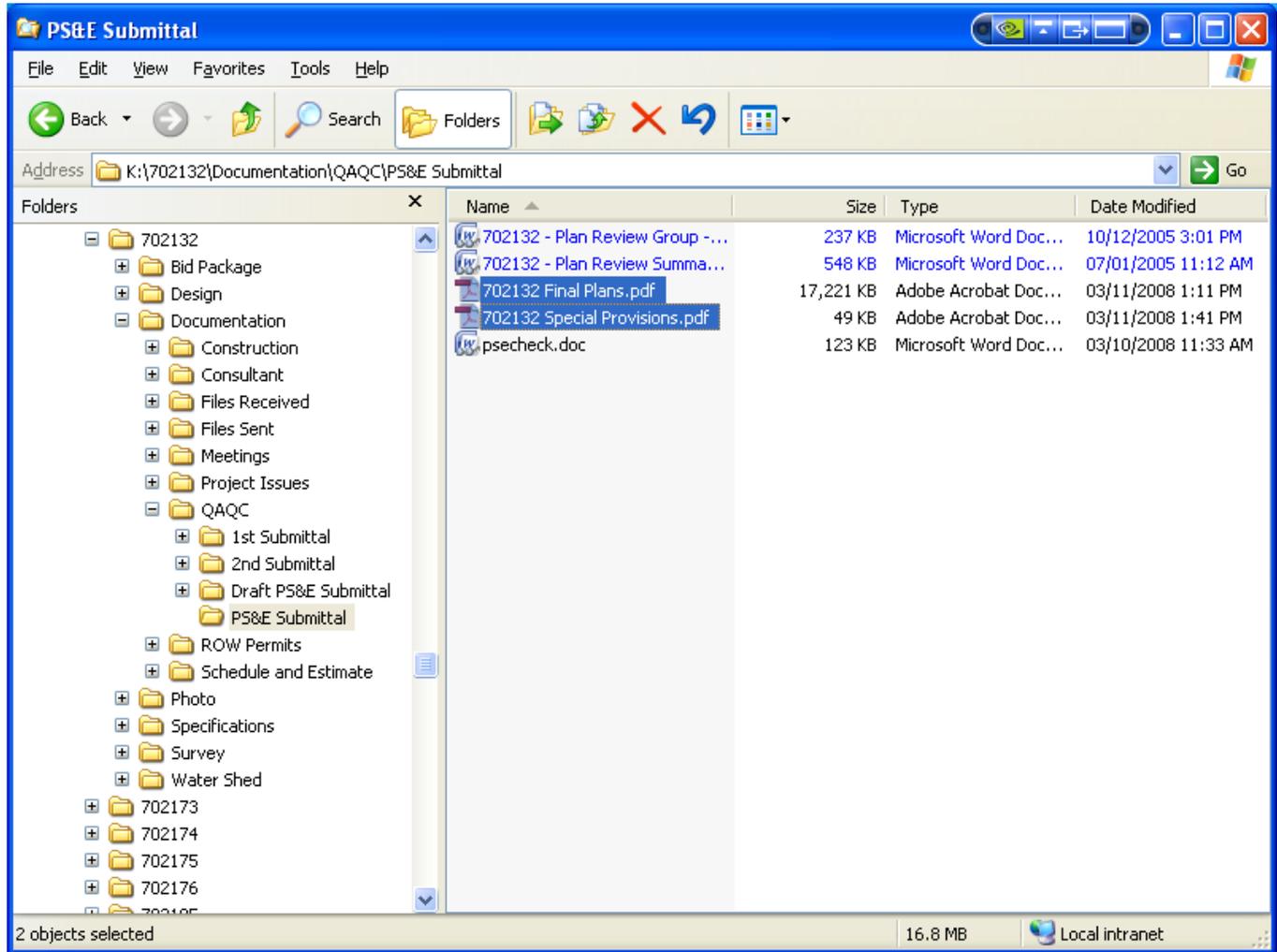


Electronic Bidding Principles and Procedures

Engineer Watermark on Bid Documents

The original project documents will be sealed by the project engineer. As part of the Electronic Bidding process, the electronic documents will be sealed with an engineer watermark in Adobe Acrobat Professional.

