



How to Save a Document to Your Computer

1. Please search for the document that you wish to or need to print and hit the “Search” button to carry out the search.

Search: MERGE AND MOVE PAGES

Document Index Field Search Criteria

TITLE:

DATE (mm/dd/yyyy): to

TYPE:

Project Search Options

Search Type:

Sort By:

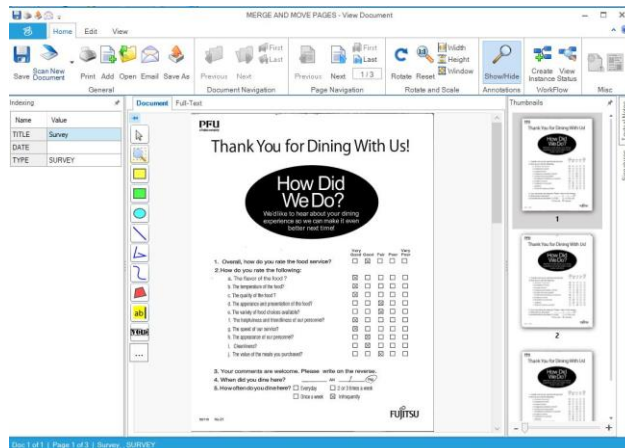
Include Recycled Documents:

2. Please double click on and open the document that you wish to print.

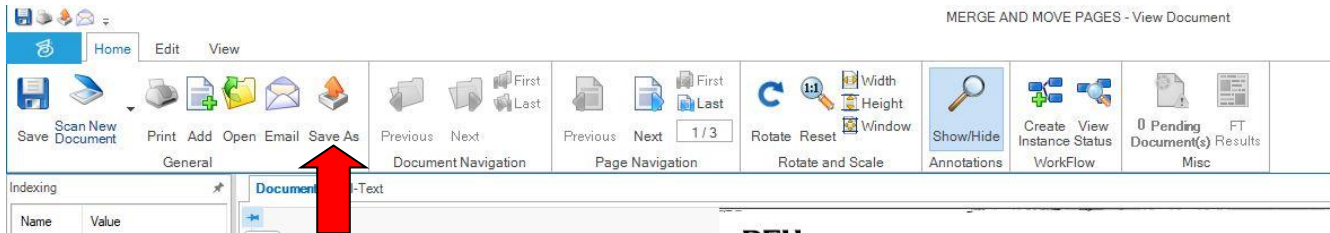
MERGE AND MOVE PAGES (1 Document Displayed)

