



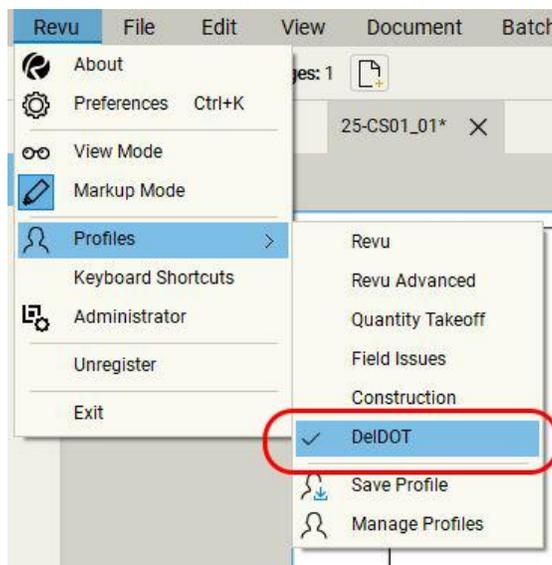
This document provides instructions for creating custom Professional Engineering Seal and Signature stamps in Bluebeam Revu. These stamps are necessary for sealing, signing and dating the ***Construction Plan*** sets for the Delaware Department of Transportation as well as other documents. Please see [PM-09-001](#) and [PI D-04](#) for additional information.

General Setup

- 1) Open **Bluebeam Revu**.

*Note: The following screen caps are shown using the "Light" theme. To set this theme, go to Revu > Preferences > General > Options > Theme: **Light***

- 2) Set the **DeIDOT** Profile active.



If you do not see this profile, click **Manage Profiles**, select **Import...** and load [\\dotfs08\CADD\Active_Designs\msv8\DeIDOT.bpx](#). Once loaded, set it active.

Note: If you are in Bluebeam, click the above link to load the profile and set it active.

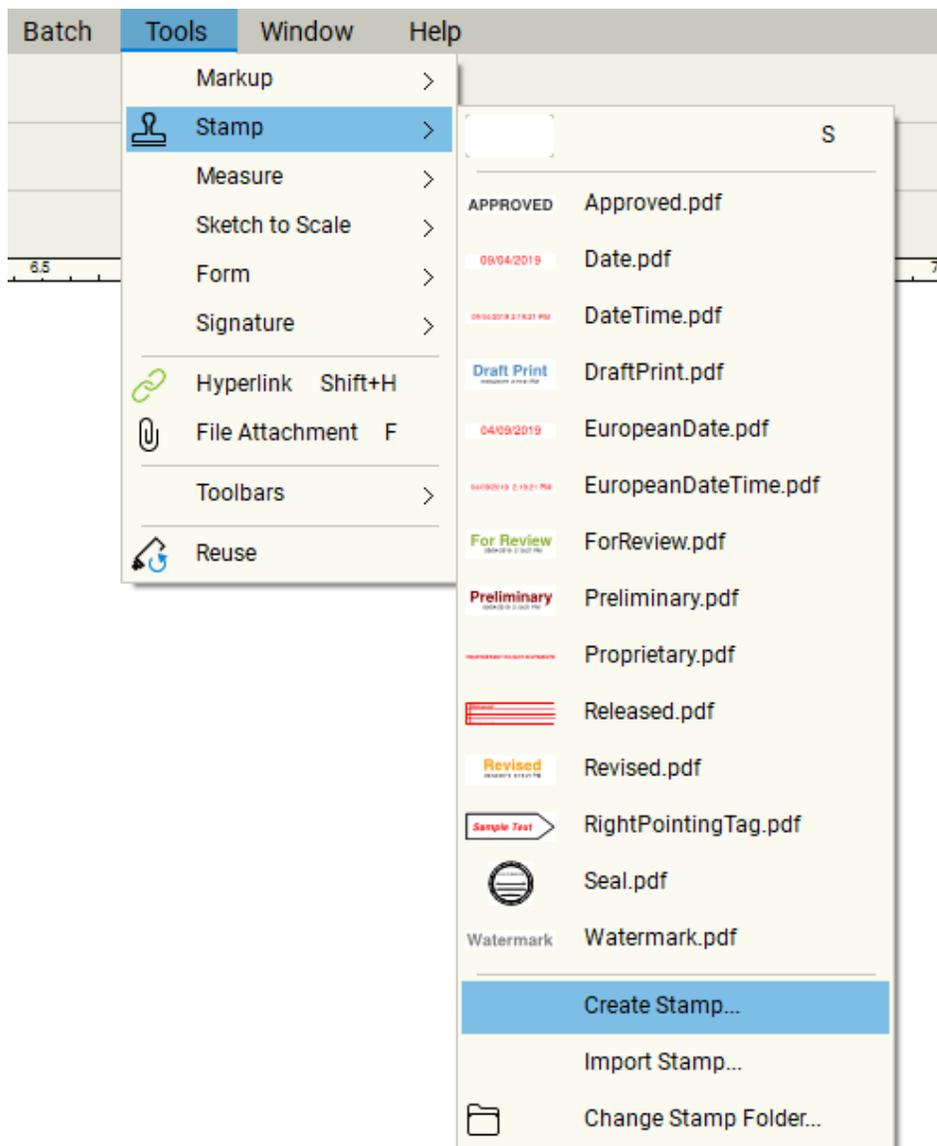
- 3) Clearly and carefully stamp a piece of white piece of paper.
- 4) Sign the piece of paper making sure not to overlap the seal.
- 5) Scan this in at a high resolution, 600dpi is ideal, and send to yourself as a PDF. This is a temporary file and can be saved to your desktop and deleted later.



