

## Free E-Sticker Installation and User Guide for Mac



# 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

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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](mailto: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.



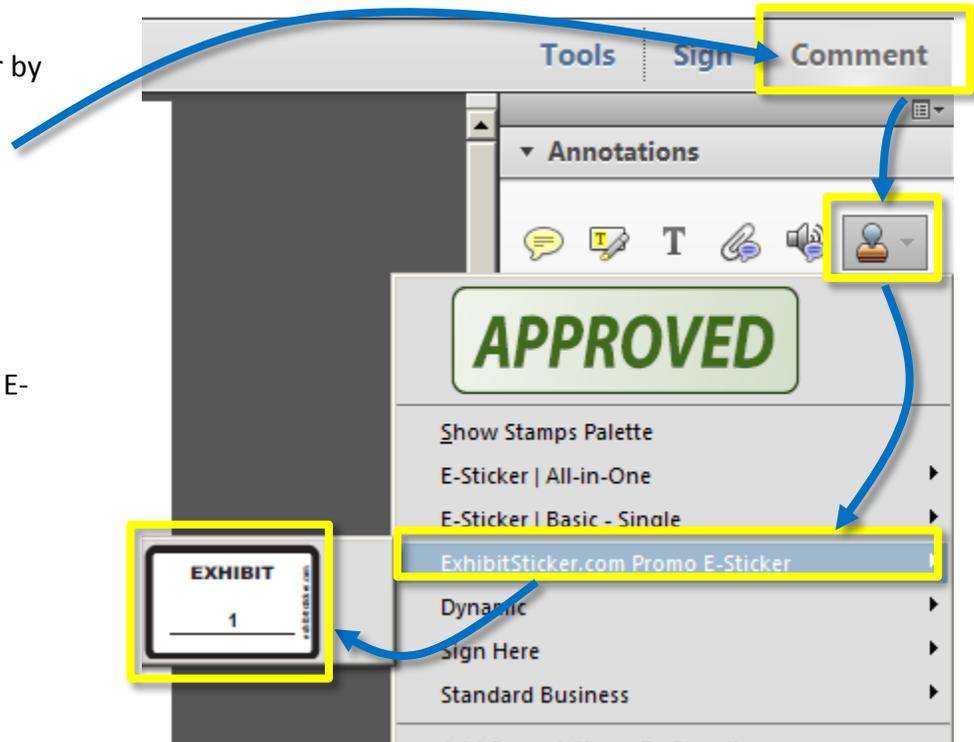
# Using your Free E-Sticker

## Selecting the E-Sticker

Access your Free E-Sticker by selecting:

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

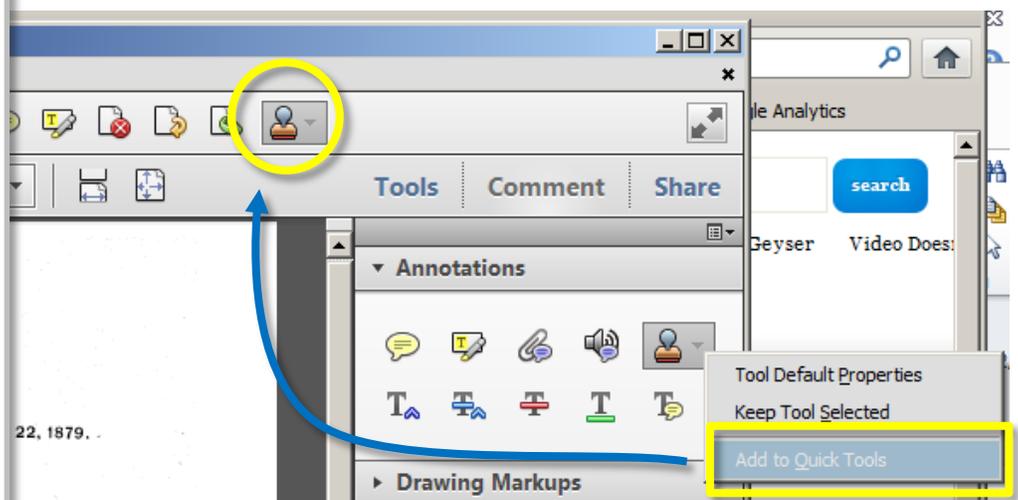
Next, select the ExhibitSticker.com Promo E-Sticker menu and click on the white exhibit sticker.



