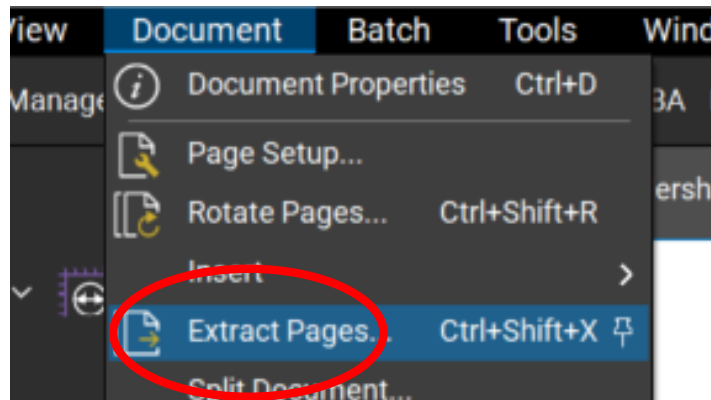


Separate/Combine Files

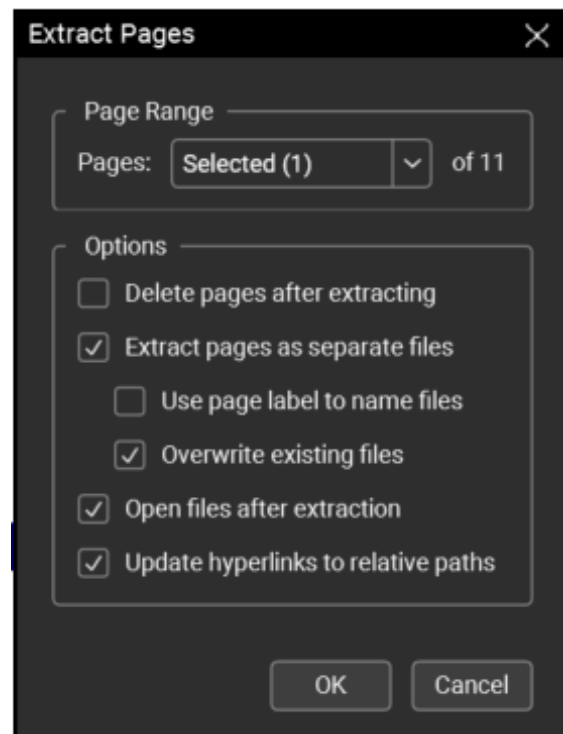
1- Separate Files

- Click on “Document” and “Extract Files”



2- Separate Files

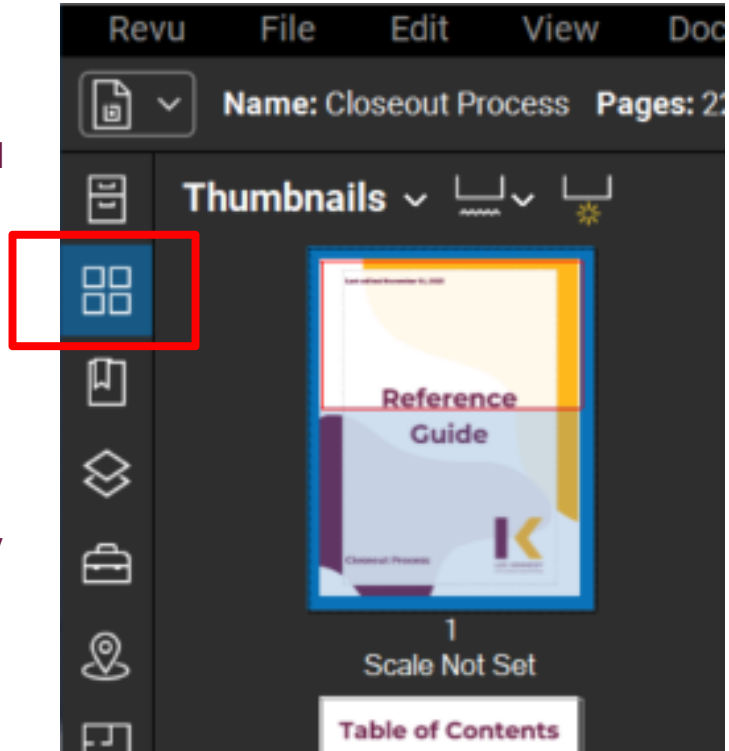
- Use the dropdown under “Page Range” and “Options” to pick and choose how you want to combine and separate the pages
- Click “OK” when complete



