



Acrobat X Action: File Name Stamper

Stamp the document filename on PDF documents

Maintain a visual reminder of the original file by stamping the filename on the PDF before it is renamed by other processes or combined with other documents.

Acrobat X Pro introduced Actions, a powerful way to standardize processes by automating routine, multistep tasks. Since Actions may be extended via JavaScript, there are any number of additional operations which can benefit from automation.

The Acrobat X File Name Stamper Action automates the process of stamping:

- File Name
- File Name + Date
- Document Title
- User-entered text

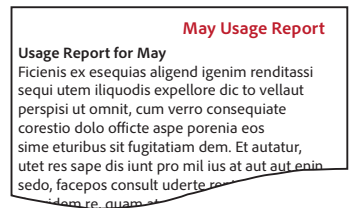
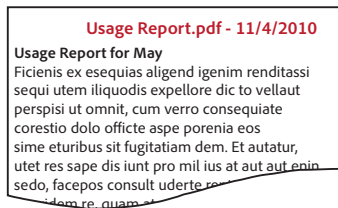
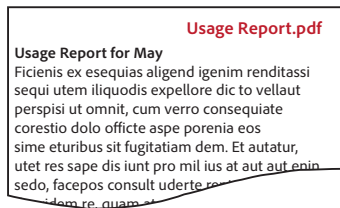


Visit the Adobe Acrobat User Community for more Acrobat Actions

<http://acrobatusers.com/actions-exchange>

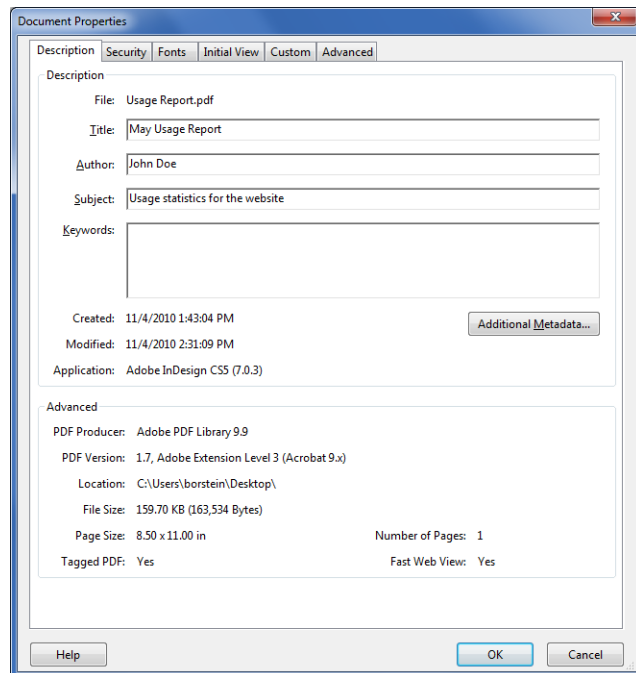
Actions are compatible with:

- Adobe Acrobat X Pro
- Adobe Acrobat X Pro Suite



About the Document Title

The Document Title is a property of the PDF document. To change the Document Title, choose File>Properties and click on the Description tab:



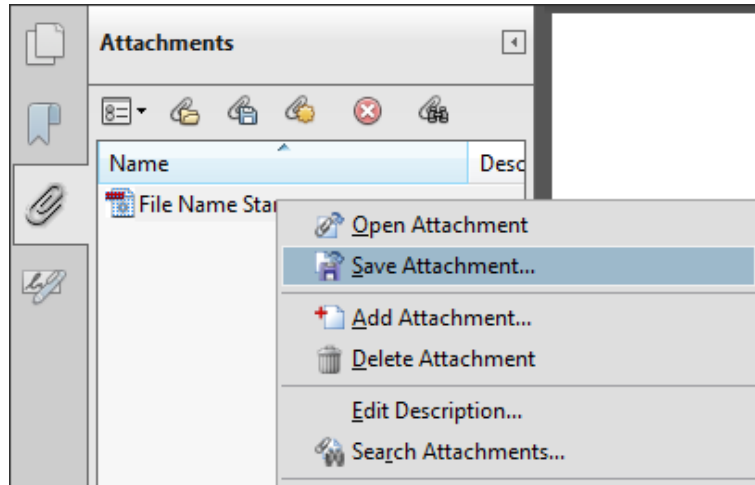
Who benefits from stamping file names on documents?

