

# DocStamp™

Written By:

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DocStamp™ allows you to place the document name in a box and every time the document is saved, the name of the document is placed in the DocStamp™ boxes.

## **Attaching a Document Stamp**

To attach a DocStamp™, create a new text box and select "Add Document Stamp" from the Utilities menu. The name of the document is inserted into the box. If the box already contains text, an alert is posted to warning you that the text will be erased when the document stamp is added. You can abort the document stamp by pressing Cancel in the alert dialog.

## **Removing a Document Stamp**

To remove a document stamp, select the box that contains the document stamp and select "Remove Document Stamp" from the Utilities menu. If the box does not contain a document stamp, the "Remove Document Stamp" does not appear. Instead, "Add Document Stamp" appears in the menu. You can also remove a document stamp by deleting the box that contains the stamp.

## **Updating the Document Stamp**

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