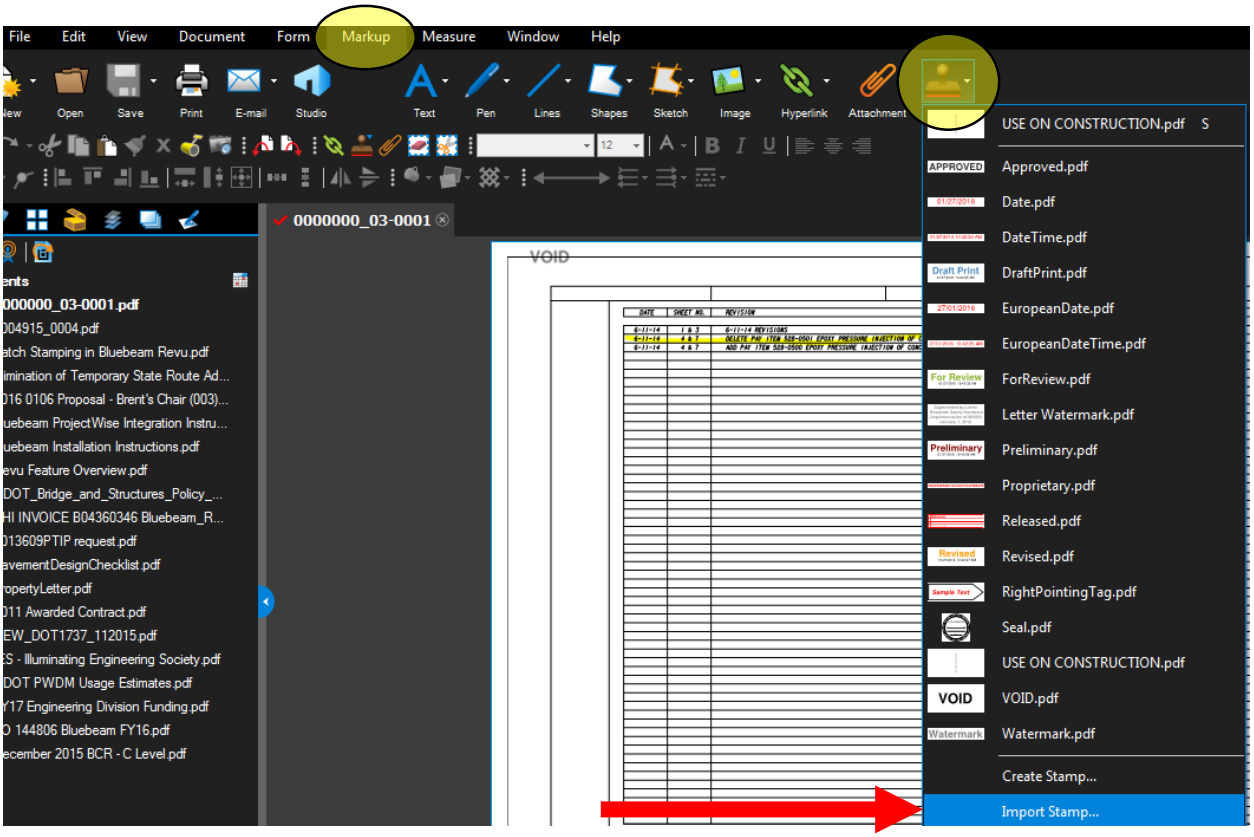
Batch Stamping in Bluebeam Revu

Initial (ONE-TIME) Setup of Stamps:

If you already have your stamps loaded, skip to Page 2 (**Using the Standard Stamps**).

1) Download the standard stamps. Click on each stamp you need below to open it. Once it is open, save it locally to your computer.
   USE ON CONSTRUCTION.PDF
   VOID.PDF

