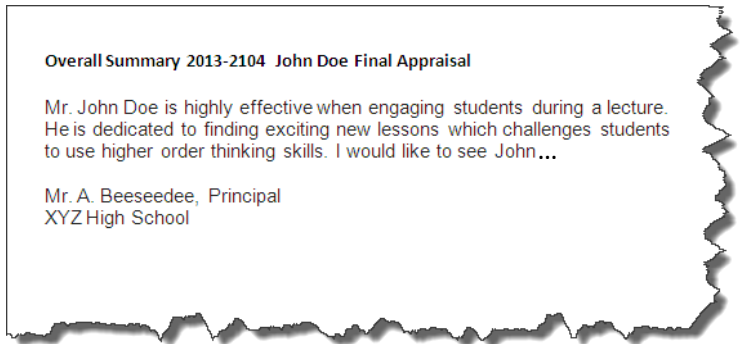


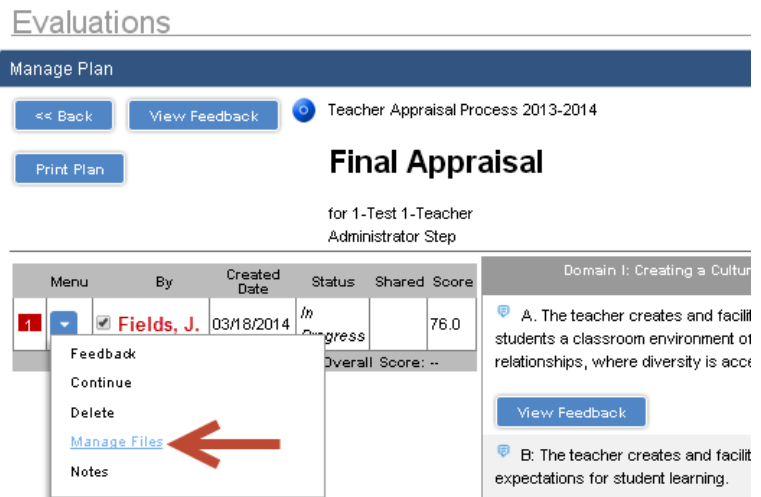


# How to include a Final Appraisal Summary in an evaluation

**Step 1:** Using Word, create a summary you would like to include.



**Step 2:** Go into the Final Appraisal and select [Manage Files](#).



Once you select [Manage Files](#), you will get a pop-up window titled **Attachments**.

**Step 3:** Select **Attach New File** and then select **Choose File**. Choose the file from the folder on your PC where you saved the summary and select attach.

