

**MAPSOFT**

# **Impress Pro**

## **Version 2.1**

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For use with  
Adobe<sup>®</sup> Acrobat<sup>®</sup> V4.x and V5.x

On Windows<sup>™</sup> 95/98/ME/2000/XP and Windows<sup>™</sup> NT V4

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# Table of Contents

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<b>Chapter 1 Introduction</b>	<b>1</b>
Overview of Impress Pro .....	1
Document Attributes .....	2
New Features in This Version of Impress Pro .....	3
About This Manual .....	7
Notational Conventions .....	8
System Requirements .....	8
<b>Chapter 2 Getting Started</b>	<b>9</b>
Getting Started with Impress Pro .....	9
Starting Impress Pro .....	10
Working with a Single File .....	11
Applying a Single Impression .....	11
Undoing an Impression .....	14
Changing an Impression .....	14
Saving an Impression .....	16
Specifying the Page Range/Spread .....	17
Specifying Variable Data .....	19
Marking a File with Multiple Impressions .....	25
Working with Multiple Files .....	27
<b>Chapter 3 Working with Impressions</b>	<b>31</b>
Creating Your Own Impressions .....	32
Specifying Text for an Impression .....	33
Including Variable Data .....	34
Date and Time Stamps .....	35
Page Numbering .....	37

Page Count.....	39
File Name.....	40
General File Information Fields.....	40
Serial Number.....	41
Controlling an Impression’s Appearance.....	47
Font.....	47
Colour.....	49
Positioning an Impression.....	51
Specifying Page Ranges.....	57
Page Range.....	57
Page Spread.....	58
Naming an Impression.....	58
Applying Impressions.....	59
Selecting Impressions.....	60
Selecting Multiple Impressions.....	61
Selecting Documents.....	62
<b>Chapter 4 Setting Document Attributes</b> .....	<b>65</b>
Document Attributes.....	65
Setting Document Information.....	66
Controlling a Document’s Appearance.....	68
Setting Security Options.....	70
<b>Chapter 5 Frequently Asked Questions (FAQs)</b> .....	<b>73</b>

**Appendix A Setting Special Fields Manually** **75**

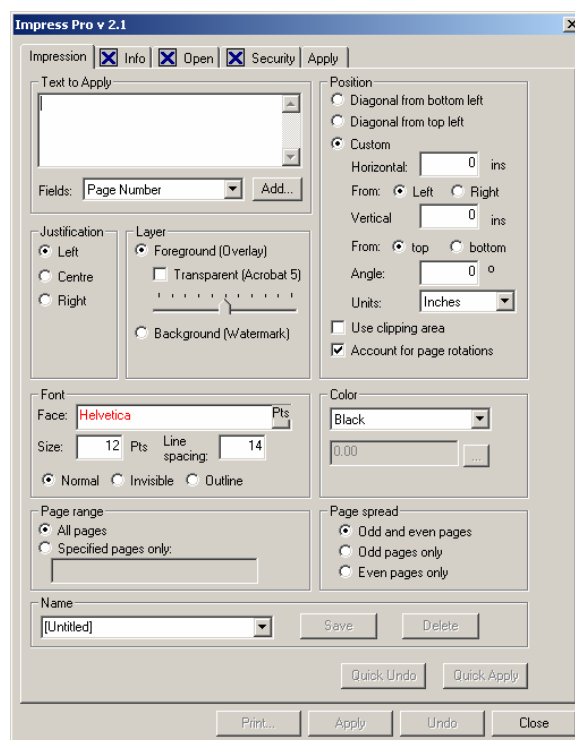
- Special Fields..... 75
- Setting Special Fields Manually..... 75
  - Date and Time Stamps ..... 76
  - Page Numbering..... 77
  - Page Count..... 78
  - File Name..... 78
  - Information Fields..... 78

**Appendix B Impress Developer Edition** **79**



### Overview of Impress Pro

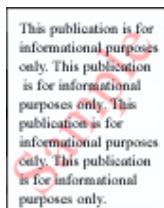
Mapsoft Impress Pro is a plug-in for use with Adobe Acrobat V4 or V5, (referred to as the *Viewer* throughout this manual). Impress Pro allows you to stamp the pages of PDF documents with text *impressions* (text stamps). You can stamp single files with either single or multiple impressions, or you can stamp more than one file at the same time with one or more impressions. You can save a named impression and re-use it again and again.



In addition to specifying the actual text for an impression, which can be anything you want, Impress Pro allows you to specify its:

- Position
- Alignment
- Appearance
- Colour
- Page Range

Impressions can be stamped above any existing text in your PDF documents or as a *watermark*. Watermarks appear on a layer below the document's existing text and images, as in the following example:



Text placed as an overlay above a document's existing material is often used for headers and footers, page numbering, date information etc. Variables can be set to define much of the information, (such as page numbering, total number of pages and current date/time), that is typically found here. If using Acrobat Version 5, text placed in the foreground can also be transparent, so allowing you to still see the text below it. Transparency is not supported for versions of Acrobat pre-dating Acrobat Version 5. You will probably still be able to open documents stamped with transparent text under Acrobat Version 4, but that text will not be transparent, rather it will be overprinted on top of any existing text.

Sample impressions, for example *Confidential* and *Draft* are supplied with Impress Pro. You can use these sample impressions without any change, or you can modify them if you wish.

**Once a file has been marked with an impression, that impression will be permanently embedded within that file when that file is saved. You will NOT be able to subsequently remove any impressions from a file once it has been saved.**

**You are thus strongly advised to take backups of your files before running Impress Pro over them.**

## Document Attributes

In addition to offering you the facility to stamp your PDF files with text impressions, Impress Pro also allows you to set various attributes for your PDF documents, namely:

- Document information  
Such as, Title, Subject or Author
- Security options  
Such as the password to open a document
- PDF file open options  
Such as the initial view and the position of the window containing the PDF file

You can set any (or all) of the above document attributes when stamping a file with an impression. However, these attributes can also be set completely independently from marking an impression, so giving you the ability to use Impress Pro just for setting document attributes.

## New Features in This Version of Impress Pro

The following list identifies the new features that were added for Version 2/2.1 of Impress Pro:

- **Support for any TrueType or Type 1 (PostScript) font**  
In addition to the base Acrobat fonts already supported by Version 1 of Impress Pro, all TrueType and Type 1 fonts available on your system can now be used in an impression. If you use a font that is not one of the ones already found within the file currently being stamped, that font will automatically be embedded into that file when you stamp it with that impression. See *Controlling an Impression's Appearance*.
- **Preview feature**  
When working with the current document a new **Quick Apply** button is available allowing you to stamp your file with your impression more quickly than you could by going through to the **Apply** tab in the Impress Pro dialog box. When used in conjunction with the new **Quick Undo** button, see below, this effectively offers you a preview facility allowing you to quickly stamp an impression and then remove it if you decide its effects are not as you would wish. See *Applying Impressions*.
- **Quick Undo**  
The new **Quick Undo** facility allows you to undo the last impression(s) applied using the Quick Apply feature. You can only do this **before** saving the relevant file(s). See *Applying Impressions*.
- **Tool Tips**  
Tool Tips are now available for many of the buttons and fields within Impress Pro. Simply linger with the mouse over the appropriate button or field to display the text of its associated tip.
- **Drag & Drop**  
You can use Drag & Drop to select the files or directories you wish to stamp with your impression. This feature is only applicable if working with multiple files. See *Selecting Multiple Documents*.
- **Selection of all PDF files within a Directory**  
It is now possible to select an entire directory to work with. All PDF files within that directory, provided they have an extension of **PDF**, will be selected automatically by Impress Pro. See *Selecting Multiple Documents*.
- **Serial Numbers**  
Support added for stamping serial numbers onto PDF file(s). These serial numbers can be *traditional* serial numbers or they can be revision/version numbers. This feature also allows you to stamp an unbroken sequence of page numbers across multiple files. See *Including Variable Data*.

- **Bates Numbering**  
Support for Bates numbering has been added. This is a system of numbering pages commonly used in legal documents. Page numbers consist of six characters, up to a maximum of 999999. For example page 34 would be 000034 when using Bates numbering:



See *Page Numbering*.

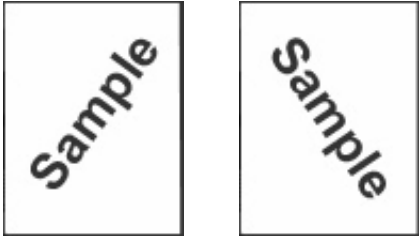
- **Roman Numerals**  
Support for numbering pages with Roman numerals has also been added. Numbering pages using Roman numerals is commonly used in documents' Introductions and Appendices. Pages can be numbered up to a maximum of 3999 using these symbols as many fonts do not support the extra lines above characters required to represent larger numbers. See *Page Numbering*.
- **Selection of special fields via the user interface**  
A number of special fields are available to allow variables, such as date or time information, to be stamped on your file(s). In previous versions of Impress Pro these fields had to be entered manually, but now their selection process has been streamlined so they can all be selected via new Impress Pro menu options. See *Including Variable Data*.
- **New variables added**  
Various new variables have been added, allowing you to stamp your file(s) with the current file name and various document information fields. See *Including Variable Data*.
- **Rotation of impression**  
Impressions can be automatically rotated by 90° clockwise, 90° anti-clockwise or 180° clockwise. This feature is aimed primarily at those pages within a PDF file that have themselves been rotated. For example, pages might have been scanned in upside down on a scanner in which case any impression stamped on those pages must be rotated by 180° if it is to appear the right-way up. See *Positioning an Impression*.
- **Transparent impressions**  
When using Acrobat Version 5 impressions can now be transparent so allowing the text below to still be seen. See *Positioning an Impression*.

- Outline and invisible text  
Impressions can now appear in either outline or invisible text, as well as in the normal text previously supported. Outline text is text that is not solid. Invisible text is text that will not appear in the PDF file when it is viewed or printed, but can be searched for within Acrobat: it is particularly useful if you wish to stamp a document with confidential information. This text, including that marked as invisible, can all be used by Acrobat's Catalog facility for inclusion within PDF indexes.

Normal Text	Outline Text	Invisible Text
<b>Normal</b>	Outline	

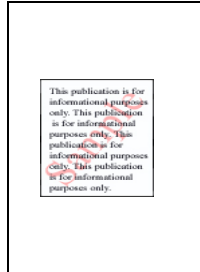
See *Controlling an Impression's Appearance*.

- Positioning of impression from top/bottom/left/right of page  
Once you've entered the co-ordinates at which an impression should display you can now specify if Impress Pro should calculate these co-ordinates from the top, bottom, left or right of your page. This is particularly useful for files that contain pages of differing sizes or orientation. See *Controlling an Impression's Appearance*.
- Positioning of impression diagonally from top/bottom left of a page  
While full support is still included for pin-pointing exactly where an impression should appear on a page, you can now simply select to stamp an impression diagonally from the top left or bottom left of a page. Impress Pro will then automatically work out the necessary co-ordinates and angle for you.



The impression will always be positioned across the centre of the page: its angle will differ depending on page size. This feature is particularly useful for files that contain pages of differing sizes or orientation. See *Positioning an Impression*.

- Using a Clipping Area to position an impression.  
A Clipping area is the area that you see on screen, rather than the full media size of the document. For example you can use the crop tool in your viewer to crop a document for viewing on screen. Simply by selecting Impress Pro's new **Use Clipping Area** option the stamp will original page size document as the diagram below demonstrates.



An example of text positioned in relation to its clipping area is Acrobat Help.

- Ability to save information set behind the **Info**, **Open** and **Security** tabs as default settings  
New buttons have been added to Impress Pro's **Info**, **Open** and **Security** tabs allowing you to save the information you set there as Impress Pro's default settings. For example, you can enter your name into the **Author** field in the **Info** dialog box and then save it as the default setting for that field. See *Document Attributes*. **Current** buttons are also available to allow you to set (and save) the information to be the same as for the currently open document.

## About This Manual

This manual gives full details on using Impress Pro. It assumes you have a working knowledge of your computer and its operating system, and of the particular Viewer you are using for the display of your .PDF files.

The manual is split into the following sections:

### ***Chapter 1 Introduction to Impress Pro***

This section. It contains an overview of Impress Pro and lists those features that are new in Version 2. It also gives details on the system requirements needed to run Impress Pro.

### ***Chapter 2 Getting Started***

Contains instructions to quickly get you started using Impress Pro by stamping single or multiple files with one or more of the sample impressions supplied with Impress Pro. It also contains details on how you can stamp only selected pages of PDF files and how you can use the new Quick Apply and Quick Undo features.

### ***Chapter 3 Working with Impressions***

Contains detailed information on all the options available within Impress Pro for creating your own impressions.

### ***Chapter 4 Setting Document Attributes***

Contains detailed information on setting document attributes such as security options and document information.

### ***Chapter 5 Frequently Asked Questions***

Answers to some Frequently Asked Questions about Impress Pro.

### ***Appendix A Setting Special Fields Manually***

Details how the special fields supported by Impress Pro can be selected manually. This functionality is only included for compatibility with previous versions of Impress Pro as these fields can now be set via Impress Pro's user interface.

### ***Appendix B Impress Developer Edition***

Contains brief details on Impress Pro's associated product, *Impress Developer Edition*, which supports many of Impress Pro's features, but does so within a development environment. This plug-in is available for purchase from Mapsoft.

## Notational Conventions

The following notational conventions are used throughout this manual:

- Cross-references to other sections or manuals appear in ***Bold Italics***.
- Any variable items from where you have to choose a particular option appear in *italics*. *Italics* are also used for emphasis.
- Names of buttons and fields appear in **bold**: for example, select **OK**.
- References to menu items are shown as follows:

**Plug-Ins > Impress Pro...**

In this example you would select the **Plug-Ins** option from your Viewer followed by the **Impress Pro** option.

## System Requirements

Generally the requirements for Impress Pro are the same as for the version of Acrobat that you are using. However, the minimum hardware and software requirements to run Impress Pro are:

- i486 or Pentium processor-based personal computer.
- Microsoft Windows 95/98/ME/2000/XP or Windows NT V4 with service pack 3 or later.
- 8MB of RAM (16MB on Windows NT, Windows 2000 and Windows XP Professional).
- Acrobat Exchange 3.0 or later or Acrobat Version 4.x or later.
- CD-ROM drive.

*Note: Please refer to the Acrobat documentation for the minimum requirements for your version of Acrobat.*

### Getting Started with Impress Pro

This chapter aims to help you get started using Impress Pro to stamp impressions on PDF files as quickly as possible. Follow the instructions given here to see how easily you can use Impress Pro to:

- Stamp a single impression on the current file using the Quick Apply feature
- Stamp multiple impressions on the current file
- Stamp only selected pages with an impression
- Create your own impression based on one of the sample impressions
- Save an impression for later re-use
- Use the Quick Undo feature to remove an impression from the current file  
*Note: Only impressions stamped using the Quick Apply feature can be removed in this way, and then only before the relevant file has been saved*
- Use a font other than one of Acrobat's standard fonts for an impression
- Set variables, including Bates numbering
- Stamp multiple files with multiple impressions

**Once an impression has been stamped on a file and that file has been saved, you cannot remove that impression. It is permanently embedded within your file.**

**You are thus strongly advised to take backups of your files before running Impress Pro over them.**

You can however, use Acrobat's **File > Revert** option to remove an impression **before** a file has been saved.

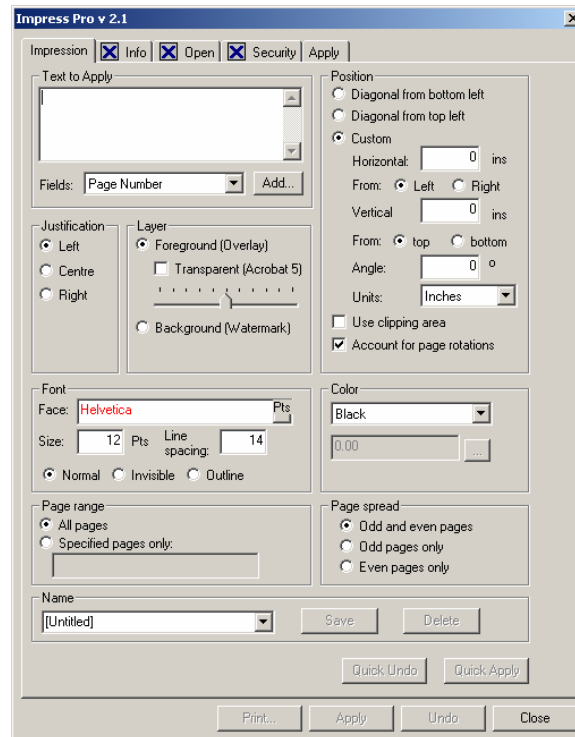
This chapter is *not* designed to be an exhaustive list of all Impress Pro's features, and indeed, does not contain details on all the features offered by this product (for example, setting document attributes). Instead, it concentrates on getting you started using Impress Pro as quickly as possible by showing you how just how quick and easy it can be to stamp impressions on PDF files.

