



Instructions for using “Adobe X Professional” to stamp PDF’s

For ProjectWise Users Only

Purpose:

This document defines a workflow for placing the following stamps on PDF's stored in ProjectWise.

“PRELIMINARY”

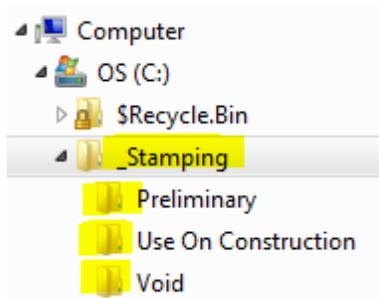
“VOID”

“USE ON CONSTRUCTION”

I. *Setup Working Environment

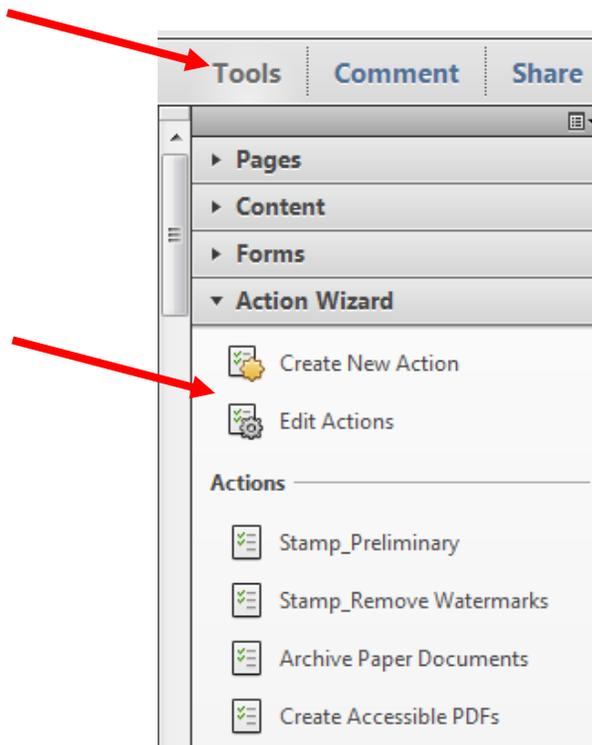
(*NOTE: Steps 1-5 are only required the first time, otherwise skip to step 6)

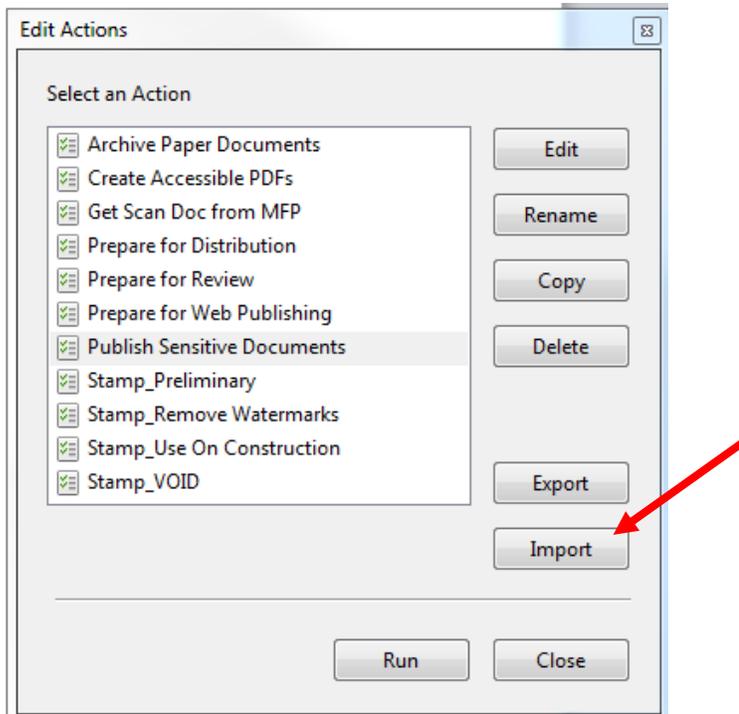
1. The folder structure shown below is created when ProjectWise is installed.



