Attach a Picture to a Quote/Order Acknowledgment

Step One	Go to the Dashboard and double click on the Quotations icon.	Quotations

Step Two	Find your Quotation using the Keyword or click Search to show all Quotations and double click on your Quote.	Keyword ... Search
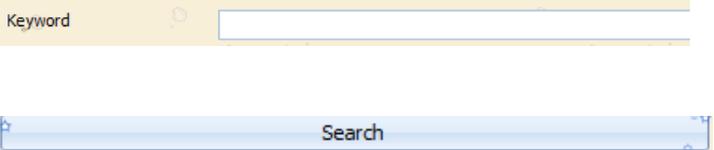
Step Three	On the left hand side under Quotation, click on "Files".	Quotation — Change Action, PowerPoint, Notes, Files, Update Exchange Rate
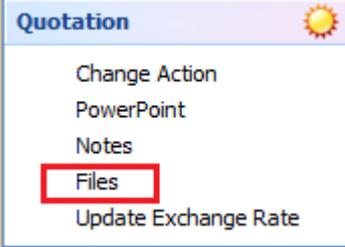
Step Four	The following box will appear. Under "Directory" click the "Plus Sign". This will open up the line.	File Explorer — Directory, Quotation: 426, Upload
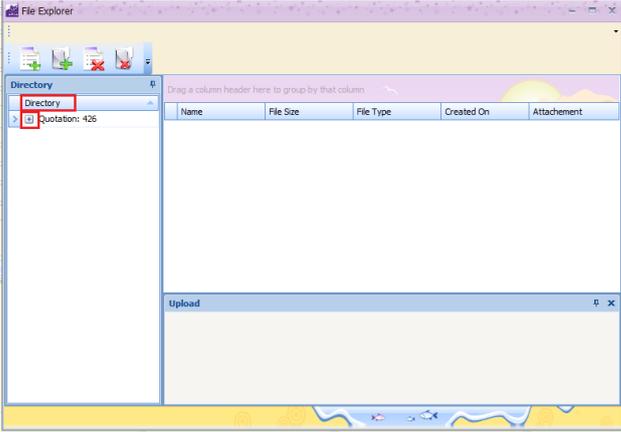
Step Five	Go through and open up all lines that you want to add an image to. Next highlight the files line.	
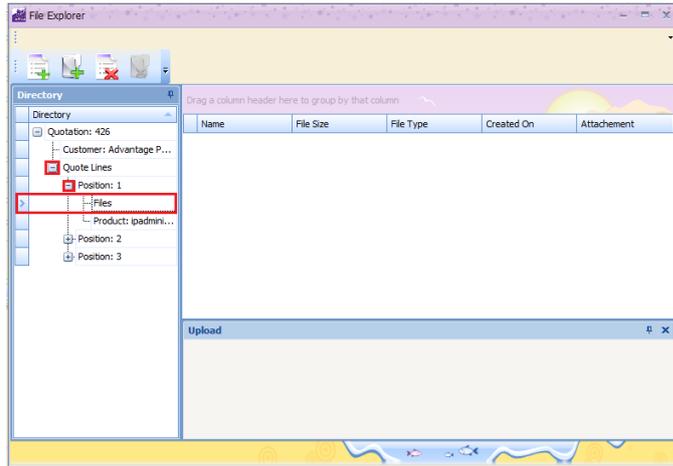
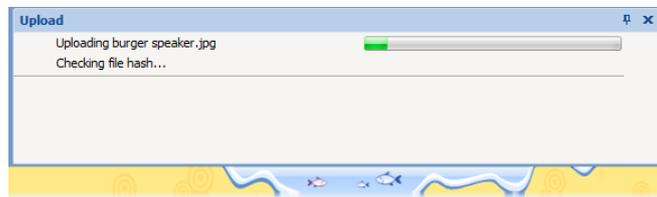|		
Step Six	At the top of the box, click on the left icon "Upload File" then choose your image from your image folder.	

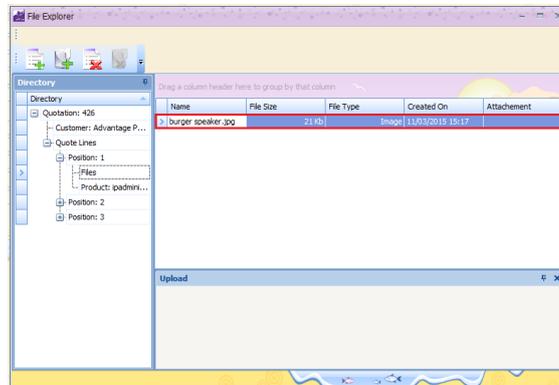|		
Step Seven	Let the file upload.	

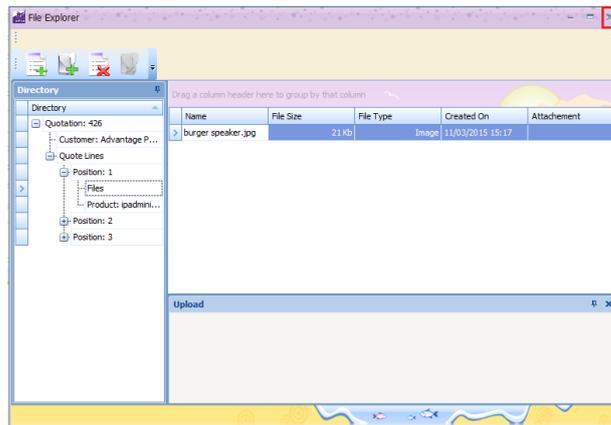|		
Step Eight	Once the image has uploaded, this will show at the top of the box. (See highlighted in red).	

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.	