Comprehensive details on stamping impressions can be found in *Chapter 3 Working with Impressions*: details on setting document information can be found in *Chapter 4 Setting Document Attributes*.

## Starting Impress Pro

To start Impress Pro you simply select the **Impress Pro...** option from your viewer's **Plug-Ins** menu.

The Impress Pro dialog now displays.



*Note: You do not need to open a PDF document in your Viewer before starting Impress Pro, although you can open a PDF document first if you wish to work with that document.*

Five different tabs are available for selection. Each contains options allowing you to perform various tasks. Simply click the tab you require to display the appropriate options:

- **Impression**  
The active tab when Impress Pro first starts. Options here allow you to create new impressions, or select an existing one, for stamping your PDF document(s). If stamping a single impression on the current file the Quick Apply feature is available here, otherwise you must use options behind the **Apply** tab to actually stamp your document(s).
- **Info**  
Allows you to set standard document information for your document(s).

- **Open**  
Allows you to control the appearance of your PDF documents and the window in which they display when first displayed in your viewer.
- **Security**  
Allows you to set standard file security options for your document(s).
- **Apply**  
Allows you to select multiple impressions and/or multiple documents to be stamped during this session of Impress Pro. Using options here you can also apply any document information set using the **Info**, **Open** and/or **Security** tabs.

You will notice an **X** next to the **Info**, **Open** and **Security** tabs. When you make any changes to any of the options behind any tab it's associated **X** will change to a tick  (check mark) to indicate that changes have been made.

## Working with a Single File

The following sections all look at using Impress Pro to stamp impressions on your current PDF file. Before starting to work through the steps given here (and throughout the rest of this chapter) you must first create nine sample test files. These files are referred to throughout this section as **testfile1.pdf**, **testfile2.pdf**, **testfile3.pdf ... testfile9.pdf**. These files should each be at least ten pages long, but for the purposes of the following exercises their contents are not important. You should however take backups of each file before commencing the following exercises, in case you need to revert back to the original file for any reason.

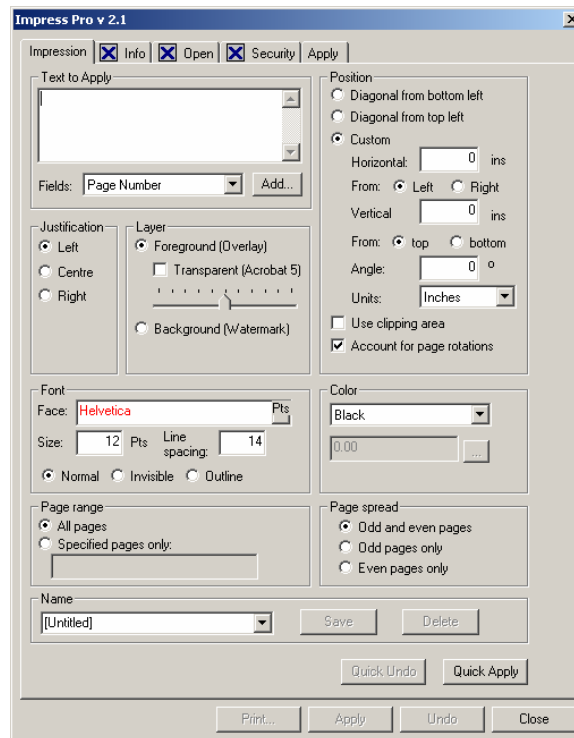
## Applying a Single Impression

Follow the steps given below to use the new Quick Apply feature to stamp one of the sample impressions supplied with Impress Pro onto the current file.

### To stamp a single impression on the current file:

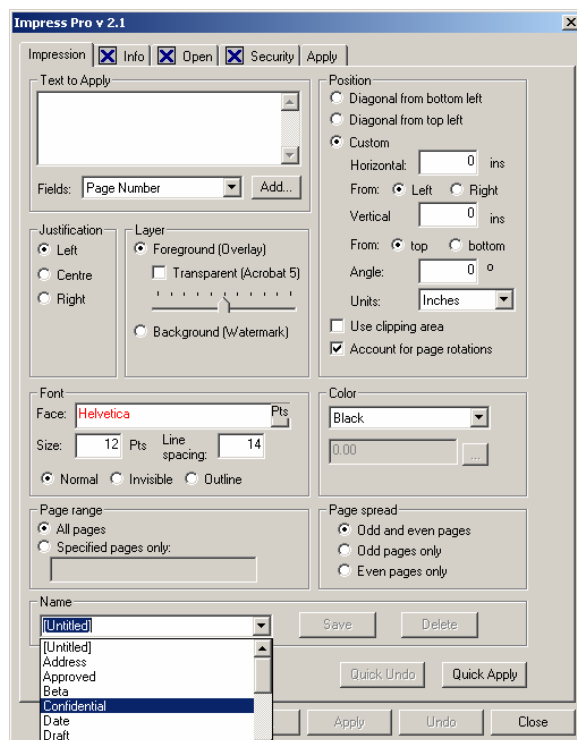
1. Open the PDF document you want to stamp with the impression, in this case your own **testfile1.pdf**.

2. Select **Plug-Ins > Impress Pro...** within your viewer to display the Impress Pro dialog box.



*Note: You will notice that the Font Face (Helvetica) appears in Red in the **Face** field. This is because this particular font is one of the Acrobat Base Fonts. All Acrobat's base fonts appear in Red, to distinguish them from the available Type 1 (PostScript) and True Type fonts. Acrobat Base Fonts do not need to be embedded into the PDF file because they are always provided with the Acrobat Viewers. Thus using Acrobat Base Fonts will generally make your PDF files smaller.*

3. Select the name of the impression you want to use, in this case the **Confidential** sample impression, from the drop-down list of available impressions in the **Name** field, as shown below.



4. Click the **Quick Apply** button to stamp your test file with the **Confidential** impression.

The word **Confidential** in Red Normal text should now appear at the top of the first page of your test file. Move the Impress Pro dialog box if necessary so you can check that this is the case.

5. Click **Close** to exit from Impress Pro.

You have now stamped your first file with an impression using Impress Pro. Saving this test file will permanently embed this impression into that file if you so wish.

## Undoing an Impression

If you use the **Quick Apply** button to stamp a file with an impression, you have the option of using the **Quick Undo** button to remove that impression from your file. Together these two new features give you the ability to preview a file to quickly check whether or not you think an impression is suitable for your needs.

Follow the steps below to apply Impress Pro's **Draft** sample impression to **testfile2.pdf** and then remove it immediately.

### To apply and immediately undo an impression:

1. Open your own testfile, **testfile2.pdf**.
2. Select **Plug-Ins > Impress Pro...** to display the Impress Pro dialog box.
3. Select the **Draft** sample impression from the drop down list in the **Name** field.
4. Click the **Quick Apply** button to stamp the text **Draft** in red as a watermark on each page of your test file.
5. Now, click the **Click Undo** button to remove the text **Draft** from every page.
6. Click **Close** to exit Impress Pro.

*Note: Using Quick Undo to remove an impression can only be done in the current session of Impress Pro. Once you quit the Impress Pro dialog box you will not be able to use the Quick Undo feature to remove impressions already stamped into your file(s). (However, impressions could still be removed using Acrobat's **File > Revert** option until the file has been saved). It is recommended that you have the file open in **Fit to Window** mode, so that you can view the impression before deciding whether you want to keep it or not.*

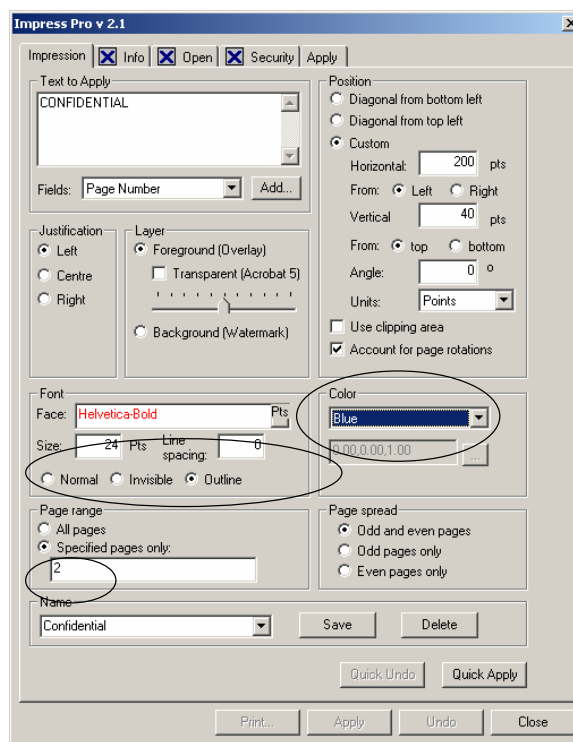
## Changing an Impression

If you wish you can make modifications to any of Impress Pro's sample impressions (or indeed to any of your own impressions once you've created some). For example, you could change the **Confidential** impression so that it stamps the text **Confidential** onto the second page of your file and not the first one. In addition, you could also change it so that the text is stamped as Outline text, rather than as Normal text, and that it appears in Blue not Red. The following steps show how you can do this.

**To modify an existing impression:**

1. Re-open your file **testfile1.pdf** (if you closed it earlier).
2. Re-open Impress Pro by re-selecting **Plug-Ins > Impress Pro...**
3. Next, select the name of the **Confidential** impression from the drop-down list of available impressions in the **Name** field.
4. Type **2** in the text area below the **Specified Pages Only** radio button in the **Page Range** field.
5. Select **Blue** from the drop down list of options in the **Colour** field.
6. Select the **Outline** radio button in the **Font** field.

The Impress Pro dialog should now look as follows:



7. Click the **Quick Apply** button to stamp the text **Confidential** in Blue Outline font onto the second page of your test file.

You will also notice that the original 'Confidential' impression still remains on the first page.

8. Click the **Close** button to close Impress Pro, or alternatively proceed to Step 2 in the following section **Saving an Impression** to save your impression for later re-use.

## Saving an Impression

Once you have modified an existing impression, or created a completely new impression of your own, you can then save that impression for repeated re-use. For example, having altered the sample **Confidential** you might now want to save your modified version of that impression for later re-use. The following steps show you how you can do this.

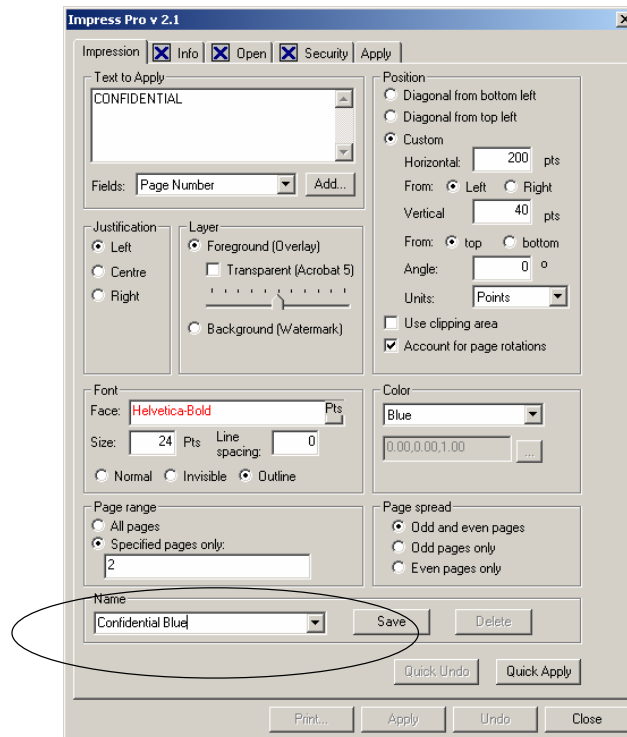
*Note: It is always advisable to save a modified impression with a different name: otherwise you would overwrite the original impression.*

### To save an impression:

1. If you quit Impress Pro at the end of the previous set of instructions, repeat steps 1 through 6 given in the previous section, **Changing an Impression**. You will notice that all the options you changed have reverted to their previous settings as you did not save them.

However, if you did not quit Impress Pro at the end of the last series of instructions, proceed directly to step 2 below.

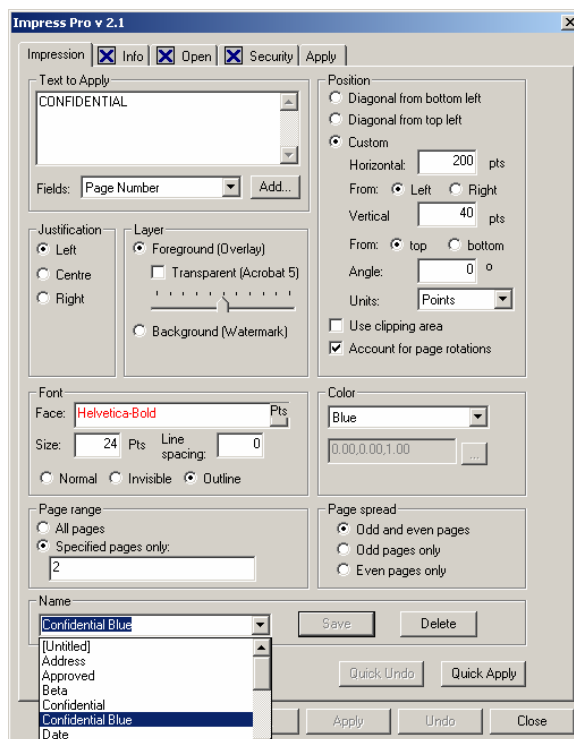
2. Now, type the name to be used for the modified version of the impression in the **Name** field. You could use **Confidential-Blue** to distinguish your version from the original (**Confidential**).



3. Click **Save** to save your impression with its new name.

#### 4. Click **Close** to exit Impress Pro.

Next time you start Impress Pro the name of your new impression will display in the drop down list in the **Name** field, as shown here, to indicate it is available for selection:



You could of course combine the above steps with those given in the previous section *Changing an Impression*, so modifying, saving and applying an impression all in one.

## Specifying the Page Range/Spread

It is possible to specify which pages of a file should be stamped with your chosen impression by using the **Page Range** and **Page Spread** fields. You can specify that All pages should be stamped, Odd pages only or Even pages only. Alternatively, you can even specify the actual page numbers of those pages which should be stamped. When specifying the actual page numbers, you can enter a range of pages (separated by hyphens), contiguous pages (separated by commas), or a mixture of the two.

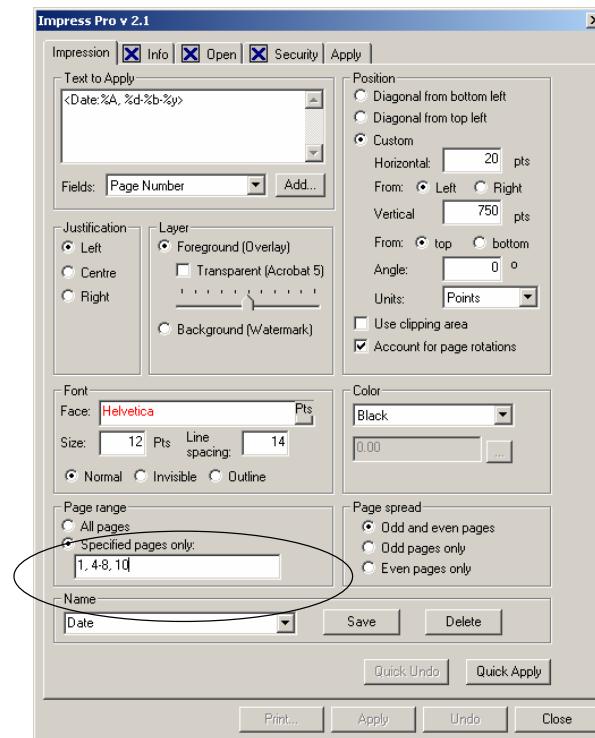
The steps below show you how you can stamp the current date onto page 1, pages 4 through 8 and page 10 of your test file **testfile3.pdf**.

### To specify the page range/spread:

1. Open your file **testfile3.pdf**.
2. Open Impress Pro by re-selecting **Plug-Ins > Impress Pro...**
3. Next, select the name of the **Date** impression from the drop-down list of available impressions in the **Name** field.
4. Select the **Specified Pages Only** radio button in the **Page Range** field.
5. Next type:

**1, 4-8, 10**

in the text area below, as shown in the following screen snap.



*Note: You do not have to include spaces between each entry. These are included here for readability.*

6. Click **Quick Apply** to stamp the specified pages of your document with the current date.

The date, in the format *Day, Date Month Year*, for example **Thursday, 09-Jan-03** should now appear in black on the bottom left area of pages, 1, 4, 5, 6, 7, 8 and 10.

7. Click **Close** to quit Impress Pro.

## Specifying Variable Data

In addition to containing specific text impressions can also include variable data, such as date, time, page count or page number information that will be replaced with actual text values when the file is stamped.

