

How to Print Sections of Your eIRB Protocol using Awesome Screenshot

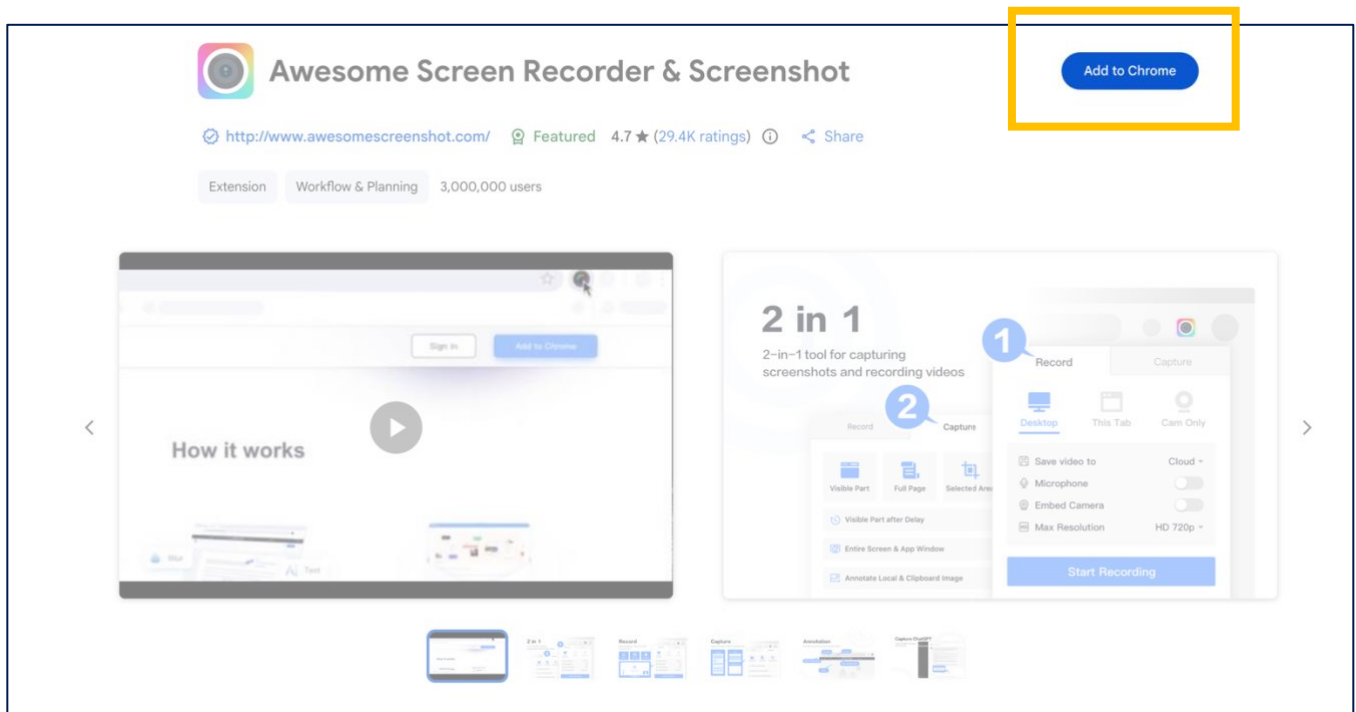
The eIRB system doesn't currently have a built-in way to print individual sections of a protocol. Until that feature is added, the easiest workaround is a free Chrome extension called **Awesome Screenshot**. It lets you capture a full section of a webpage, even if it's longer than one screen, and **save or print** it as an image or PDF.

This guide walks you through installing the extension and using it to capture and print a protocol section. Once installed, you won't need to repeat these steps again.

Part 1: Install the Awesome Screenshot Extension

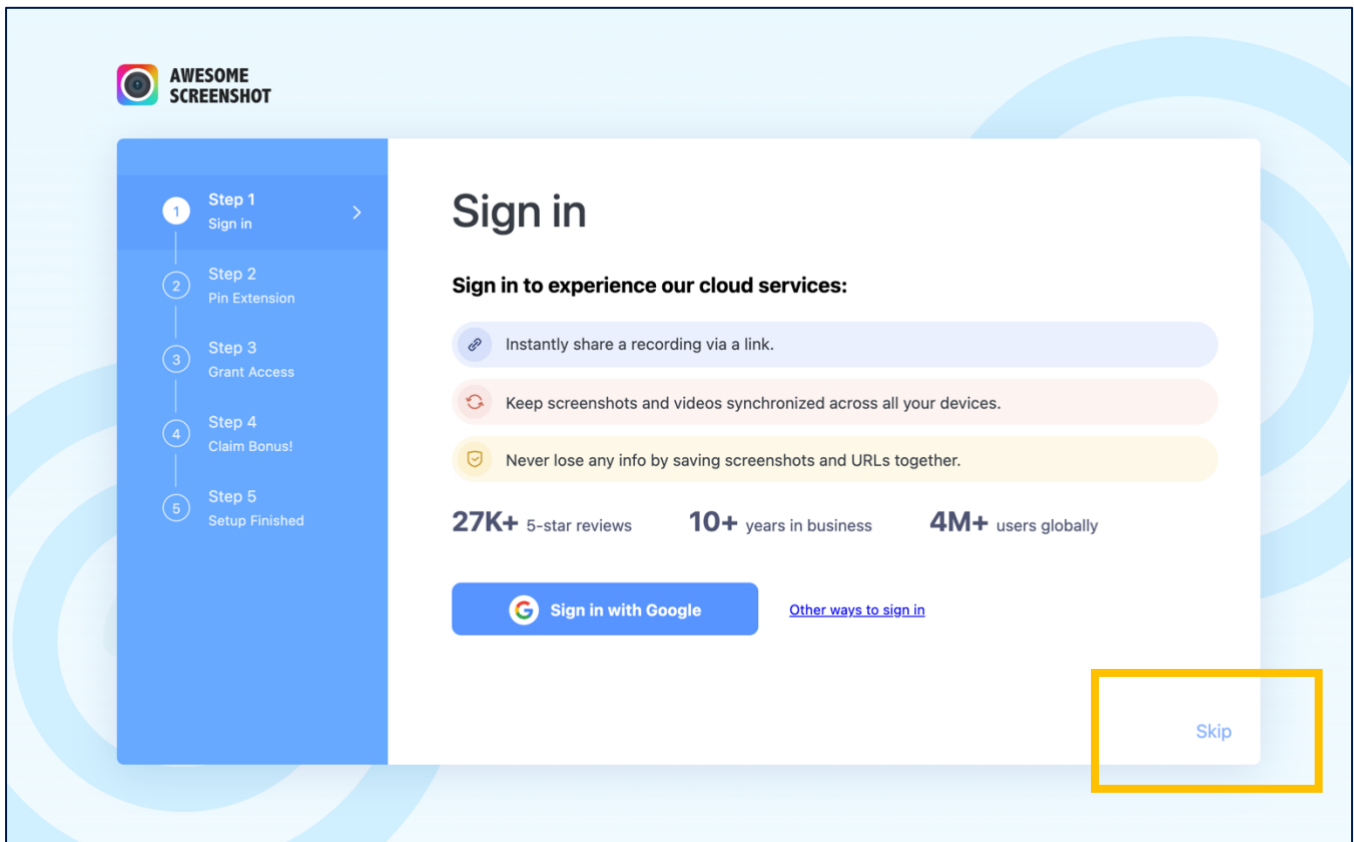
You only need to do this once.

1. Open Google Chrome.
2. Go to this link: chrome.google.com/webstore/detail/awesome-screenshot-and-sc/nlipoenfbbikpbjkfpfillcgkoblgpmj
3. Click the blue "Add to Chrome" button in the upper right corner of the page.

