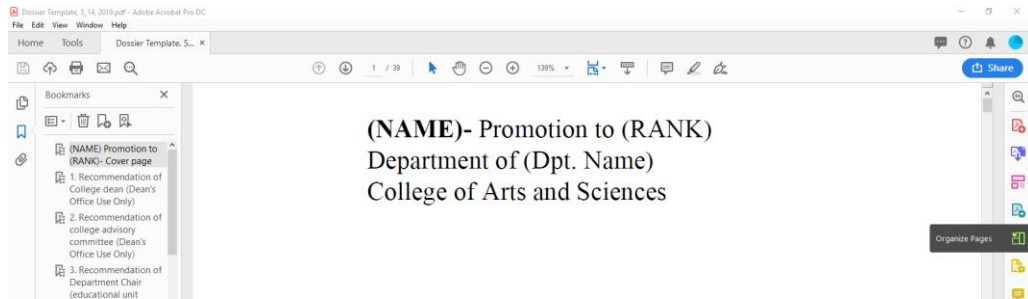
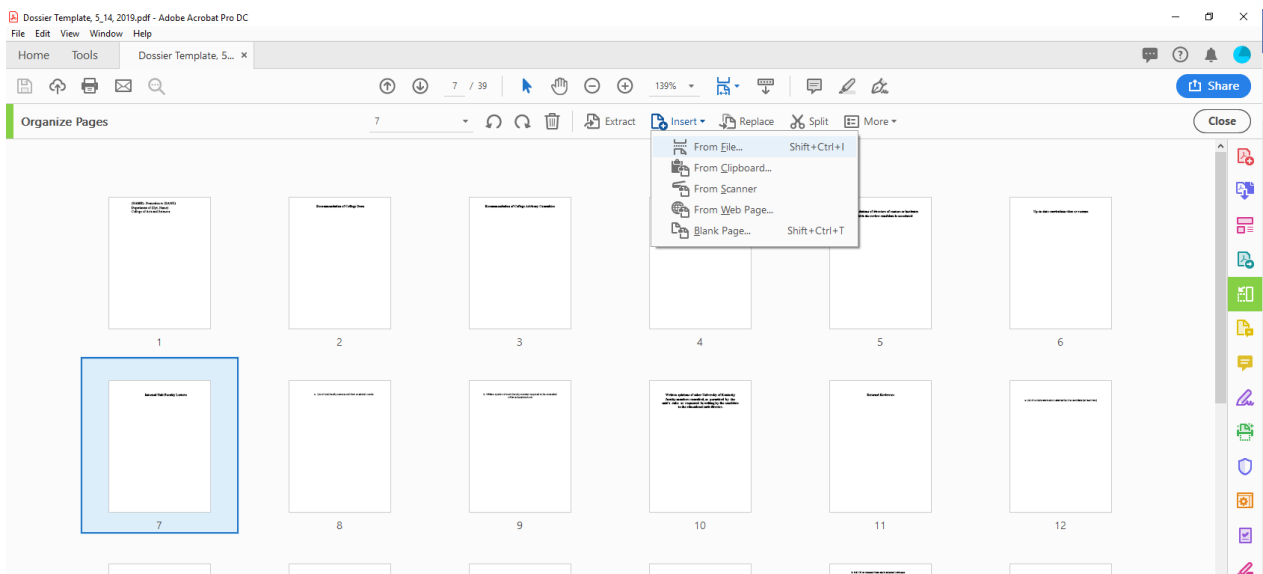


