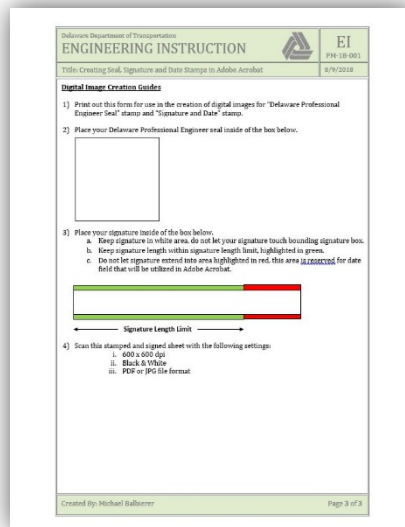




This document provides instructions for creating a custom “Professional Engineering Seal” and “Dynamic Signature and Date” stamp in Adobe Acrobat. These stamps are necessary for sealing, signing and dating the **Construction Plan** sets for the Delaware Department of Transportation.

### **Creating the Digital Images – Adobe Acrobat 2017**

- 1) Create a digital image of your Delaware PE seal and signature. There are a variety of ways to accomplish this task, including the method listed below.
  - a. Print the “**Digital Image Creation Guides**” sheet, found at the end of this document, and follow the directions to create a digital/scanned image of your seal and signature.



- b. Open the scanned image file you created to view it on the screen.
- c. Crop the image to include just the seal, thus eliminating the bounding box and excess white space from the rest of the sheet. This can be easily done by using the “**Snipping Tool**” application under the **Start Menu > Windows Accessories**.



- d. Save the cropped image as a PNG or JPEG file format. (Ex: PE Seal – MFB.PNG)



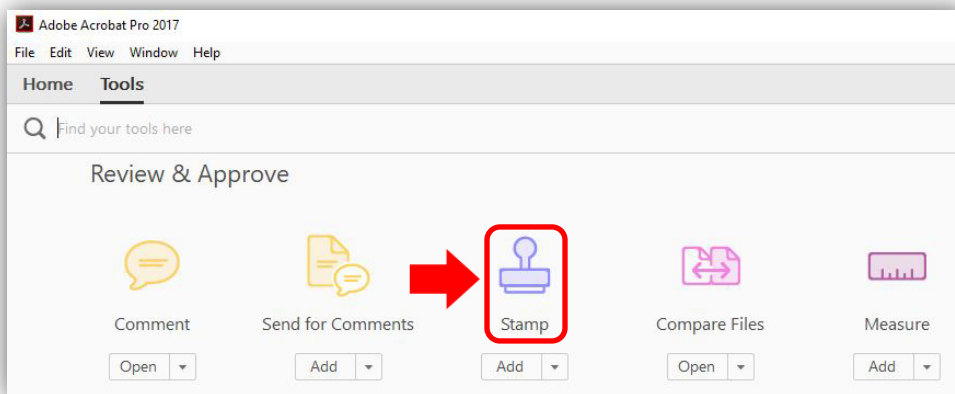
- e. Re-crop the image to include just the signature, thus eliminating the bounding box and excess white space from the rest of the sheet. Be sure the cropped area in this step includes the “extra” white space to the right of the signature limits. This space is necessary for placing the “Date” field within Adobe Acrobat.



