Setting Bluebeam Revu to Sign & Seal

You can easily setup Bluebeam Revu to sign & seal documents by following these steps.


Click here to
watch the demo
You Tube

1. Open Bluebeam Revu by clicking on the icon   on your desktop.

2. If this is the 1st time you've opened the program, leave the setting on Office and click next. Click on Skip on the Studio setup window. You should now be at the welcome page.
    If you've opened the program prior, you will be at a blank shell. This is fine.

   *Clicking on the Resources Icon (under Help) before registering will help.*

3. Make sure it's registered. Go to **Help** and look at the Key. Unregister If it says Register, click on it. If it says Unregister, continue to Step 4,

4. Create a blank document, go to **File**, **New** and choose the default 8.5" x 11" setting.

5. Set the appearance of your signature that will be used with your IdenTrust certificate. Click on **Document**, **Signatures**, then **Digital IDs…**

These tabs are very useful. Click to expand or collapse.
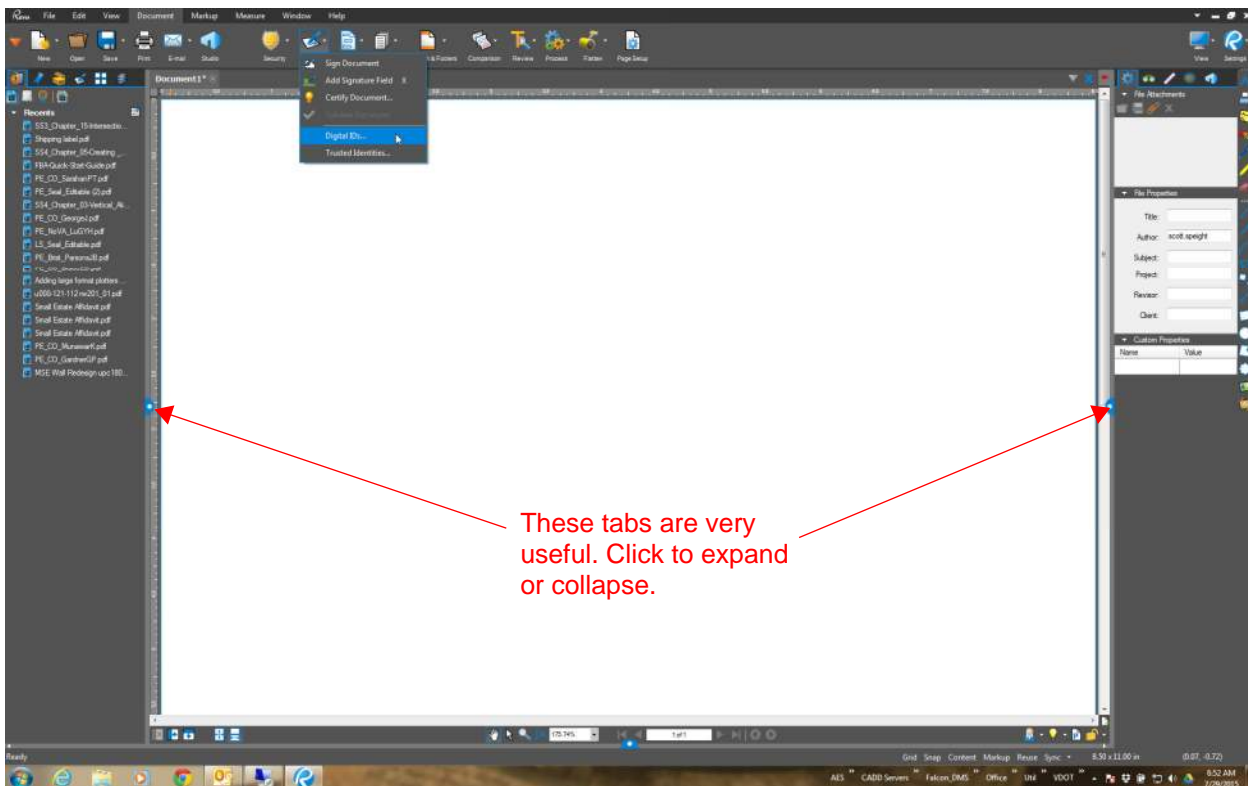
