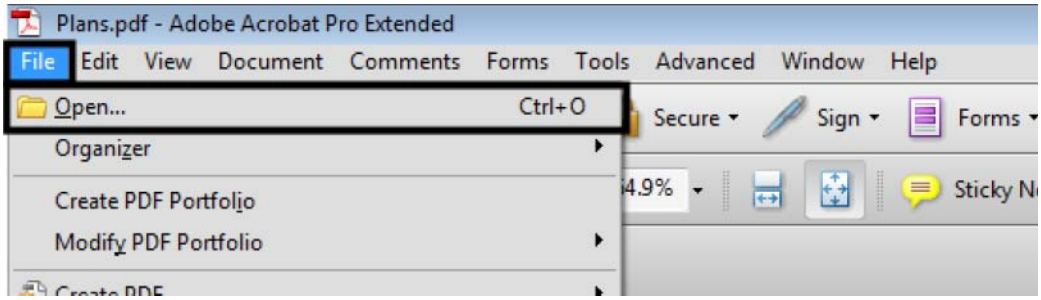
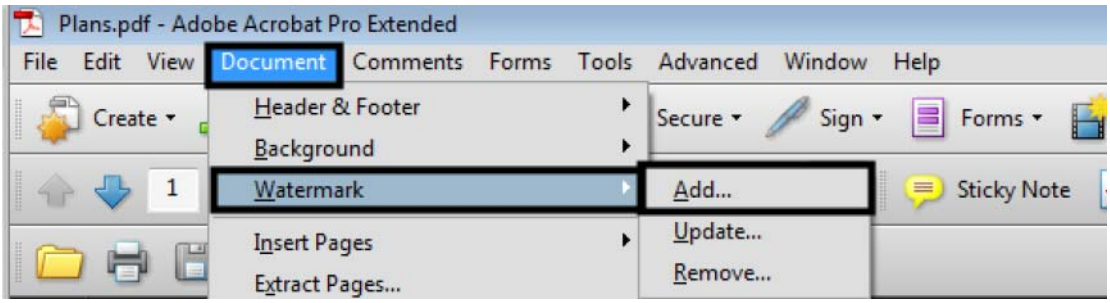
Workflow OP 6 - Adding a Watermark to PDF Files

This document guides you through the process of adding a watermark to a PDF plan set. This method uses Adobe Acrobat Professional to add a watermark to an existing set of plans in PDF format.

1. Open the desired plan set in Adobe Acrobat Professional.



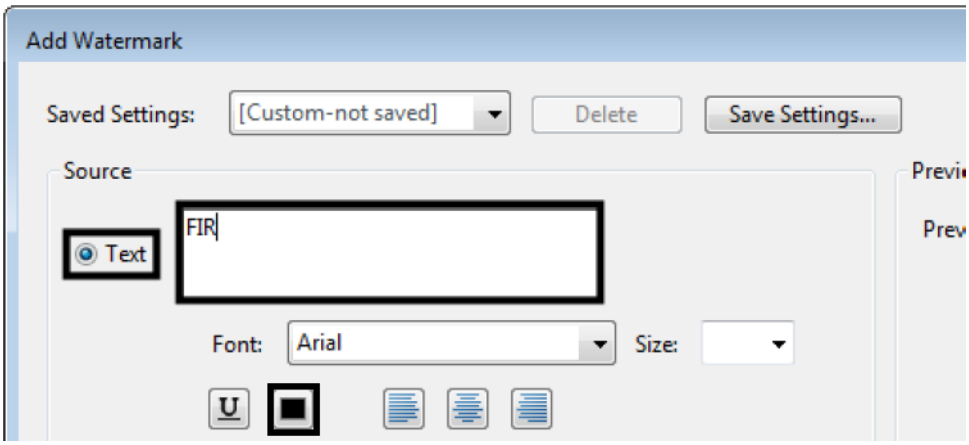
2. From the menu bar, select **Document > Watermark > Add**. This displays the ***Add Watermark*** dialog box.



