

## Creating a Single PDF Protocol Document from Microsoft Word

This instruction set describes a two step process:

1. Convert a protocol and all protocol documents (i.e. appendices) into PDF documents
2. Combine the PDF protocol documents into a single PDF document for IRB submission.

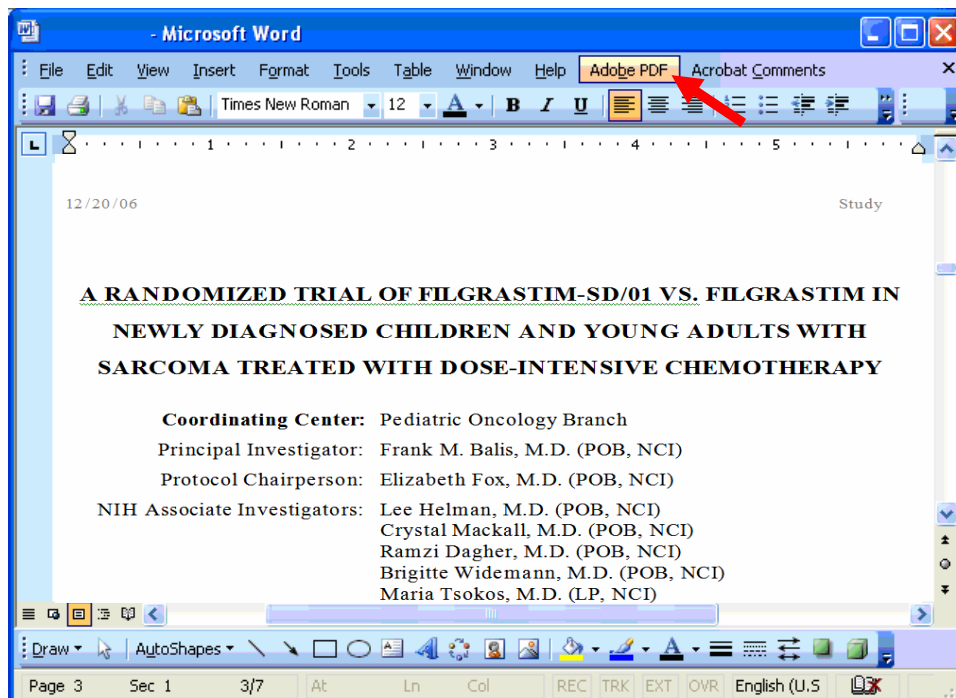
Note: These instructions are intended for use on a Windows based personal computer.

\*Conversion to Adobe PDF in Microsoft Word requires the installation of the Adobe Acrobat Professional Standard software. Licenses will need to be purchased if staff do not have Adobe on their computer.

### STEP 1: Convert each of the protocol Word document to Adobe PDF format

#### 1. For Word documents with no Track Changes:

- a. Open each protocol Word document
- b. Select **Adobe PDF** from the menu
- c. Click on **Convert to Adobe PDF** menu option from the menu at the top of the document.



