

# PDF and Print a Protocol

**Important:** In order to be able to convert a protocol into a PDF and print, you must have Adobe Acrobat or a recent version of Adobe Reader. The latest version of Adobe Reader software can be downloaded *free of charge* at: <http://www.adobe.com/products/reader>

1) Log into [eProtocol](#) with your Net ID & password.

2) To open the protocol, click on the **Protocol ID** link.

*Note: if the protocol has been approved, you will have to scroll to the bottom of the page to find it*

[Create Protocol](#) [Clone Protocol](#) [Delete Protocol](#)

IACUC **IBC** IRB

Protocols (In Preparation / Submitted)

NEW					
Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
<a href="#">20-01-680</a>	Zimmerman, Christina	<a href="#">Yet to Submit to IBC</a>	NEW		
<a href="#">20-01-679</a>	Zimmerman, Christina	<a href="#">Yet to Submit to IBC</a>	NEW		
<a href="#">19-11-676</a>	Felde, Eric	<a href="#">SUBMITTED TO IBC</a>	SUBMITTED		

3) In the pop-up window, click on either **View** or **Edit**.

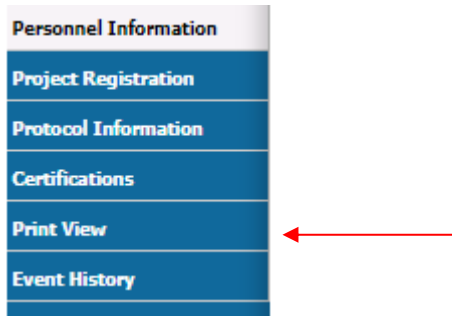
*Note: A submitted protocol will have a pop-up explaining that the protocol will open in View mode. Click **Ok**. An approved protocol will have a different pop-up. In this case, select **Open in View Mode** and click on **Ok**.*

eProtocol - University of Notre Dame - Confirmation - Google...  
nd-uat.keyusa.net/getDecisionScreen.do

Do you want to open IBC Protocol 19-06-0660 (Zimmerman) for Editing?

[Edit](#) [View](#)

4) To convert the protocol into a PDF and print it:



- a. Click on **Print View** in the blue menu on the left side of the screen.
- b. In the Print View pop-up, you can choose which section to print, the page orientation, and whether to print attachments and/or comments (if any). Make your selections and click on **OK**.

**Print View**
OK

Please select any one of the following:

Protocol Only  
 Protocol with Comments  
 Comments only

Sections to Print	Select Orientation	
	Portrait	Landscape
<input checked="" type="checkbox"/> All	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Personnel Information	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Project Registration	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Protocol Summary	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Research Location	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Biological Agent(s)	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Recombinant or Synthetic Nucleic Acid molecules (rsNA)	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Biological Toxin Usage	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Animal	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Facilities, Waste, Equipment	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Security, Shipping, Transport and Training	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Safety	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Attachments	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Certifications	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Event History	<input checked="" type="radio"/>	<input type="radio"/>

**Attachments**

Sections to Print	Size	Type	Select Orientation	
			Portrait	Landscape
<input checked="" type="checkbox"/> All			<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> <a href="#">eProtocol Reviewer User Guide v1.6</a>	1.58 MB	pdf	<input checked="" type="radio"/>	<input type="radio"/>

- c. The protocol will be converted into a PDF file which you will be able to save, or print by clicking on the print icon in the tool bar.