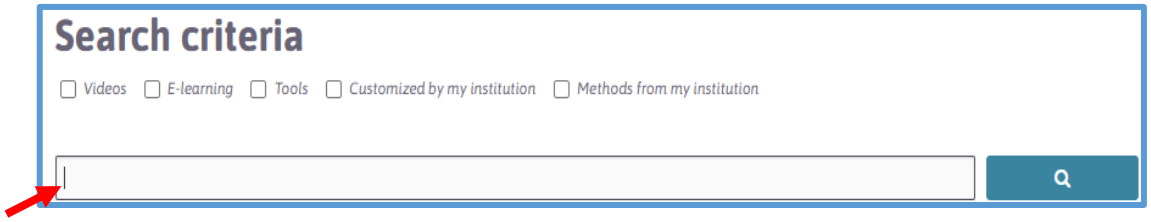
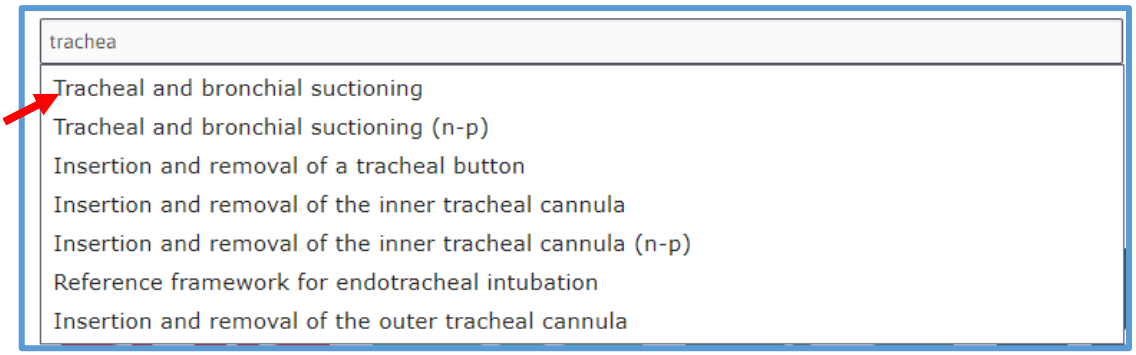
Inserting and removing a PDF document in the TOOLS section of an OCM

Insertion of a tool

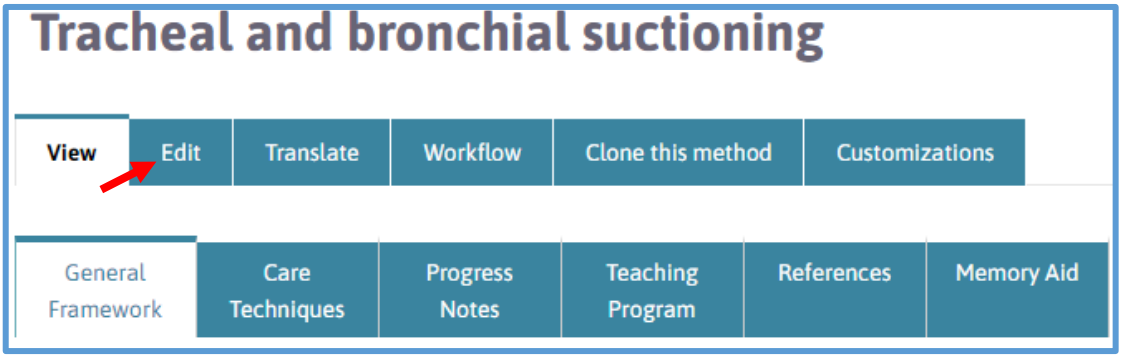
1. **First, save your tool in PDF format in a location of your choice on your computer**
2. **Place the cursor in the «*Search Criteria*» section and use «keywords» to enter the name of the OCM in which you want to insert the tool**



