

Attaching additional documents to a PDF fill-in form using Adobe Reader X.

These steps may be similar in other versions of Adobe Reader.

- Open the PDF form
- Click on the Comment Button OR Click on View - Comments - Annotations
- Click on the icon with the paperclip and speech bubble: 
- Click on the form. An 'Add Attachment' window will pop up. Navigate to the file you'd like to attach and either double click on it or click once and click the 'Select' button.
- A 'File Attachment Properties' window pops up. You can set color, icon, opacity, etc here if desired or just click OK to accept the defaults.
- A paperclip and speech bubble icon appears on the form where you clicked. The recipient of the form clicks the icon to open the attachment. In this way you can attach documents at the exact spot on the form that they pertain to.

Attaching additional documents to a PDF fill-in form using Adobe Reader 9.

These steps may be similar in other versions of Adobe Reader.

- Open the PDF form
- Click on the Documents Tab
- Click on Comments
- Click on Comments and Markup Tools
- Click on Attach a File as a Comment, an icon will appear which you can move then click to place it on the form.
- When the icon is placed, navigate to the file you'd like to attach and either double click on it or click once and click the 'Select' button.
- An icon appears on the form where you clicked. The recipient of the form clicks the icon to open the attachment. In this way you can attach documents at the exact spot on the form that they pertain to.