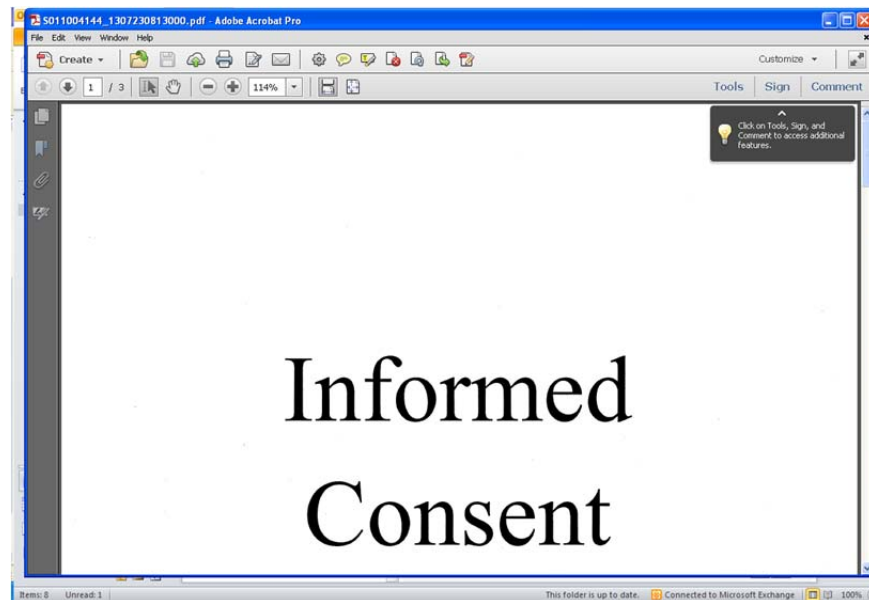
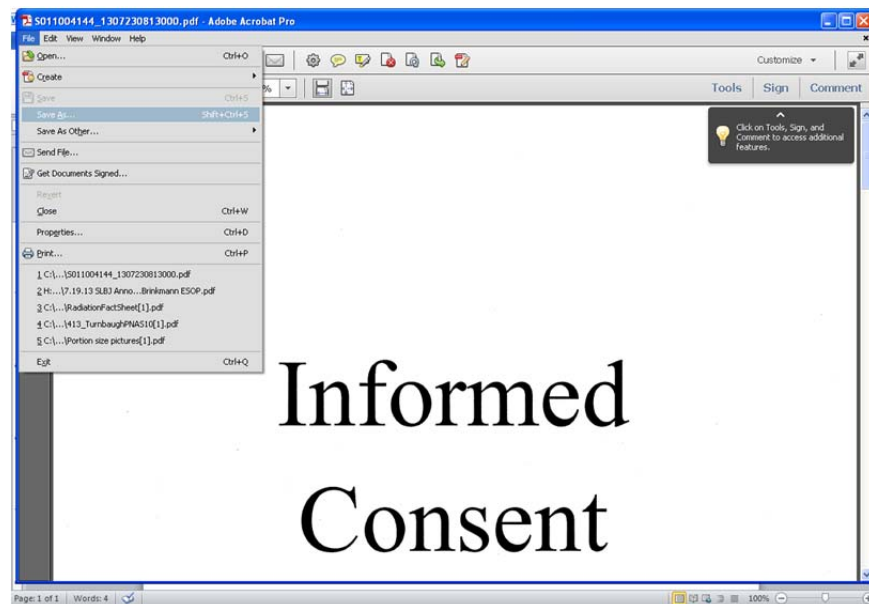


How To Bookmark & Password Protect Scanned Informed Consent Documents!

