

ExhibitSticker.com
Making a sticky situation easier

Free E-Sticker Installation and User Guide

(Mac Version)



How to Install the Free E-Sticker (Mac Version)

A Note About Requirements

Mac OS 10.5 or later

Adobe Acrobat Pro X or later or Reader XI

If you follow the simple steps below, you'll be up and running in no time.

Download Your Free E-Sticker Installation File

A product download link was emailed to you after you confirmed your email address for the Free 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 or give us a call at 512.322.9410 and we will resend the file(s) to you.

Installing Your E-Sticker File

Once you click on the download link you will see a .mpkg file. Double click on this file to access the installer program. Next, simply follow the installation instructions.



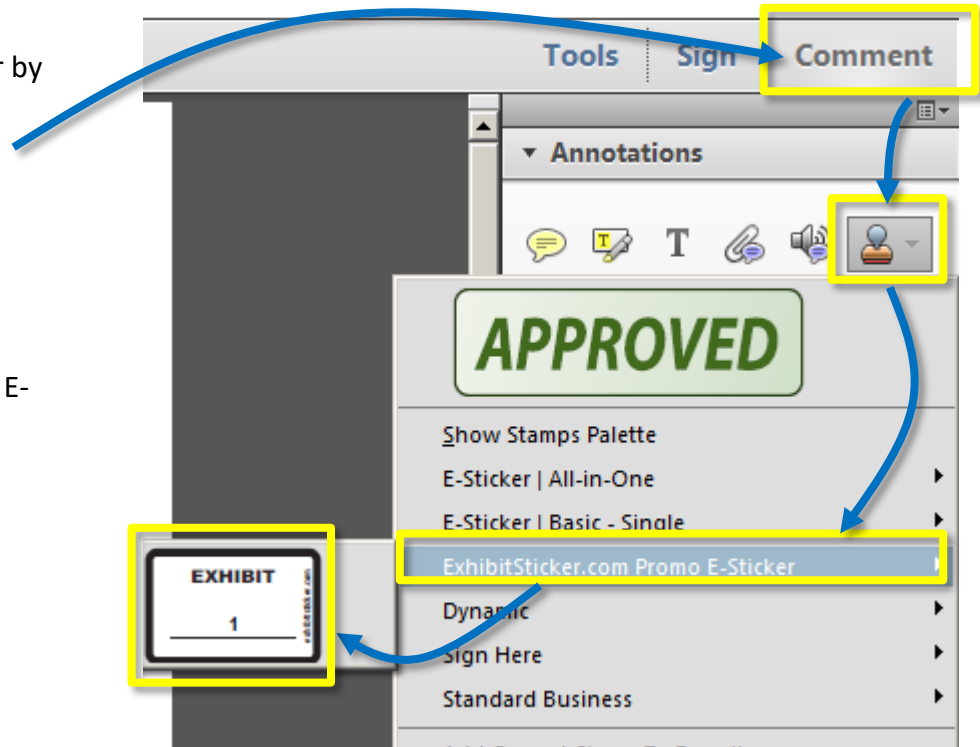
Using your Free E-Sticker

Selecting the E-Sticker

Access your Free E-Sticker by selecting:

Comment > Annotations and selecting the Stamp button pull down menu.

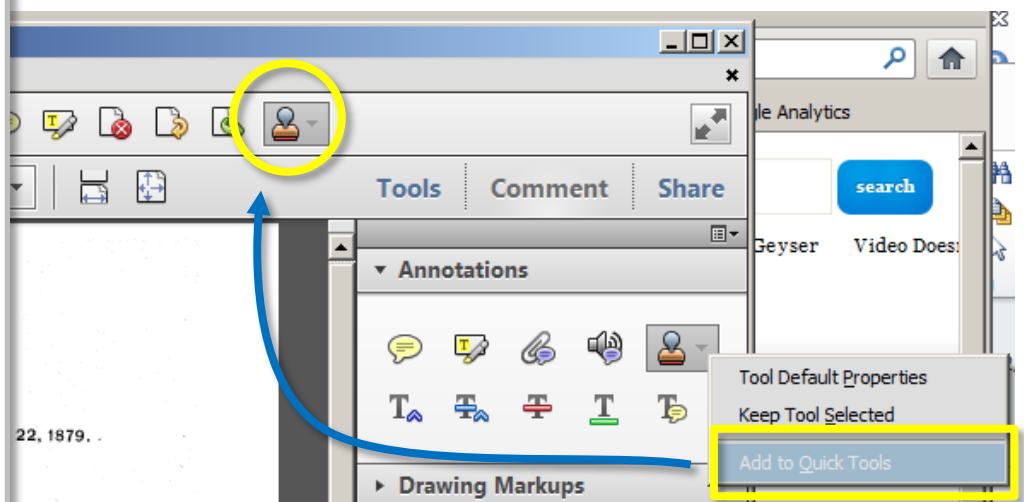
Next, select the ExhibitSticker.com Promo E-Sticker menu and click on the white exhibit sticker.



