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Acrobat User Guide Introduction to Acrobat Workspace Creating PDFs Editing PDFs Scan and OCR Forms Combining files Sharing, reviews, and commenting Saving and exporting PDFs Security Electronic signatures Printing Accessibility, tags, and reflow Searching and indexing Creating PDF indexes Searching PDFs Multimedia and 3D models Print production tools (Acrobat Pro) Preflight (Acrobat Pro) Color management You can use the Preflight tool to fix many errors in a document. To do this, you add error corrections, called fixups, to a profile. The fixup automatically corrects the problem, if possible, or provides information so that you can correct the problem in the source file. A profile with a fixup has the gray wrench icon next to it. An outline of a wrench means that no fixups are associated with the profile. Preflight includes several predefined fixups that you can add to a profile. These cover a broad range of errors that affect color, fonts, images, print production, compliance with international standards like PDF/X and PDF/A, and other areas. Preflight also includes a toolkit for creating your own single fixups. A fixup permanently changes the document. For example, fixups can perform the following actions to correct errors: Convert color spaces, just as the Convert Color feature does. Repair documents and eliminate unneeded content to reduce file size, just as PDF Optimizer does. Convert the PDF to a different version. Widen hairlines. Flatten transparency. Remove objects outside the trim and bleed boxes. Prepare the PDF for PDF/X, PDF/E, or PDF/A conversions. Set document information. The Preflight tool includes a collection of fixups that you can add to a profile. These are all available from the Fixups section of each profile. Open the Preflight dialog box (Tools > Print Production > Preflight), select a profile, and click the Edit link next to the profile name. Expand the category with the profile you want, and then expand the profile. If necessary, unlock the profile so that you can modify it. Choose Unlock from the pop-up menu at the top. Select Custom Fixups from the items under the profile. Fixups are available from the Fixups section of each profile. Select a fixup from the column on the right and click the left-facing arrow to move the fixup to the column on the left. You can add as many fixups as you want. To remove a fixup from a profile, select the fixup from the list on the left and click the right-facing arrow. Edit Fixup dialog box overview The Edit Fixup dialog box lists the types of predefined fixups you can add to a profile, and the values associated with each fixup. You can use the Edit Fixup dialog box to change the values associated with a fixup, or create a custom fixup based on an existing one. Like checks, fixups are organized by categories. Edit Fixup dialog box A. Fixup name B. Fixup categories C. Search D. Areas in the fixup that can be modified E. Fixup criteria F. Button to see which profiles use the fixup You can create a custom fixup for certain jobs or output devices. The settings you specify determine such things as what output intent is used, what color conversions take place, how images are compressed and sampled, and what PDF compatibility level the PDF must support. Although you can modify any of the predefined fixups, as long as they are unlocked, it is better to duplicate an existing fixup and change its values. This technique is useful if the fixup belongs to multiple locked profiles, and you don't want to find and unlock all those profiles. A duplicated fixup is unlocked by default because it does not yet belong to a profile. You can also create a single fixup that can be quickly run without it being part of a profile. Create a fixup for a profile In the Profiles panel of the Preflight dialog box, click the Select Profiles button . Select a profile and click the Edit button next to the profile name. On the left side of the dialog box, under the profile, select Fixups. If necessary, choose Unlocked from the pop-up menu. Under Fixups In This Profile, click the New icon . Name the fixup and specify the criteria. Create a fixup based on an existing one Follow steps 1 through 4 for creating a fixup for a profile. In the Preflight Edit Profile dialog box, select the fixup you want to modify, and click the Duplicate button on the right. In the Duplicate Fixup dialog box, modify the information as needed or create a new column. To see which profiles currently use this fixup, click Usage. You may need to unlock other profiles before you can modify the fixup. Do any of the following, and click OK: To rename the fixup, type in the Name box at the top. To change how an error is handled, specify options or values for each selected fixup option. In the Profiles panel of the Preflight dialog box, click the Select Single Fixups button . Choose Options > Create Fixup. Name the fixup and specify the criteria. The new fixup appears in the group appropriate to its category and type. In the Profiles panel of the Preflight dialog box, click the Select Single Fixups button . Select an existing fixup, and choose Options > Duplicate Fixup. Set up favorite single fixups In the Profiles panel of the Preflight dialog box, click the Select Single Fixups button . Expand the groups as desired. Select a single fixup, click the flag next to the name, and then choose Favorite. Exhibits are documents attached to pleadings or contracts which are referenced by the main document.Exhibits generally are numbered (1, 2, 3) or lettered (A, B, C) consecutively in the order they are first encountered in the body of the referencing document (brief, contract, etc.).In order to easily tell one exhibit from another, case documents are often stamped with an easy-to-see exhibit stamp..Since PDF is the defacto (or often mandated) eFiling standard, it didn't come as a surprise that I've received a few emails on this exhibit stamping PDFs over the last couple of years.I've written previously about creating custom stamps, but an Exhibit Stamp has both a static graphic element and a changing numeric or alphabetic element. I have proposed a workaround using watermarks and the typewriter tool to some firms, but that still