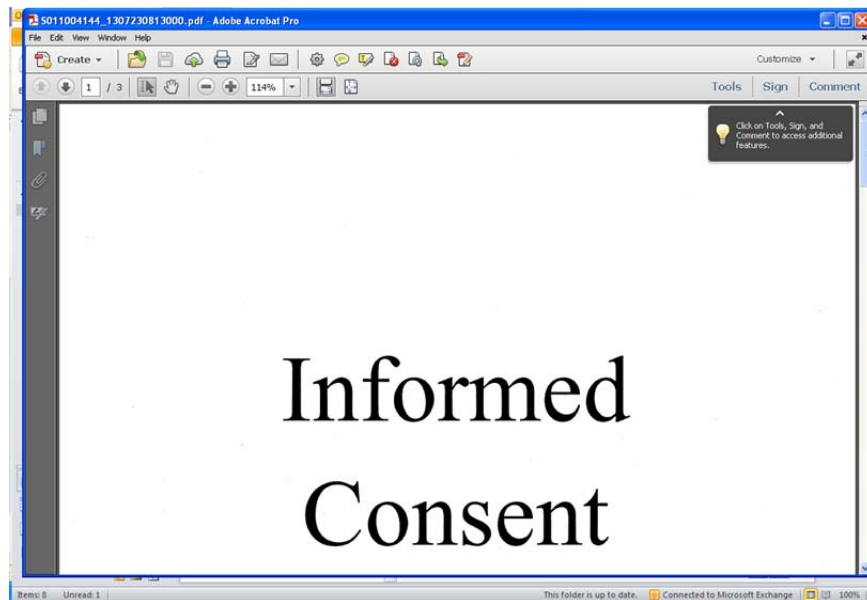
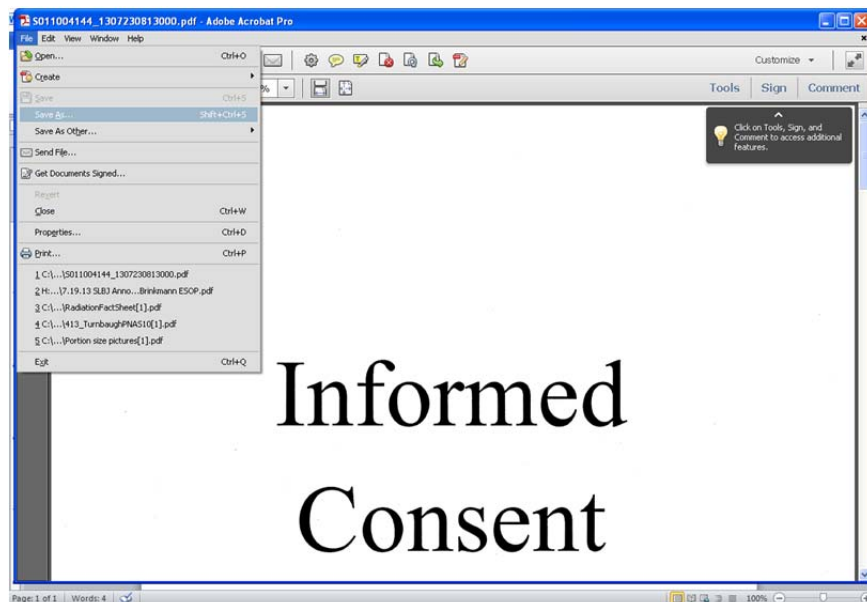


How To Bookmark & Password Protect Scanned Informed Consent Documents!

