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

Getting Started with
Your 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.
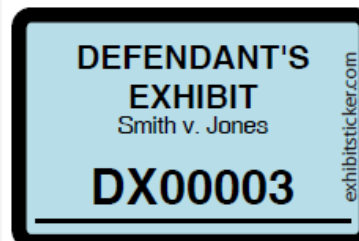
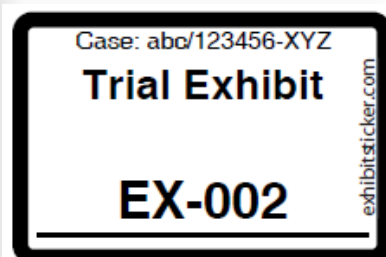## All-In-One (Style 1)
- E-Sticker Title

Plaintiff's Exhibit

PX-009

exhibitsticker.com

All-In-One (Style 2)
- E-Sticker Title
- Small Sub-Title

DEFENDANT'S EXHIBIT
Smith v. Jones

DX00003

exhibitsticker.com

All-In-One (Style 3)
- E-Sticker Title
- Small Header

Case: abc/123456-XYZ
Trial Exhibit

EX-002

exhibitsticker.com

All-In-One (Style 4)
- E-Sticker Title
- Small Footer

Depo Exhibit

EX-A
Case: abc/123456-XYZ

exhibitsticker.com

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

A Note About Requirements

Adobe Acrobat Standard or Pro (version X, XI or DC)
Adobe Acrobat Reader XI or DC

Download Your E-Sticker File

A product download link and a registration key code was emailed to you after purchasing the All-In-One E-Sticker .

If you have not received your download email, please check your spam/junk mail folder or your 2nd email account (PayPal users will receive an email associated with that account) .

Installing Your E-Sticker File

IMPORTANT: If you have Adobe® Acrobat open, please close it before beginning the E-Sticker installation process.

Click on the download link in your confirmation email or from the web pop up window. This will download an executable file to the place of your choosing. (If you have trouble locating the executable file after downloading it, check your Downloads folder located here: **My Computer > My Documents > Downloads** or your web browser's download icon).

Next, double click on the executable file to begin the installation process.

You will be asked to enter a product registration key code which you will find within your confirmation email.

You will be notified when the installation process is complete.

Double click on your executable file (**Note**: your file name will reflect your purchase.)

aios1.exe

TIP: If you copy the key code before you begin the installation process, the key code will automatically appear in the registration box.
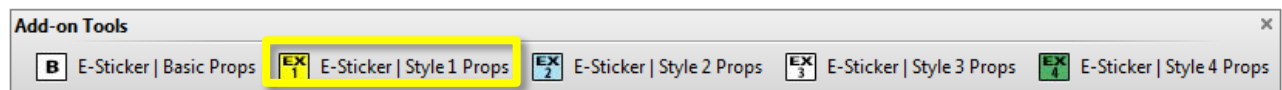
Setting the Properties for Your All-In-One E-Sticker

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.

Add-on Tools

B E-Sticker | Basic Props   EX1 E-Sticker | Style 1 Props   EX2 E-Sticker | Style 2 Props   EX3 E-Sticker | Style 3 Props   EX4 E-Sticker | Style 4 Props

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

Configure Exhibit Sticker

E-Sticker Properties for All-In-One | Style 1:

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

E-Sticker Title: PLAINTIFF'S EXHIBIT

Background Color

Select a Background Color

- ● Yellow   ○ Red
- ○ Blue   ○ Gold
- ○ White   ○ Tan
- ○ Green   ○ Purple
- ○ Orange   ○ Pink

Enter a Prefix or Remove if not Needed
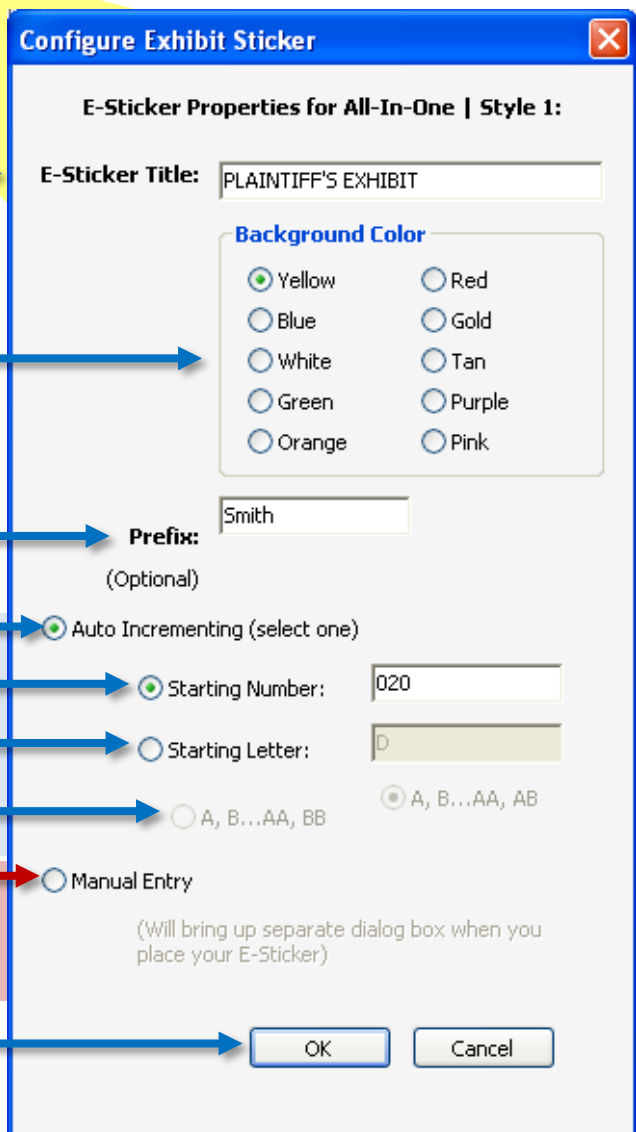
Prefix: Smith

(Optional)

AUTO INCREMENTING

● Auto Incrementing (select one)

