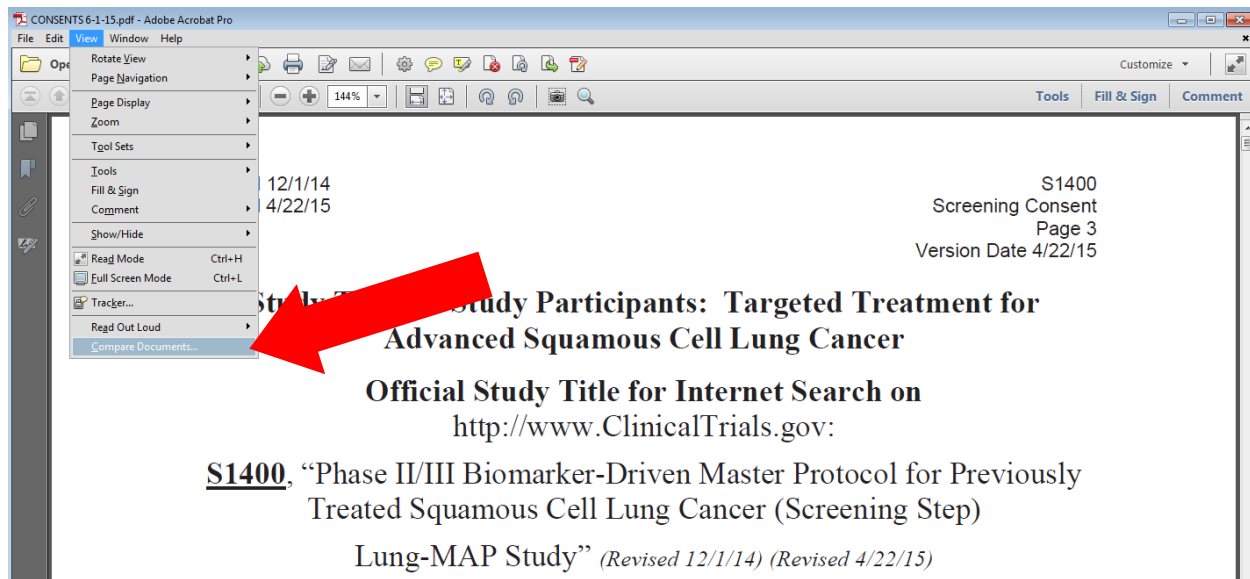# Consent Comparison

When comparing consents with Adobe, a true PDF file must be utilized. Usually documents that are scanned into a PDF file will not work. If this is the case, you may have to enable editing to do the review.

1. Open the model consent with Adobe & click on *View*.
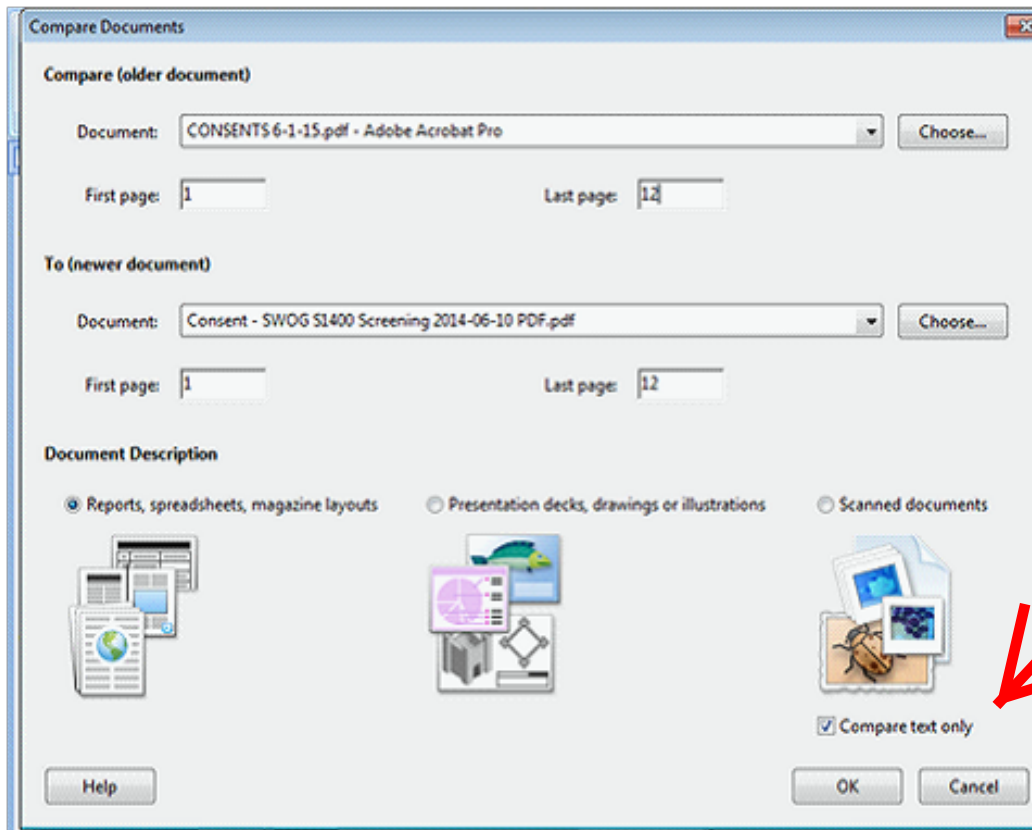2. Then click on *Compare Documents*.

