



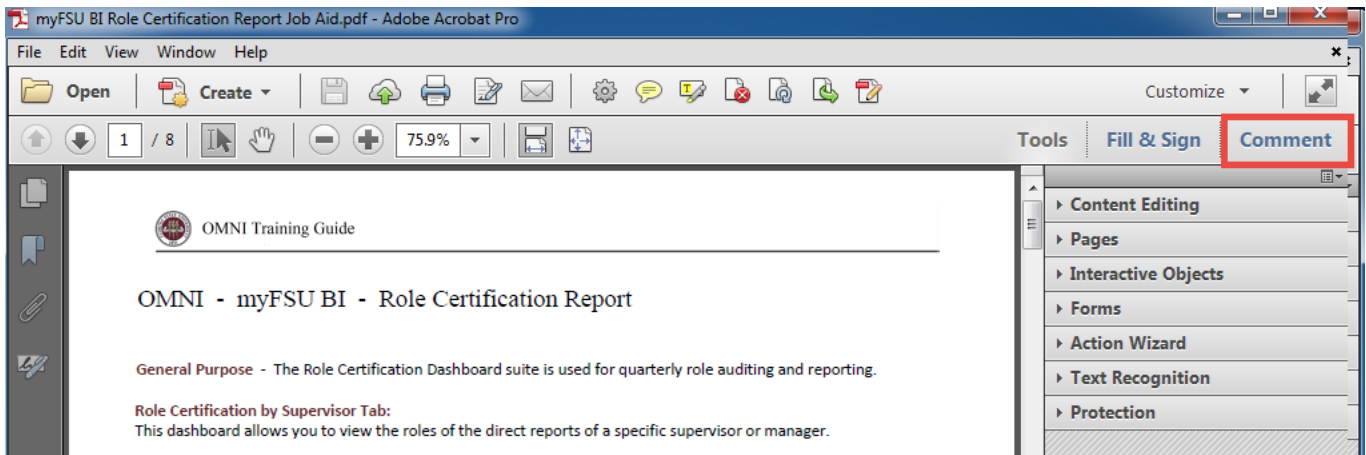
Adobe Acrobat – Setting up a Dynamic Stamp

Purpose

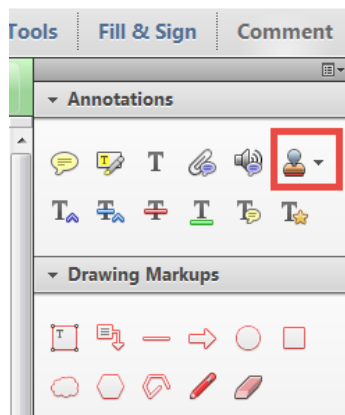
The purpose of this job aid is to demonstrate how to set up a dynamic stamp in Adobe Acrobat.

