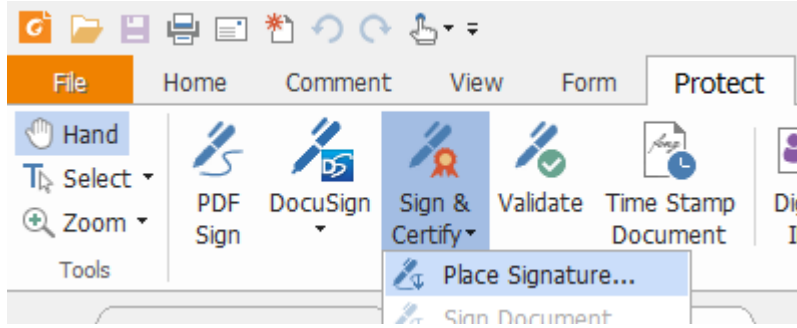
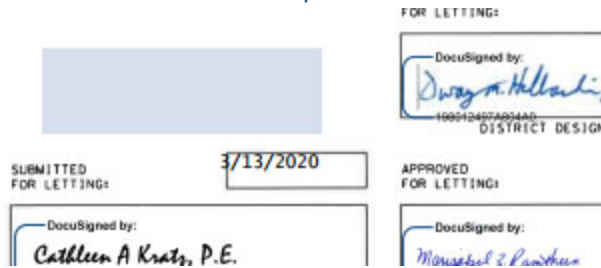


## Batch signing with FoxIt Reader and FoxIt PhantomPDF

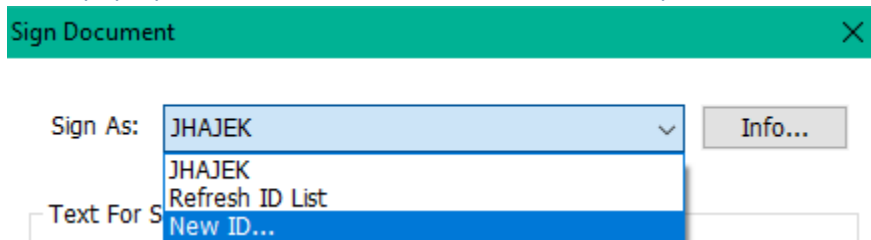
- 1) Open a file that you want to digitally sign. Click on the Protect ribbon > Sign & Certify > Place Signature



- 2) Draw a rectangle in the file where you need to sign. Be aware that during the batch process, a signature will be added in the exact same spot on each file.



- 3) In the pop-up window, select New ID from the first drop-down menu.



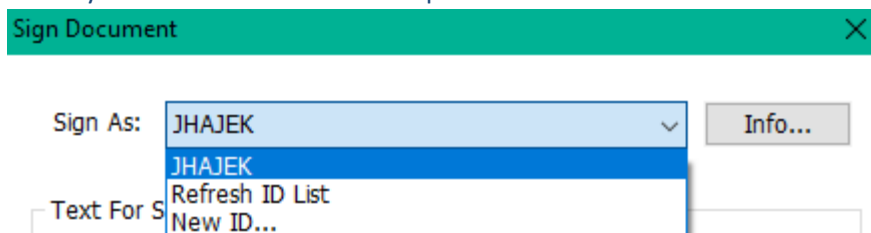
- 4) Next select "My existing digital ID from file". Import your current PFX digital certificate (created with Adobe Acrobat if you have been using that) and enter your password.



I want to sign this document using:

- My existing digital ID from a file

- 5) Select your certificate from the drop-down menu



6) Select the option to “Lock Document After Signing”

Sign Document

Sign As: JHAJEK Info...

Text For Signing

Location:

Reason: I am the author of this document

Lock Document After Signing

7) Add a signature or seal+signature image using Appearance Type > Create New Style.

- In the pop-up give the signature a title, select Imported Graphic to import an image file of your signature (or seal+signature)
- Uncheck all boxes under Configure Text.
- Click OK

STATE OF TEXAS  
DEPARTMENT OF TRANSPORTATION  
PLANS OF PROPOSED

Sign Document

Sign As: JHAJEK Info...

Text For Signing

Location:

Reason: I am the author of this document

Lock Document After Signing

Signature Preview

Appearance Type: Create New Style

Apply to Multiple Files Sign Cancel

LOCATION MAP NOT TO SCALE  
EXCEPTIONS: NONE  
EQUATIONS: NONE  
RAILROAD CROSSINGS: NONE

Configure Signature Style

Title: signature

Preview

Travis Hajek, P.E.

Configure Graphic

No graphic

Draw Draw Signature

Name Setting

Imported graphic Browse...