3. **Select the OCM from the drop-down list; the OCM will then open**



4. **Click on the *«Edit»* Tab**



5. **The *«Properties»* tab will now be displayed and accessible.**

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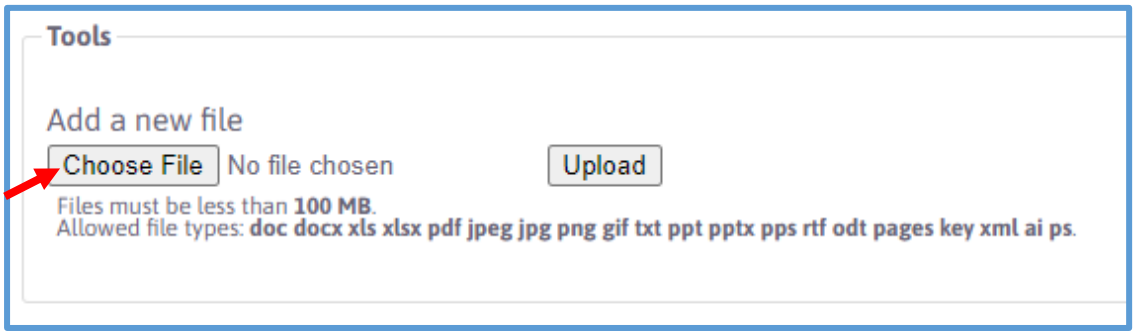
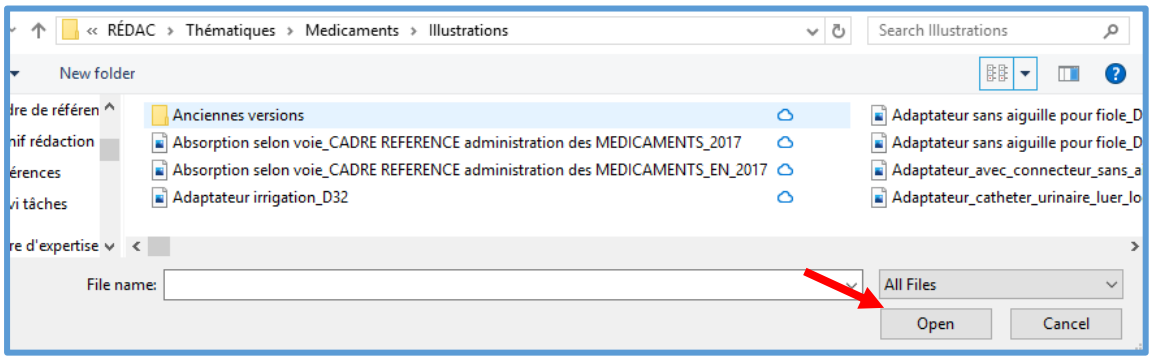
6. **Insert the tool in PDF format in the *«TOOLS»* section by following the steps below:**

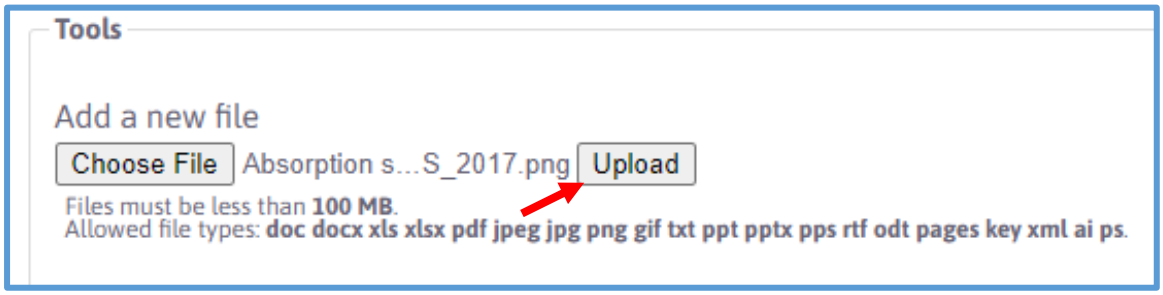
a) Click on the ***«Properties»*** tab
b) Go to the ***«TOOLS»*** section, located at the bottom of the ***«Properties»*** page



c) Click on «***Choose File***», a new window will open
d) Click on your document in the list and then click on «***Open***»



e) Click on «***Upload*** »

