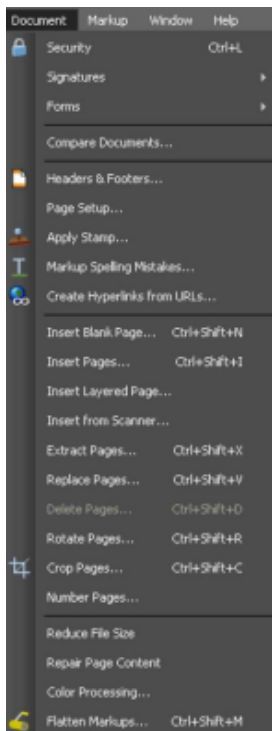



Revu Tutorial: Editing Pages in the PDF

Bluebeam PDF Revu offers many PDF page editing features that allow users to insert, extract, replace, delete, crop and rotate pages. These editing options make it easy to customize existing PDF files. To begin, open a PDF that you would like to edit and go to the Document menu.



Insert Pages

You have the option of inserting blank pages or pages from other PDF files into your open PDF. Blank pages can be set to any custom page size and style including plain, notebook or grid. Insert Layered Page allows you to create a layered page from multiple PDF documents and insert that new layered page into your open document. Layers can be turned on and off by clicking the eyeball under the layers icon . You can also insert pages directly from a scanner.

Extract Pages

With Extract Pages you can copy pages from the open PDF and save them in a new PDF, or you can remove pages from the PDF and save them in a new PDF file.

Replace Pages

Replace Pages will remove any number of pages in the open PDF and replace that set of pages with pages from a different PDF file. *Note: Replaced pages do not have to be one to one, you can replace 5 pages with 1 page.*

Delete Pages

You can delete pages in the open PDF file from the Document menu or by clicking on a thumbnail and pressing the **Delete** key.

Rotate Pages

You can select a single page or range of pages in the open PDF to rotate in 90 degree increments. Rotate Pages also allows you to select all odd or even pages in a PDF to rotate. *File/Batch Processing* gives you the option to rotate pages of multiple PDFs at one time.

Crop Pages

Crop Pages allows you to remove parts of a PDF page by selecting only a portion of the page to remain. The remaining portion can then be resized to a fixed page size.

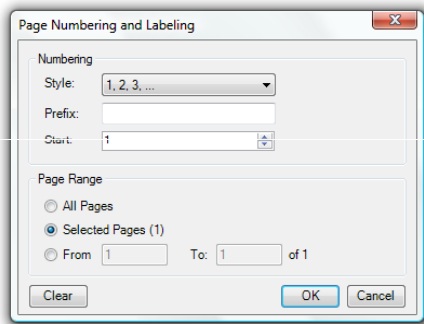
Copy Pages

Copy Pages allows you to copy and paste duplicate PDF pages. From the Thumbnails tab select the PDF page or pages to copy, right-click and select **Copy Pages**. To paste, select the location in the current document or any other PDF document to paste the pages, right-click and select **Paste Pages**.

PDF page editing can also be performed through the Thumbnails tab. Simply right-click on a thumbnail and select the page operation from the context menu. By default, the Thumbnails tab is located in the left panel. You can also go to *View/Tabs/Thumbnails* or press "Alt + T" to toggle the Thumbnails tab on and off.

Thumbnail Labels

Revu gives you the option of customizing the Thumbnail page labels. Right-click on a thumbnail and select **Number Pages** to create your label. Choose the style of label from the drop down menu, create a Prefix to go before each page label and select your page range.

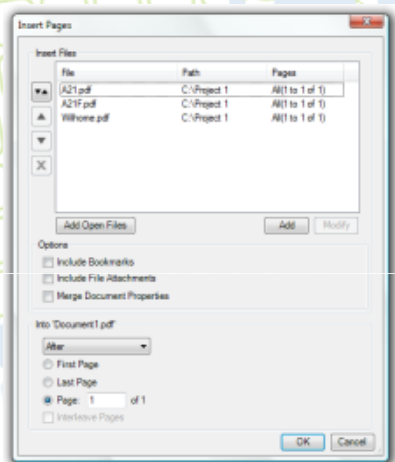


Example: Inserting a page into your PDF

Here is an example of editing your PDF to insert a page from another file.

- 1) Open the PDF file in Revu.
- 2) From the Document menu select **Insert Pages**.
- 3) The Insert Pages dialog will appear. Click **Add** to select the PDF file(s) that contain the page(s) you want to insert. Click **Open**.
- 4) Select the pages in the files to insert into your PDF and designate where to insert them.

The Insert Pages dialog allows you to select any page from the selected PDF file to insert into your open PDF. Highlight the file name and click **Modify** to choose the pages. You can also reorder the pages using the arrows on the left. Next select whether or not you want to include bookmarks, file attachments, or document properties in your pages, and where to place them. Options include before/after the first page, before/after the last page or before/after a particular page in the PDF file.



- 5) When finished making your selections, click **OK** to insert the pages.