Attaching files to Event Guidelines Task

FOR MAC:

1) Create a new folder.
2) Put documents/images to be attached to task into folder. (NOTE: All documents should be in .PDF format when scanned.)
3) When all documents have been added, right-click on the folder and choose "Compress *Folder Name"* where *Folder Name* is the folder you created.
4) The .zip folder created is the file you will attach to the task. (NOTE: The total file size cannot be larger than 15MB. You can check the file size by right-clicking on the .zip file and choosing "Get Info.")

A brief video demonstration of these steps is available here:

http://screencast.com/t/jF9sopdvL3q

FOR WINDOWS:

1) Create a new folder.
2) Put documents/images to be attached to task into folder. (NOTE: All documents should be in .PDF format when scanned.)
3) When all documents have been added, right-click on the folder, move your mouse to "Send To..." and select "Compressed (zipped) folder."
4) The .zip folder created is the file you will attach to the task. (NOTE: The total file size cannot be larger than 15MB. You can check the file size by right-clicking on the .zip file and choosing "Properties." The file size is listed on the General tab, about halfway down.)