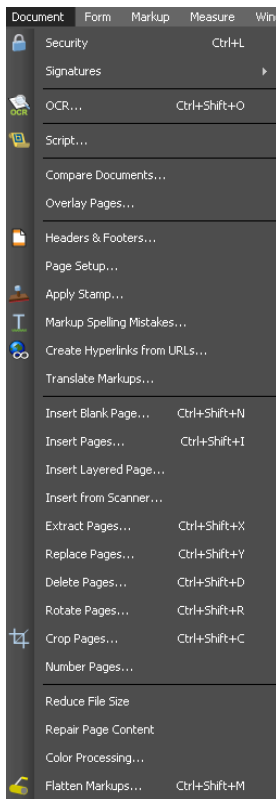



Revu Tutorial: Editing Pages in the PDF

Revu offers PDF page editing features that allow you to insert, extract, replace, delete, crop and rotate pages. To begin, open a PDF you would like to edit and go to the Document menu.



Insert Pages

You have the option of inserting blank or existing 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** lets you 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 tab . You can also insert pages directly from a scanner.

Extract Pages

Remove pages from the PDF and save them to a new PDF file.

Replace Pages

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. You can also 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

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 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 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) Once the Insert Pages window appears, 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 window 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.

