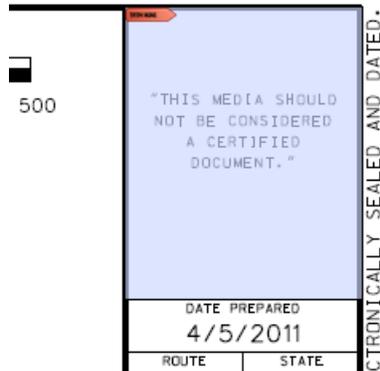


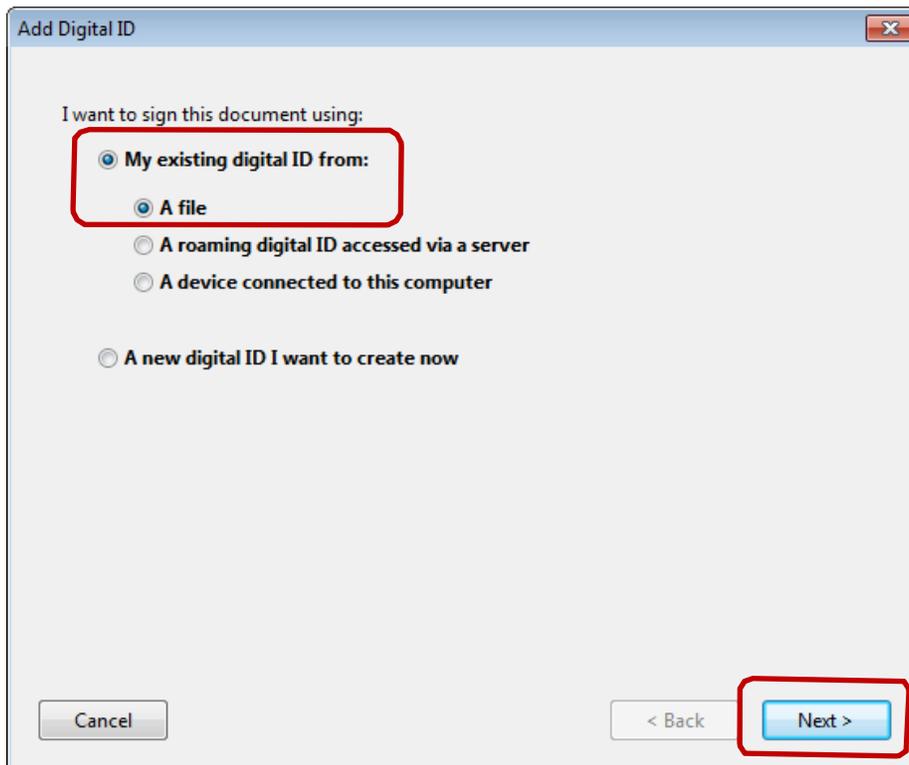
## Re-associating PDF Seal in Adobe Reader DC for Sealing PDF files in ProjectWise

If Adobe Reader DC has been installed on your machine, you will need to do the following steps to associate the digital id file (.pfx) for sealing PDF files and also create a new appearance so your seal looks correctly in the title block area.

As you would normally do, left click inside the area for sealing the PDF files.

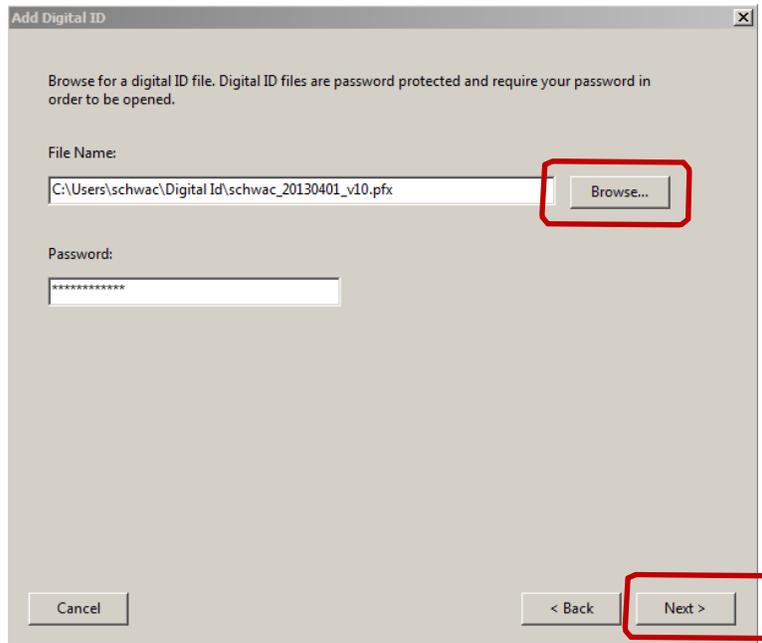


In the “Add Digital ID” dialog box, select the options as shown in the image below and then select **Next**.

