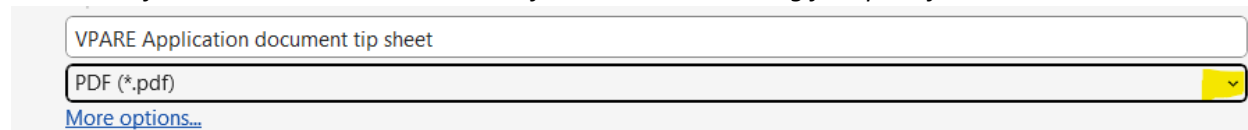


VPARE Application document tip sheet

Please note that each candidate may only upload a maximum of **10 files**. To streamline your documents and attachments, we recommend the following methods:

1. Preferred Method: Condensing into a PDF

PDFs allow for clear in-order consolidation of evidence while saving file space for VPARE Standards



File > Save as > Change Document name to match standard and change to PDF (See Highlighted)

Windows:

- Open your document in Word.
- Click on "File" > "Save As."
- Choose the location and select "PDF" as the file format.
- Save the document.

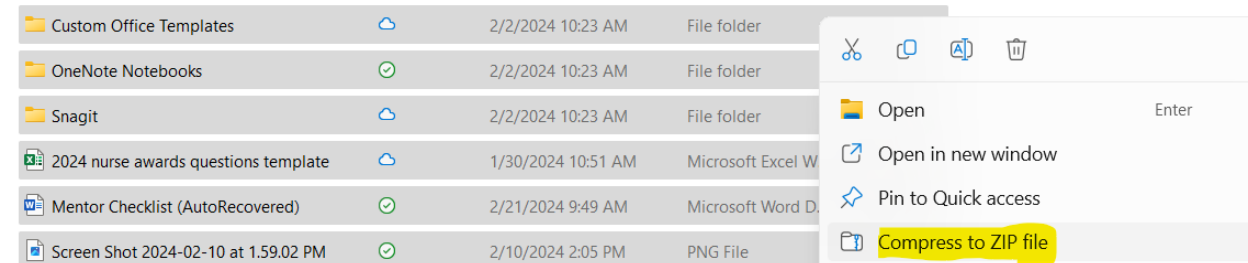
Mac:

- Open your document in Preview.
- Click on "File" > "Export as PDF."
- Save the document.

Tip: Combine multiple documents into a single Word file using copy/paste or utilize screenshots (Shift+Windows+F on Windows or Shift+Command+4 on Mac) and paste images into the Word document.

2. Zipping Files

Zipping files saves file space and allows for an effective way to submit documents



Highlight selected documents > right click > compress to ZIP File (See highlighted)

Windows:

- Select the files you want to zip.
- Right-click and choose "Send to" > "Compressed (zipped) folder."

Mac:

- Select the files you want to zip.
- Right-click and choose "Compress [number] Items."

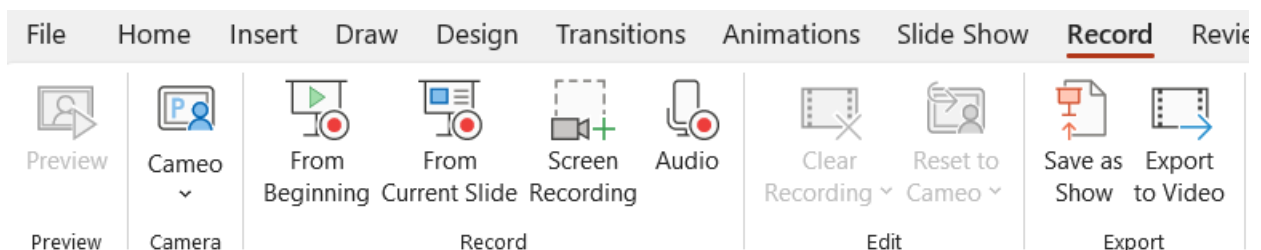
Note: Please avoid submitting a separate Zip File for each standard unless experiencing issues with PDF conversion.

Online Tools

- Utilize online converters such as SmallPDF or Adobe Acrobat online.
- Upload your document and download the converted PDF.

Additional Help

- **Insert Powerpoint presentation into Word**
 - Save powerpoint as a PDF before proceeding
 - Open Word document and click location where you would like to insert Powerpoint
 - Go to "insert" tab > "Object" > "Create from File"
 - Select your powerpoint presentation
 - Convert to PDF
- **Video Recordings/speaking notes**
 - Please note that any recorded documentation for your VPARE process will not be able to be consolidated into a PDF format. *Please see 2. Zipping files if you will have multiple recordings to submit and allow for all recordings to take up 1 file space in the form of a Zip file.*
 - *Video recording submissions can be larger than the file size limit on your application submission. Reduction of video length or converting to a voice-over PowerPoint format, highlighting each slide to a standard submitted.*



Remember: We encourage the use of the preferred method (condensing into a PDF) to ensure a smooth and efficient submission process. If you encounter any difficulties, feel free to explore the provided alternatives.

Thank you for your cooperation, and we look forward to receiving your application!