



OSCAR

Online System for Clerkship Application and Review

PDF Conversion Guidelines

OSCAR requires documents uploaded to the system to be in PDF format.

- All documents uploaded by applicants and recommenders to the system must be in PDF format.
- Cover letters and recommendation letters created in the OSCAR online editor are not affected by this PDF format requirement.

What is PDF Format?

The term PDF stands for Portable Document Format—a method that captures the formatting information from a variety of desktop publishing applications (e.g., Microsoft Word, Corel WordPerfect, etc.). The PDF format allows OSCAR users to upload formatted application documents so that they will appear on the computer monitor and/or printer as they were intended.

How Do I Convert a Document to PDF Format?

There are several methods and resources available to convert documents to PDF format. (Please note that the Judiciary does not endorse any specific software application that converts documents to PDF format.)

- Some word processing programs already have the ability to allow users to publish a document to PDF format directly. For example, documents created in Corel WordPerfect can be converted to PDF format by selecting Publish to PDF under the File menu located at the top left side of the screen.
- For OSCAR users who use desktop publishing programs that do not convert to PDF format, many companies provide software or web-based services to convert files to PDF format for a modest price or even for free. Users can quickly find such companies by conducting a search on the Internet that includes the terms “PDF” and “convert.” The results of such a search will provide the user with many options to convert a document to PDF format.

Tips for Formatting Documents Prior to PDF Format Conversion

- Use standard fonts in application documents prior to converting to PDF format.
- Avoid formatting resumes that list the employers, employment location, and/or employment dates at the far right margin.

Note: The OSCAR Help Desk does not provide PDF format conversion support.



Contact OSCAR

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