Digital Signatures for Design Documents – Adobe Acrobat DC

Description: This allows the user to prepare Adobe PDF design documents or plans for a digital signature.
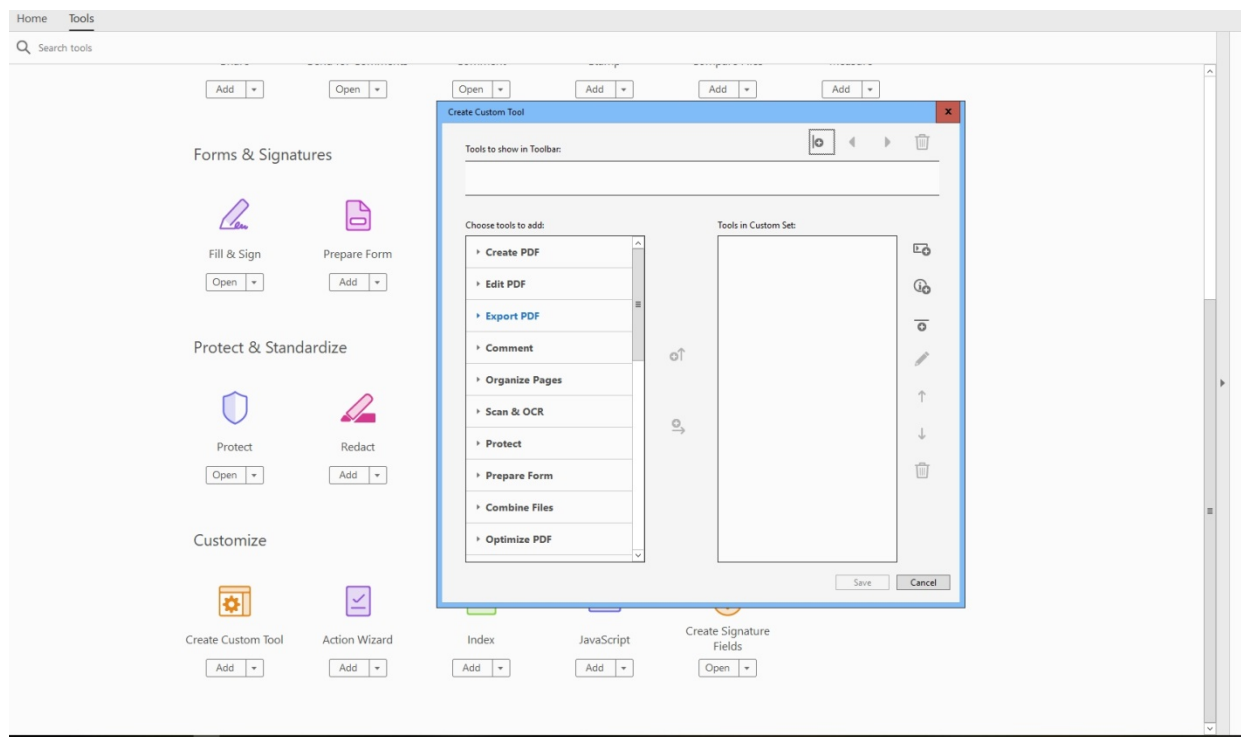
Section 1: Configure Acrobat DC

This assumes the user has already set up a digital signature in Acrobat DC and is authorized to sign documents based on the user's title or the user has been delegated to sign documents on behalf of an authorized user. For additional information on creating and using digital signatures, see QRG – Digital Signatures in Adobe DC Reader/Pro.

