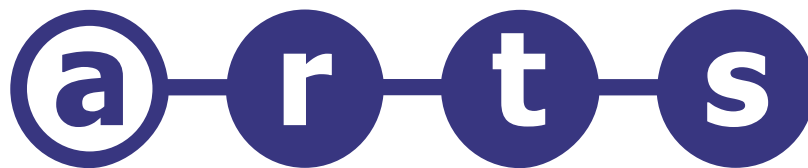
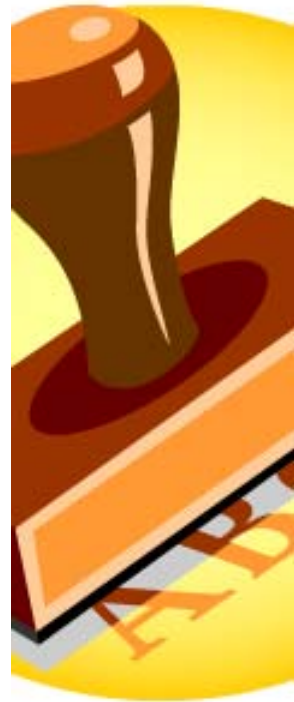


# ARTS PDF Stamper

Version 3.0



[www.artspdf.com](http://www.artspdf.com)

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# 1. Introduction

ARTS PDF Stamper is a plug-in for Adobe Acrobat for stamping text, watermarks and backgrounds to pages on a PDF document. With ARTS PDF Stamper, users can customize the content, appearance and action of each stamp as well as combining multiple stamps into one stamp profile. This includes aligning and setting the size of each stamp, or even making your stamps behave like hyperlinks.

Using ARTS PDF Stamper, you can:

- Stamp text and [dynamic text](#)
- Apply Page and Bates Numbers
- Apply image watermarks (BMP, RLE, DIB, GIF, JPG, PCX, PNG, EPS and TIFF)
- Stamp one PDF onto another
- Specify the position, scale and angle of rotation for text and image stamps
- Set [actions](#) for individual stamps.
- Stamp using [Bates Numbering](#) format
- Combine single stamps into a profile for faster application.
- Copy and paste stamps between profiles
- Save profiles for later use
- Set up batch processes to apply stamps across many files.

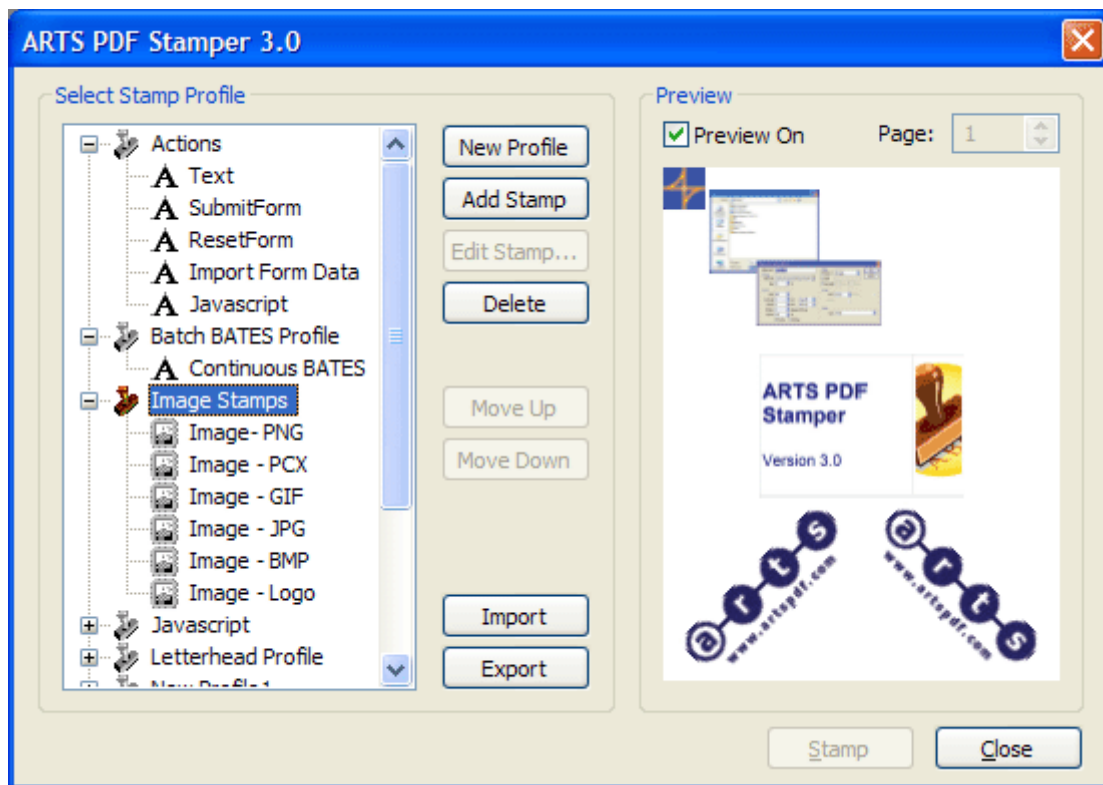


Figure 1. The ARTS PDF Stamper main window

## 2. Setup

### 2.1. System Requirements

#### Windows

- Intel® Pentium® processor or equivalent
- For Acrobat 5.0 users: Microsoft Windows 98 SE, ME, Microsoft® Windows NT® Workstation 4.0 with Service Pack 6, Windows® 2000 with Service Pack 2, Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition
- For Acrobat 6.0 users: Microsoft Windows 98 SE, Microsoft® Windows NT® Workstation 4.0 with Service Pack 6, Windows® 2000 with Service Pack 2, Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition
- For Acrobat 7.0 users: Microsoft® Windows® 2000 with Service Pack 2, Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition
- 64MB of RAM (128MB recommended)
- 50MB of available hard-disk space
- 1,024x768 screen resolution
- Adobe® Acrobat® 5.0 or later. Batch processing is only supported in Acrobat 5, Acrobat 6 Professional and Acrobat 7 Professional.

#### Macintosh

- PowerPC® G3 processor
- Mac OS X v.10.2.2 or higher
- 64MB of RAM
- 50MB of available hard-disk space
- 1,024x768 screen resolution
- Adobe® Acrobat® 5.0 or later. Batch processing is only supported in Acrobat 5, Acrobat 6 Professional and Acrobat 7 Professional.

For technical support queries, please consult the Troubleshooting section of this manual or email [techsupport@artspdf.com](mailto:techsupport@artspdf.com).

### 2.2. Installation

You may have received this software on either CD-ROM or as a downloaded file.

#### Macintosh (CD-ROM)

To install from a CD-ROM:

1. Verify that Adobe Acrobat is not running.
2. Insert the CD-ROM.

3. Open the CD and double click the Install file.
4. Navigate to ARTS PDF Stamper.
5. Click install.
6. Follow the prompts to install ARTS PDF Stamper.

### Macintosh (.hqx)

If you downloaded ARTS PDF Stamper, to install:

1. Verify that Adobe Acrobat is not running.
2. Decompress the distribution file provided.
3. Execute the installation file.
4. Follow the prompts to install ARTS PDF Stamper.

### Windows (CD-ROM)

To install from a CD-ROM:

1. Verify that Adobe Acrobat is not running.
2. Insert the CD-ROM.
3. If the CD-ROM does not automatically start, navigate to the CD in Windows Explorer and execute the Windows Installer.exe file.
4. Navigate to ARTS PDF Stamper.
5. Click Install.
6. Follow the prompts to install ARTS PDF Stamper.

### Windows (.exe)

If you downloaded ARTS PDF Stamper, to install:

1. Verify that Adobe Acrobat is not running.
2. Execute the installation file provided.
3. Follow the prompts to install ARTS PDF Stamper.

## 2.3. Activation

If you have the demo version of ARTS PDF Stamper installed, activate the full version using the following steps:

1. In Acrobat select 'Help > About 3<sup>rd</sup> Party Plug-Ins > ARTS PDF Stamper.
2. Ensure you have a valid serial. To obtain a valid serial you must purchase the product:
  - a. Select the 'Register' tab page and click on 'Buy Now' to purchase the full version.
  - b. After your purchase has been confirmed, you will receive an email containing your serial number.
3. Select the 'Register' tab page and click on 'Activate'.
4. Enter your license details, including your serial number, and click "OK".

## 2.4. Registration

ARTS PDF provide the option of registering your copy of ARTS PDF Stamper online. Online registration allows you to protect your serial number. In the event you lose or misplace your serial, we can locate and provide your serial to you on request. Registered customers will also receive important upgrade information and notification of product updates.

