

# 6.0 Creating Custom Stamps for Adobe Acrobat Pro X

## Static Custom Stamps

A static custom stamp is a static image file that is loaded into Adobe Acrobat Pro X and available from the Stamp Tool stamp collection.

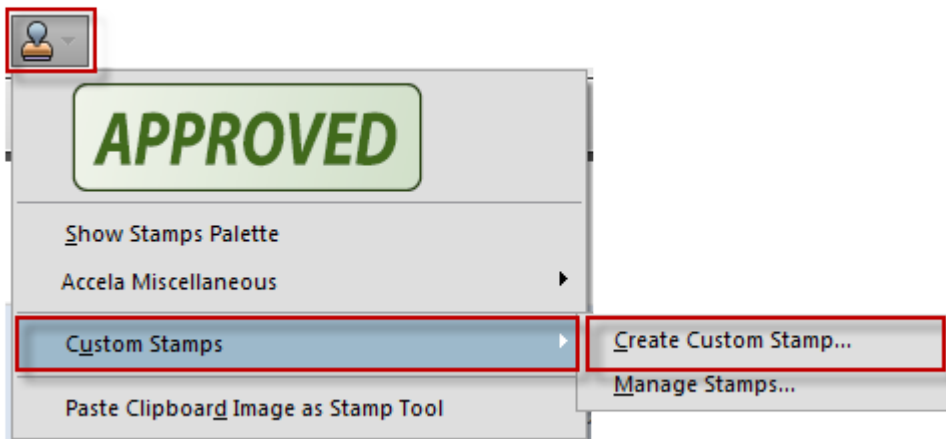
### Step 1:

Create the custom stamp image in any graphic application (Photoshop, Illustrator, AutoCAD, Publisher, etc). Then save the file in the proper format, including but not limited to the following:

- .pdf
- .gif
- .bmp
- .dwg
- .jpg
- .ppt, .pptx
- .doc, .docx
- .png
- .tif

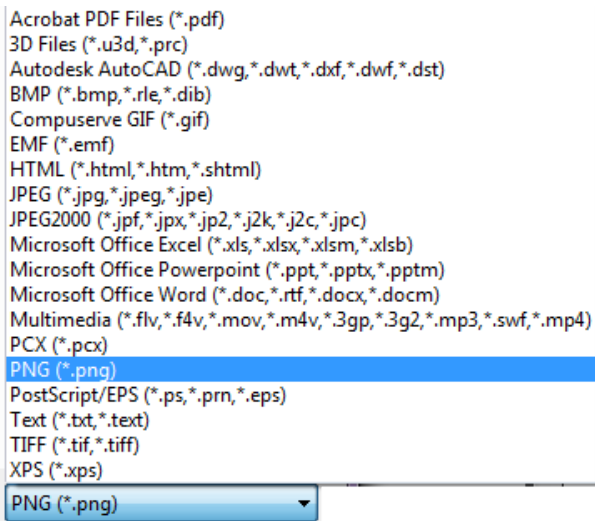
### Step 2:

The custom stamp image file must be imported into each individual users' Adobe Acrobat Pro application. In Acrobat, click on the **Stamp Tool** > click on **Custom Stamps** > click on **Create Custom Stamp...**

