

**Printing Documents as a PDF** (You must have Adobe Acrobat Pro installed on your PC to implement these steps. If you do not have this software, please contact the Help Desk at x2900)

1. Using **Internet Explorer**, go to ApplicationXtender (**Query Results for Application 'B-S-ADMN'**) and select the documents you want to print.

Query Results for Application 'B-S-ADMN'

Document 1 - 5 of 5

<input checked="" type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DATE	TERM CODE	APPLICATION NUMBER	ADMISSIONS REQUIREMENT
<input checked="" type="checkbox"/>			ADMISSIONS APP				7	201410	1	
<input checked="" type="checkbox"/>			COLLEGE TRNSCRPT				7	201410	1	CLT1
<input checked="" type="checkbox"/>			RESUME/CV				7	201410	1	RSUM
<input checked="" type="checkbox"/>			RECOMMEDATION LETTER				7	201410	1	REF1
<input checked="" type="checkbox"/>			RECOMMEDATION LETTER				7	201410	1	REF2

2. . Left-click on the printer icon (print selected documents).

Query Results for Application 'B-S-ADMN'

Document 1 - 5 of 5

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<input checked="" type="checkbox"/>			RECOMMEDATION LETTER				7	201410	1	REF2

2. Select Adobe PDF.

Print

Printer

Name: **Adobe PDF** Properties...

Status: Ready

Type: Adobe PDF Converter

Where: Documents\\*.pdf

Comment:

Print range

All

Pages range:

Selection

Copies

Number of copies:

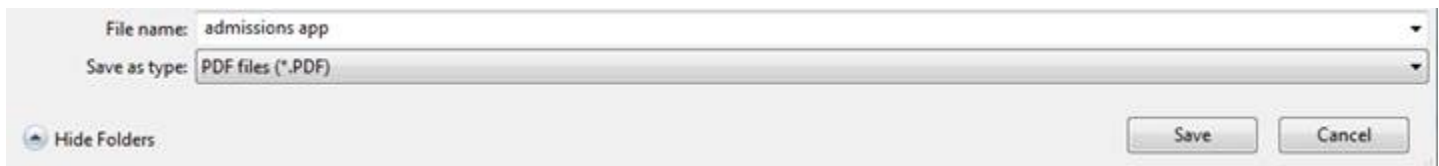
Collate

Hide annotations  Print text note

OK Cancel

3. Click Ok.

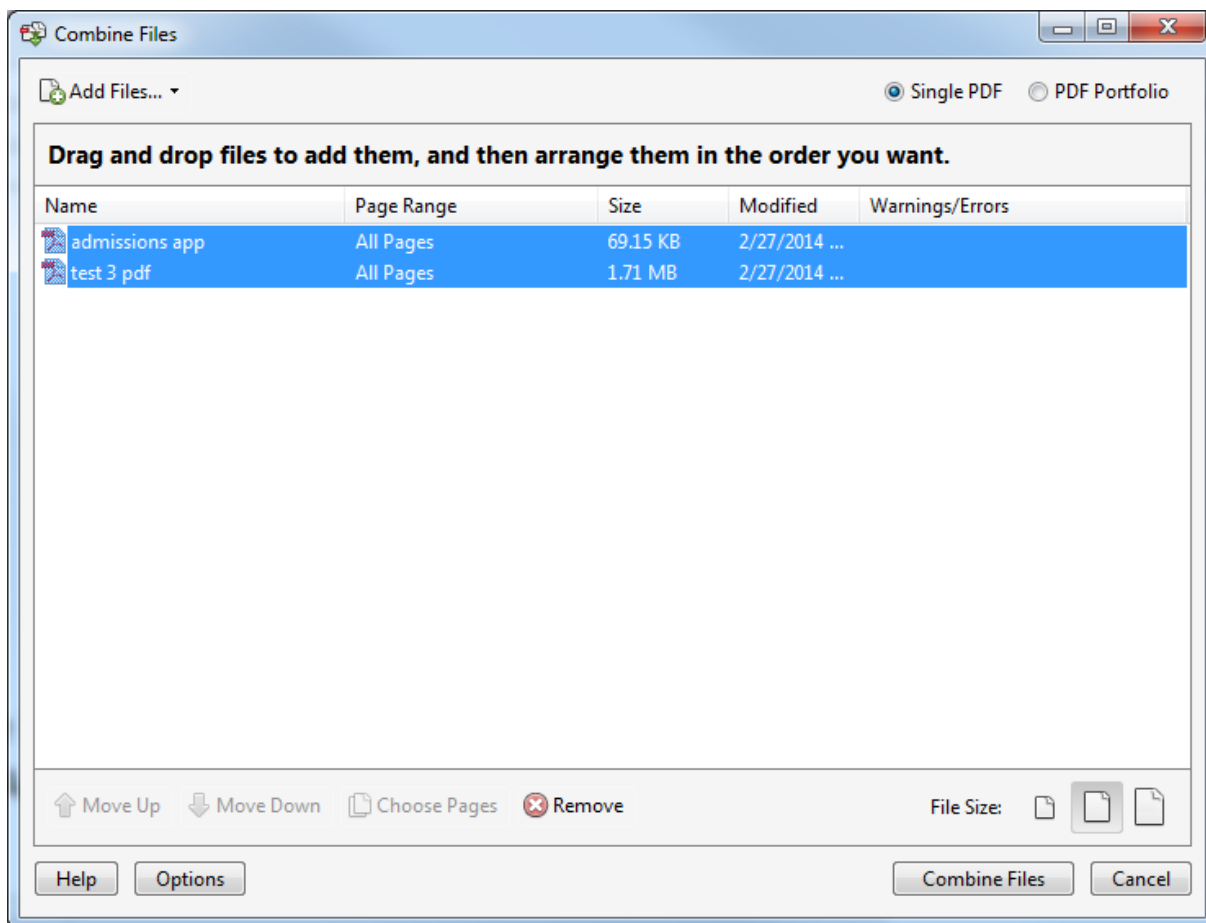
4. Save PDF as (rename the document). You will be prompted to rename each file separately.



5. Save to Desktop.



6. To combine the documents into a single PDF, you will need to highlight the appropriate documents, right-click and select "Combine supported files in Acrobat..." The below screen will then appear.



Here, you can rearrange the documents. Then click Combine Files.

7. Save the file.