

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 Status Interactive Stamp

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

The image shows two screenshots of the 'Stamp Dialog' window. The left screenshot shows the 'Project' dropdown menu open, displaying a list of projects: Project 1, Project 2, Project 3, Project 4, and Project 5. The 'Options' section contains fields for 'Checked by:' (ojaji), 'Date:' (1/3/2014), 'Submittal #:' (empty), and 'Spec #:' (empty). The right screenshot shows the 'Status' section with three radio buttons: 'Approved' (selected), 'Revise', and 'Rejected'. The 'Options' section contains fields for 'Checked by:' (ojaji), 'Date:' (1/3/2014), 'Submittal #:' (123), and 'Spec #:' (A12345). Both windows have an 'OK' button at the bottom right.


4. Select a **Project**, choose a **Status** 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

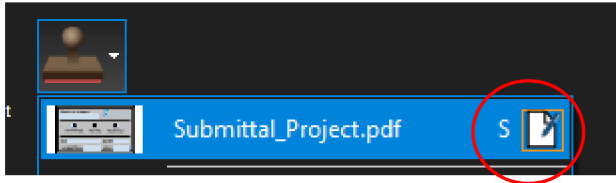
The image shows a rectangular stamp box. At the top left, it says 'Company Name' followed by 'Project 5'. To the right of this is a box labeled 'Company Logo'. Below this is a section with three checkboxes: 'APPROVED' (checked), 'REVISE' (unchecked), and 'REJECTED' (unchecked). At the bottom, there are two rows of information: 'BY ojaji' and 'DATE 1/3/2014' in the first row, and 'SUBMITTAL# 123' and 'SPEC A12345' in the second row.

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 Status 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 Submittal Status Interactive Stamp and select the  **Edit** button next to the Stamp name




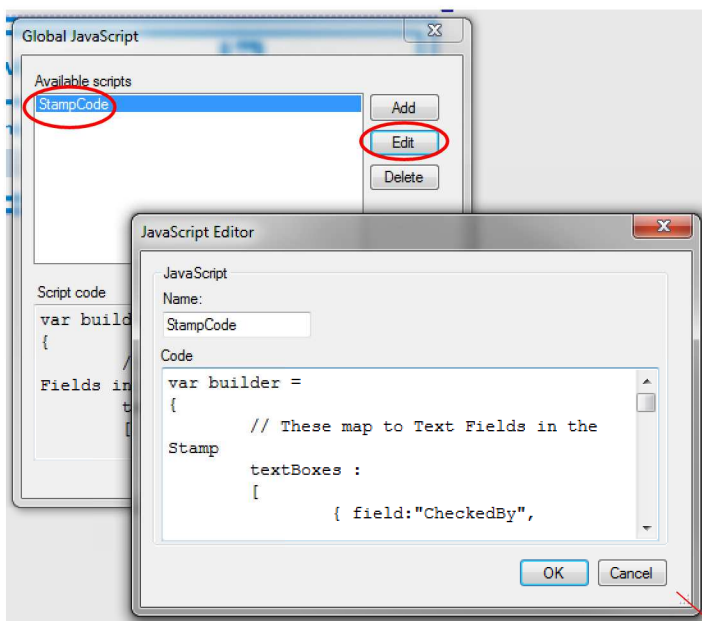
2. Select any markups you want to change and edit them
3. Save the Stamp

Editing the Stamp Properties

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

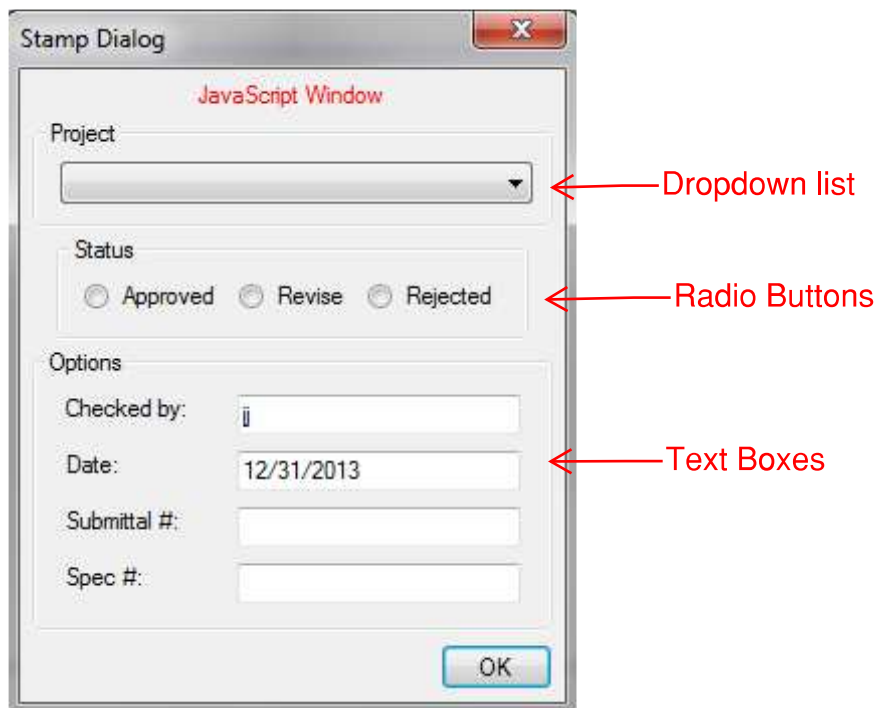
Please note that the names of the form fields, names on the PDF and names in the Stamp dialog box must match exactly for the Stamp to work.