Procedure

1. Open a PDF document in Adobe Acrobat
2. Click on the “Comment” menu

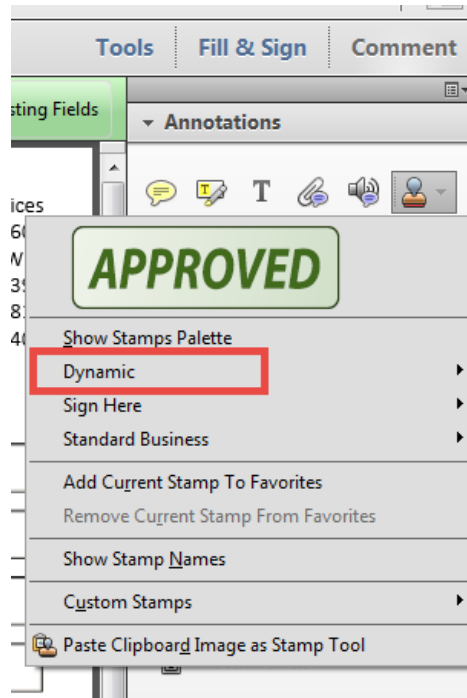


3. Click on the Stamp icon to open a menu

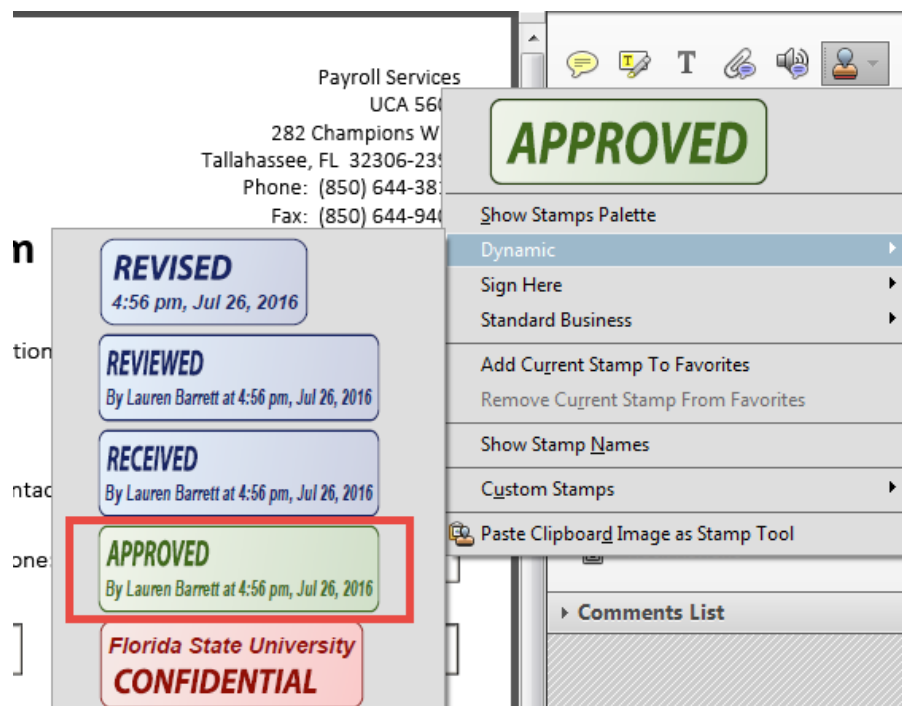




- Click or hover over the menu option labeled “Dynamic”



- Click on the appropriate stamp type (“Approved” or “Received”, etc.)





6. Fill out the empty fields on the resulting pop-up menu as follows:

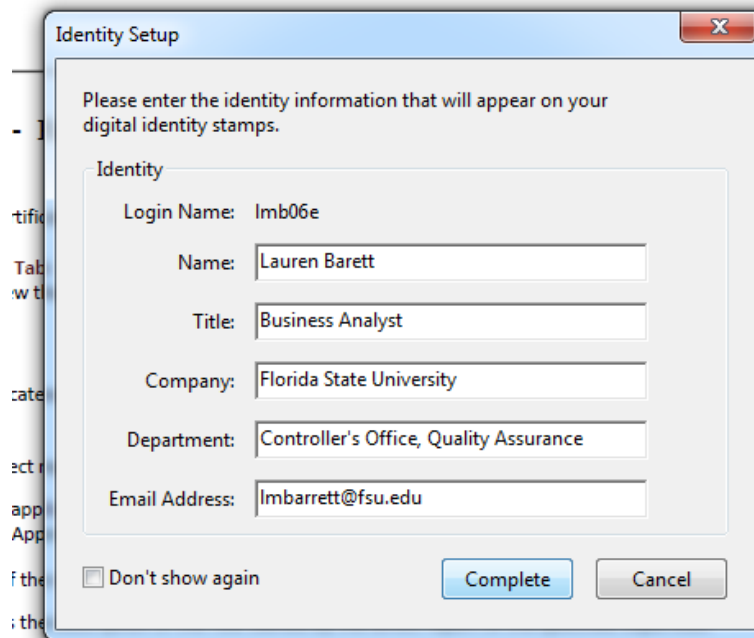
Name - Your name, as you'd like it to be displayed

Title - Your official position title (E.g., "Business Analyst", "IT Support Technician", "Associate Controller")

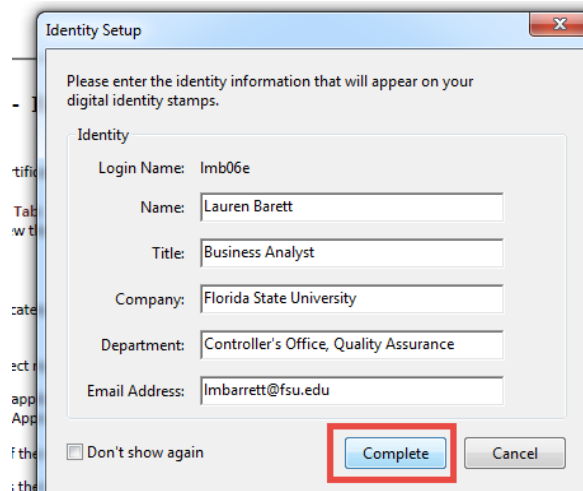
Company - "Florida State University" for most employees- please contact Quality Assurance if you believe you may be an exception.

Department - The name of your official department (E.g., "Controller's Office", "University Business Administration", "Information Technology Services")

Email Address - Your preferred FSU email address.



7. After the above information has been filled in, click on the "Complete" button





8. Once the dynamic stamp has been created, the user should be able to click on their desired dynamic stamp and apply it to the PDF document.



APPROVED

By Lauren Barett at 4:18 pm, Jul 26, 2016

OMNI - myFSU BI - Role Certification Report

General Purpose - The Role Certification Dashboard suite is used for quarterly role auditing and reporting.

Role Certification by Supervisor Tab:

This dashboard allows you to view the roles of the direct reports of a specific supervisor or manager.

Metrics Contained:

Please direct further questions to QualityAssurance@admin.fsu.edu.