TITLE	DATE	TYPE	Status
Survey	[Blank]	SURVEY	

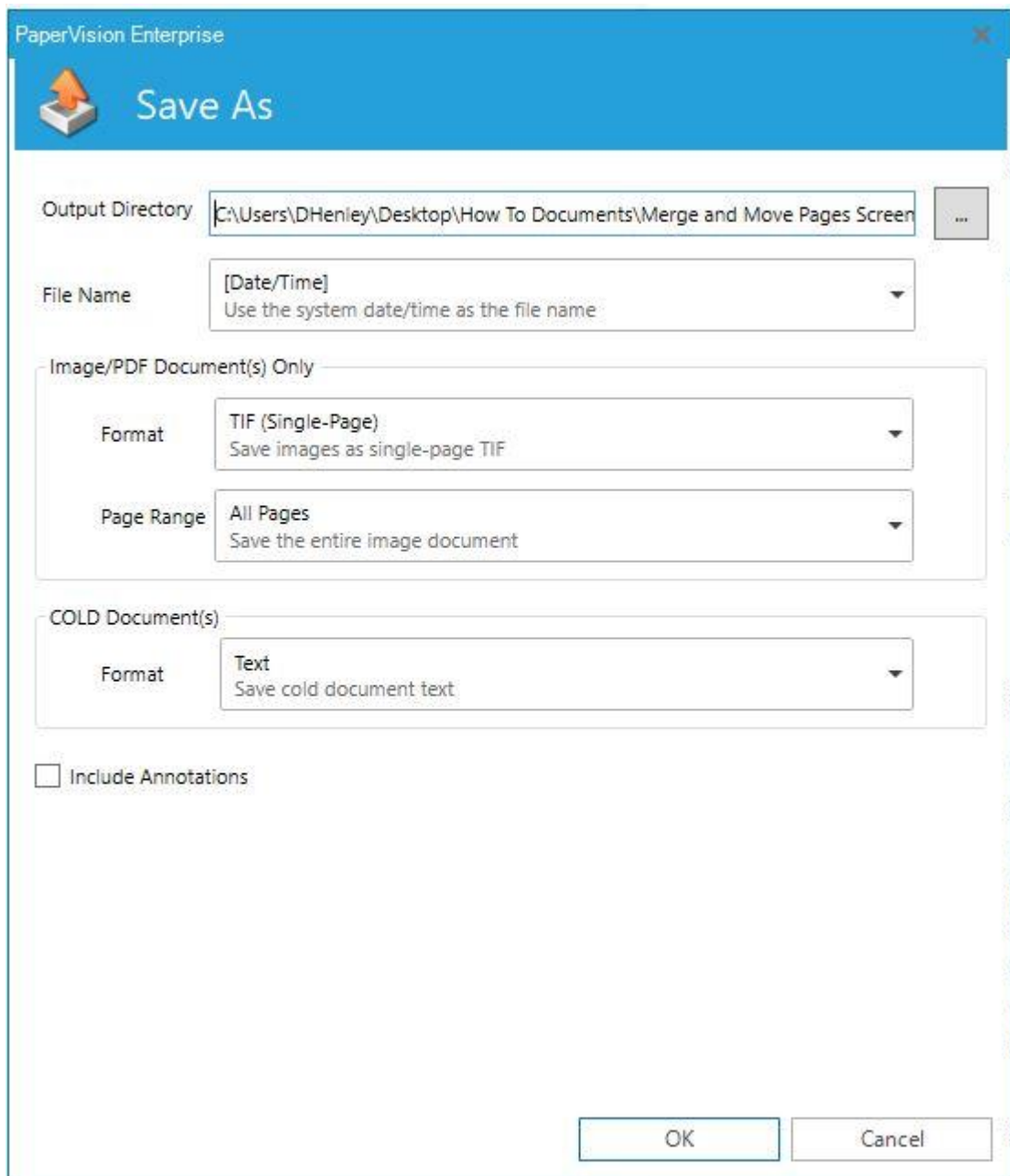
3. The document will now open in your PaperVision Document Viewer as seen below.



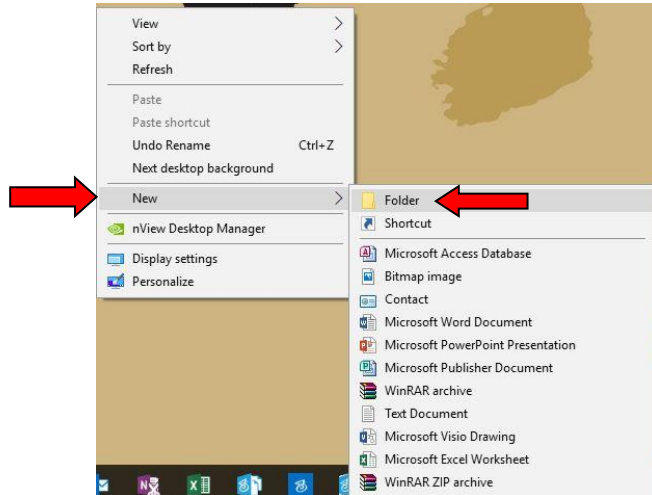
- Now that the document is open, please click on the "Save As" button in the General section of the Home tab, to begin the printing process.



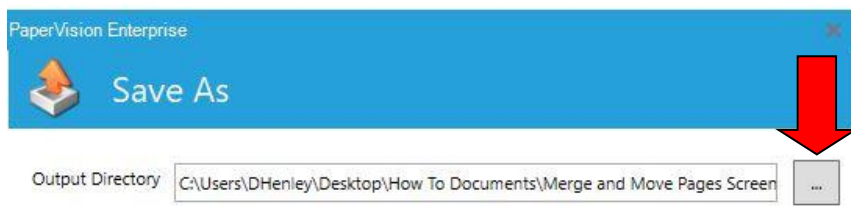
- The save file dialogue popup will now appear as seen below.