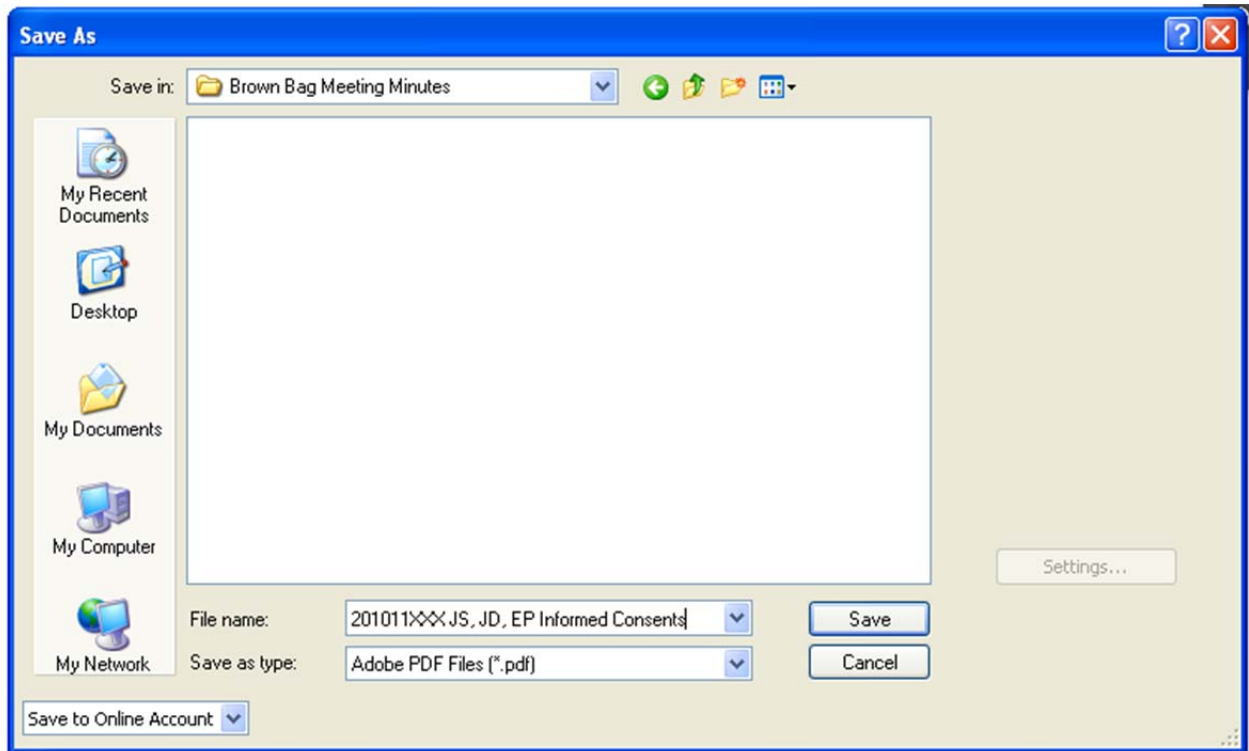
Scan the informed consents to yourself. Open the scanned pdf.



