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

Tools	Window	Help	
N	farkup	>	
<u>ዲ</u> s	tamp	>	
N	feasure	>	
s	ketch to Scale	>	
F	orms	>	
s	ignature	> 2	务 Sign Document
0 +	lyperlink Shift+H	+ [Certify Document
Û F	ile Attachment		
т	oolbars	>	Digital IDs
A R	euse		Trusted Identities

- 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

	Location			Status
Cantrell Teresa gkn65768	Windows Certificate Store			
Teresa L Cantrell	Windows Certificate Store			
Teresa Cantrell 8D18C9A9-9F0B-4180	Windows Certificate Store Windows Certificate Store			
Identity Name:	Teresa L Cantrell	Issued By:	IGC CA 1	
Identity Name: Organizational Unit:	Teresa L Cantrell A01410C0000016D98	Issued By: Starts:	IGC CA 1 10/4/2019	,
Identity Name: Organizational Unit: Organization Name: Email Address:	Teresa L Cantrell A01410C0000016D98 Virginia Department of	Issued By: Starts: Expires:	IGC CA 1 10/4/2019 4/7/2021)
Identity Name: Organizational Unit: Organization Name: Email Address: Country / Region:	Teresa L Cantrell A01410C0000016D98 Virginia Department of US	Issued By: Starts: Expires:	IGC CA 1 10/4/2019 4/7/2021	Ĵ



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- Once you have selected your current certificate you will want to set your appearance
- To set the appearance you will do the following
 - o Click 'Manage Appearances'
 - Click the Green Plus to add a new appearance
 - The below is the correct appearance for VDOT
 - Title VDOT
 - o 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

	Signature Appearance X			
Manage Digital IDs	Title: VDOT			
Name Cantre Teresz BD18C	Graphic None Name File Position: Left Right Background Text			
Identit Or On	Name Distinguished Name Location Alignment: Contact Info Date Date Labels Font Size: 9 Auto			
	Preview			
Export Manage	<name> <reason> <date></date></reason></name>			
OK				

Click OK on each of the dialog boxes

Your signature for Bluebeam has been set up.