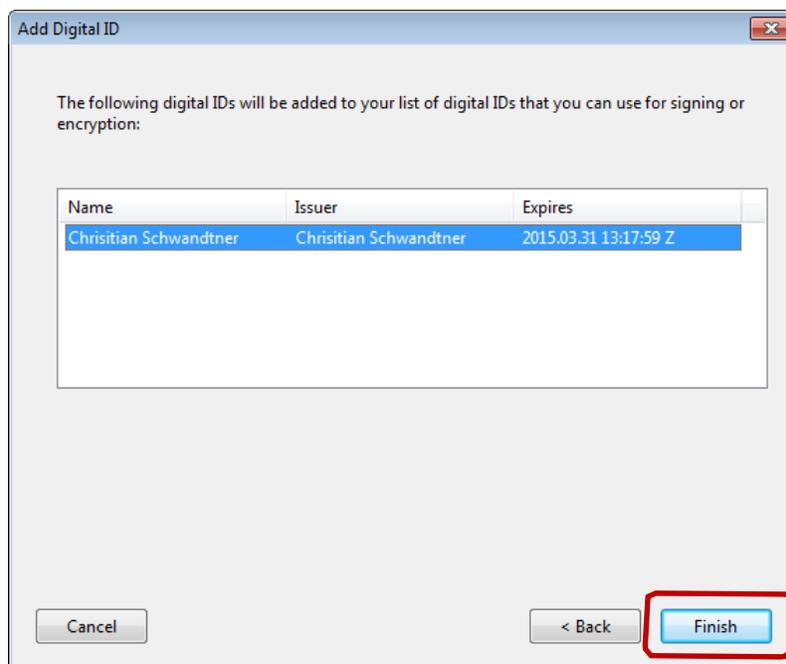


**Browse** for your .pfx file, which is located under the **Digital ID** folder. The Digital ID folder should be located under your **C:\Users\userid\Digital ID** or **C:\Digital ID**.

Put in your password and then select **Next**.



Click on **Finish** to add the Digital ID for sealing the PDF files.



Now you will need to recreate your appearance for Adobe Reader DC so the seal looks correct in the title block area.

In order to do this, select the pull down in the Appearance area and select **Create New Appearance....**



In the “*Configure Signature Appearance*” dialog box, fill out the **Title** as it appears on your seal.

**Uncheck** all the options in the Configure Text area in the dialog box.

Configure Signature Appearance

Title:

Preview

Digitally signed  
by your common  
name here

Configure Graphic

Show:  No graphic  Imported graphic  Name

Import Graphic from:

Configure Text

Show:  Name  Location  Distinguished name  Logo  
 Date  Reason  Adobe Version  Labels

Text Properties

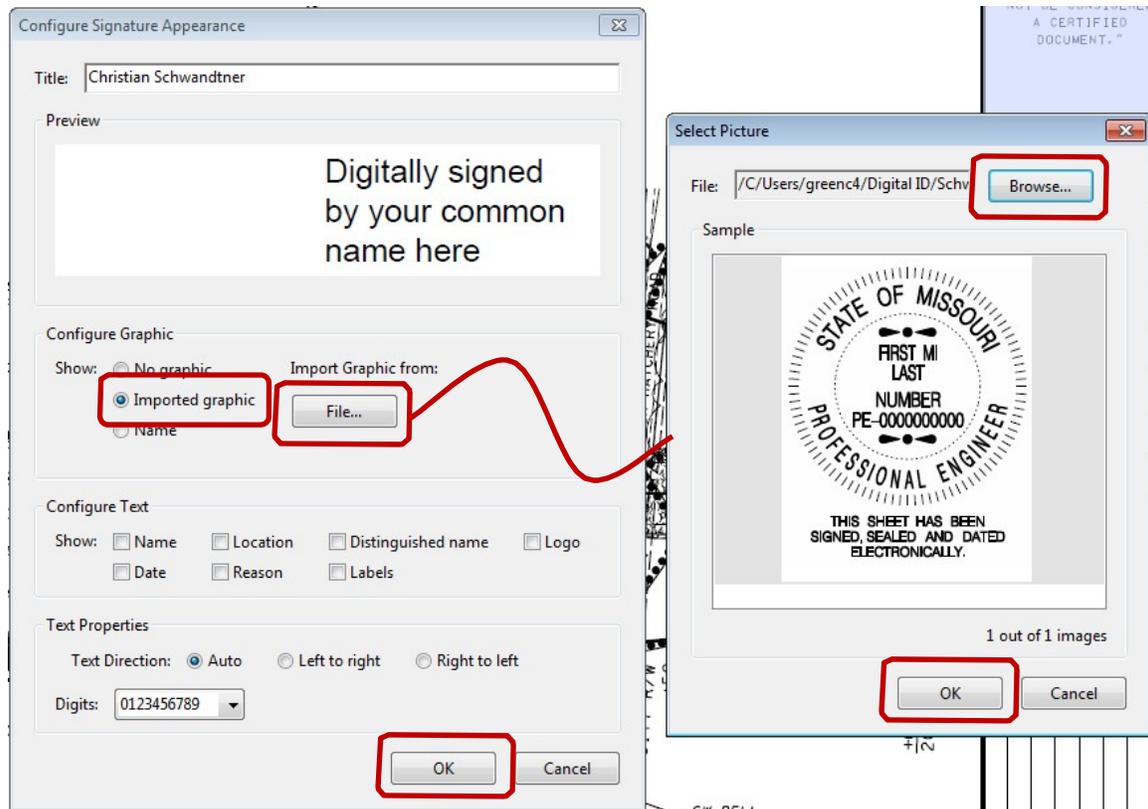
Text Direction:  Auto  Left to right  Right to left

Digits:

Now in the Configure Graphic area, toggle on **Imported graphic** and then the **File** icon.

