

All-In-One E-Sticker Installation and User Guide (Mac Versions)



Getting Started with Your Mac All-In-One E-Sticker

Using the All-In-One E-Sticker is a simple process. Before you begin, however, we highly recommend that you **keep an original, untouched set of PDFs as a backup**.

You have chosen one of the following four All-In-One styles. Your options will vary slightly based on how many fields your E-Sticker contains. We will use Style 1 as an example throughout the User Guide, so please send us an email at questions@exhibitsticker.com if you need assistance with the other styles.

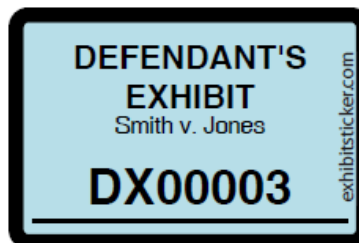
All-In-One (Style 1)

- E-Sticker Title



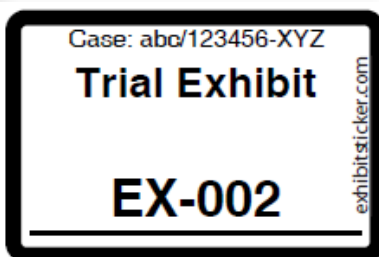
All-In-One (Style 2)

- E-Sticker Title
- Small Subtitle (below)



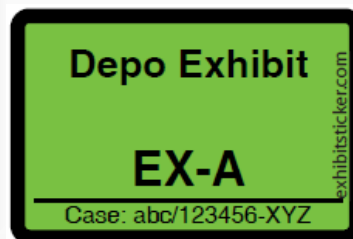
All-In-One (Style 3)

- E-Sticker Title
- Small Header



All-In-One (Style 4)

- E-Sticker Title
- Small Footer



How to Install the All-In-One E-Sticker (Mac Version)

A Note About Requirements

Mac OS 10.5 or later

Adobe Acrobat Pro X or later or Reader DC

Download Your E-Sticker File

A product download link was emailed to you after purchasing the All-In-One E-Sticker. If you have not received your download email, please check your spam or junk mail folder.

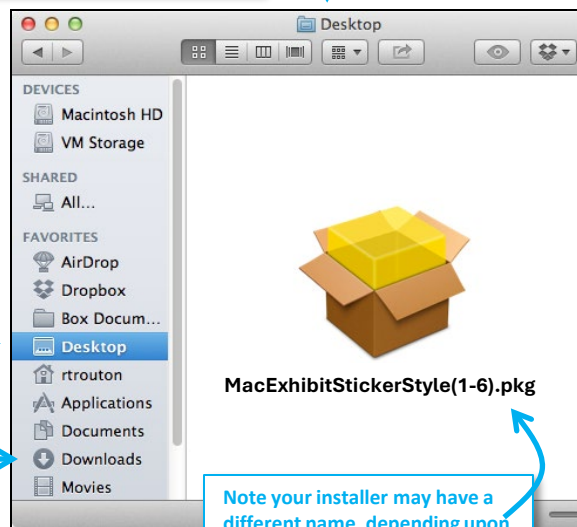
If you did not receive any email with the download link, please email us at orders@exhibitsticker.com and we will resend the file(s) to you.

Installing Your E-Sticker

Once you click on the download link it will download to your preferred download folder as a “.pkg” file. Double click on this installer file (.pkg) to install.

Note: This user has their downloads go to their desktop. The most common download folder is “Downloads”

Double click the .pkg file and follow the screen prompts.



Note your installer may have a different name, depending upon your purchase



Locating your E-Sticker

The first step is to open an Adobe Acrobat PDF File and find the Add-On-Tools section in Acrobat to select your E-Sticker and Change the Properties to Suit Your Needs

Search for “Add On Tools” by typing in the search bar. This is where you tell the E-Sticker all the properties you want to include (i.e., color, title starting number)

