PDF Files
Scan – Create – Reduce File Size

It is recommended that you purchase an Adobe Acrobat product that allows you to read, create and manipulate PDF documents. Go to http://www.adobe.com/products/acrobat/matrix.html to compare Adobe products and features –Adobe Acrobat Standard is sufficient.

Scanning Documents

You should only have to scan documents that are not electronic, and when you are unable to create a PDF using PDFMaker or the Print Command from the application you are using.

Signature Pages
If you have a document such as a CV that requires a signature on a page only print the page that requires the signature –printing the entire document and scanning it is not necessary or desired. Once you sign and scan the signature page you can combine it with the original document using the Create PDF From Multiple Files feature.

Scanner Settings
Before scanning documents remember to make certain that the following settings are activated on your scanner (settings may vary):

- Document Mode
- Scan to smallest size
- Fast (lowest quality)
- Grayscale or black and white
- Resolution: 300dpi or less

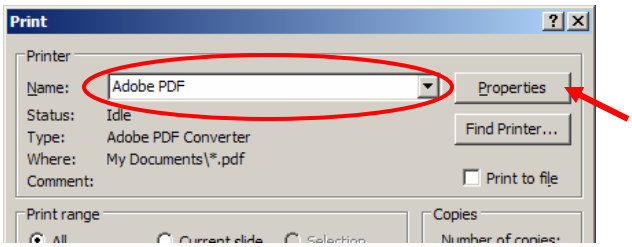
Creating PDF Documents

Option 1 – Use Adobe PDF Printer Command:

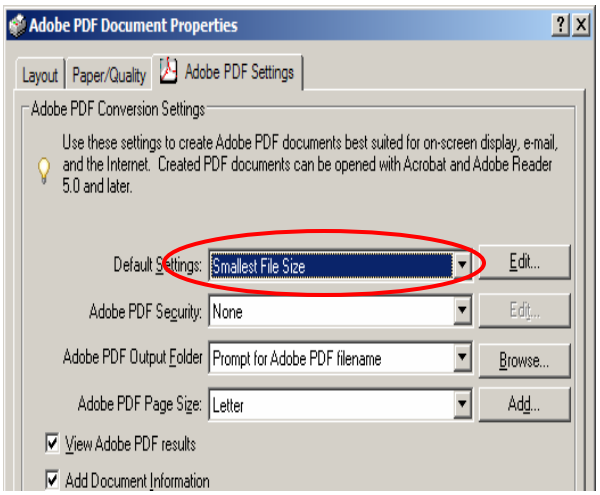
In many authoring applications, you can use the Print command with the Adobe PDF printer to convert your file to PDF.

Create a PDF using the Print command (Windows)

1. Open the file in its authoring application, and choose File > Print.
2. Choose Adobe PDF from the printer menu.



3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.) Choose Smallest File Size as your default setting.



4. In the Print dialog box, click OK and Save your file.

Create a PDF using the Print command (Mac OS)

1. Open the file in its authoring application, and choose File > Print.
2. Click on the PDF button in the Print window.
3. Click Save as PDF.

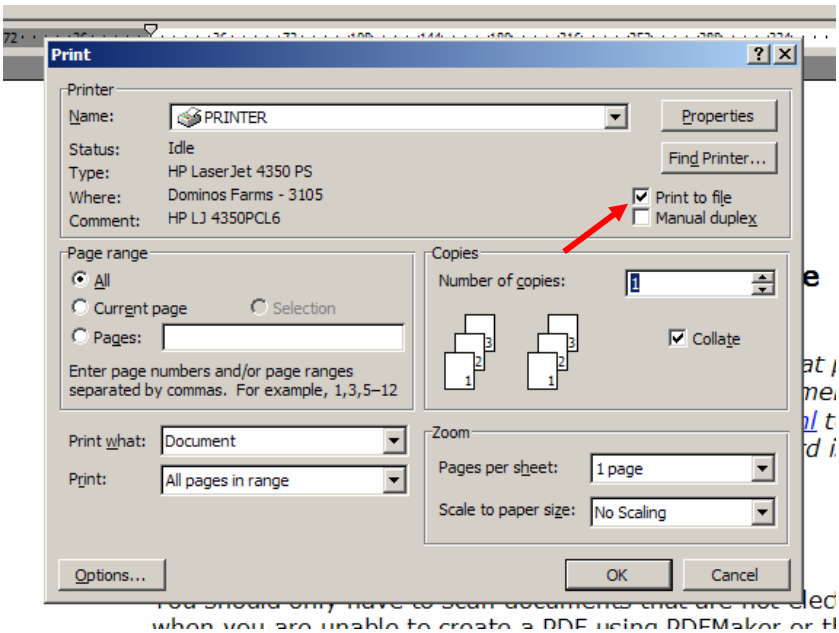
Creating PDF Documents (continued)

