

# Building a Custom Secure Envelope Template


The default templates for Secure Envelopes are recognizable as office communication envelopes and serve a useful purpose. Instead of using the defaults, take a few minutes and build a custom template for your business or other endeavor. Angie Johnson starts from a default template and modifies its content to customize it for her business.

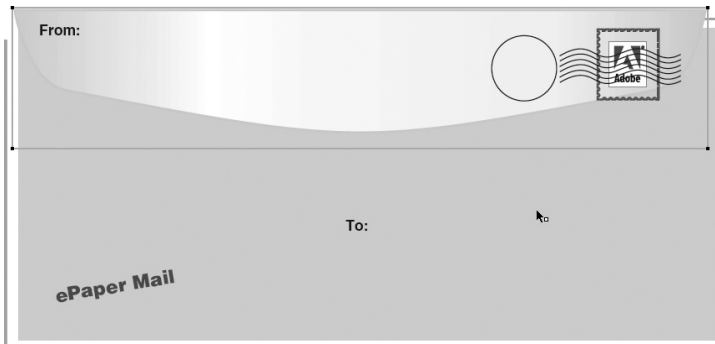


**DOWNLOAD** **johnson\_logo.pdf** from the Ch06 folder located at [www.donnabaker.ca/downloads.html](http://www.donnabaker.ca/downloads.html) if you'd like to try creating your own template using Angie's graphic. You can also download **johnson\_outdoors.pdf**, which is the finished custom template. The default template file used in the project is the **template2.pdf** file, located on your hard drive. For your convenience, a copy of the default template file is on the book's Web site.


## Modifying the Template's Image

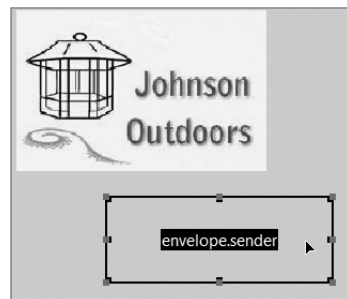
Angie opens the default template. But before she adds her logo image PDF, she adjusts the appearance of the default template by following these steps:

1. Open the template2.pdf template file. The file is installed with the rest of Acrobat's installation files and is stored in this hard drive location: Program Files\Adobe\Acrobat 8\Acrobat\DocTemplates\ENU.
2. Click the TouchUp Object tool  on the Advanced Editing toolbar to select it. Click objects on the default template to remove them (**Figure 6B.1**). Angie removes graphic elements until just the background blue rectangle and the simulated postage and cancelled stamps remain.



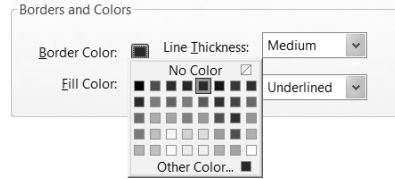
**Figure 6B.1** Select objects to delete from the original template.

3. Choose File > Open to locate and select the johnson\_logo.pdf file, and then click Select to close the dialog.
4. Click the logo image with the Select Object tool  located on the Advanced Editing toolbar and copy the image to the clipboard; close the johnson\_logo.pdf file.
5. Choose Edit > Paste to place a copy at the center of the modified template file. Move it into the upper-left area of the template using the Select tool.
6. Using the Select tool or the Text Field tool on the Forms toolbar, select the envelope.sender field and delete it (**Figure 6B.2**). Angie added her own logo and name to her template image, so she doesn't need the field.

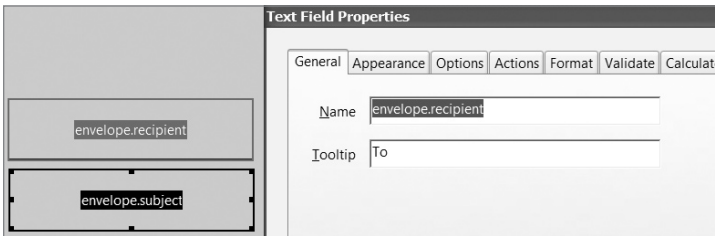


**Figure 6B.2** Delete unnecessary fields from the template file.

7. Select the `envelope.recipient` field and double-click to open the Text Field Properties dialog. Click the Appearance tab.
8. Click the Border Color swatch to display the color palette and choose a color for the border. Angie uses a dark blue color. Choose a line thickness and style from the appropriate pull-down menus, such as the medium thickness and underline shown in **Figure 6B.3**. Click Close to close the dialog.
9. With the `envelope.recipient` field still selected, press Ctrl/Control and drag to make a second field. Resize and reposition the two fields on the template. Click and drag to move the field; drag the borders of the fields to resize them (**Figure 6B.4**).



**Figure 6B.3** You can change the appearance of the field to match the design of your document.



**Figure 6B.4** Resize and position the fields on the template.

10. Double-click the copy to open the Text Field dialog. On the General tab, Angie types `envelope.subject` in the Name field and `Re` in the Tooltip field, also shown in Figure 6B.4. Adding text to one field is duplicated in the other field if the fields aren't given unique names.
11. Click Close to close the dialog.
12. Add a bit of text to the template.

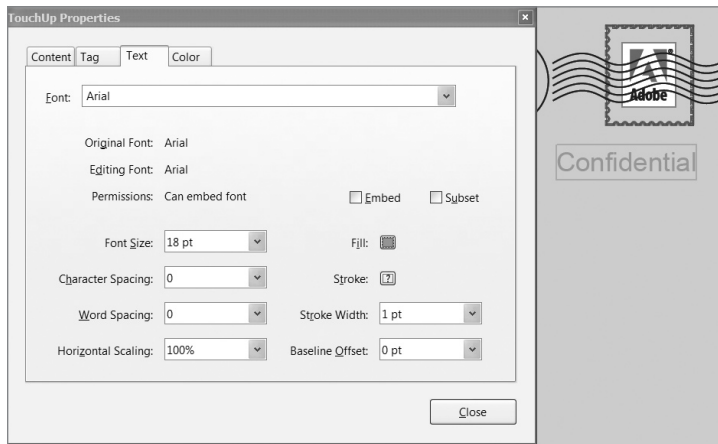
## Adding a Confidential Label

The template Angie creates for Johnson Outdoors includes a “Confidential” label below the date and stamp graphics at the upper right of the template. You can add the label to the image in a number of ways, including:

- A watermark applied through the Watermarks & Background dialog
- An image applied to the template in the same way as the logo described earlier
- Using the TouchUp Text tool

The simplest method is to use the TouchUp Text tool and follow these steps:

1. Control-click the page with the TouchUp Text tool where you want the new text to display. Acrobat displays “New Text” by default.
2. Type the replacement text. Angie types Confidential.
3. Right-click/Control-click the text to display the shortcut menu and choose Properties to open the TouchUp Properties dialog (Figure 6B.5).



**Figure 6B.5** Add a text label and customize its properties.

4. Select the desired font and text characteristics; click Close to close the dialog and save the text changes.
5. Save the file with a new name. Be sure to store it in the same folder as the other templates. That way, when you want to apply a Secure Envelope, your custom template will be available in the Secure Envelope wizard’s dialog.

Now that Angie has built her custom template, she can use it in Acrobat to send a Secure Envelope (see Chapter 6, “Managing and Organizing E-mail Using Acrobat”).