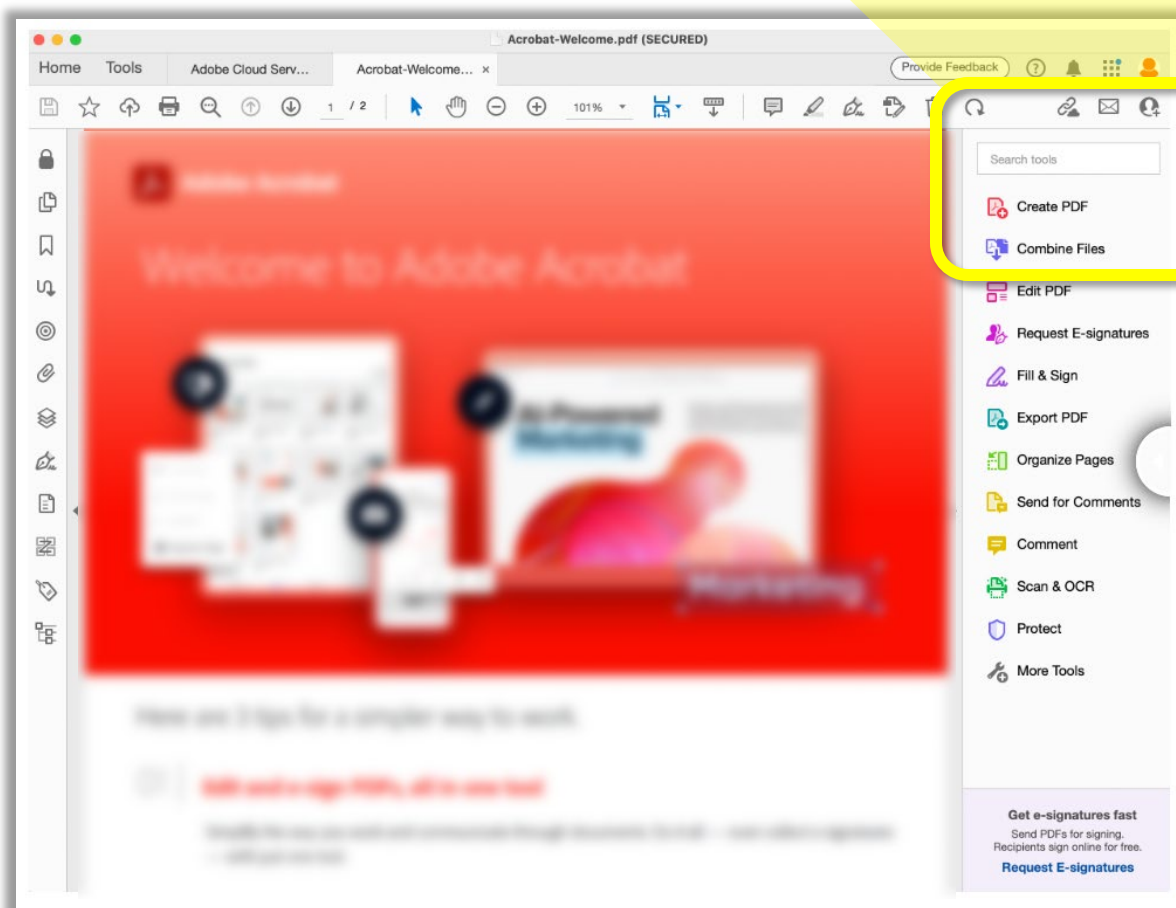
Search tools Add On Tools



Create PDF



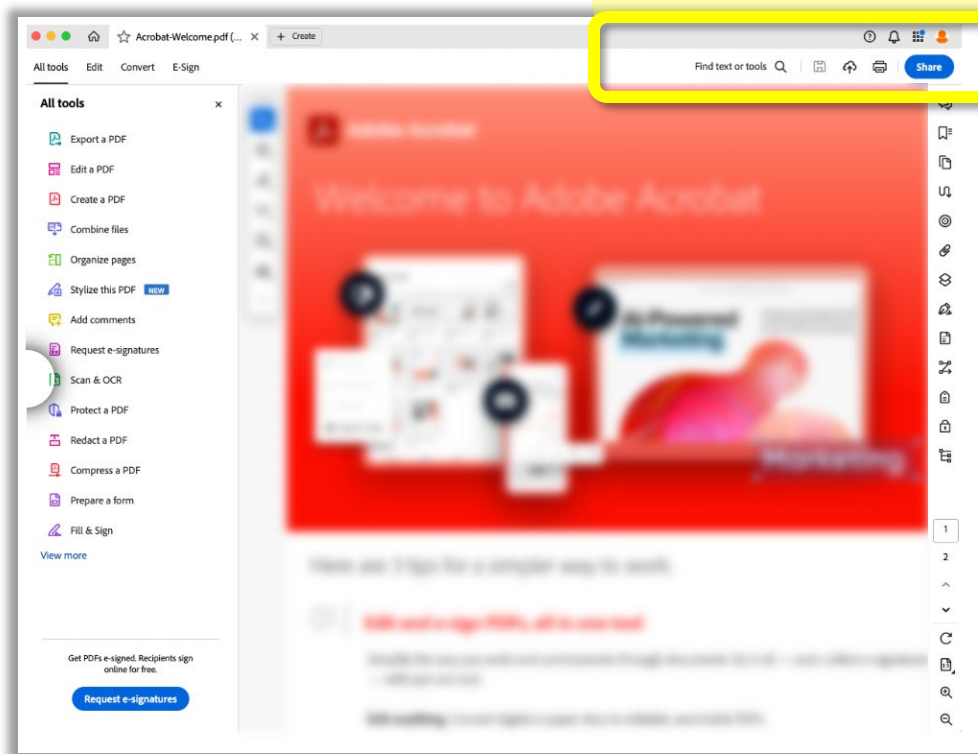
Combine Files



What if my user interface doesn't look like this?...
see next page...

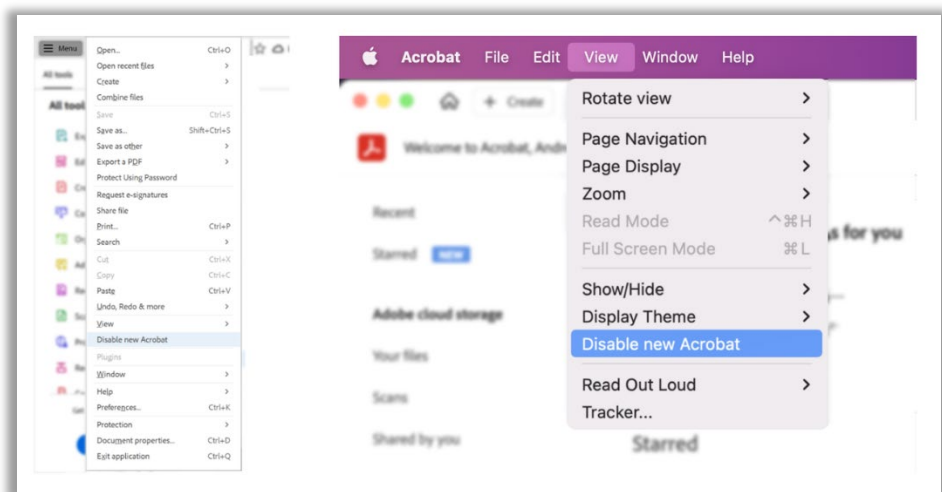
Locating your E-Sticker

Adobe's newest user interface changed where the search toolbar is located.



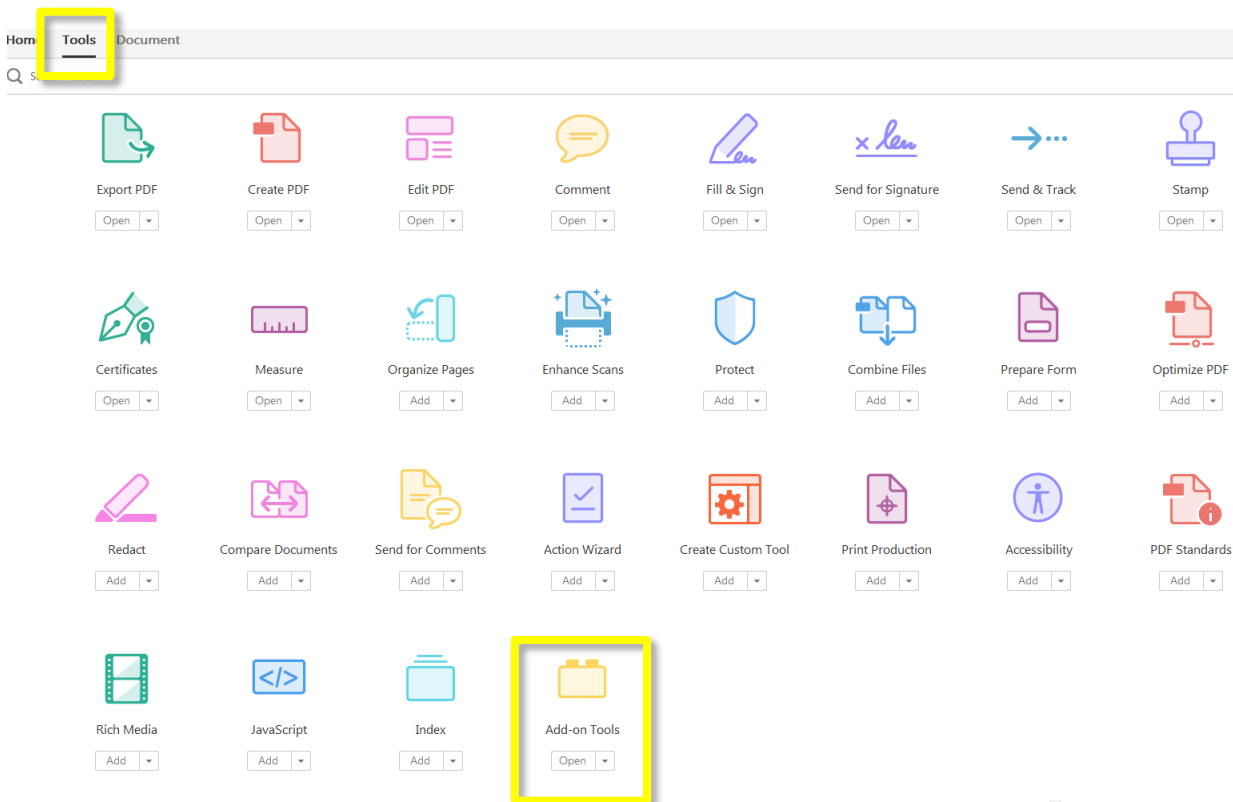
The new experience is "an exciting step forward for Acrobat's future" says Adobe in their Help Section. But, if you prefer the older user interface, you can still revert to the previous experience.

For MacOS: Go to **View > Disable new Acrobat.**

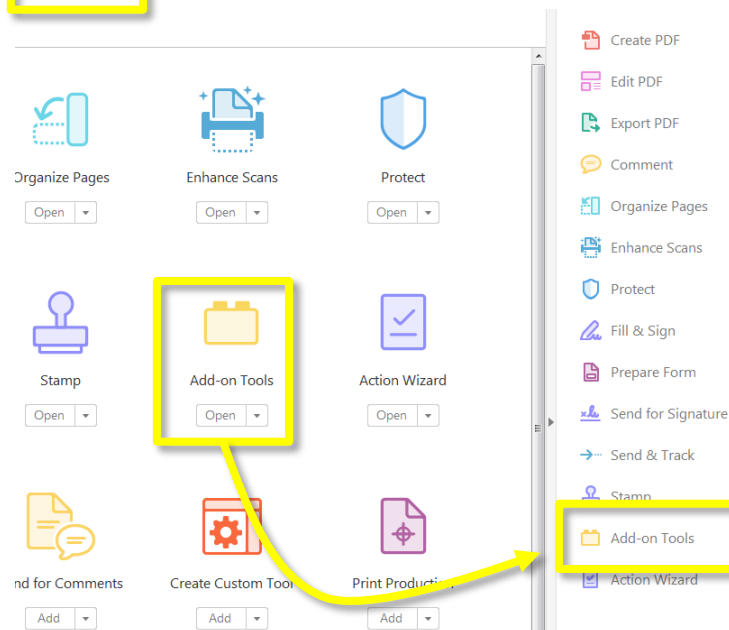


Add On Tool Properties Box

With the “Old” user interface you will see a Yellow “Lego” block. Click on this to activate the Add On Tool Properties Box. [The “New” user interface skips this step]



If you are using **Acrobat Pro**, then you can click “Add” and the Add-on Tools icon will be loaded on the right side Short Cut tool bar.



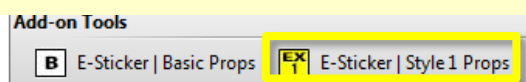
What do you want your E-Sticker to look like?