3. A box will come up asking where the files are that you wish to compare.
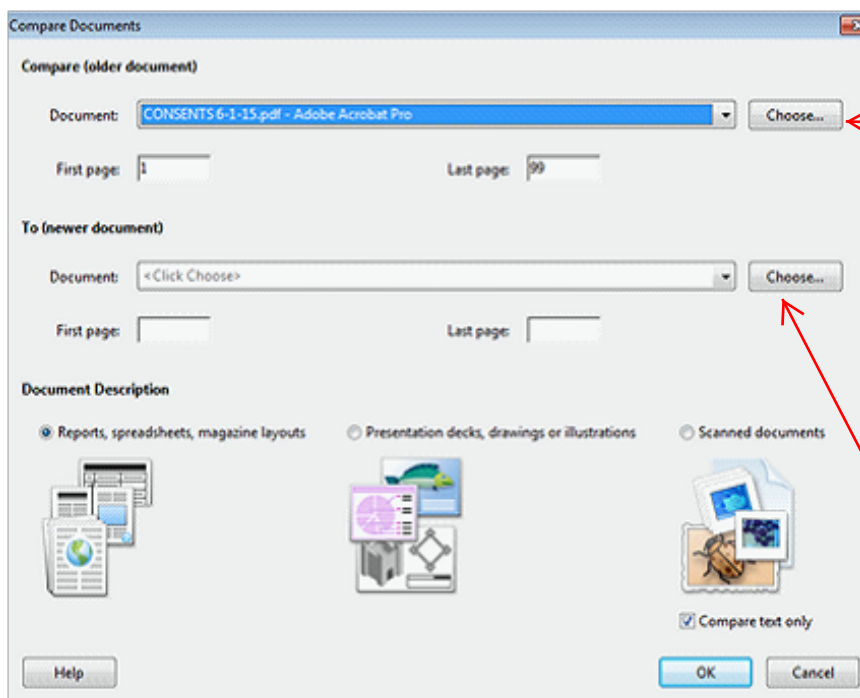
You can click on choose to tell Adobe where the file is. This will bring up your files and you can click on the file you want to compare. Enter the Model Consent in the first box. You will need to make sure you enter the page numbers within the consent that you wish to compare (if you have screening, A, B etc. in the same document.

In the second box, enter the sites consent that you are reviewing. You may choose the file location in the same way as you did for the model consent.

4. After you have both files listed for the consents, click ok. You will also want to make sure you have the box, *Compare text only* checked.


