

# How to attach a document to you plan

On every page there is a "Document Attachment Module" as outlined in figure 1. This module is relative to the page you are on and any document you attach will ONLY show again for downloading on that specific page or under that specific section in the "Print Your Plan" section.

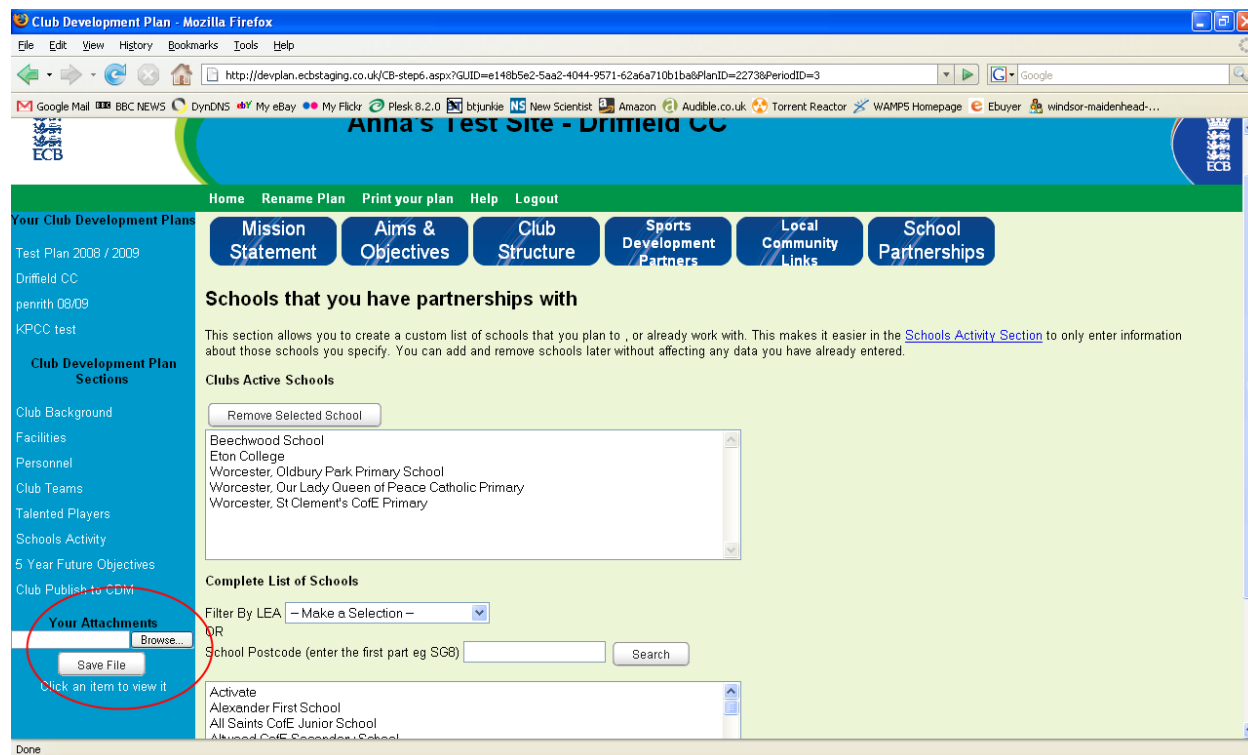


Figure 1

Clicking the "Browse" button will open a new Explorer window for you to select the document you wish to attach. Any document attached as an image will, in the print your plan section, appear inline. Any other document will be a link that needs to be printed separately. It is suggested that you keep documents that you attach to your plan relatively small (less than 5 megabytes). This helps in speeding up downloading them. Also larger documents will take a long time to upload. Please watch the progress bar at the bottom of your screen to make sure you do not interrupt a document attachment process. Clicking open (as pointed out in figure 2) starts this process.