Option 2: If you do not have Acrobat Standard or higher installed use PS2PSF.*

PS2PDF.com
The Online Converter

1. Open the file in its authoring application, and choose File > Print.
2. Select “Print to File” and save.
3. Open your browser and go to http://ps2pdf.com/convert.htm
4. Click “browse” select the file you created in step 2 (.prn or .ps), click “convert”
5. Download the newly created PDF file.

*Note: Some formatting changes may occur once converted (bullets may turn to symbols and color may become black and white).



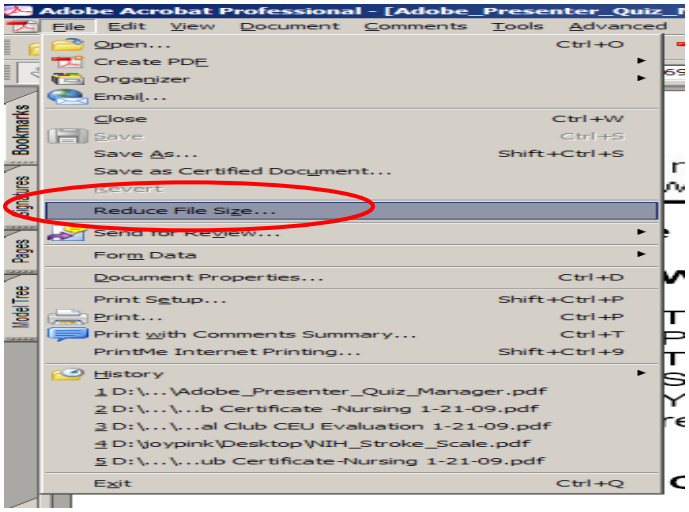
Reducing File Size Options

WebDCU will accept files up to 2.0MB.

Here is a rough estimate for PDF file sizes:
If the contents are pure text, like a CV, the file size is usually 10kb per page; therefore, a 1MB file will have about 100 pages. If the file includes some pictures, the file size may increase. If the file is a picture, like a scanned license or certification, you may have different file sizes based on the picture quality. In most cases, saving the file at about 250kb per page should be enough to generate a clear picture.

Option 1 – Use Adobe PDF Print Command:
1. Open the PDF file, and choose File > Print.
2. Choose Adobe PDF from the printer menu next to Name.
3. Click the Properties (or Preferences) button to customize the Adobe PDF printer setting. (In some applications, you may need to click Setup in the Print dialog box to open the list of printers, and then click Properties or Preferences.) Choose Smallest File Size as your default setting.
4. In the Print dialog box, click OK.
5. Save the new (smaller) PDF file.

