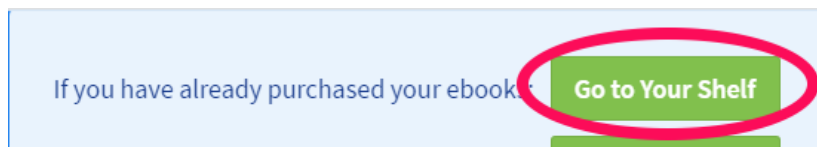


How to Create an Attachment Overlay

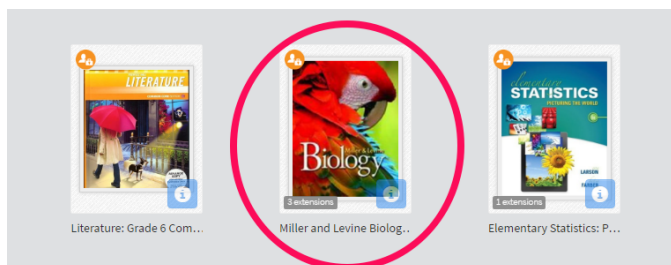
Step 1: Log into your school's book store at abc.shelfit.com (your school code instead of "abc").

Step 2: Click the green **Go to Your Shelf** button in the center of the home page.

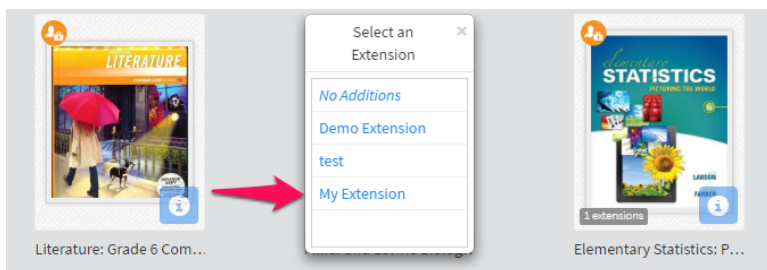


Step 3: Click on the book containing the extension you'd like to use.

- See our [How to Create an Extension](#) instructions for further details on creating extensions.

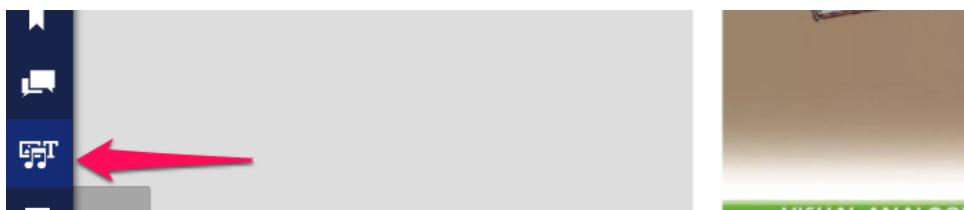


Step 4: Click on the extension you'll be using.

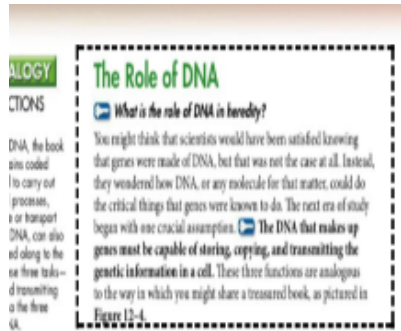


Step 5: Click the **Create Overlay** icon on the far left side of the reader.

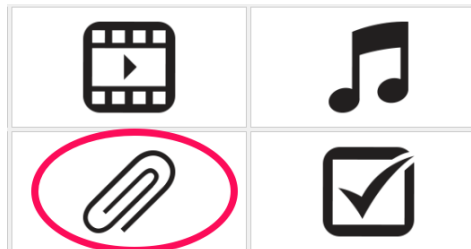
- You can also click here to sort overlays that were created previously.



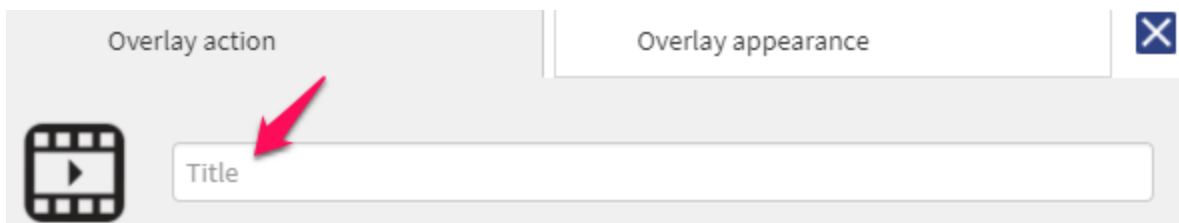
Step 6: Use the crosshairs on the screen to select the area where you'd like to place your overlay.



Step 7: Click the **Attachment** icon.

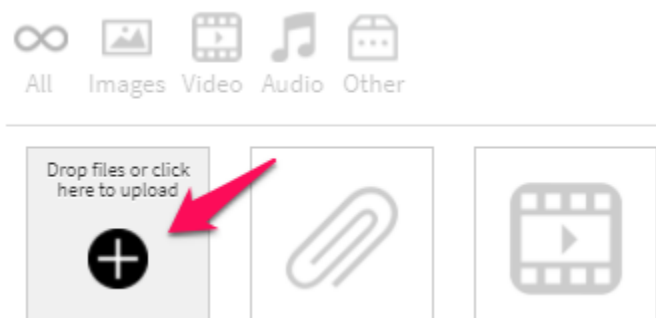


Step 8: Title your attachment in the **Title** field.

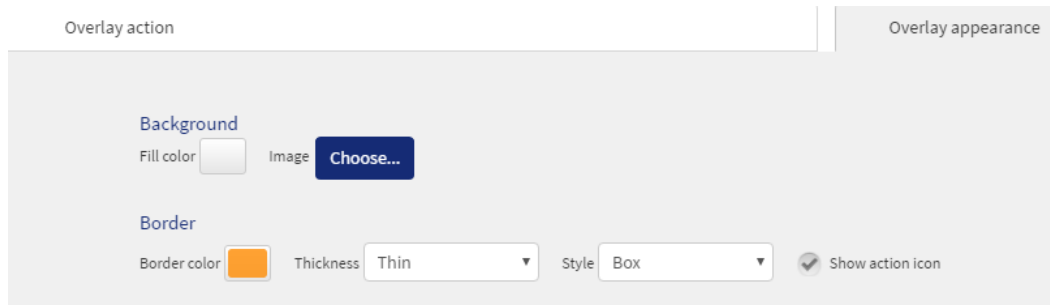


Step 9: Upload or drag your attachment into the **Drop Files or Click here to Upload** box.

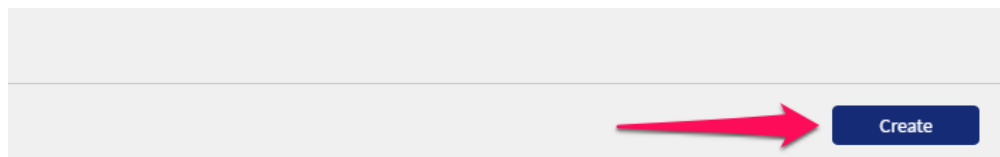
- You can add audio, images, videos, and other forms of attachments.
- You can also add files that were previously uploaded for other overlays.



Step 10: Click the **Overlay Appearance** tab for several options to change the appearance of your overlay.



Step 11: Click the **Create** button in the bottom right corner.



Step 12: Your overlay will appear in the text that you selected earlier with the crosshairs. Click on it to open the attachment.