### 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."



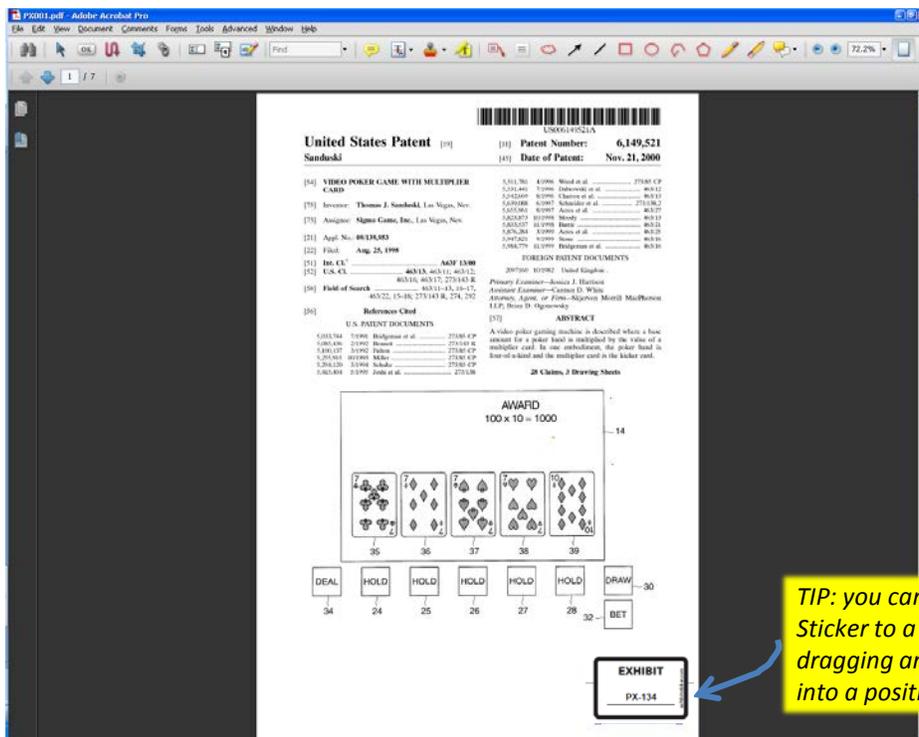
# Using Your Free E-Sticker

## 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.



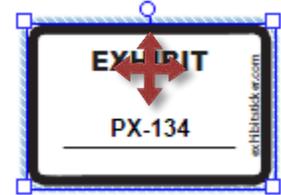
- After selecting OK, the final stamp will be placed on the document reflecting your newly entered exhibit number.



# 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

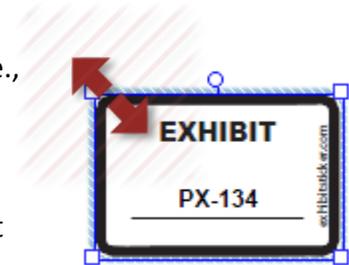
To delete an E-Sticker, click on the existing E-Sticker select the **Delete** key or right click on the E-Sticker and select **Delete** from the pull down menu.

## 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.



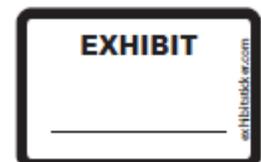
## Rotating Your E-Sticker

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.