Quick Tip:



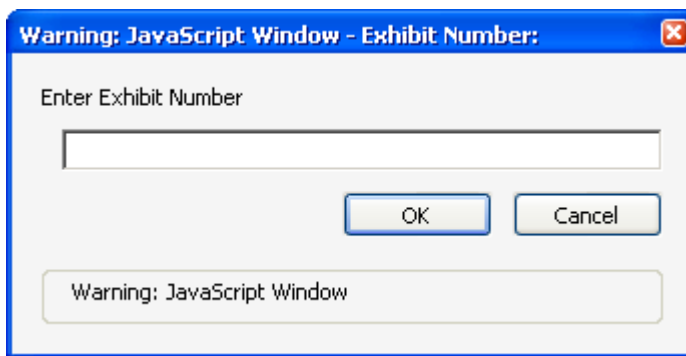
NOTE: You can easily add a Stamp Tool shortcut to your Quick Tools toolbar by right clicking on the Stamp Tool button and selecting "Add to Quick Tools."



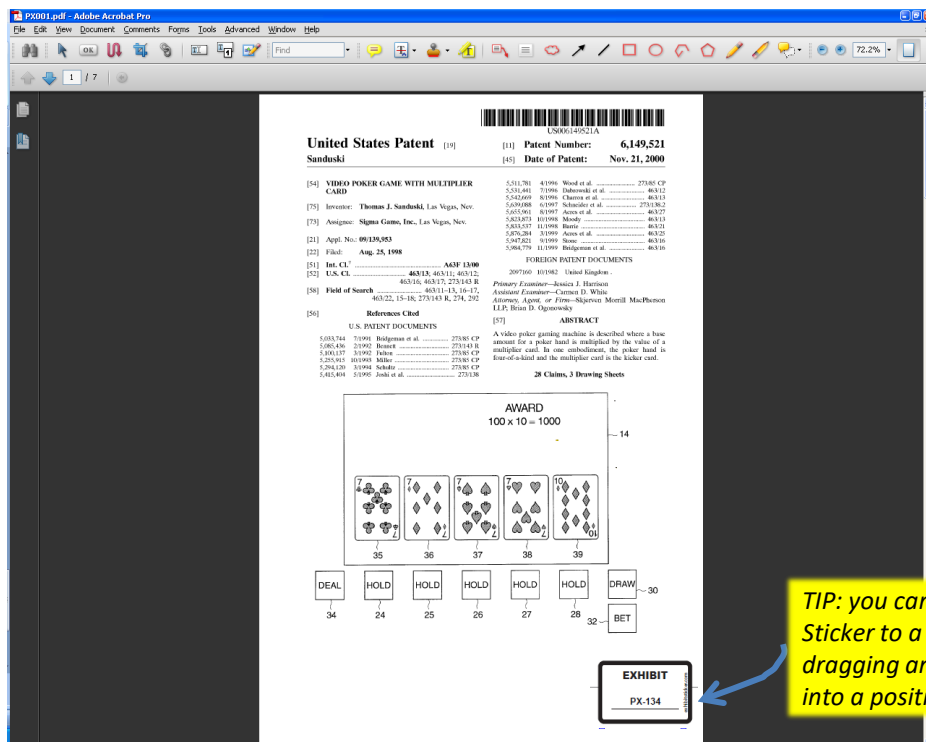
Using Your Free E-Sticker

Placing the E-Sticker

- Once you select a stamp 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.
- After you place your stamp a pop-up box will appear asking you to enter your exhibit number. Enter the information you would like to appear on the E-Sticker.