Separate/Combine Files

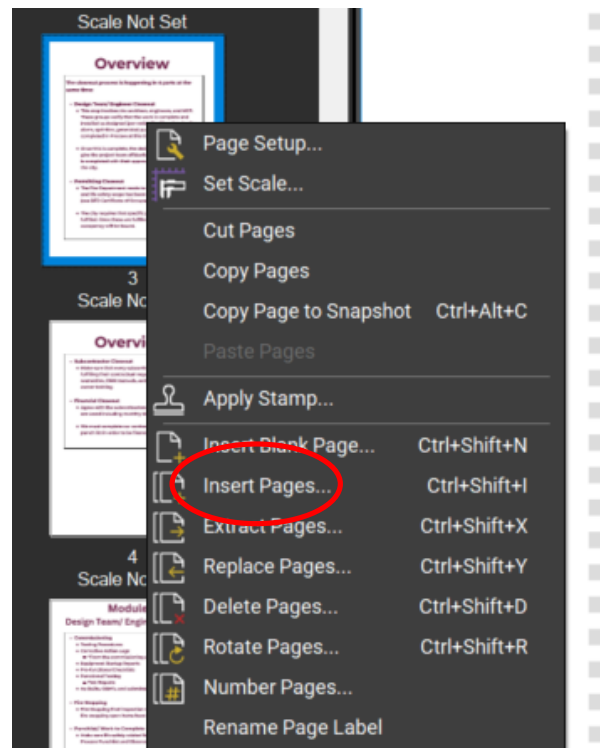
1- Combine Files

- Open the PDF file you want to edit in Bluebeam
- Click on the “Thumbnail” view on the left-side treeview toolbar



2- Combine Files

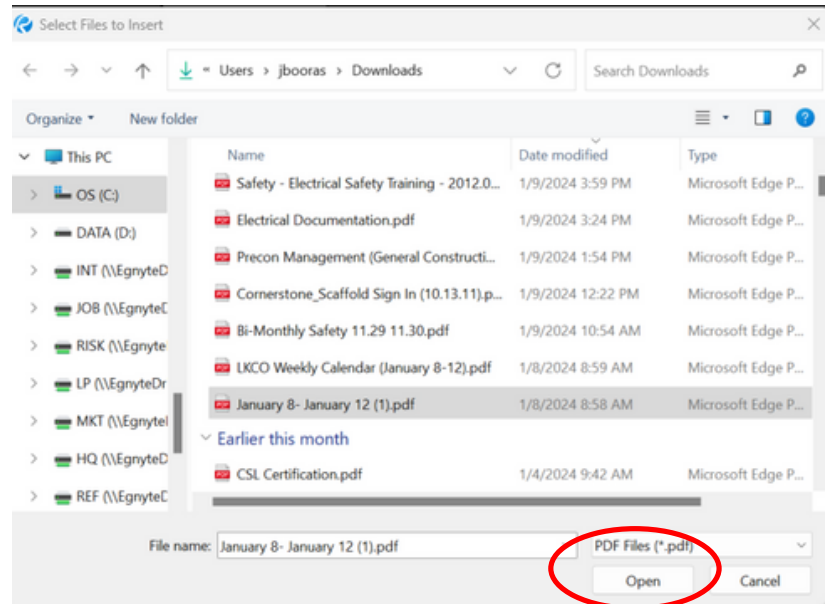
- Click into view of the page you would like to insert PDF files behind and then right-click this page.
- Click “Insert Pages”



Separate/Combine Files

3- Combine Files

- Search for the files you would like to insert into the existing document
- Click “OK”.



4- Combine Files

- A new window will open, select the pages you want to add from the new document to the existing document
- Click “OK”