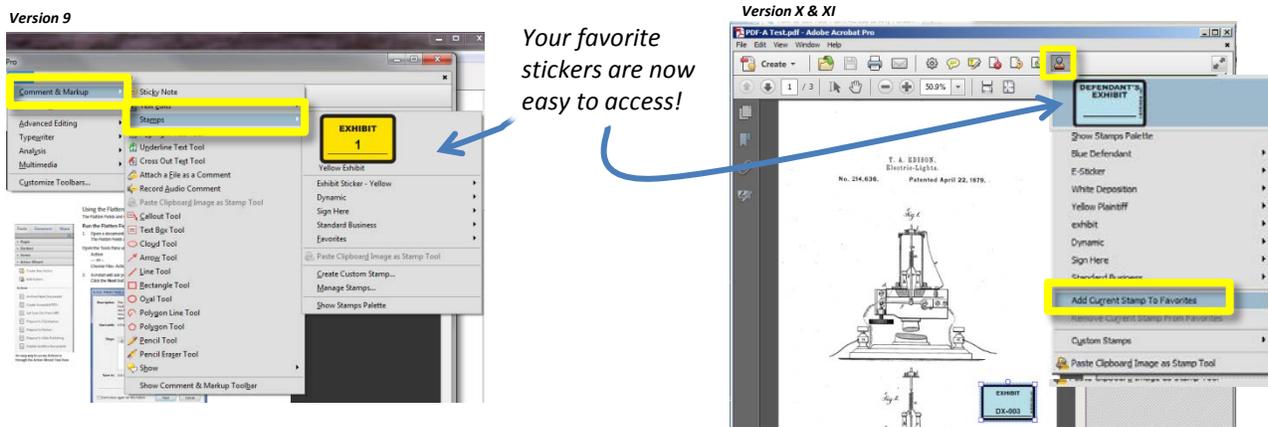
# Time Saving Tips

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

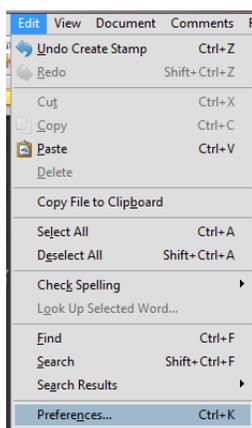
## Adding your E-Sticker to the “Favorites” menu

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.

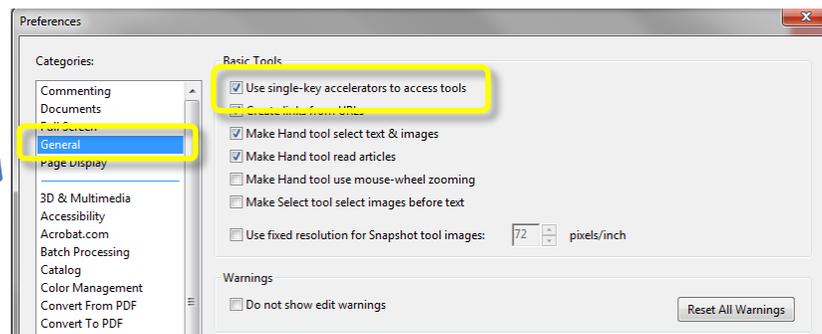


## Super Power Tip: Use shortcut key to place stamp



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.

# How to flatten your document and why it is important

As with all Adobe® Acrobat stamps, the E-Sticker is not a permanent part of the document until you choose to flatten your PDF. That is a good thing because It gives you the flexibility to delete the E-Sticker if you make a mistake or need move your E-Sticker different position.

However, it might be important to “burn in” the stamp and make it a permanent part of the document at some point before submitting to the court, opposing counsel or trial technician.

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 best practice to have a back up set tucked away so you can't accidentally overwrite your file. Once you flatten a PDF file your E-Sticker becomes a permanent part of the document and can't be removed or edited further.