Creating Signature and Seal stamps

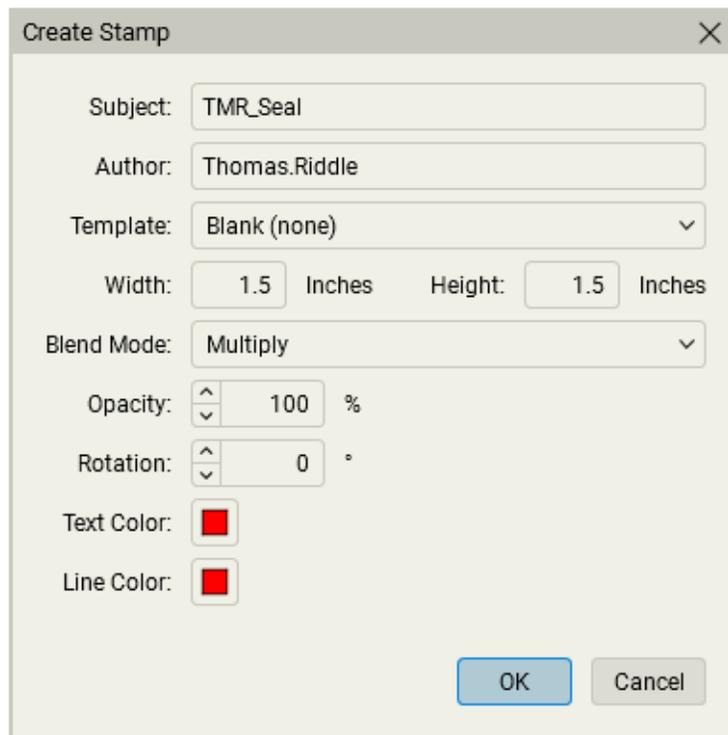
*Note: The default path for stamps is U:\. It is suggested that you create a **Stamps** folder on your U:\ and then go to **Tools > Stamp > Change Stamp Folder...** and enter U:\Stamps.*

1. Open **Bluebeam Revu** and go to **Revu > Preferences > Tools > Markup > Snapshot Resolution** and set it to **600**.
2. **File > Open** and select the file that you scanned in.
3. Go to **Tools > Stamp > Create Stamp...**