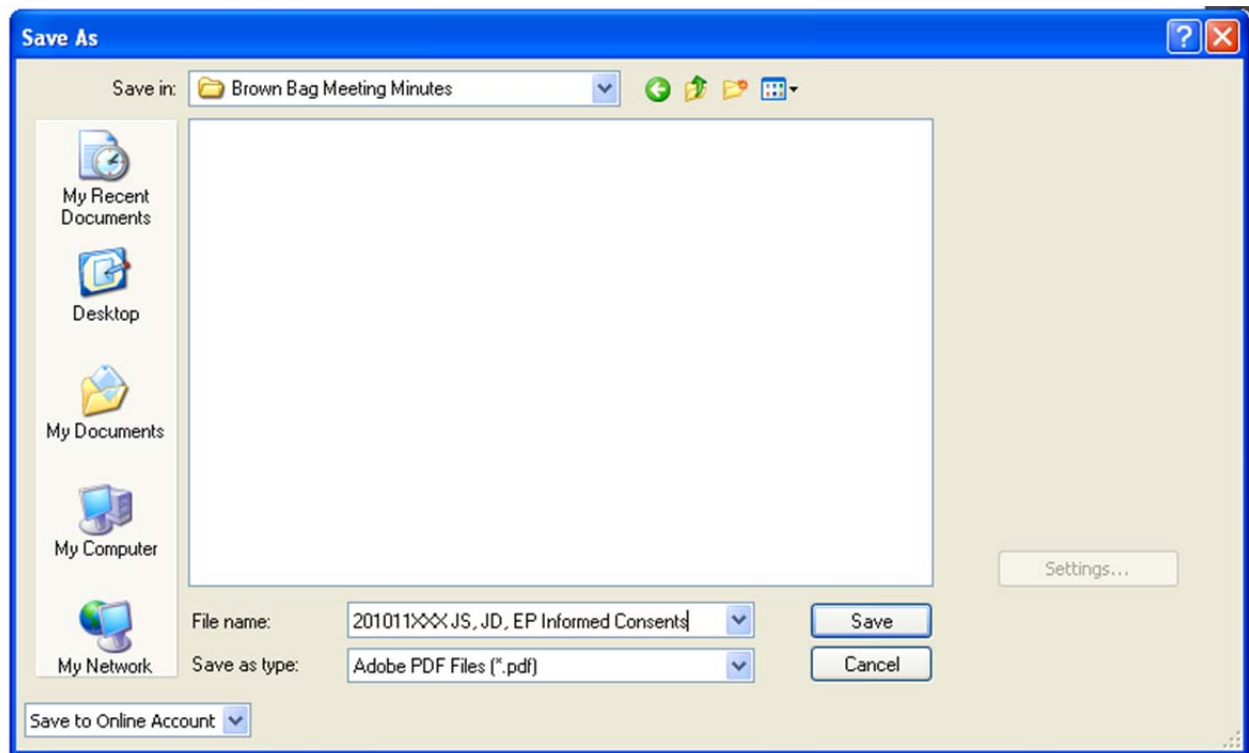
Scan the informed consents to yourself. Open the scanned pdf.



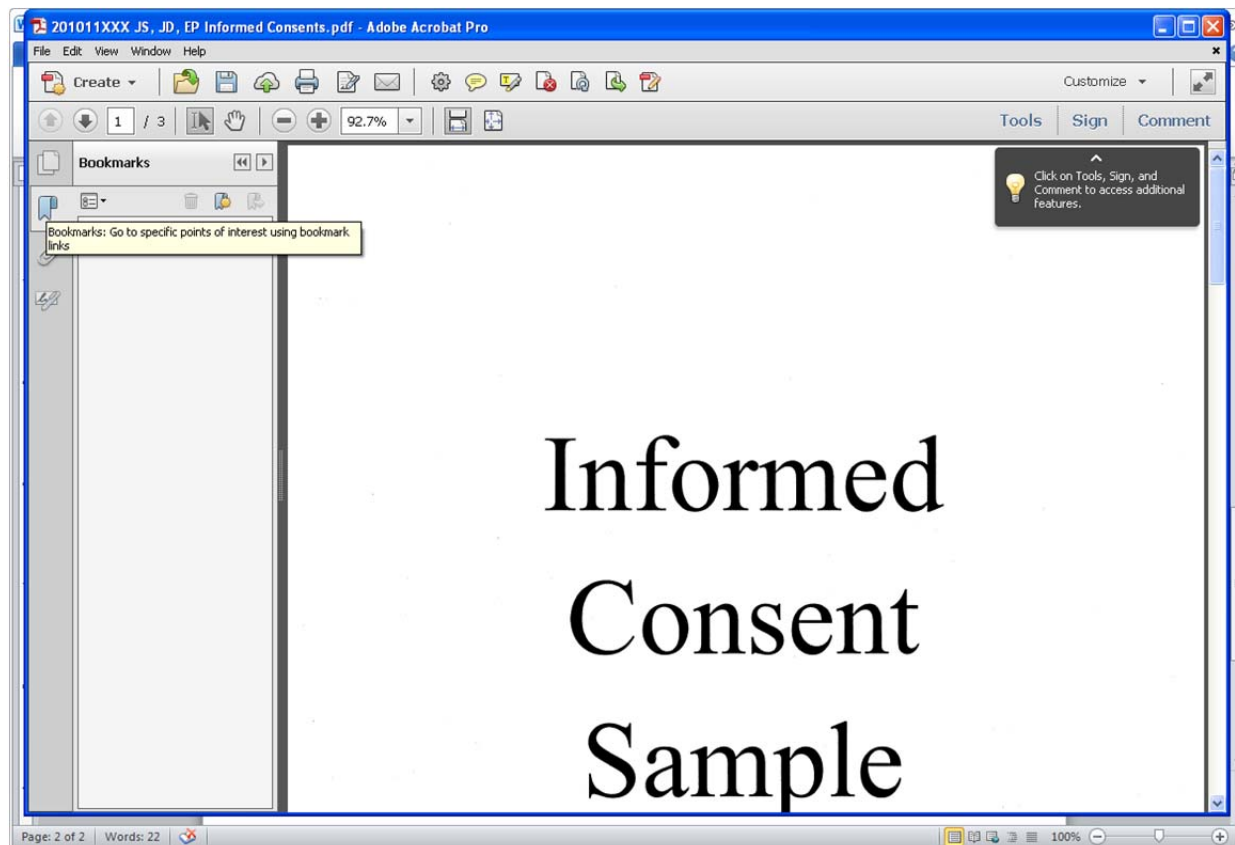
Select “File” and then “Save As”




