

## FORERUNNER FEDERATION

### Technical Guide for Electronic Submission of Applications

1. **Prepare a PDF File of Your Application** The Foundation accepts only electronically submitted applications in Acrobat Reader accessible pdf file attached to an email message. There are several ways to produce pdf files:

- many scanners create pdf files as a result of the paper scanning process. This is the most likely method you will use to convert signed paper documents.
- there are several downloadable programs on the internet that can be effectively used to "print" word, picture or other types of files into pdf files (e.g., Cutepdf).

2. **Integrate Pages in the Required Sequence** Please pay close attention to the required sequence of documents in your application. An organized application gets good scores more easily than a disorganized application. Most pdf readers let you rearrange the pages and save the entire new file. Feel free to create multiple pdf files during preparation. In the final step, you should sequence and merge all component files into one pdf application file. In Adobe Acrobat, the process of merger includes an opportunity to sequence the component files.

3. **File Size between 1--7 Mbytes** The maximum size of the pdf attachment is 7MBytes (larger files often do not transmit well). There are several ways to control size:

- All component files before conversion should be sufficiently small so their combined total size is comfortably below 7MByte. Do not try to include an 8 MByte picture file!
- Many pdf makers allow you to print a pdf file into pdf again with specified parameters restricting resolution and size of embedded images (see printing preferences).
- Many pdf makers have a reduce file size option on their scroll down menus.

Most frequently, a combination of several of the above options leads to the desired file size, somewhere between 1MByte and 7MBytes.

4. **Application File Name must be Your Name** The name of the attached, integrated single application file should be the name of the applicant (e.g., JohnDoe.pdf)

5. **Submit via Email Before the Deadline** The email address for electronic submission is ffapplications@gmail.com. The subject line of the email message should define the competition to which you are submitting the application (e.g., Academic Excellence Award). There should be only one attachment to the application email message, the above described single pdf file.

**Watch for Feedback** Application receipt is recognized by a brief feedback email message within 48 hours. If not, please send an email inquiry to szekelyvanguard@gmail.com.