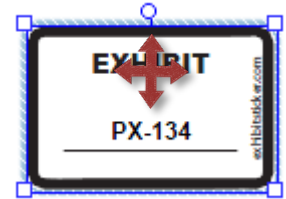
- After selecting OK, the final stamp will be placed on the document reflecting your newly entered exhibit number.



Using Your Free 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

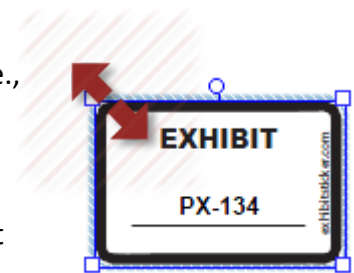
To delete an E-Sticker, click on the existing E-Sticker select the **Delete** key or right click on the E-Sticker and select **Delete** from the pull down menu.

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.

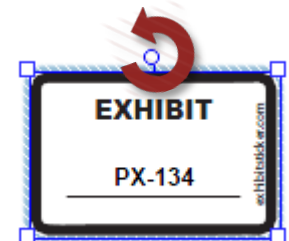
Re-Sizing Your E-Sticker

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.



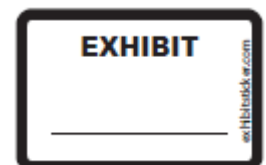
Rotating Your E-Sticker

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.



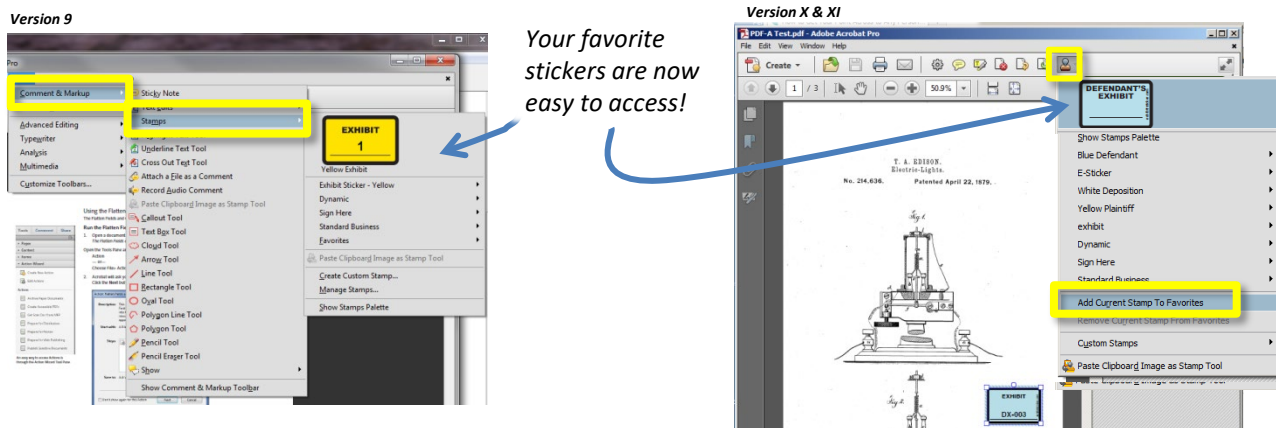
Time Saving Tips

The two tips below will help speed up the sticker process.

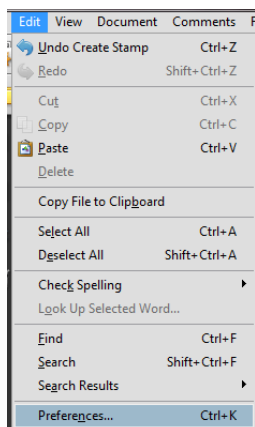
Adding your E-Sticker to the “Favorites” menu

After you have placed your stamp you can make the process easier by adding the E-Sticker to your Favorites menu by simply doing the following:

