CIVIL 3D 2020

Maryland Training

Adding a digital signature in Adobe and Attaching signed design into As Built

Adding digital signature for using Adobe

- You must first create a pdf file of the design that you will be signing
- Also, you must have a digital signature created in Adobe

Creating a signature in Adobe

- With Adobe opened, to create a signature follow these steps:
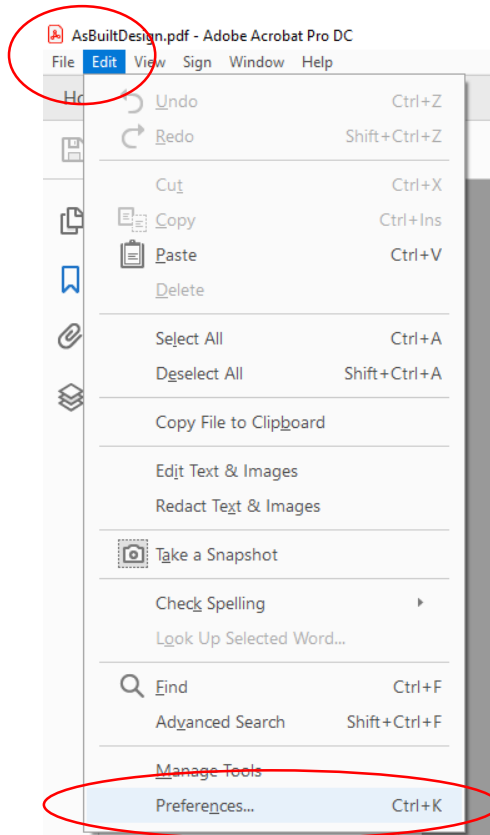
Goto, Edit tab > Preferences
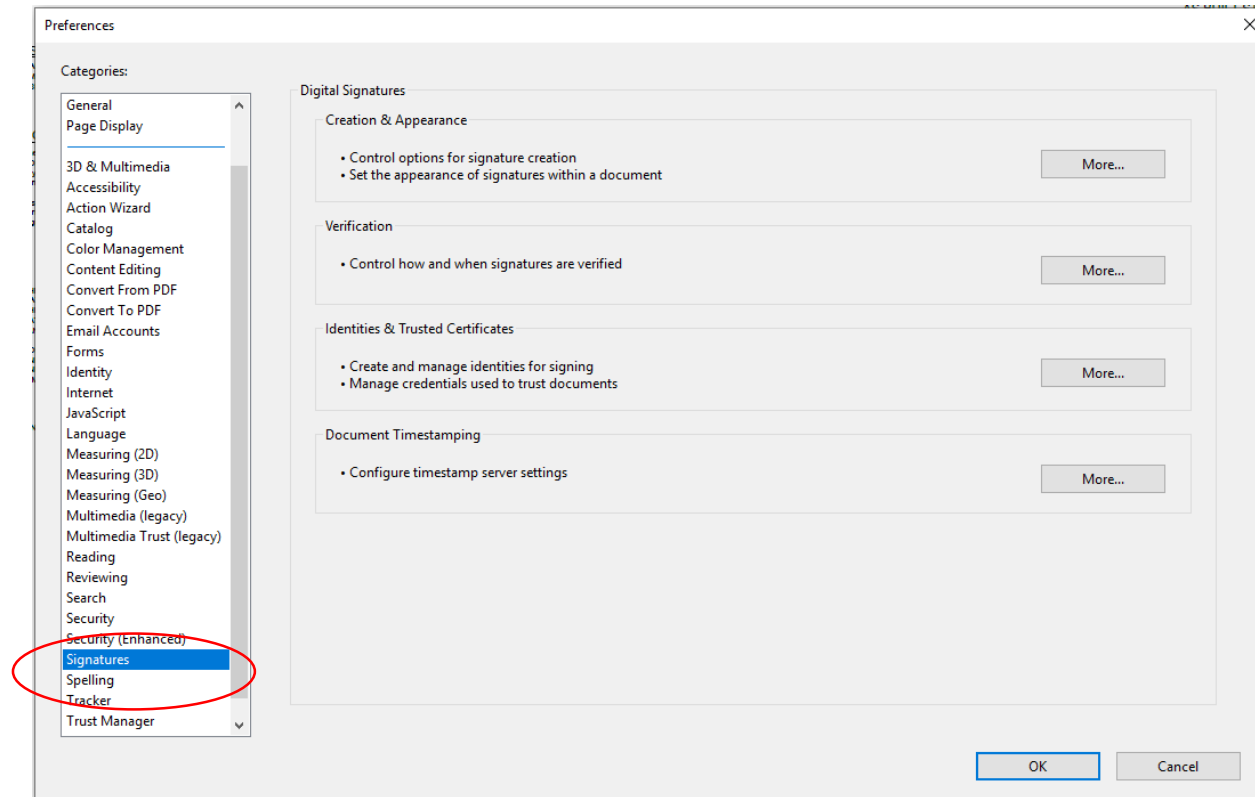
Preferences, goto Signatures
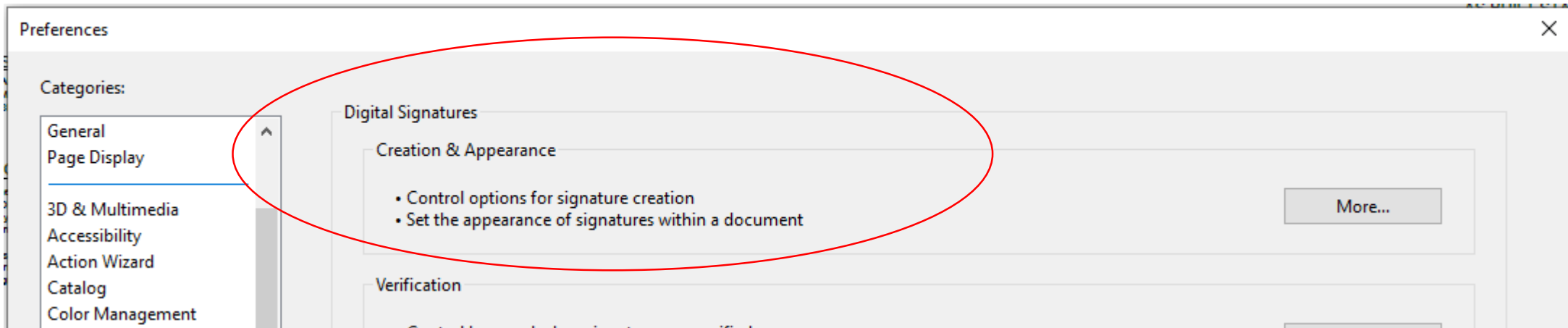
Click More…
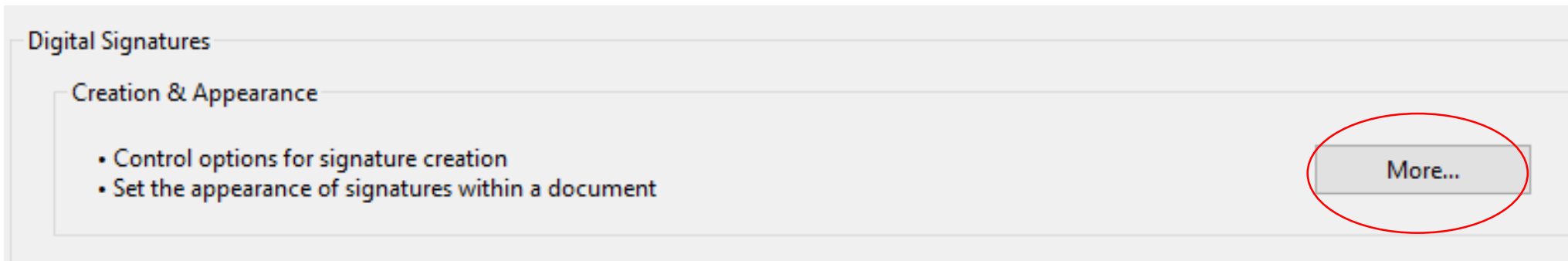
Creation and Appearance Preferences

Creation

Default Signing Method: Adobe Default Security

Default Signing Format: PKCS#7 - Detached

When Signing:

☐ Show reasons

☐ Show location and contact information

☑ Include signature's revocation status

☐ View documents in Preview Mode

Enable Review of Document Warnings: When certifying a document

Prevent Signing Until Warnings Are Reviewed: Never

☑ Use modern user interface for signing and Digital ID configuration

Appearances

DAN SIGNATURE

New...

Edit...

