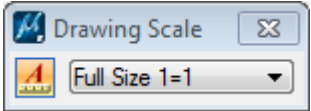


# How to Create a Professional Seal with MicroStation V8i

Professional signatures may require a graphic image of a professional seal for signing Word files, PDF documents or MicroStation plots. This workflow describes how to customize a professional seal in MicroStation. The optional step of creating a JPG image sized approximately 2"x 2" is also described. You will need access to the ODOT workspace which contains the cell libraries and printer drivers.

This workflow uses key-ins. The key-ins are shown with large block text like **PLACE BLOCK**. You can use task icons if you prefer that. The key-in dialog can be enabled by selecting the **Utilities > Key-In** on the main menu.

## Customizing a Professional Seal

1. Open MicroStation and create a new .DGN file. Use the seed2D.dgn for the seed file.
2. Set the Drawing Scale to "Full Size 1=1". If the dialog box is not already open, select **Settings > Drawing Scale**.
3. Use the **PLACE BLOCK** command to draw a rectangle smaller than the signature block on a title sheet with. Draw the block 0.155 feet wide by 0.17 feet high. Fit the view.
4. Select **Element > Cell** to open the Cell Library dialog. Choose the **ODOT\_Seals** in the Cell Library dialog with **File > ...\cell\ODOT\_Seals.cel**. Digitally signed seal cells names have the suffix "\_DS" added to the cell name.

### ODOT\_Seals.cel Cell Library

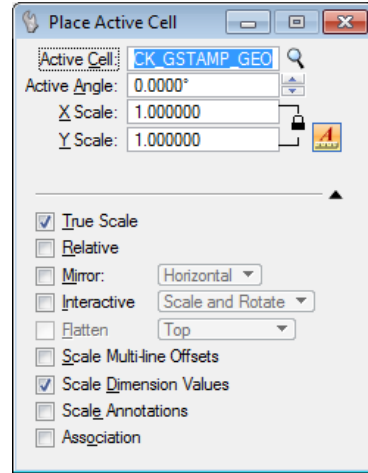
Profession	Cell Name	Cell Name – Digitally Signed
Engineering Geologist	EG	EG_DS
Geologist	GEO	GEO_DS
Landscape Architect	LA	LA_DS *
Engineer	PE	PE_DS
Surveyor	PLS	PLS_DS
Structural Engineer	StructuralPE	StructuralPE_DS

\* Landscape Architect digitally signed seals include the text "Digital Signature".

5. Next select the cell listed in the Name column. To place the cell, double click on the cell name.

6. Check the settings in the Place Active Cell dialog before placing the cell. The settings should be similar to the example.

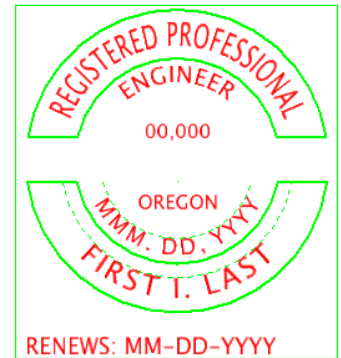
Setting Name	Setting Value
Active Cell	Name you double clicked
Active Angle	0.0000
X Scale	1.0000
Y Scale	1.0000
True Scale	Checked



7. Place the cell in the block you just drew centered by eye. There is no need to use snaps.

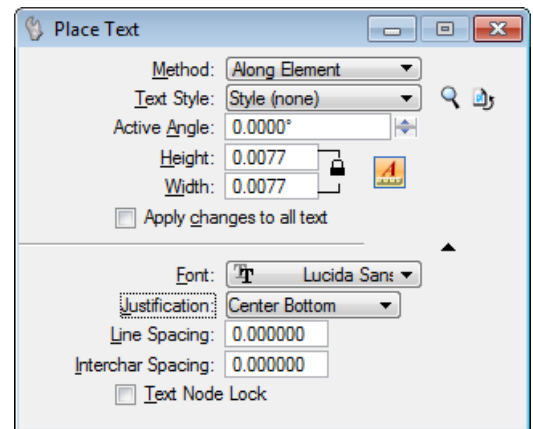
8. Edit the **horizontal text** with the **EDIT TEXT** command or just double click on the text with the element selection tool.

