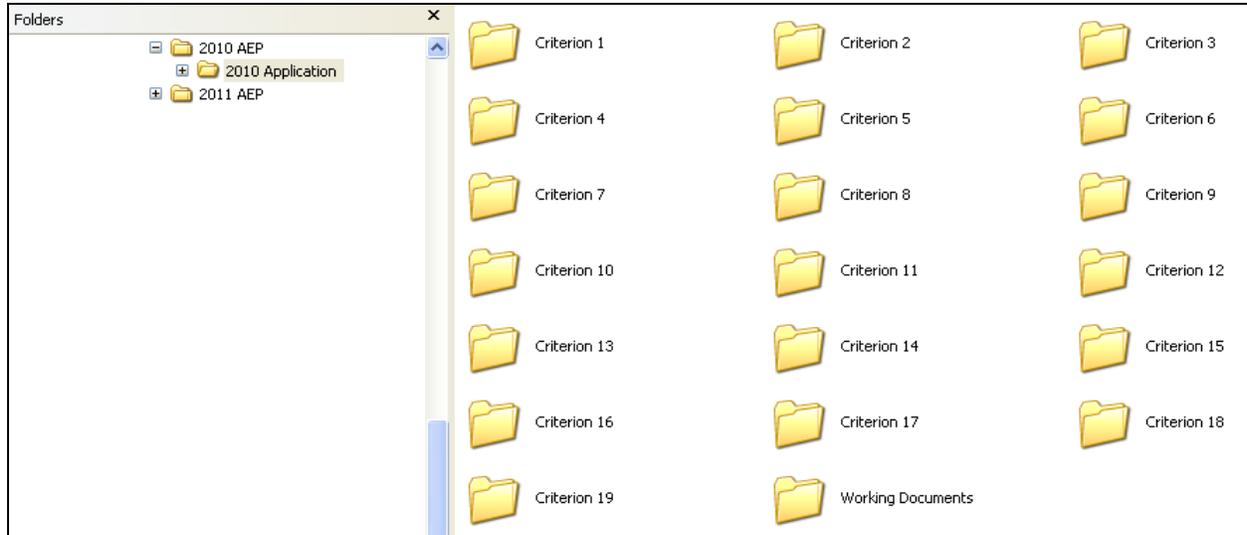


Suggestions and Tips for Managing and Uploading Files for the AEP Application

Many agencies have found that creating an AEP folder with additional folders for each question works well for managing documents for the award. During the year it is easy to insert the documents into each folder as they become available.

See example below:



Many agencies are working from different versions of Word and Excel and the applications received were submitted in a variety of ways. During the evaluation process this last year, it became evident that if there was more consistency in the format of the documents submitted, the committee would be able to evaluate the submittals in a more efficient manner.

Please utilize the guidelines below as you prepare your online submission:

***Note – each document that will be uploaded to the application must have a different name, for example if under each folder the document is named “file”, then the documents will not load to the NPI website correctly. It may also be useful to name them differently so that the correct file is uploaded to each Criterion.**

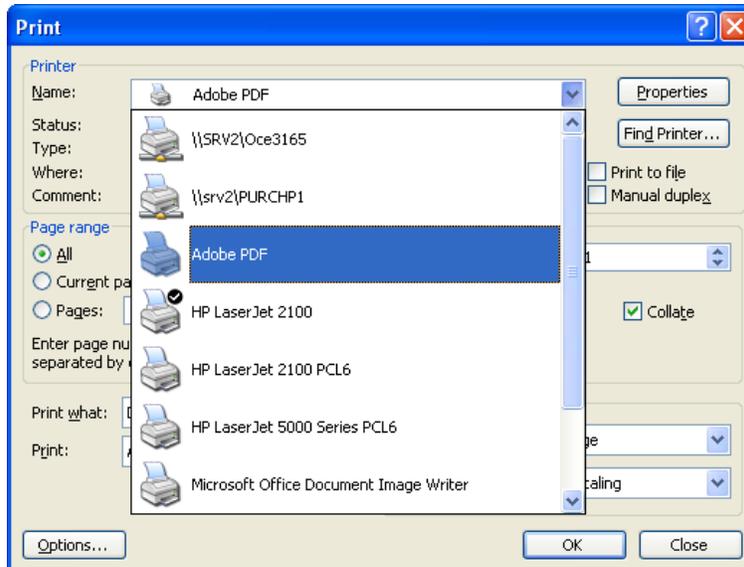
- Please consider combining all the supporting documentation into one document either via PDF or into a word or excel document. *PDF is the preferred format.*

(If you have professional Adobe Acrobat Software installed, a PDF can be created from any document. Copiers with scanning capabilities can create documents into PDF format and there are several free versions available for downloading.)

