# Process for Digitally Signing Documents in Bluebeam Revu

***Optional*: Create a Graphic for your Signature** - If you'd like to have your actual physical signature show up when you digitally sign documents, follow these instructions; otherwise, skip ahead to either Create your Digital Signature or learn/review How to Digitally Sign a Document:

1. You need to create a .pdf or .jpg file of your actual physical signature. One easy way to do this is by scanning your signature on a copier/scanner.
2. Open the resulting .pdf file of your handwritten signature in Bluebeam Revu.
3. Zoom into the area where your signature is.
4. Open the Windows Snipping Tool: click on the Start button and type/search on "Snipping". Click on Snipping Tool once it appears under Programs. You will be using this to save a .jpg file of your signature. Be sure to only select the area where your signature is located, not the entire .pdf.
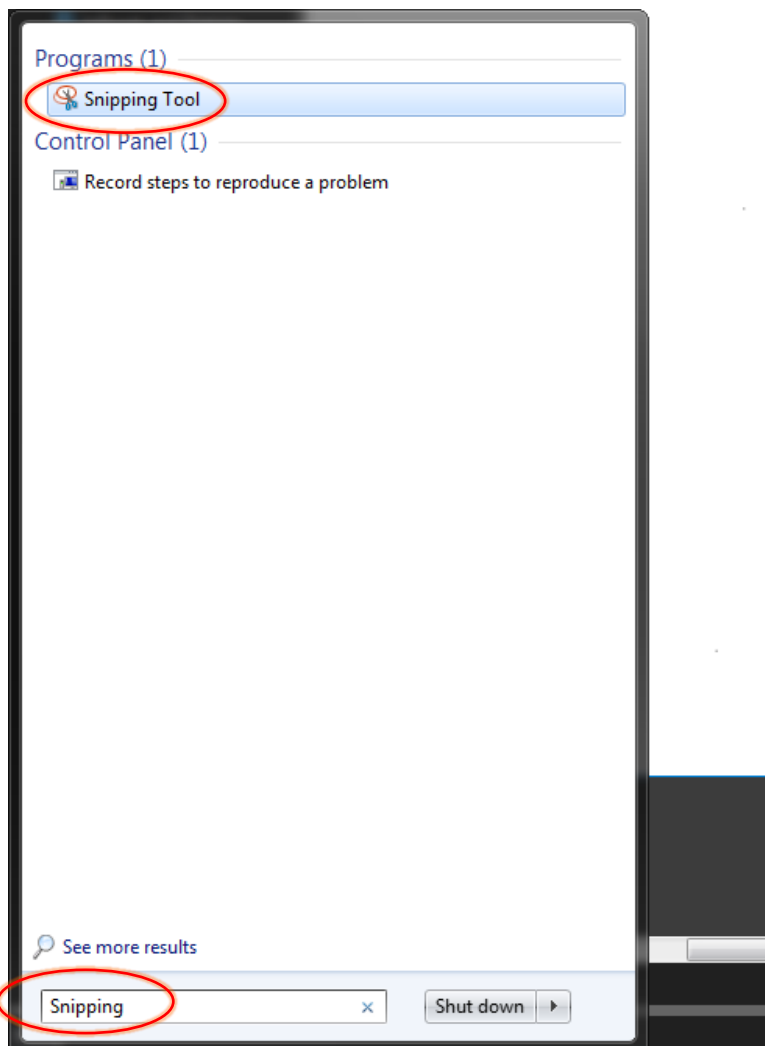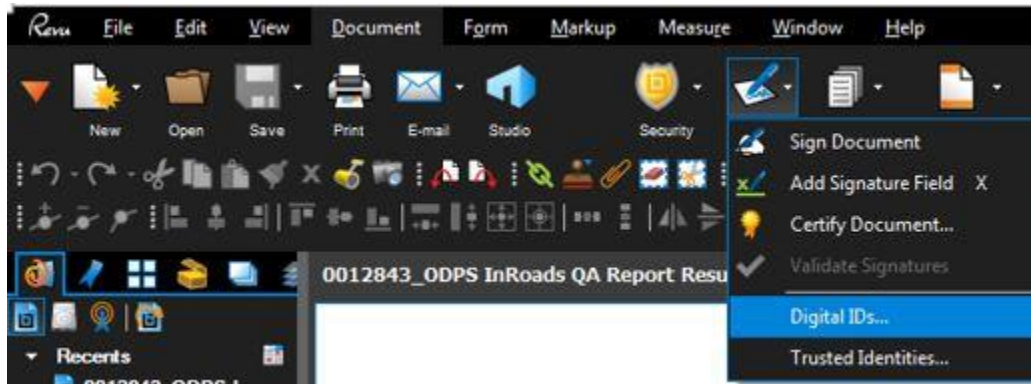
5. Now drag a window around the signature, making sure to keep it fairly close to the actual signature. Click the save button to save this as a .jpg file. You will use this file later on during setup.
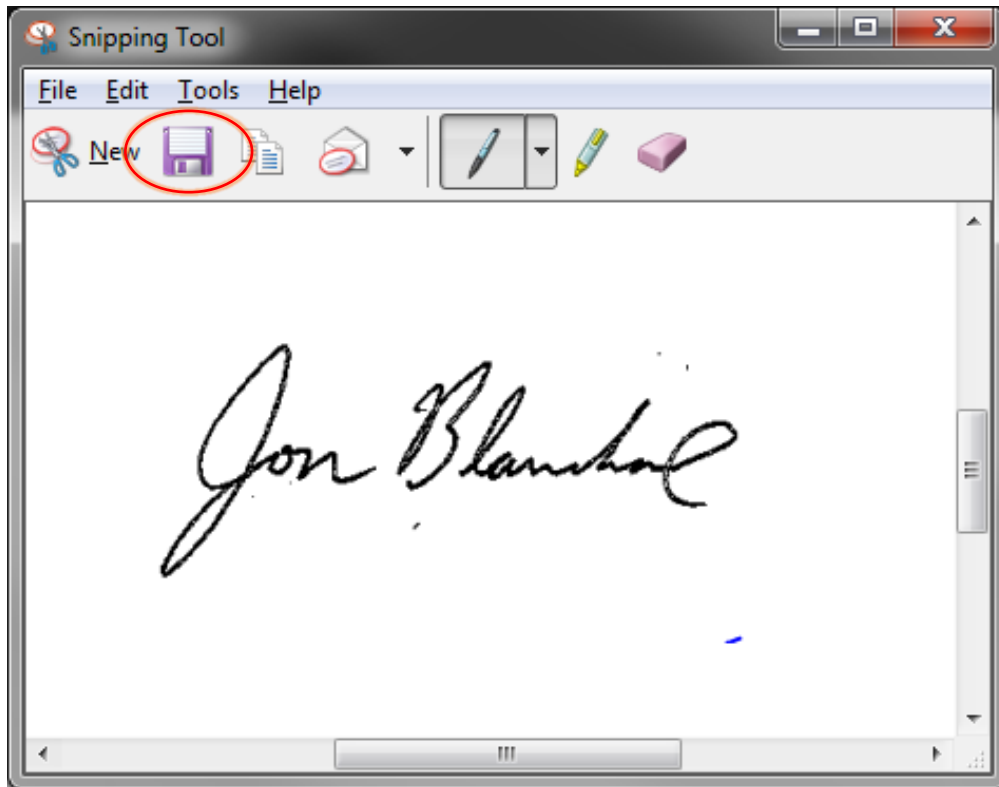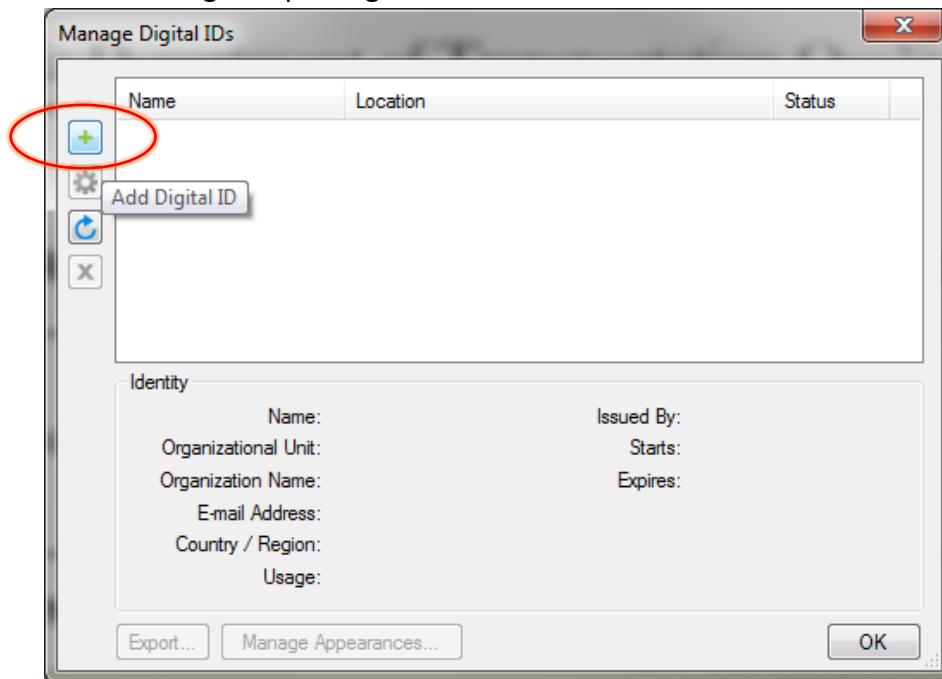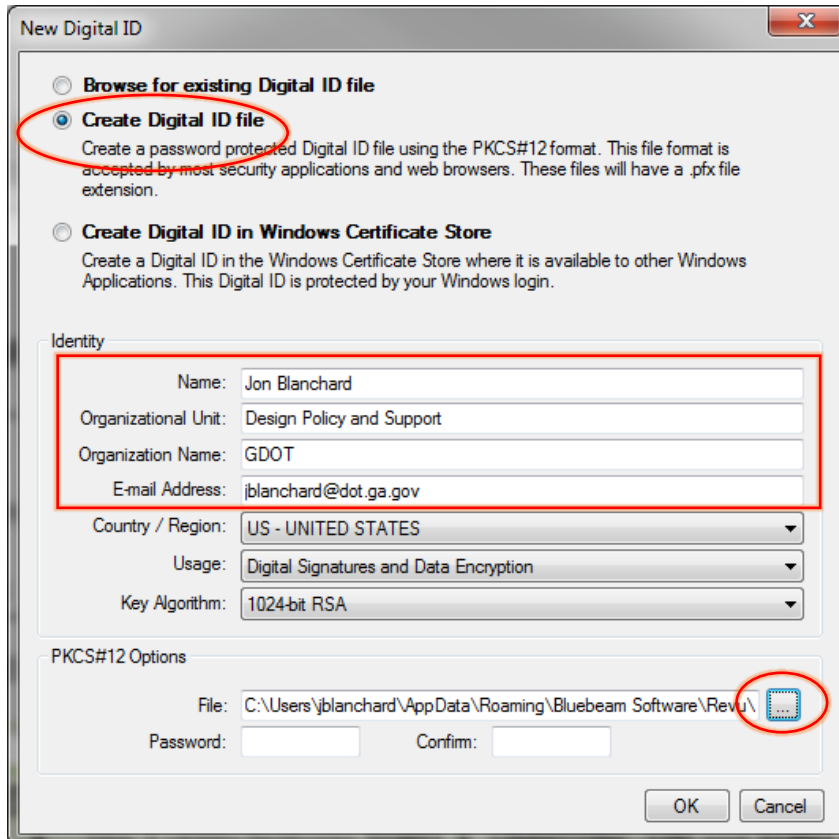
Creating your Digital Signature

