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AMERICAN BAR ASSOCIATION

**General Practice,
Solo & Small Firm
Division**

**Getting the Most from Acrobat in Your
Practice**

**Saturday, October 17, 2009
9:45 a.m. - 10:45 a.m.**

**2009 Fall Meeting and
National Solo and Small Firm Conference
October 16 - 17, 2009
Millennium Biltmore Hotel
Los Angeles, CA**

American Bar Association
General Practice, Solo and Small Firm Division

Getting the Most from Acrobat in Your Practice

David L. Masters



2009 GP|Solo Fall Meeting & National Solo and Small Firm Conference
General Practice, Solo and Small Firm Division
Los Angeles, CA
October 16 -17, 2009

DAVID L. MASTERS

A small firm general practitioner in Montrose, Colorado, his practice focuses on municipal, real estate and business matters, transactions and litigation. David writes and speaks frequently on the use of information technology in the practice of law. He is the author of:

The Lawyer's Guide to Adobe Acrobat, American Bar Association, Law Practice Management Section (2004); Chapter 23, "Electronic Briefs," *Colorado Appellate Practice Guide 5d*, Continuing Legal Education in Colorado, Inc. (2005); Chapter 34, "Adobe Acrobat for E-Filing and More," *Flying Solo 2d*, American Bar Association, Law Practice Management Section (2005); Chapter 14, "Securing Your Documents: Encryption, Digital Signatures and PDF," *Information Security for Lawyers and Law Firms*, American Bar Association, Law Practice Management Section and Science & Technology Section (2006); and, numerous articles and presentations on the use of information technology in the practice of law. He received his J.D. from the University of Montana in 1986.



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Creating PDF Files Using the Combine Files Function

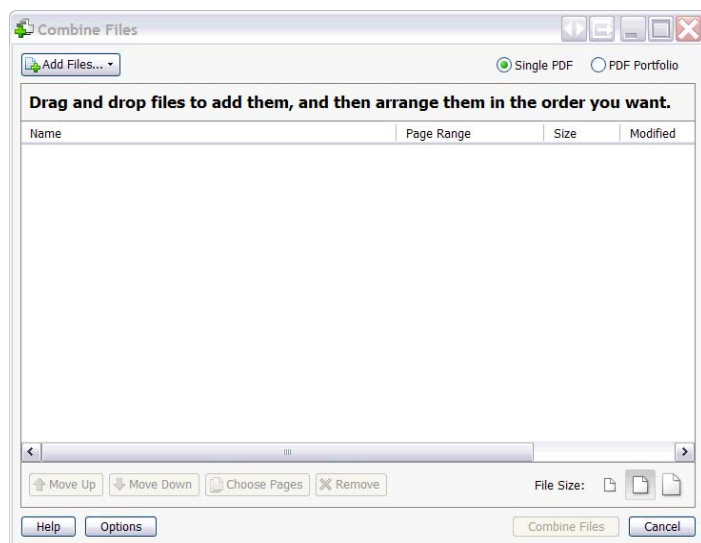
PDF files can be created by using Acrobat to "print" to PDF, by scanning to PDF, by converting existing files, by combining files, and by capturing Web pages. There are many advantages to saving multiple files to a single PDF file or a PDF portfolio (formerly PDF Package). One example is the creation of electronic briefs or a real estate closing, or any other deliverable that would benefit from conversion to a single file, rather than multiple files. For instance, an attorney can now combine all files to deliver to the client at the close of a matter. Rather than sending multiple emails with multiple attachments, printing out the documents and binding them, or burning individual documents to a CD or DVD, attorneys can now save all the files to a single PDF or in a PDF Portfolio. The resulting file provides all the features and functions of a PDF file – platform independent, searchable, links, bookmarks, comments, etc. Creating a single PDF from multiple files can involve conversion of other (convertible) file types (generally image and Microsoft Office file formats) combining multiple PDF files into a single file or PDF Portfolio, or both conversion and combining. There are at least four ways to start this process, all of which lead you to the Comb Files Wizard. It's really at that point that you make the choice between Single PDF file or PDF Portfolio.

◆ *Merge Files Into a Single PDF*

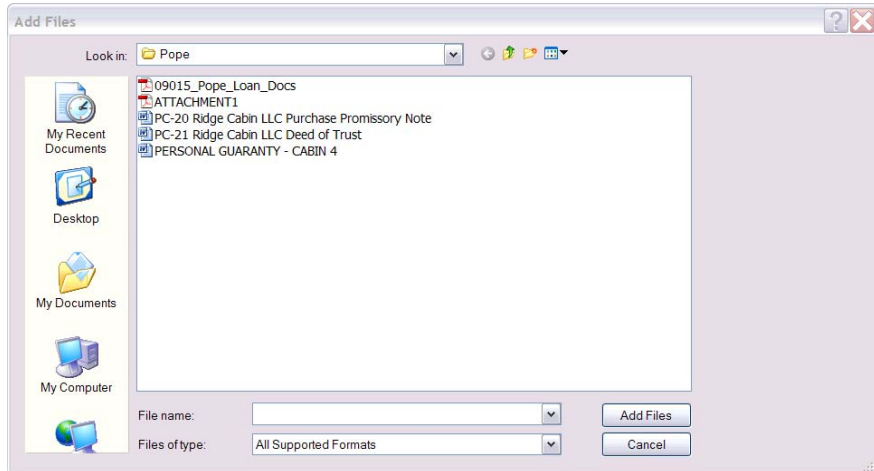
To merge multiple files into a single PDF file, click either the Create PDF button or the Combine button and select Merge Files Into a Single PDF to launch the Combine Files wizard, or, use the following menu or keyboard commands:

- Menu: File > Create PDF > Merge Files Into a Single PDF;
or
- Menu: File > Combine > Merge Files Into a Single PDF
- Keyboard: Alt+F-F-M or
- Keyboard: Alt+F-M-M

If you used one of the above sequences, the Combine File wizard appears and by default the Single PDF radio button will be selected; if not, click to select it instead of the PDF Portfolio button.