1. After activating your copy of ARTS PDF Stamper you will be prompted to register online. Do one of the following:
  - Click "Now" to register your product online<sup>1</sup>.
  - Click "Later" to register at a later stage. After entering your license details, you can register your product anytime by clicking on the "Register Now" button of the Register tab.
2. When registering your product, complete the online form and click "Submit Registration".
3. You only need register your product with us once.

To manually register your ARTS PDF product, please visit our online registration page, <http://www.artspdf.com/register.asp>.

## 2.5. Uninstalling ARTS PDF Stamper

### Macintosh

To install on a Macintosh platform:

1. Execute the installation file<sup>2</sup>.
2. To continue with uninstalling ARTS PDF Stamper you must accept the software license agreement.
3. Select the application ARTS PDF Stamper was installed under (either Acrobat 5 or Acrobat 6) and click 'Open'.
4. From the drop down menu, select the 'Uninstall' item.

Alternatively, to uninstall:

1. Verify that Adobe Acrobat is not running.
2. Locate the folder containing Acrobat plug-ins.  
For example when installed on Acrobat 6.0, typically files can be found in Drive:  
Applications: Adobe Acrobat 6.0 Professional: ARTS PDF Plug-ins: ARTS PDF Stamper
3. Delete the ARTS PDF Stamper files.

---

<sup>1</sup> You must be connected to the Internet.

<sup>2</sup> If you installed ARTS PDF Stamper from a CD-ROM, insert the CD, launch the Install file, navigate to ARTS PDF Stamper and click install (you can choose to uninstall at a later time).

## Windows

To install on a Windows platform:

1. Verify that Adobe Acrobat is not running.
2. Click Start > Settings > Control Panel.
3. Open Add/Remove Programs.
4. Select 'ARTS PDF Stamper 3.0' from the menu.
5. Click 'Add/Remove'.

## 3. Using ARTS PDF Stamper

The main features of ARTS PDF Stamper are:

- **Stamp text on a PDF document.**

Use Text Stamp feature to create single or multi-line text stamps. [Text stamps](#) are often used for headers, footers and hyperlinks. A variety of [Dynamic Text](#) options are available to allow you to easily insert date, time, page numbers and document information such as Author, Title and Subject at runtime.

- **Stamp an Image on a PDF document.**

The [Image Stamp](#) feature enables you to stamp single or multiple images on PDF document. ARTS PDF Stamper supports a number of different image types. These include BMP, RLE, DIB, GIF, JPG, PCX, PNG, EPS and TIFF formats<sup>3</sup>.

- **Stamp a page from a PDF document on another PDF document.**

Stamp a page from a PDF onto another document using the [PDF Stamp](#) feature. You can modify the placement, layout and action of the PDF stamp in the same way as text and the image stamps.

---

<sup>3</sup> Stamping with these image file formats is supported on Acrobat 6 only. Under Acrobat 5 only TIFF and JPEG are supported. To stamp with an EPS or GIF first convert the file to PDF and recreate the stamp as a PDF stamp.

### 3.1. Starting ARTS PDF Stamper

To use ARTS PDF Stamper, first locate the ARTS PDF Stamper tool button or menu item under the Acrobat Plug-in menu<sup>4</sup>. Use either the toolbar<sup>5</sup> or the menu items from Acrobat's menu to create, edit, manage or apply a stamp to a document. Once a stamp profile is created, you can use it to easily stamp the active document by selecting it from either the tool button drop down or 'Plug-ins > ARTS PDF Stamper' menu.

For any difficulties starting up ARTS PDF Stamper, please consult the Troubleshooting section of this manual or email [techsupport@artspdf.com](mailto:techsupport@artspdf.com).

### 3.2. Menu

ARTS PDF Stamper can be accessed from the Plug-ins > ARTS PDF Stamper menu.

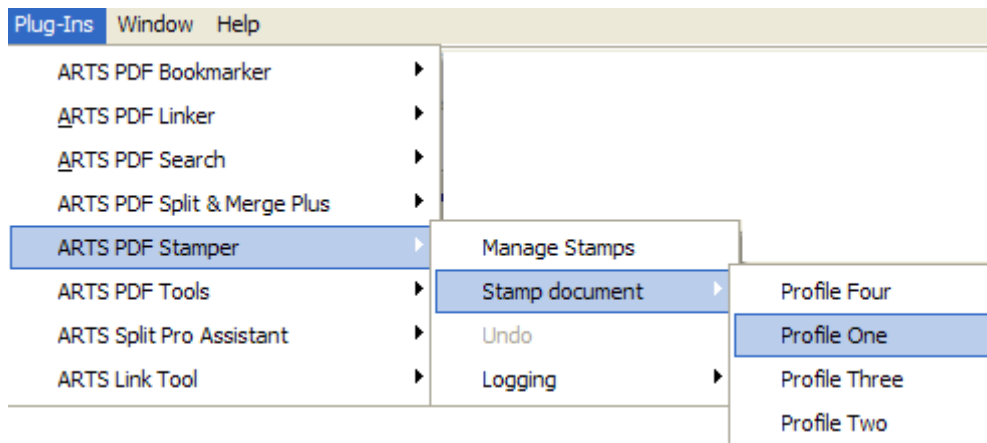


Figure 2. The ARTS PDF Stamper menu

<sup>4</sup> Please refer to the [FAQ section](#) of this user guide for assistance with installing ARTS PDF Stamper.

<sup>5</sup> Under Acrobat 5, left click and hold the ARTS PDF Stamper tool button to display the drop down menu.

### 3.3. Toolbar

ARTS PDF Stamped can be accessed from the ARTS PDF Stamped toolbar.

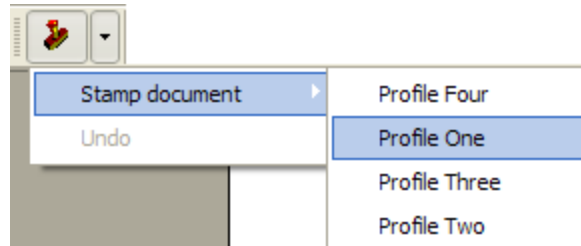


Figure 3. The ARTS PDF Stamped toolbar

### 3.4. Stamp a document

To apply a stamp, open a PDF document and select or create your desired stamp profile.

To select a stamp either:

- Open the Manage Stamps dialog and select the profile from the list. Click 'Stamp' to process.
- Select a stamp profile from the ARTS PDF Stamped menu.
- Click the drop down tool button.

Once selected, the active document will be stamped with the chosen profile.

**Note:** All the stamps within a profile are applied to the document. If a stamp is selected rather than the profile, the 'Stamp' button is disabled.

### 3.5. Undo Stamp

To remove or undo the last stamp applied simply select 'Undo' from the ARTS PDF Stamped menu or tool button. You cannot undo a stamp if the document was saved after being stamped.

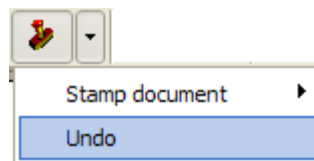


Figure 4. Undo Feature

## 4. Managing Stamps and Profiles

To activate the Stamp Management dialog, click the ARTS PDF Stamper tool button or select 'Manage Stamps' from the 'Plug-ins > ARTS PDF Stamper' menu item.

ARTS PDF Stamper uses stamp profiles, allowing users to apply any combination of stamps in a single action. Stamp profiles also allow users to copy and share stamps between profiles. For example, an individual copyright footer, company logo and page numbers can be stored within a single profile. When stamping with this profile, all stamps are applied to the open document(s) when processed.

ARTS PDF Stamper profiles are saved for reuse. Profiles can also be shared by different users using the [import](#) and [export](#) features. Saved profiles are stored (with a .npx extension) in the Profiles subfolder of the installation directory, e.g. C:\Program Files\Adobe\Acrobat 6.0\Acrobat\plug\_ins\ARTS PDF Stamper\Profiles or Drive: Applications: Adobe Acrobat 6.0 Professional: ARTS PDF Plug-ins: ARTS PDF Stamper:Profiles.

