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## Installation instructions for the Cobweb Design editing and proofreading stamps

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SECTION 2 AND 3 OF THE ABOVE DISCLAIMER ALSO APPLY TO THE FULL SET.

To install all the stamps in one go, you must add files to the stamps directory for Adobe Acrobat. This can be tricky to find as different versions of Acrobat store the files in different places. The instructions below should cover most cases so please read through to find the information relevant to your system. Note that if your computer is set to hide system directories you may need to make these directories visible: instructions for doing this on a PC or Mac are included below.

**Make sure to close Acrobat before installing the stamps.**

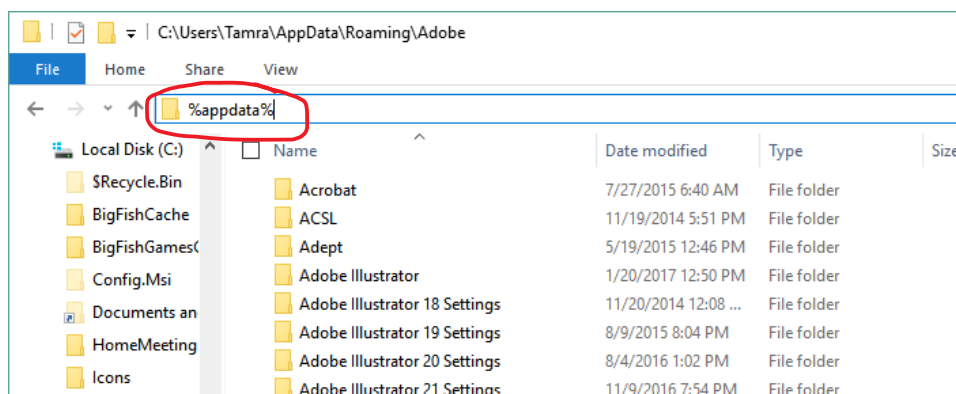
**\* If you have any issues with the installation instructions, please email info@cobwebdesign.ca. But please, try these instructions first and let me know which step gave you trouble.**

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## Acrobat Pro PC Install

1. Check which version of Acrobat Pro you have – this is important, because if you have upgraded in the past, you may have folders from previous versions on your computer. Open Acrobat and look on the top bar to see the version. (TIP: Until version 11, Acrobat was numbered. The latest version is called “DC”).
2. Close Acrobat.
3. Open any Windows folder. Click in the blank space to the right of the folder path, and enter **%appdata%** and press enter.



4. This should take you directly into the Application Data folder. Now select Adobe -> Acrobat -> <your version of Acrobat (e.g., **11** or **DC**)> -> Stamps.

**If you cannot access appdata, see below for how to enable hidden files, then return to these instructions.**

5. Place the stamps file(s) (e.g., **Cobweb Design Proofing (COLOUR).pdf**) in the folder. If you purchase the full set there will be multiple files, one for each stamp colour and an additional file for the French stamps. Make sure to copy all of these files (except for this instructions

document) to your Adobe folder. **Keep a backup copy of the files because if you delete any stamps within Acrobat this master file will change.**

6. Launch Acrobat and open any document.
7. Open the Stamps Palette (see **How to use the stamps** below for how to find it if you are new to this). The stamps should now appear as an option in the drop down menu.
8. Click on a stamp, then on your document to apply it. You can then click on a stamp and drag it to move it, or you can use the corner handles to resize it. See **How to use the stamps** below for more instructions.

## How to access the AppData folder on a PC

*Use these instructions if you cannot access AppData using the steps above.*

1. Open any Windows folder and select the **View** menu.
2. Under **options** (on the far right) select **Change folder and search options**.
3. Select the **View** tab.
4. Select the button for **Show hidden files, folders, and drives**.
5. Click OK to close the dialogue.
6. You may wish to shut this option off once the install is done, if you are not comfortable with seeing system files.

## Acrobat Reader PC Install

1. Go to your C drive and open **Program Files**.
2. Open the folder **Adobe** then **Acrobat x.0** or **Reader x.0** (x is the version number).
3. Open **Reader\plug\_ins\Annotations\Stamps\ENU**.
4. Place the PDF file(s) (e.g., **Cobweb Design Proofing (COLOUR).pdf**) inside the **ENU** folder.
5. Launch Adobe Acrobat Reader; you will find the stamp set under the Stamp Tool.
6. Please note that in older versions, you will only be able to see the Stamp Tool and stamp set with a PDF file that has been enabled for editing in Adobe Acrobat Professional, and overall, you will have fewer editing options than in the Pro version.