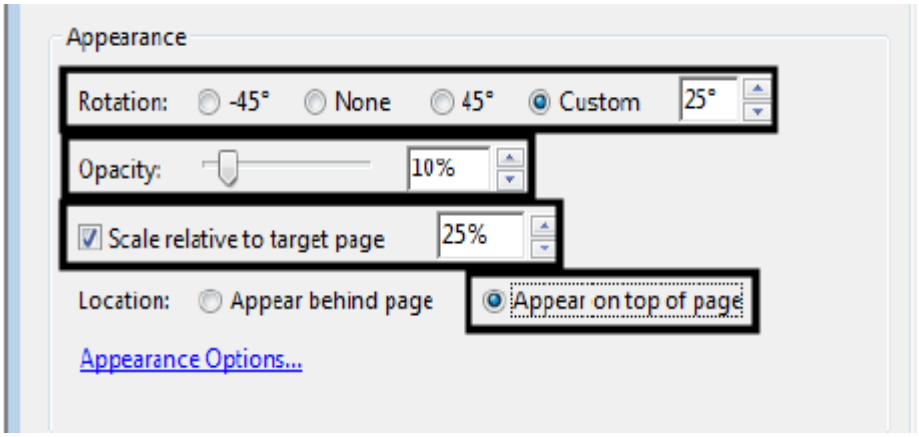
3. In the ***Source*** area of the ***Add Watermark*** dialog box, toggle on **Text**.

4. In the ***Text*** key in field, type the desired text (FIR, FOR, etc.).

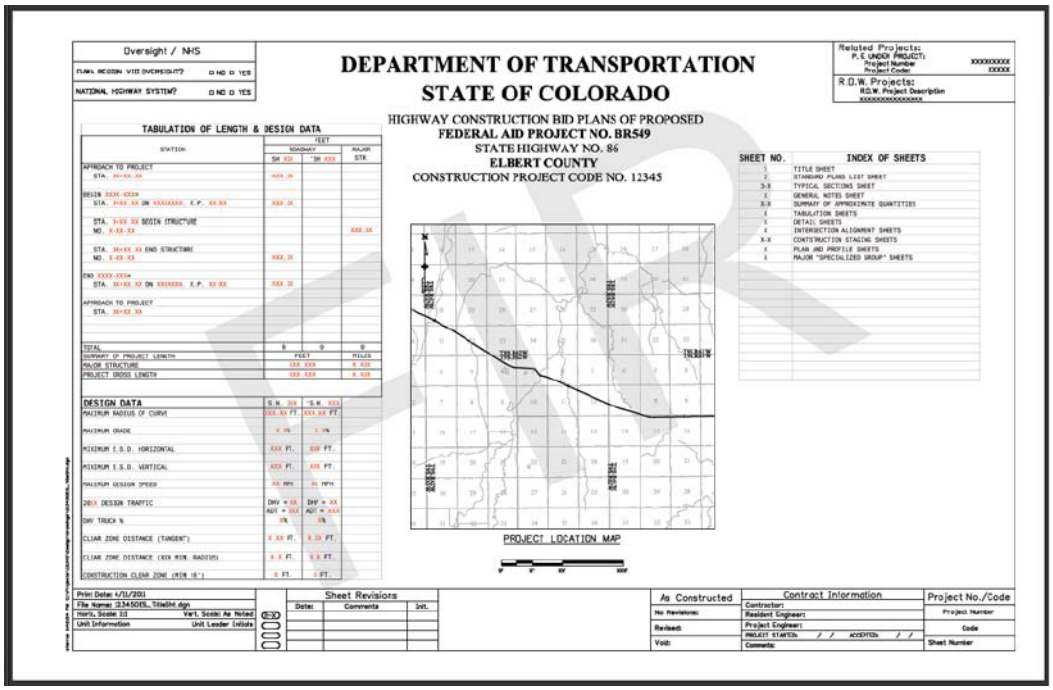
5. Select the desired text color. Use **Black** for a watermark on line drawings. Use **White** for a watermark on sheets with aerial photos.



6. In the ***Appearance*** area, set the desired **Rotation**. In this example, the ***Rotation*** was set to ***Custom*** and **25** degrees.
7. Set the desired **Opacity**; ***25 %*** is used for black text, ***50 %*** is used for white text.
8. Toggle on **Scale relative to target page** and set the desired scale. In this example **100%** was used.
9. Toggle on **Appear on top of page** for ***Location***.



10. **<D> OK** to accept the changes. This adds the watermark to each sheet in the plan set and dismisses the ***Add Watermark*** dialog box.