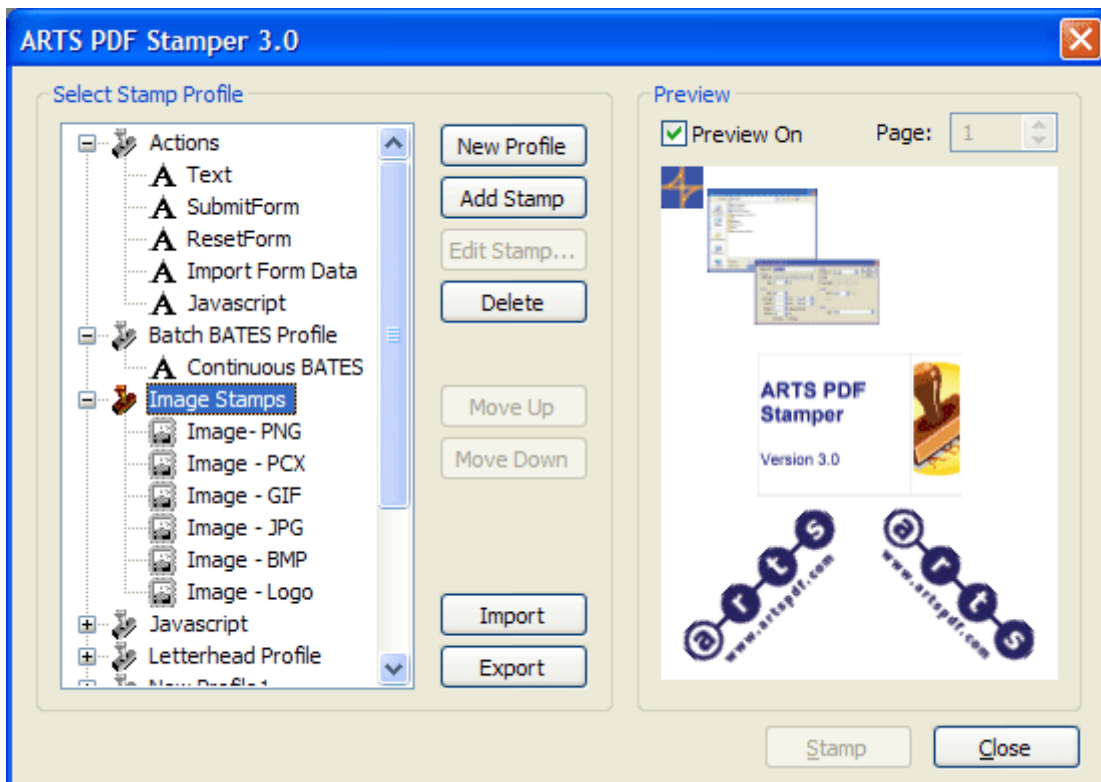


Figure 5. Main Dialog – Managing all stamp profiles

## 4.1. Creating a new Profile

To create a new Profile:

1. Open the Manage Stamp dialog.
2. Click 'New Profile'.
3. Add stamps as required to this profile by clicking the 'Add Stamp' button (refer to Designing your stamp).
4. The stamp is automatically saved.

## 4.2. Creating a new Stamp

To create a new Stamp:

1. Select the profile you want the stamp added to.
2. Click the 'Add Stamps' button and select a stamp type from the list (refer to Designing your stamp).

## 4.3. Previewing a Profile/Stamps

To preview<sup>6</sup> a Profile or a Stamp:

1. Ensure that a PDF is open in Acrobat.
2. Select a profile to view all stamps. It is also possible to view individual or a variety of stamps by clicking on the stamp rather than profile (hold the Ctrl key to select multiple).
3. If the 'Preview On' checkbox is not already checked, check it to preview the desired stamps and/or profile.

## 4.4. Renaming Profiles/Stamps

To rename a profile/stamp from the preview pane:

1. Right click the desired profile or stamp.
2. Select 'Rename Stamp' or 'Rename Profile' from the popup menu.
3. Enter in the new name.

---

<sup>6</sup> Previewing large documents and profiles that contain a large number of stamps can result in performance degradation. Refer to the [FAQ section](#) for tips on reducing this.

## 4.5. Deleting Profiles /Stamps

To delete a profile/stamp from the preview pane:

1. Right click the desired stamp or profile
2. Select 'Delete Profile' or 'Delete Stamp' from the popup menu.
3. Press 'Yes' or 'No' to confirm the delete action.

**Note:** If the Profile contains several stamps, deleting the profile will delete all the stamps within the profile. Delete actions cannot be undone.

## 4.6. Rearranging Stamps

ARTS PDF Stamer provides a number of ways to rearrange, edit and share stamps between profiles.

To cut or copy stamps from one profile to another:

1. Select the desired stamps using the mouse cursor
2. Right click an item in the selection
3. Select 'Cut' or 'Copy'
4. Right click the destination profile and select 'Paste'

**Note:** Stamps can also be dragged from one profile to another by holding the left mouse button and dragging the stamps to another document.

To create a copy of a profile:

1. Right click the desired profile
2. Select 'Copy'
3. Right click somewhere within the frame and select 'Paste'

## 4.7. Importing / Exporting Profiles

To export profiles to file to archive or share:

Select the desired profile from the Stamp Management dialog

Either right click and select 'Export Profile' or click the 'Export' button

Navigate to the desired destination and enter the filename

To import profiles:

Open the Stamp Management dialog

Click the import button

Navigate and select the desired profile to import

**Note:** When importing profiles only the settings are imported. Any links to the source image/PDF files may be broken and it is important these are checked, validated and repaired as required.

## 4.8. Editing Stamps

To edit an existing stamp, select the desired stamp and click the edit button. The Edit Stamp function allows users to modify the properties of individual stamps. Editing is disabled unless a profile is selected. More detail in section [Designing Stamps](#).

## 4.9. Right Click Menus

As mentioned above, a number of editing features are available by right clicking a stamp or profile.

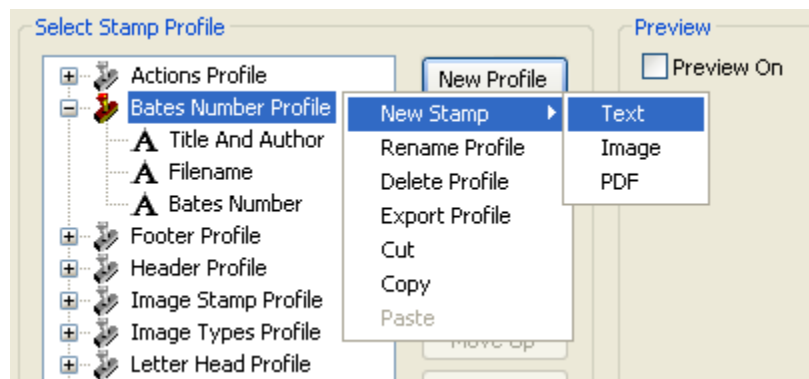


Figure 6. Right-click Profile menu.

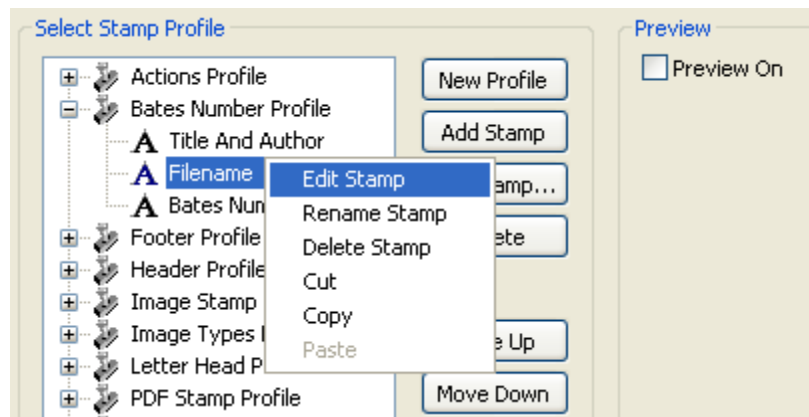


Figure 7. Right-click Stamp menu

## 5. Designing Stamps

The stamp design dialogs are used to tailor the content, alignment, spacing and placement of a stamp. These properties are described below.

