



## How to:

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# PDF SIGNER

## BATCH PROCESSING OF ELECTRONIC SIGNATURES

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See Design Division Sharepoint site for latest version of this document:  
(<https://txdot.sharepoint.com/sites/division-DES/EPSE/SitePages/Home.aspx>)

## 1) Introduction to PDF Signer

These instructions for using the PDF Signer program are a supplement to the ePS&E Helper Manual posted on the Design Division SharePoint site: <https://txdot.sharepoint.com/sites/division-DES/EPSE/>

This program can batch process electronic signatures for multiple plan sheets and other PDF documents. Its use is optional as an alternative to the procedures in the ePS&E Helper Manual, Sections 4a-4d. Note that you will still need to create a Digital ID and signature images in accordance with Section 4c. Once you have your Digital ID PFX file you can use this same PFX file with the PDF Signer program to electronically sign plan sheets.

It is best if the engineer's seal is first added in MicroStation as a DGN reference file before using this program.

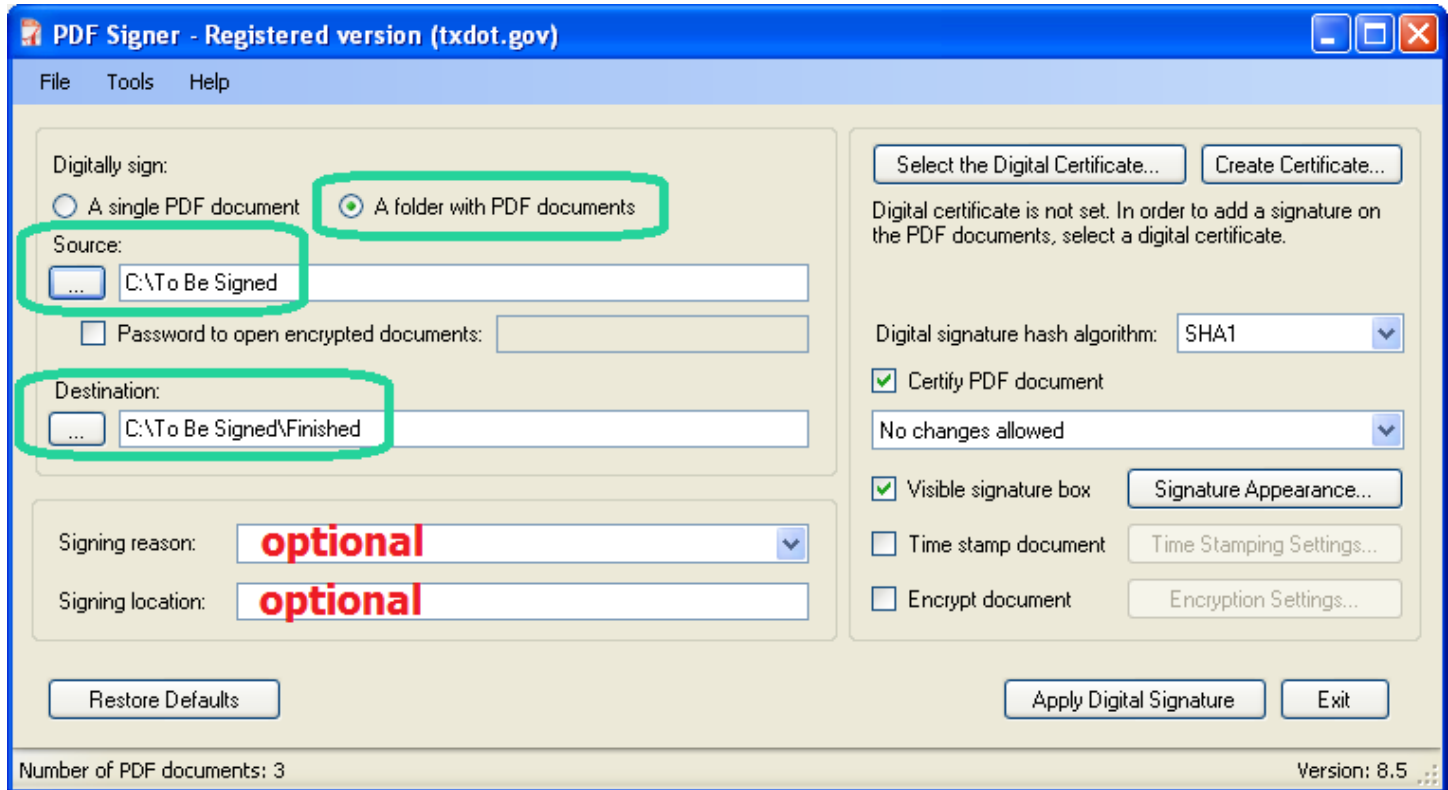
**And note that the engineer's seal should be in the exact same location on every plan sheet that is batch-processed with this program.**