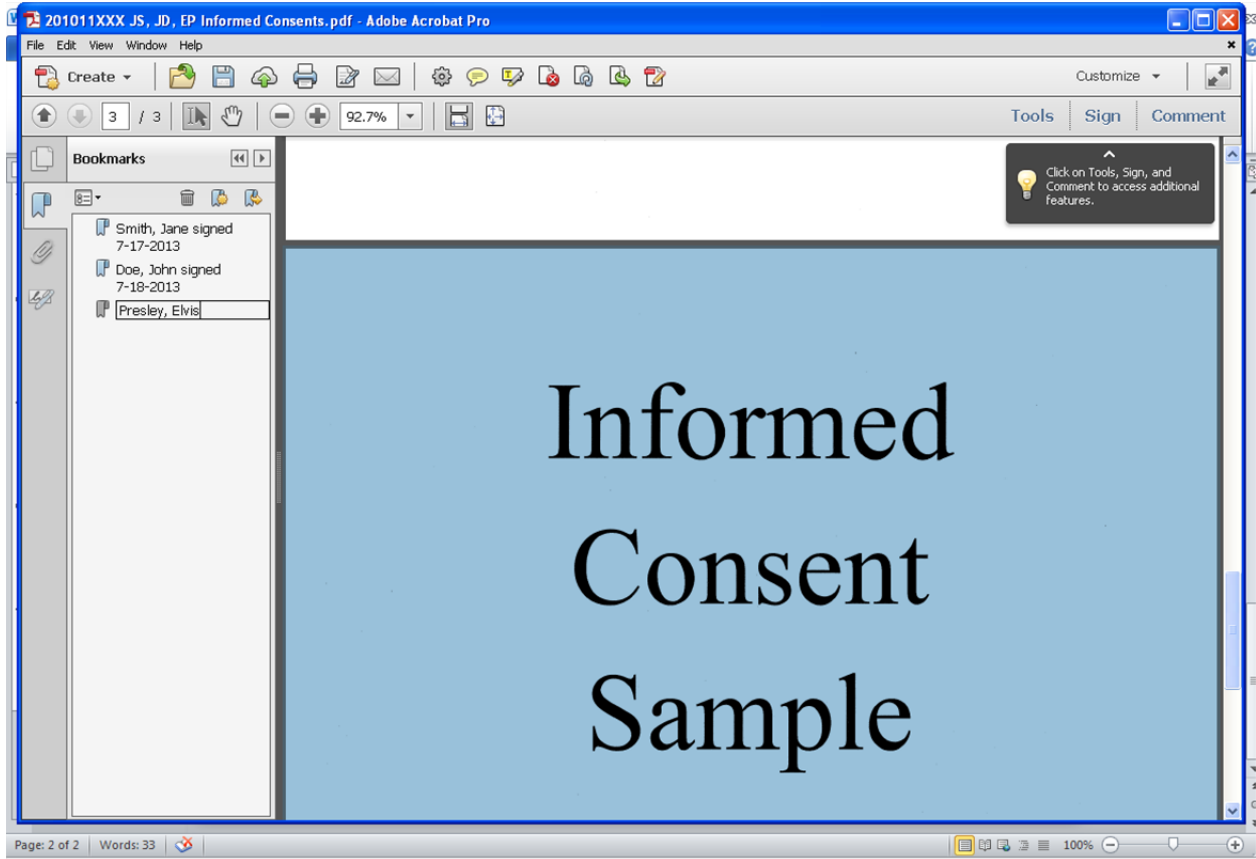
Save the file by the HRPO IRB #, subject initials and informed consent