6. The Manage IDs shows all of your certificates. You are looking for the IdenTrust Certificate. If you have multiple, make sure you are using the most up to date. Selecting each one provides the certificate info.
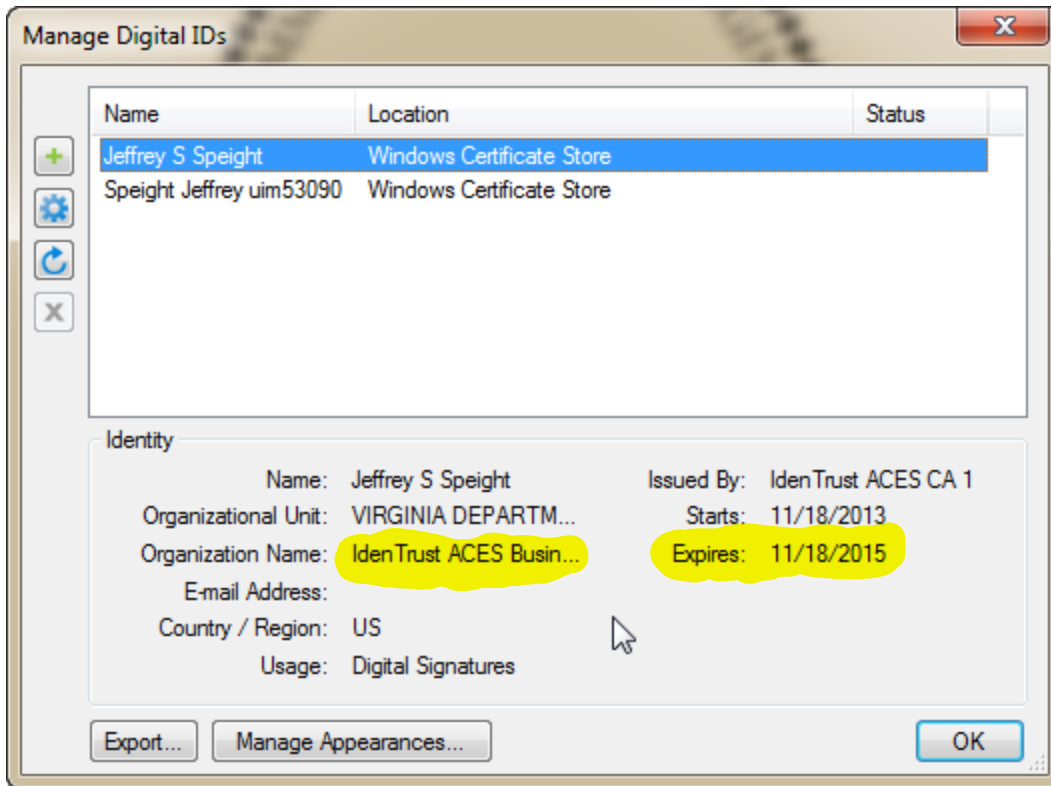
7. Click on **Manage Appearances** and then click on the Green Plus to add a new one. Set the box like the one on the right. Click OK on each of those dialogs. Your Signature is now set.
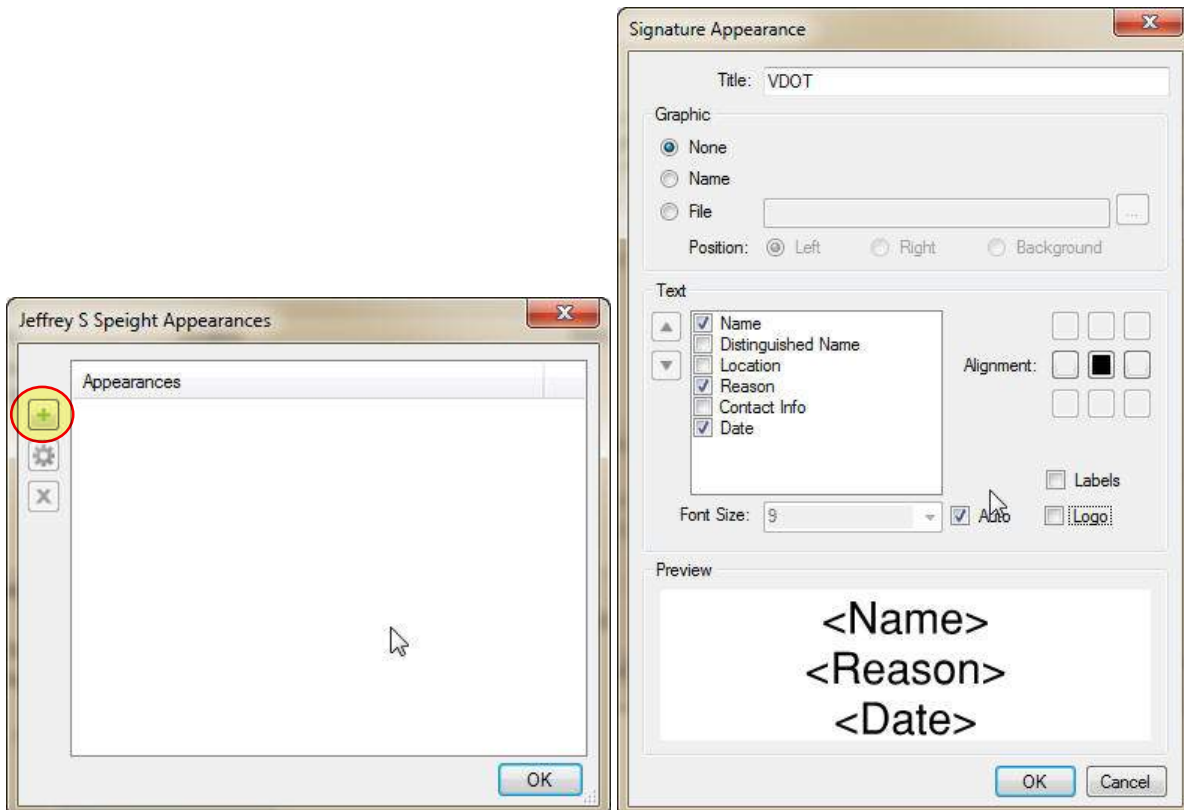
8. Import your Stamp – Click on **Markup** and then the dropdown by the stamp icon. Then **Import Stamp**.
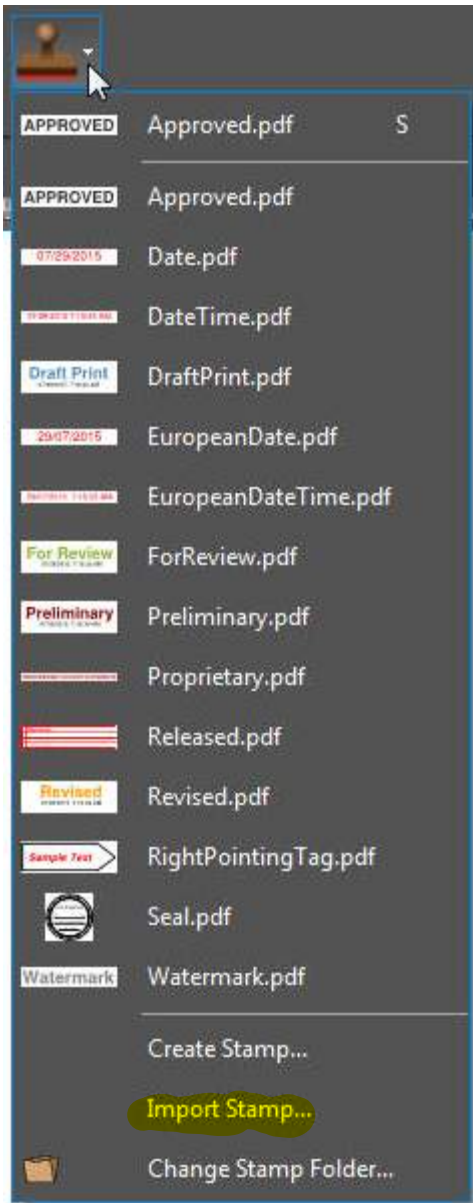