This is required due to the fact that the PDF Signer program will lock every sheet after the digital signature has been applied, and the signature box cannot be moved once the sheet is locked. Alternatively, you can apply your seal + signature image using the PDF Signer (no DGN seal in MicroStation), but again remember to leave a blank space in the exact same spot on every plan sheet for your seal and signature.

Note that as you perform the steps in this manual, all of the settings you choose are remembered by the program, so that each time you open the program you will not have to re-enter most of the settings, except for changes to folder locations and signature images when necessary.

## 2) Choose Source and Destination Folders

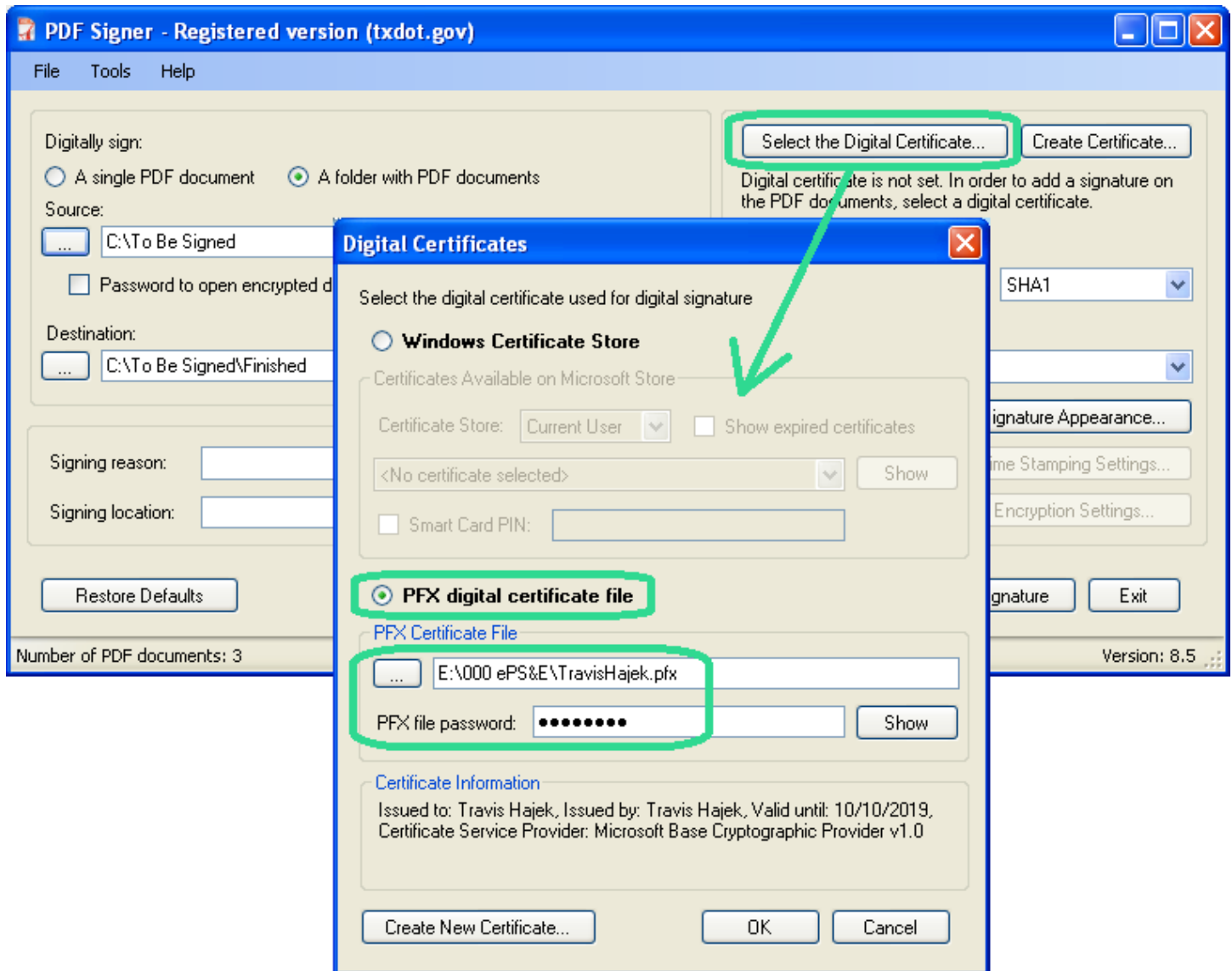
After performing the steps in the ePS&E Helper Manual up through Section 3c (also create Digital ID in accordance with Section 4c and review Appendix A), open the PDF Signer program and select the Source and Destination folders for the PDF documents to be signed. Make sure all files to be batch-processed are in the Source folder. The Destination folder can be a sub-folder within the Source folder, or any other computer directory. Note that the Destination folder cannot be the same as the Source folder. After signatures are added, copies of the files will be placed in the Destination folder with the same file names.