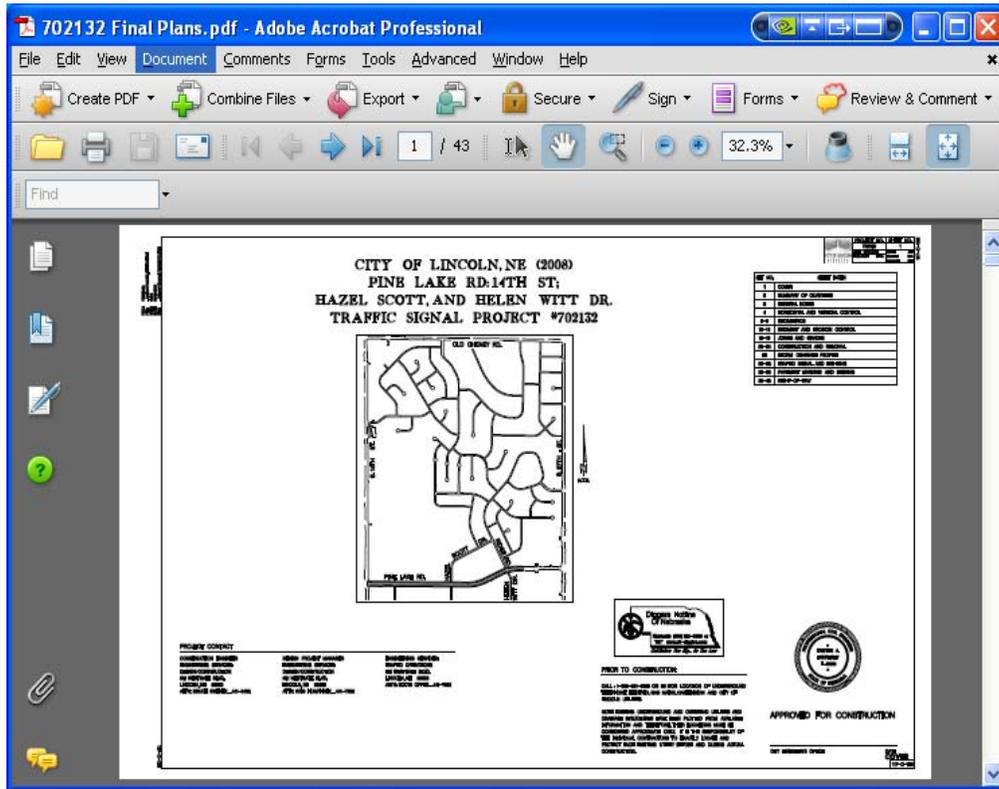
All original documents will contain the 6-digit project number in the file name and be located in the **PS&E Submittal** folder as follows:



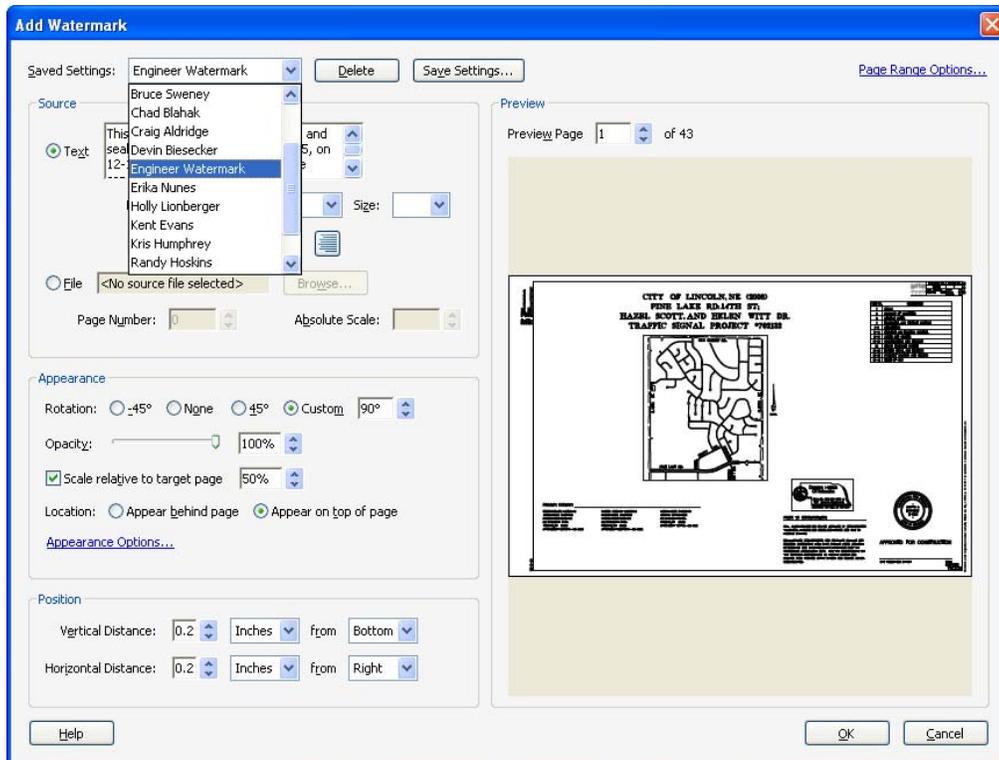
The electronic documents will be created using these original files and Adobe Acrobat Professional to place the engineer watermark.