5. Adobe will compare the two documents, and highlight any word that is different. You may scroll through the document or click on , *Get started first change.*
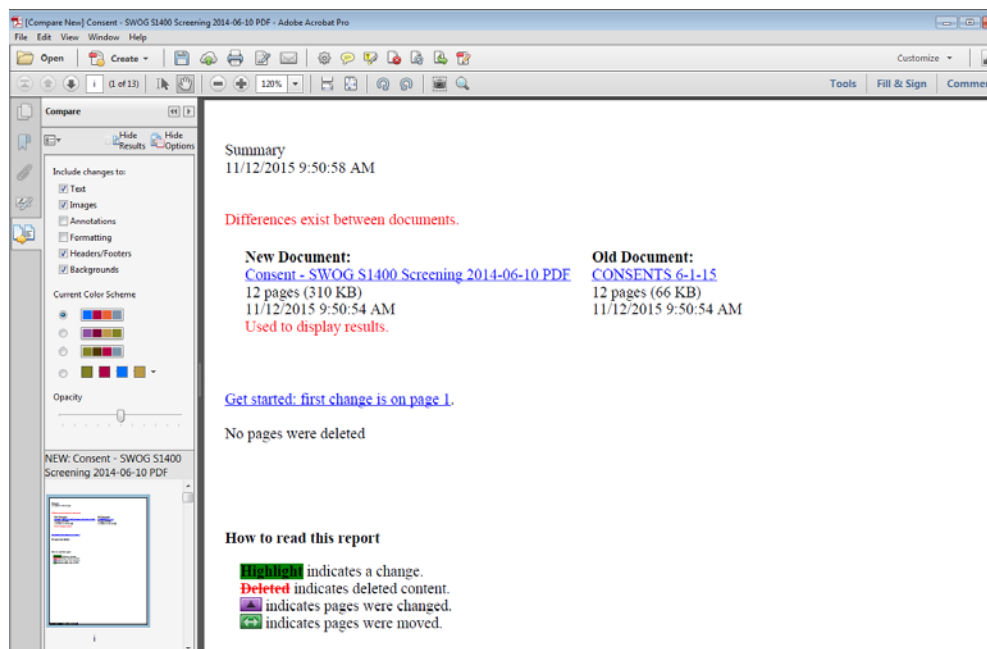
6. If only the formatting has changed, such as font or size it will look like the box below. You can hover over the highlighted text with your curser to see what was changed.
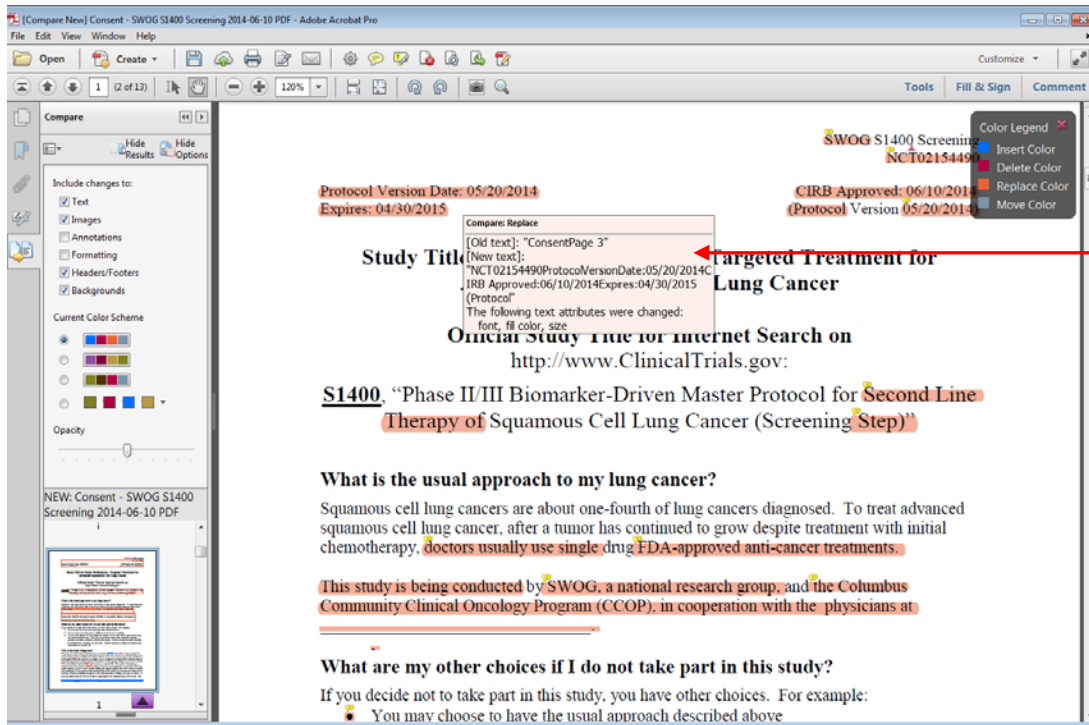