1. Open any PDF in Bluebeam Revu.
2. Click on Document>Signatures>Digital IDs…

3. Click on the green plus sign:

4. In the New Digital ID dialogue box, select the Create Digital ID file radio button. Fill in the Identity section as appropriate. Keep the defaults for Usage and Key Algorithm.

5. In the **PKCS#12 Options** section, browse to the same folder where you stored the .jpg file of your signature. If you skipped that step, browse to a known location where you'd like to save your Digital ID for future use. Once satisfied, enter a password and click OK.

6. Highlight your name at the top and click on **Manage Appearances…** and then click on the **green plus sign** in the dialogue box that pops up. You will see the following screen:
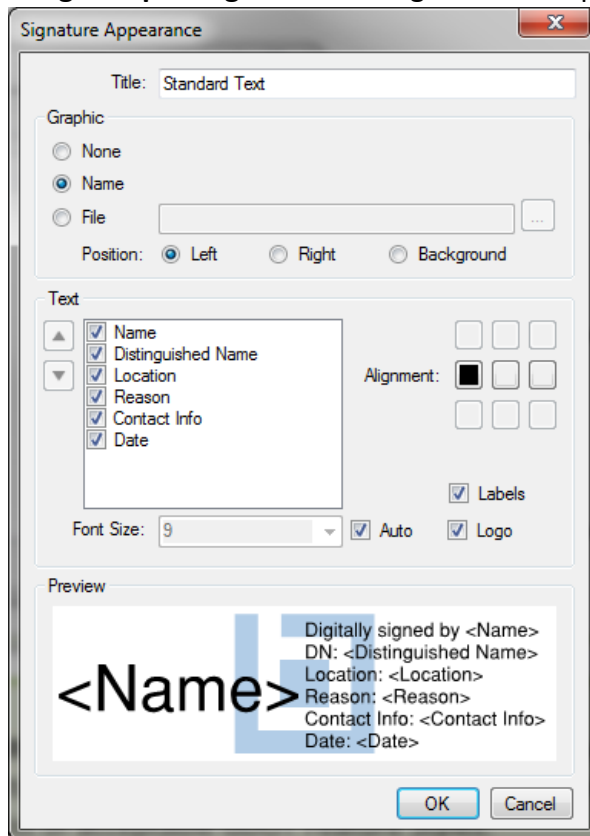
7. Under the *Graphic* section, you have 3 options. **NOTE**: You can create multiple **Appearances** to use for different situations if you'd like. When you actually sign a document, you choose which **Appearance** you want to use. You can preview what each will look like by toggling between the options above.

8. If you have saved a .jpg of your physical signature, choose the File radio button, browse to the file, and select the desired Position. You can toggle between the Position choices to preview what they will look like.
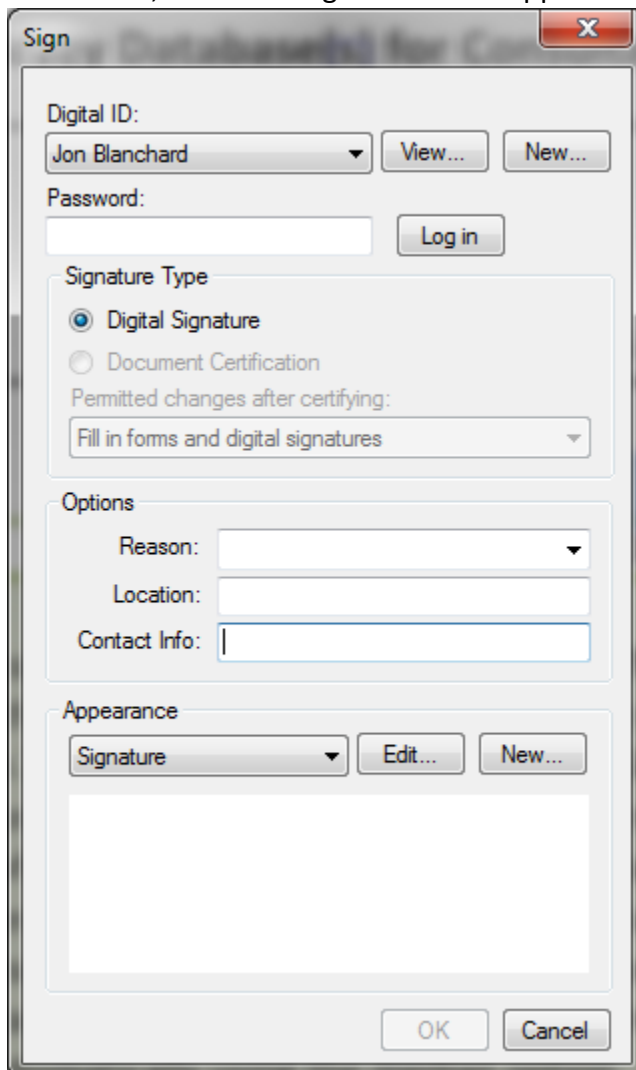
9. Under the *Text* section, check only the options that you want to display along with your Digital Signature. As always, look in the preview section to see what it will look like. You can choose between a Left, Center or Right Alignment for this text.

10. Uncheck the Logo and Labels boxes if you do not wish for them to display.

11. Although you may define a Font Size for the text, it is suggested to leave it checked as **Auto**. This helps to ensure that when you Digitally Sign a document, the font will be legible. If you use a large font, your text may not show up at all, as you are defining a window for your Signature and Text to appear in.