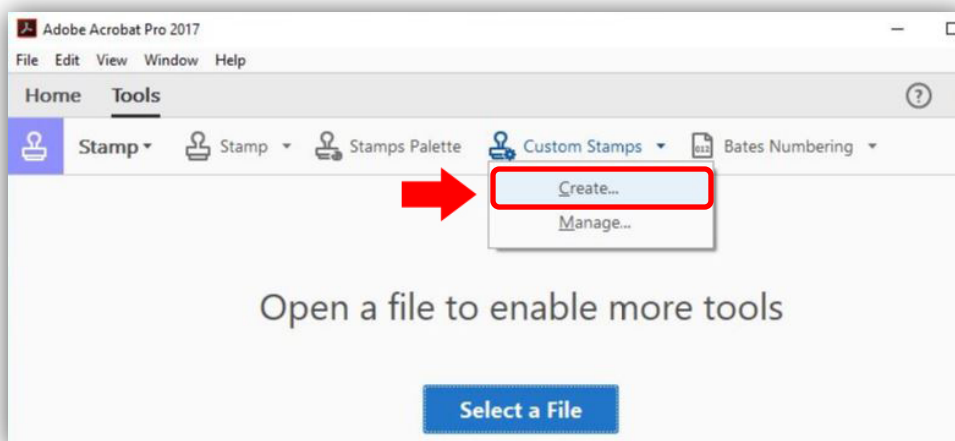
- f. Save the cropped image as a PNG or JPEG file format. (Ex: Signature – MFB.PNG)

### **Creating the Delaware Professional Engineer (PE) Seal Stamp – Adobe Acrobat 2017**

- 1) In Adobe Acrobat 2017, go to **Tools > Stamp**.



- 2) The **Stamp** window is displayed. Click **Custom Stamps > Create**.



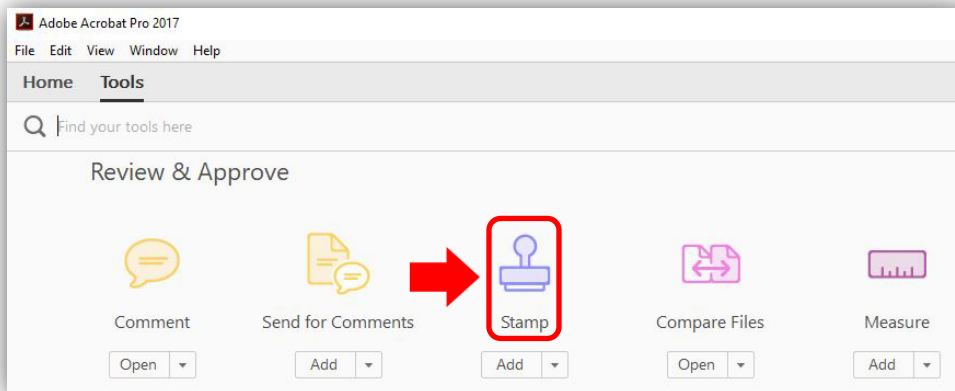
- 3) In the “**Select Image for Custom Stamp**” dialog, click **Browse** to navigate to the seal image you created above (Ex: PE Seal – MFB.PNG), select the image and click **Open**.



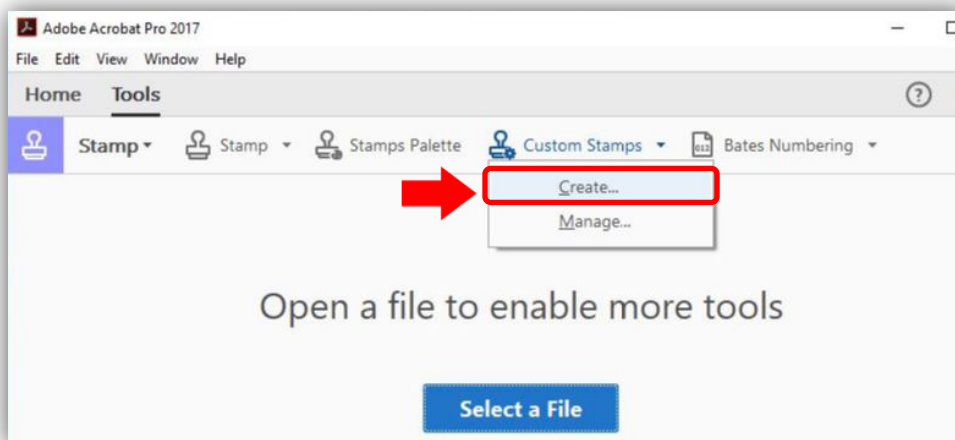
- 4) Click **OK** to dismiss the “**Select Image for Custom Stamp**” dialog.
- 5) In the “**Create Custom Stamp**” dialog, enter the following information:
  - a. **Category:** PE Seal – Your Initials (Ex: PE Seal – MFB)
  - b. **Name:** PE Seal - Your Full Name (Ex: PE Seal – Michael F. Balbierer)
  - c. Uncheck the “**Down sample stamp to reduce file size**” box.
- 6) Click **OK**. Your Delaware PE Seal stamp is ready to use. It may be necessary to manually resize the Delaware PE Seal after you “stamp” a document. This can be done by dragging the bounding box corner handles to “scale” or resize.