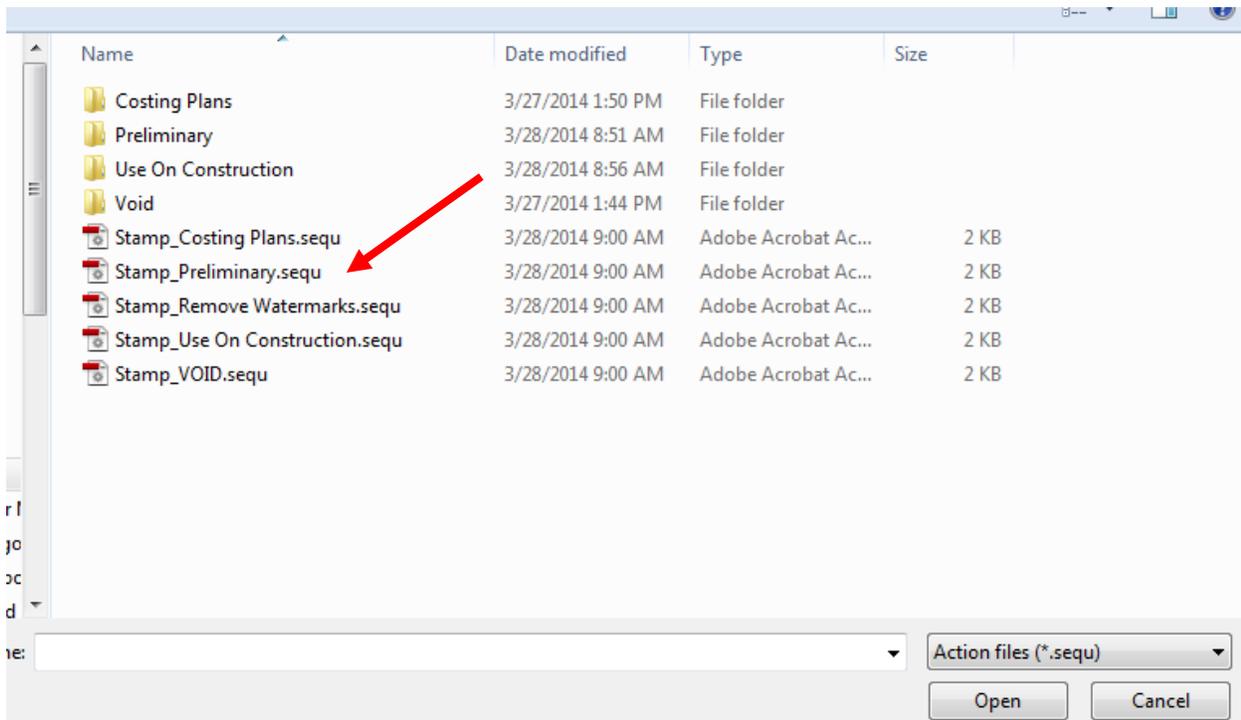
2. Import the Adobe “**Action**” files from the local “**_Stamping**” folder.

- a. Open any pdf document with **Adobe Professional** by using the “**Open With**” option and click “Tools” → “Edit Actions” → “Import”.