Enter a Starting Number

● Starting Number: 020

Or enter a Starting Letter

○ Starting Letter: D

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

○ A, B…AA, BB   ● A, B…AA, AB

MANUAL ENTRY

○ Manual Entry

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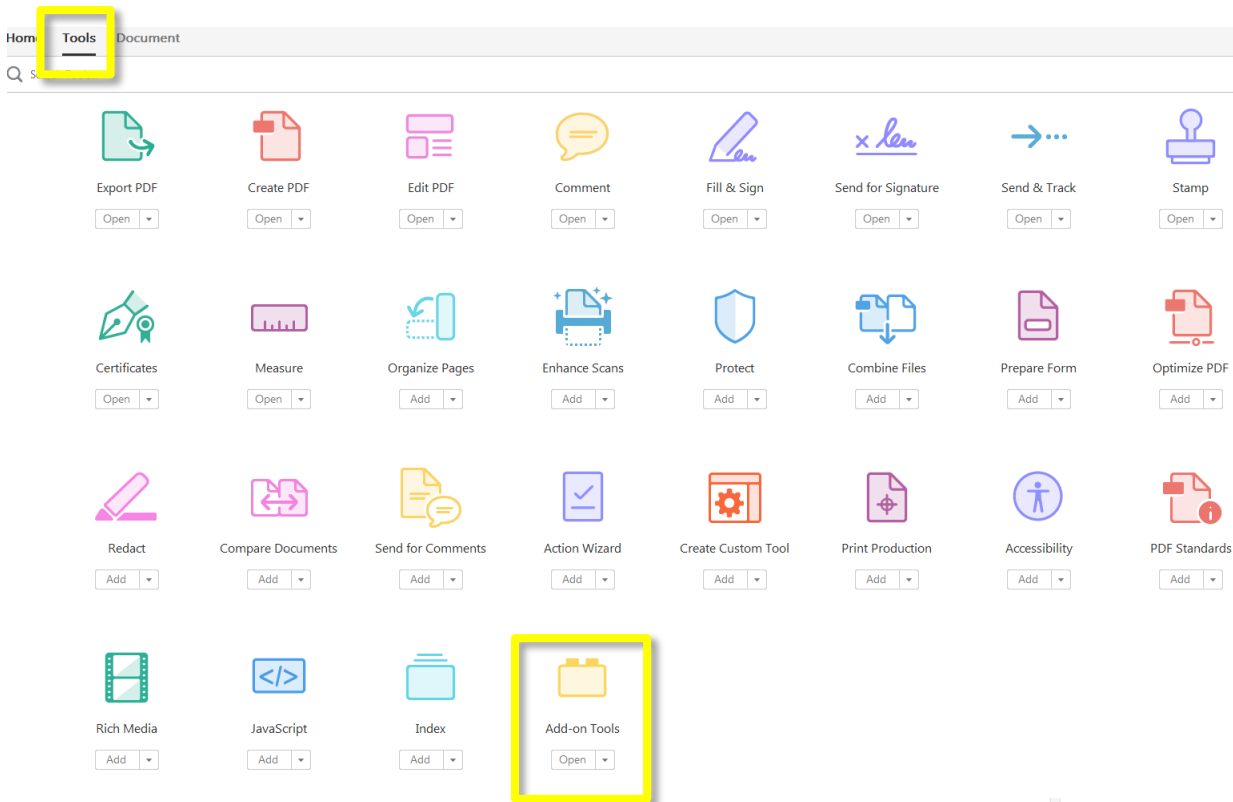
(Will bring up separate dialog box when you place your E-Sticker)

Select OK

OK   Cancel

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

If the Add-on Tools pop up window doesn't appear or has been closed, you can always locate it by clicking on the **Tools** tab or by searching under the **Tools** tab.
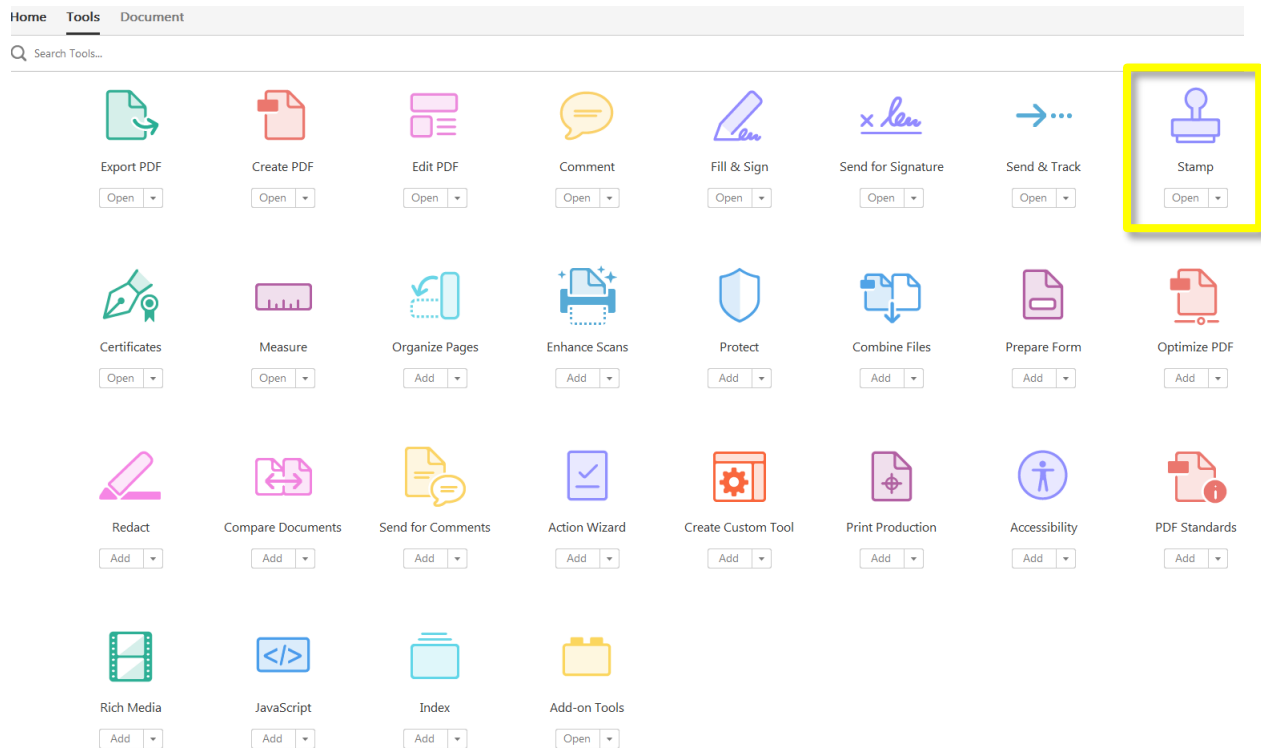

