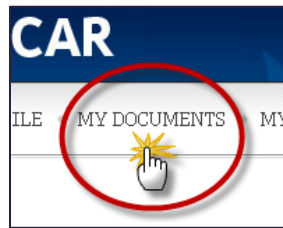




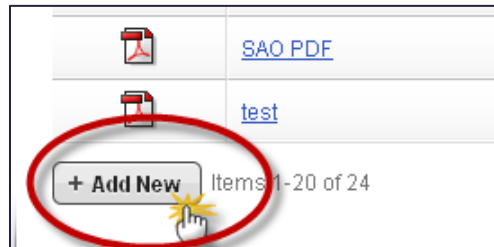
## Create a Cover Letter Using the Online Editor

There are two main benefits of writing a cover letter using OSCAR's online editor. First, there are no limits to how many cover letters you can create using the online editor, whereas if you upload PDF cover letters, you are limited to uploading 100 clerkship and 100 staff attorney cover letters at any one time. The second, and more important benefit, is that the online editor allows the use of merge fields. Merge fields automatically personalize cover letters by filling in the recipient's name and address information once the cover letter is associated with an application.

1. Click **My Documents** in the main navigation.



2. To upload or create a document, click the **Add New** button at the bottom of *My Documents*.



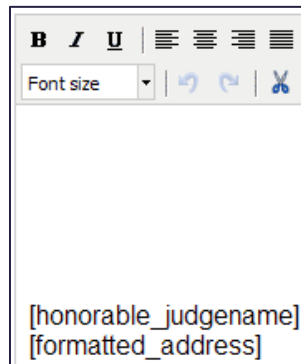
3. OSCAR displays the form to upload or create new application documents.
4. Enter a name for your document in the *Document Label* field.
5. Choose the *Document Type* from the drop-down menu.

A screenshot of the Document form. The 'Document Label' field is filled with 'Cover Letter'. The 'Document Type' dropdown menu is open, showing a list of options: 'Resume', 'Clerkship Cover Letter', 'Staff Atty Cover Letter', 'Writing Sample', 'Law Grade Sheet', 'Other Grade Sheet', and 'Undergrad Grade Sheet'. The 'Staff Atty Cover Letter' option is highlighted. At the bottom of the form are 'Upload' and 'Cancel' buttons.

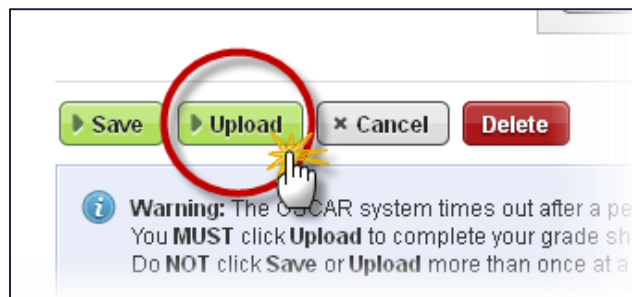
6. OSCAR refreshes the screen and displays the online editor. Type your letter.

When using the online editor, remember these tips:

- To insert a single line break, hold down the **Shift** key and then tap the **Enter** key.
- You cannot insert graphics when using this online editor. If you wish to include a graphic of your signature, you must upload your cover letter as a PDF.
- By using **merge fields**, one letter can be customized to multiple recipients. Merge fields will automatically be filled with the data for each recipient that the cover letter is sent to.



7. Click **Upload** to save your work.



8. If you wish to re-open the letter for additional editing, click on the document label displayed in *My Documents*.



Contact OSCAR

[oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday