How To Bookmark & Password Protect Scanned Informed Consent Documents!

Scan the informed consents to yourself. Open the scanned pdf.



Select "File" and then "Save As"



? × Save As 🖌 🔇 💋 📂 🖽-Save in: 🗀 Brown Bag Meeting Minutes 4 My Recent Documents B Desktop My Documents J My Computer Settings... File name: 201011XXX JS, JD, EP Informed Consents * Save * My Network Save as type: Adobe PDF Files (*.pdf) Cancel Save to Online Account 🔽

Save the file by the HRPO IRB #, subject initials and informed consent

On the left hand side of the scanned document, select "bookmark"





Select the first page of each consent and click the New Bookmark icon. Title each consent by the subject's name and the date they signed the consent.



If each subject has multiple consents (i.e. main, pharmacokinetic, and biomarker, etc...), suggest naming each consent by subject's name, consent type, and date signed (For example: Smith, Jane PG consent signed 7-17-2013).

After each consent has been bookmarked, the file needs to be protected by a password. To do this, go to File and select Properties.



Once the properties box open, select Security Tab at the top.

escription Security Fo	nts Initial View Custom Advanced	
Document Security		
The document's Securil restrictions, set the Se	y Method restricts what can be done to the do urity Method to No Security.	cument. To remove security
Security Method:	No Security	Change Settings
Can be Opened by:	All versions of Acrobat	Show Details
Document Restrictions S	ummary	
	Printing: Allowed	
Changing th	e Document: Allowed	
Docume	nt Assembly: Allowed	
Cont	ent Copying: Allowed	
Content Copying for	Accessibility: Allowed	
Pag	e Extraction: Allowed	
Filling	.ommenting: Allowed	
r nung c	Signing: Allowed	
Creation of Ten	plate Pages: Allowed	

From the Document Security section, select Password Security

	Initial View Custom Advanced	
Document Security		
The document's Securit restrictions, set the Se	y Method restricts what can be done to t curity Method to No Security.	he document. To remove security
Security Method:	Password Security	Change Settings
Can be Opened by:	All versions of Acrobat	Show Details
Document Restrictions S	ummary	
	Printing: Allowed	
Changing th	e Document: Allowed	
Docume	nt Assembly: Allowed	
Cont	ent Copying: Allowed	
Content Copying for	Accessibility: Allowed	
Pag	e Extraction: Allowed	
	Commenting: Allowed	
Filling o	f form fields: Allowed	
	Signing: Allowed	
Creation of Ten	plate Pages: Allowed	

Another box will open that will have you select your password security options. Mark the checkbox to require a password to open the document.

Document Oper	1		
📃 Require a p	bassword to open the do	cument	
Document C	Open Password:		Not Rate
🄱 No pas	sword will be required to	open this document.	
Permissions			
Restrict ed	iting and printing of the	document. A password will be required in order to change these permission settings.	
	Printing Allowed:	High Resolution	
	Changes Allowed:	Any except extracting pages	
🗹 Enable co	opying of text, images, a	and other content	
🗹 Enable te	ext access for screen rea	der devices for the visually impaired	
Change Peri	missions Password:		Not Rated
Options			
Compatibility:	Acrobat 7.0 and later	Encryption Level: 128-bit AES	
 Encrypt all 	document contents		
O Encrypt all	document contents exce	pt metadata (Acrobat 6 and later compatible)	
O Encrypt on	ly file attachments (Acro	bat 7 and later compatible)	

Type in your password and hit ok at the bottom of the box.

Require a p	assword to open the do	cument	
Document C	pen Password:	*****	Medium
🗼 This pa	ssword will be required t	to open the document.	
Permissions			
Restrict edi	iting and printing of the	document. A password will be required in order to change these permission setti	ngs.
	Printing Allowed:	High Resolution	~
	Changes Allowed:	Any except extracting pages	~
Enable co	pying of text, images, a	and other content	
Enable te	ext access for screen rea	ider devices for the visually impaired	
Change Perr	missions Password:		Not Rate
Options			
Compatibility:	Acrobat 7.0 and later	Encryption Level: 128-bit AES	
Encrypt all	document contents		
O Encrypt all	document contents exce	pt metadata (Acrobat 6 and later compatible)	
O Encrypt on	ly file attachments (Acro	bat 7 and later compatible)	

A smaller box will open that will ask you to confirm your password by re-typing it again. Once you have done that, another box will open informing you that your security settings will not be applied until the document is closed.

Adobe /	Acrobat
!	Security settings will not be applied to the document until you save the document. You will be able to continue to change security settings until you close the document.
Do r	not show this message again
be docum	nent's metadata