

# FABENS ISD

## Uploading Documents



### **I have a hard copy of my document, how can I upload it?**

- One of the easiest ways to convert a physical (hard copy) document into an electronic (soft copy) document is to use a scanner. However, if you do not have a scanner available, then taking a picture of the document and emailing it to yourself or saving it to the cloud (such as Google Drive or iCloud or Dropbox), will allow you to access it from your computer. Some additional suggestions are listed below:
  - Using the camera on your smartphone or tablet:
    - Install any free scanning app. Recommended apps include Google Drive, CamScanner, and Genius Scan.
    - Using the scanning app, take pictures of each page of the document and save it as a PDF.
    - Save the PDF in a location on your device that's easily accessible.
  - Using your printer or scanner:
    - Follow the scanner manufacturer's directions to scan each document to your computer or USB drive. Most scanners simply require you to press a Scan button, or open the scanning program on your computer and click a scan command.
    - Select the PDF file format option before scanning. Scanning as an image (JPEG, GIF, BMP, or TIF) instead of PDF sometimes results in poorer quality and larger file sizes than scanning as a PDF.
    - Save it to a folder in a location on your computer or removable drive that you can easily access (like the Desktop or Documents folder).

### **What types of document formats may be uploaded?**

- PDF is the best document type for uploading, however, the document upload page will allow most document types to be uploaded:
  - Other allowed document types include JPG, JPEG, TIF, TIFF, DOC, DOCX, CSV, XLS
  - Each upload section only allows one file to be uploaded to it. Therefore, multiple pages will need to be saved as a single pdf file before uploading.
  - Files must be less than 2.5 MB in size

### **Can I upload a Word document?**

- The system does allow for the upload of Word files. However, the 2007 Microsoft Office and later versions allow you to save your Word or Excel file as a PDF. Select "Save As" and choose PDF as the file type. You can then upload the PDF version of your Word file. For more details, you can visit the Microsoft Office support site.

### **What can I do if my file is more than 2.5 MB?**

- To reduce the file size of an image:
  - Adjust the Quality (0% to 100%) of the image when selecting "Save As". Be sure to review the image to ensure it is readable before you upload it to your form.
  - If you have an image-editing program (i.e. Paint) you can crop out unwanted parts of the pictures to reduce the size.
- To reduce the file size of scanned documents:
  - Scan the document at a lower resolution (200 dpi is suitable for text documents)
  - Do not choose to scan in full color, opt for greyscale or black and white for text documents.

### **I received an error when trying to upload my file(s).**

- Please make sure that your document has the correct file type (PDF, JPG, JPEG, TIF, TIFF, DOC, DOCX, CSV, XLS) and is within the size limit of 2.5MB. Also, check to make sure that your file name does not contain any special characters other than the period before the file type as other special characters or symbols could prevent the system from being able to upload your document. If you are still unable to upload your document, please try renaming the file with a shorter file name. If you are unable to upload your document after following the above steps, your document/file may be corrupted or have an error. Please make a new copy/scan of the document to upload.
- Lastly, if you are still having difficulty, please contact your child's school for assistance.