Setting the Properties for Your All-In-One E-Sticker

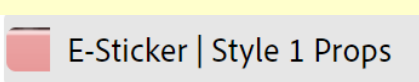
Open a PDF document in Adobe® Acrobat DC. You should see a new pop-out tool bar item called “E-Sticker | Style 1 Props.” Click this button to bring up your E-Sticker Properties box. (Your name might be different if you purchased a different style.)

You should see either of these depending upon the user interface your version of Adobe Acrobat is using:

Older User Interface



Adobe's "New" User Interface



This Properties box will allow you customize your All-In-One E-Sticker:

E-Sticker Title: PLAINTIFF'S EXHIBIT

Background Color

☒ Yellow ☐ Red
☐ Blue ☐ Gold
☐ White ☐ Tan
☐ Green ☐ Purple
☐ Orange ☐ Pink

Prefix: Smith
(Optional)

AUTO INCREMENTING ☒ Auto Incrementing (select one)

☐ Starting Number: 020
☐ Starting Letter: D
☐ A, B...AA, BB ☒ A, B...AA, AB

MANUAL ENTRY ☐ Manual Entry
(Will bring up separate dialog box when you place your E-Sticker)

OK Cancel

Enter an E-Sticker Title (i.e.,
Defendant's Exhibit, Deposition Exhibit
etc...)

Select a Background Color

Enter a Prefix or Remove if
not Needed

AUTO INCREMENTING

Enter a Starting Number

Or enter a Starting Letter

If you are using letters,
choose AA, AB or AA, BB, etc.

MANUAL ENTRY

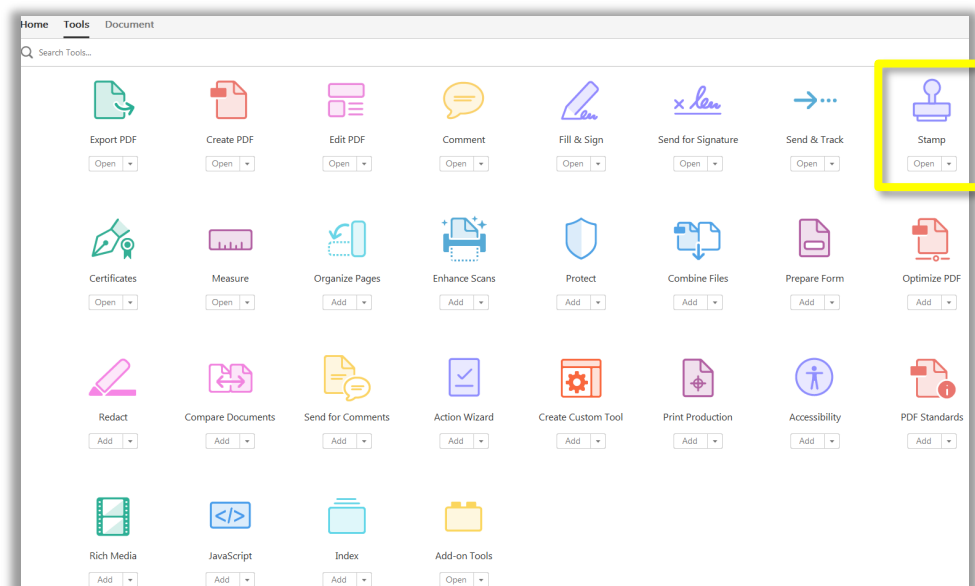
(A separate dialog box will appear each time you place
your E-Sticker.)

Select OK

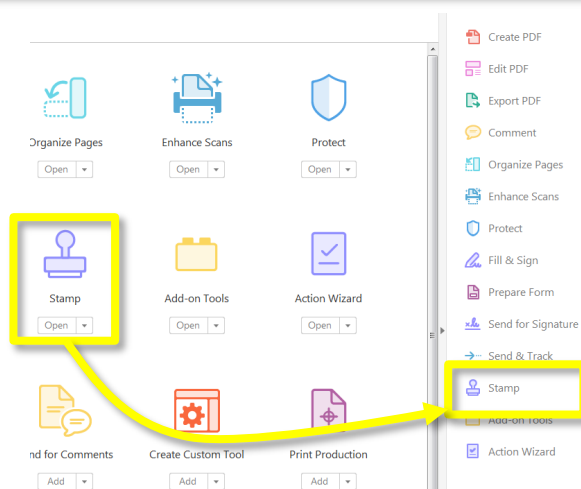
Placing your E-Sticker on your Exhibit

Now that you have set your properties search for the E-Sticker Stamp itself by searching for “Stamp” in the tools search bar.

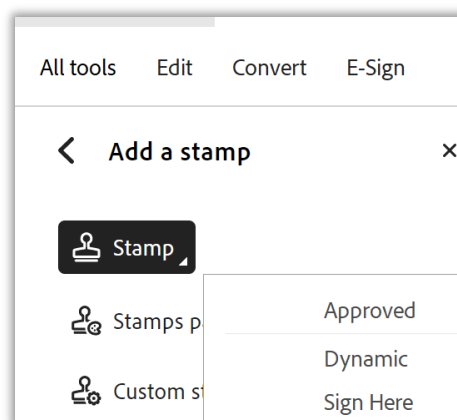
This is the interface for the “Old” user experience. You will see an old fashioned Stamp Icon



If you are using Acrobat Pro, then you can click “Add” and the Stamp icon will be loaded on the right side Short Cut tool bar.