In the “*Select Picture*” dialog box, select **Browse** and navigate to the Digital ID folder (C:\Users\userid\Digital ID or C:\Digital ID). Select your digital id pdf file.

Once all the information is completed, click **OK** in the “*Select Picture*” dialog box first and then **OK** in the “*Configure Signature Appearance*” dialog box.



Finally, type in your Password and make sure the Appearance is set to “your” appearance that you just create.

Click **Sign**.

Sign Document

Sign As: Christian Schwandtner (Christian Schwandtner) ▼

Issued by: Christian Schwandtner More Details

Appearance: Christian Schwand ▼

STATE OF MISSOURI  
FIRST IN  
LAST  
NUMBER  
PE-000000000  
PROFESSIONAL ENGINEER  
THIS SHEET HAS BEEN  
SIGNED, SEALED AND DATED  
ELECTRONICALLY.

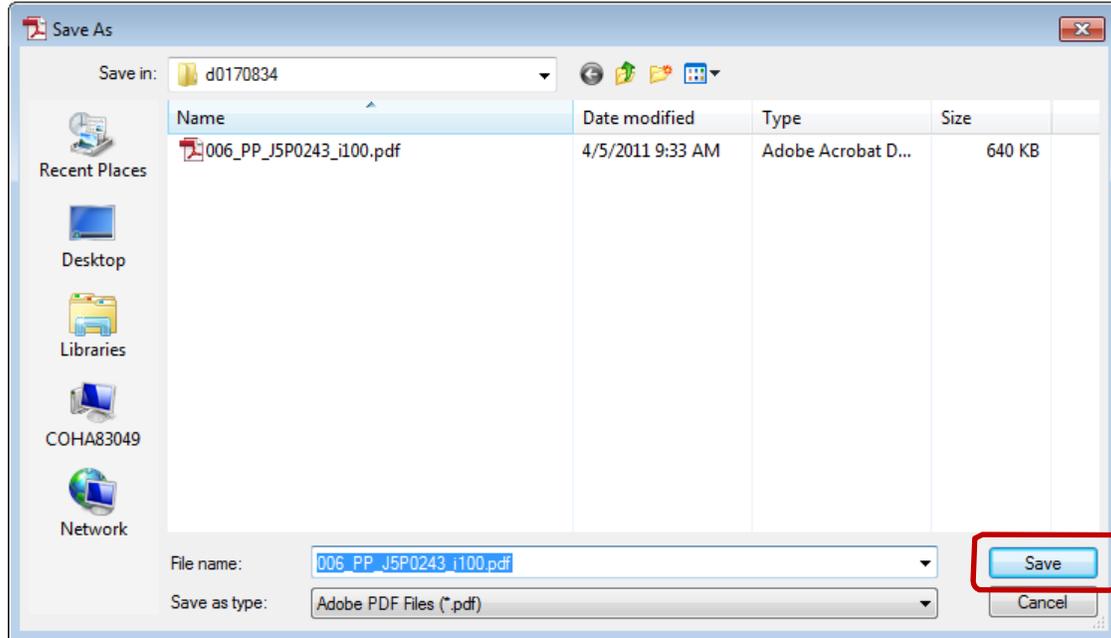
Lock Document After Signing

Click Review to see if document content may affect signing Review...

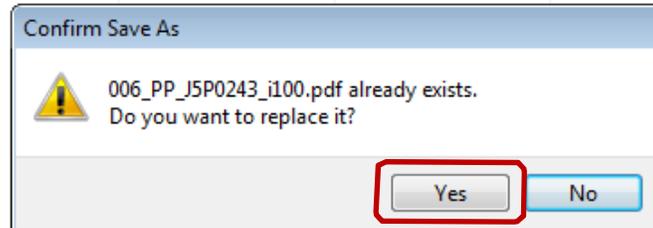
Enter certificate password and click the 'Sign' button

Help Sign Cancel

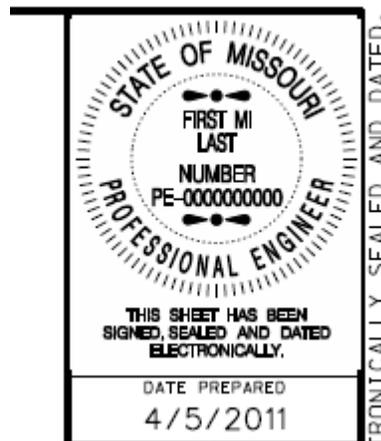
Click on **Save** when the “Save As” dialog box opens.



Select **Yes** when the “Confirm Save As” dialog box opens.



The PDF should now be sealed with your digital id.



Make sure you check in your file.