- Anyone who prints and routes paper and needs an easy, visual method of identifying the associated file
- Users who combine documents together and want to preserve the provenance of each page
- Anyone who uses an archival or document management system which renames documents during the storage process

Extracting the Filename Stamper Action

Before installing the Action, you will need to extract it from this document.

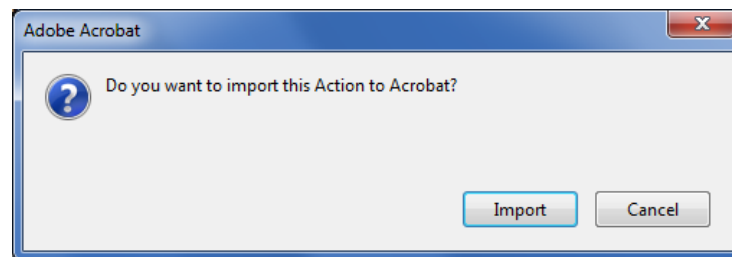
1. In the Attachments Panel at left, select **Filename Stamper.sequ**
2. Right-click and choose *Save Attachment* to your desktop or other convenient location



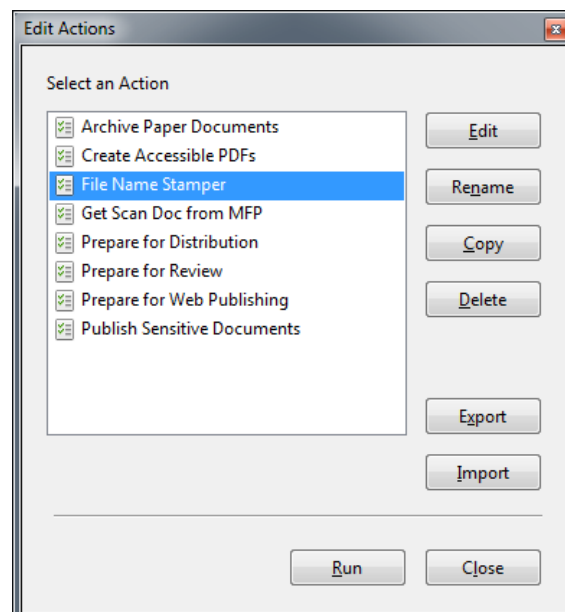
Installing the Filename Stamper Action

To install the Filename Stamper Action

1. Locate the **Filename Stamper.sequ** file on your desktop (or other location)
2. Double-click the file and click the Import button.



The *Edit Actions* window will open and display the newly imported Action:



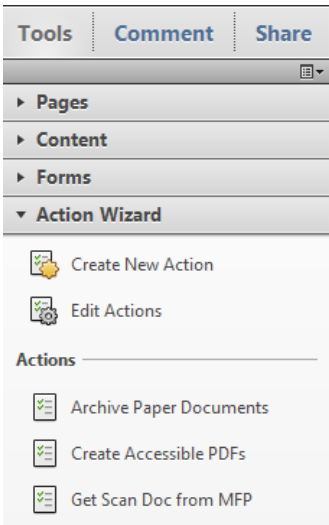
Using the Filename Stamper Action

Before using the Filename Stamper Action, locate the files you wish to process. It's easiest if all of the files are in the same folder.

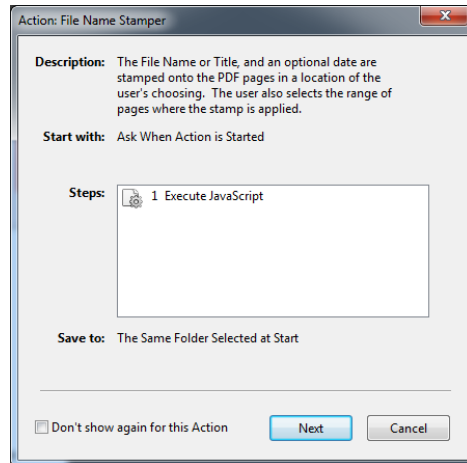
Run the Filename Stamper Action

To run the Filename Stamper Action, choose File> Action Wizard> Filename Stamper or open the Tools Pane and choose the Action Wizard to locate the Filename Stamper Action.

