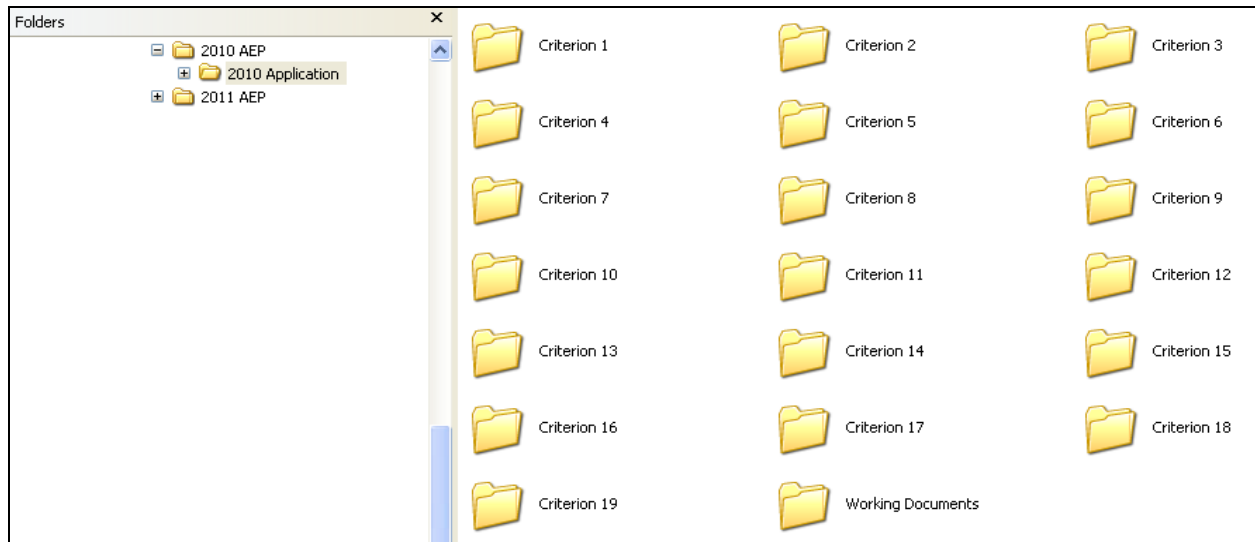




Suggestions and tips for managing and uploading files for the AEP application

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:



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

- Please combine all the supporting documentation into one PDF document.

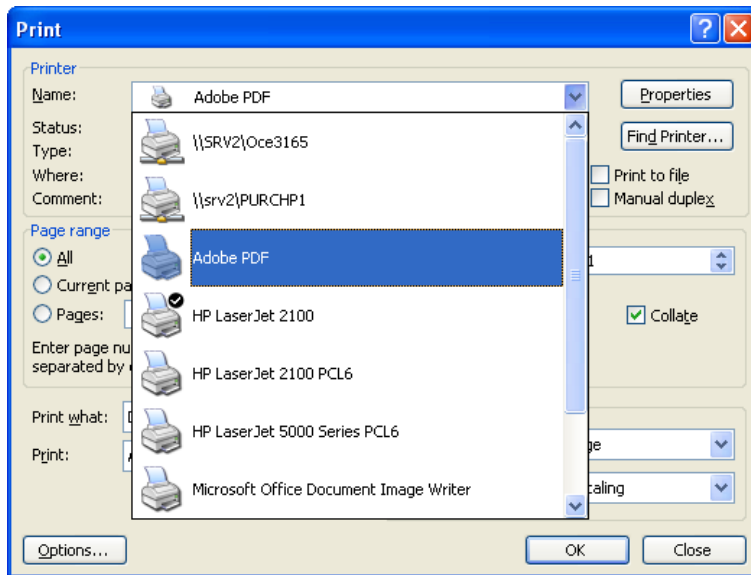
(If you have professional Adobe Acrobat Software installed, a PDF can be created from any document. Copiers with scanning capabilities can create documents into PDF format and there are several free versions available for downloading.)
- It is important that the documents submitted are clear and legible and all are oriented in the same direction. (Copies of copies and dark originals can become very difficult to read).
- 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*)

- Do not use zip files unless the file size exceeds 20 MB. See instructions below on reducing file size.