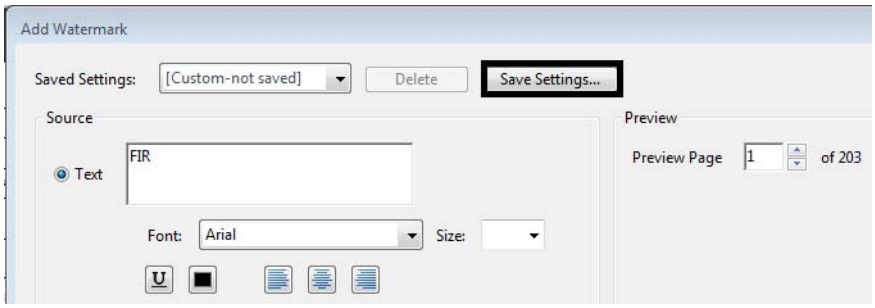


11. To change the watermark settings, reopen the ***Add Watermark*** dialog box and make the desired changes.

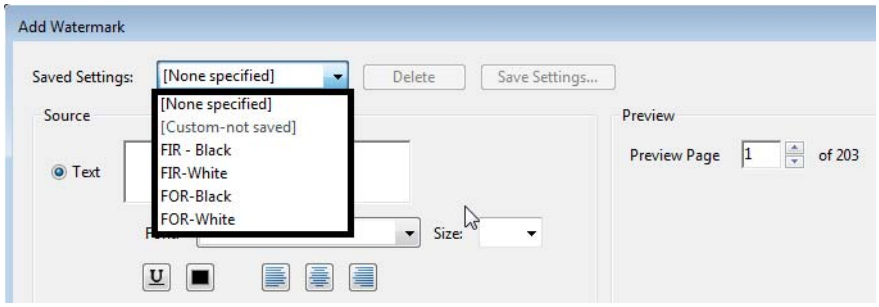
Using Multiple Watermarks in a Plan Set

Plan sets may contain both line drawings and aerial photos combined into a single file. In these cases, multiple watermarks are required; black watermarks are used on line drawings while white watermarks are used on aerial photos.

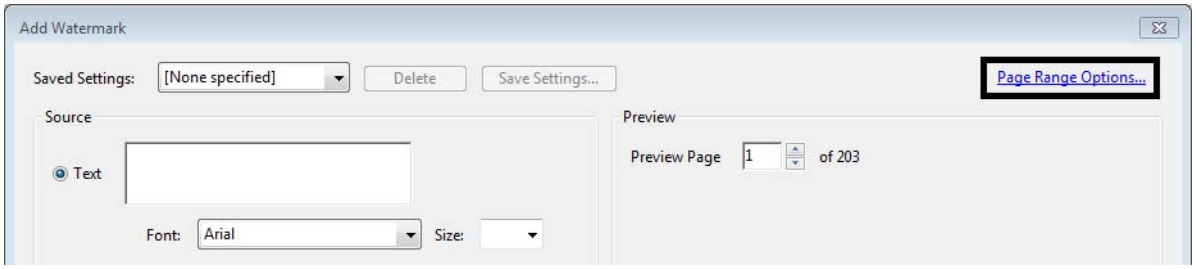
1. Follow steps 1 through 9 above to set up the first watermark.
2. **<D>** the **Save Settings** button.



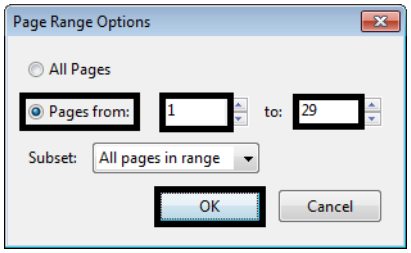
3. In the ***Save Settings*** dialog box, key in the desired setting name. The setting name should identify what the watermark is for. In the illustration below, the name indicates that the watermark is used for FIR line drawings.
4. **<D> OK** to save the settings.
5. Using the same process, create the other watermarks needed.
6. Select the desired watermark from the ***Saved Settings*** menu.



