



## Stamp and Number Pro 1.0

This is an application to add stamps and page number to PDF, TIFF and image files. With the help of the application, you can choose to add any image as a stamp and can also specify the styles of page numbers on the files.

### Overview

- All Batch numbering options into one easy to use user interface.
- Easy "Drag and Drop" facility to add files.
- Search files based on Name, File Size, File Type, Date Created and Date Modified.
- Support adding image files as a stamp at the desired position in the file page.
- Support of password protected PDF Documents.
- Flexibility to define margins for stamps and page numbers.
- You can add page numbers to multiple files with continuous numbering method.
- Support symmetry page numbering option.
- Align the page number at any position in the page, i.e., top, bottom, left or right.
- Flexibility to control the pages up to which you want the stamping.

### Trial Version limitation and How to purchase and Register?

**Our trial version is full featured version** but can number limited number of files for every process which we think is sufficient to try before making a decision to purchase. It does not have any other limitation. When you will purchase the application, you will receive a registration code. You can register your application using this registration code and then there will be no limitation in the application.

### User Interface Guide

- A. [Managing File](#)
  - a. [Adding Files](#)
  - b. [Deleting Files](#)
  - c. [Provide PDF Read Password](#)
- B. [Stamp List](#)
  - a. [Text Stamp](#)
  - b. [Image Stamp](#)
  - c. [Highlight Selected Stamp](#)
  - d. [Live Preview](#)
  - e. [Save](#)
  - f. [Load](#)
- C. [Page and Margin Options](#)
  - a. [Page Selection](#)
  - b. [Page to begin Processing at](#)
  - c. [Page to end Processing at](#)
  - d. [Page Numbering to start with](#)
  - e. [Page numbering Interval](#)
  - f. [Symmetry Page](#)
  - g. [Continuous](#)
  - h. [Unit](#)
  - i. [Margins](#)
- D. [Output Options](#)
- E. [Export](#)
- F. [Options](#)


## A. Managing Files

**a. Adding Files:** You can add the files, you want to process with Stamp and Number Pro 1.0. The application support various file formats, such as pdf, tiff, jpeg, jpg, gif, png and bmp. There are five ways to add the files in the grid

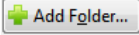
### (i) Drag and Drop Files

You can just drag and drop files and folders into the application and it will search for the supported file types and add into the application.


### (ii) Choose the files you want to add into application.

Press  button and choose the files you want to add.


### (iii) Add folder and sub-folder with files into it.

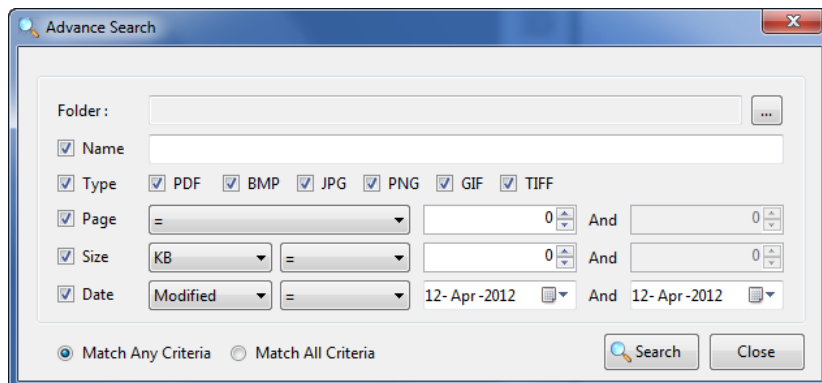
Press  button if you want to add all the files in one folder. You can select "Include subfolder", if you have files within sub-folder. If this check box is checked then the application will look for supported file types into sub-folder also.

### (iv) Import Files

You can choose this option by clicking at  to add files into application if you have list of files into a text file. You can also copy and paste your list into text box.

### (v) Search Files based on search criteria

Click at  and you can search files based on certain search criteria, like Name, Type, Page, Size and Date.



### Some of the examples of how you can use the search

1. You can find files with 3 or more pages.
2. You can find files which match specific date or created in between given date.
3. You can find with file size of more than 200 MB.
4. You can find files with name starts with 'office'.




After defining the search criteria, you can select any of these two options to match your criteria selected.

#### - Match any criteria

By default search option is "Match any criteria". That means the application will find the files that matches any search criteria. For example you can give multiple search criteria but application will find all the files matches to any of these search criteria.