7. If something was deleted, you will see a symbol as indicated below; if you hover over the symbol it will tell you what was deleted. This is *usually* dates, numbers or wording from the footer of the model and is not important.
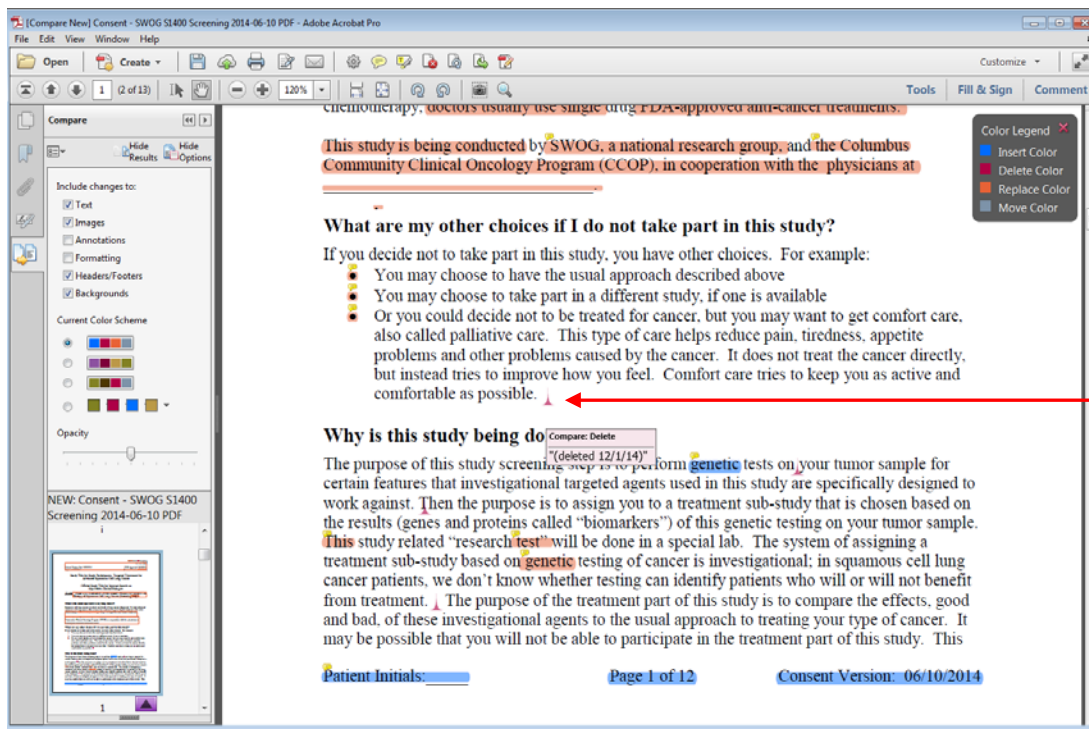
8. Pay attention to the blue highlighting, as this indicates something has been added to the model consent. If working has been added, that is not in the model consent, it must be in the sites CIRB approved Boilerplate Local Context Document. If not – this is a deficiency.
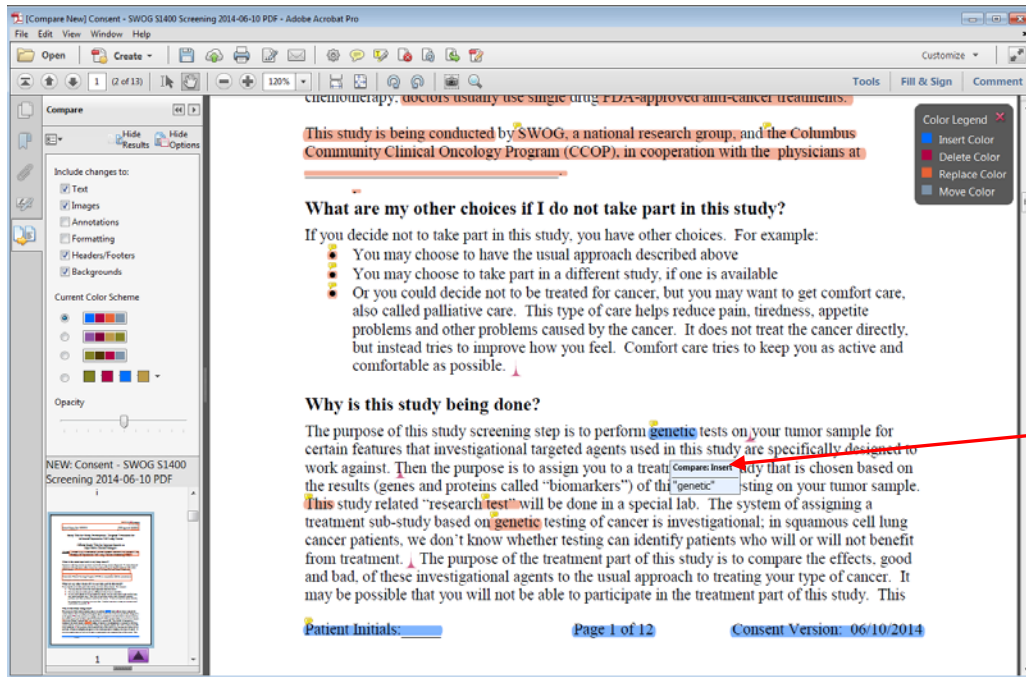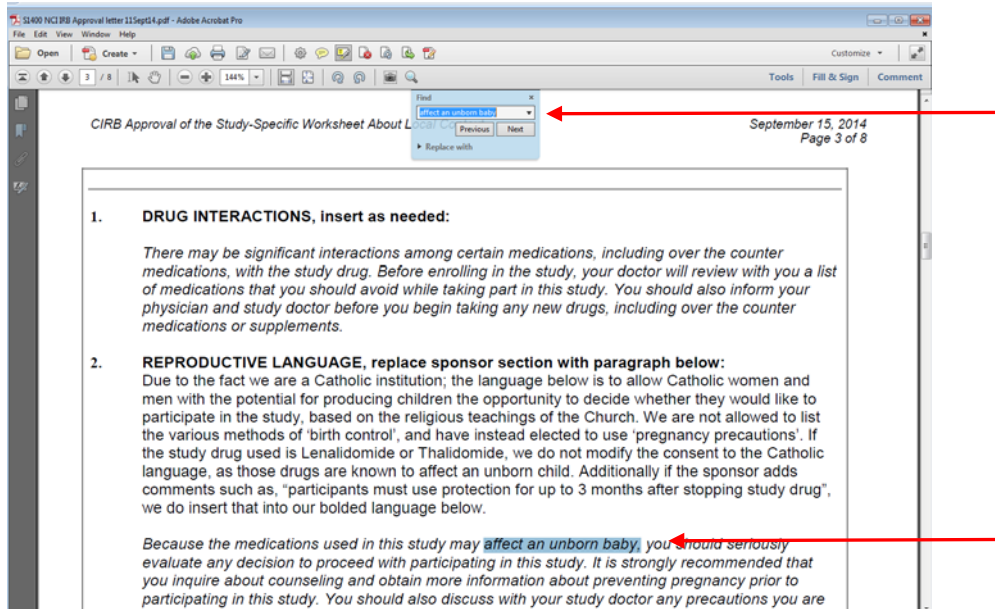

