Revu Tutorial: Scan to PDF

Revu includes a quick and simple way to create PDF files of images directly from your scanner or camera. Scan to PDF functionality reduces the number of steps needed to convert paper documents or digital camera images to PDF for electronic markup and sharing.

To begin, make sure your scanner or camera is connected to your computer and turned on. Go to *File/Create PDF/ From Scanner or Camera*. A wizard will take you through the simple process of completing the scan.

A window will appear asking you to select your scanner or camera. Click on the proper device, then click **OK**.

Next, the window to the left will appear asking you for your scanning options. Make your selection, then click **Scan**.

The scanner will scan the paper image and automatically convert it to PDF. Once the PDF file is generated, it will open in Revu.

Select the link named **Adjust the quality of the scanned picture** for additional control over the resulting PDF. Here you can adjust the Brightness and Contrast as well as the Resolution in dots per inch (DPI).

Using OCR

If you are using Bluebeam PDF Revu eXtreme™, you will be prompted to run the OCR engine once your document is scanned. OCR enables your document text to be searchable, and you can add helpful functionality like adding a hyperlink or markup.