

Free E-Sticker Installation and User Guide

(PC/Windows Version)



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

A Note About Requirements

The Free E-Sticker works with all versions of Adobe Acrobat including Adobe Reader.

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

Download Your E-Sticker 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

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. 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.

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

You will be asked to enter a product registration code which you will find within your confirmation email. You will be notified when the installation process is complete.

Restart Adobe Acrobat, open a document and read the next section on how to add an E-Sticker.

Double click on the executable file



Promo+Esticker.exe

TIP: If you copy the key code before you begin the installation process, the key code will automatically appear in the registration box.

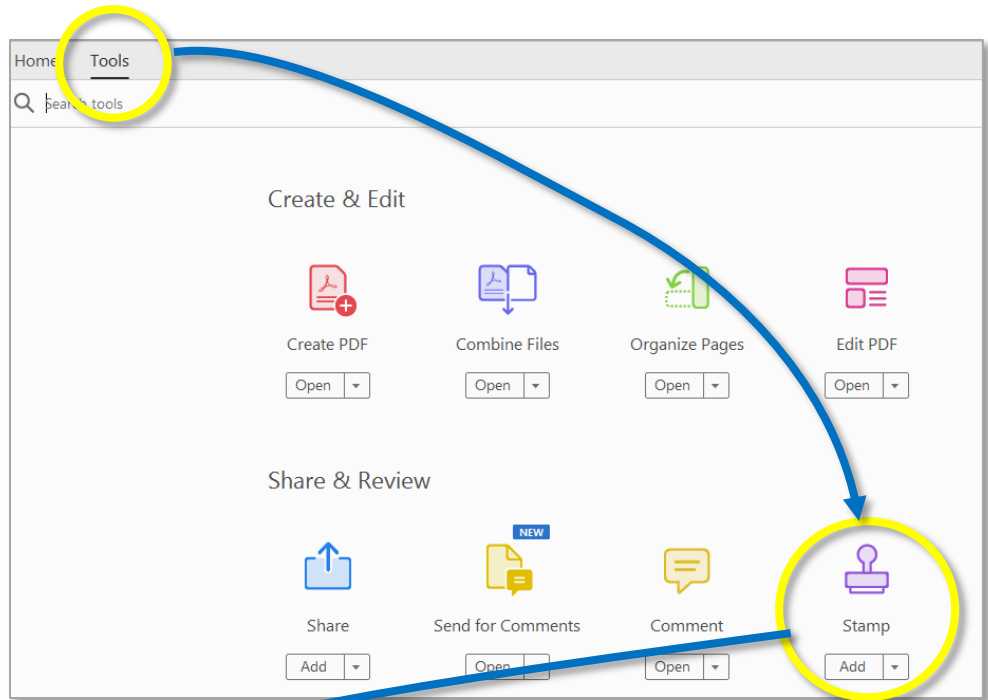


Selecting your Free E-Sticker Using Adobe Acrobat DC

1. Open a Document

Before you can use the E-Sticker you will need to open the document you wish to stamp.

NOTE: Locked documents or documents pulled up in a “viewer” do not allow you to add any annotations. If you are viewing through an interface such as DropBox or other Cloud Sharing services, you will need to download the PDF files to your local drive to annotate with the E-Sticker.