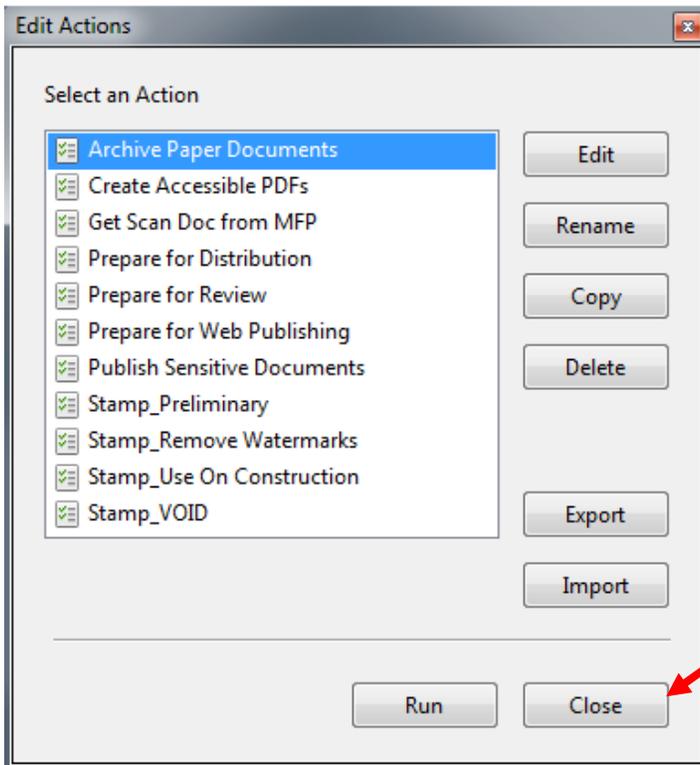




3. You will need to select each “**Action**” file individually to import.



4. Close the Edit Actions dialog.

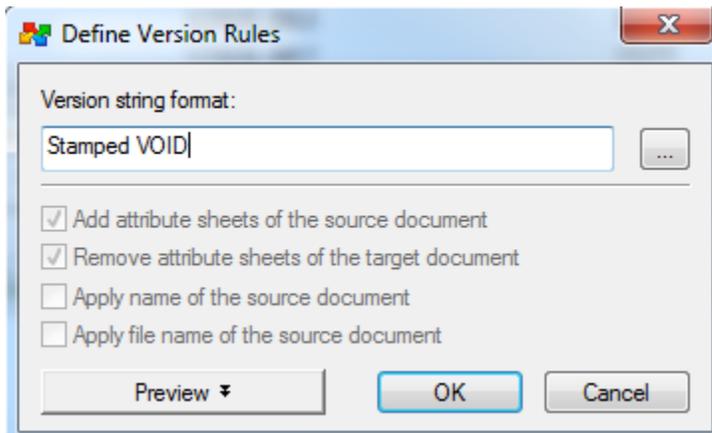


5. Close Adobe Professional.

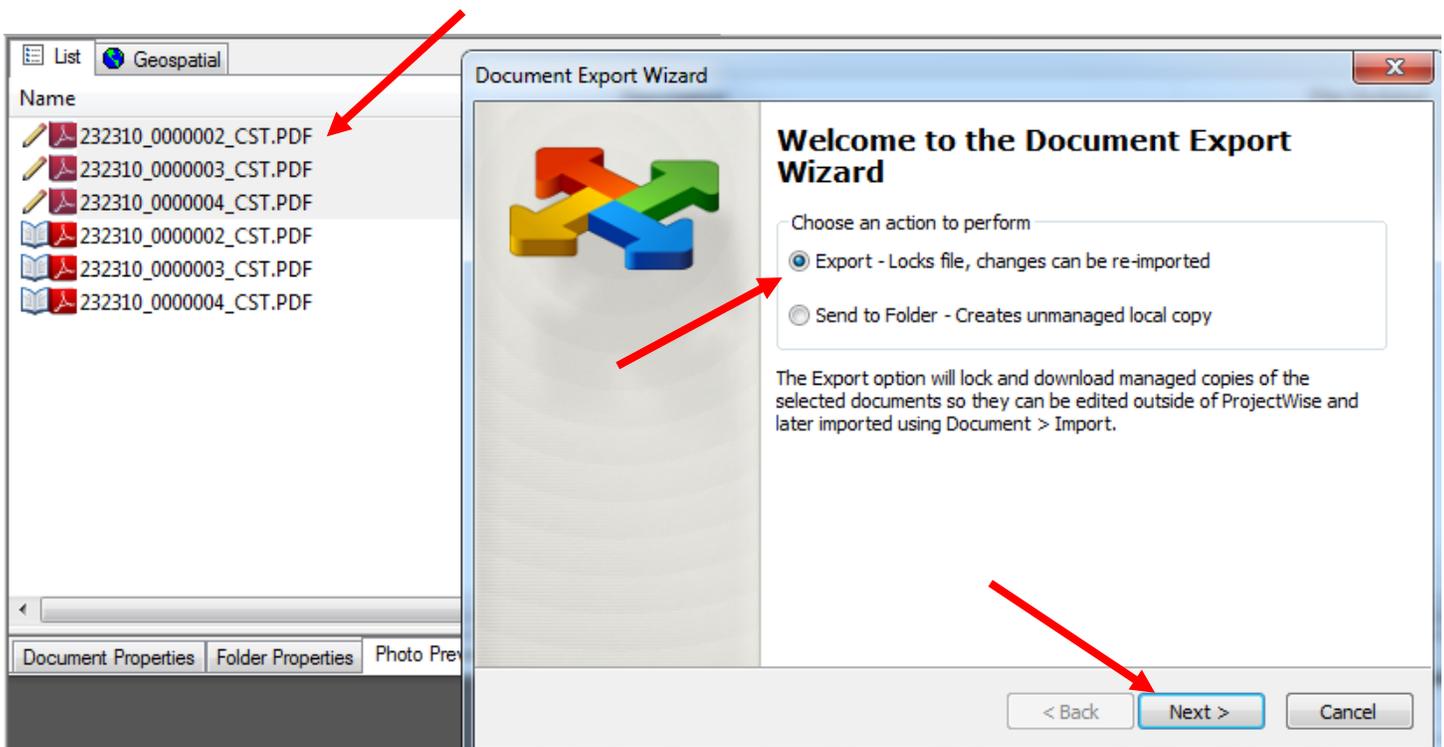
II. Stamping 24" x 36" (Full-Size) PDF documents