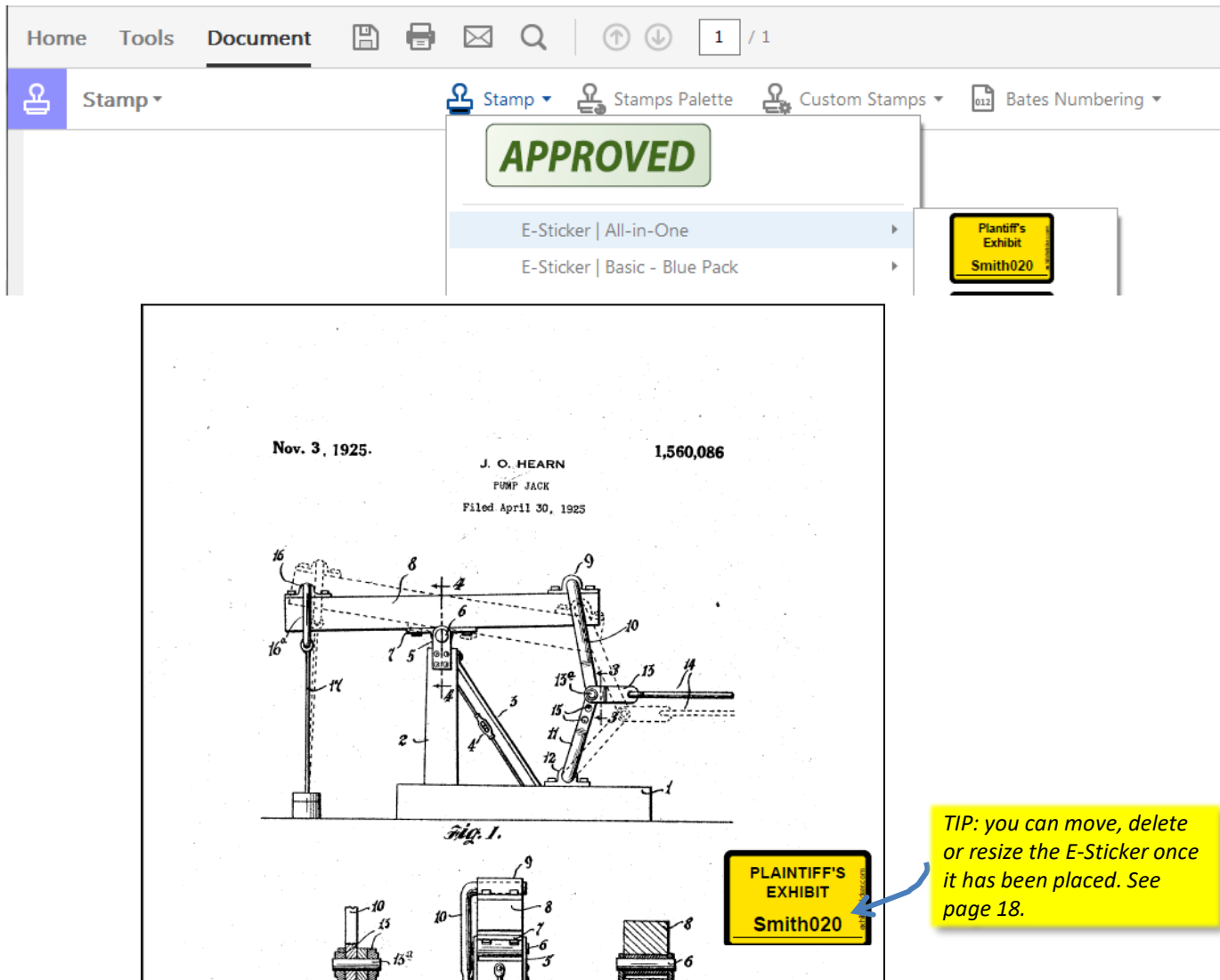
The “New” interface will look like this on the left of your screen.



How to Add E-Stickers to Your Exhibits

Placing Your All-In-One E-Sticker

Click on the Stamp icon and a Stamp tool bar appear at the top of the document. Select the E-Sticker and you will see a transparent version of the exhibit sticker that will move with your mouse. Hover your mouse over the area where you would like to place your stamp and click your mouse on that position to place the E-Sticker. If you have chosen to use the auto-incrementing feature the first stamp will begin with your starting number/letter that you entered into the properties box.

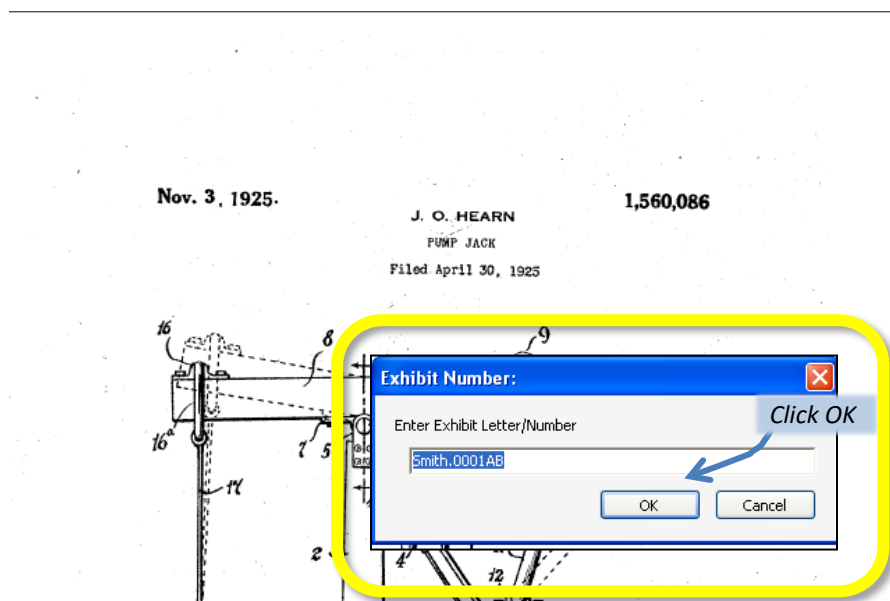


That's it! When you open up your next document, it will automatically remember the last number or letter you used and auto-increment to the next number or letter. If you are working on a different case, just re-set your properties in the Properties Dialog Box before selecting your All-In-One E-Sticker and your E-Sticker will populate with the new information.