Duplicate

Delete

Help   OK   Cancel

Select **New**

You can create a Title for you Signature

This is a preview of your signature

You can import a picture of your signature

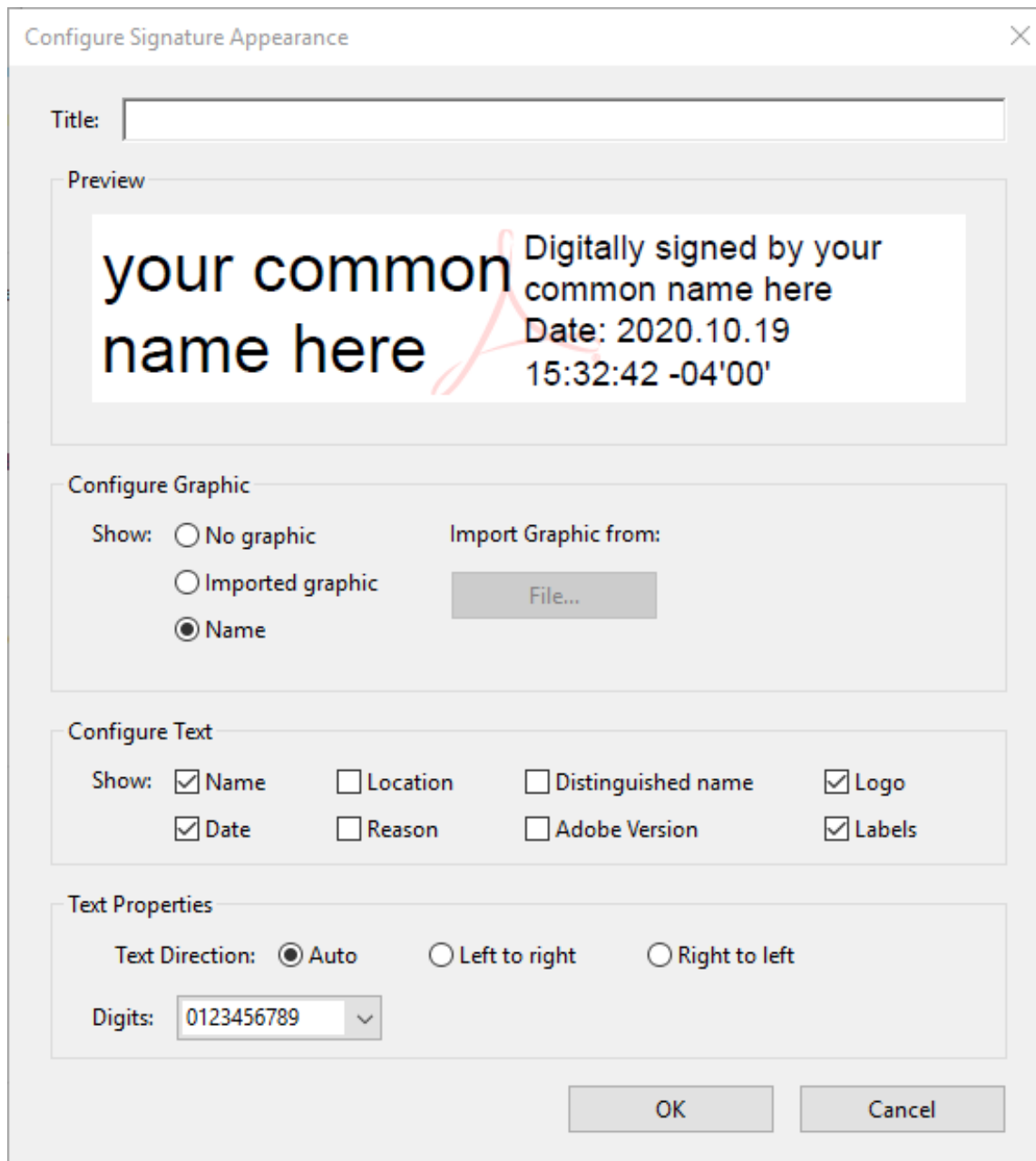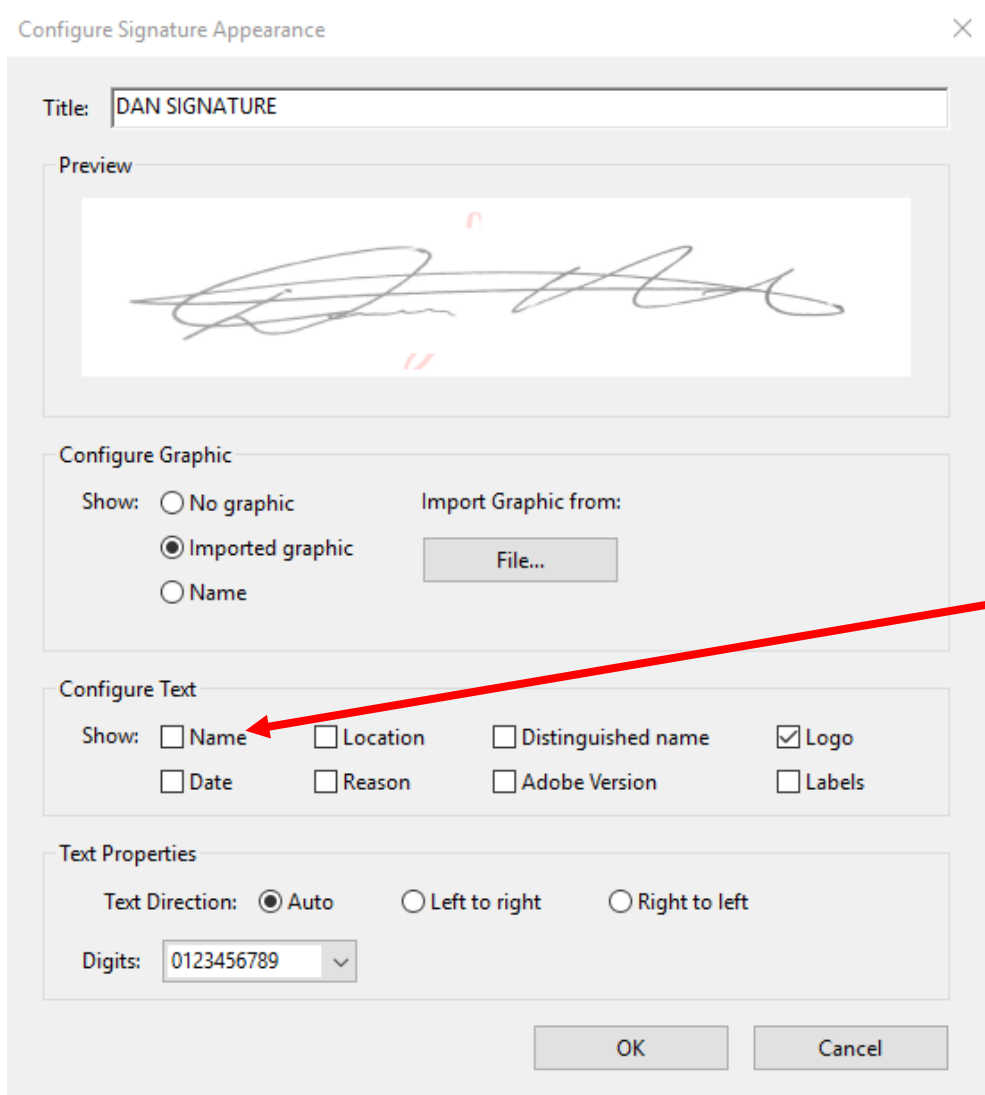You can select what is shown in your signature box (must have **Name** and **Logo** selected as a minimum)

Select Auto for Text Direction

Click **OK** when done

Example of a Signature with imported graphic as a signature

Uncheck everything except for the Logo and your Preview will look as shown. If you want other text shown, you can select it.

Signing an Adobe file

- Once you created a signature appearance in Adobe, you will now be able to sign documents in Adobe using the different types of signatures you've created

- To sign a design, it must be in a PDF format

- Follow these steps to create a signed design
  - Open up the design that you want to sign in Adobe

- Rotate the document so the signature block reads from left to right
  - **View>Rotate View>Clockwise**
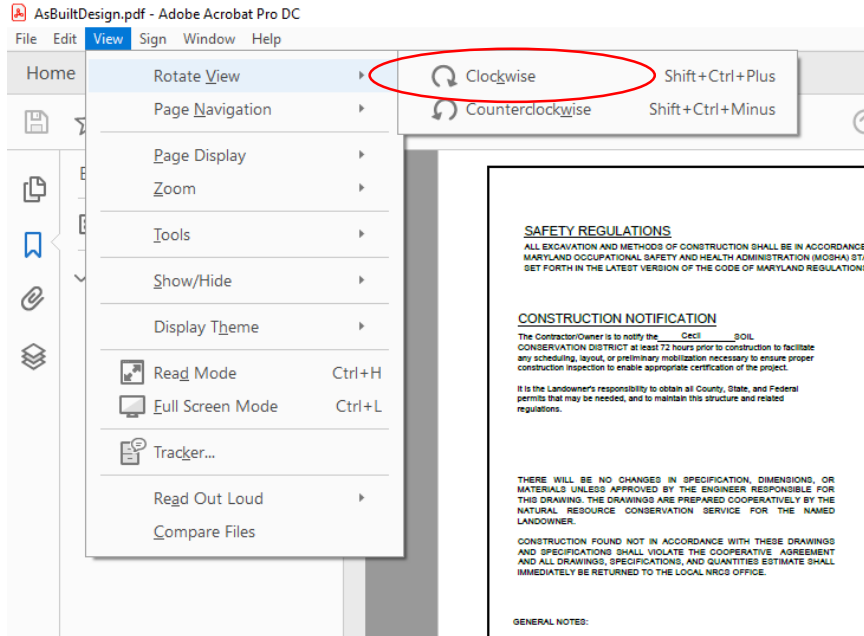
- Zoom into the signature block area (a quick way of doing this is by holding the Ctrl + Mouse wheel to zoom in and out)

