**Installation Instructions:**

1. Download and unzip the file to your desktop
2. Launch Revu, go to **Markup** > **Stamp** > **Import Stamp** and select the Stamp from your desktop location
3. Once imported, you can access the Stamp under **Markup** > **Stamp** > [**Stamp name**]

Using the Assigned Discipline Interactive Stamp

1. Go to **Markup** > **Stamp** > **Assigned_Discipline.pdf**
2. Click, or click and drag, where you want to place the Stamp on your PDF
3. The **JS Stamp Dialog** will display

4. Select a **Discipline** and enter any applicable optional information in the dialog box
5. Click **OK** and the Stamp will be placed on your PDF with the information entered/selected, as seen below
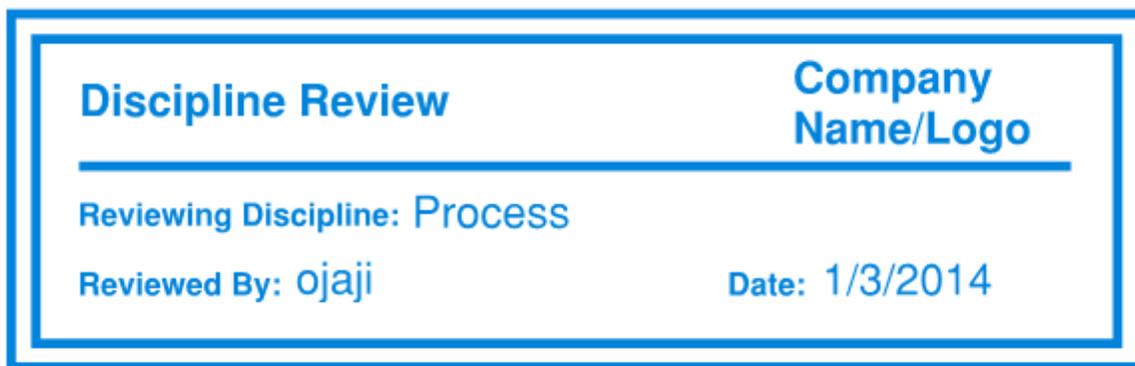
Note: *For batch processes, and to apply an Interactive Stamp to all pages, use the batch version of the Stamp included as part of the Stamp package*

Customize the Assigned Discipline Interactive Stamp

The Stamp can be customized by changing the colors and text and/or inserting a company logo in any edition of Revu.

1. Go to **Markup** > **Stamp**, hover over the Assigned Discipline Interactive Stamp and select the **Edit** button next to the Stamp name


2. Select any markups you want to change and edit them

3. Save the Stamp

Editing the Stamp Properties

You can create a new Stamp by using the available interactive options of this Stamp as a template.

Please note that the names of the form fields, names on the PDF and names in the Stamp dialog box must match exactly for the Stamp to work.

1. In Revu, go to **Form** > **Editor** or use shortcut Alt+Q to launch the **Forms** tab on the left panel

2. Next, click the **JavaScript** button

3. In the **Global JavaScript** dialog box, select "StampCode" in the list and then click **Edit**. The **JavaScript Editor** will open and display the JavaScript used in the Stamp

4. Expand this window to view and edit the code, as shown below
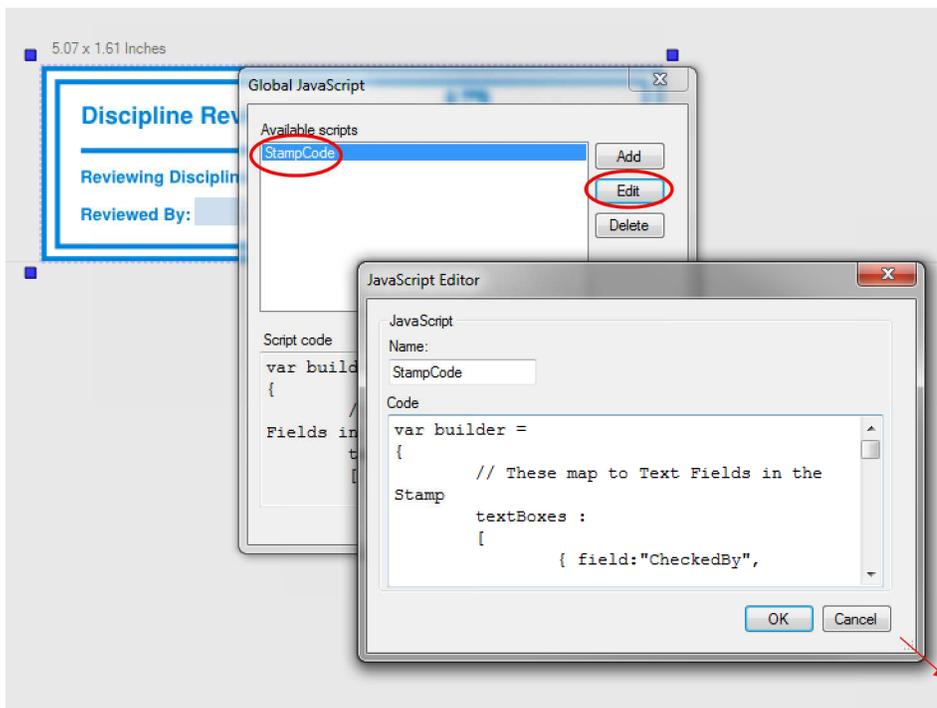
Click and drag out to expand window

