

A. DOWNLOADING ADOBE ACROBAT FROM UK SOFTWARE DOWNLOADS:

In order to work with PDF documents, (combine, make readable and searchable, bookmark) you will need Adobe Acrobat Software. Adobe Reader is not adequate as it only allows you to read PDF documents.

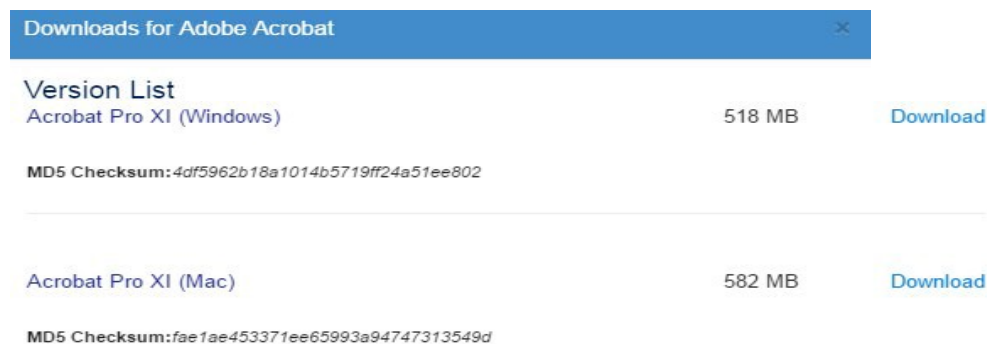
1. LOG INTO THE **UK SOFTWARE DOWNLOADS WEBSITE**
HTTPS://DOWNLOAD.UKY.EDU/ WITH YOUR LINK BLUE USERNAME AND PASSWORD.



2. SEARCH FOR **ADOBE ACROBAT**. CLICK **SEE DOWNLOADS**.



3. CHOOSE **ACROBAT PRO** AND CLICK **DOWNLOAD** FOR EITHER THE WINDOWS OR MAC VERSION.



[CLICK HERE TO RETURN TO STEPS](#)

B. CONVERTING WORD DOCUMENTS TO PDF:

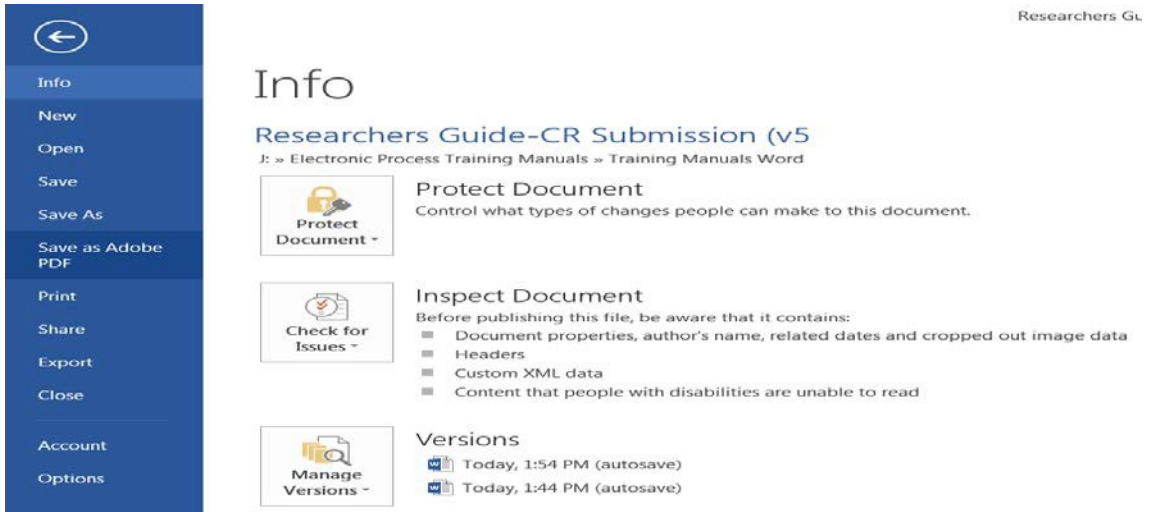
1. CREATE A WORD DOCUMENT.



2. CLICK FILE THEN SELECT SAVE AS ADOBE PDF.



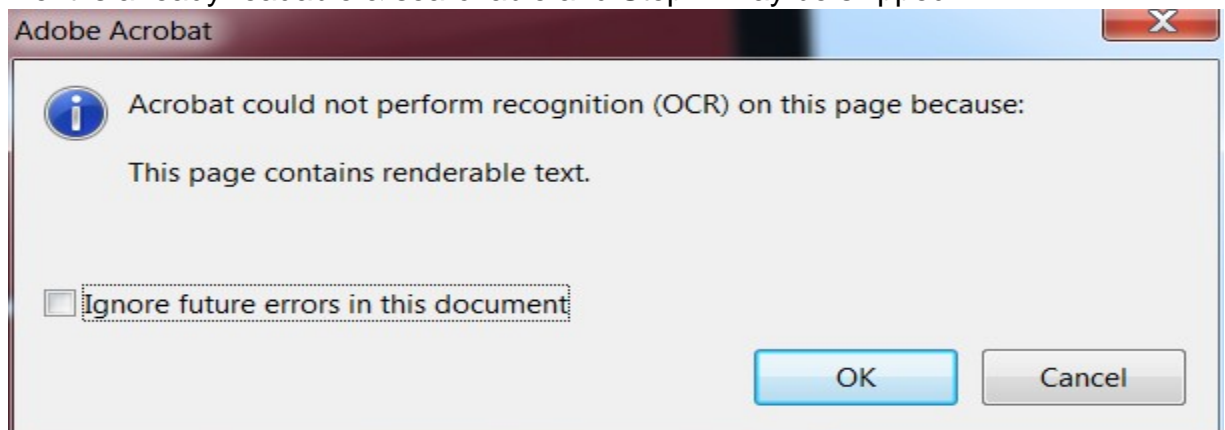
3. SAVE MODIFICATIONS AS *M IRB# PI'S LAST NAME*.
 SAVE UNANTICIPATED PROBLEMS AS *UP IRB# PI'S LAST NAME*.
 SAVE NON-PROMPT UPS AS *NP IRB# PI'S LAST NAME*.
 SAVE VIOLATIONS AS *V IRB# PI'S LAST NAME*.



