

How to easily attach files to a PDF file using Foxit Reader

Foxit Reader is one of the most popular PDF reading and editing software programs, allowing users to easily attach files to PDF files. This feature helps insert additional documents such as Word documents, Excel spreadsheets, images, and videos without modifying the main content.

Need to insert files into a PDF document? Foxit Reader supports attaching various formats such as images, videos, Word documents, and Excel spreadsheets directly into PDFs with just a few simple steps.

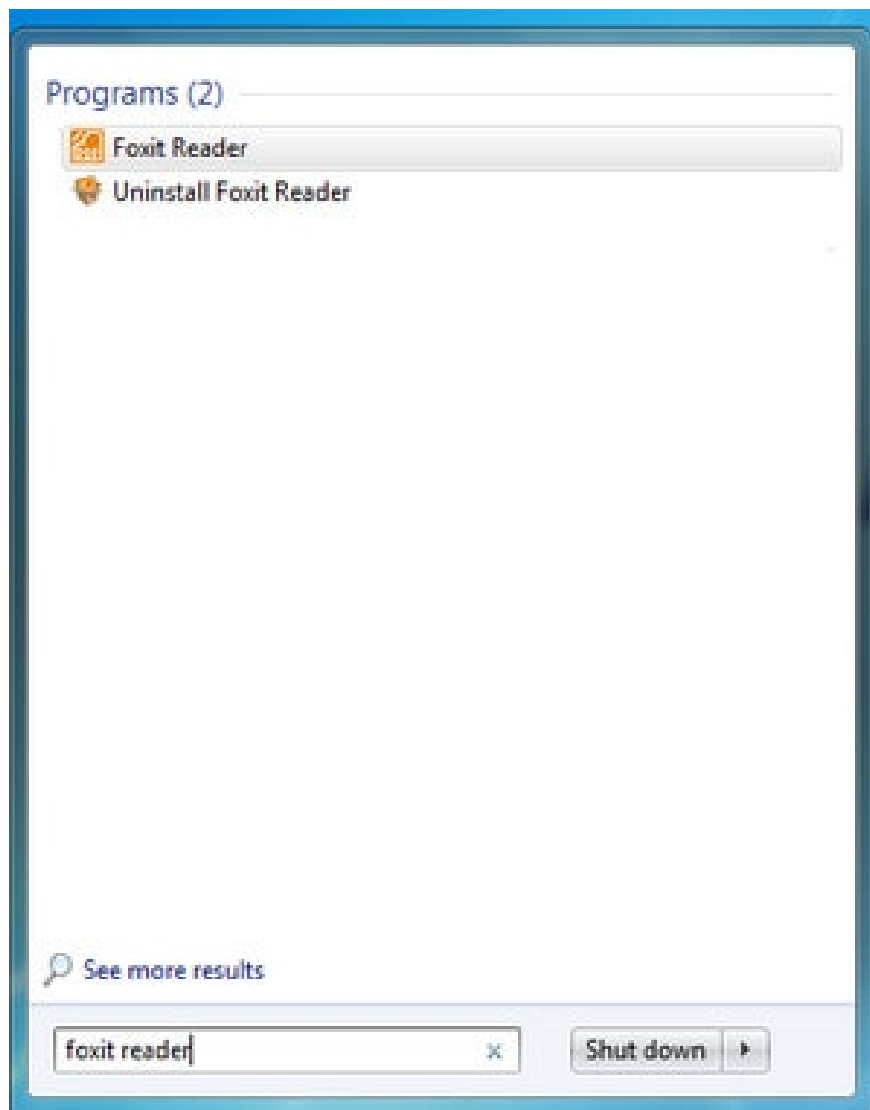
How to insert images into a PDF file

Step 1 : After installing Foxit Reader , open the program using one of the following two methods.

