

CRIS labels on PDF documents

Part 1: Determine Adobe Acrobat Version

Step 1: Look for Adobe Acrobat Professional in PC or MAC


- MAC: Choose Go > Applications > Adobe Acrobat (VERSION #) Professional
- PC: Choose Start > All Programs > Adobe Acrobat (VERSION #) Professional
- If Adobe Professional is not available, please contact your team leader
- If you have a version less than Adobe Acrobat 9, consider an upgrade

Part 2: Print, Export and save electronic CRIS label

Step 1: Print the CRIS label

- Open CRIS and login
- Select Printer Icon or Choose File > Print Reports
- Choose Report Category > Admin Reports > Patient Labels
- Choose Options > Distribution > Physical Printer
- Choose your printer > Preview

Step 2: Export the electronic CRIS label

- Select  Export Report icon
- Choose Format > PDF
- Choose Destination > Application > click OK

Step 3: Save the electronic CRIS label

- Adobe Reader will open with a large CRIS label
- Type 'Ctrl + 1' or Choose View > Zoom > Actual Size
- Choose File > Save a Copy... error message may appear > click OK
- Choose Save in and save file in destination of your choice.
- Recommend saving label in MOB share drive 'ncifs-p007.nci.nih.gov'
- Choose or create a designated folder called CRIS labels in your team's folder
- Remember this file destination

Part 3: Place electronic labels on PDF documents for Adobe Version ≥ 8

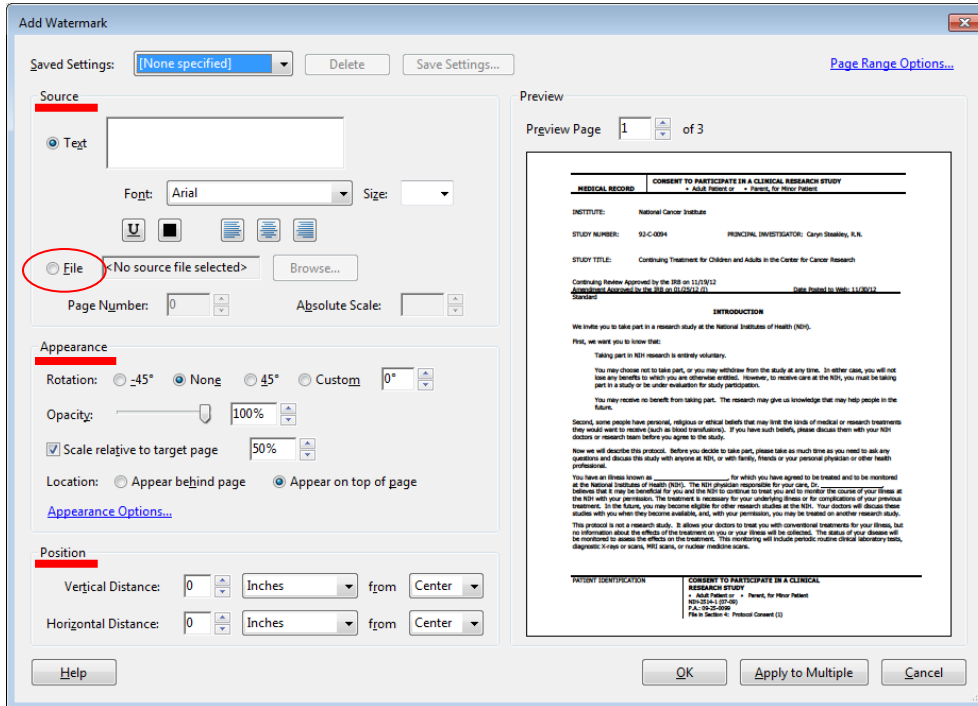
Reference Part 3B for Adobe Version ≤ 7

Step 1: Adding electronic CRIS label to document depends on the Adobe version

Reference Part 1 to check Adobe version

- Open the document to label in PDF format
- Adobe version ≤ 9 : Choose Document > Add Watermark
- Adobe version $\geq X$: Choose Tools > Pages > Add Watermark

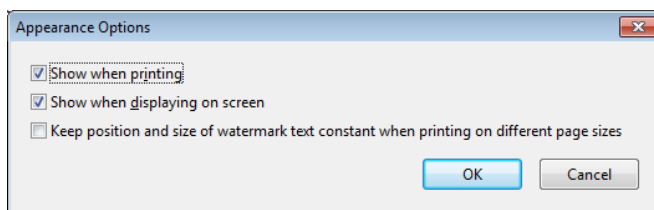
Step 2: Retrieve saved CRIS label
 Adobe Version ≥ 9 Screen shot:



- Select the source for the watermark
- Select File and click Browse (PC) or Choose (Mac)
- Search for the saved CRIS label
- Choose the correct File > Open

Step 3: Set the Appearance

- Choose Scale Relative to Target Page, change percentage to resize label
- Choose Appear on top of page
- Appearance Options...



- Select box to Show When Printing
- Select box to Show When Displaying On Screen

Step 4: Set the Position

- Select Vertical Distance and choose Bottom or number of inches
- Select Horizontal Distance and choose Left or number of inches
- Check label position and appearance, repeat step 4 to reposition
- Click Ok or Apply to Multiple for multiple pages

Part 3B: Place electronic labels on PDF documents for Adobe Version ≤ 7

Reference Part 3A for Adobe Version ≥ 8

Step 1: Adding electronic CRIS label to document depends on the Adobe version

Reference Part 1 to check Adobe version

- Open the document to label in PDF format
- Choose Document > Add Watermark

Step 2: Retrieve saved CRIS label

- Select Add a Watermark
- Select box to Show When Displaying On Screen
- Select box to Show When Printing
- Select the source for the watermark
- Select File and click Browse (PC) or Choose (Mac)
- Search for the saved CRIS label
- Choose the correct File > Open

Step 3: Set the Position and Appearance

- Select Vertical Alignment and choose Bottom or number of inches
- Select Horizontal Alignment and choose Left or number of inches
- Select scale to re-size label
- Check label position and appearance, repeat step 4 to reposition
- Click Ok