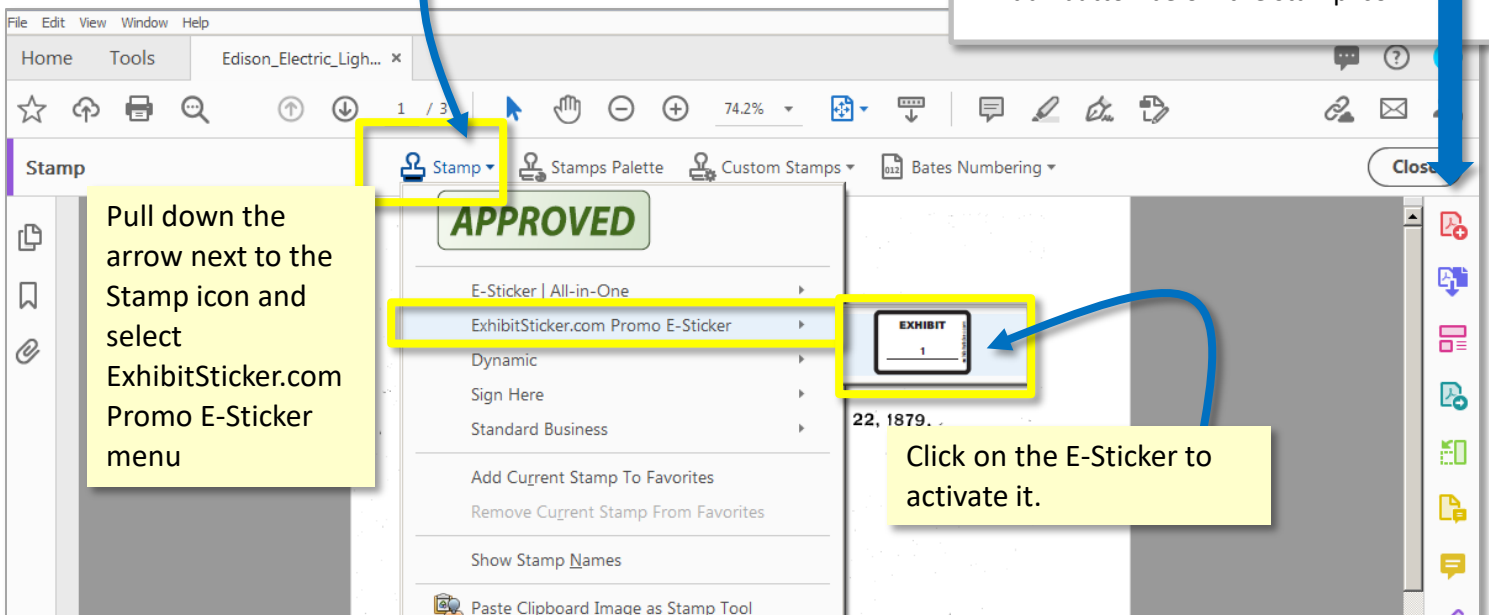
2. Access your Free E-Sticker in Adobe Acrobat DC by selecting:

Tools > Stamp

Then click on the Stamp icon.

Quick Tip:

NOTE: You can easily add a Stamp Tool shortcut to your Quick Access Right Tool panel by clicking on the “Add” button below the stamp icon..



Selecting your Free E-Sticker Using Adobe Acrobat X or XI

1. Open a Document

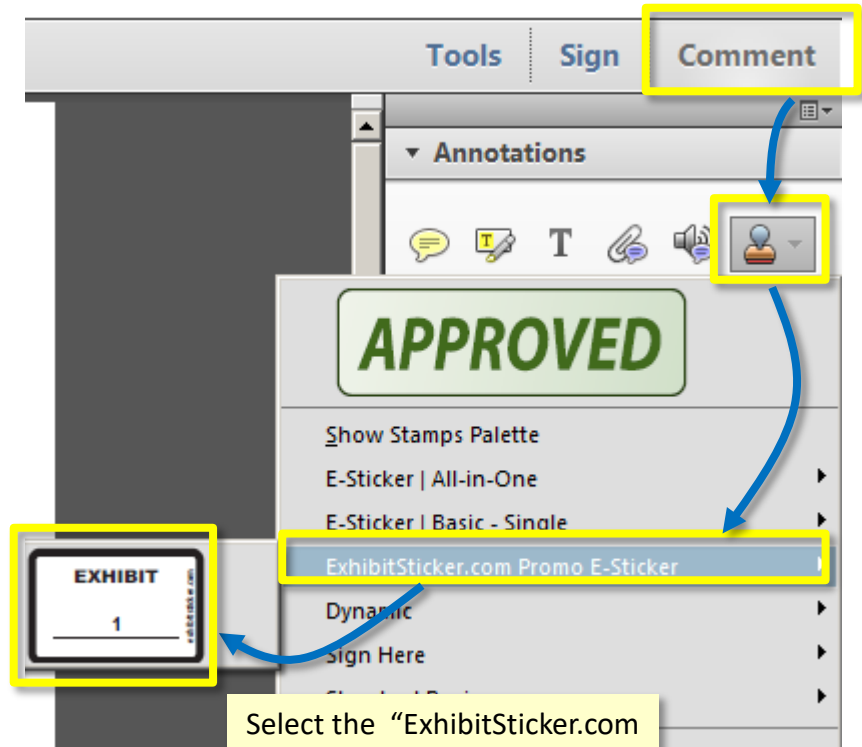
Before you can use the E-Sticker you will need to open the document you wish to stamp.

