Exporting Xtender Documents in Chrome

1. To export an indexed document, click on EXPORT in the **"Document"** column, or at the top right of the document.



- 2. Fill out the "Export Document" window that has popped up.
 - Select Pages
 - Add a Subject
 - Check "Use PDF Format"
 - If you want to hide annotations, check the box.
 - Click "Export"
- 3. While your document downloads, a status window will appear.
- 4. When the document is ready, a "Save As" window will appear.
 - File Name: AXExport
 - Save as Type: Adobe Acrobat Document or any other PDF reader
 - Click "Save"
- 5. Your File will now appear in a separate screen or at the bottom left of your window.
 - Click the file and it will toggle you into a new tab where you can view your document.
- 6. The PDF Xtender Document should now be visible in a new tab.
 - From here, you can save your document as you normally would.

Export Docume	nt	۲
All Pages Current Page Page Page 1	2	
Use PDF Forma	-s t ons	
	CANCEL	EXPORT



Exporting Xtender Documents in Internet Explorer

1. To export an indexed document, click on EXPORT in the **"Document"** column, or at the top right of the document.



- 2. Fill out the "Export Document" window that has popped up.
 - Select Pages
 - Add a Subject
 - Check "Use PDF Format"
 - If you want to hide annotations, check the box.
 - Click "Export"
- 3. While your document downloads, a status window will appear.
- Export Document (*)
- 4. At the bottom of your screen, you will be prompted to Open or Save your Document.
 - When you "Open" your document, it should automatically open your PDF document in a new window. If you get a security warning, select "Allow".

Do you want to open or save AXExport-20190710-093958-1804-file0001.pdf (45.3 KB) from imaging.texastech.edu?	Open	Save	-	Cancel	×

5. From here, you can save your document as you normally would.

1. To export an indexed document, click on EXPORT in the **"Document"** column, or at the top right of the document.



- 2. Fill out the "Export Document" window that has popped up.
 - Select Pages
 - Add a Subject
 - Check "Use PDF Format"
 - If you want to hide annotations, check the box.
 - Click "Export"

Export Document		
All Pages		
Current Page		_
O Page Range 1-3		
Use PDF Format		
Hide Annotations		
	CANCEL	EXPORT

- 3. While your document downloads, a status window will appear.
- 4. Next, you will be prompted to Open or Save your Document.
 - When you "Open" your document, it should automatically open in a new PDF window.
- 5. From here, you can save your document as you normally would.

Opening AXExport-20190710-093212-5012-file0001.pdf						
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