Electronic Bidding Principles and Procedures

Open the original document in Adobe Acrobat Professional. Then select “**Watermark**” > “**Add...**” from the “**Document**” menu.

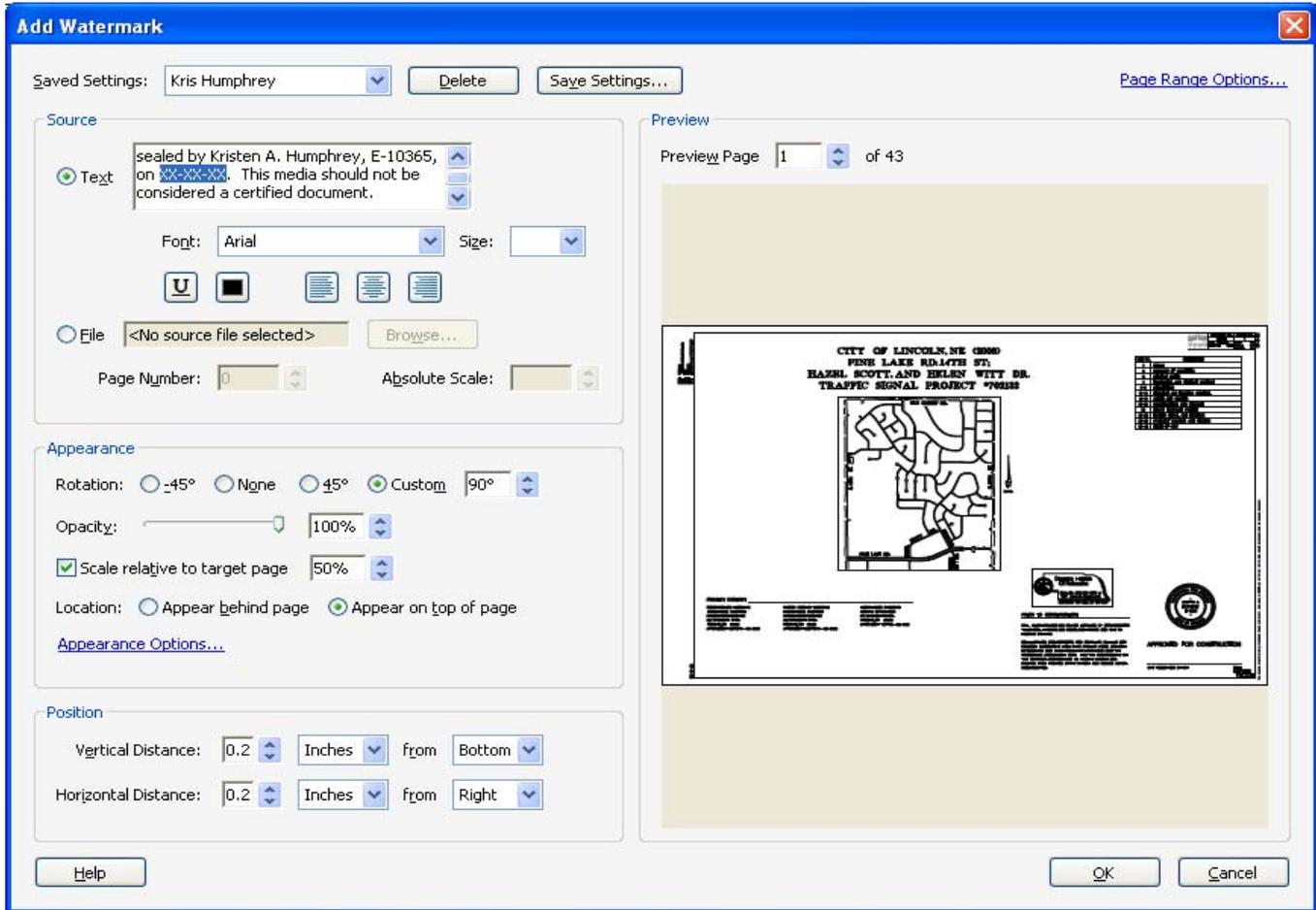


The **Add Watermark** window will open. Select the Engineer Watermark or the name of the engineer from the “**Saved Settings:**” drop-down list.