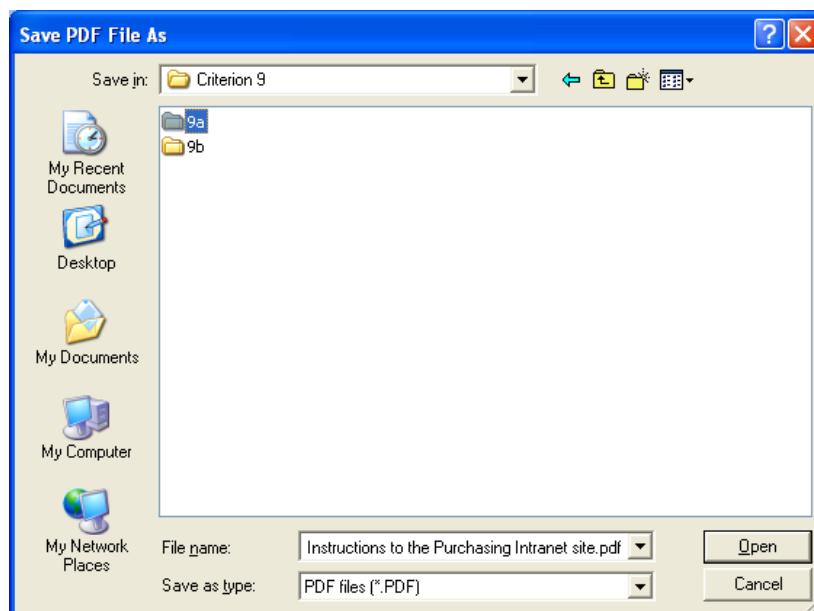
< For example responses, NPI members can access the AEP Model Submittals online at www.npicconnection.org/aep.>

Instructions for creating Adobe Acrobat file from Word and Excel.

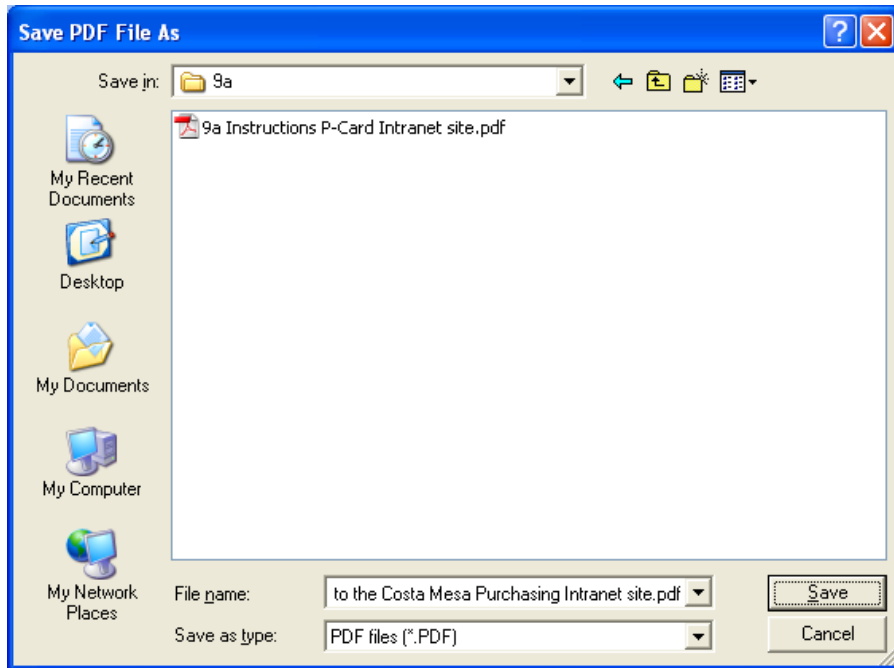
If you have Adobe Acrobat Professional, you will be able to save any document to a PDF file. From the document you wish to save to PDF click on File and then select Print. Click on the down arrow for choices of printers. If you have Adobe Acrobat Professional, you will have the option of selecting the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