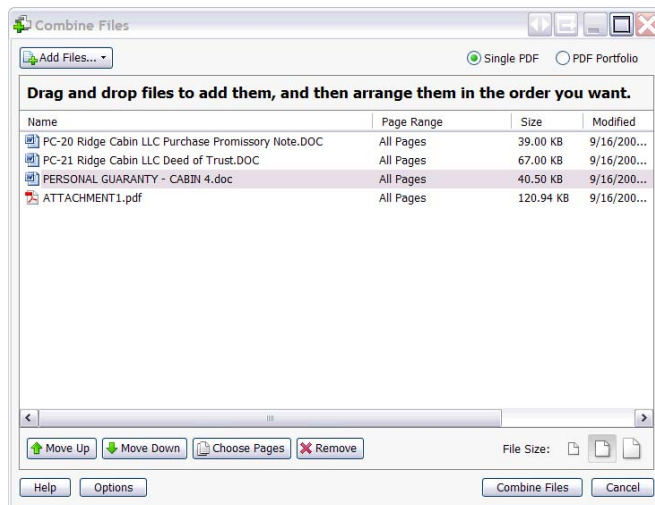


The Combine File wizard allows you to add files, folders, open files or reuse files. The Options button in the first screen is important. Using this option, you can tell Acrobat to create bookmarks in the file. In Word, Heading Styles will automatically be converted to Bookmarks. Clicking the Add Files...



button will bring up an Add Files dialog box that permits browsing and selecting the files to be added. Clicking the Add Folders... button brings up the Browse for Folder dialog box the permits browsing for entire folders to be selected for addition to the combine files list. Clicking the Reuse Files... button produces the (you guessed it) Reuse Files dialog box. This window might be a bit bewildering at first glance, but the display is rather straightforward. On the left is a list of recently combined files and on the right a list of the recently combined files that you want to reuse. Finally, if you click the Add Open Files... button the Open PDF Files dialog box appears.

Notice that after files or folders have been selected, the Combine Files wizard allows you to arrange the order in which the files or folders will be combined. You may choose to combine files of many file types, from .TIFF to .PDF to .DOC to .XLS, then sort, delete, and add documents. You can choose to add only certain pages of certain documents, from within the Combine Files wizard.



When you click the Next button the Combine Files wizard moves to the next step, where you decide whether to create a single PDF file or a PDF Portfolio. Notice that at this stage you still have the option to move files and folder up or down in the combination order or remove them. By selecting Merge Files into Single PDF and clicking Create the files are the files are combined, converting as needed, in the order specified. When the combination has been completed you have the option to go back or save the resulting file. Clicking the Save button brings up a file window that allows you to navigate to the desired

location before providing a file name and completing the combine files into a single PDF process.

◆ *PDF Portfolios*

The process to create a PDF Portfolio is about the same as creating a single PDF from multiple files. The benefits of the PDF Portfolio lies in the fact that the Portfolio, which is appears as a single file with the extension ".PDF" is actually an envelope or container that can hold PDFs and other types of documents. The Portfolio offers a variety of view that can be sorted and customized. You can create full-text indexes of Portfolios, for optimal searching.

A PDF Portfolio collects existing PDF files or converts other file formats and assembles them into an integrated PDF unit. The original files retain their individual identities and characteristics but become part of a single PDF Portfolio file. Each component file can be opened, read, edited, and formatted independently of the other files in the PDF Portfolio. You can create PDF Portfolios when you use the Combine Files wizard (described above). In Windows, the Acrobat PDFMaker in Outlook and Lotus Notes can create PDF Portfolios when you convert electronic mail messages to PDF or migrate PDF electronic mail archives created in earlier version of Acrobat.

Depending on the circumstances, PDF Portfolios offer advantages over merging multiple files into single PDF file. You can add or remove component documents easily, without having to find and select all the pages that originated in that file. The component files do not open in separate windows, so users can quickly flip through them and make changes without having to pause for the Open or Save dialog boxes. You can make changes to individual PDF files within the PDF Portfolio without affecting the other component files. For example, you can change the page numbering within a given PDF file, digitally sign, select different security settings, and so forth, without those changes applying to the other component documents. You can rename components. Because the PDF Portfolio is one file, you can share it with others and be sure that they are getting all the component parts. The component PDF files in a PDF Portfolio are listed under an assortment of categories that you can add to, delete, hide, and customize. Then, users simply click the category name to sort the list. The Print command on the Acrobat File menu includes commands for printing the currently open document, all the documents in the PDF Portfolio, or multiple component documents selected in the PDF Portfolio list. PDF Portfolios allow for unattended batch printing. You can add non-PDF files to an existing PDF Portfolio without converting them to PDF. This can be done by a simple drag-and-drop process from the desktop, Microsoft Explorer, or Finder, to the list of components in the open PDF Portfolio, or by clicking the Options button in the Portfolio window and choosing Add File. The source files of a PDF Portfolio, even existing PDF files added to the Portfolio, are not changed when added to the

Portfolio. Changes made to the PDF files within the PDF Portfolio do not change the original files. You can move a PDF Portfolio anywhere on your computer, network or to removable media, without any risk of losing or disconnecting its components.

