

- The ISP form allows you to attach many file types. This includes, but is not limited to PDF, Word, Excel, JPG, PNG and TIF.
- Attached files will be visible in the “Attachments” menu on the left. You can show or hide the “Attachments” menu using the “Show/hide Attachments menu” button, or by clicking View>Show/Hide>Navigation Panes>Attachments.
- You can use the “Attachment Pane” to:
 - Search attachments
 - Open attachments to view and/or print them
 - Save out attached documents or
 - Delete attached documents.
- The file attachment feature is available in all “Print” versions of these forms, even when the “+ Attach file(s)” button isn’t visible in the form body.

19. Sometimes the form crashes and I lose my work. What can I do to avoid this?

- Your Adobe Reader may be out of date. See questions 12 and 13 to update.
- It’s good to hit CTRL-S (CMD-S on Mac) to save regularly as you work.
- You can also “select all” in your source document (CTRL-A on Windows/CMD-A on Mac) and format all of the text as 14pt Times New Roman ahead of time. This will help avoid font errors when you paste into the form. It will also still preserve your other formatting (*bold, italic, underline, etc.*).

Need more help? Visit www.OregonISP.org.