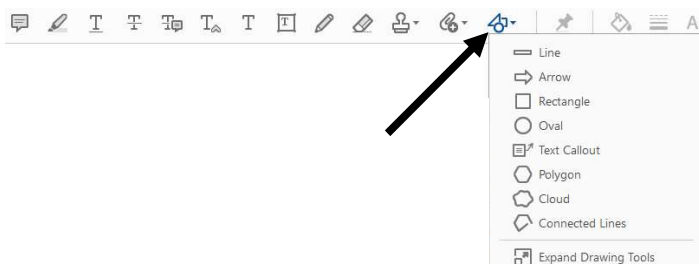


Building the Stamp file

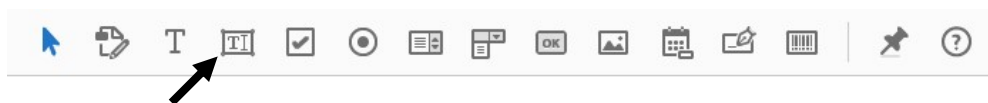
1. With Acrobat running
2. **Ctrl J** = open console
 - a. Enter **JS** code -
app.newDoc();app.execMenuItem("SaveAs");



- b. Use Enter key on Numpad to run code.
 - c. Save the file on your Desktop. (for easy access)
3. Open the Commenting tools;
 - a. Use the shape tools to draw rectangle. (this will be the frame holding the elements of your stamp, both text and images)

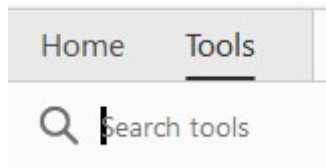


- b. Right-click the shape and open the Properties panel, make any desired adjustments to set the appearance.
4. **Shift Ctrl 7** = opens Form editing (If prompted to find fields select No)
 - a. Add a text field(not a Label) and set properties as needed.

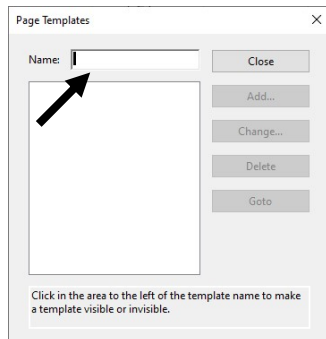


- b. Right-click to make duplicates using the Create Multiple Copies... tool and adjust as needed.
 - c. **Shift Ctrl 7** = exit form edit mode
 - d. Add desired text to fields by clicking into the field areas and typing.
 - e. **Shift Ctrl 7** = re-opens Form editing (If prompted to find fields select No)

- f. When done adding and editing the form elements, exit Form editing.
(**Shift Ctrl 7**)
5. When ready, re-open console (**Ctrl J**)
 - a. Delete existing code and replace with -
`this.flattenPages()`
use enter on Numpad to run.
6. Crop the page down to frame size using Crop Pages tool from the Pages panel or pages tools.
7. Go to Tools view and run a search for Template and choose Page Templates.



- a. When the Page Templates window open you will name it. **(the name must begin with a #, if it does not then you will run into problems with the stamp)**
- b. The Name should look like this #*baseName=Visible name*



- c. Click the Add button then close the Template window
8. Open the File properties (**Ctrl D**) and add a title to the title field.
 - a. This will act as the category where the stamp will be stored. It can be any name of your own choosing.
9. Close the file and program.
10. Move the newly created stamp file to
C:\Users\Your pc\AppData\Roaming\Adobe\Acrobat\DC\Stamps
11. Re-open Acrobat and any PDF
 - a. Go to your stamps / locate your new category and then use your new stamp.

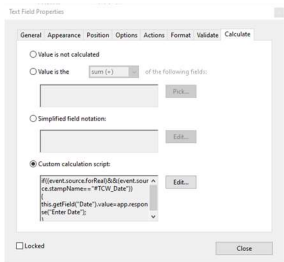
Adding a User Input or Dynamic Field to your stamp

1. Open the Stamp file from the Stamps folder. (see step 10 from previous exercise)
2. **Shift Ctrl 7** = open form editing.
3. Add text fields for each input, along with an EXTRA text field.
4. Open the properties for the Extra field-
 - a. On the General Tab, name it as Script. (This is will be the object controlling all others. It is possible to add and event code to each object but then there will be many objects to edit.)
 - b. Click on each of the remaining fields and Rename each field appropriately. (Simple descriptive names work best)
5. Open the Console. (**Ctrl J**)
 - a. Enter the script -
this.templates
run it by tapping the Enter key on the Numpad. (This quickly finds the name of the stamp required to make the stamp script work.)
 - b. The name will look like this - *#base_Name=Visible name*
 - c. Copy the first half of the name from the console window - *#base_Name*
6. Here is a sample of the required code. (you can copy and paste this code to edit it)

```
if((event.source.forReal)&&(event.source.stampName=="#app_name"))  
{  
this.getField("fieldName").value=app.responce("fieldLabel");  
}
```

- a. Select the #app_name and paste in the name you just copied from the console.
 - b. Add the getField controls inside the braces { }. (There are samples of user input and auto-populate fields listed on the last page of this handout.)
 - c. Select all your code and copy it.
7. Select the Script object and open its properties window. (Right-click or double -click to open Properties.)
 - a. Select the Calculations tab.
 - b. Click the *Custom Calculation Script*: radio button and then click the Edit button.

- c. Paste the code into the window and tap OK.



- d. Click Close when done.
e. Save the file as is. (**Ctrl S**)
8. Open another PDF and try applying the stamp.

Once the stamp is functioning as you need, copy it from the application stamps folder and share with you colleagues. Remember, they will need to paste the stamp file into the same application folder on their systems.

C:\Users\Your pc\AppData\Roaming\Adobe\Acrobat\DC\Stamps

The sample code is for a user input field. Inside the braces { } are any fields being controlled by this script.

This is the template file appName
↓

```
if((event.source.forReal)&&(event.source.stampName=="#app_name"))  
{  
this.getField("fieldName").value=app.responce("fieldLabel");  
}
```

↑ This is the name of the field you are controlling

↑ This is what the input window will say

These fields will auto-populate based of field properties:

This is the name of the field you are controlling
↓

This is the property field being called
↓

```
this.getField("Manager").value=identity.name;
```

This will auto-populate and format the date:

This is the name of the field you are controlling
↓

This both adds and formats the date
↓

```
this.getField("Today").value=util.printd("dd/mm/yyyy",new Date());
```