

Appling County Board Of Education Application File Upload / Instructions

A complete application requires that supplemental documents be included. Please electronically attach the document files (résume, scanned transcripts, copies of credentials, etc.) to your application/profile.

You may scan and attach letters of recommendation and transcripts at:

- Your home
- A local copy center
- Appling County School System Human Resources Department

To upload the documents, please click the browse button next to the appropriate box to find the file on your computer. The following are the only allowed file types / extensions for upload: HTML (.htm or .html); PDF (.pdf); rich text (.rtf); and text (.txt). All other file types will be rejected.

If your documents were written in a word processor such as Microsoft Word or Word Perfect, you can generally convert the document to a text, RTF or HTML file by opening the document in the program, clicking on 'Save As...' in the File menu, and selecting one of the file types above. RTF will generally do a better job of maintaining the formatting of your document. The documentation for your application may have more detailed help.

HTML files must not contain any graphics, links (i.e., e-mail addresses), or scripting.

Only three file types are allowed to be uploaded. They are files with extensions: PDF, HTM, and TXT.

PDF typically provides the best experience and closest representation of your original document.

If you don't have access to PDF creation software, saving the document as HTML directly from your word processor is your next best choice. Many of the formatting features of your word processor can be accurately represented in HTML.

Plain text format is the least desirable because it has very few formatting features.

You may scan and attach letters of recommendation and transcripts at: Home, the District Human Resources Department or Local Copy Center.

Converting to HTML

The conversion from your word processing document to an HTML document can be smooth if you use the native formatting features of your word processor. The software can accurately transform many of those features into HTML. However, if you don't use the word processor's formatting features, and instead rely upon tabs and simple spacing, your document probably will not convert as well. The best test of this is to convert the document to HTML and save it as an HTM file. Open the HTM file in a web browser to see how it looks. What you see in a web

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browser is similar to what your document will look like to the people reviewing your resume and/or cover letter.

Note that using the latest version of your word processing software gives the best results when saving as HTML.

To obtain a closer representation of your word processing document, please observe the following do(s) and don't(s).

Do(s)

Use Bullets

Use Indentation

Use Tables

Don't(s)

Don't use Tabs/Spaces to align text

Don't use page breaks, headings, or footings

Don't have links to external image/pages

Don't include any programming code