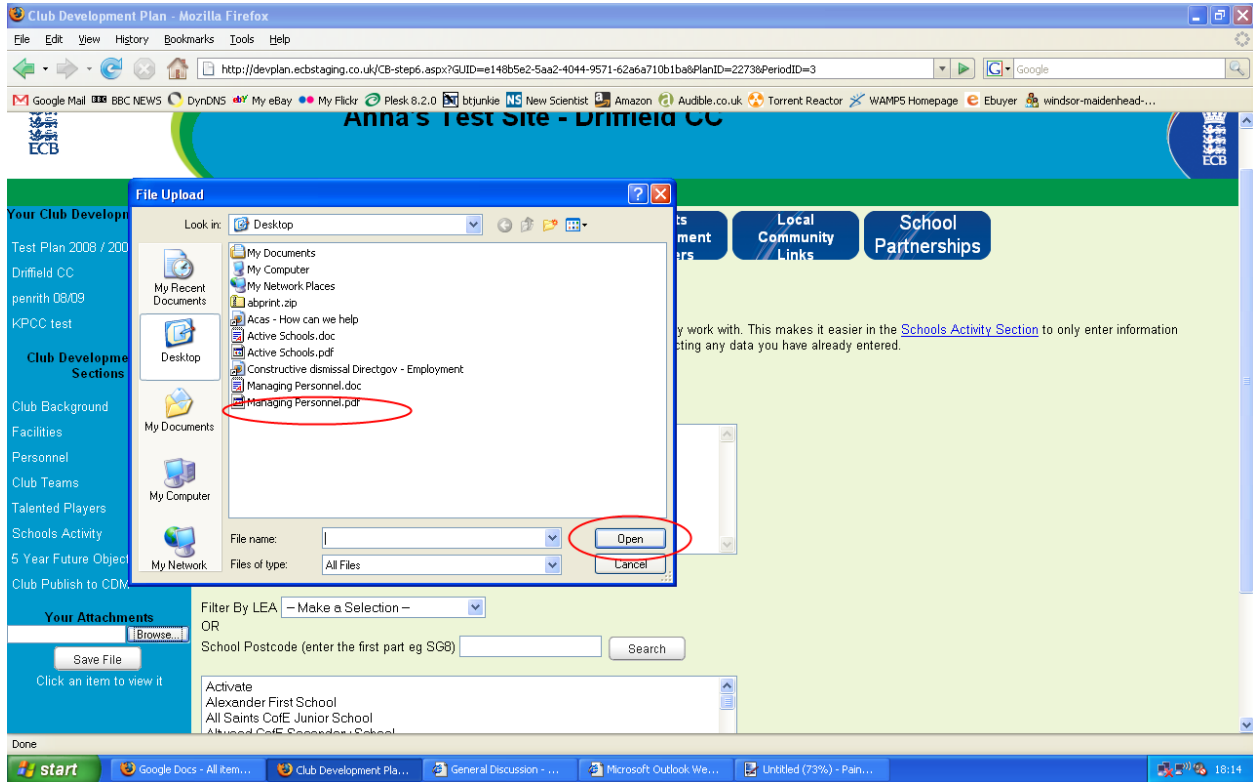


Figure 2

You will now notice that next to the "browse" button is a text box, this is now filled. do NOT make any changes to this box otherwise your upload will not work. This points to the document you wish to attach. To change the document use the "Browse" button.

Clicking save will upload the document and attach it to this page in your plan (figure 3).

