

Bluebeam Revu – Setting Bluebeam up to Sign & Seal

Setting Bluebeam Revu to sign & seal documents can easily be set up by following the below instructions.

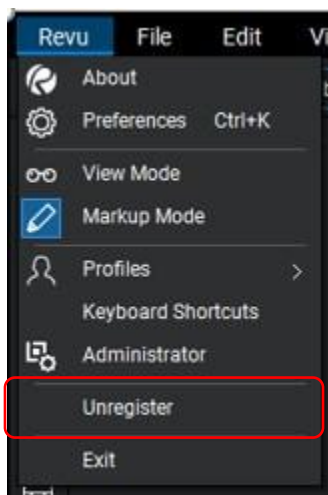
- Open Bluebeam Revu by clicking the icon on your desktop



- If this is the first time you have opened the program then you will need to do the following.
 - Leave the setting on Office
 - Click next
 - Click Skip on the studio setup window
- You should now be at the welcome page
- If you've opened the program prior, you will be at a blank shell – this is fine.
- You will need to ensure that your product is registered – to do this you will need to do the following.
 - In the upper left corner click Revu

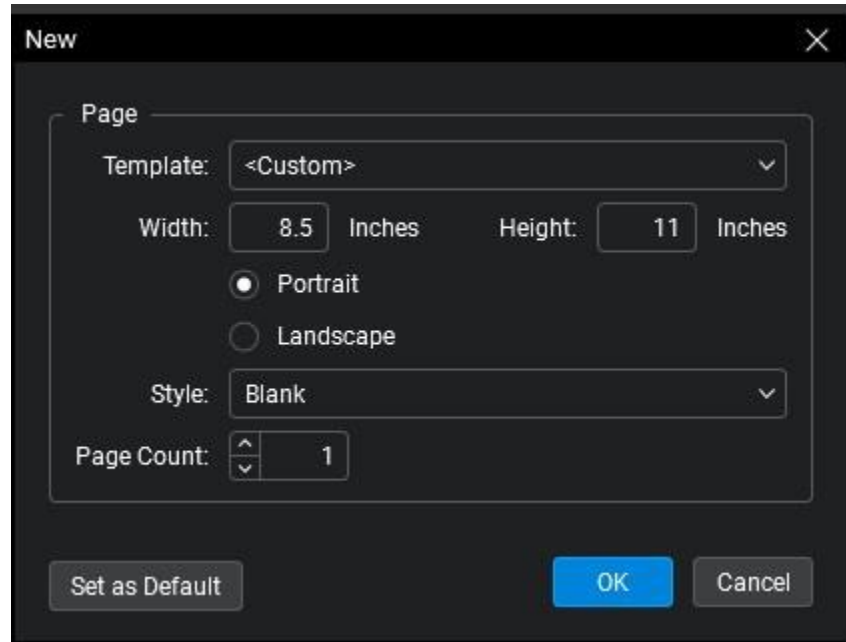


- You will see a menu that has either register or unregister

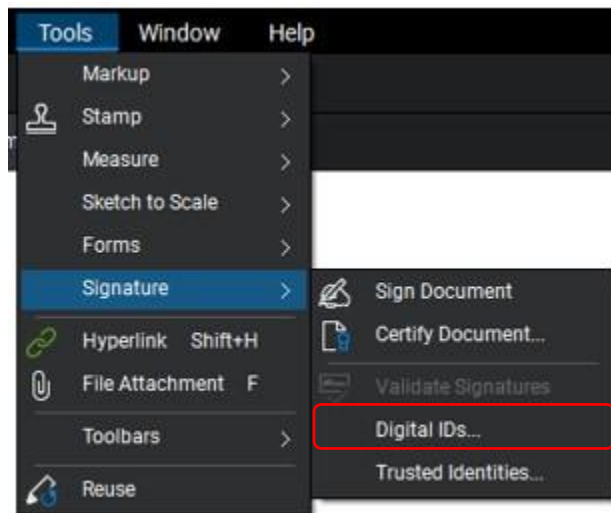


- If it says register then click on it
- If it says Unregister then you will need to create a blank document. To create a blank document you will need to do the following.

