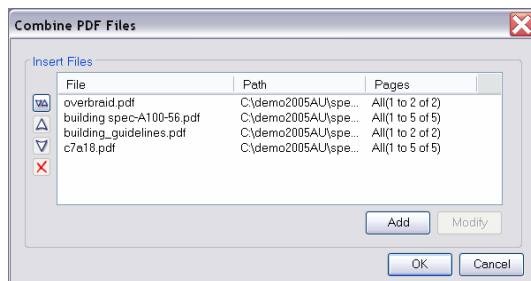






Combining PDFs

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.



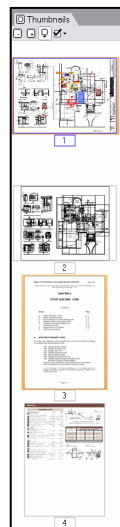
Press the  button to sort files by *Name, Path, Date, etc.* Individual files in the list can be re-ordered by pressing the  and  buttons. Press the  button to remove a file from the list. Add PDFs to the list by clicking **Add** and choosing files in the dialog. When finished, click **OK**.

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.

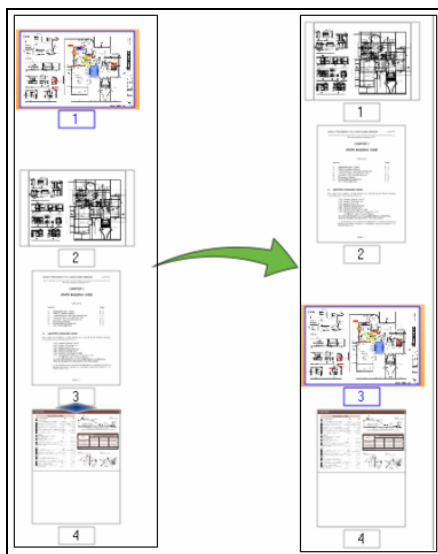
Working with Thumbnails – use the left mouse button to select a thumbnail. Select more than one specific page of a document by holding CTRL and clicking on select thumbnails. Holding the Shift key will select pages in a range. The borders of selected pages will appear highlighted in blue and orange.






For example, if you currently have a 10 page document open and want to select the page range 2 through 5, click the thumbnail for page 2, hold down the shift key and click the left mouse button on page 5. Pages 2, 3, 4 and 5 will be highlighted indicating that these pages are currently selected.

Reordering Pages - Hold the mouse button down on the selected thumbnails to grab the page(s) and, with the mouse button held down, drag the pointer along the Thumbnails panel place the pages in the desired location within the document.



The example above shows page #1 in the thumbnail window selected and repositioned to page 3. This is accomplished by selecting the page #1 thumbnail with the mouse in the thumbnail panel and then dragging the thumbnail down to after page #2. As the dragging operation is taking place, a graphic marker  will indicate the page insertion point.

Multiple pages may be selected and dragged to a new location within the document using the same method.

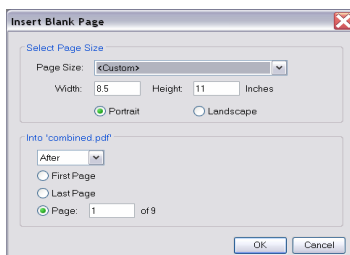


Once a thumbnail page or group of thumbnails is selected, click the right mouse button to display the context menu of assembly options. The commands available from this menu are describe below.

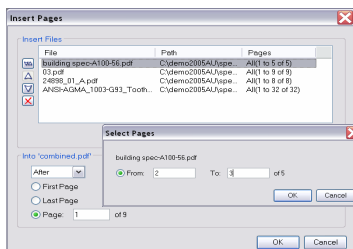
- Insert Blank Page...
- Insert Pages...
- Extract Pages...
- Replace Pages...
- Delete Pages...
- Rotate Pages...
- Print Pages...
- Reduce Page Thumbnails
- Enlarge Page Thumbnails

Insert Blank Page - insert a new page in the PDF at a specified location. Choose the **Page Size** from the drop down list or enter specific values in the **Width** and **Inches** boxes for a custom page size. Set the orientation by selecting **Portrait** or **Landscape**. Users may choose between a Blank page, Notebook Paper page, or a Grid page.

Select the insertion point either **Before** or **After** either the **First**, **Last**, or a specific page in the current document. Once the page has been added annotations can be added to the blank PDF.



Insert Pages - pull pages from one or more pre-existing PDFs and insert them into the currently active PDF. Select this command to display the file selection dialog. Choose a file(s). Once the files are chosen the **Insert Pages** dialog is displayed.



By default all pages of a particular file will be chosen. If you wish to include only a subset of the PDF, press the **Modify** button to display the **Select Pages** menu. Enter the pages in the **From/To**