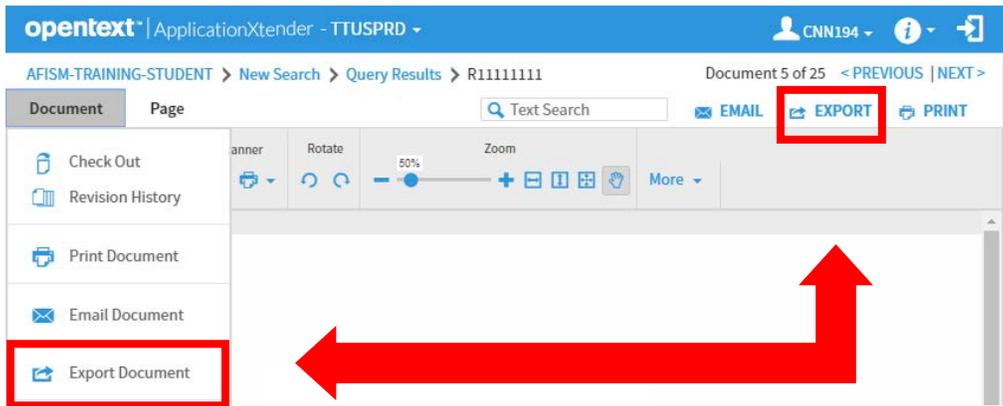


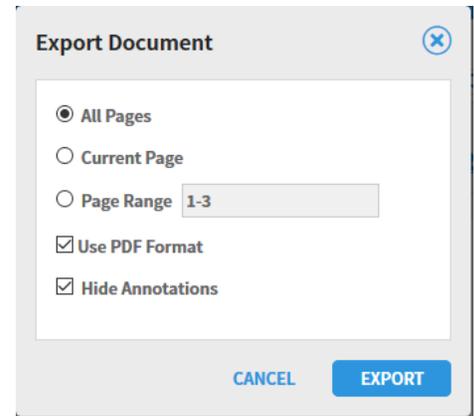
Exporting Xtender Documents in Chrome

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”



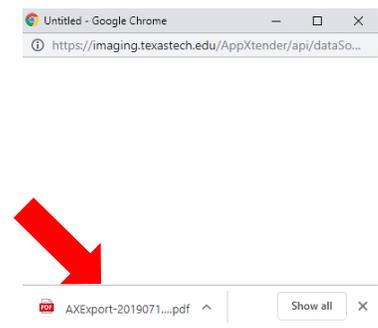
3. While your document downloads, a status window will appear.

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.

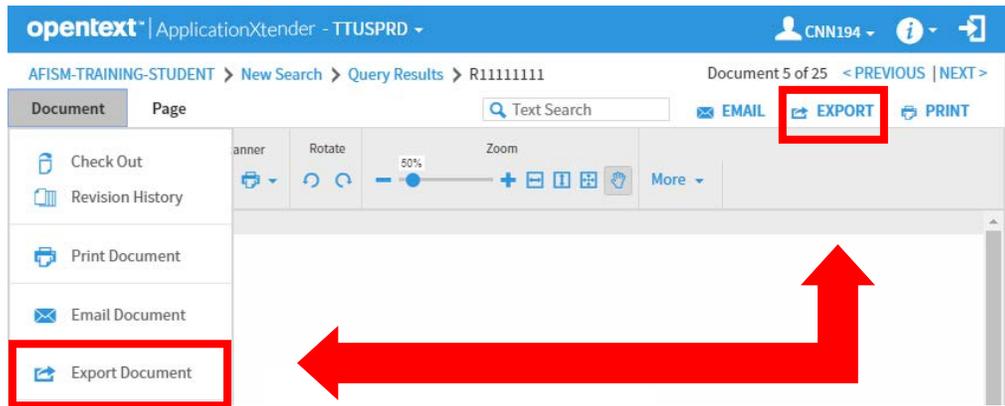


6. The PDF Xtender Document should now be visible in a new tab.

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

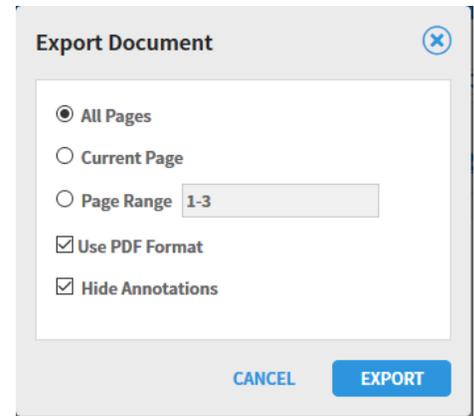
Exporting Xtender Documents in Internet Explorer

