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.
- Double-click the Setup file for your version of Adobe". (In the "DateStamp" folder on your desktop)

 On the following screen, hit "Y" & Enter.

C:\Windows\system32\cmd.exe				- 0	x
This will install the Adobe Datestamp files.	Do yo	u want t	o continu	e [Y/N]?_	^
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- 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" (a stamps) & click on it
- 5. In the middle you will see an arrow pointing up (Add to Toolbar)(of). Click it.
- 6. Scroll down to "Add on Tools" and select "Flatten Pages" (
- 7. Add to Toolbar (of)

Stamp icon sto show in Quick Tools Toolbar:	Flatten Pages icon 🕞 👘
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> Pages	this tool set.
Interactive Objects	(R)
▶ Forms	
Action Wizard	
Text Recognition	
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Document Processing	add selection
Print Production	
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► Create	
► Save & Export	
Annotations	
Drawing Markups	
▶ Review	
> Add-on Tools	

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" (⁽¹⁾)
- 13. Scroll down to and click "Add on Tools"
- 14. Select "Flatten Pages" (Flatten Pages)
- 15. To the right, click on "Add to Toolbar" (of)

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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 $\stackrel{{}_{\scriptstyle 4}}{\Longrightarrow}$
- 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 4 you will find "ClosingCodes" and "OtherCustom". These include:

 599/063
 POSSIBLE DUPLICATE

 599/069
 POA COPY

 599/067
 COPY

 599/071
 COPY

Favorites

Hint: Once you use a stamp, you can select the stamp icon $\stackrel{>}{=}$ again and select "Add Current Stamp to Favorites". Afterward, that stamp will be the first you see.

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