9. You can also search the sites boilerplate language for what was inserted in the local version of the consent to check that it is approved. Open the CIRB boilerplate document with Adobe and click on search.
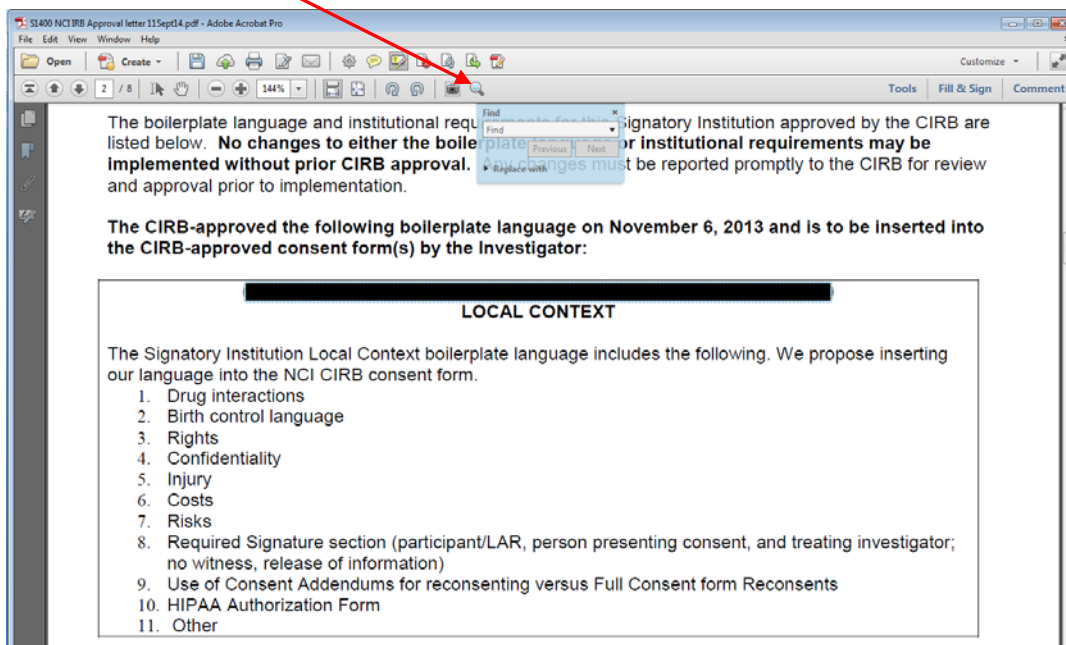
10. After entering the text in the find box, click next and Adobe will find the text in the approved language, if it is there, and highlight it.