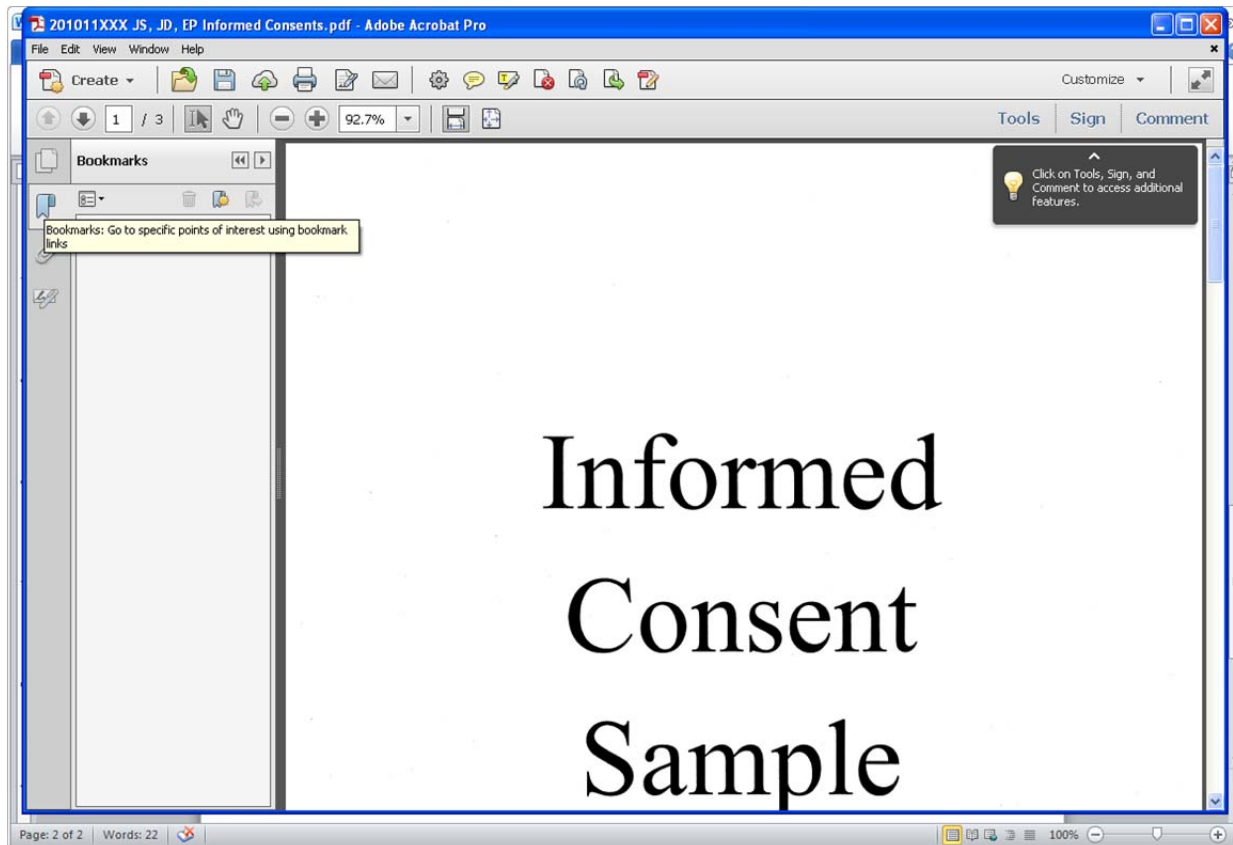
Select "File" and then "Save As"