Optionally add a Signing reason and Signing location.

### 3) Import PFX Digital ID Certificate

Click the button for “Select the Digital Certificate”. In the pop-up window, select “PFX digital certificate file” then navigate to the directory where your PFX file is stored, either on your local hard drive, network drive, or USB drive. \*\*\* Remember to keep a backup of your PFX file in multiple locations \*\*\*



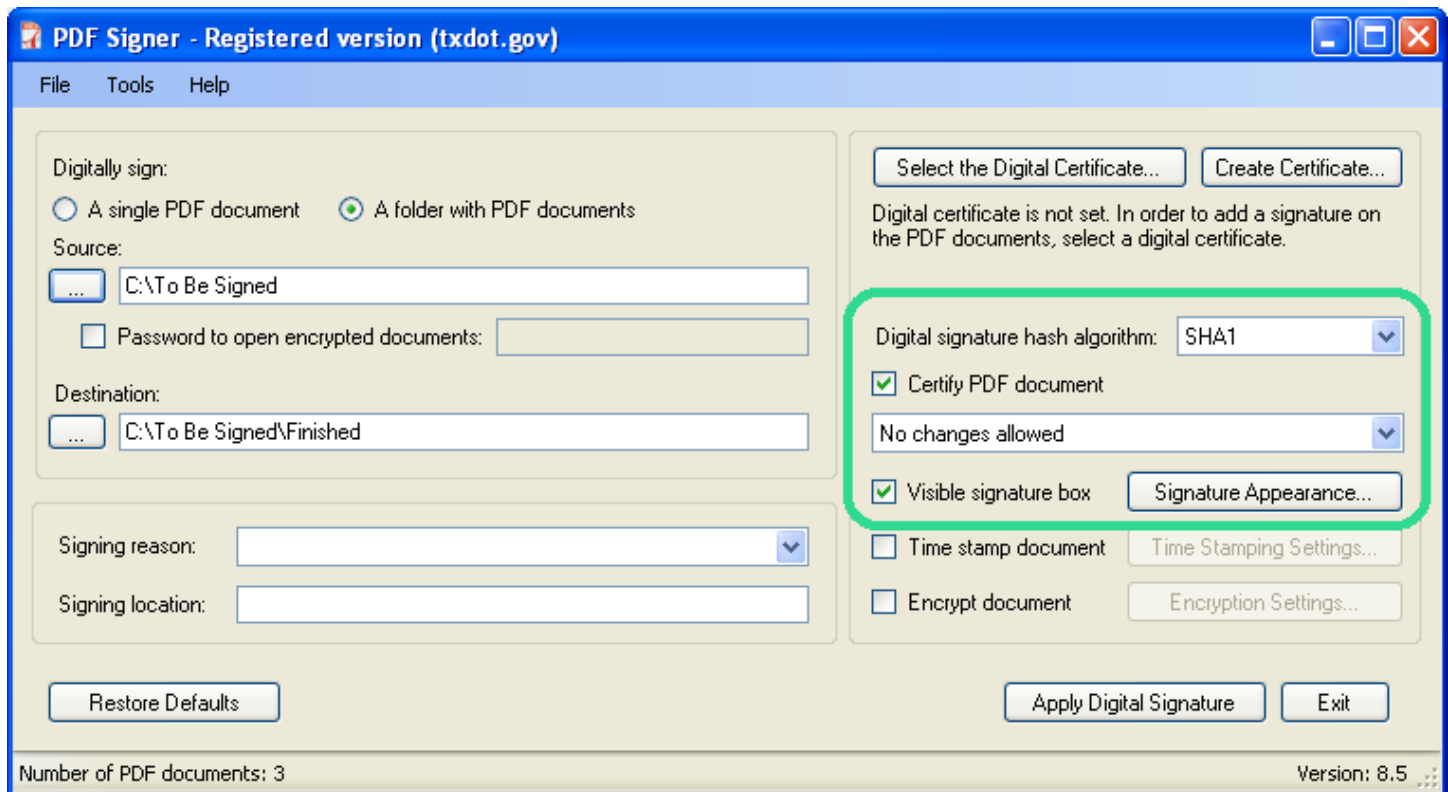
After loading your PFX file, enter your PFX password. The Certificate Information will appear at the bottom after the correct password has been entered. Click OK to continue.

