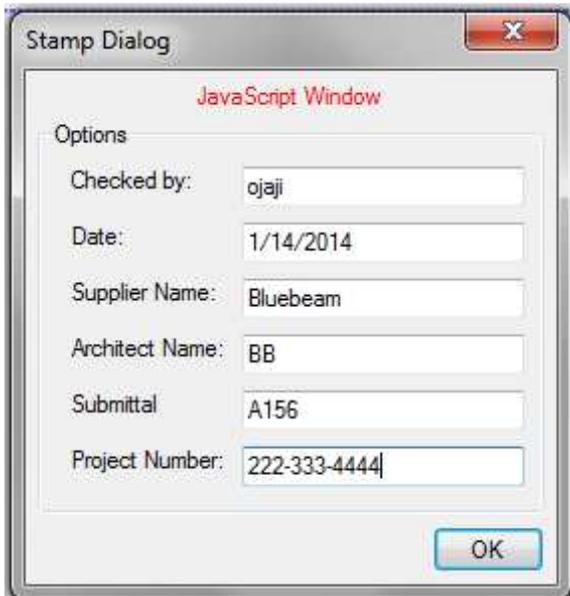


## Installation Instructions:

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 Submittal Project Interactive Stamp

1. Go to **Markup > Stamp > Submittal\_Project.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. Enter the necessary text information in the dialog box, as shown
5. Click **OK** and the Stamp will be placed on your PDF with the information entered, as seen below

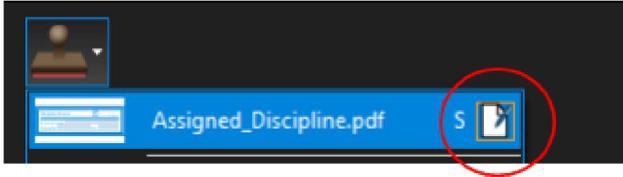
<b>COMPANY LOGO</b>	<b>Company Name</b> <b>Project Name</b>
<b>DISCLAIMER</b>	
<b>By:</b> ojaji	<b>Architect:</b> BB
<b>Date:</b> 1/14/2014	<b>Submittal No:</b> A156
<b>Supplier:</b> Bluebeam	<b>Project No:</b> 222-333-4444

**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 Submittal Project Interactive Stamp

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

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



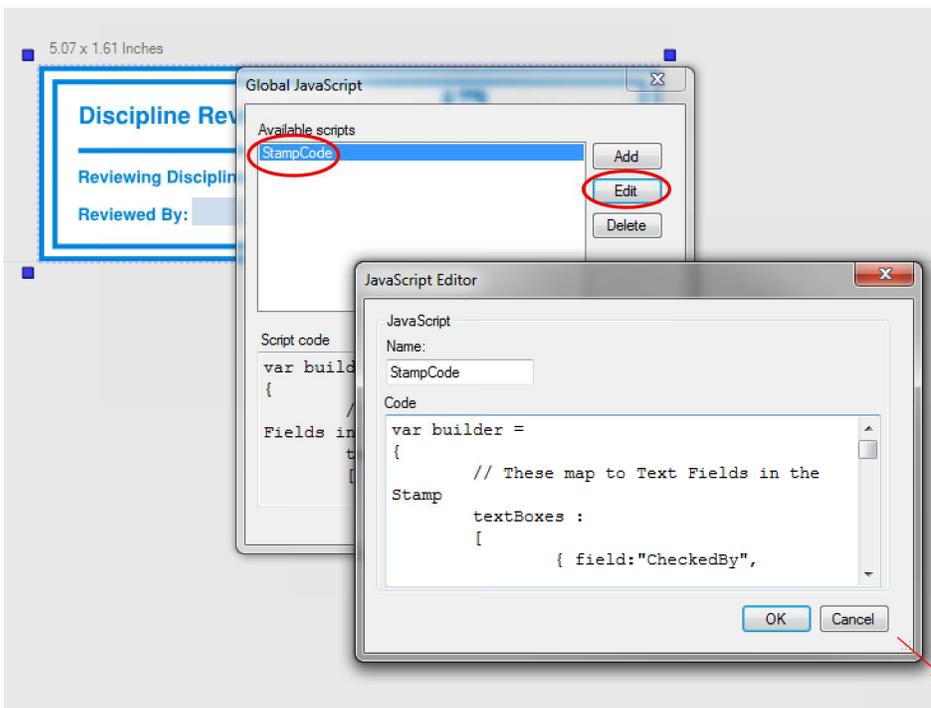
2. Select any markups you want to change and edit them
3. Save the Stamp

## 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, click **Form > Editor** or use shortcut Alt+Q to launch the **Forms** tab on the left panel
2. Next, go to 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 for the Submittal Project Interactive Stamp only has one section to add Text Boxes, as shown below.

The screenshot shows a 'Stamp Dialog' window with a 'JavaScript Window' tab. It contains several text input fields with the following values: 'Checked by: ojaji', 'Date: 1/14/2014', 'Supplier Name: Bluebeam', 'Architect Name: BB', 'Submittal: A156', and 'Project Number: 222-333-4444'. A red arrow points to the right side of these fields with the text 'Text Boxes'.

### 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

The screenshot shows a 'Discipline Review' stamp with fields for 'Reviewing Discipline', 'Reviewed By', 'Ref Num', and 'Date'. Below it, the JavaScript Editor shows the code for the 'textBoxes' array, with the last entry highlighted in red: `{ field:"Ref Num", description:"Ref Number:", default:function() { return "";} }`.