◆ *Creating a PDF Portfolio*

To merge multiple files into a PDF Portfolio, click either the Create PDF button or the Combine button and select Assemble PDF Portfolio to launch the Combine Files wizard, or, use the following menu or keyboard commands:

- Menu: File > Create PDF > Assemble PDF Portfolio; or
- Menu: File > Combine > Assemble PDF Portfolio

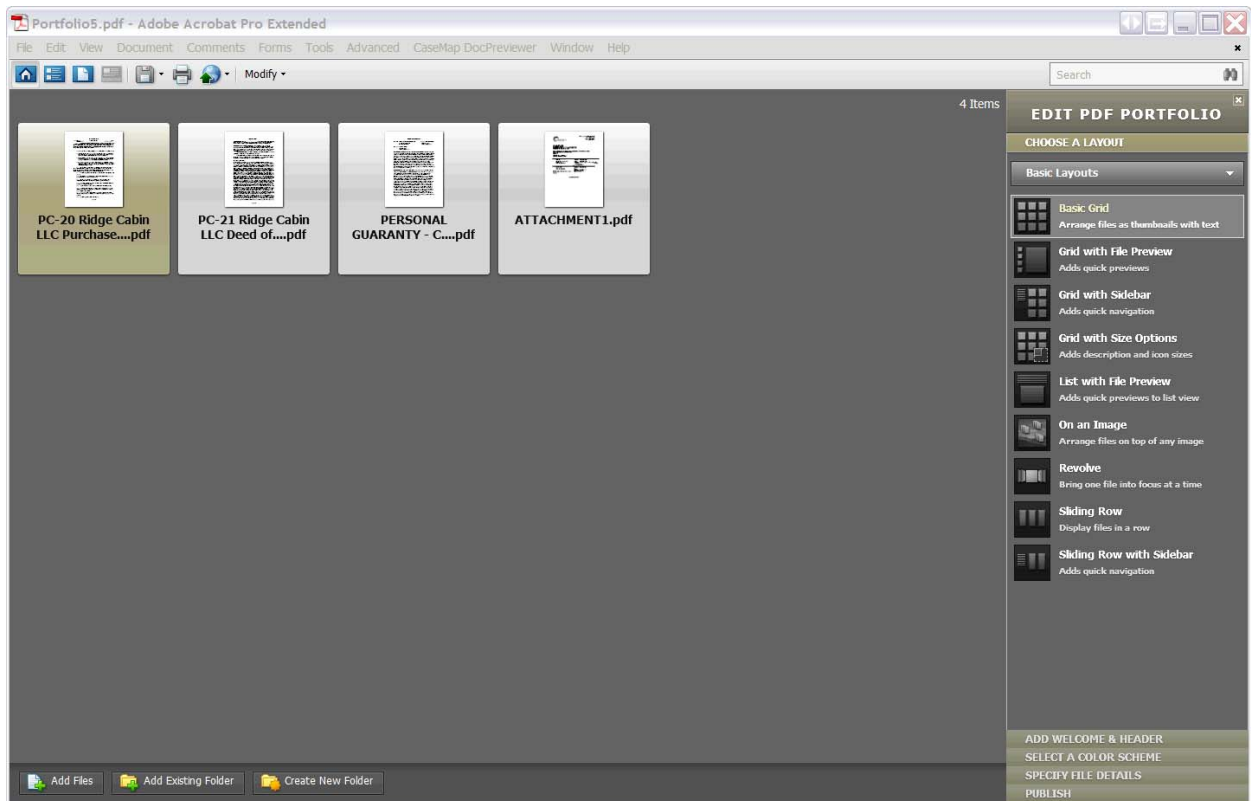
- Keyboard: Alt+F-F-A; or
- Keyboard: Alt+F-M-A

If you used one of the above sequences, the Combine File wizard appears and by default the PDF Portfolio radio button will be selected; if not, click to select it instead of the Single PDF button.

The Combine File wizard allows you to add files, folders, open files or reuse files. The Options button in the first screen is important. See the discussion of this in the *Merge Files Into a Single PDF* section above.

To create a PDF Portfolio select PDF Portfolio radio button in the Combine Files wizard. When you click Create the files are combined, converting as needed, in the order specified. When the combination has been completed you save the resulting Portfolio file. Clicking the Save button brings up a file window that allows you to navigate to the desired location before providing a file name and completing the combine files into a PDF Portfolio process.

Now the fun begins. The Portfolio opens in the Edit PDF Portfolio window (screen shot on following page). Here you select the layout (basic grid, revolve, sliding row, etc.), add a welcome head, select a color scheme, specify file details and finally “publish” the Portfolio. Publishing the Portfolio is really little more than presenting options to save, electronic mail or share on Acrobat.com.