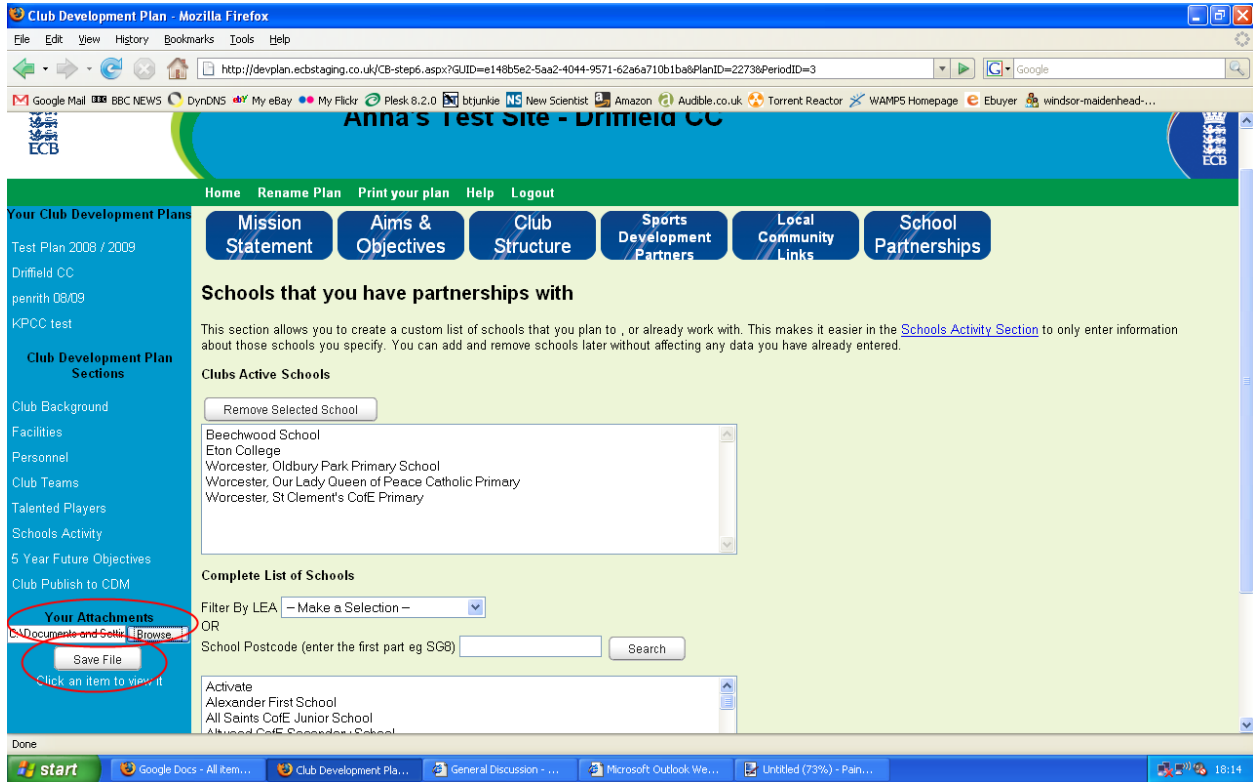


Figure 3

Once this is completed that document will now appear in the list. clicking on the name of the attachment will download/open it. Clicking on the red cross will delete it. This cannot be reversed. See figure 4.

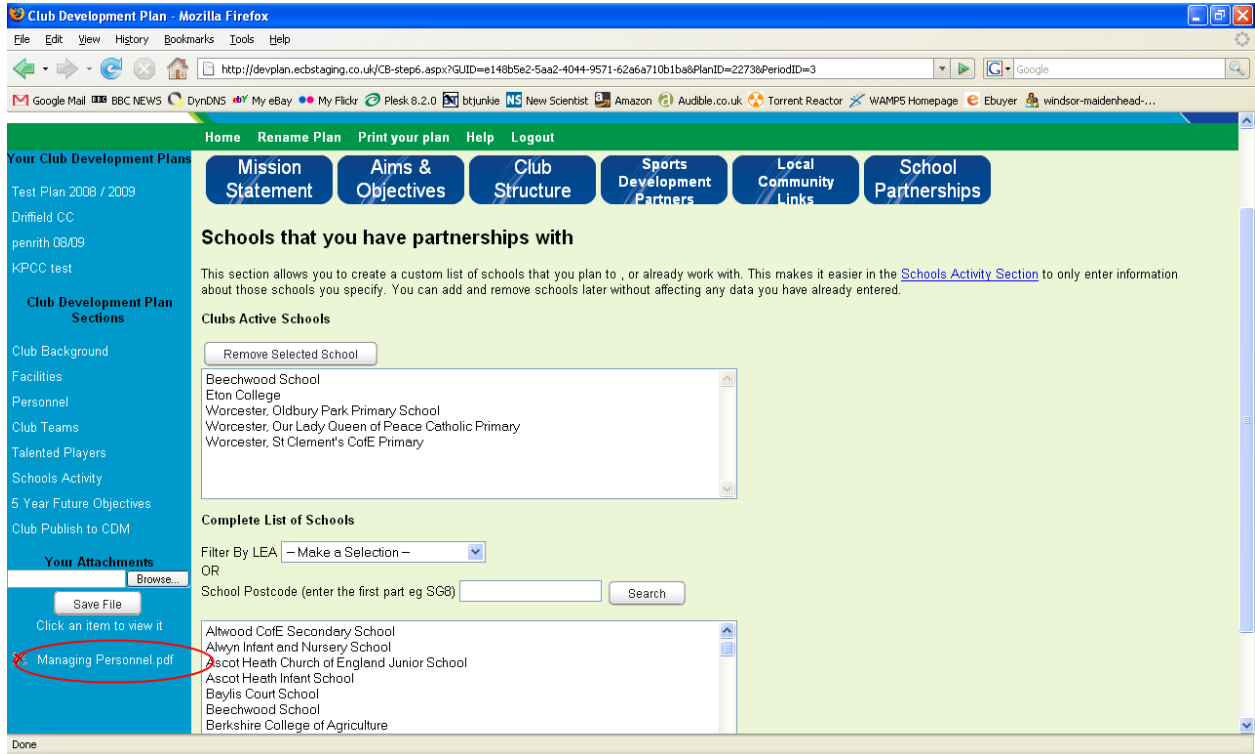


Figure 4