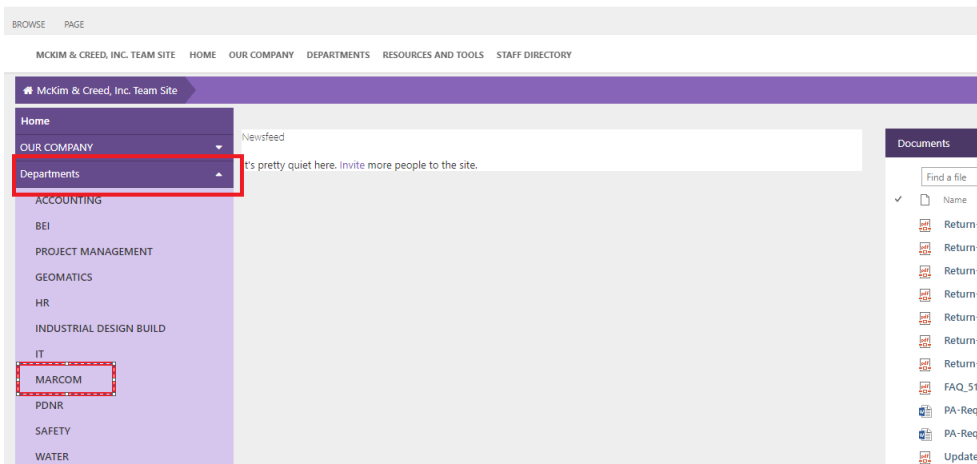


## Applying Digital Signature to BlueBeam and Signing PDF's

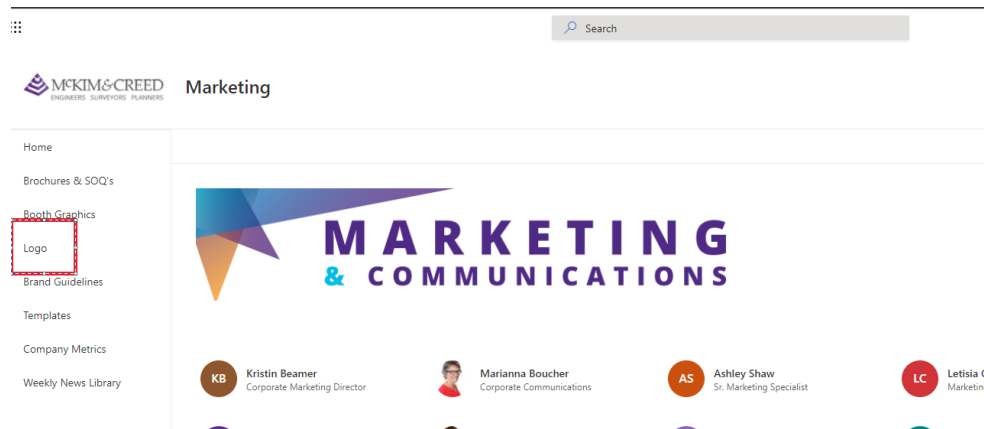
After you have downloaded and installed your Digital Certificate you will need to customize the appearance to your preference

First step is to download a Mckim & Creed logo

This can be found at Mckim & Creed Home page [WWW.Home.MckimCreed.com](http://WWW.Home.MckimCreed.com) > Departments > MARCOM



