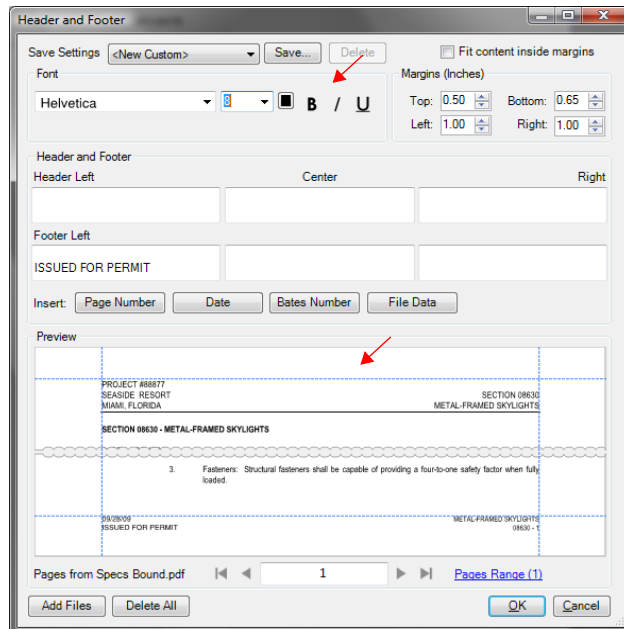# Document Issuances

Headers and Footers

Add issuance specific information to a PDF copy of the Specifications instead of the master copy. Headers and Footers can be found under **Document** / **Pages**.
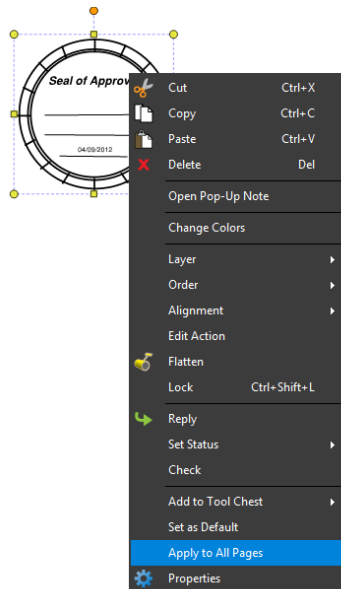

Include a Prefix and Suffix in Batch Printing

Add helpful information to documents by adding prefixes or suffixes such as project number or date. Create a Master Drawing Log with the file names of a current drawing reference set by adding suffix and prefix information to the file name in batch printing.
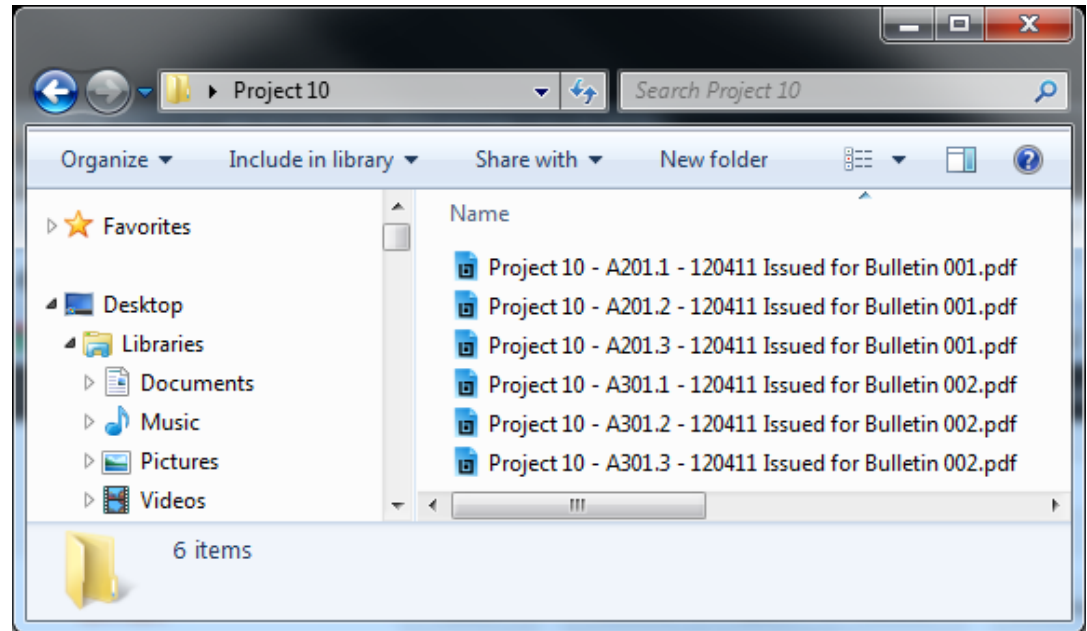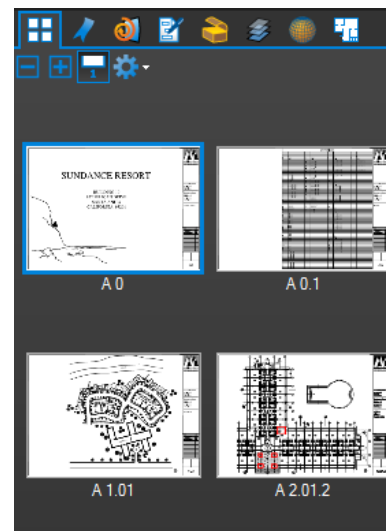

Apply Stamps

Add a stamp to the first page of the document. Then select the stamp / right mouse click / **Apply to All Pages**. Store stamps in the **Tool Chest** for easy reuse.

Thumbnails Tab

Arrange Pages

View two rows of thumbnails in the **Thumbnails** tab to see both sides of a page for double sided printing. Use keyboard commands to cut and paste pages, or click and drag pages to rearrange. Use **Combine PDFs** to compile documents into one PDF file.

Add blank pages as needed by clicking the **Blank Page** icon.