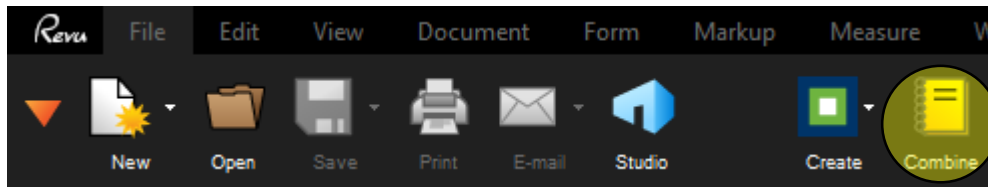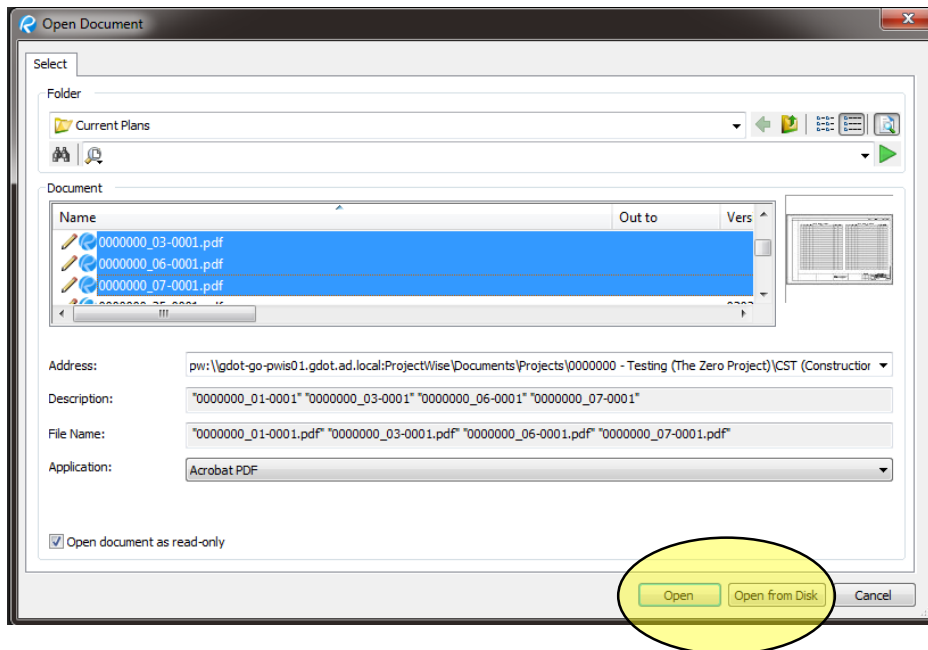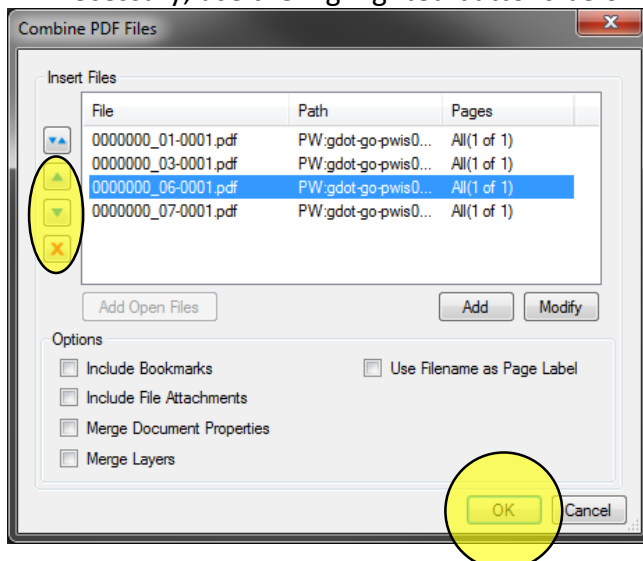# Batch Plotting Using Bluebeam Revu
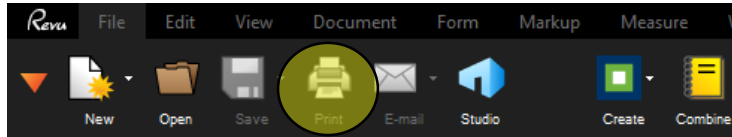
1. From the **File** menu, select **Combine**.