On the left select Logo



## Select the preferred logo for your signature and Download

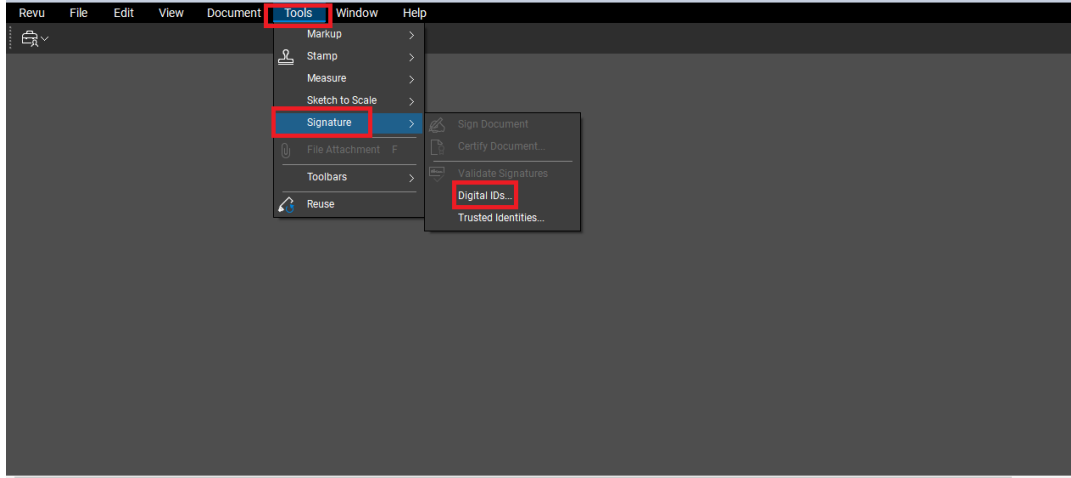
The screenshot shows a SharePoint library named "Logo" containing several files. The files are arranged in a grid and include:

- Marketing: McKim & Creed color logo with text
- Marketing: white\_MC\_Logo\_background.png
- Marketing: McKim & Creed WHITE logo with text.eps
- Marketing: white\_MC\_Logo.png
- Marketing: McKim & Creed PURPLE logo with text.eps
- Marketing: McKim & Creed color logo with text - color.eps
- Marketing: McKim & Creed color logo with text
- Marketing: McKim & Creed color logo with text - color.png

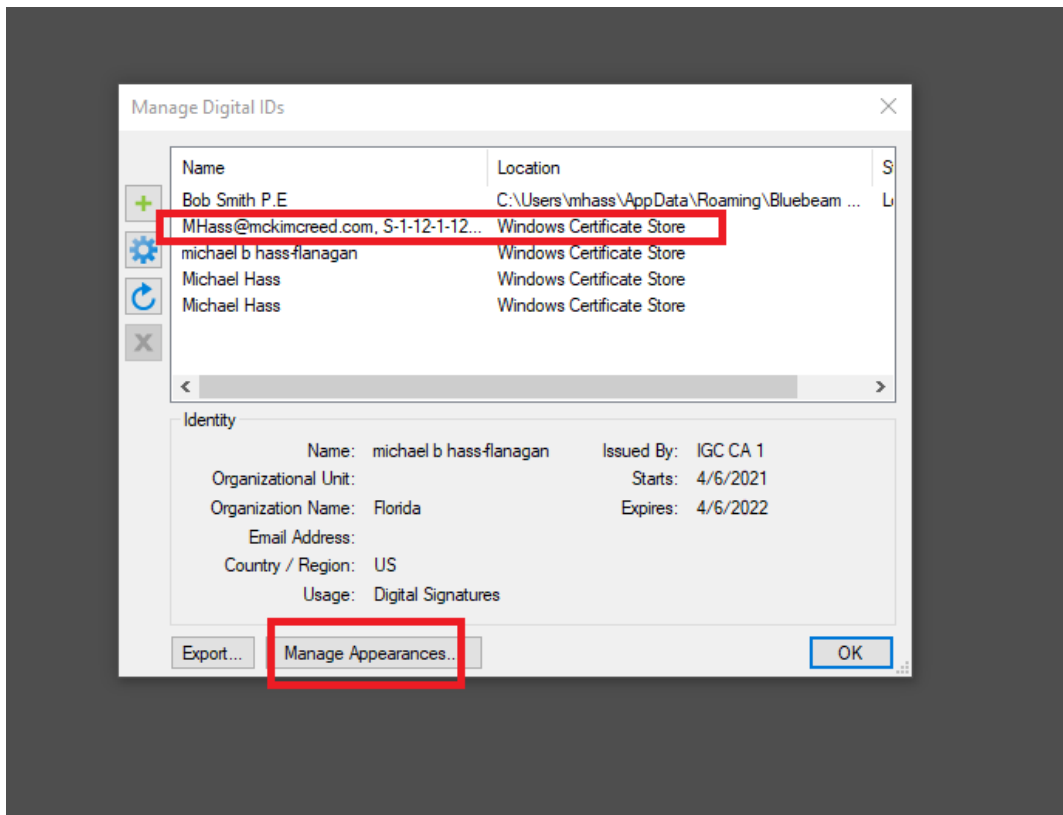
Each file card shows a thumbnail, the file name, and the author's name (Natalie Carpenter) and edit date (November 2, 2018).