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
C. CHECKING TO SEE IF TEXT IS READABLE & SEARCHABLE:

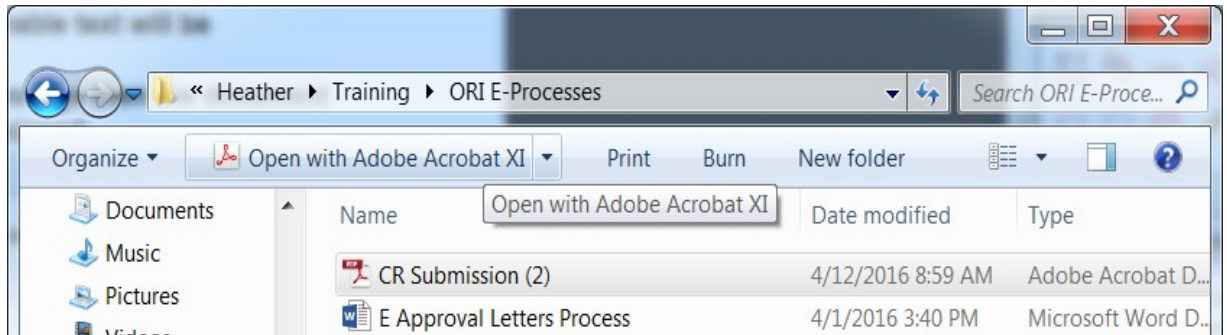
Documents that were originally created using Adobe Acrobat or documents that were saved as PDF are readable and searchable. To check whether the document is readable and searchable, select ctrl+a then all searchable text will be highlighted in blue. If the process has begun and you receive the below message then the document is already readable & searchable and Step D may be skipped.



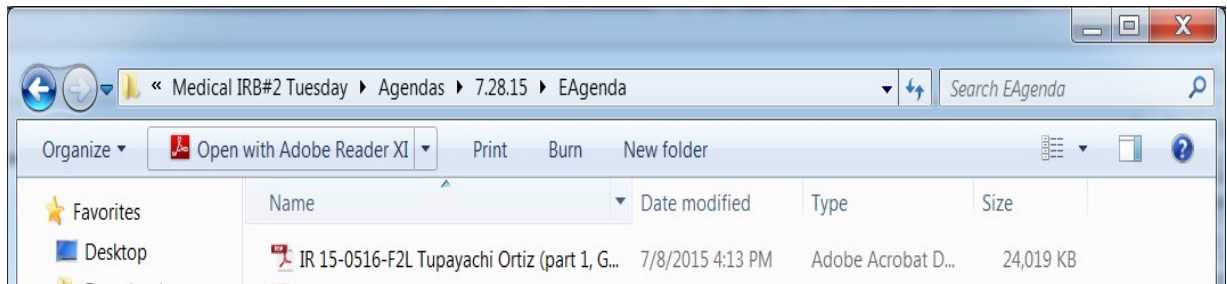
[CLICK HERE TO RETURN TO STEPS](#)

D. MAKING PDFS READABLE & SEARCHABLE:

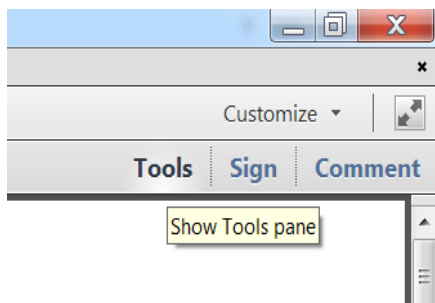
1. CLICK THE ADOBE  DROP DOWN BOX AND SELECT OPEN WITH ADOBE ACROBAT TO OPEN A DOCUMENT USING ADOBE ACROBAT.



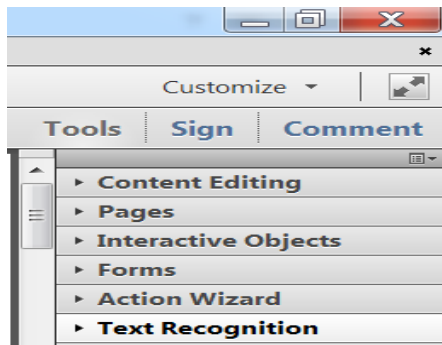
2. OPEN PDF FILE.



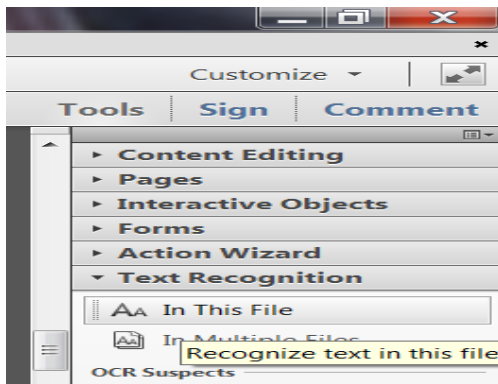
3. CLICK TOOLS.