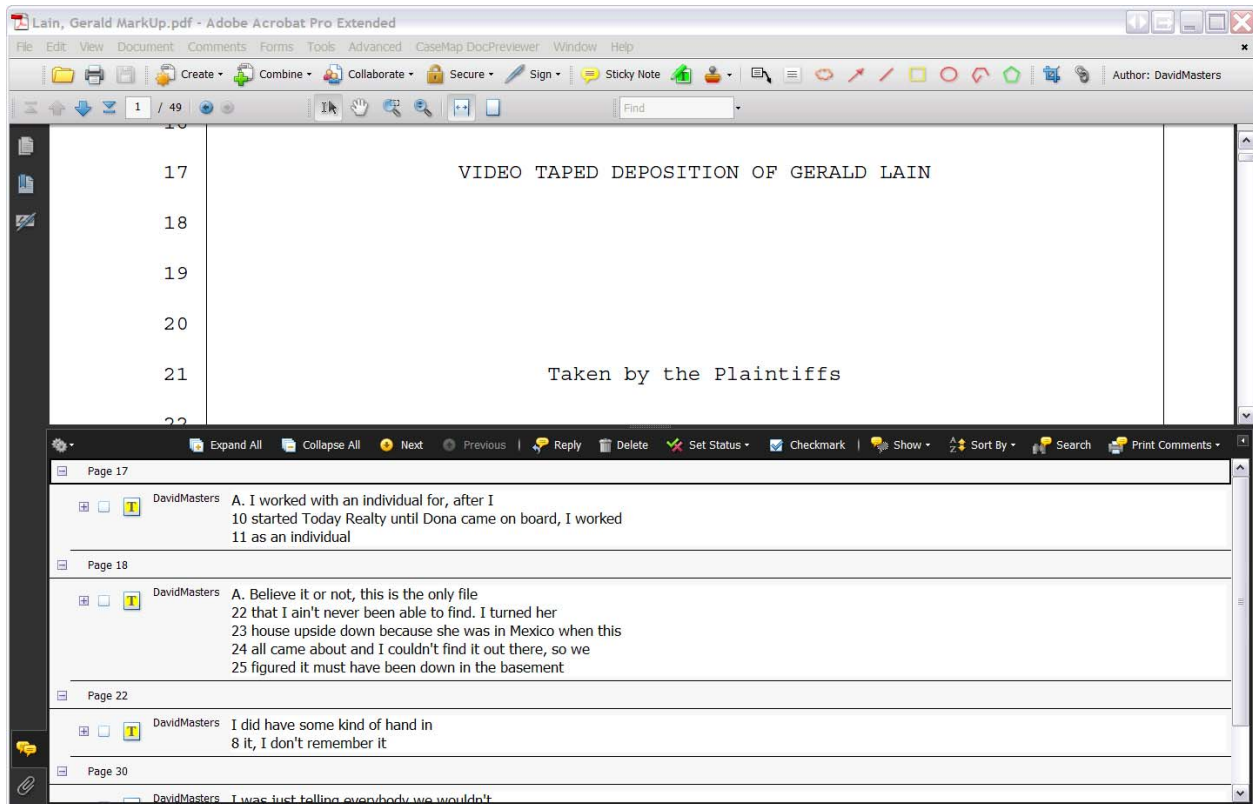


Commenting Tools

One of the barriers to working with information that has been converted from paper to digital form was the lack of familiar tools like highlighters and sticky notes. Acrobat removes this barrier with a full palette of commenting tools. In Acrobat, a "Comment" refers to a Note, Text Box, Callout, highlighting, drawing markup, or any other markup added to a PDF file using one or more of the commenting tools. Notes are probably the most useful and commonly used Comment. Think of Notes as electronic Post-it® Notes. The Note Tool lets you add the equivalent of a sticky note to your PDF file just as you would with a paper document. Text Box Comments are a great way to annotate drawings and diagrams. You can also add Stamp and draw shapes. Comments can be placed anywhere in the PDF file, and you determine the style and format of the Comments.

Because Notes and Text Boxes are Comments, their content can be searched for in Acrobat or across a range of files using Windows Explorer. Additionally, because Notes and Text Boxes are Comments, they appear in the Comment pane at the bottom of the work area with a simple click on the Comment icon. If you want to review the Comments that have been added to a thousand pages of discovery documents, simply open the PDF file in Acrobat and

click on the Comment icon, and a list of all Comments appears. Use the "Show" menu to hide or show comments in the currently displayed PDF file. Use the "Sort" menu to change the order of the Comments in the Comments list. Use "Search" to find specific comments based on the author, subject or contents. If you see a Comment in the Comments window and want to go the page in the document, simply double-click the Comment and the location of the Comment is displayed.



◆ *The Comment & Markup Toolbar*

To add Comments to a PDF file, you begin with the Comment & Markup Toolbar. To display the Comment & Markup Toolbar:

- Right-click in the Toolbar area, select More Tools..., then check the box next to Comment & Markup Toolbar; or
- Menu: View > Toolbars > Comment & Markup; or
- Keystroke: Alt+V-T-C



◆ *Notes*

Notes are the most commonly used Comment. You can use the Note Tool to add Notes on any page in a PDF file, you can position them anywhere on the page, and you can add as many Notes to each page as you want. When you add a Note, an icon and a pop-up window appear. You can add bold, italics, and other attributes to the text in the pop-up window, similar to formatting text in a word processing application. If you enter more text than fits in the pop-up window, the text wraps. You can also resize the window, if desired.

