

Attaching Documents

Note: Always save the document you plan to attach in **Rich Text Format (rtf.)**. This maintains the document's format.

Students should always attach assignments to either the **Assignments module** or the **Post Office module** to maintain confidentiality of documents sent.

Special Tip: If you have attached documents to messages in Yahoo, Hotmail, etc., you should find these steps easy to follow.

First Phase	
Step 1	Type the document you wish to attach in MS Word, Excel, Power Point, etc. and utilize spell check.
Step 2	In the "Save in" box, click down arrow and designate where you wish to save the document; for example, Desktop, a certain folder, on a diskette, CD, USB stick, etc. Note: It is important to remember where you saved the document on your PC.
Step 3	In the "File name" box give the document a title.
Step 4	In the "Save as type" box click the down arrow and select " Rich Text Format. "
Step 5	Click the "Save" button and close your document.
Second Phase	
Step 1	Open Manhattan
Step 2	Select either the Post Office module or the Assignments module. Note: If you are a student and you select the Post Office module, you can create a new message for your attachment. Note: If you are a student and you select the Assignments module, you will have to open your instructor's message/topic first and then click the "Reply" button. Then continue with the following instructions to attach your document to your reply.
Step 3	Enter a message to the recipient in the message box. See Handout D for instructions on creating and sending messages in the Post Office module.
Step 4	Scroll down and click one of the "Browse" buttons.
Step 5	When the pop-up window appears, make sure the "Look in" box shows the location of your attachment. If it does not, find the correct location; for example, Desktop, CD, diskette, a certain folder, etc. and access it.
Step 6	Once you see the document you wish to attach, click on it so that it appears in the "File name:" box.
Step 7	Click "Check Spelling", click "Open," and you will have successfully attached your document.
Step 8	Click "Send Message."