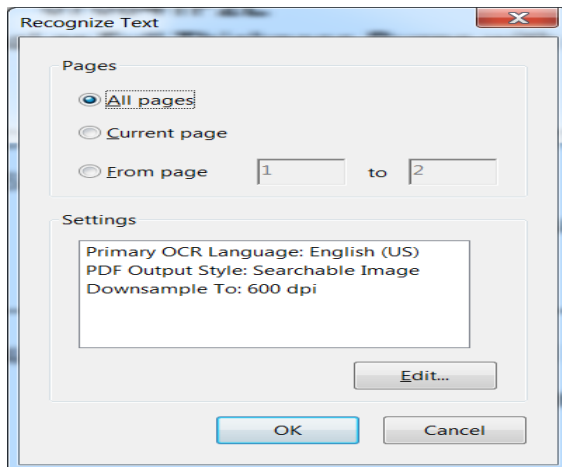
4. CLICK TEXT RECOGNITION.



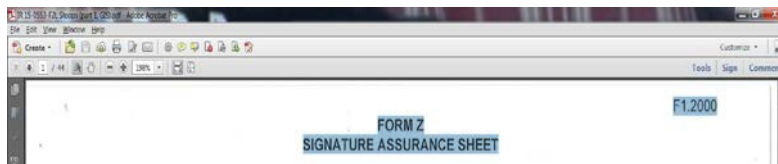
5. CLICK IN THIS FILE.



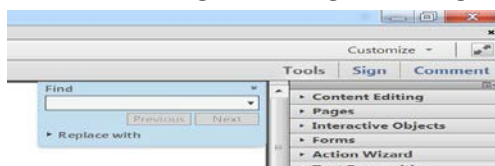
6. SELECT ALL PAGES.



7. TO CHECK IF TEXT IS READABLE, SELECT CTRL+A. READABLE TEXT WILL BE HIGHLIGHTED IN BLUE.



8. TO SEARCH FOR A WORD, SELECT CTRL+F. TYPE THE WORD INTO THE POP-UP BOX.

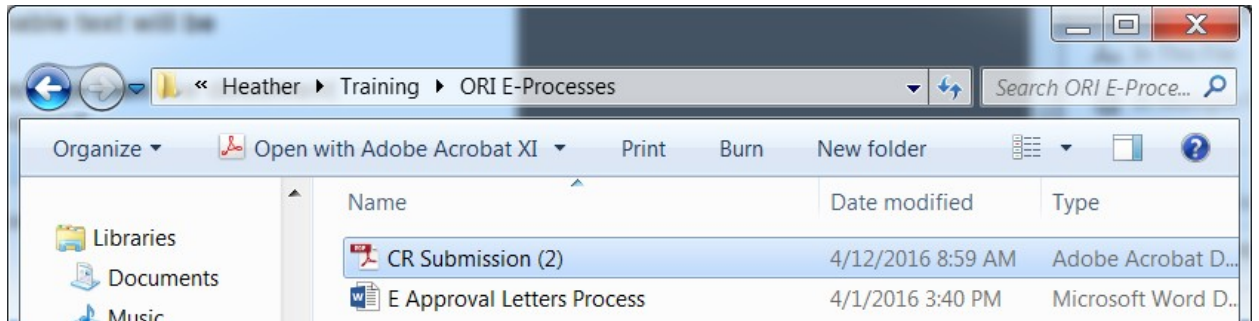


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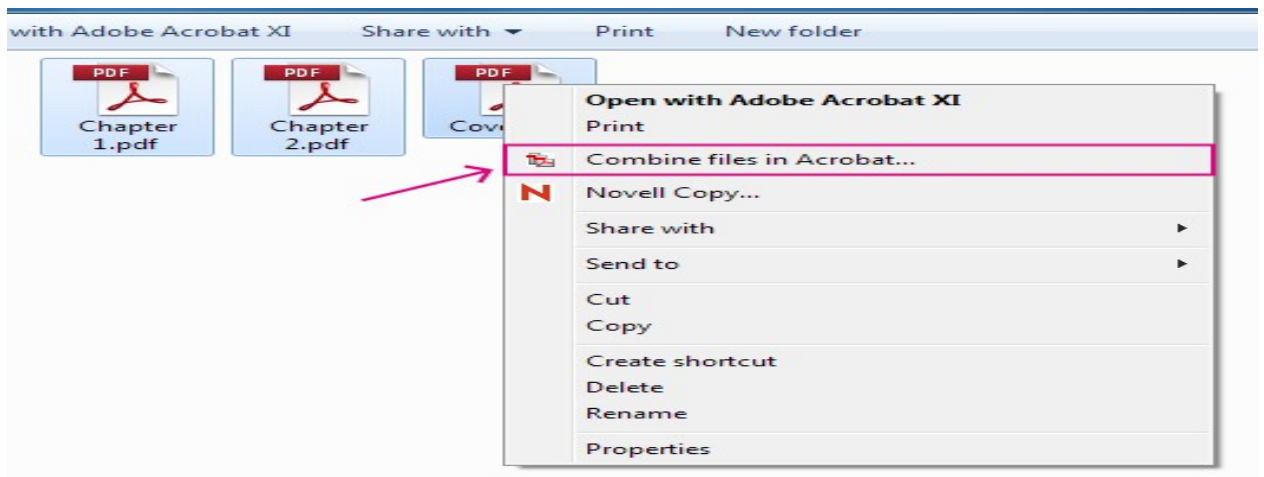
E. MERGING PDFS INTO PORTFOLIO:

Follow Step E when merging files with an electronic signature into a Portfolio.

