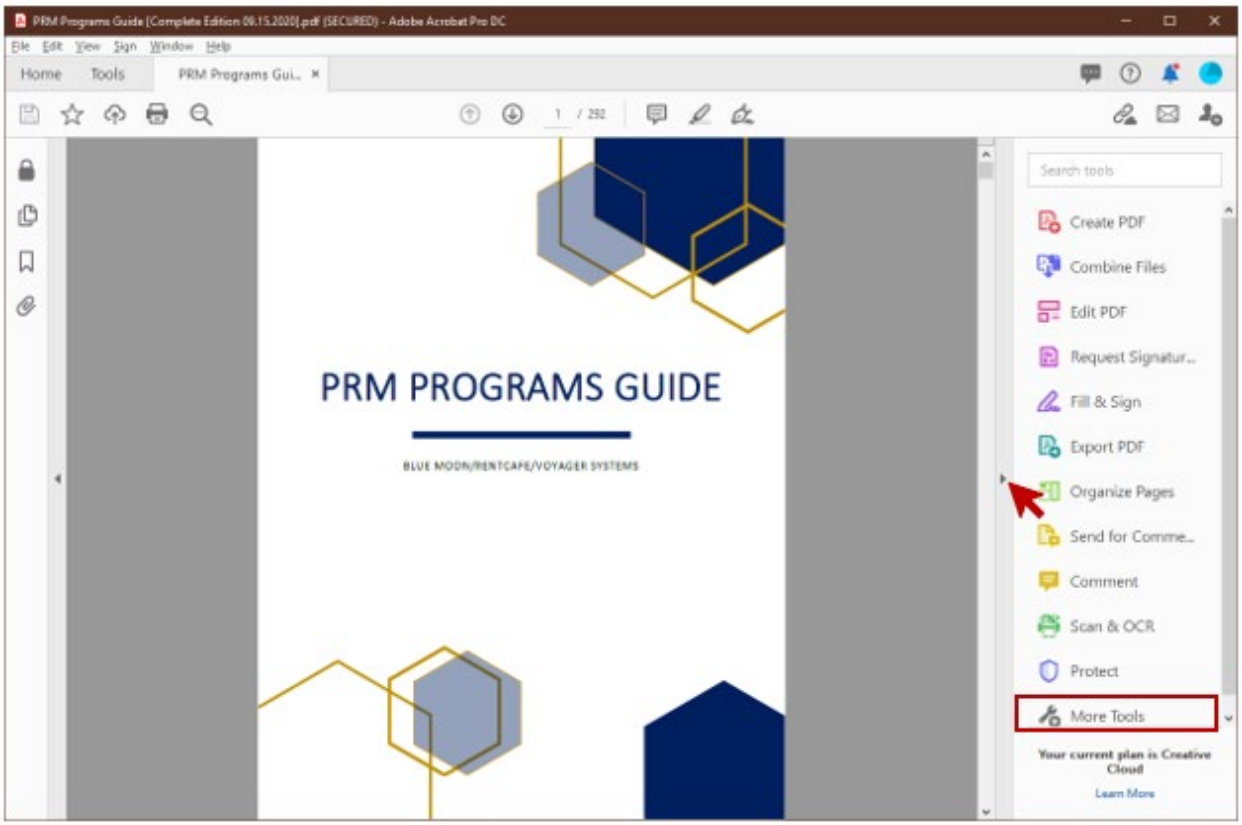
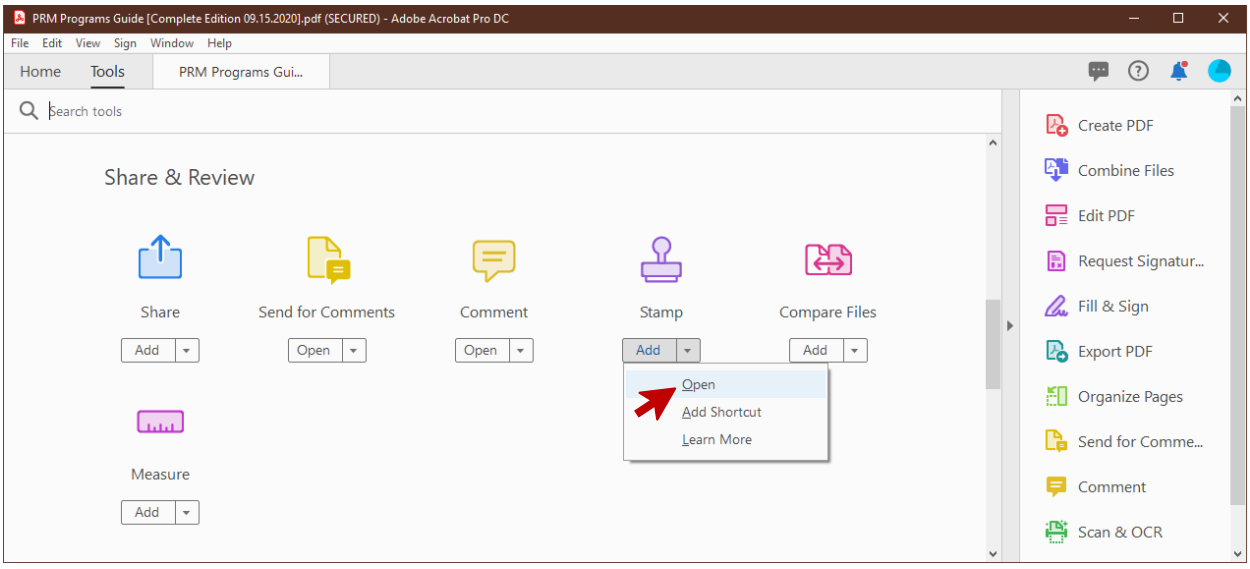
PDF Stamp Function

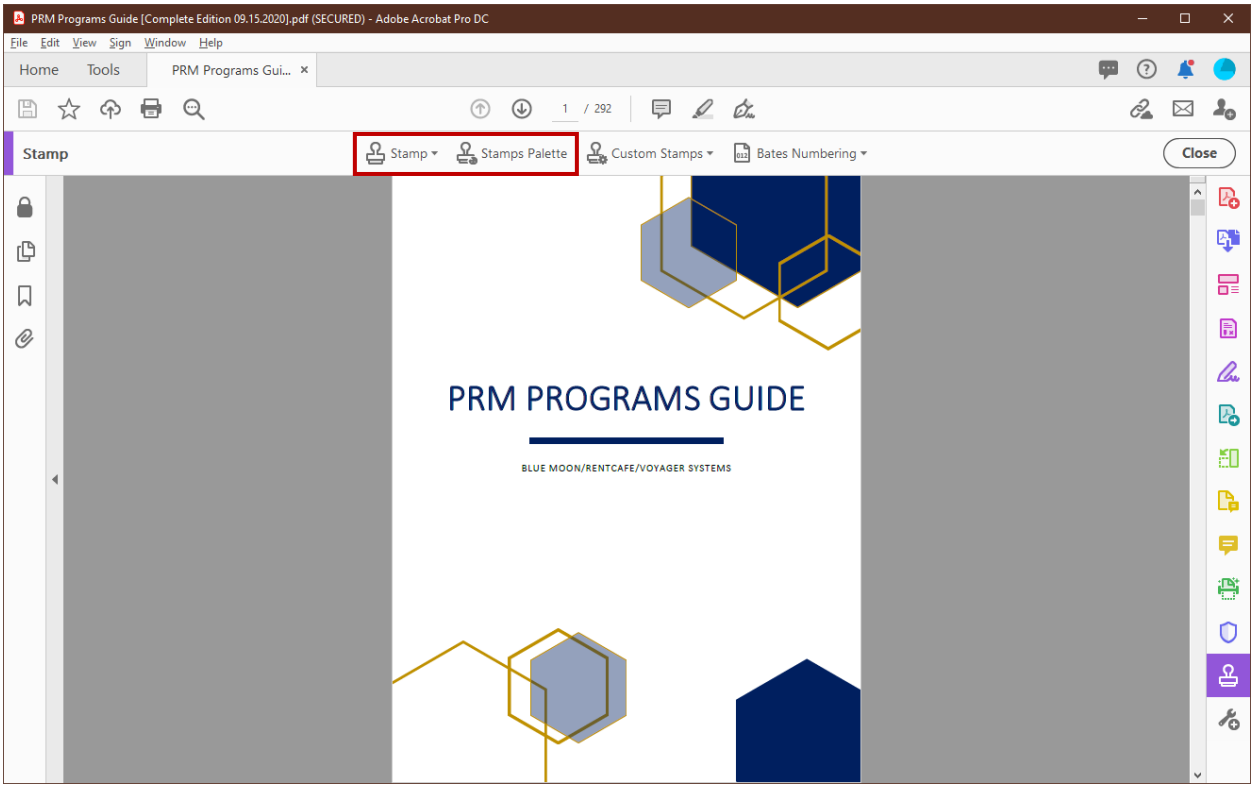
1. Open PDF document
2. Open right-side menu > Click **More Tools**



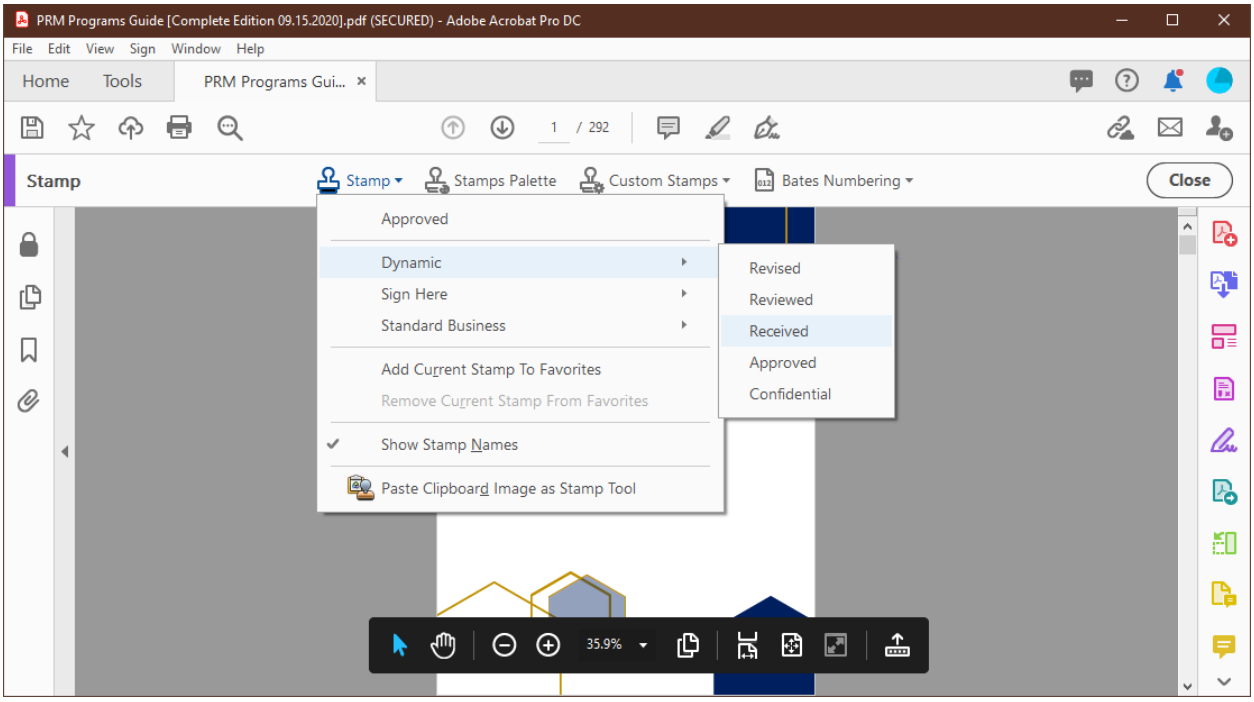
3. The following options will appear > Scroll to section **Share & Review** > Click **Open** under **Stamp**



4. Upon clicking, the screen will be redirected to the original PDF document.
5. Stamp functions will appear in the header.



6. Click either **Stamp** or **Stamp Palette**
    a. **Stamp** *(see image below for **Stamp** Function)*
        i. Drop down will appear; Select **Dynamic** > Choose a **Stamp** option
        ii. **Identity Setup** pop up window will appear.
        iii. Enter information in fields.
        iv. Click **Complete.**
        v. Place the Stamp on the PDF document.