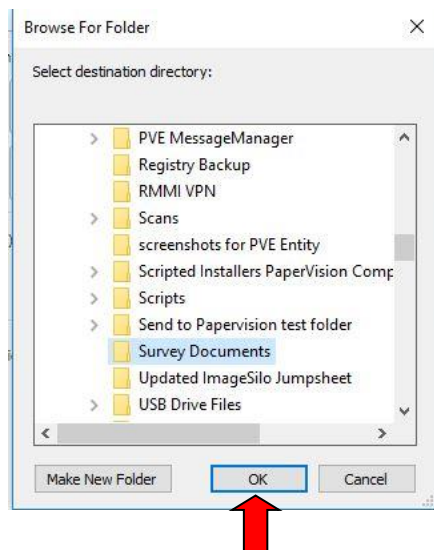
6. Before beginning the process, I recommend creating a folder on your desktop, documents, or network folder that you would wish to save the file to as seen below, and name the folder something pertinent to what you are doing. To do this right click in the folder or location that you wish to create the folder in, go to the “New” selection, and select the “Folder” option. It will then spawn the new folder and rename it to your desired name.



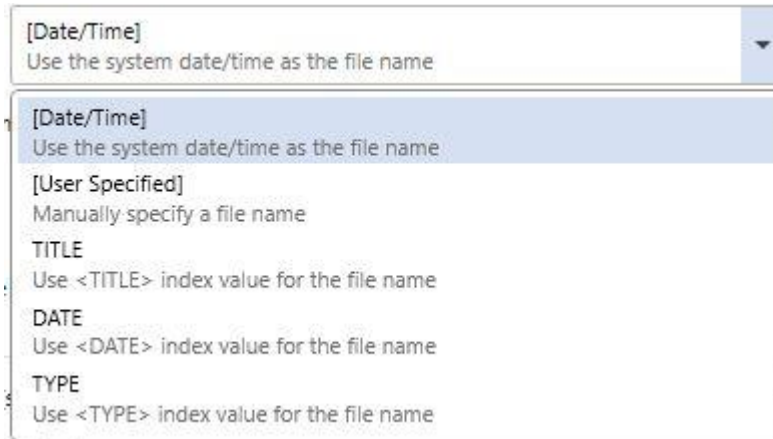
7. In the Save As dialogue, you will now hit the 3 elipses next to the Output Directory path, which will bring up a popup to “Browse For Folder” where you will select the location to save the file.



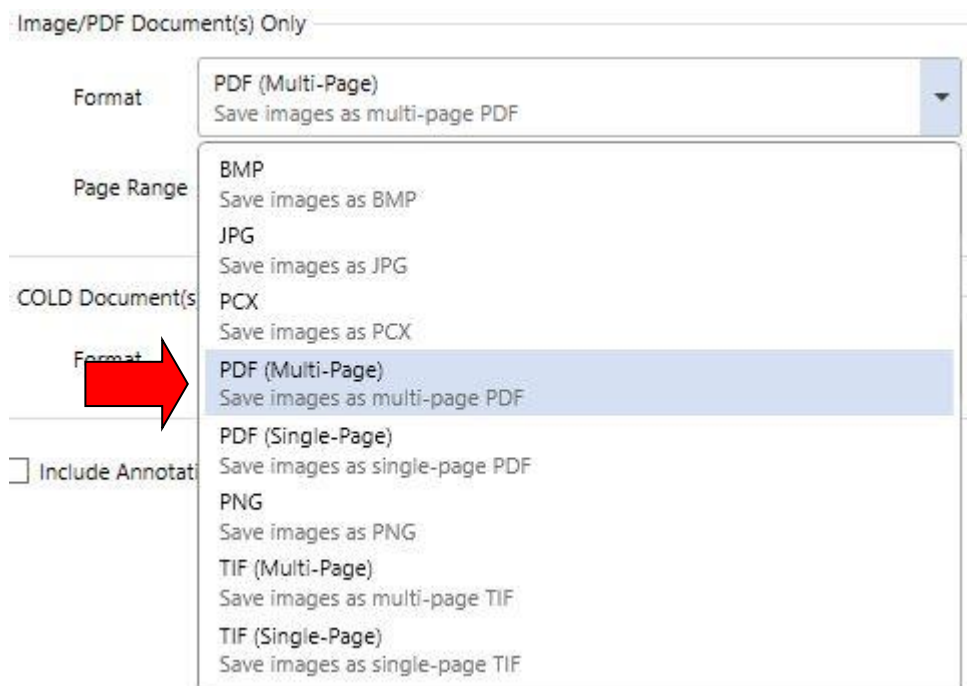
8. The “Browse For Folder” popup will now appear, where you can navigate to and select the folder where you wish to save the document. Once you have selected the folder you wish to save the document in hit the “OK” button to complete the selection and update the Output Directory.



