Creating a PDF Package

1. Launch Bluebeam
2. Next go to File>Create and select PDF Package.
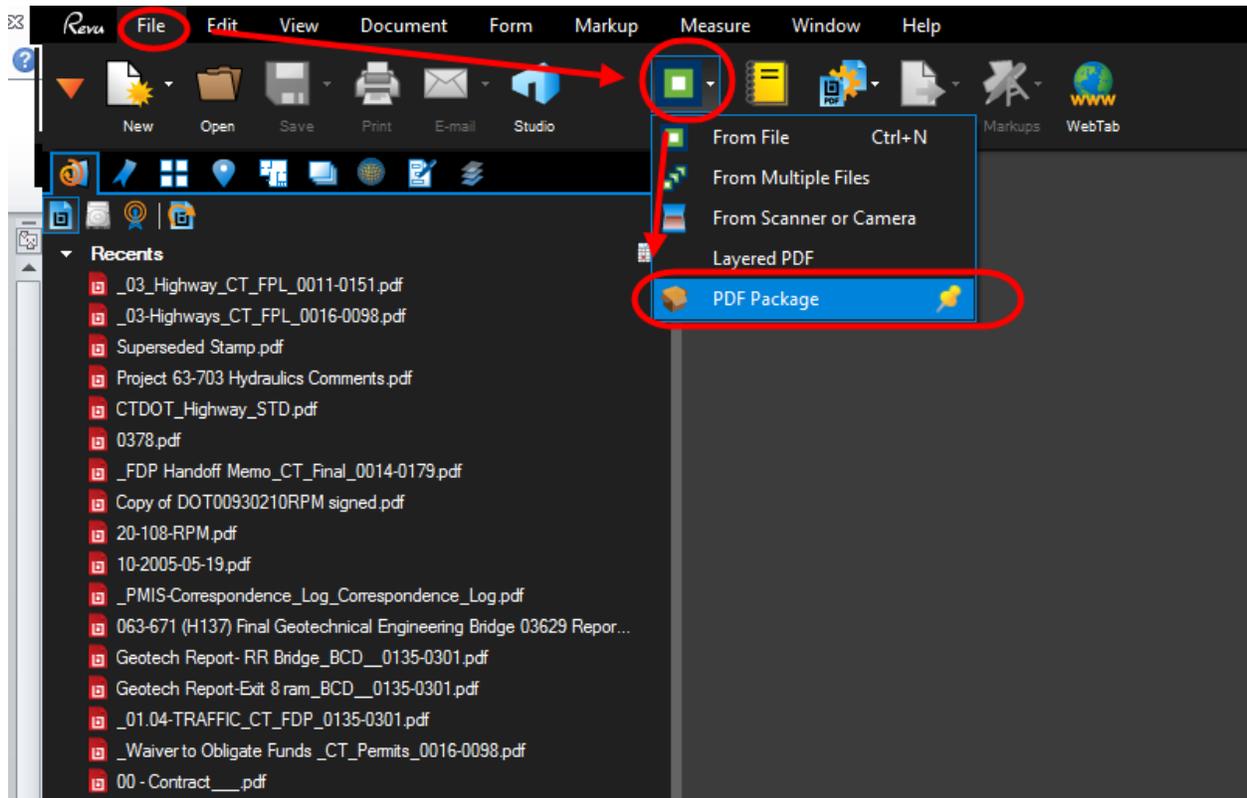
Figure 1 - Creating a PDF Package

3. Next add the files to the PDF package by clicking on Add Files. Files can be added from your computer or Projectwise. Click on the location you want to add files from:
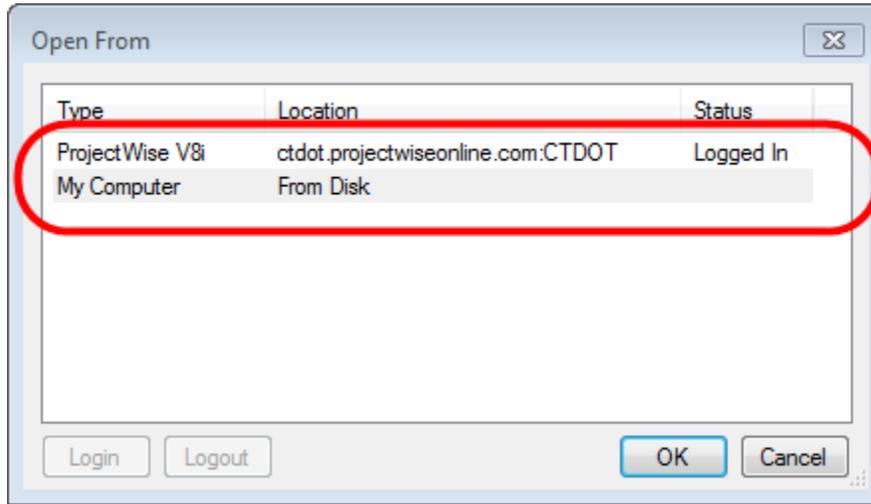
Figure 2 - Adding Files to a Package

