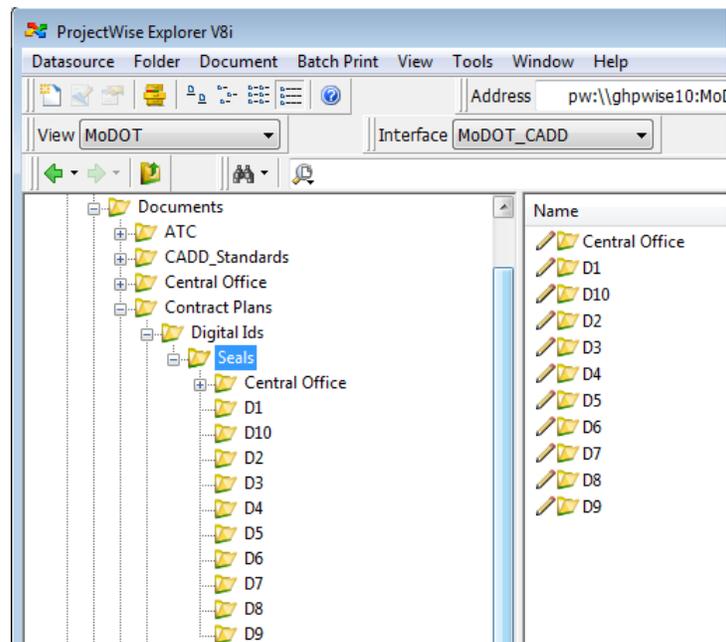# Creating Digital Id Folder Setup

1. 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**.
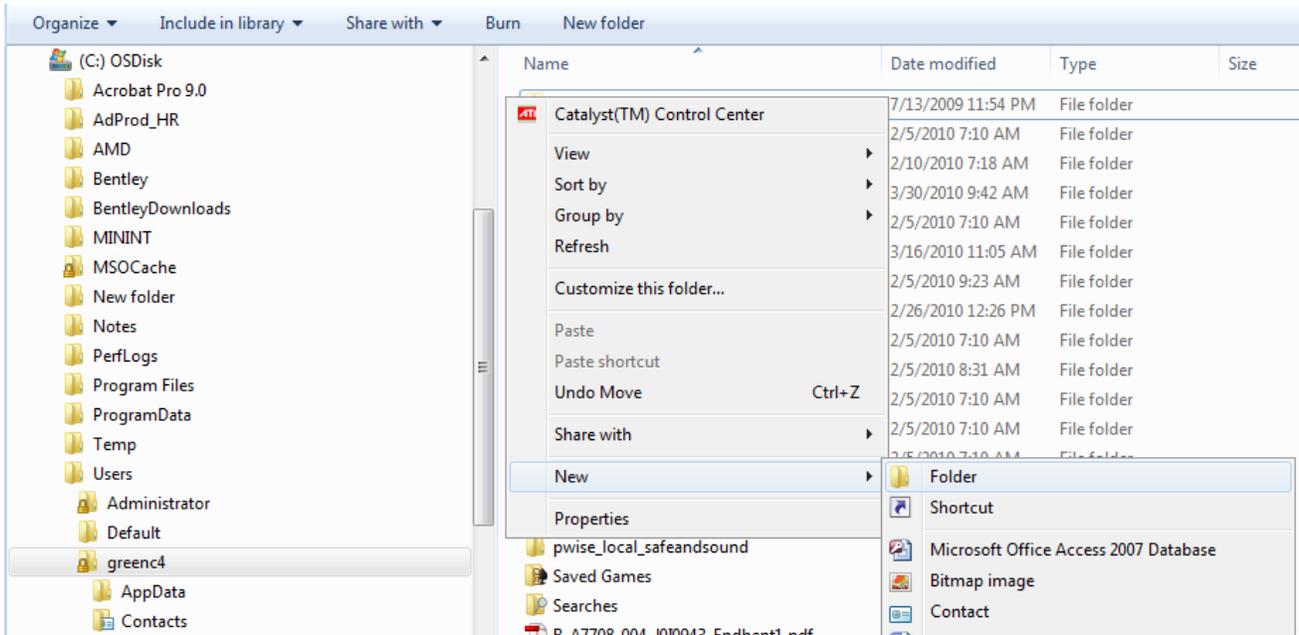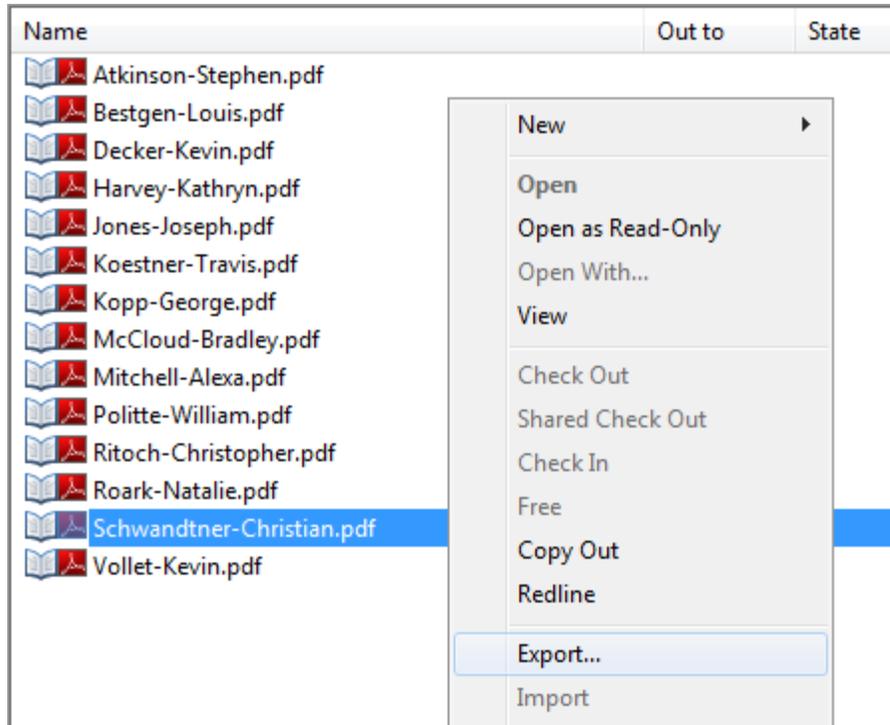