### Creating the Signature and Date Stamp – Adobe Acrobat 2017

- 1) In Adobe Acrobat 2017, go to **Tools > Stamp**.



- 2) The **Stamp** window is displayed. Click **Custom Stamps > Create**.



- 3) In the “**Select Image for Custom Stamp**” dialog, click **Browse** to navigate to the signature image you created above (Ex: PE Signature – MFB.PNG), select the image and click **Open**.
- 4) Click **OK** to dismiss the “**Select Image for Custom Stamp**” dialog.



- 5) In the **“Create Custom Stamp”** dialog, enter the following information:
  - a. **Category:** Signature – Your Initials (Ex: Signature – MFB)
  - b. **Name:** Signature - Your Full Name (Ex: Signature – Michael F. Balbierer)
  - c. Uncheck the **“Down sample stamp to reduce file size”** box.
- 6) Click **OK** to dismiss the **“Create Custom Stamp”** dialog.
- 7) Open the newly created PDF stamp file from the following location, which is dependent on the version of Acrobat you are using. This file is arbitrarily named by Adobe, and will not have the same name as shown in the example below. You will need to scroll down to the second page of the newly opened PDF file to see the signature. (Ex: aBtutYpSqIY1bE5i7ergSA.pdf)

**Acrobat 2017 Version Location**

C:\Users\[user name]\AppData\Roaming\Adobe\Acrobat\2017\Stamps

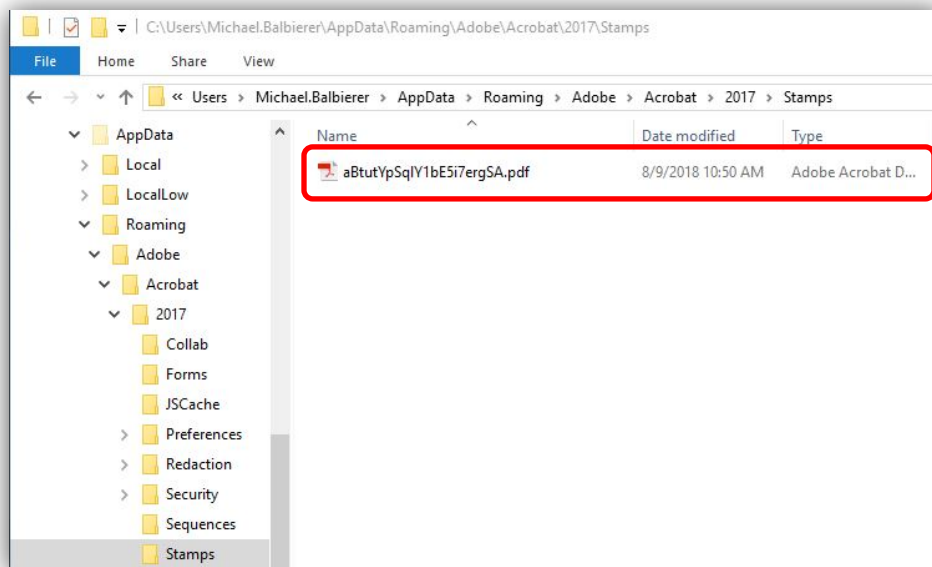
(Ex: C:\Users\Michael.Balbierer\AppData\Roaming\Adobe\Acrobat\2017\Stamps)

