

Uploading Files to Your Scholarship Application

Documents Written on a PC:

If you have written your document in Microsoft Word, please name the document something that you can easily recognize and save your file as a .doc or .docx file type. For example, “Formal Essay.docx” or “Activity Essay.doc” and upload the file in the appropriate field.

Documents Written on a Mac:

If your Mac does not have Microsoft Office installed you will need to convert your Pages file to a PDF before you can upload it to your application. (Pages is the default word processing program on your Mac. If you have not installed a version of Microsoft Office, then your file is a Pages file. For example “Formal Essay.pages”)

How to Convert Your Pages File to PDF:

After completing and saving your document in Pages, click on the File menu and select Print. Under the printer menu, on the lower left hand side click on PDF and select “Save as PDF.” Select a file name and location for your PDF file that you can easily recognize (for example “Formal Essay.pdf”) and click “Save.” The default application for opening your PDF on your Mac will be Preview. You can view your PDF here before uploading the file to your application.

If your Mac does have Microsoft Office installed and you have written your document in Microsoft Word, please name the document something that you can easily remember and save your file as a .doc or .docx file type. For example, “Formal Essay.docx” or “Activity Essay.doc” and upload the file in the appropriate field.

Documents Written in a Google Drive Account (Googledocs):

After completing and saving your document in Google Drive, click on the File menu. Hover over “Download As” and select “PDF Document (.pdf).” After downloading your document, save your new PDF document as a name that you can easily recognize (for example “Formal Essay.pdf”) and upload it in the appropriate field in your application.

How to Take a Screenshot on a PC or a Mac:

On a PC:

The “Print Screen” button may be labeled “Prt Sc”, “Prnt Scrn”, “Print Scrn”, or similar. On most keyboards, the button is usually found next to the “F12” and “Scroll Lock” keys. On laptop keyboards, you may have to press the “Fn” or “Function” key to access “Print Screen”. Looking at the screen you want to save, hold down the “Alt” key and press “Print Screen”. Open Microsoft Paint. To open Paint, open the Start menu, click on “All Programs,” click on “Accessories,” and click on “Paint.” Click the “Select” tool along the top bar and choose “Rectangular Select” in Paint. Right-click on the canvas and select “Paste.” Your screenshot will be pasted onto the canvas. Save the file using “save as” and upload it.

On a Mac:

To capture the entire desktop, press **Command-Shift-3**. The screen shot will be automatically saved as a [PNG](#) file on your desktop. Rename the file so that you can easily recognize it (for example, “SARscreen.png” or “FinAid.scrnshot.png” then upload it in the normal manner.

How to Combine Multiple Pages into One Document for PC Users

If you have used multiple screen shots to capture a document that you need to upload, you must combine them into one document before you can upload them.

USING WORD (doc or docx)

Open a Word Document and give it an appropriate file name: (FinAidinfo or CollegeXscript., for example). Click “Insert” and “Picture” and then navigate to the png file that you created from a screen shot (or from a photo taken by a smart phone). Insert the first screen shot. Make sure that the information is readable. Then move the cursor below the first screen shot but still on the same page. Click “Insert” and “Pictures” again and navigate to the secong png file. Insert that file. Most likely, the document will go over on to a second page. Do this until all screen shots are in that word document. Save the word document. Even though it is multiple pages, it is still only one file and will upload successfully.

USING ADOBE ACROBAT

(Note: This is not Adobe Reader)

Open the PDF files that you would like to combine.

Click on the “Create” button and select “Merge Files into a Single PDF” from the dropdown.

A new window will open. Click on the “Add Files” button to browse for the PDF files that you would like to combine. **OR** Click and drag the files you would like to combine into the window. Use the “Move Up” and “Move Down” buttons to put your PDFs in the correct order. Make sure that “Single PDF” is checked.

When you have added all the PDFs you would like to combine and have ordered them correctly, click “Combine Files.” Then Save your new PDF.

How to Combine Multiple Pages into One Document for Mac Users (using Preview)

Open the PDF documents that you want to combine in Preview.

Select each Preview window, then choose View > Thumbnails to open the Thumbnails pane.

Select the thumbnails of the pages you want to move. You can press the Shift key or the Command key while clicking each page thumbnail to select multiple pages.

Drag the thumbnails from one PDF window to the thumbnails pane of the other PDF window.

Move your pointer to where you want the pages to appear in the PDF.

Note: When dragging the thumbnail to the top or the bottom of the thumbnail pane, a divider line may appear. To ensure your pages are inserted into the current document, do not drag the thumbnail beyond the divider line.

Release your pointer to move the pages to the location you've selected.

Rearranging page order

If you need to re-order the pages in a PDF, you can drag and drop the thumbnails of each page in the sidebar of the Preview window.

Choose View > Thumbnails.

Select the thumbnails of the pages you want to move within the document. You can press the Shift key or the Command key while clicking each page thumbnail to select multiple pages.

Drag your selection up or down through the sidebar until you find the location where you want the pages to appear.

Release the pointer to insert the pages into the new location.