If you are using **Acrobat Pro**, then you can click "Add" and the Add-on Tools icon will be loaded on the right side Short Cut tool bar.
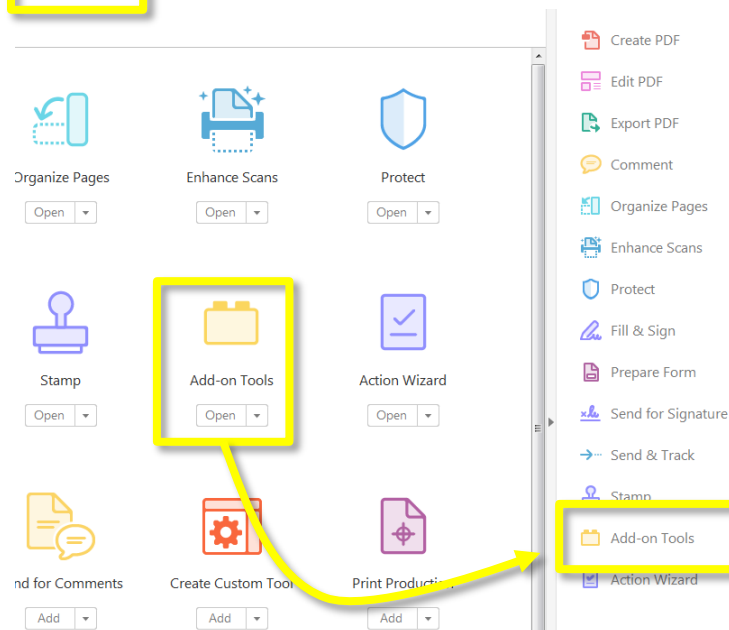
Selecting Your All-In-One E-Sticker

With Acrobat DC, the All-In-One E-Sticker can be accessed from the **Tools** tab.

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.
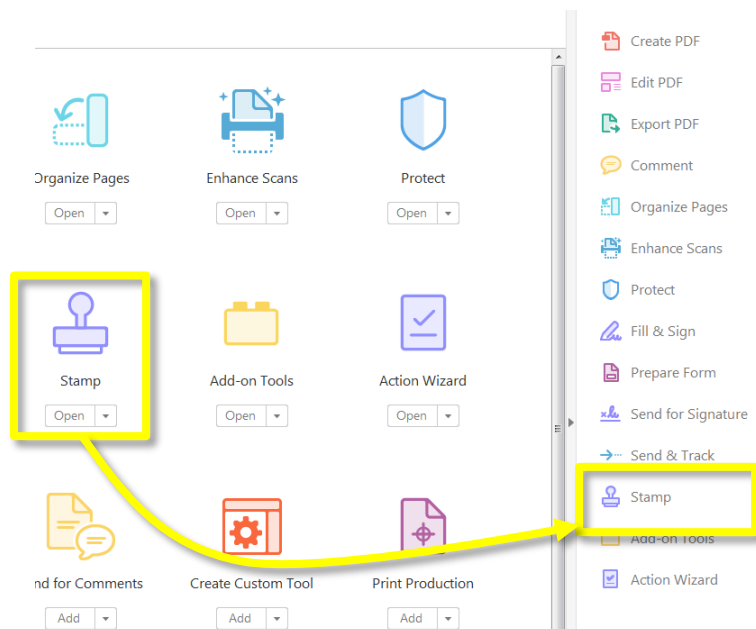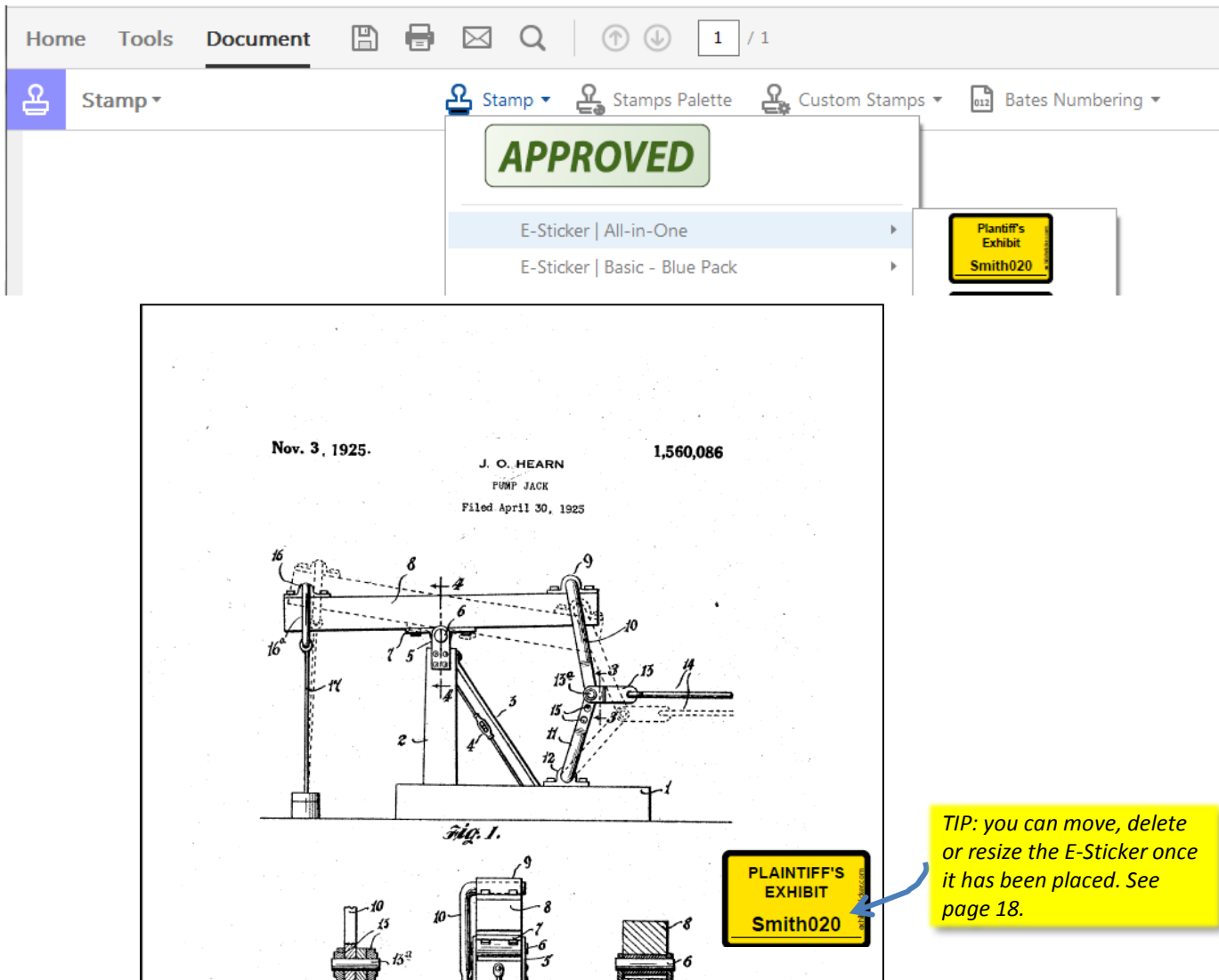
Placing Your All-In-One E-Sticker

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.