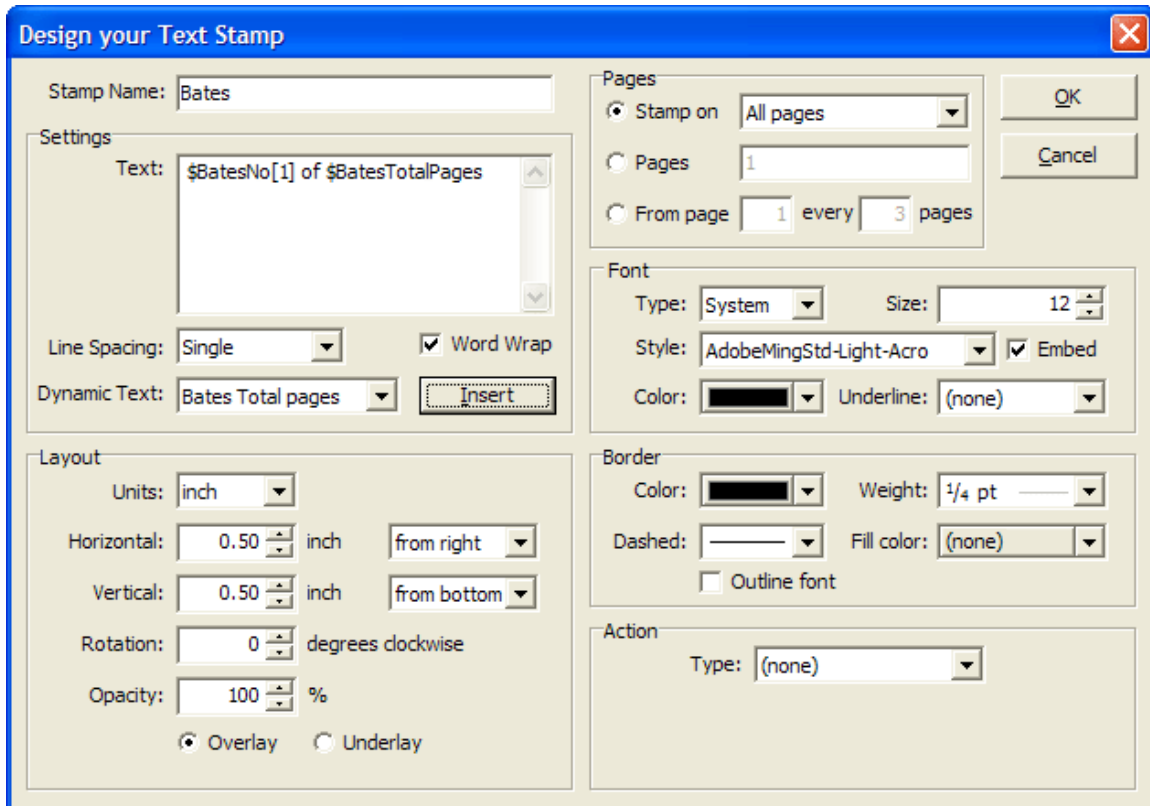


Figure 8. Design your Text Stamp

## 5.1. General Stamp Settings

Settings common to text, image and PDF stamps are outlined in this section.

### 5.1.1. Layout

- **Units**  
Select either 'cm', 'mm' or 'inch' from the drop down.
- **Horizontal Position**  
Select the horizontal point of reference for the stamp. Adjust by entering a value in the text box.
  - *From right* (right justified): incrementing moves stamp to the left.
  - *From left* (left justified): incrementing moves stamp to the right.
  - *From center* (centered): positive increment moves stamp right, negative move left.
- **Vertical Position**  
Select the vertical point of reference for the stamp and using by entering a value in the text box.
  - *From top*: Stamp is applied to top of document. Incrementing moves stamp down.
  - *From left*: Stamp is applied to bottom of document. Incrementing moves stamp up.
  - *From center* (centered): positive increment moves stamp up, negative move down.
- **Rotation**  
Rotate your stamp by a value between  $-360^{\circ}$  and  $360^{\circ}$ .
- **Opacity**  
Apply opacity to your stamps to create a watermark effect. Enter a value in the range of:
  - 100% (no transparency)
  - 0% (completely transparent)
- **Overlay & Underlay Options**  
Select one of two options by checking the radio button next to it.  
Overlay places the stamp on top of all objects on the PDF document.  
Underlay places the stamp below all objects on the PDF document.

By adjusting the stamp order in the Profile dialog, it's possible to create a number of different variations.

### 5.1.2. Pages Options

Set which pages to stamp on by selecting a predefined range:

- All pages
- Odd pages
- Even pages
- First page
- Last page

Alternatively, define your own page range, i.e. 2, 5, 9-16 or by page groups, stamp from page 2 every 4 pages, i.e. 2, 6,10,14.

### 5.1.3. Border and Outline Font

Apply a rectangular border around the edge of your text, image or PDF stamp. Set the color, line style (dashed) and weight. Fill the border with a color from the drop down or define your own by selecting 'Other Color...'

When using this option in conjunction with text stamps, there is a choice of including the border as an outline to the text or to apply a border around the text.



Standard border



Text outline

### 5.1.4. Applying Actions to Stamps

ARTS PDF Stamper also allows actions to be associated with stamps. To do this, select one of the following actions:

- **None**  
No action is related to the active stamp.
- **Go To View**  
This action will jump to the specified page in the document. This page must be specified using the 'To Page' spin box.
- **Go To Remote View**  
This opens a specified PDF document at the designated page. Various page magnification options are also available; see Magnification Options. This can be configure using relative or absolute addressing, see Absolute / Relative Addressing.

- **Open File**  
Opens the specified file. This file can be of any type, but only files with a \*.pdf extension will be opened in Acrobat; all other file types will be opened in their default viewers. The path to the file can be configured using an absolute or relative address, see [Absolute / Relative Addressing](#).
- **Open a web Link**  
Clicking on the bookmark opens a web browser to the URL specified within the WWW Link textbox.
- **Read Article**  
Selecting this action will link or display the bookmark to an article thread in the active document.
- **Show / Hide Field**  
Provides the option of either showing or hiding fields in a PDF document.
- **Submit Form**  
This will send the form data to a specified URL.
- **Reset Form**  
Resets all form fields to their original default value.
- **Import Form Data**  
Imports in form data from another file and displays it in the active form.
- **JavaScript**  
This option will run a specified JavaScript
- **Execute Menu Item**  
Executes a specified menu command as the action when the bookmark is clicked.
- **Movie**  
Plays a specified QuickTime or AVI movie
- **Sound**  
Plays a specified sound file.

### 5.1.5. Using Absolute / Relative Addressing

When creating stamps that execute an open file or GoTo remote page action it is possible to specify whether to use absolute or relative file addresses.

- **Absolute Addressing**

Absolute Address is best used when it's likely that the stamped document may need to be moved or copied to a different location in the file system, without any target files moving in relation.

By default, browsing to the target file using the Open File dialog produces an absolute address i.e. C:\target.pdf

- **Relative Addressing**

Relative Addressing is most appropriate for PDFs published to CDs/DVDs or when the entire file system is copied and must remain relative to the source. Relative addresses describe the path to a file, relative to the source PDF.

To use relative addressing, please follow the syntax example below.

Example:

You have the stamped PDF file 'stamped.pdf' and is stored in a directory C:\directory 1\directory 2\ (i.e. C:\directory 1\directory 2\stamped.pdf)

If the file to open with the action stamp is in the same directory as the stamped document ('stamped.pdf')

i.e. C:\directory 1\directory 2\target.pdf  
then use '.\ target.pdf'

If the file is in one directory above the stamped document

i.e. C:\directory 1\ target.pdf  
then use '..\ target.pdf'

If the file is in two directories above the stamped document

i.e. C:\target.pdf  
then use '..\..\ target.pdf'

If the file is in one directory below the stamped document

i.e. C:\directory 1\directory 2\directory 3\ target.pdf  
then use'.\directory 3\ target.pdf'

