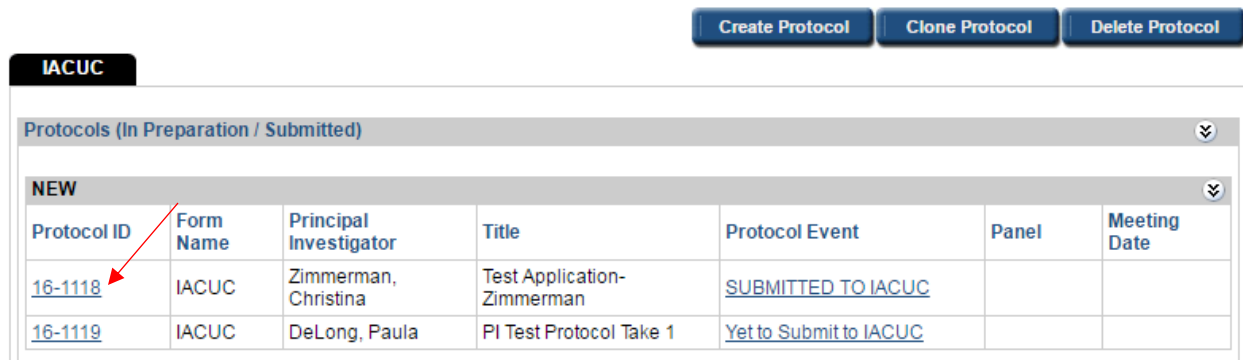## PDF and Print a Protocol

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


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**.*
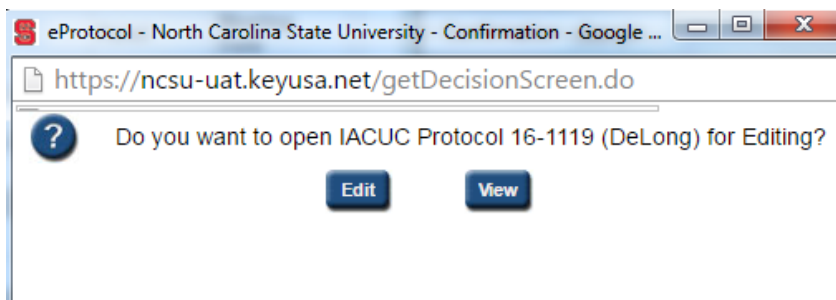
4) To convert the protocol into a PDF and print it:

    a. Click on **Print View** in the blue menu on the left side of the screen.
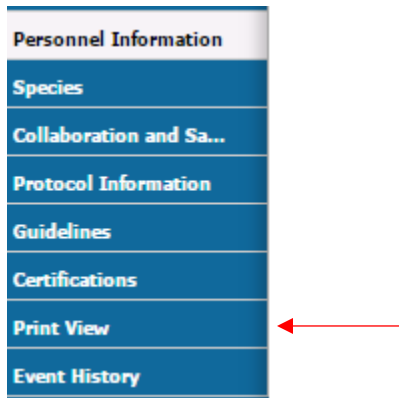
    b. In the Print View pop-up, you can choose which section to print, the page orientation, and whether to print attachments and/or comments (if any). Make your selections (*you will need to check each box manually until the orientation button is selected even if it is already checked for you*) and click on **OK**.

    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.