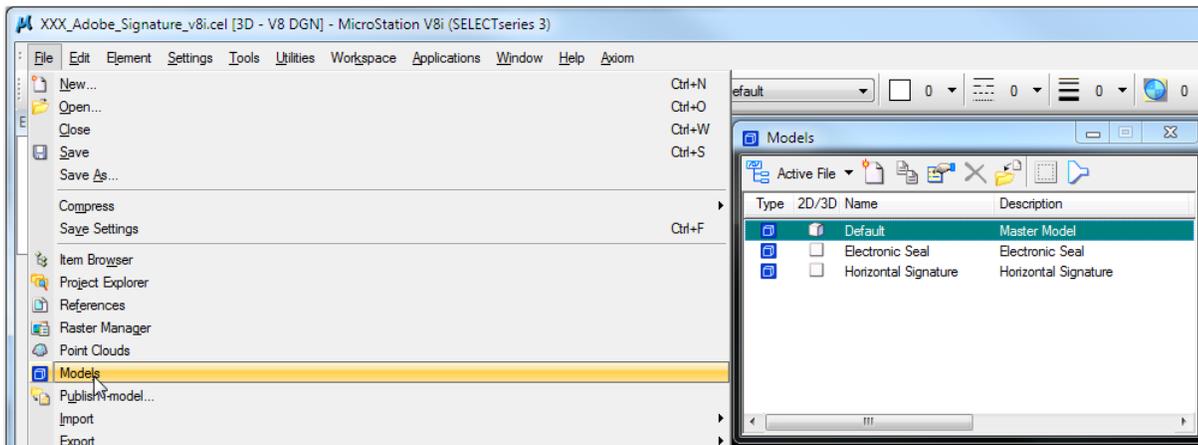


# Signatures Cell Creation

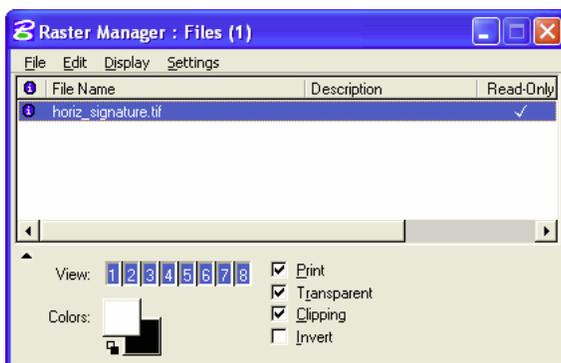
- ❖ Copy and rename the XXX\_Adobe\_Signature\_v8i.cel file located at M:\Cadd\_Apps\Signature\_Tokens
- ❖ Open your renamed cell library with MicroStation

## Tracing Signature for Horizontal Signature Cell

- ❖ Open the Models dialog and navigate to the default model (or cell)



- ❖ Reference your signature graphic into the model (size of image is not important at this time)



- ❖ Trace your signature using the Place SmartLine tool (use a heavy weight and bright color when placing the line over the image. Make as many vertices as needed to smooth out the signature. Vertices can be added or deleted when you are done by using the Insert Vertex and Delete Vertex tools.)
- ❖ Detach the raster reference when done and group all elements together (Edit>Select All and then Edit>Group)
- ❖ Change the signature elements to the SHT: Signatures level and a weight of 2 (or preferred weight).

## Modify Electronic Seal Model

- ❖ Change your active model to “Electronic Seal” and follow the directions in the model for assembling the electronic seal. When you have assembled the seal and moved it to the origin point, delete the graphic elements that are not being used.
  - Note: You can create your own seal and not use the furnished samples. Follow these guidelines when creating your seal:
    - place “Electronic Seal” text on seal for DOPL requirement
    - stamp size is 1 ½ inches diameter - plotted
    - signature cells are created at 1:1 Scale and should be scalable (can be placed as annotation cell)
    - signature cell is oriented at the origin (xy=0,0)
    - ensure the graphics will print correctly by testing it with Iplot
- ❖ Position the date text over the cell - rotate, resize, change font, etc. as desired.
  - There are two possible selections for the date that have been placed under the seal:
    - MM/DD/YY is text that can be modified with the edit text tool when the cell is placed in the drawing or if not modified, will be changed by Iplot with text substitution when the sheet is printed.
    - Last Modified is a text field that will automatically change to the date when the cell is placed in the drawing