NOTE: Locked documents or documents pulled up in a “viewer” do not allow you to add any annotations. If you are viewing through an interface such as DropBox or other Cloud Sharing services, you will need to download the PDF files to your local drive to annotate with the E-Sticker.

2. Access your Free E-Sticker in Adobe Acrobat X or XI by selecting:

Comment > Annotation

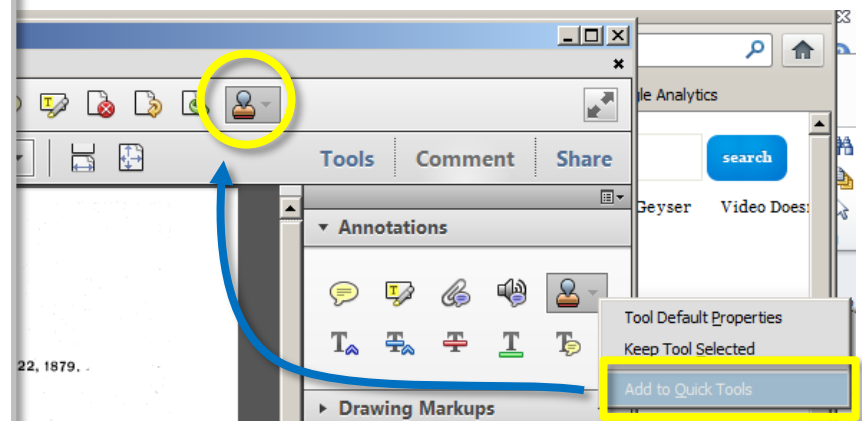
Then click on the Stamp icon.



Quick Tip:



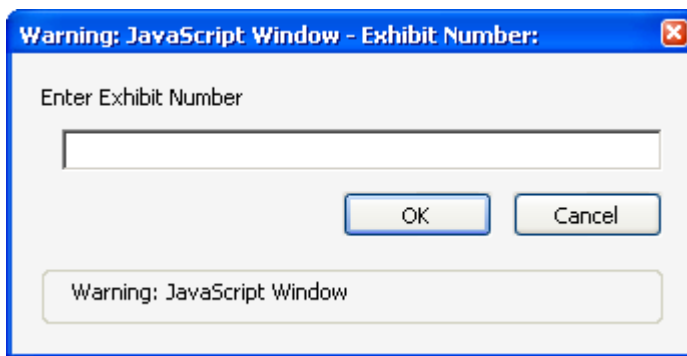
NOTE: You can easily add a Stamp Tool shortcut to your Quick Tools toolbar by right clicking on the Stamp Tool button and selecting “Add to Quick Tools.”