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 three portions. The first is to add Text Boxes, the second is to add options for the Radio Buttons and the third is to add the Dropdown selection list, as shown below.



The image shows a 'Stamp Dialog' window with a title bar containing a close button. The window has a red header 'JavaScript Window'. It contains three main sections: 'Project' with a dropdown list, 'Status' with three radio buttons labeled 'Approved', 'Revise', and 'Rejected', and 'Options' with four text boxes labeled 'Checked by:', 'Date:', 'Submittal #:', and 'Spec #:'. The 'Date:' box contains the text '12/31/2013'. An 'OK' button is at the bottom right. Red arrows point from text labels to the corresponding UI elements: 'Dropdown list' points to the Project dropdown, 'Radio Buttons' points to the Status radio buttons, and 'Text Boxes' points to the Options text boxes.

Stamp Dialog

JavaScript Window

Project

Dropdown list

Status

Radio Buttons

Options

Checked by:

Date: 12/31/2013

Text Boxes

Submittal #:

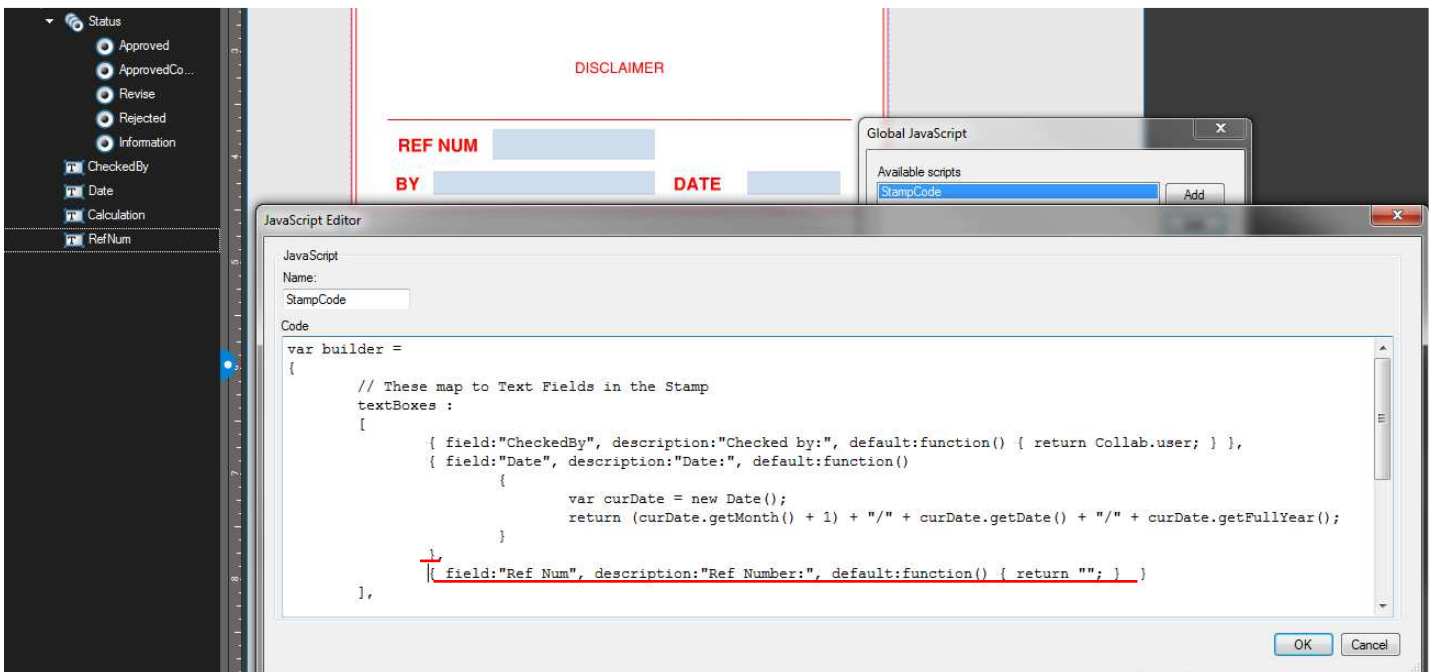
Spec #:

OK

Steps to add Text Boxes

- Create a new text box by going to **Form > Insert > Text Box** and placing it in the Stamp area
- Go to the **Properties** tab and change the **Text Box Name** from "Text1", for example to "Ref Num"
- Add a Text Box field and enter the corresponding field name and place it to the left of the Text Box
- Go to **Form > JavaScript > StampCode > Edit** to launch the JavaScript Editor
- In the section labeled textBoxes, add the following code within the [] brackets
 - A comma after the last field attribute
 - { 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



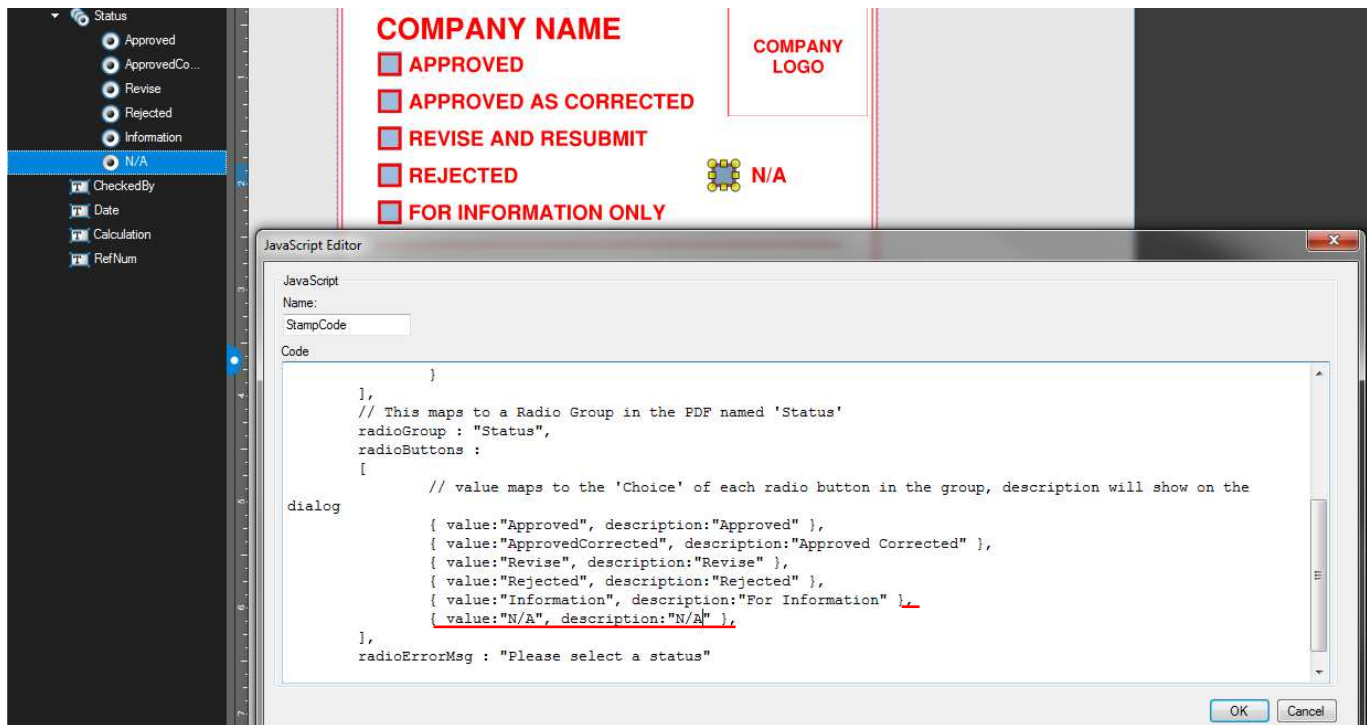
- Click **OK** twice to save and close the JavaScript Editor
- Use **Save As** to save the Stamp to a new name in the same folder

Steps to add additional Radio Button options

- Create a new Radio Button by going to **Form > Insert > Radio Button** or copy and paste one of the other check boxes to maintain the same color properties
- Go to the **Properties** tab and change the **Radio Button Name** to "Status" and the Choice under **Options** to "N/A"
- Add a Text Box field and enter the corresponding field name and place it to the left of the Radio Button
- Click **Form > JavaScript > StampCode > Edit** to launch the JavaScript Editor
- In the section labeled radioGroup, add the following code within the radioButtons [] brackets
 - A comma after the last value attribute
 - { value:"N/A", description:"N/A" }

Note: There should always be a comma after each radio button value

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



Steps to add Dropdown List options

- Open the JavaScript Editor by going to **Form > JavaScript > StampCode > Edit**
- In the section labeled popupGroup: "Project", add the following code within the popupItems { } brackets

"project 6": -1,
 "project 7": -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

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

