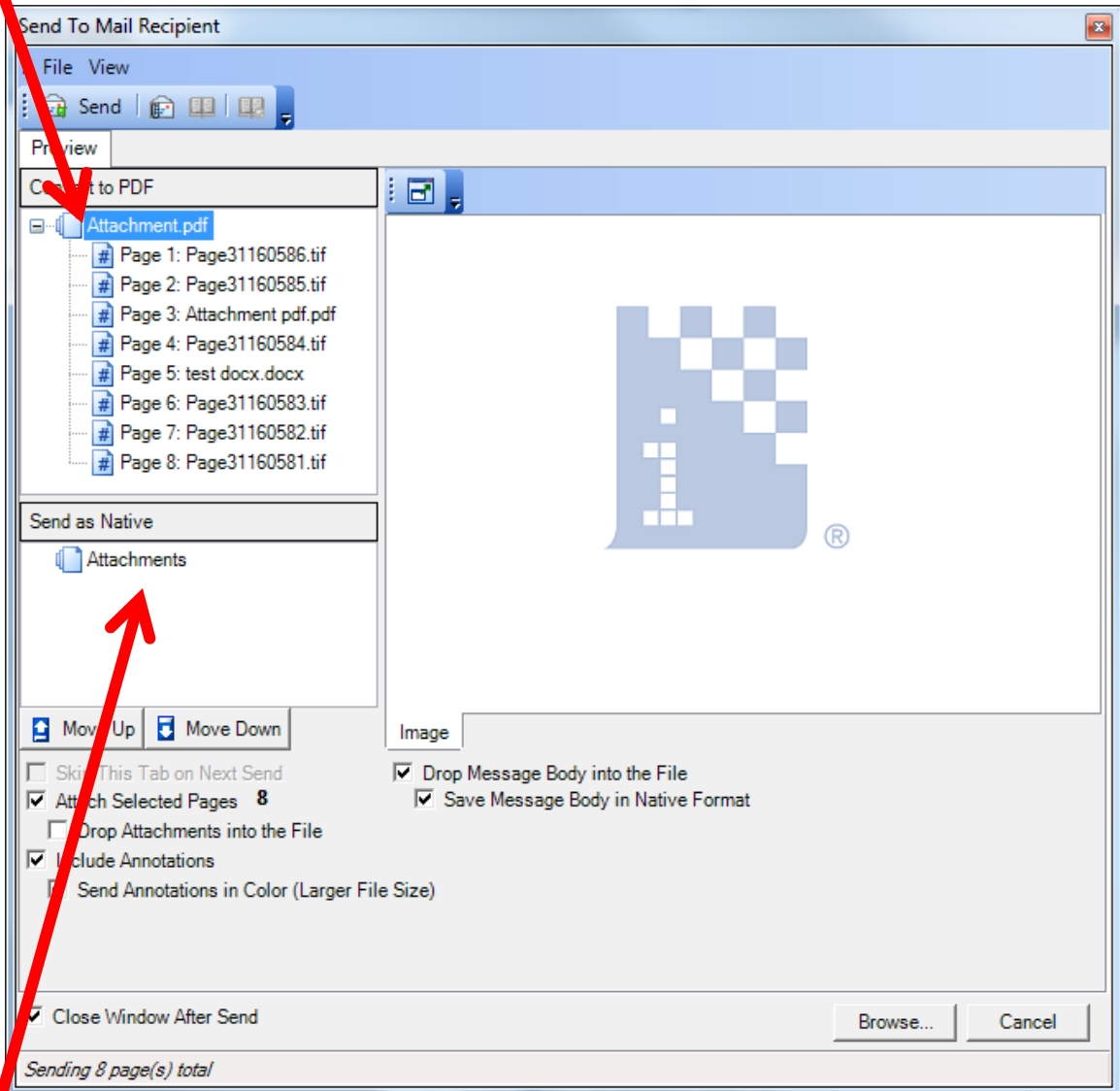# Tips & Tricks.
SENDING ATTACHMENTS

Sending attachments from ImageRight is an easy task, and with these tips can be even more effective!

- Rename attachments by soft clicking on Attachment.pdf

- To send a native document in native format, drag it down to Send as Native

Tips & Tricks.

- Add multiple attachments (even from multiple files) by dragging additional pages or documents into the *Send to Mail Recipient* window's <u>Covert to PDF</u> or <u>Send as Native</u> box. You can select to insert the pages, append them, or create a new attachment.