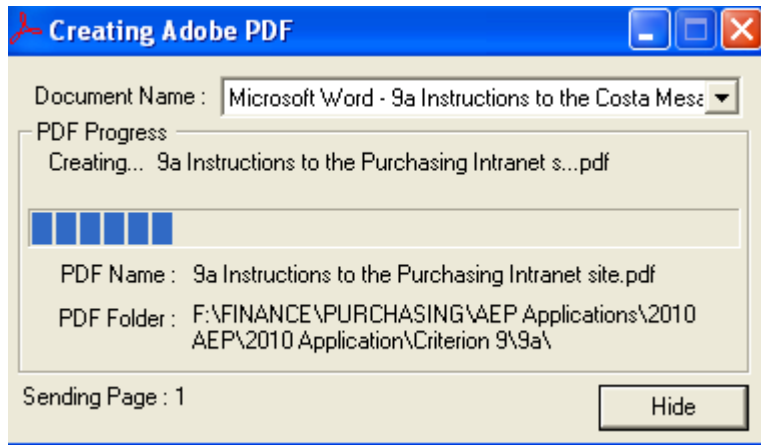
Select the correct file to save the new PDF document in then Click Open



When ready Click Save.

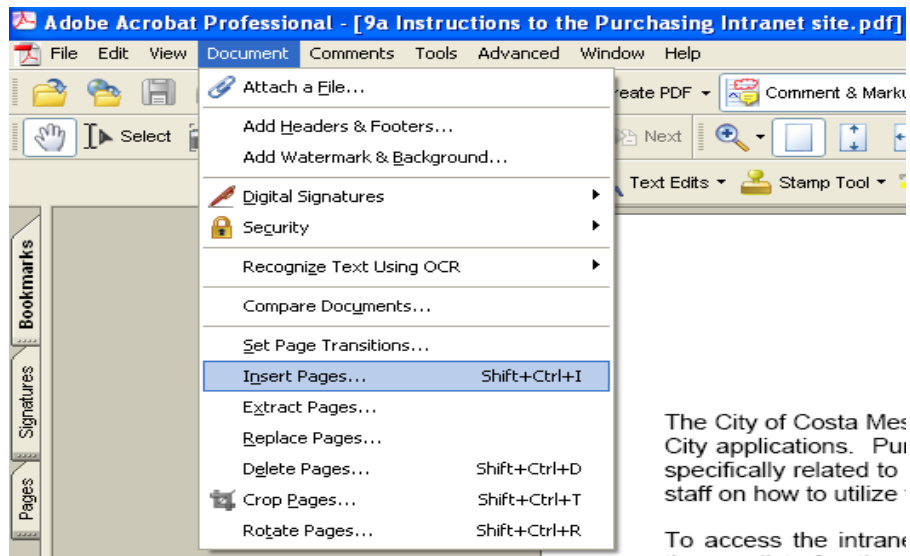


The following box will open up and when the conversion is complete the new Adobe document will open to your screen.



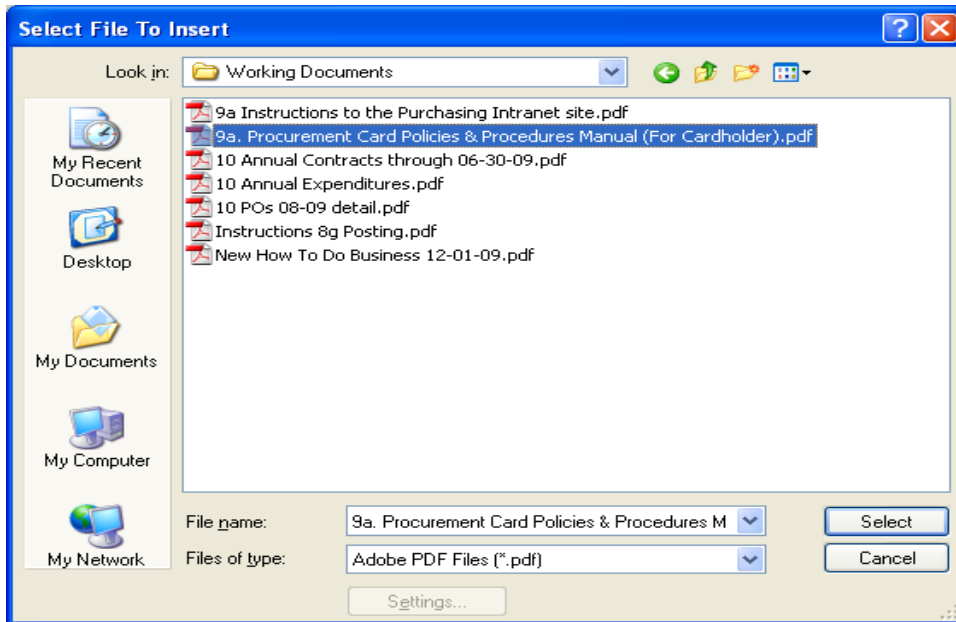
Instructions for combining files in Adobe Acrobat. (This will work if you have Adobe Acrobat Professional. Another option, if you have access to a copier with scanning capabilities is to scan the documents into one document (however note that this creates a much larger file.) ****Please note it is easier 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.

