



## **Guidelines for formatting documents to be submitted to the New England Commission of Higher Education**

Effective August 1, 2021, the Commission asks that, for all reports, institutions submit a single, searchable pdf file to the Commission.

The single, searchable pdf file of the document should include all appendices and should be submitted via the NECHE Institution Portal.

### To create a single, searchable pdf file:

- Adobe Acrobat X Standard or Pro versions provide easy options for creating and working with single, searchable pdf files.
- To create the pdf file, open the original electronic document (Word, Excel, PowerPoint, etc.) and use the “Save as PDF” option or the “Create/Save as Adobe PDF” option (if you have the appropriate Adobe Acrobat software).
- Do not use “Print to PDF” or scan a printed document from a scanner or copier. Doing so essentially creates a photographic image of each page of the document; most often this produces a large, non-searchable file.
- To combine multiple documents into a single document (e.g., to combine the self-study with all the appendices), it is easiest to convert each into a searchable pdf file and follow the commands in Adobe Acrobat for combining or appending the files into a single file.
- When possible, choose available options for saving the file in “reduced size pdf” to minimize the size of the file.

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