2. Now you will need to export out your seal from within ProjectWise, which has been created for you. Once you log onto ProjectWise, go to the following location and find your district to export out your seal. The seal is in a PDF format that can be used by Acrobat Reader.
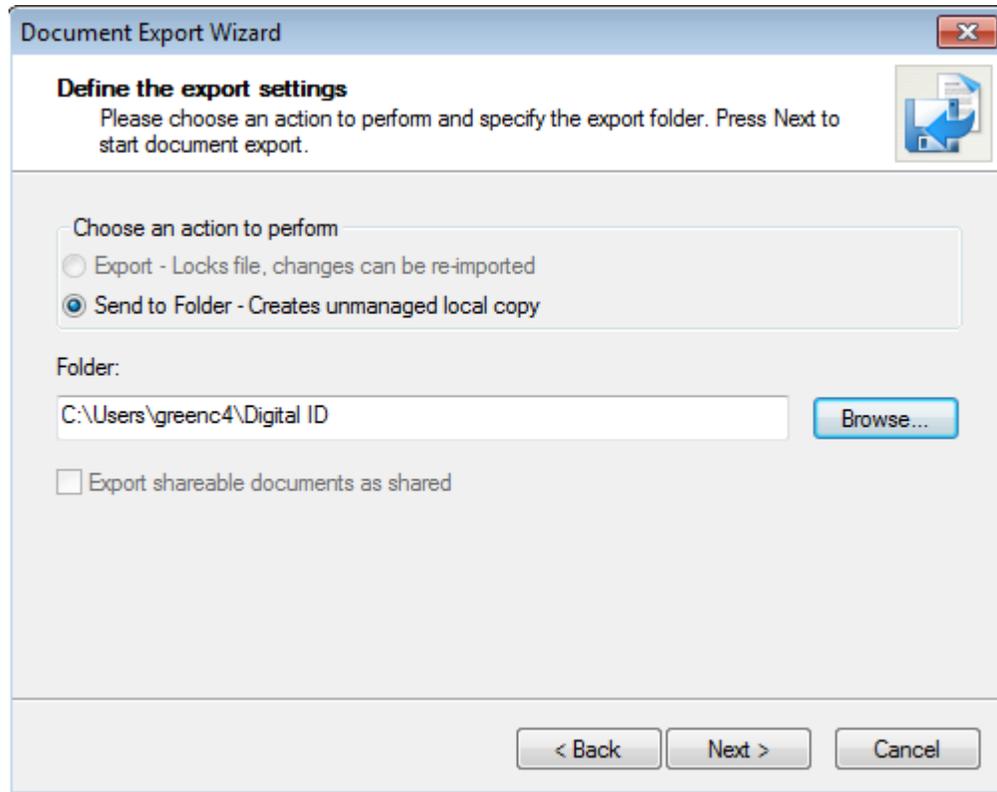
MoDOT/Documents/Contract Plans/Digital IDs/Seals

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

Name		Out to	State
Atkinson-Stephen.pdf			
Bestgen-Louis.pdf	New ▶		
Decker-Kevin.pdf			
Harvey-Kathryn.pdf	Open		
Jones-Joseph.pdf	Open as Read-Only		
Koestner-Travis.pdf	Open With...		
Kopp-George.pdf	View		
McCloud-Bradley.pdf			
Mitchell-Alexa.pdf	Check Out		
Politte-William.pdf	Shared Check Out		
Ritoch-Christopher.pdf	Check In		
Roark-Natalie.pdf	Free		
Schwandtner-Christian.pdf	Copy Out		
Vollet-Kevin.pdf	Redline		
	Export...		
	Import		

4. Select the **Next** Option

Document Export Wizard

Welcome to Document Export Wizard

This wizard will guide you through the Document Export process which allows the selected files to be placed in a chosen local folder.

The Export option should be used for files that will be edited externally and later returned (imported) back to ProjectWise. This option will mark the documents as Exported (locked) and prevent further editing until imported.

The Send to Folder option should be used when the files will not be returned. This option will not lock the documents in ProjectWise.

Click Next to proceed, or click Cancel to exit this wizard.

< Back   Next >   Cancel

2

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 Next to start document export.

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.