

12

Working with Stamp Comments

Stamps are comment tools that you use to approve a document, mark a document as a draft, indicate where a signature is needed, and perform a host of other purposes. When you install Adobe Reader, many different business stamps are installed along with it. In addition to the installed stamps, you can create custom stamps using any PDF file. And all stamps, whether custom or preinstalled, have associated note pop-up windows.

Along with the Stamp tool, Adobe Reader provides you with a tool that lets you paste clipboard data and then use the pasted data to create a custom stamp. To understand the power of creating and using custom stamps, you need to expand your thinking a little. What makes these tools so valuable is that they are the only way you can add images to a PDF document in Adobe Reader to help you communicate concepts and ideas among your workgroup.

As with all the other comment tools, stamps are available to you only when you're working on a PDF document enabled with Adobe Reader usage rights.

Using Stamp Comments

The Stamp tool appears in the Commenting toolbar and is used to add an icon or image to a document page. Each icon or image has an associated note pop-up window where you can add annotations. Reader provides a host of different preinstalled stamps you can choose from to use to add your comments.



..... If you don't have a file enabled with usage rights, use the `draftLayout.pdf` file from www.peachpit.com/adobereader7.

To use the Stamp tool to add stamp comments:

1. Open a document enabled with Reader usage rights.
2. Open the Stamps pull-down menu adjacent to the Stamp tool in the Commenting toolbar and select Show Stamps Palette. The Stamps palette opens (**Figure 12.1**).



Figure 12.1 The Stamps palette displays all the stamps available according to category.

3. Enlarge the palette by dragging the lower-right corner out and away from the images.

- The stamp images are shown in the palette according to category. The default category is the Standard Business stamps. From the pull-down menu at the top of the palette, you can select other categories. Click the down arrow to open the menu, and select Dynamic. The palette changes to display the dynamic stamps (**Figure 12.2**).

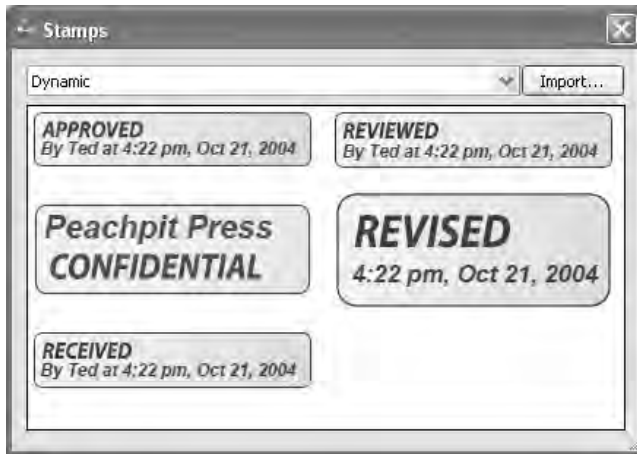


Figure 12.2 Select Dynamic from the pull-down menu, and the Stamp icons change to reflect the dynamic stamps.

- Dynamic stamps use data from your Identity preferences. Depending on the kind of dynamic stamp you use, you can see live updating for time and date stamping as well as identity information derived from your Identity preferences. To add a dynamic stamp to your document, click a stamp in the Stamps palette.

NOTE If you haven't added information in the Identity preferences and you try to use a dynamic stamp, Adobe Reader opens the Identity preferences and prompts you to fill in the data fields. If you don't complete the Identity information, you can't continue using a dynamic stamp.

- Move the cursor to the document page and click where you want to place the stamp. The stamp appears on the page where you click the cursor.

TIP To create a stamp at a specific size, select the Stamp tool and draw a marquee in the area where you want the stamp to appear. Release the mouse button and the stamp is drawn to the size of the marquee.

- If the stamp is too large or too small, click one of the handles at any one of the four corners and drag in or out to resize it. Dragging a handle constrains proportions automatically without requiring you to use the Shift key.

8. To open a note pop-up window, click the stamp image. Type the message you want to convey in the note pop-up window (Figure 12.3).