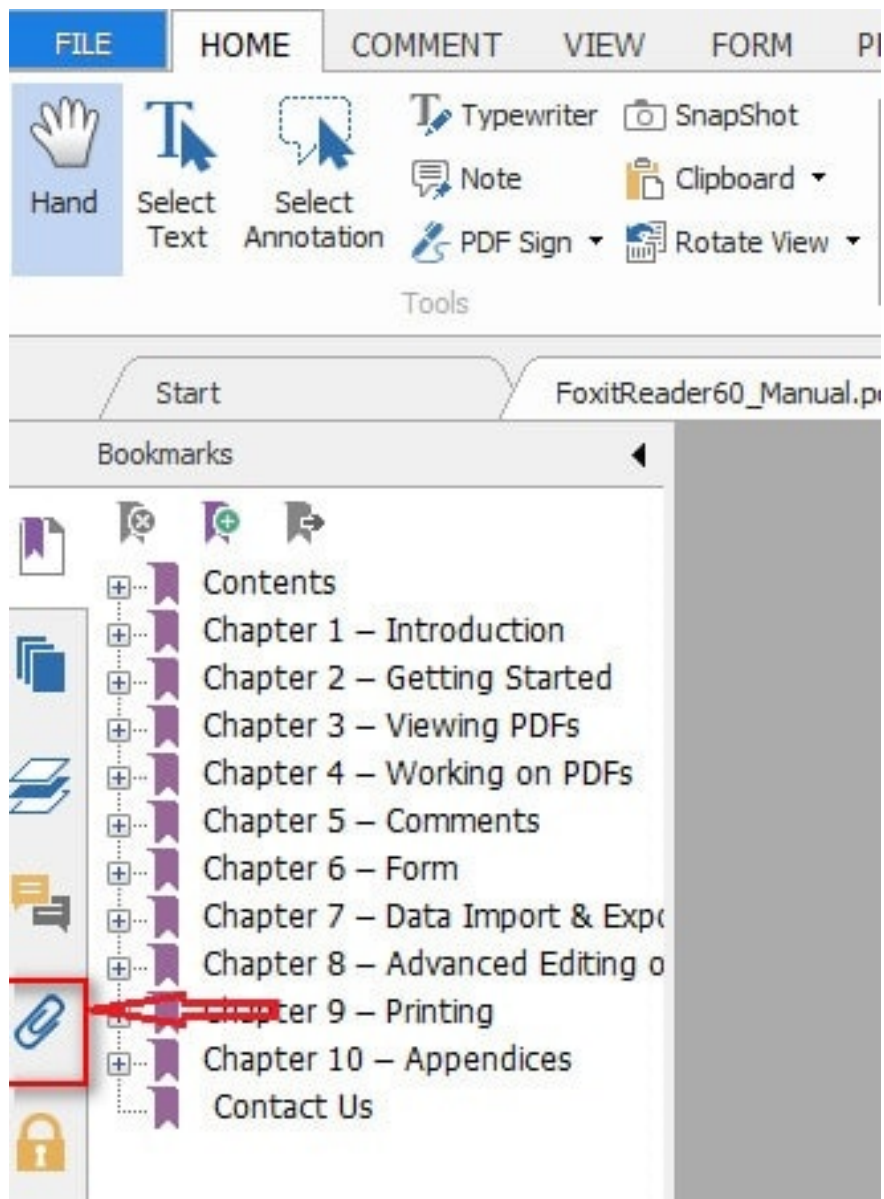
- **Method 1** : Click on the software icon on the Desktop (if you agreed to create a shortcut on the Desktop during installation).



