

Nebraska Conservation and Environmental Review Tool (CERT): How to insert required information into the CERT report using free Adobe Acrobat Reader software

Nebraska Natural Heritage Program
Nebraska Game and Parks Commission
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To complete the environmental review requirements you must sign and date the document and provide any other information the report indicates is needed. You can print the report, fill it out by hand, scan it and upload the result. Alternatively, you can insert an image of your signature and fill in other required information using Adobe Acrobat Reader (free software). This document has instructions for the latter method.

If you do not already have your signature in an image file begin with Step 1. Otherwise skip to Step 2.

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Step 1. Create an image file showing your signature

Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.

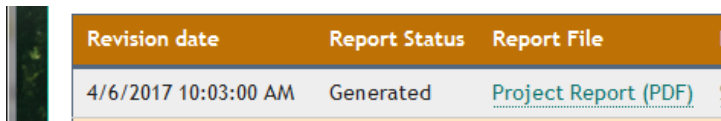
Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.

Transfer the photo or scan to your computer. Acrobat accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat imports just the signature if the photo or scan is fairly clean.

The above instructions are from URL: https://helpx.adobe.com/pdf/adobe_reader_reference.pdf.

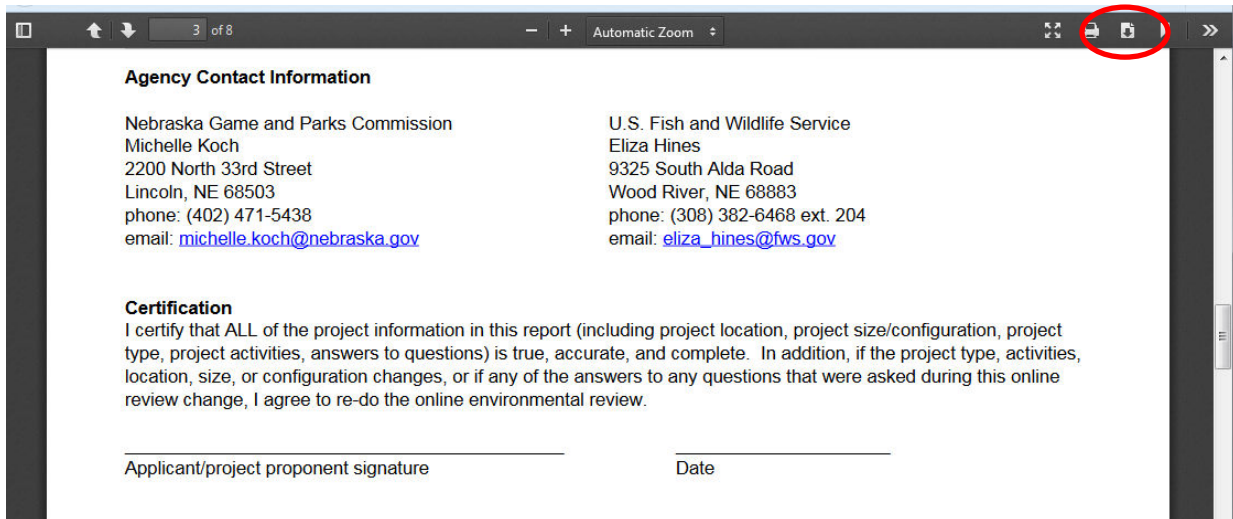
Step 2. Download your report

From the CERT My **Projects** window, click on **Project Report (PDF)** to open it in the browser.

