


Creating Custom Annotation Stamps with the Snippet Tool

Making a GreenFolders Custom Annotation Stamp out of a certain clause or a certified stamp that is easy to do. Follow the instruction below to create a stamp that you can use time after time in every folder!

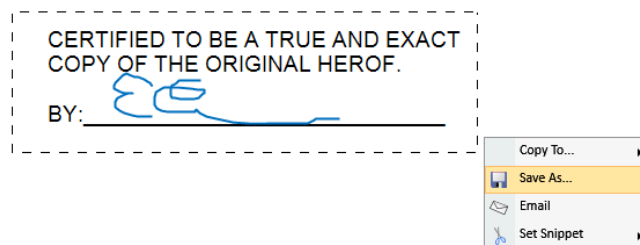
1. Stamp a blank sheet of paper with your rubber Certified Stamp or use another stamp that you would like as an electronic stamp in GreenFolders.
2. Sign the Certification stamp with a thick pointed pen for smooth, legible signature.

CERTIFIED TO BE A TRUE AND EXACT
COPY OF THE ORIGINAL HEROF.
BY:  _____

Signed certification stamp

NOTE: If you do not have a physical stamp you can type the proper verbiage on a blank document in Microsoft Word, then print the page and sign it.

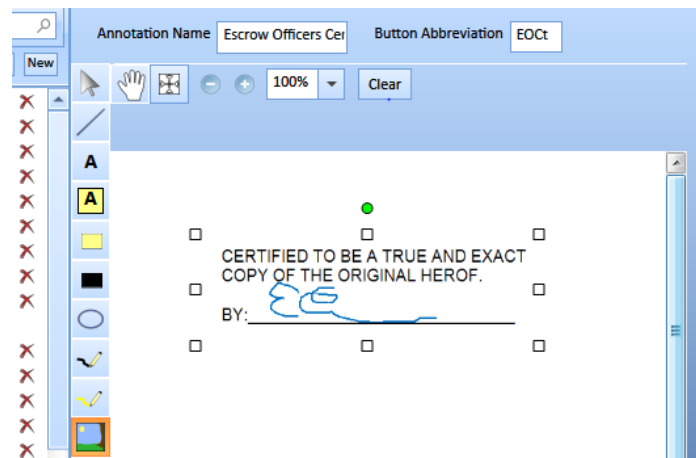
3. Scan the stamped page and add it to the Attachments section of any folder in GreenFolders.
4. Use the Snippet Tool to capture the information, right click and select Save As, then choose the location to save the file.



Save the Snippet

5. Make the saved Snippet image transparent
 - a. Download the Transparency Helper from the GreenFolders website. The transparency helper is located under "Additional Downloads" at <http://www.greenfolders.com/Downloads.html>.
 - b. Unzip the downloaded file and save it to the desktop or a location of your choice.

- c. Double click on TransparencyHelperApp.exe.
 - d. Click Run. A browse window will appear.
 - e. Click the Browse button, then locate the saved Snippet.
 - f. Lastly, click the “Make Transparent” button. You are now ready to add this image as a stamp in GreenFolders.
6. Create the annotation
- a. Open any folder and select any PDF document in “Attachments” section
 - b. Click Edit, click Custom Annotations, then click the Wrench icon on the annotation toolbar
 - c. In the Custom Annotations window click ‘New’, located in the upper left hand corner
 - d. Click the Embedded Image button
 - e. Browse to the location where you saved the Snippet, click open, click the Custom Annotation workspace to place the image, and make any necessary adjustments.



Custom Annotation Workspace

7. Name the signature at the top of the screen and add a button abbreviation
8. Click Save, and Close.

The new Stamp identified by the abbreviation text should be present on the annotations toolbar and available to use in every folder!

If you found this Leaf of Knowledge helpful, you may also enjoy LOK #2: Creating Stamps and Custom Annotations.

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.
