# How to Attach a PDF to a Collation

When doing a collation, you have the ability to add an attachment to a collation in addition to the collated documents set up in your job design i.e. a general notice or advertisement that needs to be sent to all contacts in the collation.

Follow these steps to add an attachment to your collation:

1. Start your collation and select your job in steps 1 & 2.

2. On step 3, select the Edit button.
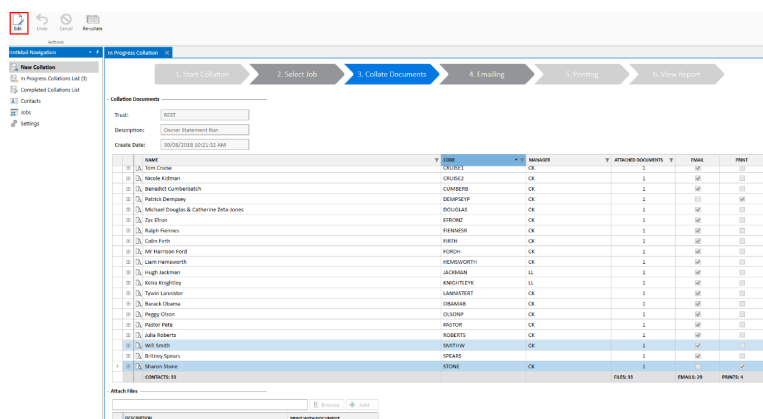
3. Select **Browse** under Attach Files and navigate to the file on your PC that you wish to attach.
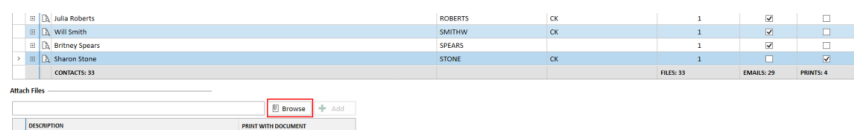
4. Select the **Add** button to add the file to the collation for all emailed document recipients. To include the document with printed documents, select the Print with Document checkbox.
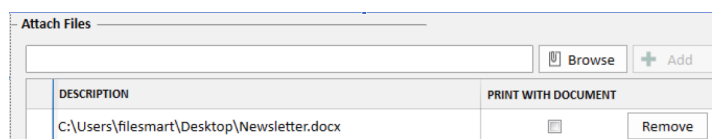
Note: Any file type can be attached however the recommended attachment file size is under 4MB