Be sure to check out the Quick Tips section for ways to speed up the stamp placement process.

Placing Your All-In-One E-Sticker (Manual Entry)

If you have selected the Manual Entry button in your properties box, when you select your E-Sticker you will see a transparent version of the exhibit sticker that will move with your mouse. Hover your mouse over the area where you would like to place your stamp and click your mouse on that position. A dialog box will pop up asking you to enter the information to appear on the exhibit sticker.



Once the information has been entered and you select OK, the E-Sticker will appear on your document.

When you open up your next document to add an exhibit sticker, a new dialog box will appear. You will be able to enter the exhibit information for your new document.

Cool Tip:



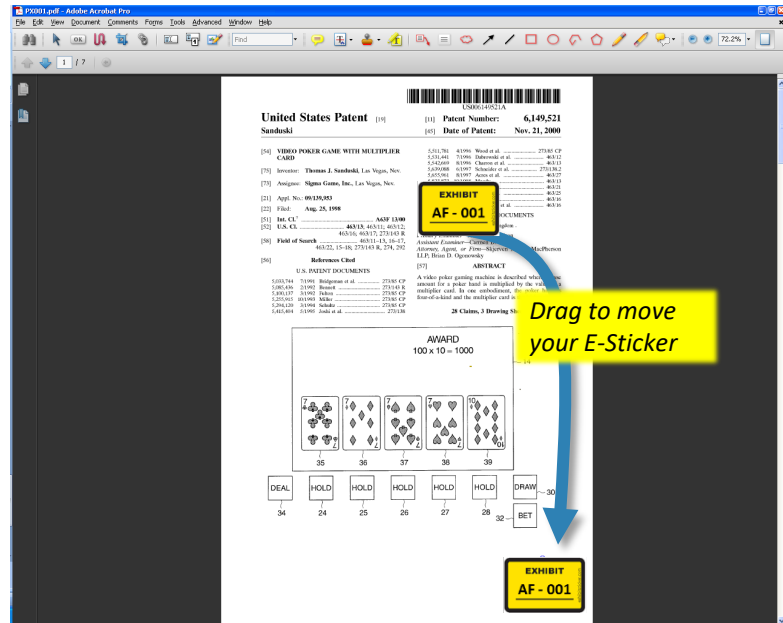
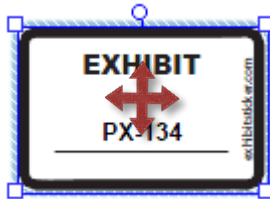
Blank Exhibit Stickers

You can always add a blank exhibit sticker to your PDFs by leaving the Manual Entry field blank. This can be useful if you are going into a situation where you might not know the exhibit numbers, such as a deposition.

Working with your E-Sticker

Moving Your E-Sticker

If you have placed the E-Sticker in a bad spot, simply click on the exhibit sticker and hover over the center until you see the Move Crosshairs. Once you see the crosshairs, click and hold with your mouse and drag the E-Sticker to a new spot



Deleting your E-Sticker

- To delete an E-Sticker, click on the existing E-Sticker select the **Delete** key or right click on the E-Sticker and select **Delete** from the pull down menu.

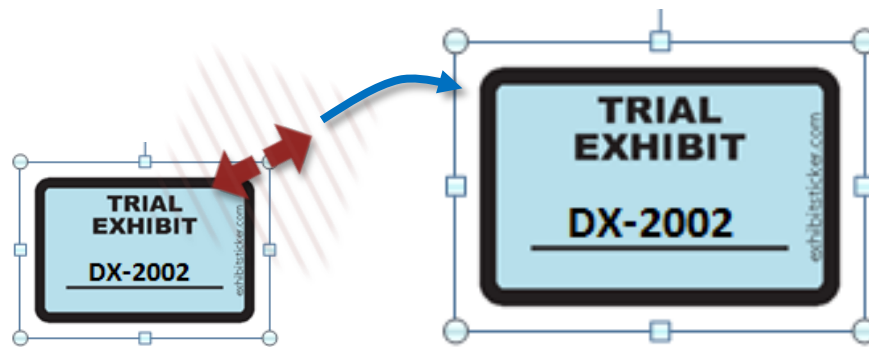
Editing your Exhibit Number

- If you have typed in the wrong exhibit number or need to make a change for some reason, simply click on the existing E-Sticker and delete it using the **Delete** key. Then apply a new E-Sticker with the correct information.

Working with your E-Sticker

Re-Sizing Your E-Sticker

The E-Sticker has been standardized to reflect a physical exhibit sticker on an 8.5 x 11 document. If you have larger documents (i.e., plats, maps) or smaller documents (i.e. photos) you can easily re-size the E-Sticker. Click on the E-Sticker and hover over one of the four corners of the E-Sticker and a Re-Size arrow will appear. Drag the corner of the E-Sticker out (away from the E-Sticker to make it larger or in (toward the center of the E-Sticker) to make it smaller.



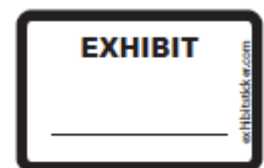
Rotating Your E-Sticker

In some instances you might need to rotate the E-Sticker to orient it properly to your document. Click on the E-Sticker and hover over the white circle above the middle of the E-Sticker. You will see a rotate arrow appear. Click on the rotate arrow and rotate the sticker to the appropriate position.