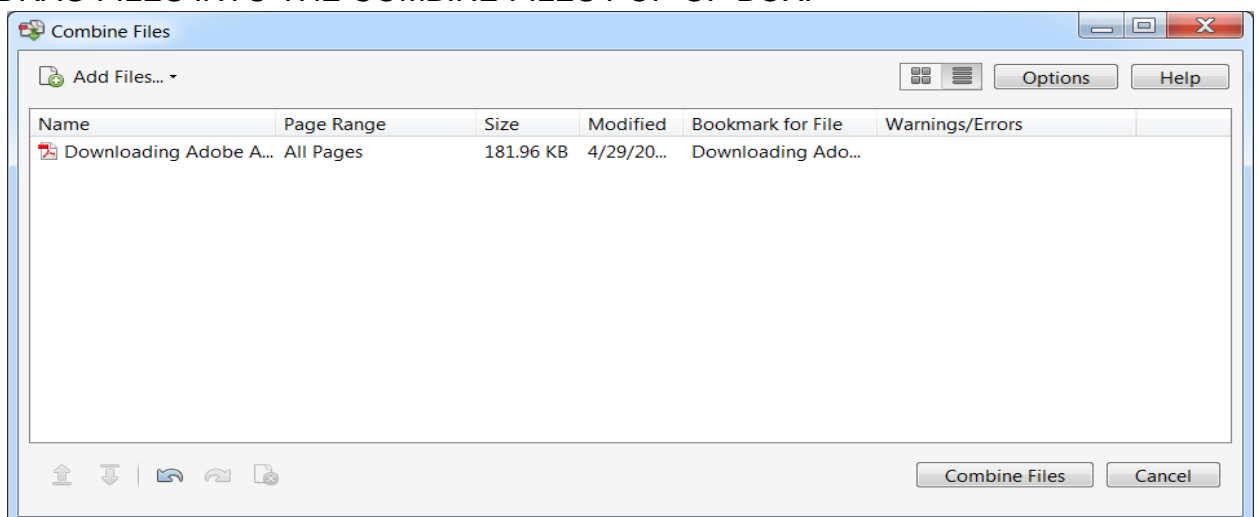
1. SELECT FILE.



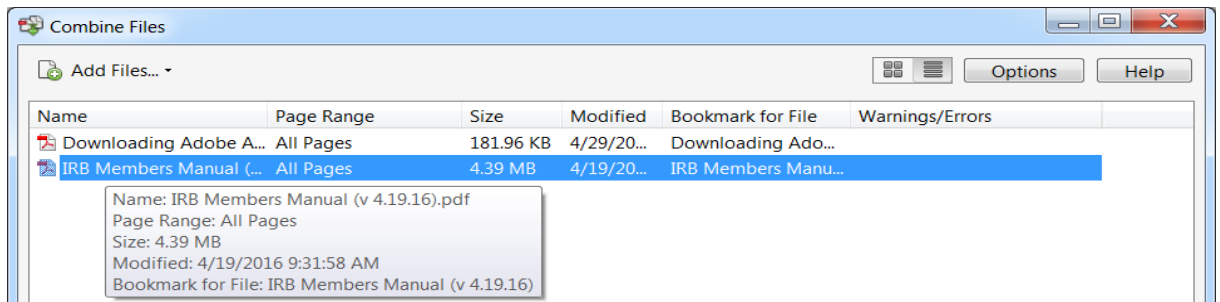
2. RIGHT CLICK COMBINE FILES.



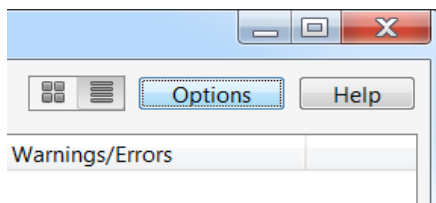
3. DRAG FILES INTO THE COMBINE FILES POP-UP BOX.



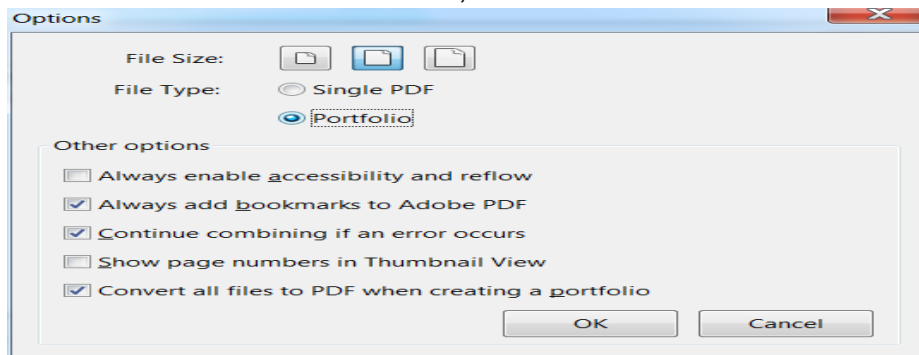
- IF THE ORDER OF THE FILES NEEDS TO BE CHANGED, DRAG THE INDIVIDUAL FILE INTO THE APPROPRIATE LOCATION.



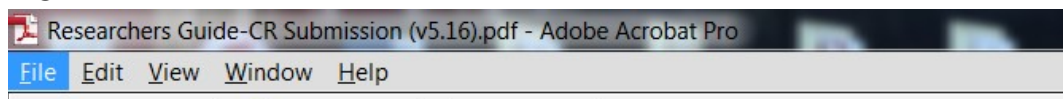
- CLICK OPTIONS.