If wording is found in the local consent that is not in the CIRB approved document or the CIRB approved model, the site must either remove the wording or amend their boilerplate language with the CIRB.

You can also compare documents utilizing Microsoft Office Word. The screens though are busy.
1. Open the Model Consent in word.
2. Click on the *Review* tab & then on the *Compare* tab. Then choose to compare two versions of a document.
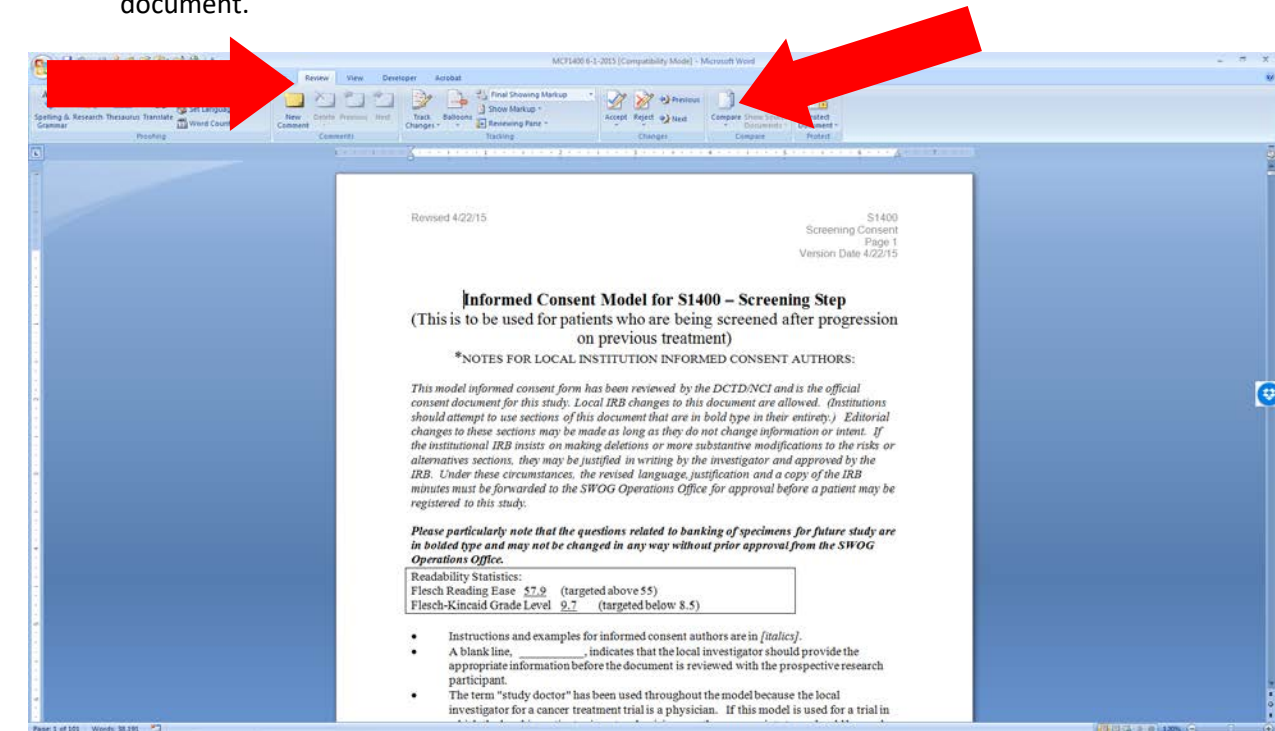
3. In the box, choose the file location by clicking on the file next to the box.
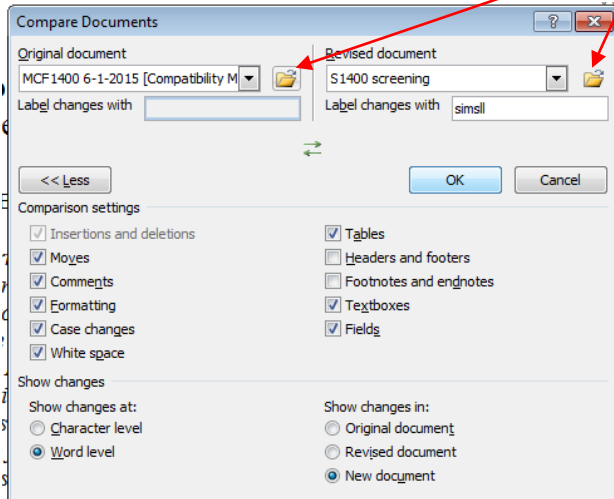

