If you have attempted to upload your files and you receive an error or they simply will not upload to EDJOIN, your files are probably either in an inappropriate format, or too large. Please ensure that your document meets the appropriate format and size requirements below.

- Acceptable format: .PDF
- Size limit: Each file must not exceed 1 MB (megabyte) or 1024 KB
- File Name: The file name must contain less than 50 characters including spaces. If the file name contains more than 50 characters or any special characters, you may have trouble attaching your documents and/or the district you are applying to may have trouble viewing them. Please make sure your document title only contains letters and numbers.

If the document is multiple pages, you may need to scan multiple sections of the document to maintain the 1MB file size allowance.

Saving Your Documents to .PDF Format:

If Using A PC:

Microsoft Word 2007 or later allows you to save a document as .PDF on a PC

1. Open the document from where you have it saved in your computer.
2. Once the document opens in Microsoft Word, go to the **File** menu at the top left of your Microsoft Word window and click on **Save as**.
3. Note where you will be saving the document, go to the bottom of the window and select **PDF (*.pdf)** in the **Save as type** box.
4. Save and close.

If Using A Mac:

Using the print dialog box allows you to save just about any document to .PDF format from a Mac

1. With the document open, click **File** at the top left of your file menu.
2. Click **Print** to open the print dialog box
3. Click the **PDF drop down** at the bottom left of the dialog box.
4. Click **Save as PDF...**
5. Choose where to save the file in the **Where:** drop down.
6. Title the document and click **Save** at the bottom right.

EDJOIN is also aware of the free highly used third party software found below. Please Note: EDJOIN cannot provide support for any 3rd party software listed below.

CutePDF®   http://www.cutepdf.com

Easy PDF Creator   http://www.pdfdesk.com/products.html

Apache OpenOffice   https://www.openoffice.org

If you're scanned document is too large: over 1 MB (1024 KB), try one of the following ways to reduce the file size.

1) Always scan documents in black and white only, not in color or grey-scale.
2) If the document has watermarks, graphics, etc., photo copy the document at 50% darkness and then scan.
3) Lower the resolution of your scanner from the default to either 100 or 75 dpi "dots per inch", and then rescan the file.
4) It may also be necessary to make a copy of the document in black and white at a reduced size and then scan.

 If you are still unable to attach your documents, your local Kinko's or business supply should be able to assist you. You will need to take your documents, your username and password along with a copy of this email message. They will need to make sure each document does not exceed 1MB (1024 KB) and is scanned as a .PDF file. They may charge a fee for their services.