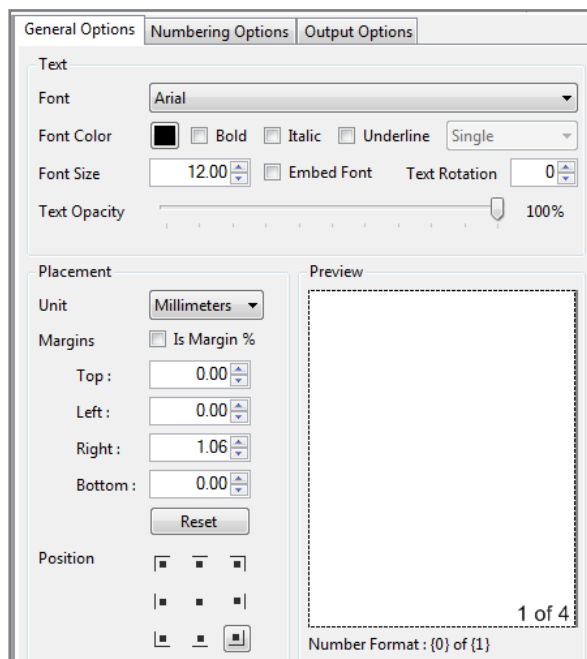
#### - Match all criteria

If you want to find the files which matches all the selected criteria then you can choose this option.

- b. Deleting Files:** If you want to delete any file in the grid, select the file and right click ->Remove Selection or you can press Delete button on your keyboard as well or click at . If you want to delete all the files in the grid, either right click on any file -> Remove All or click at .
- c. Provide PDF Read Password:** If you have taken the password protected PDF files in the grid, you need to give the password so that the application can read and process your inputs. If you have a common password for all the PDF files, select the files -> right click at the file -> Provide PDF Read Password or click at  icon. Similarly, you can give the read password for the specific file as well.

## B. Stamp List

You will be able to see the no of stamps in the Description window. If you wish to delete any specific stamp, select delete icon. You can also change the sequence of the stamps by clicking at .



**a. Text Stamp:** If you intend to add some text or add page number to the files, click at Text Stamp.

**i. Stamp Type & Format:** If you wish to stamp your files with text (for ex Confidential), you need to select Plain text in Stamp type drop down box and write the text (Confidential in this example) in the Stamp Format text box.

If you wish to add page numbers to your file(s), select Numbers/Roman Numbers Capital/Roman Numbers Small and select the format, in which you want the page number to appear in the file(s) from the Stamp format menu.

If you wish the page numbers as 1,2,3 or I,II,III etc, select {0} and if you want the page numbers to be displayed as Page 1 of 9, you need to select {0} of {1}. Here {0} is the place holder for the page numbers and {1} is for the total page number in the file(s).

**ii. Text:** You can define the formatting of the font here, i.e., you can select font type, font color, font size and font style. User can also set the text opacity as per the requirement. You can also rotate text as per your requirement as well. If you wish to have an outline for the text, select the outline size and the opacity of the outline.

**iii. Position:** Basis your requirement, you can specify the position of page number in the document(s). You can choose any of 9 positions, i.e., Top Right, Top Centre, Top Left, Middle Left, Middle Centre, Middle Right, Bottom Left, Bottom Centre, and Bottom Right.

**iv. Draw Under PDF Content:** If you want the stamping to appear as a background in your PDF file and not disturb the readability of the document, check this option. As the name suggests, this option is valid only for PDF files and not for other image formats. You won't be able to see this in the live preview but the application will do the process at the time of stamping.

**v. Padding Character:** This is required, if you are increasing the Number Padding Length to 1 or more. Default value is zero and therefore, when you add padding length to 1, 2 or 3, page numbers will be like 01, 001, 0001 respectively. You can add alphabet as well as a padding character. For ex: If you will enter "a" as padding character, page number would be like a1, aa1, aaa1 basis number padding length.

**vi. Padding Length:** Default value is 1, which is why the default numbering will be like 1,2,3 and if you change the Padding length to 2, page numbers will be 01, 02 etc and if padding length will be 3, numbers will be 001, 002, 003 etc.

**b. Image Stamp:** You can also add the image as well as a stamp. Click at icon to add image as a stamp in the file(s).

**i. Add Image:** Click at the icon to select the image you want to use as a stamp.

**ii. Delete Image:** Click at icon to delete the image selected.

**iii. Image Size:** You can keep the aspect ratio of the image selected or can change the ratio as per your requirement.

**iv. Rotation:** User can rotate the image as per requirement.

**v. Opacity:** Application provides flexibility to change the opacity of the image selected as well.

**vi. Position:** User can define the position of the image in the file. You can choose any of 9 positions, i.e., Top Right, Top Centre, Top Left, Middle Left, Middle Centre, Middle Right, Bottom Left, Bottom Centre, and Bottom Right.

**vii. Draw Under PDF Content:** If you want the stamping to appear as a background in your PDF file and not disturb the readability of the document, check this option. As the name suggests, this option is valid only for PDF files and not for other file formats. You won't be able to see the change in the live preview but the application will do the process at the time of stamping.

