

**Medline's Corporate Document Control
Quick Guide to the pdf. Setup Process**

Section One

"Saving As"

Converting your document to pdf. format

NOTE: Whichever option you choose to convert to pdf...the document must be first "saved as" somewhere in a file.

- The pdf. icon can be installed on your word or excel toolbar by using the view, toolbars, check Acrobat pdf.
 - Use your toolbar icon if creating into pdf for use later
 - Use the File\ Send To\ Mail recipient as pdf.
 - Use the Printer option and chose the distiller as your printer choice
- See the attached print outs for a step by step setup when converting to pdf for e-mail recipient.

*If securing the document be sure to create your signature fields first.

Signature experiment . - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments Type a question for help

New... Open... Close Save Save As... Save as Web Page... File Search... Permission Versions... Web Page Preview Page Setup... Print Preview Print...

Send To Properties

1 L:\...Wendy\Signature experiment .
 2 L:\...Wendy\Signature experiment
 3 \\SEQUOIA\Vol1\...Medcrest TI Index
 4 L:\...GPI141\1 EXCEL FORMAT test

Exit

Mail Recipient
 Mail Recipient (for Review)...
 Mail Recipient as Adobe PDF
 Mail Recipient (as Attachment)...
 Routing Recipient...
 Exchange Folder...
 Online Meeting Participant
 Recipient using a Fax Modem...
 Recipient using Internet Fax Service...
 Microsoft Office PowerPoint

Rec'd. Date: 03/16/06

NUMBER DATE

03/16/06

DATE:

IG REQUIREMENT:
 licable

FILE REV. REQ'D
 CONTROL REVIEW REQ.

REQUIRED - REASON WHY
 CES OR OTHER

CONTROLLED PRO
 MAJOR CHANGES
 Group Trainer
 ORIGINAL DEPARTMENT

VALIDATION REQUIRED NO IF NO - REASON NEW PRODUCT Other

ROUTE FOR REVIEW AND APPROVAL SIGNATURES WITH DATES:

<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> MANUFACTURING/DIVISION	<input type="checkbox"/> STERILIZATION
<input type="checkbox"/> QA/QC	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PURCHASING
<input type="checkbox"/> MAT'L MGMT	<input type="checkbox"/> REG AFF/LABELING	<input type="checkbox"/> OTHER (Describe)

CHANGE FROM: CHANGE TO:

Start Document1 - Mi... Signature exp... 9:52 AM

Sec. 1

(1)

Signature experiment - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments Type a question for help

Normal Times New Roman 11 B I U Final Showing Markup Show

Draw AutoShapes Insert Word Field

36 72 109 144 180 216 252 288 324 360 396 432 469 504 540

MEDLINE

MEDLINE

Acrobat PDFMaker

Acrobat PDFMaker has detected that the Document is protected. It will be unable to create tags, links and notes with protection on.
Do you wish to continue and create PDF without tags?

CHANGE DOC/FORM OBSOLETE DOCUMENT TECH. FILE REV. REQ'D
 ADD DOCUMENT/FORM REGULATORY or LABEL REV. DESIGN CONTROL REVIEW REQ.
 PERIODIC REVIEW

CONTROLLED PROCEDURE PER CW004 NO TRAINING REQUIRED - REASON WHY
 MAJOR CHANGES YES TRAINING REQUIRED MINOR CHANGES OR OTHER

Group Trainer Self Training for

ORIGINAL DEPARTMENT APPROVAL REQUIRED: YES IF NO - REASON

VALIDATION REQUIRED NO IF NO - REASON NEW PRODUCT Other

ROUTE FOR REVIEW AND APPROVAL SIGNATURES WITH DATES:

<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> MANUFACTURING/DIVISION	<input type="checkbox"/> STERILIZATION
<input type="checkbox"/> QA/QC	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PURCHASING
<input type="checkbox"/> MAT'L MGMT	<input type="checkbox"/> REG AFF/LABELING	<input type="checkbox"/> OTHER (Describe)