TIP: you can move, delete or resize the E-Sticker once it has been placed. See page 18.

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.
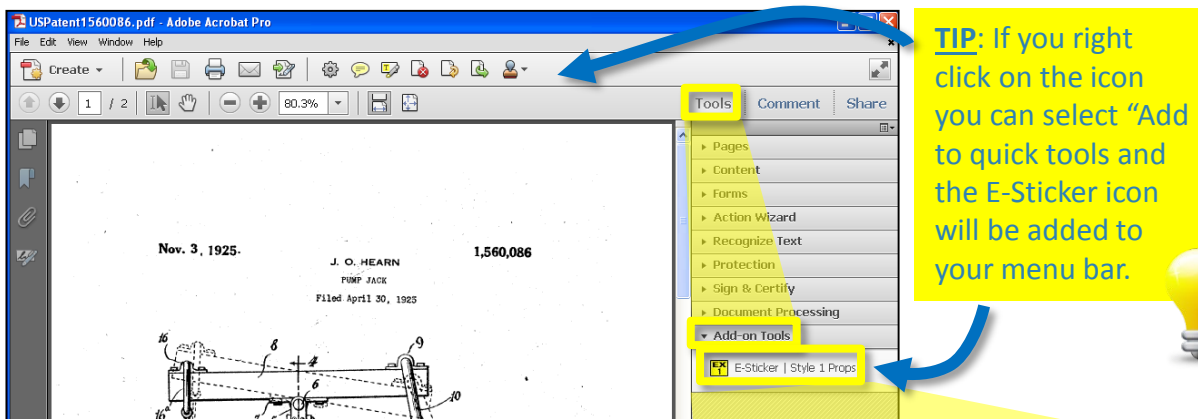
Cool Tip: **Blank Exhibit Stickers**

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.

Instructions for Adobe Acrobat Standard/Pro Version X & XI

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

The first step is to set the properties for your E-Sticker. This is where you will enter the Exhibit sticker title, prefix, header/footer and starting number/letter. Once you set your properties you will not have to revisit this dialog box unless you need to use the E-Sticker on another case and need to set up new parameters.

Open a PDF document in Adobe® Acrobat Professional Version X or XI. Under the **Tools Menu**, you should see a tool bar item called "**Add-On Tools**". Open this menu and select the "**E-Sticker | Style 1 Props.**" Click this button to bring up your E-Sticker Properties box.

TIP: If you right click on the icon you can select "Add to quick tools and the E-Sticker icon will be added to your menu bar.

Enter the information relevant to your case:

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

Select a Background Color

Enter a Prefix (or leave blank 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. Leave blank if want a blank exhibit sticker)

Select OK

Selecting Your All-In-One E-Sticker

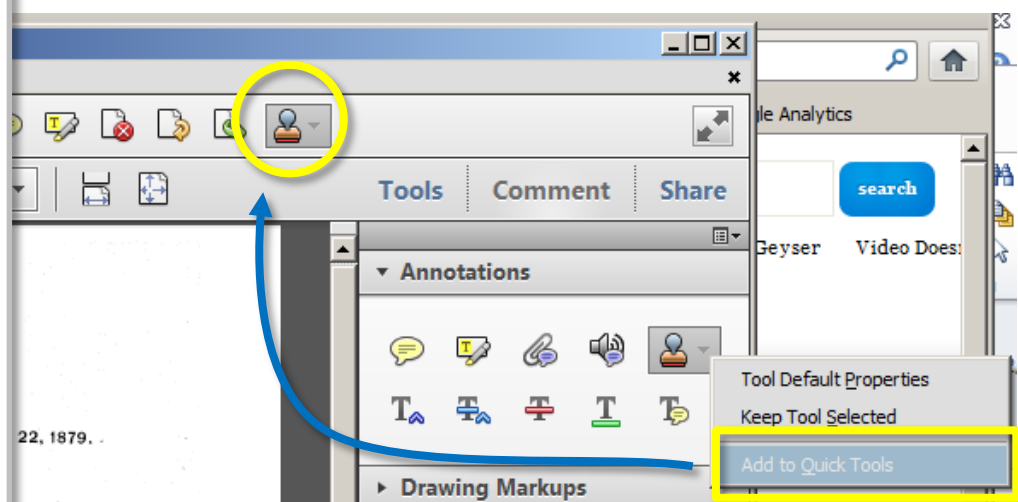Once you have set your E-Sticker properties, you will then select the All-In-One E-Sticker and begin stamping.

Access your E-Sticker by selecting: **Comment > Annotations** and selecting the Stamp Icon pull down menu. You will see a menu item called "*E-Sticker | All-In-One*". Open this menu item and choose your All-In-One E-Sticker.

Quick Tip:

