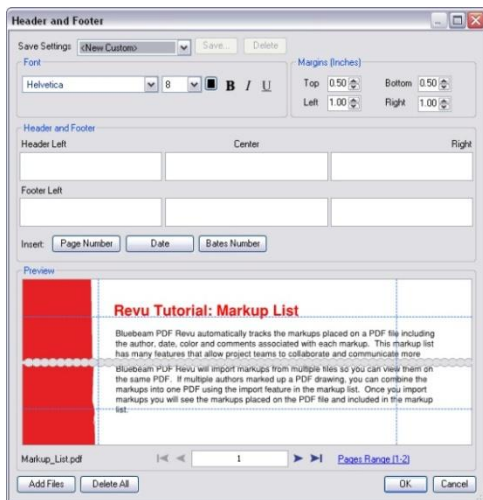# Revu Tutorial: Adding Headers and Footers

Headers and Footers are used to add page numbers, date stamps, Bates numbers and any text to PDF pages. With Revu, you can add custom Headers and Footers to a single PDF or a batch of PDFs. Headers and Footers templates can be saved for repeated use.

Add Headers and Footers

Go to *Document/Headers & Footers* or select *File/Batch Processing/ Headers & Footers* for working with multiple files. Once the files have been selected, the Headers and Footers window will display.

Define the appearance of the text by selecting the Font properties.

When adjusting margin properties, these settings are visible in the Preview box as dashed blue lines that update when changes are made.

Use the navigation controls under the Preview box to page through the document and ensure header/footer text does not interfere with page content.

Header/Footer data can be added to six regions on a document and can include custom text or auto-generated data based on system settings (Page Number, Date, Bates Number).
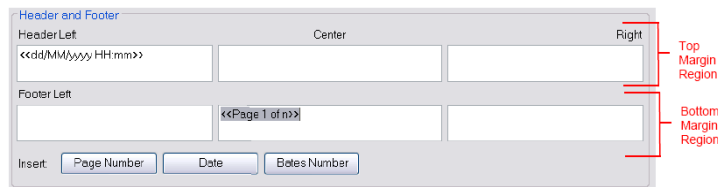

If you regularly apply the same headers and footers to documents, press the **Save** button at the top of the Header and Footer window, enter a setting name and click **OK**. This will save the template for future use.

Batch Mode

You can add Headers and Footers to any number of PDF files in a batch. PDF files can be either open or closed to add Headers and Footers in batch mode.

1) Go to *File/Batch Processing/Headers & Footers*.
2) A file Open window will appear.
3) Select the PDF files for the batch.
4) For each file in the list, select the **Page Range** or keep the default option of applying to all pages.
5) Use the Page Filter to limit where Headers and Footers are placed.
6) Click **OK**.
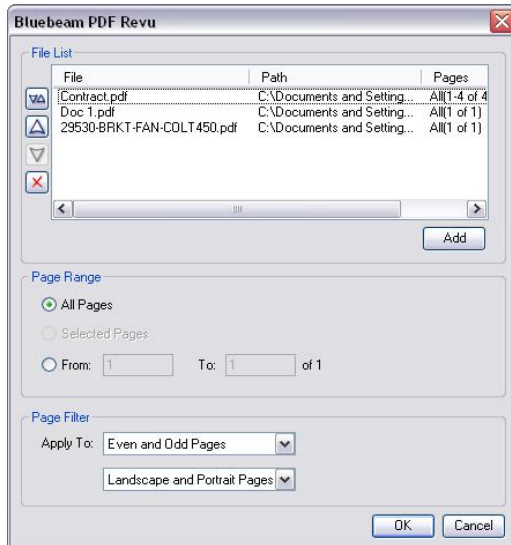
The Header and Footer window will open. Make your header and footer selections the same as described above. Use the navigation controls beneath the preview window to page through the documents and verify your placement of the headers and footers. Click **OK**.

Note: If files are not open, a warning will appear prior to saving. Adding a header or footer will overwrite the file. If the PDF file is open in Revu, it will appear modified, but changes will not be saved until you save the file.