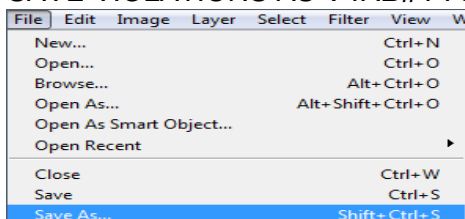
- IN THE OPTIONS POP-UP BOX, CLICK PORTFOLIO THEN CLICK OK.



- CLICK FILE.



- CLICK SAVE AS:
 SAVE MODIFICATIONS AS *M IRB# PI'S LAST NAME*.
 SAVE UNANTICIPATED PROBLEMS AS *UP IRB# PI'S LAST NAME*.
 SAVE NON-PROMPT UPS AS *NP IRB# PI'S LAST NAME*.
 SAVE VIOLATIONS AS *V IRB# PI'S LAST NAME*.

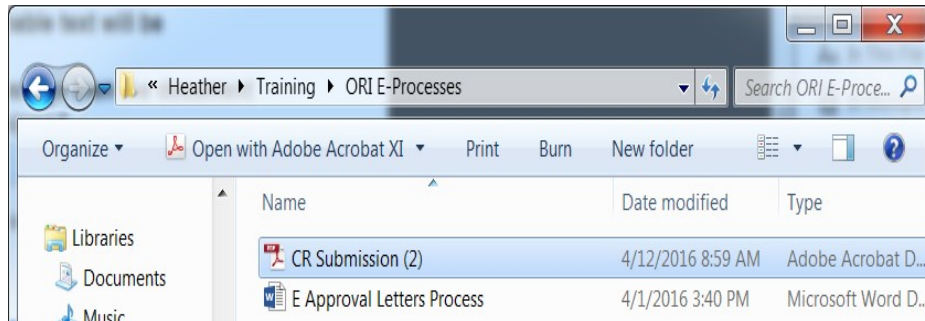


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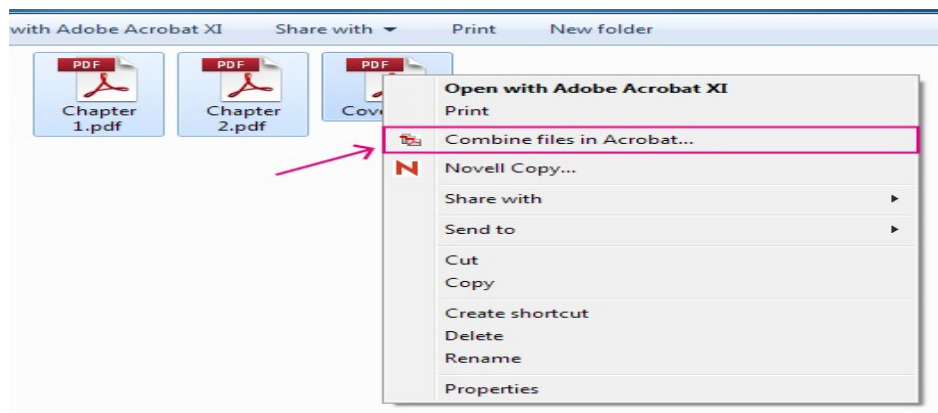
F. COMBINING MULTIPLE PDF FILES INTO 1 PDF FILE:

Follow Step F when combining multiple PDF files from a file saved to a desktop folder.

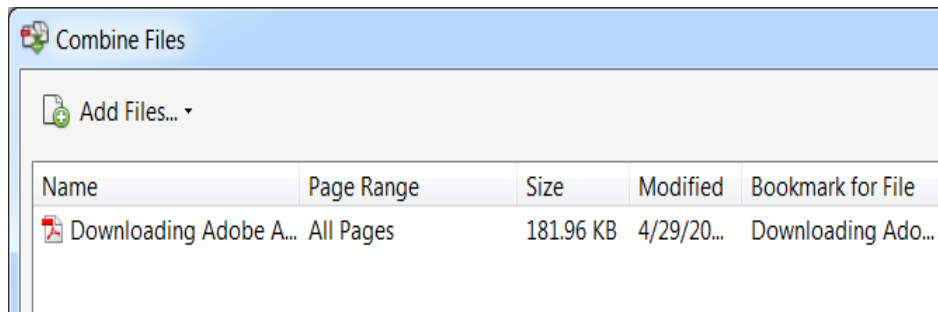
1. SELECT FILE.



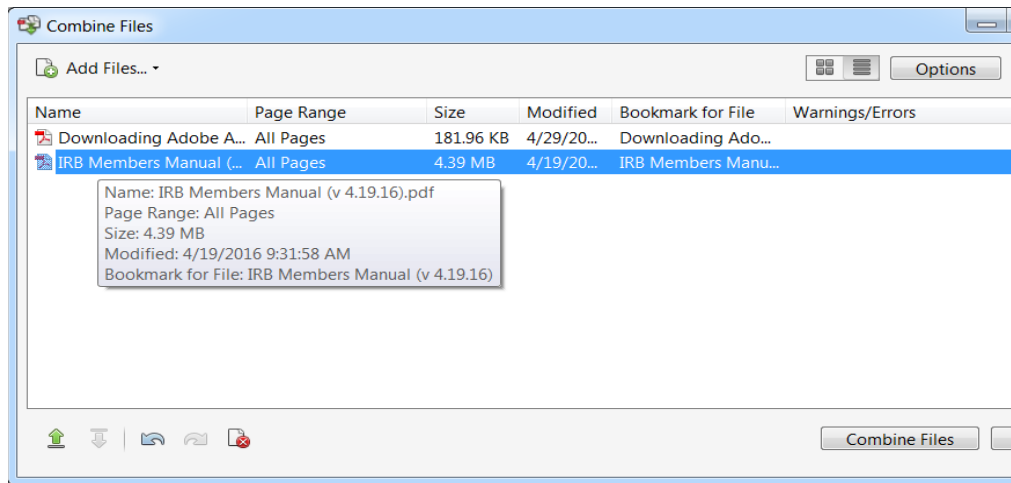
2. RIGHT CLICK COMBINE FILES.