**Acrobat DC Version Location**

C:\Users\[user name]\AppData\Roaming\Adobe\Acrobat\DC\Stamps

(Ex: C:\Users\Michael.Balbierer\AppData\Roaming\Adobe\Acrobat\DC\Stamps) or

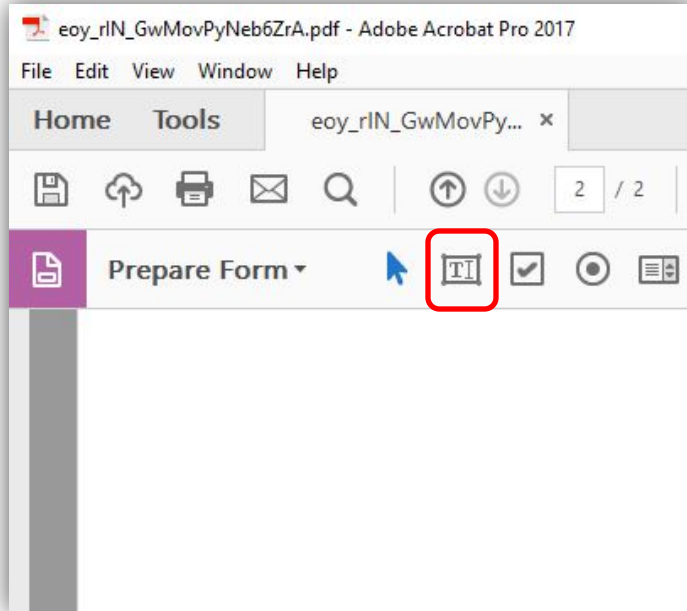
(Ex: C:\Users\Michael.Balbierer\AppData\Roaming\Adobe\Acrobat\2015\Stamps)



- 8) Go to **Tools > Prepare Form**. Be sure the newly created PDF stamp file is selected, Click **Start**.
- 9) If you get a **“No new form field annotations were detected.”** Message, click **OK** and proceed to the next step.



10) In the **Prepare Form** toolbar, click **Add a Text Field**.



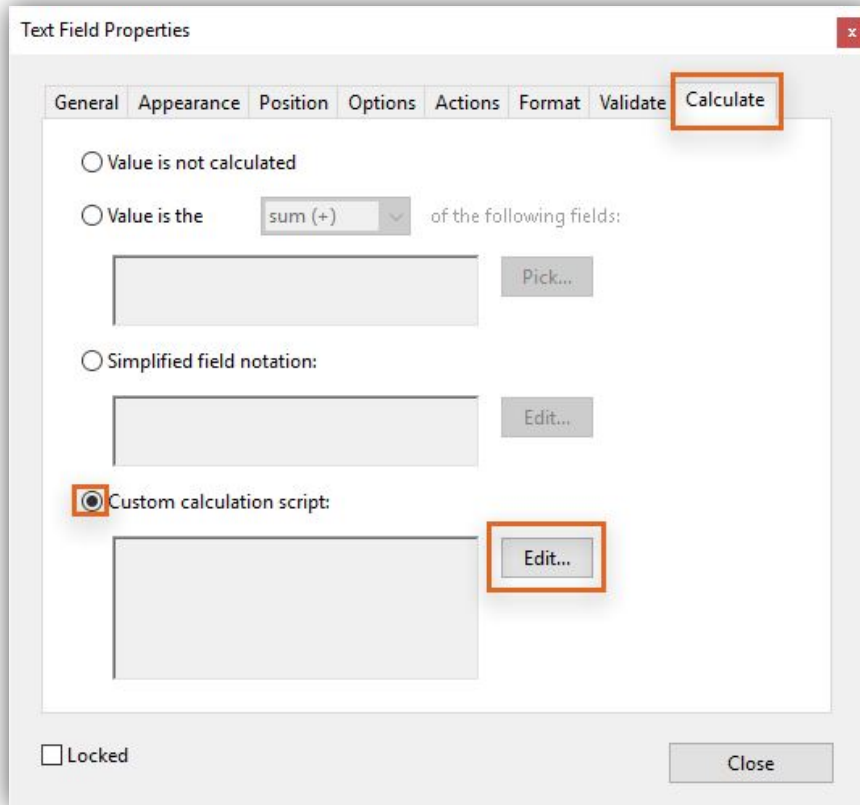
11) Place the text field where you want the date to appear, in the white space to the right of the signature, and name the field "Date".



