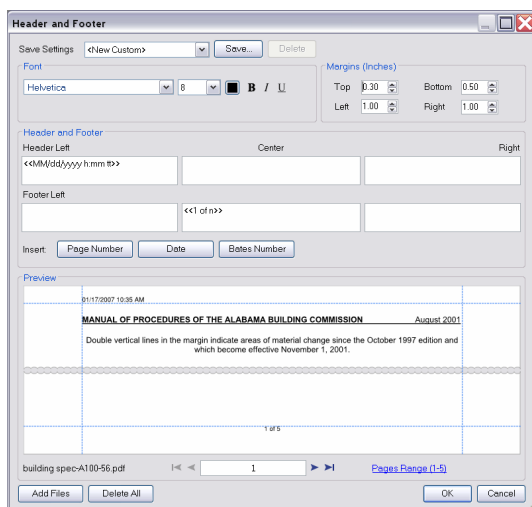


## Headers and Footers

Revu can add custom Headers and Footers to one or more PDFs. Go to menu Document/Headers and Footers or select File/Batch Processing/Headers and Footers when working with multiple files. Once the appropriate files have been selected the Headers and Footers dialog will display.

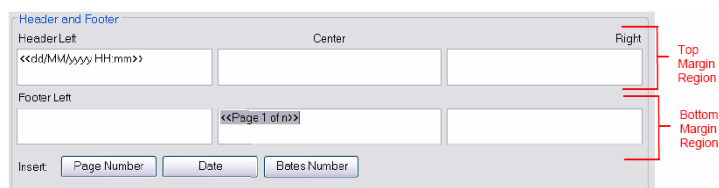


Define the appearance of the text by selecting the Font properties.

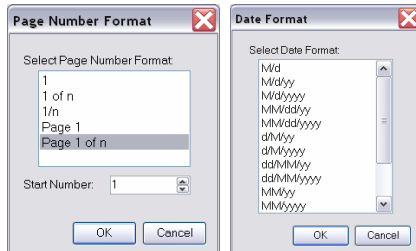
Adjust the Margins by changing values in the margin box. Margin settings are visible in the Preview window as dashed blue lines and update dynamically when changes are made.

Use the navigation controls under the Preview window to page through the document(s) to ensure header/footer text does not overwrite content on the PDF pages.

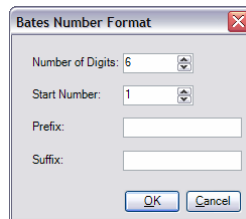
Header/Footer data can be added to six regions on a document. This text can include custom text or auto-generated based on system settings (Page Number, Date, Bates Number).



**Page Number and Date** - a number of formats are available for auto-generating page numbers and dates. Simply select the format and click OK.

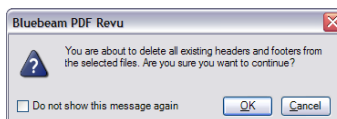


**Bates Number** – A third auto-generated text option is a Bates Number. This numbering format allows you to create a number that contains a Prefix, Suffix, and fixed number of digits (inserts preceding zeros). The number will apply to all pages and files in the set.



**Save Settings** - If you regularly apply the same headers and footers to documents, press the Save button at the top of the Header and Footer dialog, enter a setting name, click OK. You can save multiple settings or reuse a previously saved setting drop-down list.

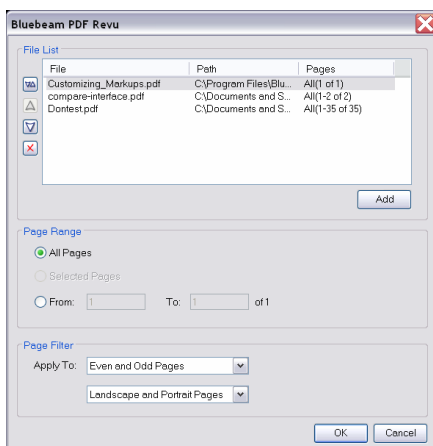
**Delete All** – if you wish to remove Headers and Footers from the active file or a set of files, click the Delete All button. A warning will appear; if you wish to continue, click OK.



**Add Files** – If you wish to apply Headers and Footers to multiple files, click the Add Files button. A File Open dialog will appear; select the additional files.

## Batch Processing Headers and Footers

Go to File/Batch Processing/Headers & Footers. A file Open dialog will appear. Select the files for Headers and Footers. For each file in the list, Select the Page Range or keep the default option of applying to all pages. Use the Page Filter to limit where Headers and Footers are placed.



The Header and Footer dialog will open and include the files selected for the batch. Use the navigation controls beneath the preview window to page through the documents and verify your placement.

**Note:** It is possible to add Headers and Footers to files that are not open in Revu using the Batch Processing or Add Files functionality. If files are not open, a warning will appear prior to saving as adding a header or footer will overwrite the file. If the PDF file is open in a session of Revu, it will appear modified, but changes will not be saved until you elect to do so.