- To view the Tools Pane, goto **View Tab>Show/Hide>Tools Pane**
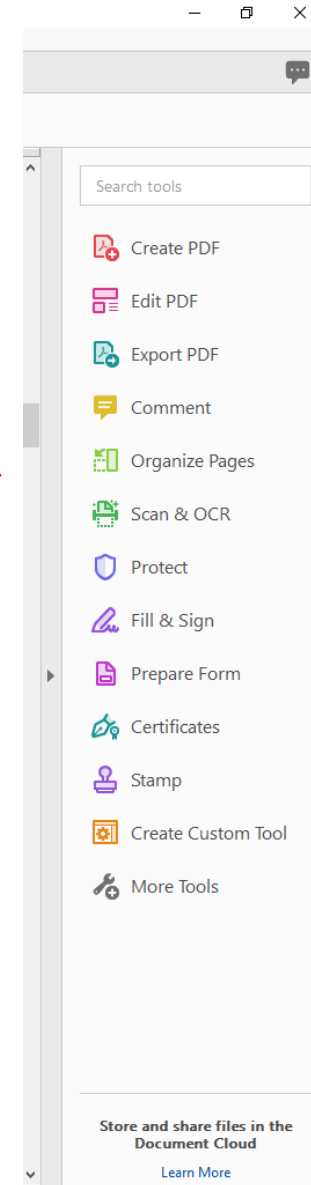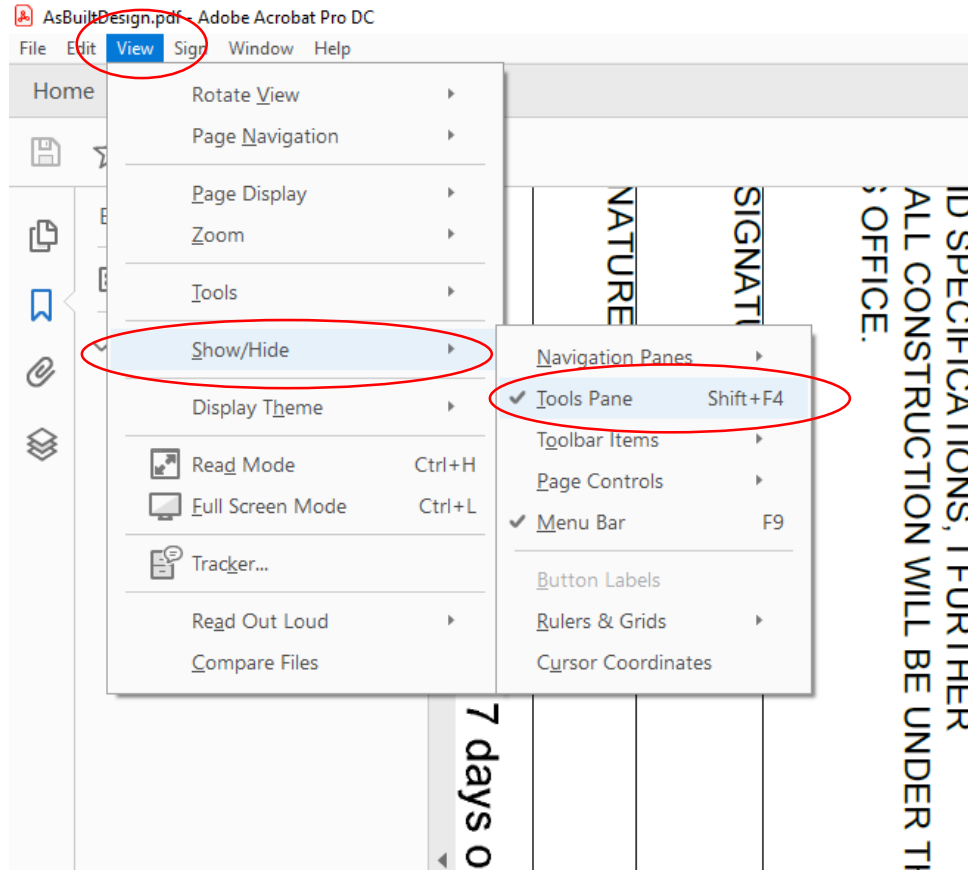
- To sign the document, select **Certificates** on the tool pane

Search Tools...

Create PDF

Edit PDF

Export PDF

Comment

Organize Pages

Enhance Scans

Protect

Fill & Sign

Prepare Form

Certificates

Combine Files

If you don't see Certificates on the pane, you can type it in the **Search Tools** box

- A list of menus will appear above the document view
- Select **Digitally Sign**
  - A cursor that looks like a "+" will appear, this will allow you to draw a box of where you want to have the signature appear
    - Click to start in the upper left hand corner and drag the box to the bottom right hand corner
    - Click again to finish the box

- Once you created the signature box, a window will appear allowing you to select the signature type that you created in Adobe
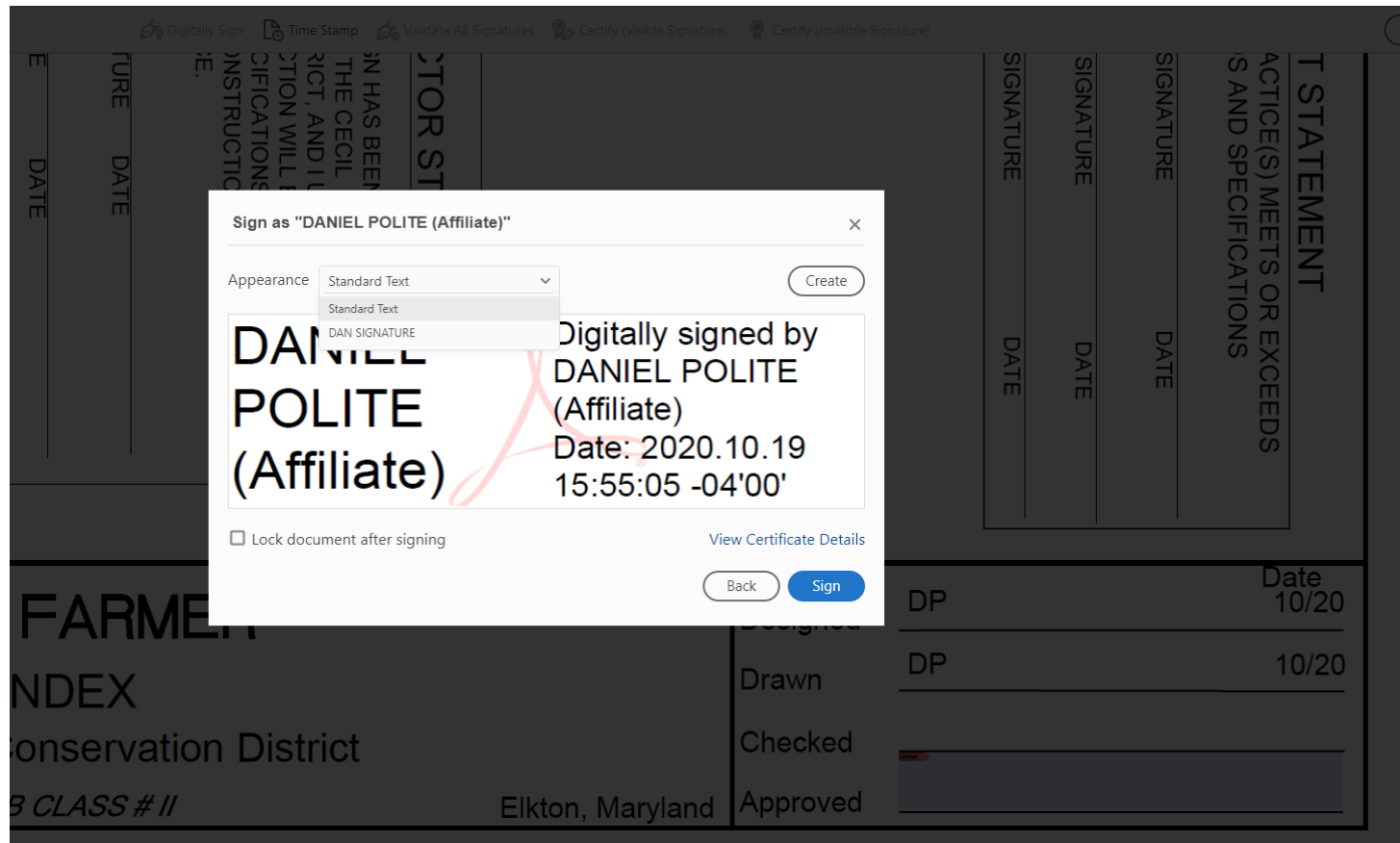 - Note: All signatures will be listed in the drop down list
- Select **Sign**
- The **Save As** window will appear, Save the document in the correct folder. You can save it with your Approved at the end of the file name (Example_658-**Approved**)

- You will then have to enter in your **Linc Pass Pin**

- This is what the signature will look like when completed

	Date
Designed	DP 10/20
Drawn	DP 10/20
Checked	
Elkton, Maryland Approved	DANIEL POLITE (Affiliate) — Digitally signed by DANIEL POLITE (Affiliate) Date: 2020.10.19 15:58:31 -04'00'

- The signature will show however you chose it to be shown when you set it up

- You will have to sign each page and keep overwriting the same file until you have all the pages signed. If you see that the signature is not showing up, close Adobe and open the file back up and start on the page where your signature didn't show.