4. If you selected Projectwise, browse out to the folder and select the documents:
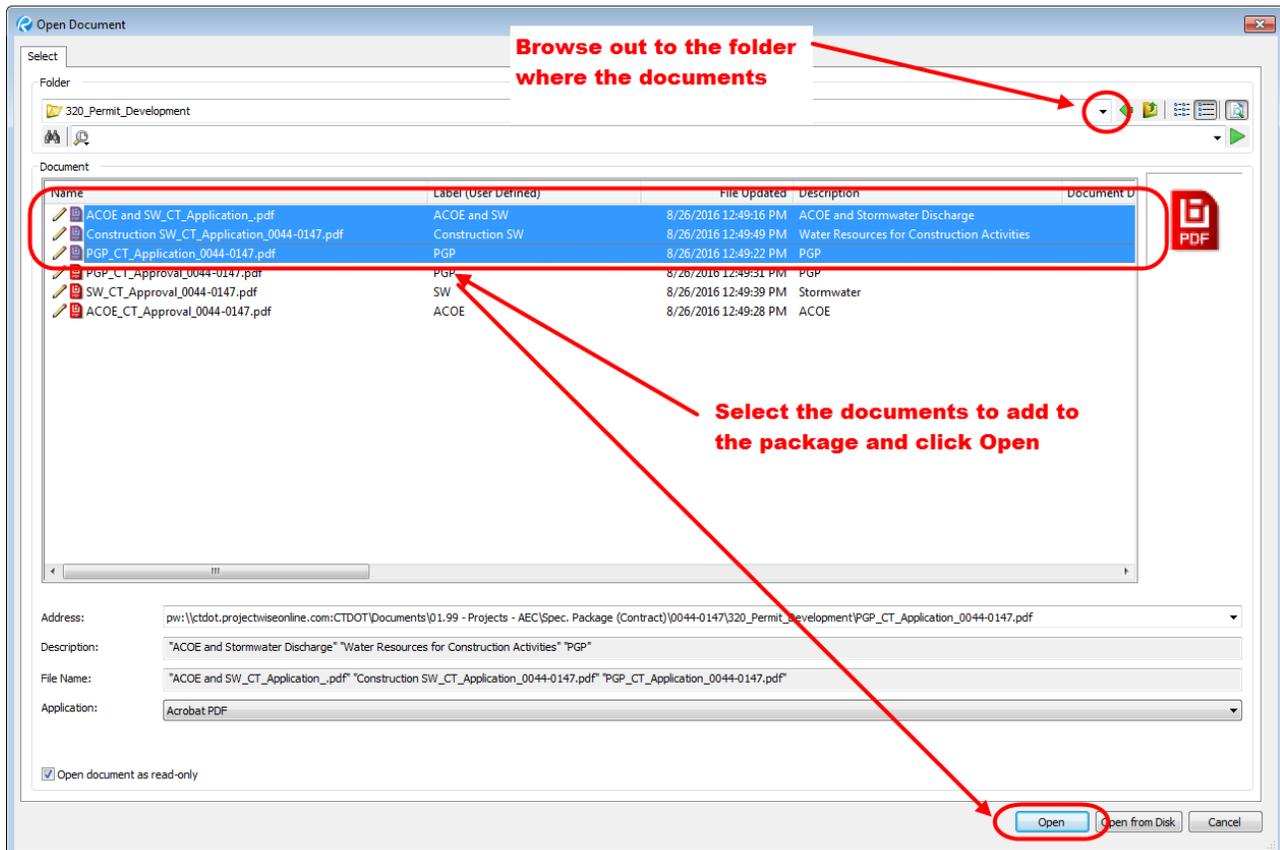
Figure 3 - Adding Documents to a Package