How to add content into the electronic dossier

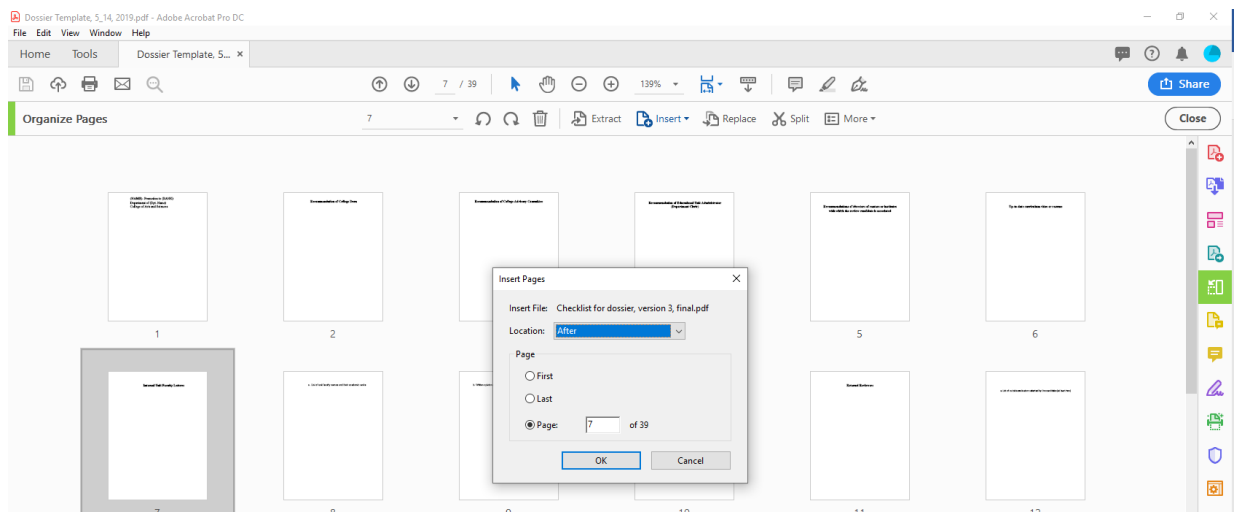
- 1) Click on the cover page where you plan to add content. This will highlight the page you are currently on when you move onto #2.
- 2) Click on 'Organizes pages' on the toolbar.



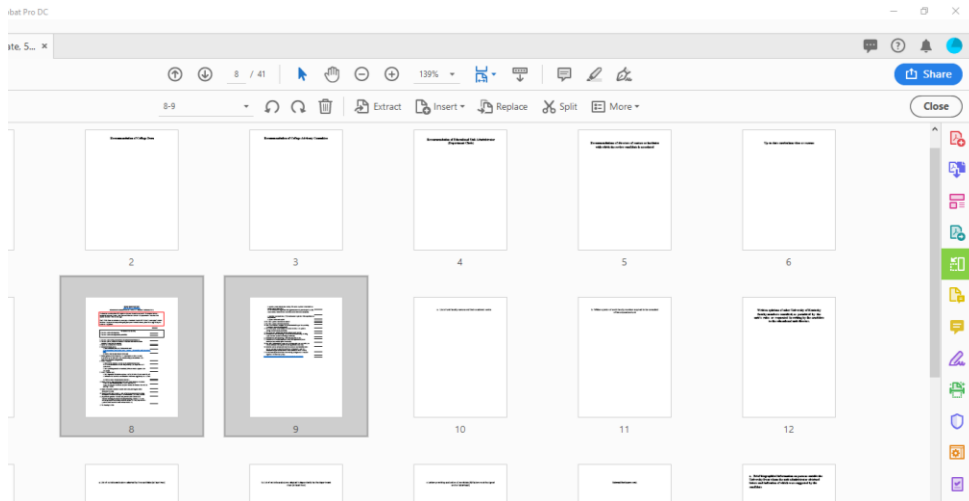
- 3) At the top of your screen click 'insert' > From file



- 4) Choose the file that you would like to add to the dossier. The next page will prompt you indicate where you want to insert the documents into the PDF. Adobe will automatically default to the page you selected in step#1. Hit 'OK'



5) The pages you inserted will show up highlighted in the document.



6) Once you are finished editing the document, you may hit 'close' in the top right of your screen. This will take you back to the bookmarked version of the PDF. You can go back in and add more documents by following steps #1-#6.