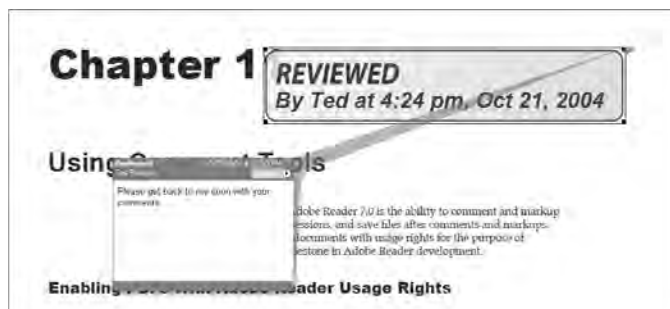


Figure 12.3 Click the stamp image to open the note pop-up window.

Selecting Stamps

When using the Stamps palette, you can keep the palette open while adding stamps to a page, editing note pop-up windows, and working with other comments. The palette stays open in the foreground as you work on the page in the Document pane.

If you want to select a stamp quickly, you can also use a menu command rather than open the Stamps palette. Open the Stamp Tool pull-down menu to show the categories that appear among the menu items. Move the cursor to a category, and a submenu displays all the installed stamps for that category. Move the cursor to the desired stamp (Figure 12.4). Click the stamp, and then click on the document page to add the stamp.

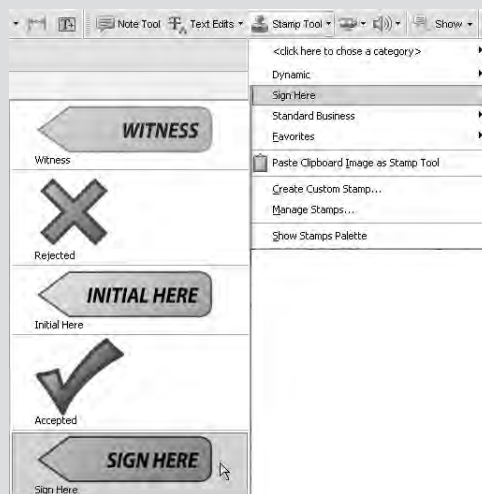


Figure 12.4 From the Stamp Tool pull-down menu, select the stamp you want from the submenu choices.

TIP You can quickly access the last selected stamp by clicking the Stamp tool in the Commenting toolbar without selecting any menu commands.

Pasting Clipboard Data

Whatever you can add to the Adobe Reader clipboard—within certain size limitations—you can use as a custom stamp. If you can copy an image or a body of text, or take a screen shot of your monitor, you can paste the data on a PDF page.

Assume for a moment your IT department creates a PDF document enabled with Reader usage rights. The technical support people want you to report problems using the Adobe Reader program. Rather than sending an email describing the problem, you can capture the screen image and send your IT department a graphic image illustrating the problem along with a comment note. This can be accomplished using Adobe Reader and the Paste Clipboard Image as Stamp Tool command.

How you copy and paste data from screen captures works a little different depending on the operating system you use. However, regardless of your computing platform, you can copy clipboard image data and convert the data to a custom stamp.

If you don't have a file enabled with usage rights, use the eSupport.pdf file from www.peachpit.com/adobereader7.



Pasting Clipboard Data on Windows

If you copy data—either text or images—from other authoring programs, you can paste the data using the Paste Clipboard Image as Stamp Tool command. Similarly, you can take a screen capture in Windows and add the capture to the clipboard, where you can then convert it to a stamp comment.

To convert screen captures to stamp comments:

1. Open a file enabled with Reader usage rights. In this example, I use the eSupport.pdf document.
2. Take a screen capture from within Adobe Reader or any authoring program. To capture screens in Windows, press the Prt Scr key. Note on many keyboards you need to use Shift+Prt Scr. If you want to capture a dialog or a foreground object, press Alt+Prt Scr.
3. Open the Stamp Tool pull-down menu and select Paste Clipboard Image as Stamp Tool.

TIP Select the Hand tool and use the keyboard shortcut Ctrl/Command+V, and the clipboard data are pasted as a new stamp.

4. Move the cursor to the document page and click. The clipboard image is pasted on the page.
5. Click the image and drag any one of the four corner handles to resize it. To move the image, click on any area other than a handle and drag it to the desired location. Alternatively, you can draw a marquee to size, and then release the mouse button; the stamp is created at the size of the marquee.
6. Click the image to open a note pop-up window, and type your message (**Figure 12.5**).

