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 (<u>VERSION #</u>) 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 $\ge 8$

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 ≥ X: Choose Tools > Pages > Add Watermark

# Step 2: Retrieve saved CRIS label

Adobe Version  $\geq$  9 Screen shot:

Add Watermark	
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© File KNo source file selected> Browse	STUDY TITLE: Controlling Treasment for Children and Adults in the Carter for Cancer Research
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	they would want to receive (such as blood transfusions). If you have such beliefs, please discuss them with your NDH doctors or research team before you agree to the study.
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Help	<u>OK</u> <u>Apply to Multiple</u> <u>Cancel</u>

- 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...

Appearance Options	×
<ul> <li>✓ Show when printing</li> <li>✓ Show when displaying on screen</li> </ul>	
Keep position and size of watermark text constant when printing on different page siz	tes
OK	el 🚽

- 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 $\leq 7$

Reference Part 3A for Adobe Version  $\ge 8$ 

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