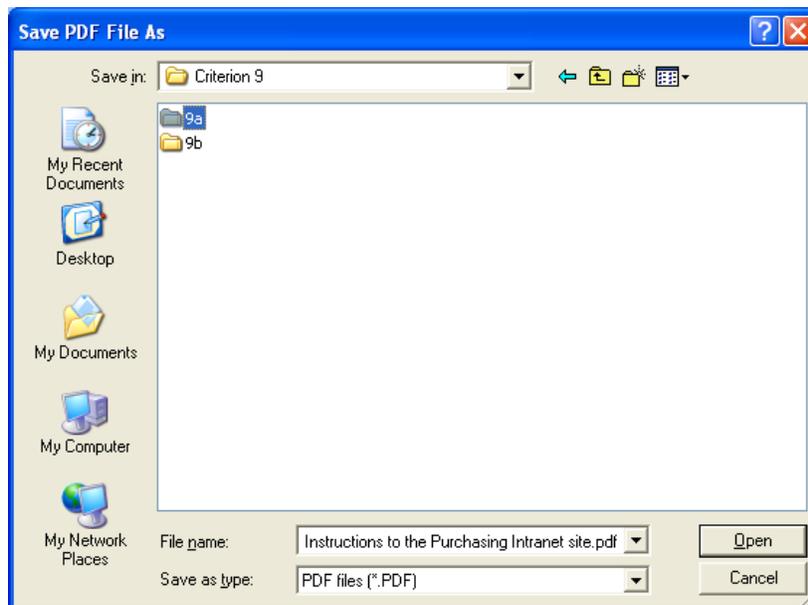
- It is important that the documents submitted are clear and legible. (Copies of copies and dark originals can become very difficult to read). **BE SURE SCREEN SHOTS ARE READABLE.**
- Please don't submit more documents than are requested for each criterion. Minimize file size where possible. (*See instructions to minimize file size in Adobe Acrobat on the next page*)
- See the best practice examples posted on the NPI website. www.NPIconnection.com
- Do not use zip files unless the file size exceeds 11 MB. *See instructions below on reducing file size or creating zip files if your file size exceeds 11 MB>.*

Instructions for creating Adobe Acrobat file from Word and Excel.

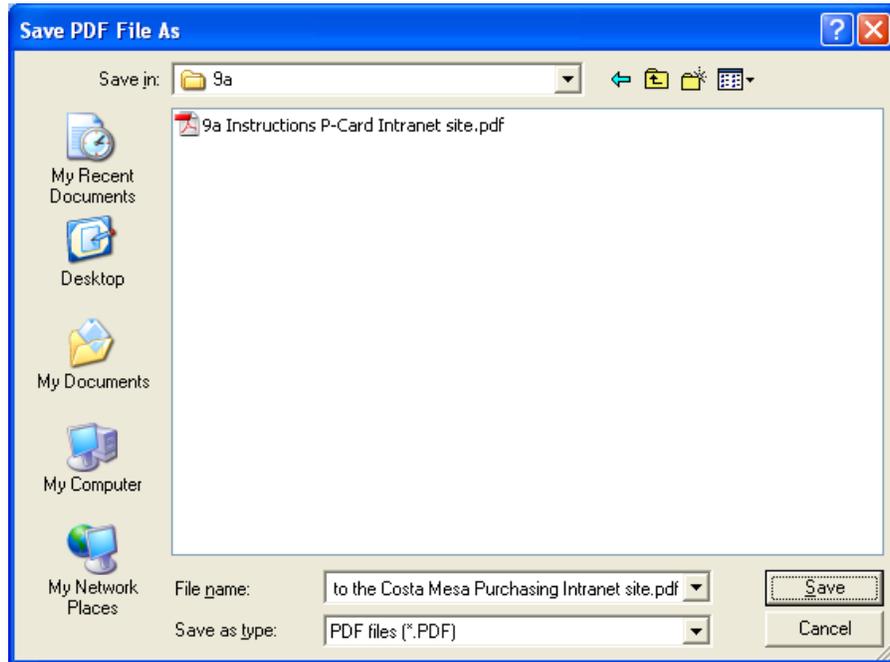
If you have Adobe Acrobat Professional, you will be able to save any document to a PDF file. From the document you wish to save to PDF click on File and then select Print. Click on the down arrow for choices of printers. If you have Adobe Acrobat Professional, you will have the option of selecting the Adobe PDF as highlighted below. Select Adobe PDF and Click OK.



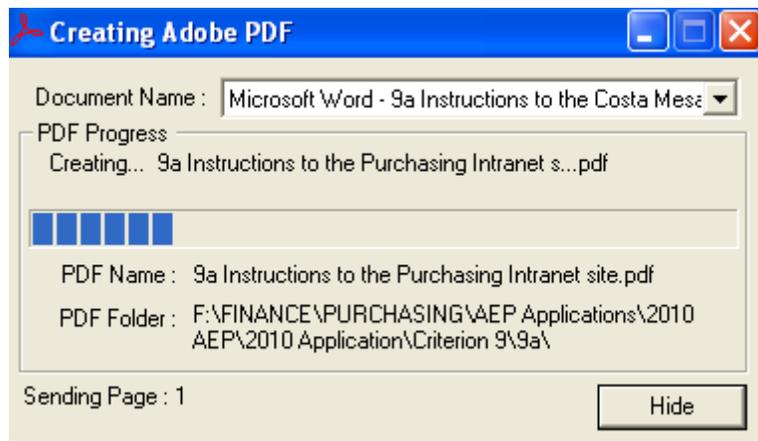
Select the correct file to save the new PDF document in then Click Open



When ready Click Save.

