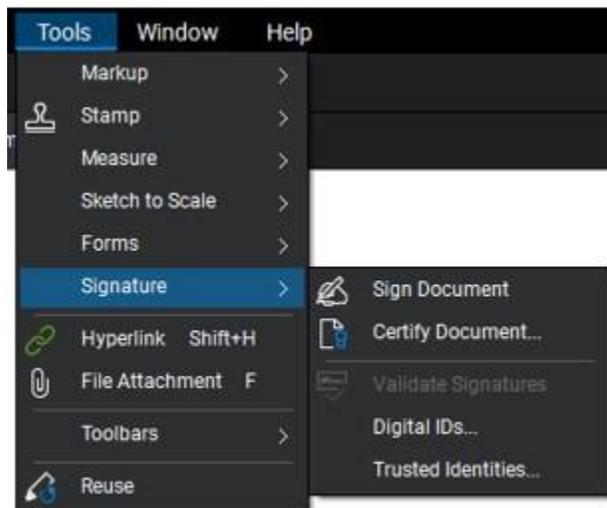


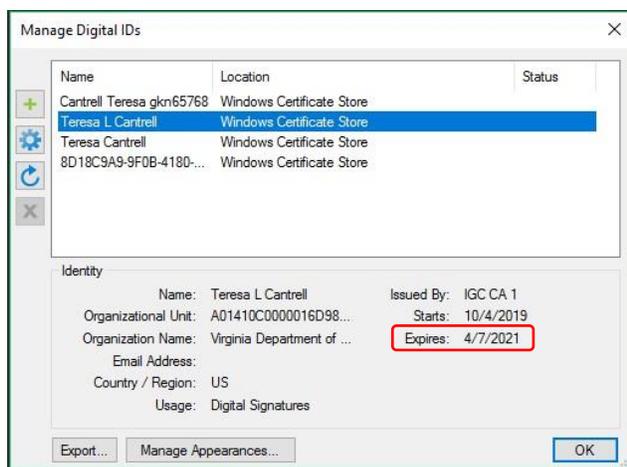
Bluebeam Revu – Setting Your Signature

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

- Open Bluebeam Revu by clicking the icon on your desktop
- Once Bluebeam has opened you will need to set the appearance of your signature that will be used with your IdenTrust certificate by doing the following
 - o Click Tools o Signature o Digital IDs

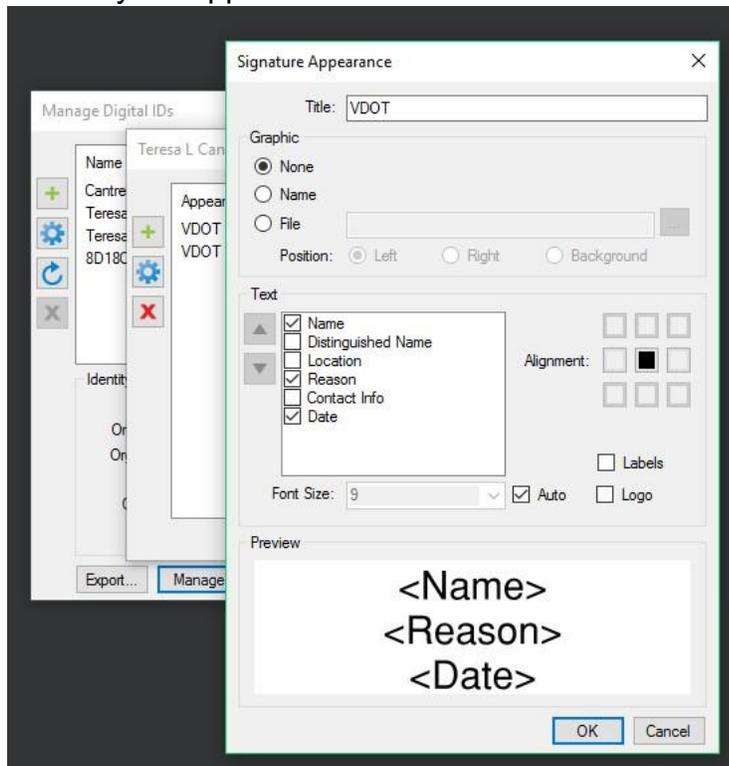


- Manage Digital IDs will show all of your certificates. You will need to use your IdenTrust certificate. If you have more than one certificate then you will want to ensure that you are using the most up to date.
- To see your certificate information you will need to select the ID in the list



Bluebeam Revu – Setting Your Signature

- Once you have selected your current certificate you will want to set your appearance
- To set the appearance you will do the following
 - Click ‘Manage Appearances’
 - Click the Green Plus to add a new appearance
 - The below is the correct appearance for VDOT
 - Title – VDOT
 - Graphic – NONE
 - Text – Check Name, Reason, and Date
 - Alignment – Center
 - Font Size – Auto
 - Uncheck Labels and Logo
- Below is what your Appearance should look like



- Click OK on each of the dialog boxes

Your signature for Bluebeam has been set up.