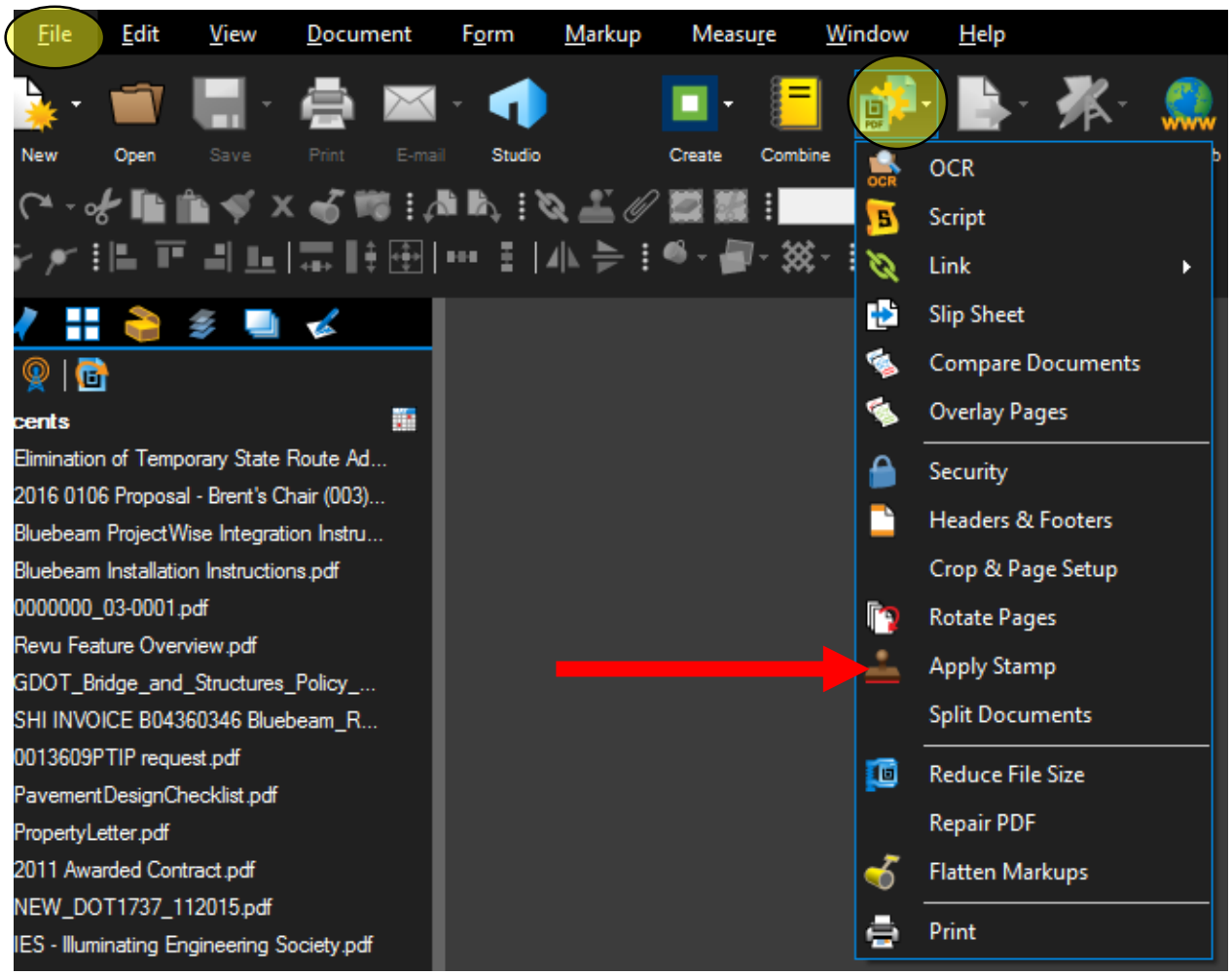
2) Import the standard stamps. (*Markup=>Stamp=>Import Stamp*)



3) Navigate to the location of the standard stamps you downloaded in Step (1) and click **Open**.