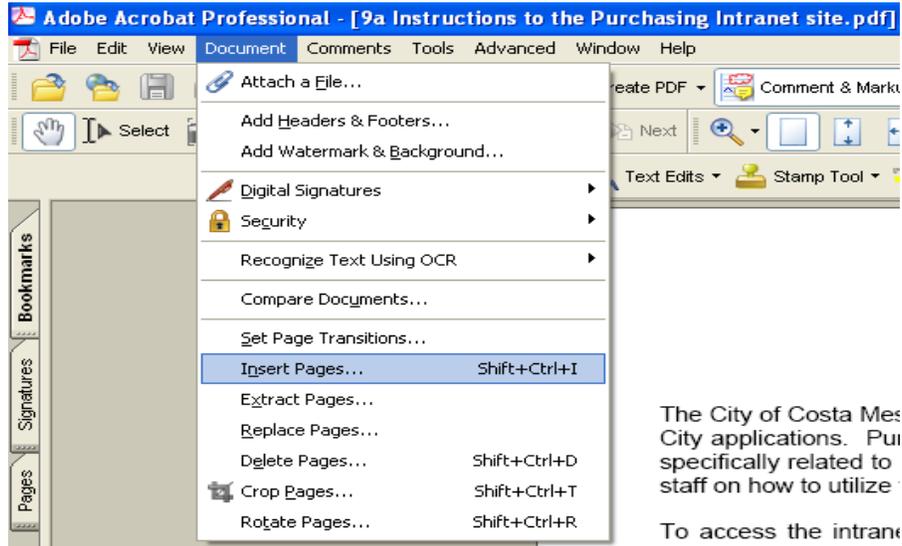


The following box will open up and when the conversion is complete the new Adobe document will open to your screen.



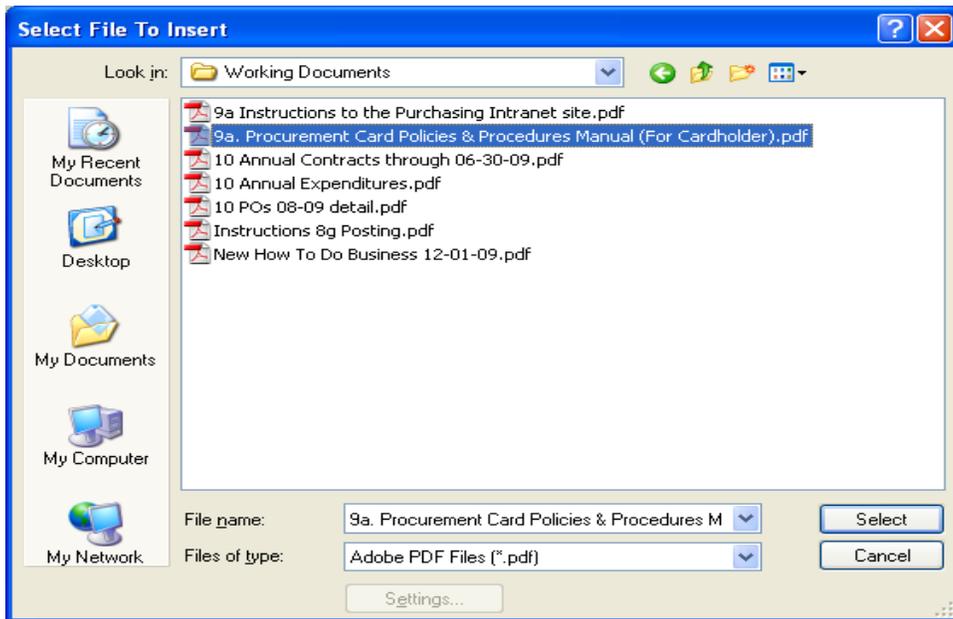
Instructions for combining files in Adobe Acrobat. (This will work if you have Adobe Acrobat Professional. Another option, if you have access to a copier with scanning capabilities is to scan the documents into one document.) ****Please note it is easier to convert all the files to Adobe before combining them to one document.**

It is helpful to have all the documents you wish to combine converted to Adobe and saved to the same folder. Open the first document that you would like to combine with one or more documents. Select Document and Insert Pages from the drop down menu.

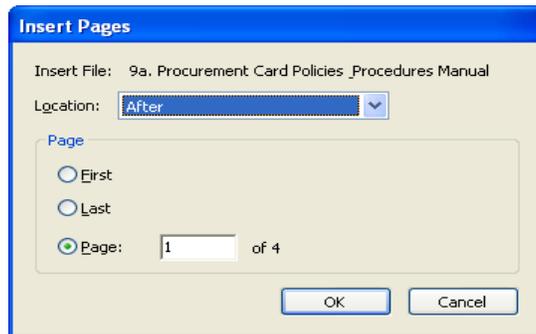


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staff on how to utilize
To access the intranet

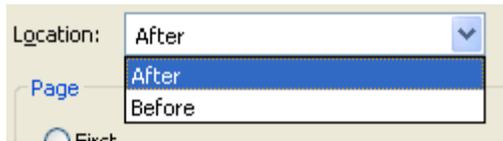
This will open a box for you to select the file you wish to insert into the original document.



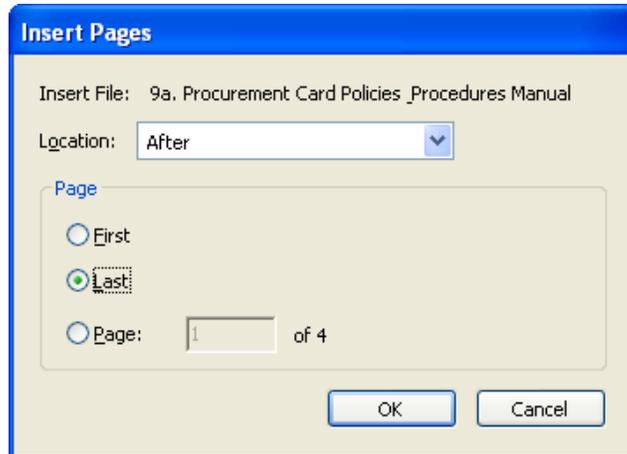
Highlight the document and Click Select. You will be asked where you want to insert this document, see the dialog box below:



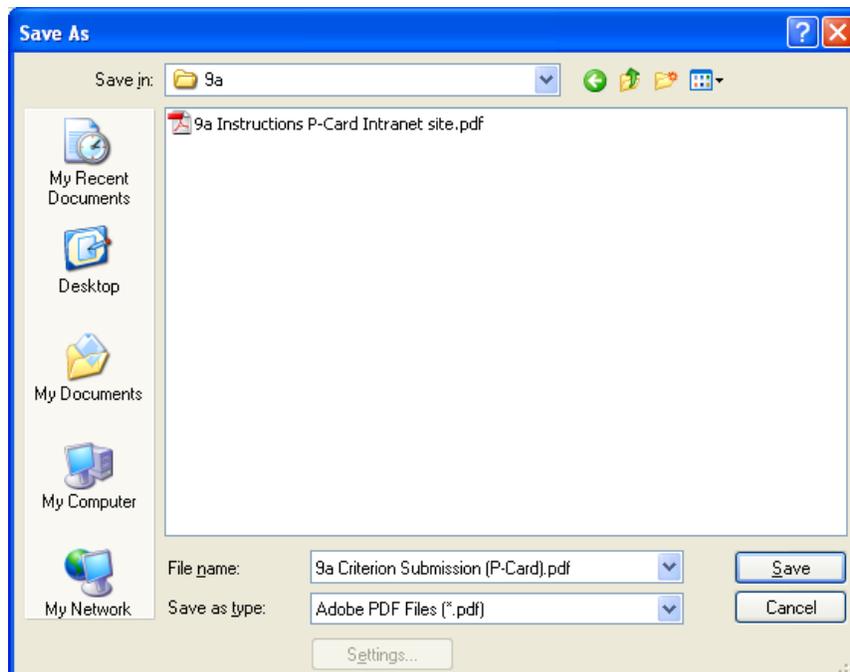
If you click on the down arrow after location, you will have a choice of before or after



In this case I want this document attached at the end of the first document, so I will select the location: After and the Page is Last. Then Click OK.

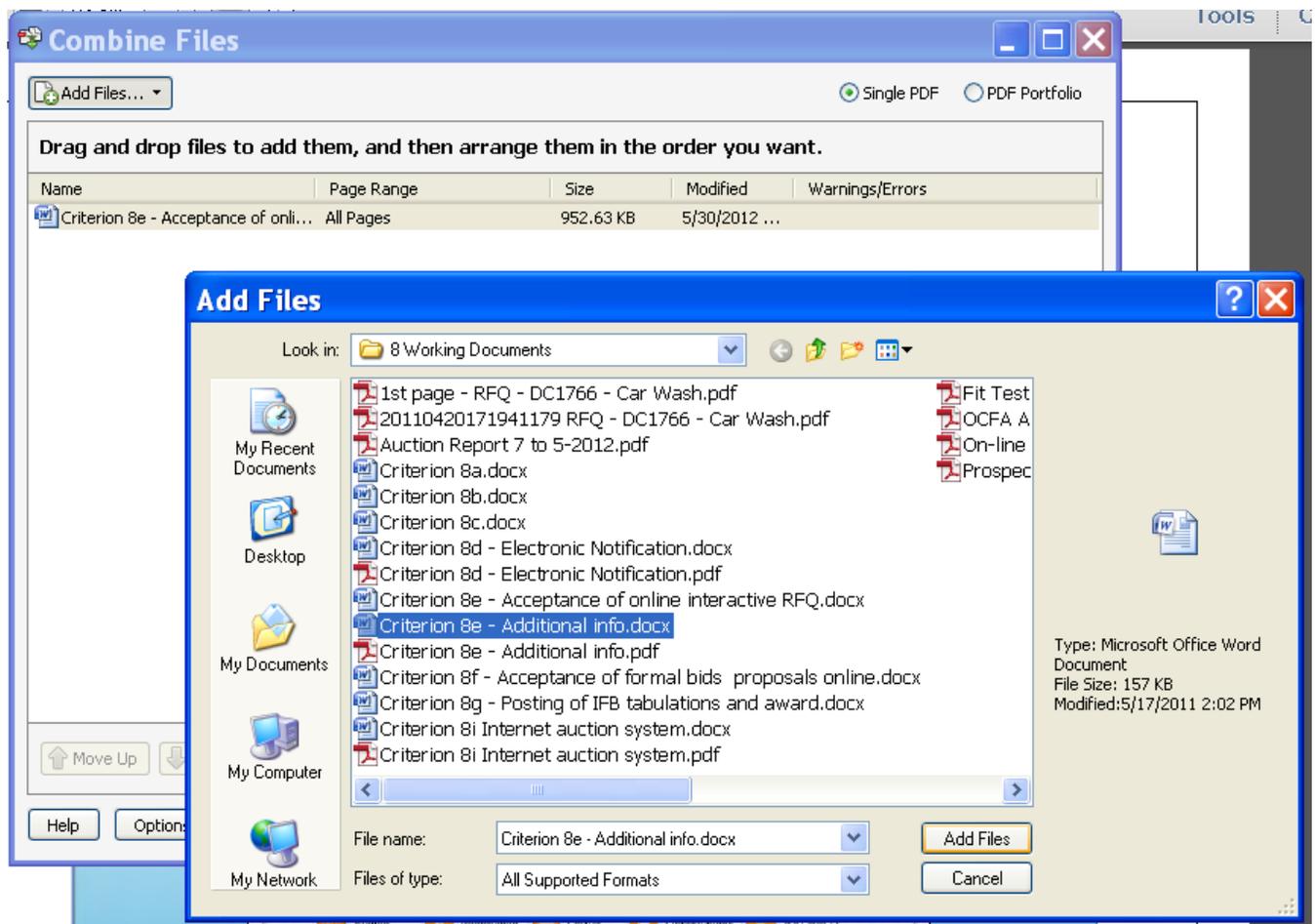
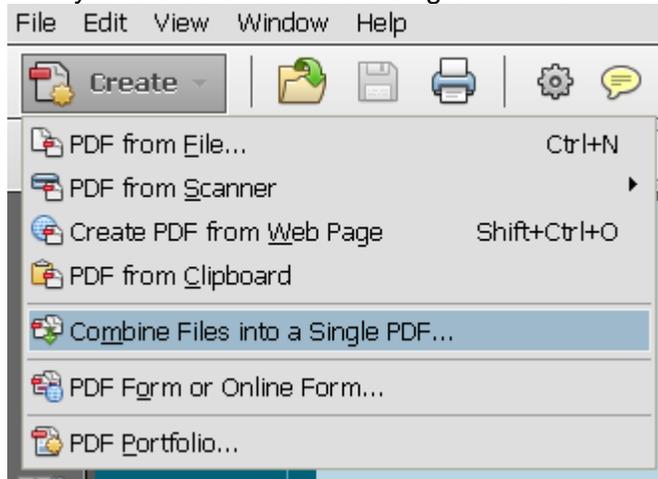