12) Double-click the text field, or click **All Properties**, and select the **Calculate** tab.

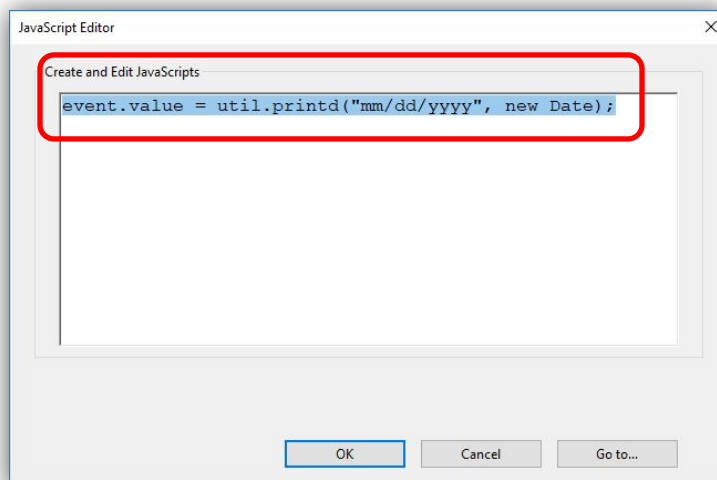


- 13) Choose the **Custom Calculation Script**: radio button and click **Edit**. The **JavaScript Editor** window is displayed.



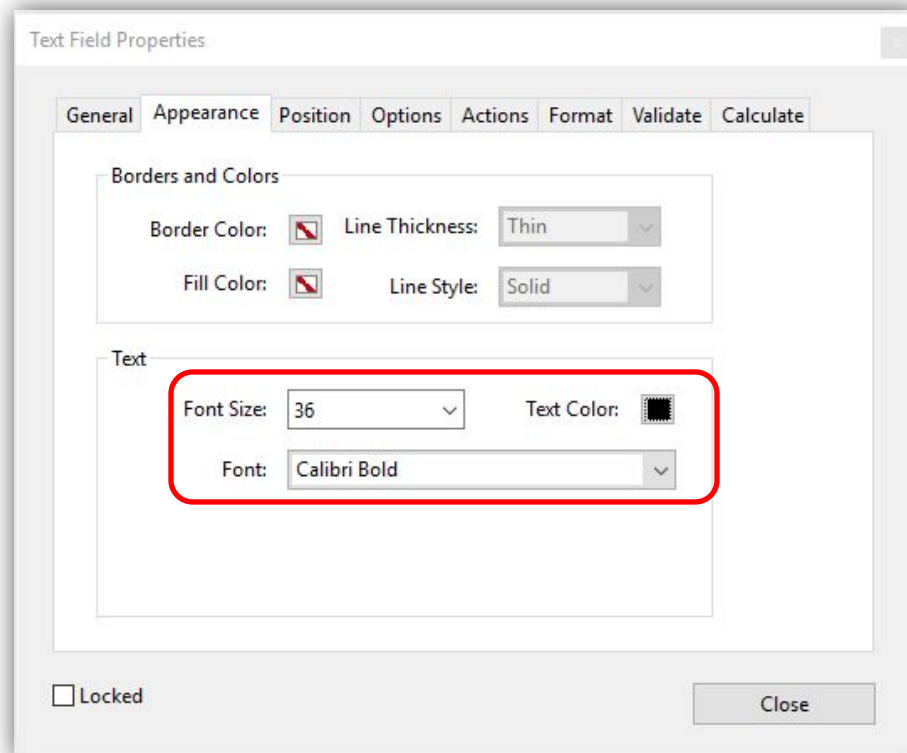
- 14) In the **JavaScript Editor**, type the following script and click **OK**.

```
event.value = util.printd("mm/dd/yyyy", new Date);
```





- 15) Under the **Appearance** tab, change the font to “Calibri Bold” and the font size to “36”. You will have to type in the “36” value as this is larger than the preset drop down selections.