To add a Note Comment:

- Select the Note Tool on the Comment & Markup Toolbar.
- Click the location where you want to place the Note.
- Type the text for the Note in the pop-up window (You can use the Select Text Tool to copy and paste text from an image-on-text PDF file into the Note).
- If desired, click the Close box in the upper right corner of the pop-up window to close the Note (closing the pop-up window does not delete the Note).

◆ *Note Properties*

With Acrobat you can set various characteristics of Notes by right-clicking a Note and selecting Properties or, with a Note as the active element in the work area invoke the Properties Toolbar by pressing Ctrl+E. The Sticky Note Properties dialog box has three tabs: Appearance; General; and, Review History. On the Appearance tab you can select an icon that will appear in the document where you insert a Note. The color selection changes the color of both the Note and the icon that marks the Note location. Use the slider to adjust the opacity of the Note and icon from 0 to 100%.

◆ *Text Boxes*

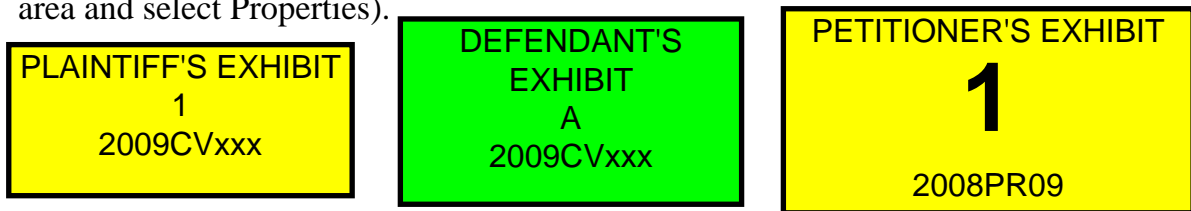
Text Boxes differ from Notes in their appearance and function. Text Boxes are useful for annotating drawings and diagrams, or adding labels (think exhibit stickers) to documents.

Because exhibit stickers can be a frequent use of Text Boxes, we'll take a minute to provide an example.

You have assembled all your trial exhibits into a single PDF file; it may be a few pages or a few hundred. To speed up the process of applying the exhibit labels, first go through the file and Bookmark the first page of each exhibit. Now, go the first page of the first exhibit and create an appropriate exhibit label Text Box (include the information required in the particular jurisdiction such as the case number).

To add a Text Box, the Text Box Tool on the Comment & Markup Toolbar.

- Click the location for the Text Box (type the information required in the particular jurisdiction such as the case number)
- Use the Properties Toolbar to change the color, alignment, and font attributes of the text, and then type the text (to display the Properties Toolbar, right-click the toolbar area and select Properties).



- Next, copy the label (Text Box) that you applied to the first exhibit (left-click the edge of the Text Box, then copy it by pressing Ctrl+C or Menu > Edit > Copy).
- Click on the Bookmark for the next exhibit (you should now be at the first page of the next exhibit); click on the page and paste the exhibit label (Ctrl+V or Menu > Edit > Paste).
- Left click on the exhibit label (Text Box), hold down the button, and drag the box to where you want it on the page.
- Double-click in the exhibit label (Text Box) and change the text as appropriate to specify the proper exhibit number.
- Finally, click anywhere on the current page outside the exhibit label (Text Box) and you're ready to click on the Bookmark for the next exhibit and repeat the process until all exhibits have labels.

You can create a Text Box on any page in a PDF file and position it anywhere on the page. Text Boxes remain visible on the page; they do not close like Notes. Text Boxes are created

using (you guessed it) the Text Box Tool. When you click a Text Box to select it, you can use the options on the Properties Toolbar to format the fill and border of the Text Box. When you double-click a Text Box, you can use the options on the Properties Toolbar to format the text inside the Text Box.

As with Notes, the properties that you set for a Text Box can be selected as the default properties for all future Text Boxes. So, if you want your Text Boxes to be yellow with black text, the Text Boxes added by your paralegal to be dark green with white text, and the Text Boxes of your associate to be light blue with black text, this can be quickly and easily accomplished. After setting the desired properties, right-click on the Text Box and select "Make Current Properties Default." To resize a Text Box, select the box using the Hand Tool or the Text Box Tool, and then drag one of the corners to the desired size.

◆ *Highlighting Text*

The Highlighter Tool, is a text markup tool, and comes within Adobe's definition of a Comment, so its use and attributes are much like Notes and Text Boxes. However, unlike Notes and Text Boxes, the Highlighter tool work only with image-on-text PDF files. This type of Comment may be used independently or in conjunction with Notes. For example, you may want to highlight a section of text, and then double-click the highlighting to add a Note window. To highlight text:

- On the Comment & Markup Toolbar select the Highlight Text tool
- Move the cursor to the beginning of the text to be marked up, then click and drag (use Ctrl+drag to mark a rectangular area of text; this is especially useful to mark up text in a column).

◆ *Comment Summaries*

The ability to summarize Comments using Acrobat is a powerful tool for lawyers. Think of a thousand or ten thousand pages of discovery documents. No, they are not in notebooks or boxes; these pages have been scanned and exist as one or more PDF files. Start turning the pages and adding Notes or Text Boxes as you go. Now, after reviewing those thousand or ten thousand pages and adding a hundred or a thousand Comments, all of the text in every Note or Text Box can be seen in the Comment pane at the bottom of the Acrobat window.

Remember, Highlighted text is also a Comment in Acrobat. So, if you highlight the key portions of a deposition, they will all be listed in the Comment pane at the bottom of the Acrobat window.

Bates Numbering

Acrobat does "Bates numbering." But, what is Bates numbering and why would a lawyer need it? Let's start with the "Bates" part. Bates is a registered trade mark of General Binding Corporation. Like Kleenex™ or Xerox™. Bates numbering refers generically to applying sequential numbers or alpha-numerical markings to documents so that each page may be uniquely identified. The "Bates" in Bates numbering, refers to the handheld stamping machines that are (or were) used to apply sequential numbers or alpha-numerical markings that were made by the Bates Numbering Machine Company.

◆ *Why Bates Numbering*

Bates numbering or stamping is used in the legal and business fields to sequentially number images or documents as they are processed, for example, marking documents during the discovery stage of preparations for trial or identifying business receipts. Manual Bates stamping used a self inking stamp that incremented a sequential number each time it was pressed down on a document. The usual process used in legal firms is as follows:

- ▶ Get a bunch of documents from the client, a witness, or the other side;
- ▶ Make a clean copy of the documents;
- ▶ Bates stamp the documents;
- ▶ Make copies of the Bates stamped documents as needed (e.g., for production to other parties to the litigation).

As you might expect, the use of mechanical stamping machines to mark documents has gone the way of the buggy-whip. An intermediate replacement for the mechanical stamp was the use of a macro, in a word processing application (e.g., WordPerfect™ or Microsoft Word™), to create sequentially numbered labels (typically using small, clear, return-address labels because they come 80 per sheet). The labels were then painstakingly applied, one page at a time, to the collected documents.

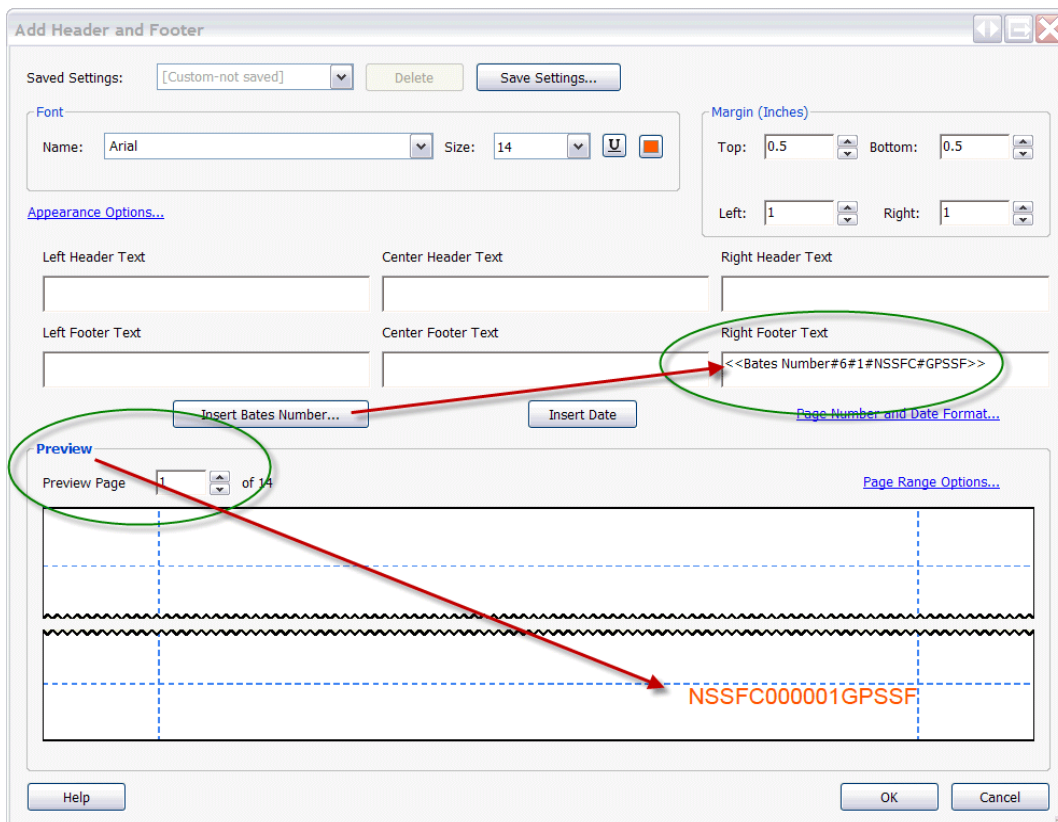
With the advent of scanners, litigation documents today are typically scanned to an image file format, most frequently PDF. Once paper pages have been converted to digital pages, the application of Bates numbers can be accomplished more efficiently and without errors. Prior to Acrobat 8, Bates numbering of PDF files was accomplished through the use of a "plug-in." A "plug-in" being a small bit of software that plugs into and works within a larger application. In this case, the plug-in worked within Acrobat to provide Bates numbering functionality.

Bates Numbering

The Bates numbering in Acrobat 8 and 9 is a function of Header and Footers but is found on the Advanced Menu, by selecting Document Processing, then Bates Numbering.

- Menu: Advanced > Document Processing > Bates Numbering > Add or Remove
- Keyboard: Alt+A-D-A

Once Add has been selected a dialog box allow selection of one or more files, including all open files. If multiple files are selected they should be arranged in the desired order before moving on so that the Bates numbers are applied in desired order. After the file or files have been selected click Next and an Add Header Footer dialog box appears.