- **Rotate** and **Save** the document when you've completed signing all the pages

Creating a PDF copy of the As Built Design with the approved PDF signature design

- Now that you have completed all your As Built work in Civil 3D, you can now attach the "Approved" design pdf to your drawing and create an As Built drawing using the signed design
- Make sure that the Approved PDF design is in the same file location as the dwg file

- With Civil 3D open
  - Open up external references by typing in the command line…. XREF
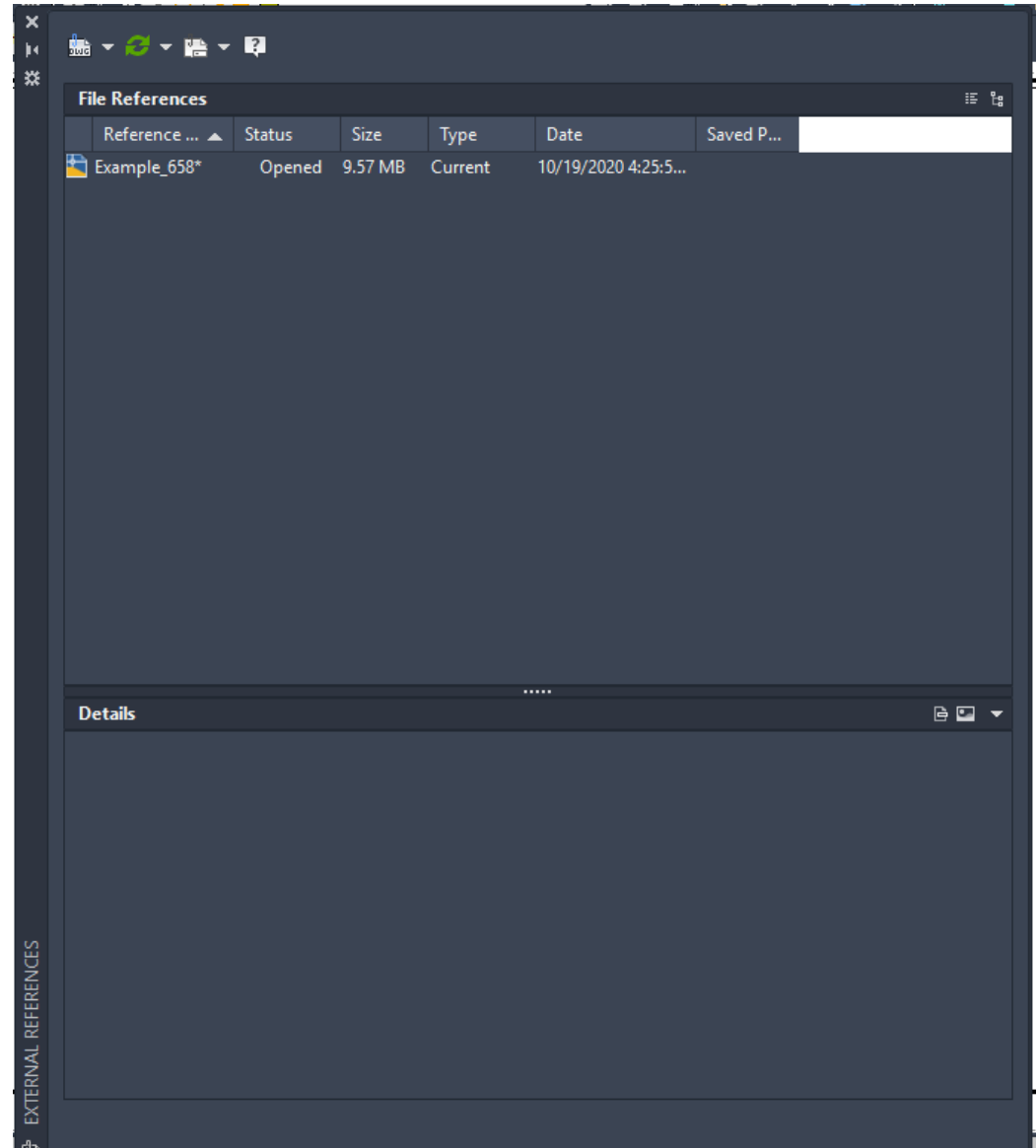
- Now you want to ADD the signed PDF of the design to place under your As Built (make sure you are on the page you want to have the PDF inserted on, Index, Sheet1…etc.)