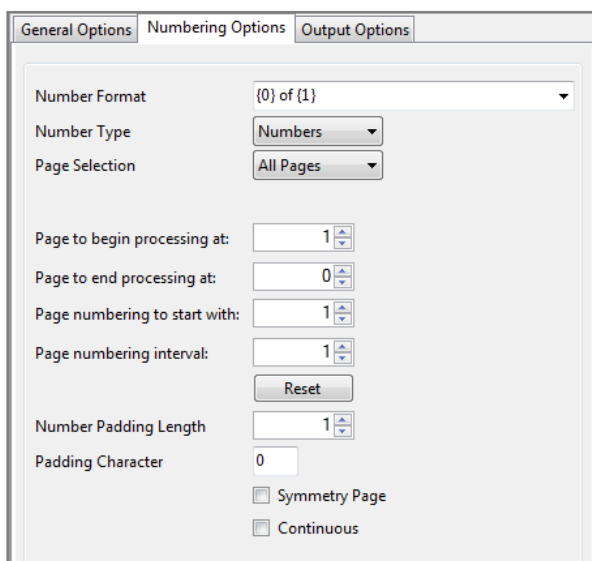
**c. Highlight Selected Stamp:** User can add multiple stamps to the files. If you wish to see any specific stamp in the preview, check this option and you will be able to see the selected stamp as a highlighted one in the preview window.

**d. Live Preview:** Clicking at this option will enable the user to view the changes live. Un-checking this option will show you the stamp and the formats applied to it and not how it will appear in the original window.

**e. Save:** You can save a set of stamps and numbering formats to be used again in future. This will save your time and efforts in defining the same stamps and formats again and again. The file will be saved as snap and number profile with snprofile as an extension.

**f. Load:** If you wish to repeat the same stamps and numbering formats again and again, you can save the formats as a profile and simply open the profile by clicking at Load button. This will apply the profile of the stamp/numbering to the new set of files.

**C. Page and Margin Options:** User can select the pages, where they want the stamping or the numbering should be done in the file(s).



**a. Page Selection:** You can select to stamp all the pages or only odd/even pages in the file(s).

**b. Page to begin processing at:** By default, the application will begin processing from 1st page but if you wish to begin the numbering after few pages, you can change the value to the page number, from which you want to start the numbering.

**c. Page to end Processing at:** By default, the application will end the numbering process at the last page but if you wish to end the numbering at some other page, you need to enter the page number, where the application should end the numbering process. For ex: if you want to stamp only the first page with an image and the whole file, change the value to 1 and stamp the image in the file.

**d. Page Numbering to start with:** By default, the application will begin the numbering process from 1 but you can change the value as per your requirement.



**g. Page Numbering Interval:** By default, page numbering interval is 1. This will generate the numbers as 1,2,3 and if you choose the interval as 2, the numbers will 1,3,5 and likewise.

**h. Symmetry Page:** You can check symmetry, if you wish to add page number alternatively at right and left. This option won't be enabled if you have selected the position of the page number as centre.

For ex: If you have selected Bottom Right as the position of the page numbers and if you check Symmetry, 1st number will appear at bottom right, 2nd at bottom left, 3rd as bottom left, 4th as bottom right etc.

**k. Continuous:** If you have selected multiple files in the grid and if you want to number all the files in continuation and not individually, you can check Continuous checkbox.

For ex: You have added 5 PDF files with total pages as 10,15,20,5 and 8 respectively. If you won't check Continuous checkbox, the application will number all the files as 1-10, 1-15, 1-20, 1-5 and 1-8 but if you will check Continuous, the application will number the files as 1-10, 11-25, 26-45, 46-50 and 51-58.

You can change the sequence of the file for page numbering by clicking at Move Up  and Move Down  keys.

**l. Unit:** You can specify the margin in three units. i.e., Point, Millimeters and inches. Clicking at Reset button will set the margin values at zero.

**m. Margins:** You can set the outer blank spaces around the edges of the pages of your files. This will also enable you to have some difference between page margin and the stamp/page number.

## D. Output Options

You can choose the output folder, where you want the file to be saved. You can also set the default Output folder for all the processes. If you wish to open the folder immediately after the numbering is over, you can select the option "Open folder after process completion".



## E. Export

You can export list of files you can see in file grid into text delimited text file. All the columns you can see will be in exported text files separated by a tab.



## F. Options

There are two application options available in the application.

**(a) Hide when Minimized:** If this option is checked the application will be hidden in the system tray icon when you minimize it.

**(b) Show System Tray Icon:** If this option is checked then you can see system tray icon of application.