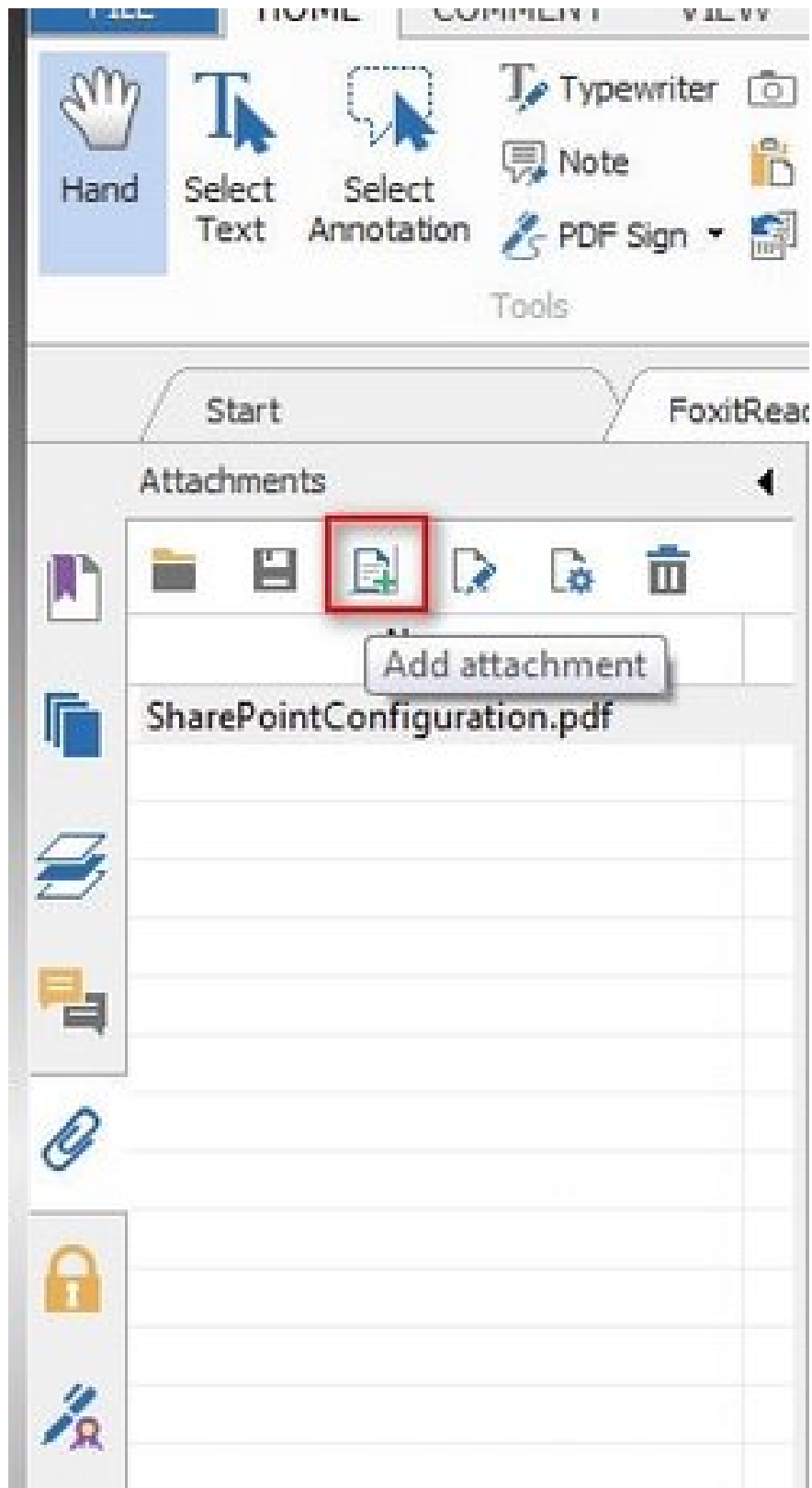
- **Method 2** : Click on Start (bottom left corner of the screen). In the **Search Programs and files** section, enter the keyword **Foxit Reader**; the search results will be displayed directly on the screen.



Step 2 : After activating the software, the interface will appear. From this interface, find the Navigation Panels toolbar and the dock located on the left side of the software. Click on the paperclip icon.

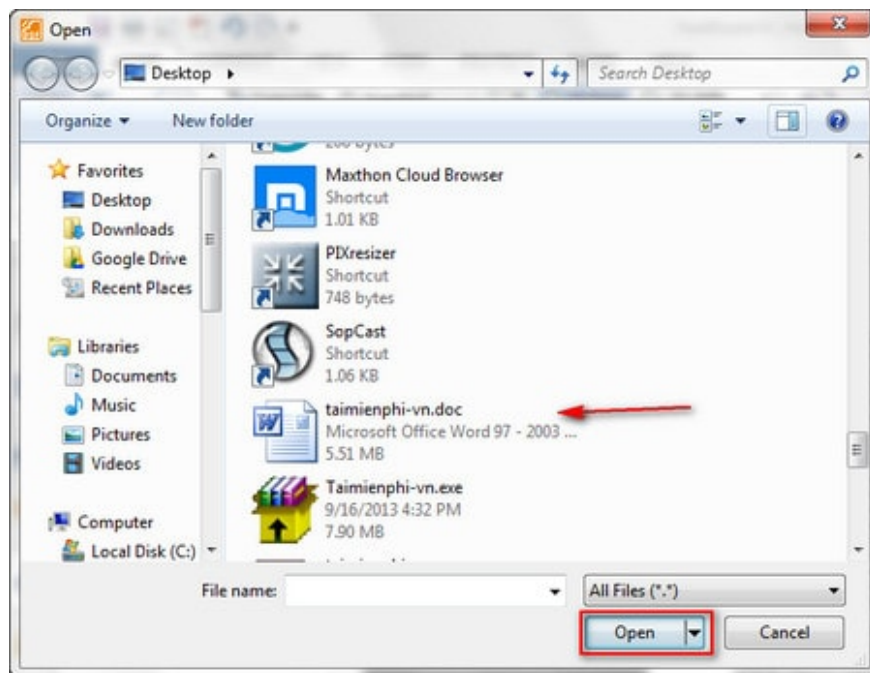


Next, move your mouse over the attachment icon (as shown in the image below) and click.