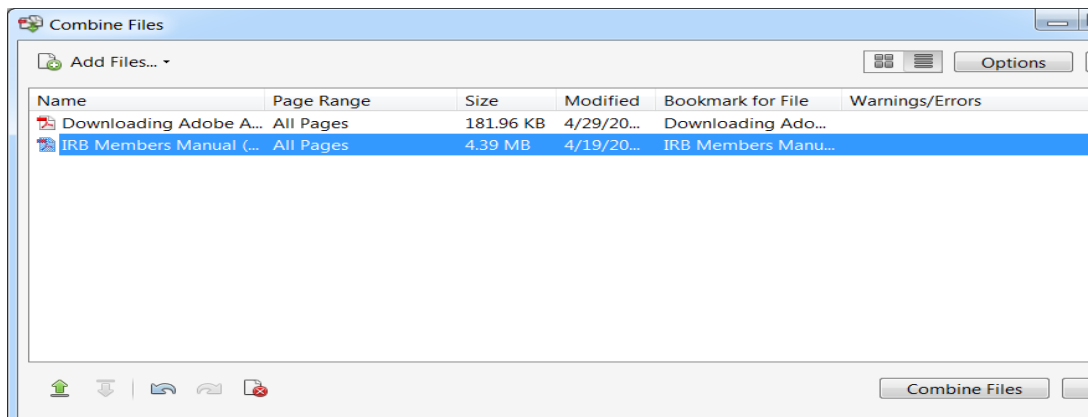
3. DRAG FILES INTO THE COMBINE FILES POP-UP BOX.



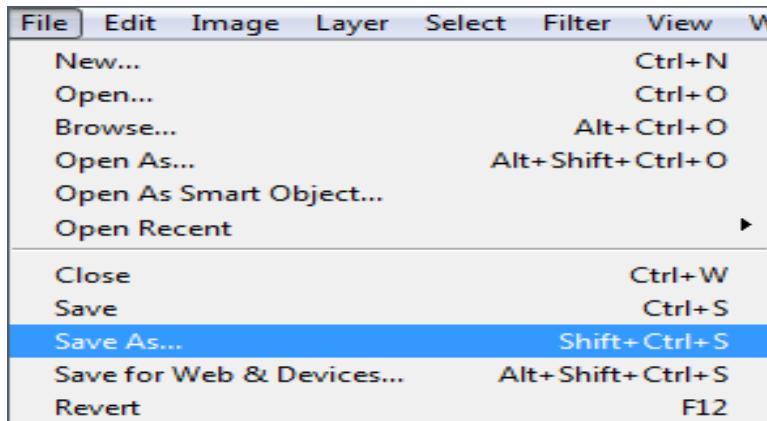
4. CHANGE ORDER OF FILES BY DRAGGING FILES TO THE CORRECT ORDER.



5. CLICK COMBINE FILES.



- 6. CLICK FILE THEN SELECT SAVE AS:**
 SAVE MODIFICATIONS AS *M IRB# PI'S LAST NAME*.
 SAVE UNANTICIPATED PROBLEMS AS *UP IRB# PI'S LAST NAME*.
 SAVE NON-PROMPT UPS AS *NP IRB# PI'S LAST NAME*.
 SAVE VIOLATIONS AS *V IRB# PI'S LAST NAME*.

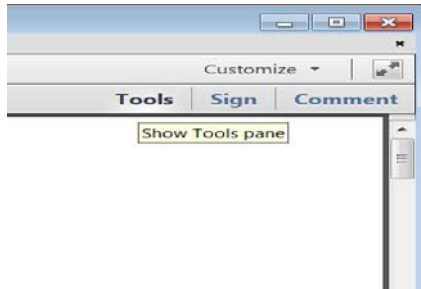


[CLICK HERE TO RETURN TO STEPS](#)

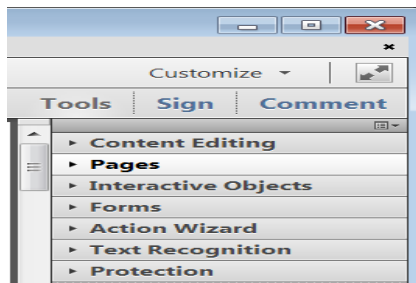
G. INSERTING ADDITIONAL PDFS INTO 1 PDF FILE:

Follow Step G when inserting additional PDFs while working in Adobe.

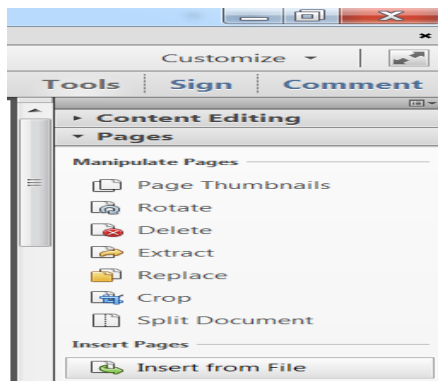
1. IN ADOBE ACROBAT PRO, CLICK TOOLS.