The screenshot shows a file preview page for "McKim & Creed WHITE logo with text.eps". The file icon is a document with a blue logo. The text below the icon reads: "McKim & Creed WHITE logo with text.eps" and "Hmm... looks like this file doesn't have a preview we can show you." A red box highlights the "Download" button. At the bottom of the page, a taskbar shows the file name "McKim & Creed W...eps" with a red box around it.

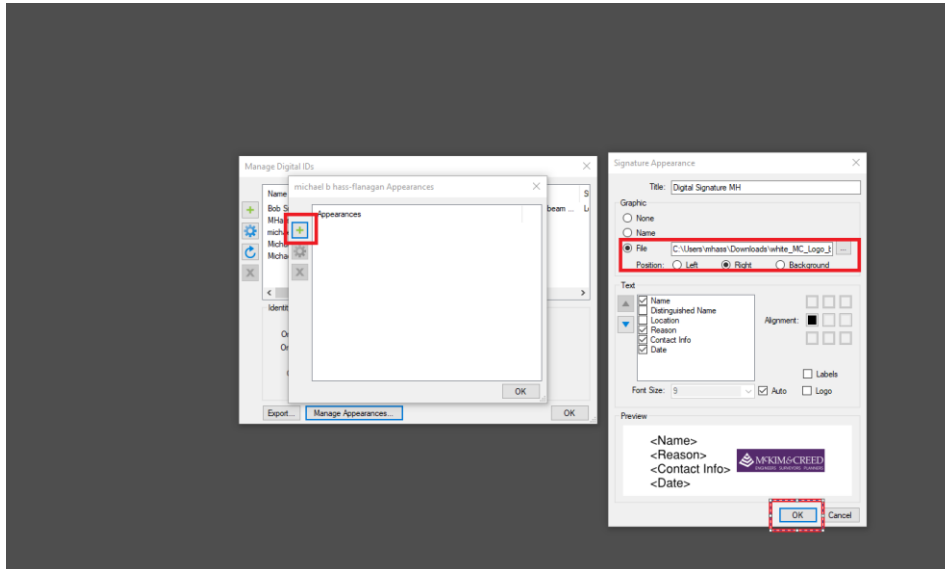
Open Revu BlueBeam and select Tools > Signature > Digital ID's



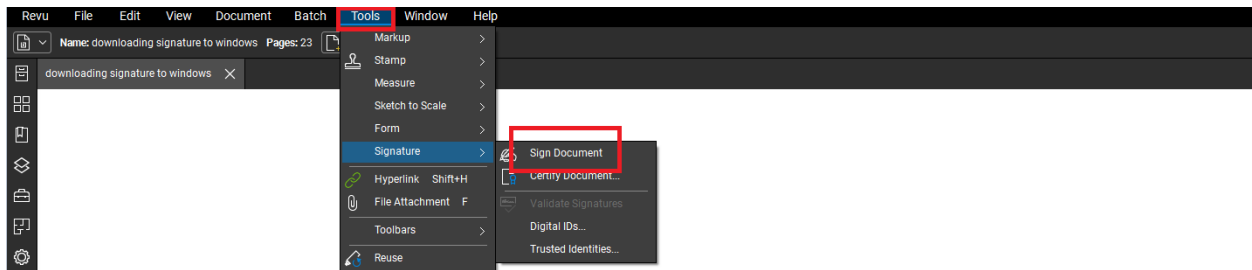
Select your Digital ID > Manage Appearances