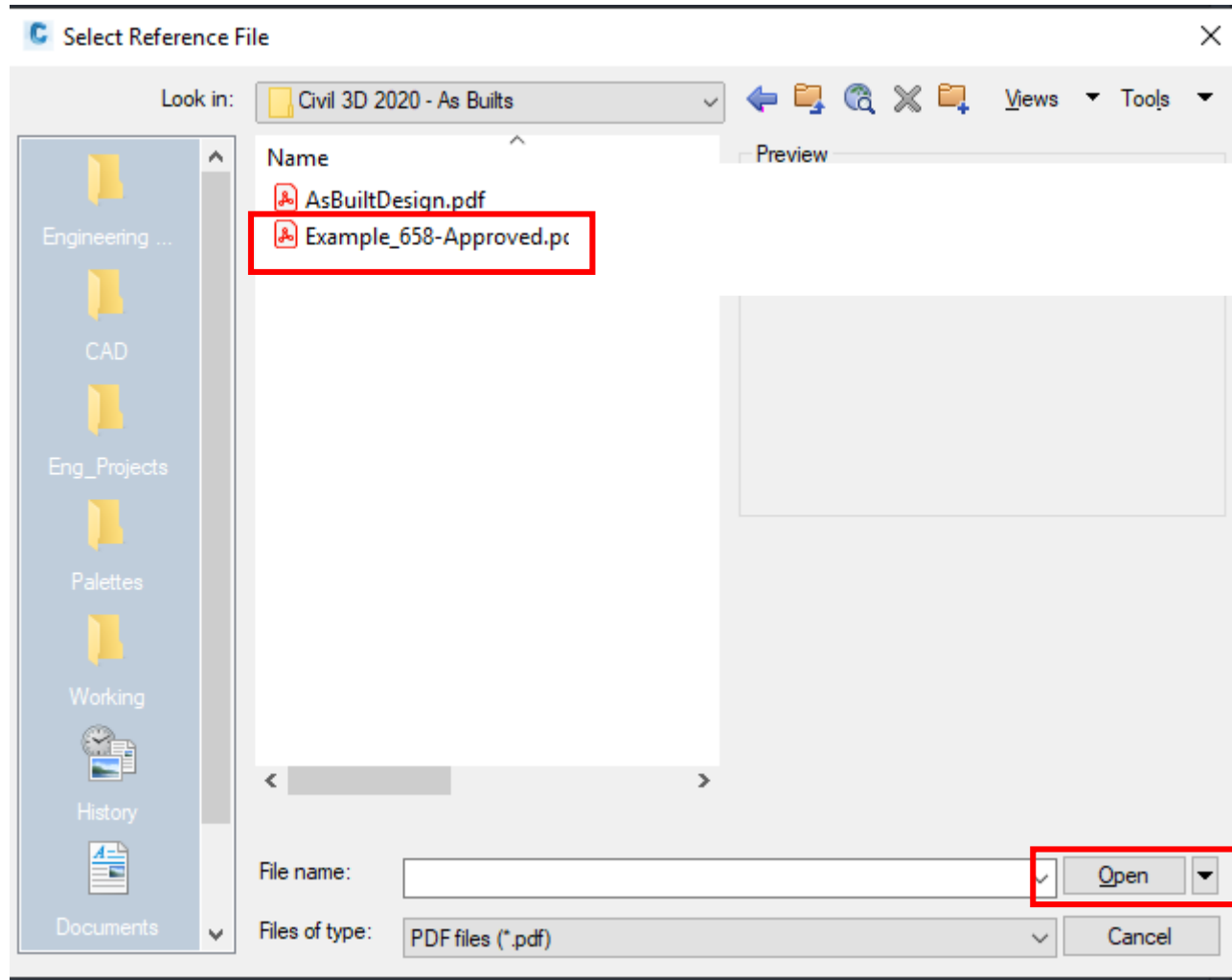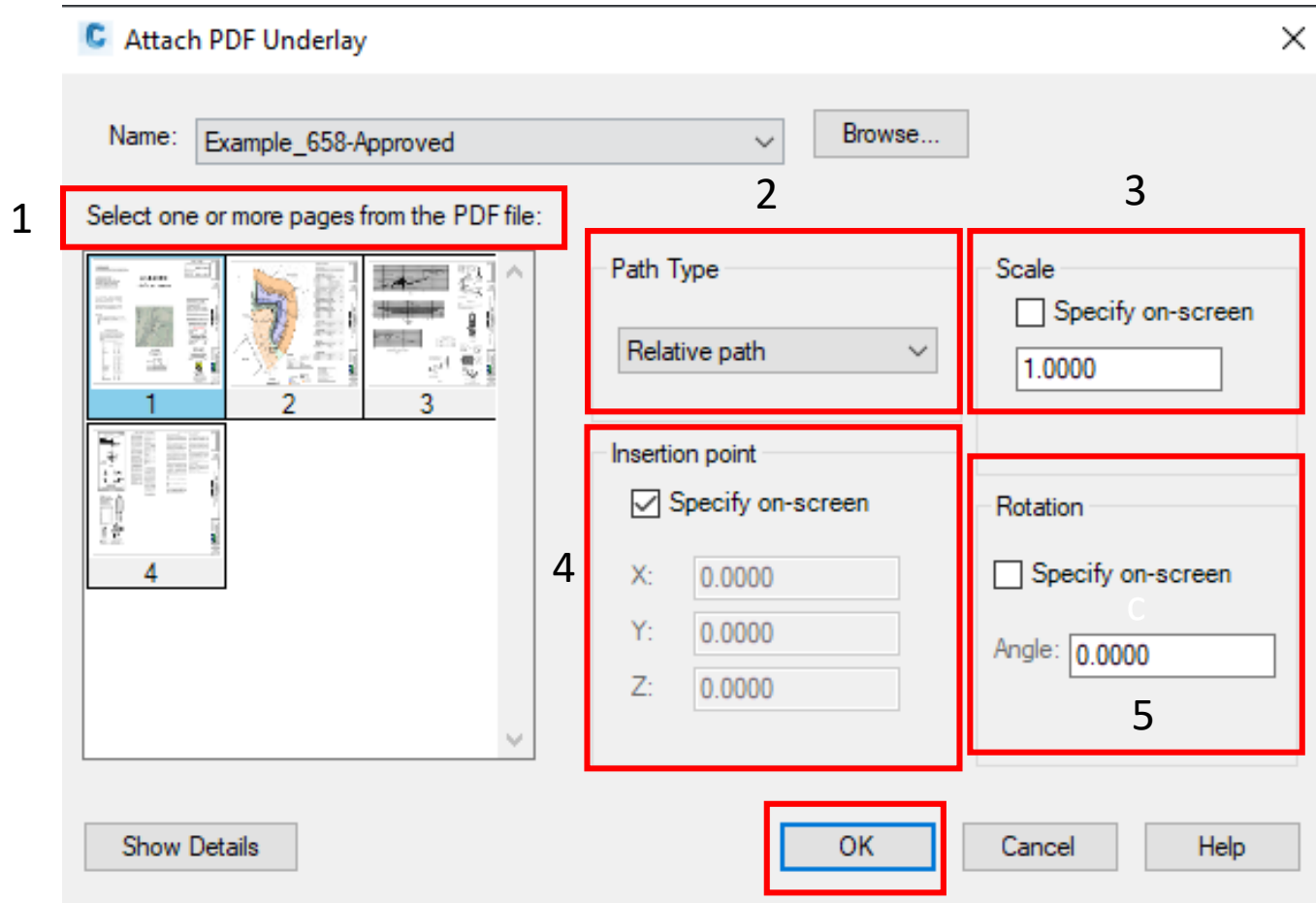
- Click the attach down arrow and select Attach PDF… for the type
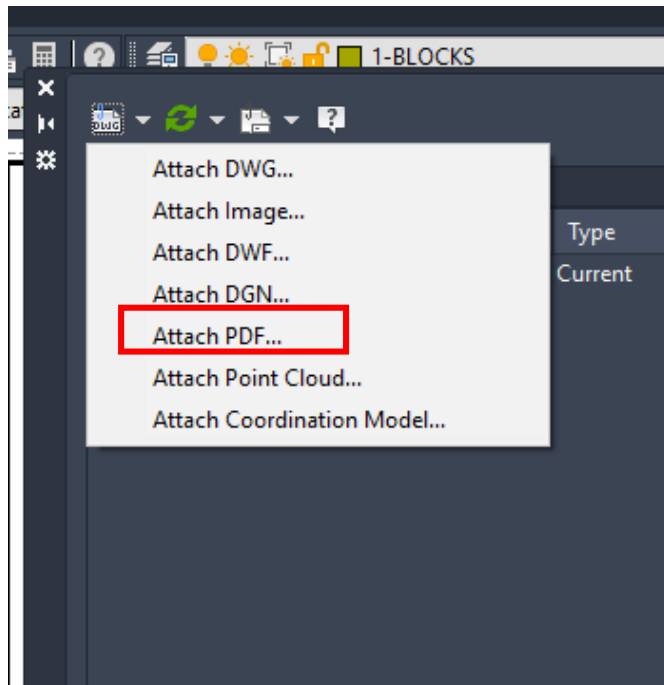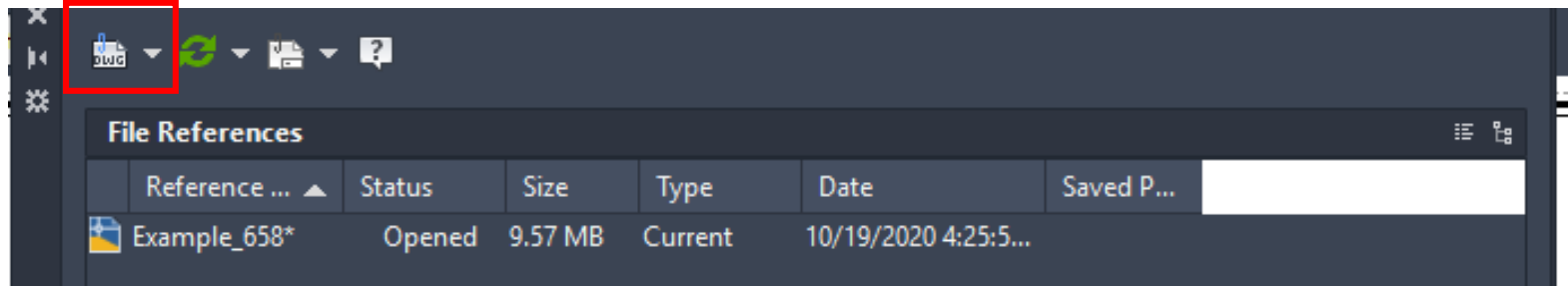
- A splash window will appear to locate the pdf file you want to attach to the drawing
- Select the Approved file and Click Open

- The following splash window will appear:

1. Select the page that you want to use, should be the same page that you have open in CAD

2. **Path Type**: make this **Relative** – these paths are partially specified folder paths that assume the current drive letter or the folder of the host drawing. This is the most flexible option and enables you to move a set of drawings from your current drive to a different drive that uses the same folder structure.

