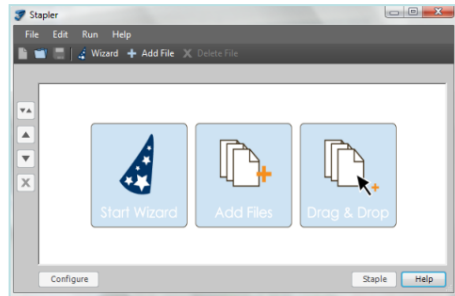


Revu Tutorial: Bluebeam Stapler

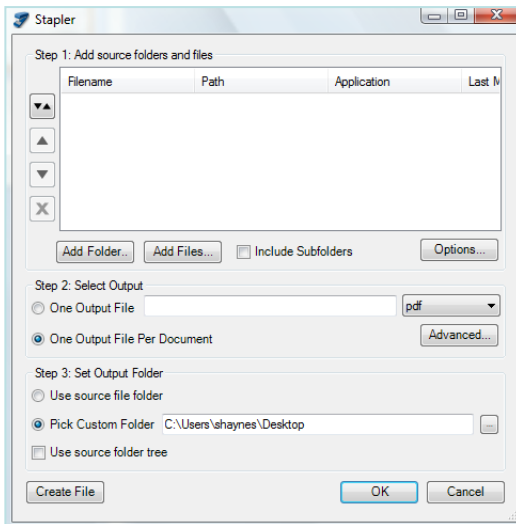
The Bluebeam Stapler binds multiple files (Microsoft Office documents, Windows files, images, etc.) into a multi-page PDF document or converts a batch of files into individual PDF files. Stapler will also convert files to nine other file types including TIF, JPEG, and BMP.

Access the Bluebeam Stapler by going to *Start/All Programs/Bluebeam Software* or by double-clicking the Stapler shortcut on your desktop.

Click **Start Wizard** to be guided through the process of configuring a set of conversions – called a “Job”. You can bypass the wizard by clicking **Add Files** or by simply dragging and dropping files onto the Stapler interface.




Using the Stapler Wizard



Step 1: In the Stapler window, click either the **Add Folder** or **Add Files** button to select the source files to convert.

*Note: By checking the **Include Subfolders** checkbox, any files found in subfolders will be included.*

Use the arrow buttons on the left to reorder the files. Use the  button to remove a file from the list.

Step 2 – Select **One Output File** and enter the output filename if all files are being combined into one PDF. Select **One Output File Per Document** for converting a batch to individual PDF files.

Step 3 – Set the output folder where the newly created file(s) will be saved. Click OK.

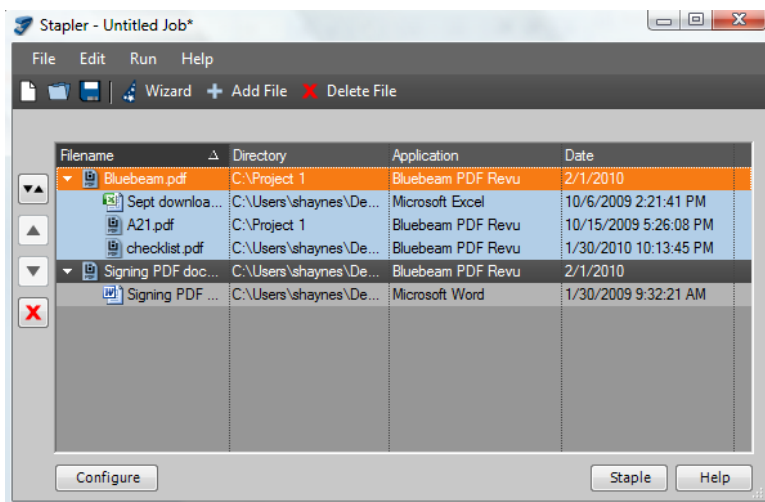


Once the wizard has completed, the main Stapler interface will be displayed with the files added. Click **Staple** to begin converting the files.

Convert Multiple Jobs at Once

With the Bluebeam Stapler, you can configure sets of files differently, and convert multiple jobs at once.

The image below shows how jobs appear in the Bluebeam Stapler. To add a new file or create a new Job, click the **Add File** button. To add a new file into an existing Job, select the Job name and then click the **Add File** button. You can also right click on a Job name to adjust conversion settings.



The screenshot shows the Bluebeam Stapler application window titled "Stapler - Untitled Job*". The window has a menu bar with "File", "Edit", "Run", and "Help". Below the menu bar is a toolbar with icons for "File", "Folder", "PDF", "Wizard", "Add File", and "Delete File". The main area contains a table with four columns: "Filename", "Directory", "Application", and "Date". The table lists several files, including "Bluebeam.pdf", "Sept downloa...", "A21.pdf", "checklist.pdf", "Signing PDF doc...", and "Signing PDF ...". The "Bluebeam.pdf" row is highlighted in orange, and the "Signing PDF doc..." row is highlighted in dark blue. To the right of the table, two arrows point to the "Bluebeam.pdf" row, with labels "Job Name" and "Source Documents". At the bottom of the window are three buttons: "Configure", "Staple", and "Help".

Filename	Directory	Application	Date
Bluebeam.pdf	C:\Project 1	Bluebeam PDF Revu	2/1/2010
Sept downloa...	C:\Users\shaynes\De...	Microsoft Excel	10/6/2009 2:21:41 PM
A21.pdf	C:\Project 1	Bluebeam PDF Revu	10/15/2009 5:26:08 PM
checklist.pdf	C:\Users\shaynes\De...	Bluebeam PDF Revu	1/30/2010 10:13:45 PM
Signing PDF doc...	C:\Users\shaynes\De...	Bluebeam PDF Revu	2/1/2010
Signing PDF ...	C:\Users\shaynes\De...	Microsoft Word	1/30/2009 9:32:21 AM