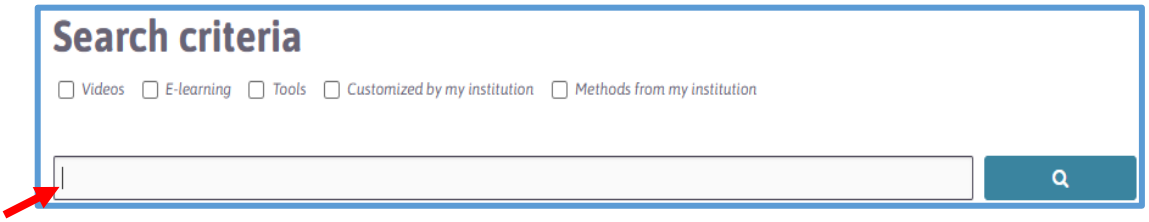


f) Click on the «***Save***» or «***Save and quit***» tab at the bottom of the ***«Properties»*** page

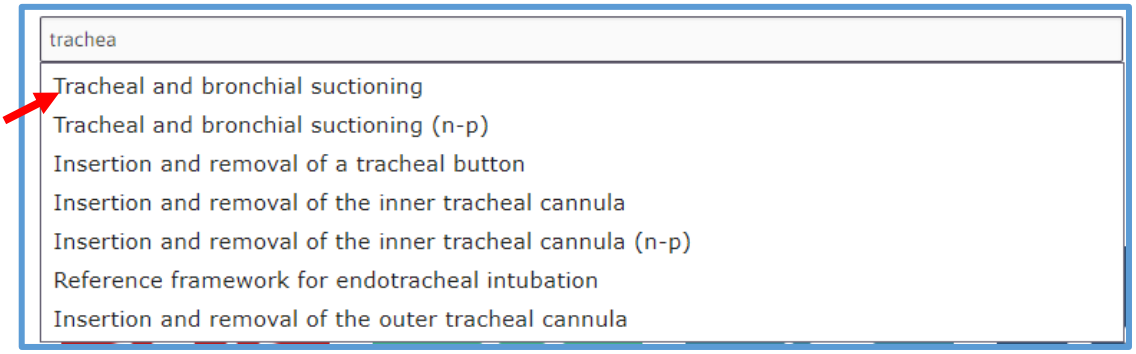
Removal of a tool

Inserting and removing a PDF document in the TOOLS section of an OCM

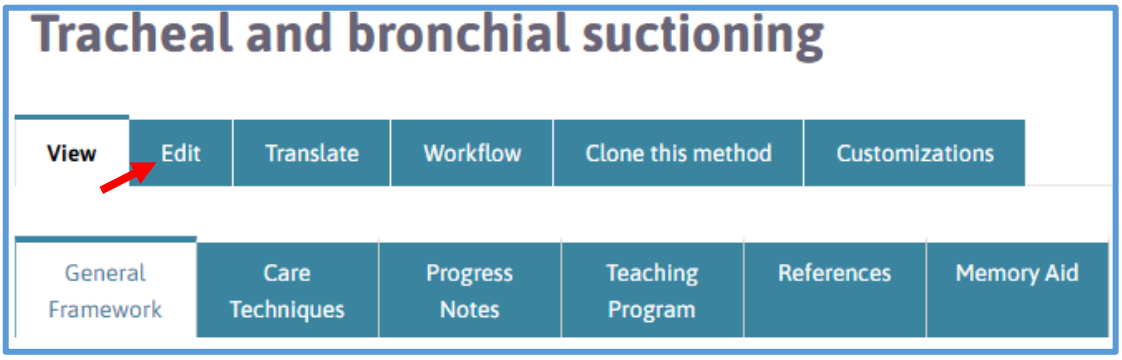
1. **Place the cursor in the «*Search Criteria*» section and use «keywords» to enter the name of the OCM in which you want to insert the tool**