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



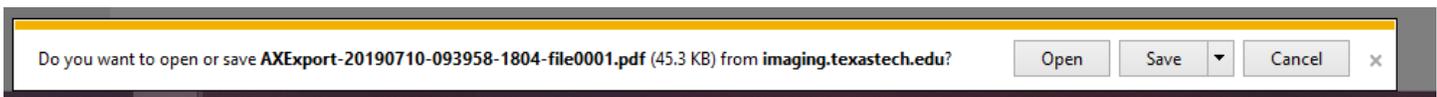
2. Fill out the “Export Document” window that has popped up.

- 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.

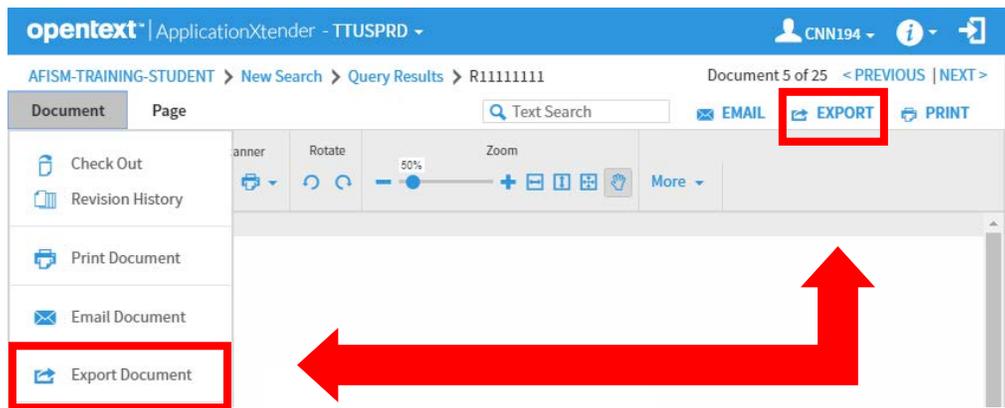
4. At the bottom of your screen, you will be prompted to Open or Save your Document.
 - When you “Open” your document, it should automatically open your PDF document in a new window. If you get a security warning, select “Allow”.



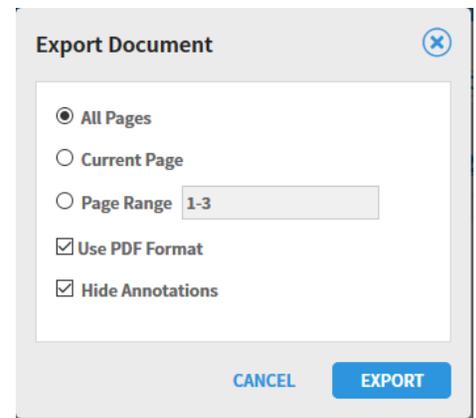
5. From here, you can save your document as you normally would.

Exporting Xtender Documents in Firefox

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

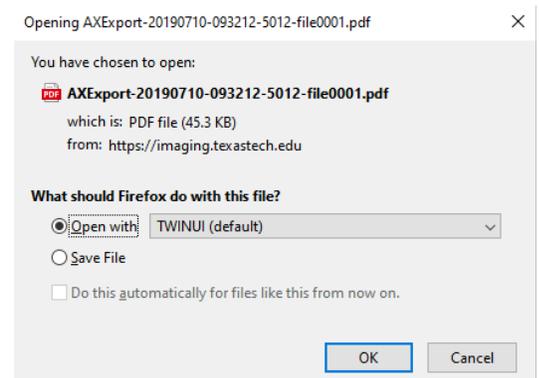


2. Fill out the “Export Document” window that has popped up.
 - Select Pages
 - Add a Subject
 - Check “Use PDF Format”
 - If you want to hide annotations, check the box.
 - Click “Export”



3. While your document downloads, a status window will appear.

4. 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.