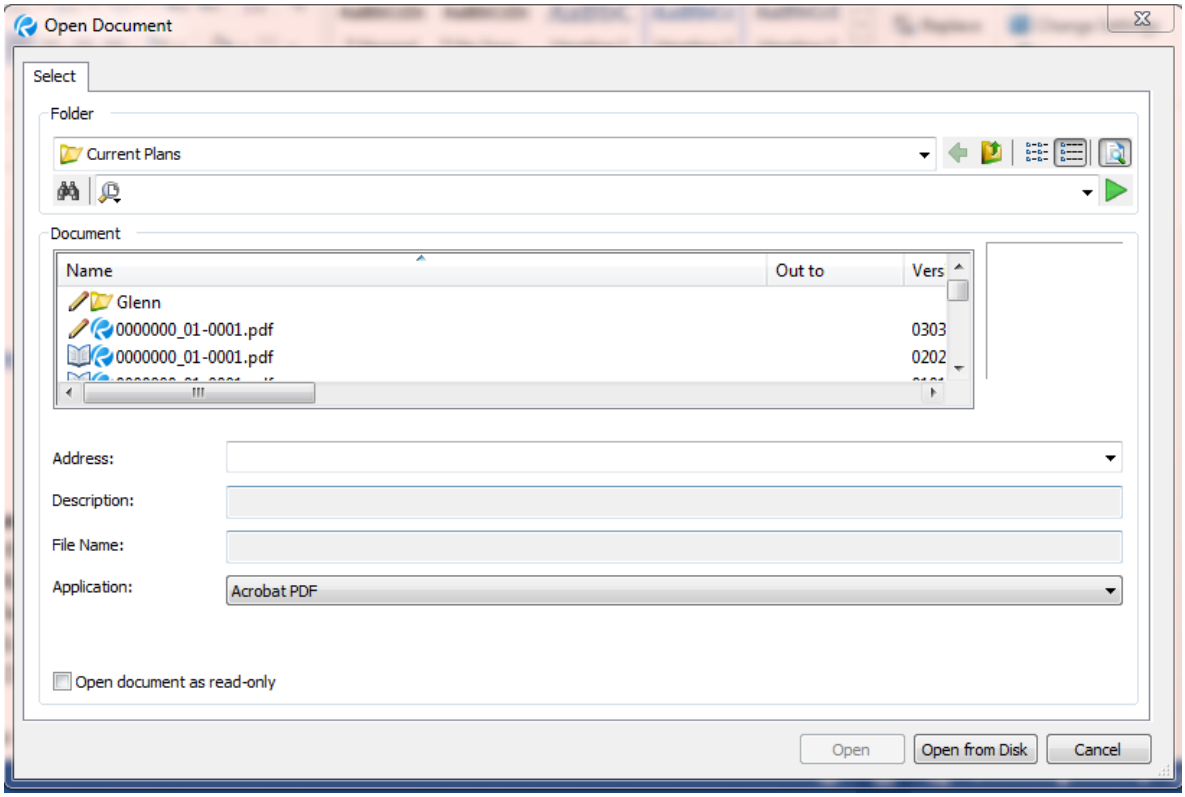
Using the Standard Stamps:

1) Open Bluebeam Revu and select *File=>Batch=>Apply Stamp*

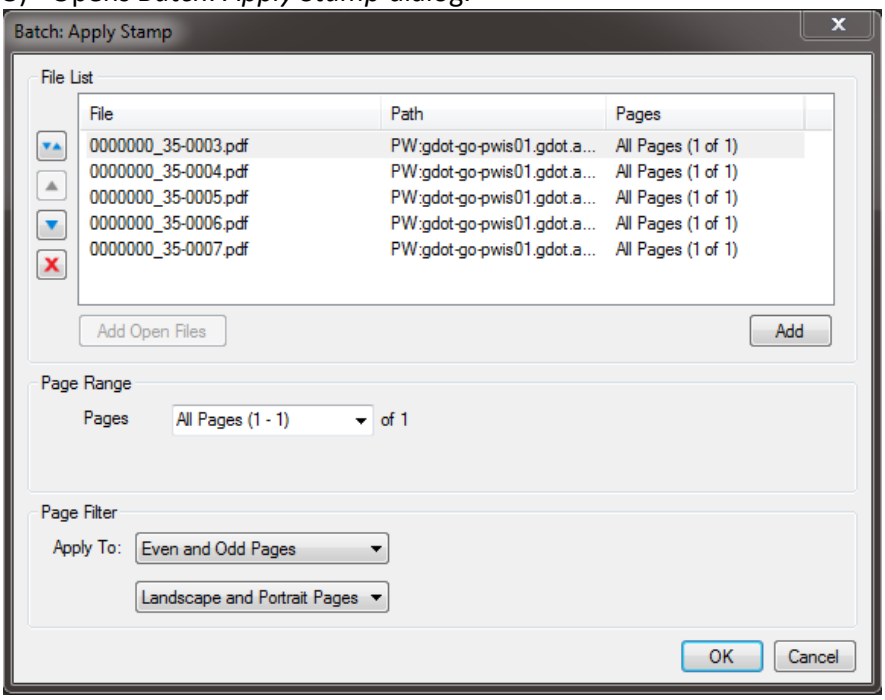


2) Opens file open dialog from which all files to be stamped are selected

   a) Navigate to the files in ProjectWise and click on **Open**.