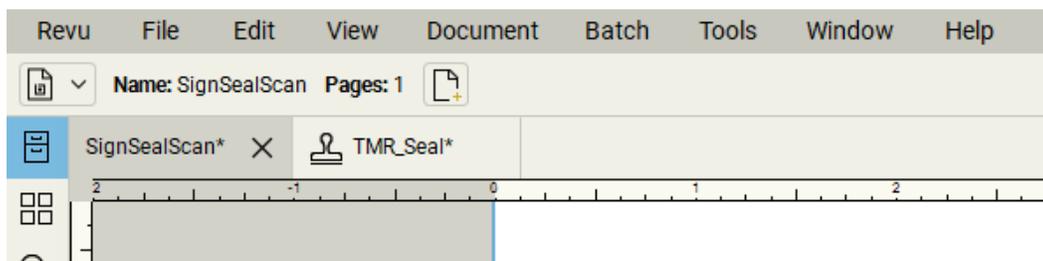




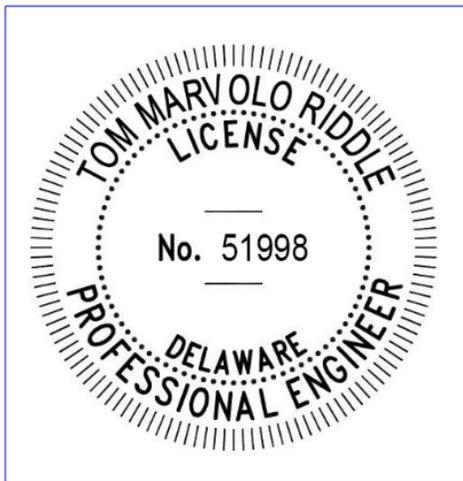
4. Enter the following information in the **Create Stamp** dialog box and hit **OK**.
- a. **Subject:** *[Your Initials]_Seal*
 - b. **Author:** *This is automatically filled in, do not change.*
 - c. **Template:** *Blank (none)*
 - d. **Width:** *1.5*
 - e. **Height:** *1.5*
 - f. **Blend Mode:** *Multiply*



5. Select the tab at the top for the file that you scanned in and then go to **Edit > Snapshot**.



Click and drag from the top left corner of your seal to the bottom right leaving a margin so you do not cut off parts of the seal.



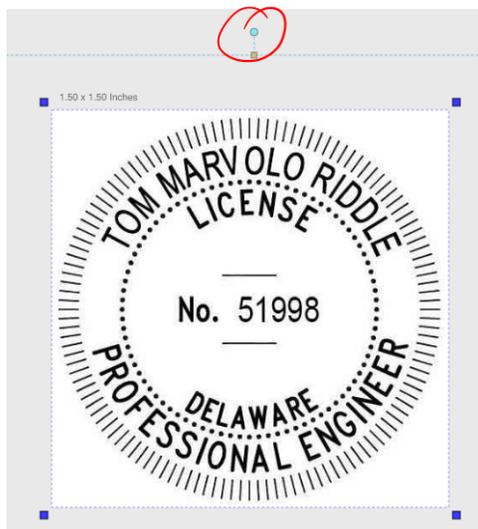
6. Go to your Seal tab and go to **Edit > Paste** and move your seal into position.

Note: You can use the arrow keys on your keyboard to adjustment the position.

7. Select your seal and open the **Properties**  tab on the right side of the screen. Your seal should have come in at exactly 1.5" x 1.5", if so, under **Layout**, set scale to 96% so that the edges are not clipped. If it did not come in at exactly 1.5" x 1.5", scale up or down until it fills the area with a very small margin around it.

Make sure that you seal is properly rotated by using the handle at the top middle.

*Note: By default it will rotate in increments of 5°. Holding the **Shift** key will allow you to rotate to single degree increments.*





8. Save and close the tab.
9. Go to **Tools > Stamp > Create Stamp...** and enter the following information in the **Create Stamp** dialog box and hit **OK**.

