PDF and ZIP File Resource Document

As part of the Prize submission requirements, competitors are required to combine multiple documents into a single PDF and to create a ZIP file upload. If unfamiliar with these processes and your organization doesn't have an IT person to assist, competitors are encouraged to research and use online resources and tutorials available. To assist, below is a sampling of such resource options sourced by the American-Made Prize Team.

Note: The American-Made Prize Team and DOE do not manage the links below or content on the sites, this information is being provided solely as an application resource.

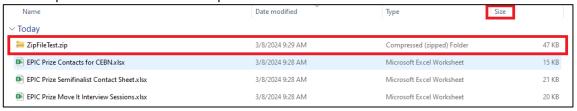**Merge Multiple PDF's into Single PDF Resource**
- Adobe/Acrobat- Combine and merge multiple files into one glorious PDF (Video) and Free Trial option: https://www.adobe.com/acrobat/how-to/merge-combine-pdf-files-online.html#:~:text=How%20to%20combine%20and%20merge,PDF%20documents%20and%20other%20files.
- CNET: Its Free and Easy to Combine Multiple PDFs on Windows or Mac: https://www.cnet.com/tech/services-and-software/how-to-combine-pdf-files/

Creating Zip Files/Folder: (For the SEA-Form instructions)
- Microsoft Resource – Zip and Unzip Files: https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5
- Indeed.com Resource - Windows, Linus, macOS how to create a zip file : https://www.indeed.com/career-advice/career-development/how-to-create-zip-file

Zip File Folder Size Check:
- The max ZIP folder size that can be uploaded into HeroX is 50 MB.
- To check the size of your files/folders, most operating systems will show folder size in the list view. Similar to the snip below – size column and zip file noted in red boxes.

- **If your zip folder is larger than 50 MB, you will need to split your files into two folders to upload.**
  Split your files into two folders, then "Zip" the files and upload both folders separately - using the additional upload field provided on the HeroX submission form. If you have questions on this process, please reach out to RenewSchoolsPrize@nrel.gov for assistance. Don't wait till the last minute!