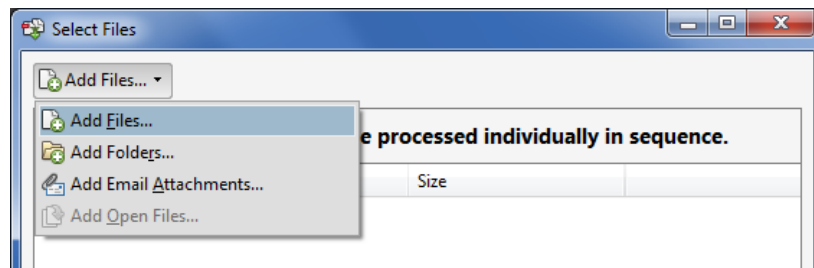
Acrobat will ask you to confirm that you wish to run the Action. Click the **Next** button.



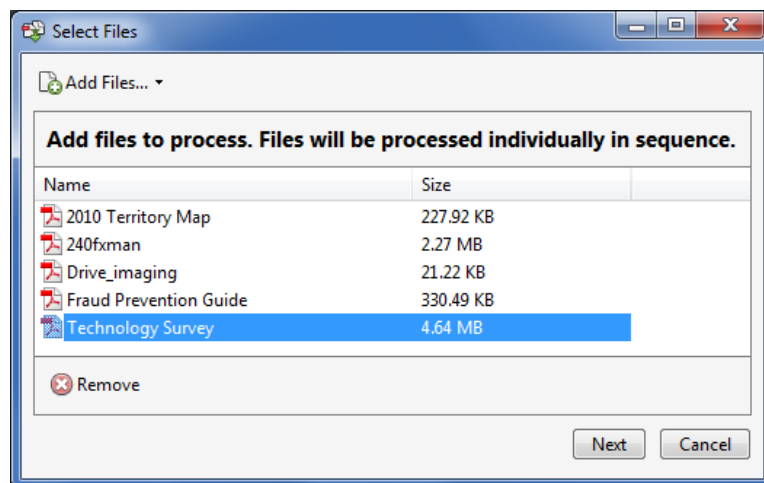
An easy way to access Actions is through the Action Wizard Tool Panel



The *Select Files* Window will open:



Click the **Add Files** or **Add Folders** button and locate the files you wish to process. When finished, click the **Next** button.



The Select Files window does not allow you to reorder documents. If the order of processing is important to you, you can select and add one document at a time.

File Name Stamper Action Options

Select the options for processing the files you wish to stamp:

The settings for the File Name Stamper are "sticky" during the same Acrobat session. If you quit Acrobat, the settings will be cleared.

JavaScript Window

Working on File: 240fxman.pdf

Label Options

1 Use File Name Use Document Title (or custom) 2 240fxman.pdf - 11/04/2010

3 Include Date Format: 11/04/2010

4 Font: Helvetica-Bold Font Size: 12 Color(8bit Hex RGB): 000000 5

Position

6 Left Center Right Margin (inches): 0.5

Top Middle Bottom Margin (inches): 0.5

Page range

7 All Current (Applies only to Open Document) From: 1 To: 1 of (23)

8

Warning: JavaScript Window

1. Choose whether to stamp the File Name, Document Title or your own custom text
2. See a preview of the text that will be stamped on the document
3. Choose to include the current date and to select the date format
4. Choose the font and size
5. Set the text color for the stamp. Enter a six-digit hexadecimal color
See "Appendix 1: Hexidecimal Color Chart" on page 7 for sample colors
6. Set the position of stamp on the document
7. Set which pages of the file will be stamped
8. Click the **Apply** button to process documents. Repeat for additional documents in your set.