Adding a Blank E-Sticker

You can always add a blank exhibit sticker to your PDFs by leaving the Manual Entry field blank. This can be useful if you are going into a situation where you might not know the exhibit numbers, such as a deposition.



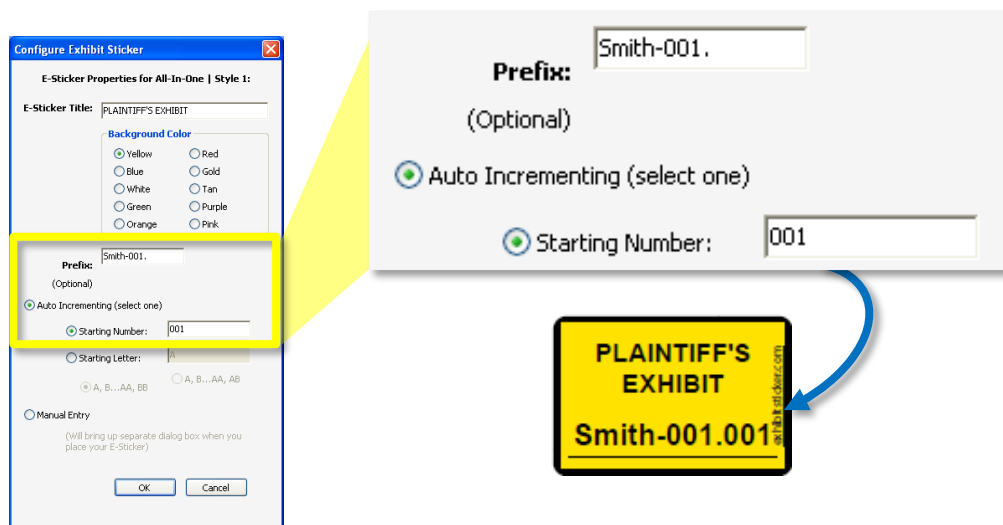
Working with your E-Sticker

Working With Unusual Numbers, Letters or Special Characters

Sometimes you might need to use a combination of letters and numbers or you have decimal points. Here are two examples of common situations we've run into solutions using the E-Sticker:

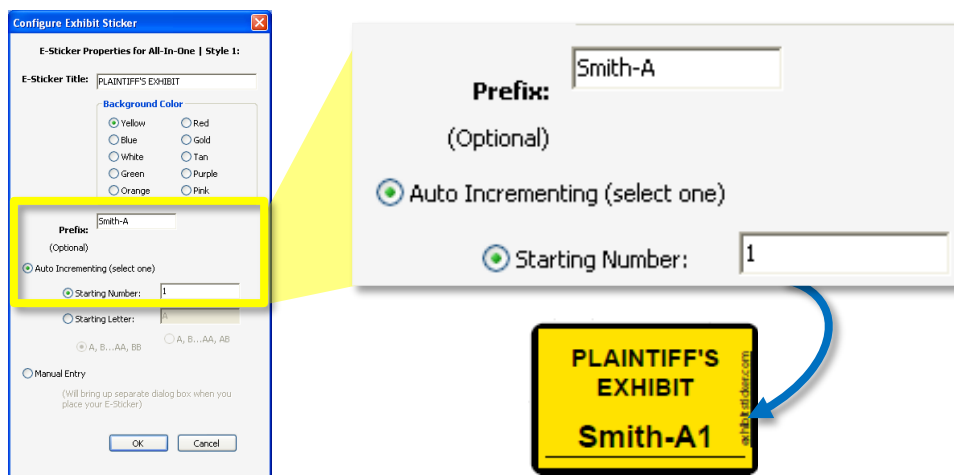
Decimals:

If you need to use a decimal in your exhibit number, such as Smith-001.001, Smith-001.002, Smith-003.003, etc., enter everything including the decimal into the Prefix box, and set the Starting Number to the first number or letter that comes after the decimal:



Number/Letter Combinations:

If you need to use a combination of letters and numbers such as Smith-A1, Smith-A2, Smith-A3, etc., enter everything including the letter into the Prefix box and set the Starting Number to the first number that comes after the letter:



For other unusual combination of letters, numbers and characters, you can always use the Manual Entry box in the Properties Dialog Box which allows you to enter anything you would like as your exhibit number.

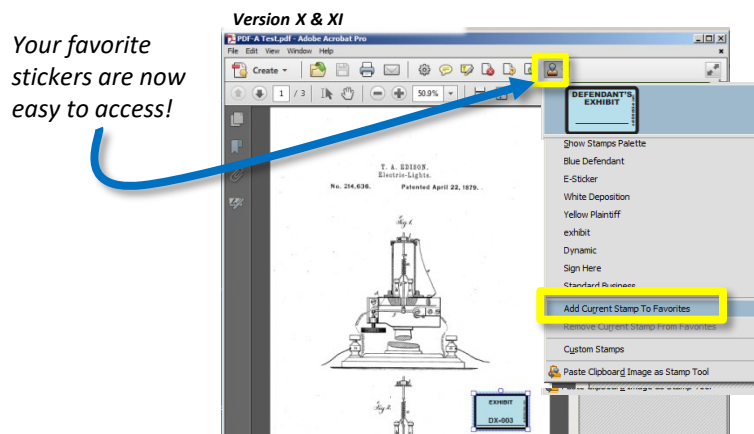
Time Saving Tips

These two tips will help speed up the E-Sticker process. Be sure to check them out.

