

## **GUIDE TO ADDING ATTACHMENTS TO A PDF DOCUMENT**

To add an attachment to a PDF Main Document, you will need to be at the screen where you are first prompted to Browse for a PDF Document. The following will describe filing a motion and attaching a notice.

**Browse** and navigate to the directory where you saved your motion PDF file.

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that it is the correct document, correct number of pages, etc.
- Close or minimize the Adobe Acrobat Reader by clicking on the control box in the upper right hand corner of the window and select **Open**.

Select the **Yes** radio button at the right of the **Attachments to Document** prompt and click Next.

The ATTACHMENT screen displays. There are three steps to the attachment process, **BROWSE, SELECT and ADD:**

1. Click **Browse** and navigate to the directory where you saved the notice PDF file.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that it is the correct document to be attached, i.e., notice.
  - Close or minimize the Adobe Acrobat Reader by clicking on the control box in the upper right hand corner of the window.
2. **Select a document type** (or enter a description). Pick **Notice** from the Type drop down list. *\*If there is not a document type listed in the drop down box pertinent to your document, you may enter the name of the document in the description field instead.*
3. You must click **Add to List**. The path and file name are added to the **List** box.

You are able to add multiple attachments by repeating these three steps. When you are through adding your Certificate of Service and Proposed Order, or any other documents, click Next.

The Docket Text: Final Text screen displays.

Proof this screen carefully! If any part of the docket text is incorrect, click the browser **Back** button to return to the screen you need to correct. Then process the screens again with the respective **Next** or **Submit** buttons. If the docket text is correct, click Next.