- 16) Close the **Text Field Properties** dialog, close the **Prepare Form** mode, and **Save** the file. The file should be saved into the following folder:

**Acrobat 2017 Version Location**

C:\Users\[user name]\AppData\Roaming\Adobe\Acrobat\2017\Stamps

(Ex: C:\Users\Michael.Balbierer\AppData\Roaming\Adobe\Acrobat\2017\Stamps)

**Acrobat DC Version Location**

C:\Users\[user name]\AppData\Roaming\Adobe\Acrobat\DC\Stamps

(Ex: C:\Users\Michael.Balbierer\AppData\Roaming\Adobe\Acrobat\DC\Stamps) or

(Ex: C:\Users\Michael.Balbierer\AppData\Roaming\Adobe\Acrobat\2015\Stamps)

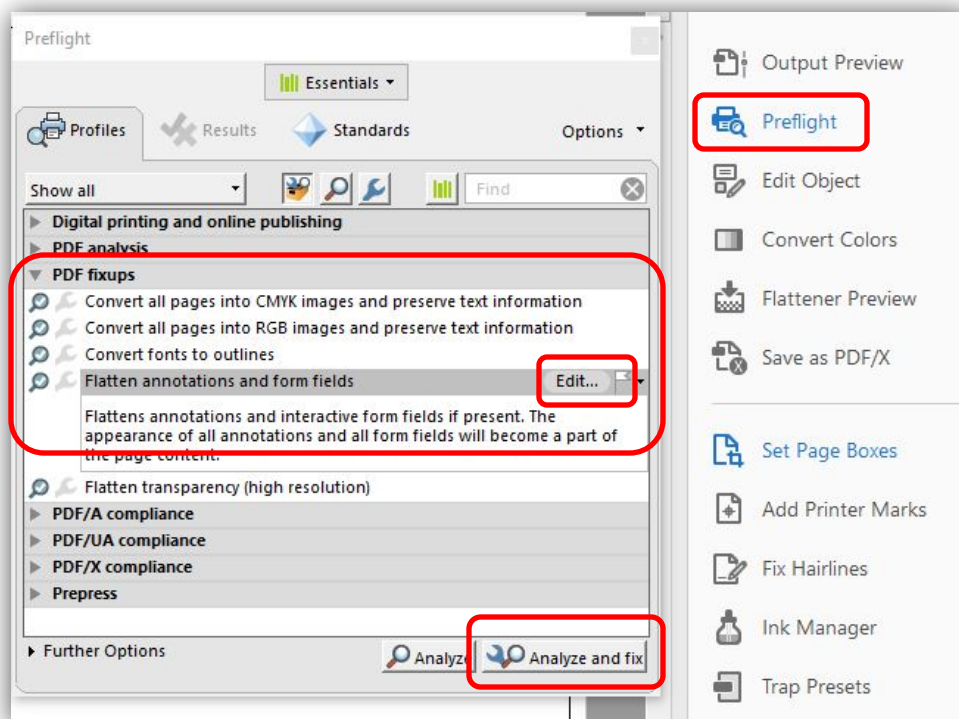
- 17) Rename the stamp file for easy reference. (Ex: Signature and Date - MFB.pdf)
- 18) The dynamic signature and date stamp is ready for use. It may be necessary to manually resize the signature and date stamp after you “stamp” a document. This can be done by dragging the bounding box corner handles to “scale” or resize.