Adding Your E-Sticker to the “Favorites” Menu

After you have placed your E-Sticker you can make the process even easier by adding the E-Sticker to your **Favorites menu** in a few simple steps:

1. Using the Select tool or the Hand tool, select the E-Sticker on the page.
2. With the E-Sticker selected, go to the **Comment & Markup** toolbar, click the Stamp tool and choose **Favorites > Add Current Stamp To Favorites**.

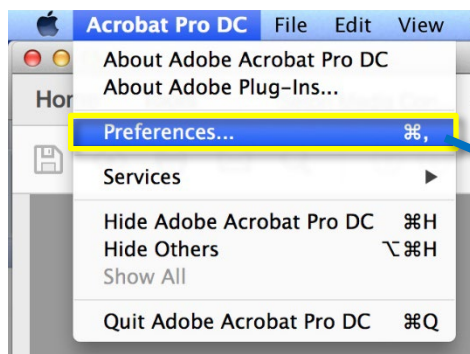


Use shortcut “K” key to place E-Sticker

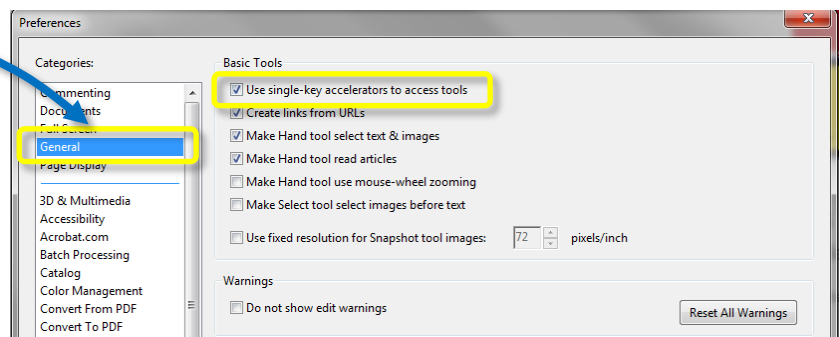


This is our favorite speed tip!

If you set up your preferences to enable single-key shortcuts, you simply have to select the “K” key anytime you want to place your E-Sticker. This saves a ton of time!



To set this up choose **Acrobat > Preferences > General > Use single-key accelerations to access tools**.



Once you have done this, select the E-sticker you want to use and place it on the page. When you open your next document, all you will need to do is select the “K” key and your E-Sticker will be automatically be placed on the page at your next cursor click.

How to Flatten Your Document and Why it is Important

As with all Adobe® Acrobat stamps, the E-Sticker is not a part of the base document until you choose to flatten your PDF.

However, it's important to flatten the E-Sticker into the base layer of the document at some point before submitting to the court, opposing counsel or trial technician. This will insure that the E-Sticker is displayed and printed properly.

Flattening is a simple process but please, please **keep a backup set of your documents before flattening!** Even though you will be asked to save your file and give it a new name or location, it is a best practice to have a back up set tucked away so you don't accidentally overwrite your original files. Once you flatten a PDF file, your E-Sticker becomes a part of the document.



Before manually flattening your documents make a backup set of your documents first!

Flattening single documents

The easiest way to flatten a single document is to print it to a PDF file. In the industry this is known as "re-frying" the document. Simply navigate to **File > Print** as if you are going to print your document and select Adobe PDF as your printer.

1

2

3

How to Flatten Your Document and Why it is Important

Flattening Multiple Documents

If you have hundreds of documents to E-Sticker, it would be tedious to individually flatten each and every document. There are batch flatteners available to help streamline the process.

We have included links to download our favorite flatteners which work with Adobe® Acrobat X, XI & DC on the home page of our web site: www.exhibitsticker.com

Again, please keep an unflattened set of documents in a safe location! Once you have flattened your documents the E-Sticker cannot be moved or edited.

Troubleshooting

Restart your computer

The first thing to try if you are having any issues with the E-Sticker is to restart your computer. That solves most of the issues we come across.

My E-Sticker properties box is greyed out

Do you have a document open? You must have a PDF open for the Properties dialog box to function properly.

I can't find my E-Sticker properties box

The E-Sticker Properties box is located in the **Tools | Add-On Tools** panel. On some Computers, the Add-On Tools panel is disabled by default. If you do not see the Add-On Tools panel please try the following:

Select the **Tools** menu to see if you have the **Add-On Tools** menu (usually the last item on the list). If not, click on the small down arrow icon directly under the **Comment** tab and check the Add-On Tools selection toward the bottom of the pop-up menu. Once you do that you should see the Add-On Tools menu that is now available. Your E-Sticker Properties dialog boxes are accessible within this the Add-On Tools Menu. We have a video walking you through this process on the website under the Troubleshooting tab.

I cannot install my E-Sticker

In some cases, your anti-virus scanner might interfere with the installation process. Please try disabling or pausing your anti-virus program and installing again.

I can see my stamp but I don't know how to set the properties

Your E-Sticker Properties are located within the **Tools | Add-on Tools** Pallet (for Adobe Acrobat Pro) or **Extended | Add-on Tools** for Adobe Reader XI. If you have trouble locating the add-on tools pallet, please see the entry above entry "No Add-On Tools in Adobe Acrobat"

The manual feature is not working

The manual feature on the paid version of the E-Sticker works a bit differently than the free E-Sticker so some folks might find it confusing the first time they use it. To get the manual box to pop-up you will first need to select the manual option in the properties box (See above if you have trouble locating the properties box). Next you will select your E-Sticker from the Stamps Tool. At this point you will need to place your E-Sticker on the document. Once you place the E-Sticker, the manual box will then come up where you can then enter your information.

Questions?

You can find the answers to many questions in our FAQ section of at www.exhibitsticker.com. We also have an extensive library of video tutorials.

If you still need help, please reach out to us at our contact form on the website.