The StampCode JavaScript is broken up into two portions. The first is to add Text Boxes and the second is to add options for the List Box, as shown below.
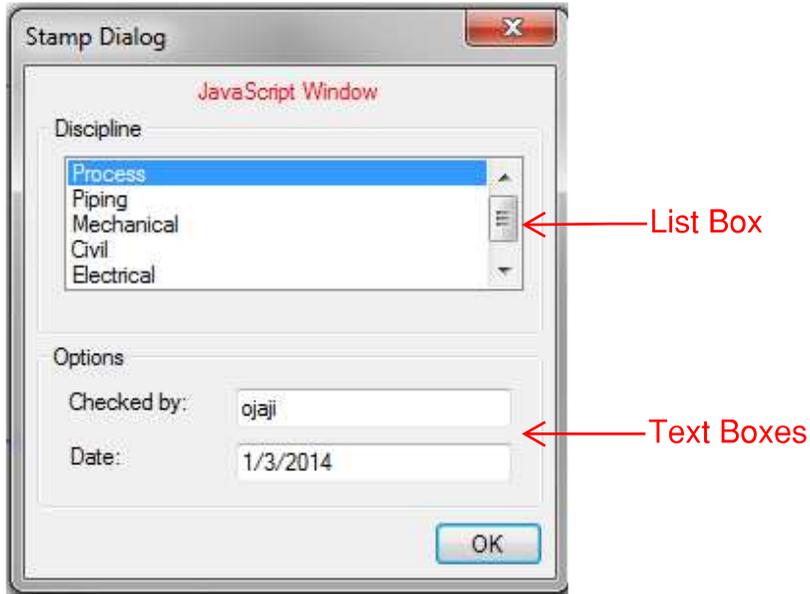
Steps to add Text Boxes

a. Create a new Text Box by going to **Form** > **Insert** > **Text Box** and placing it in the Stamp area
b. Go to the **Properties** tab and change the **Text Box Name** from "Text1", for example to "Ref Num"
c. Add a Text Box field and enter the corresponding field name and place it to the left of the Text Box
d. Go to **Form** > **JavaScript** > **StampCode** > **Edit** to launch the JavaScript Editor
e. In the section labeled textBoxes, add the following code within the [ ] brackets
    i. A comma after the last field attribute
    ii. { field:"Ref Num", description:"Ref Number:", default:function() {return "";} }

Note: *The field name in the JavaScript should match the form field name. Also, there should always be a comma between each {field} attribute*

f. Click **OK** twice to save and close the JavaScript Editor
g. Use **Save As** to save the Stamp to a new name in the same folder
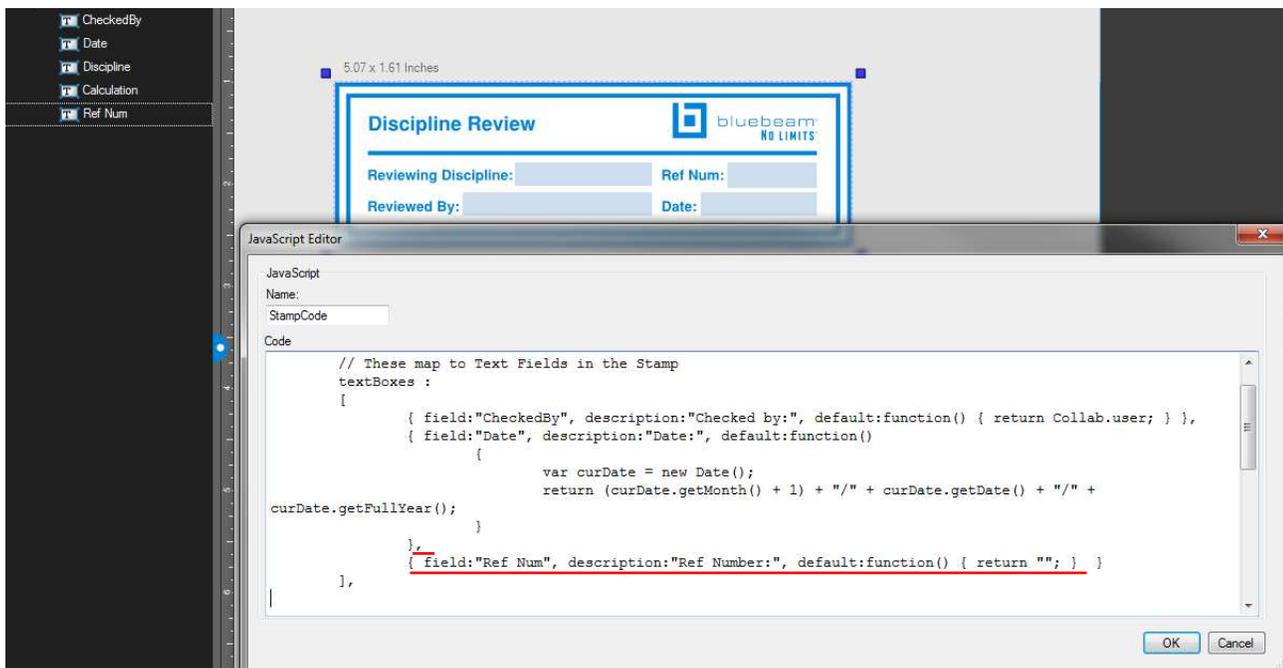
Steps to add List Box options

a. Open the JavaScript Editor for StampCode by going to **Form** > **JavaScript** > **StampCode** > **Edit**
b. In the section labeled listGroup: "Discipline", add the following code within the listboxItems { } brackets

       "plumbing": -1,
     "Architectural": -1

Note: *You can add a +1 to make any option the default selected value, but only one option can be positive at a time*

c. Click **OK** twice to save and close the JavaScript Editor
d. Use **Save As** to save the Stamp to a new name in the same folder