- Go to File
- Click New
- Choose the default 8.5” x 11” setting
- Click OK

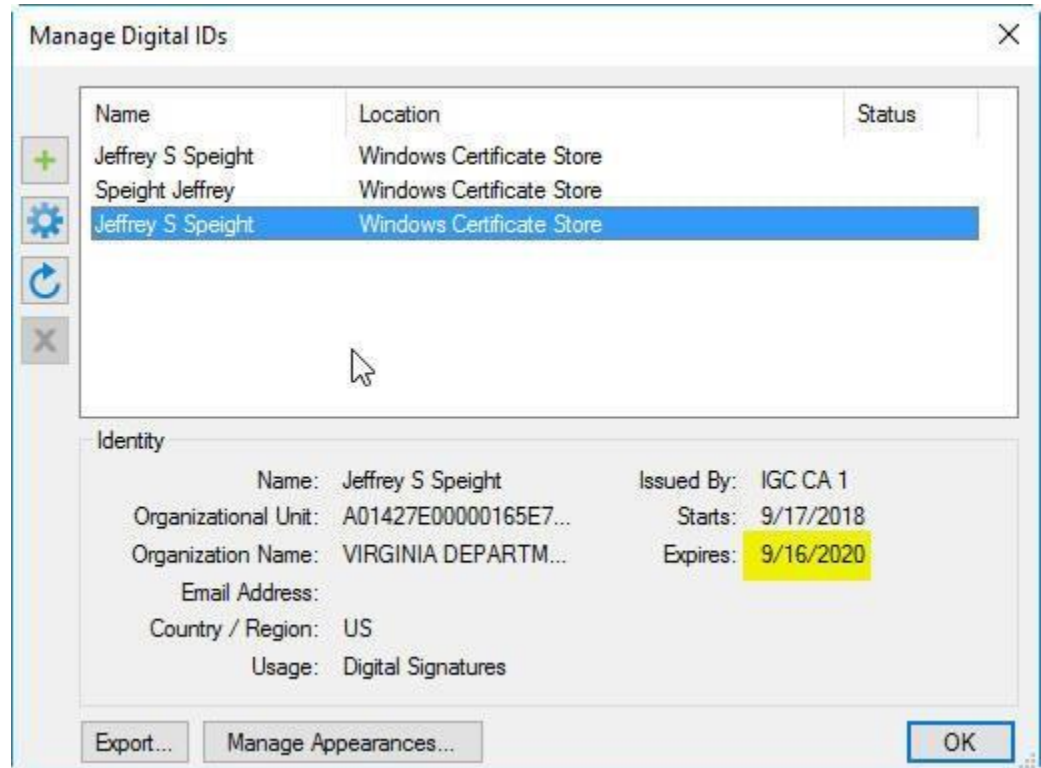


- Now you will need to set the appearance of your signature that will be used with your IdenTrust certificate by doing the following.
 - Click Tools
 - Signatures
 - Digital IDs

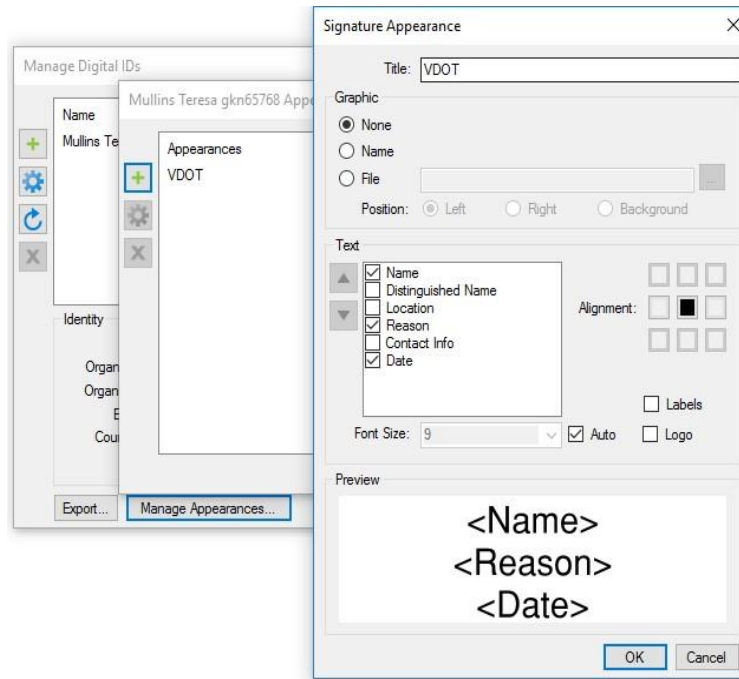


- Manage Digital IDs will show all of your certificates. You will need to use your IdenTrust Certificate. If you have more than one certificate ensure that you are using the most up to date.

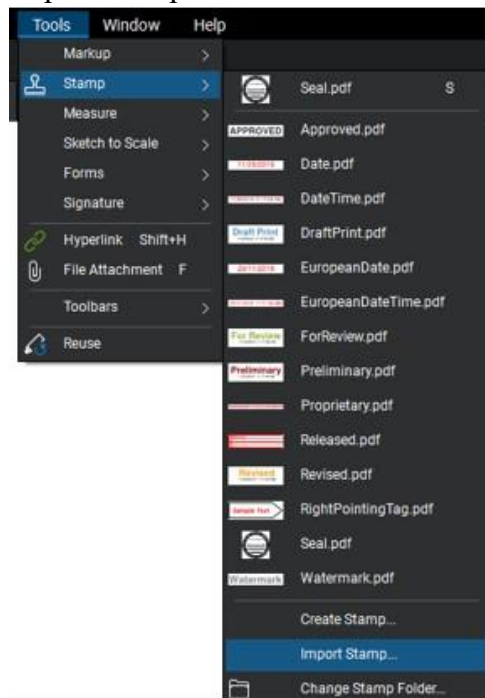
- To see your certificate information you will need to select the ID in the list.



