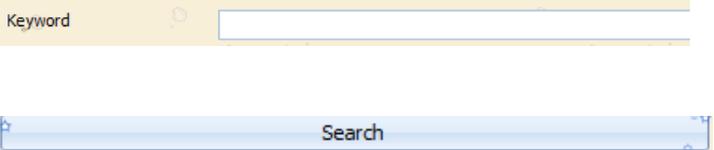
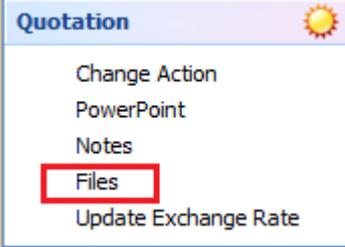
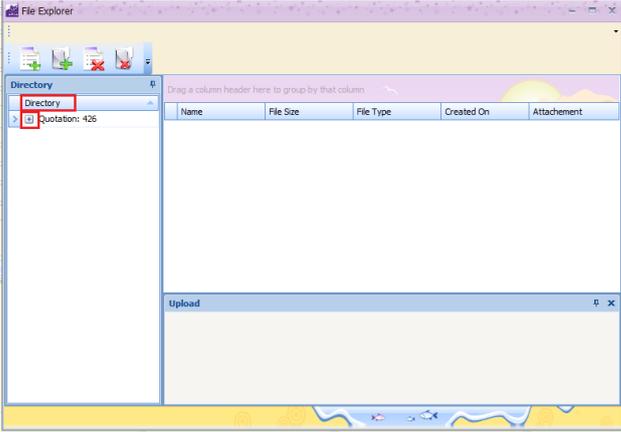


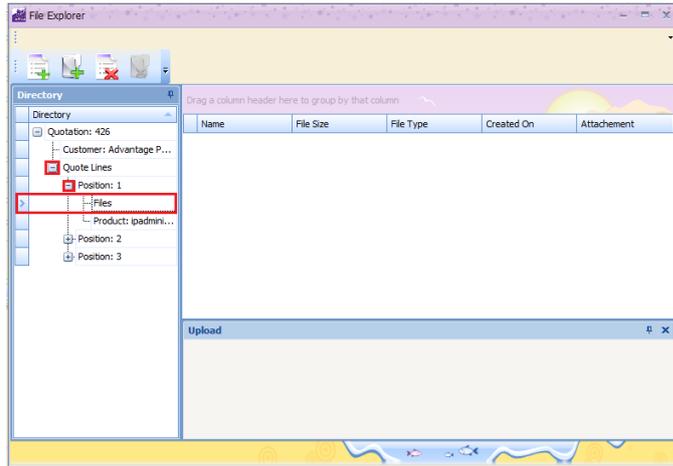
## Attach a Picture to a Quote/Order Acknowledgment

<b>Step One</b>	Go to the Dashboard and double click on the Quotations icon.	 A blue icon representing a document with a folded corner, labeled "Quotations" below it.
<b>Step Two</b>	Find your Quotation using the Keyword or click Search to show all Quotations and double click on your Quote.	 A search interface with a "Keyword" label and a text input field, and a blue "Search" button below it.
<b>Step Three</b>	On the left hand side under Quotation, click on "Files".	 A context menu titled "Quotation" with a sun icon. The menu items are "Change Action", "PowerPoint", "Notes", "Files" (highlighted with a red box), and "Update Exchange Rate".
<b>Step Four</b>	The following box will appear.  Under "Directory" click the "Plus Sign".  This will open up the line.	 A screenshot of a File Explorer window. The "Directory" pane on the left shows a folder named "Quotation: 426" with a plus sign next to it. The main pane shows a table with columns: Name, File Size, File Type, Created On, and Attachment. An "Upload" button is visible at the bottom of the main pane.

### Step Five

Go through and open up all lines that you want to add an image to.

Next highlight the files line.



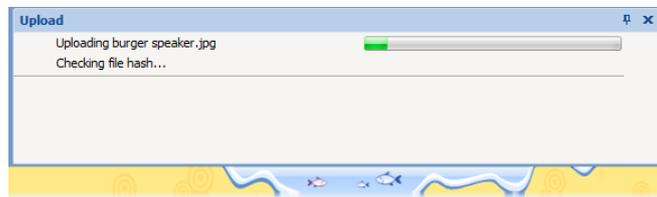
### Step Six

At the top of the box, click on the left icon "Upload File" then choose your image from your image folder.



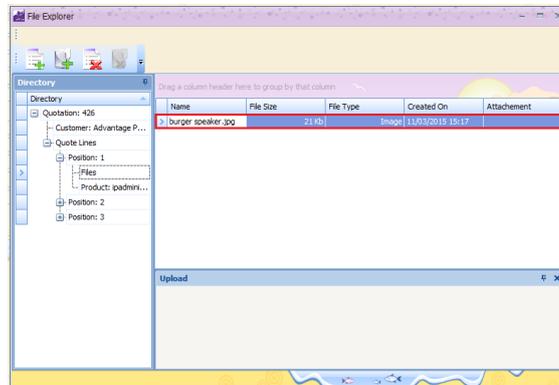
### Step Seven

Let the file upload.



### Step Eight

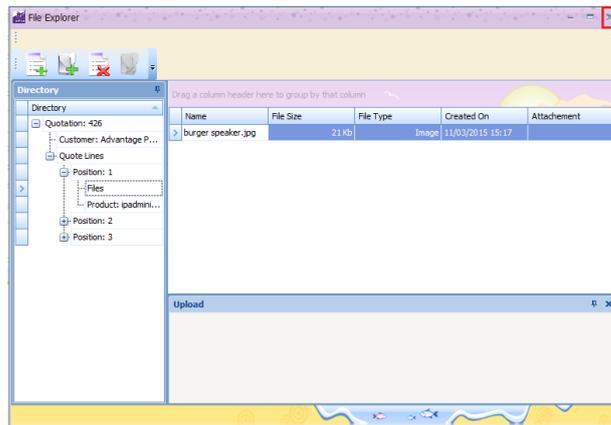
Once the image has uploaded, this will show at the top of the box. (See highlighted in red).



## Step Nine

Repeat the steps above for any other lines that need an image to be attached.

Once you have uploaded your images, click the “X” at the top right hand corner of the box to close down.



## Step Ten

To check that all images have been attached correctly, click on “Preview” at the bottom of the screen to preview your Quote.

