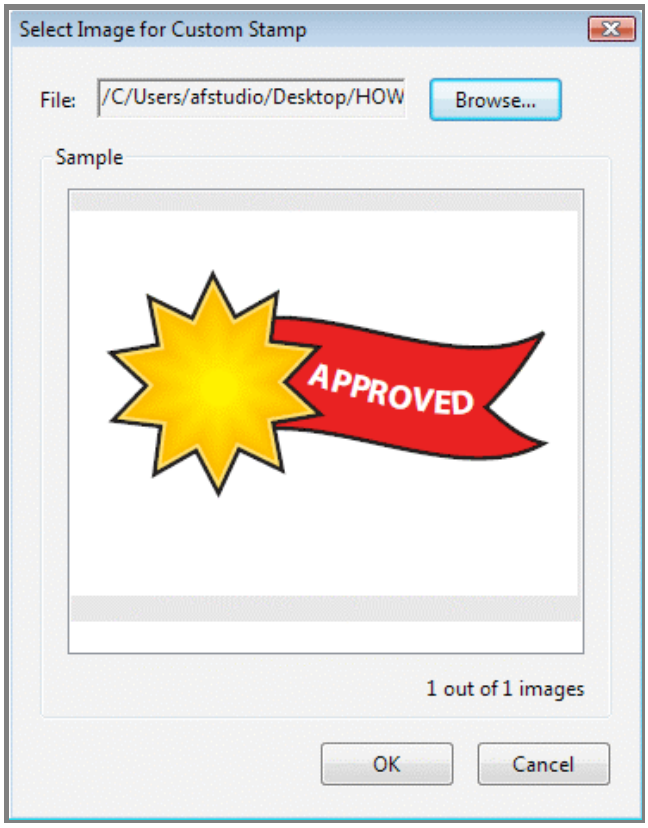
Creating a custom approval stamp

Remember inkpads and rubber stamps? You can get the same effect in Adobe® Acrobat®, with stamps that declare a document approved, revised, received, reviewed, or anything else you need to say.

1. Select the file to use.

Click on "Comment" on the right side of the Acrobat tool bar, select the stamp icon under "Annotations", then select "Custom Stamps". Next, select the file you want to use for the image in your stamp. You can use a PDF file; an image, such as a TIFF or JPEG file; a Microsoft Word document; or an HTML page. You can use any file format that Acrobat can convert to a PDF file. Click OK.



You can use almost any image in a custom stamp.

Tip: If you're fine with a standard stamp, there's no need to create your own. Just choose the stamp icon from the "Annotations" section of the "Comment" view pane, and then select the stamp you want to apply!

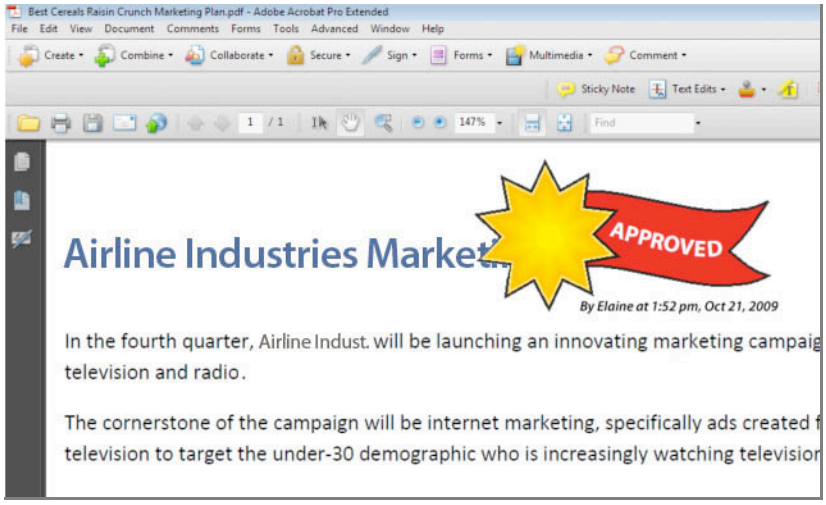
2. Name your stamp.

In the Create Custom Stamp dialog box, select a stamp category (or create a new one), and name the stamp. Click OK.

Acrobat creates your stamp and makes it available for you to use in PDF documents.

3. Stamp your approval.

To use your stamp in a PDF file, choose the stamp icon in the Annotations section of the Comment viewing pane, and then choose the category, and select your stamp. Click it where you want it to appear on the page.



Apply your custom stamp just as you would any other stamp.

Next Steps:

- Share the document through email.
- Archive the document.

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