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

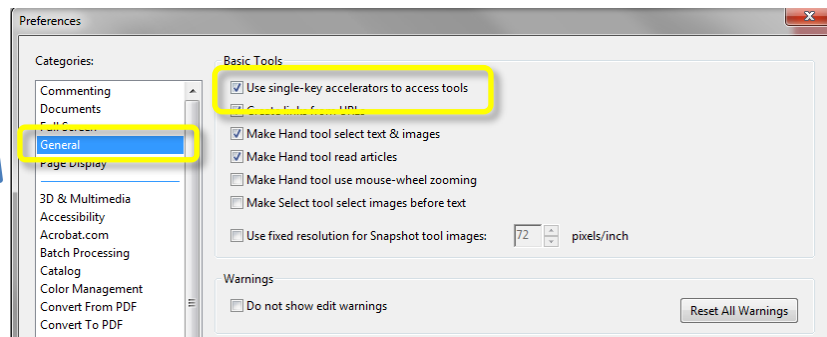


Super Power Tip: Use shortcut key to place stamp



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 stamp. 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, place it on the page. When you open your next document all you will need to do is select the “K” key and your stamp will be automatically place on the page.

Need more options? Check out the All-In-One E-Stickers

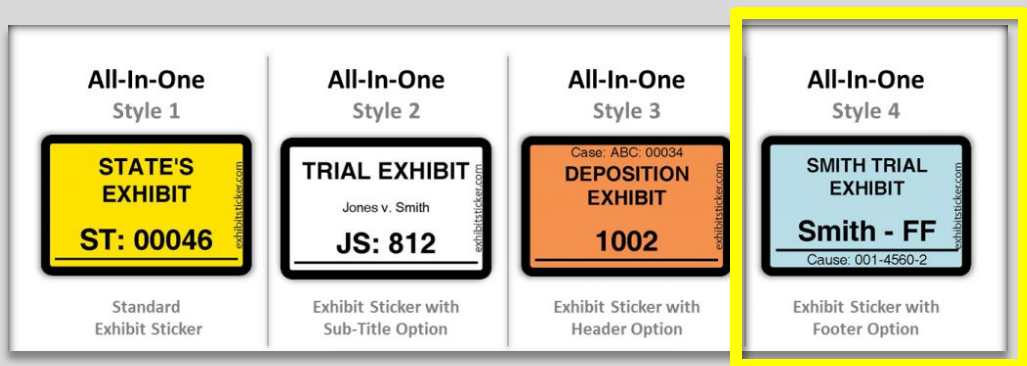
If you are ready for maximum flexibility, check out our All-In-One E-Stickers at www.exhibitsticker.com. Unlike physical exhibit stickers, our E-Stickers never run out. You have unlimited E-Stickers with each license.

The All-In-One E-Stickers let you customize your digital sticker with a custom title, your name, deponent name, date or any other information that is relevant to your needs. You can also choose from a variety of colors.

The **powerful auto-incrementing and auto-numbering feature sequentially numbers/letters your E-Sticker for you as you place each stamp**. It even remembers the next number you need to begin with, saving you time and peace of mind.

These E-Stickers work with all version of Adobe Acrobat (version 10 to DC), Including the free Adobe Reader.

4 Styles to Chose From



All-In-One (Style 4) E-Sticker



The 'Configure Exhibit Sticker' dialog box shows the following configuration options for an All-In-One E-Sticker:

- E-Sticker Properties for All-In-One | Style 4:**
- E-Sticker Title:** Smith Deposition Exhibit
- Footer:** Jane Doe, CSR, RPR
- Background Color:** Yellow (selected), Red, Blue, Gold, White, Tan, Green, Purple, Orange, Pink
- Prefix for Auto Inc:** SM -
- Auto Incrementing (select one):** Starting Number: 081 (selected), Starting Letter: A, A, B, ...AA, BB, A, B, ...AA, AB
- Manual Entry:** Manual Entry (selected), File Name

Add any title.

Add additional line of text based on the style you choose (or leave blank).

10 Color Choices

Set starting number or starting letter.

The E-Sticker will automatically fill in the next number/letter each time you place a new stamp!

Add a prefix (or leave blank).

Manually add any combination of characters.

Use file name of document for exhibit number.

Do you have 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.

Happy E-Stickering!