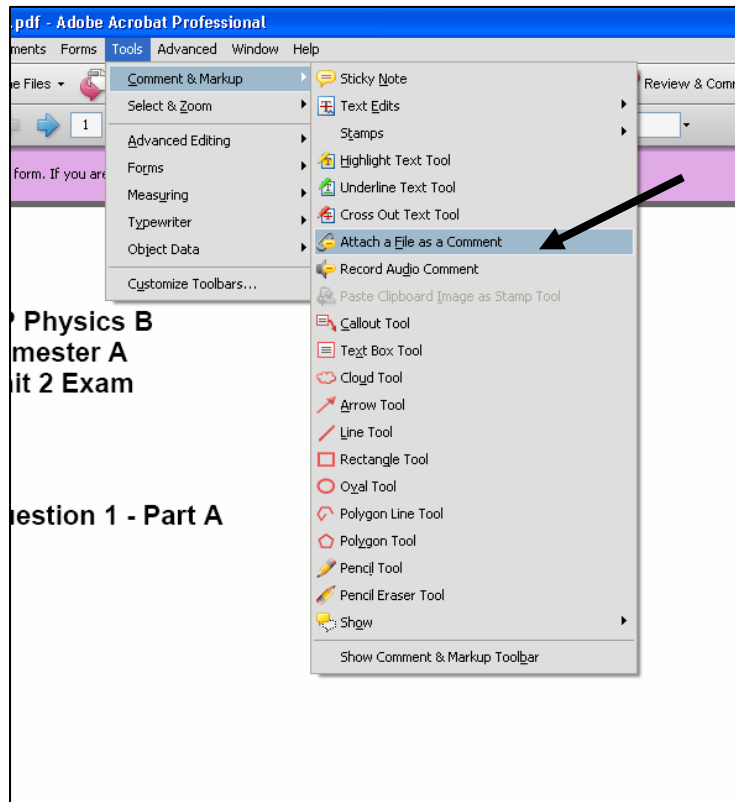
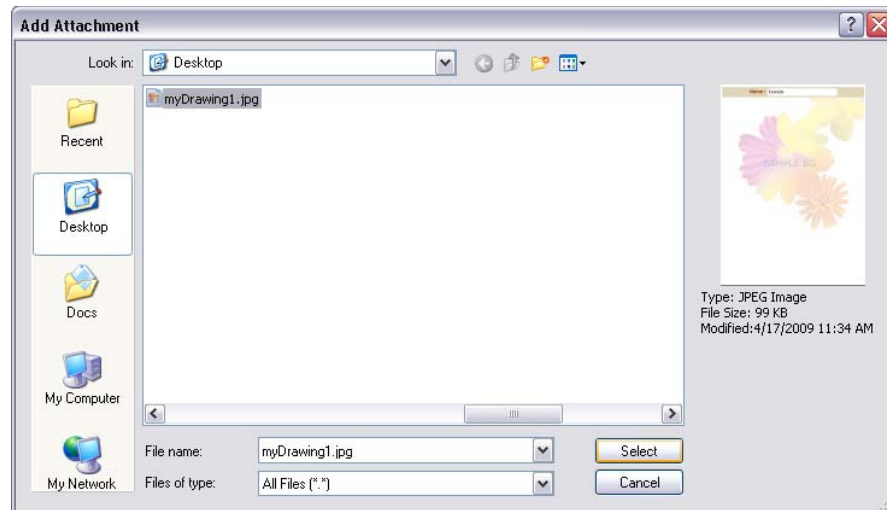


### Inserting images into the template:

Open the template document you saved, select “Tools,” “Comment & Markup,” and “Attach a File as a Comment.”

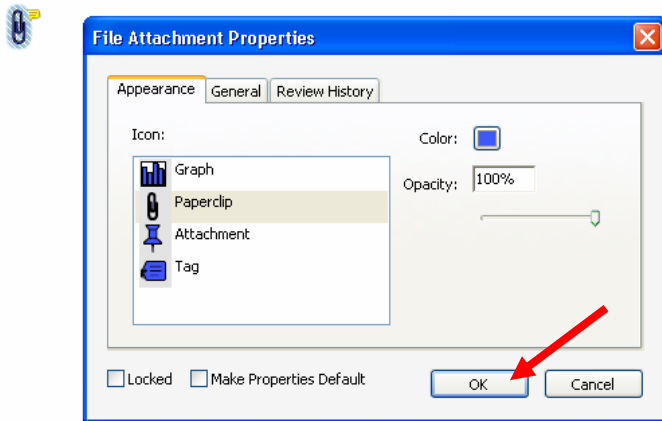


Your cursor will turn into a pushpin. Choose the location on the PDF you would like to attach the file and then click on the location. Another dialog box will open where you can select the drawing you saved from the whiteboard. Find and click on the file and then click “Select”.



A File Attachment Properties dialog box will open. On the Appearance tab, select paperclip. Click “OK” and you’re done.

### Question 1 - Part A



***Don't forget to save your PDF file when you're finished.***