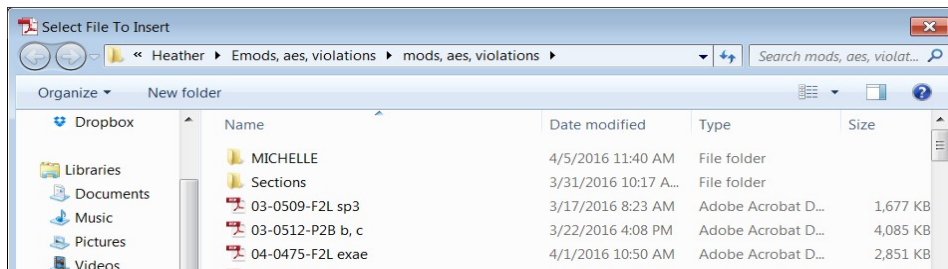
2. CLICK PAGES.



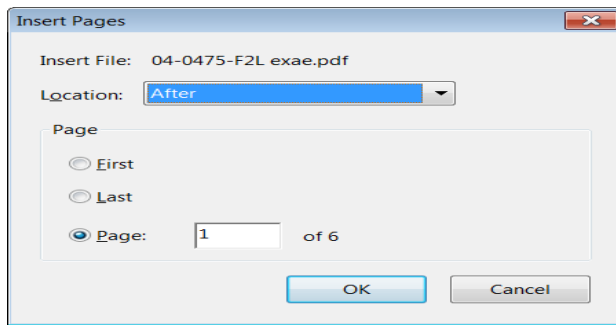
3. CLICK INSERT FROM FILE.



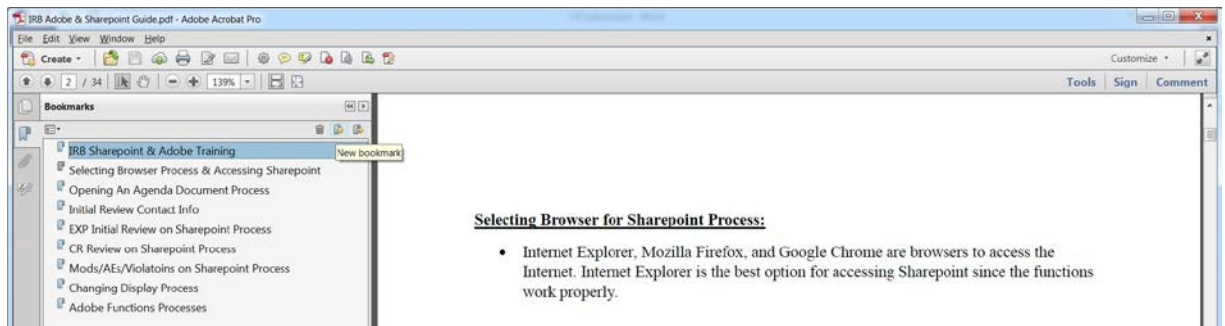
4. INSERT FILE.



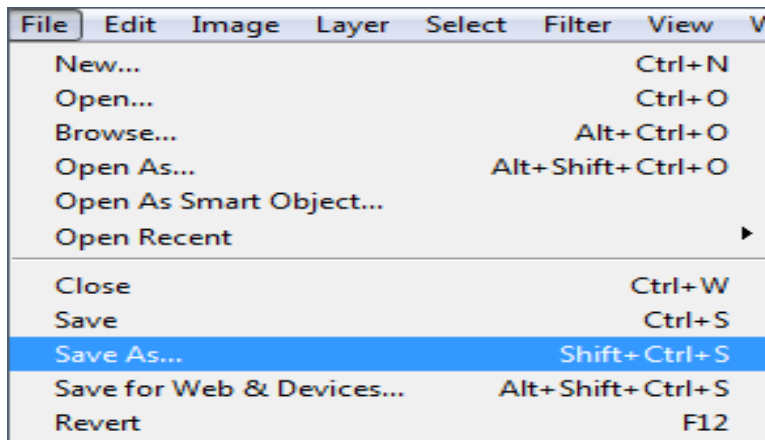
5. SELECT DESIRED LOCATION THEN CLICK OK.



6. BOOKMARK EACH SECTION.



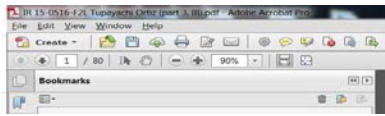
- 7. CLICK FILE THEN SELECT SAVE AS:**
 SAVE MODIFICATIONS AS *M IRB# PI'S LAST NAME*.
 SAVE UNANTICIPATED PROBLEMS AS *UP IRB# PI'S LAST NAME*.
 SAVE NON-PROMPT UPS AS *NP IRB# PI'S LAST NAME*.
 SAVE VIOLATIONS AS *V IRB# PI'S LAST NAME*.



