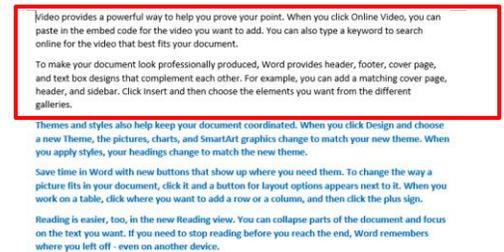
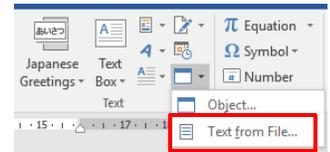


How to add multiple files into a single document

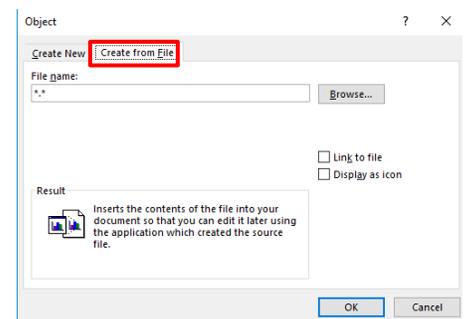
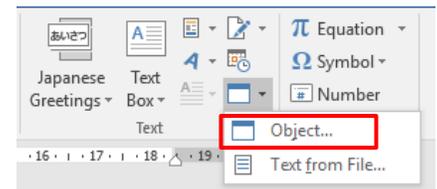
Quick text insert from another document

1. Click on the location within your document you wish to insert the text.
2. Click the **Insert** tab from the ribbon.
3. Click the **Object** drop-down option from the text group and click **Text from File**.
4. Select the file you wish to insert, then click **Insert**.
5. You should then see the text from the inserted document appear.



Inserting other file types

1. This is feature allows you to insert other file types such as pdf or spreadsheet information.
2. Click on the location within your document you wish to insert the text.
3. Click the **Insert** tab from the ribbon.
4. Click the **Object** drop-down option from the text group and click **Object**.
5. Click the **Create from File** tab, then click **Browse**.
6. Navigate to the location on the file you wish to insert, then click **Insert**.
7. Click **OK** and the content of the file will be added into the document.



Editing Information: Depending on the form of content you insert, if you double click on the added content, it will open the related application to allow basic editing of the content; however, these changes will not be updated within the original file that you used to insert the content.