



Jeannette Rankin
FOUNDATION

Transforming Futures Through Education

How to Upload a Supporting Document to your JRF Application

We have compiled a list of various processes to help you upload your documents to your Jeannette Rankin Scholar Grant application.

Scan a Document:

How to scan a document using the microsoft office app (free app) on an iPhone or Android - Video

https://www.youtube.com/watch?v=_LUcrGAZgcl

Scan a hard copy: If you only have a hard copy of your document, you will need to scan it and save a copy on your computer (or the computer you're using to complete the application). If you do not have a scanner, you may be able to access one on campus in your school's library, student center or other office. Your public library or local printing store (FedEx, Kinkos, Office Max, etc) may also have a scanner that you can use.

All scanners are different, so wherever you go, ask someone if they can help you scan your document. After it has been scanned, save the document as a .PDF or .JPEG file on your computer (or the computer you're using to complete the application), then upload it to your application.

Save a PDF:

How to save a pdf document to your computer step by step - Webpage

<https://www.wikihow.com/Save-a-PDF-File>

Download a .PDF or other file: If your school gives you the option of viewing your transcript online, you may also be able to download and save it as a .PDF or other file. You can save the file on your computer (or the computer you're using to complete the application), then upload it.

How to print to PDF:

Select a file in any application that prints and open it.

Choose "File" > "Print".

Choose "Adobe PDF" from the list of printers in the print dialog box.
Click "Print" to use the Acrobat PDF printer.
Click "OK" and enter a new file name for your PDF. Save to your desired location.

Combine PDF Files into one Document

<https://www.youtube.com/watch?v=VODYsEeF3us> - Video

Screenshot on a Windows Computer:

<https://www.youtube.com/watch?v=jTTcGlzeJwA> - Print screen button

https://www.youtube.com/watch?v=O_55eg00H-w - Snipping tool

Take a screenshot and save as a .JPEG file: If you can view your transcript or document online but cannot download it, you can take a screenshot (basically, a picture of the screen) using the computer. Press the "Ctrl" and "Print Screen" keys simultaneously. This will take a picture of your screen showing the transcript or document. Then press "Ctrl" and "C" simultaneously to copy the picture to the clipboard. Open a photo editing program (like Microsoft Paint), and press "Ctrl" and "V" simultaneously. This will paste the picture of your screen into the photo editor. Click "File," then "Save as." Save the picture as a .JPEG file on your computer (or the computer you're using to complete the application), then upload it. *You may need to take multiple screenshots to capture all pages of your transcript or document. If so, be sure to combine all pages together into one file since you can only upload one transcript file.

Copy & Paste into a Word document:

<https://www.youtube.com/watch?v=b0ExT0qFfRk> - Video

Copy and Paste into Microsoft Word and save as a .DOC file: If you can view your transcript online but cannot download it, you may also be able to copy and paste the content into a Microsoft Word or other document. Highlight the full text of your transcript, then press "Ctrl" and "C" simultaneously to copy the text to the clipboard. Open Microsoft Word and press "Ctrl" and "V" simultaneously. This will paste the text into the document. Click "File," then "Save as." Save the document as a .DOC or .DOCX file on your computer (or the computer you're using to complete the application), then upload it.