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

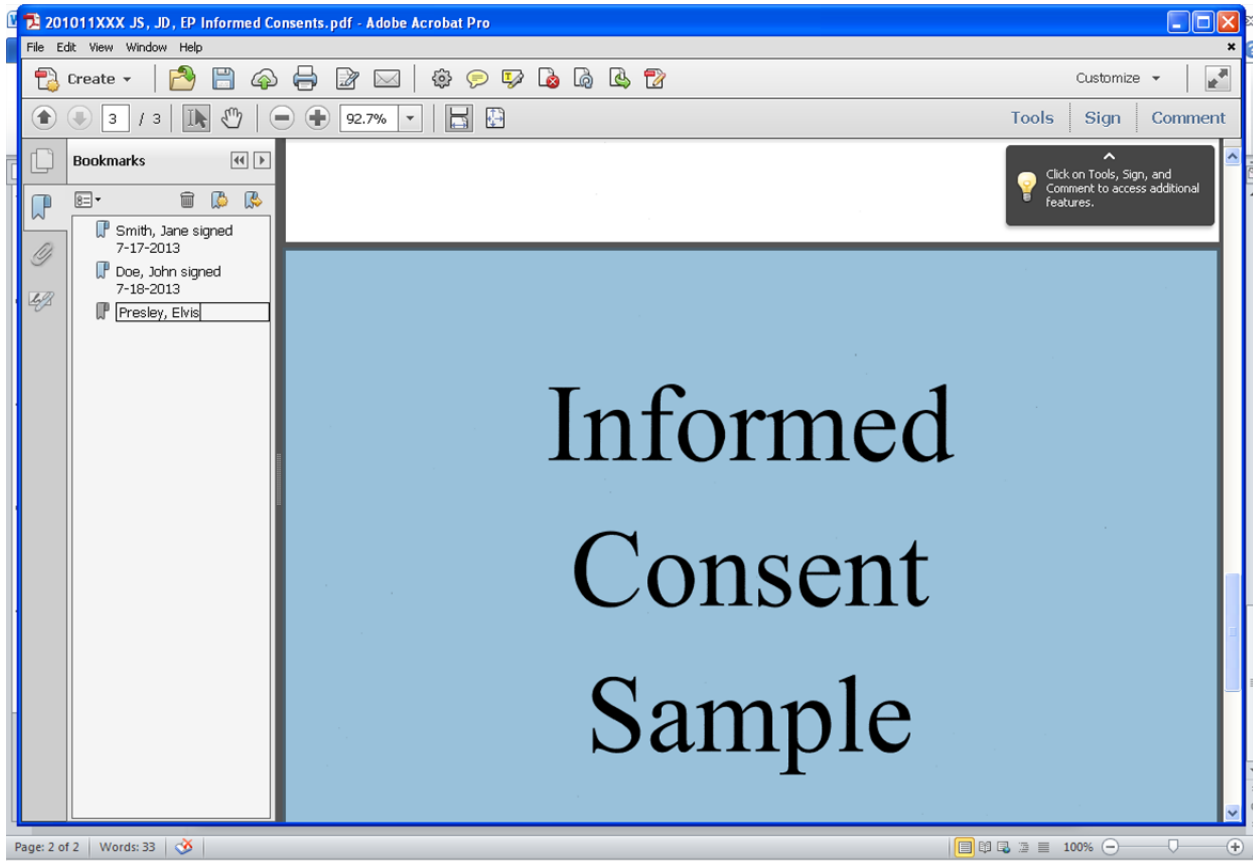


On the left hand side of the scanned document, select "bookmark"



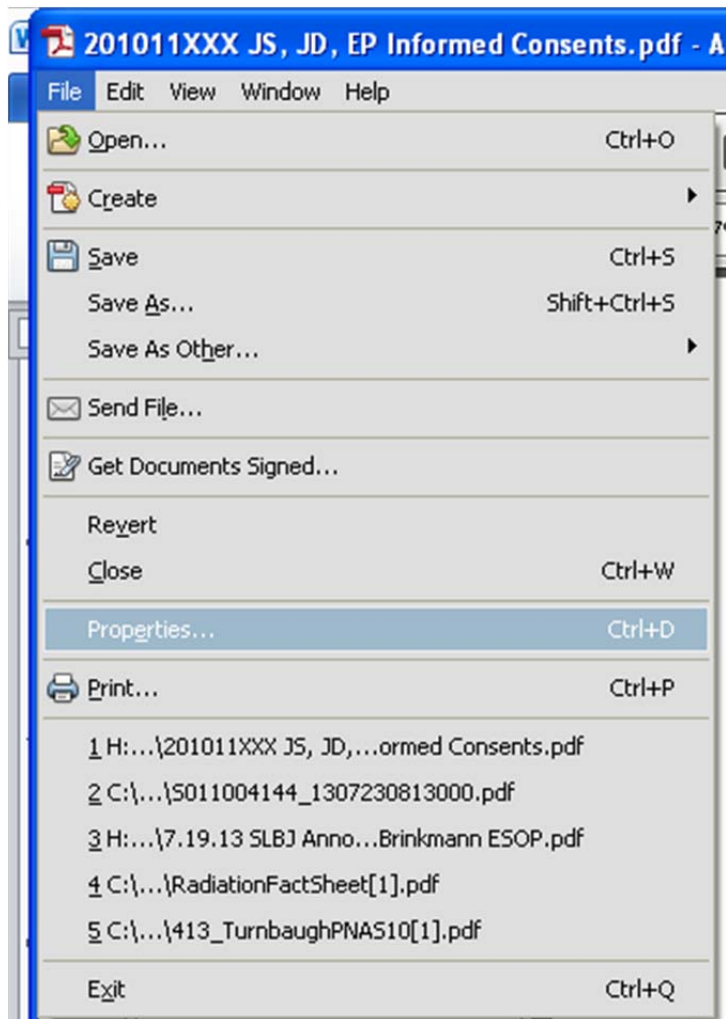


Select the first page of each consent and click the New Bookmark icon. Title each consent by the subject's name and the date they signed the consent.