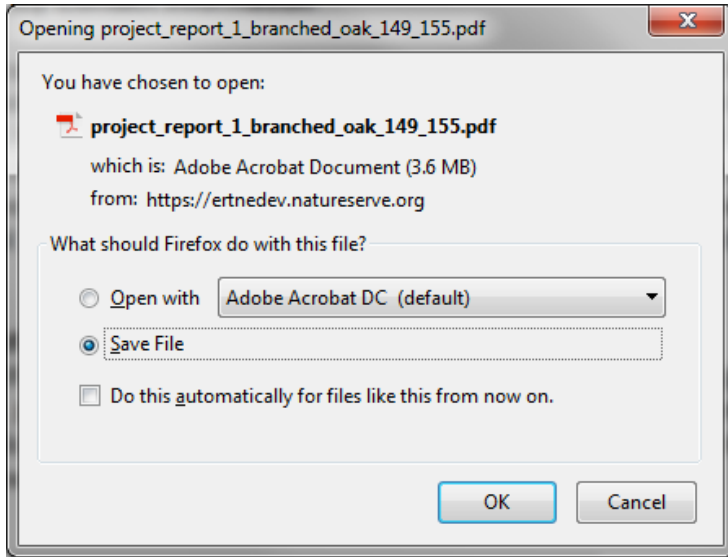


Revision date	Report Status	Report File
4/6/2017 10:03:00 AM	Generated	Project Report (PDF) S

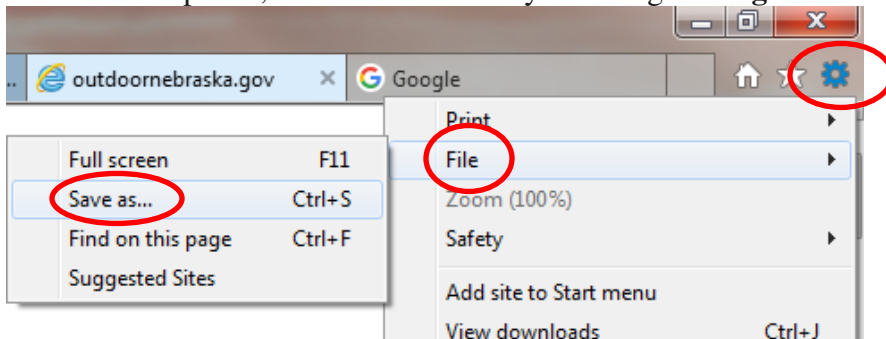
Download the file. Steps vary with browser. For example, in Firefox, use the Download button:



Click **Save File** and **OK**.



