Insert Blank Page...
Insert Pages...
Extract Pages...
Replace Pages...
Delete Pages...
Rotate Pages...
Print Pages...
Reduce Page Thumbnails
Enlarge Page Thumbnails

Once a thumbnail page or group of thumbnails is selected, click the right mouse button to display the context menu of assembly options. The commands available from this menu are describe below.

Insert Blank Page - insert a new page in the PDF at a specified location. Choose the **Page Size** from the drop down list or enter specific values in the **Width** and **Inches** boxes for a custom page size. Set the orientation by selecting **Portrait** or **Landscape**. Users may choose between a Blank page, Notebook Paper page, or a Grid page.

Select the insertion point either **Before** or **After** either the **First**, **Last,** or a specific page in the current document. Once the page has been added annotations can be added to the blank PDF.
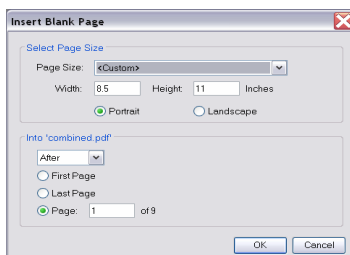
Insert Pages - pull pages from one or more pre-existing PDFs and insert them into the currently active PDF. Select this command to display the file selection dialog. Choose a file(s). Once the files are chosen the **Insert Pages** dialog is displayed.
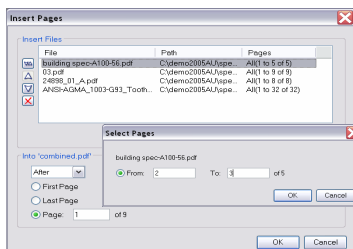
By default all pages of a particular file will be chosen. If you wish to include only a subset of the PDF, press the **Modify** button to display the **Select Pages** menu. Enter the pages in the **From/To**

text boxes. Only these pages will be inserted from the source document.

Complete the operation by choosing the location in the current document to insert the new pages. You can set this by choosing before or after the **First**, **Last** or specific **Page** number.

You may also insert pages from Windows Explorer by dragging one or more PDFs into the thumbnail window. Once the PDFs have been dragged into the thumbnail area, the **Insert Pages** dialog will be displayed.

Extract Pages - individual or a range of pages can be removed from the current document and placed into a separate file or group of files.

Select which pages to remove by choosing either the **Selected Pages** or the **From/To** option. If multiple thumbnails have been selected, the selected page numbers will appear to the right of the *Selected Pages* label.
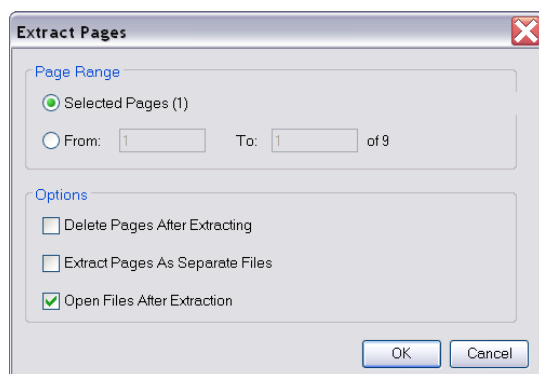

Check **Delete Pages After Extracting** checkbox to remove the pages from the current PDF once removed.

Check **Extract Pages As Separate Files** to make a PDF of each page extracted from the currently active PDF (unchecked, all selected pages will be placed in a single PDF file).

Check **Open Files After Extraction** to open the newly created PDF(s) in the current session of Revu.

Replace Pages - use this command to replace specific pages of the currently active document with pages from another PDF.

With a page or range of pages selected in the Thumbnails tab, the **Replace Pages** command first displays a file open dialog. Select a new PDF file that contains the pages you wish to insert in the current PDF. Click **Open**.
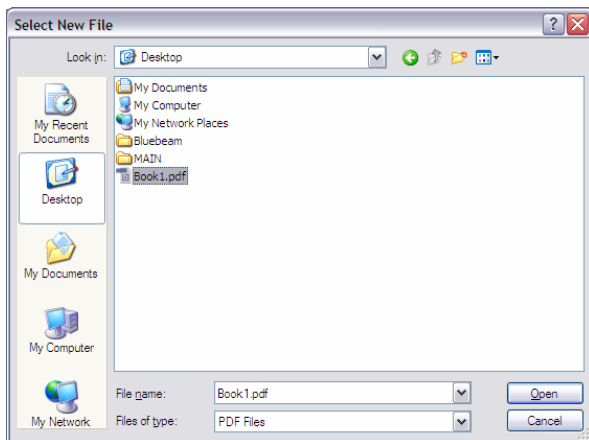
The **Replace Pages** dialog will appear. The **Current** section shows what pages will be removed. The **New** section shows what pages will be inserted. Click **OK** to replace pages.
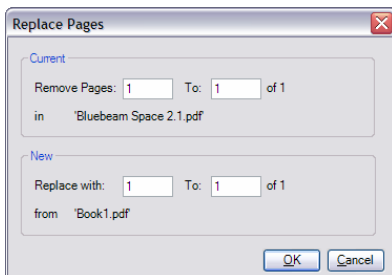
Delete Pages - removes selected pages or a page range from the currently active document. The selected pages are the default option. To define a specific range of pages, select the **From/To** option and enter the page range in the appropriate text boxes.
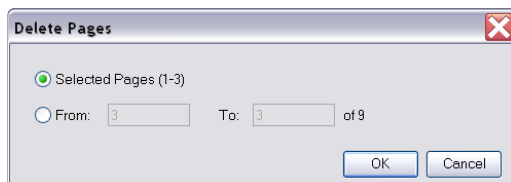
Rotate Pages - use this command to rotate a single page or a selection of pages within the currently active document. Choose the rotation **Direction** in the dropdown.

Next, choose the page range to apply the rotation. Select **All Pages**, the currently **Selected Pages**, or enter a page range.
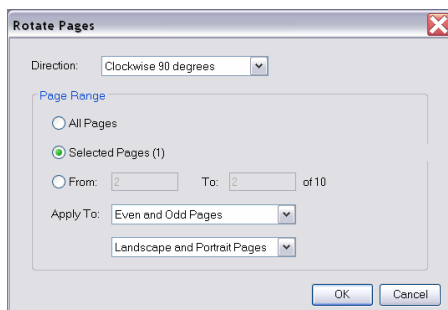
Complete the operation by choosing desired preferences from the **Apply To** drop down selections. You may distinguish between rotating Even and/or Odd pages as well as by Landscape or Portrait orientation of the PDF pages.

Print Pages - to print the selected pages in the Thumbnails panel, choose **Print Pages.** The Print dialog will launch. Click OK to print.