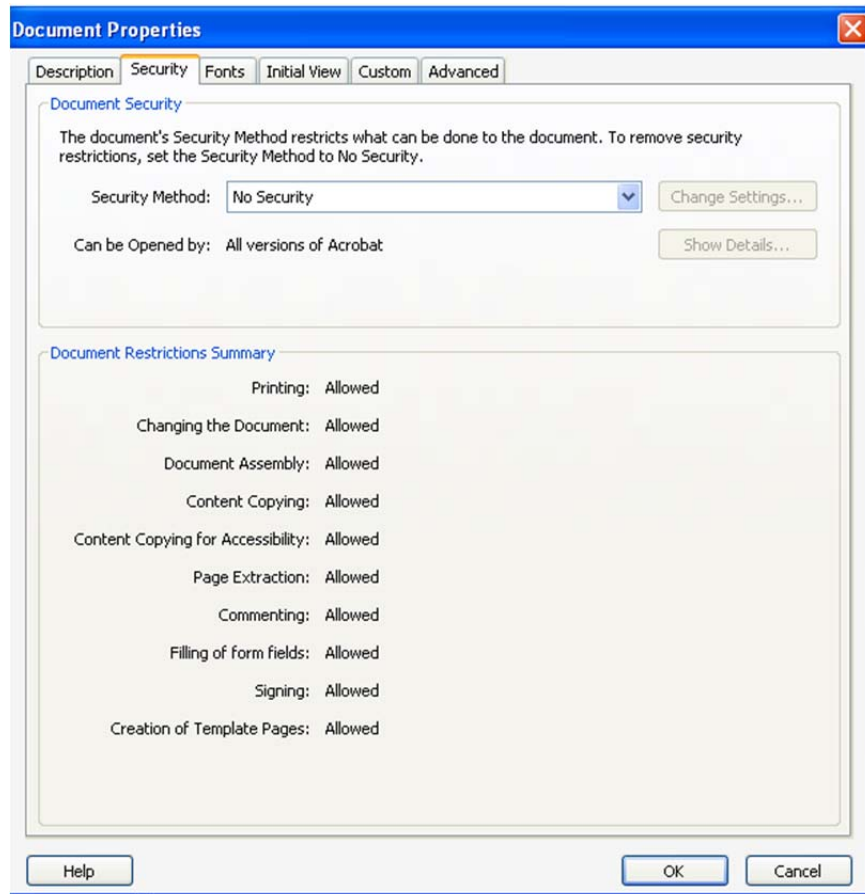


If each subject has multiple consents (i.e. main, pharmacokinetic, and biomarker, etc...), suggest naming each consent by subject's name, consent type, and date signed (For example: Smith, Jane PG consent signed 7-17-2013).

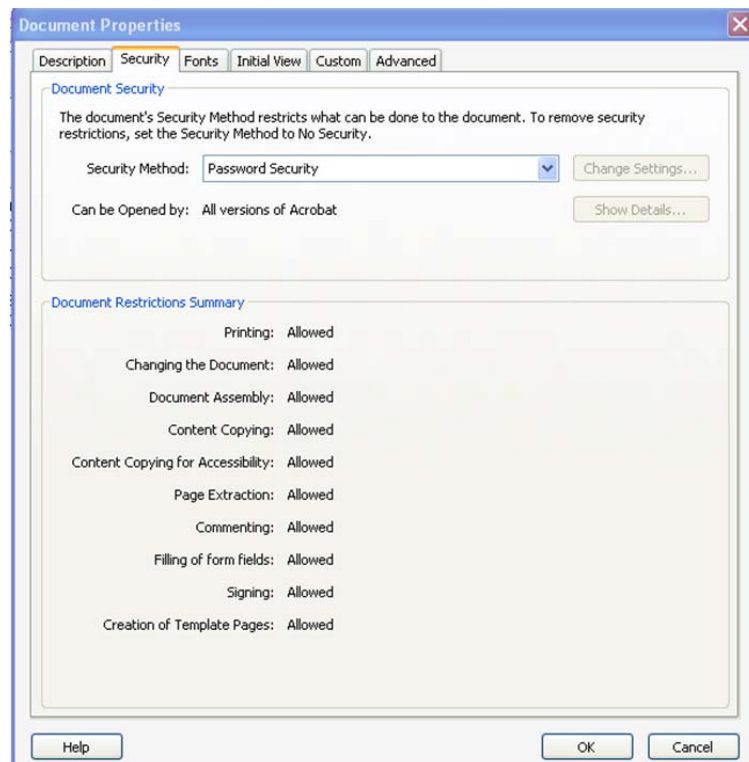
After each consent has been bookmarked, the file needs to be protected by a password. To do this, go to File and select Properties.