9. Navigate to where the PDF of your stamp is located, select your stamp and click **Open**.
   (My Documents\PE Cert is the recommended path)

10. Click on the Stamp drop down again and your stamp should be in the list. Select it and place it in your blank file by single clicking anywhere. **Important** – **Only Single Click here**. We will attach it to your cursor in the next step.
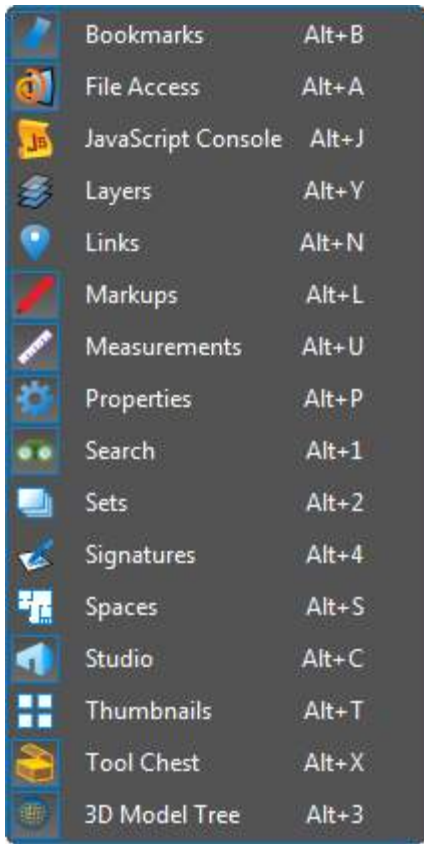
11. On the right you should have your stamp properties. If not, refer to step 4. In the layout section, you should see the Width and Height are both 2.0000. (It has to be this size). Down at the bottom of the properties, click **Add to My Tools** and **Set as Default.**
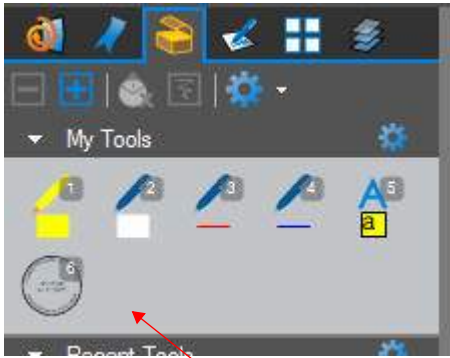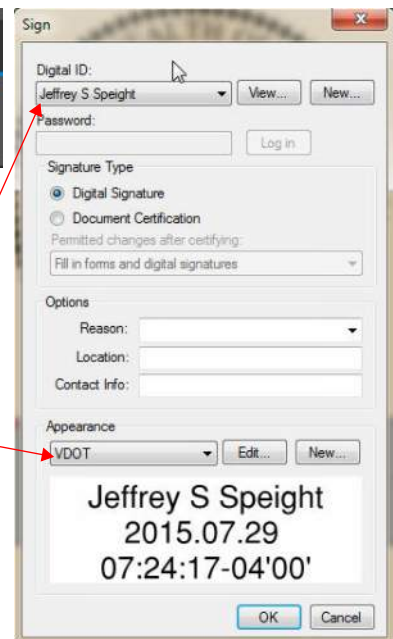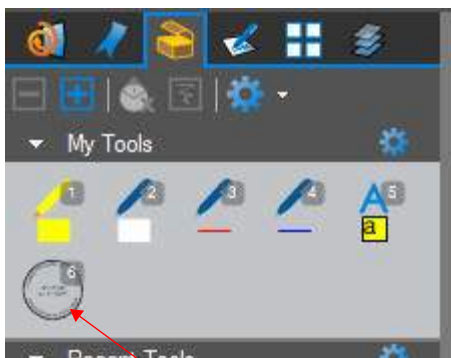