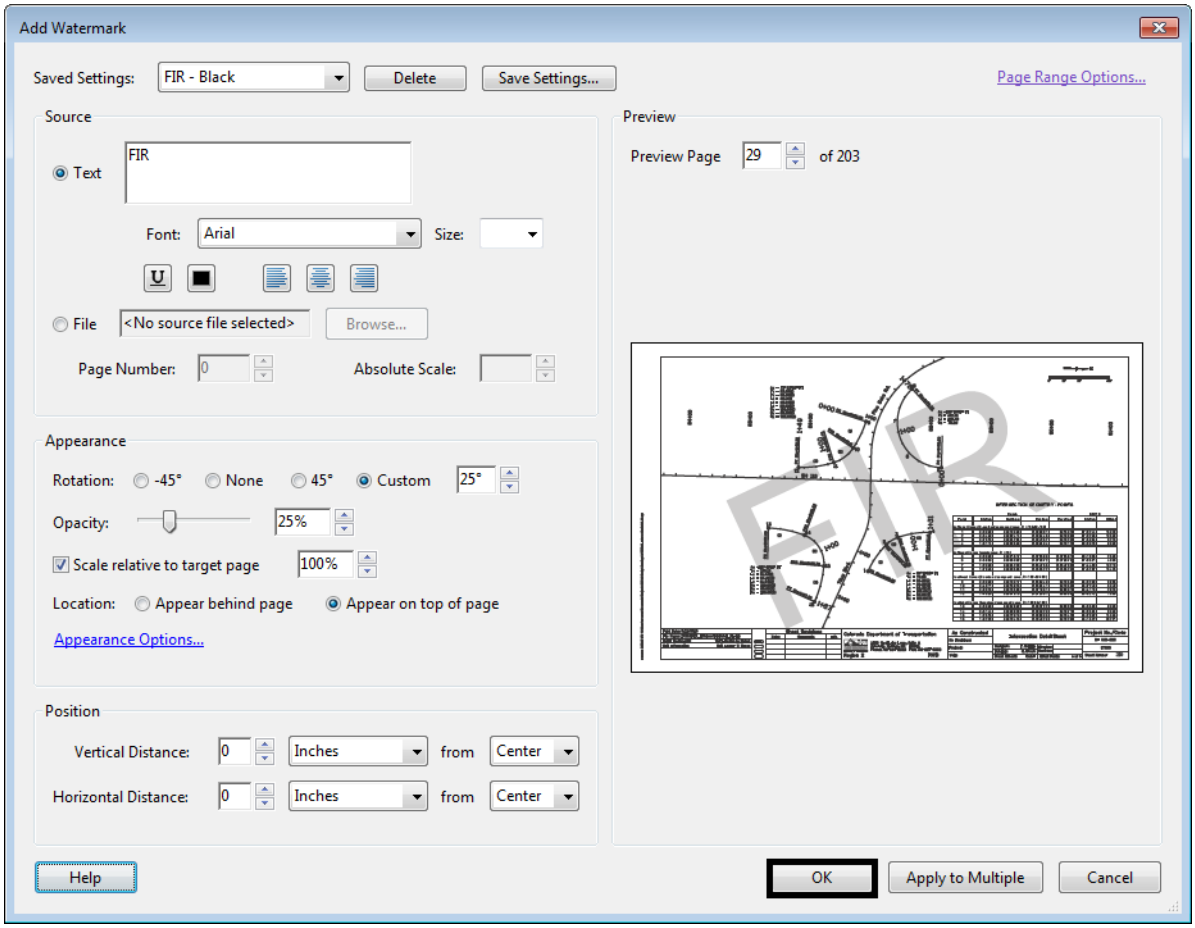
7. **<D>** the **Page Range Options** link (in the upper right corner).



8. In the ***Page Range Options*** dialog box, toggle on **Pages From**.
9. Key in or select the desired number in the ***From*** and ***To*** fields.
10. **<D> OK**. This sets the specified watermark for the indicated pages.



11. In the ***Add Watermark*** dialog box, **<D> OK**. This applies the specified watermark to the indicated pages.



12. From the menu bar, select **Document > Watermark > Add**. An ***Adobe Acrobat*** information dialog box is displayed. It explains that the document already has a watermark.

13. **<D>** the **Add New** button. This allows you to add an additional watermark.

14. Repeat steps 6 through 11 to add the additional watermark.

Any number of watermarks can be added in this manner. Also, the watermark settings are saved within Adobe Acrobat Professional (on your local computer) so they will be available for the next plan set to be printed.