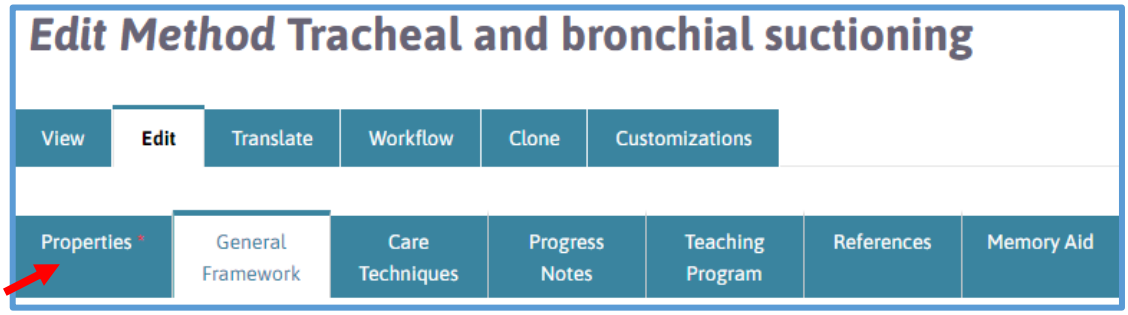
2. **Select the OCM from the drop-down list; the OCM will then open**



3. **Click on the «*Edit*» Tab**



4. **The «*Properties*» tab will now be displayed and accessible.**



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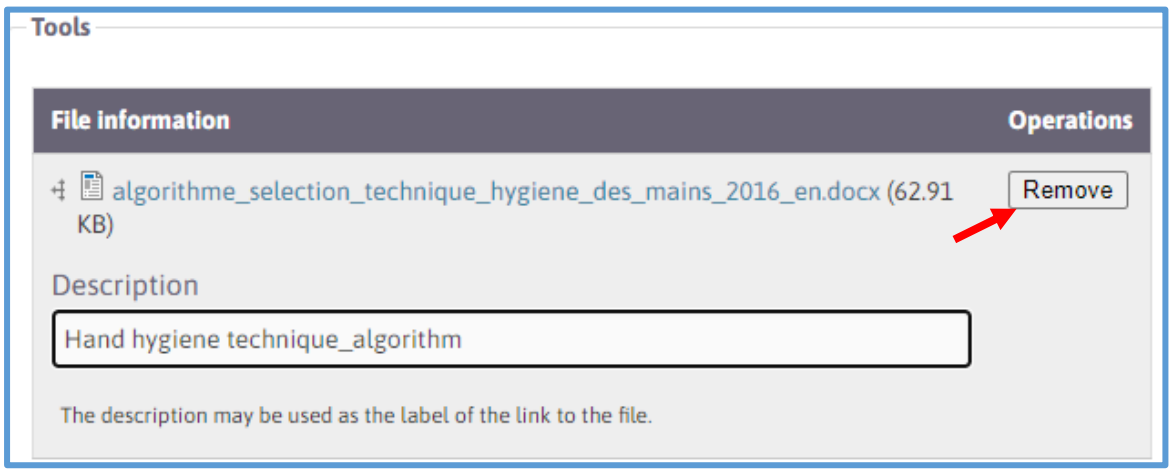
5. **Remove the tool from the *«TOOLS»* section by following the steps below:**
   a) Click on ***«Remove»***



   b) Click on the «***Save***» or «***Save and quit***» tab at the bottom of the ***«Properties»*** page