Bluebeam Revu – Importing Seal

Importing your seal into Bluebeam Revu can easily be set up by following the below instructions.
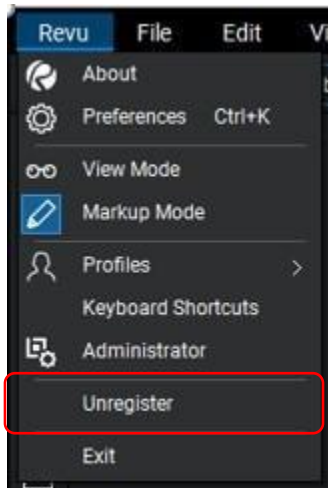
- Open Bluebeam Revu by clicking the icon on your desktop

- If this is the first time you have opened the program then you will need to do the following.
    - Leave the setting on Office
    - Click next
    - Click Skip on the studio setup window
    - You should now be at the welcome page
- If you've opened the program prior, you will be at a blank shell – this is fine.

- You will need to ensure that your product is registered – to do this you will need to do the following.
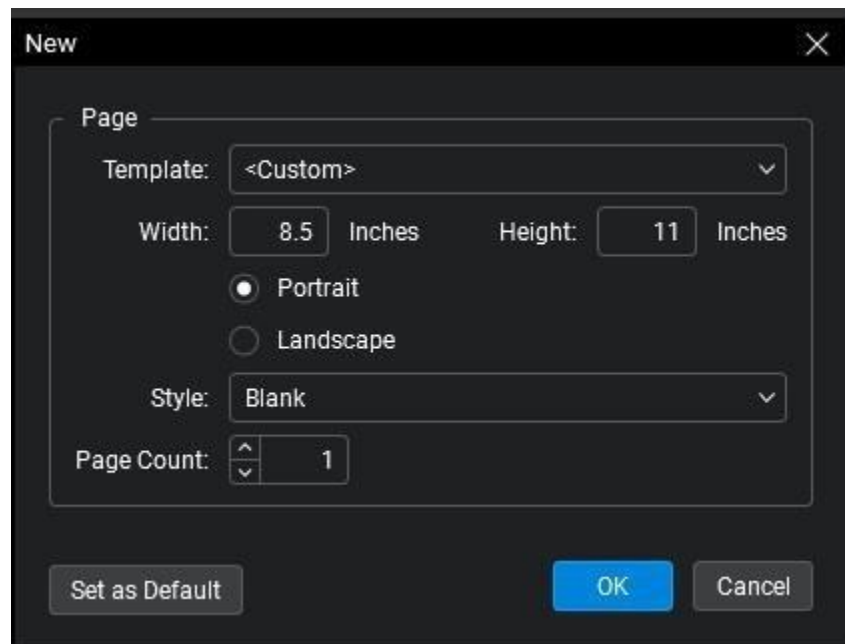
- In the upper left corner click Revu

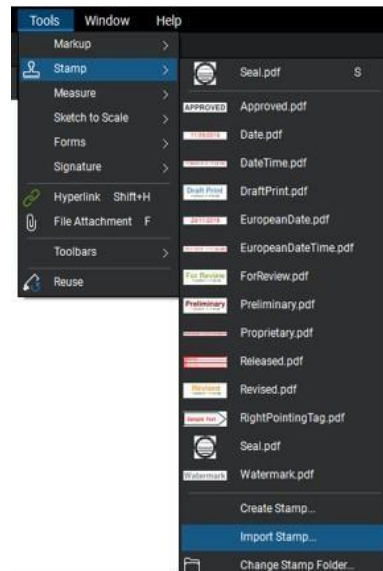- You will see a menu that has either register or unregister

- If it says register then click on it
- If it says Unregister then create a blank document.
- To create a blank document you will need to do the following.
  - Go to File
  - Click New
  - Choose the default 8.5" x 11" setting
  - Click OK

- The next step is to import your stamp; to do this you will need to do the following
  - Click Tools
  - Stamp
  - Import Stamp

o You will need to navigate to where the PDF of your stamp is located.
  o (My Documents\PE Cert is the recommended path)
o Select your stamp
o Click Open

• To finish the setup you will need to do the following o Go back to the Stamp drop down o Your stamp should now be in the list – Select your stamp o Place it in the blank file by single clicking anywhere
    o **Important – Only single click here**