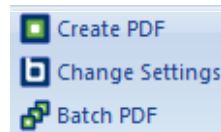


Revu Tutorial: Creating and Combining PDFs

Bluebeam PDF Revu offers the flexibility of four different options for creating PDF files, as well as an option for combining existing PDF files. This allows you to choose which option works best for you. Here is an overview of creating PDFs from MS Office, AutoCAD, SolidWorks, Revit and other Windows applications.

Creating PDFs from MS Office

Bluebeam PDF Revu includes plug-ins that add buttons to the toolbars of Microsoft Word, Excel and PowerPoint so you can create a PDF or batch convert PDFs with the click of a button from these applications.



As displayed in Word 2007

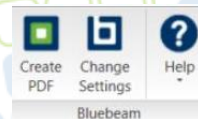
The MS Office plug-in is included in Bluebeam PDF Revu Standard Edition and CAD Edition.

Creating PDFs from AutoCAD, SolidWorks, and Revit

Bluebeam PDF Revu CAD Edition also includes plug-ins for AutoCAD, SolidWorks, and Revit users.



As displayed in AutoCAD and SolidWorks



As displayed in Revit

The AutoCAD, SolidWorks and Revit plug-ins provide extra functionality including one-button PDFs, custom PDFs, batch conversion (AutoCAD and SolidWorks plug-ins only) and more. Additionally, AutoCAD 2010 users can convert a DWG file in AutoCAD with the Command Line function "b3isave."

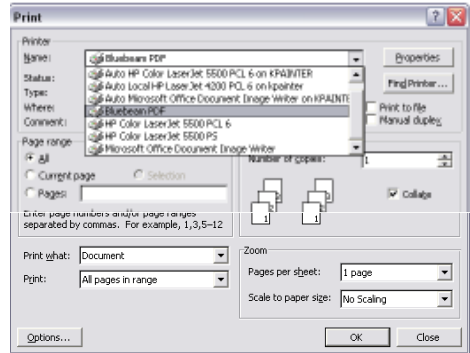
It is recommended that AutoCAD, SolidWorks, and Revit users create PDFs using the CAD Edition plug-ins rather than within the Revu interface. Users that operate CAD software other than AutoCAD, SolidWorks, and Revit should use the Standard Edition and convert drawings with the Bluebeam PDF Printer. This includes AutoCADLT.

Note: For further information on how to use the plug-ins, please refer to the AutoCAD and Revit plug-in tutorials.

Creating PDFs from other Windows or CAD files

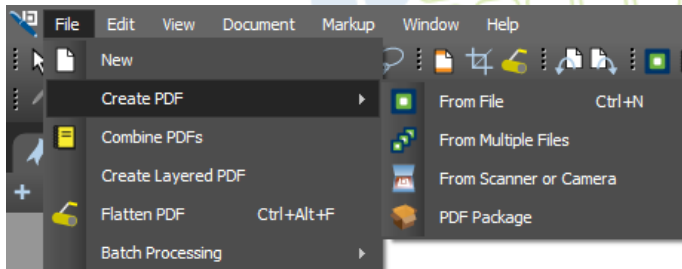
The Bluebeam PDF printer is installed as a Windows printer device and appears as an option in your printer list. Open your native file in its application, go to *File/Print* and select the Bluebeam PDF printer from your Windows printer list to convert your file. The Bluebeam PDF printer converts Windows files to PDF or any of the 9 other file formats Bluebeam supports (tiff, jpeg, gif, etc.). Simply select the type of file from the Save As Type drop down menu in the Save As dialog.

The Bluebeam PDF printer is included with Bluebeam PDF Revu Standard Edition and CAD Edition.



Creating PDFs from within Bluebeam PDF Revu

The Bluebeam PDF Revu interface offers a few options for creating and combining PDF files.



From the File menu select:

Create PDF –To create a single PDF file from a single or several native documents. You may also create a PDF directly From Scanner or Camera or create a PDF Package.

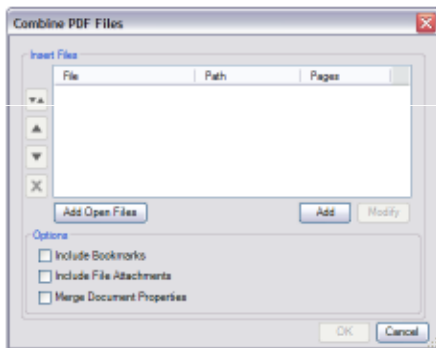
Combine PDFs – To create a single, multi-page PDF from multiple PDF files.

Batch Processing – To apply functions to multiple PDFs at once such as adding Headers & Footers, applying Security, or Rotating Pages.

Note: Creating PDFs from within the Bluebeam PDF Revu interface is recommended for MS Office and general Windows files only.

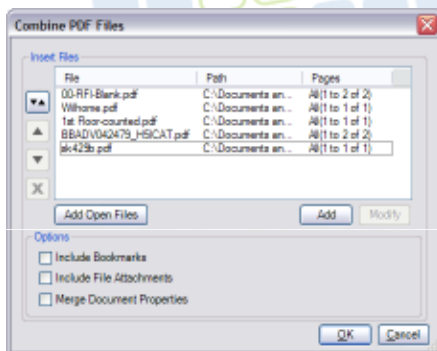
Combining PDF Files

To combine existing PDFs within Revu, go to the File menu and select **Combine PDFs**. The Combine PDF Files dialog will open, prompting you to select the PDF files you wish to combine.



You have the option of either combining PDF files already open within Revu by clicking **Add Open Files** or selecting from files saved on your network or computer by clicking **Add**.

Once you've selected your files they will be displayed in the dialog. You can sort, re-order or remove specific files from within the dialog using the buttons on the left side.



After you've organized your selected files, click **OK** and a new, combined PDF file will open in Revu. To save this new file select **File/Save As** and name your new file.