The **Date** sample impression used in the previous section, *Specifying the Page Range/Spread* is an example of an impression that contains a special field. However, many options are available to you to allow you to customise the appearance of this variable data. For example, the example date **Thursday, 30 Jan-03** in the previous section could have appeared in any of the following formats instead:

- Thursday 09 January 03
- Thurs January 09 2003
- 01/09/03
- 09/01/03

to show just a few of the possible combinations.

Follow the instructions given below to stamp your test file, **testfile4.pdf**, with the current Date and Time in the form:

*Full Day Name, Day of the Month Full Month Name Full Year Name, Hours(using 24-hr clock):Minutes:Seconds*

For example:

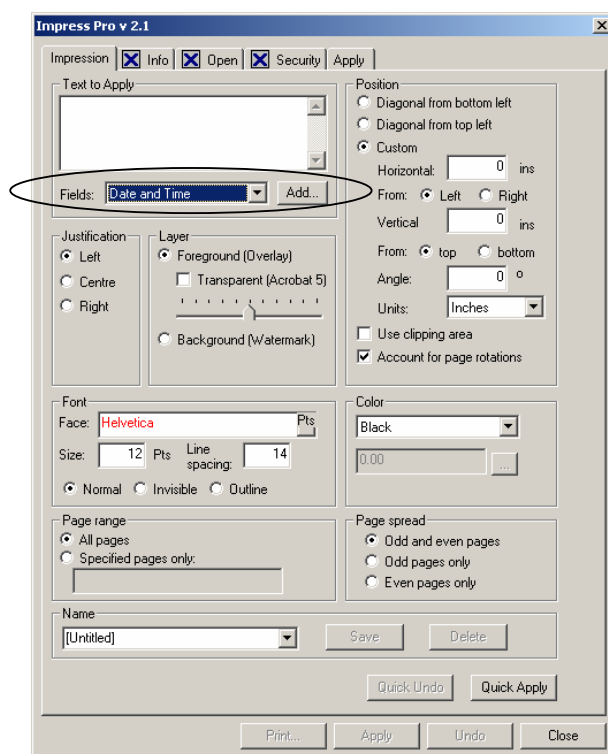
Thursday, 09 January 2002, 13:24:56

*Note: You must manually insert any punctuation that you wish to be included as part of the date yourself.*

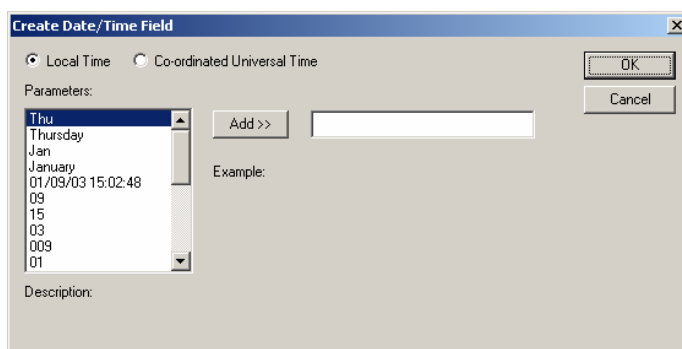
### To specify variable data:

1. Open your file **testfile4.pdf**.
2. Open Impress Pro by re-selecting **Plug-Ins > Impress Pro...**

3. Select the **Date and Time** option from the drop down list of options in the **Fields** field.



4. Click the **Add** button next to the **Fields** field to display the Add Date and Time dialog box.



Here you can select the format in which you wish the Date and Time information to appear.

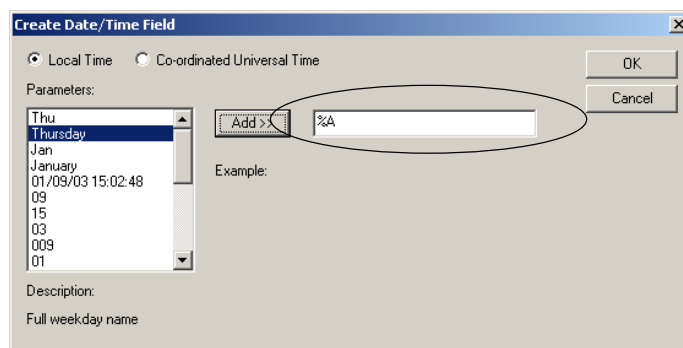
*Note: Tool tips are available for each parameter under 'Description'.*

5. Select the full name of the current day from the list of parameters, for example **Thursday**.

- Click **Add**. The entry:

**%A**

should now appear in the un-named text field next to the **Add** button.



- Manually type a comma (,) followed by a space into this text field immediately after this entry to separate it from the next entry you will make. (Otherwise there will be no punctuation or spacing following the Day entry in your impression.)
- Next select the current day of the month, for example **09**, and then click the **Add** button. The entry:

**%d**

should now appear in the text field after the %A entry.

- Manually type a space into this text field after this entry.
- Next select the current month, for example **January**, and click the **Add** button. The entry:

**%B**

should now appear in the text field after the existing entries.

- Manually type a space into this text field after this entry.
- Next select the current year in unabbreviated format, for example **2003**, and then click the **Add** button. (You may need to scroll down the list of available entries.) The entry:

**%Y**

should now appear in the text field after the existing entries.

- Manually type a comma followed by a space into this text field.
- You are now ready to select the Time information. First select the Hour, in 24-hour clock format, for example **13**, and then click the **Add** button. The entry:

%H

should now appear in the text field next to the **Add** button.

15. Manually type a colon (:) into the un-named text field to the right of the **Add** button. Do not insert a space here as you want the time information to be separated by colons, not spaces.

16. Next select the current Minutes, for example **24**, and then click the **Add** button. The entry:

%M

should now appear in the text field next to the **Add** button.

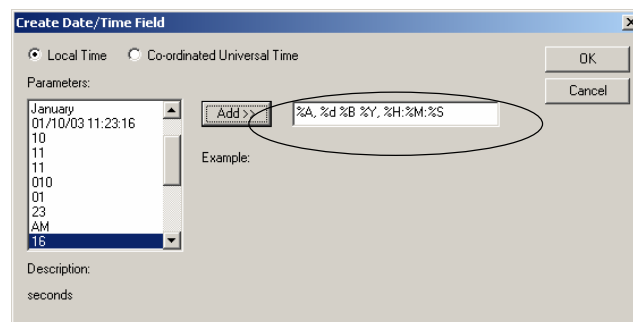
17. Manually type a colon into this text field.

18. Finally, select the current Seconds, for example **56**, and then click the **Add** button. The entry:

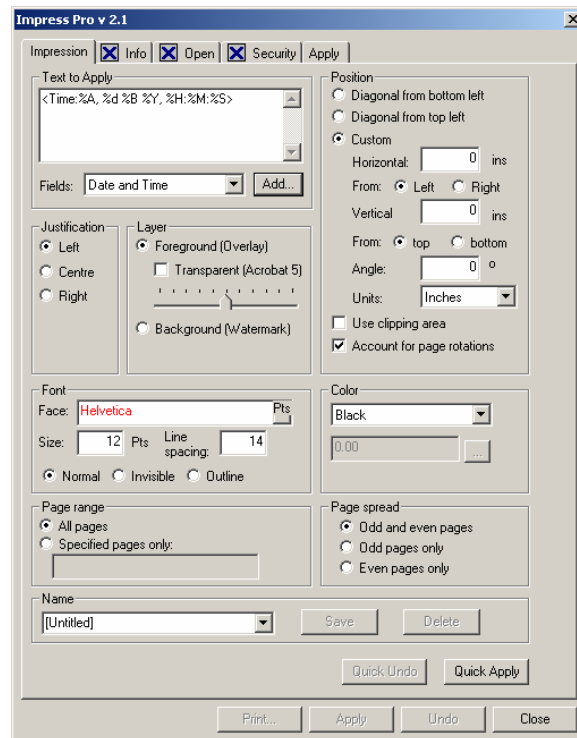
%S

should now appear in the text field next to the **Add** button.

The dialog box should now look like the following:



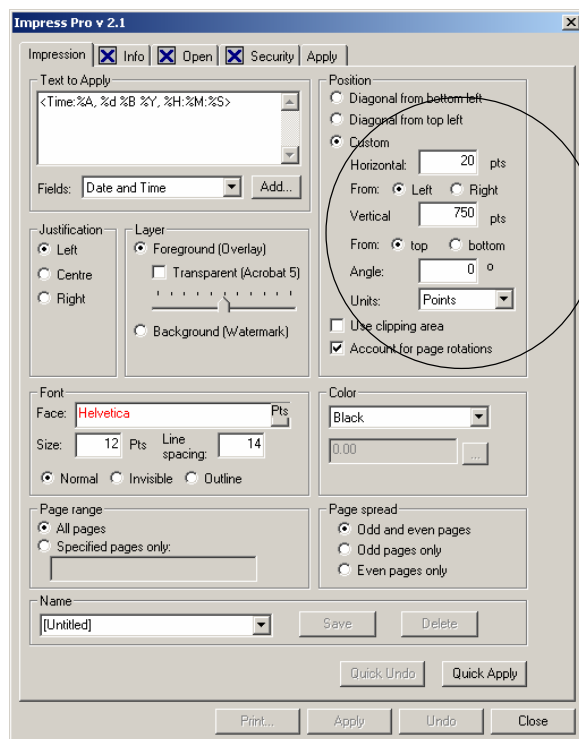
19. Click **OK** to return to the main Impress Pro dialog box, where the special Date/Time fields you just selected will now be displayed in the **Text to Apply** field.



*Note: Impress Pro has automatically inserted < > delimiters. These are required to enable Impress Pro to identify variable data.*

- Next, you must specify the position at which you wish your new impression to be stamped. In the **Position** field click the Custom radio button and set the coordinates you require, for example:

<b>Units</b>	<b>Points</b>
<b>Horizontal</b>	20
<b>Vertical</b>	750



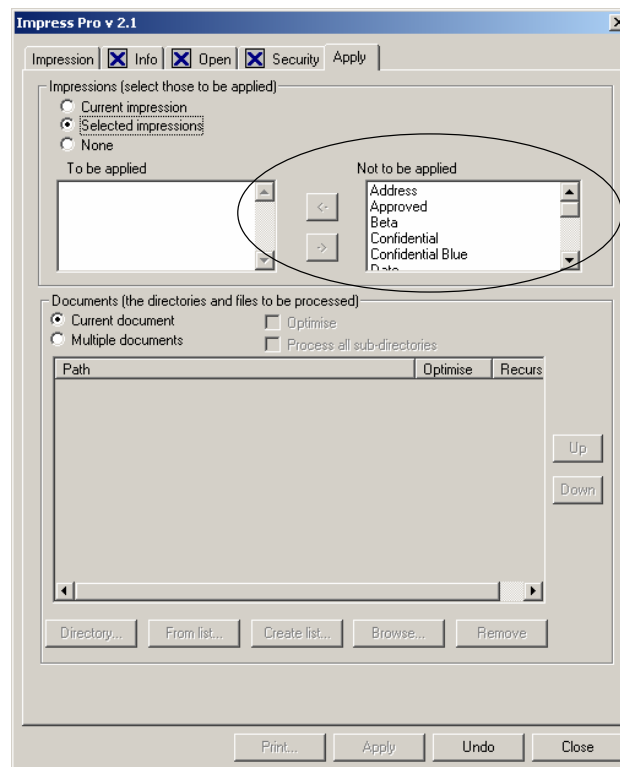
- Now click **Quick Apply** to stamp your file with the current date and time in the chosen format.
- Click **Close** to quit Impress Pro (saving the impression with a new name first if you so wish).

## Marking a File with Multiple Impressions

While the examples in the previous sections all stamp a single impression onto one file, you can also stamp multiple impressions onto a single file (or indeed onto multiple files). Follow the steps below to stamp one of your test files with three sample impressions, **Confidential**, **Date** and **Draft**, in one stamping operation.

**To stamp the current document with multiple impressions:**

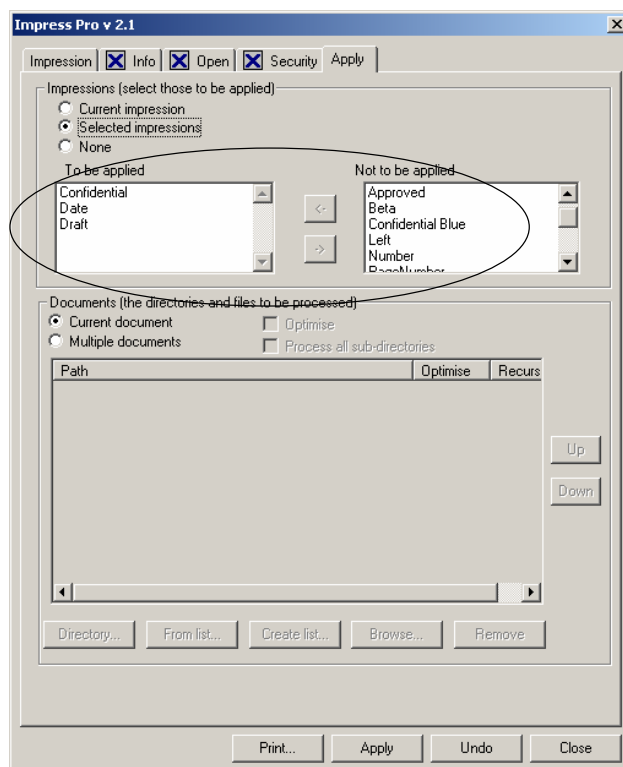
1. Open your test file **testfile5.pdf**.
2. Select **Plug-Ins > Impress Pro...** within your viewer, to display the Impress Pro dialog box.
3. Click the **Apply** tab to display further options.
4. Click the **Selected impressions** radio button. This activates the **To be applied** and **Not to be applied** fields. All the currently available impressions are listed in the **Not to be applied** field, as in the example below.



5. Next, select the impressions you wish to stamp onto your file from the **Not to be applied** field. Select the first impression you require, for example **Confidential**, and then click the left facing arrow to move the selected impression from the **Not to be applied** field into the **To be applied** field.



- Repeat step 5 for the **Date** and **Draft** impressions: the Impress Pro dialog box should now look as follows:



*Note: If you inadvertently select the wrong impression, simply select the unwanted impression in the **To be applied** field and click the right-facing arrow to move the selected impression back to the **Not to be applied** field.*

- Now, click the **Apply** button to stamp your document with the selected impressions.

*Note: The **Quick Apply** and **Quick Undo** features are not available when working with multiple impressions.*

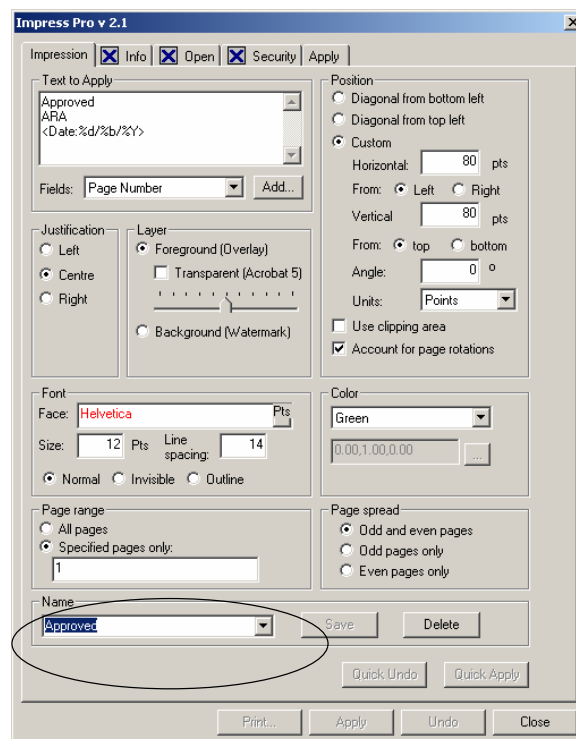
- Click **Close** to quit Impress Pro.

## Working with Multiple Files

You can also work with Impress Pro in batch mode, stamping multiple files with your chosen impression(s) in one stamping operation. Follow the steps below to stamp four of your test files, **testfile6.pdf**, **testfile7.pdf**, **testfile8.pdf** and **testfile9.pdf** with the **Approved** sample impression.