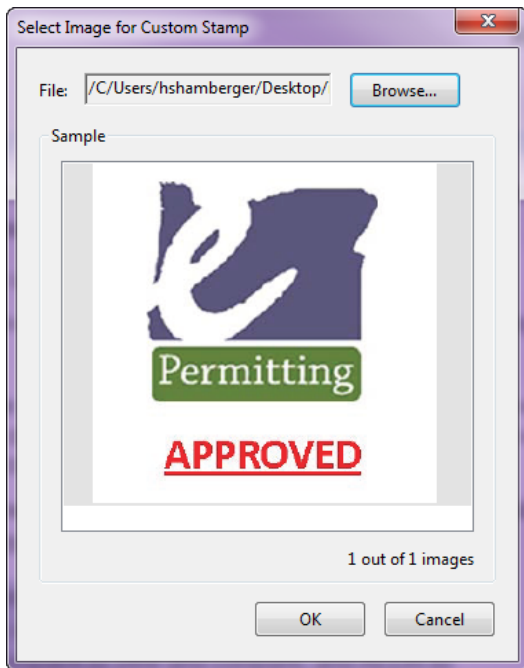


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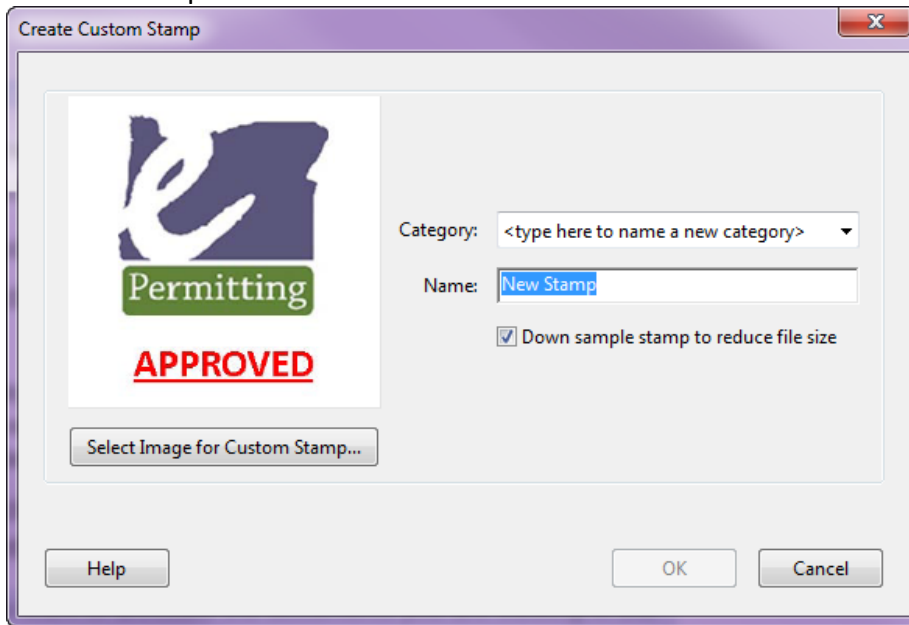
Browse to the appropriate image file. Be sure to select the appropriate File Type:



Click **OK**.



Select a **Category**: Create a new Category or select from the list of existing Categories.  
Create a stamp **Name** then click **OK**.



The new static custom stamp is now available in the list of stamps.



### Dynamic Custom Stamps

A dynamic custom stamp is a static image file with a form field with JavaScript attached to it that will display information on the fly. For example, a dynamic stamp can display the agency's logo and a date/time stamp of when the stamp was added to the PDF document. Dynamic custom stamps are loaded into Adobe Acrobat Pro X and available from the Stamp Tool stamp collection.

#### Step 1:

Create the custom stamp image in any graphic application (Photoshop, Illustrator, AutoCAD, Publisher, etc). Follow the steps listed above to create a Static Custom Stamp.

#### Step 2:

Once you create a custom stamp, the file is converted to a PDF and saved the AppData directory (Windows 7):  
C:\Users\[username]\AppData\Roaming\Adobe\Acrobat\10.0\Stamps\

**Note:** The folder labeled **AppData** is a hidden folder by default. Unhide the folder by opening the folder in **Windows Explorer** > **Organize** (in the upper left corner) > click on the **View** tab > select **Show hidden files, folders, and drives** > click **OK**.

And the file is given an auto-generated name like the example below, but you can change the name after closing Acrobat.