CHANGE FROM: _____ CHANGE TO: _____

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Sec. 1
(2)

Sec 1 (3)

CHANGE TO: CHANGE FROM:

MAT'L MGMT REG AFF LABELING OTHER (Describe)

QA/QC MARKETING PURCHASING

ENGINEERING MANUFACTURING/DIVISION STERILIZATION

ROUTE FOR REVIEW AND APPROVAL SIGNALS WITH DATES:

VALIDATION REQUIRED: NO IF NO-REASON NEW PRODUCT Other

ORIGINAL DEPARTMENT APPROVAL REQUIRED: YES IF NO-REASON

CONTROLLED PROCEDURE PER CW004

MAJOR CHANGES YES TRAINING REQUIRED Self Training for

NO TRAINING REQUIRED - REASON WHY MINOR CHANGES OR OTHER

CHANGE DOC/FORM ADD DOCUMENT/FORM PERIODIC REVIEW

OBSOLETE DOCUMENT REGULATOR or LABEL REV. TECH. FILE REV. REQ'D DESIGN CONTROL REVIEW REQ.

CHECK ALL THAT APPLY:

Experiment with signatures

Not Applicable

LABELING REQUIREMENT:

Person Data: 9920

PHONE NUMBER DATE

Rec'd Date:



Save as type: PDF files

File name: Signature experiment

Save Cancel

- SOP159
- sop230
- SOP301 05-23-06 done
- SOP301 - CW001 done
- SOP303
- SOP303 05-02-06
- SOP303 7-14-06
- SOP303 June
- SOP304
- SOP304 June
- SOP311
- SOP340
- Joe experiment DYNDC1234
- Signature experiment
- Verification sheet
- 03-27-06
- COMPLETED
- CW001
- CW004 TBD
- CW006
- CW007
- CW010 done
- CW016
- CW016 07-14-06
- CW's to SOP
- Flow charts
- New Folder
- OLD
- QC Inspectors Index
- SOP093 02-24-06

Save as type: Wendy

Untitled - Message (HTML)

File Edit View Insert Format Tools Actions Help

Arial 10 A B / U

Send [Icons] Options... A²

This message has not been sent.

To...

Cc...

Subject:

Attach... Davon.pdf (21 KB) Attachment Options...

Open document to view pdf

Start [Icons] Davon (Read-O... Untitled - Mes... 11:42 AM

Sec 1
(Y)

This document contains interactive form fields. Highlight fields



CHANGE ORDER REQUEST FORM

DOCUMENT CONTROL SECTION ONLY:

CO # C-00000		Received by:		Rec'd. Date:	
ORIGINATOR'S NAME	DEPARTMENT NAME/DIVISION	PHONE NUMBER	DATE		
W. O'Connor	CDC	4920	03/16/06		

DOCUMENT NUMBER	DOCUMENT TITLE	Revision Date:
Experiment with signatures		LABELING REQUIREMENT: Not Applicable

CHECK ALL THAT APPLY:

- CHANGE DOC/FORM
- ADD DOCUMENT/FORM
- PERIODIC REVIEW
- OBSOLETE DOCUMENT
- REGULATORY or LABEL REV.
- TECH. FILE REV. REQ'D
- DESIGN CONTROL REVIEW REQ.

- CONTROLLED PROCEDURE PER CW004
- MAJOR CHANGES YES TRAINING REQUIRED
 - Group Trainer
 - Self Training for
- NO TRAINING REQUIRED - REASON WHY
- MINOR CHANGES OR OTHER

ORIGINAL DEPARTMENT APPROVAL REQUIRED: YES IF NO - REASON

VALIDATION REQUIRED NO IF NO - REASON NEW PRODUCT Other

ROUTE FOR REVIEW AND APPROVAL SIGNATURES WITH DATES:

- ENGINEERING
- MANUFACTURING/DIVISION
- STERILIZATION

Sec 1
(5)