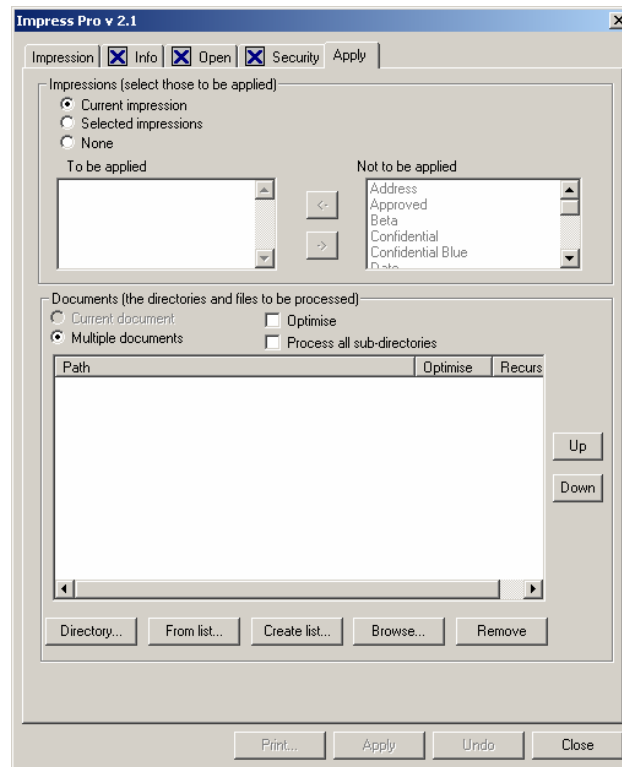
### To stamp a single impression on multiple files:

1. Select **Plug-Ins > Impress Pro...** within your viewer, to display the Impress Pro dialog box.
2. Close any documents currently open in the viewer. It is always advisable to do this when stamping multiple files.
3. Select the **Approved** impression from the list of available impressions in the **Name** field.



4. Click the **Apply** tab.
5. Click the **Current Impression** radio button to indicate you wish to stamp the selected files with the impression you just chose.

The Impress Pro dialog box should now look as follows:



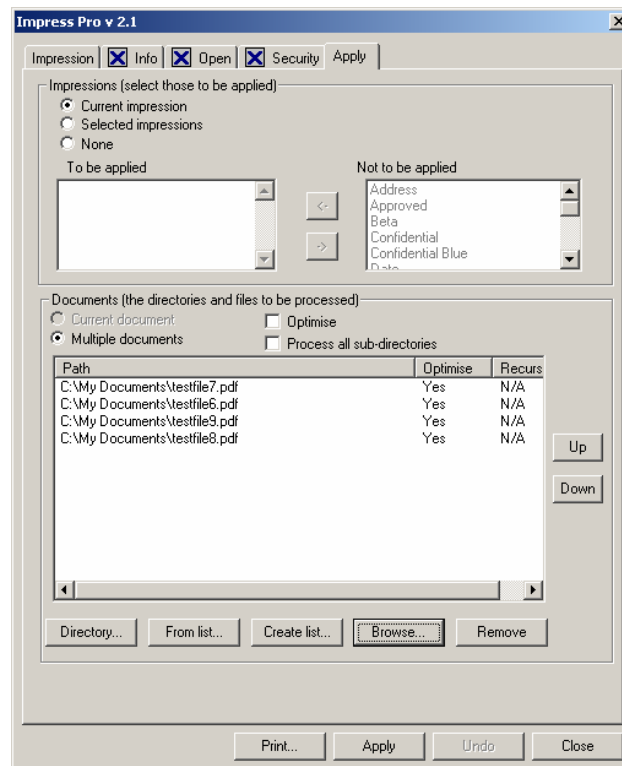
*Note: The **Current Document** option is greyed out because no documents are currently open and the **Multiple Documents** option has been set automatically. If you did have a document open you would now need to set the **Multiple Documents** radio button.*

6. Check the **Optimise** button.
7. Next you need to enter the names of the files you wish to stamp with your chosen impression, in this instance **testfile6.pdf**, **testfile7.pdf**, **testfile8.pdf** and **testfile9.pdf**. You can do this in a number of ways, use:
  - **Drag & Drop** to pull the relevant files into this text box.
  - the **Browse** button to display a further dialog box from where you can search for the files you require.
  - the **Directory** button to display a further dialog from where you can select a directory. Impress Pro will add all the PDF files found within that particular directory to the list.

- the **From List** option to select PDF files or standard directories from an existing text file listing the appropriate files. The program will look through the contents of a list for file/directory names and locations, check they exist before adding them here. Files/directories can be found either line by line (see example below), or if you are searching a comma delimited file, then between the commas.

*Note: If any files you do not require are listed, use **Remove** to remove them.*

8. Whichever method you used to select your files, the Impress Pro dialog should now look something like the following:



*Note: Files will be stamped in the order in which they appear in this list. You could re-order the files within the list using the **Up** and **Down** buttons, to ensure files were stamped in a specific order. This is particularly useful for example if stamping serial numbers or other information across multiple files where the ordering of the files is significant. See the section *Including Variable Data* in the next chapter for full details on stamping one unbroken sequence of numbers across multiple files.*

9. Click **Apply** to stamp the selected file with the chosen impression.

*Note: The **Quick Apply** and **Quick Undo** features are not available when working with multiple files.*

10. Click **Close** to quit Impress Pro.

You could of course stamp multiple files with more than one impression and/or variable data.

## Chapter 3

# Working with Impressions

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Impress Pro allows you to create your own impressions for stamping PDF documents. You can save your impressions for subsequent re-use. You can choose to stamp one or more documents with one or more impressions.

This chapter gives full details on all the options available to you for:

- Creating, customising or updating impressions
- Stamping PDF files with your impressions

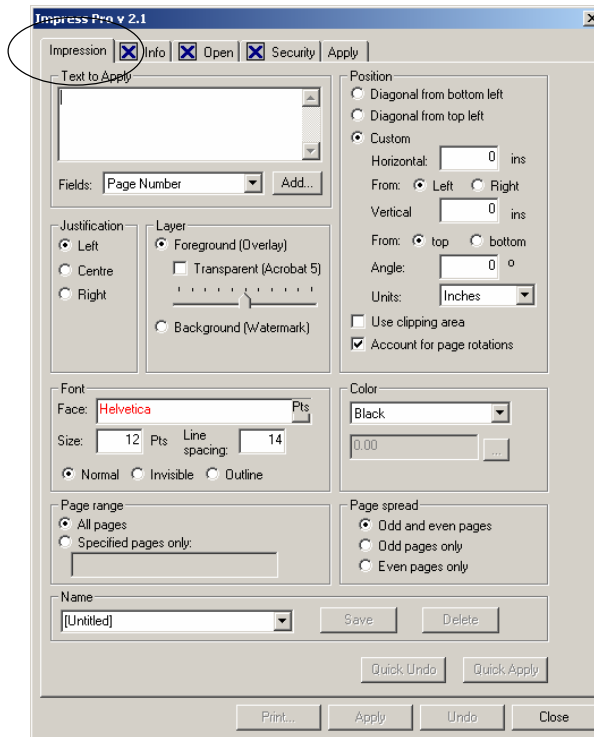
***Important:*** Once you have saved any PDF file stamped with an impression using Impress Pro, you will not be able to subsequently remove that impression from your file.

**You are thus strongly advised to take backups of your files before running Impress Pro.**

You can however use Acrobat's standard **File > Revert** options to remove an impression before the relevant file has been saved.

## Creating Your Own Impressions

The options behind the **Impression** tab allow you to create your own impressions. This tab is the one that is active when you first start Impress Pro, by selecting the **Impress Pro...** option from your Viewer's **Plug-ins** menu.

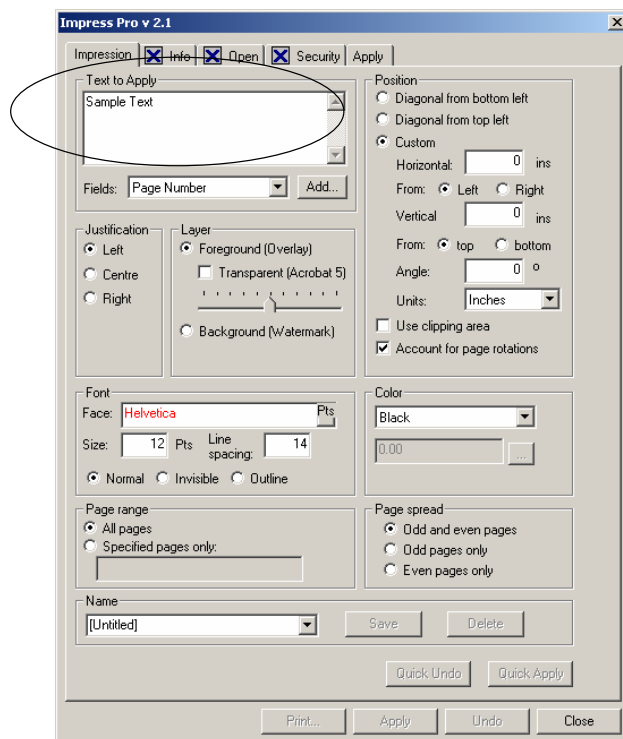


Options available here allow you to:

- Create the text for a new impression or modify the text of an existing one. See *Specifying Text for an Impression* for details.
- Specify any variable data relating to page numbering and date/time stamps that should appear in your impression. See *Including Variable Data* for details.
- Specify the appearance of your impression, including its colour and font. See *Controlling an Impression's Appearance* for details.
- Specify the positioning of your impression on the page and whether it should appear as a watermark or not. See *Positioning an Impression* for details.
- Give details on those pages of your PDF file on which the impression should be stamped. See *Specifying Page Ranges* for details.
- Name your impression and save it for future re-use. See *Naming an Impression* for details.

## Specifying Text for an Impression

You specify the actual text you want to be stamped as your impression in Impress Pro's **Text** field, as in the example below:



Text specified here will be stamped on all the specified pages within your PDF file(s) when you **Apply** your impression(s).

You can enter any text you want as your impression. A single impression can spread over multiple lines. If you wish to create a multi-line text impression just use the **Enter** key (**Return** key) to create each new line. The line spacing is defined by setting the leading value. The leading value should be the height of the font plus the amount of space that you wish to see between the lines. However, if you wish to apply several lines of text with different attributes, then you should do this by creating several impressions, saving them and then applying them as multiple impressions (using options behind the **Apply** tab).

*Note: You can insert foreign characters to use in your impression by pasting from a character map.*

Within the text of an impression you can also include some special fields relating to variable data such as page numbering and date/time stamps. See **Including Variable Data** below for full details. These special fields can be selected using the **Fields** field and are then inserted automatically into the **Text** box where they are delimited by the '<' and '>' characters to distinguish them from ordinary text.

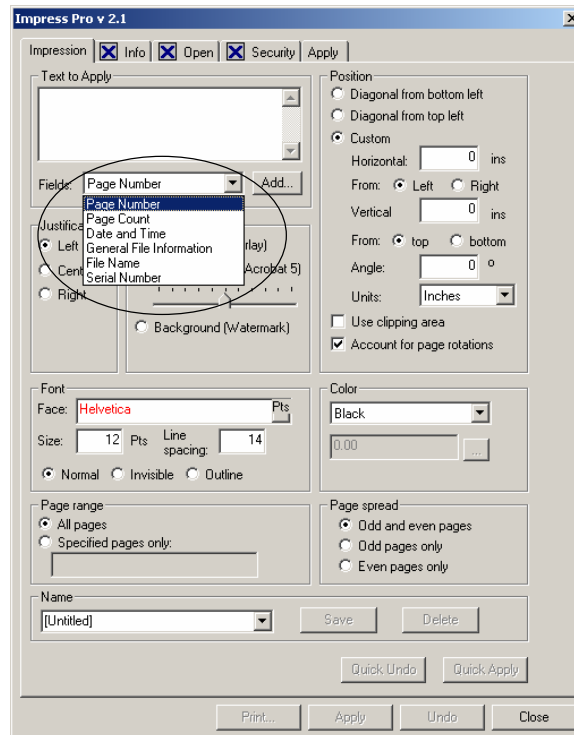
*Note: If you want to use the '<' and '>' characters in the actual text of an impression you must first escape them with a '\ ' to prevent them from being recognised as a special field. To include a '\ ' character within your text, enter it as '\\ '.*

## Including Variable Data

Special fields relating to the following types of variable data:

- Date and Time Stamps
- Page Numbering
- Page Count
- Filename Information
- General File Information
- Serial Numbers

can be used when stamping multiple or single PDF files. These can all be selected from the **Fields** field.



To include any of the available special fields within the text string of your impression, first choose the type of field you require from the drop down list of available fields shown in the **Fields** field, and then click the **Add** button. When you have done this a dialog box containing specific options relating to that particular type of field displays. These dialog boxes are described in the following sections.

From each you can select further parameters controlling the appearance of that type of data. Once you have made your selection Impress Pro automatically inserts the appropriate special field code into the **Text** field, enclosed within <> characters to distinguish them from ordinary text. Some of these special fields, such as the Date/Time ones, can have parameters associated with them. Parameters are preceded by a % character.

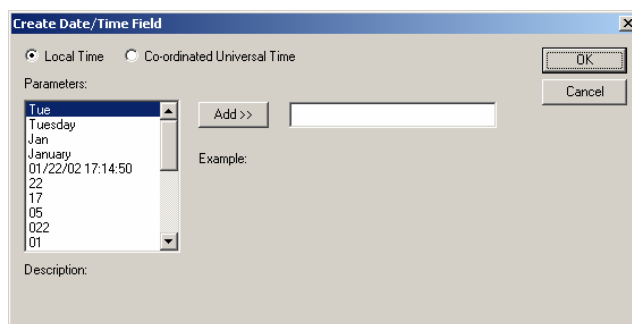
In Versions of Impress Pro pre-dating Version 2.0, all special field codes had to be entered manually directly into the **Text** box. For compatibility with earlier versions of Impress Pro you can still set these manually. See *Appendix A Setting Special Fields Manually* for details.

The following sections describe the options found in all the Variable Data dialog boxes and lists the actual special field codes that will be automatically generated by Impress Pro when an option has been selected.

## Date and Time Stamps

There are a number of different date and time stamps which you can use for stamping date and time information into your PDF documents. When stamping a PDF document with any of the supported date or time stamps Impress Pro reads the date or time only once, and uses the same value for all subsequent impressions while the Impress Pro dialog box remains open. This prevents any inconsistencies arising if you stamp the time more than once during the same session.

When you select the **Date and Time** option from the drop down list in the **Fields** field and then click the **Add** button, the Create Date/Time Field dialog box displays. Here, you can select the format in which you want the date/time to be stamped on your documents.



Choose if you want the date/time to be stamped in the **Local Time** or the **Co-ordinated Universal Time** by default. Depending on your selection either the <Time> or <TimeUTC> special field codes will be inserted into your impression's text string when you click **OK** to quit the Create Date/Time Field dialog. The actual default date/time format in which the date/time will be stamped will depend upon your locale, and will change in line with any changes that might be made to the International settings within your Windows Control Panel.

You can choose any combination of parameters from the pull down list available in the **Parameters** field, to further control the format in which the date/time are to be stamped on your document(s). Click **Add** to select each option you require in turn.

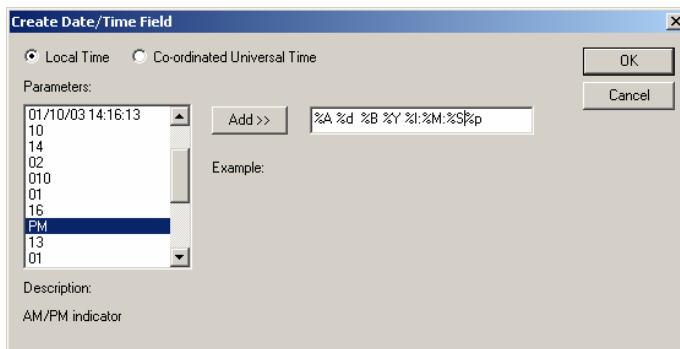
*Note: If you highlight an option in the list a brief description of that option will appear in the **Description** field at the foot of the screen.*

Please refer to the table in *Appendix A Setting Special Fields Manually* for a description of each of the options available in the **Parameters** field. It also shows the special field codes associated with each of these options that will be automatically generated by Impress Pro and inserted into the relevant **Time** field code in your impression's text string when you click **OK**.

For example, to stamp the following date/time information in Local Time format:

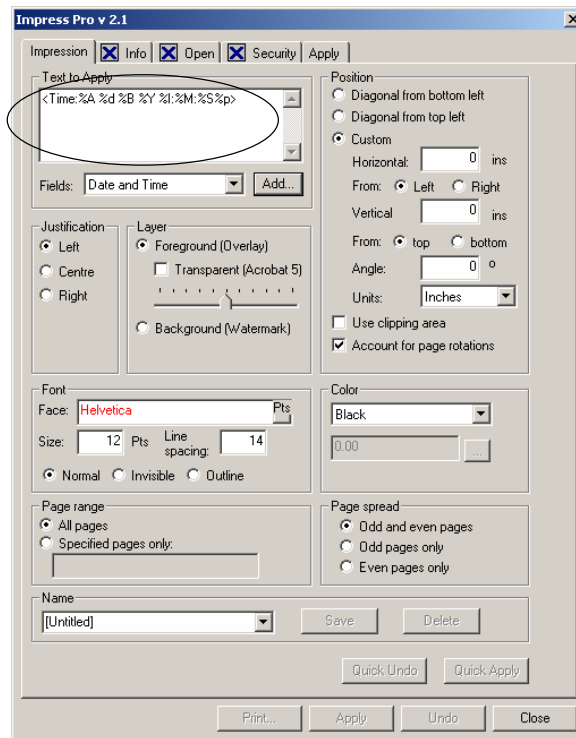
- Day of Week (in full)
- Day of Month
- Month (in full)
- Year (with century)
- Hour (12 hour clock)
- Minute
- Seconds
- AM/PM indicator

select the appropriate entries from the **Parameters** field in the Create Date/Time Field dialog box. Impress Pro automatically inserts the relevant special field codes into the **Text** field as shown below.



