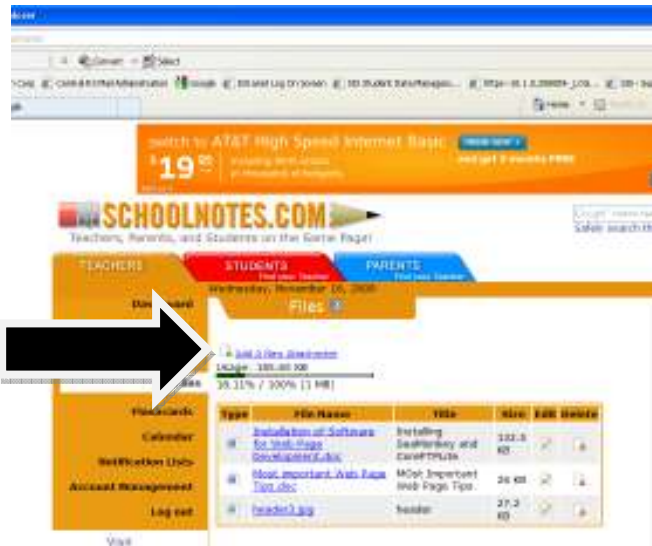


## Adding Attachments to Schoolnotes



When you log in to your schoolnotes account you will see a link on the left column for “My Files”.

Click on it to get to this page:



Click on Add New Attachment



By “File Title” give the attachment a name.

Click “Browse” to find file on your computer. Then click “Add New File” to attach it to your Schoolnotes account.

Then after seeing the files you have attached in the list as shown below, you will have to click on Edit beside the file.



Then, where it says "Show this file on these pages:" Place a check mark on the names of the Schoolnotes pages you have made that you want the attachment to show up on.

After you click the box then click on Show/hide list again to save the setting.

You should then see the attachments at bottom of your page under Downloads.



You are limited to 1MB of space.

Most word documents will not take a lot of space but when you convert to pdf it may be larger. Follow directions on next page to help in making page size smaller.

Many documents may be too large when you convert to PDF. You can use PrimoPDF which is a free download and when you save, it will compress to half the size of a regular pdf document.

You can go here to download Primo. <http://www.primopdf.com/index.aspx>

Click on Download free and save to your desktop. Then click to install.



Click Run Click Next



Click I Agree



IMPORTANT\*\*\* Click "Do Not Install Xobni"

Then click Install

You do not have to register unless you want just click next and then FINISH.

A web page will open asking are you sure you want to skip registration, just close it.

When you want to save document as a PDF in Primo you will click File and choose PRINT then look for the PrimoPDF printer icon and choose it as your printer.



Click OK and this screen will show up.



Make sure the first box is highlighted SCREEN it says smallest files suitable for viewing only. An click Create PDF button at bottom. Then choose where to save to.