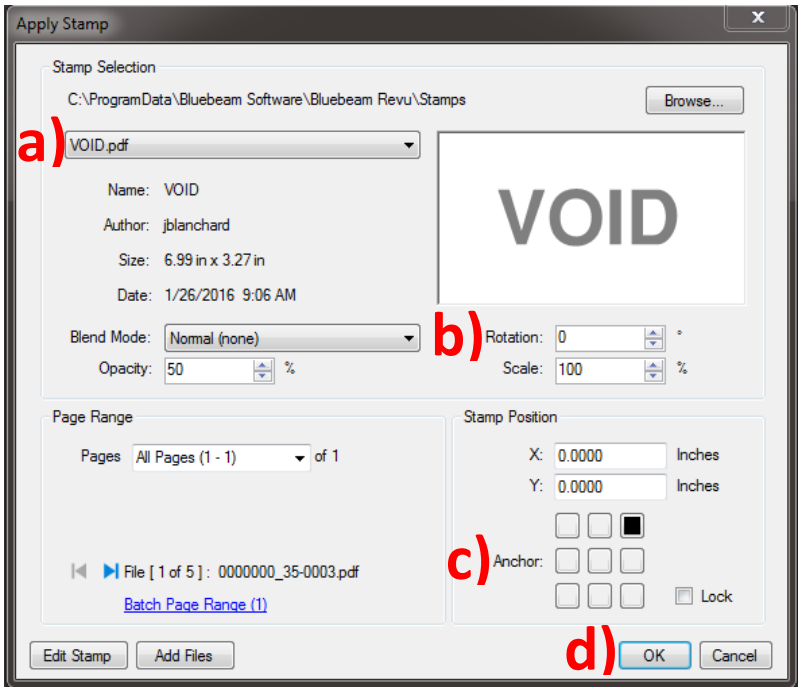


3) Opens *Batch: Apply Stamp* dialog.

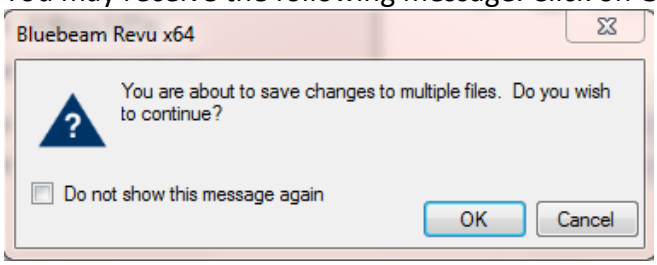
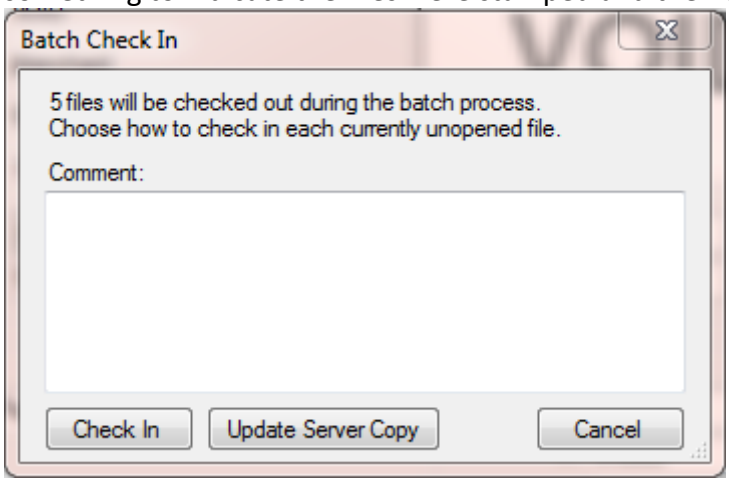


Click **Add** to add any additional files or click **OK** to process the files listed.

4) The *Apply Stamp* dialog is opened.
   a. Click the **Stamp Selection** dropdown to select the desired stamp.
   b. Make sure the **Rotation** is set to 0.
   c. Select the appropriate **Anchor** selection (ie: upper right as shown).
   d. Click on **OK**



5) You may receive the following message. Click on **OK** to proceed.



6) You will be prompted to check-in the files in ProjectWise. Add a comment of "Stamped" or something to indicate the files were stamped and then click on **Check In**.