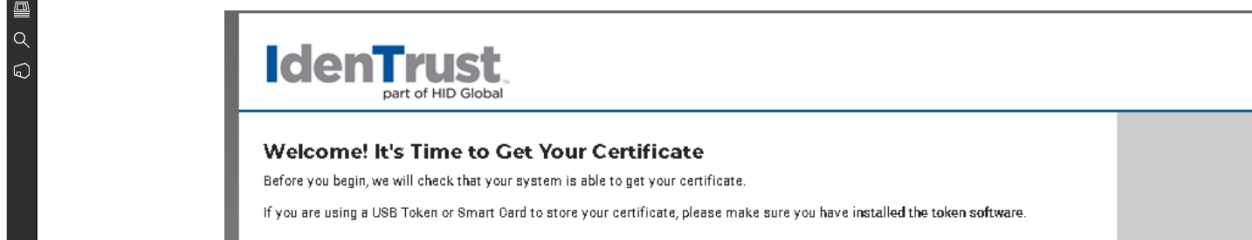
Select the Settings icon enter a title, under Graphic choose File and Browse to the Logo file downloaded from Mckim & Creed website, uncheck labels and logo (if preferred) and hit OK



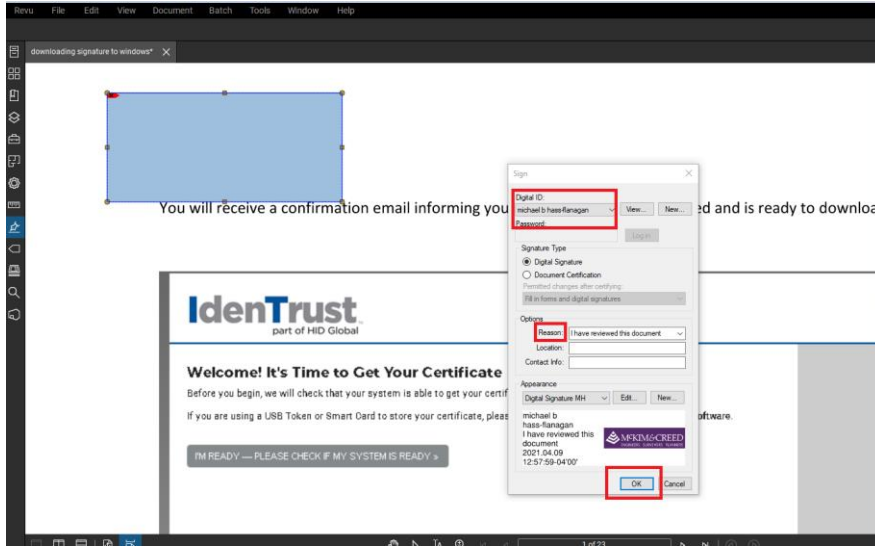
Load a PDF and go to TOOLS > Signature > Sign Document



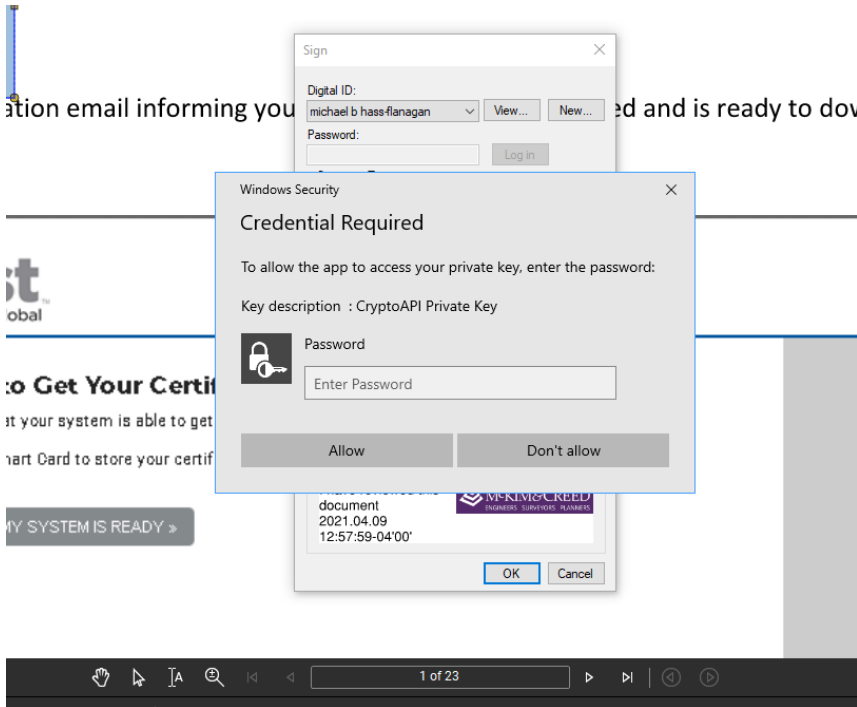
You will receive a confirmation email informing you your signature was approved and is ready to download