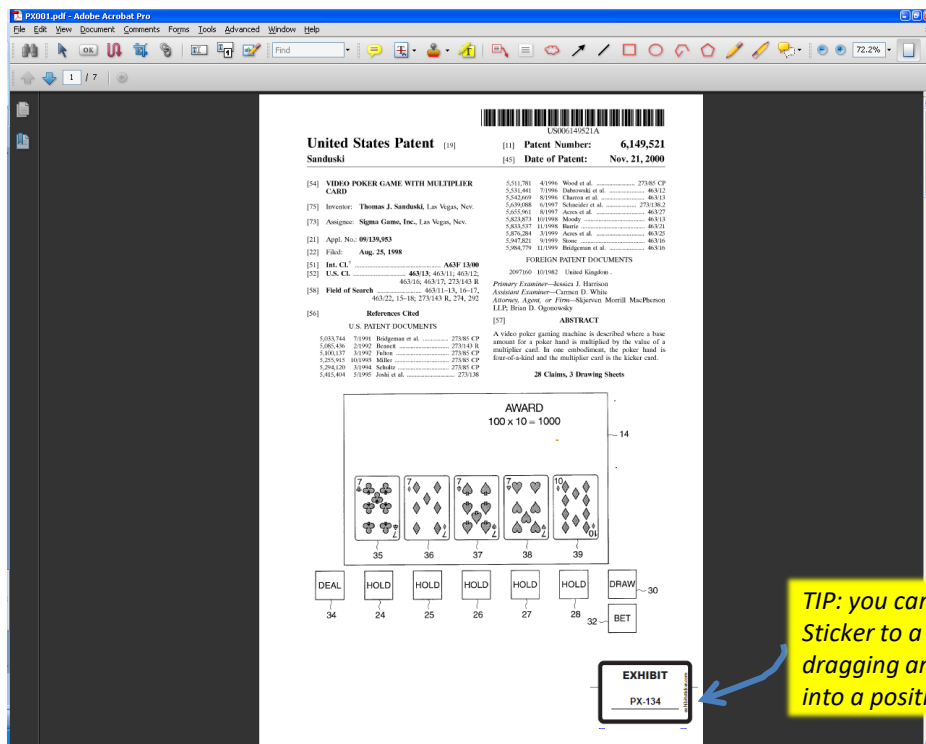
Using Your Free E-Sticker

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 of 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.



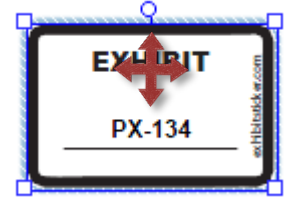
- After selecting OK, the final stamp will be placed on the document reflecting your newly entered exhibit number.



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.

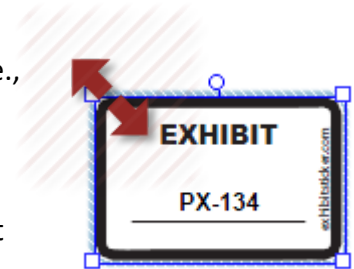


Editing your Exhibit Number

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.



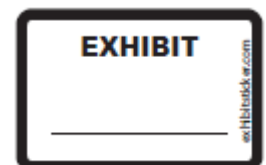
Rotating Your E-Sticker

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.



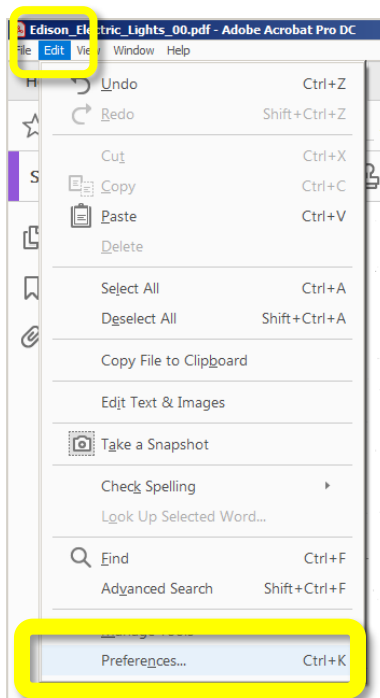
Time Saving Tip: Activate the “K” Key Accelerator



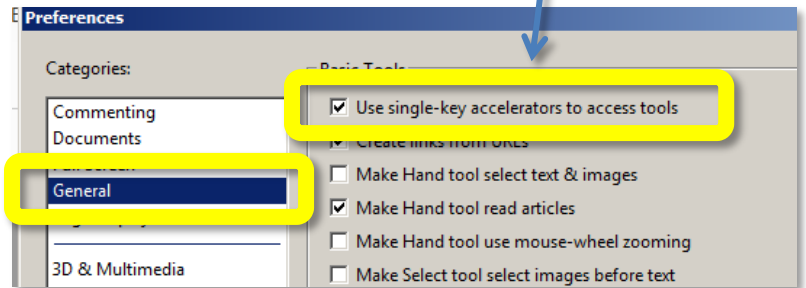
Super Power Tip: Use one key to pull up your E-Sticker

If you set up your preferences to enable single-key shortcuts you can pull up your E-Sticker with the click of the “K” key. This saves a ton of time! Once you have followed the directions below, anytime you want to place an simply select the “k” key on your keyboard and the stamp will pop up, ready to be placed.