Choose the Model Consent for the original document.

Choose the site consent for the revised document

For the comparison settings you can remove formatting and case changes, but keep tables headers and footers, & text boxes.

Show changes in: Any of these are acceptable. Below is the screen if you choose New Document.

4. The new document is in the middle of the screen with the Model Consent at the top right & the site consent at the bottom left. As you scroll through the new document in the middle, the other two documents move also, so you can look back at the others as necessary.
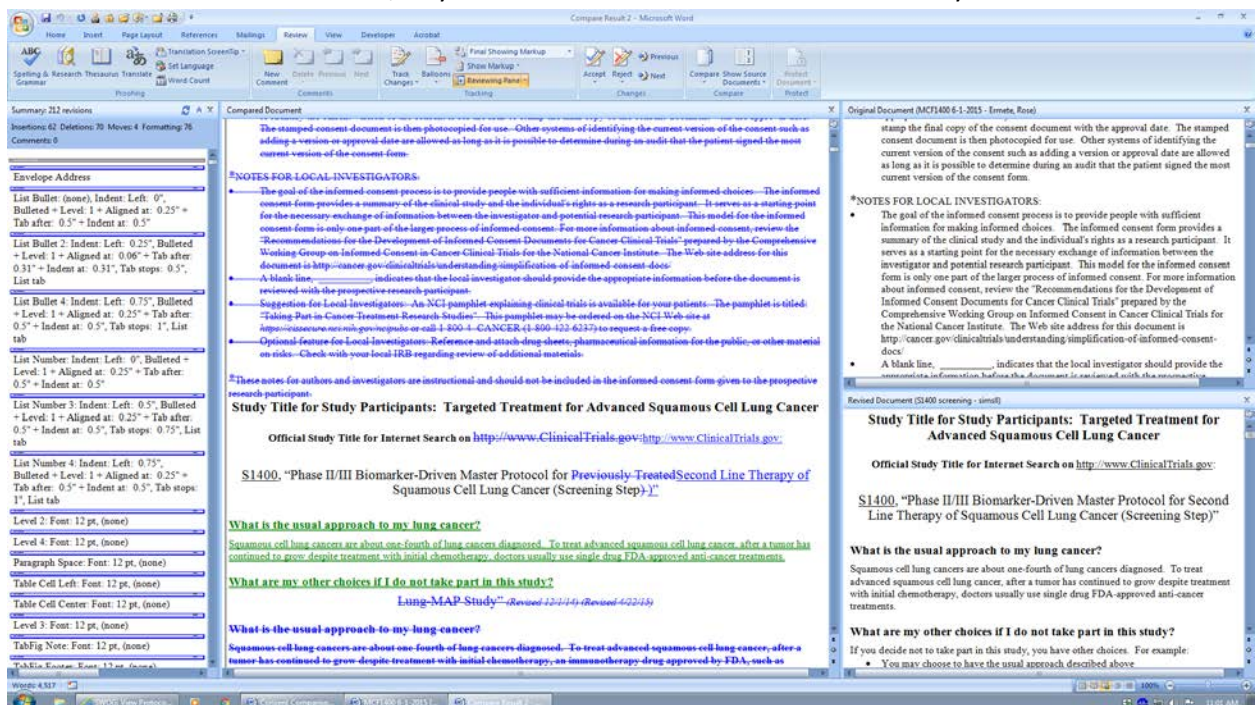
Anything that has been changed will be highlighted. The line through indicates the site has removed this from their consent. If something has been changed it will be in blue after the line out.

