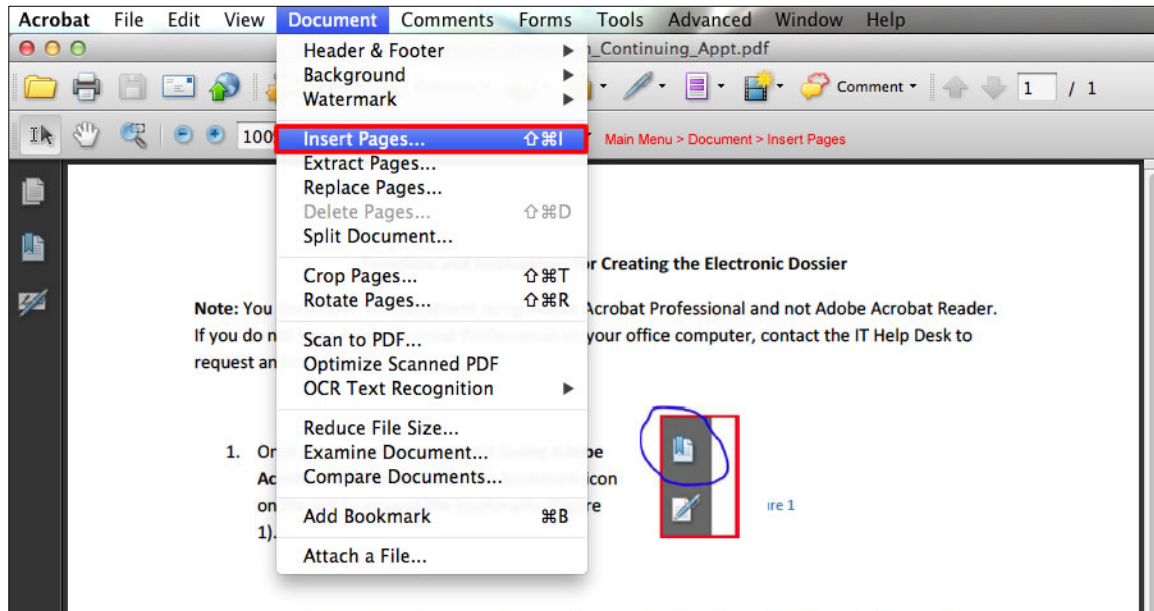


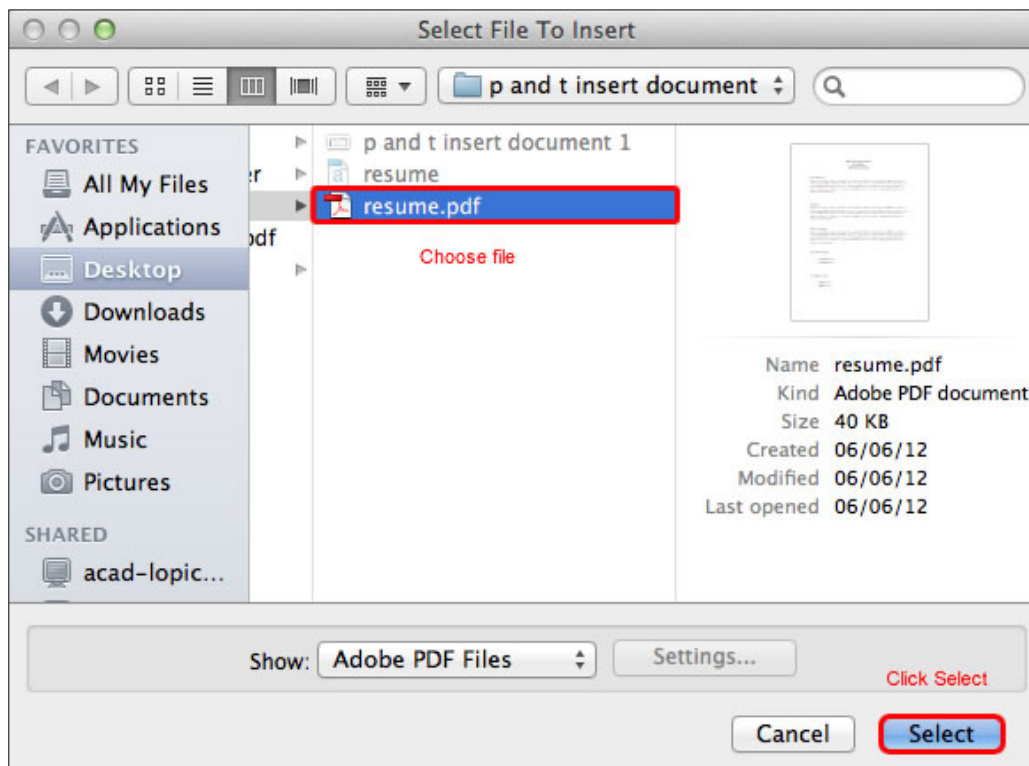
How to Build Your Electronic Dossier

You will build your dossier by gathering your supporting material, converting to PDF, and then inserting this material into the downloaded template.