## 5.2. Text Stamp Properties

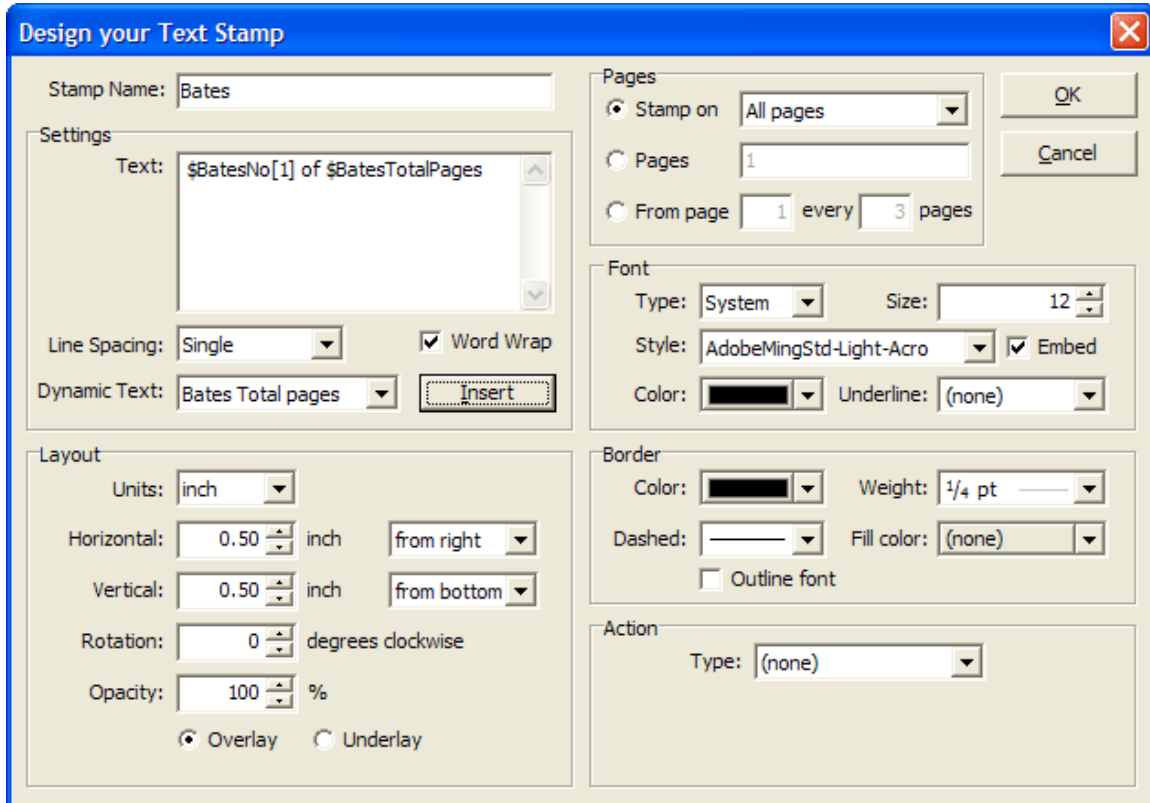


Figure 9. Designing Text Stamps

### 5.2.1. Line spacing

When creating multi-line text stamps, alter this setting to adjust the space between lines. Lines are created using the enter key.

**Note:** Line spacing adjustments will appear only in the preview pane or output file – not in this text box.

### 5.2.2. Dynamic Text

Dynamic Text is used to insert variable data (such as document information fields) and information that is calculated at runtime such as page numbers and time.

To use dynamic text, select an item from the drop down list and press 'Insert'. A specific macro to identify the dynamic text will be inserted into the text box.

Dynamic Text	Macro	Notes
Page Number	\$PageNo[1]	Page number in document starting at 1
Total Pages	\$TotalPages	Total pages in document
Batch Page Number	\$BatchPageNo[1]	Current page in the <i>batch</i> process is 1
Batch Total Pages	\$BatchTotalPages	Total pages in the <i>batch</i> process
<a href="#">Bates</a> Number	\$BatesNo[1]	A number in Bates format starting at 1
<a href="#">Bates</a> Total Pages	\$BatesTotalPages	Total number of pages in Bates format
Title	\$PDInfoTitle	Document title field
Author	\$PDInfoAuthor	Document author field
Subject	\$PDInfoSubject	Document subject field
Keywords	\$PDInfoKeywords	Document keyword
File Name	\$FileName	Name of file with the file extension
File Path	\$FilePath	Local path of the file
Date	\$Date	Date format is dependent on regional settings
Time	\$Time	Time format is dependent on regional settings
Day	\$Day	Day of the month – numerical
Month	\$Month	Month – numerical
Year	\$Year	Year – numerical
Hour	\$Hour	Hour – 24 hour
Minute	\$Min	Minutes
Second	\$Sec	Seconds

Dynamic text options can be concatenated with any text entered manually. For example, entering 'Page \$PageNo[1] of \$TotalPages' will result in a stamp like, 'Page 1 of 5' for example. The starting page number would be relevant to the number in the square brackets of the \$PageNo[] dynamic text.

For examples on using dynamic text within a stamp please refer to the following sections of this user guide:

- [Adding Bates Numbers](#)
- [Adding Page Numbers](#)

### 5.2.3. Font

ARTS PDF Stamper allows you to customize the appearance of your text stamp. Choose from System or Standard fonts, change the color, size and even the underline style used.

**Note:** Only one style can be set per stamp.

- **Font type**

Choose from either 'System' or 'Standard' font types. System refers to the fonts present on your computer. Standard fonts (also known as Base 14) are those native in Acrobat/Adobe Reader. When using system fonts, it may be desirable to select the 'Embed font' option. This will embed the appropriate font in the PDF so that all users will see the font as intended.

**Note:** Embedding the font in the PDF may result in an increase in file size.

- **Font Size**

Set the size of your font.

- **Font Color**

There are a number of standard colors to choose from. Click the drop down arrow to select a color. Choose 'Other Color...' to define a custom color. Colors are defined in the RGB color space.

- **Underline**

Select from a number of underline types.

## 5.2.4. Adding Bates Numbers

Numbers in Bates format contain padded zeros. When applied, like page numbers, a Bates number increment by one throughout the document collection.

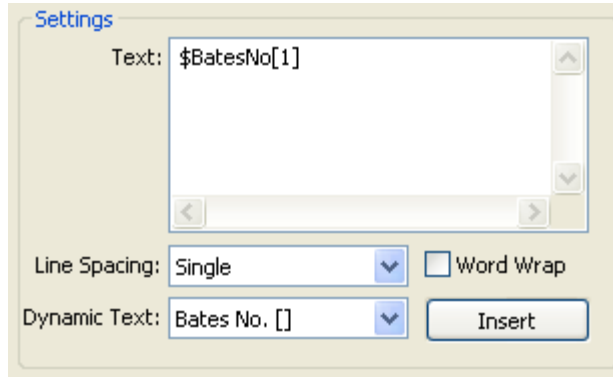
In ARTS PDF Stamper, Bates numbers can be implemented using the `$BatesNo[1]` and `$BatesTotalPages` macros.

Bates Properties:

- **Fixed Length**  
The fixed length (number of padded zeros) is configured in the options window. This setting is applied to both `$BatesNo[1]` and `$BatesTotalPages` variables.
- **\$BatesNo**  
The Bates Number Dynamic text allows inputting the starting number. `$BatesNo[3]`, would mean that the Bates number start would be 3 instead of 1. The default is however set to always start with 1.
- **\$BatesTotalPages**  
This variable equals the total number of pages in the job from the starting number. If there are one hundred pages in the job, starting at point 00025, `$BatesTotalPages` = 000125
- **Applying in Batch**  
When applying Bates stamps in batch, the Bates number increments over documents, the counter does not reset. When applying in batch you must stamp over a folder, not a selection of files otherwise the total number of pages will not be calculated correctly.

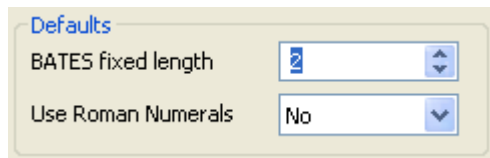
To add bates numbers:

1. Open the PDF document you wish to stamp.
2. Open ARTS PDF Stamper from Adobe Acrobat's Plug-ins Menu 'Plug-ins > ARTS PDF Stamper > Manage Stamps' or click on the 'Manage Stamps' toolbar button.
3. Click on the 'New Profile' button to add a new stamp profile.
4. With the new profile highlighted, click on the 'Add Stamp' button and select 'Text' to open the 'Design your Text Stamp' window.
5. Enter your Stamp name.
6. Under Settings for 'Dynamic Text', select 'Bates No. [ ]'. Click on the 'Insert' button to add `$BatesNo[1]` to the Text.
7. To set the value you wish the bates number to begin with, adjust the value within the square brackets. For example, to set the starting number on 9, set the macro to `$BatesNo[9]`.



**Figure 10.** Inserting Bates Dynamic Text

8. To set the length of the bates number, go to 'Edit > Preferences > ARTS PDF Stamper' and adjust the 'BATES fixed length' to the desired length.



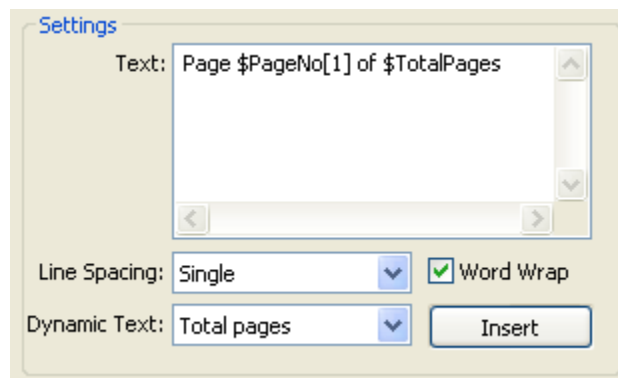
**Figure 11.** Bates Length

9. Change other properties for your text such as the layout, font style or action.
10. Click 'OK' to save your stamp and return to the main ARTS PDF Stamper window.
11. Select the profile name so that the profile is highlighted.
12. Click the 'Stamp' button when you are ready to stamp your PDF document.

