

Instructions for Creating NPMA CF Application Exhibits

To create an exhibit for your Consulting Fellow application, you'll need to have the documentation that you want to make into an exhibit in one of the following soft copy formats: pdf, jpg, tiff, or bmp.

Document with No Soft Copy Format:

If you have a document with no soft copy format, you'll need to scan it into a pdf file. Once you have the pdf, open it up and in a CF Application Folder on your hard drive (or on your desktop). I recommend saving it onto your hard drive. Open up the PDF file, select 'Edit' in the top left corner, then select 'Copy file to Clipboard'. Then go to the section in the CF Application Supporting Documentation Package listing the exhibit number and the row or line below the exhibit title and click where you want the insert to go. Then go to the upper left hand corner and click on the downward triangle below "Paste", select "Paste Special", and further select "Picture (Enhanced Metafile)". The image contained in the incoming clipboard file (previously in pdf format) is now placed into your document as an exhibit.

Documents in PDF Format:

Open up the PDF file, select 'Edit' in the top left corner, then select 'Copy file to Clipboard'. Then go to the section in the CF Application Supporting Documentation Package listing the exhibit number and the row or line below the exhibit title and click where you want the insert to go. Then go to the upper left hand corner and click on the downward triangle below "Paste", select "Paste Special", and further select "Picture (Enhanced Metafile)". The image contained in the incoming clipboard file (previously in pdf format) is now placed into your document as an exhibit.

Documents in JPG, TIFF, and BMP Formats:

Open up the JPEG, TIFF or BMP formatted file and press ctrl-c (copy) and go to the section in the CF Application Supporting Documentation Package where you have the exhibit and the row or line below the exhibit title and under file click on the downward triangle below "Paste" and select "Paste Special" and further select "Picture (Enhanced Metafile)". The image contained in the jpg file (previously in pdf format) is now placed into your document as an exhibit.