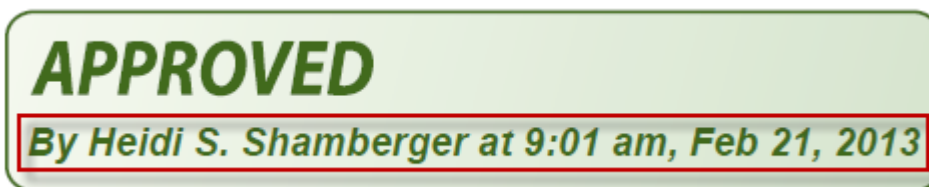
**BckDv4vR28mCecWLwwN\_4D.pdf**

Open this file in Adobe Acrobat Pro X so that it is ready for the next step.

#### Step 3:

Now, you will copy and paste the JavaScript from another existing dynamic stamp. Look at the existing dynamic stamps that are in the Dynamic category. Decide on a stamp that includes the information that you are after.

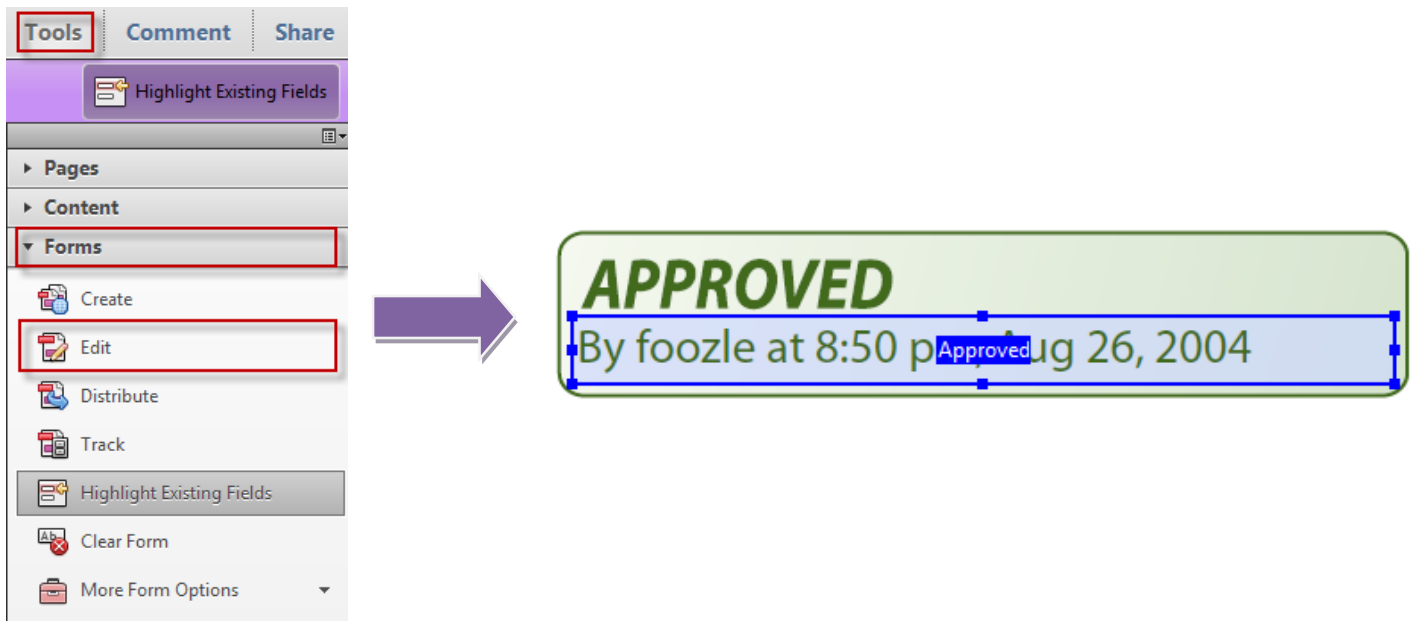
#### Example:



Open **Dynamic.pdf** in Adobe Acrobat Pro X. It is stored in this directory (Windows 7):  
C:\Program Files\Adobe\Acrobat 10.0\Acrobat\plug\_ins\Annotations\Stamps\ENU\

