



## How to Place Your Logo Using Custom Stamp

You can create custom stamps from a number of formats, including (but not limited to) PDF, JPEG, bitmap, Adobe® Illustrator® (AI), Adobe® Photoshop® (PSD) and Autodesk AutoCAD (DWT, DWG) files. The create custom stamp feature only allows the PDF format in reader.

**Note:** To add an image to a PDF one time only, paste the image into the document. Pasted images have the same characteristics as other stamp comments. Each includes a pop-up note and editable properties.

1. Choose Tools > Comment & Markup > Stamps > Show Stamps Palette
2. Click Import, select the logo file you would like to use and then click OK  
(for Adobe Reader users, the logo has to be a PDF)
3. Type in a new category name, for example "My Logo," and then click OK; close out of the dialog box
4. Choose Comments > Comments & Markup Tools > Stamps > Your Category Name
5. The logo can now be placed and scaled within the "Custom Area" of the cover page