
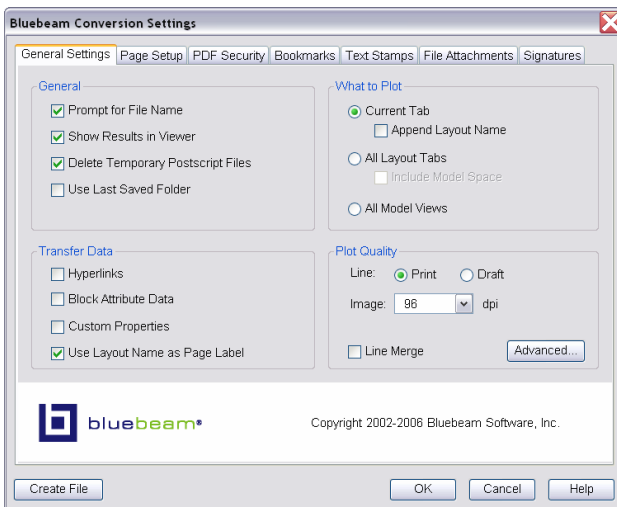


General Settings

There are two tabs for changing the PDF settings in applications (AutoCAD, Office, and SolidWorks) in which Bluebeam integrates – **General Settings and Page Setup**. Dialogs appear slightly different in each application in which Bluebeam PDF Revu integrates.

General Settings - The menu can be accessed by clicking the  button from the toolbar, or by selecting **Change Conversion Settings** on the **Bluebeam** menu.



The *General Settings* tab allows you to set basic creation features globally. These features include:

1. Transfer hyperlinks (from the CAD drawing) and file properties data (which are text searchable).
2. Set the print quality - from 72 to 1200 dpi, manage image anti-aliasing, compression, and line merge blend and opacity.
3. Designate what to print - current layout tab/sheet, all layout tabs/sheets, or all model views (AutoCAD only).

Note: General Settings apply to all files created with PDF Revu. Click **Advanced** to set the default conversion settings for **Save As** File Type, Image Compression, Resolution, Image Anti-Aliasing, and Line Merge. Also, from the General Settings tab within the **MS Office** products, **Bookmark** features can be enabled.



Reference for General Settings

Prompt for Filename: Select if you wish to display the **Save As** dialog box to enter a file name and location. If unchecked, the name will default to the current file name and the file will be saved in the source directory.

Show Results in Viewer: Select if you wish to open the default viewer for a file once created.

Delete Temporary Postscript File: Select if you wish to remove the temporary postscript file once the file has been created.

Use Last Saved Folder: Save file to last location that was used.

Transfer Hyperlinks: Transfer hyperlinks embedded in the drawing or document to a PDF file.

In MS Excel, there are two options for transferring hyperlinks into the PDF. Select *Hyperlinks in Workbook* to make the hyperlinked cells transfer to the PDF. The PDF will preserve the location of the hyperlinks in the Excel worksheet. Choose *Hyperlinks as Bookmarks* to make each hyperlink defined in the Excel spreadsheet a bookmark visible in the bookmarks tab of your PDF viewer.

Transfer Custom/File Properties: Transfer file properties defined in *Properties* menu as text within the PDF file.

Transfer Block Attribute Data (AutoCAD): Transfer fields assigned to block attributes as text searchable file properties.

Use Layout Name as Page Label (AutoCAD) – When creating a PDF from AutoCAD, use the AutoCAD layout sheet names for the page labels for each page in the PDF.

Transfer Bookmarks: When Creating PDFs from MS Word, there are two options for creating bookmarks. If you have inserted a Table of Contents (Generally available from the *Insert/Reference* menu in Word) the bookmarks will be created based on the table of contents. You can also create bookmarks using document headings. The dropdown next to heading determines how many levels down to parse when creating the bookmarks from Word.

Plot Quality - Line: Define the fidelity used to transfer vector line data from the document to the output file. **Print** is higher-quality but a larger file; **Draft** is a smaller file with lower resolution.

Plot Quality - Image: Set the resolution for images in dpi.

Plot Quality - Line Merge: Refer to **Line Merge**.

Plot Quality - Advanced - Adjust settings including file format type, anti-aliasing, image compression, resolution, and line merge.

What to Print/Plot - Current Tab/Sheet/Page: Create a file of the active sheet. For AutoCAD, if you are on the "Model" tab, the model space will be plotted. Selecting **Append Layout Name** will add the layout name to the file name when it is saved.

What to Plot - All Layout/Sheet Tabs: Create a file of *all* layouts, sheets, pages defined in the current document. One page will be created for each sheet in the current drawing. For AutoCAD, select **Include Model Space** to plot all layouts plus the model space.

What to Plot - All Model Views (AutoCAD): Create a file of all the defined model views in the current drawing.