- g. Subject: [Your Initials]_Signature*
- h. Author: This is automatically filled in, do not change.*
- i. Template: Blank (none)*
- j. Width: 2.5*
- k. Height: 1*
- l. Blend Mode: Multiply*

10. Repeat steps 5 through 7 this time scaling and rotating your signature to fit the available space.



11. Save and close the file.

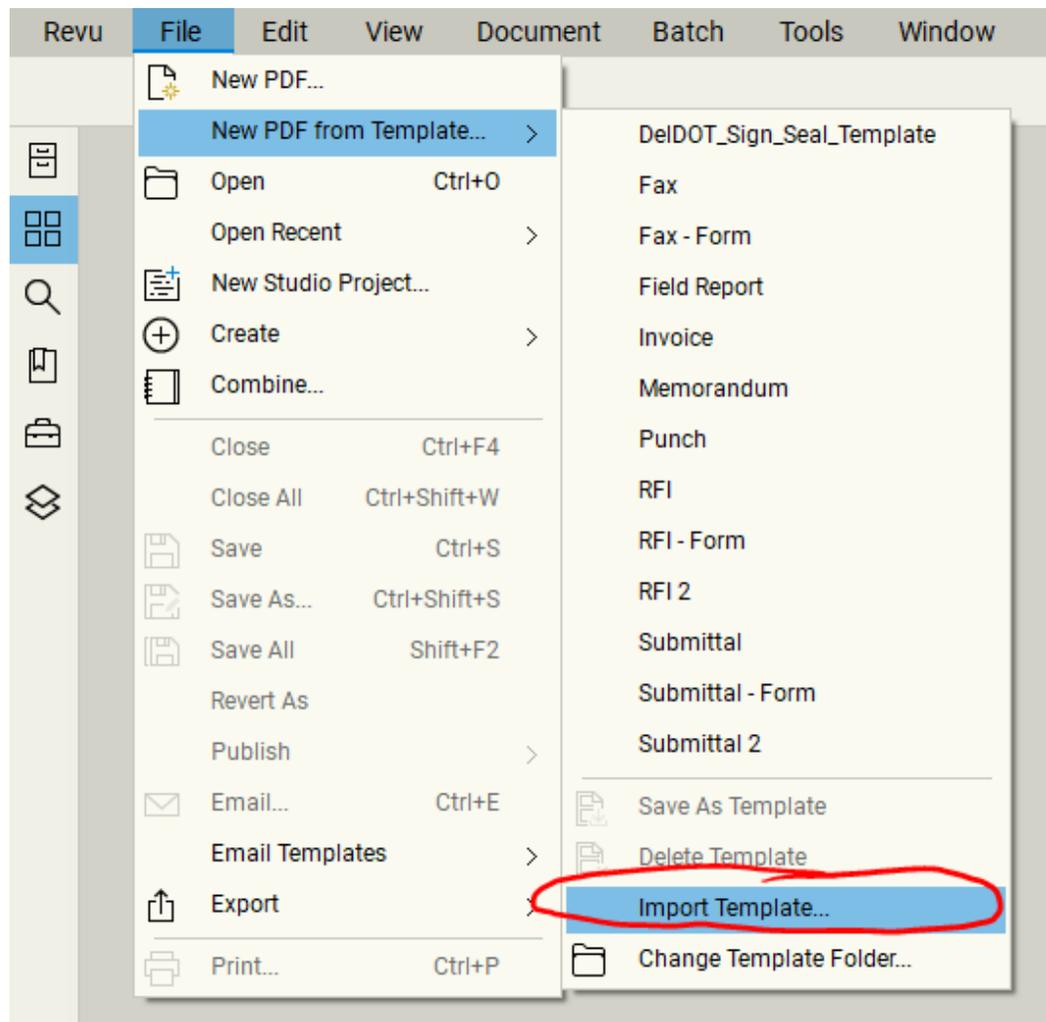


Creating Combination Signature and Seal stamp

1. Go to **File > New PDF from Template...** and select **DelDOT_Sign_Seal_Template**.

If you do not see this, select **Import Template...**, navigate to the following file and select **Open**:

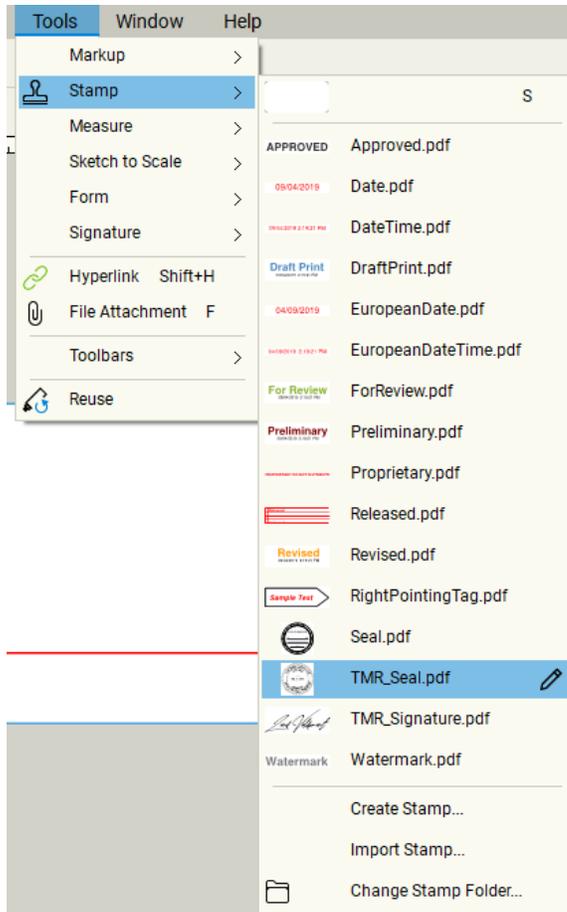
\\DOTFS08\CADD\Bluebeam\DelDOT_Sign_Seal_Template.pdf



2. After importing a template, you must go back to **File > New PDF from Template...** and choose the template you just imported. By default, the document created will be named **Document1**. Select **Document1** from the tabs at the top.



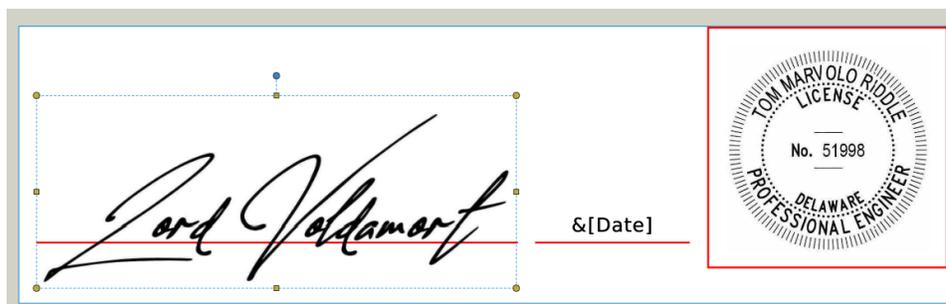
3. Go to **Tools > Stamp** and choose your Seal.



4. Click in the Red box to place your seal and then adjust its position so that it's centered in the box. Do not scale your seal up or down.

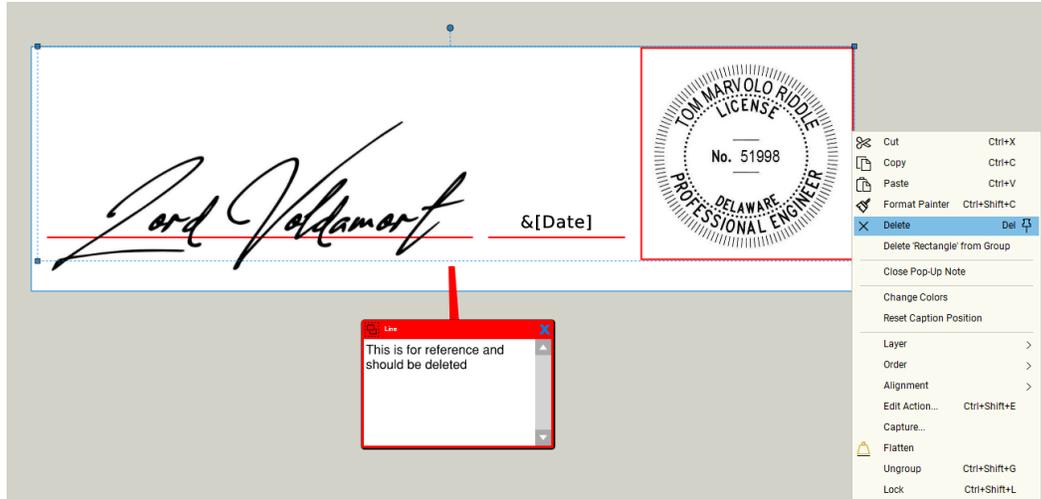
Note: You can use the arrow keys on your keyboard to adjustment the position.