## Adobe Acrobat Pro X

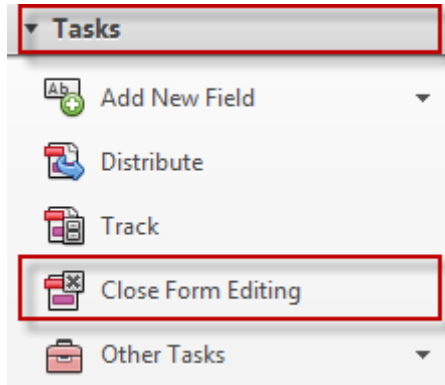
Dynamic.pdf includes each dynamic stamp on a separate page. Locate the appropriate stamp. Then go to the **Tools Pane** > select **Forms** > click on **Edit** to view the form field.



Click on the form field to select it. Then go to **Edit** menu > click **Copy**.

**Note:** You can also right-click on the form field and choose *Properties*, then go to the *Calculate* tab to see the JavaScript code.

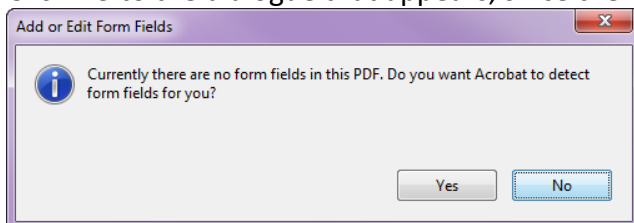
Be sure to close out of form editing by going to the **Tasks Pane** > click **Close Form Editing**



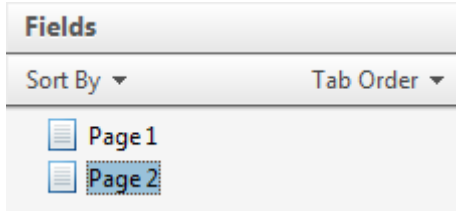
With the form field still copied on your clipboard, open your custom stamp pdf file.

Then go to the **Tools Pane** > select **Forms** > click on **Edit**.

Click **No** to the dialogue that appears, since there are no existing Form Fields.



Make sure Page2 is selected by going to the Fields Pane > click on Page2



Then go to the **Edit** menu > click **Paste** to paste the form field.

**Step 4:**

Arrange the form field on the stamp.

Right-click on the form field > click **Properties** and adjust the settings as needed.



Be sure to close out of form editing by going to the **Tasks Pane** > click **Close Form Editing**

Save and close the file.

The new dynamic custom stamp is now available in the list of stamps with the dynamic content.



## Add Your Agency Logo to an Accela EDR Dynamic Stamp

You have the opportunity to install Accela EDR dynamic stamps into Acrobat when you install the Accela EDR client. These stamps can be modified to include your agency logo.

### Step 1:

Locate the appropriate Accela EDR Dynamic stamp. The stamps are PDF files that are saved to the AppData directory (Windows 7). The file names all begin with "AEDR."

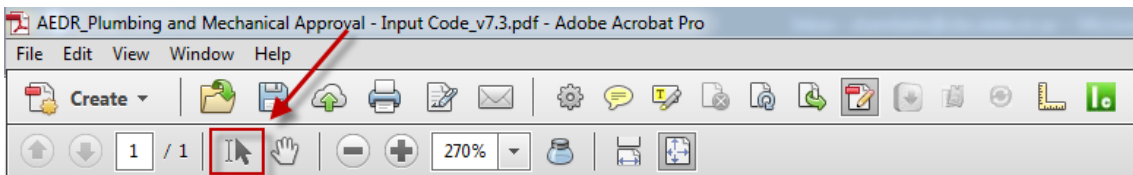
C:\Users\[username]\AppData\Roaming\Adobe\Acrobat\10.0\Stamps\

**Note:** The folder labeled **AppData** is a hidden folder by default. Unhide the folder by opening the folder in **Windows Explorer** > **Organize** (in the upper left corner) > click on the **View** tab > select **Show hidden files, folders, and drives** > click **OK**.

