

INSTRUCTIONS to Electronically Edit the CM16E Transmittal Form using Microsoft Excel 2007 and Adobe Acrobat 8 Professional

NOTE: These instructions and screen shots are based on Microsoft Excel 2007 and Adobe Acrobat 8 Professional. You may see differences if you are using a different version of Excel or Acrobat Professional. These instructions were created as a guideline and does not replace any methods you may already be using. For further details, please refer to the Help sections in Excel and/or Adobe Acrobat Professional.

[Steps for the Contractor, CMR, and A/E or COR to edit the CM16E Transmittal Form](#)

[How to create a PDF using Microsoft Excel 2007](#)

[How to create a Digital Signature using Adobe Acrobat 8 Professional](#)

[How to place a Digital Signature in a PDF using Adobe Acrobat 8 Professional](#)

[How to add Comments in a PDF using Adobe Acrobat 8 Professional](#)

[How to add Check Mark or X Symbols in a PDF using Adobe Acrobat 8 Professional](#)

Steps to Edit the CM16E Transmittal Form

Contractor

1. Download the **CM16E Transmittal Form** from the Workflows website.
2. Save the form to your computer.
3. Open the form in **Microsoft Excel**.
4. Complete the **white sections** of the form including the **Date** field to the left of the **Contractor's Signature / Title** field.
5. Save the form then create a **PDF** of this form.
6. Complete the **submittal package** by attaching all related documents in **PDF** format.
7. Digitally sign the form in the **Contractor's Signature / Title** field.
8. Save the **submittal package (1 PDF of CM16E and all related documents)** and upload it to the **SharePoint Project website**.

CMR (Informational Submittals Only)

1. Download the **submittal package (PDF of CM16E and all related documents)** from the **SharePoint Project website**.
2. Save the **PDF** to your computer.
3. Open the **PDF** using **Adobe Acrobat Professional**.
4. Add **comments, check mark symbols, and/or X symbols** to indicate **accept** or **reject**.
5. **Date** then digitally sign the form in the **Recommended by / Title** field.
6. Save the **PDF** and upload it to the **SharePoint Project website**.

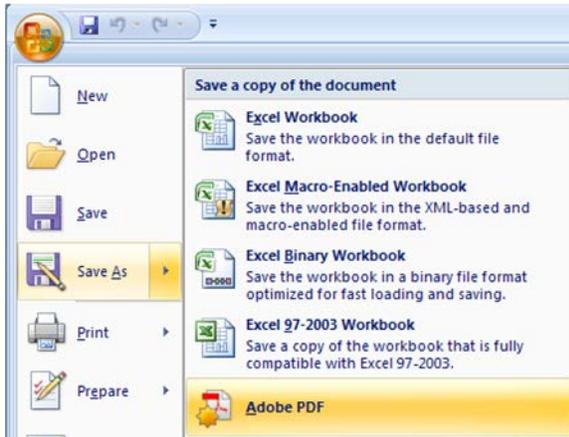
A/E or COR (Action Submittals Only)

1. Download the **submittal package (PDF of CM16E and all related documents)** from the **SharePoint Project website**.
2. Save the **PDF** to your computer.
3. Open the **PDF** in **Adobe Acrobat Professional**.
4. Add **comments, check mark symbols, and/or X symbols** as needed.
5. **Date** then digitally sign the form:
 - a. **A/E** signs in the **Recommended by / Title** field.
 - b. **COR** signs in the **Action by / Title** field.
6. Save the **PDF** and upload it to the **SharePoint Project website**.

How to create a PDF using Microsoft Excel 2007

Save as a PDF

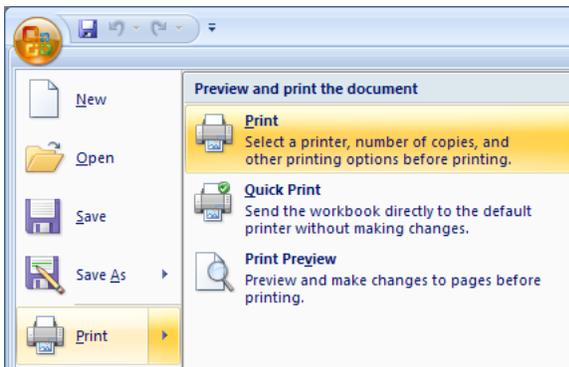
1. Click the **Office** button then choose **Save As > Adobe PDF**