Editing the Action

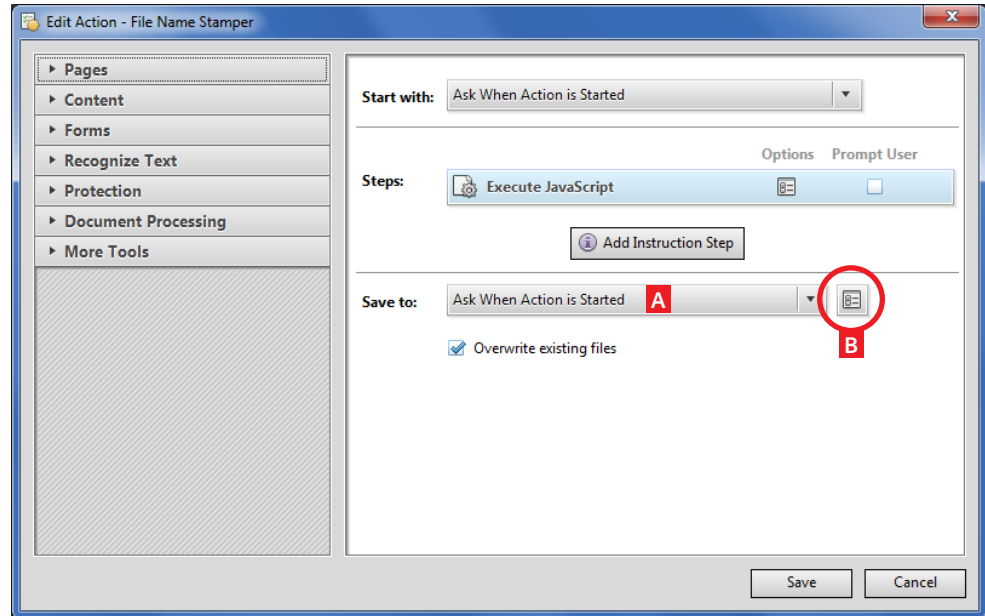
It is possible to edit the Filename Stamper Action to change file handling or to include additional operations.

Stamp files, Save to a different Folder and Rename

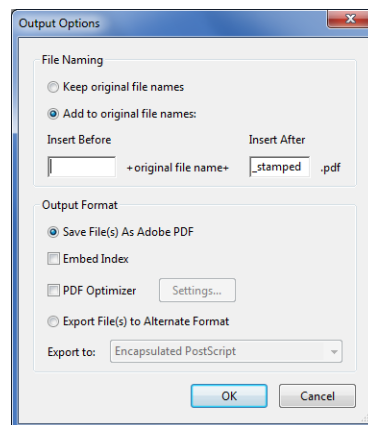
1. Choose File> Action Wizard> Edit Actions or in the Action Wizard pane and choose Edit Actions
2. Select the File Name Stamper Action and click the **Copy** button

3. The Edit Action window appears

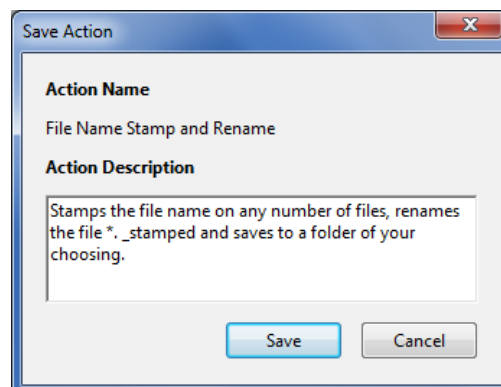
A) Adjust the Save to menu to *Ask When Action is Started*



B) Set the Action destination. In the Output Options window add a file name prefix or suffix.



4. Click the **Add Instruction Step** button. Add some instructions for this manual step in the process. Click the **Save** button.



Questions and Answers

How do I remove the File Name Stamp from documents?

In the Tools pane, open the Content section. From the Watermark menu, choose Remove . . .

If you need to remove the File Name Stamp from many documents, you can create an Action to automate the process.

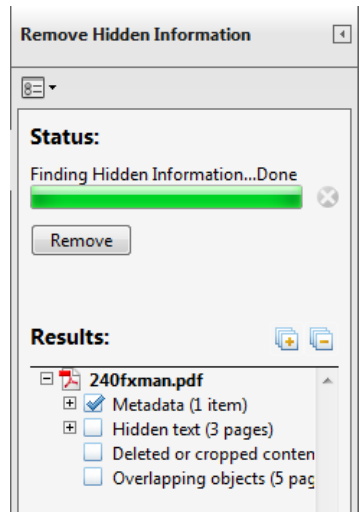
Can I lock down the File Name Stamp so it cannot be deleted from my documents?