9. The curved text for PE and Structural PE seals should not be edited. Instead add new text with the following steps:



- Drop the cell with the **DROP ELEMENT** command. Do not delete the dashed construction arcs!
- Set the text element attributes the same as the curve text to be replaced using **Alt+Left Click** (hold the Alt key while selecting the curved text with a left mouse button)
- Match the text attributes with the **MATCH TEXT** command and select the text.
- A** Select the **PLACE TEXT** command from the Drawing tasks with the following settings:

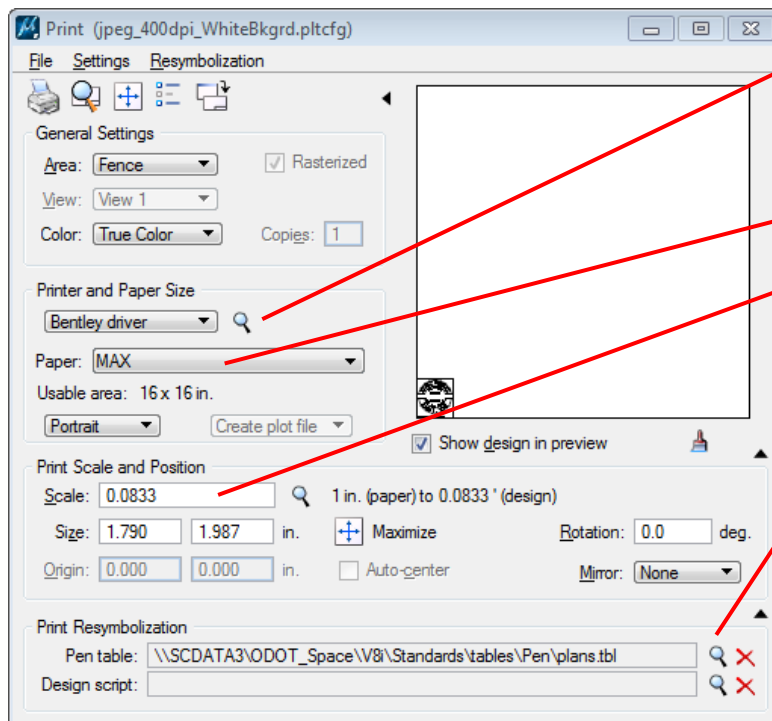
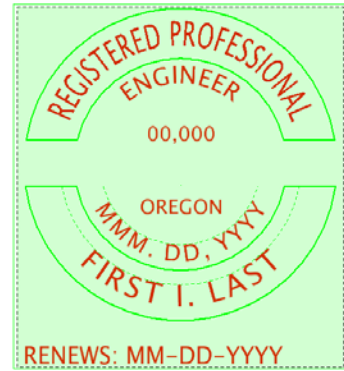
Place Text Settings	Place Text Settings
Method	<b>Along Element</b> (Not On Element or Above Element)
Line Spacing	0.0000
Interchar Spacing	0.0000
Justification	Center Bottom




- Enter the new curved text into the word processor.
- Pick the mid-point of the curved line and then select the side of the curved line to place the text on. This will place the new text over the old text.
- Delete the old text.
- Repeat steps c to g as needed.

## Creating a JPG Image


10. Fit the view
11. Place a fence inside the block, but around the extents of the seal and renews/expires date as shown. Set the Fence Type as **Block** and Fence Mode as **Inside**.
12. Select the **File > Print** (Ctrl+P) command.
13. Make the following printer driver changes:




Click the  icon and select jpeg\_400dpi\_WhiteBkgrd.pltcfg printer driver configuration file.

Leave the Paper set to MAX.

Set the Scale to 1/12 which will recalculate to 0.0833 after you hit the <Tab> key. The size may vary depending on how big your fence is.

Click the  icon to set the Pen table to plans.tbl.

Click the printer icon . Enter a file name, and save the file to the **F:\My Pictures\My CoSign Images** folder or where ever you need it.