6. In ProjectWise, navigate to the folder location of the pdf's that will get stamped. Select all the files and **“Right-Click”** → **“New”** → **“Version”**.

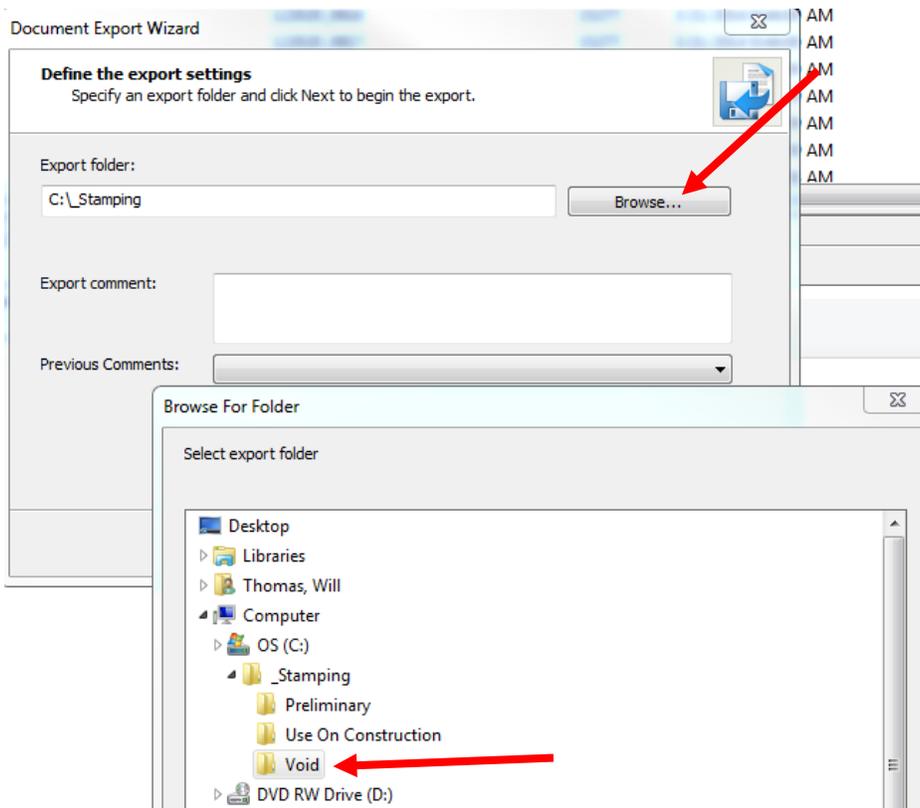
7. Enter the version information and click **“OK”**.