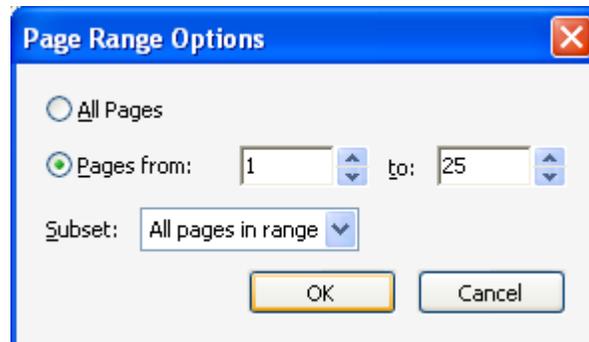


Electronic Bidding Principles and Procedures

Insert the appropriate date in the **Text** data. If only one engineer watermark is needed for the document, then select the “**OK**” button to place the watermark.



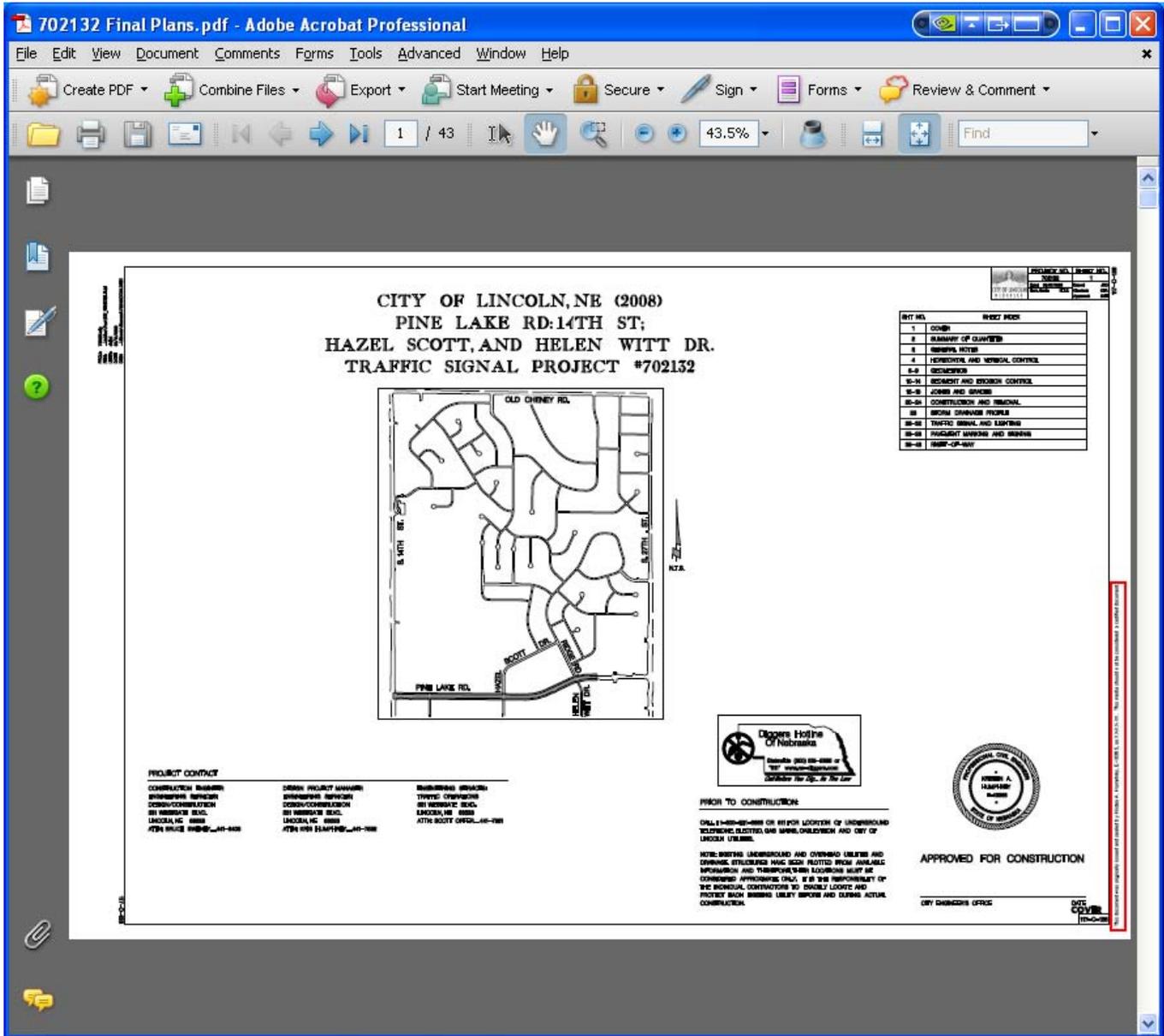
If other engineers have sealed different disciplines of the plans, select the **Page Range Options...** to apply the selected engineer watermark to the corresponding plan sheets. Select the “**OK**” button to place the watermark.



