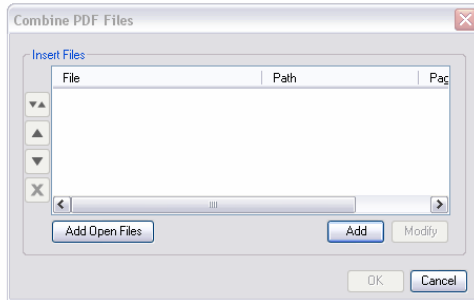
**Combine PDFs** – To create a single, multi-page PDF from multiple PDF files.

**Batch Processing** – To create PDFs from several native documents in batch mode or to add Headers and Footers to a batch of PDF files (see Tutorial on Headers and Footers)

*Note: Creating PDFs from within the Bluebeam PDF Revu interface is recommended for MS Office and general Windows files only.*

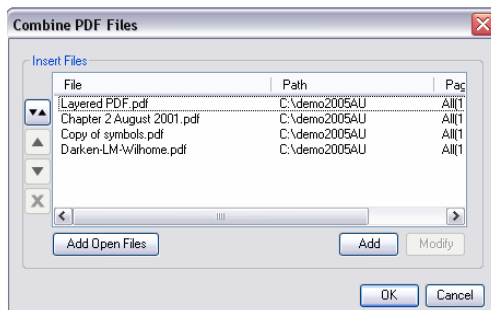
## Combining PDF Files

To combine existing PDFs within Revu, go to the File menu and select *Combine PDFs*. The Combine PDF Files dialog box will open, prompting you to select the PDF files you wish to combine.



You have the option of either combining PDF files already open within Revu by clicking Add Open Files or selecting from files saved on your network or computer by clicking Add.

Once you've selected your files they will be displayed in the dialog box. You can sort, re-order or remove specific files from within the dialog box using the buttons on the left side.



After you've organized your selected files, click OK and a new, combined PDF file will open in Revu. To save this new file select *File/Save As* and name your new file.