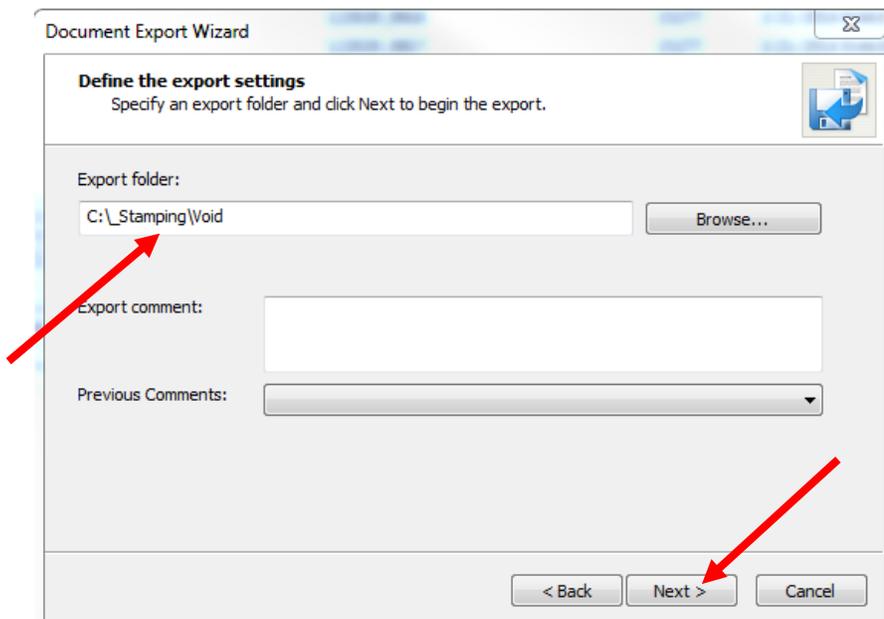
8. **“Right-Click”** on the selection set of the new version and **“Export”** a managed (locked) copy to the corresponding folder on the local hard drive and click **“Next”**.



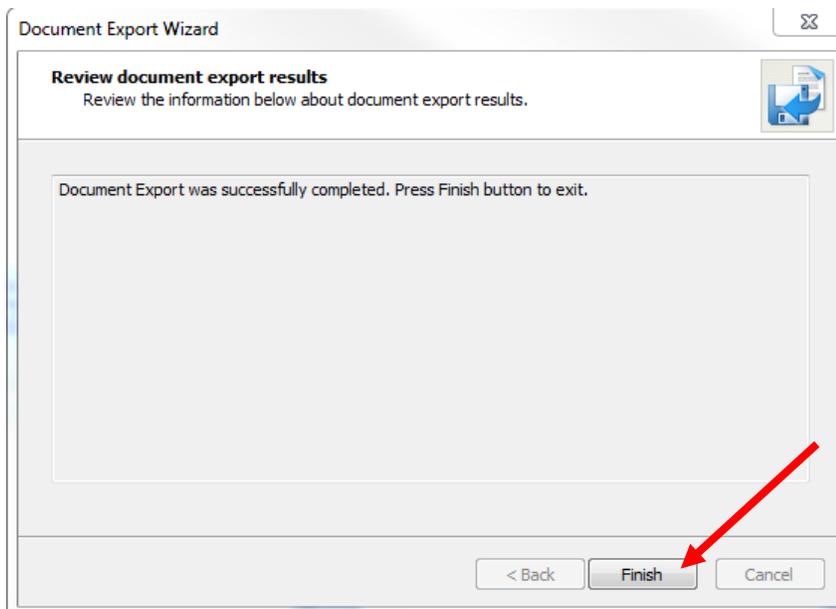
9. Browse to the corresponding folder for the type of stamp being applied. In this example, we will use the “VOID” stamp.



10. The location for export will appear in the dialog as shown below or “Browse” to select a location. Click “Next” to begin the export.



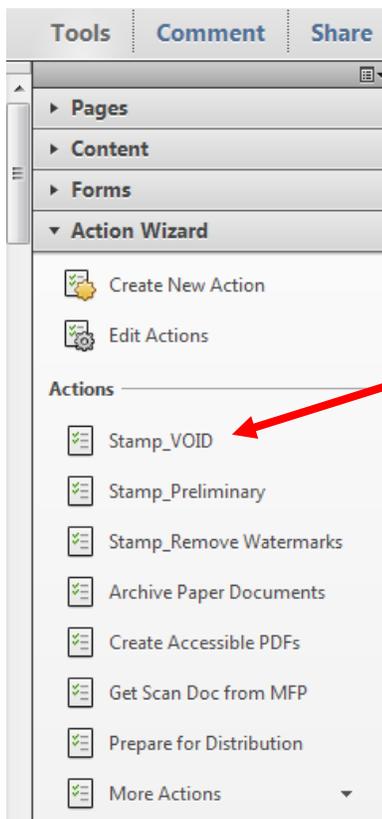
11. When the export process has completed, click “**Finish**”.



