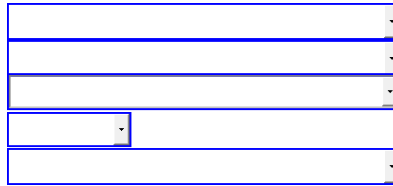


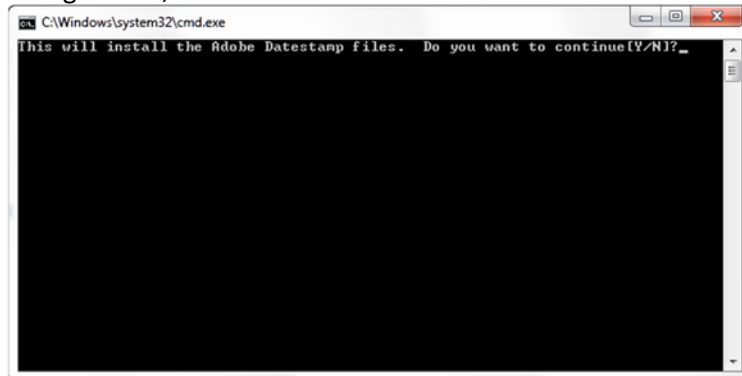
# Electronic Date Stamp for Adobe

## Installing the Adobe Acrobat date stamp

1. Save the file "DateStamp \*\*\_\*\*\_\*\*\*\*.zip" to your desktop.
2. Right click the file "DateStamp \*\_\*\*\_\*\*\*\*.zip" and hover over "SecureZip" which will open an additional menu. On that menu left click "Extract Here".
3. Open the PDF file in the folder on your desktop named "DateStamp.pdf"
  - a. Should see 5 dropdown fields. *(If you don't see all 5, scroll to the bottom & then back)*  
This is where you will set up the text of your stamp.



- b. Change each field as instructed by your GM.
  - c. Save the file to the same folder and close Adobe.
2. Double-click the Setup file for your version of Adobe". *(In the "DateStamp" folder on your desktop)*
    - a. On the following screen, hit "Y" & Enter.







- b. When finished you can close the screen.
3. Close & delete the folder "DateStamp" on your desktop.

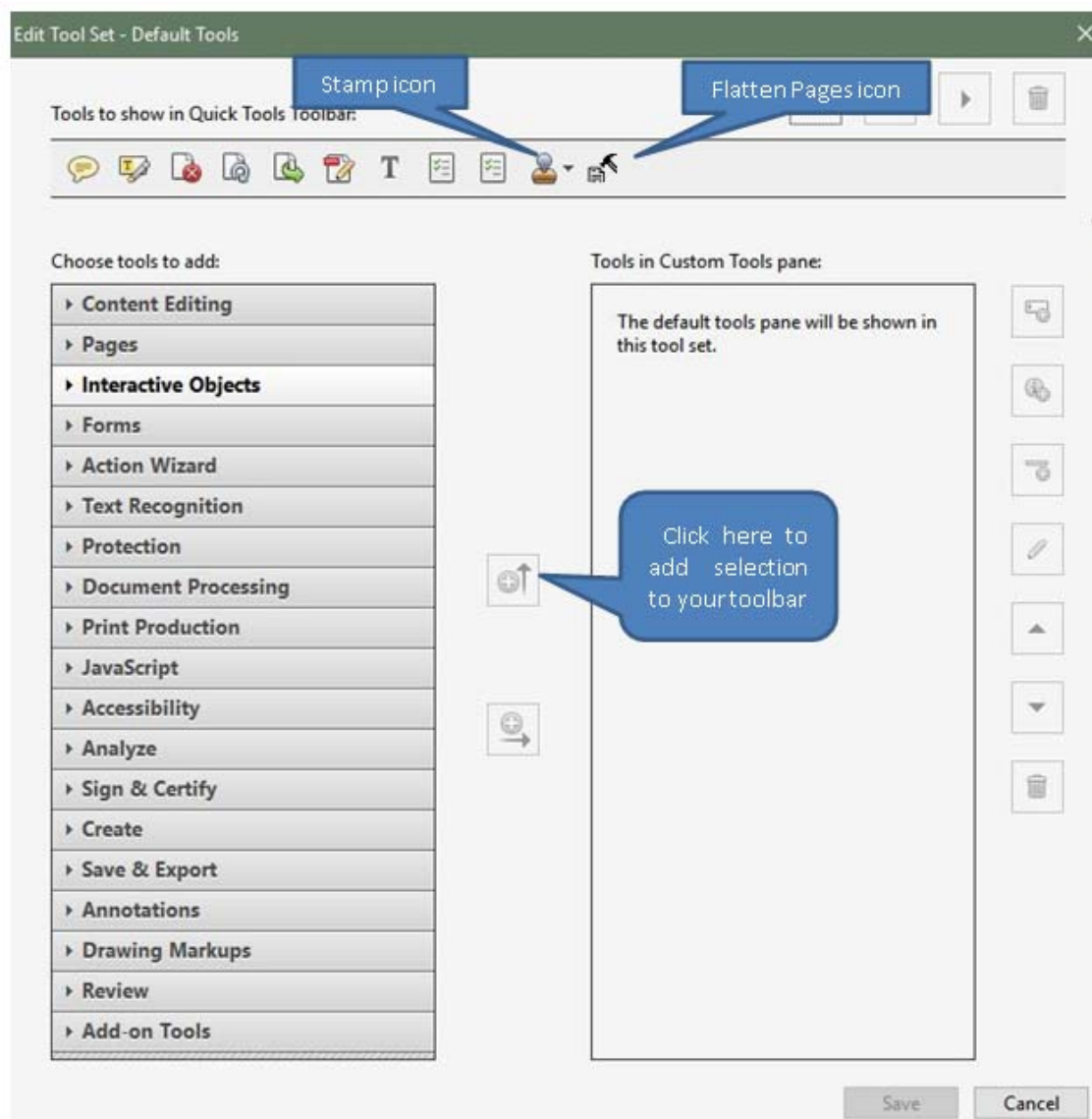
# Set up date stamp for Adobe Acrobat 11.0

