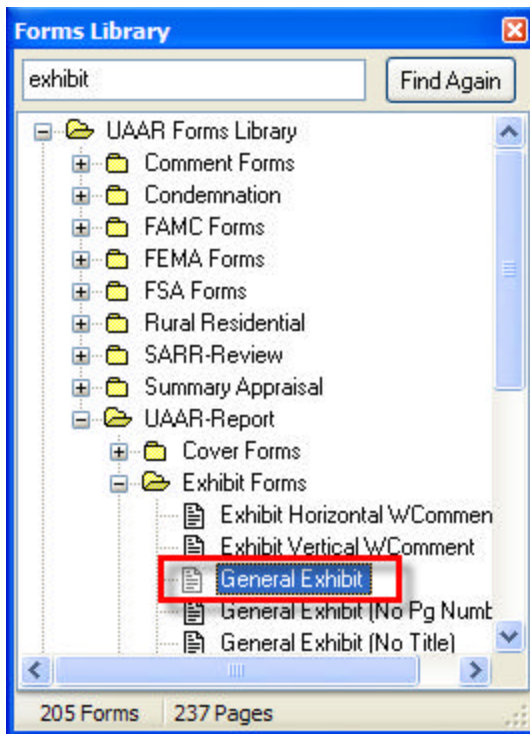


## QUESTION 11

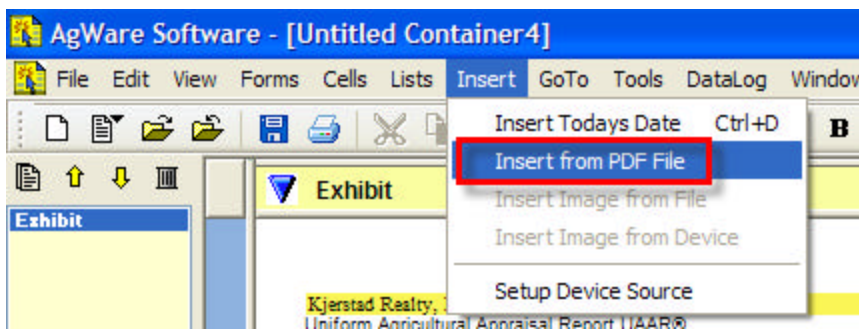
### 11. HOW DO I INSERT A PDF FILE INTO A REPORT CONTAINER?

With the new version of ClickFORMS, the user has the ability to insert pages from a PDF file into a report container.

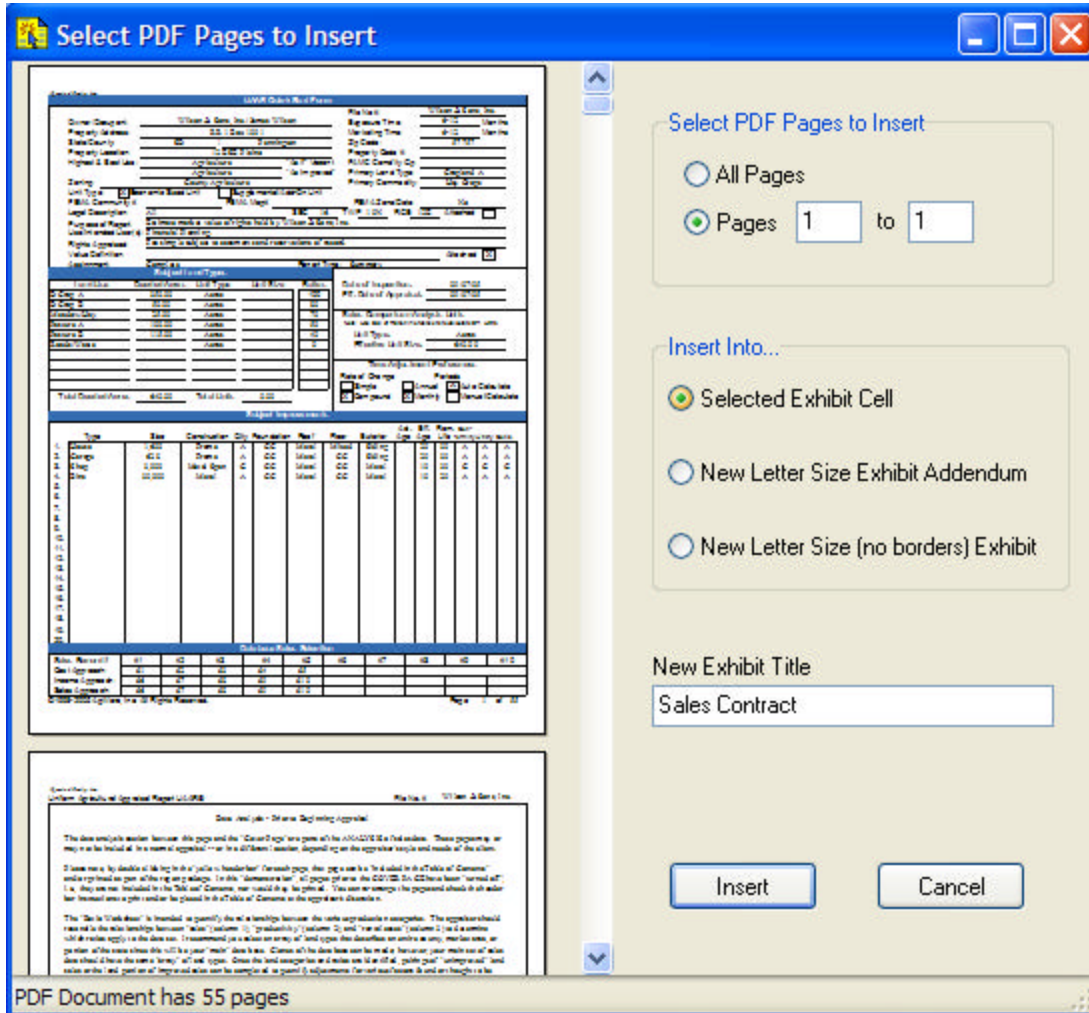
Start by opening the report you want to add the PDF file to or you can start with an empty container. Go to your Forms Library and add an exhibit form (usually the 'General Exhibit' form works the best).



Now you can either click on the menu Insert > Insert from PDF File or right click on the exhibit form and select "Insert from PDF File".



A new screen will come up asking you to locate the PDF file you want to use. Find this file and click on Open. The screen that comes up is the 'Select PDF Pages to Insert' page.



**NOTE:** In ClickFORMS 4.6, this option has a bug. If you select multiple pages or one page to be inserted into "New Letter Size Exhibit Addendum" or "New Letter Size (no borders) Exhibit", new exhibit pages for the entire PDF file will be added to the container and nothing will be on the exhibit pages. This bug will be fixed in the next release of ClickFORMS. As a work around, only use the option "Selected Exhibit Cell".

For the 'Select PDF Pages to Insert' section, you can select either 'All Pages' or 'Pages \_\_\_ to \_\_\_'.

- The 'All Pages' option will only take the first page of the PDF file and insert it into the blank exhibit page.
- The 'Pages \_\_\_ to \_\_\_' option will allow you to select which page you want to insert into the exhibit page, but only one page at a time.

