



NAVFAC
Naval Facilities Engineering Command



Sign-it® for Acrobat®

Adding a Sign Now Signature to a Drawing Set

1. Open the drawing set in Acrobat. You may want to zoom in on the first page to be signed. From the Sign-it menu in Acrobat, select Sign Now.
2. Draw a box for the signature by clicking and dragging from top left to bottom right.
3. Select a signing method. The primary method NAVFAC will be using is CIC Live Signature, which enables us to use the digital pad and pen.

Sign-it for Acrobat - Ceremony (TM)

■ = Required Information

Signature Method: CIC Live Signature

User ID:

Title:

First Name:

Last Name: Smith

Reason: I, [Name], am signing to approve this document

I, John Smith, am signing to approve this document

Location: San Francisco

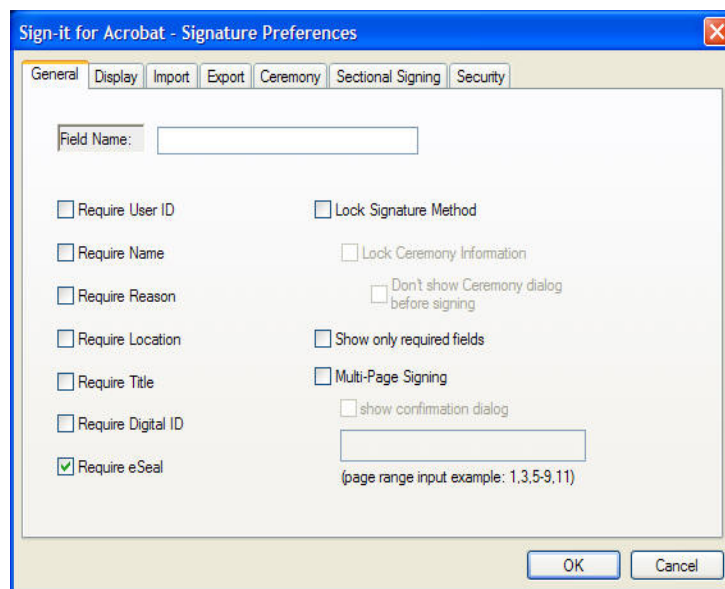
eSeal: C:\Seals\ABC Company Seal.gif Browse

Digital ID: John Smith, VeriSign Class 1 CA Individ Browse

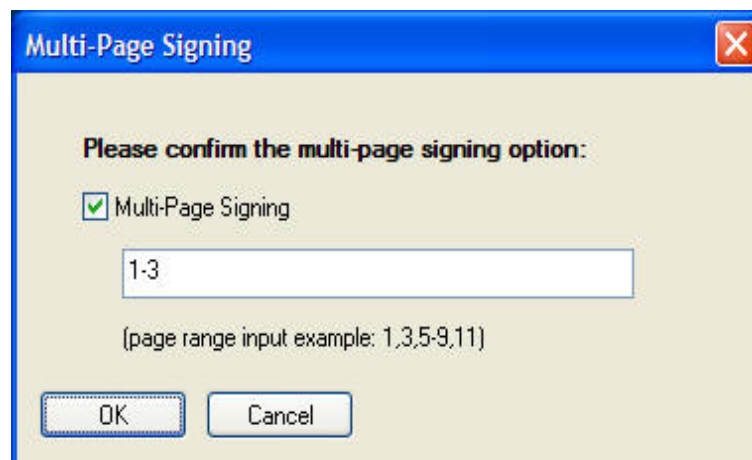
Advanced Sign Cancel

4. Enter a Title, First Name, Last Name, Reason and Location. Reason and Location fields can be modified to each component's needs in the Tools sub menu of the Sign-It menu in Acrobat.

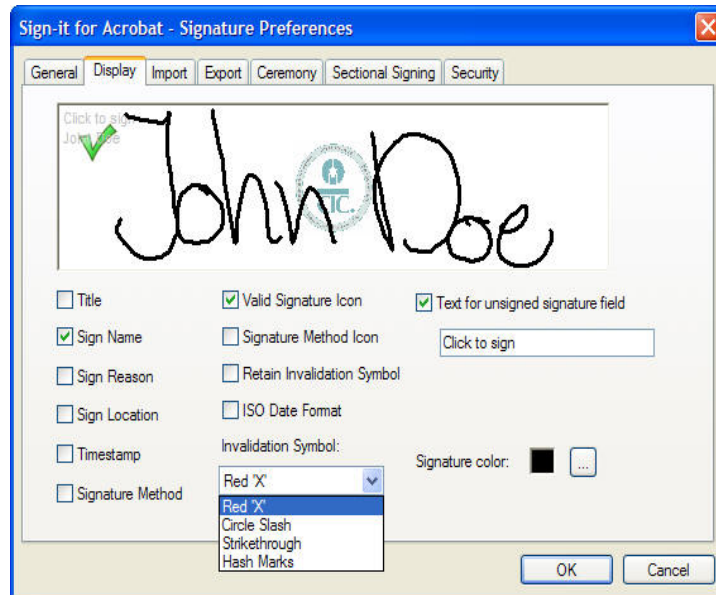
5. If you need to display a seal with your signature, click browse to select an image file. File formats supported are JPEG, TIF, BMP, GIF and PNG. The seal area on the drawform is 2" by 2". Keep in mind, large images will create large PDF files.
6. To sign multiple pages or page ranges, select Advanced.



- o Select Multi-Page Signing when you wish to apply this signature to multiple pages. Enter page ranges to apply the signature to. *For example, enter 1-3, 6, 8 to insert the signature on pages 1, 2, 3, 6 and 8. Signatures will be inserted in the same location on each page. Select Show Confirmation Dialog to display the Multi-Page Signing confirmation dialog prior to signing.*



7. Select the Display tab.



- o Check the boxes to see samples of the properties in the display window.
- o None of these options are necessary. A time stamp and name will be added to the drawing's signature palette once the drawing is signed.

9. **Select Sign to enter your signature. No buttons need to be pressed on the pen. You will have to look at the screen while you sign until you get a “feel” for the pen. You can see the signature information by opening the Signature palette in Acrobat (Click on the pen and paper icon on the left hand side).**

Tips for NMCI users:

Signing Files Located on Networked Drives: You may see “cannot save due to I/O error” or “file is in use by another user,” these are usually due to problems on the network. Copy the file to your desktop, sign it, and place it back on the network. This will overwrite the file on the network.