In Internet Explorer, download the file by choosing **Settings/File/Save As:**

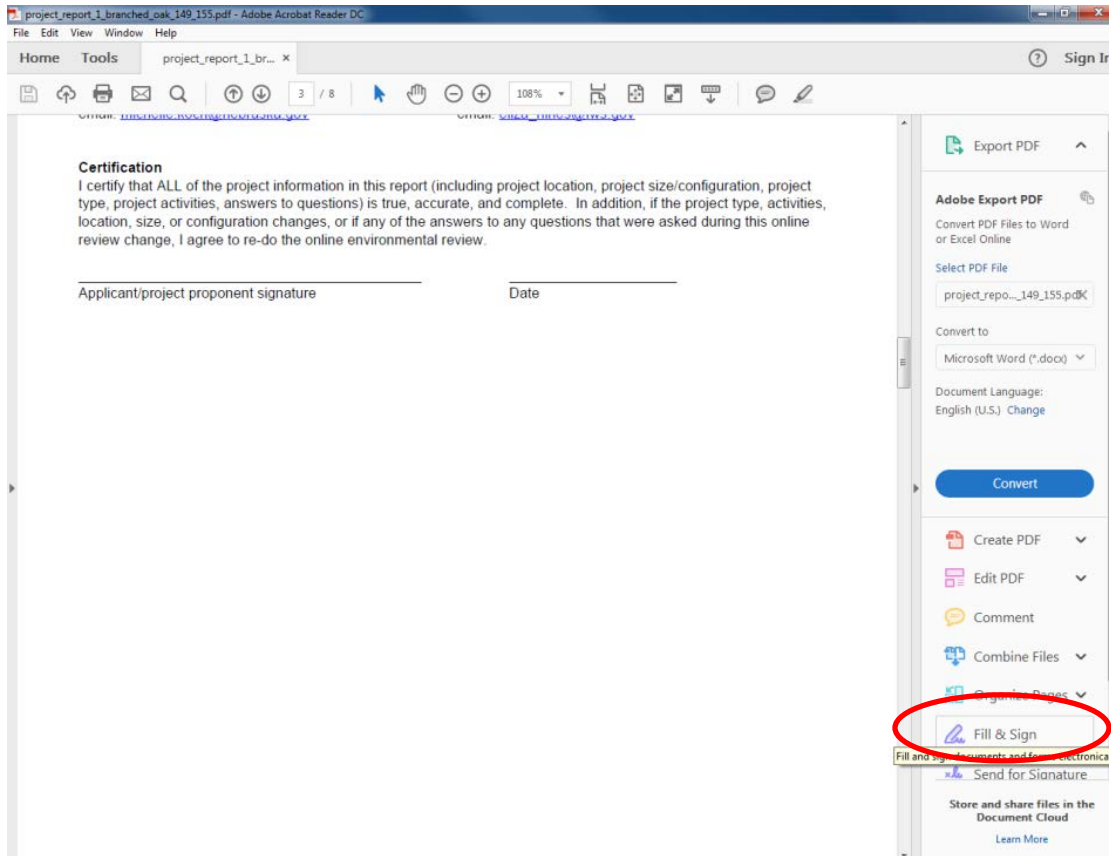


Once you have downloaded the file, you can go on to Step 3, in which you open the file with Adobe Acrobat Reader and fill in the required information.

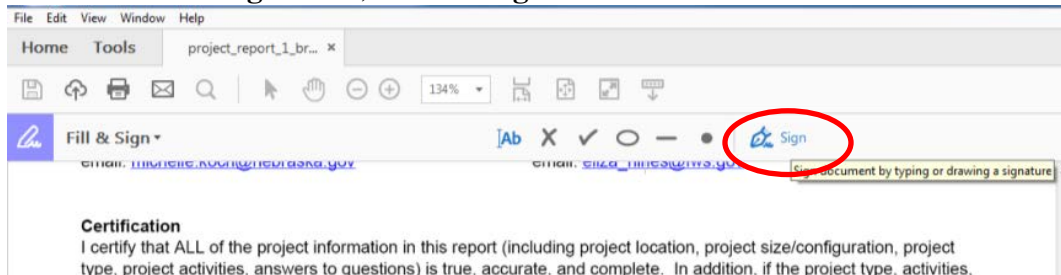
Step 3. Provide required information using Adobe Acrobat Reader

If you don't already have Adobe Acrobat Reader installed, you can download and install it following the links from URL: <https://get.adobe.com/reader/>. Note that you can use Adobe Acrobat Professional instead, but that software is not free.

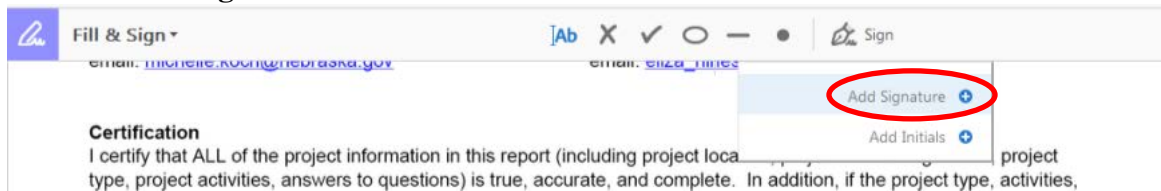
Open the CERT report pdf file with Adobe Acrobat Reader.
Scroll through the document so that the signature line is visible on screen. Choose **Fill & Sign:**