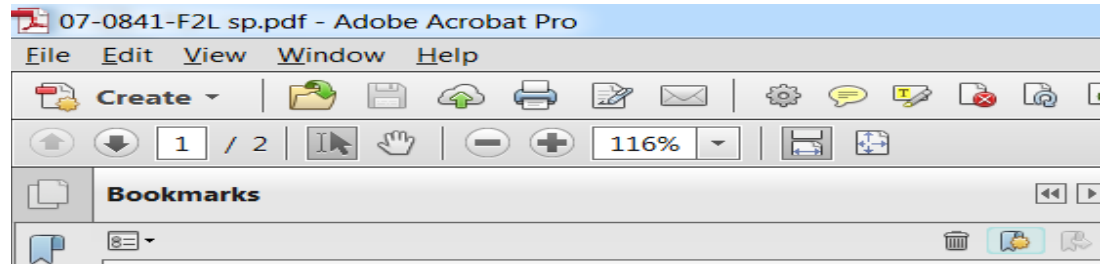
[CLICK HERE TO RETURN TO STEPS](#)

H. LABELING BOOKMARKS TO GUIDE THE IRB REVIEW:

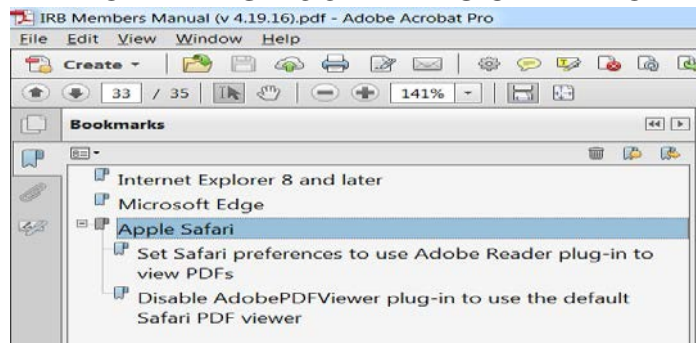
1. CLICK BOOKMARK ICON. 



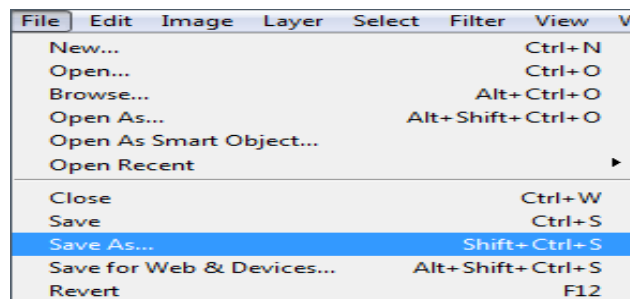
2. CLICK NEW BOOKMARK ICON. 



3. ON EACH PAGE OF FIRST SECTION, LABEL EACH BOOKMARK WITH NAME OF FORM.
REFER TO *NAMING BOOKMARKS CHART* FOR NAMES OF FORMS.



4. CLICK FILE THEN SELECT SAVE AS:
SAVE MODIFICATIONS AS *M IRB# PI'S LAST NAME*.
SAVE UNANTICIPATED PROBLEMS AS *UP IRB# PI'S LAST NAME*.
SAVE NON-PROMPT UPS AS *NP IRB# PI'S LAST NAME*.
SAVE VIOLATIONS AS *V IRB# PI'S LAST NAME*.



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I. NAMING BOOKMARKS CHART FOR MODIFICATIONS:

<i>Form</i>	<i>Bookmark Title</i>
Memo	IRB#/PI's Last Name *
GIS	A/GIS/PI's Last Name*
Study Personnel	SP
Research Description	B/Research Description
Appendix A (B . . .C . . .etc.)	B/Appendix A, Appendix B . . .
Consent Form	C/Consent Form
Non-English Speaking Consent Form	C/Language/Consent Form ex: C/Spanish/Consent
Assent Form	D/Assent Form
Waiver of Informed Consent	E/WIC
Waiver of Documentation of Informed Consent	F/WDIC
Cover Letters/Scripts	F/Cover Letter or Script
DHHS-approved Sample Informed Consent Form	G/DHHS
Non-English Speaking Subjects	H/Non-English Speaking
HIPAA De-Identification Certification Form	I/De-ID HIPAA
HIPAA Authorization Form	J/HIPAA
Waiver of Authorization Form	K/WofHIPAA
Flyers/advertisements	L/flyers or ads
Data Collection Instruments	M/instruments
Use of any Drug Being Tested in Research	O/Drug
Use of any Device Being Tested	P/Device
Use of Radioactive Materials	Q/RSF
Package insert or FDA approved label	S/FDA or Insert
Research Involving Adults with Impaired Consent Capacity	T/Impaired Consent
Research Involving Pregnant Women, Fetuses, Neonates	U/Neonatal
Research Involving Prisoners	V/Prisoners
Research Involving Children	W/Children
Signature Assurance Sheet	Z
Grant/Contract Application	AA/App
Drug Protocol/DHHS Protocol/NIH Trial	BB/Protocol
Investigator Brochure/Drug Label/Monograph	CC/IB/DL/M
Device Protocol/Label/Manufacturer Operating Manual, HUD Info	DD/DP/L/MOM/HUD
Institutional Biosafety Committee	EE/IBC
Radioactive Drug Research Committee	FF/RDRC
Medical Center/College of Medicine	II/COM

****PI's last name needs to be included in the title of the first bookmark****

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J. NAMING BOOKMARKS CHART FOR UNANTICIPATED PROBLEMS & SAFETY REPORTING:

<u>Form</u>	<u>Bookmark Title</u>
Internal Prompt UP Reporting Form (with PI's signature)	IUP/IRB#/ PI's Last Name
External Prompt UP Reporting Form (with PI's signature)	EUP/IRB#/PI's Last Name
Non-Prompt Cover Form (with PI's signature)	NP/IRB#/ PI's Last Name
Memo	Memo/PI's Last Name

PI's last name needs to be included in the title of the first bookmark

K. NAMING BOOKMARKS CHART FOR VIOLATIONS:

<u>Form</u>	<u>Bookmark Title</u>
Protocol Violation Reporting Form (with PI's signature)	V/IRB#/ PI's Last Name
Memo	Name Memo

PI's last name needs to be included in the title of the first bookmark

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