

## Document Attachment Troubleshooting:

### ❖ Important Message:

At this time Microsoft Office 2007 documents may not convert properly when being attached in UAKjobs.com. Options for ensuring that your document will attach properly include:

- Saving your document using an earlier version of Microsoft Office.
  - Converting your document to a PDF document before attaching it if you have access to a PDF converter. If you do not have access to a PDF converter you can go to a website such as <http://www.primopdf.com> or <http://www.cutepdf.com> for free conversion software.
- ❖ The maximum size allowable for document attachments is **2 MB**. If the document is larger than **2 MB** you can do one of the following options:
- Separate the document into smaller documents and attach each document individually. To do this you may:
    - Attach the main document under the main document header and attach the additional documents in the “Supplemental Document 1” or “Supplemental Document 2” space provided.
    - We suggest you include a statement on each document so the reviewers know where to find the remainder of the document.
  - If you have a website where you maintain your documents, you can include the link to the website in your document attachments. Human Resources can then access the entire document from your website.
- ❖ Most documents will retain their formatting when uploaded. When uploading a document, the following are steps you can take to help ensure your document will convert to PDF format properly:
- Use “standard” fonts, such as Times New Roman, Arial or other common fonts.
  - Documents should be black and white Word, PDF, Rich Text, or Text Files only.
  - Documents should not be password protected.
  - Avoid the use of complex tables and shading.
  - Avoid the use of several columns in one document.
  - Avoid embedded images, such as pictures or graphics.

**Note:** Click the “View” link to verify that the document uploaded correctly.

**Once you click the “Finished Attaching Documents” button, you will not be able to attach any additional documents to your application for THIS position.**

For additional help with attaching documents contact a campus Human Resources consultant. For campus Human Resources contact information please refer to [http://www.alaska.edu/hr/procedures/PDF/contact\\_us.pdf](http://www.alaska.edu/hr/procedures/PDF/contact_us.pdf).