Once the PDF files have been combined, it is recommended that you save this document. It is recommended that you change the name so you know this is the PDF with the combined files. Select File Save As, select the correct Location where you want the combined document stored and change the name so that you will know this is the newly created file as shown below. Then Click Save.

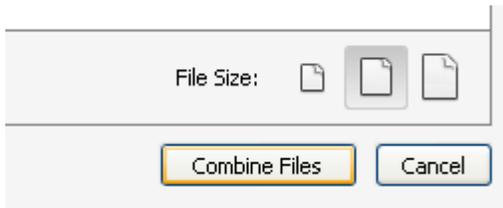


New Adobe Version

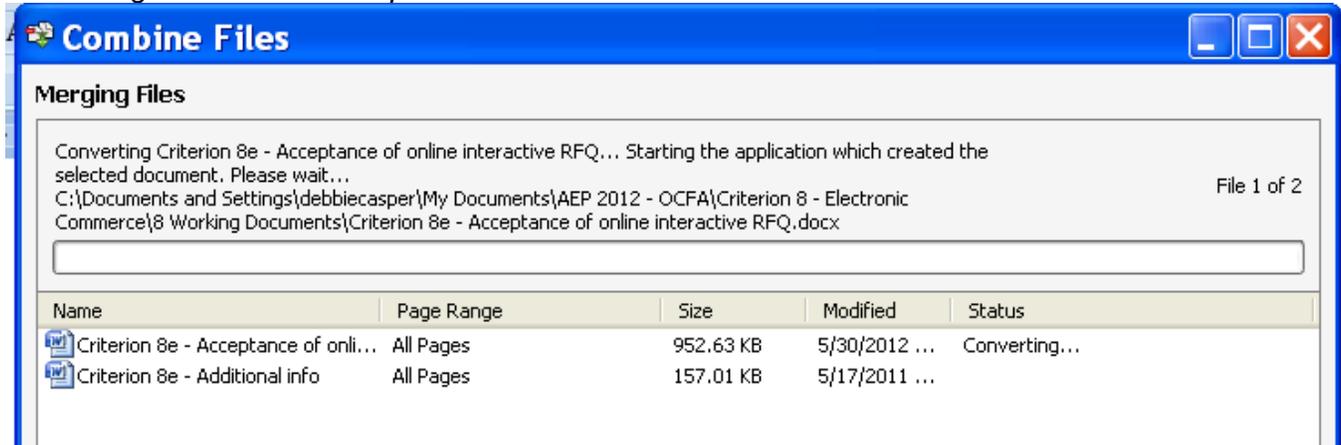
Now you are able to create a single PDF from Word, Excel, PDF.



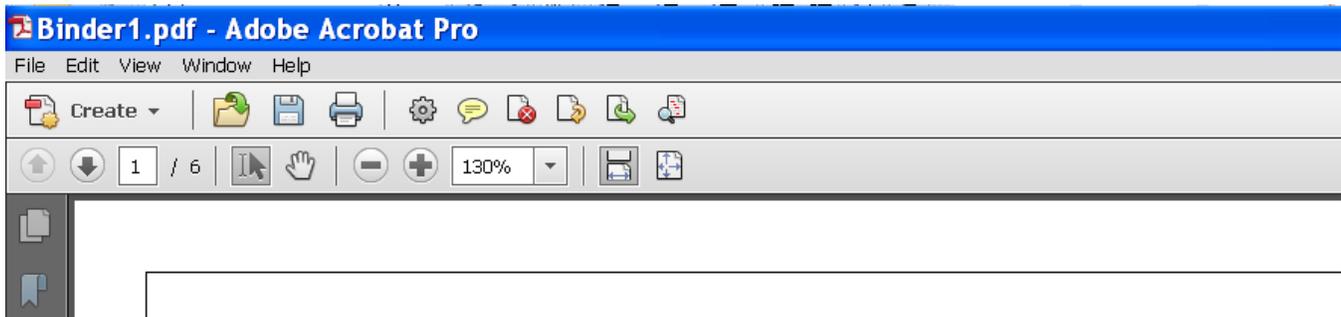
You can add all the criterion documents to the PDF and then click Combine Files.