### 5.2.5. Adding Page Numbers

To add page numbers (i.e. "Page 1 of 10"):

1. Open the PDF document you wish to stamp.
2. Open ARTS PDF Stamper from Adobe Acrobat's Plug-ins Menu 'plug-ins > ARTS PDF Stamper > Manage Stamps' or click on the 'Manage Stamps' toolbar button.
3. Click on the 'New Profile' button and a new profile will be added.
4. With the new profile highlighted, click on the 'Add Stamp' button and select 'Text' to open the 'Design your Text Stamp' window.
5. Enter your Stamp name.
6. In 'Text' type: "Page "
7. Under Settings for 'Dynamic Text', select 'Page No. [ ]' . Click on the 'Insert' button to add \$PageNo[1] to the 'Text'.
8. In 'Text' type after \$PageNo[1]: " of "
9. Under Settings for 'Dynamic Text', select 'Total pages' . Click on the 'Insert' button to add \$TotalPages to the 'Text'.



**Figure 12.** Inserting Bates Dynamic Text

10. Change other properties for your text such as the layout, font style or action.
11. Click 'OK' to save your stamp and return to the main ARTS PDF Stamper window.
12. Select the profile name so that the profile is highlighted.
13. Click the 'Stamp' button when you are ready to stamp your PDF document.

## 5.3. Image/PDF Stamp Settings

ARTS PDF Stamper allows you to apply image or PDF stamps to your documents.

**Note:** Image and PDF stamps share a number of similar properties. Some properties common to both are described in this section.

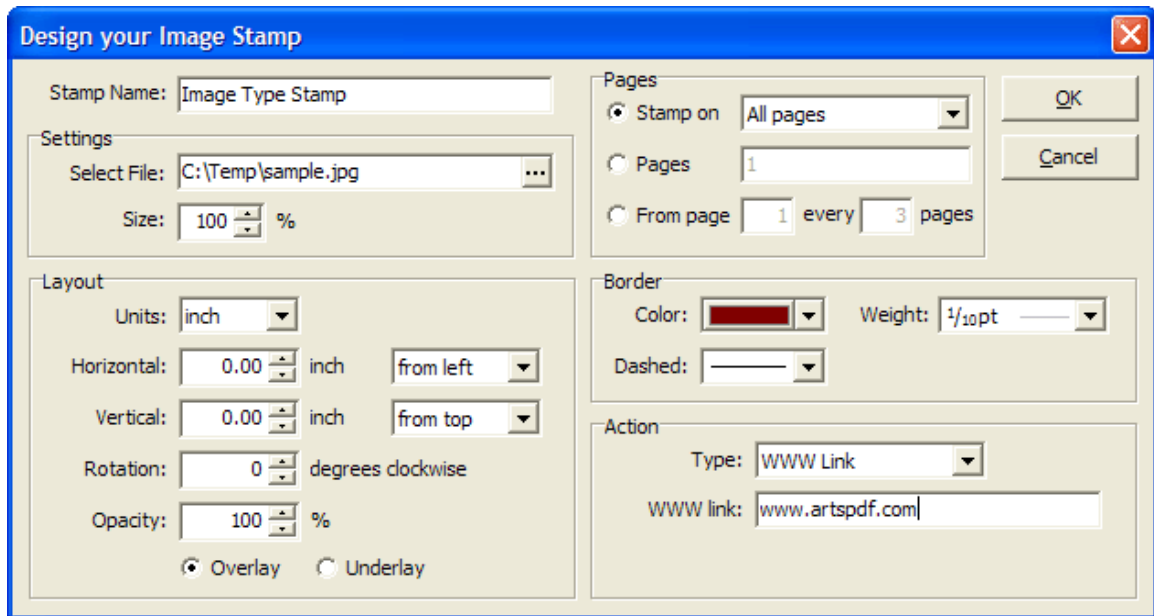


Figure 13. Designing Image Stamps

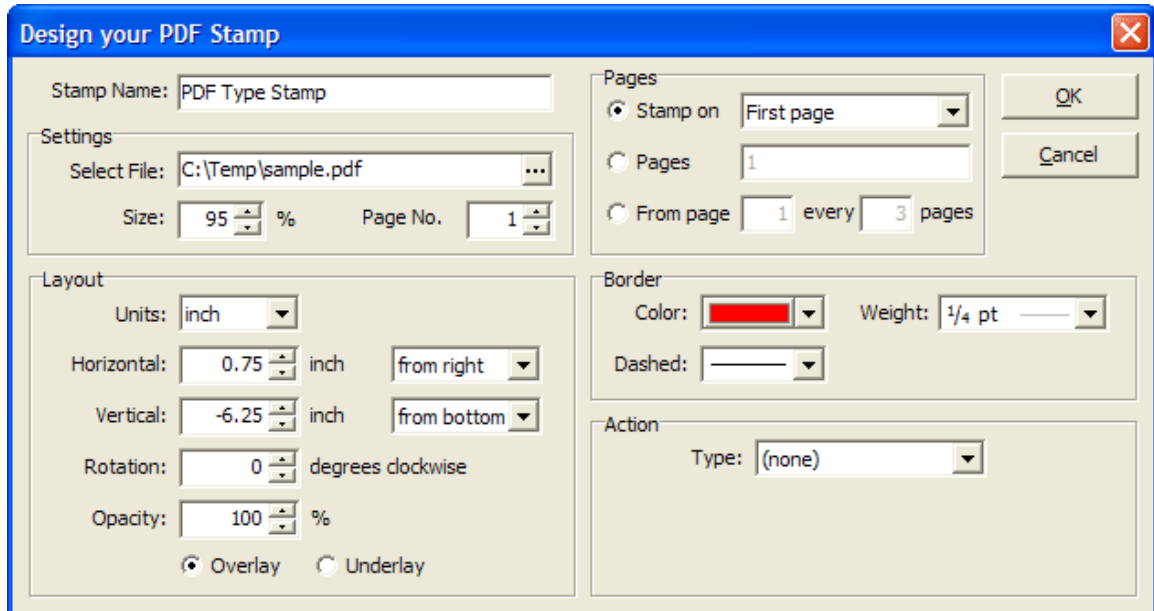


Figure 14. Designing PDF Stamps

### 5.3.1. Size

Adjust this setting to resize your image or PDF. The adjustment affects both horizontal and vertical ratios.

**Note:** Changing the scale of your image/PDF may affect image quality.

### 5.3.2. Page Number (*PDF Stamps only*)

Adjust this setting to choose which page number of the PDF document to use for the PDF stamp.

**Note:** The total number of pages is validated by the selected PDF.

## 6. Logging

To enable logging, open the ARTS PDF Stamper preferences dialog<sup>7</sup> and ensure that the checkbox to enable logging is selected.

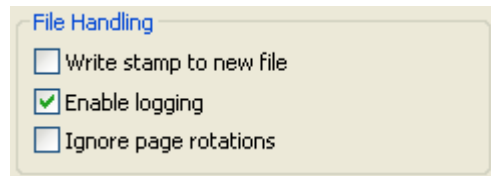


Figure 15. Enable logging preference

### 6.1. View Log File

To view the log file, from Acrobat menu:  
Plug-Ins > ARTS PDF Stamper > Logging > View log

The log file records processing details. One log file is used to record details from all stamp processes. The general structure being:

- Data/Time
- File(s) processed
- Status
- Summary

```
=====
Information : 19/06/03, 14:19:16
Processing Profile : LetterTemplate

Processing file : C:\temp\Introduction_3.pdf
Processed OK

-----
Files to process: 1
Files processed: 0
Not processed files: 1

-----
Insert Text: Text is out of the page. Select another position or angle
Insert Text: Text is out of the page. Select another position or angle
Source Image file does not exist
```

<sup>7</sup> On Windows ARTS PDF Stamper preferences can be accessed from the Acrobat menu, 'Edit > Preferences > ARTS PDF Stamper'. On Macintosh, go to 'Acrobat > Preferences > ARTS PDF Stamper'.

If any unexpected errors occur, refer to the log file for debugging details. Please contact [techsupport@artspdf.com](mailto:techsupport@artspdf.com) if the problem persists.

**Note:** The log file will only be created if the “Enable Logging” option is checked in the [ARTS PDF Stamper Preferences](#).