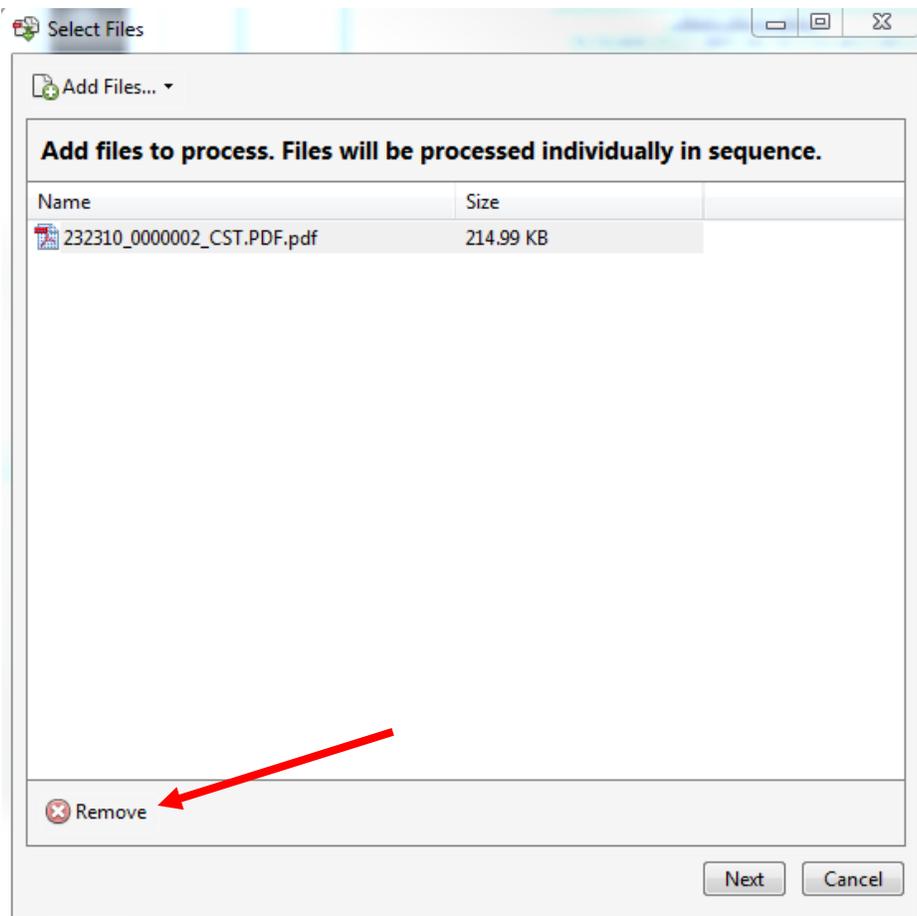
12. Open **Windows Explorer** and navigate to the appropriate stamping folder that was created in **Step 1**. (in this example, the “VOID” folder is selected).

13. **Right-Click** on one of the exported pdf’s and “**Open With**” Adobe Professional.

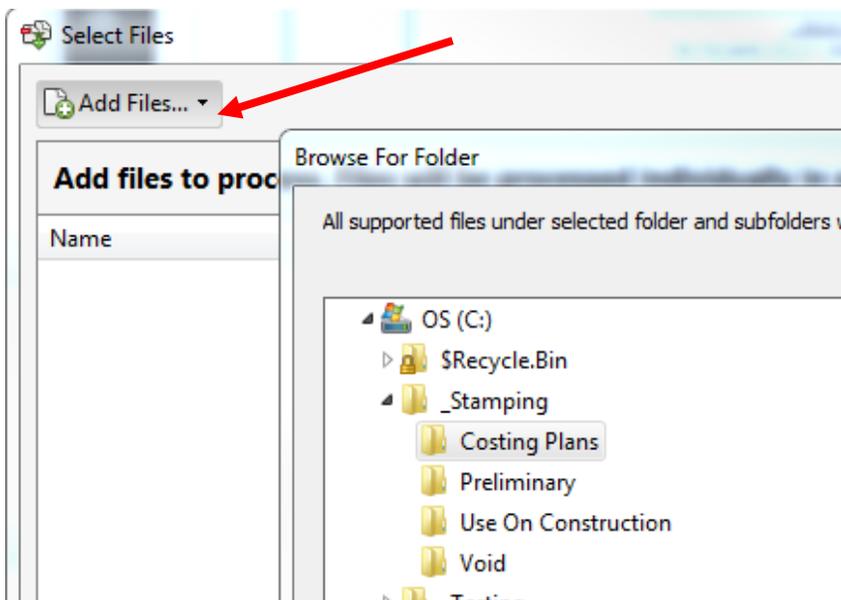
14. Click “**Tools**” → “**Action Wizard**” → ”Stamp_VOID”.