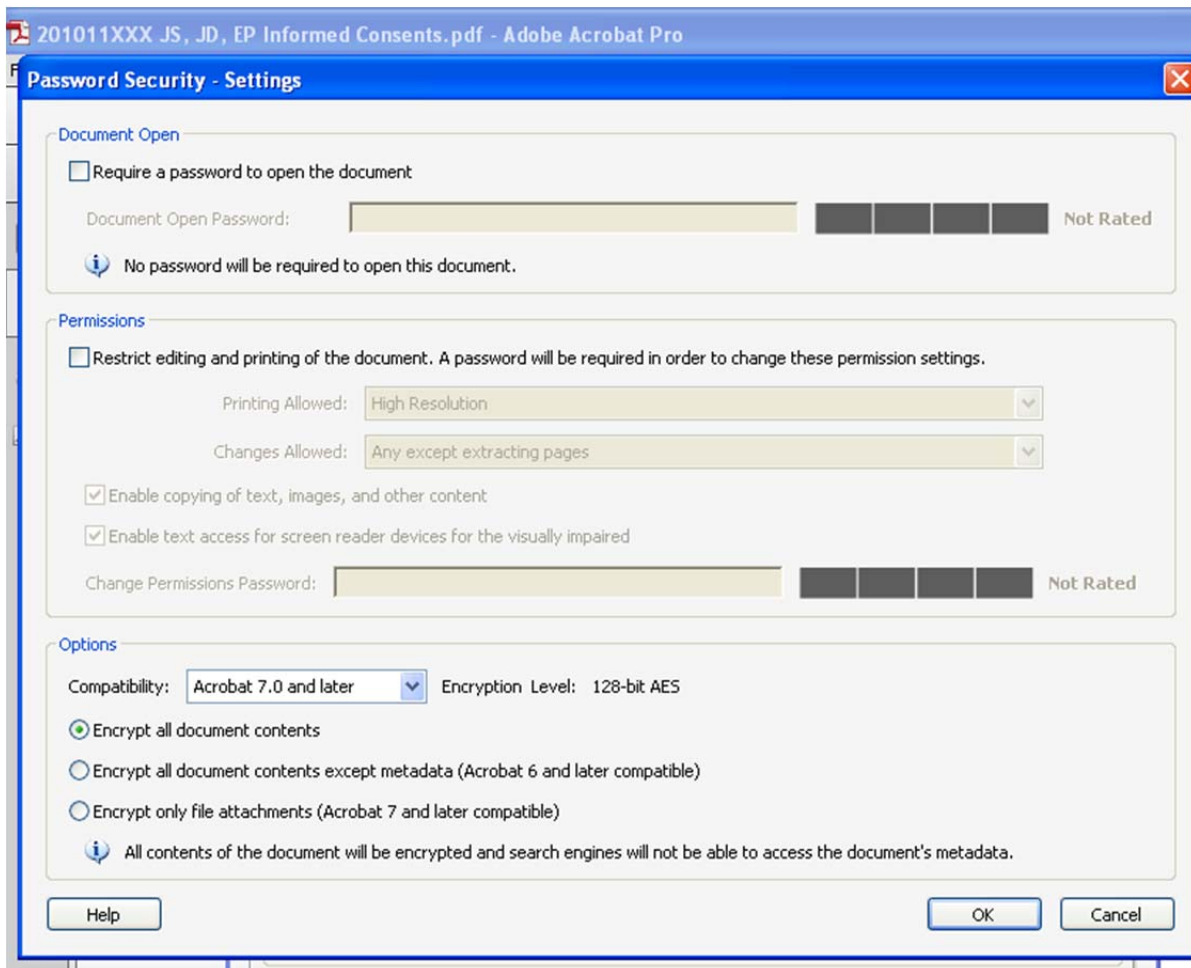
Once the properties box open, select Security Tab at the top.