On the left hand side of the scanned document, select “bookmark”

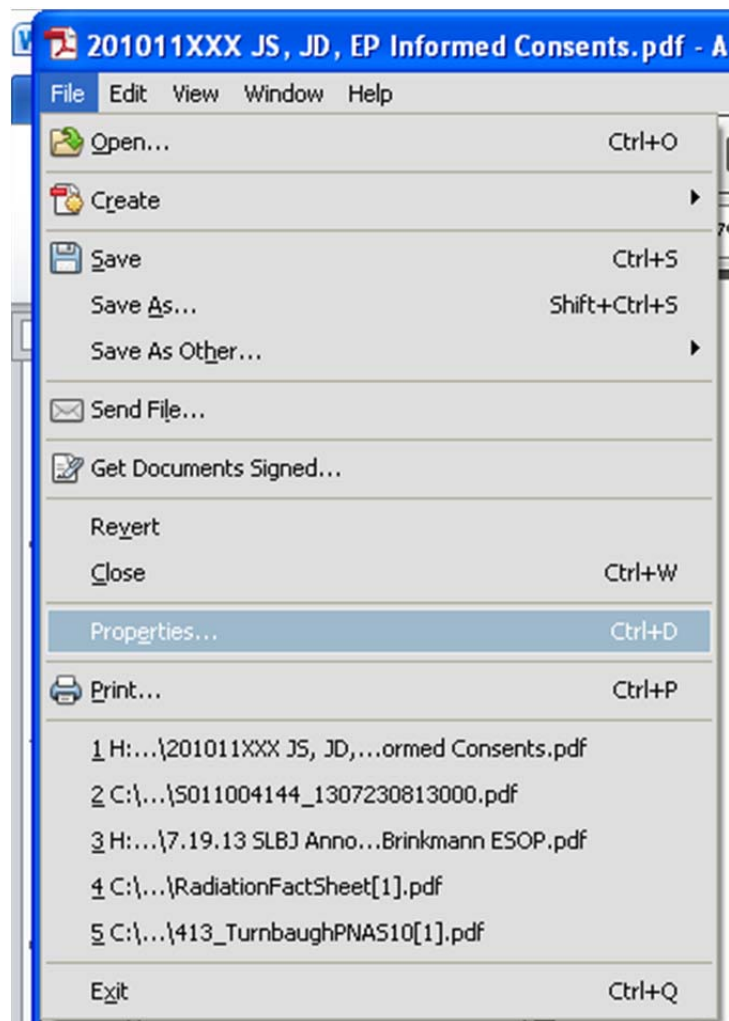


Select the first page of each consent and click the New Bookmark  icon. Title each consent by the subject's name and the date they signed the consent.