3. **Scale**: keep this **Unchecked**

4. **Insertion Point**: make sure this is **Checked**

5. **Rotation**: you can keep this **Unchecked or** select an Angle you want the pdf to come in as (90.0)

6. Click **OK**

- Insert the pdf by selecting the insertion point and rotation
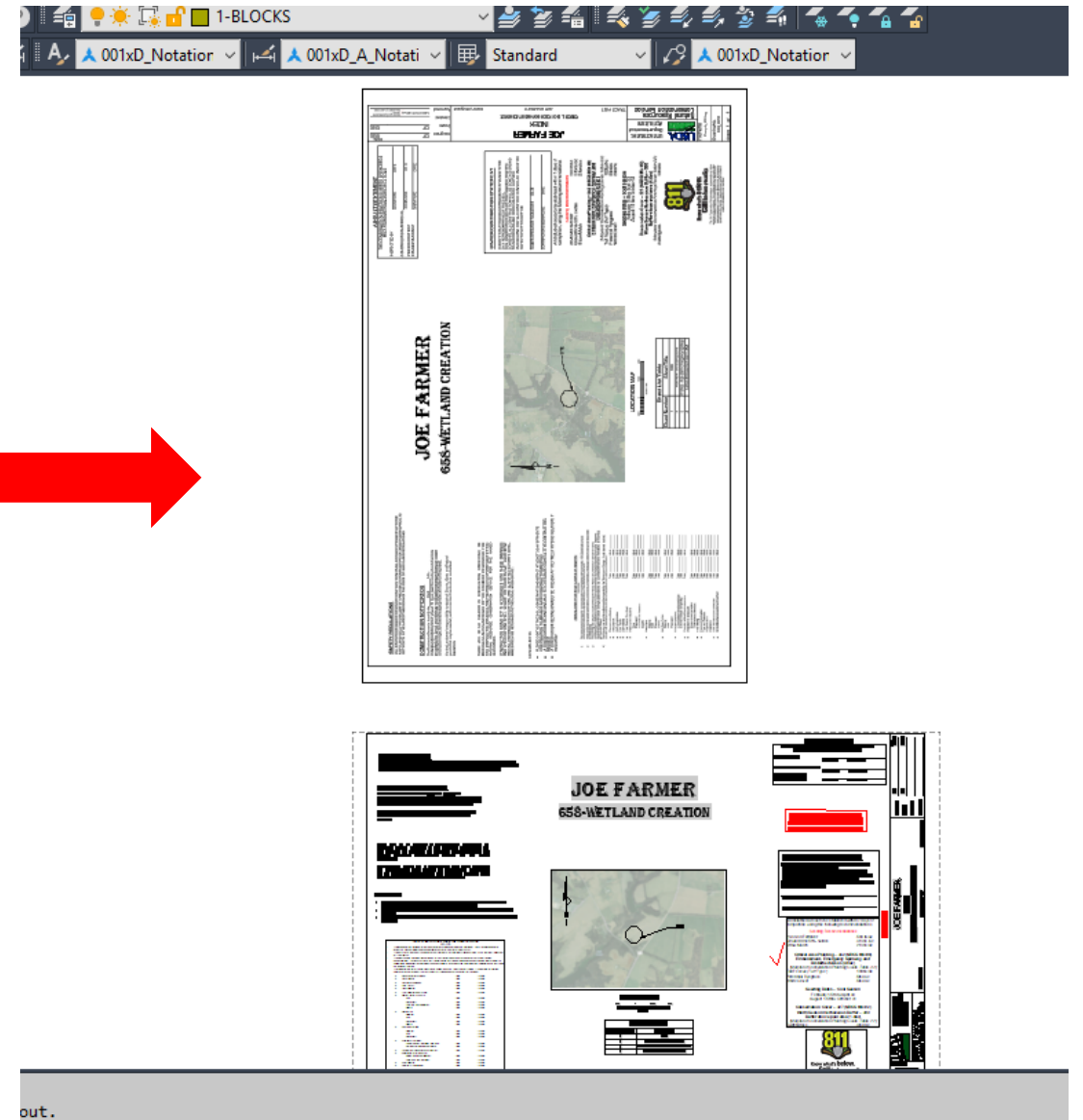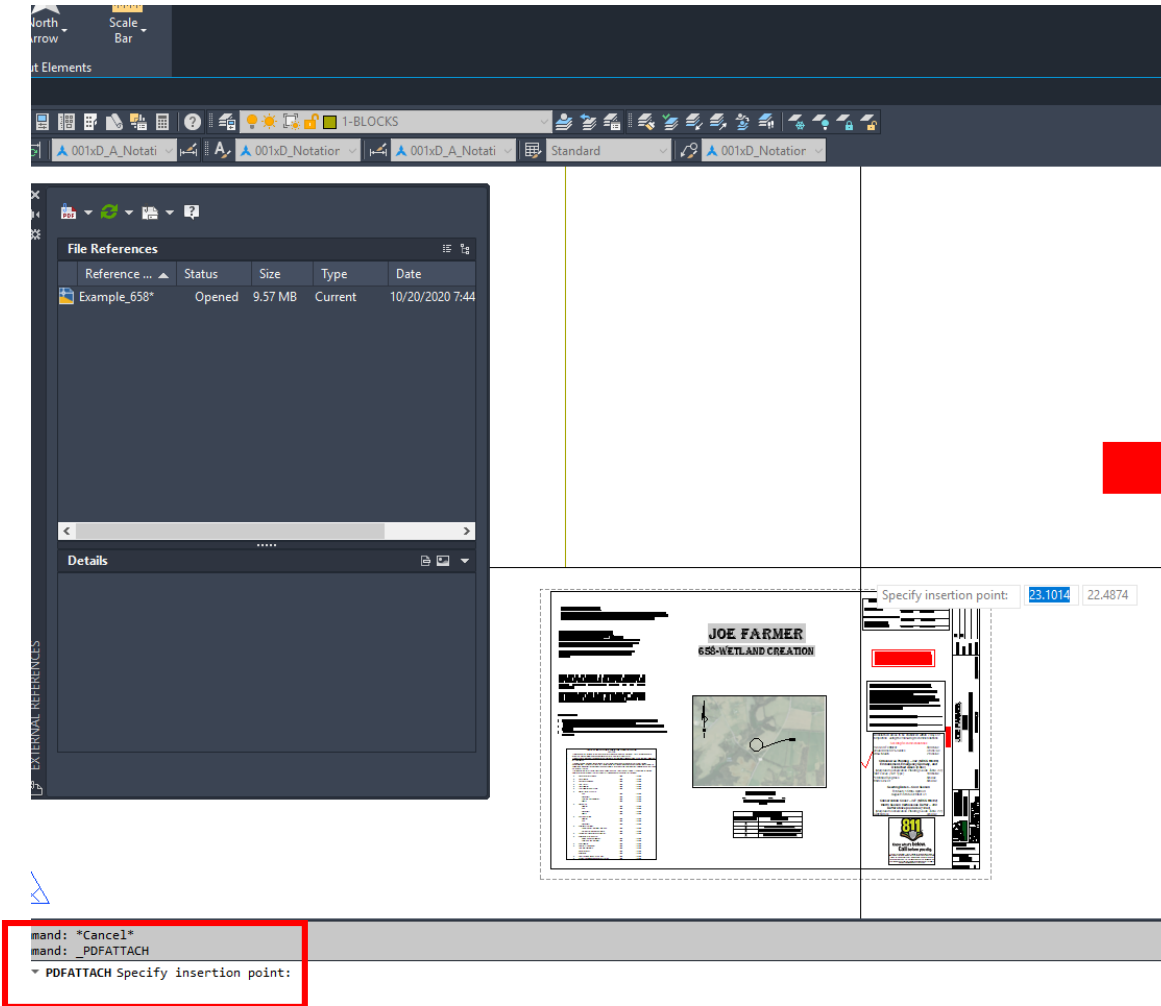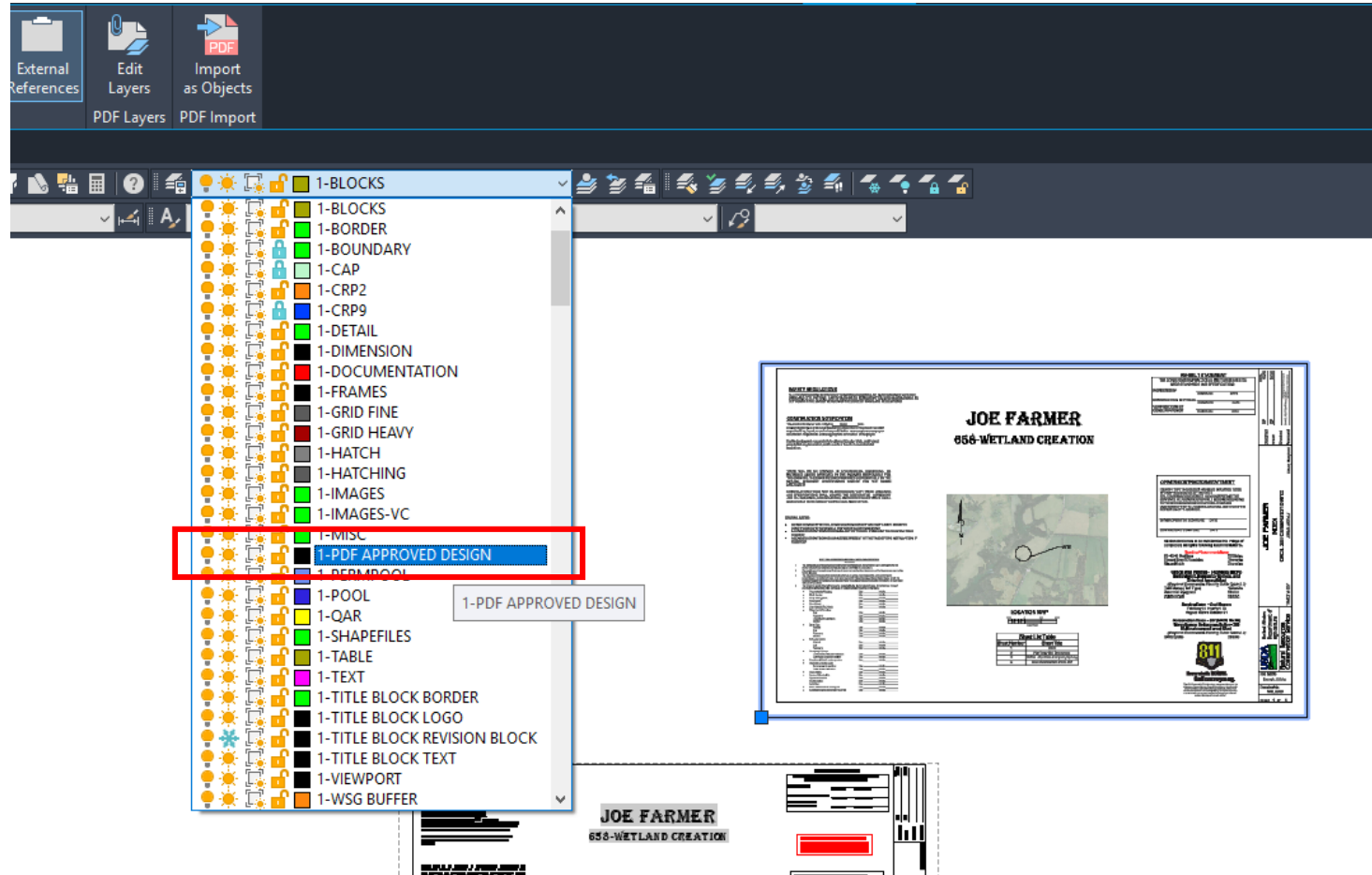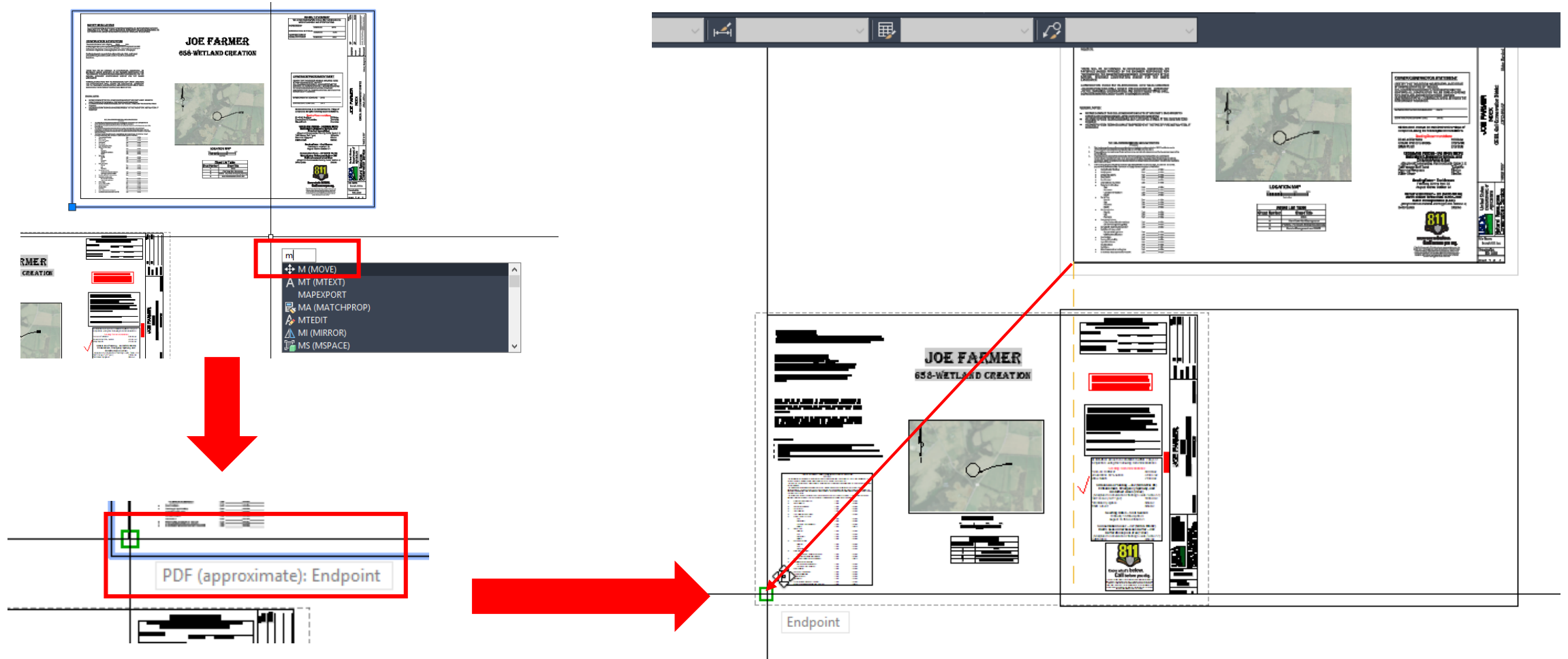