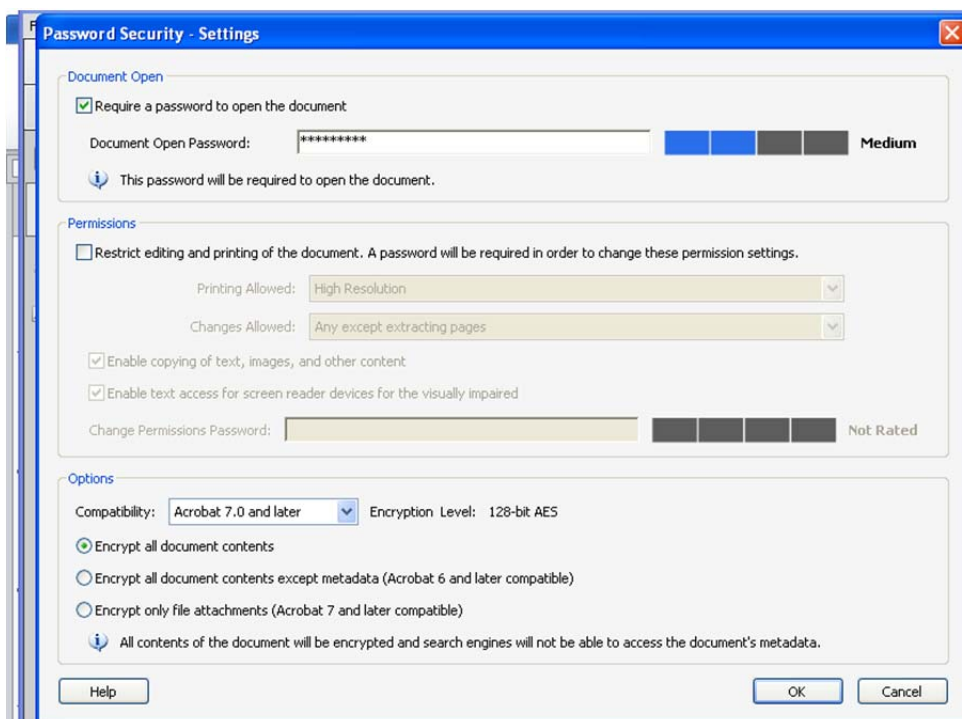
From the Document Security section, select Password Security



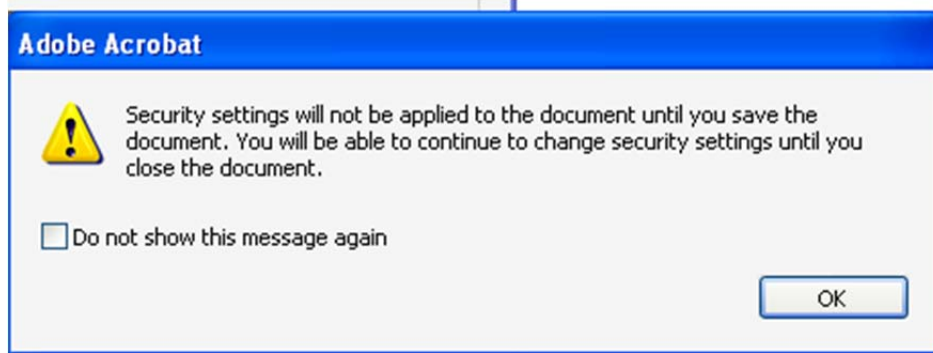
Another box will open that will have you select your password security options. Mark the checkbox to require a password to open the document.



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



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.



the document's metadata