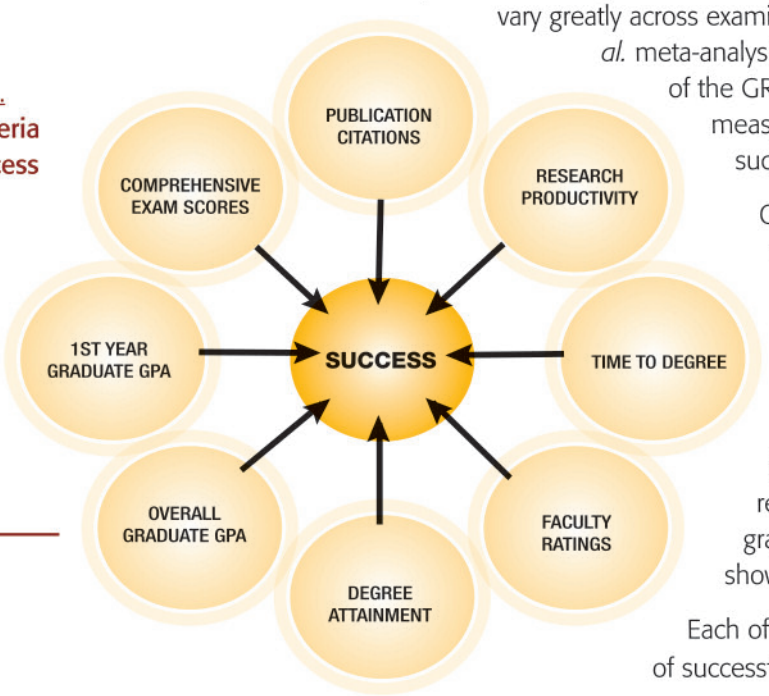
Option 2 – Use Adobe PDF "Reduce File Size":
1. Open the file in Adobe Acrobat and choose File > Reduce File Size...
2. For our purposes, please make these files "compatible with" version Acrobat 5.0 or later.
3. Save the new (smaller) PDF file.



The *Graduate Record Examinations*® (GRE®) *General Test* measures skills that faculty and graduate deans have consistently said are essential to graduate school success. These skills of verbal reasoning, quantitative reasoning, and critical thinking and analytical writing are foundational skills for applicants to a U.S. graduate program, regardless of educational or linguistic background or country of origin.

Although the GRE Program has many studies of the predictive validity of the GRE *General Test* (which are available on the GRE website: **www.ets.org/gre**), a recent meta-analysis by non-ETS researchers Nathan Kuncel, Sarah Hezlett and Deniz Ones provides additional positive evidence of the relationship of the GRE *General Test* to various criteria of graduate school success.[1] This meta-analysis is important because predictive validity studies are often difficult to conduct for a variety of reasons (e.g., insufficient data, test scores or predictors of success that do not vary greatly across examinees). Compared with earlier research, the Kuncel *et al.* meta-analysis improved on these studies by examining the validity of the GRE *General Test* for multiple disciplines using multiple measures of success, and by addressing statistical artifacts such as range restriction.

Figure 1.
The criteria for success



One strength of the Kuncel *et al.* research is that the meta-analysis analyzed data from a very large data set involving more than 1,753 independent samples based on a pool of more than 80,000 students. In addition, the study looked at five predictors of success and eight criteria for success. The predictors included the three measures of the GRE *General Test* (verbal reasoning, quantitative reasoning and analytical reasoning), GRE *Subject Test* scores and undergraduate grade point average (UGPA). The criteria for success are shown in the figure to the left.

Each of these criteria can be considered a different dimension of successful performance in graduate school.

Results of the Kuncel *et al.* study

Results from this study show that:

1. The GRE *General Test* is a "generalizably valid predictor of first-year graduate GPA, overall graduate GPA, comprehensive exam scores, publication citation counts and faculty ratings."
2. The GRE *General Test* also correlates positively with degree attainment and research productivity.
3. The GRE *General Test* has better predictive validity than undergraduate grades or letters of recommendation.
4. The GRE *Subject Tests* are better predictors of success than either the GRE *General Test* or undergraduate GPA.

This meta-analysis study is important because these results apply across a range of intended academic majors, across native speakers of English and nonnative speakers of English, across traditional and nontraditional students and across master's and doctoral programs.[2]

1 Kuncel, N. R., Hezlett, S. A. and Ones, D. S. (2001). A comprehensive meta-analysis of the predictive validity of the *Graduate Record Examinations*: Implications for graduate student selection and performance. *Psychological Bulletin, 127* (1), 162-181.

2 The master's analyses can be found in "The Validity of the *Graduate Record Examination* for Master's and Doctoral Programs: A Meta-Analytic Investigation" by Kuncel, N.R., Wee, S., Serafin, S. and Hezlett, S.A. (In press) GRE Research Report. Princeton, NJ: ETS.