- Click Manage Appearances
- Click the Green Plus to add a new signature
- Ensure to set your signature with the same settings as the box on the right
- Click OK on each of the dialogs
- Your signature is now set up



- The next step is to import your stamp; to do this you will need to do the following
 - Click Tools
 - Stamp
 - Import Stamp

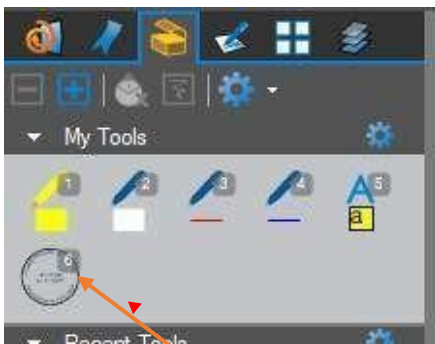


- You will need to navigate to where the PDF of your stamp is located.
 - My Documents\PE Cert is the recommended path
- Select your stamp

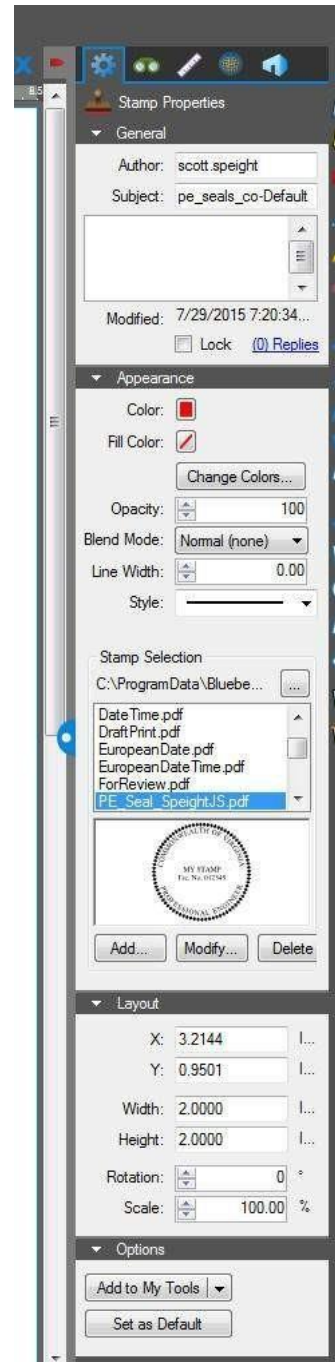
- Click Open
- To finish the setup you will need to do the following
 - Go back to the Stamp drop down
 - Your stamp should now be in the list – Select your stamp
 - Place it in the blank file by single clicking anywhere
 - **Important** – Only single click here
- On the right hand side is the stamp properties. In the layout section you should see Width and Height – these need to be set at 2.0000. (If this is not

not work properly.)

- Click properties at the bottom
- Click Add to My Tools
- Set as Default

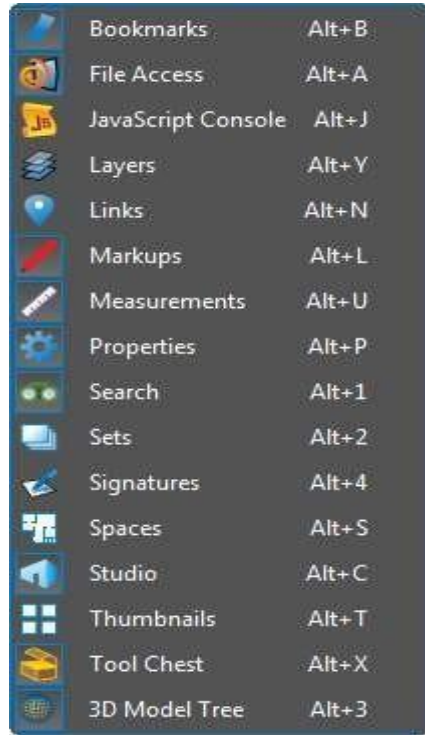


You will need to place your stamp from the Tool Chest in order to have it attached to your cursor.



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- Now to set up Place Signature Icons
 - Right click in a blank area in the Tool Chest
 - Select Show
 - Signatures



- Setup is now complete! You can place your seal from the Tool Chest and sign the Document from the Place Signature icon – just draw your signature box as you normally would.

The diagram shows the workflow for placing a seal and signing a document. It includes three main components:

- Tool Chest:** A screenshot of the 'My Tools' section in the tool chest with a red arrow pointing to a seal icon labeled 'Place your seal'.
- Signatures Menu:** A screenshot of the 'Signatures' menu with a red arrow pointing to the 'Place Signature Icon' option.
- Sign Dialog:** A screenshot of the 'Sign' dialog box. A red arrow points to the 'Digital ID' dropdown menu, which is set to 'VDOT'. A red arrow also points to the 'Appearance' section, which shows the signature details: 'Jeffrey S Speight', '2015.07.29', and '07:24:17-04'00'. Below this, a red arrow points to a green checkmark icon with the text 'A GREEN Check means you're validated.'.

The final signature details are displayed as follows:

Jeffrey S Speight
2015.07.29
07:52:21-04'00'