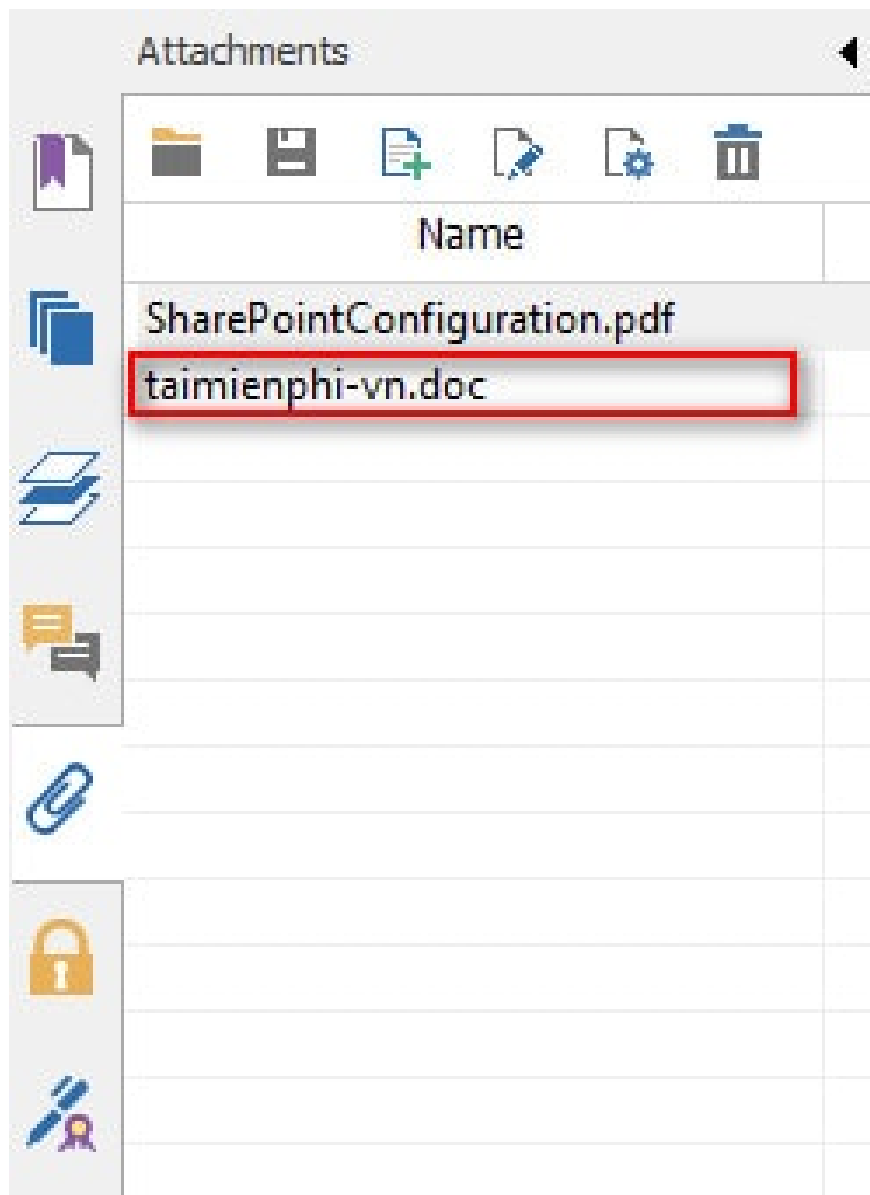


Step 3: After you click, a new window will appear. Locate the folder containing the file you want to attach to the PDF. You can attach many file formats including video, images, and audio, but you cannot attach the Exe bootable file format.

After selecting the attachment, choose the file and then click **Open**.



The attached file should now appear in your PDF. You can check this in Navigation Panels.



Foxit Reader's file attachment feature makes it easy to send documents, images, and videos directly within PDF files, saving time by eliminating the need to upload each file individually. Specifically, the software supports attaching files up to 64MB in a single compressed file, allowing you to compress multiple images, videos, and text while maintaining quality. This is a convenient way to quickly and efficiently share important documents with colleagues, friends, or partners.

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