## 4) Import Signature Image and Configure Signature & Date

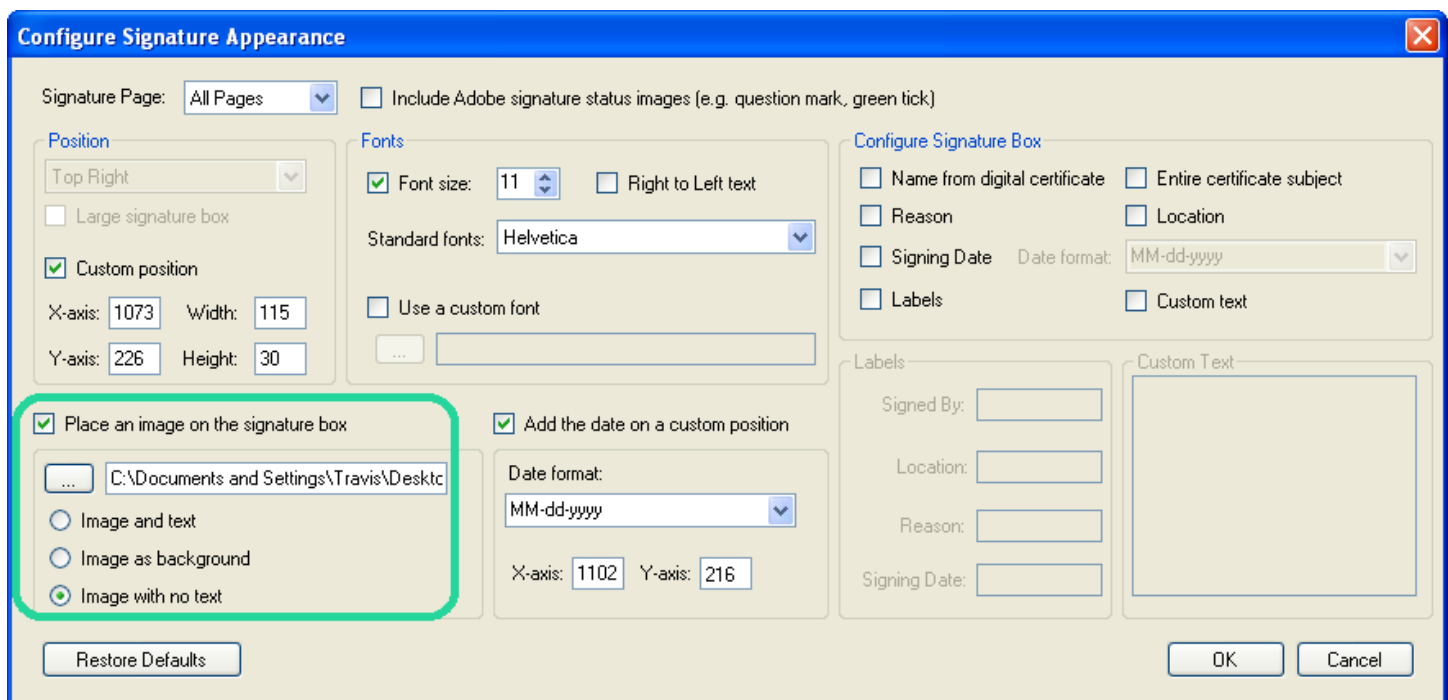
Set the Digital signature hash algorithm to “SHA1”.