2. Navigate to your files in ProjectWise from the subsequent dialog and select the files to print and click on **Open** or click on **Open from Disk** to select files from a network/local location.

3. On the next dialog that appears, ensure that the sheets are correct and in the right order. If necessary, use the highlighted buttons below to move/delete files. When ready, select **OK**.

4. From the **File** menu, select **Print**

On the Print dialog, select:
(1) The appropriate printer (**\\gdot-prt-go-14\GO25HPXL8000**, **\\gdot-prt-go-14\GO14HPXL4000**)
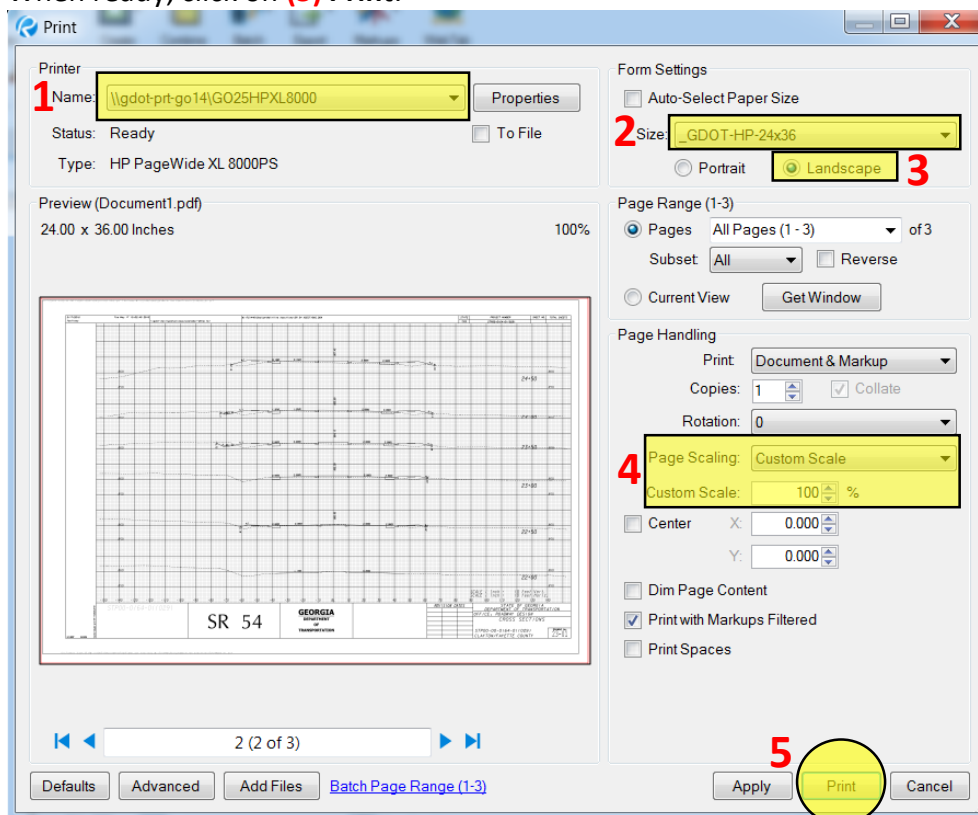
(2) The appropriate **Size**

_GDOT-HP-12x18   Half-size plots
_GDOT-HP-16x24   Bridge Design Review size plots (Bridge Design only)
_GDOT-HP-24x36   Full-size plots

(3) Select **Landscape**

(4) Select **Page Scaling** options
- For half-size plots (12x18in.):
  - **Page Scaling: Custom Scale** and enter **50%**
- For Bridge Design review plots (16x24in.):
  - **Page Scaling: Custom Scale** and enter **67%**
- For full-size plots (24x36in.):
  - **Page Scaling: Custom Scale** and enter **100%**

When ready, click on **(5) Print**.

5. Close Revu without saving the PDF file unless you need to save it for some reason.