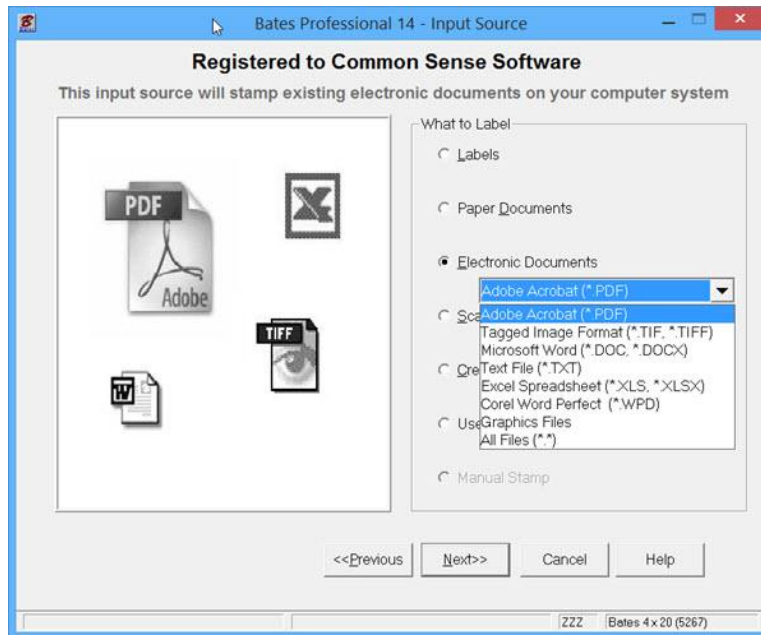
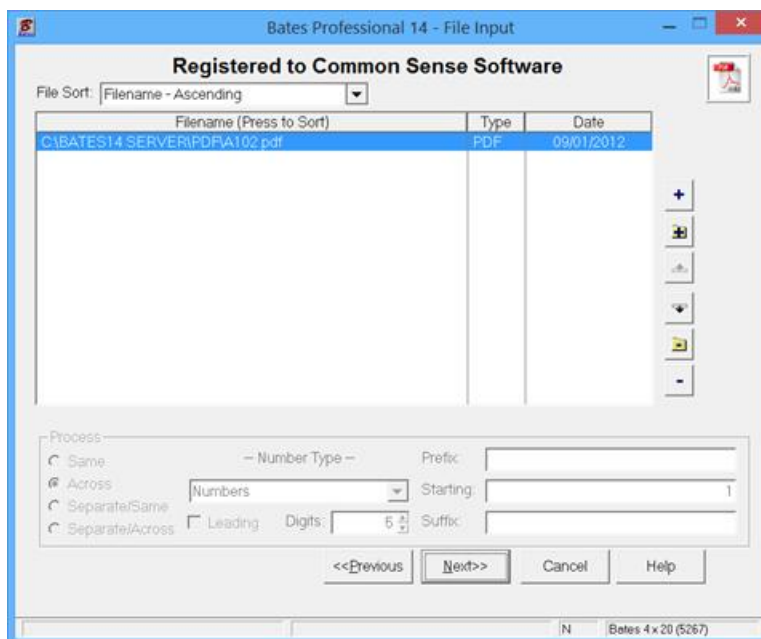


Custom Paper Size for Electronic Documents

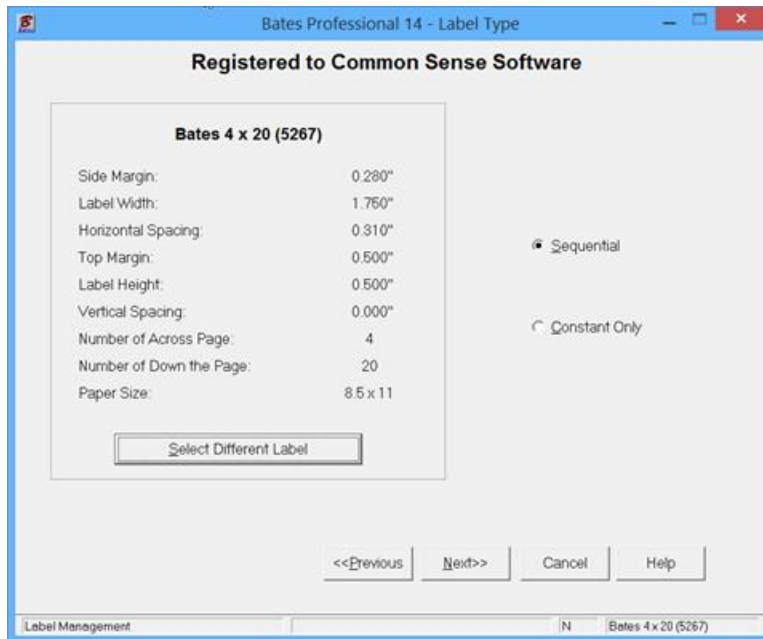
At the Input Source screen select Electronic Documents, PDF. Press Next.



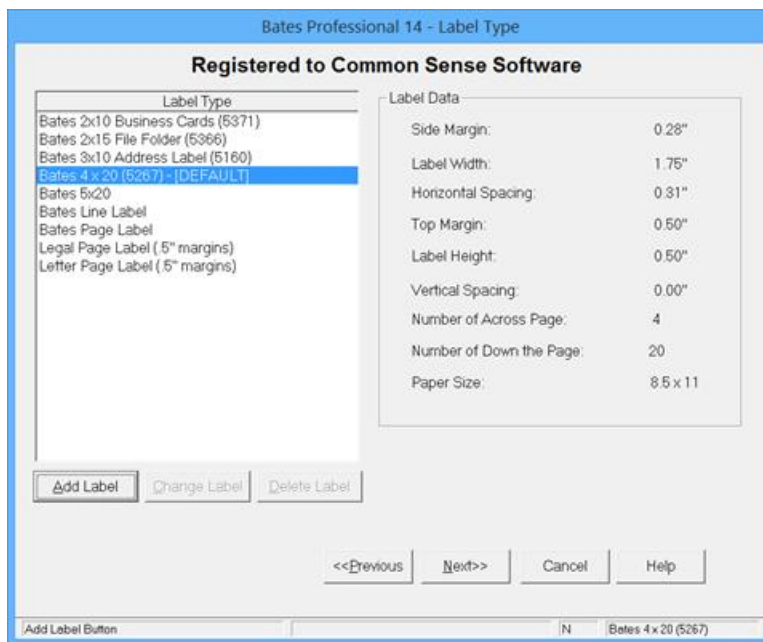
Add the PDF file(s) you would like to stamp. If you plan to add a custom stamp that will as example place a stamp in the bottom right corner and in the bottom left corner you will need to make custom label. In the example below we have a drawing that is 48" x 36" (page size is in the doc properties). We will make a 47" x 1/2" Line Label which will allow us to complete this project. After selecting your Document press Next.



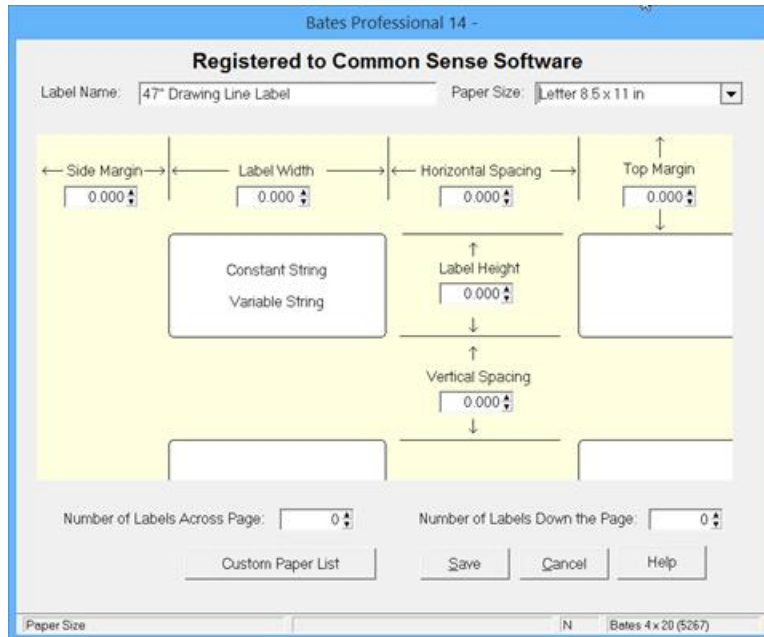
On the Label Type screen Press “Select Different Label” button.



