

Creating Date and Time Stamps

Have you ever needed to Date and Time stamp a document? GreenFolders provides the ability to do just that!

To create a Date and Time stamp, you follow the same directions as you would to create any stamp.

1. Select the rubber stamp icon.



2. Next, select the Wrench icon located in the upper left hand corner of the image viewing pane.



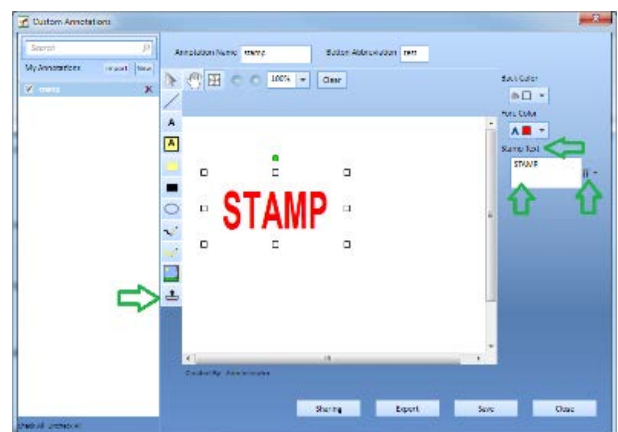
3. Then, click on the box labeled New located in the upper left corner of the Custom Annotations window.



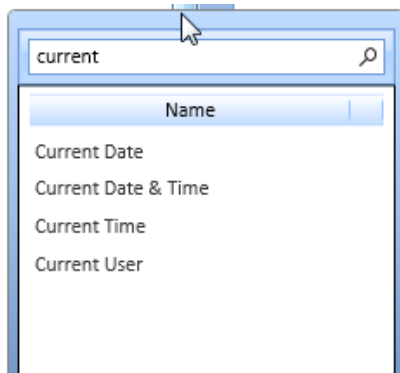
4. Click on the rubber stamp icon that appears at the bottom of the tools. Now, left mouse click in the Preview window located to the right of the annotation tools. GreenFolders displays an image that looks like this:

STAMP

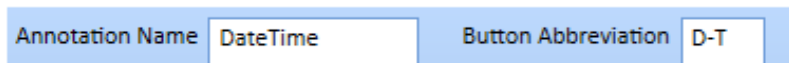
5. On the right hand side of the Preview window is the "Stamp Text" window. Highlight the text inside the window and depress the "Backspace" key on your keyboard to delete the word "STAMP". Then select the Variable List button "#" located next to the Stamp Text box.



6. To select the Current Date & Time variable, type Current and the Current Date & Time variable appears along with a few other choices. Select Current Date & Time and it appears in the Preview Window.



7. The default color of the stamp's text is red. If you would prefer a different color text, simply choose a different color by selecting the pull down below "Fore Color". The box right above named "Back Color" permits you to apply a background color if desired. To remove the stamp's border or make it clear, select the box labeled "Transparent".
8. You can save the stamp once you provide an Annotation Name and Button Abbreviation in the boxes located at the top of the window.



9. Once the stamp has been saved, the name of the stamp will appear in the column on the left, beneath "My Annotations". When you check the box next to the stamp's name, an icon appears next to the wrench on your image viewing pane.
10. Select Save and then Close at the bottom of the window.
11. Your stamp will look like similar to this, depending on which criteria you chose.

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For more information regarding this Leaf of Knowledge, please contact a member of the GreenFolders Support Team at 801-747-2132 or GFsupport@GreenFolders.com.
