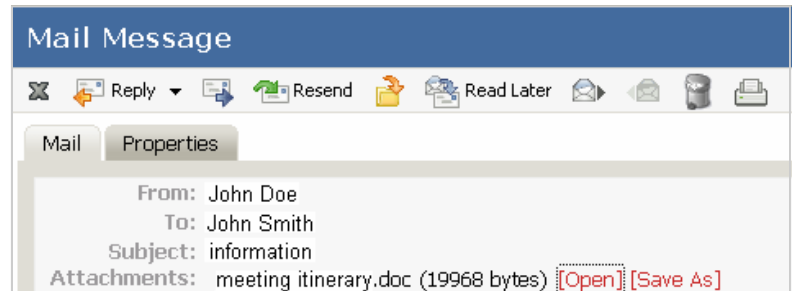


Opening and Viewing Attachments

An attachment appears as text in the information section of an item.

- To open and view an attachment double-click on the red text that says **Open** next to the attachment.



Saving an Attachment

Clicking on the **Save As** link by an attachment will simply go through the process of opening the attachment.

- If you wish to save an attachment open it by following the above instructions.
- Save it to the desired location.

Adding an Attachment to an Item

To add an attachment to an item:

- Click on the **Attachment** tab in an opened item draft.
- To select a file to attach click on the **Browse** button.
- Find the file you want to attach in the browser and click on it.
- Be sure that the file you have selected appears in the **File Name** field.
- Click on **OK**.
- In the attachment window click on **Attach**.

The file is now attached to the item.