Check the box to “Certify PDF Document” and select “No changes allowed” from the drop-down menu.

Check the box for “Visible Signature box” and click the “Signature Appearance” button.



After you click the “Signature Appearance” button, the “Configure Signature Appearance” window will pop-up. This window contains options for selecting your signature image, customizing the location and size of the signature box, and configuring the appearance and location of the date of the signature.



Before configuring this window, please download the **PDF Signer Signature Location Helper.xlsx** spreadsheet from SharePoint: <https://txdot.sharepoint.com/sites/division-DES/EPSE/>

**Step 1:** Edit measurements in green boxes  
**Step 2:** Update "Configure Signature Appearance" window as shown to the right

Acrobat Resolution	
72 DPI	
17" =	1224
11" =	792

Original Signature Image Dimensions (pixels) = (or Seal + Signature)	
X-axis	Y-axis
982	256

Coordinates of Signature box:	
X-axis	Y-axis
1073	226

Width of Signature box on plan sheet =	
1.600 inches,	115 pixels

Height of Signature box on plan sheet =	
0.417 inches,	30 pixels

Distance from right edge of page to right edge of signature box =	
0.500 inches	

Distance from bottom of page to bottom of signature box =	
3.153 inches	

Helvetica Font Size for Signature Date =	
11	

Width of Date on plan sheet =	
0.778 inches,	56 pixels

Height of Date on plan sheet =	
0.153 inches,	11 pixels

Distance from right edge of page to right edge of Date =	
0.911 inches	

Distance from bottom of page to bottom of Date =	
3.000 inches	

Each box in this grid represents

The required inputs for the spreadsheet are the desired size and location of the signature box (in inches), plus the font size of the date, and the original dimensions (in pixels) of your signature or seal + signature image. The spreadsheet then calculates values to be input back into the "Configure Signature Appearance" window.

After inputting the values from the spreadsheet back into the program, change the Date format to **MM-dd-yyyy** (case sensitive, capital M's, lower-case d's and y's). There is a drop-down menu but you will need to manually type in this date format.

Leave all other settings to the right of the "Configure Signature Appearance" window blank. Click OK to exit.

**Configure Signature Appearance**

Signature Page: All Pages  Include Adobe signature status images (e.g. question mark, green tick)

**Position**  
 Top Right  
 Large signature box  
 Custom position  
 X-axis: 1073 Width: 115  
 Y-axis: 226 Height: 30

**Fonts**  
 Font size: 11  Right to Left text  
 Standard fonts: Helvetica  
 Use a custom font

**Configure Signature Box** **Leave Blank**  
 Name from digital certificate  Entire certificate subject  
 Reason  Location  
 Signing Date Date format: MM-dd-yyyy  
 Labels  Custom text

Place an image on the signature box  Add the date on a custom position  
 C:\Documents and Settings\Travis\Desktop  
 Image and text  
 Image as background  
 Image with no text

Date format: MM-dd-yyyy  
 X-axis: 1102 Y-axis: 216

Signed By: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Reason: \_\_\_\_\_  
 Signing Date: \_\_\_\_\_