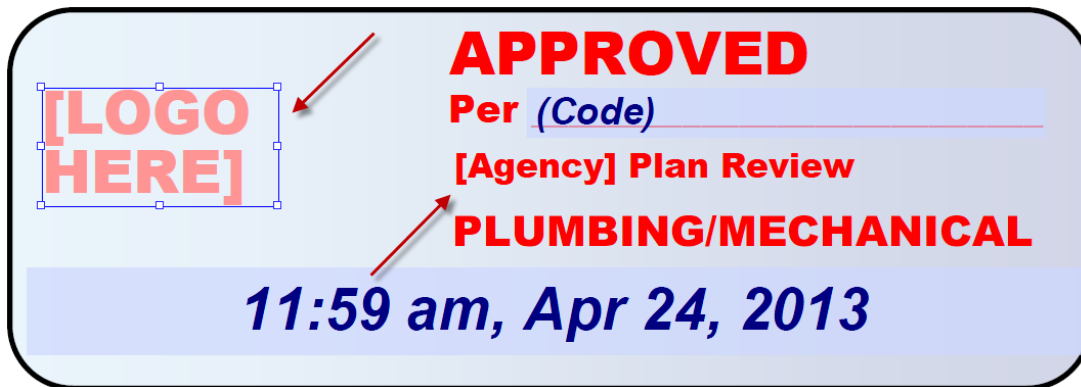
### Step 2:

Open the PDF document in Acrobat Pro. Then go to the **Tools Pane** > select **Content Editing** > click on **Edit Text & Images**.

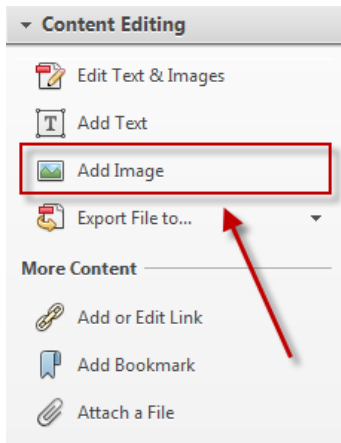
Use the **Selection tool** to select and edit existing content. For example, choose the **Selection tool**:



Click on the **[LOGO HERE]** text box > click the **Delete** key on your keyboard to remove it. Be sure to edit the **[Agency]** text. Feel free to edit other text, as needed.



Now, insert your agency logo. Click **Add Image** > browse to the appropriate logo image file.



Click and drag on corner pull handles to resize the logo. Use the **Selection tool** to move the logo to the desired location on the stamp.



### Step 3:

After edits are complete, go to File menu > Save As > save the file in the same folder location.

### Suggestions for choosing a logo:

- File must be one of the following image file types:

All Image Files (\*.bmp,\*.rle,\*.dib,\*.gif,\*.jpg,\*.jpeg,\*.jpe,\*.jpf,\*.jpx,\*.jp2,\*.j2k,\*.j2c,\*.jpc,\*.pcx,\*.png,\*.tif,\*.tiff)  
Bitmap, BMP (\*.bmp,\*.rle,\*.dib)  
CompuServe GIF (\*.gif)  
JPEG (\*.jpg,\*.jpeg,\*.jpe)  
JPEG2000 (\*.jpf,\*.jpx,\*.jp2,\*.j2k,\*.j2c,\*.jpc)  
PCX (\*.pcx)  
PNG (\*.png)  
TIFF (\*.tif,\*.tiff)

- Logos with a transparent background look cleaner on the blue background of the stamp. Transparency can be added using a graphic program, like Photoshop or Gimp.
- High resolution image files work best. High resolution logos will guarantee a clearer image. The file will appear large once added to the stamp, but it can be resized. 300x300 pixels will work well on the small stamps.