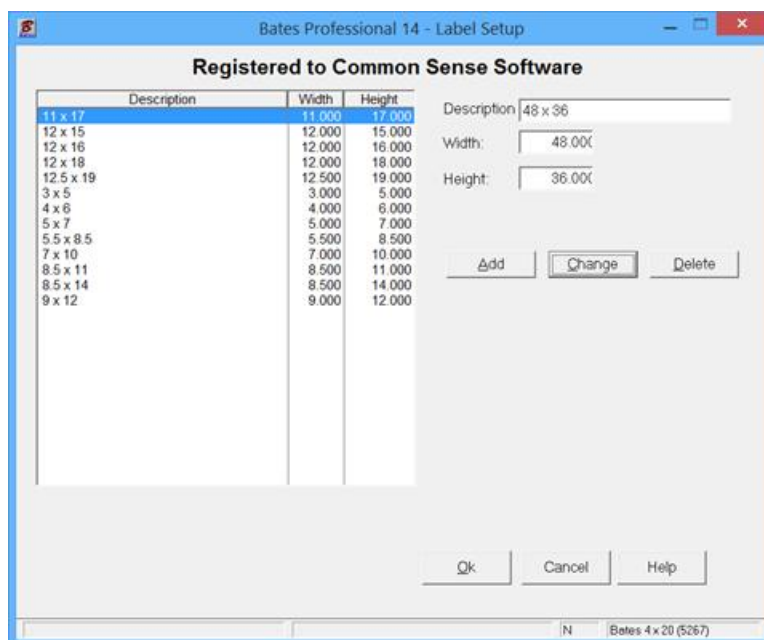
At the Next screen Press the Add Label button.



Put in your Label Name, click the paper size dropdown and select your paper size. You will find custom size that we have included at the bottom of the list. These are processed without Windows assistance and may function much better for you than the paper sizes that are standard Windows pages. If you do not see your paper size press the Custom Paper List and add the size you require.



Enter the page Description and spec's as per the example below and press Add and then Press OK to save. You may only ADD one New Paper Size at a time.



In the example below we are add a line label so we can place the Variable Stamp in the bottom right of a 48 inch page and a Constant Stamp in the bottom left of the 48 inch page. Custom labels for electronic documents only require 1 Across and 1 Down the page as you can only place one label per page but the label can be ANY size up to the full dimension of the page. Keeping the label as small as possible holds down file size and makes placement easier. The example below will make label 47 inches wide and ½ inch tall which allows the bottom right and bottom left stamps.

After filling in the required label information press Save and you will be returned to the Label Type screen with your new label highlighted. Press Next to continue.

If you would like to save this setup for future jobs you may save it as shown in the rest of the screens. Each user will need to complete this process for each of their templates. By filling in the Client Name with the Label name the option will be saved after processing. Additional Drawings of the same size may be stamped in the same way.

The screenshot shows a dialog box titled "Bates Professional 14 - Customer Information" with a sub-header "Registered to Common Sense Software". It contains the following fields:

- Ordered by: [Empty text box]
- Date: [2/15/2016]
- Client Number: [Empty text box]
- Client Name: [48" Drawing Line Label]
- Keywords: [Empty text box]

At the bottom, there are buttons for "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom right shows "N" and "47" Drawing Line Label".

All information saved may be changed any time you use this Existing Data except the Client Name. The database uses the Client Name as the key to job data. You can make a template for each job you work on. You will find more information in the program HELP.

The screenshot shows a dialog box titled "Bates Professional 14 - Additional Information" with a sub-header "Registered to Common Sense Software". It contains the following fields and options:

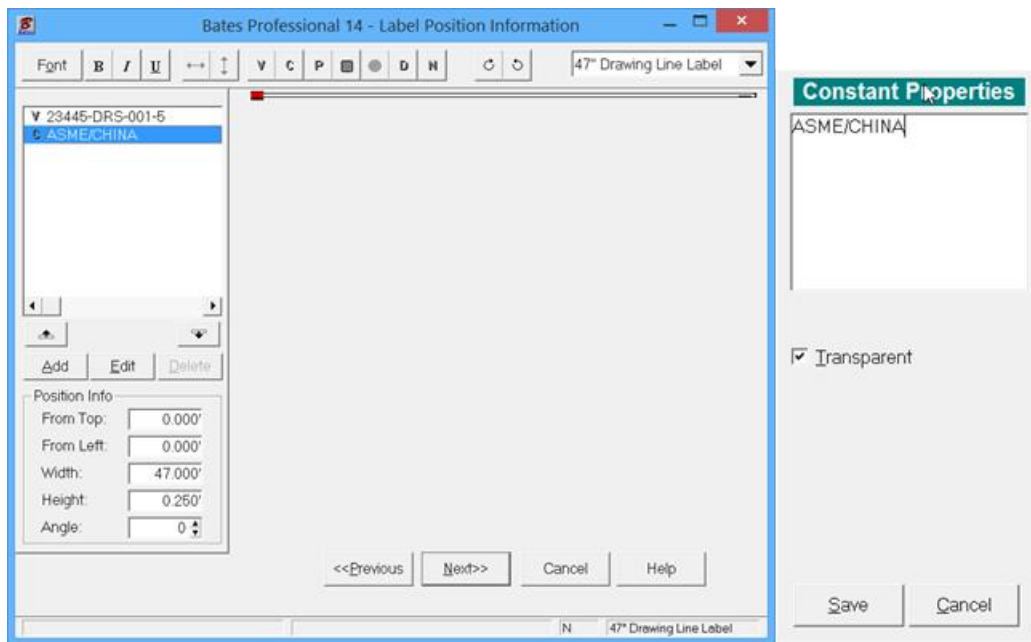
- First Page
- Last Page
- Leading Zero's (i.e. 00001234)
- Number of Digits: [3]
- Stop Pages: [0]
- Number Type: [Numbers]
- Increment: [1]
- Variable Information table:

Prefix	Starting Number	Suffix
23445-DRS-	1	-5

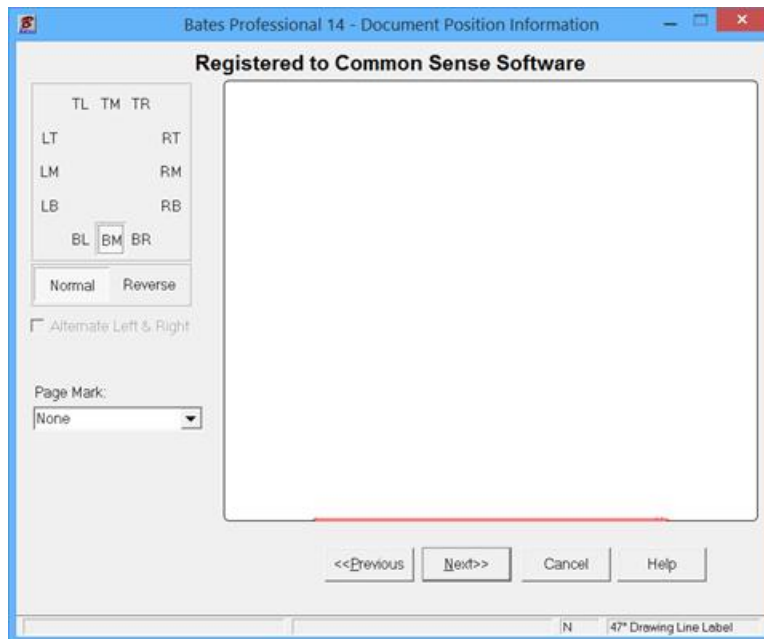
At the bottom, there are buttons for "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom left shows "Prints after numbers or letters." and the status bar at the bottom right shows "N" and "47" Drawing Line Label".

In the screen above the leading Zero's is checked, Prefix, Starting Number and Suffix define our Variable Stamp.

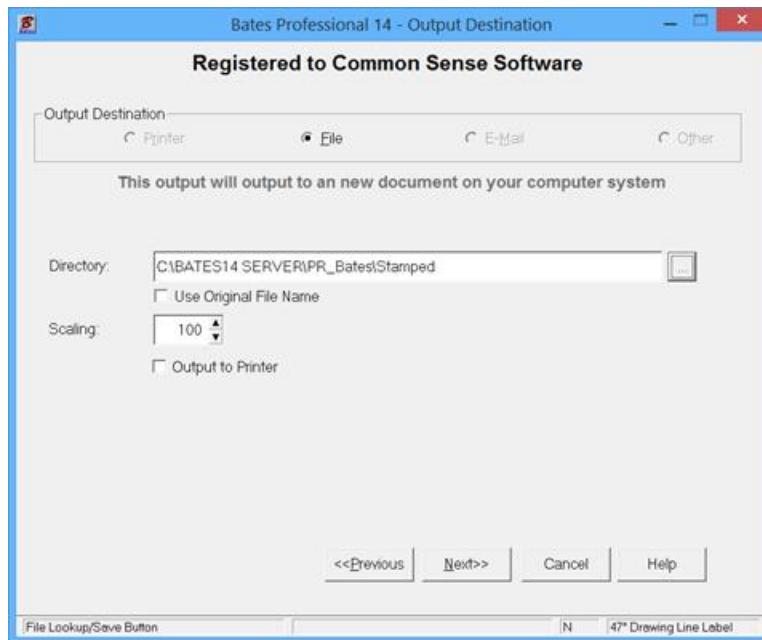
Below is the Label Position Information which show our line label (not to scale) Use the mouse to drag the Variable to the right end of the label. Highlight the C in the box at the top left of this screen and then press Exit to add the Constant. Click Save and by default this will be in the left end of the label.