**2. For Word documents with Track Changes:**

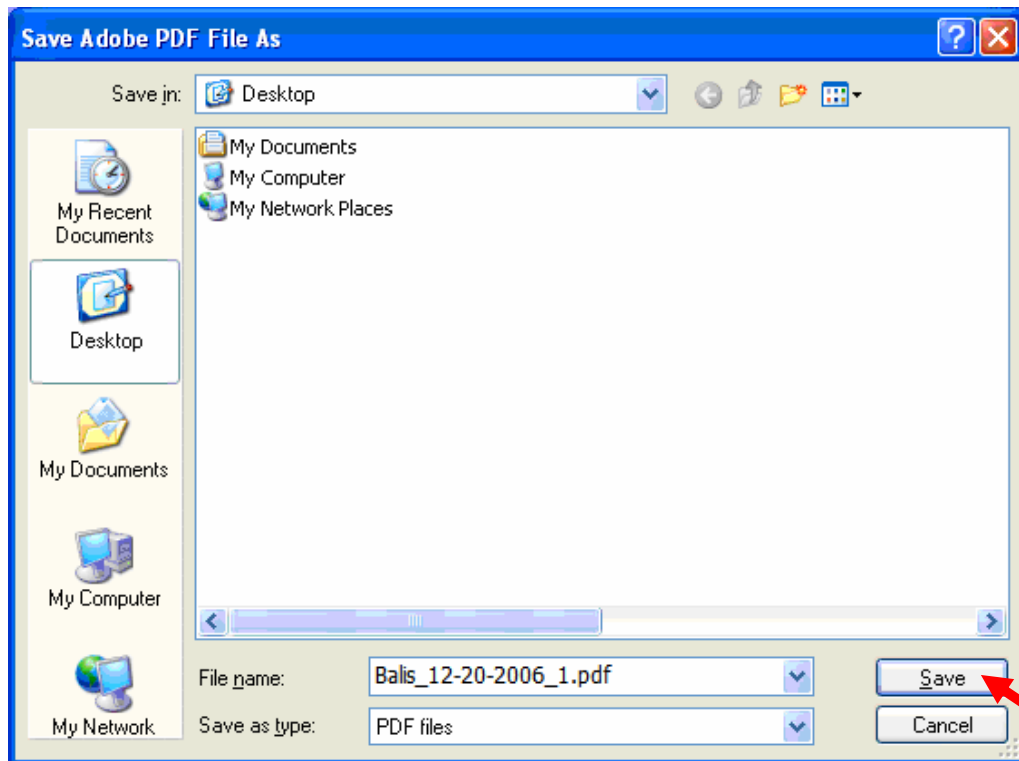
- a. Open each protocol Word document
- b. Select **File**
- c. Click on **Print** from the drop down list
- d. Click on drop down list to see printer names
- e. Click on **Adobe PDF**

Note: A window requesting information on where to save the new PDF file will appear.

3. Save the Adobe PDF document with a unique file name (example: document name\_date\_ sequencenumber) in the shared file location per branch SOP.

Note: The sequence number in the unique file name indicates the order in which each of the converted Word documents will appear in the single PDF document (e.g., the main body of the protocol could be 1, the first Appendix could be 2, . . .)

4. Confirm the location, file name and file type
5. Click on **Save**.



Note: Adobe will convert the Word documents to PDF and save the new PDF files in the location indicated.

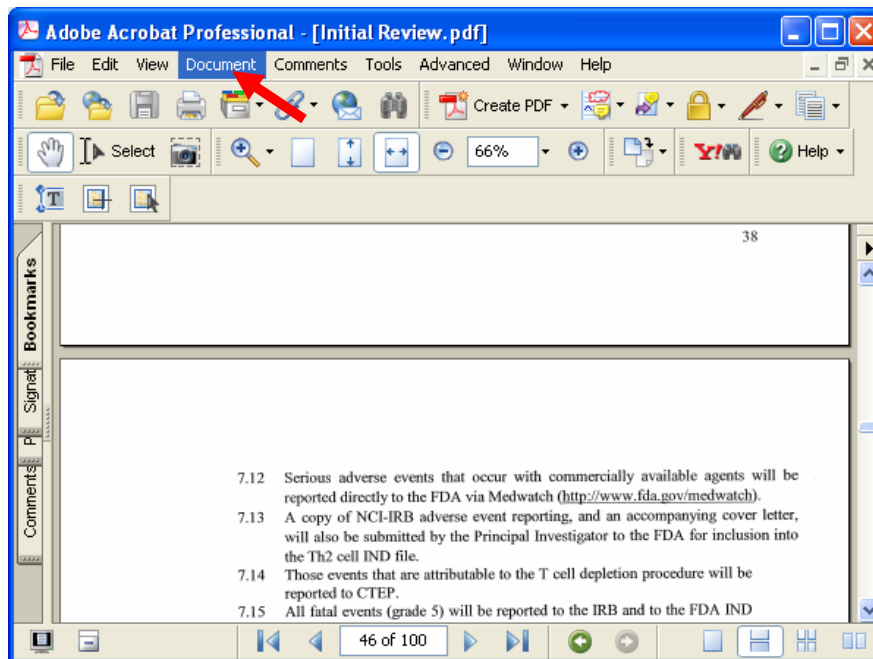
Note: The new Adobe PDF documents will open on for your review.