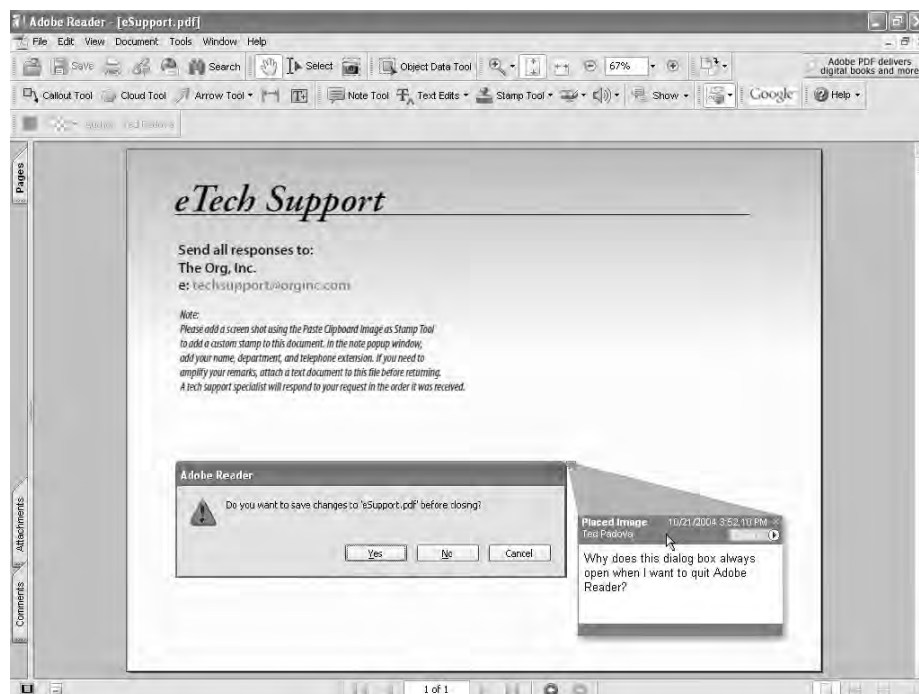


Figure 12.5 Select the Paste Clipboard Image as Stamp Tool command to add the image as a custom stamp. Click the image to open the note pop-up window, and type your message.

7. Select File > Save As and save the file with a new filename. You can use the original file when reporting other problems and continue saving copies to preserve the original file as a template. You can email the file to the technical support people to clearly communicate your message.

Why won't my image data paste on the page?

Converting clipboard data is limited to a physical file size of 1296 x 1078 pixels. At 72 pixels per inch, the size measures approximately 18 inches by 14.972 inches. If your screen monitor resolution is higher than the maximum acceptable resolution, you can change your monitor's resolution in your Display Control Panel. In **Figure 12.6**, a screen capture was made of the Desktop showing the Display Control Panel. The capture was made using Shift+Prt Scr and then pasted into a document enabled with Adobe Reader usage rights using Paste Clipboard Image as Stamp Tool.



Figure 12.6 A full screen capture smaller than 1296 by 1078 pixels can be pasted as a stamp.

Pasting Clipboard Data on the Macintosh

As with Adobe Reader running under Windows, any data you copy to the clipboard in an authoring program can be converted to a stamp. But the Macintosh captures screen images to a file instead of the clipboard when you use keyboard shortcuts or the Grab utility.

When converting screen captures to stamps, Macintosh users must first take a screen shot, and then open the screen shot in a program before copying the data to the clipboard. However, the disadvantage of this two-step process compared with the one-step Windows process is more than compensated for on the Mac by the features available in the Preview utility. When you open files in Preview, you can copy selected portions of the image, and convert anything you open in Preview to a PDF document. As such, the Macintosh's standard operating system utilities offer you a wonderful PDF creation tool.

To convert clipboard data to a custom stamp on the Macintosh:

1. Take a screen capture. Press Shift+Command+3 to capture the entire screen. If you want to capture a dialog, icon, or foreground image, press Shift+Command+4. Press the spacebar. The cursor changes to crosshairs. Place the cursor on the item you want to capture, and click the mouse button. The selected item is automatically saved as a PDF document on your Desktop and labeled Picture 1.pdf.