        vi. Save document.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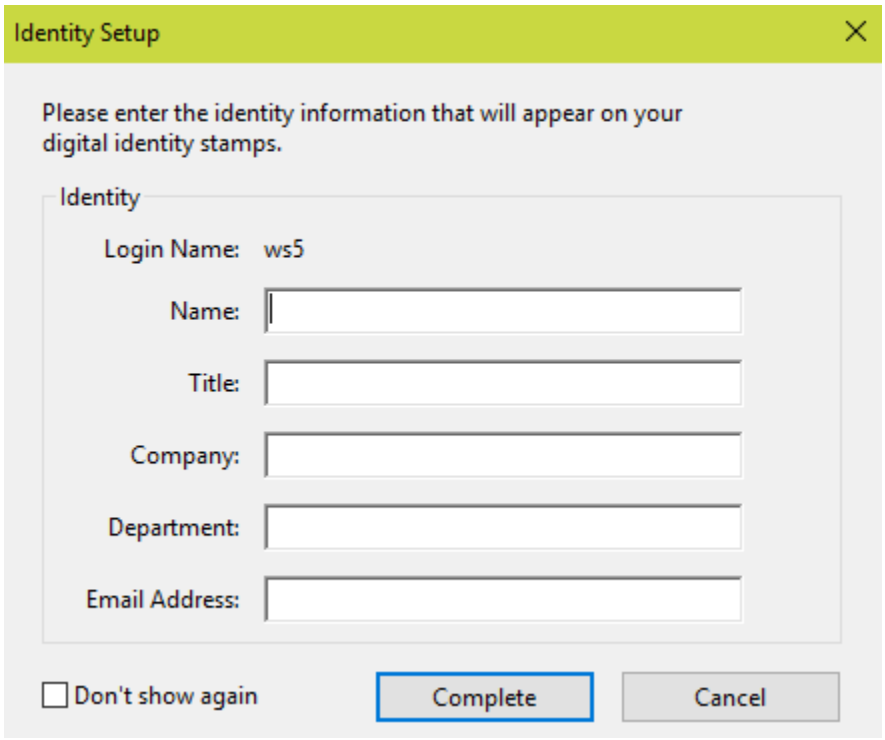
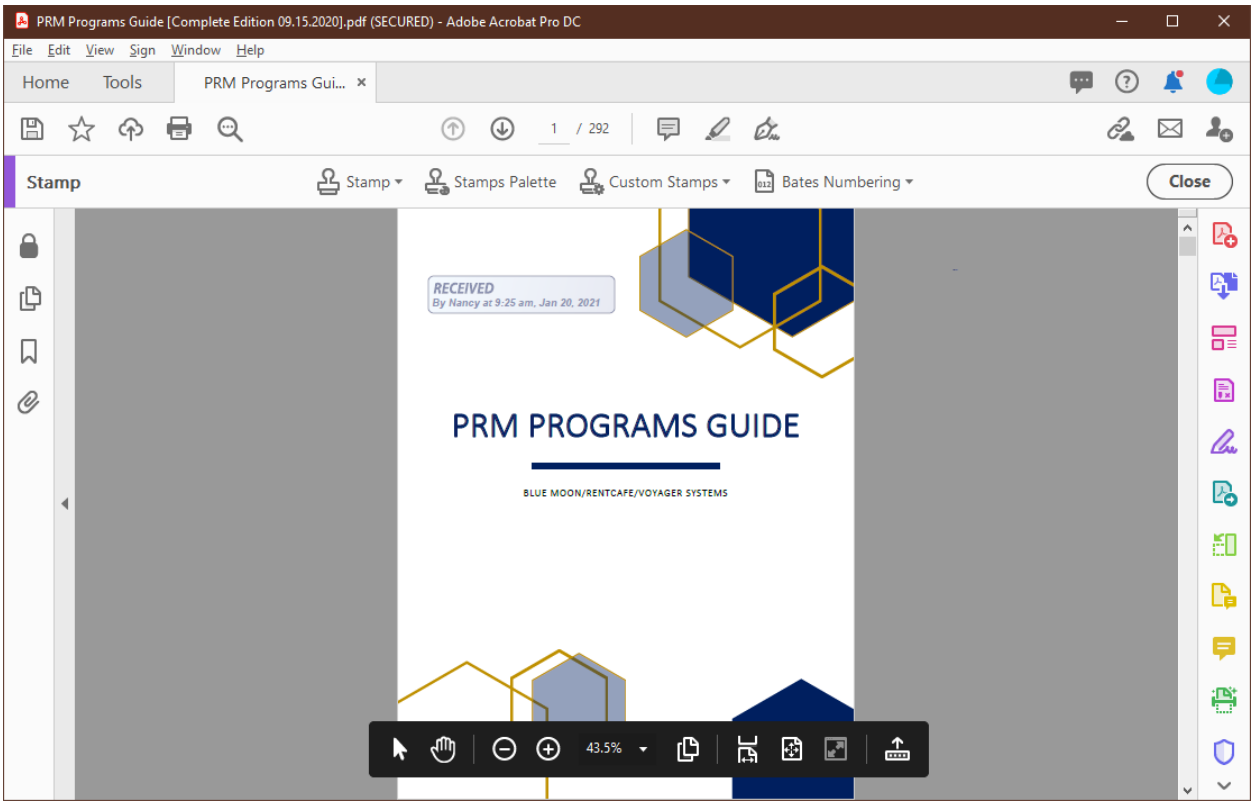
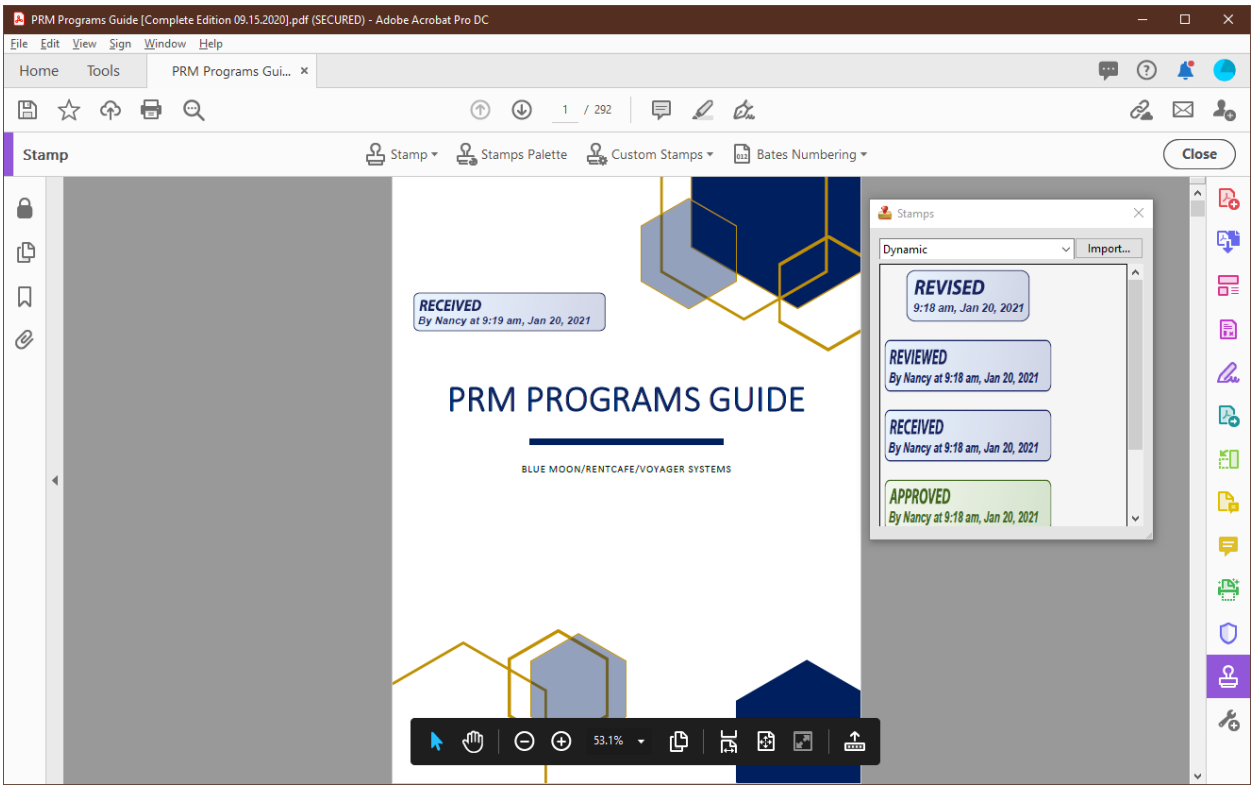
File Edit View Sign Window Help
Home Tools
PRM Programs Gui...
1 / 292
Stamp
Stamp
Stamps Palette
Custom Stamps
Bates Numbering
Close
Approved
Dynamic
Sign Here
Standard Business
Add Current Stamp To Favorites
Remove Current Stamp From Favorites
Show Stamp Names
Paste Clipboard Image as Stamp Tool
Revised
Reviewed
Received
Approved
Confidential
35.9%


Identity Setup
Please enter the identity information that will appear on your digital identity stamps.
Identity
Login Name: ws5
Name:
Title:
Company:
Department:
Email Address:
Don't show again
Complete
Cancel



b. Stamp Palette *(see image below for **Stamp Palette** Function)*
   i. Stamp Palette option pop up window will appear.
   ii. Drop down menu to Dynamic > Choose a Stamp option
   iii. Stamp PDF document and close out pop-up window
   iv. Save document.

Note: Recommended-Dynamic functionality as it will show name, time, and date of when the stamp was applied. This procedure may be followed for all other stamp functions.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Stamp
Stamps Palette
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Bates Numbering
Close
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