was a lot of work.Only recently have I come across an elegant solution that can accomplish both steps with a click! When you stamp the document, Acrobat will ask you for the exhibit number, then stamp it on the document:Read the full article to download a special stamp set that does the work for you.Acrobat organizes sets of stamps into a single PDF file with a stamp on each page. The stamps are stored in a specific file location and are loaded dynamically when you start Acrobat.Once loaded, the stamps appear in the Stamp button in the Comment and Markup Toolbar:My stamp set includes both a rectangular stamp and a rounded exhibit stamp.I was surfing through the Acrobat User Community website, and came across an article called Dynamic Stamp Secrets by Tom Parker. Tom Parker is the owner of Windjack Solutions, a development firm that does custom JavaScript solutions for Acrobat, and is an expert on automating Acrobat.The article discussed how to create stamps that could accept user input. "Wow," I thought, "this might work for exhibit stamps!"Using Tom's example, I created a sample stamp set that interacts with the user. When you click to place the stamp on the document, a dialog window appears:Once you enter the exhibit number, the stamp appears containing the exhibit number:If you use the stamp flyout menu, the stamp "remembers" the last exhibit number. This makes it easy to increment the exhibit number on the next document:Click here to download the Exhibit Stamp (83K PDF)***Can't download the file?**1. Turn off your pop-up blocker. 2. Make sure that your IT folks are not blocking acrobat.comInstallationQuit Acrobat if it is openPlace the file "Exhibit Stamps.pdf" in the Acrobat Stamps Folder. The location will vary by the platform. Below are the file locations for Acrobat 9:Mac OSX\Users\USERNAME\Library\Application Support\Adobe\Acrobat\9.0_x86\StampsWinXPC:\Documents and Settings\USERNAME\Application Data\Adobe\Acrobat\9.0\StampsWin Vista or Win7C:\Users\USERNAME\AppData\Roaming\Adobe\Acrobat\9.0\StampsRestart AcrobatChoose View—> Toolbars—> Comment and MarkupLocate the the Stamp Tool and click the flyout menu on it:Choose the Exhibit Stamp CategoryChoose either the Rectangular or Rounded exhibit stamp and click to place it on the documentEnter the Exhibit NumberThe stamp will be placed on the document.Repeat as neededSome Important DetailsHere are a couple of things you should know about the dynamic stamps.Type in AnythingYou can type just about anything into the dialog window.You are not limited to letters and numbers:Transparent BackgroundsThese stamps have transparent backgrounds. Just like a real rubber stamp, the document will show through them.Size and Scale WellThe stamps are built from vector elements which scale and print perfectly.You can scale (size) the stamps and after you place them on the document by dragging a corner handle with the cursor.Document MetadataWhen you stamp the document with the Exhibit Stamp, it places the stamp number in the document metadata. If you delete the stamp and re-stamp it, the new number is written to document metadata. To see the document metadata for the stamp, choose File—> Properties and click on the Custom tab:The reason I chose to write this to the document metadata is that you can pull this data from the document into a PDF Portfolio for easier management. If, for example, you had a complex case, you could manage all the exhibits in a single searchable PDF Portfolio and take it to court with you. To pull the Exhibit metadata to the Portfolio, you will need the free Joel's Portfolio Utilities. Joel is Adobe's Technical Evangelist for Acrobat.If you want to remove the metadata, either delete it using the Properties panel or choose Document—> Examine Document.Preventing ChangesThe stamps are live and may be moved or deleted.If you want to lock down the stamps, you'll need to flatten the document.In Acrobat Pro 9, choose Advanced—> Preflight and navigate to the PDF Fixups section. Choose "Flatten Annotations and Form Fields" and click the Analyze and Fix button.If you have Acrobat Standard, you'll need to "refry" the document by printing it to the AdobePDF print driver.This next two sections are for the advanced user. You will need a good understanding of form fields to modify the stamps.The stamp file is an editable PDF document. Form fields with a JavaScript calculation element are used to place the dynamic exhibit number on the stamp.The rectangular stamp is build entirely using form fields. To create a rounded stamp, I created the background elements using Adobe Illustrator.You could change the font and color of any of the form fields on the stamps or add new form fields. For example, you could add a form field with your firm name on it to one of the existing stamps.Adding new stamps to the file requires some planning and the willingness to edit JavaScript code. The steps are:Create the artwork for the new stamp at the size needed and save it as a PDF. Open the PDF and use the Crop tool to crop it tightly.Create a new stamp from your artwork and add it to the Exhibit Stamp set. You'll need to have Exhibit Stamp set installed to do so.Open the Exhibit Stamp.pdf (see file locations above) in Acrobat. Choose Advanced—> Page Templates. Each stamp will have its own, randomly generated ID number:The two above are from the stamps I included. Your new stamp will have a different number. Copy the text from your new stamp from the Name field at the top of the window and paste it into an email or a text document so you can reference it later. Close the Page Template window.Choose Forms—> Add or Edit Fields. On page three, copy the UserData2 field to the clipboard.Go to page 4 of the document (your stamp). Paste the UserData2 field onto your stamp. Size and format as needed. Rename it to UserData3.Double-click the field and click on the Calculate tab. Click the Edit button to open the Custom Calculation script.Find the Stamp ID number in the window. Replace it with the Stamp ID you copied out earlier. Make sure you only include the stamp ID and pound sign. For example, only take the portion in italics below:#XYZBRZM098JKY = My Cool StampSave and restart Acrobat.

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