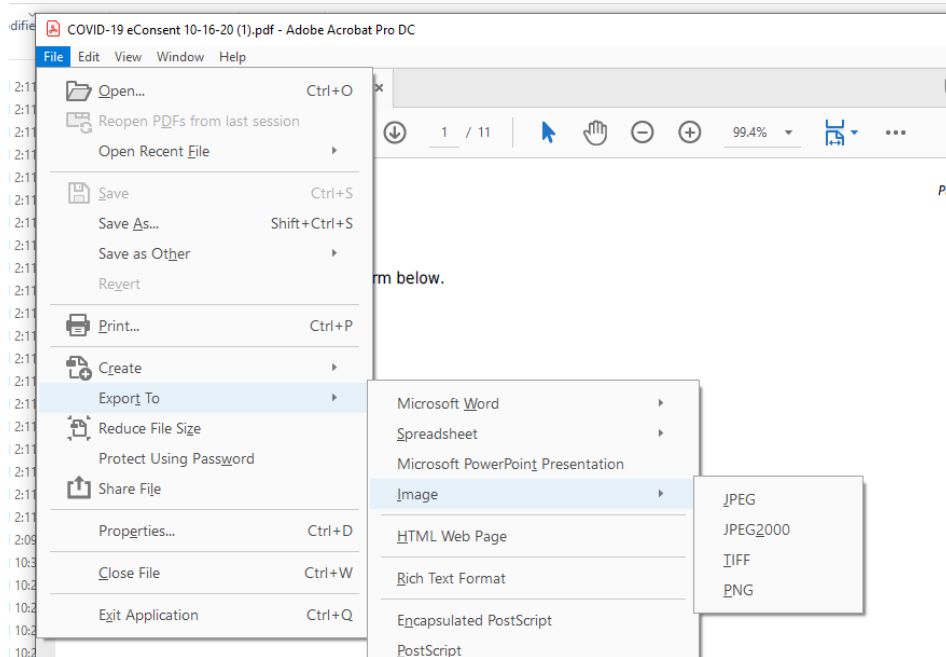**Convert a PDF to an ADOBE IMAGE (PNG) file to upload into an eTemplate for electronic informed consent.**

1. Open the PDF of the Draft\IRB Approved Consent Document

2. FILE > EXPORT TO> IMAGE

3. Select PNG

4. Save (each page will be saved as a separate file with the page number appended to the filename).

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