You will place your stamp from the Tool Chest in order to have it attached to your cursor.
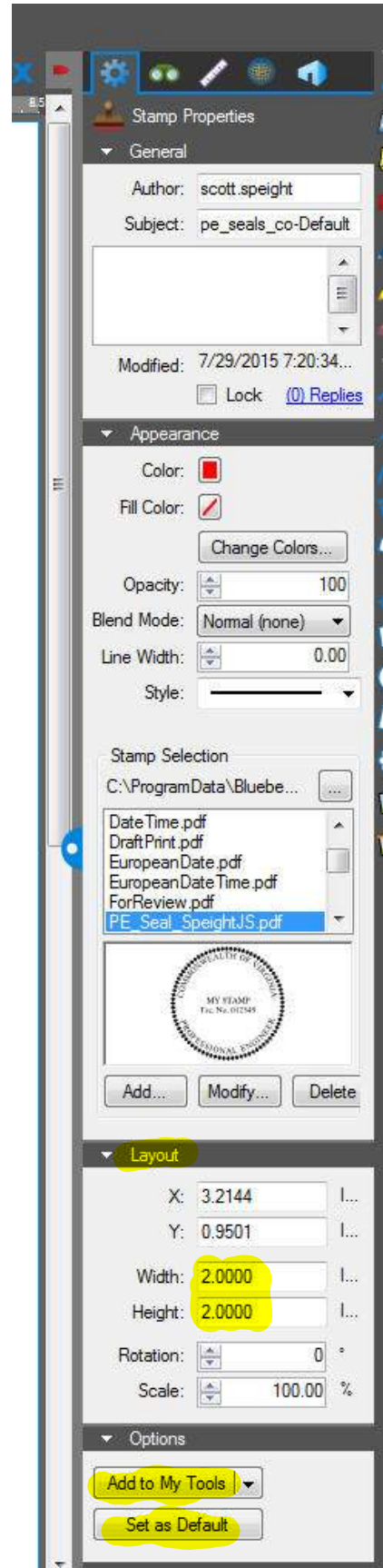
12. Adding Place Signature Icons. Right click in a blank area by your Tool Chest and select **Show**, **Signatures**.

	Bookmarks	Alt+B
	File Access	Alt+A
	JavaScript Console	Alt+J
	Layers	Alt+Y
	Links	Alt+N
	Markups	Alt+L
	Measurements	Alt+U
	Properties	Alt+P
	Search	Alt+1
	Sets	Alt+2
	Signatures	Alt+4
	Spaces	Alt+S
	Studio	Alt+C
	Thumbnails	Alt+T
	Tool Chest	Alt+X
	3D Model Tree	Alt+3

13. Setup is complete. You can now place your seal from the Tool Chest and sign the Document from the Place Signature icon you just added in the previous step. Just draw your signature box as normal.

Place Signature Icon

Place you seal

Check you Digital ID & Appearance

A GREEN Check means you're validated.

Jeffrey S Speight
2015.07.29
07:52:21-04'00'

Sign

Digital ID:
Jeffrey S Speight

Password:

Signature Type
Digital Signature
Document Certification
Permitted changes after certifying:
Fill in forms and digital signatures

Options
Reason:
Location:
Contact Info:

Appearance
VDOT

Jeffrey S Speight
2015.07.29
07:24:17-04'00'

OK   Cancel