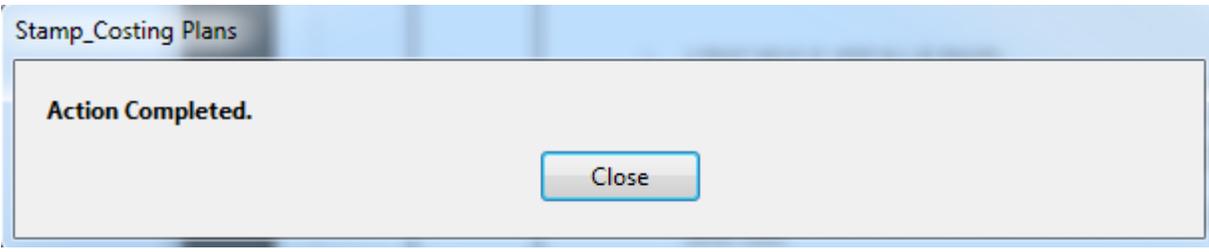
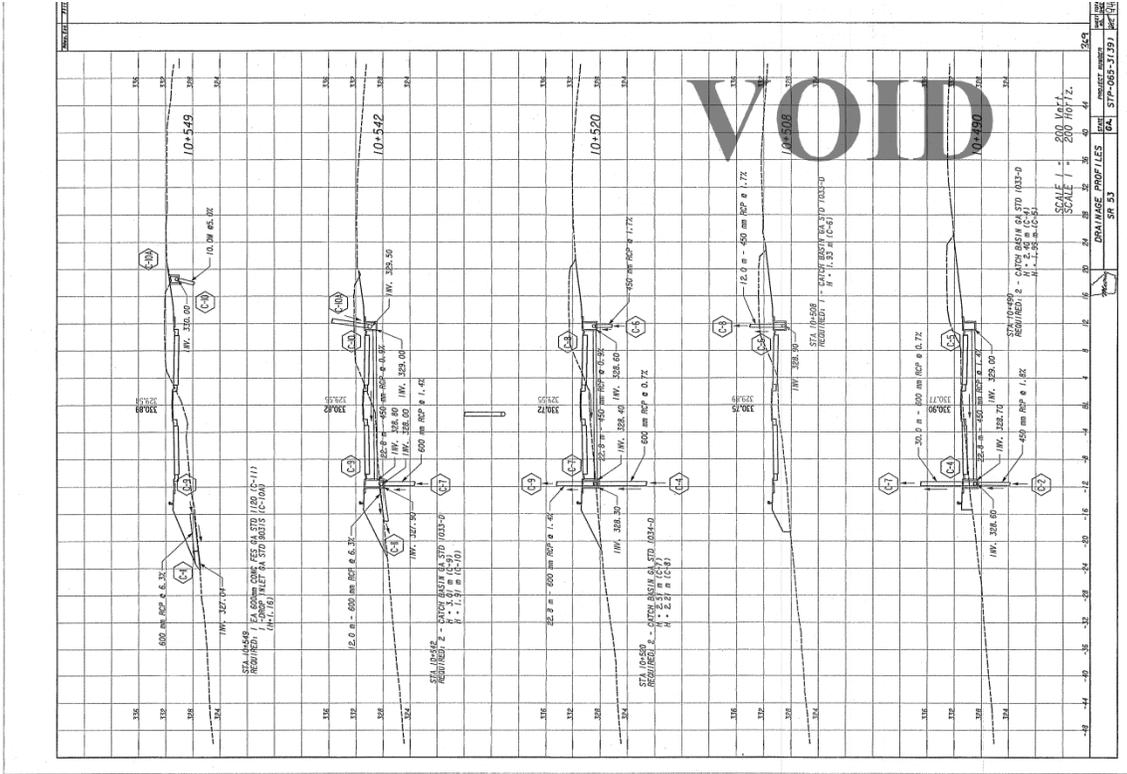
15. In the “**Select Files**” dialog, click “**Remove**” to de-select current document.



