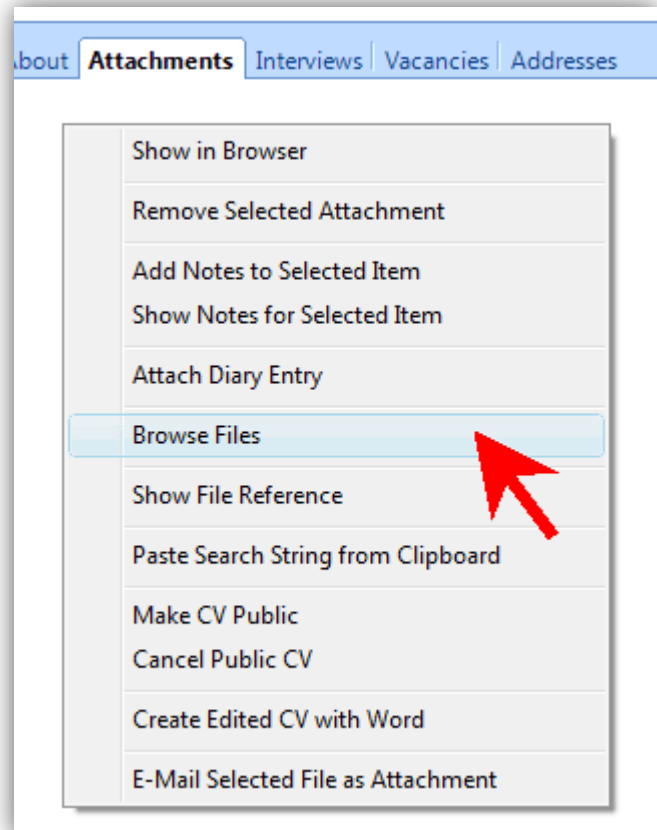


How do I attach documents to records?

In Recruit Studio each candidate, client, company or vacancy record can store shortcuts to attachments stored elsewhere. In the case of clients you might want to attach a Terms of Business document or a letter.

*You should **not**, however, attach CVs to candidates using this method – you should use the method explained in the help document tailored to this.*

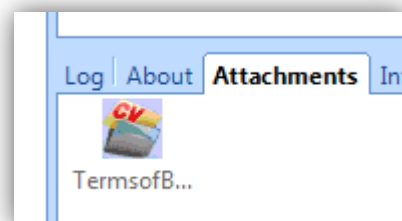
1. Open the record you want to attach a file to.
2. Go to the 'Attachments' tab in the middle part of the screen and right click on the blank white space.



3. Choose 'Browse Files' and locate the file to attach and click 'Open'.
4. The file will be attached and visible in the panel. To open it, double-click the icon and the file will open.

You can attach Word documents, Excel spreadsheets, image files, PDFs, text files and RTF files.

You can also attach other records to the Attachments panel using the look up panel on the right to find the record to attach and then drag it to the Attachments panel.



See also:

- *How do I attach one record to another?*