Here you select the location: left, center or right; and, header or footer. At this point, before inserting the Bates Number code into the desired location box, make your choice for the font, size and color for the Bates numbers. Using a color other than black makes the numbers stand out when reviewed on screen or if the documents are printed in color (if printed with a black-and-white printer, the color will translate to black). Click in the desired location box

(Left Header, Center Header, Right Header; Left Footer, Center Footer, Right Footer) then click on the Insert Bates Number... button. When you click on the Insert Bates Number... button, a small dialog box opens, offering Bates Numbering Options. Here, select the number of digits, the starting number, and specify any prefix and, or, suffix. When the options have been selected press OK. The information (code) for the selected Bates numbering options appears in the location field on the Add Header Footer dialog box with a preview of the first page. Clicking OK produces a message box informing you that Bates numbering has been successfully applied to the selected PDF files.

If you have been using Bates numbers before moving to digital files, you know the reasoning and importance that underlies this practice. If you are new to Bates numbering understanding why this represents a best practice will lead to considerations of how you number documents. In the context of litigation the Federal Rules of Civil Procedure and most corresponding state court rules, require the disclosure of all documents that a party may use to support its claims or defenses. Conversely stated, documents that are not disclosed cannot be used to support claims or defenses. In addition to disclosures, documents are produced or received through Rule 34 requests for production. Beyond disclosures and discovery, documents may also be produced or obtained pursuant to subpoenas. Whether documents are produced or obtained through disclosure, discovery or subpoena, it becomes important to have a record of precisely who produced what to whom. When the documents bear unique sequential numbers or alpha-numerical markings questions about whether they were or were not produced can be avoided. For example, when 1,000 pages are Bates numbered and produced there can be no dispute about whether a particular page or set of pages was included. When an opposing party produces or discloses documents that are not Bates numbered, consider marking them and then serving a request that the party admit that the Bates numbered copies are all of the documents that they produced or disclosed.

As you know or might imagine, litigation documents can come from a wide variety of sources. Given the potential for a wide variety of sources, you should take time to consider the importance of the alpha-portion (prefix or suffix) of the Bates number. Documents produced by a party can be alpha-labeled with letters that identify the party. Likewise, those from non-party witnesses and experts can be alpha-marked to correspond the source.

When you start using Acrobat to apply Bates numbers to digital documents the hassles and errors associated with mechanical stamps and labels are avoided. No pages are skipped, no number used twice. You will have better control over the documents associated with any litigated matter. Better document control means better information management, and managing information is what litigation is all about.

Stamps

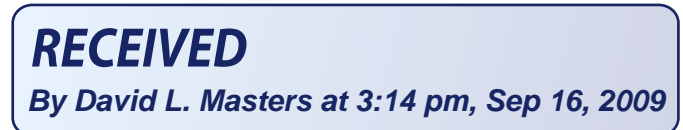
Stamps can be handy for marking PDF files as "DRAFT," "CONFIDENTIAL," "RECEIVED," and so on. Acrobat comes with a set of ready-made Stamp, both static and dynamic. An example of a static stamp is one that applies "RECEIVED" to a document. The dynamic RECEIVED Stamp includes the user's name (derived from the Identity section of the Preferences dialog box) along with the date and time when the Stamp is applied. Acrobat allows you to create Custom Stamps that can contain text or images. A Custom Stamp that applies a facsimile of your signature can be especially useful.

◆ *Ready-Made Stamps*

To use the ready-made Stamp that come with Acrobat you need to first select the desired Stamp (the last use Stamp remains as the default selection). To select a specific Stamp, click on the drop-down arrow on the right next to the Stamp Tool, navigate to the desired category (Dynamic, Personal, Sign Here or Standard Business), then highlight the desired Stamp. The Stamp Tool is on the Comment & Markup Toolbar. The pointer then becomes the selected Stamp; place the pointer where you want to apply the Stamp and left-click. To use the same Stamp again, click on the Stamp Tool on the Comment & Markup Toolbar, point and click; the last used Stamp remains selected until you select a different Stamp.



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RECEIVED
By David L. Masters at 3:14 pm, Sep 16, 2009



The Masters Law Firm, L.L.C.
CONFIDENTIAL

◆ *Custom-Made Stamps*

You can create Custom Stamps for a variety of purposes; think of all the rubber stamps in your office and you'll begin to see the possibilities. Custom Stamps can be created from PDF files or from any common graphic format. When you select the file to be used for the Stamp, you can add it to an existing category or you can create a new one.

To create a Custom Stamp follow the steps described below. While the steps described below may appear inconsistent with the menu choices in Acrobat, they will provide guidance for creating Custom Stamps. If you pull down the Tools menu, select Commenting, then select Stamps, and then select Create Custom Stamp, you will be presented with a dialog box that does not offer the option to "create" a new Stamp. The same result follows if you use

the pull-down menu on the Stamp Tool button and select Create Custom Stamp. As you will see, and as described below, when you select Manage Stamps the dialog box has a button (option) to "create" a new Custom Stamp.

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Before you begin the process of creating a Custom Stamp, you will need the artwork that will be applied by the Stamp. The artwork should be an image file (JPEG, TIFF, etc.) or an existing PDF file. Don't let the term "artwork" fool you. If you want to create a Custom Stamp that contains text, create the text in an image editing application (e.g., Adobe Photoshop, Gimp, etc.). It goes without saying that you need to know where the artwork file resides on your computer or network, so if you create many Stamp it may be helpful to create a folder where all Stamp artwork will be located.

