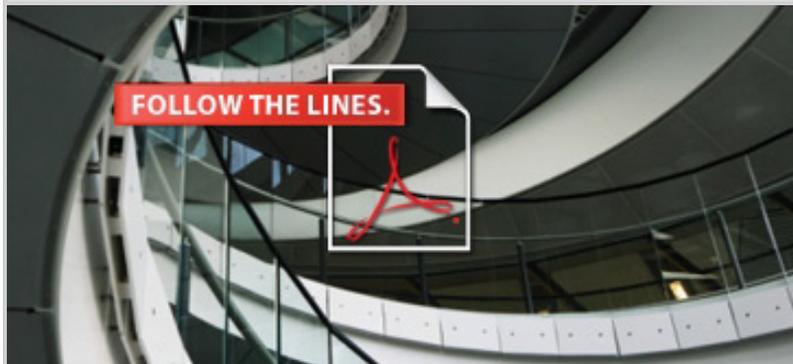


# Acrobat Insider for AEC Professionals

## Tips and Tricks for Adobe Acrobat 7.0

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**Good, Fulton & Farrell use Adobe solutions to streamline architectural design.**

## Stamp Out Waste

### Using Adobe PDF stamps to help save time and money

by Michael Dakan

In previous issues of *Acrobat Insider*, we briefly discussed Adobe® PDF stamps when we covered mark-up and commenting tools ([Issue #2](#)) and using Adobe PDF files for collaboration in the architectural design process ([Issue #4](#)). This month we focus in more detail on using stamps for marking up Adobe PDF files. First I give a real-life example of how one architectural firm uses PDF stamps to help save time and money.

### How GFF Uses Stamps to Save Time and Money

I recently wrote about how the Dallas architectural firm Good, Fulton & Farrell (GFF) is having great success distributing documents in Adobe PDF format — and saving a significant amount of time and money by doing so. (See the [AEC Tech newsletter #167](#) or go to the Adobe Web site to read this and other case studies about [using Adobe PDFs in AEC](#).)

I spoke with John Moebes of GFF about their use of Acrobat stamps. He estimated that approximately 80% of all the documents and drawings that leave their office are distributed electronically as Adobe PDF files. In addition, clients, contractors, and consultants are meeting GFF's request that documents be submitted as PDFs. This makes the use of Acrobat stamps a natural.

GFF has made PDF versions of almost all the stamps they typically use in the course of a project. For instance, they use stamps to mark the review and approval of all PDF invoices submitted by consultants. They also use a PDF version of their Architect Registration stamps to seal drawings and other documents when necessary. For jurisdictions that require a “wet signature” to be placed over the stamp, GFF uses the Acrobat 7.0 drawing mark-up tools to hand-sign each sheet.

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### IN THIS ISSUE

Save time and money by using the predefined stamps in Acrobat or make your own custom stamps.

### **[This month's tips:](#)**

Create temporary stamps for one-time use; use digital

The stamp that GFF probably uses most often is their Submittal stamp, which is added to the thousands of sheets of submittals and shop drawings that come into the office for review on any architectural project. Their Submittal PDF stamp looks like the rubber stamp they previously used for paper submittals — but of course, when it's affixed to a PDF submittal, it's clearer and sharper than any rubber shop drawing stamp image I've ever see on a drawing.

It contains the firm name, the legal boilerplate that specifies what review and approval means, and the company logo. In addition, a dynamic form field fills in the date and reviewer's name automatically, and interactive check boxes from the Acrobat 7.0 Professional advanced editing tools indicate the status of the submittal: Approved, Approved with Marked Changes, Revise and Resubmit.

## Stamp Basics

Using Adobe Acrobat® software, you can insert a stamp in a file online just as you'd add a rubber stamp to a paper document. Acrobat 7.0 software comes with an array of useful standard business stamps that you can use out of the box, without any modification. You can also define your own custom versions of stamps and personalize them — for example, you can add your logo to maintain your corporate identity in the graphics you send out of your office.



Display the Stamp Tool by selecting Commenting from the Tools menu and then selecting Show Commenting Toolbar. From here you can open and organize stamp categories, insert stamps into your document, and create new stamps. Start by exploring the predefined stamps provided in Acrobat 7.0.

You can also open the Stamps Palette and place it on the edge of the workspace to provide quick access to all the stamps available on your system, arranged by categories. It's easy to drag and drop a stamp from the palette right onto your document.

signatures like stamps.

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## IN THE NEXT ISSUE

Real World Project  
Review — A Workflow  
Deep Dive

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## SUBMIT A TIP

At *Cadalyst*, we welcome your tips for AEC-specific uses of Acrobat 7.0 Professional. If your tip is published, you'll receive a *Cadalyst* t-shirt.\*

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## REQUEST A TIP

Have a question about Adobe Acrobat 7.0 Professional? A suggestion for a future edition of *Acrobat Insider*? Send it in; we'll address the most popular requests in upcoming issues.

