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# HOW TO SCAN & UPLOAD DOCUMENTS

## Using the Document Upload Tool for the Online Scholarship Application

### OVERVIEW

ASPSF staff and volunteers and students can upload electronic copies of supporting documentation to our online scholarship application. If your documents are in paper format, first scan or convert them to an electronic file. It is best to convert them to PDF format, which is a format that is hard to edit and results in a more portable file size. Most scanners have the capability to convert scanned documents to PDF. There are also many free applications you can use with a smartphone or tablet to take pictures of your documents and convert them to PDF.

**You may attach any of the following file types to our online application:** PDF Document (.pdf), Microsoft Word (.docx) or Excel (.xlsx), OpenDocument Format (.odt), Rich Text Format (.rtf), or image (.jpg, .gif, or .png). Your ability to save in one of these formats is dictated by the system, website, or application you're using to open/edit your document.

### STEP 1: SCAN YOUR DOCUMENT AS A PDF

- **Using the camera on your smart phone or tablet:**
  - Install any free scanning app. Recommended apps include Google Drive, CamScanner, and Genius Scan.
  - Using the scanning app, take pictures of each page of the document and save it as a PDF.
  - Save the PDF in a location on your device that's easily accessible.
- **Using your printer or scanner:**
  - Follow the scanner manufacturer's directions to scan each document to your computer or USB drive. Most scanners simply require you to press a Scan button, or open the scanning program on your computer and click a scan command.
  - **Select the PDF file format option before scanning.** Scanning as an image (JPEG, GIF, BMP, or TIF) instead of PDF sometimes results in poorer quality and larger file sizes than scanning as a PDF.

- Save it to a folder in a location on your computer or removable drive that you can easily access (like the Desktop or Documents folder).

## STEP 2: UPLOAD YOUR DOCUMENTATION

- Login to your account in the Scholarship Management System and open the scholarship application.
  - If it has already been submitted, review the instructions below “*What to do if you forget to upload documentation*”
- Go to the *Supporting Documentation* section of the application.
- In the *Type* drop-down field, select the description that best fits the type of document you are uploading.
- Click the *Browse* button to locate the folder on your computer or removable drive where you saved the scanned document.
- Click on the document you wish to upload then click the *Upload* or *Save* button to upload the first document. It will appear in the list of uploaded documents on the *Supporting Documents* section of the application.
- Repeat these steps for each document. Once finished, be sure to click the *Next* or *Save* button to update the changes to the application.

## WHAT TO DO IF YOU FORGET TO UPLOAD DOCUMENTATION

Once an application has been submitted, you cannot edit it or upload missing documents to it. If the application or documentation needs to be updated, you have a couple of options:

- **Option 1:** Contact your local Single Parent Scholarship Fund to find out the preferred way to send your documents. Once they receive them, an ASPSF staff member or volunteer can attach your documents to your application.
- **Option 2:** Your application can be reset to DRAFT. This returns the application to you so you can open and edit it. This option also withdraws your application from consideration for the scholarship until you resubmit it. You must resubmit your application before the application deadline in order for the Scholarship Selection Committee to have access to it to review. Contact Chris Womack, IT Manager, to request your application to be reset to DRAFT: [cwomack@aspsf.org](mailto:cwomack@aspsf.org) or (479) 927-1402 ext 10