5. If you selected your computer, then browse out to the folder on your computer, select the files to be added to the Package and click Open:
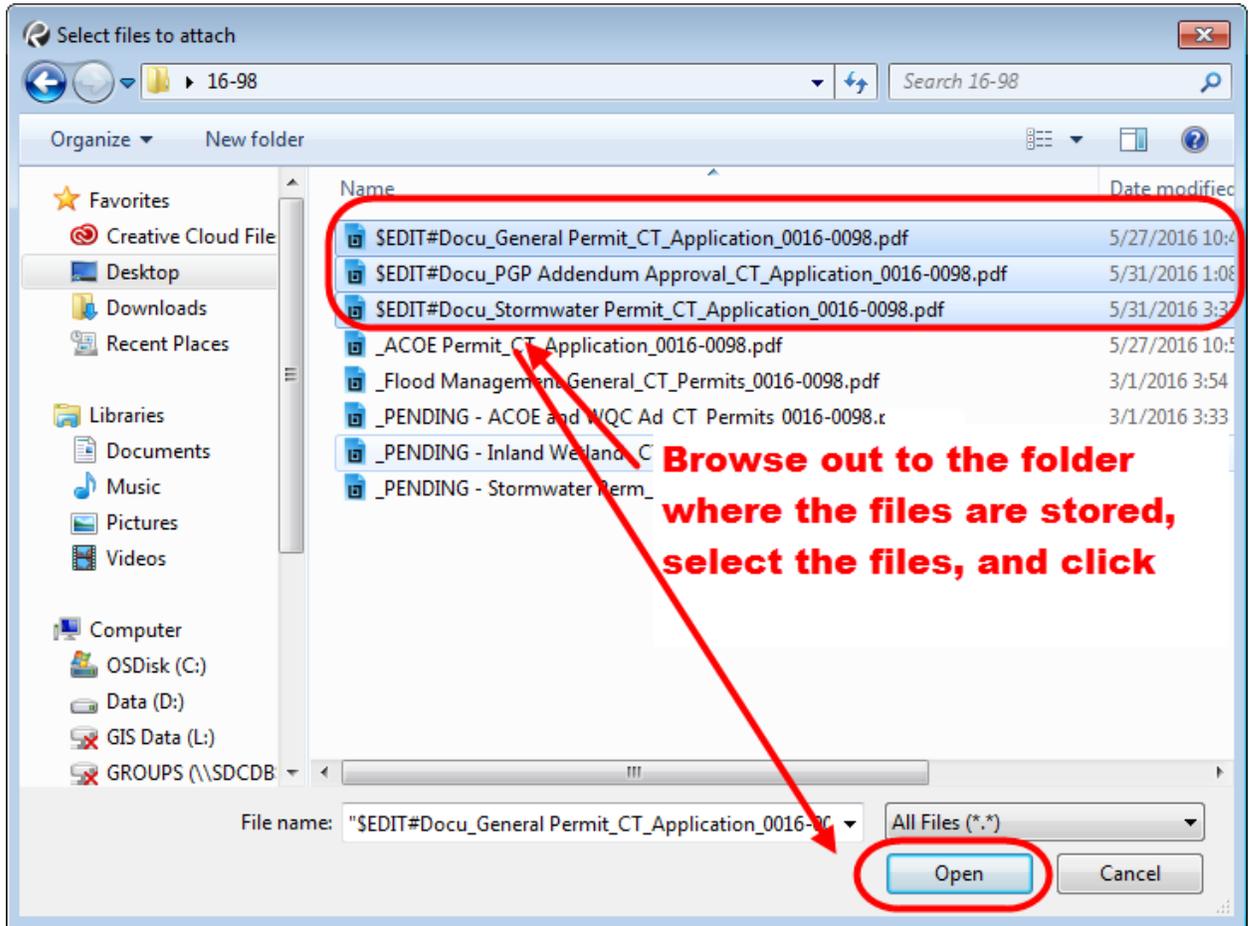

Figure 4 - Adding Files to a Package

6. After the files have been added to the package, click save.