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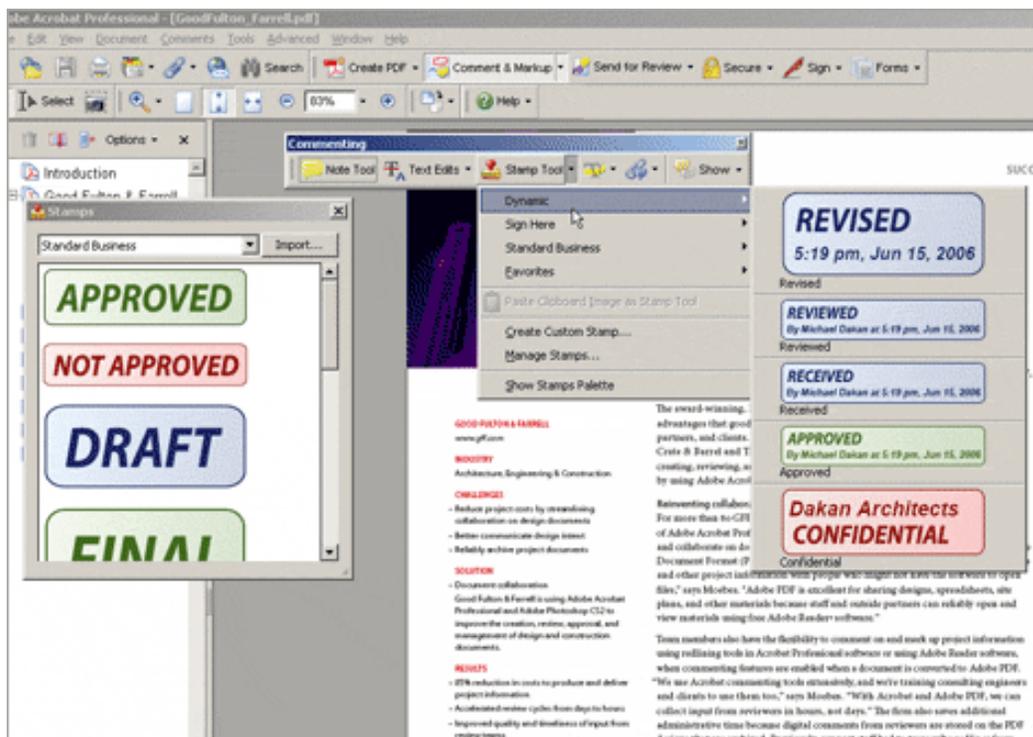
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## eSEMINAR

[View an online eSeminar](#) to learn more about how GFF used Adobe technology to enhance team collaboration and streamline workflow.

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You can view and insert stamps from the Commenting toolbar or from the Stamps Palette on the left side of the workspace

## Dynamic Stamps Add Information Automatically

One of the predefined stamp categories is Dynamic. Dynamic stamps automatically supply data from the computer system — such as date, time, and log-in name — or information you provide in the Acrobat Identity dialog box — such as your name, company name, and email address. (To enter your Identity information, select Preferences from the Edit menu and click Identity.) Use these stamps to show when and by whom a document is revised, reviewed, received, or approved.

## Create Your Own Custom Stamps

You can create a custom stamp by starting with almost any type of graphic image, such as a company logo or Submittal review stamp, and adding lines, text, dynamic fields, and more. Since you can easily stretch and resize a PDF stamp when it's placed on a page, it's best to start with a vector graphics file, such as from Adobe Illustrator® software, or an EPS (Encapsulated Postscript) file, which can be created by many applications. Vector files scale up and down nicely without resulting in “jaggy” graphics. The best alternative is to start with an Adobe PDF — then you can use all the Acrobat 7.0 graphics and text tools to create and enhance your stamps.

For instance, you can use Adobe PDF files created from CAD symbols and graphics to create stamps of standard details or a cropped part of a CAD drawing. This type of stamp is often a good candidate for use as a one-time stamp that you may not want to save to your stamp library. (See the tips at the end of this newsletter). Consulting engineers often have standard simple



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mounting details or other schematic drawings or diagrams that they like to affix to shop drawings and submittals to clarify intent. These can easily be saved to your stamp library.

## Going Paperless

Although Good, Fulton & Farrell haven't yet achieved a 100% paperless architectural office, they are well on their way toward that objective. They believe that by using Acrobat 7.0 software and Adobe PDFs for document distribution, they save themselves and their clients significant amounts of time and money each year.

If you too want to move toward a paperless office, consider following the lead of Good, Fulton & Farrell. Experiment with the Acrobat Stamp Tool and built-in stamps. Turn your logo, other graphic, or frequently used rubber stamps into custom PDF stamps. It's one more way you can streamline your workflow using Adobe PDF documents.

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## Tips and Tricks

### Make a Temporary Stamp for One-Time Use

You can turn most any kind of an image into a "one-time" stamp that you might not want to add to your stamp library. Simply crop an image or select a portion of a CAD or any other type of file using the Snapshot Tool and copy it to the Clipboard. When you paste it into an existing Adobe PDF file, it will behave much like any other stamp. You can move it, resize it, and so on — and if you don't want to save it to your stamp library, that's it.

### Use Digital Signatures Like Stamps

When you create a digital signature ([Acrobat Insider #7](#)), you can choose any image file to use as a graphic to be placed along with the official digital signature information. You might use a company logo, an image of your hand-signed signature, or a reduced-size image of your professional registration stamp, for instance.

Much of the same system information that's used by dynamic stamps, such as date and time, will be automatically placed alongside the graphic to represent your digital signature. You can then add this signature to an Adobe PDF document in much the same way you would insert a stamp. If you have several digital signatures for different purposes, you might use your hand signature image for personal business and your registration stamp image for digitally signing documents in your official capacity as a licensed professional.

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### About the Author

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## Details and Availability

For a full list of [features and system requirements for Acrobat 7.0](#), visit Adobe's Web site. Windows® 2000 with Service Pack 2, Windows® XP Professional or Home Edition, or Windows XP Tablet PC Edition is required for use with Acrobat 7.0. Acrobat 7.0 Professional for Windows, available on CD-ROM or by download, is US\$449\*\*.

For a full list of [features and system requirements for Acrobat 3D](#), visit Adobe's Web site. Windows 2000 with Service Pack 2, Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition is required for use with Acrobat 3D. Acrobat 3D for Windows, available on CD-ROM or by download, is \$995. \*\*

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