Open Acrobat DC and click on the "Tools" menu in the top left corner.
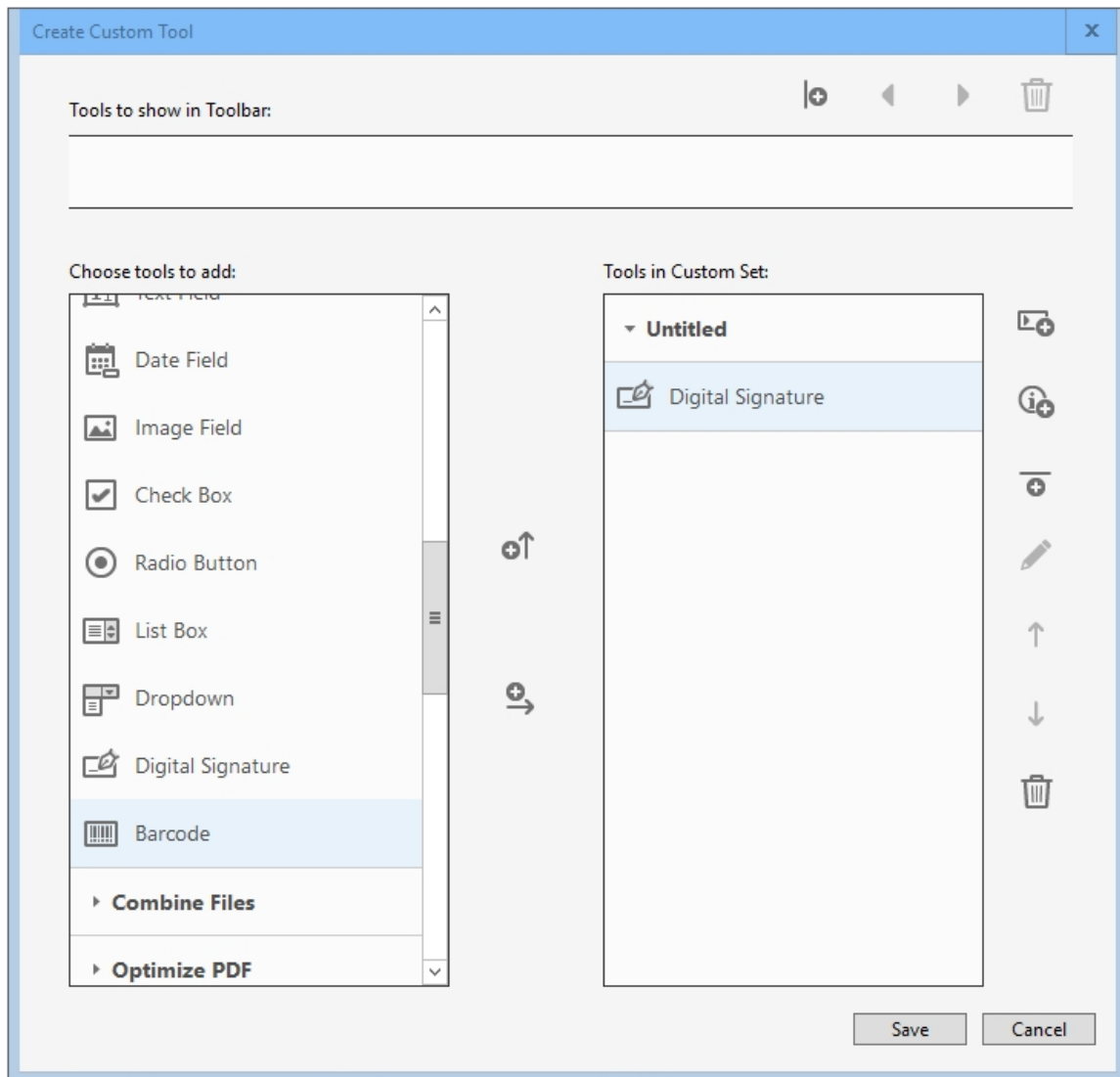
Scroll down to "Customize".

Open "Create Custom Tool".

Expand "Prepare Form" from the menu.

Select "Digital Signature".

Click the right arrow and plus sign to add "Digital Signature" to the Custom Tool set.

Click save and name the custom tool "Create Signature Field" or something similar.

This tool will now appear in your toolbar.