New wording is generally in green.

5. If you hover over the highlighted text, it will indicate whether it has been deleted or inserted.
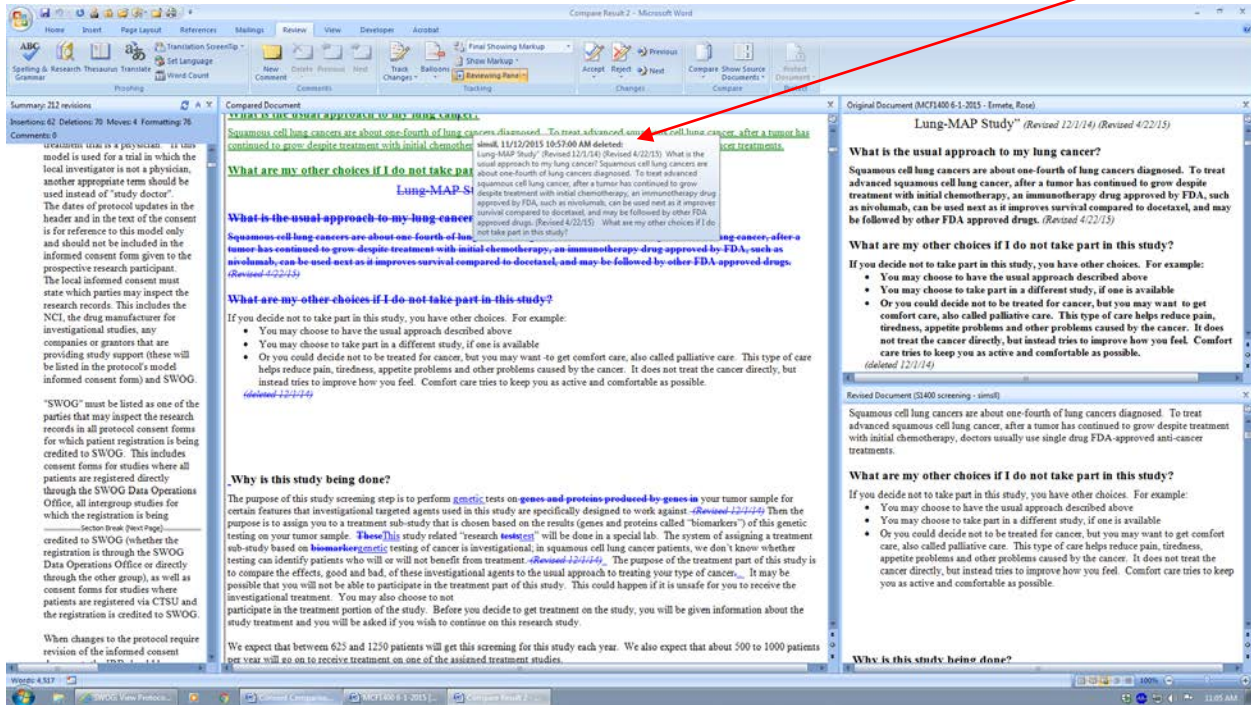
Any changes from the CIRB approved model need to be compared to the sites CIRB approved boilerplate.