

Before You Begin...

Before you begin, you should have Adobe Acrobat Standard downloaded onto your computer. You can download a free copy of Adobe Acrobat 7.0 Standard at:

<http://www.med.cornell.edu/its/downloads/>

- Click on the link titled “**Windows Applications**” on the left hand side of the screen.
- Click on the link titled “**Adobe Acrobat Standard**” on the Windows Application download page, and follow the prompts for downloading & installing the software.

Note: In order for the software to download and install successfully, you must uninstall any earlier versions of Adobe Acrobat that are on your computer **BEFORE** initializing the download for Adobe 7.0 Standard.

Merging Multiple Files into a Single PDF Document:

Open Adobe Acrobat by clicking on the icon on your desktop or by clicking on Start/All Programs/Adobe Acrobat 7.0 Standard.

- Click on the “**Create PDF**” tab.
- Select “**From Multiple Files**” from the drop-down menu.
- A gray box will appear. Click on the “**Browse**” button on the left side of the box under the “**Add Files**” section.
- Select the first file you would like include into the PDF and click the “**Add**” tab. Repeat as needed for additional files.
- Click on the “**OK**” tab in the gray box once you have added the files you wish to merge. Adobe Acrobat will now merge all the selected files.

Note: PDF Interactive forms such as the Study Specific Financial Disclosure form (SSFD), and Section C: Human Tissue Section & Request Form, will not be able to merge with other PDF documents that are not interactive, such as the current IRB protocol application. When submitting to the IRB,

please attach these interactive PDF’s using the paperclip icon  in the Adobe toolbar to the main PDF.

- Once the file is complete, you will be prompted to save the merged document. Choose a name for the file, select the location where it will be saved, and click the “**Save**” button.

Congratulations! You have successfully merged multiple documents into a single PDF and have saved it. Your file is now ready to be bookmarked.

Tip #1: To create a PDF from a single file (Word, Excel, etc), open the file, click the “**Print**” button, select “**Adobe PDF**” from the drop-down list of printers in the ‘**Printer Name**’ field, and click “**OK**”. Acrobat Adobe will begin converting the document into a PDF. See above for saving instructions.

Inserting Bookmarks into a PDF Document:

The purpose of bookmarking a PDF document is to draw the administrators' attention to certain sections of the document and to organize any additional protocol related material.

- Open a PDF document which you would like to bookmark. For merged documents, this will be the single PDF file you created.
- Scroll down to the page you would like to bookmark.
- Click on the **“Bookmarks”** tab on the left hand side of the screen. A vertical window will open.
- Click on the bookmark icon on the top of the vertical window. An **“untitled”** box will appear.
- Type in the title you would like to assign to this bookmark. (For example: Protocol Application, Sponsor Materials, Consent Form, etc.).
- Press **“Enter”** on your keyboard.
- Scroll down to the next section of the document you would like to bookmark. Repeat the above steps as needed.
- Be sure to save the document before exiting so the bookmarks are retained.

Congratulations! You have just bookmarked a document. Your file is now ready to be signed.

Creating A Digital Signature & Signing a Document:

- Open the Acrobat Adobe software application by double clicking on the icon.
- Click on the **“Advanced”** tab on the top of the screen (In Adobe 7.0, the **“Advanced”** tab may be substituted for the **“Documents”** tab.)
- Select **“Security Settings”** from the drop-down menu. By default, a box will open for a digital signature to be created.
- Click on the **“Add”** tab within that box,.
- Select **“Create a Self-Signed Digital ID.”** All security settings will be selected by default; you will only need to enter your identifying information into the empty fields necessary to create your unique signature. Please be sure to include the Division or Department you work in. Enter this into the **“Organization Unit”** field. Enter Weill Cornell Medical College into the **“Organization Name”** field.
- Enter a password and save your ID.

Congratulations! You can now add your signature to any PDF document. Please make sure to keep your password secure.

Creating A Digital Signature & Signing a Document (cont'd):

-With the PDF document opened





- Click on the **“Sign”** tab which is located on the top left side of the screen.
- Select **“Place Signature”** from the drop-down menu.
- A gray box will pop up which reads:

“Using your mouse, click and drag to draw the area where you would like the signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.”
- Click **“OK”** and pick the area on the PDF document where you would like your signature to appear.
- Click and drag your mouse along that area to create a small rectangular box.
- A gray box will pop-up that will display your digital signature. Your signature will conform to the size of the box you created in the previous step.
- Enter the password associated with your digital ID and click **“Sign.”**
- Your computer will prompt you to save your signed file before the signature is placed in the document. This feature allows you to rename the file in order save the signed document under a different file name or overwrite the existing file. If you have no need for the original file without the signature, then click **“SAVE”** to overwrite the document. If you would like the signed document to be saved as a different file, then type in a different name for the file in the **“File Name”** box and click **“Save.”**

CONGRATULATIONS! You have electronically signed a document.

Note: Once a document is digitally signed it is considered SECURED and will not merge with other PDF documents after the signature is in place. Please be sure to combine PDF documents BEFORE digitally signing them to ensure the integrity of the signature is maintained.

Digital Signature Symbol Meaning:

- The check mark icon  indicates that the signature is valid.
- The red x icon  indicates that the signature is invalid.
- The caution triangle icon  indicates that the document was modified after the signature was added.
- The question mark icon  indicates that the signature couldn't be validated because the signer's certificate isn't in your list of trusted identities.

Submitting Electronically:

- Submissions can be sent via e-mail to **submit2IRB@med.cornell.edu**. Please submit your protocol application & all protocol-related material as a single bookmarked PDF document.
- Occasionally, documents sent through Eudora may be too large. In this event, please go to: <http://transfer.med.cornell.edu>. Log in using your CWID, attach the file, and send to **submit2IRB@med.cornell.edu**.

Who to contact with questions:

- For technical questions regarding the new electronic submission process or software application issues, please contact **Andrea Campitiello** at 212-821-0613 or **anc2040@med.cornell.edu**.
- For general IRB related questions, please contact **Rosemary Kraemer** at 212-821-0630 or **rtkraeme@med.cornell.edu**.