TIP SHEET:

GENERAL GUIDANCE FOR SUBMITTING DOCUMENTATION TO INTERFOLIO

Preparing Your Materials for Upload

You can upload Word files as-is; Interfolio automatically turns these into .pdfs. You can also scan printed documents and save them as .pdfs, then upload them. If you have Excel spreadsheets, it is strongly recommended that you scan them as .pdfs for upload.

Important: For reviewers, Interfolio automatically creates a table of contents for your materials based on the first words at the top of a page, if these are bolded and appear to be a title.

- To assist reviewers in reading long files, please use page-breaks to create new pages when introducing new topics; add titles at the top of those new pages. This will make it much easier for reviewers to quickly locate the information they need.

Do NOT highlight words in your applications in colors, particularly yellow.

- The Interfolio reader function interprets these areas as whited out or blacked out, resulting in the opposite effect from that which you intended – instead of highlighting the information, it redacts it.
- Consider underlining text that you want to emphasize, instead.

Scanning Documents

Be sure to scan documents (such as face-to-face classroom student evaluation results) that are printed in landscape format, in landscape as well. Otherwise your landscape document will show up sideways for reviewers and be unreadable.

- Check your scanner's output before uploading it to ensure what placement results in a readable, horizontal format for student evaluation print-outs.

When you have originals printed on both sides, be sure to set the scanner for 2-sided originals; check your output to make sure both sides are included.

When you have meaningful color in documents (e.g., for charts, graphs, etc.), be sure to use a scanner that has color capability.

Uploading Your Materials

Deadlines are 11: 59 p.m. of the due date unless otherwise noted.

- Interfolio will not prevent you from uploading materials after the due date; however, the date and time of your uploads are automatically recorded in the system and it will be apparent to reviewers that the materials were uploaded after the due date.

Important! Please be aware that an Interfolio slot indicated as "optional" MAY NOT BE OPTIONAL FOR YOU! It must be indicated as optional since not all faculty are required to upload a document to that slot. If the information being requested is applicable to you, please upload the indicated material.