- You will now have to rotate your pdf 90 degrees (you can press F8 to turn on ORTHOMODE)
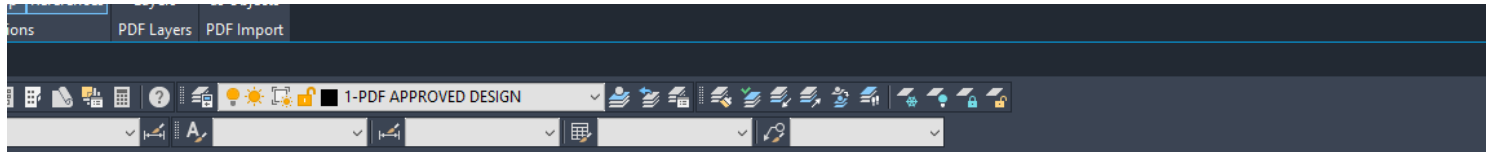- Type RO for rotate and select bottom right hand corner of PDF, Rotate to the right
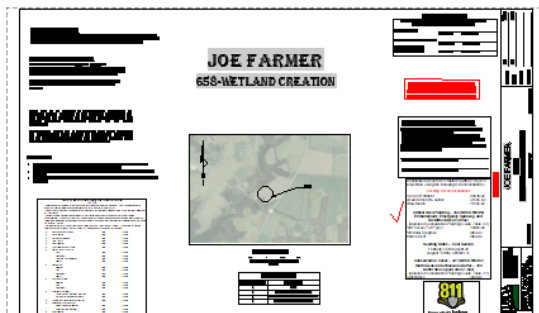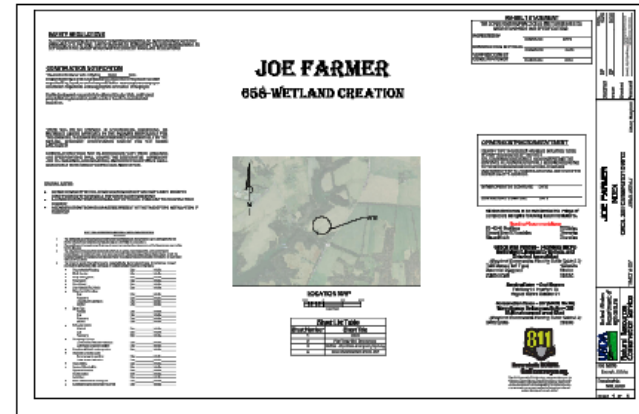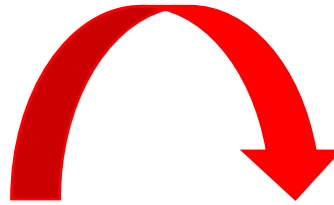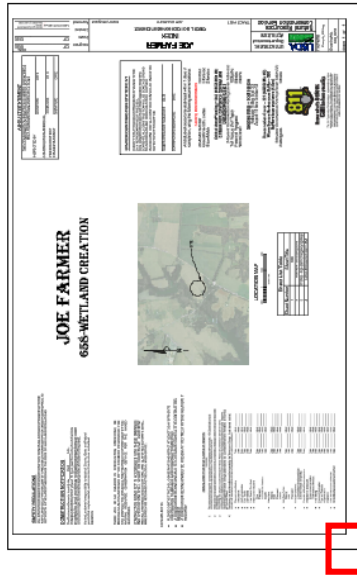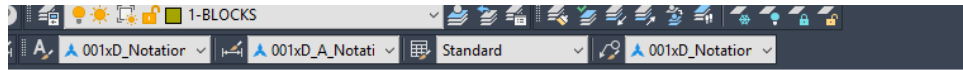
- Select the PDF file that you just rotated and change the layer to:
1-PDF APPROVED DESIGN