Adobe begins the conversion process.

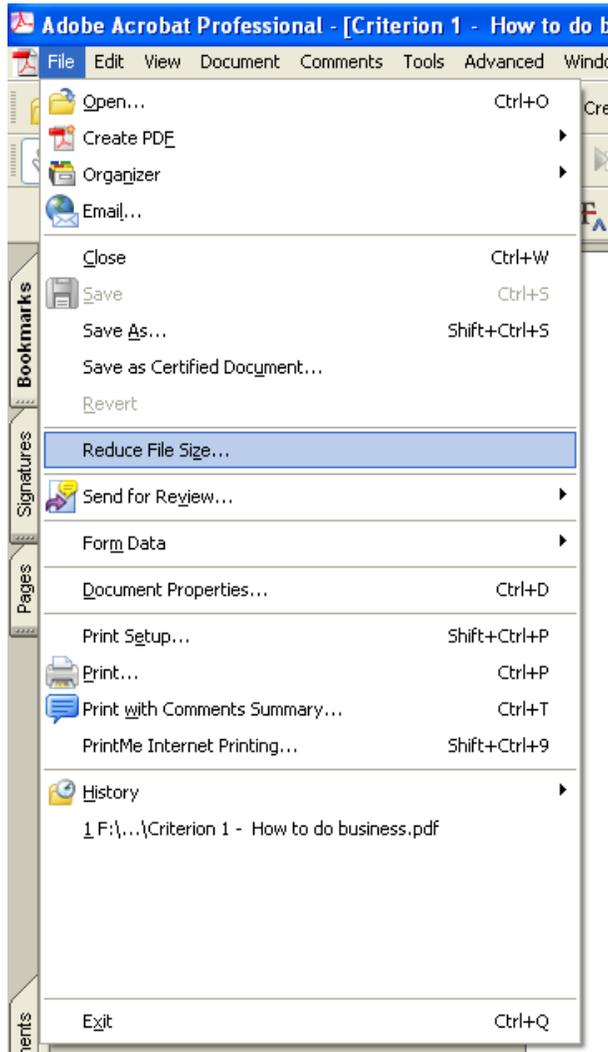


Every time you use this feature the file will be called *Binder 1*. ****You must change the name from *Binder 1*, a suggestion is to name it by Criterion number. As mentioned previously you will not be able to load a file with the same file name, i.e. "Binder 1" to more than one Criterion.**

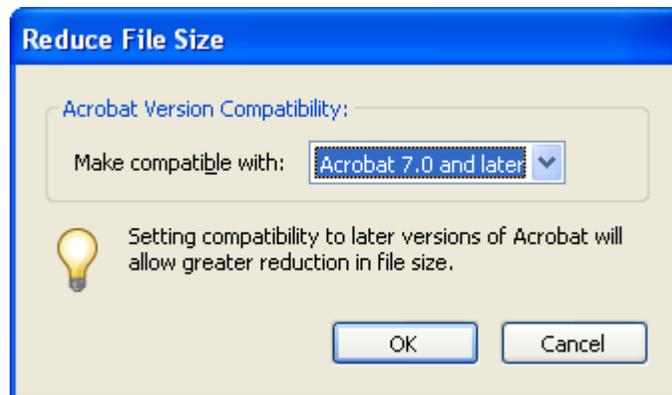


Instructions to minimize file size in Adobe Acrobat.

