Creating Digital Id Folder Setup

 You will need to create a folder named **Digital ID** under C: drive to store some files that we are going to create and export out of Projectwise. To do this, go into Windows Explorer, navigate to your user id folder (C:/Users/userid), and then right click on the userid folder. Then select the New - Folder option to create the folder. Then simply rename the folder to Digital ID.

Organize Include in library Share with	Burn		New folder				
🚢 (C:) OSDisk	*	Na	me	Date	e modified	Туре	Size
Acrobat Pro 9.0			Catabyet(TM) Control Center	7/13	3/2009 11:54 PM	File folder	
AdProd_HK			catalyst(nin) control center	2/5/	2010 7:10 AM	File folder	
Bastlas			View •	2/10)/2010 7:18 AM	File folder	
Bentley			Sort by	3/30)/2010 9:42 AM	File folder	
BentleyDownloads			Group by	2/5/	2010 7:10 AM	File folder	
			Refresh	3/16	5/2010 11:05 AM	File folder	
MisoCache			Customize this folder	2/5/	2010 9:23 AM	File folder	
Notes				2/26	5/2010 12:26 PM	File folder	
Boff or			Paste	2/5/	2010 7:10 AM	File folder	
	Ξ		Paste shortcut	2/5/	2010 8:31 AM	File folder	
			Undo Move Ctrl+Z	2/5/	2010 7:10 AM	File folder	
			Share with	2/5/	2010 7:10 AM	File folder	
			N		5010 7.10 AM	Tile Kelden	
Administrator			New		Folder		
			Properties		Shortcut		
areenc4			pwise_local_safeandsound	2	Microsoft Office	Access 2007 Database	:
		8	Saved Games		Bitmap image		
Contacts		9	Searches		Contact		
Contacts			R A7708 004 1010043 Endbent1 ndf	-			

2. Now you will need to export out your seal from within ProjectWise, which has been created for you. Once you log onto ProjectWise, go to the following location and find your district to export out your seal. The seal is in a PDF format that can be used by Acrobat Reader.

r	
😽 ProjectWise Explorer V8i	
Datasource Folder Document Batch P	rint View Tools Window Help
	Address pw:\\ghpwise10:Mol
View MoDOT -	Interface MoDOT_CADD
↓ • + •]2	
Documents ATC CADD_Standards CADD_Standards Contract Plans Digital Ids Contract Plans Digital Ids Contract Plans Digital Ids Digital Office D1 D10 D2 D3 D4 D5 D6 D7 D8 D9 D9	Name Central Office D1 D10 D2 D3 D4 D5 D7 D8 D9

MoDOT/Documents/Contract Plans/Digital IDs/Seals

3. Right click on your seal and select the **Export** option.

Name		Out to	State
🔟 📥 Atkinson-Stephen.pdf			
Mestgen-Louis.pdf	New		•
Decker-Kevin.pdf			
Harvey-Kathryn.pdf	Open		
Jones-Joseph.pdf	Open as Rea	ad-Only	
Koestner-Travis.pdf	Open With		
Kopp-George.pdf	View		
McCloud-Bradley.pdf			
Mitchell-Alexa.pdf	Check Out		
Dolitte-William.pdf	Shared Che	ck Out	
III Ritoch-Christopher.pdf	Check In		
Roark-Natalie.pdf	Free		
💴 💹 Schwandtner-Christian.pdf	Come Out		
Vollet-Kevin.pdf	Copy Out		
	Redline		
	Export		
	Import		

4. Select the Next Option



5. Make sure **Send To Folder** is selected. Now we have to define the location to place a copy of your seal. We will use that existing folder, **C:\Users\userid\Digital ID**, which we created earlier. So you will have to **Browse** for that folder. Then select the **Next** button.

Document Export Wizard	×
Define the export settings Please choose an action to perform and specify the export folder. Press Nex start document export.	d to
Choose an action to perform	
Export - Locks file, changes can be re-imported	
Send to Folder - Creates unmanaged local copy	
Folder:	
C:\Users\greenc4\Digital ID	Browse
Export shareable documents as shared	
< Back Next >	Cancel

6. Click on the **Finish** button. Now that you exported out a copy of your seal we can use it within Acrobat Reader.

cument Export Wizard		×
Review the information below about d	ocument export results.	
Document Export was successfully comple	eted. Press Finish button to exit.	
	< Back Finish	Cancel