**Note:**

When using digital stamps (“PE Seal” and “Signature and Date”) within Adobe Acrobat, be sure to flatten the PDF file after applying the stamps. This prevents the digital stamps from being manipulated, copied or moved. This can be done by following the steps below:

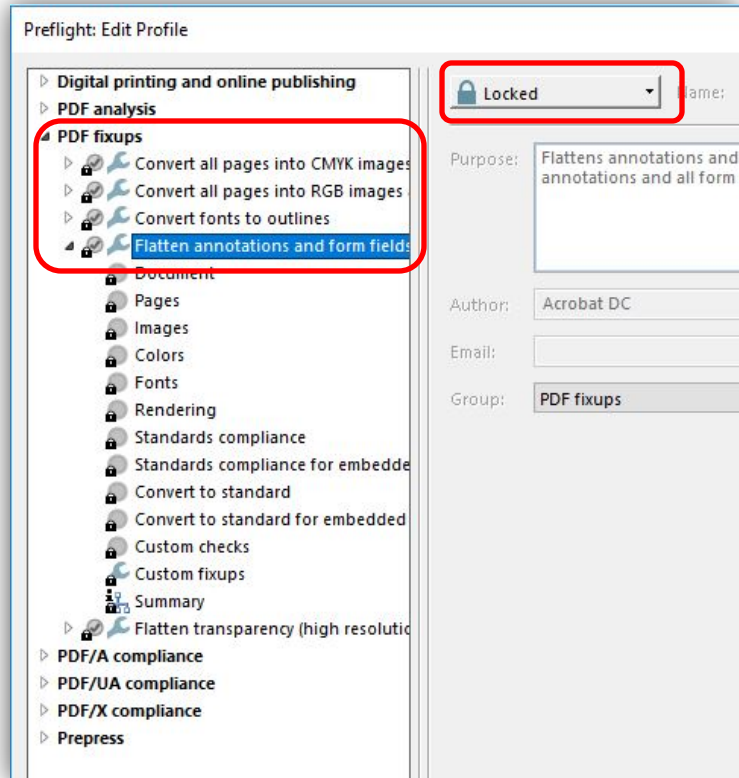
- 1) Open the PDF file that contains the digital stamp(s).
- 2) Go to **Tools > Print Production**.
- 3) Select the “**Preflight**” tool.
- 4) Under the **PDF Fixups**, click on the “**Flatten Annotations and Form Fields**” and then **Edit**.







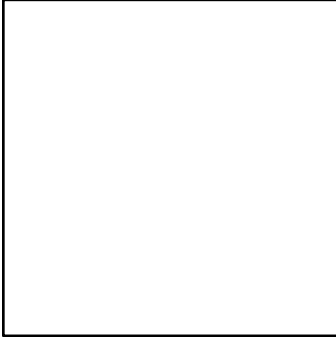
- 5) Verify that the **“Locked”** option is selected, and click **OK**.



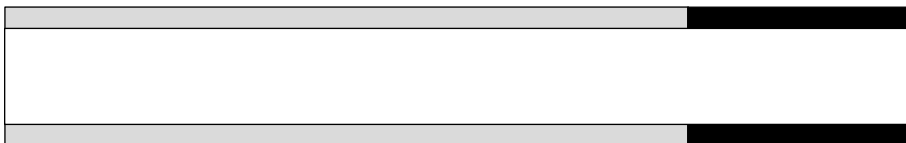
- 6) Select the **Analyze and Fix** button to flatten the digital seals to the file. You will be prompted with the **“Save As PDF”** dialog. The flattened file can be saved with the same name, or as a new file.

**Digital Image Creation Guides**

- 1) Print out this form for use in the creation of digital images for “Delaware Professional Engineer Seal” stamp and “Signature and Date” stamp.
- 2) Place your Delaware Professional Engineer seal inside of the box below on the hard copy you printed in step 1.



- 3) Place your signature inside of the box below, on the hard copy you printed in step 1.
  - a. Keep your signature inside the white area. Do not let your signature touch the bounding border of the signature box.
  - b. Keep signature length within signature length limit, highlighted in grey.
  - c. Do not let signature extend into area highlighted in black, this area is reserved for the date field that will be added/utilized in Adobe Acrobat.



← Signature Length Limit →

- 4) Scan this stamped and signed sheet with the following settings:
  - i. 600 x 600 dpi
  - ii. Black & White
  - iii. PDF or JPG file format