**Combining PDFs**

To combine PDF files only, use the **File/Combine PDFs** menu. In the **Select Files to Insert** dialog, choose the files to combine and click **Open**. The **Combine PDF Files** dialog will list the PDFs in the order in which they will be combined.
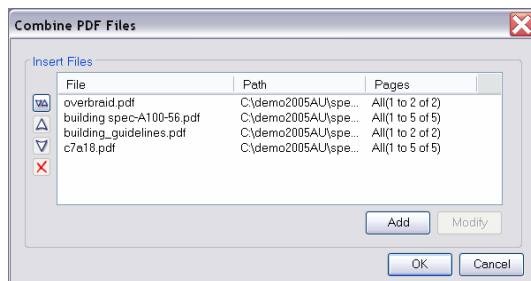

Press the ⊞ button to sort files by *Name*, *Path, Date, etc.* Individual files in the list can be re-ordered by pressing the △ and ▽ buttons. Press the ✕ button to remove a file from the list. Add PDFs to the list by clicking **Add** and choosing files in the dialog. When finished, click **OK**.

Organizing Pages

Bluebeam Revu provides several functions to organize a PDF document – inserting pages, extracting, deleting, replacing, reordering or performing other per-page or page group operations on the currently active PDF.

There are two methods for accessing the page assembly operations: through the **Document** menu or through the **Thumbnail** panel. This section describes how to use the thumbnail panel for performing these functions, as the menu is self-explanatory.

Working with Thumbnails – use the left mouse button to select a thumbnail. Select more than one specific page of a document by holding CTRL and clicking on select thumbnails. Holding the Shift key will select pages in a range. The borders of selected pages will appear highlighted in blue and orange.
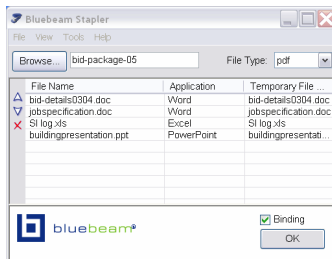

Section II: Revu – Combining PDFs
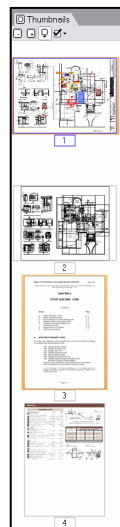
Bluebeam Stapler

The Bluebeam Stapler provides binding and batch capabilities.

Go to Start/All Programs/ Bluebeam Software/ and select *Bluebeam Stapler*. Drag and drop PDFs, Office documents (Word, Excel, PowerPoint) or any other document onto the Stapler window.

Use the up/down arrows to reorder documents. Click **Browse** to select a file save location and the drop down list to select a save as format. Click **OK** to bind documents into a single file.

The Stapler uses the default applications associated with the file types to generate the output file. To select a specific application to associate with a file type for use with the Stapler, go to *Tools/ Advanced/Print Customizer*. Click *Add* for an extension listed on the left or *New*; right click on the mouse to change the Properties for that extension.
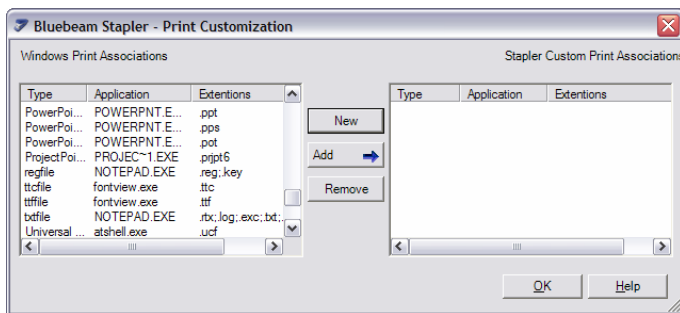
To **Batch** with the Stapler, simply uncheck Binding before your drag files to the window. Click Browse and define a path and select the save format from the list. Go to *Tools//Settings* and uncheck the following: (F) Filename Prompt, (V) Open in Viewer, (R) Errors Popups, and (S) Show Error Dialog.

As you drop files onto the Stapler interface, they will be converted. Note, an easy way to batch print is to open an Explorer window, select all the files you wish to convert by holding the Shift or Ctrl key and drag them to the Bluebeam Stapler interface.

Section V: Bluebeam Stapler