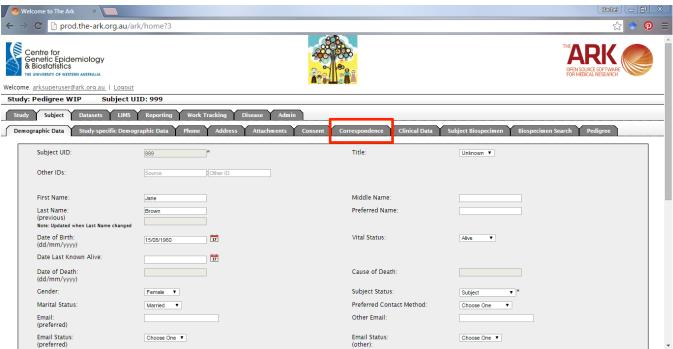
The Ark Documentation.

Add new subject: correspondence.

Once you have seen the confirmation message that the new subject has been created, you can proceed to add information on correspondence.

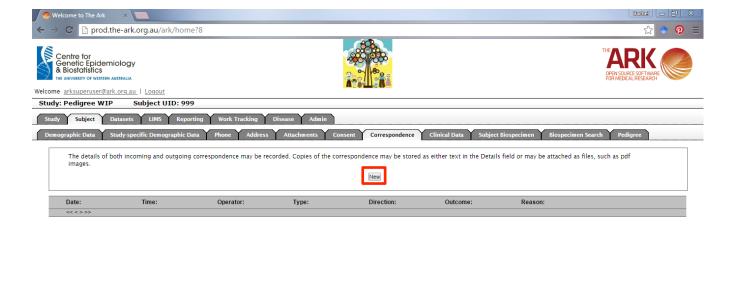


Click on the Correspondence function.



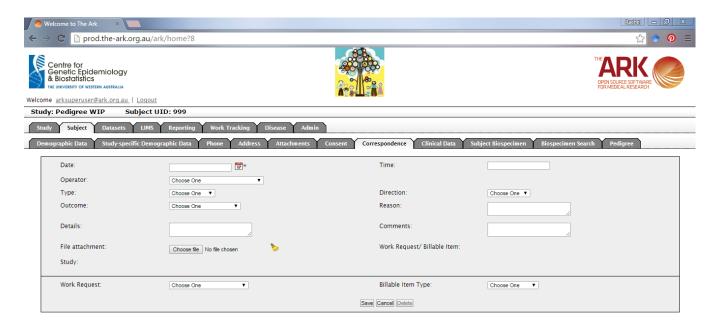
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The following page will appear. Click new.

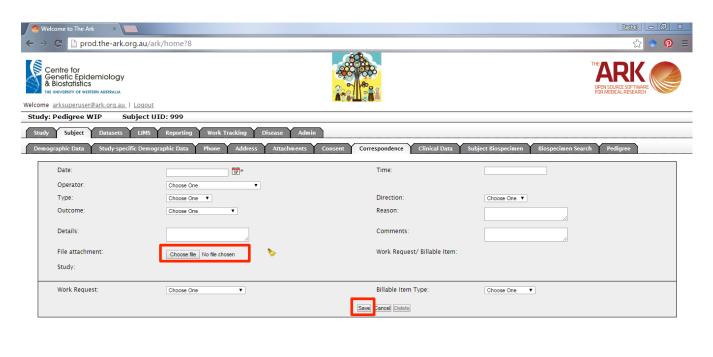


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The following page will appear.



Use the drop-down menus to add correspondence information. You can add files by clicking on the Choose File function.



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When you are finished, click Save.