

## Attaching a Document

Click on Actions and then select Manage Documents.

On the Content Manager screen, click on the underlined Up Arrow (7<sup>th</sup> icon from the left) at the top of the screen. If you put your cursor on it, it should say "Import Attachment". You can also use the Ctrl + Alt + I.

A box will pop up about importing the document. Click on Choose File.

Find and select the document you want to import and click Open.

On the next screen, click on Import.

The document should be in the middle of the content manager box. Go to the right, and select the document type.

Click on the Save icon (2<sup>nd</sup> icon from the left) at the top of the screen. If you put your cursor on it, it should say "Save Document to Content Manager". You can also use the Ctrl + Alt + S.

Click on the X in the upper right hand corner to close the Content Manager.