6. Close the new Adobe PDF and continue the conversion process for the remaining documents.

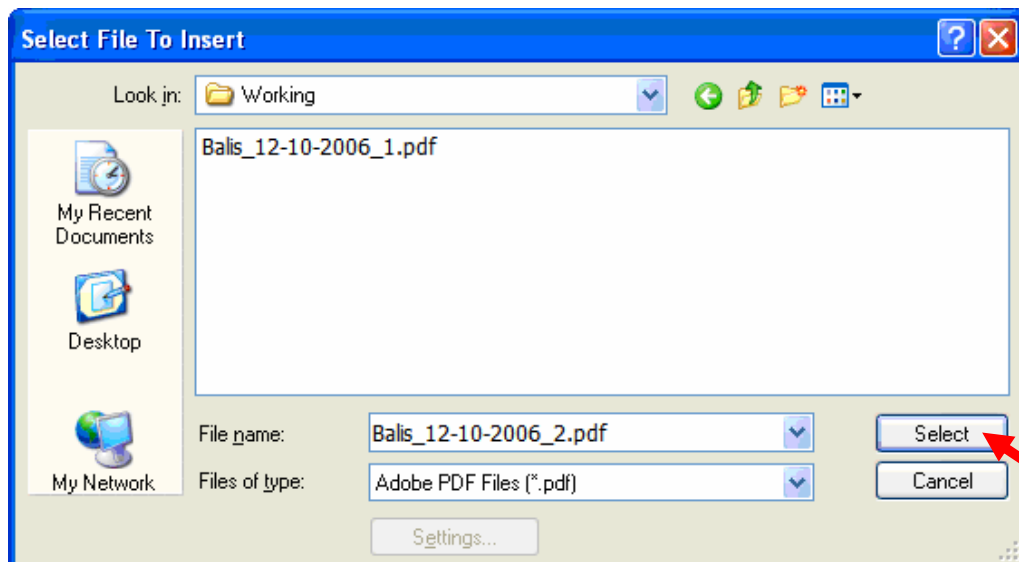
## Step 2: Creating a Single PDF Document from Multiple PDF Documents

Once your protocol and supporting documents have been converted to PDFs, follow the next steps to combine multiple PDF documents into a single PDF document.

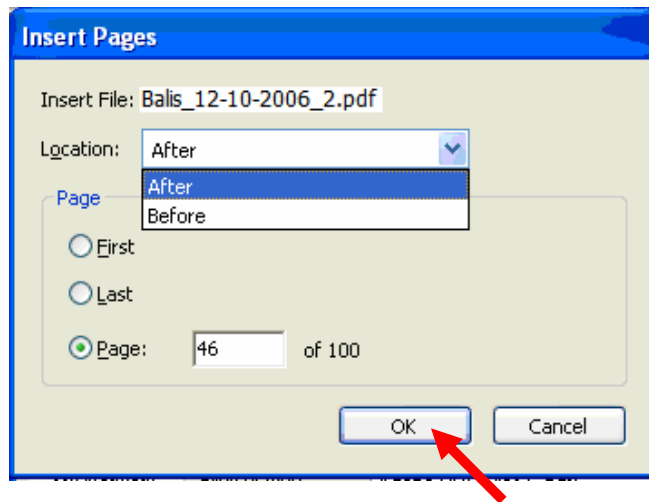
1. Open the first Adobe PDF document (i.e., sequence number 1)
2. Click on **Document** from the toolbar at the top of the document
3. Select **Insert Pages** from the drop down list  
OR  
Select **Pages** and then **Select Insert** from the drop down list



4. Locate the next Adobe PDF File that needs to be inserted and click **Select**.



5. Indicate where the new PDF file will be placed in the single protocol document by selecting either After or Before from the Location dropdown list
6. Click **OK**.



7. Repeat steps 1-3 for all the PDF documents that need to be collated into a single protocol PDF document.
8. Save the combined document (protocol and appendices)

Note: Staff will still need to submit a Microsoft Word version of the consent document to the Protocol Review Office separately from the PDF protocol document.