- Now you will need to Align the PDF up with your Paperspace layout

- Make sure your **OBJECT SNAP** is on by pressing F3 (you can turn off ORTHOMODE F8). Select the drawing corner of the PDF file, **not the file corner**, and type M for MOVE and then move it to the same corner of your page layout.

- If you completed the move correctly, the PDF should line up directly over the Page

- Now you want to turn off ALL the layers except for **1-AS BUILT** and **1-PDF APPROVED DESIGN**

- You will now have you your AS Built drawing linework on the signed Approved design
- Select the **1-PDF APPROVED DESIGN** layer and **Send to Back**

- Open up the **Page Setup Manger** for each sheet by Right Clicking on the Sheet tab>Page Setup Manager...Modify...Uncheck **Plot paperspace last**...Click Ok
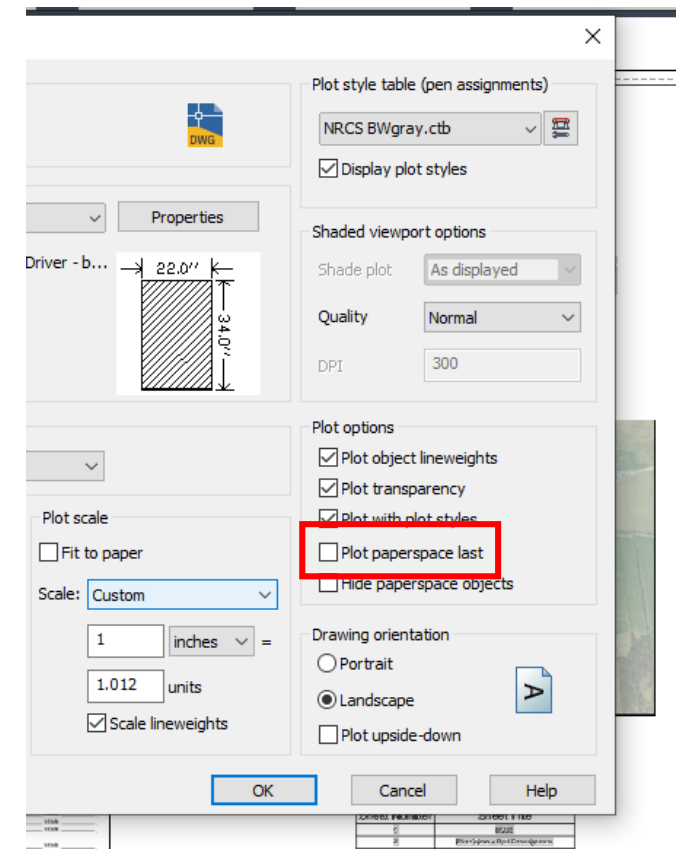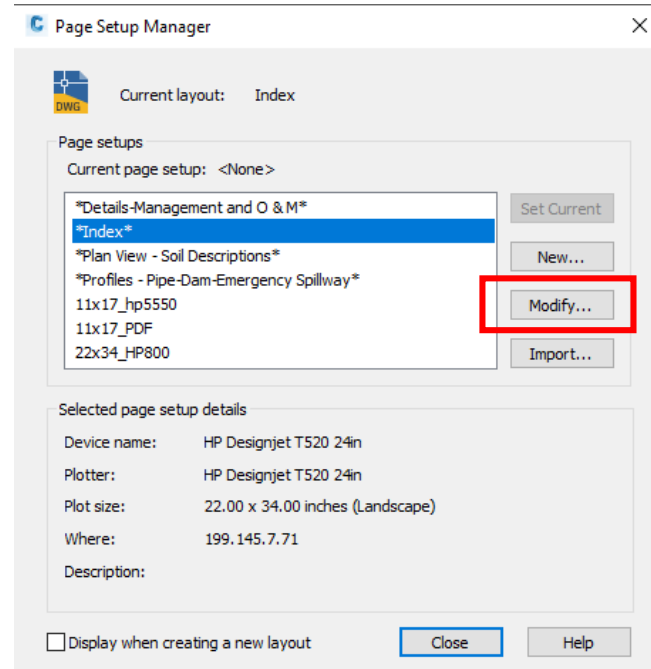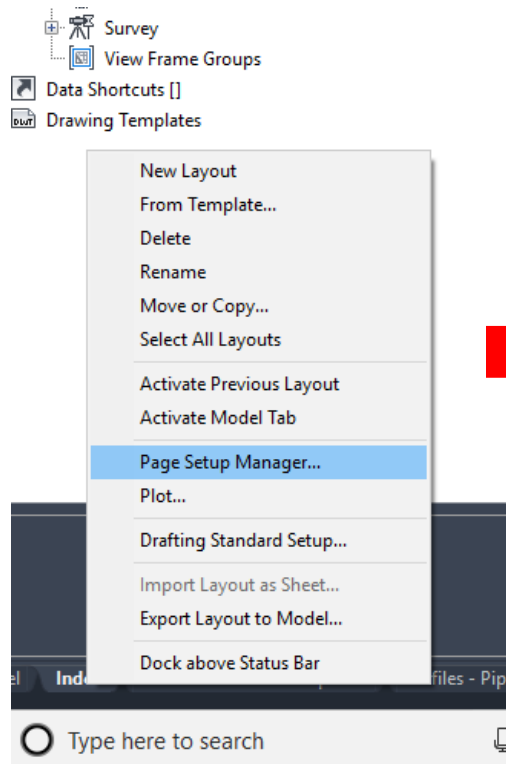
- You will have to complete the same process for each sheet, but you will not have to look for the PDF file to attach into the drawing since it's already been attached. You will only have to open up the **XREF** window and select the PDF you have attached and right click>**Attach**…and select the Page you want. (just make sure all your layers are turned back on before starting this process)
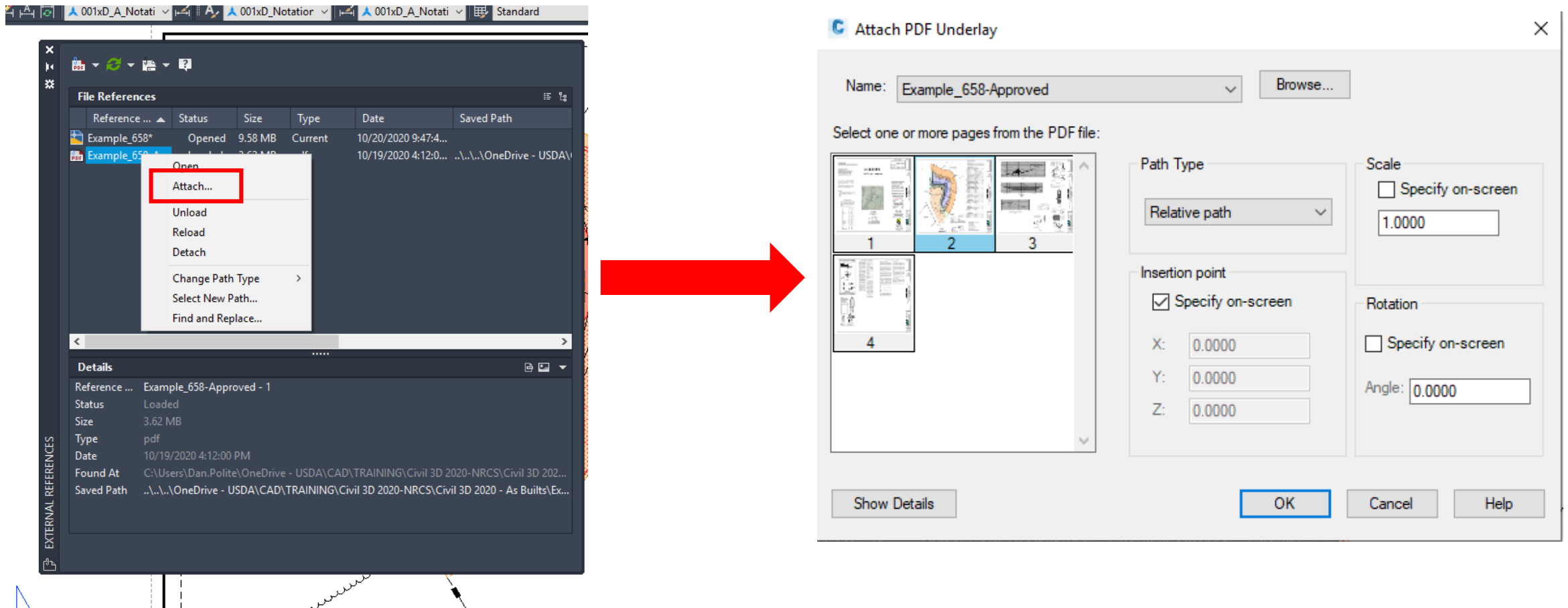
- This process will allow you to have a digital copy of the AS Built design on the approved PDF design. Keep in mind that once you complete this process you will then have to publish the drawing into a pdf. This sometimes may make the file size large because you are basically creating a pdf of a pdf. So the least amount of data that you have in the drawing the smaller the file size. You can reduce the file size by using the **PURGE** command.