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

		Insert Pages
Insert File:	resume.po	if
Location:	After	Select "After" or "Before"
Page		
O First		Select Destination
🔾 Last		
• Page:	1	of 1 Page is automatically filled in unless you want to change the page number yourself
		Cancel OK

- 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

