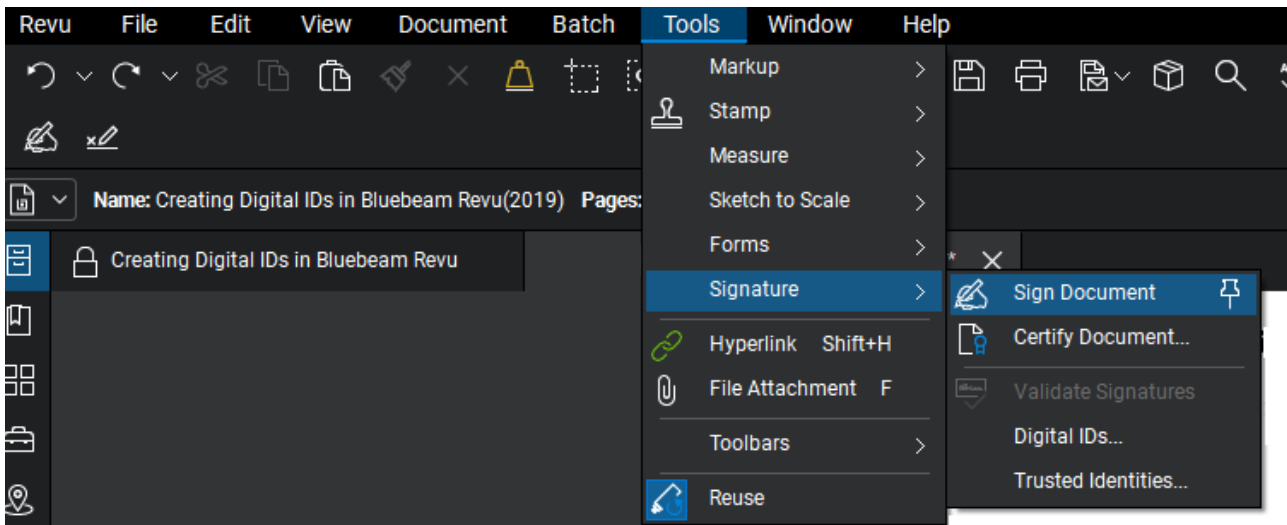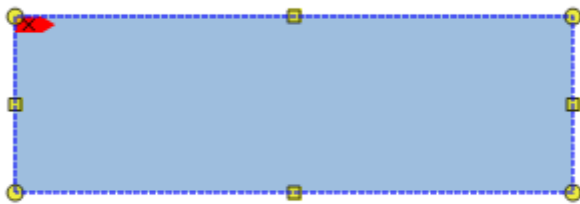# Creating Digital IDs in Bluebeam Revu

Creating digital IDs is essential for applying signatures and certifying .pdf documents.

If you are digitally signing a document (or plan sheets), you will need to do the following:
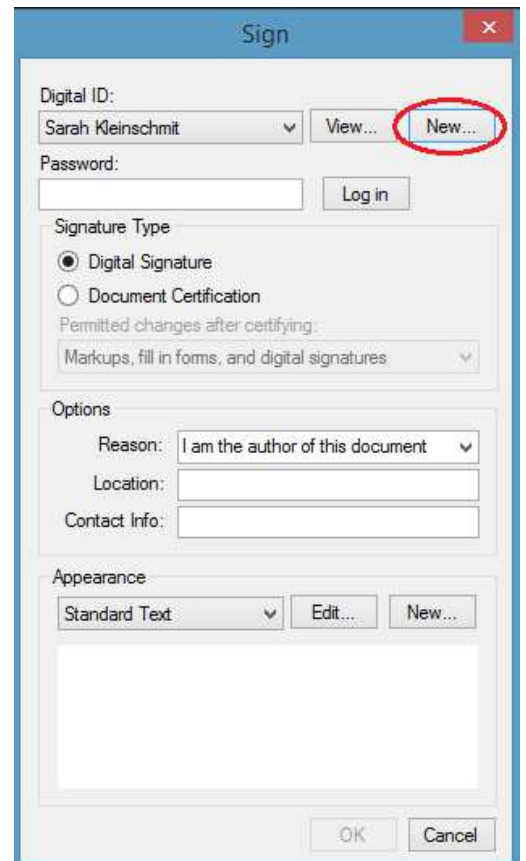
1. Select Tools -> Signature -> Sign Document

2. Drag a box where the digital signature is to be placed.

Then click on New to start setting up your digital ID.