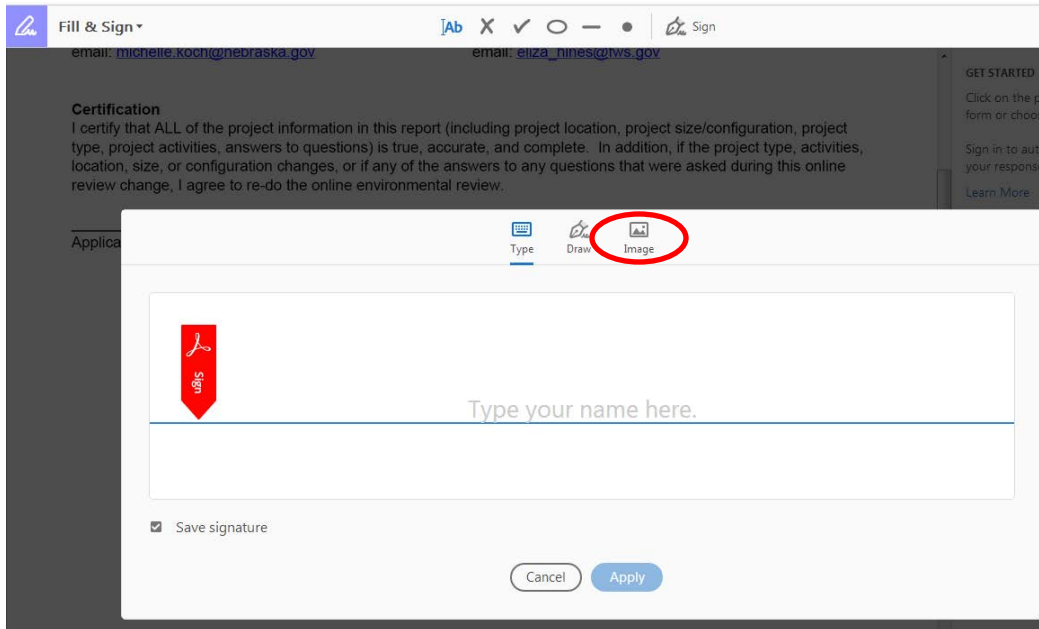
From the **Fill & Sign** menu, click on **Sign**:



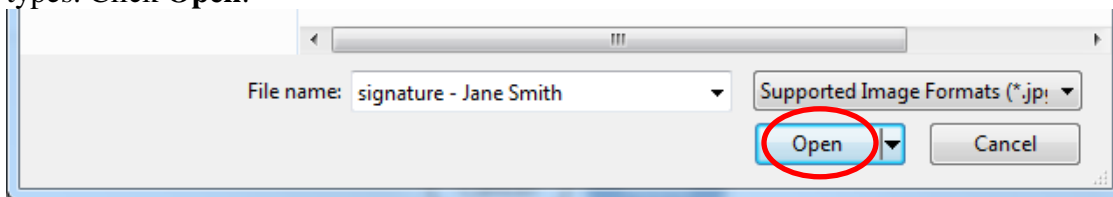
Click on **Add Signature**:



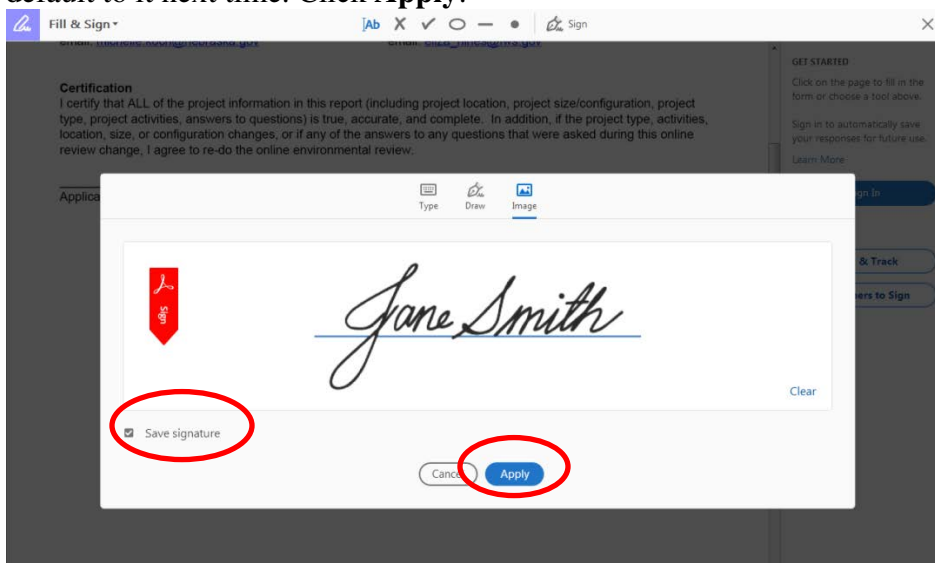
Click on **Image**:



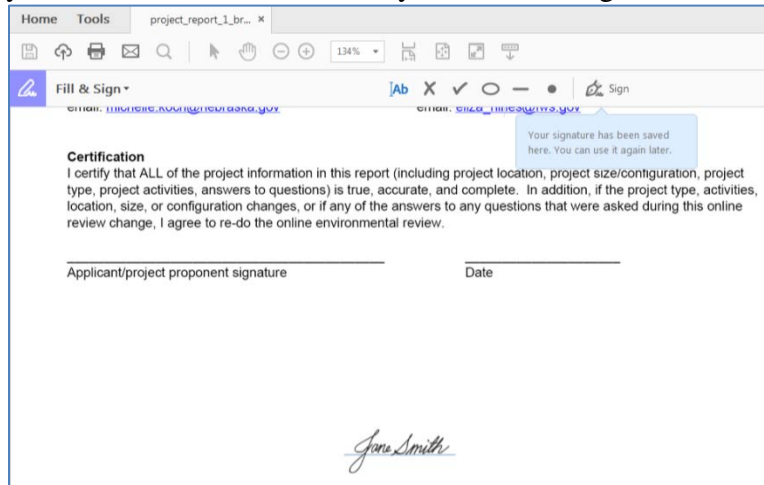
Navigate to the location of the file containing your signature on your computer. Select the signature file. Adobe Acrobat Reader accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP file types. Click **Open**:



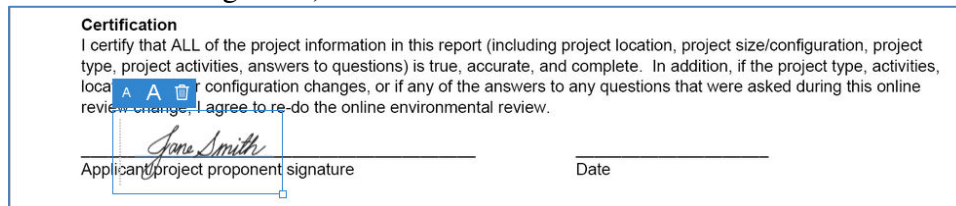
The image appears. You have the option (checkbox) to **Save signature** so that Reader will default to it next time. Click **Apply**:



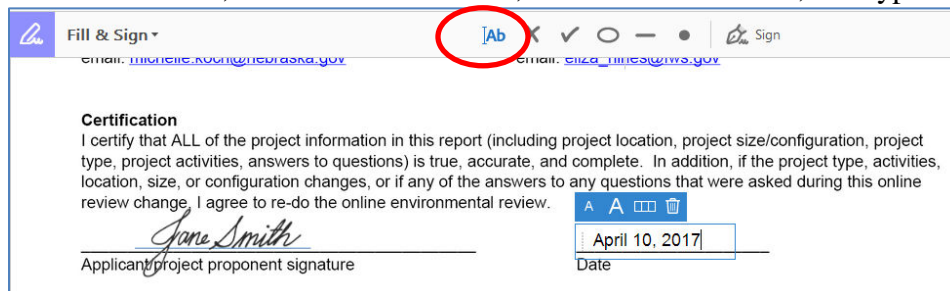
The image is now visible in the pdf but probably not exactly where you want it. As you move your mouse around the screen you'll see the signature move as well.



Move the mouse to the signature line and click the mouse to insert the signature there. If needed, adjust the size of the signature using the size adjustment buttons (the small A or large A on a blue background).



To enter the date, click on the **Text** tool, click on the date line, and type in the date:



If the ERT report instructs you to answer any questions, use the text tool to do so. Make sure you have provided all the required information and signature(s).

Save the file as <filename>_Signed.pdf to help you distinguish this pdf from the unsigned one. You can now upload the signed report as an attachment to your project on the CERT site when submitting your project for final review.