Custom Text: \_\_\_\_\_

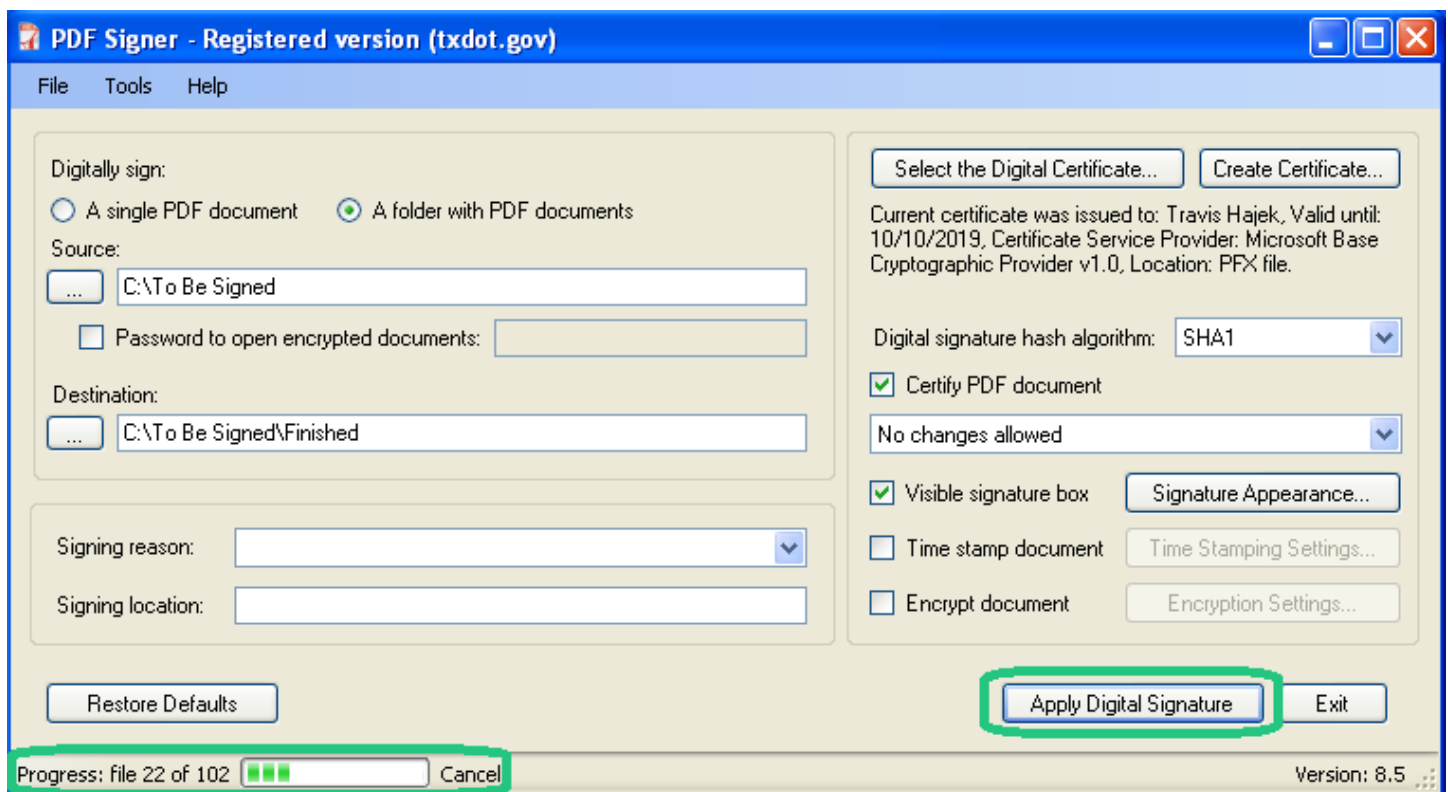
Restore Defaults OK Cancel

## 5) Generate Signed Plan Sheets

Review all of the settings, and if they are correct you are ready to generate signed plan sheets. Click the “Apply Digital Signature” button. The progress of the signatures will display in the bottom-left of the window. On average, the program will process 100 sheets in about 15 seconds.

When finished, navigate to the destination folder you specified and review the signatures. If the location or size of the signatures needs to be changed, simply delete the signed sheets, modify settings within the program, and run it again.

If you have a lot of sheets to process it is recommended that you work with one sheet first, run the program, change settings if necessary until you get the signature in the desired location. Then once it’s in the desired location you can process the rest of the sheets.



**END OF MANUAL**