



# Page Stamper Settings Guide

## Overview

This document provides an overview of the Page Stamper Settings. The page stamper uses a simple template so the first step is to create a template, and then use this template to position the required stamps in the correct position. Example stamps

- ✓ **Text Stamps** – Stamp dates, times, ScanToPDF Variable Data (Output File Name, User Name, Barcode Values etc.). These are sometimes referred to as "**Bates stamps**"
- ✓ **Barcodes** – Stamp barcode values onto pages
- ✓ **Masks** – Use these to block out (redact) areas of documents that may be confidential or not required in the completed PDF document

## Allow Template Setting

- Start ScanToPDF
- On the menu bar, click "Edit" then choose "Options"
- Click the "UI" ICON
- Check the show "Save as template" option on the page contextual menu in the "Optional items on UI" list box section
- Click "Save" on the lower right of the UI settings window
- On the toolbar, click the "Trigger an automatic document save after capture" option so it is not ticked

## Accessing The Page Stamper Settings

Click the "Edit" menu and choose "Options" or click the "Gear" ICON on the toolbar.

Click the "Page Stamper" ICON

On the "Zones" TAB click the "Edit" BUTTON on the lower right of the window below the settings list.

A new window opens to display the template on the left and the settings on the right.

The principle of operation is that you use the template to place where the Stamp will go on the finished page, and set the settings to reflect how the stamp will appear on the finished document (Font Size, Color etc)

## Load A Template

Click the "Load template" menu and select the template file you created earlier. The file will be displayed in the template window on the left hand side.

## Adding A New Stamp

Click the "Stamps" menu, select the "Stamp Type" and click Add. Draw a rectangle on the template pane to represent where you need the stamp to appear. Once you have drawn the rectangle switch to the right hand settings pane and make the rest of the settings as required.

## Stamp Settings Available In The Settings Pane

### Appearance section – Text Stamps

**Font name** – choose a font name from the list of available fonts

**Font size** – set the font size

**Stamp colour** – set the font foreground colour

**Stamp type** - text

**Text alignment** – choose a value for the alignment of the text

### Appearance section – Barcode Stamps

**Barcode type** – choose a barcode type from the list of available barcode types

**Stamp colour** – set the barcode colour

**Text colour** – set the colour of the text displayed below the barcode

### Appearance section – Mask Stamps

**Stamp colour** – set the barcode colour

### Data section

**Text** – set the value to be displayed in the stamp (see examples below)

### Main section

**Name** – set the name for the stamp, for example "Document Date"

### Position section

**Coordinates** – displays the coordinates for the currently selected stamp

**Dynamic coordinate expression** – enter an expression to create stamps in dynamic positions

**First page only** – true or false. If true then stamps are only applied to the first page of a document

## Text Stamp

For text stamps use a Stamp Type of "Text" on the "Stamps" menu. Set the other available properties for the stamp using the settings pane on the right hand side.

Set the "Text" field as follows

Example 1 – current date

Date : {Date():dd-MM-yyyy}

Example 2 – fixed text

"CONFIDENTIAL"

Example 3 – extracted variable called invoiceNumber

Invoice Number = {invoiceNumber}

## Barcode Stamp

For barcode stamps use a Stamp Type of "Barcode". The "Text" setting is used to enter the value for stamping on the page as a barcode. This could include any ScanTOPDF variable or fixed text

Example 1 To use a variable called invNumber extracted from a barcode  
{invNumber}

Example 2 To use a variable for the date in the form Day – Month – Year  
{Date():dd-MM-yyyy}

Example 3 - To stamp fixed text of the word "Invoice" as a barcode  
"Invoice"

## Mask Stamp

For mask stamps use a Stamp Type of "Mask". The only setting applicable to a mask is the color setting.

## Removing A Stamp

Select the Stamp by clicking the rectangle in the template, or by selecting the name from the drop down list of names, and click the "Remove" button.

## Exiting The Page Stamper Settings

To exit and save the settings, click the "OK" BUTTON on the bottom right of the window. To close the window with saving the settings, click the "Cancel" BUTTON.