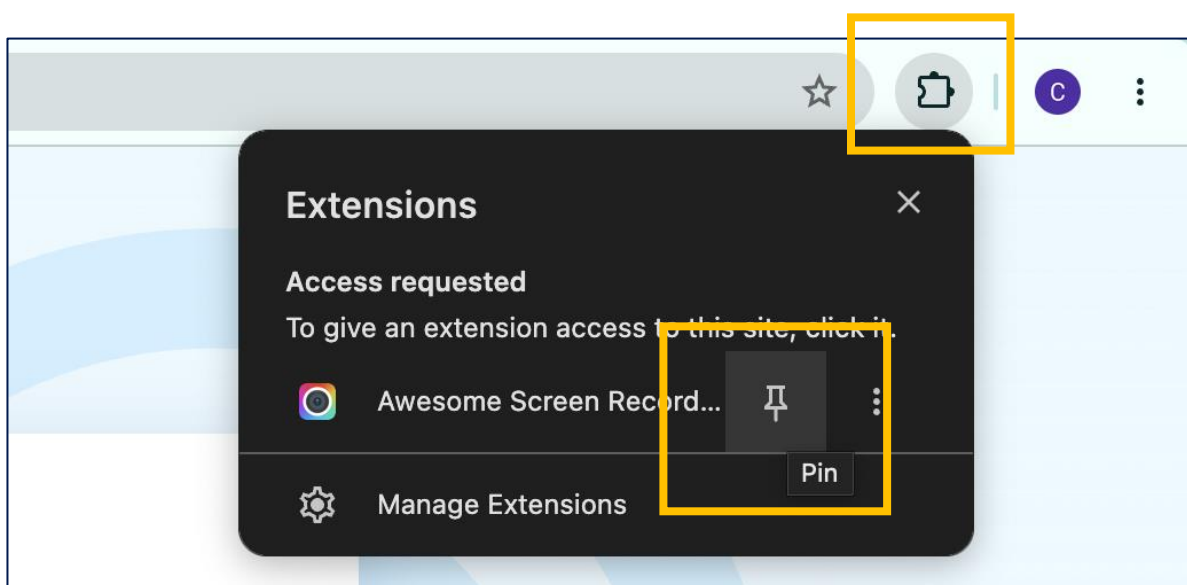


4. A small pop-up window will appear. **A note on the permissions warning:** Though alarming, this wording is standard for any screenshot tool. It just means the extension can see the page you're capturing so it can take the screenshot. Click "Add extension" to confirm.

5. A page will open asking you to Sign In to Awesome Screenshot to access their cloud services. This step is completely optional and unnecessary for printing. Select *Skip* in the bottom right corner.

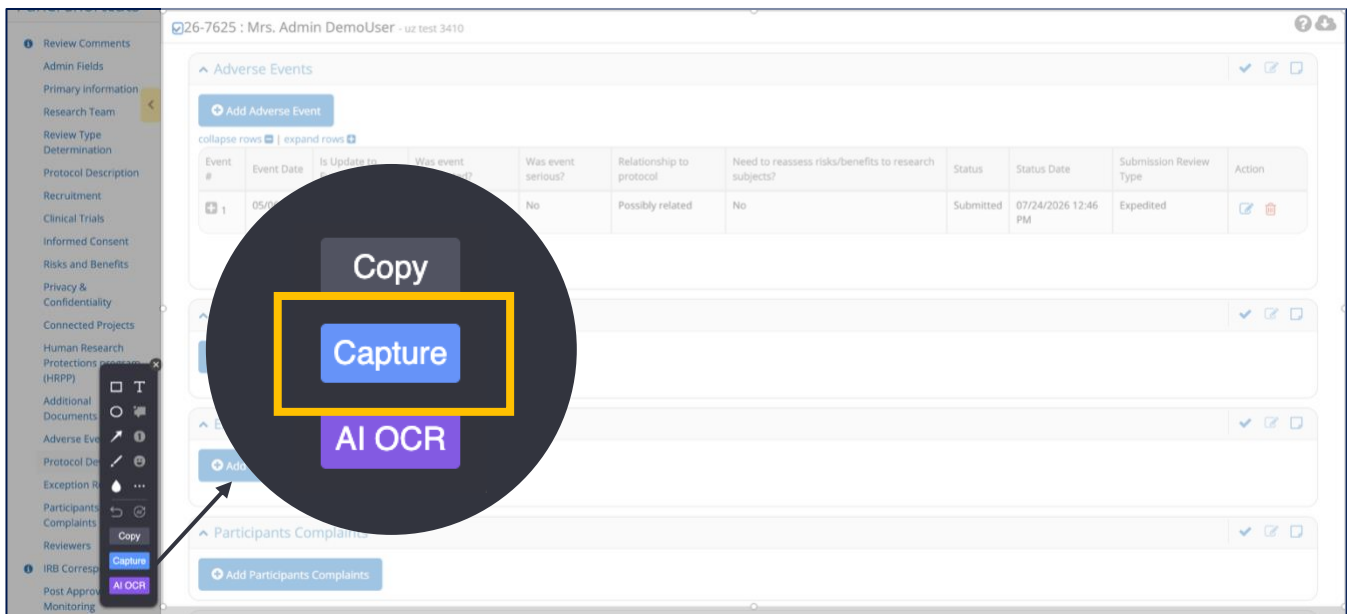
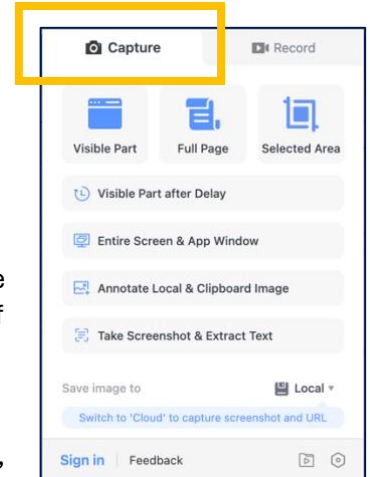


6. Chrome may ask for permission to access your camera or microphone. You can click "Allow" or "Deny" (this tutorial doesn't use either, so either choice is fine).
7. Pin the extension so it's easy to find. Click the puzzle-piece icon near the top right of your browser, find "Awesome Screenshot" in the list, and click the pin icon next to it.



