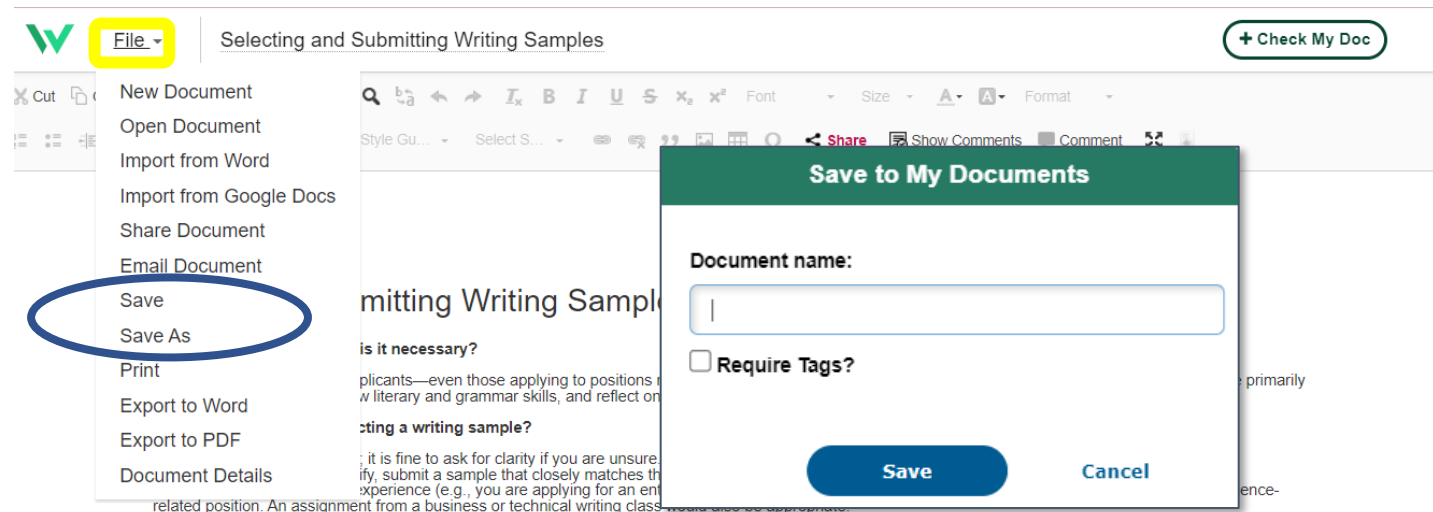


# Navigating IntelliWriter™

## Save a Document

**Save a document:** When you are ready to save a document, you can save by clicking File and click either save or save as. The system will automatically save any document you are working on every 30 seconds. If you have not named the document the system will automatically save it as “Untitled.”



### Are certain samples inappropriate?

- Submitting outdated samples (older than one year) is not a good idea. Doing so communicates that you have not kept current.
- Avoid samples that have no relevancy to your industry/expertise. For example, a creative or narrative writing sample would not be appropriate when applying to a scientific or technical position, whereas it might work well for other positions or graduate programs. Try to match your sample to the kind of writing you will be doing on the job.
- Blogs are discouraged unless they are professional sounding and relevant to your field.
- Avoid sending samples on political or religious topics.

### What if I don't have an appropriate, recent sample?

- Write one! There is no rule that your writing sample must be something you wrote for work or a class.

### How long should a writing sample be?

- Samples should be concise and succinct: one to four pages are usually sufficient. In many cases, reviewers are primarily interested in how well you convey your ideas (structure and grammatical accuracy) as opposed to content.
- You may provide an excerpt of a longer paper, as long as the excerpt makes sense as a stand-alone document. If your sample is an excerpt of a longer work, be sure to note that on the first page.

### Can I submit a sample I co-authored?