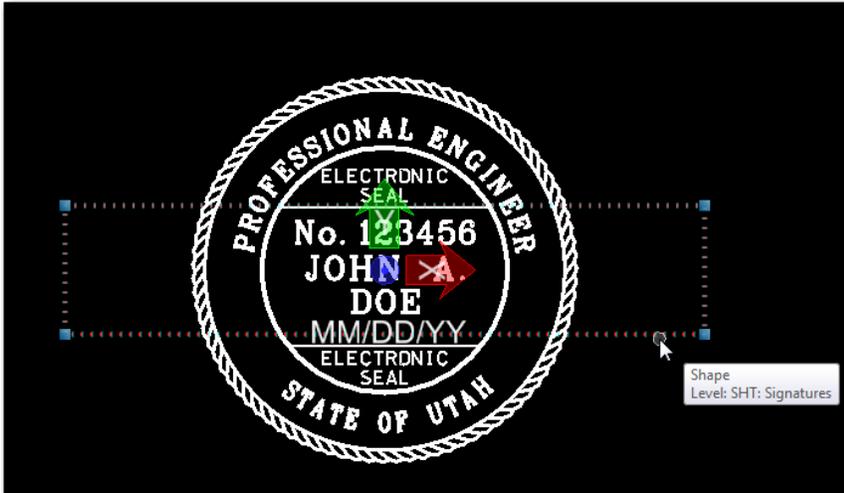
## Create Sheet Seal Model

(The Sheet Seal model is required if you place a stamp on Sheet Files. Skip this step and move to the next step if you will only place a stamp on the Title or Cover Sheets and not on Sheet Files.)

- ❖ Open the Model Dialog Box and make a copy of the Electronic Seal model.
- ❖ Name the new model: Sheet Seal
- ❖ Adjust the dotted signature shape that covers the seal to match the Adobe appearance for signing over the seal. One way to do this is to attach the raster being used for your Adobe appearance and adjust the dotted signature shape to fit the boundary of the raster reference. Don't forget to detach the raster image.

## Clean up Electronic Seal Model

- ❖ Verify that the Electronic Seal model is Active.
- ❖ Select and delete the dotted signature shape that covers the seal. (Note: Only delete the shape in the Electronic Seal Model. This seal is used on the title and signature sheets that already have the shape defined.)



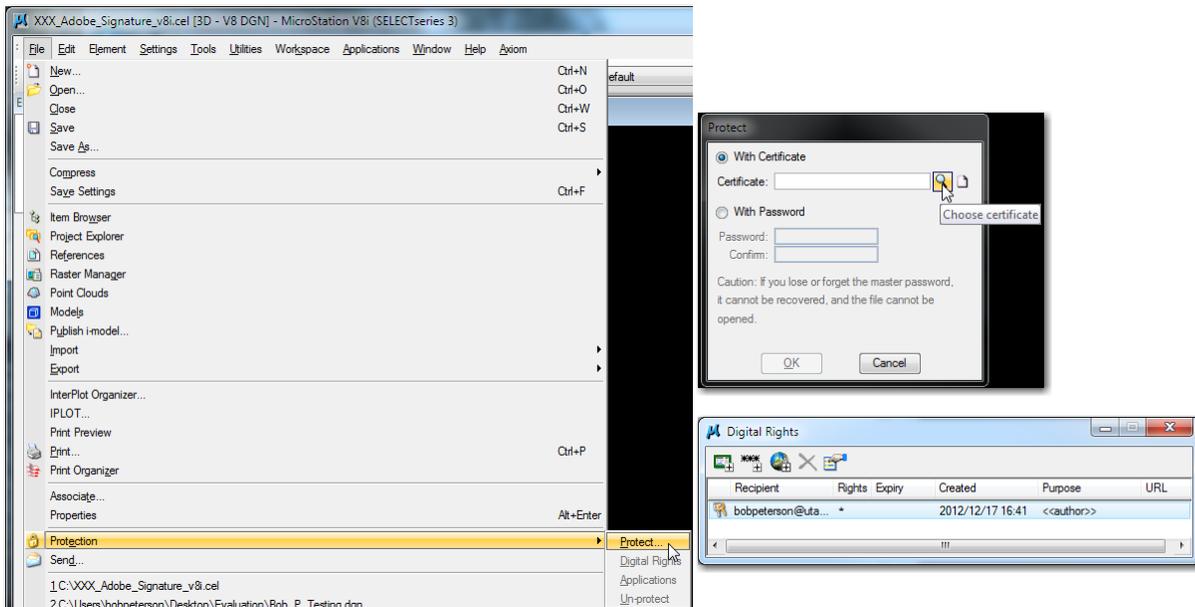
## Modify Horizontal Signature Model

(The Horizontal Signature model is used on the title sheet and stamp cover sheet.)

- ❖ Verify that the Horizontal Signature model is Active.
- ❖ Reference the Default model and move and scale the signature to fit in the boxed area.
- ❖ Merge into master the reference and delete the shape (boxed area).

## File Security – Optional

- ❖ Add digital rights protection with your certificate to the cell library if you want to prevent others from editing or using your cell library.



- ❖ If you receive an error stating that the file protection has been disabled, go to **Workspace>Configuration**. In the Category window, choose **Protection** and then in the **View/modify all configuration variables** window, choose **Enable file protection**. Select **Edit...** and change the value to **1**. Select **Ok** and **Ok** again to exit the dialog box accepting the prompt to modify your user configuration file.