How to Digitally Sign a Document *(Click here or see below to sign document in ProjectWise)*

1. Open the .pdf file that you wish to sign in Bluebeam Revu.
2. Click on Document>Signatures>Sign Document.
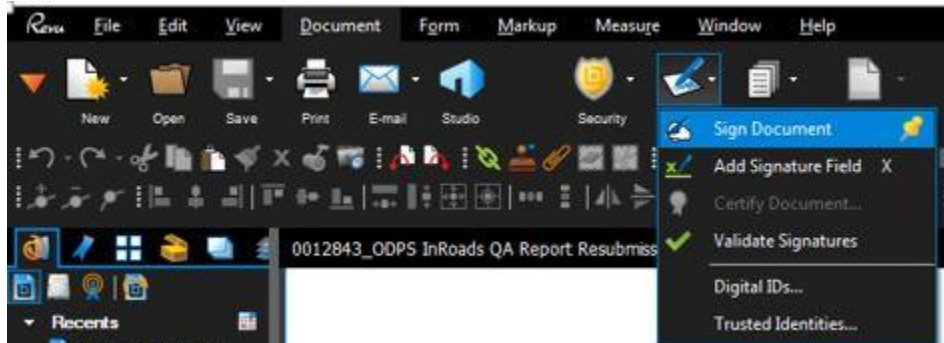
3. Your cursor should change from a pointer to a crosshair. Click once and then drag a window to encompass the area where you desire your Digital Signature to appear. Afterwards, the following window will appear:

4. Ensure your Digital ID is selected. Enter your password and press **Enter** or click **Log in**. You should get a preview of your Digital Signature at the bottom.


5. If you used any of the options (**Reason**, **Location** or **Contact Info**) in your Appearance, then enter the required information in the availabe field. It will automatically update in the preview.
6. If you have more than 1 Appearance, you may need to change/switch to the desired choice in the Appearance section.
7. Once complete, press OK, and you will be prompted to Save the file. If you do not wish to overwrite the original file, then select a different directory or file name.
8. Once the file is saved you should see your Digital Signature appear in the area you chose earlier.

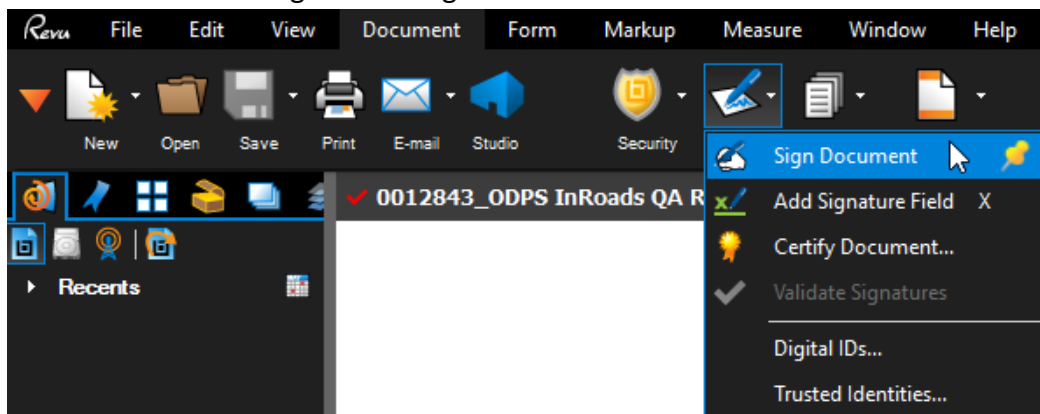## How to Digitally Sign a Document in ProjectWise

1. Prior to opening the document from the ProjectWise link, close any documents you might have open in Bluebeam. Close them by clicking the "X" next to the filename. Once your documents are closed, completely close Bluebeam also.
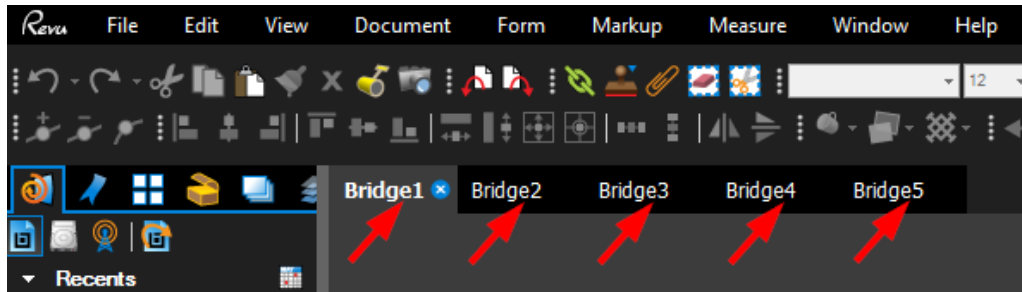
2. Click on the ProjectWise link to navigate to the document in ProjectWise. Double-click on the file to open. Ensure that the "Red" check mark is present in Bluebeam Revu. This confirms that Bluebeam is successfully checking the file out from ProjectWise.
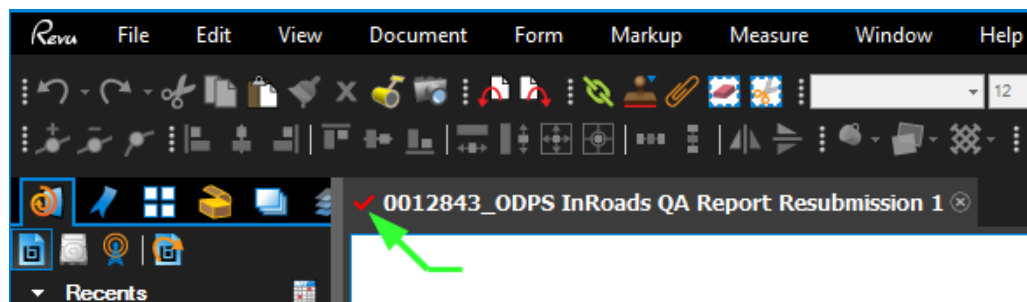
3. Click on Document>Signatures>Sign Document.