*Note: Punctuation has been added here to make the final date/time string more readable.*

The options you select here, together with any punctuation you add to the string, will all be inserted into the **Text** field in Impress Pro's main dialog after you have clicked **OK**. Impress Pro will automatically enclose the special field codes within the special field delimiter characters, < >.

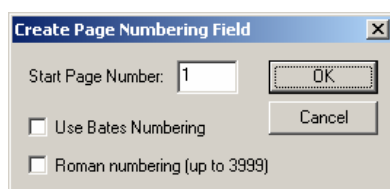


If you were to stamp a PDF document with this particular impression the date/time would appear in the format given in the following example:

Thursday 09 January 2003 10:48:01 PM

## Page Numbering

The Create Page Numbering Field dialog box displays when you select the **Page Numbering** option from the **Fields** field and then click the **Add** button.



Here you can specify the number at which page numbering is to commence into the **Start Page Number** field. By default page numbering will commence from 1.

*Note: The maximum limit for standard page numbering is 999999999.*

Setting the page number option will generate the special field code `<PageNumber>` and inset it (together with the appropriate parameter(s)) into your text string.

You can specify that pages are to be numbered in accordance with the Bates Numbering system, by enabling the **Use Bates Numbering** check box. Bates numbers are commonly used in legal documents and consist of six characters, up to a maximum of 999999. For example page 1 would be 000001 when using Bates numbering. Choosing this option will enter the special field code `<BatesPageNumber>` into your text string.

You can also specify that pages are to be numbered using the Roman Numbering system, by enabling the **Use Roman Numbering** check box. Roman Numerals are commonly used for documents' Appendices or Introductions. Impress Pro can only represent numbers from 1-3999 in Roman Numerals, as most fonts do not support the extra line on top of the characters that would be required to represent larger numbers. Choosing this option will enter the special field code `<RomanPageNumber>` into your text string.

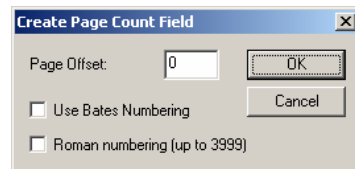
*Note: Page numbers relate to the position of a page within the overall document, not just to pages included within a range of pages actually stamped with your impression.*

If you use this feature with multiple documents, the page numbering for each new document will re-start from the page number specified here (typically '1'). For example, if stamping page numbers onto three documents, the first having 250 pages, the second 22 pages and the third 58 pages when **Start Page Number** is set to '1' (the default) the pages in the 250 page document will be numbered **1 to 250**, those in the 22 page document will be numbered **1 to 22** while those in the 58 page document will be numbered **1 to 58**. However, it is possible to stamp multiple documents with one unbroken page numbering sequence by using the **Serial Number** field. In this example, the 250 page document would still be numbered **1 to 250** (as it is the first document to be stamped) but the 22 page document (the second document) would be stamped with the page numbers **251 to 272**, while the 58 page document would be stamped **273 to 330** to give an unbroken numbering sequence across the three different documents. See the section **Serial Number** below for further details.

It is possible to offset page numbering using this feature, so page 1 is stamped on a page that is not the first page in the file. To do this, enter a negative number into the **Start Page Number** field. Because the physical page numbering of PDF files starts from 0 this number must be 2 out. Then enter the physical page on which page 1 should be stamped into the **Specified Pages Only** radio button in the **Page Range** field. For example, to stamp page number 1 onto physical page 10 enter an offset of -8 into the **Start Page Number** field and then enter 10 – into the **Specified Pages Only** field in **Page Range**. This will stamp **1** onto page 10, **2** onto page 11 and so on to the end of the file.

## Page Count

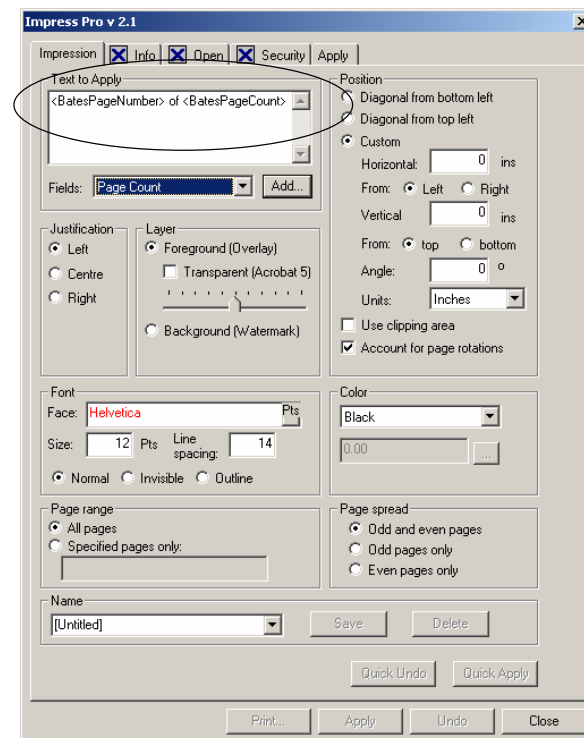
You can also include a page count within your impression. This is commonly combined with page numbering information. To set the page count, select the **Page Count** option in the drop down list of fields in the **Fields** field. The Create Page Count Field dialog box will then display.



Here you can enter the page offset to be used for the page count, starting from page 1 by default. You can also specify if you want to use either Bates numbering or Roman numerals in the page count, for consistency with the style of the page numbers that have been selected in the **Page Numbering** field.

Choosing this option will enter the special field code `<PageCount>` into your text string.

You can combine the PageCount and Page Number variables. For example the following mixture of actual text and special fields:



would use the Bates numbering system to stamp your PDF files with page number and page count information in the form:

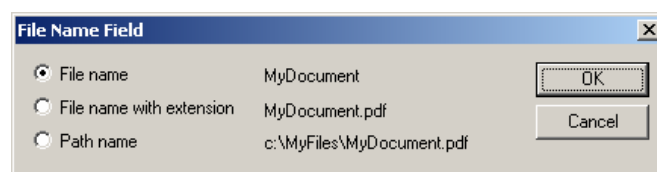
Page 000001 of 000010

## File Name

You can stamp your PDF file with file name information in any of the following formats:

- File name only (without any extension), for example 'MyDocument'
- File name with extension, for example 'MyDocument.pdf'
- File name with extension and including full path name, for example, 'c:\MyFiles\MyDocument.pdf'

To stamp file name information select the **File Name** option from the **Fields** field and then click the **Add** button to display the File Name Field dialog. This will look something like the following:



Simply select the radio button corresponding to the option you require and click **OK**. This will then insert one of the following special field codes into your text string depending on the option selected.

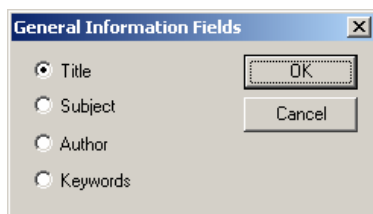
Option	Special Field Code
File name only	<FileName>
Full path name	<PathName>
File name with extension	<FileNameExt>

## General File Information Fields

You can stamp your PDF file with the following general file information:

- Title
- Subject
- Author
- Keywords

To specify the file information you require select the **General File Information** option from the **Fields** field and then click the **Add** button to display the General Information Fields dialog:



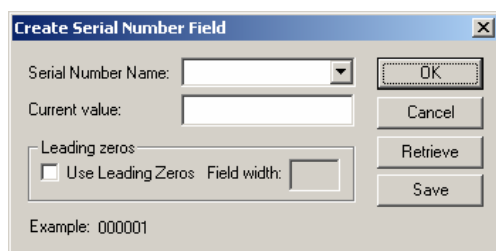
Simply select the radio button corresponding to the option you require and click **OK**. This will then insert one of the following special field codes into your text string depending on the option selected.

Option	Special Field Code
Document Title	<Title>
Document Subject	<Subject>
Document Author	<Author>
Document Keywords	<Keywords>

## Serial Number

You can stamp a *serial number* onto your PDF file(s) using Impress Pro. In this context, a serial number is a user-defined variable for storing numbers. A serial number could be a 'traditional' serial number, or alternatively it could be something like revision numbers or version numbers. This feature can also be used to stamp an unbroken sequence of page numbers across multiple files, (unlike Impress Pro's standard Page Number variable which stamps multiple files individually with their own sequence of numbers). See below for details on how to do this. Each time the serial number is used it is automatically incremented by one. Its current value is automatically shown as the next number in the sequence if you subsequently re-use the same sequencing set

To use the Serial Number feature, select the **Serial Number** field in the **Fields** field to display the Create Serial Number Field dialog.



A number of options are available here:

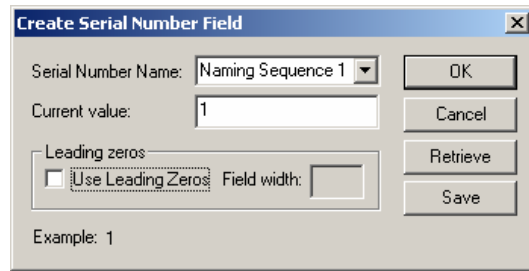
- |                           |  |
|---------------------------|--|
| <b>Serial Number Name</b> | The name of this particular serial numbering sequence. This must be entered and will allow this particular numbering sequence to be re-used.   |
| <b>Current Value</b>      | The current value from which the serial numbering sequence is to commence. This starts from one after the last number used as part of this particular numbering sequence set. For example, if the last number used was <b>000078</b> this field will automatically be set to <b>000079</b> . If starting a new sequence on a fresh set of documents using an existing numbering sequence set you can set this back to a suitable value, such as <b>000001</b> .  |
| <b>Leading Zeros</b>      | If you check the <b>Use Leading Zeros</b> check box, your numbering sequence will include leading zeros, for example 000001. Checking this option also allows you to specify a <b>Field Width</b> for your serial numbering sequence, to control the number of digits that will appear in your serial number. The width entered must not be less than the actual number of places to which you wish your serial number to be calculated. If it is less, then the serial number will not be calculated correctly. |

You must **Save** this numbering sequence and can then subsequently **Retrieve** it for future re-use if you wish.

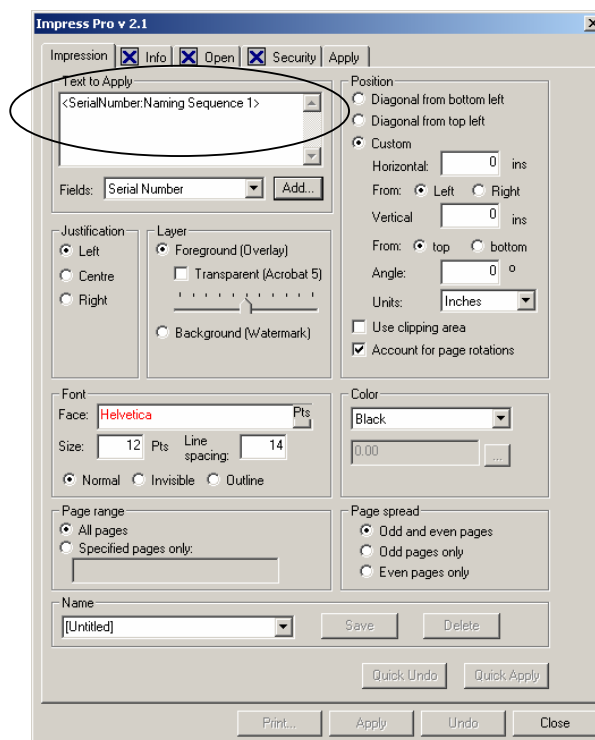
Once you have made your selection click **OK** to insert the <SerialNumber> special code into your text string.

**To stamp one numbering sequence across multiple documents:**

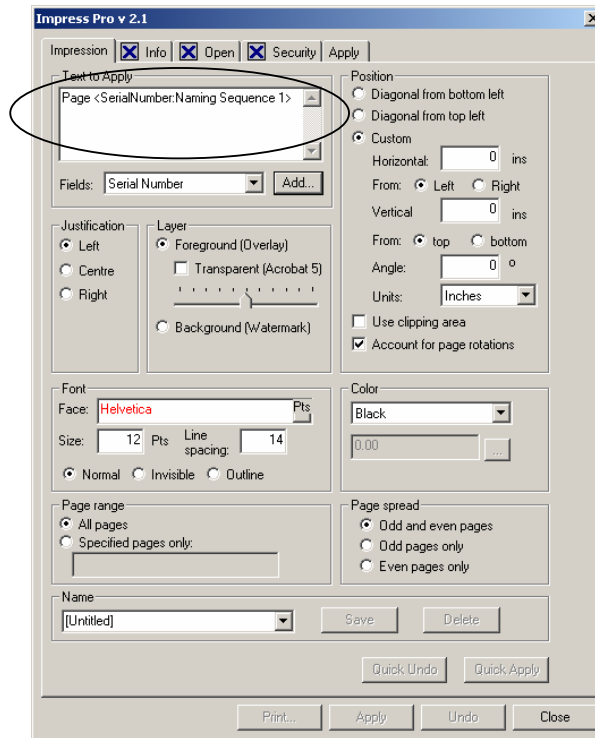
1. Select the **Serial Number** option from the **Fields** field in Impress Pro.
2. Enter a **Serial Number Name** for this numbering sequence, for example, **Naming Sequence 1**, and then enter **1** in the Current Value field to start this particular sequence from 1.



3. Click **Save** to save this sequence.
4. Click **OK** to return to the main Impress Pro dialog box where the Serial Number code will appear in the **Text to Apply** field.

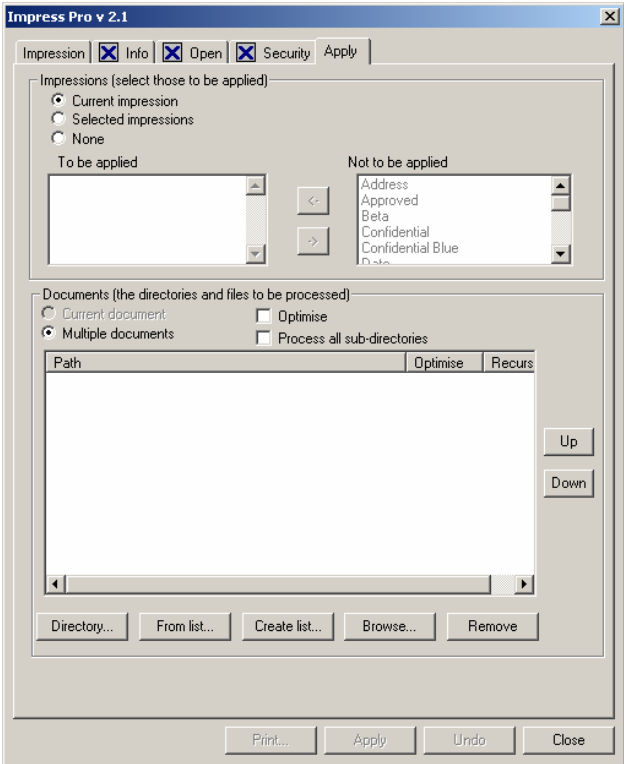


5. Type **Page** followed by space immediately before this special code. This will insert the word Page before each number as it is stamped onto each page in the appropriate documents.



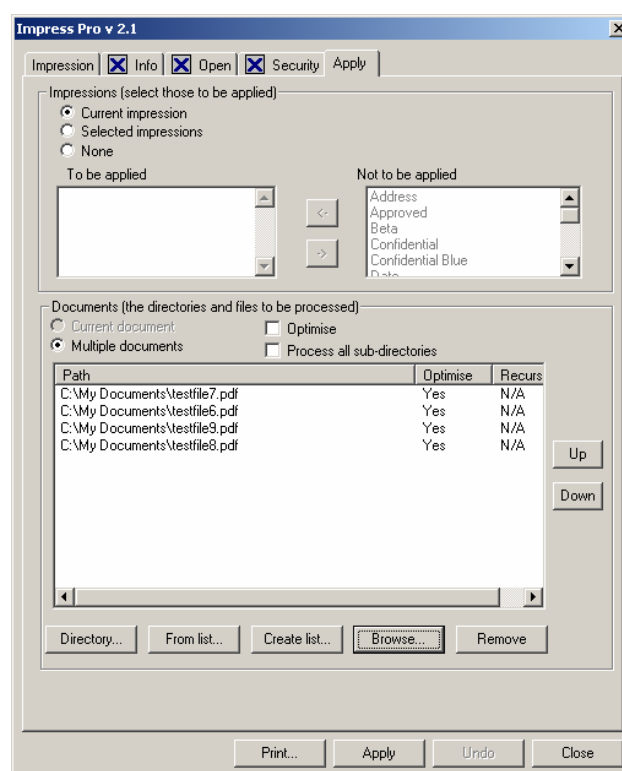
6. Enter a name for this numbering sequence in the **Name** field and then click **Save**.
7. Next, click the **Apply** tab and then select the **Current Document** radio button.