*There are two sets of instructions. Set up according to which version of Adobe you have.*

**BEFORE PROCEEDING: MAKE SURE YOU DO NOT HAVE ANY ADOBE PDF FILES OPEN**

## Adobe 11.0





1. Open any pdf file. *\*\*\*You cannot use a "pdf form".*
2. Right-click a blank spot on the ribbon at the top & select "Edit Current Tool Set"
  - a. *The "ribbon" is the topmost part of the screen where you see the icons, etc. Right click in a blank spot along this bar.*
3. On the left, select "Annotations"
4. Scroll down to "Stamps" (  Stamps ) & click on it
5. In the middle you will see an arrow pointing up (Add to Toolbar) (  ) . Click it.
6. Scroll down to "Add on Tools" and select "Flatten Pages" (  Flatten Pages )
7. Add to Toolbar (  )

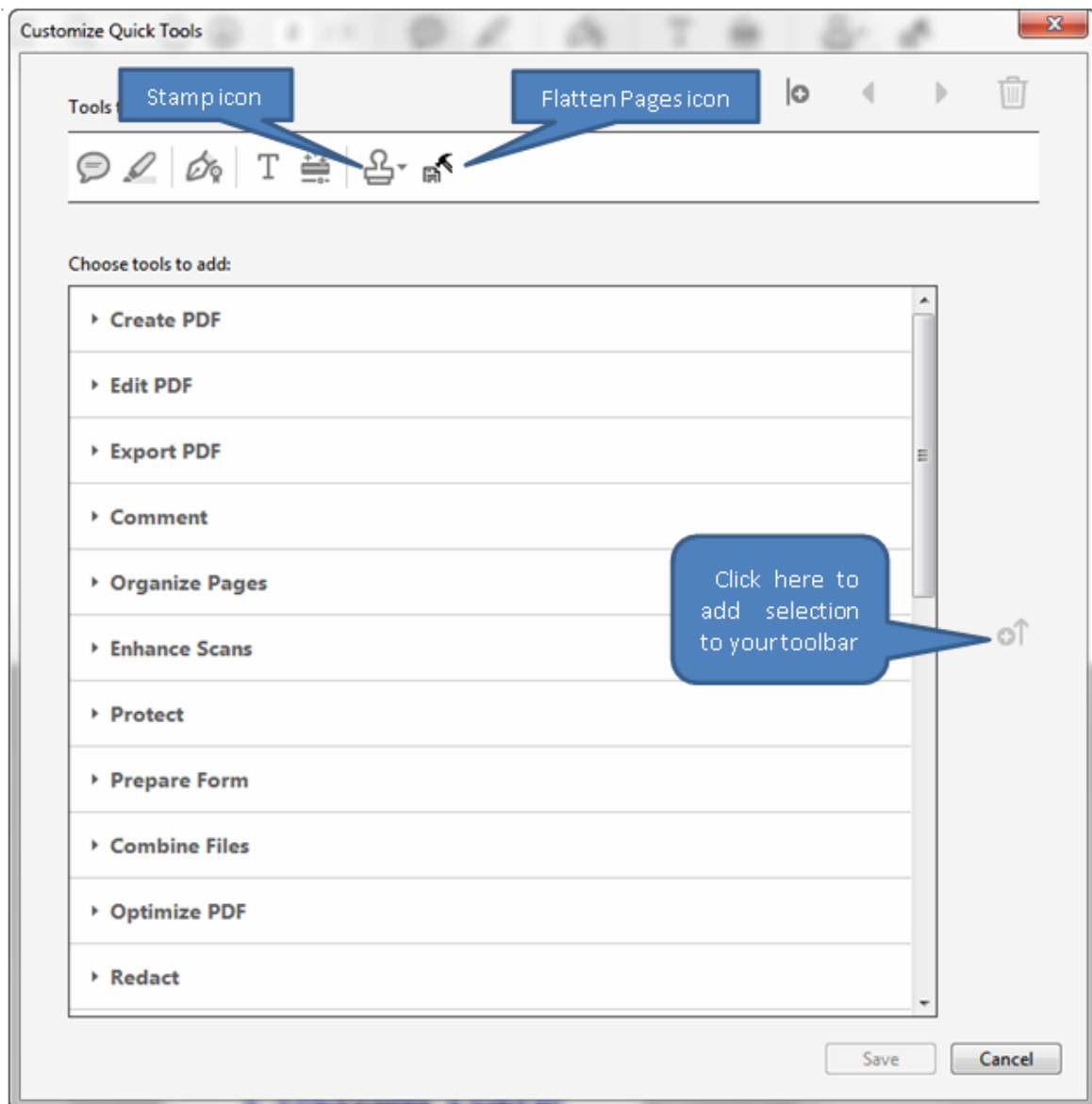


# Set up date stamp for Adobe Acrobat 2015/2017/DC

Adobe 2015, 2017 or “DC”



**BEFORE PROCEEDING: MAKE SURE YOU DO NOT HAVE ANY ADOBE PDF FILES OPEN**

8. Open any pdf file. *\*\*\*You cannot use a “pdf form”.*
9. Right-click the ribbon at the top & select “Customize Quick Tools”.
  - a. *The “ribbon” is the topmost part of the screen where you see the icons, etc. Right click in a blank spot along this bar.*
10. Scroll down and click on “Comment”
11. Select Stamps (  Stamps )
12. To the right, click on “Add to Toolbar” (  )
13. Scroll down to and click “Add on Tools”
14. Select “Flatten Pages” (  Flatten Pages )
15. To the right, click on “Add to Toolbar” (  )




## Using the stamp

The first time you use the stamp, you will be asked to fill out a small form with your name, title, unit, etc.


1. Click the stamp icon on the top ribbon 
2. Under "Dynamic" you should see "Today's Date" & "Custom Date"
3. Click on "Today's Date" and then click anywhere on your document.
  - a. You can move the stamp around, rotate it, etc.
  - b. Once you get it where you want, click the flatten page icon on the ribbon   
*This will lock the stamp on the document & cannot be undone. However, if you make a mistake simply don't save the document.*
4. If you want a different date, select custom date. Click the document.
  - a. In the pop-up input date in the format MM/DD/YYYY (01/01/2015)

## Additional Stamps

Also, under the stamp  you will find "ClosingCodes" and "OtherCustom". These include:

599/063	POSSIBLE DUPLICATE
599/069	POA COPY
599/067	COPY
599/071	

## Favorites

Hint: Once you use a stamp, you can select the stamp icon  again and select "Add Current Stamp to Favorites". Afterward, that stamp will be the first you see.