NOTE: You can easily add a Stamp Tool shortcut to your Quick Tools toolbar by right clicking on the Stamp Tool button and selecting "Add to Quick Tools."
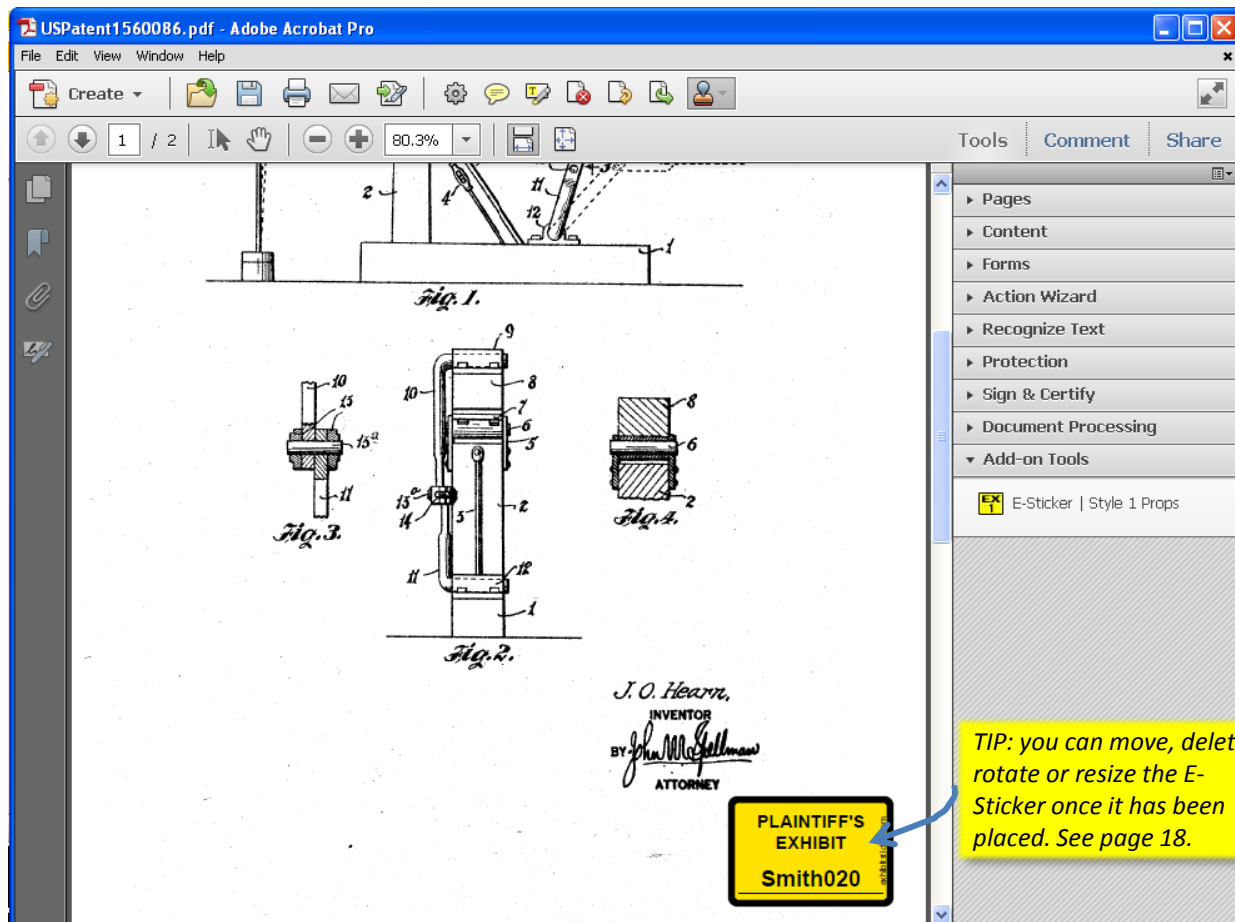
Placing Your All-In-One E-Sticker
(Using the Auto Incrementing Feature)

Once you have selected the All-In-One 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 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.
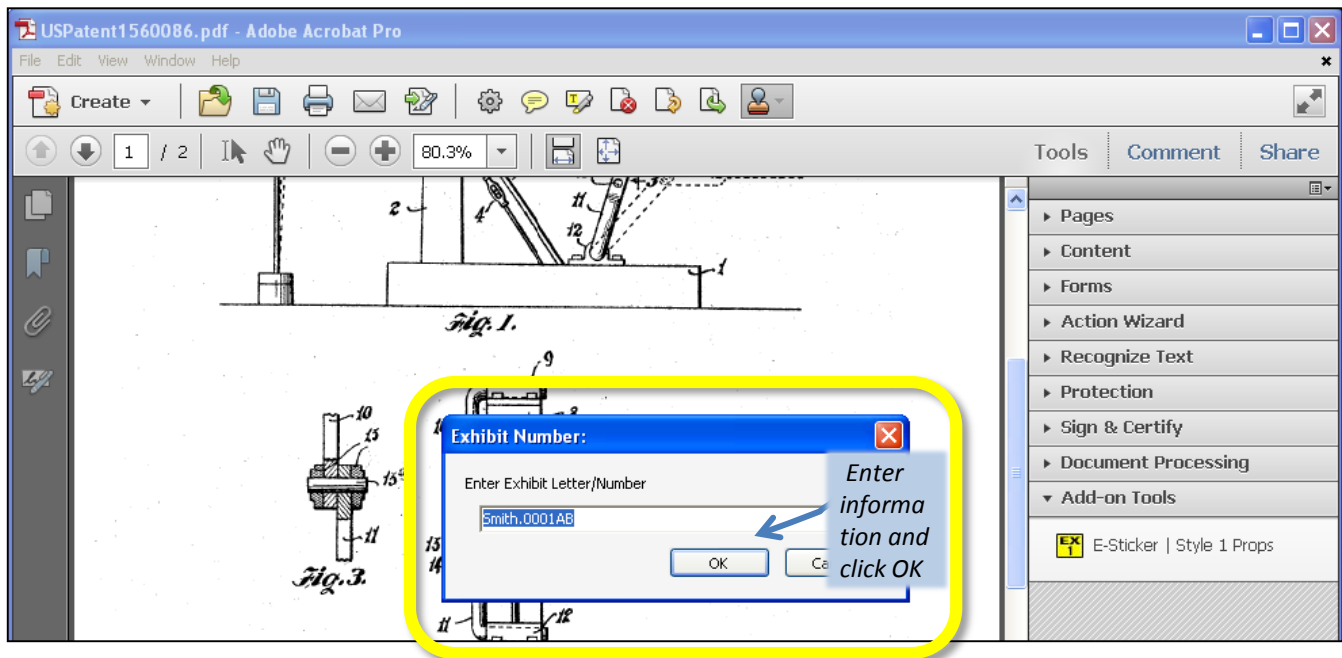
Be sure to check out the Quick Tips section for ways to speed up the stamp placement process.

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.
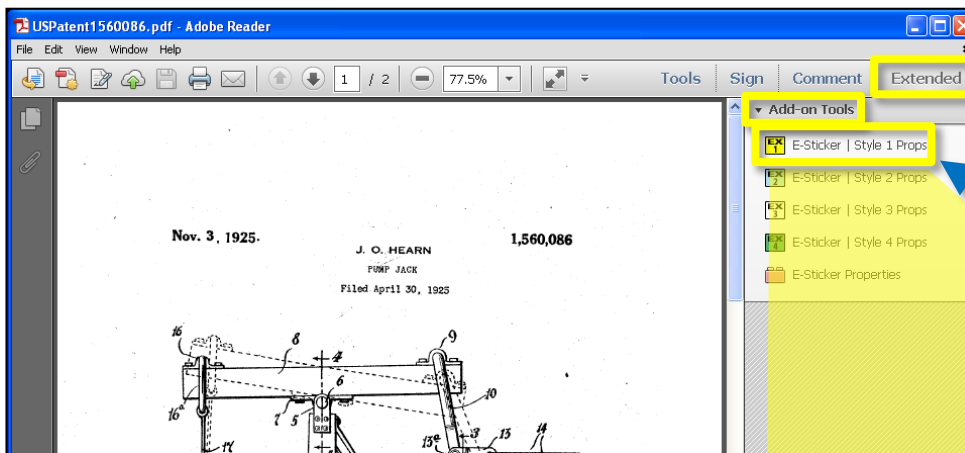
Cool Tip: **Blank Exhibit Stickers**

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.