The Impress Pro dialog box should now look as follows:



11. Next you need to enter the names of the files you wish to stamp with your chosen impression. For example select four of your testfiles: **testfile6.pdf**, **testfile7.pdf**, **testfile8.pdf** and **testfile9.pdf**.

12. The Impress Pro dialog should now look something like the following:



13. Files will be stamped in the order in which they appear in this list. Use the **Up** and **Down** buttons to rearrange the files into the correct order, in this case **testfile6** through **testfile9** in numerical order.

14. Click **Apply** to stamp page numbers onto all four files starting with Page 1 and continuing with no break in the sequence until the last page in the last file is reached. For example, if all files have 10 pages each and you stamp in the order **testfile6**, **testfile7**, **testfile8** and finally **testfile9**, then the pages in **testfile6** will be stamped **Page 1** to **Page 10**, those in **testfile7** will be stamped **Page 11** to **Page 20**, those in **testfile8** will be stamped **Page 21** to **Page 30**, while those in **testfile9** will be stamped **Page 31** to **Page 40**.

*Note: The next time you use this particular numbering sequence, page numbering will automatically start from **Page 41** so allowing you to add additional documents into this particular sequence. If you want to start afresh on a new set of documents with this particular numbering sequence you must remember to re-set the **Current Value** field in the **Create Serial Number Field** dialog box.*

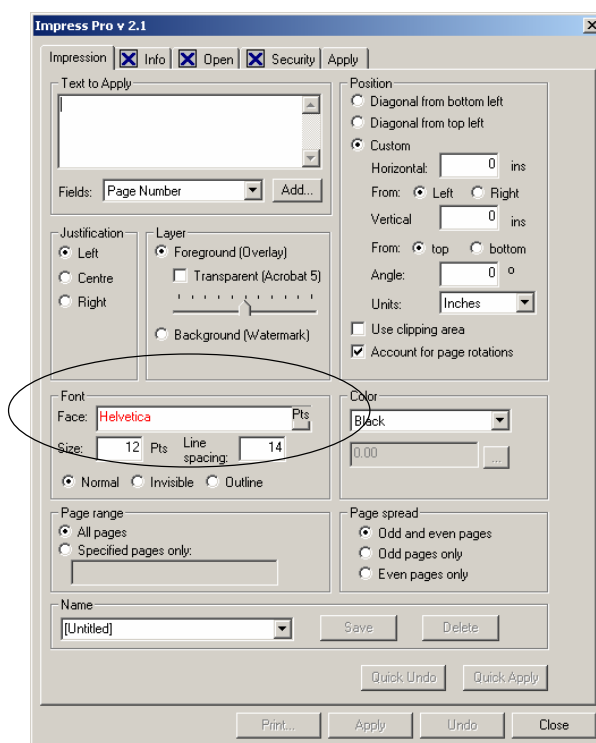
Any page numbering information already found within any of the files stamped with the new numbering sequence will be retained. However, an Acrobat plug-in, MaskIt is available from Mapsoft which would allow you to remove any existing page numbering information already found in any of the files before stamping the new numbers.

## Controlling an Impression's Appearance

Options in the **Font** and **Colour** fields control the appearance of your impression.

### Font

Options in the **Font** field control the font settings to be used for your impression.



Any TrueType or Type 1 (PostScript) fonts available on your system can be used in an impression: as can any of Acrobat's base fonts. If you select a TrueType or Type 1 font that is available on your system but is not one of the ones already found within the file to be stamped, that font will be embedded into that file upon stamping that impression. Acrobat's base fonts do not need to be embedded into the PDF file as they are always provided with Acrobat.

**Face** The typeface of the text used in your impression, for example 'Helvetica'. Make your selection from the drop-down list associated with this field, as below. You will notice that the base Acrobat fonts, such as Helvetica, appear in red in the drop down list, while the TrueType and Type 1 fonts available for selection are shown in black.



**Size** The point size of the text as it appears in your impression.

**Line Spacing** The vertical distance in points between the bases of the lines of text in points.

**Normal** The font appears as solid text, that is, it is filled. For example:

**Normal**

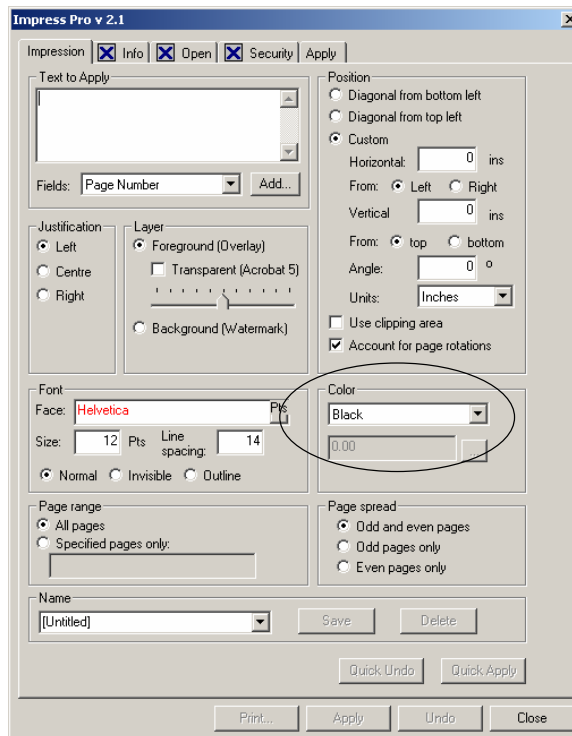
**Invisible** The text will not be visible on the page when it is viewed or printed, but it can be searched for within Acrobat. Invisible text is particularly useful if you wish to stamp a document with confidential information.

**Outline** Outline text is text that is not solid. Text is drawn with an outline only: the characters are not filled. For example:

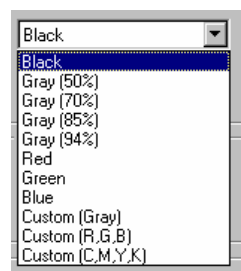
Outline

## Colour

The **Colour** field allows you to set the colour of your impression.



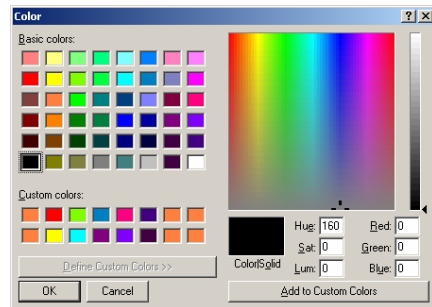
Make your selection from the drop-down list associated with this field.



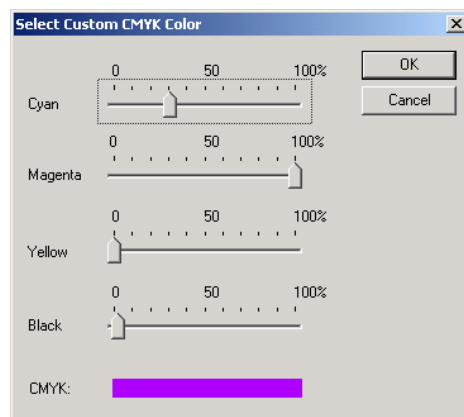
## Customised Colours

If you choose one of the three Custom colours, (Gray, R,G,B or C,M,Y,K) from the **Colour** field you can then type in the individual gray, red/green/blue, or cyan/magenta/yellow/black values into the box at the foot of the Colour field. Custom values should be in the range 0.00 to 1.00 and commas must separate each individual entry.

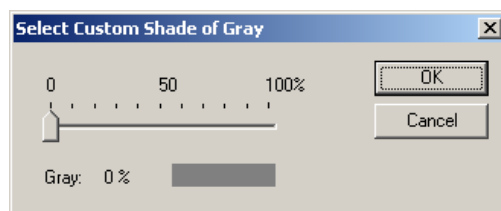
Additionally, if setting the RGB custom colour you can also enter the value you want using a colour palette. To do so select the **Custom (R,G,B)** option from the **Colour** field and then click the ‘...’ button to display the following standard colour dialog from where you can make your selection.



Similarly you can choose a colour using the CMYK colour scheme. To do so select the **Custom (C,M,Y,K)** option and then click the ‘...’ button to display the following colour dialog from where you can make your selection by moving the sliders to create the exact colour you wish to use.



You can also select the exact shade of Gray you require from the following dialog box rather than entering the value manually. Clicking the ‘...’ button with the **Custom (Gray)** option selected displays the dialog box shown below. Move the slide to select the shade of gray required.

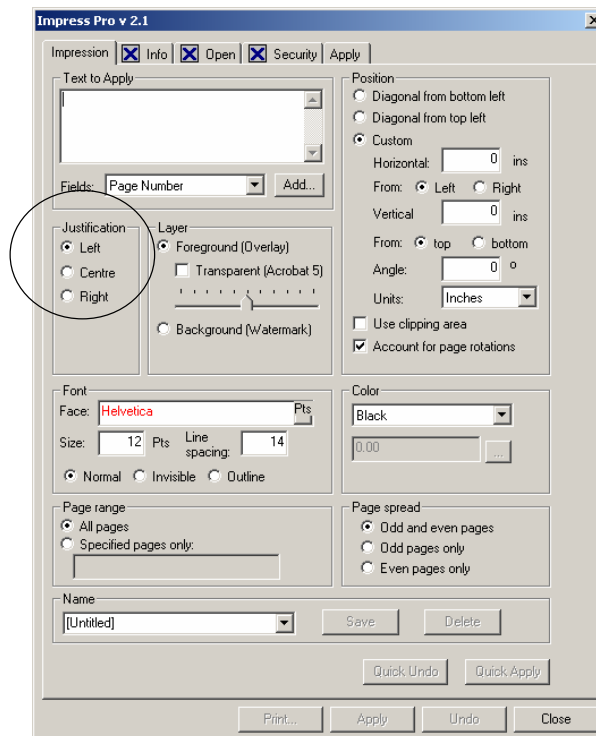


## Positioning an Impression

Options in the **Position**, **Justification** and **Layer** fields control where an impression is stamped on a page, and whether it appears above the existing text or as a watermark.

### Justification

The **Justification** field controls the alignment of an impression.



It can be aligned in one of three ways horizontally, **Left**, **Centre** or **Right**, in relation to the **Horizontal (X)** co-ordinate specified in the **Position** field. The **Horizontal** co-ordinate refers to the position of the text in relation to the Bottom left/centre/right of the impression, to the top left or bottom left corner of the page (see *Positioned Exactly*):

**Left** The text is left aligned in relation to the specified co-ordinate. This is the default setting.



**Co-ordinate (1,1) From Top Left**

**Centre** The text is centrally aligned in relation to the specified co-ordinate.



**Co-ordinate (1,1) From Top Left**

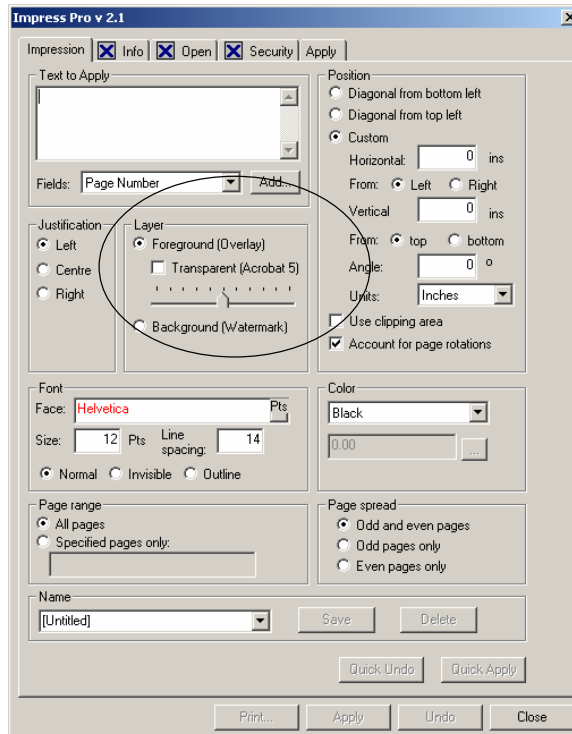
**Right** The text is right aligned in relation to the specified co-ordinate.



**Co-ordinate (1,1) From Top Left**

## Layer

The **Layer** field controls whether the impression is stamped on the foreground or the background of the specified page(s).

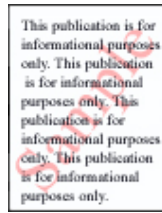


### Foreground (Overlay)

The impression is stamped in the foreground of the page(s). Optionally, under Acrobat 5 only it can be stamped as a transparency so the text beneath the impression can still be seen/read. Move the slider to the left to make the text more transparent (that is, fainter) or to the right to make the text less transparent (that is, bolder). If you stamp transparent text onto a file, that PDF file should still open under Acrobat 4, but the results are not guaranteed: the transparent text will probably appear as an overprint.

### Background (Watermark)

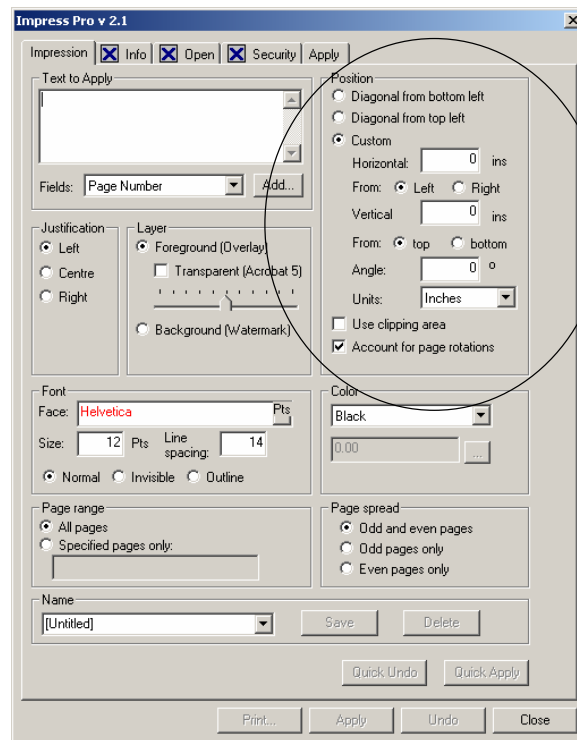
The impression is stamped as a watermark. Watermarks appear behind the existing document text. You might want to use text such as 'Draft', 'Sample', 'Approved' or 'Confidential' as watermarks. For example:



*Note: Some documents put a background colour behind their text (e.g. bitmap images). Watermarks may not work in such situations. Use the font in outline mode in these situations and stamp in the foreground.*

## Position

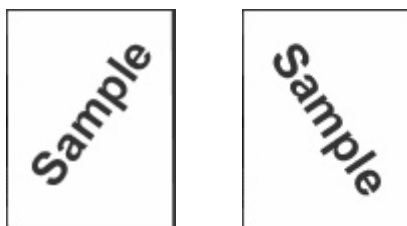
The **Position** field controls the horizontal and vertical positioning of the impression within a page or clipping area, and the angle at which it displays. It also controls whether or not Impress Pro should compensate for any rotated pages found within the PDF file(s).



## Positioned Diagonally

If you select either the **Diagonal from top left** or **Diagonal from bottom left** options your impression is stamped diagonally across the page/clipping area from the top or bottom left of your page/clipping area depending on the option selected. Impress Pro will automatically work out the necessary co-ordinates to stamp your

impression diagonally from the bottom left or top left of a page/clipping area (depending on your selection) as in the following example:



Impressions stamped using either of these two options will always be positioned across the centre of the page/clipping area. The angle of such impressions will differ depending on the actual page size or clipping area size. This feature is particularly useful for files that contain pages of differing sizes or orientation.

### Positioned Exactly

If you prefer you can pin-point the exact position and angle at which your impression is to be stamped by using the **Custom** options.

<b>Horizontal</b>	The horizontal position of the text. This is calculated from the top or bottom left or right hand edge of the page/clipping area depending on the <b>From</b> options selected.
<b>Vertical</b>	The vertical position of the text. This is calculated from the top or bottom left hand edge of the page/clipping area depending on the <b>From</b> option selected. It will increase downwards, for impressions calculated from the top, and increase upwards for those calculated from the bottom to the baseline of the font.
<b>Angle</b>	The angle at which the text will display.
<b>Units</b>	The units of measurement. These can be either <b>Points</b> , <b>Inches</b> or <b>Centimetres</b> .
<b>From</b>	Determines if the Horizontal (X) and Vertical (Y) co-ordinates specified are to be calculated from the <b>Top</b> or <b>Bottom</b> of the page/clipping area.