4. Your cursor should change from a pointer to a crosshair. Click once and then drag a window to encompass the area where you desire your Digital Signature to appear. Afterwards, the following window will appear:

5. Ensure your Digital ID is selected. Enter your password and press **Enter** or click **Log in**.
    You should get a preview of your Digital Signature at the bottom.

6. If you used any of the options (**Reason**, **Location** or **Contact Info**) in your Appearance, then
    enter the required information in the availabe field. It will automatically update in the preview.
7. If you have more than 1 Appearance, you may need to change/switch to the desired choice in
    the Appearance section.
8. Once complete, press OK, and you will be prompted by the ProjectWise Overwrite feature.
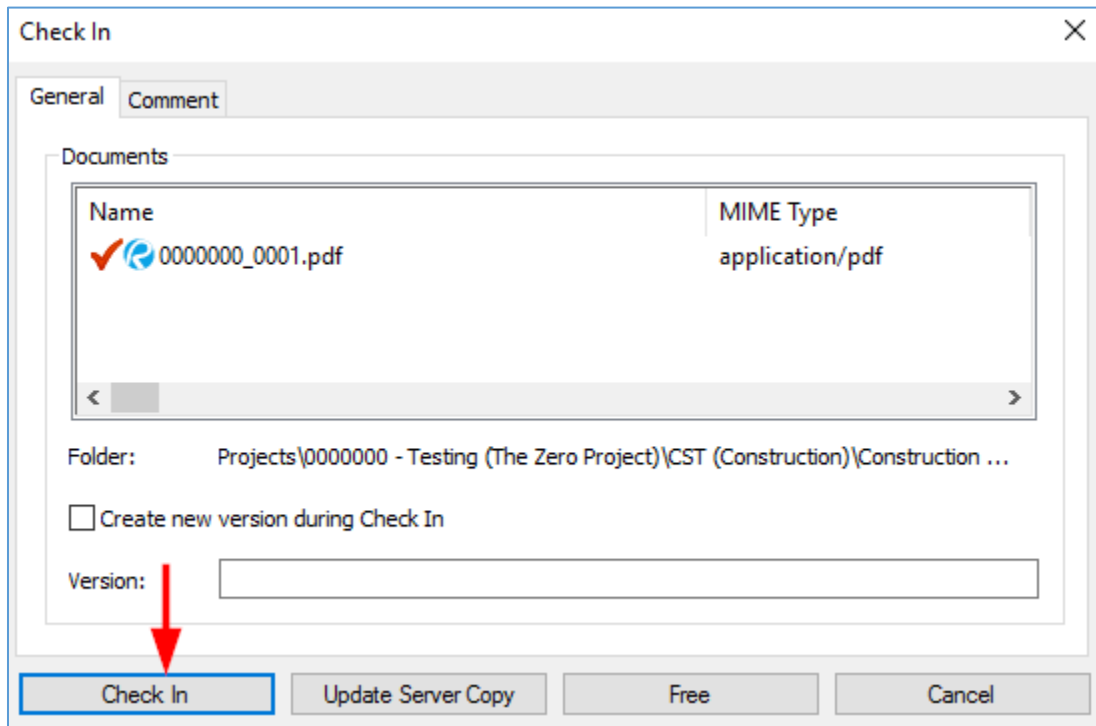9. Press Yes to record your digital signature

10. Slect Check-In so your signature will be saved to ProjectWise.