

1 Position your cursor where you would like the objects to be placed. For PNG, BMP or JPEG files, you can drag and drop.

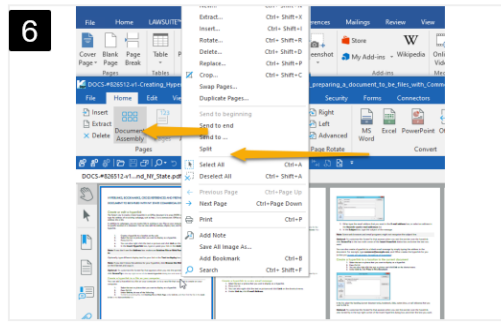
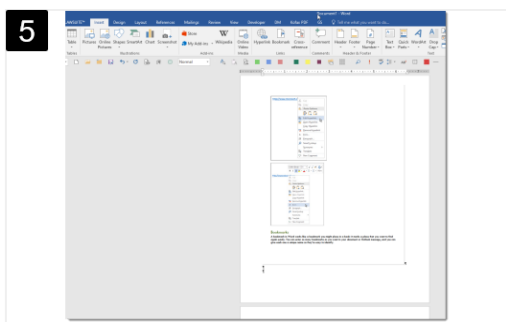
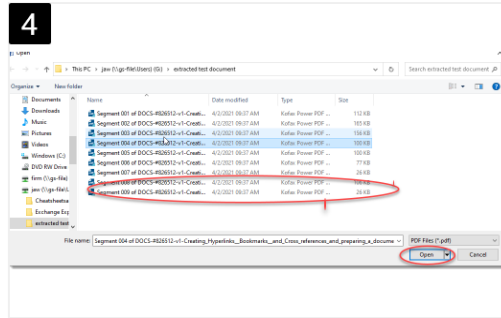
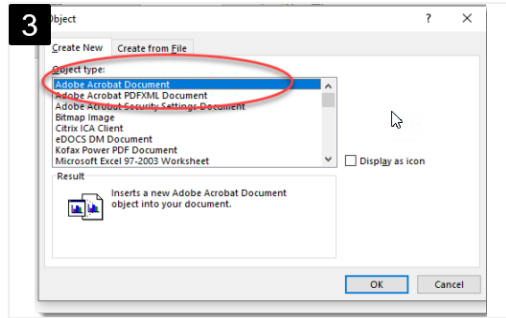
2 For PDF files, after positioning the cursor where you want it to be, click on Insert, insert, object...

3 Choose Adobe Acrobat document, and browse to the location where the pdf is.

4 Browse to the location of the document and choose the file you wish to insert, and click on open.

5 Wait for the file to load before closing the acrobat reader or Kofax that opens to temporarily hold the document.

6 If the pdf was a multi page pdf, use the document assembly mode, right click, and split the document into separate temporary files beforehand.



Inserting Objects into Word