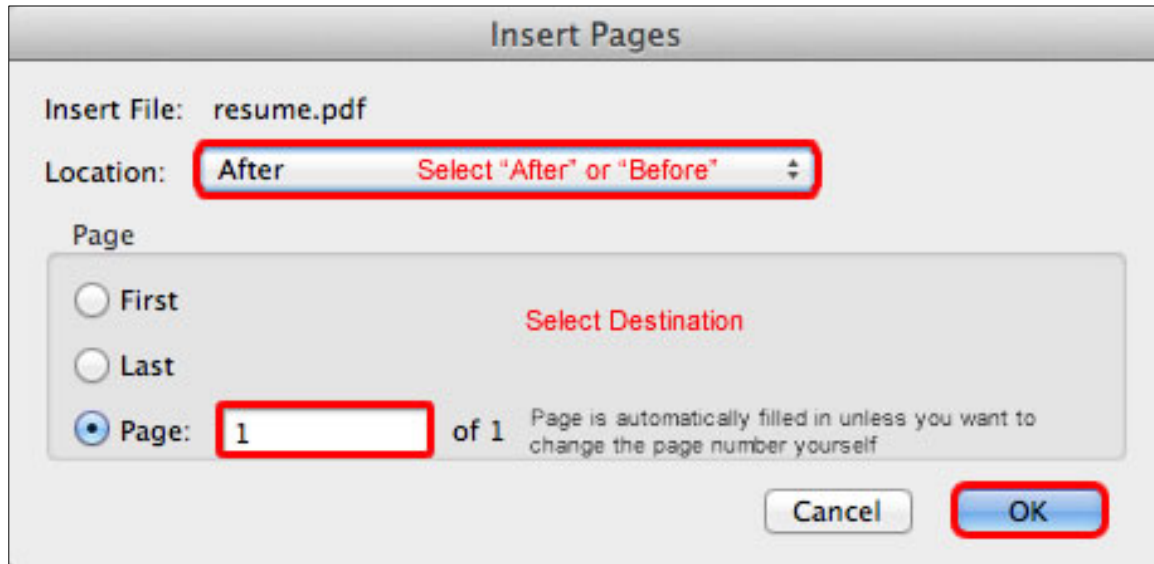
1. Open the dossier template
2. Main Menu > Document > Insert Pages