TIP You can also capture icons in the Dock using Shift+Command+4 and then press the spacebar and click the image.

2. Open Preview. From within your Applications folder, double-click the Preview application icon. Open the Picture 1.pdf document (**Figure 12.7**). This figure shows a dialog captured using the Shift+Command+4 and spacebar keyboard shortcuts.



Figure 12.7 Open Picture 1.pdf in Preview.

3. From the Preview application's Edit menu, select Copy. Notice that you do not need to select anything in the Preview window to select the data.
4. Open a document enabled with Adobe Reader usage rights.
5. Open the Stamp Tool pull-down menu, and select Paste Clipboard Image as Stamp Tool.
6. Click the cursor in the document window to place the stamp. Size and position the stamp as described in the preceding Windows section.
7. Click the stamp to open a note pop-up window, and type your message (**Figure 12.8**).



Figure 12.8 Open the note pop-up window and type your message.

It doesn't take much to realize the power of using Adobe Reader and custom stamps for tasks related to reporting technical problems in a company. As documents are returned to the technical support department, support personnel can make additional comments, noting how problems are resolved. The PDF documents can be maintained in a repository and searched with Adobe Reader's powerful search features. Future problems can be easily resolved by following steps in notes where technicians found solutions. This is but one example of how custom stamps can be used effectively in any enterprise. As stated earlier, you need to let your imagination go to think of creative ways to use Adobe Reader's commenting tools and the custom stamp features.

Creating Custom Stamps

Using the command Paste Clipboard Image as Stamp Tool is handy when you want to use a stamp for a single instance. But when you need to create a stamp, specifically designed for your personal identity, that you'll want to reuse, you can create a custom stamp and add it to your Stamps collection.

Custom stamps are created from PDF files enabled with usage rights. Once a stamp is added to the Stamp Tool menu, you can use it with all other files enabled with usage rights.



..... **If you do not have a PDF document to use as a custom stamp, download the customStamp.pdf document from www.peachpit.com/adobereader7.**

To create a custom stamp:

1. Open a file enabled with Reader usage rights.
2. Open the Stamp Tool pull-down menu and select Create Custom Stamp. The Select Image for Custom Stamp dialog opens.
3. Click the Browse button and the Open dialog appears. Navigate your hard drive to find the PDF document you want to use for a custom stamp. Select the file in the Open dialog and click Select. You are returned to the Select Image for Custom Stamp dialog, where a preview is displayed in the Sample window (Figure 12.9).



Figure 12.9 A preview of the custom stamp appears in the Select Image for Custom Stamp dialog after you select a file in the Open dialog.

- Click OK in the Select Image for Custom Stamp dialog, and the Create Custom Stamp dialog opens. Type a name in the Category field to create a new category. Type a name in the Name field to identify the stamp (**Figure 12.10**).



Figure 12.10 Type a name for the category and a name for the stamp.

NOTE When you type a category name, the name appears as a menu command in the Stamp Tool pull-down menu. When you type a name for the stamp, the name appears as a submenu item in the Category submenu and identifies the custom stamp.

- Click OK and your custom stamp is added to the Stamp Tool pull-down menu.
- Open the Stamp Tool pull-down menu and select your new category. The submenu displays a preview of your new custom stamp (**Figure 12.11**).

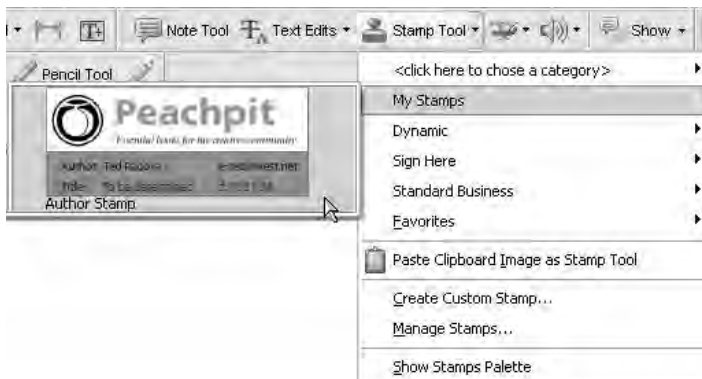


Figure 12.11 Open the Stamp Tool pull-down menu and select the new category. The new custom stamp will be visible in a submenu.