## 6.2. Clear Log File

Selecting to run the Clear Log File feature will erase the log file saved previously.

To clear the log file, from Acrobat menu:  
Plug-Ins > ARTS PDF Stamper > Logging > Clear log

## 7. Configuring Preferences

ARTS PDF Stamper preferences can be accessed from the Acrobat menu:

- On Windows, go to 'Edit > Preferences > ARTS PDF Stamper'.
- On Macintosh, go to 'Acrobat > Preferences > ARTS PDF Stamper'.

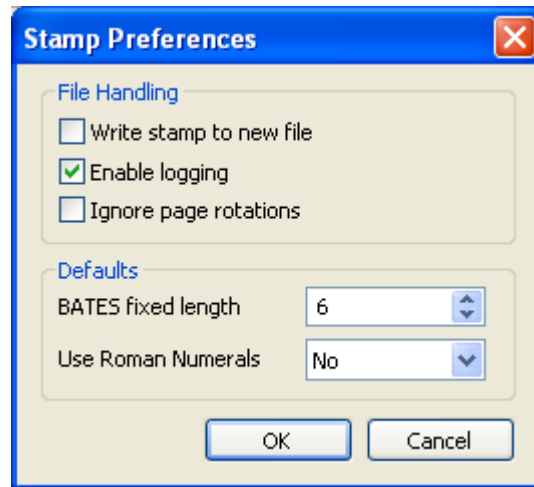


Figure 16. Preferences Dialog

### 7.1. File Handling

- **Write stamp to new file**  
Creates a new file to apply stamp on.
- **Enable logging**  
Choose to keep a log of all the processes in a text file.
- **Ignore page rotations**  
Choose to apply stamps similar to on an A4 size page even if the pages in a document are rotated.

### 7.2. Defaults

- **BATES fixed length**  
Set the default length (zero padding) used with Bates numbers, i.e. entering 6 will stamp Bates numbers of format 000001, 000002, 000003 etc. Please see below for more details on Bates numbering.
- **Use Roman Numerals**  
Choose to have the numbering in roman numerals, opting for the lower case or upper case. This option is unchecked by default.

## 8. Batch Processing

Acrobat's Batch Processing allows you to perform ARTS PDF Stamper functions across multiple files or folders rapidly and automatically. The Help file in Adobe Acrobat describes Batch Processing as "allowing you to create and execute a series of commands on one document, several documents, or an entire collection of documents in one automated process."

Batch Processing with ARTS PDF Stamper allows you to:

1. Run all ARTS PDF Stamper commands on:
  - Selected files/folders
  - Files already open in Acrobat
  - Files the user specifies when the Batch Process is run
2. Output the resulting PDF document to:
  - Same folder as original
  - A specified folder
3. Specify the output file name and file type

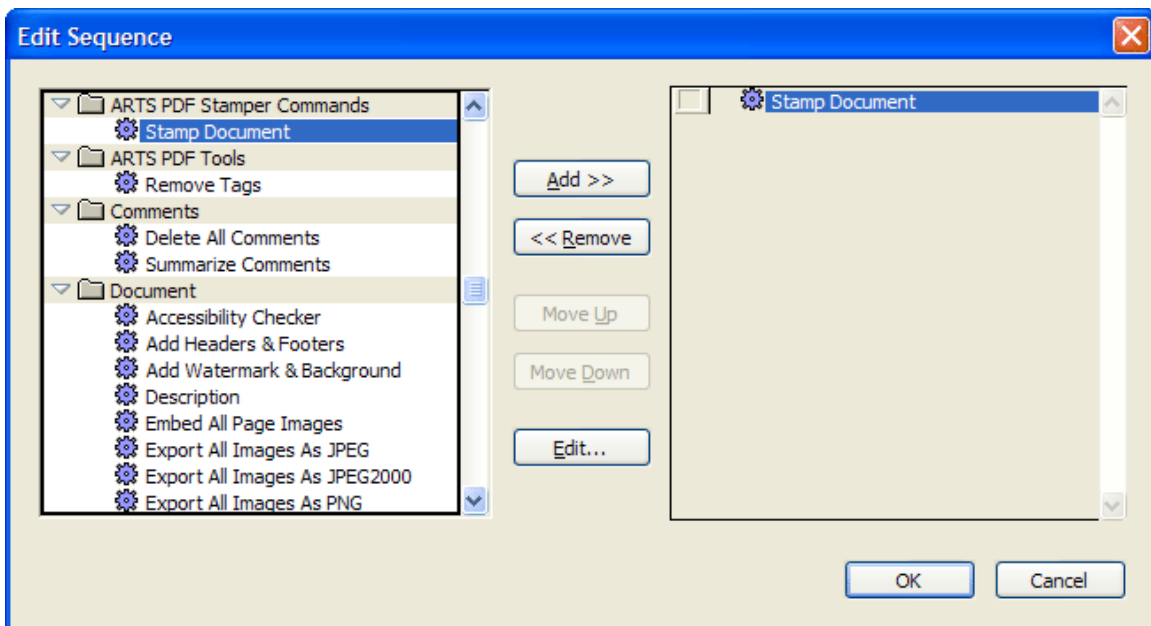


Figure 17. Creating a batch sequence

To create a batch process for ARTS PDF Stamper, follow these steps:

1. Open Adobe Acrobat.
2. In Acrobat 5.0, from the file menu go to 'File > Batch Processing' to open the Batch Processing dialog.  
In Acrobat 6.0 Professional, from the file menu go to 'Advanced > Batch Processing' to open the Batch Processing dialog.
3. Create a New Sequence; choose a meaningful name for the new sequence. You will now be taken to the Batch Edit Sequence dialog.
4. Click "Select Commands"; choose the ARTS PDF Stamper command called 'Stamp Document'.
5. Click "Add" to add it to the batch sequence.
6. Click "Edit" to open up the ARTS PDF Stamper dialog. Once you have supplied the details to the create layers, click "OK".
7. Select what to run the batch sequence on; a selected file/folder, the file currently open in Acrobat, or a file specified when the sequence is run.
8. Select the output location of the process file/folder.
9. Finish filling out the properties of the batch sequence, then click "OK".
10. You can now run or edit you batch sequence from Acrobat's file menu.

You can also create a toolbar button that automatically runs the batch sequence with ARTS PDF Aerialist.

**Note:** Acrobat's Batch Processing does not allow you to perform other functions in Acrobat whilst it is open.

## 9. Customize a Toolbar Button

ARTS PDF Stamper functions are accessible from within ARTS PDF Aerialist. ARTS PDF Aerialist is a plug-in for Acrobat that contains a number of handy tools, and the Productivity feature allows you to create customizable toolbars. For more information on ARTS PDF Aerialist, visit the ARTS PDF website: [http://www.artspdf.com/arts\\_pdf\\_aerialist.asp](http://www.artspdf.com/arts_pdf_aerialist.asp).

ARTS PDF Aerialist allows you to streamline your use of ARTS PDF Stamper by creating buttons that can perform predefined functions with a single click. Using its Productivity Tools Editor, you can create toolbar buttons that perform Acrobat commands like Execute JavaScript, Batch Processing, PDF Consultant, etc. The Menu Item Execute command allows you to create a tool that will emulate any Menu Item command in Acrobat with one click of a button.