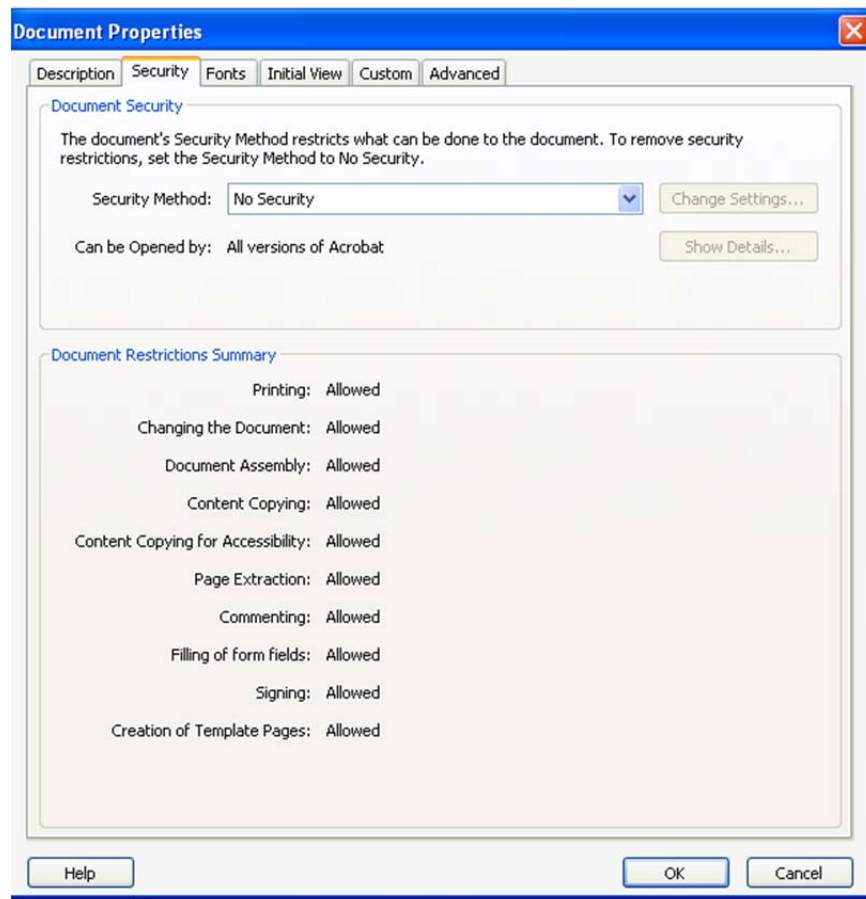


If each subject has multiple consents (i.e. main, pharmacokinetic, and biomarker, etc...), suggest naming each consent by subject's name, consent type, and date signed (For example: Smith, Jane PG consent signed 7-17-2013).

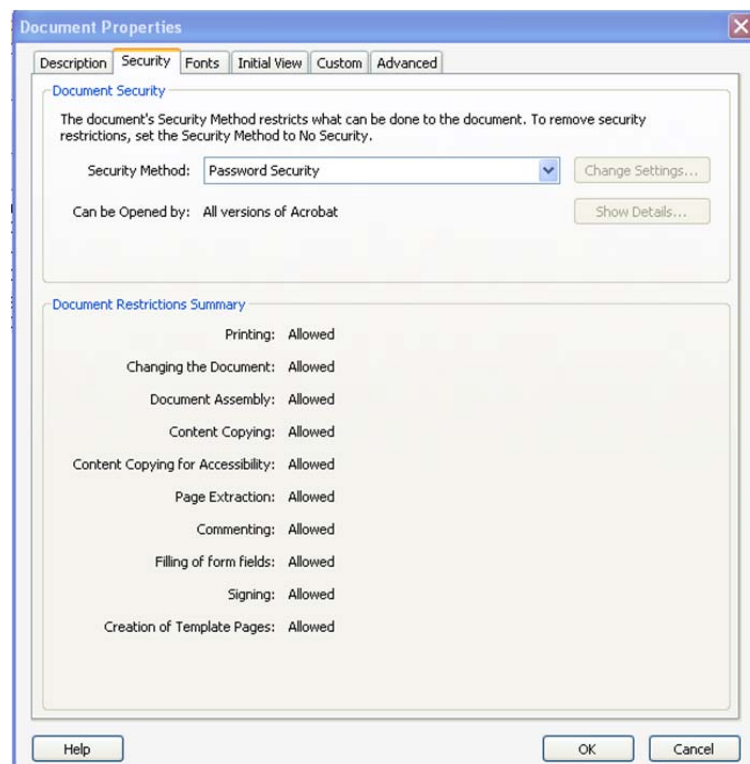
After each consent has been bookmarked, the file needs to be protected by a password. To do this, go to File and select Properties.



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



From the Document Security section, select Password Security



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

201011XXX JS, JD, EP Informed Consents.pdf - Adobe Acrobat Pro

Password Security - Settings

Document Open

☐ Require a password to open the document

Document Open Password: [] [] [] [] [] [] [] [] [] [] Not Rated

No password will be required to open this document.

Permissions

☐ Restrict editing 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 copying of text, images, and other content

☒ Enable text access for screen reader devices for the visually impaired

Change Permissions Password: [] [] [] [] [] [] [] [] [] [] Not Rated

Options

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

☒ Encrypt all document contents

☐ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

☐ Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Help OK Cancel

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

Password Security - Settings

Document Open

☒ Require a password to open the document

Document Open Password: ***** [] [] [] [] [] [] [] [] [] [] Medium

This password will be required to open the document.

Permissions

☐ Restrict editing 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 copying of text, images, and other content

☒ Enable text access for screen reader devices for the visually impaired

Change Permissions Password: [] [] [] [] [] [] [] [] [] [] Not Rated

Options

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

☒ Encrypt all document contents

☐ Encrypt all document contents except metadata (Acrobat 6 and later compatible)

☐ Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Help OK Cancel

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.