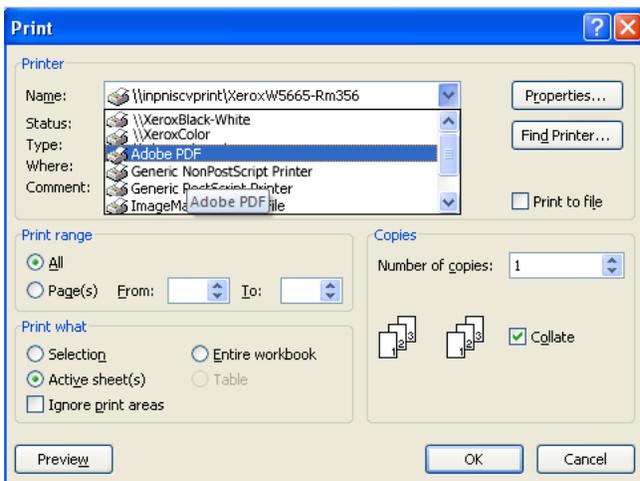
2. The **Save Adobe PDF File As** window will appear. Save the **PDF** file to your computer.

Print a PDF

1. Click the **Office** button then choose **Print > Print**.



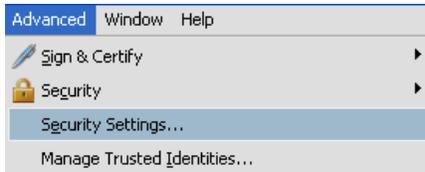
2. In the **Print** window, select the **PDF** driver (your PDF driver may have a different name that the example shown in the screen-shot below) then click the **OK** button.



3. Another window will appear asking you to choose a location and **save** the **PDF** file. Save the **PDF** file to your computer.

How to create a Digital Signature using Adobe Acrobat 8 Professional

1. Choose **Advanced > Security Settings**



2. Select **Digital IDs** on the left then select **Add ID**.



3. Choose **Create a self-signed digital ID for use with Acrobat** then click the **Next** button.



4. Specify where to store your **digital ID** then click the **Next** button.



5. Enter the following then click the **Next** button:

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Doe, Senior CM

Organizational Unit: Denver Service Center

Organization Name: National Park Service

Email Address: jdoe@domain.com

Country/Region: US - UNITED STATES

Enable Unicode Support

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

- your **name** (first and last) followed by a **comma**, then your **title**
- your **company's name**
- your **email** address.

6. Create a **password** for your **digital signature** file. (When you digitally sign a PDF, you will be required to enter this password.) **Save** your **digital signature** file to your computer and click the **Finish** button.

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: \\John Doe\\Application Data\\Adobe\\Acrobat\\8.0\\Security\\JohnDoe,SeniorCM.pfx Browse...

Password: *****

Confirm Password: *****

Cancel < Back Finish

How to place a Digital Signature in a PDF using Adobe Acrobat 8 Professional

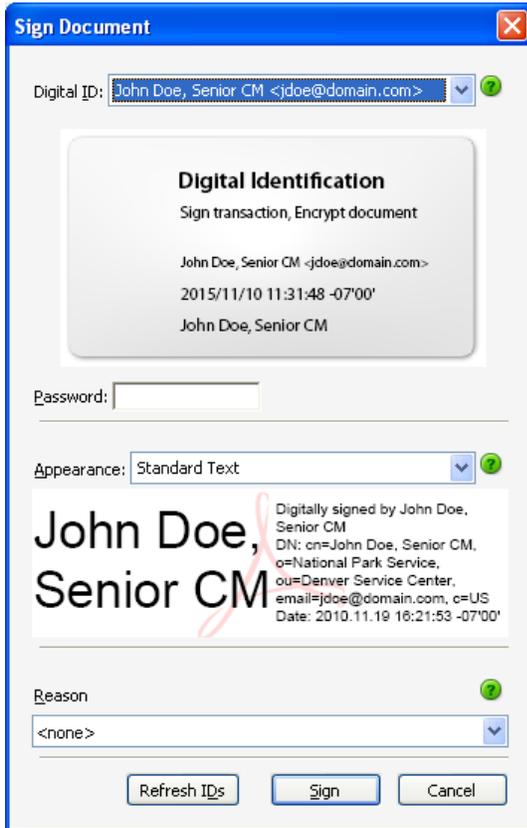
1. Choose **Advanced > Sign & Certify > Place Signature**



2. Draw a **signature field** in the desired location.

Contractor's Signature / Title:

3. Enter your **password** then click the **Sign** button.

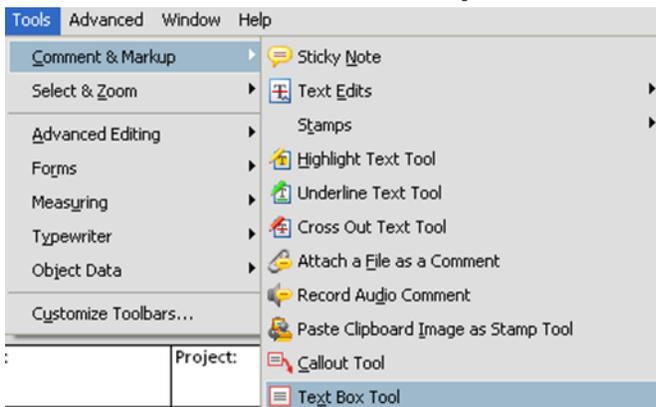


4. The **Save As** window will appear immediately. Save the **signed PDF** to your computer. The **PDF** will not be **signed** until you **save** it.
5. The **digital signature** in the **PDF** should look similar to this after the **PDF** has been **saved**:

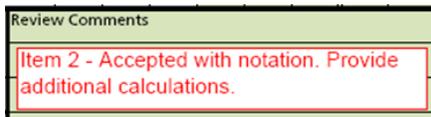


How to create Comments in a PDF using Adobe Acrobat 8 Professional

1. Choose **Tools > Comment & Markup > Text Box Tool**

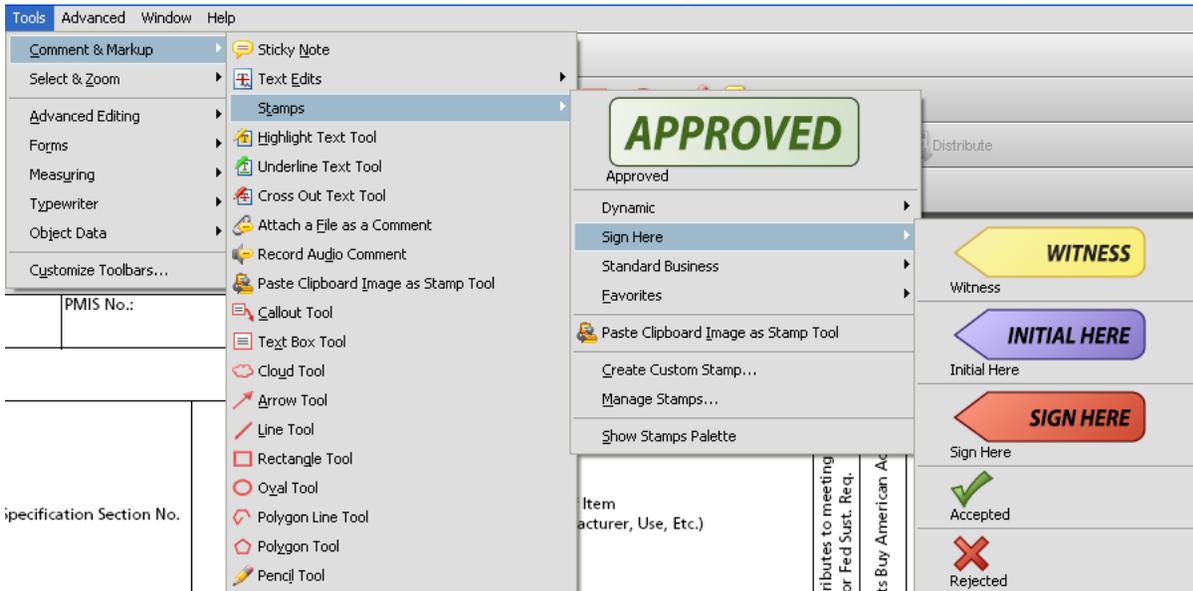


2. Draw a **text box** in the desired location and type a **comment**.

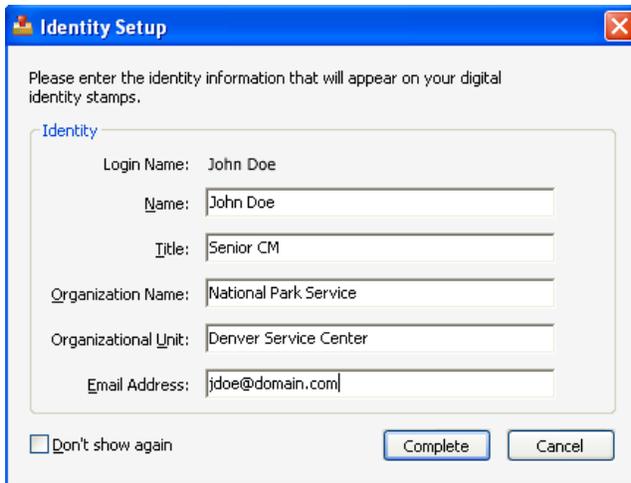


How to add Check Mark or X Symbols in a PDF using Adobe Acrobat 8 Professional

1. Choose **Tools > Comments & Markup > Stamps > Sign Here > Accepted or Rejected**



2. Enter the following then click the **Complete** button.



3. Click to **place the check mark or X symbol** in the desired location. Re-size by clicking on the **symbol** and dragging the handles.

