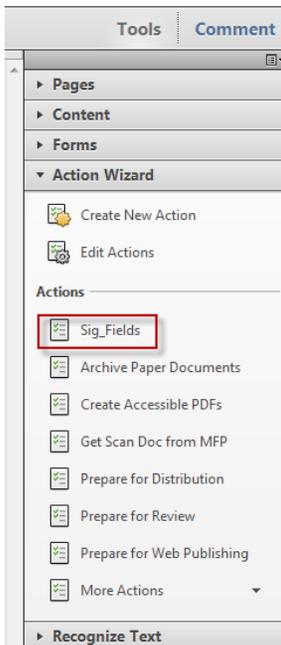


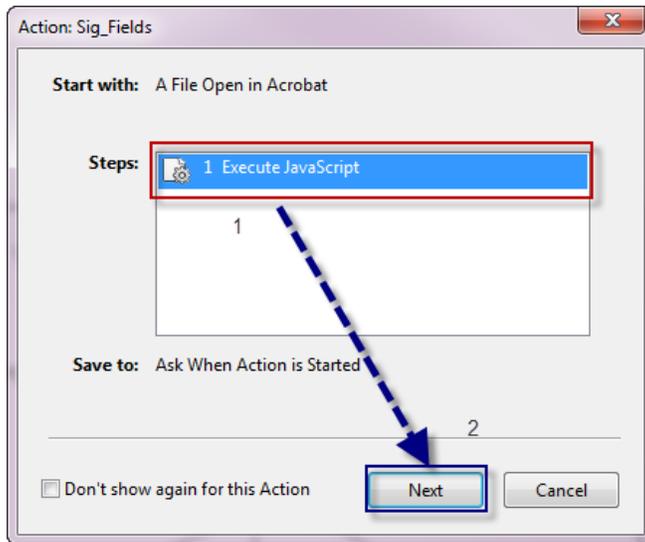
Preparing Title Sheets for In-House Digital Signatures in Projectwise

Placing the fields on the PDF:

1. Open the PDF of the final set of plans.
2. In Adobe Acrobat Pro, navigate to Tools -> Action Wizard and choose “Sig_Fields”:



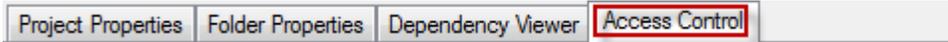
3. Launch, make sure "1 Execute JavaScript" is highlighted and hit next:



4. After the task runs, save your file at the next prompt.

Placing the Ready to be Signed Document in ProjectWise:

1. Place the document you added the signatures to in the designer staging area under 01-Current.
2. Click on the “Access Control” tab of the current folder.



3. Verify the group “RWD_TITLE_ADMIN” is there:

Name	Description	Domain
Enter filter here	Enter filter here	Enter filter here
Administrator	Administrator	
District_PreCon	District PreConstru...	
RWD Section Leaders	Roadway Design S...	MDOT
RWD_BRD_Plans_Coordin...		
RWD_PW_ADMIN		
RWD_Roberts	Jeffrey Robert's De...	
RWD_TITLE_ADMIN	TITLE SHEET DIGIT...	

If not, go to the next section.

4. Copy the link for the current folder and email it to the following with the subject "Title sheet for signing":

John C. Taylor
Cheryl Edwards
Sandra Shelton