3. Select the file

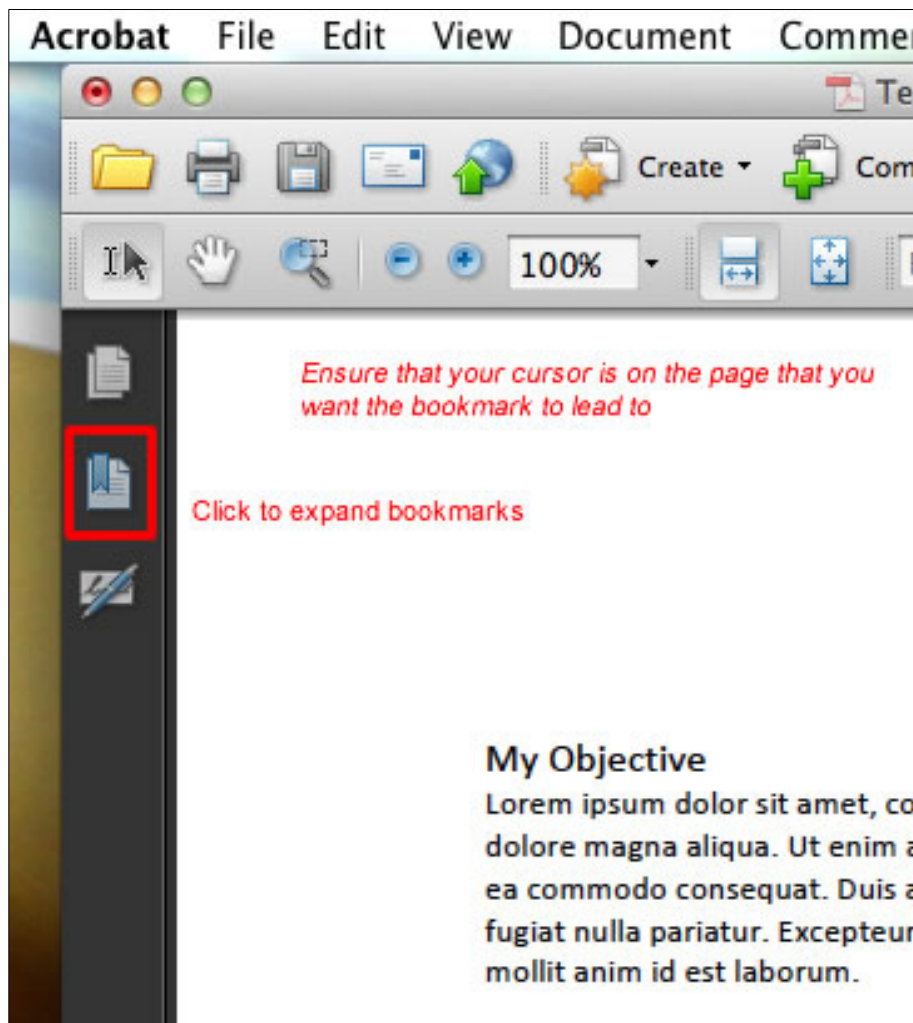


4. Determine the location, within the dossier, of the insertion file



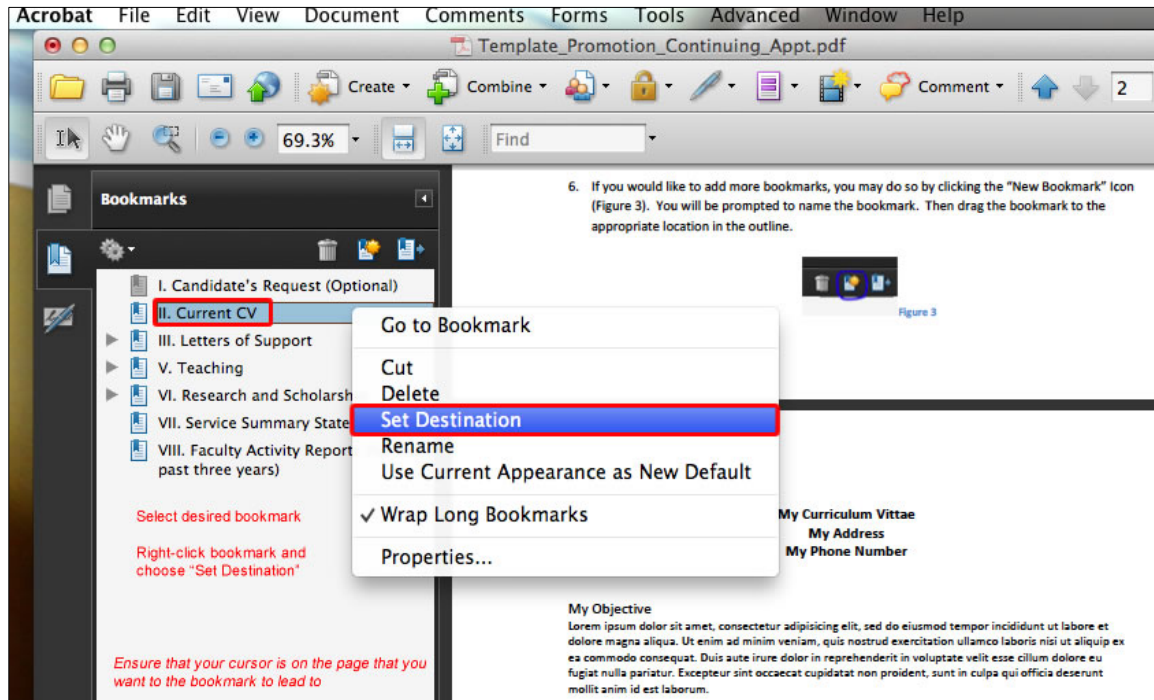
5. Connect the inserted document to a bookmark

a. Click the Bookmarks icon to expand:



b. Right click the desired bookmark > Set Destination

i. Ensure that your cursor is on the desired document



c. Confirm