3. In the New Digital ID box, select <u>Create Digital ID in Windows Certificate Store</u>. Then include your name and other information. This information will show up in your digital signature block when you digitally sign something (see example further below). You must create a password and confirm it. Be sure to file your new digital ID in the following folders: C:\Users\YOUR ID HERE\AppData\Roaming\Bluebeam Software\Revu\19\Your Name.pfx
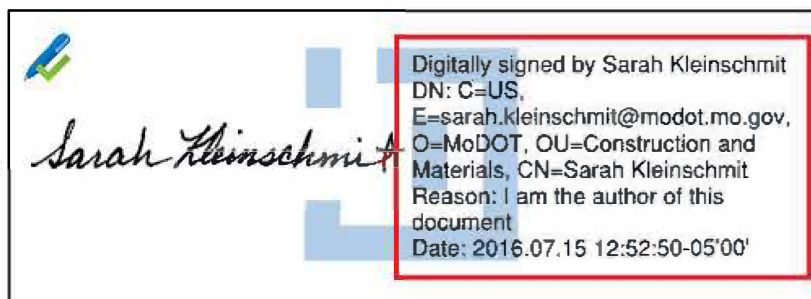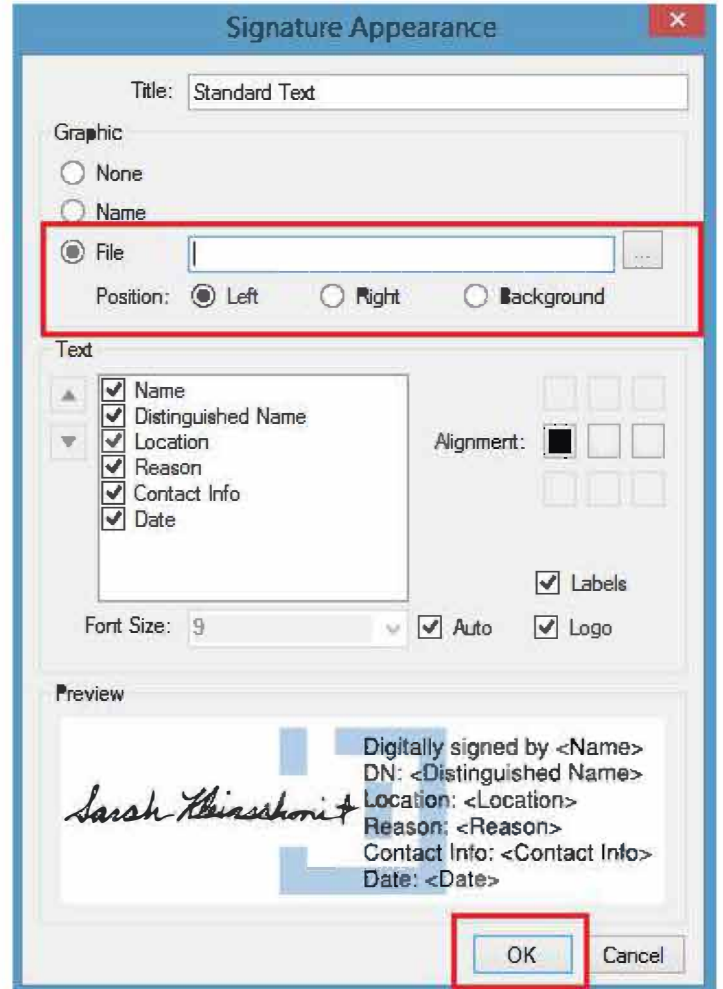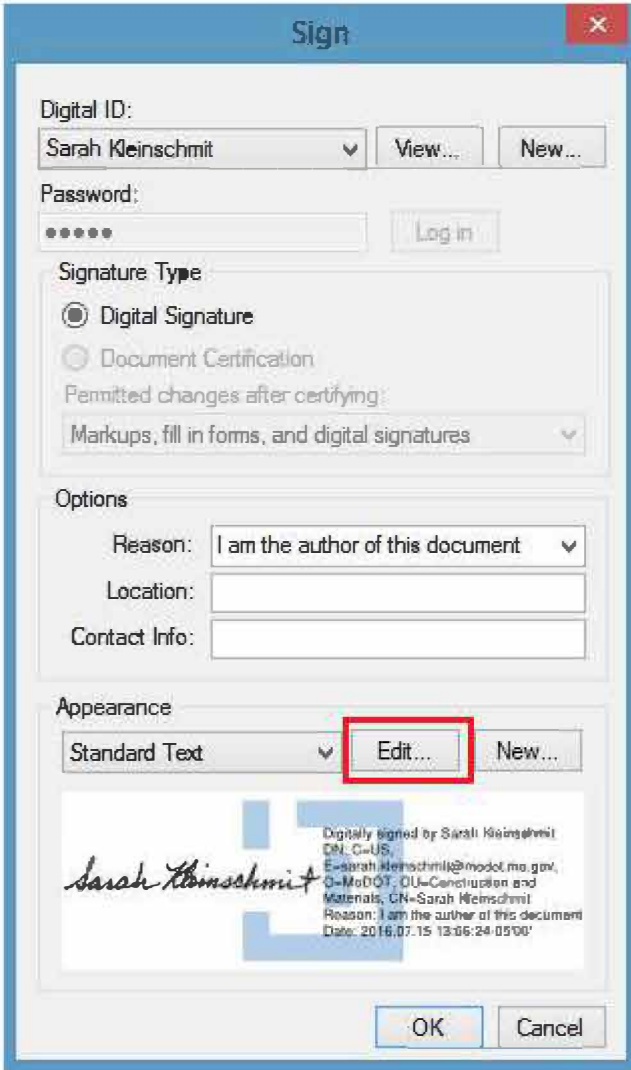
4. At this point you can change the appearance of your digital signature. Select Edit, then browse and select the digital signature image of your name (you will need to scan and file an image of your signature prior to this step). Then select OK; select OK to place your signature.

Your digital signature is now available for future use.