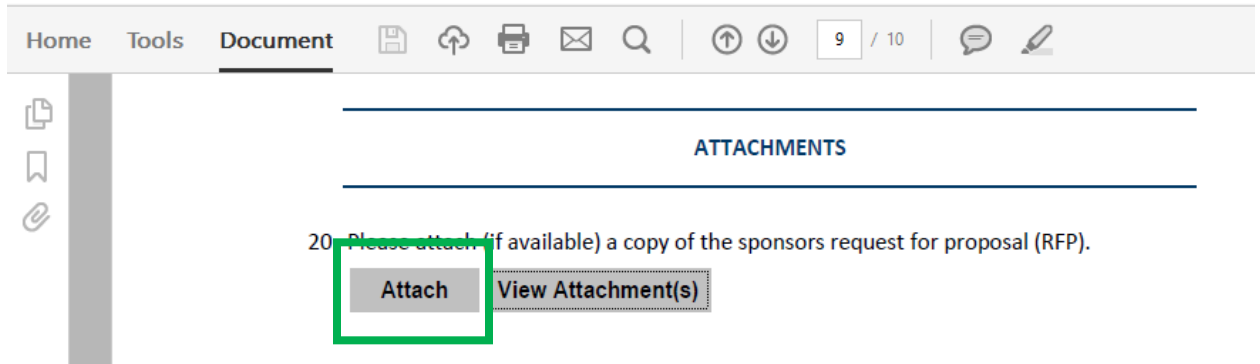


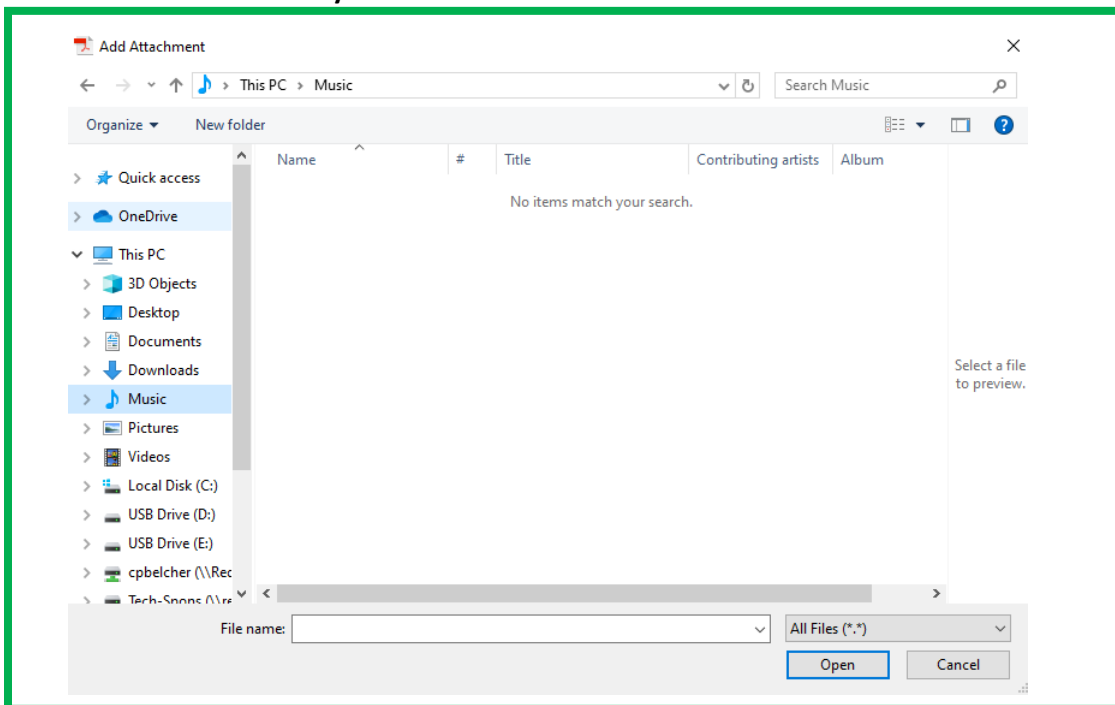
# Attach a File to a PDF Form

## INSTRUCTIONS

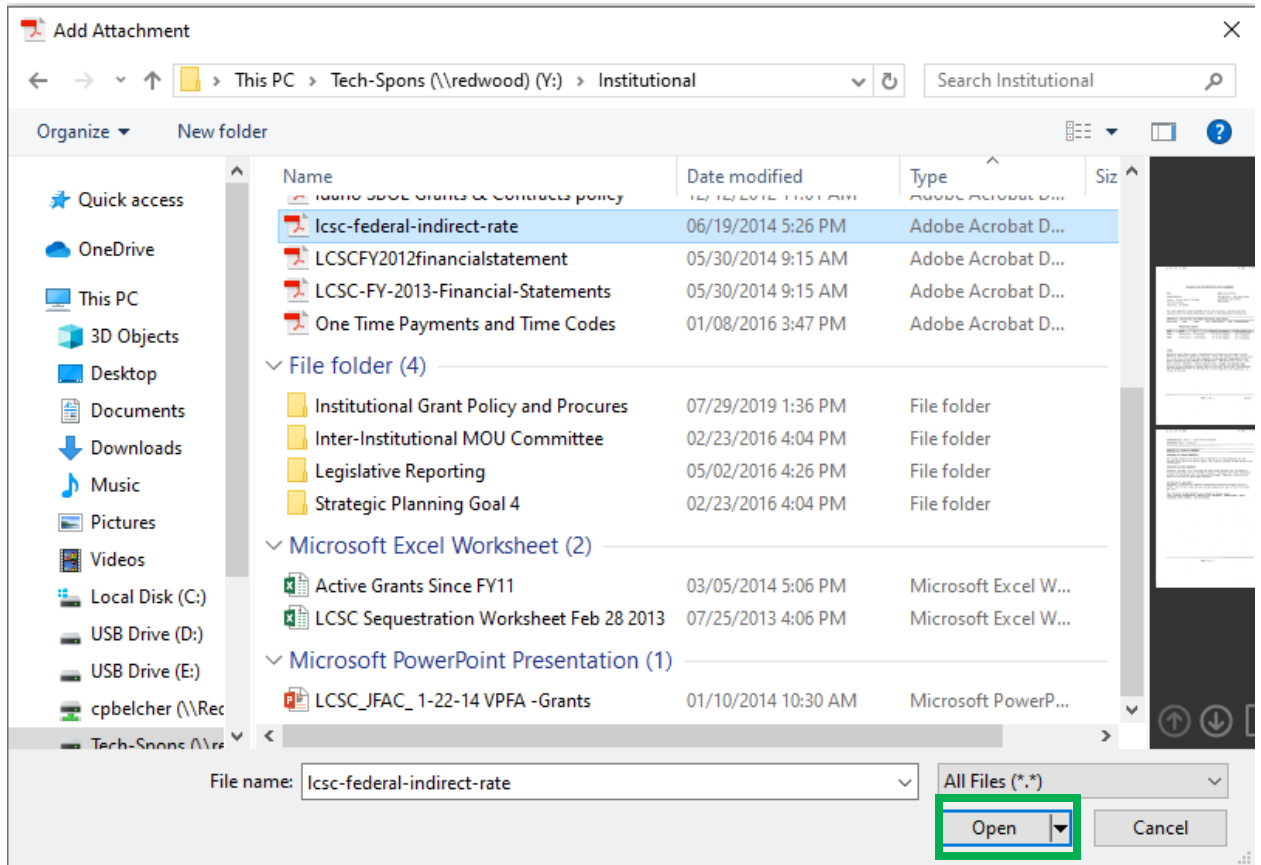
1. Select the 'Attach' button on the PDF Form.



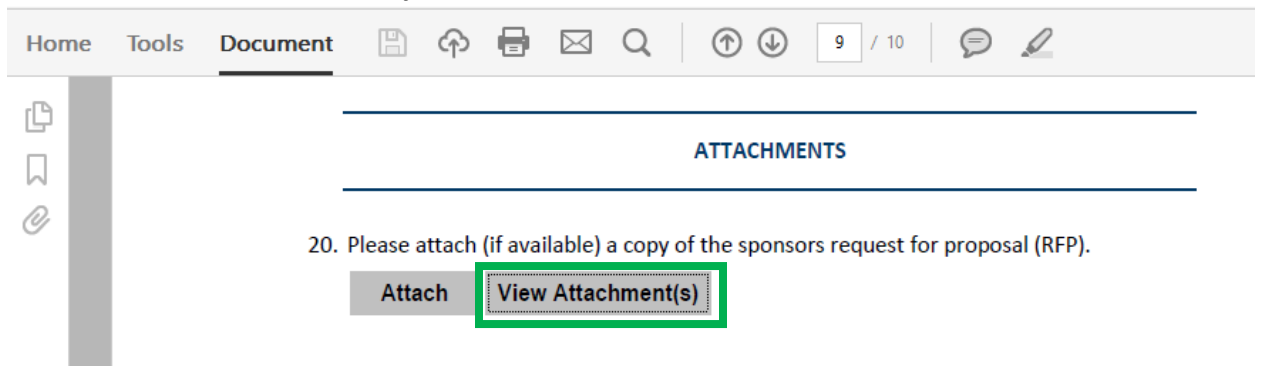
2. After you click on the 'Attach' button a 'Dialog Box' will open that will allow you to select the folder and document you want to attach.



3. Once you have select the file that you want to attach to the PDF, click the 'Open' button.



4. After you have clicked the 'Open' button the selected file will be attached to your PDF. To view which files are attached to your PDF click the 'View Attachments' button.



5. After you have clicked the 'View Attachments' button a 'Side Menu' will open on the PDF which will show you what you have attached to the PDF. To hide the 'Side Menu' click the 'View Attachments' button again.

The screenshot displays a PDF viewer interface. At the top, there is a navigation bar with tabs for 'Home', 'Tools', and 'Document', along with icons for save, share, print, email, search, and navigation. A page indicator shows '9 / 10'. Below the navigation bar, a 'Side Menu' titled 'Attachments' is open on the left, highlighted with a green border. This menu contains a list of attachments with columns for 'Name' and 'Description'. One attachment is listed: 'lpsc-federal-indirect-rate.pdf' with the description 'File attach'. To the right of the side menu, the main document area shows a section titled 'ATTACHMENTS' with a horizontal line above and below it. Below this section, there is a text prompt: '20. Please attach (if available) a copy of the sponsors req'. At the bottom of this prompt, there are two buttons: 'Attach' and 'View Attachment(s)'.

| Name                           | Description |
|--------------------------------|-------------|
| lpsc-federal-indirect-rate.pdf | File attach |

ATTACHMENTS

20. Please attach (if available) a copy of the sponsors req

Attach View Attachment(s)