Return to the **Add Watermark** window and repeat the process to place additional engineer watermarks on the remaining plan sheets. After an engineer watermark has been assigned to all plan sheets, select “**OK**”.

Electronic Bidding Principles and Procedures

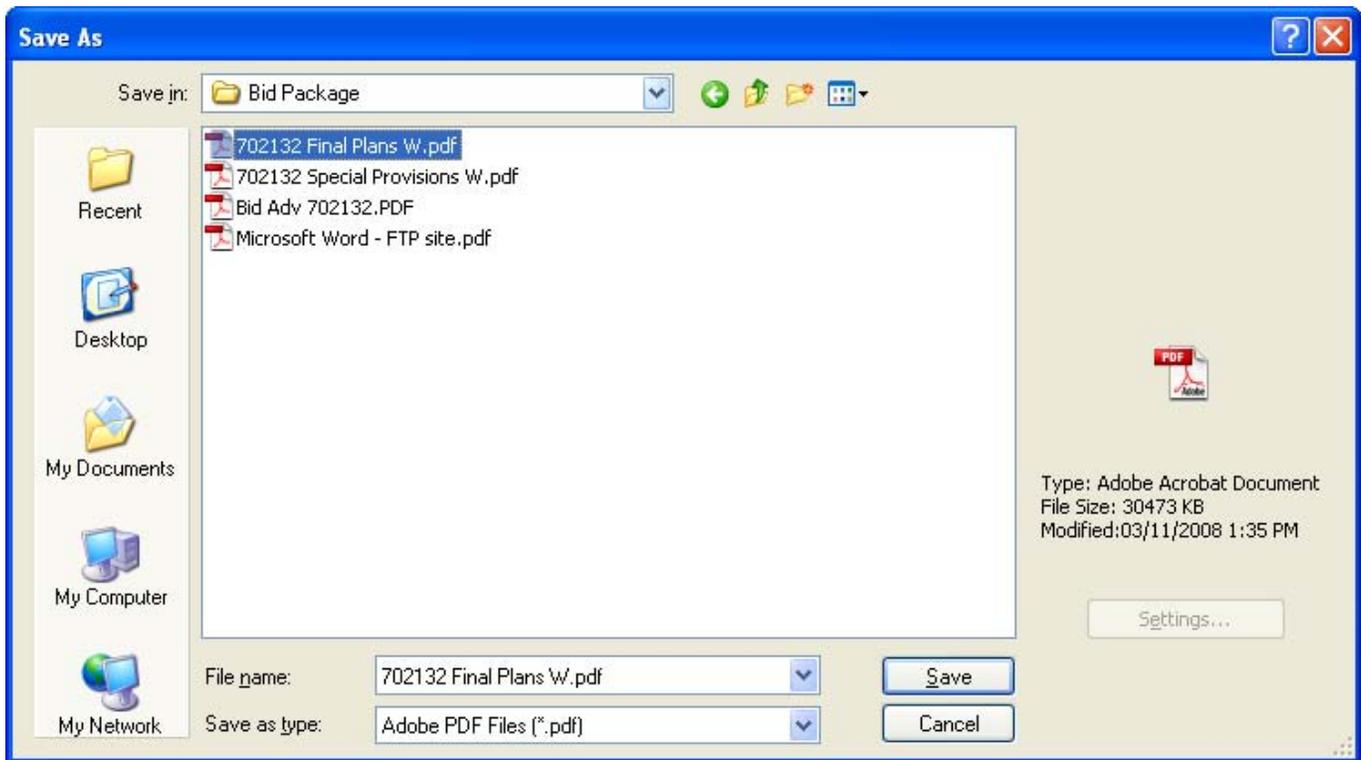
The engineer watermark will appear on each page in the lower right corner of the document.



After the engineer watermark is placed, the document needs to be saved for the Bid Package.

Electronic Bidding Principles and Procedures

Select “**Save As...**” from the “**File**” menu and set the path to the appropriate project directory and the **Bid Package** folder. Begin the file name with the 6-digit project number. End the file name with a “**W**” to indicate that the document contains the engineer watermark and is ready for Electronic Bidding.



This process can be applied to create Final Plans, Special Provisions, and any other documents that require an engineer seal.