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

Open a PDF document in Adobe® Acrobat Reader XI. Under the **Extended Menu**, you should see a tool bar item called "**Add-On Tools**". Open this menu and select the "**E-Sticker | Style 1 Props.**" Click this button to bring up your E-Sticker Properties box.

TIP: If you right click on the icon you can select "Add to quick tools and the E-Sticker icon will be added to your menu bar.

Enter the information relevant to your case:

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

Select a Background Color

Enter a Prefix (or leave blank 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. Leave blank if want a blank exhibit sticker)

Select OK

Selecting Your All-In-One E-Sticker

Once you have set your E-Sticker properties, you will then select the All-In-One E-Sticker and begin stamping.

Access your E-Sticker by selecting: **Comment > Annotations** and selecting the Stamp Icon pull down menu. You will see a menu item called "*E-Sticker | All-In-One*". Open this menu item and choose your All-In-One E-Sticker.

Quick Tip:

NOTE: You can easily add a Stamp Tool shortcut to your Quick Tools toolbar by right clicking on the Stamp Tool button and selecting "Add to Quick Tools."

Placing Your All-In-One E-Sticker
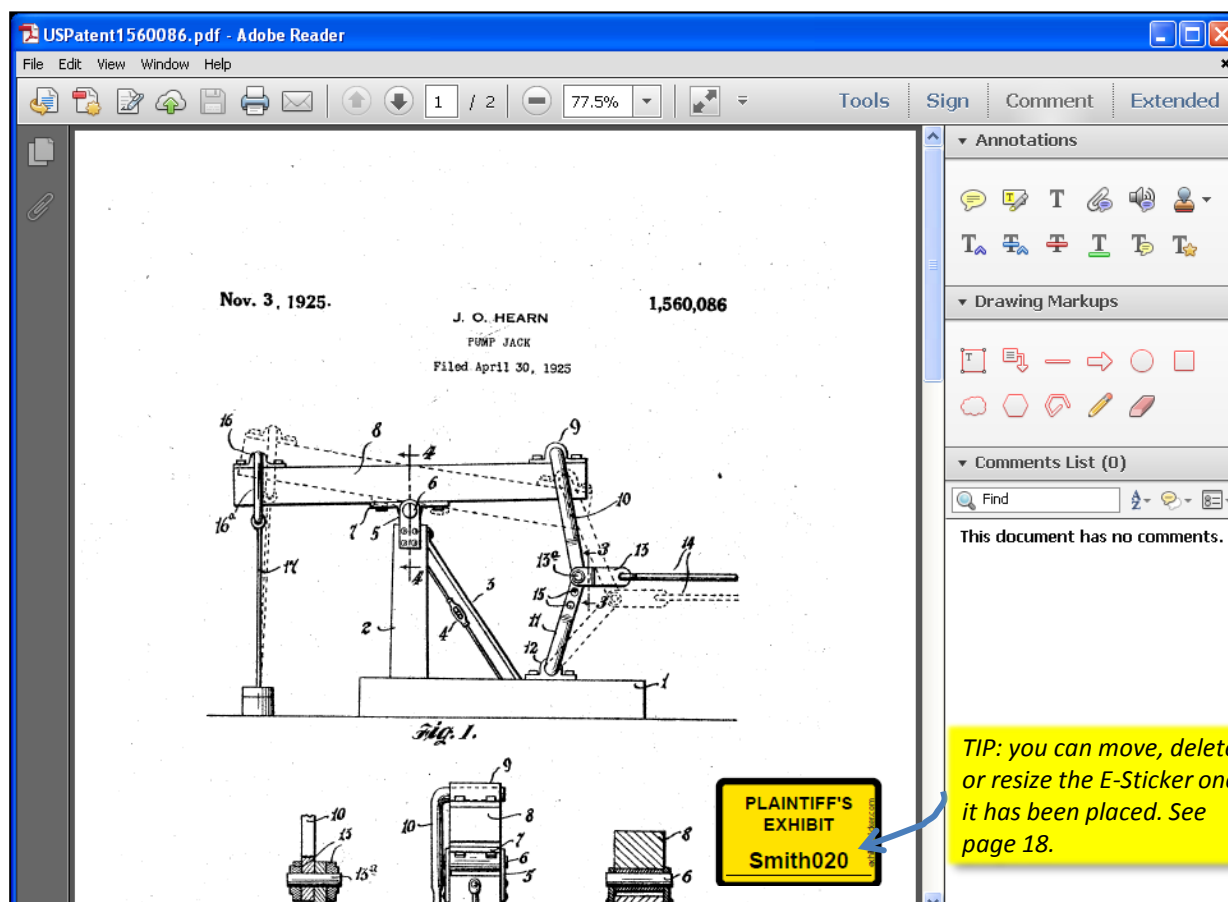## (Using the Auto Incrementing Feature)

Once you have selected the All-In-One 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 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.

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

Drag to move your E-Sticker
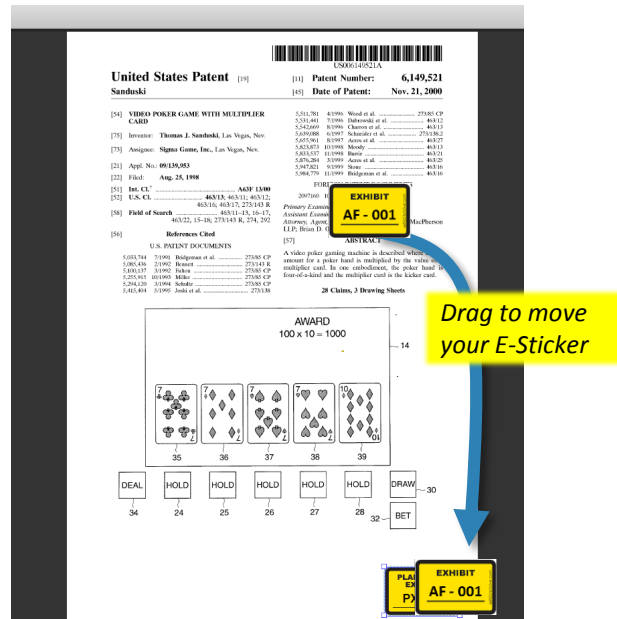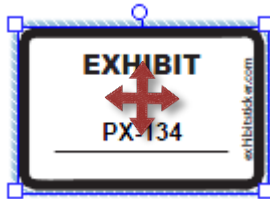
Deleting your E-Sticker

- 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 or by right clicking on the E-Sticker and selecting **Delete**. Then apply a new E-Sticker with the correct information.

