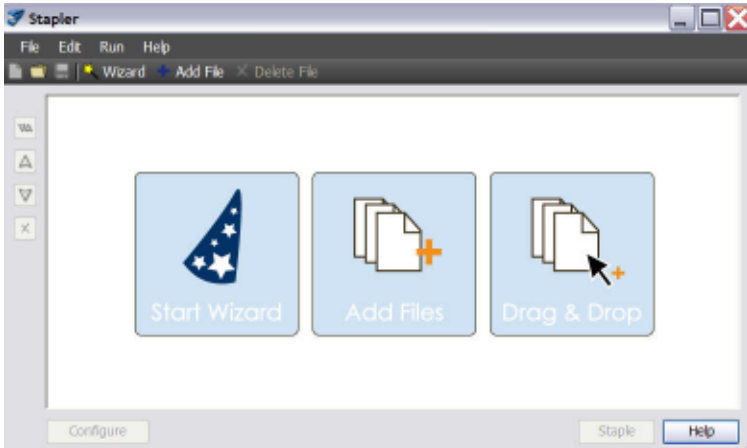


Bluebeam Stapler

The Bluebeam Stapler provides binding and batch capabilities.

Go to *Start/All Programs/ Bluebeam Software/* and select *Bluebeam Stapler*.






Click **Start Wizard** and the Stapler Wizard will launch and guide you through the process of adding and configuring files for conversion. You can bypass the Stapler Wizard by clicking Add Files and immediately searching your folders for files to convert, or simply dragging and dropping files to convert onto the Stapler interface.

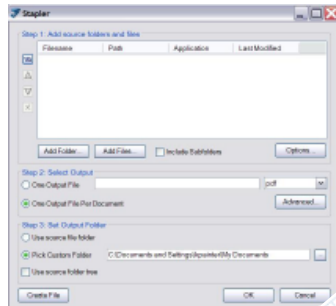
Stapler Wizard Option

If you choose **Start Wizard**, the Stapler Wizard will launch and guide you through the process of adding and configuring files for conversion.

Step 1 - Add any source files to the PDF you are about to create by selecting either the Add Folder or Add Files button. By checking the Include Subfolders checkbox, any files found in subfolders will be included.

Use the  and  buttons to reorder the files in the list. Press the  button to remove a file from the list.

Step 2 - Enter the output filename and select output file type from the dropdown.

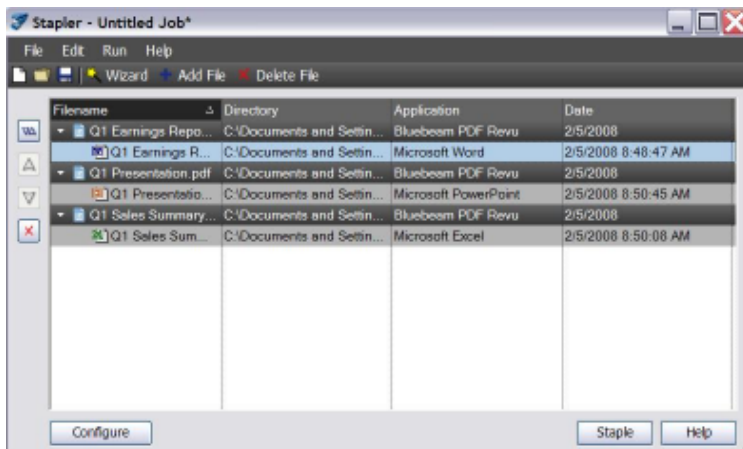


Step 3 - Set the output folder where the newly created file(s) will be saved.

Click **Create File** to begin conversion. A progress bar displays as the PDF is being created.

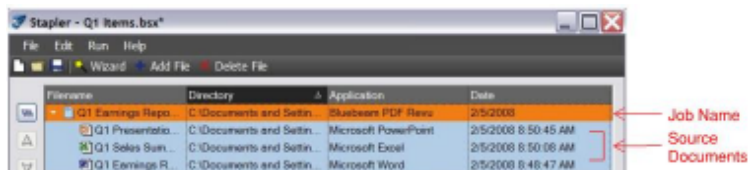
Click **OK** to view the jobs about to be run or queue additional jobs. The Stapler Configuration window displays the jobs about to be run.

Once the wizard has completed, the main Stapler interface will be displayed with the files added.



Pressing the **Staple** button will start the conversion process.

The Stapler can also be used to configure a set of conversions, each conversion being referred to as a "job". Multiple jobs can be added to the Stapler and converted at once. Use this capability to convert many files in an automated manner. Each job that is defined in the Stapler appears as follows:

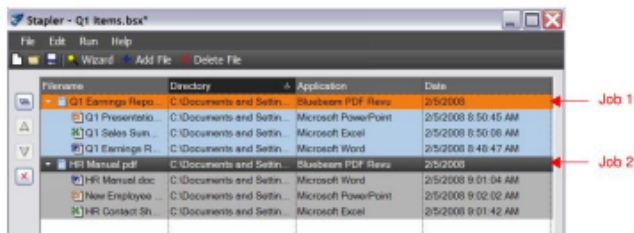


The output file is displayed in the first row, indicating the filename which will be created, the output path location and creation date. Next to the PDF filename is a +/- icon which can be used to expand and collapse the list of source files included. The order of these files is important, as this is order used when making the resulting PDF.

Use the up/down arrows (⬆️,⬆️) to reorder source documents within each job. Delete one or more source documents from a job by pressing the delete icon (X). Add additional files to convert by dragging from a Windows Explorer folder into the Stapler.

Where the source file is dragged will determine if a new conversion job will get created or if the source file will get appended to a PDF job. If a file is dragged onto an existing job, the Stapler will attempt to insert the file in that location. When a new job is created, the Stapler window will display a second job. Two jobs will appear in the main Stapler as follows.

Note that the Stapler job window sorts alphabetically by job name, so the order of the jobs displayed may change. To reverse the order of the sorting, click the "Filename" bar.



To change the parameters for running the conversion, press the **Configure** button. A Save as dialog appears which you can use to control the creation of the output file.