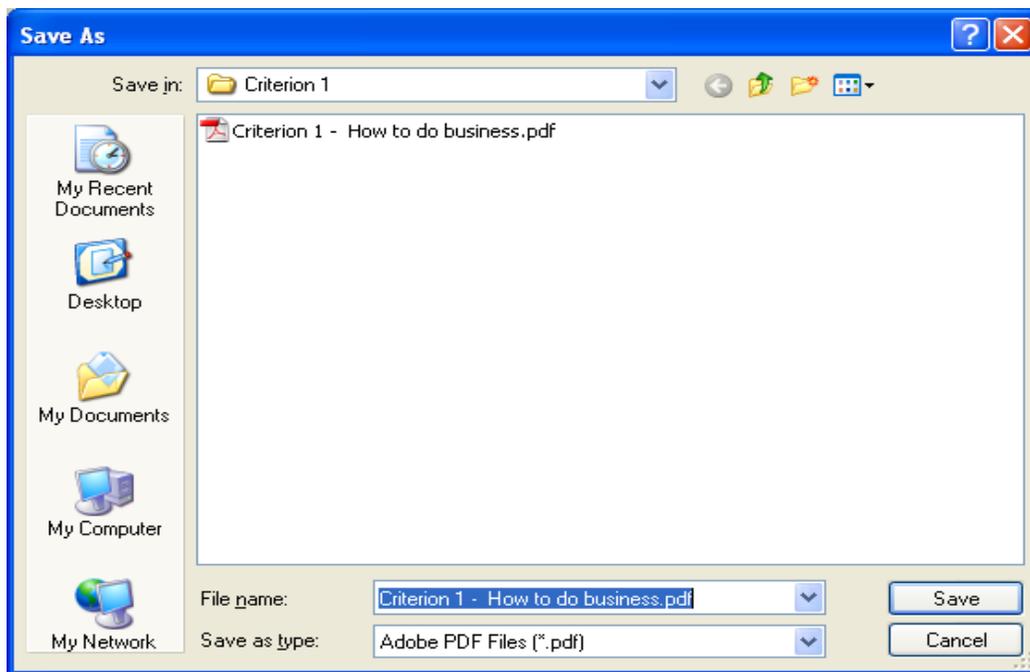
Click on File and then Reduce File Size



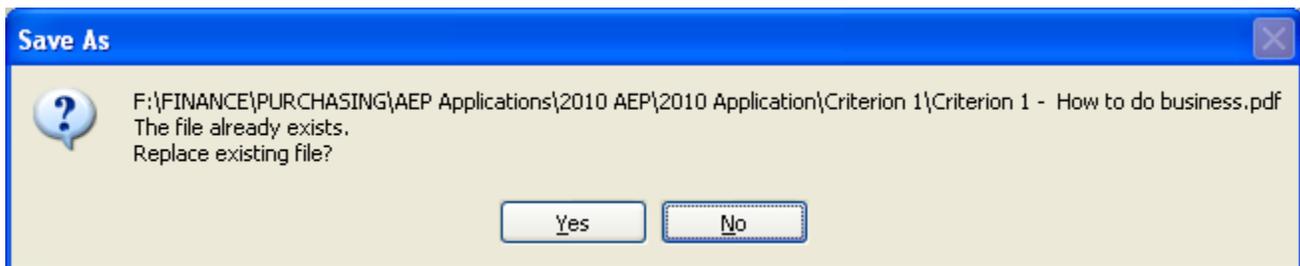
Then click ok.



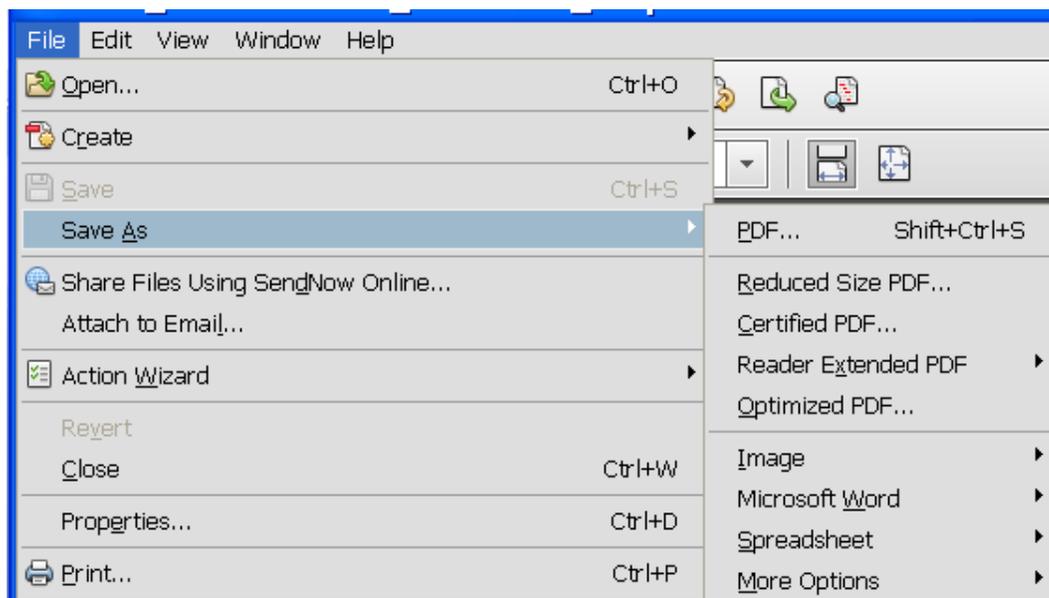
Save the file to the same name.



You will get the following box with the file name, click yes and the file will be saved at the smaller file size.



***In the newer version of Adobe the “reduce file size” is available by selecting “save as”. See below:**



Instructions for creating and uploading zip files (Please only use zip files if your files exceed 11 MB). It is strongly suggested that you only upload the required documents. The number of AEP applications with files exceeding the 11 MB limit has diminished in the past few years.

- Zip File – multiple files (i.e. PDF's, Word Documents, Excel Spreadsheets, etc.) compressed into one file folder. This conveniently reduces the size and allows you to work with one document instead of several. This will help to make sure the files you upload are not above the 11 MB (11264kb) limit.
- To create a zip file, locate the files in question on your computer. If all the files are not already grouped together, move them into one area on your computer, i.e. the desktop or some folder.
- Click on a file to highlight it and use CTRL + Click to highlight additional files.
- When all of the applicable files are highlighted, right click on one of them and select: Send to a Compressed (Zipped) folder.
- The name of the zip file will typically be the name of the first file highlighted. You can rename the zip file if you would like. You can now upload this one zip file for your application instead of the multiple files you started with. This process will also minimize size for single files.