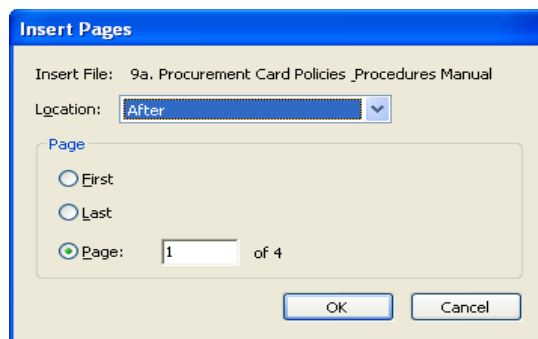


The City of Costa Mesa City applications. Particularly specifically related to staff on how to utilize To access the intranet

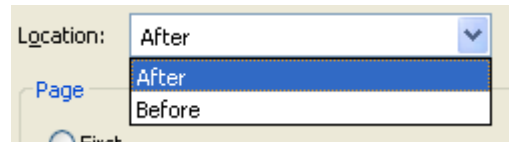
This will open a box for you to select the file you wish to insert into the original document.



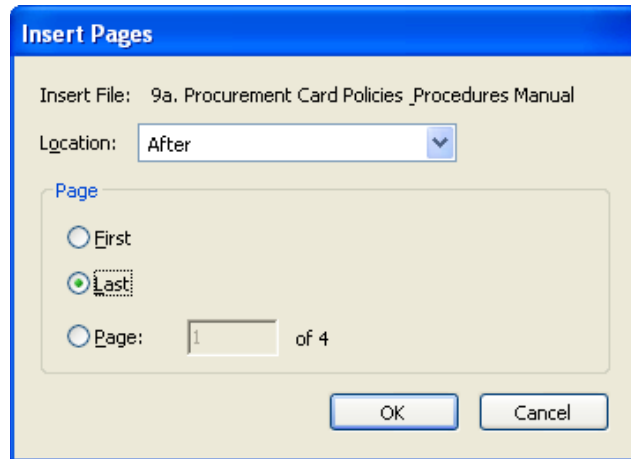
Highlight the document and Click Select. You will be asked where you want to insert this document, see the dialog box below:



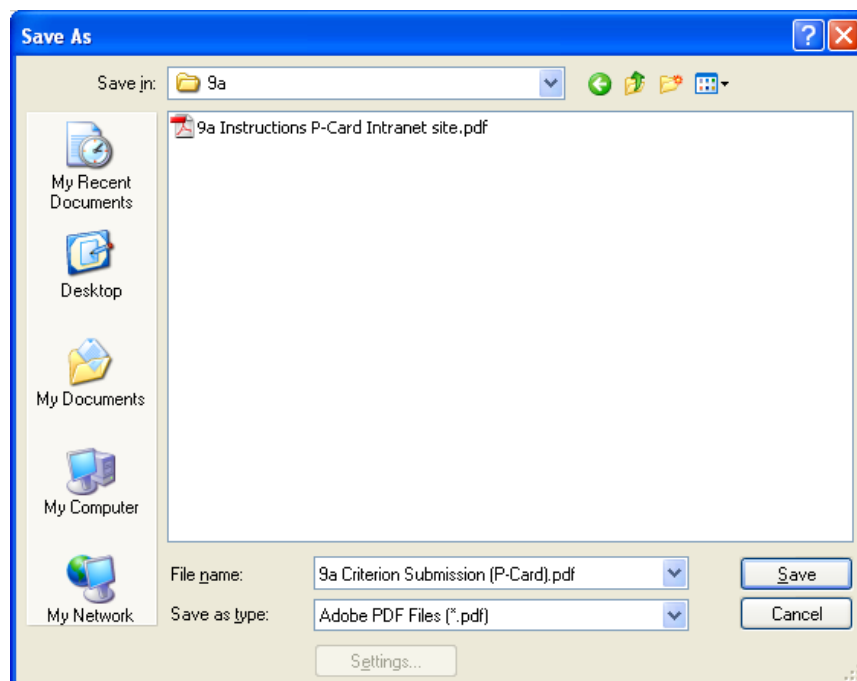
If you click on the down arrow after location, you will have a choice of before or after



