

ATTACHMENTS

This file is intended to storage every attachment related to the Letter of Intent formulary provided by Lehman Disability Planning.

Adding Attachments:

On Adobe Reader:

You can add attachments by pressing View -> Tools -> Comments -> Open.

You will now have access to the Comments bar on top of the document. Look for a clip button press it and select "Attach File".

You will have to click a spot on the document to add a location where it'll be attached.

On Adobe Acrobat:

You can add attachments by pressing View -> Show/Hide -> Navigation Panes -> Attachments.

This will open the attachments panel by the left side.

You will have a bar with various buttons. There are three clip buttons.

The first opens an attachment;

The second saves an attachment to a location of your choosing in your Hard Drive Disk.

The third adds an attachment to this document.

Viewing Attachments:

You can view the attachments added to this document by pressing View -> Show/Hide -> Navigation Panes -> Attachments.

Deleting Attachments:

Select the attachment and press the Delete key on your keyboard.