Opacity: 100%

Configure Text

Name  Location  Distinguished name  Logo

Date  Reason  Foxit version  Labels

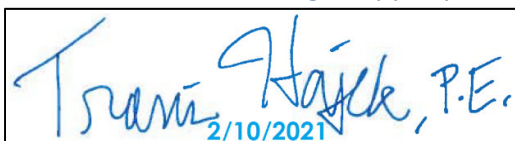
Setting

Text Property

Text Direction: Auto

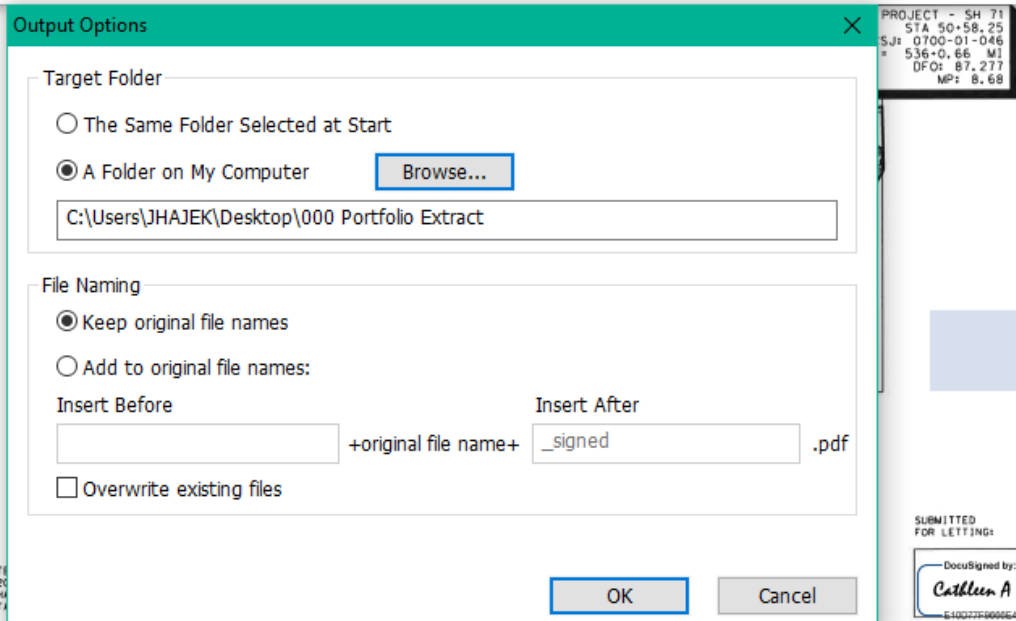
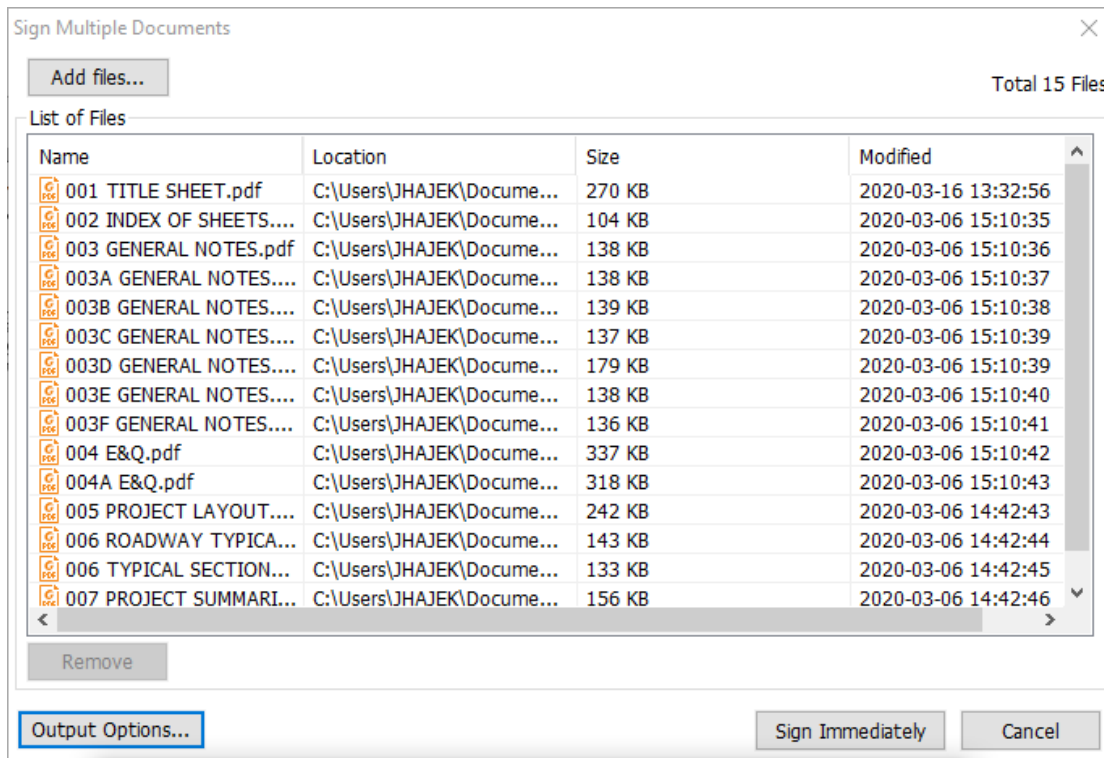
OK Cancel

8) NOTE that Batch Signing does NOT add the date, so the recommended work-around for this is use Microsoft Paint or another image editing program to “watermark” your signature with the date that you are signing plan sheets. Recommend using a copy of your image file so that you still have a version without a date on it.



9) To sign a single file, click “Sign”, or proceed to Step 10 on the next page for instructions on batch signing.

- 10) BATCH SIGNING: Select “Apply to Multiple Files”. In the pop-up click Add Files, and select as many other plan sheets or other files that you want to batch sign.
- 11) Click “Output Options”. Save the signed files to a different target folder from the original files. Select the option to Keep original file names. Unselect “overwrite existing files” (though if you are saving to a separate folder it is probably empty) Click “Sign Immediately”. Within a few seconds, all of your files should be signed.
- 12) Review the signed files. If you determine that further revisions are needed to any plan sheets, simply delete the signed files and repeat the process to sign again.



ATED BY THE T  
 NOVEMBER 1, 20  
 I FOLLOWS, SH  
 SIONS FOR STA

PROJECT - SH 71  
 STA 50+58.25  
 SJ: 0700-01-046  
 = 536+0.66 M1  
 DFO: 87.277  
 MP: 8.68

SUBMITTED  
 FOR LETTING:

DocuSigned by:  
*Cathleen A K*  
 E1007769006434  
 AR