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.

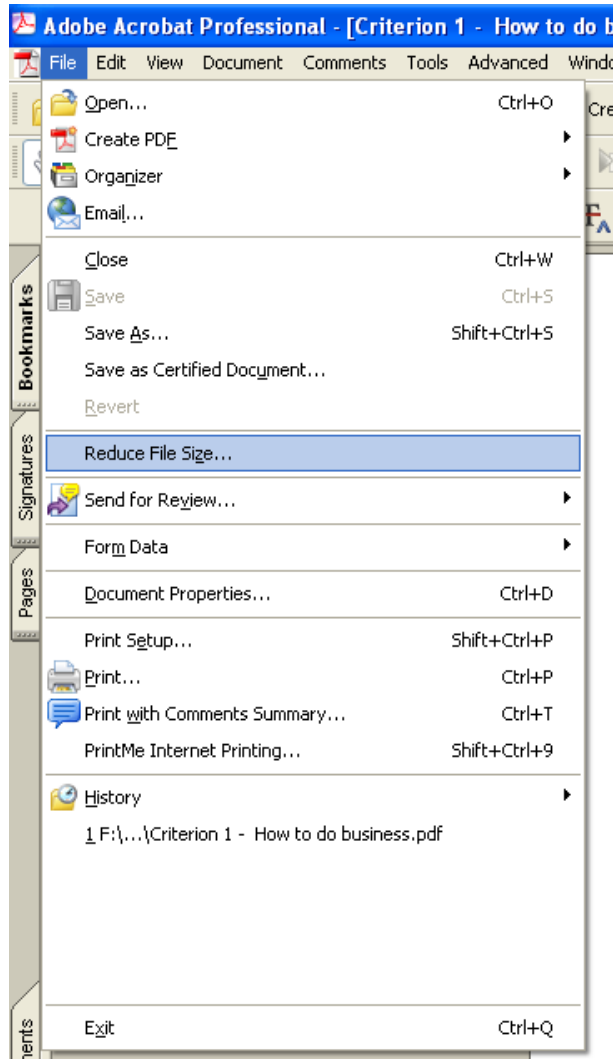


Once the PDF files have been combined, it is recommended that you save this document and that you change the name so you know this is the PDF with the combined files. Select File Save As, select the correct Location where you want the combined document stored and change the name so that you will know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

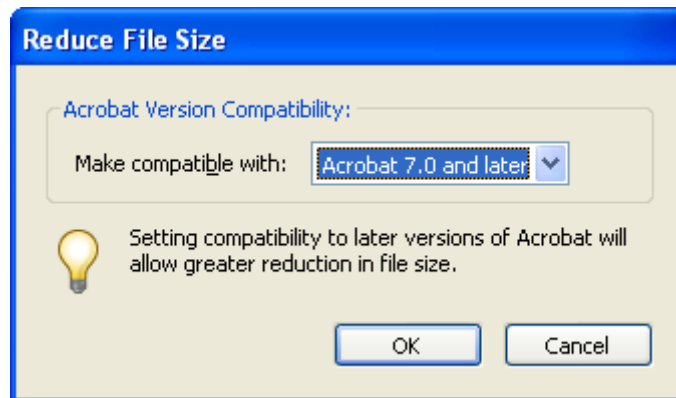


Instructions to minimize file size in Adobe Acrobat.