Part 2: Capture a Section of Your Protocol

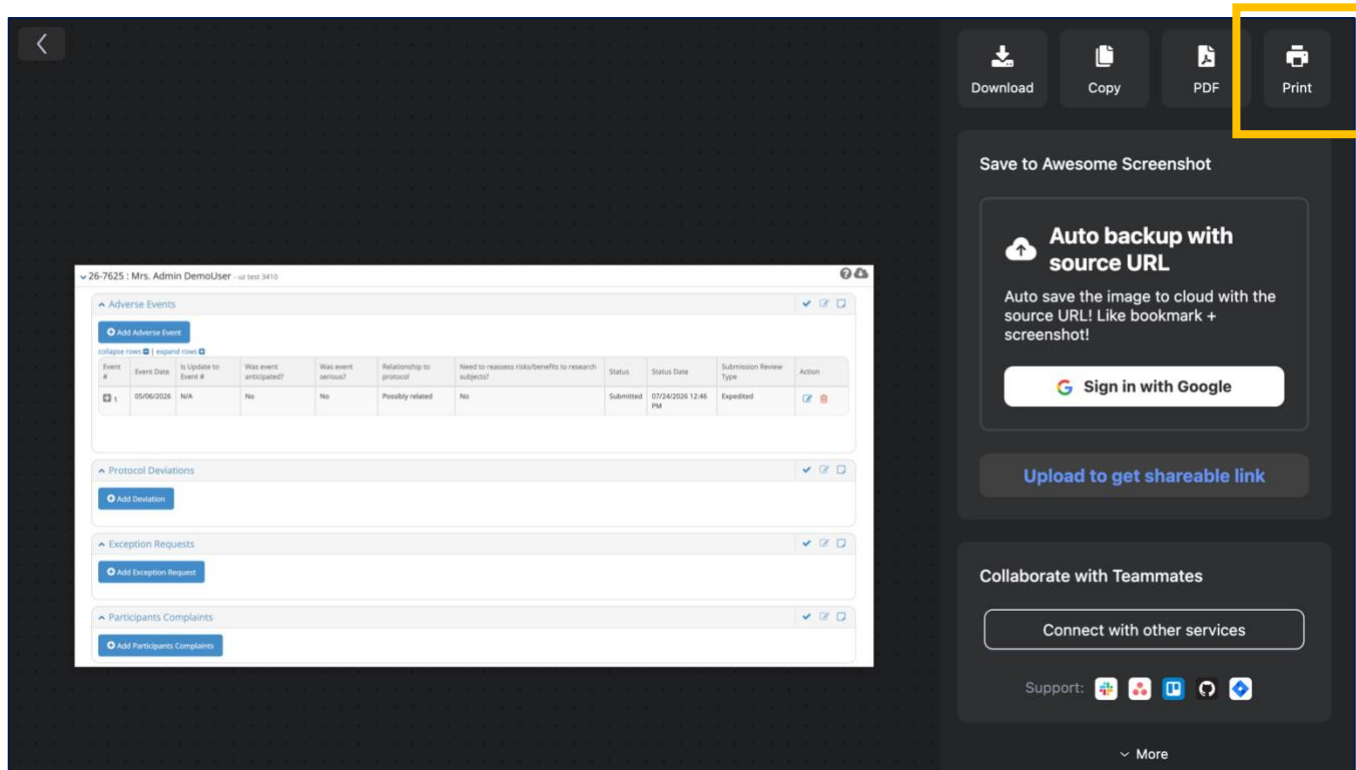
8. Log in to eIRB and open the protocol you wish to print:
<https://apps.research.upenn.edu/login>
9. Navigate to the section of the protocol you want to capture (for example, a specific tab or page within the protocol). Alternatively, you can capture the entire protocol.
10. Click the Awesome Screenshot icon in your Chrome toolbar.
11. A small menu will appear with a few capture options. Make sure that you are on the “Capture” tab, rather than “Record”. Choose "Capture entire page" if you want to capture the full scrollable section, or "Capture selected area" if you only need a specific part of the screen.
12. If you chose "Capture selected area," click and drag your mouse to draw a box around the content you want to capture. Then select the blue “Capture” button.



13. Awesome Screenshot will open a new tab showing your captured image.

Part 3: Save or Print the Capture

14. In the tab showing your captured image, look for the toolbar of icons along the top or side of the screen.
15. To print directly: click the printer icon, then choose your printer and click Print, just as you would with any normal document.



16. To save as a file instead: click the download/save icon, choose PNG, JPG, or PDF as the file type, and save it to your computer. You can print it later by opening the saved file and using File > Print.

Note: If you need to capture several sections of the same protocol, repeat Part 2 and Part 3 for each section. Each capture is saved as its own separate file.