# Revu Tutorial: Bluebeam Stapler

The Bluebeam Stapler is used to bind multiple files (MS Office docs, Windows files, images, etc.) into a multi-page PDF document or convert a batch of files into individual PDF files. Stapler will also convert files to nine other file types including TIF, JPEG, and BMP.

Access the Bluebeam Stapler by going to Windows Start/All Programs/Bluebeam Software or by double clicking the Stapler shortcut on your desktop.

Click *Start Wizard* to be guided through the process of configuring a set of conversions – called a "Job". You can also bypass the wizard by clicking *Add Files* or simply dragging and dropping files onto the Stapler interface.
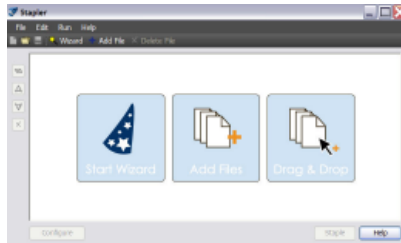
Using the Stapler Wizard
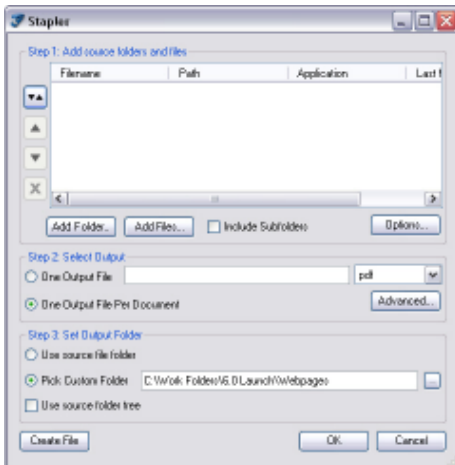
Step 1 – In the Stapler dialog, click either the *Add Folder* or *Add Files* button to select the source files to convert.

Note: By checking the Include Subfolders checkbox, any files found in subfolders will be included.

Use the arrow buttons on the left to reorder the files. Use the "x" button to remove a file from the list.

Step 2 – Select One Output File and enter the output filename if all files are being combined into one PDF. Select One Output File Per Document for converting a batch to individual PDF files.

Step 3 – Set the output folder where the newly created file(s) will be saved. Click OK.

Once the wizard has completed, the main Stapler interface will be displayed with the files added. Click Staple to begin converting the files.

Convert Multiple Jobs at Once

With the Bluebeam Stapler, you can configure sets of files differently, and convert multiple jobs at once.

The image below shows how jobs appear in the Bluebeam Stapler. To add a new file and create a new Job, click the *Add File* button. To add a new file into an existing Job, select the Job Name then click the *Add File* button. You can also right click on a Job Name to adjust conversion settings.