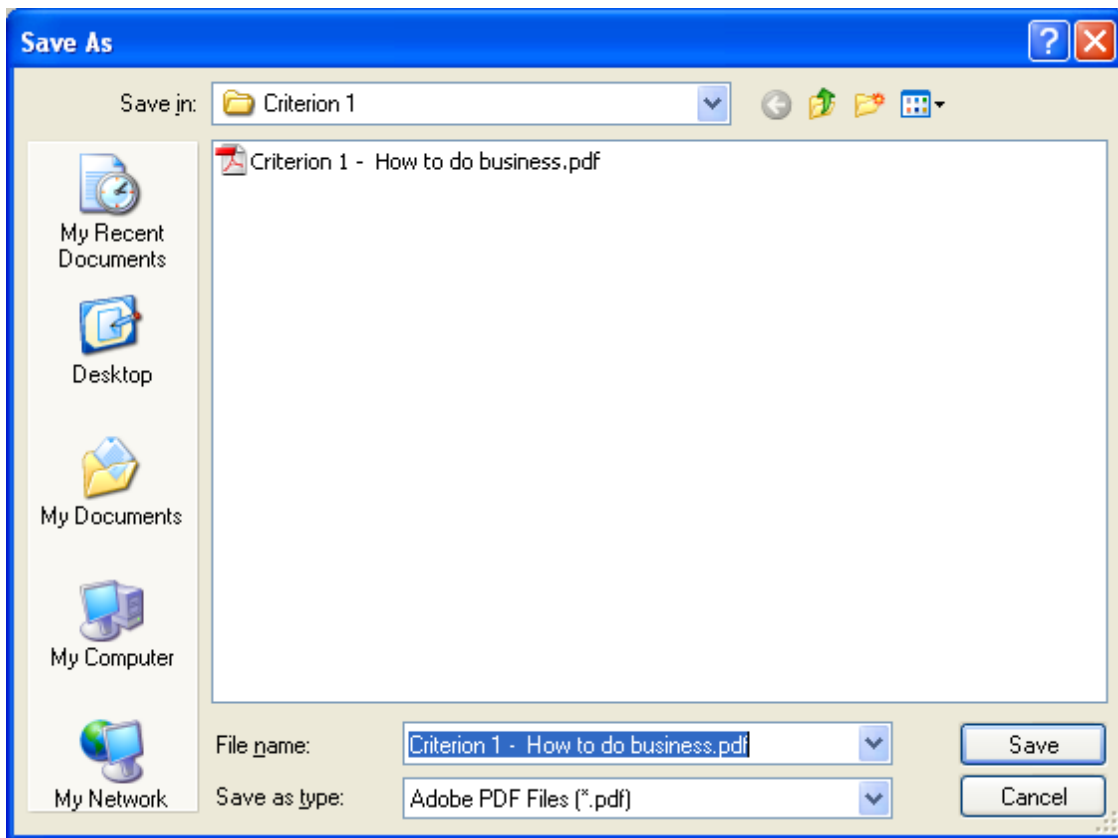
Click on File and then Reduce File Size



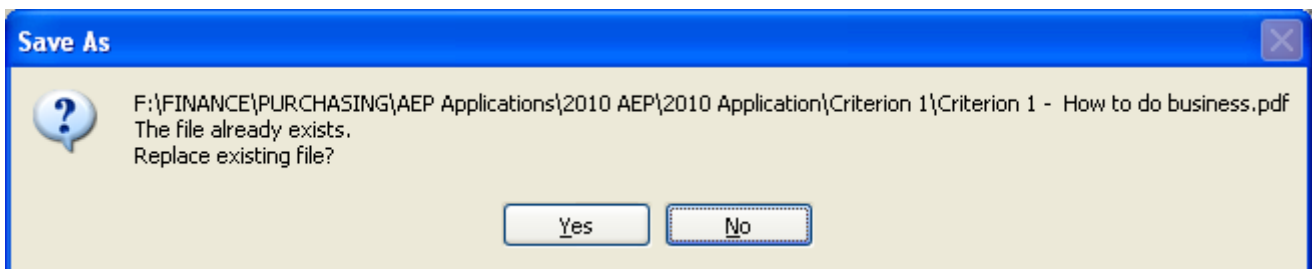
Then click ok.



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.



Instructions for uploading larger files are below (only for files that exceed 20 MB):

- Zip File – multiple files
- 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.