

## Presentation standards for files (PDF) attached to FRQnet forms

**Warning !** Before starting to complete a new FRQnet form, restart your work session correctly and empty the web browser cache.

### Document format

- **PDF** format (the only authorized format);
- **8½ in x 11 in** (216 mm x 279 mm), i.e. “Letter” size;
- All margins : minimum **2 cm**;
- Font : **Times New Roman** (12 points) ;
- **Single** line spacing ;
- Presence of a pagination at the bottom of the page (continuous numbering) **identifying each page**;
- Inscribed in the header : **Last name and first name of the candidate**;
- Inscribed in the footer : **name or title of the attached document**;

### Document size

The standard size for documents is **2 MB**, unless otherwise specified in the form. If a PDF file is too large to attach:

- Convert PDF to JPEG and convert it back to PDF again;
- Try to reprint the PDF file using CutePDF Writer;
- Reduce the file size as much as possible with Acrobat or other free tools on the Web;

### Number of pages for documents

The number of pages allowed varies according to the type of document to be attached (specified in the form).

### Name and identification of documents

- The name of the attached file must be a **maximum of 50 characters**;
- Identify the document as follows : NAME\_XXXXX1234\_Document title.pdf
  - NAME : Last name without accents
  - XXXXX1234 : FRQ identification number (5 letters and 4 digits, ex. XXXYY1234, appearing in the main menu bar of your FRQnet Portfolio)
  - Document title : A word or a few words to identify properly the document;
- The document name must not contain any spaces or any of the following characters: Ç é É Ç ê Ê î î ô Ô û Û à è ò ù ì Ì Æ Ò Ù \ ' ~ ! @ # % ^ & \* ( ) - = + { } [ ] ; \ : ' ' " | , / < > ? . ) . \'
- The name of the attached document must contain only one point (.) preceding the extension (example : publications.pdf);
- With a Macintosh computer, the file to attach must have the .PDF extension at the end (example : c:\publications.pdf);

### Document protection

- The document to be attached in .PDF format must not include any protection (no password);
- Consolidated PDF documents cannot be attached in the form of folders;
- Some establishments encrypt or secure documents (padlock displayed in PDF): make a new PDF copy of the transcript by scanning it. The “Copy” mark is not hindering, as long as the transcript is clearly readable.

### Language of presentation for documents

- You can complete your proposal in **French** or in **English** (unless otherwise specified in the program rules). As much as possible, we ask you to translate any documents that are not in one of these two languages. If you are submitting your application in English, you must provide a title in French and in English as well as a summary/abstract in both languages.