

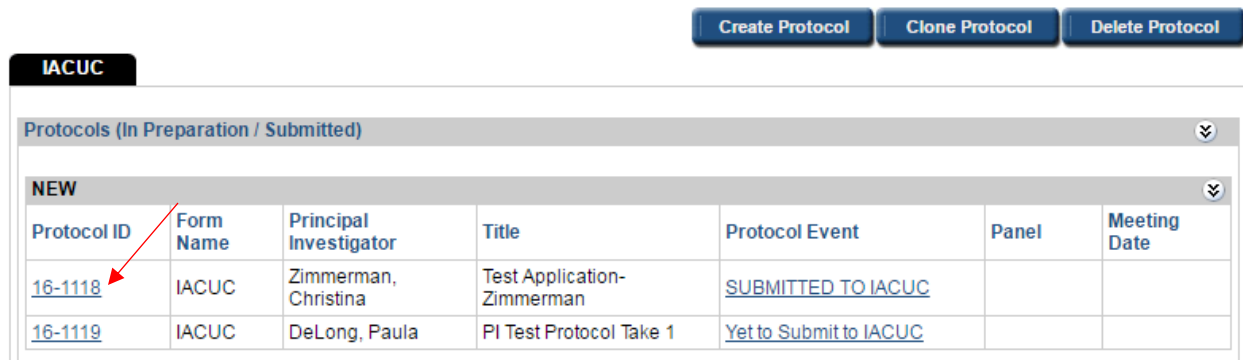
PDF and Print a Protocol

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

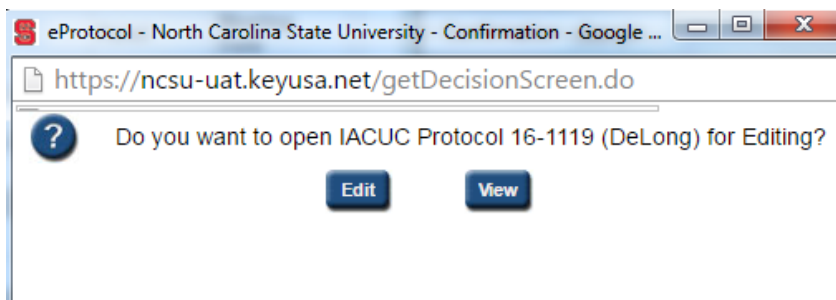
Protocols (In Preparation / Submitted)

NEW

Protocol ID	Form Name	Principal Investigator	Title	Protocol Event	Panel	Meeting Date
16-1118	IACUC	Zimmerman, Christina	Test Application-Zimmerman	SUBMITTED TO IACUC		
16-1119	IACUC	DeLong, Paula	PI Test Protocol Take 1	Yet to Submit to IACUC		

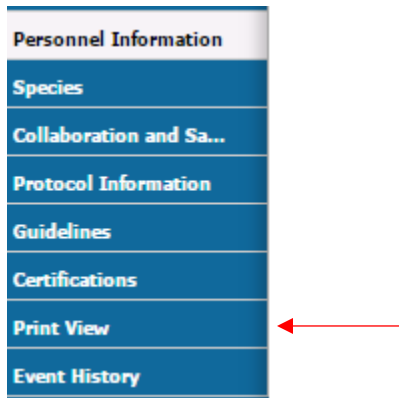
3) In the pop-up window, click on either **View** or **Edit**.

*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**.*



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 (*you will need to check each box manually until the orientation button is selected even if it is already checked for you*) and click on **OK**.

The 'Print View' pop-up window has a title bar with 'Print View' on the left and 'OK' on the right. Below the title bar, it says 'Please select any one of the following:' followed by three radio button options: 'Protocol Only' (selected), 'Protocol with Comments', and 'Comments only'. Below this is a table with two columns: 'Sections to Print' and 'Select Orientation'. The 'Select Orientation' column has two sub-columns: 'Portrait' and 'Landscape'. Each row in the table has a checked checkbox in the 'Sections to Print' column and radio buttons in the 'Portrait' and 'Landscape' columns. At the bottom of the window is an 'OK' button.

Sections to Print	Select Orientation	
	Portrait	Landscape
<input checked="" type="checkbox"/> All	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Personnel Information	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Species	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Collaboration and Safety Concerns	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Rationale	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Procedures	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Alternative Search	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Husbandry	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Euthanasia	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Attachments	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Guidelines	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Certifications	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Event History	<input 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.