With these preliminaries out of the way, to create a Custom Stamp:

- Menu: Tools > Comment & Marketing > Stamps > Manage Stamps
- Keystroke: Alt+T-C-T-M

Or, use the pull-down menu located next to the Stamp Tool on the Comment & Markup Toolbar and select Manage Stamps. Then:

- Click Create.
- Click Browse, and double-click the file to be used as the Stamp art (if the file has more than one page, select the page to use for the Stamp).
- Click OK.
- For Category, select an existing category, or type a name to create a new category.
- For Name, type the name that will appear on the Stamp menu on the Comment & Markup Toolbar.
- Click OK.



COPY

Once applied to a PDF file, Stamp can be resized, moved, or have their Properties modified.

◆ *Creating a Stamp of Your Signature*

The Acrobat Stamp feature can be used to create a simple signature Stamp. This signature, just like its real-world rubber-stamp counterpart, cannot be verified or secured. However, until we reach a point where courts and opposing counsel require verification of signatures,

digital-stamp signatures present a quick and convenient alternative to secure digital signatures. To create a signature Stamp:

- Sign your name on a piece of paper about a dozen times (or at least until you have created one exemplar that you like enough to use as your Stamp signature).
- Scan the page of exemplars to PDF (if you want your Stamp signature to appear in color [for example, in blue ink], scan in color mode; this increases the size of the Stamp file but it's pretty small to start with).
- Use the Crop Tool to draw a box around the desired exemplar.
- Double-click inside the box and click OK.
- Save the resulting PDF file to a convenient location, such as C:\Program Files\Adobe\Acrobat 9.0\Acrobat\Plug_Ins\Annotations\Stamps\Signatures. You may need to create the Signatures folder; the rest of the path should already exist.
- Open a PDF file that you want to apply the signature Stamp to.
- From the Tools menu select Commenting > Stamps > Manage Stamps.
- In the category box, type Signature. In the name box, type a name for the Stamp (such as your initials).
- Click Select and find where you saved the signature; click OK; click OK again.

To sign a document with your signature Stamp:

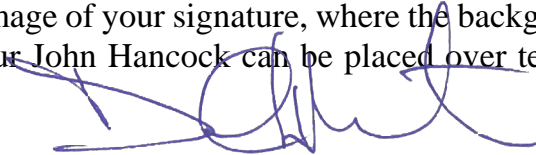
- Click on the Stamp Tool, select your signature Stamp, then move the pointer (now your signature) to the desired location on the page and left-click.
- Or,
- Menu: Tools > Comment & Markups > Stamps > Signatures and select your signature Stamp.

If you create a Custom Stamp for your signature, you'll find it useful for signing documents to be sent via electronic mail or facsimile transmission from your computer. If you use the forms feature of Acrobat Professional, you can scan any paper document that needs to be filled in and create form boxes for the areas where information needs to be supplied. When

you are done, you simply Stamp your signature on the dotted line. Once it is signed, you can send the document from the comfort of your desktop via electronic mail or facsimile transmission.

◆ *Transparent Signature Stamps*

Most Stamp are opaque; that is, they cover up anything below them where they are placed in a PDF file. Creating a Custom Stamp from an image of your signature provides a great way to sign documents, such as letters and pleadings, that have been printed to PDF. Creating a Custom Stamp from an image of your signature, where the background has been rendered transparent means that your John Hancock can be placed over text or signature lines.



To create a transparent signature Stamp you will need an image editing application that has the ability to create layers and transparencies. For our purposes, the following description was developed using Adobe Photoshop Elements™. Sign your name on a piece of white paper about a dozen times (or at least until you have created one exemplar that you like enough to use as your Stamp signature).

Using Adobe Photoshop Elements (these instructions can probably be extrapolated to other image editing applications), scan the page of exemplars to an image file, the default Photoshop .psd file format works well; File > Import > [Select your scanner](if you want your Stamp signature to appear in color [e.g., blue ink], scan in color mode; this will increase the size of the Stamp file but it's pretty small to start with)

- Use the Crop Tool to draw a box around the desired exemplar the select Menu: Image > Crop
- Save the resulting .psd file to a convenient location (Example: C:\Program Files\Adobe\Acrobat 9.0\Acrobat\Plug_Ins\Annotations\Stamps\Signatures - you may need to create the Signatures folder, the rest of the path should already exist).
- Using the "magic wand" tool select all parts of the signature image (including the dots above the "i"s (set the Tolerance close to or at 100 and uncheck the Contiguous box – this will result in all of signature being selected with a single click)
- Use the Layer menu to create a new layer via cut Layer > New via cut (after the first selection hold down the Shift key while making additional selections)
- Click on the Layers tab, click on the "background" layer and drag it to the trash bin (you now have a signature image with no background)

- Save the .psd file as a .tif (File > Save As > [Format TIFF]), check the Layers box, and in the TIFF options dialog box be sure to check the Save Transparency box.

Now that you have an image file of your signature against a transparent background, proceed with the steps to create a Custom Stamp described above.

◆ *Signature Stamp Security*

Now that you have created your own digital signature Stamp and realize how easy it is to copy or delete that Stamp from a PDF file, you should give some thought to securing the document and your signature. It is important to note that a signature Stamp is not the same thing as applying a secure digital signature to a document.