## Mac Install

1. On your Desktop, double-click your hard drive icon to open a Finder window.
2. Go to the Users folder and open your **individual user** folder.

3. Open the **Library** folder, then open the **Acrobat User Data** folder. If you cannot find the library folder, see the next section for how to make it visible.
4. Look for the Acrobat version number you are using and open that folder.
5. Open the **Stamps** folder.  
The full path is: *HardDrive: Users:IndividualUser:Library:Acrobat User Data:X.0:Stamps*
6. Place the PDF file(s) called (e.g., **Cobweb Design Proofing (COLOUR).pdf**) inside the **Stamps** folder.
7. Launch Adobe Acrobat Professional; you will find the stamp set under the **Stamp Tool**.

## How to access the (Home) > Library folder on a mac

*Use these instructions if you cannot access AppData using the steps above.*

1. On recent versions of Mac OS, the Library folder is hidden by default. Use these steps to make it visible.
2. In the Finder, hold down the Option key first while choosing Go > Library so you can see it.
3. Then find the Stamps folder in:  
Library -> Application Support -> Adobe -> Acrobat -> 11.0(or your version #) -> Stamps
4. Return to the Mac install instructions.

# How to use the stamps

Depending on your Acrobat version, you will find the **Stamp Tool** under one of the following menu options:

- Comments > Commenting Tools > Stamp Tool
- Comments > Comment & Markup Tools > Stamp Tool
- Tools/Stamp/Stamps Palette (option shows up on your top bar)

To see the stamp set(s):

Select it from the drop-down list at the top of the stamps palette. If you purchased the full set, you will have an entry on the drop down list for each colour/language.

Select the stamp you want to use, then stamp on your document. Click on a stamp that has been placed to move it around or resize it (it helps to be zoomed in).

You can create a custom set by deleting stamps you will not use. The full set has multiple versions of many stamps (e.g., insert apostrophe has both narrow and wider styles) to accommodate a range of style guides. Back up the original file before making changes as any deleted stamps disappear from the installed file and can't be restored.

Use the commenting and pen tools to supplement the stamps and add comments.

Send comments on stamp size, appearance or usability to [info@cobwebdesign.ca](mailto:info@cobwebdesign.ca). Also note any missing stamps, etc.

See the next page: **Proofing marks sample document** for an example of using the stamps.

## MODIFYING/PERSONALIZING THE STAMPS FILES

You may wish to make changes to the stamps files to make them more useful for you. You have the following options:



1. To remove any stamps you will not need, open the stamps file(s) that you placed in the acrobat folder and open the bookmarks tab on the left of the document. There will be a page for each stamp. Any pages deleted here will be deleted from the stamps. Please back up your stamps file first or you will not be able to restore any deleted items.
2. To change the order of the stamps, open the stamps file as described in the previous step and use the bookmarks pane to click and drag on stamps and change their position. TIP – you can expand the width of the bookmarks pane to make it easier to see many stamps at once.

# Creative Brief


## Client:


 The Calgary Cyber gaming League

## Background:


 CCGL is a league of Cyber Gaming fans that host regular casual games and tournaments for league members. 

## Project Overview:

The client requests an updated logo design, a scheduling system to help arrange game times, a and searchable database system to store tournament results for teams and individual players, including existing stats from 2010-2017. 

 This document uses mostly Cobweb proofing marks with a few freeform pen marks and text entry to show how our marks work with the built in comment tools in Acrobat.

## Goal


To recruit new league members, and make it easier for players to access their league standings and game results. The client is considering adding online game tournaments to expand the league to other cities. 

Do we need to set aside space for the online game app?


## Target Audience:

 League members and prospective new members.

## Message & Tone:

The logo should use imagery consistent with the style of the game, Cyber, and including the CCGL initials. Colors should be bold and modern, and stand out well on black. The logo should have a strong “cool” factor and be something players would want to wear on t-shirts and other clothing. 

## Visuals:

 Logos of individual team members will be supplied for the league results pages. Front page graphics should be original and abstract, but mesh well with the graphical style of the Cyber books and games.

## Specifics Needed:

 Very bold, bright colors (not primaries, metallics, and strong abstract shapes). 