7. To use the stamp, select it in the submenu and click on the document page. When you quit Adobe Reader and relaunch the program in another commenting session, the custom stamp is available from the same menu options.

TIP When you create a custom stamp, the stamp becomes the new default stamp. You can use the stamp by clicking the Stamp tool in the Toolbar Well without selecting the stamp from submenus.

Managing Custom Stamps

If you add several stamps or you later want to delete stamps from the menus, you can use the Manage Stamps command in the Stamp Tool pull-down menu. The Manage Custom Stamps dialog offers options for adding, deleting, and renaming stamps and categories. To access the dialog you must open a PDF enabled with Adobe Reader usage rights.

To manage stamps:

1. Open a PDF document enabled with Adobe Reader usage rights.
2. Open the Stamp Tool pull-down menu and select *Manage Stamps*. The Manage Custom Stamps dialog opens (**Figure 12.12**).

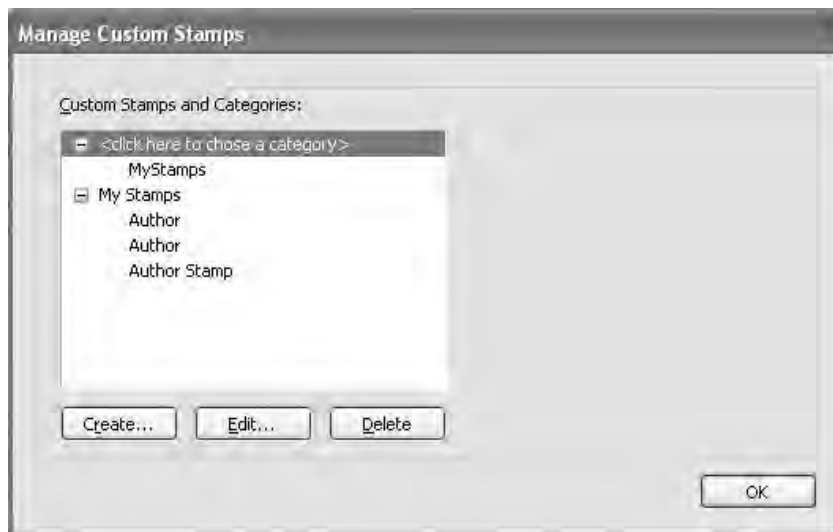


Figure 12.12 Select *Manage Stamps* from the Stamp Tool pull-down menu to open the Manage Custom Stamps dialog box.

3. In the Manage Custom Stamps dialog, select a stamp you want to remove and click the Delete button. If you want to create a new custom stamp, click the Create button. When you click the Create button, the Create Custom Stamp dialog opens. Follow the same steps as listed earlier in the “Creating Custom Stamps” section to add new stamps to your stamp categories.
4. Click Edit, and the Create Custom Stamp dialog opens (**Figure 12.13**). If you want to edit a category name or a stamp name, or replace the existing stamp with a new image, use the options available in this dialog. To change either the category or stamp name, click the cursor in the respective text box and edit the text.



Figure 12.13 You can edit a category name or a stamp name, or change the stamp image in the Create Custom Stamp dialog.

5. Click OK in the Create Custom Stamp dialog, and you return to the Manage Custom Stamps dialog. Click OK to apply your edits.
6. If you use one or more stamps frequently, you can list the stamps as favorites in the Stamp Tool pull-down menu. Rather than searching through submenus, you’ll find the stamp immediately accessible at the top of the pull-down menu. To add a stamp as a favorite, select the stamp from a submenu in the Stamps Tool pull-down menu. After you select the stamp, the menu closes.
7. Open the Stamp Tool menu again and select Favorites > Add Current Stamp to Favorites. The stamp is added to the favorite list and the menu closes.

8. Open the Stamp Tool pull-down menu and notice your stamp appears at the top of the menu (**Figure 12.14**).



Figure 12.14 Open the Stamp Tool pull-down menu and the favorite stamp appears at the top of the menu.

NOTE If you want to delete stamps from your Favorites list, select the stamp to delete, open the Stamp Tool pull-down menu, and select Favorites > Remove Current Stamp From Favorites.