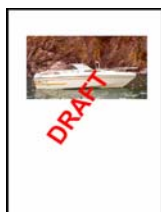
### Clipping Area

Check the **Use Clipping Area** check box if impressions are to be positioned by a document's clipping area rather than its actual size. The clipping area is the area that is shown on the screen rather than the actual media size of the document (e.g. Letter or A4). It is useful to use the clipping area rather than the media area if, for example, you have a document that has been cropped and does not fill the media size of the paper, but you want the impression to be stamped in relation to the cropped area rather than the media area.

The cropped area could be positioned anywhere on the media so it may be useful for the co-ordinates of the impression to be calculated separately from the co-ordinates of the media.

The following diagrams show the effect of using the clipping area or of not using it. Images 1 and 2 show a document that has been stamped with the **Use Clipping Area** option **NOT** selected.

1



Printed version

2



Screen version

Images 3 and 4 show the same document when it has been stamped with the **Use Clipping Area** option **selected**.

3



Printed version

4



Screen version

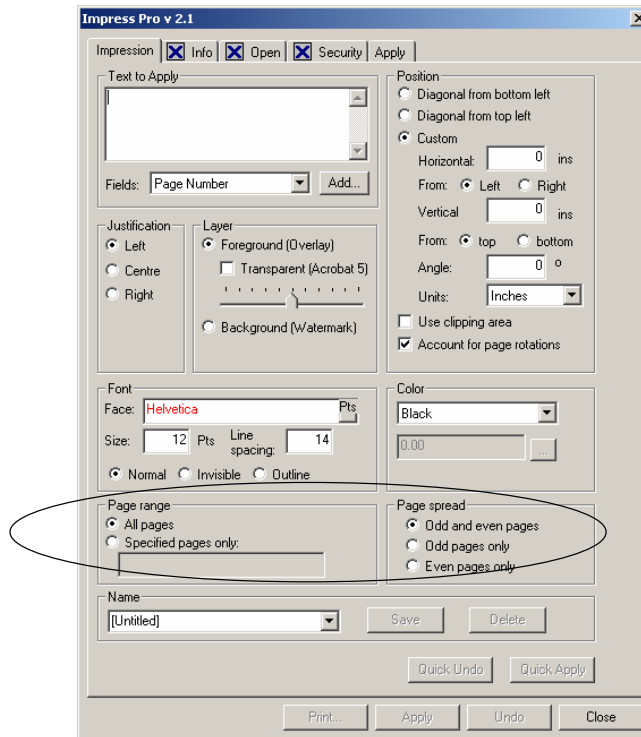
### Account for Page Rotations

The **Account for Page Rotations** check box controls whether Impress Pro compensates for any rotated pages within the PDF file when stamping impressions on that file. When this check box is checked (which is the default setting), Impress Pro automatically rotates impressions on rotated pages to ensure they appear the right way up. For example, pages could have been scanned upside down on a scanner so resulting in pages in the PDF file that have been rotated through 180°. If this check box was not checked, impressions would be stamped upside down and at the top of the page. However, with this check box checked, impressions will be rotated by 180° so they will appear the right way up and will also be positioned in the right place on the page.

This setting compensates for pages that have been rotated by 90° clockwise, 90° anti-clockwise and 180° clockwise. It may not always be obvious that pages have been rotated, which is why this feature is set on by default.

## Specifying Page Ranges

The **Page Range** and **Page Spread** fields control which pages are stamped with your impression.



### Page Range

You can choose to stamp the whole of your PDF document(s) with your impression(s), or just selected pages. Choose the **All Pages** option to stamp all the pages within the PDF file, or the **Specified Pages Only** option to stamp selected pages only. You can then type the numbers of the pages you want to stamp with the impression into the text box at the foot of this field.

You can stamp non-contiguous pages, and/or ranges of pages with your impression. To stamp individual non-contiguous pages type the page numbers of the relevant pages, separating each by a comma. For example to stamp pages 6, 12 and 15 type:

6, 12, 15

*Note: Any spaces are ignored, so you can enter them or not as you prefer.*

You can also specify a range of pages to be marked with your impression. To do this type the starting and ending numbers in the range, separated by a hyphen. For example to stamp pages 3 through 19 of your document type:

3-19

If you omit the first number in the range, the first page of the document is assumed. Similarly if you omit the last number the final page of the document is assumed. Thus if you were to enter:

3-

All pages from page 3 onwards would be marked.

You can specify both non-contiguous pages and ranges of pages at the same time. For example to stamp pages 3, 8, 9, 10, 14, and 18 type:

3, 8-10, 14, 18

## Page Spread

This option specifies the page spread (of pages lying within the specified page range) to be marked with the impression.

<b>Odd and Even Pages</b>	Stamps all pages within the specified range. This is the default.
<b>Odd pages only</b>	Only odd pages within the specified range are marked.
<b>Even pages only</b>	Only even pages within the specified range are marked.

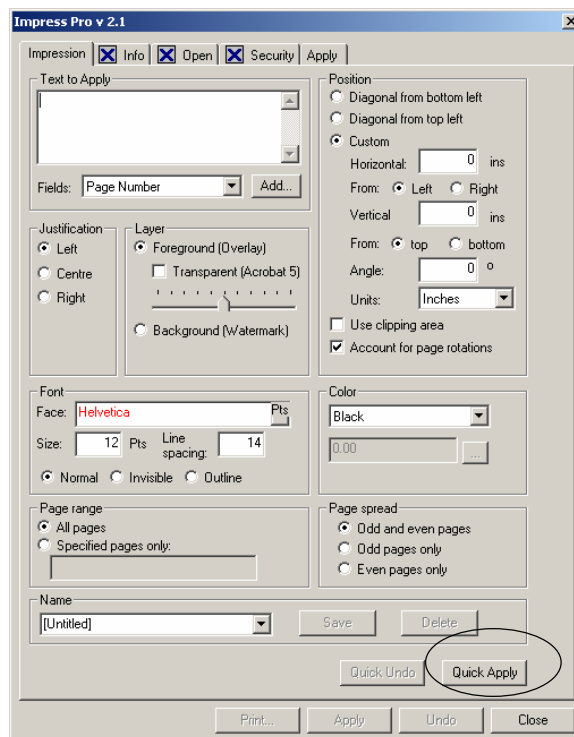
## Naming an Impression

To name a new impression simply enter your chosen name into the **Name** field. To then save that impression with that name click the **Save** button. You do not have to save an impression before using it to stamp a document, but you will not be able to re-use it in another session of Impress Pro unless you do so.

Once an impression has been saved you can delete it by selecting it in the **Name** field and then clicking the **Delete** button.

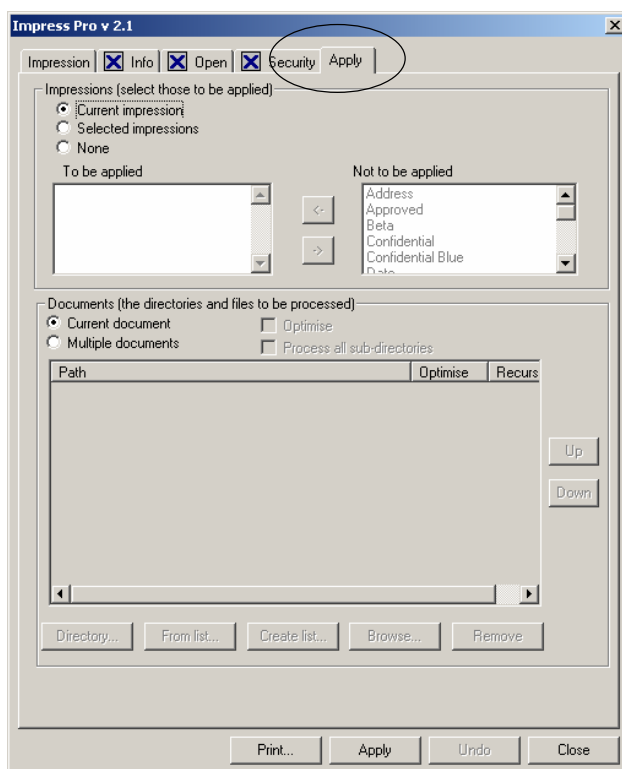
## Applying Impressions

If stamping a single impression onto your **current** document the easiest way to actually apply the impression is by using the **Quick Apply** button located behind the **Impression** tab.



This then gives you the option of using the **Quick Undo** button to remove that impression from your file should the impression not have the effect that you wished. The Quick Undo facility is only available for use on the current file, which must have been stamped using Impress Pro's Quick Apply facility during the current Impress Pro session. It cannot be used if stamping multiple files. However, it can be used to undo more than one impression in the current file, provided each was applied in the current session of Impress Pro. Each time you select the **Quick Undo** button, the previously applied impression will be removed in reverse chronological order.

However, the **Quick Apply** function is only available for stamping one impression onto the current file. If stamping multiple impressions onto a file, or working with more than one file at a time, you will need to use options behind the **Apply** tab.



Here you can select the documents and/or impressions you wish to work with. The options available here are described in the following sections.

## Selecting Impressions

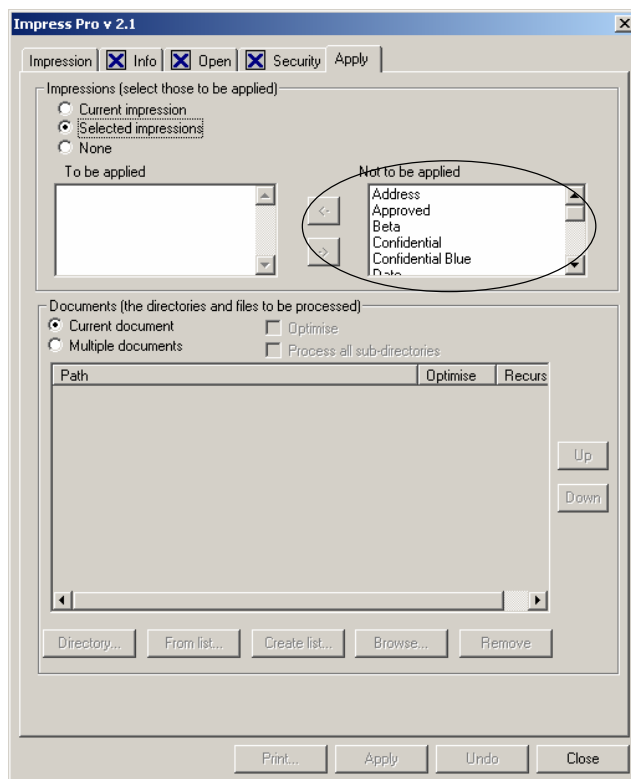
You can choose to stamp the selected document(s) with:

- The current impression  
Select the **Current Impression** radio button to stamp the selected PDF file(s) with the current impression.
- Multiple impressions  
Select the **Selected Impressions** radio button to stamp multiple impressions on the selected file(s). See below for details.
- No impressions  
Select the **None** radio button if you want to use Impress Pro just to stamp document attributes without stamping any impression(s). See **Chapter 4 Setting Document Attributes** for details.

## Selecting Multiple Impressions

Selecting the **Selected Impressions** radio button activates the **To be applied** and **Not to be applied** fields, allowing you to select those impressions with which you wish your document(s) to be stamped.

All the currently available impressions are listed in the **Not to be applied** field as in the example below.



Click the name of an impression you require in the **Not to be applied** field and then click the left-facing arrow located between this field and the **To be applied** field



This then moves the selected impression to the **To be applied** field. Simply repeat for each impression you require. If you accidentally select the wrong impression, then select that impression in the **To be applied** field and click the right facing arrow located next to that field to move that impression back to the **Not to be applied** field.



## Selecting Documents

The options in the **Documents** group control which documents and directories your changes will affect. You can choose to apply your impression to either:

- The current document  
The **Current document** option (the default) stamps the PDF document that is currently loaded in your Viewer with the selected impression(s).
- Multiple documents  
The **Multiple documents** option allows you to specify multiple documents to be stamped with your selected impression(s). See below for details.

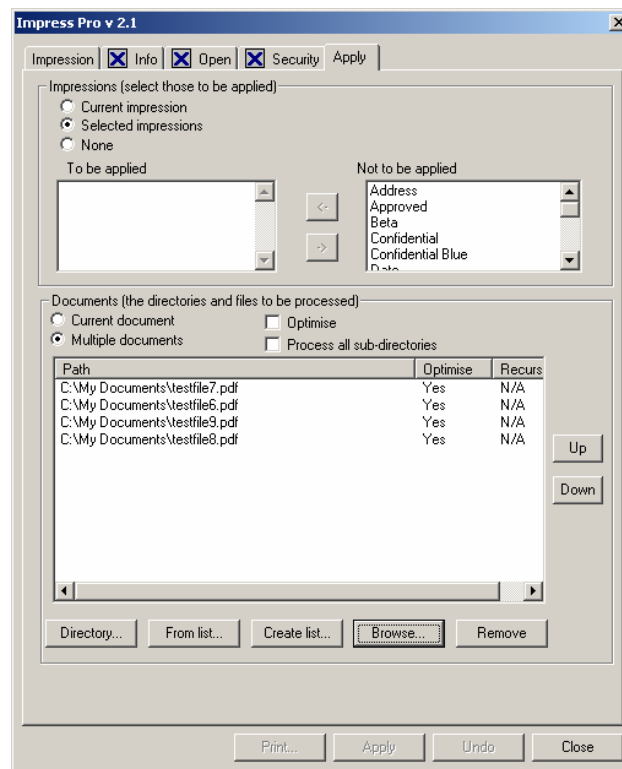
## Selecting Multiple Documents

Selecting the **Multiple documents** option enables further options that allow you to specify the names of those documents on which your selected impression(s) should be stamped.

There are a number of ways in which you can enter the file names, use:

- **Drag and Drop** to select the relevant files.
- the **Browse** button to select the files.
- The **Directory** button to select a complete directory. The selected impression(s) will be stamped on all the PDF files (with the extension .PDF) in that directory.
- Use the **From List** button to select all the files or directories from a list. The file can be comma or line delimited.

Regardless of the method you used to select the appropriate files, these files will then be listed in the Impress Pro dialog box as illustrated below:



You can re-order the list of files by using the **Up** and **Down** buttons. Simply select one of the file entries shown in the list and then select either the **Up** or **Down** button as appropriate to move that file up or down the list. Repeat until the files are shown in the order in the correct order. This feature is particularly useful when stamping serial numbers across multiple files.

You can also set the **Optimise** and **Recurse to Subfolders** options as required.

**Optimise** the file will be saved in a format which will facilitate efficient viewing on the internet. The effect of which will usually cause a reduction in file size and the contents to be restructured to enable page at a time downloading (Byte Serving).

**Recurse to subfolders** the program will not only search the directory you selected, but also any child folders located inside the main directory for valid PDF files.

You can also save a list of files for use with another impression by selecting the **Create List** button. This allows you to output the file list currently shown within Impress Pro's dialog box to a text file. On selecting the **Create List** button a dialog box appears from where you can specify the name and location of this text file. You could then re-import this file list using the **From List** button whenever you wished to do so



## Document Attributes

In addition to offering support for stamping text onto PDF files, Impress Pro can also be used to set various standard document attributes for your output PDF files, namely:

- Document information about a PDF file  
Controlled by options behind the **Info** tab in Impress Pro's dialog box.
- Default appearance of PDF files when they display in the Viewer  
Controlled by options behind the **Open** tab in Impress Pro's dialog box.
- Standard security options for PDF files  
Controlled by options behind the **Security** tab in Impress Pro's dialog box.

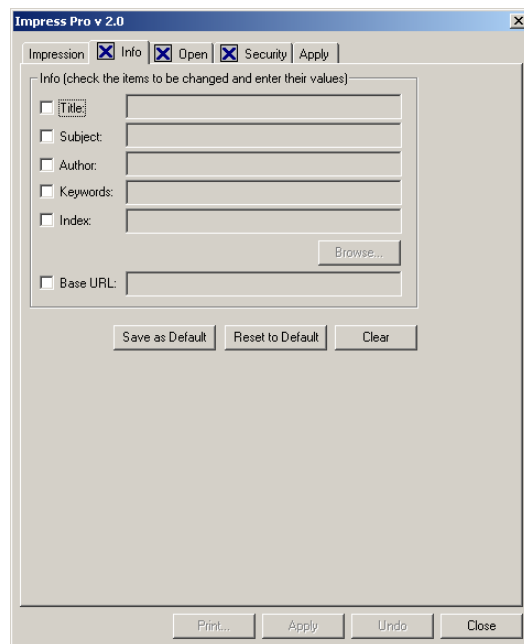
You can set any (or all) of the above document attributes when stamping a file with an impression. However, these attributes can also be set completely independently from marking an impression, so giving you the ability to use Impress Pro just for setting document attributes. If you do make changes to any of these options a tick (check mark) will appear next to the relevant tab in the Impress Pro dialog to indicate changes have been made.