Section 2: Creating Signature Fields in a Document

Make any necessary modifications to the document in its native format. For example, a separate line for the date the document is signed will not be required since the digital signature will include this information. It is recommended these are removed.

Save the document as an Adobe PDF.
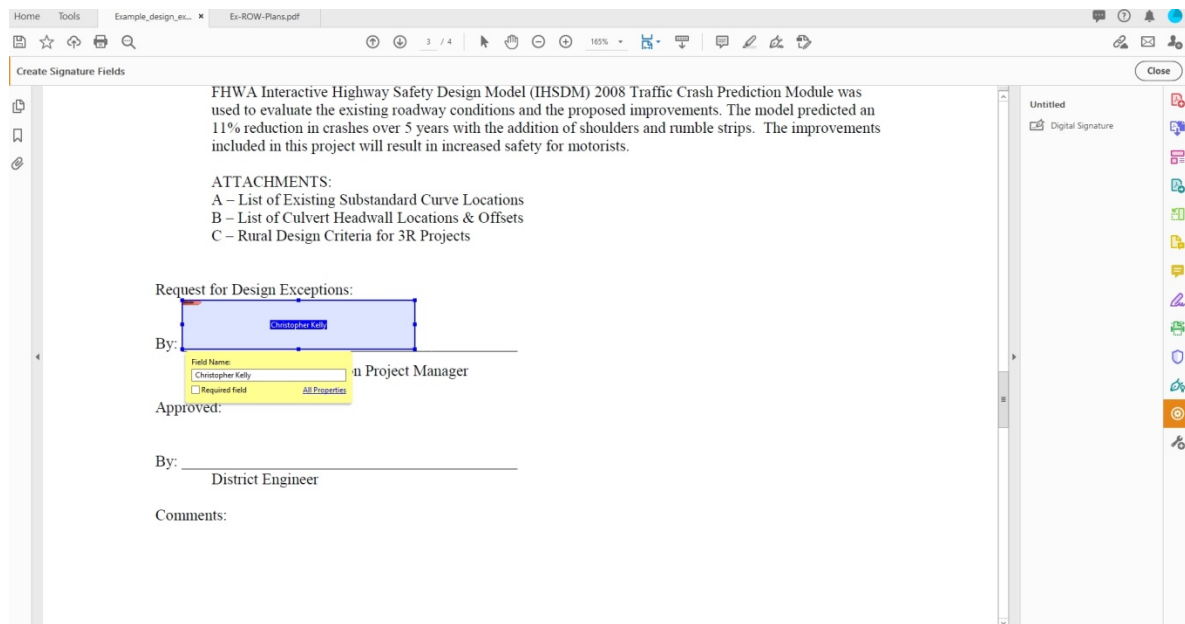
Open the document in Adobe Acrobat DC.

Scroll to the location in the document where you will need to apply signatures.

Click the "Create Signature Field" custom tool.

Select "Digital Signature".

Place the box in the location where you want the first signature to be. Left click to place the signature field.

Type in the name of the person to sign the field in the pop-up box.

Repeat as needed for additional signatures.

Save the PDF.

You can now send the file to the individuals who need to sign. The file can be e-mailed to each person or uploaded to EProjects and a link e-mailed to each person. Signers will simply need to click on their field to sign the document.

NOTE: For documents requiring FHWA signature, their version of Acrobat DC does not seem to support signature fields. Do not create a signature field for the FHWA signature line. The FHWA representative can still apply a digital signature by creating their own signature field.

Section 3: Modifying the Signature Field

For certain situations the standard signature field needs to be modified, such as creating a signature field for the District Engineer's seal for approval of Right-of-Way plans. This can be easily accomplished.

Create the signature field in the document as detailed above.

Select the signature field by right-clicking. The border will turn blue and small boxes will appear at the corners. Hover the mouse over the boxes and left click and drag to change the dimensions of the signature field.

Double-clicking the signature field will open a pop-up window where you can change the name of the person signing the document.