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

**Flattening makes the E-Sticker a permanent part of your document.**

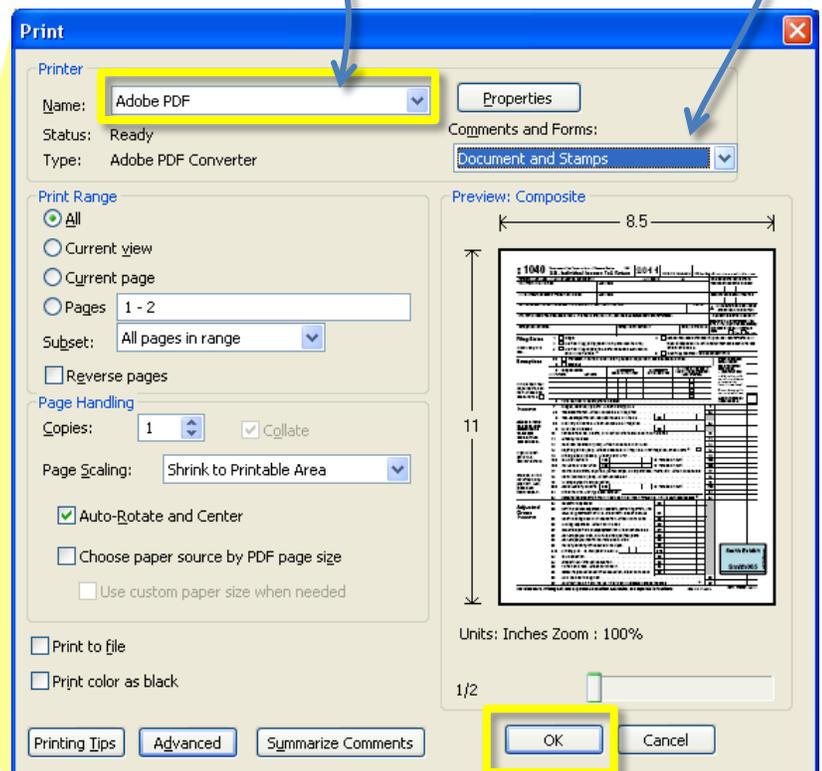
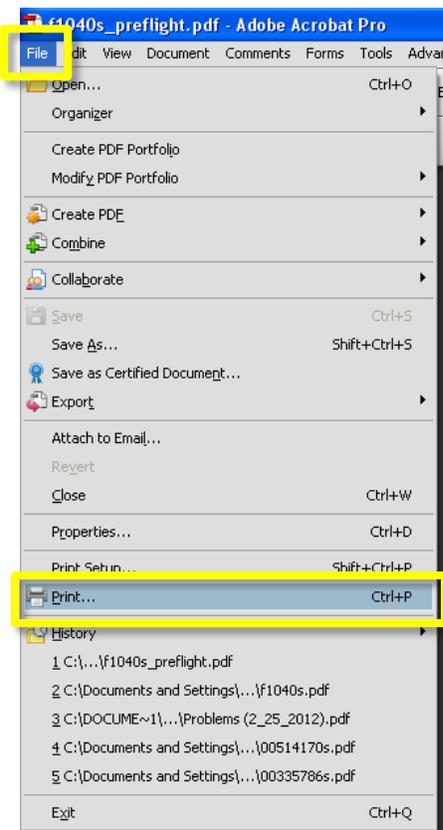
## Flattening single documents

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.

2

Make sure Document and Markups is selected here.

1



3

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

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## 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 ways to batch flatten your files so that the process only takes a few minutes to flatten hundreds of files at once.

We have created helpful video tutorials to walk you through the process of setting up a batch flattener for Adobe® Acrobat 9, X & XI. Although it takes a few minutes to set up a batch flattener, it is not terribly difficult to do if you follow our video tutorials.

You can access the tutorials under the Help section of our website:

[www.exhibitsticker.com](http://www.exhibitsticker.com)

## Do you have questions?

If you have any questions about using your new E-Stickers or about purchasing multi-user licenses or membership discounts, please check out our FAQ section of the website: [www.exhibitsticker.com](http://www.exhibitsticker.com) . We update the FAQs as questions come in, so you will most likely find a quick solution or answer there.

If not, you can contact us via email at : [questions@exhibitsticker.com](mailto:questions@exhibitsticker.com) or give us a call during normal business hours (CMT) at 512-322-9410.