5. Repeat steps 3 and 4 for your signature. You may scale up your signature using the circle corner grips.





6. Select the red reference line work and **Delete**.



7. Save **Document1** as **[Your Initials]_Sign_Seal.pdf**.

Example: TMR_Sign_Seal.pdf

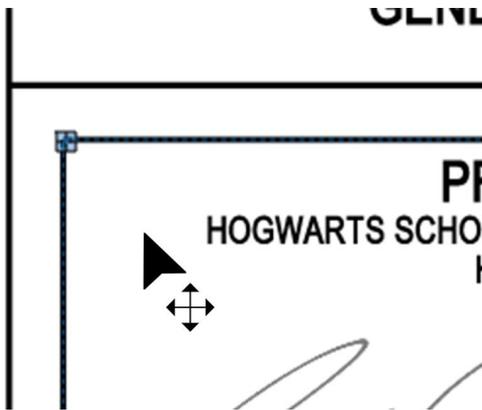
8. Close the Scan and your **Sign_Seal** document tabs.



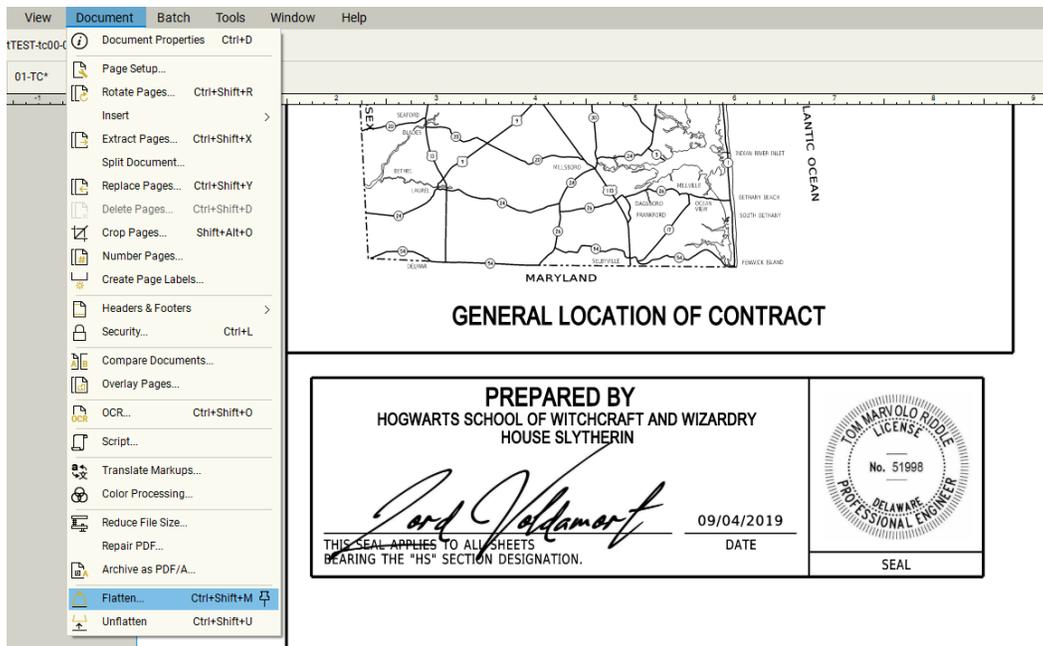
Applying a stamp to a document

1. Open the PDF you would like to stamp, go to **Tools > Stamp** and select the appropriate stamp. For this example, we will stamp a construction plan.
2. Click near the area to be stamped. Once stamped, drag the stamp to the appropriate area.