16. Click the “**Add Files**” drop-down → “**Add Folders**” and select the appropriate folder → “**OK**” → “**Next**”.



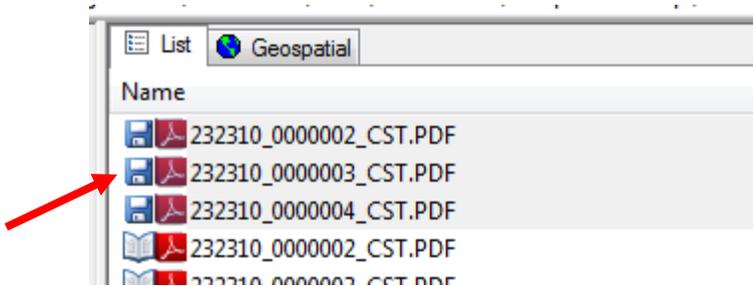
17. When the stamping process completes, you will see the stamp appear on the open pdf and the following dialog appears. Click “Close” to continue.



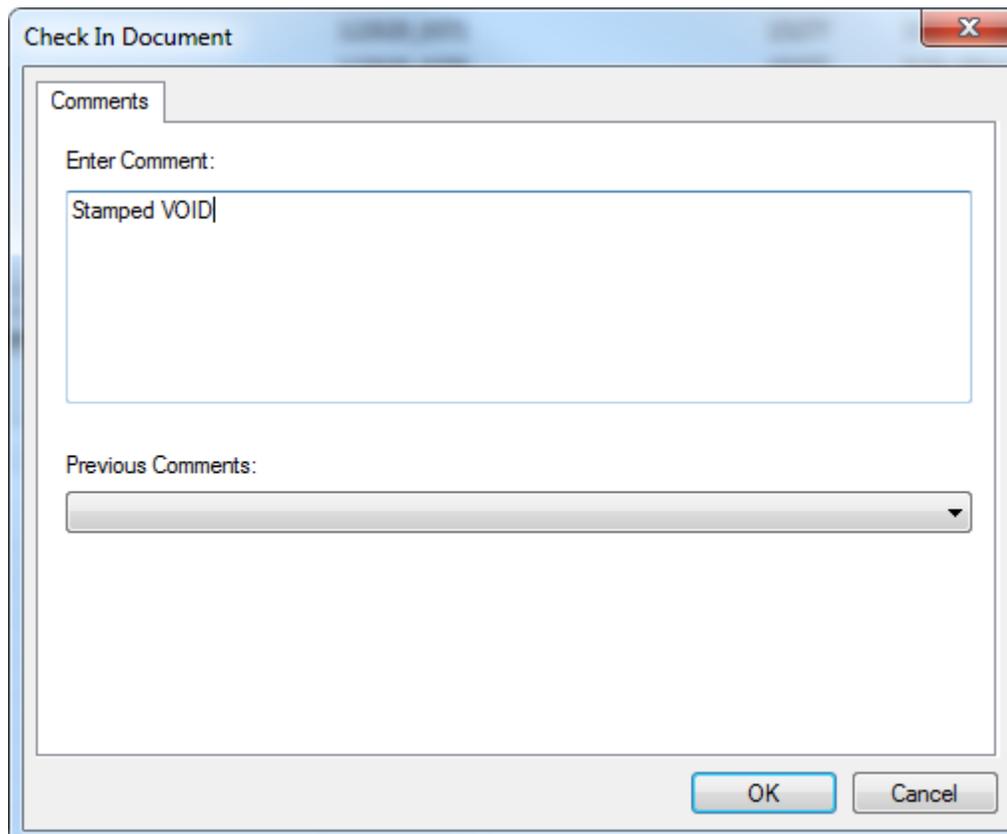
18. Close Adobe Professional.

III. Import Stamped PDF documents into ProjectWise

19. In ProjectWise, navigate to the original folder location of the stamped pdf's. Select all the “exported files (they will appear with the “Exported” symbol  next to them), “**Right-Click**” → “**Import**”.



20. Enter the comments and click “**OK**”.



This completes the stamping process. The files should be available for review inside ProjectWise.

Note: For questions/comments please contact the GDOT Solutions Center by phone at (404)631-1220 or at the Email address: solutions.center@dot.ga.gov