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.
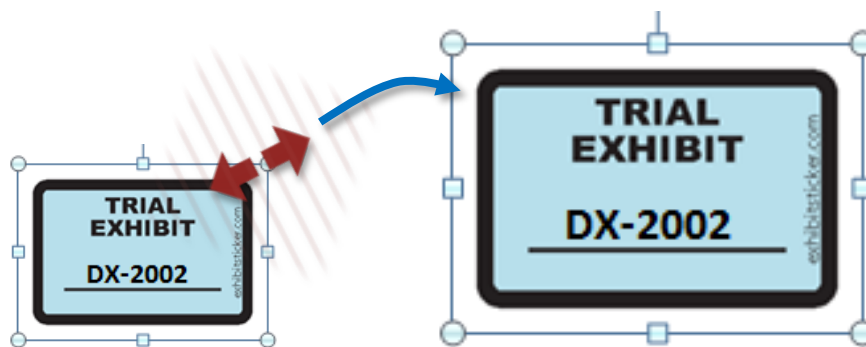
Rotating Your E-Sticker

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.
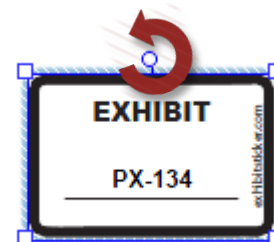
Adding a Blank E-Sticker

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.
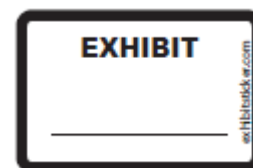
Working with your E-Sticker
All Versions

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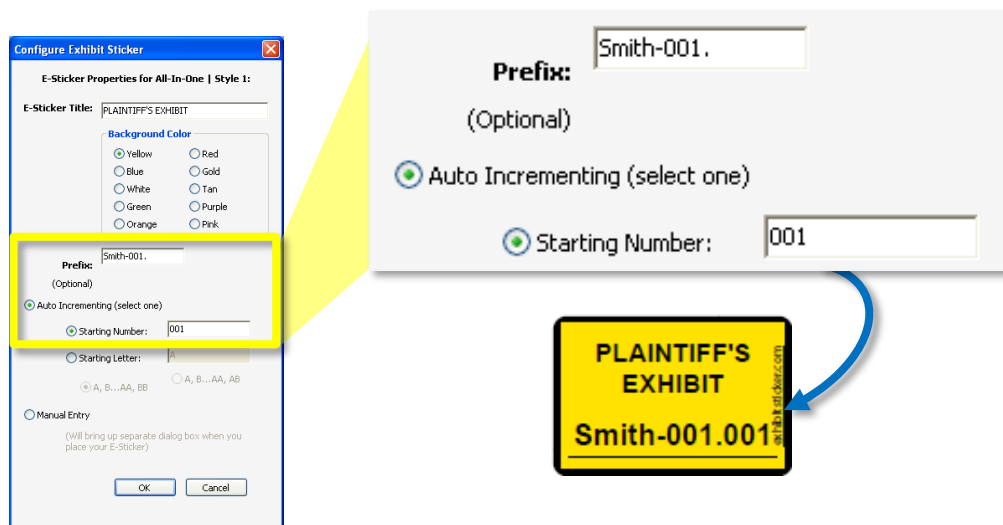If you need to use a decimal in your exhibit number, such as Smith-001.001, Smith-001.002, Smith-003.003, etc., enter everything including the decimal into the Prefix box, and set the Starting Number to the first number or letter that comes after the decimal:

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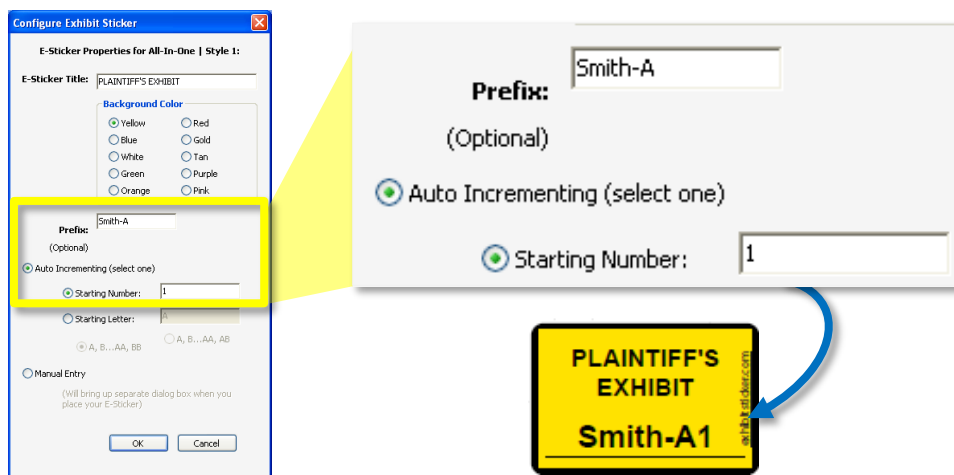
For other unusual combination of letters, numbers and characters, you can always use the Manual Entry box in the Properties Dialog Box which allows you to enter anything you would like as your exhibit number.

Time Saving Tips
All Versions

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**.