Using Acrobat DC Select Edit > Preferences

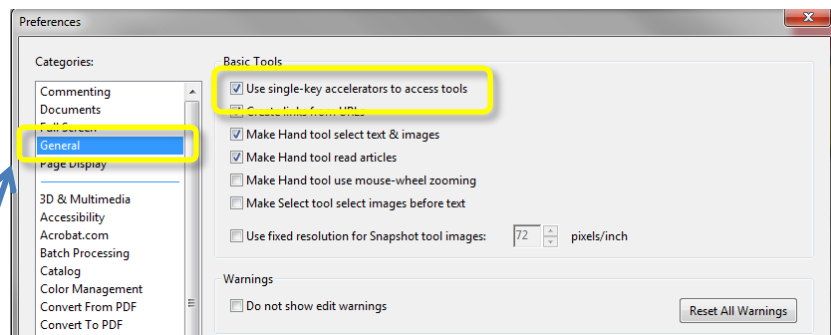
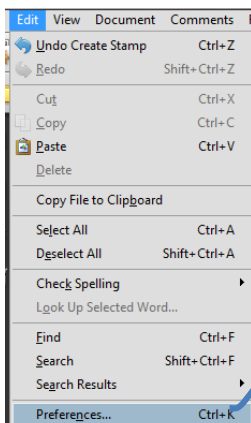


Under General make sure the “Use single-key accelerations” box is checked



Using Acrobat X & XI

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



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

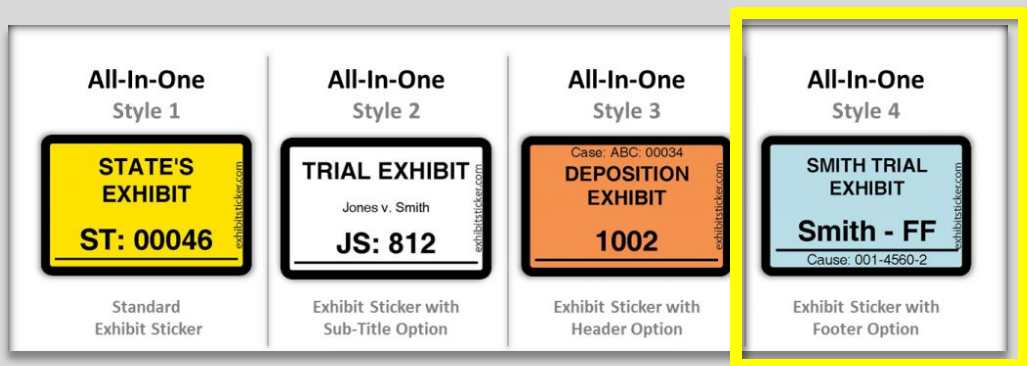
If you are ready for maximum flexibility, check out our All-In-One E-Stickers at www.exhibitsticker.com. Unlike physical exhibit stickers, our E-Stickers never run out. You have unlimited E-Stickers with each license.

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



Configure Exhibit Sticker

E-Sticker Properties for All-In-One | Style 4:

E-Sticker Title: Smith Deposition Exhibit

Footer: Jane Doe, CSR, RPR

Background Color

Yellow Red

Blue Gold

White Tan

Green Purple

Orange Pink

Prefix for Auto Inc:

Auto Incrementing (select one)

Starting Number: 081

Starting Letter: A

A, B,...AA, BB A, B,...AA, AB

Manual Entry

File Name

OK Cancel

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!