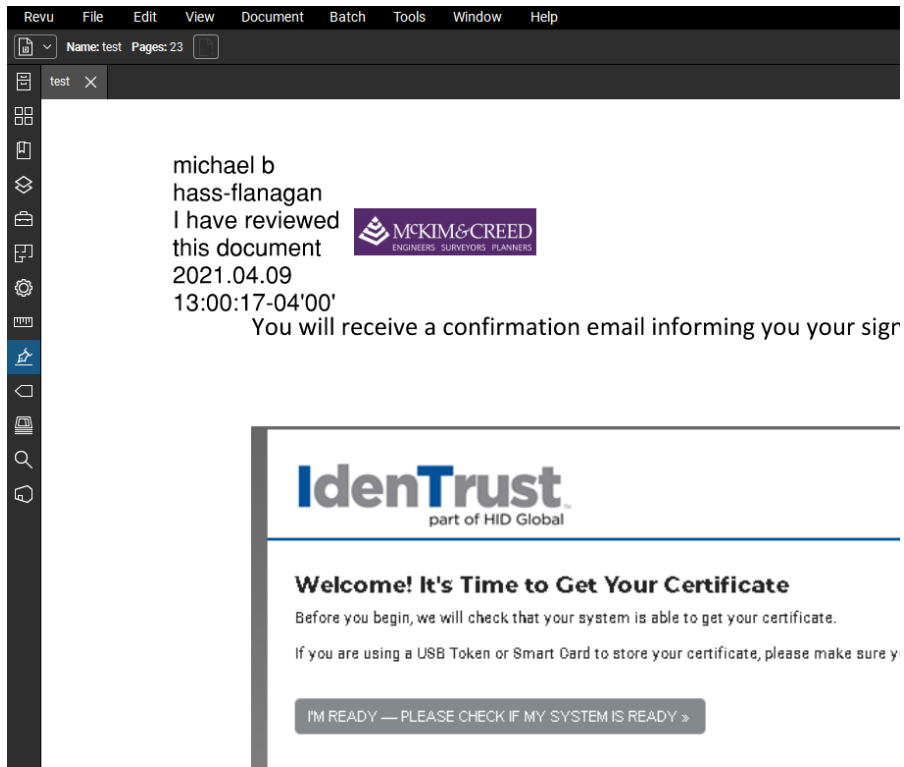
Click and Drag to define the signature location > Choose your Digital ID from the drop down > enter a reason for your signature > OK



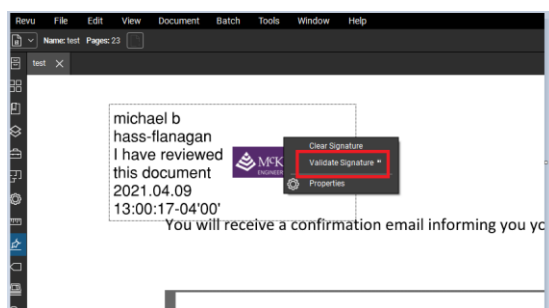
Choose a save location and Enter your Signature password and select Allow



The document is Signed



Right-Clicking on the Signature and select validate to confirm the signature validity or Details to view the certificate's information



michael b  
hass-flanagan  
I have reviewed  
this document  
2021.04.09  
13:00:17-04'00'



Signature is valid  
michael b hass-flanagan

A screenshot of a 'Certificate Information' dialog box from a software application. The dialog box has a title bar with 'Certificate' and 'Certificate Path'. It contains the following text: 'Certificate Information', 'This certificate is intended for the following purpose(s):', '• To sign a document or e-mail message', '• To sign a message (e.g., digitally signed e-mail)', '\* Refer to the certification authority's statement for details.', 'Issued by: michael b hass-flanagan', 'Valid from: 4/9/2021 to 4/9/2022'. At the bottom, there are buttons for 'Install Certificate...', 'Export Statement...', and 'OK'.

Welcome! It's TI  
Before you begin, we will set