You have the option to set the default entries for any of the fields located behind any of these tabs. This is particularly useful if you always enter the same information into any of these tabs: saving your own particular configuration for that tab will save you time.

As is the case when using Impress Pro for marking impressions, you can set document attributes for multiple documents.

## Setting Document Information

You can use Impress Pro to set document information pertaining to your PDF document(s) by using options available behind the **Info** tab in the Impress Pro dialog box.



Here you can set or change the standard document information fields listed below:

- Title
- Subject
- Author
- Keyword
- Index
- Base URL

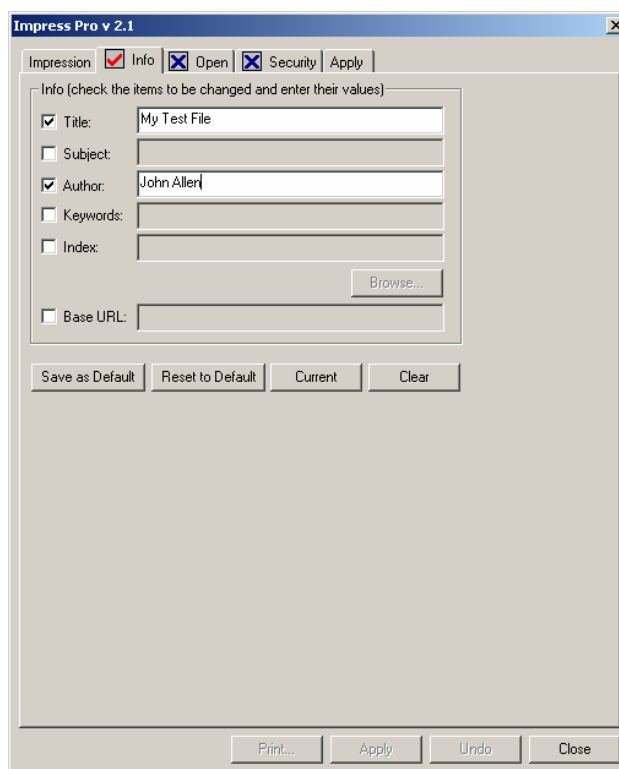
To set any information you enter as the default option for a particular field, simply click the **Save as Default** button when you have made your entries. Any entries set as default ones will be set automatically each time you use Impress Pro. (A tick (check mark) will appear next to the **Info** tab each time you open Impress Pro to remind you that some of the options behind that tab have been pre-set.)

*Note: This Save as Default functionality is also available for the **Open** and **Security** tabs.*

You can use the **Reset to Default** button to re-set any fields back to their default setting during an Impress Pro session. You can also click the **Current** button to set the options to be the same as those currently set for the currently open document.

**To set document information for the current document:**

1. Open the PDF document whose document information properties you wish to set.
2. Select **Plug-Ins > Impress Pro...** within your viewer, to display the Impress Pro dialog box.
3. Click the **Info** tab.
4. Click the check boxes next to any of the options you wish to change and insert your new text. For example you might want to set a document's name or the name of its author.



*Note: The cross next to the Info tab has now changed to a tick (check mark) to indicate you have made changes in this area.*

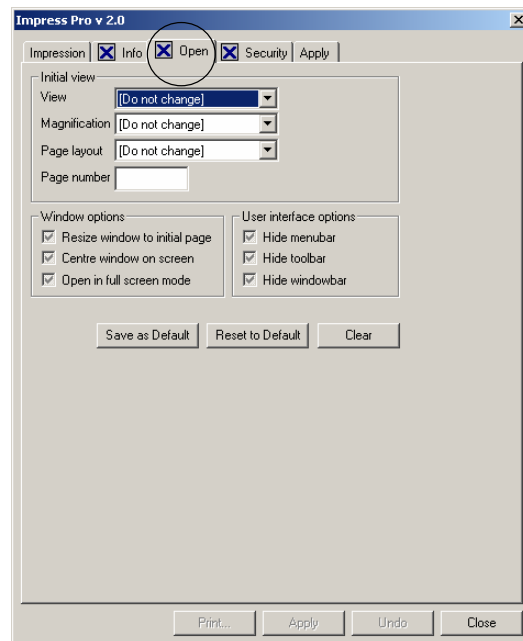
If attaching an Index to your PDF document you can use the **Browse** button to search for the index you require.

5. Optionally, clicking the **Save as Default** button will save any entries you have just made as the default settings for those particular fields.

6. Click the **Apply** tab.
7. Click the **None** option, if you are not actually stamping any impression followed by the **Apply** button to apply your changes.

## Controlling a Document's Appearance

You can use Impress Pro to change the default appearance of PDF file(s) when they are opened within your viewer. To do this you use options available behind the **Open** tab in the Impress Pro dialog box.



The following options are available for selection.

*Note: The default settings referred to here are those that have been pre-set for Impress Pro. You can change any of these default settings if you wish by clicking the **Save as Default** button at the foot of this dialog once you have made your changes*

- Initial view** Determines the way in which your document displays when it is opened in your viewer. You can set:
- View**  
The initial view. Make your selection from the drop-down list associated with this option. The initial default **Do not change** forces your viewer to display the document using the same defaults that were used when that document was last saved.

	<p><b>Magnification</b> The magnification at which your document displays. Again make your choice from the drop-down list associated with this option. <b>Do not change</b> is the initial default setting.</p> <p><b>Page Layout</b> The page layout to be used when viewing your document. Again make your choice from the drop-down list associated with this option. <b>Do not change</b> is the initial default setting.</p> <p><b>Page Number</b> The number of the first page to be displayed in your viewer. Initially this defaults to the first page in your document.</p>
<b>Window Options</b>	<p>Sets various options controlling the size and appearance of the window in which your document displays when it is opened in your viewer.</p> <p><b>Resize window to initial page</b> The widow in which your document displays is resized to fit the size of the initial page in your document.</p> <p><b>Centre window on screen</b> The window in which your document displays is centred on your screen.</p> <p><b>Open in full screen mode</b> The window in which your document displays is enlarged to fill the whole of your screen.</p>
<b>User Interface Options</b>	<p>Sets various options controlling the appearance of the user interface in which your document displays when it is opened in your viewer. You can hide any or all of the following by clicking on their associated check box:</p> <p><b>Menubar</b></p> <p><b>Toolbar</b></p> <p><b>Windowbar</b></p>

**To set the appearance of the current document:**

1. Open the PDF document whose appearance you want to change.
2. Select **Plug-Ins > Impress Pro...** within your viewer, to display the Impress Pro dialog box.
3. Click the **Open** tab.
4. Select the options you require from the drop-down lists associated with the **View, Magnification** and/or **Page Layout** fields.

*Note: The cross next to the Open tab has now changed to a tick (check mark) to indicate you have made changes in this area.*

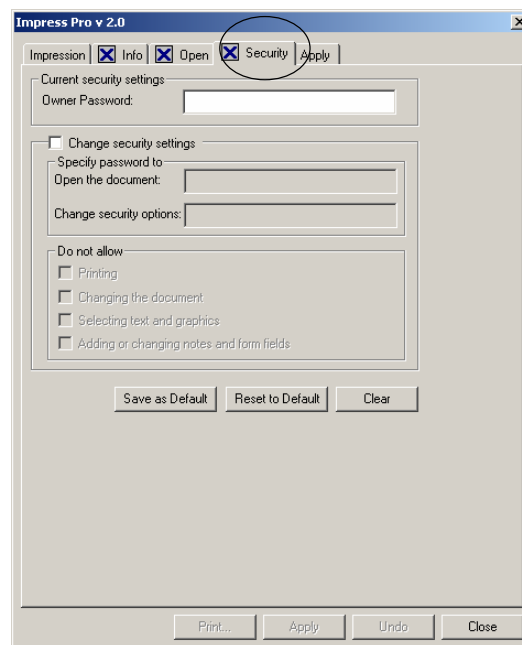
5. Enter the page number of the first page you wish to be displayed – if it is anything other than the first page in your document – in the **Page number** field.
6. Check those options from the **Window options** group that you wish to set.
7. Check those options from the **User interface options** that you wish to set.

- Optionally, clicking the **Save as Default** button will save any entries you have just made as the default settings for those particular fields.
- Click the **Apply** tab, followed by the **Apply** button. (You will obviously have to save, close down and open up the file to see the result.)

You can specify the default appearance of multiple PDF documents not just one.

## Setting Security Options

You can set standard security options for your PDF document(s) using Impress Pro. You do this using options behind the **Security** tab in the Impress Pro dialog.



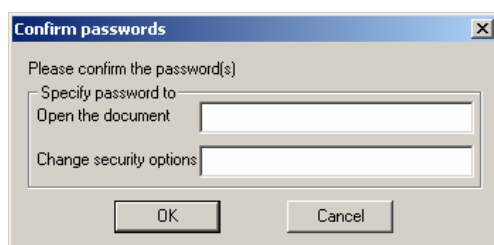
Here you can set the same security information as you can within Acrobat, so controlling access to your document(s). If a file already has a security password set you must enter the current password into the **Password** field. If you do not, any new passwords you set will not take effect. If a security password has been set and you do not know what it is, you will not be able to change the document's security settings. If a document has been set up so as not to allow a document to be changed, you will not be able to use Impress Pro to stamp that document without the correct security password.

**To set security options for the current document:**

1. Open the PDF document for which you wish to set security options.
2. Select **Plug-Ins > Impress Pro...** within your viewer, to display the Impress Pro dialog box.
3. Click the **Security** tab.
4. Check the **Change security settings** check box if you want to set a password for either opening the document or changing any of its security options.
5. Enter your required passwords into the **Open the document** and/or **Change security options** fields.

*Note: The cross next to the Security tab has now changed to a tick (check mark) to indicate you have made changes in this area.*

6. Check any of the options you require in the **Do not allow** group.
7. Optionally, clicking the **Save as Default** button will save any entries you have just made as the default settings for those particular fields.
8. Click the **Apply** tab.
9. Click the **None** button if using Impress Pro to simply set security information.
10. Click the **Apply** button.
11. You are asked to re-enter the password(s) you just set for verification purposes.



12. Re-enter the appropriate password(s) and click **OK**.

Once you have saved your PDF files with security settings, it will not be possible to open them and/or change the specified security options unless the correct password is known.

Security options can be set for multiple files, in which case all files opened in the same batch must have the same security settings.

*Note: If you enter a security password, leave the security options fields empty, and apply and save the document, any security information that was previously set in that document will be removed.*



## Chapter 5

# Frequently Asked Questions (FAQs)

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*Why do some watermarks not appear?*

Some PDF files are created with a white background behind the text. Also foreground images may obscure the whole background of the page. This is particularly true when PDF files are created from scans. In these situations outlined text can be used in the foreground. If the files are targeted at only Acrobat 5 users, then Impress Pro's transparency feature can also be used.

*Why does text sometimes disappear from the top and bottom of variable sized pages in a PDF file?*

When using variable sized pages is important to ensure that the calculations for the positioning of impression are done either from the top, bottom, left or right of the page. The PDF co-ordinate system works from the bottom left-hand corner of the page. For this reason footers should be calculated from the bottom and headers should be calculated from the top.

*Is it possible to use drag-and-drop to the file window in the **Apply** tab?*

Impress Pro supports the drag-and-drop selection of files from the Windows Explorer.

*Is it possible to use the document information, security options and open defaults without applying an impression?*

Yes it is. Just select None in the **Apply** tab and then run Impress Pro.

*Is possible to apply multiple lines of text at once?*

Impress Pro supports multiple lines in a single impression. In the text entry field just use the enter key (return key) to create a new line. The line spacing is defined by setting line spacing. The line spacing value should be the height of the font plus the amount of space that you wish to see between the lines. If you wish to apply several lines of text with different attributes, then you should do this by creating several impressions, saving them and then applying multiple impressions in the **Apply** tab.

*Does Impress Pro support legal page numbering with leading zeros?*

Version 2.0 of Impress Pro introduced support for Bates page numbering. This is in the form 000001 where any number up to 6 digits is preceded by zeros. So, for example, page number 1000 would be written as 001000 when using this numbering system. If you need to vary the width of this field then you can do so using the serial numbering feature.

*Does Impress Pro make changes to the security, Open defaults and Information Fields in my PDF files?*

Changes are ONLY made to these settings if specifically set by the user. Because Impress Pro supports batches of PDF files these other features have been added to the product to provide common functions that are often applied to PDF files.

*Can I call Impress Pro from another program?*

Impress Pro cannot be automated from another program other than calling the menu item to load it from your Viewer. However, there is a developer version of another of Mapsoft's products, *Impress* that can be called from programming languages such as Visual Basic, LotusScript and Delphi. See **Appendix B** *Impress Developer Edition* for more details.

### Special Fields

In earlier versions of Impress Pro the special field codes relating to variable data such as page numbering, page count and date/time information etc, could only be set manually. In the latest version of Impress Pro they can now be set automatically via Impress Pro's user interface. This is now the recommended method for setting variable data. See *Specifying Variable Data* for details. However, for consistency with earlier versions of Impress Pro support for setting these fields manually remains and thus details on how to do this are given below.

### Setting Special Fields Manually

Special fields can be included in the **Text** field in the Impress Pro dialog box for either multiple or single documents. Such fields must be delimited by the '<' and '>' characters within your text, which identifies them as special fields:

*<field>*

Only pre-determined entries are permitted, these are all described in this section. In addition, some of the special fields can also be used in conjunction with parameters, in which case they have the format:

*<field:parameter(s)>*

When variable data is set via the options found in the **Fields** field (which is the recommended method), Impress Pro automatically generates the appropriate field code(s) for you.

## Date and Time Stamps

The following fields are supported for stamping your PDF file with date and/or time information.

Field	Meaning
<Date>	Local date
<DateUTC>	Co-ordinated Universal Time date
<Time>	Local time
<TimeUTC>	Co-ordinated Universal Time time

You can specify any of the parameters shown in the table below with any of the above date and time fields.

Parameter	Meaning
%a	Abbreviated weekday name (locale-dependent)
%A	Full weekday name (locale-dependent)
%b	Abbreviated month name (locale-dependent)
%B	Full month name (locale-dependent)
%c	Date and time (locale-dependent)
%d	Day of the month (01-31)
%H	Hour -24-hour clock (00-23)
%I	Hour -12-hour clock (01-12)
%j	Day of the year (001-366)
%m	Month (01-12)
%M	Minute (00-59)
%p	AM/PM indicator (locale-dependent)
%S	second (00-61) (Yes, it <i>is</i> possible for a minute to contain up to 62 seconds, if it

Parameter	Meaning
	contains leap seconds)
%U	the week number of the year - the first Sunday as the first day of week 1(00-53)
%w	Weekday (0-6), where Sunday is 0
%W	Week number of the year - the first Monday is the first day of week 1 (00-53)
%x	Date – used as the default value for <Date> (locale-dependent)
%X	Time – used as the default value for <Time> (locale-dependent)
%y	Year without century (00-99)
%Y	Year with century
%Z	time zone name or abbreviation, or nothing if indeterminable (locale-dependent)
%%	A percent character

## Page Numbering

The following field is supported for stamping your PDF file with page numbering information.

Field	Meaning
<PageNumber>	Page Number, starting from 1
<BatesPageNumber>	Page Number in Bates format (e.g. 000001)

## Page Count

The following field is supported for stamping your PDF file with page count information.

Field	Meaning
<PageCount>	Page count, starting from 1

## File Name

The following fields are supported for stamping your PDF file with the file name information.

Field	Meaning
< FileName >	File name only (without the file extension)
< PathName >	Full path name
< FileNameExt >	File name with extension

## Information Fields

The following fields are supported for stamping your PDF file with the following PDF document information.

Field	Meaning
< Title >	General Document Info Title field contents
< Author >	General Document Info Author field contents
< Subject >	General Document Info Subject field contents
<Keywords>	General Document Info Keywords field contents

## Appendix B Impress Developer Edition

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An associated product, known as *Impress Developer Edition*, is also available from Mapsoft. This plug-in is for use with Adobe Acrobat 4 or 5 in combination with an application that supports OLE Automation (for example Lotus Notes) or another programming language such as Visual Basic.

Impress Developer Edition supports many of the features of Impress Pro, but does so within a development environment, allowing you to add text to a range of pages in a PDF file via OLE calls from programming languages (such as Visual Basic and LotusScript). An OLE interface replaces the user interface described in this manual.

Impress Developer Edition must be used in conjunction with the Acrobat IAC toolkit which is available from Adobe's web site.

If you are interested in purchasing this product, or require further details, please [email Mapsoft](#) or contact Mapsoft using the details given at the start of this manual.