*Note: If **View > Snap to Content** is selected, your stamp will snap into the correct place based on the grip nearest to your cursor.*

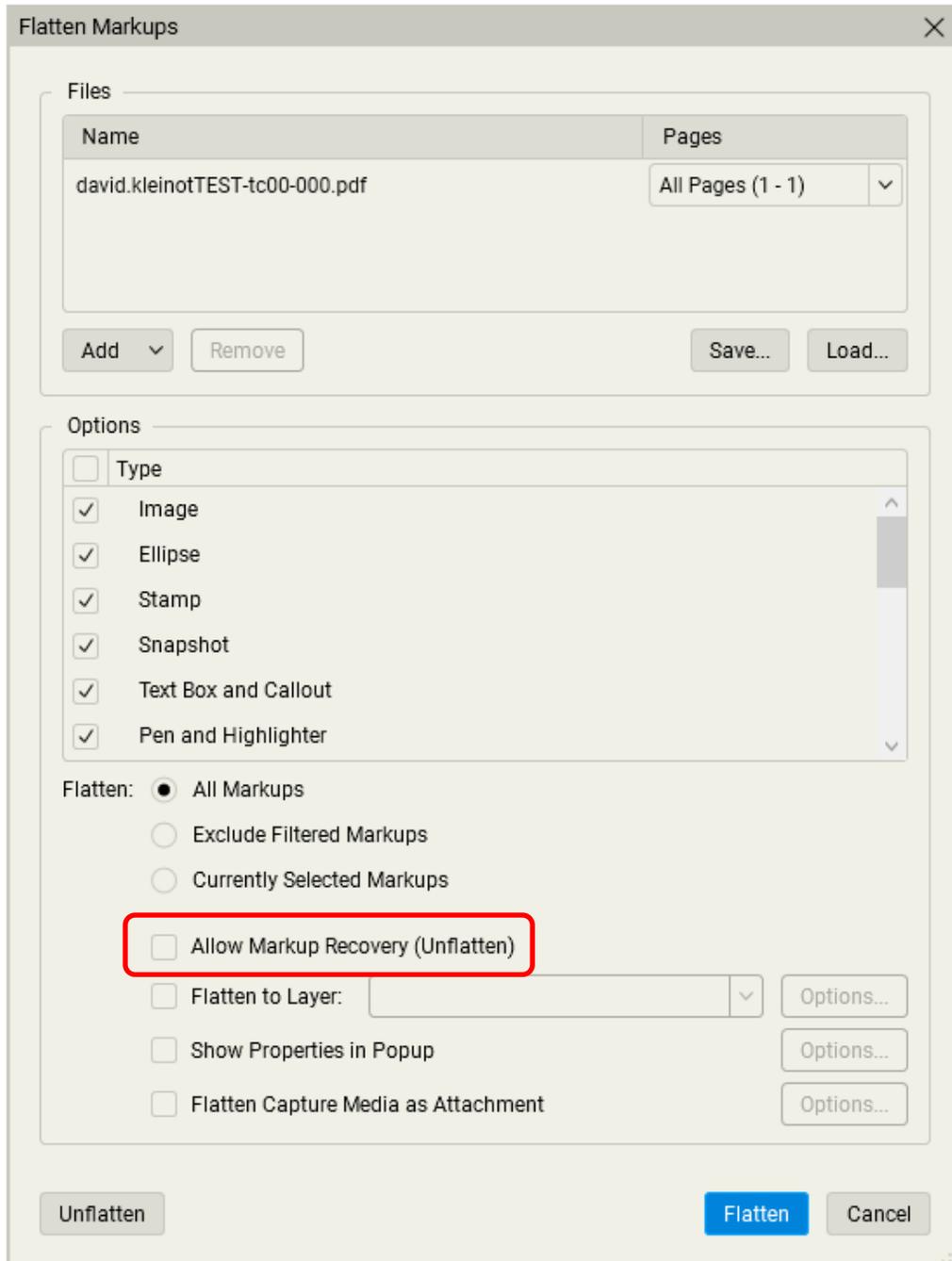


3. After the document has been stamped, it will need to be flattened. Go to **Document > Flatten...**





- It is recommended to check all under **Options** (you can check all by hitting the check box next to **Type**). Hit **Flatten**.



Important Note: Make sure **Allow Markup Recovery (Unflatten)** is **not** checked.

- Save and close file.