Your favorite stickers are now easy to access!
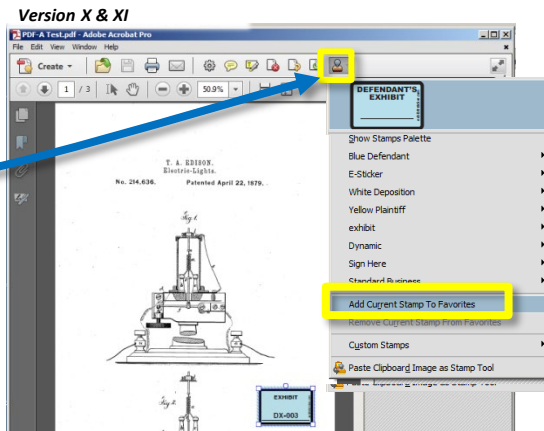
If you are using **Acrobat Pro DC**, then you can click "Add" and the Stamp icon will be loaded on the right side Short Cut tool bar.
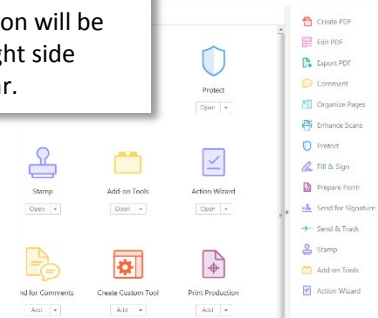
Use shortcut "K" key to place E-Sticker

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!
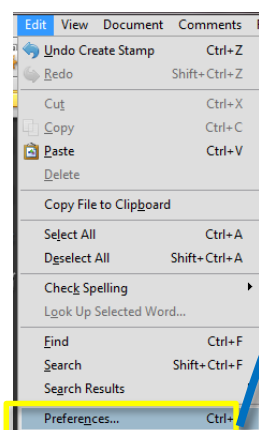
To set this up choose **Edit > Preferences > General > Use single-key accelerations to access tools**.
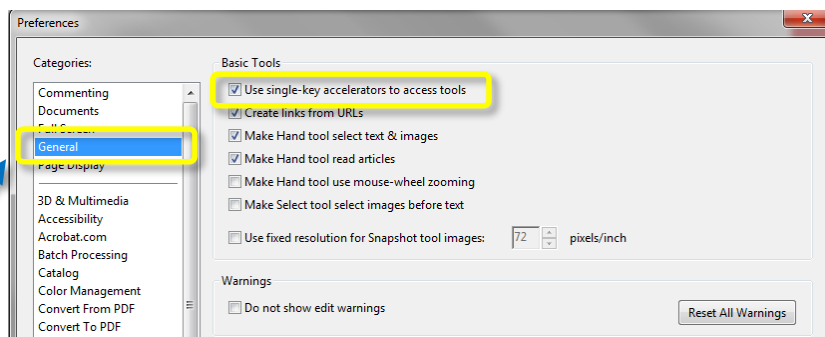
Once you have done this, select the E-sticker you want to use and place it on the page. When you open your next document, all you will need to do is select the "K" key and your E-Sticker will be automatically be placed on the page at your next cursor click.

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 know 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.

2 Make sure Document and Markups is selected here.

1

3 Click OK and you will be asked to save your document.

Instructions for Adobe Acrobat – All Versions

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

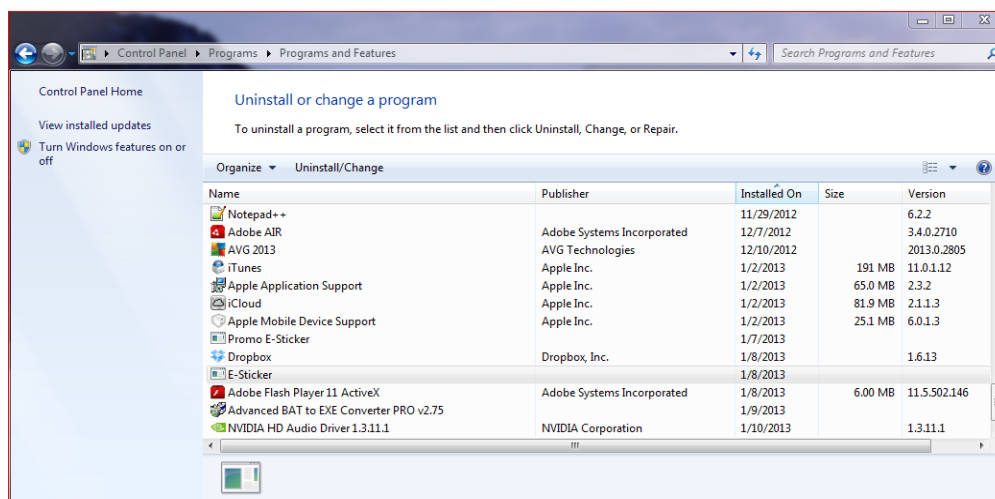Again, please keep an unflattened set of documents in a safe location!

How to Uninstall Your All-In-One E-Sticker

If you ever need to uninstall your E-Sticker, go to Add or Remove Programs in your Control Panel and find the E-Sticker.

Windows XP:
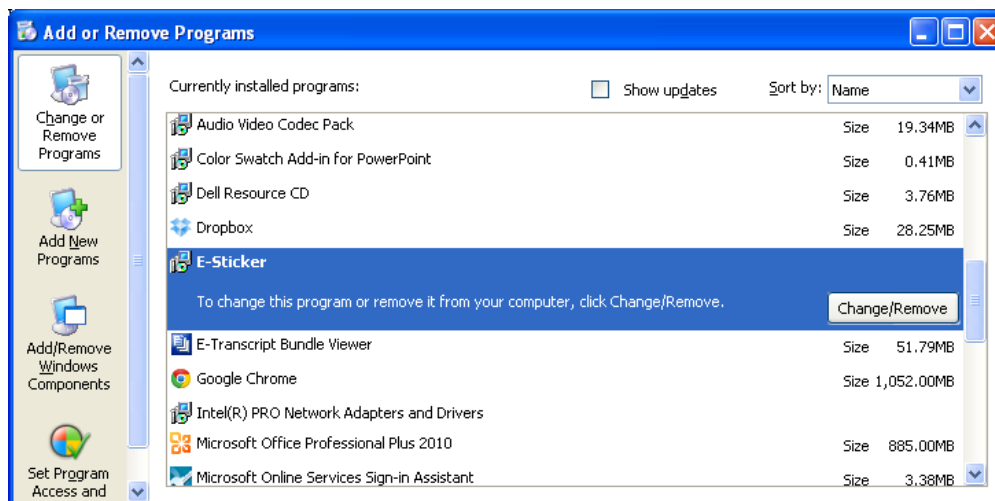
Windows 7 & 8:

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.

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 installed my E-Sticker but don't see it

In some cases, an administrator account is used to install the software. The E-Sticker will only be available or seen by the admin user. The E-Sticker must be installed in the user account of the user that will be using it. Also if your firm is using VDI (i.e. Citrix) then you should have your IT department contact us for instructions.

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 through our support ticket form on our website.