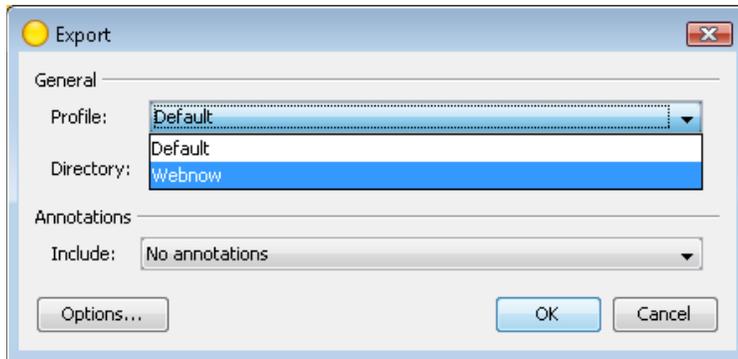
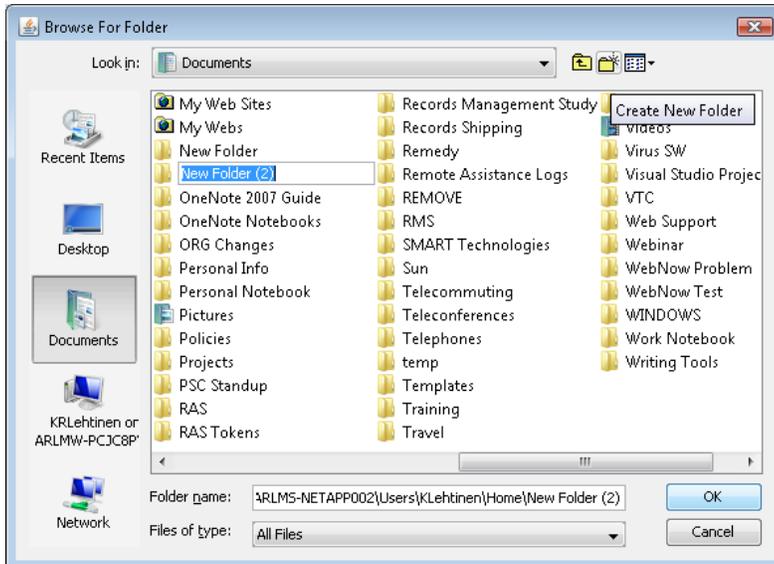


Exporting Documents from WebNow

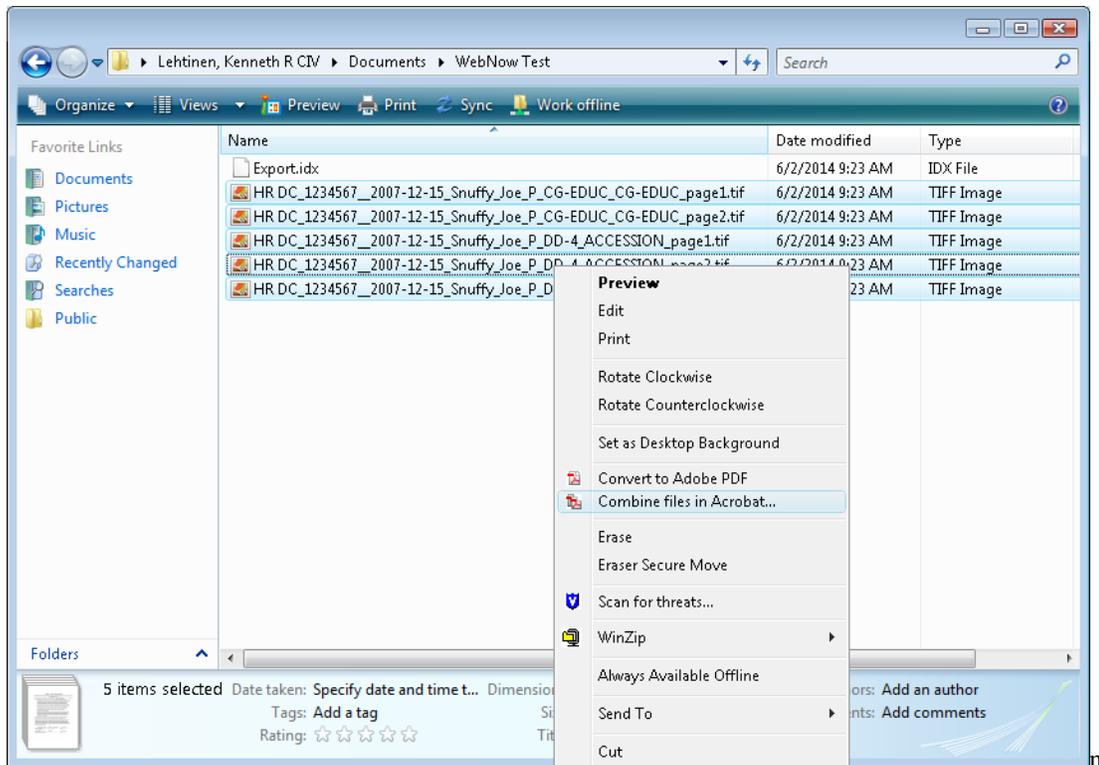
1. After logging into WebNow via Direct Access (DOCS or IPDR buttons); select (highlight) the documents you would like to export from the list of available documents.
2. Once selected, press your mouse “**right click**” button to bring up available options list. Select the option “**Export...**” by clicking on it. This will bring up the Export Window.
3. In the **Export window** (below) in the “**Profile:**” dropdown option, select the “**WebNow**” option.



4. You must now select a location to place your files once you've exported them. Do this by pressing the “**Browse...**” button to the right of the “**Directory:**” (Note: Suggest you create a separate folder for these documents as Export creates a separate document for each page).



5. Once you've created and moved to your new folder, press the “**OK**” button. The documents you previously selected have been exported as “**TIFF**” files to the folder. Proceed to the folder to view your files.
6. You will see in the example on the following page how the files are exported: From this point you can convert one (or all of your exported files) into a single PDF.



7. In this example, we will combine all exported files into a single PDF document by selecting all files, and then **“Right Click”** the mouse to bring up the Adobe options.
8. Select “Combine Files in Acrobat ...” for this option. It will bring up a list of your files; press the “Combine” button to combine your files.
9. It combines all your selected files and brings them up on a single Adobe document which you can then save to whatever name you choose. *Note: By default Adobe will name your combined file “Binder1.pdf”.* You can use the “Save As” option to change the name.
10. As always, since these files contain PII make sure you safeguard and remove them from your folders once they are no longer needed.