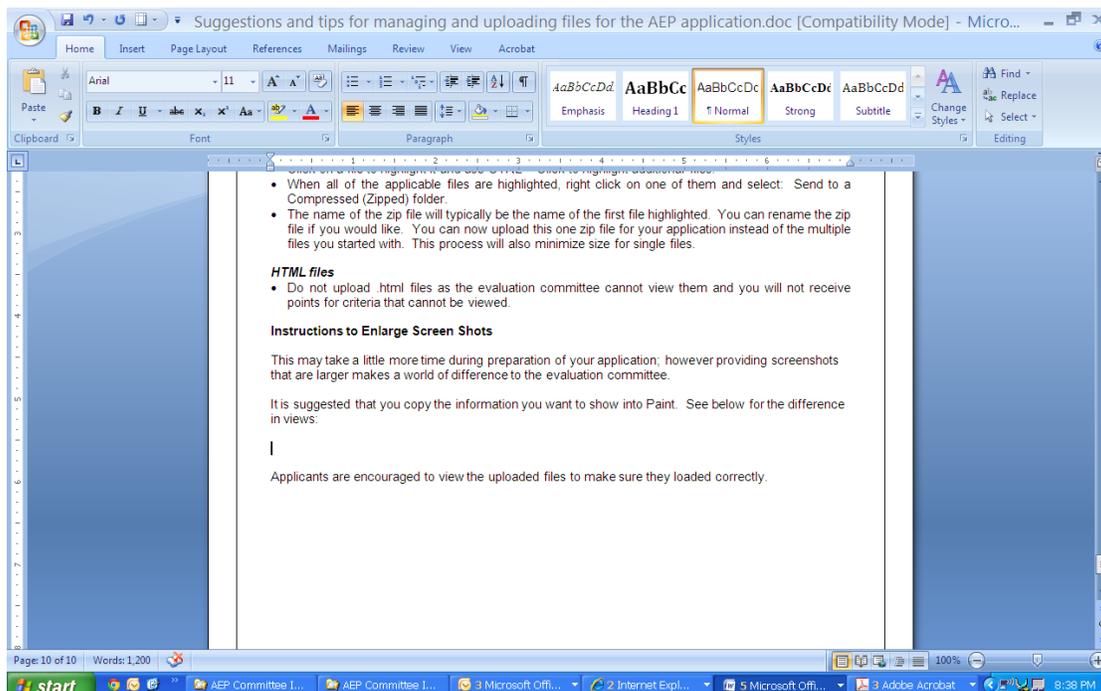
HTML files

- Do not upload .html files as the evaluation committee cannot view them and you will not receive points for criteria that cannot be viewed.

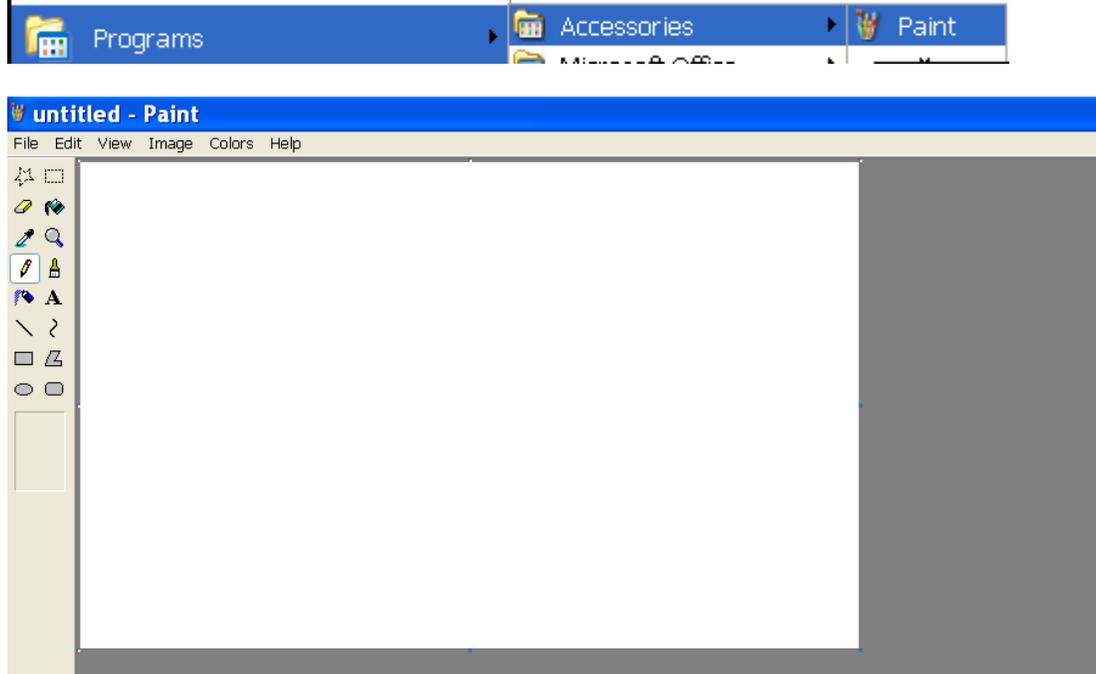
Instructions to Enlarge Screen Shots

This may take a little more time during preparation of your application; however providing screenshots that are larger makes a world of difference to the evaluation committee.

It is suggested that you copy the information you want to show into Paint. Below displays the result of clicking Print Screen and adding to the document:



Start the same way by clicking Print Screen, then open Paint



Click on Edit and then Paste. Once the document is pasted to the Paint, then click on the Select button



You will then highlight the area to be cut and pasted to your document, by holding the left button on your mouse and outlining the area. (You can scroll if all the information is not displayed).

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Then click cut and paste the information into your document.

Here is the result if you paste the screen print into Paint, select and copy only the information on the page that is relevant:

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Thank you for your commitment to improving your AEP application!

If you have any further questions, please contact an Evaluation Committee Member.