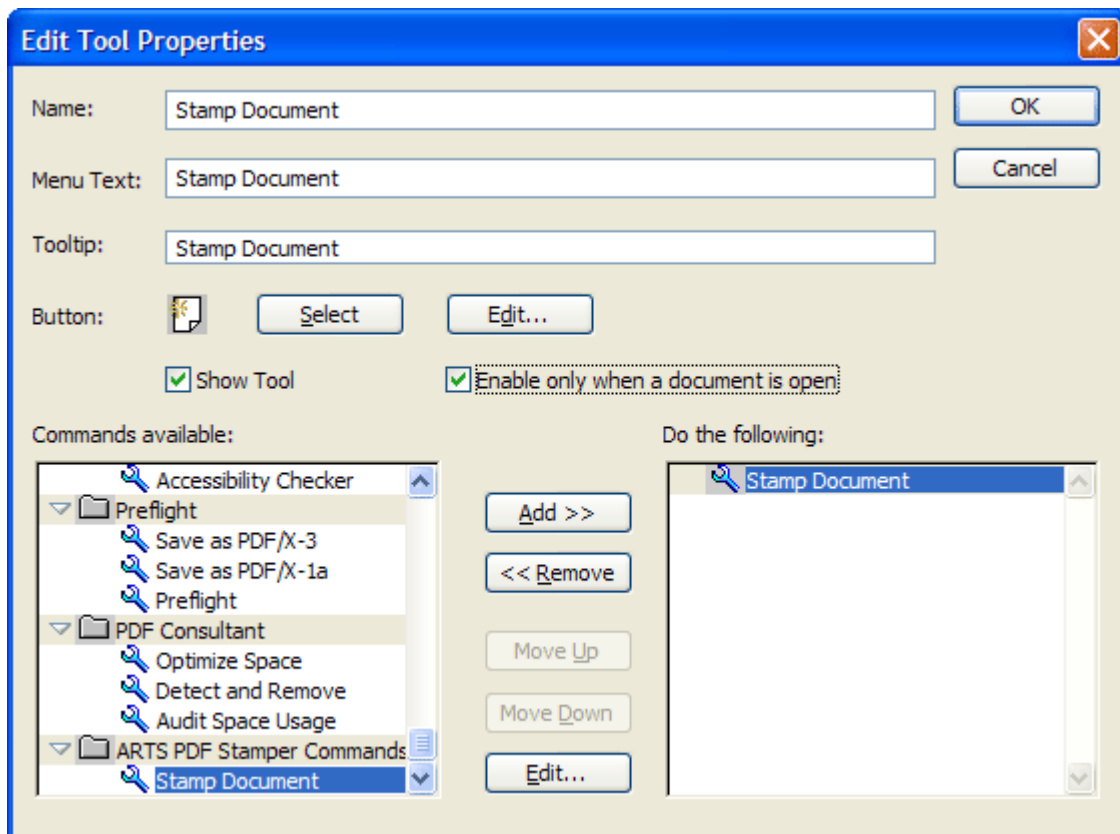


Figure 18. Creating a customized toolbar button

To create an ARTS PDF Stamper toolbar button with ARTS PDF Aerialist, do the following:

1. In Acrobat, click the Productivity Add/Remove Tools button on the ARTS PDF Aerialist toolbar, or use the menu system: 'Plug-ins > ARTS PDF Aerialist > Productivity > Add or Remove Tools'.
2. In the Add or Remove Tools dialog, click the "New" button. This will open up the Edit Tool Properties dialog.
3. Enter in the name and other details of the tool; select a button image, etc. The bottom left-hand side of the dialog contains the list of commands available. Scroll down the list until you reach the ARTS PDF Stamper function. Select the 'Stamp Document' function and click "Add".
4. The selected function's dialog will now appear. Enter the properties you wish to set for the command and then click 'OK'.

**Note:** Like Acrobat's Batch Processing function, you cannot operate any other functions whilst in ARTS PDF Aerialist's Productivity editing mode.

5. Once you have entered all the details required for your tool click 'OK'. Your new tool button will now appear in the customized toolbar. You can then run the ARTS PDF Stamper function by clicking on that button.

# 10. Troubleshooting

## 10.1. Frequently Asked Questions

This section provides some answers to common questions and details on what to do if a problem is encountered concerning the following:

- [ARTS PDF Stamper not found](#)
- [Wrong stamp applied](#)
- [The preview pane](#)
- [General](#)

### ARTS PDF Stamper not found

*"I've installed ARTS PDF Stamper and everything appeared OK however I can't appear to find the application."*

Previous versions of ARTS PDF Stamper installed a link to open the application under the 'Start > Programs' menu. Version 3.0 of ARTS PDF Stamper is a plug-in for Adobe Acrobat and to use it you must have Acrobat open.

If you cannot locate ARTS PDF Stamper in the Acrobat toolbar palette or under the plug-ins menu please verify that ARTS PDF Stamper was correctly installed and restart Acrobat. If you cannot find a folder for ARTS PDF Stamper in the Acrobat Plug-ins directory and a file APStamper.api please contact our technical support team at <mailto:techsupport@artspdf.com>.

### Wrong stamp applied

*"I've stamped my document and it was the wrong stamp. I need to remove the stamp, how do I do it?"*

To remove a stamp, select Undo Stamp from the ARTS PDF Stamper tool button or 'Plug-ins > ARTS PDF Stamper' menu. Stamps can only be removed using the undo feature if the document has not been saved. If the document has been saved, use Acrobat's built in editing tools to remove unwanted stamp objects.

### The preview pane

*"I really like using ARTS PDF Stamper but switching between profiles in the Stamp Management dialog results in the application taking some time to refresh the preview pane. How can I improve this?"*

The preview pane is designed to offer a very accurate representation of how the output document will appear. It's possible to navigate through pages in a document to verify your stamp settings. Consequently clicking on multiple stamps requires the preview

pane to refresh at every click. For large documents or profiles with many stamps we recommend that you uncheck the preview option to minimize unnecessary processing. If you wish to preview the output, simply recheck it.

## General

*"I am having a problem with ARTS PDF Stamper and it is not covered in this FAQ. What can I do?"*

- Visit our ARTS PDF Forum (<http://forum.artspdf.com>) to talk with ARTS PDF technical support and other ARTS PDF product users. Search the existing discussions and/or post your own questions. Each ARTS PDF product has its own dedicated discussion area.
- Email [techsupport@artspdf.com](mailto:techsupport@artspdf.com) and one of our team will reply as soon as possible.

## 10.2. Forum

Are you having a problem that you can't find in the Frequently Asked Questions? Then perhaps you'll find it on the ARTS PDF Forum. Visit the ARTS PDF Forum on our website at <http://forum.artspdf.com>.

## 10.3. Known Issues

- When using a Text Stamp a broken (dashed) line to outline the font characters is invalid.
- When creating a new Profile the drop down menu from ARTS PDF Stamper tool button is not repopulated with new profiles. Once Acrobat is restarted the list is displayed correctly.
- ARTS PDF Stamper only supports stamping JPEG and TIFF images in Acrobat 5.0. To stamp other image file formats, we recommend first converting the image to PDF then stamping as a PDF stamp.

## 10.4. Updates

To ensure you are up-to-date with the most recently released bug fixes and new features; check that you have the latest version of ARTS PDF Stamper installed.

To check if your version is the latest:

1. Start Adobe Acrobat.
2. On Macintosh, choose Acrobat > About Third-Party Plug-Ins > ARTS PDF Stamper. On Windows, choose Help > About Third-Party Plug-Ins > ARTS PDF Stamper.
3. Choose Product Info and click Updates.

## 10.5. Maintenance

At times ARTS PDF will release updates that may include significant enhancements to the product. It is recommended that you take up annual maintenance to be entitled to free upgrades (whether it be minor or major release versions) over a period of 12 months from the initial purchase. Annual Maintenance also entitles you to priority phone and email support.

Annual maintenance can be purchased at the same time you buy the associated product from your ARTS PDF reseller. If you wish to renew a subscription, or if you wish to purchase a subscription for a product you already own, please contact your reseller or ARTS PDF directly at [info@artspdf.com](mailto:info@artspdf.com)

## 10.6. Technical Support

Before contacting us please read the complete Troubleshooting section as the answer to your problem may be found in the FAQs or on the ARTS PDF Forum. To contact ARTS PDF Technical Support, please e-mail [techsupport@artspdf.com](mailto:techsupport@artspdf.com) and supply the information below to help us replicate the problem you are experiencing.

- a. The exact version of ARTS PDF Stamper you are using (this is located by running ARTS PDF Stamper, and then clicking Help > About Third-Party Plug-Ins > ARTS PDF Stamper > Product Info). Please also specify whether you are using a demo or full registered version.
- b. Whether or not you purchased Maintenance with ARTS PDF Stamper. If you did purchase Maintenance, please supply your ARTS PDF Stamper serial number.
- c. The exact version of Adobe Acrobat you are using (this is located by running Adobe Acrobat, and then clicking Help > About Acrobat).
- d. Whether you are running it on a PC or Macintosh and the exact version of the Operating System you are using.
- e. The amount of free disk space remaining.
- f. The CPU speed and amount of RAM for the system on which ARTS PDF Stamper is running (e.g. Pentium 233 MMX, 32MB RAM).
- g. Any other programs that are running at the time of the error (e.g. Outlook, Internet Explorer, etc).
- h. All error messages that were displayed when the error occurred.
- i. The exact series of steps that led to the error.
- j. Whether this error occurs on every PDF document or just a selected amount. If possible, please send us a sample of the file that caused the error.
- k. What program was used to create the PDF documents? E.g. Acrobat Distiller, Crystal Reports, Zeon PDF Driver, etc.

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### Feedback

If you have ideas and suggestions on how we could improve ARTS PDF Stamper, we would love to hear your thoughts. Please send them to [info@artspdf.com](mailto:info@artspdf.com)

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