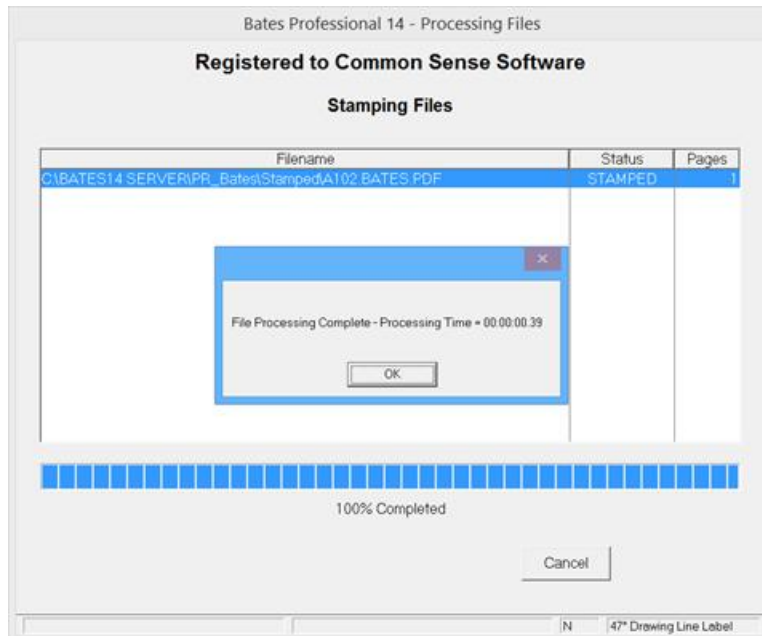
On the Document Position screen I have selected BM to place our label in the center the bottom of the page. Press Next



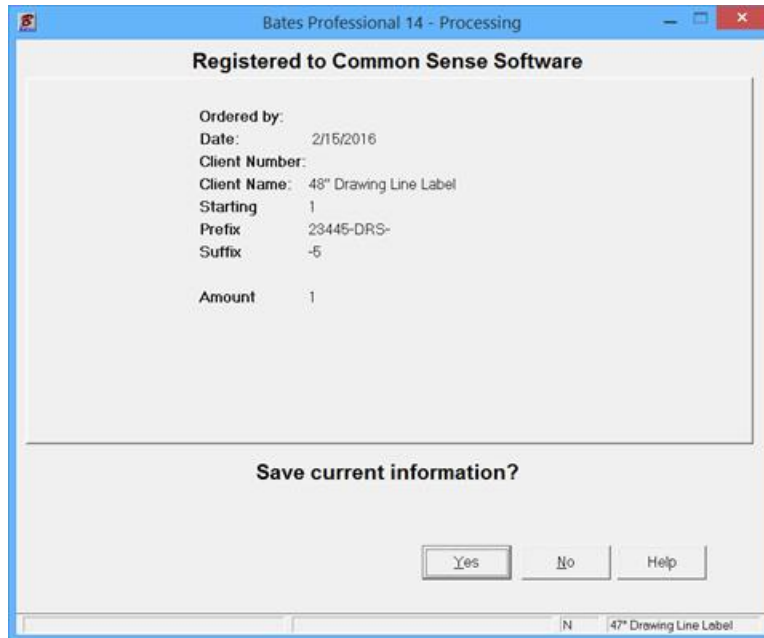
Select the Output Destination by pressing the Lookup Button [...] at the end of the Directory field. Pressing Next will process your file(s).



When processing is complete select OK and you will be to save this setup to the Database.



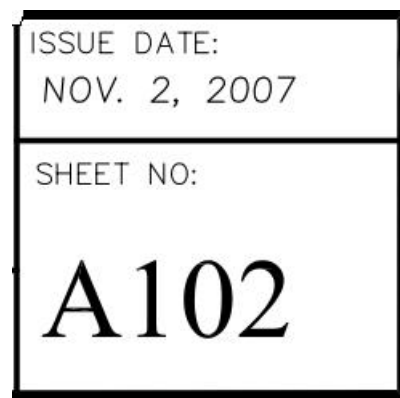
This screen saves the Setup for the 48" Drawing Line Label to the database. The database is accessed by selecting "Use Existing Data" on the Input Source screen. Complete information is in the Help. There is a Help button on every Screen.



Below are left and right bottom screen shots of the 48" x 36" PDF file we just processed.



ASME/CHINA



23445-DRS-001-5