Yes. You can prevent someone else from using the Remove Watermark function by removing document metadata.

In the Tools pane, open the Protection section and choose Remove Hidden Information. Select only Metadata and click Remove.

Removes All Metadata

Remove Hidden Information deletes all metadata from the document including Title, Subject, Author and Keywords and also lock down Headers and Footers, Bates Numbers, Watermark and Backgrounds.



The Extract Commented Pages Action created by WindJack Solutions, Inc.

Our mission is to make Acrobat and PDF easier to use and more accessible for everyone. We specialize in all the programming activities surrounding Acrobat and PDF, including plug-ins, JavaScript automation, form scripting, and server scripting. We have been at it since 1997 and we accomplish our mission by mentoring, writing articles, teaching classes, creating educational materials, lecturing at conferences and of course by creating our line of software products and services for assisting document designers and developers to get the most out of PDF. We are currently delivering our accumulated knowledge of PDF and Acrobat development to users through our membership website at <http://www.pdfscripting.com>



Adobe

Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

Appendix 1: Hexidecimal Color Chart

#FFFFFF	#FFFCC	#FFF99	#FFF66	#FFF33	#FFF00
#FFCCFF	#FFCCCC	#FFCC99	#FFCC66	#FFCC33	#FFCC00
#FF99FF	#FF99CC	#FF9999	#FF9966	#FF9933	#FF9900
#FF66FF	#FF66CC	#FF6699	#FF6666	#FF6633	#FF6600
#FF33FF	#FF33CC	#FF3399	#FF3366	#FF3333	#FF3300
#FF00FF	#FF00CC	#FF0099	#FF0066	#FF0033	#FF0000
#CCFFFF	#CCFFCC	#CCFF99	#CCFF66	#CCFF33	#CCFF00
#CCCCFF	#CCCCCC	#CCCC99	#CCCC66	#CCCC33	#CCCC00
#CC99FF	#CC99CC	#CC9999	#CC9966	#CC9933	#CC9900
#CC66FF	#CC66CC	#CC6699	#CC6666	#CC6633	#CC6600
#CC33FF	#CC33CC	#CC3399	#CC3366	#CC3333	#CC3300
#CC00FF	#CC00CC	#CC0099	#CC0066	#CC0033	#CC0000
#99FFFF	#99FFCC	#99FF99	#99FF66	#99FF33	#99FF00
#99CCFF	#99CCCC	#99CC99	#99CC66	#99CC33	#99CC00
#9999FF	#9999CC	#999999	#999966	#999933	#999900
#9966FF	#9966CC	#996699	#996666	#996633	#996600
#9933FF	#9933CC	#993399	#993366	#993333	#993300
#9900FF	#9900CC	#990099	#990066	#990033	#990000
#66FFFF	#66FFCC	#66FF99	#66FF66	#66FF33	#66FF00
#66CCFF	#66CCCC	#66CC99	#66CC66	#66CC33	#66CC00
#6699FF	#6699CC	#669999	#669966	#669933	#669900
#6666FF	#6666CC	#666699	#666666	#666633	#666600
#6633FF	#6633CC	#663399	#663366	#663333	#663300
#6600FF	#6600CC	#660099	#660066	#660033	#660000
#33FFFF	#33FFCC	#33FF99	#33FF66	#33FF33	#33FF00
#33CCFF	#33CCCC	#33CC99	#33CC66	#33CC33	#33CC00
#3399FF	#3399CC	#339999	#339966	#339933	#339900
#3366FF	#3366CC	#336699	#336666	#336633	#336600
#3333FF	#3333CC	#333399	#333366	#333333	#333300
#3300FF	#3300CC	#330099	#330066	#330033	#330000
#00FFFF	#00FFCC	#00FF99	#00FF66	#00FF33	#00FF00
#00CCFF	#00CCCC	#00CC99	#00CC66	#00CC33	#00CC00
#0099FF	#0099CC	#009999	#009966	#009933	#009900
#0066FF	#0066CC	#006699	#006666	#006633	#006600
#0033FF	#0033CC	#003399	#003366	#003333	#003300
#0000FF	#0000CC	#000099	#000066	#000033	#000000