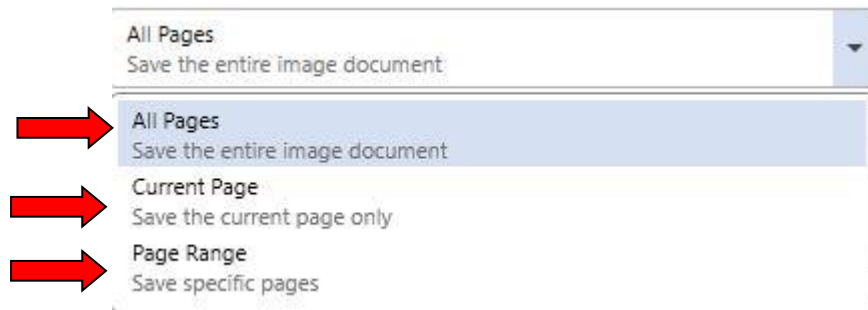
9. Now that the Output Directory is set, now choose what option you would like to use for the “File Name”, you can either use “Date/Time”, “User Specified” (Name typed in by you), or you will have the option to utilize one of the index values for name such as TITLE, DATE, or TYPE in terms of the project I utilized for this guide.



10. Now that the File Name format is specified, it is time to select the format to save the document as, personally I mainly utilize multi-page PDF as most people have a program or application to open a file of this type.

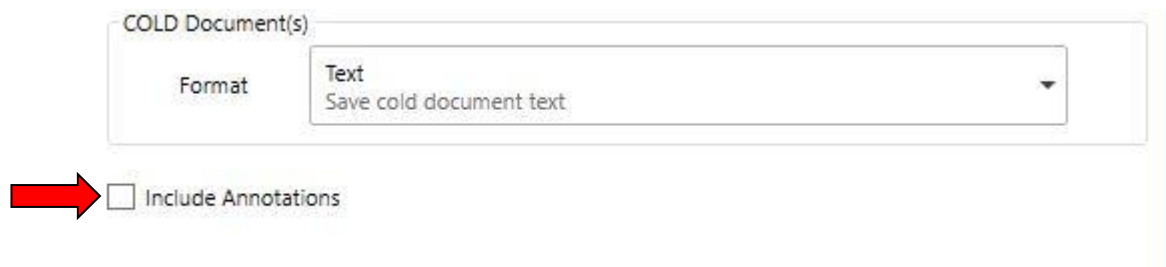


11. Now we will select the “Page Range” that we would like to save, you can do “All Pages”, “Current Page”, or also a “Page Range” (4-10 is an example you would put the number of the first page in the range, followed by a hyphen/dash, and then the last page number you wish to save).

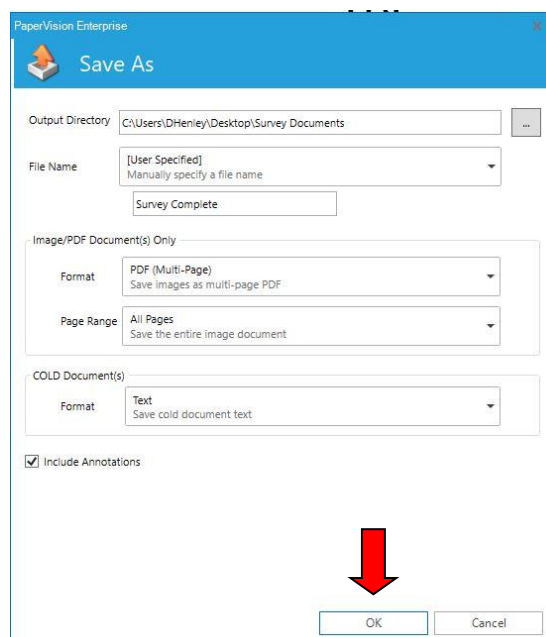


12. For the “Cold Document(s)” section, you mostly don’t have to worry about this, as it is a legacy feature to support “Computer Output to Laser Disk” format.

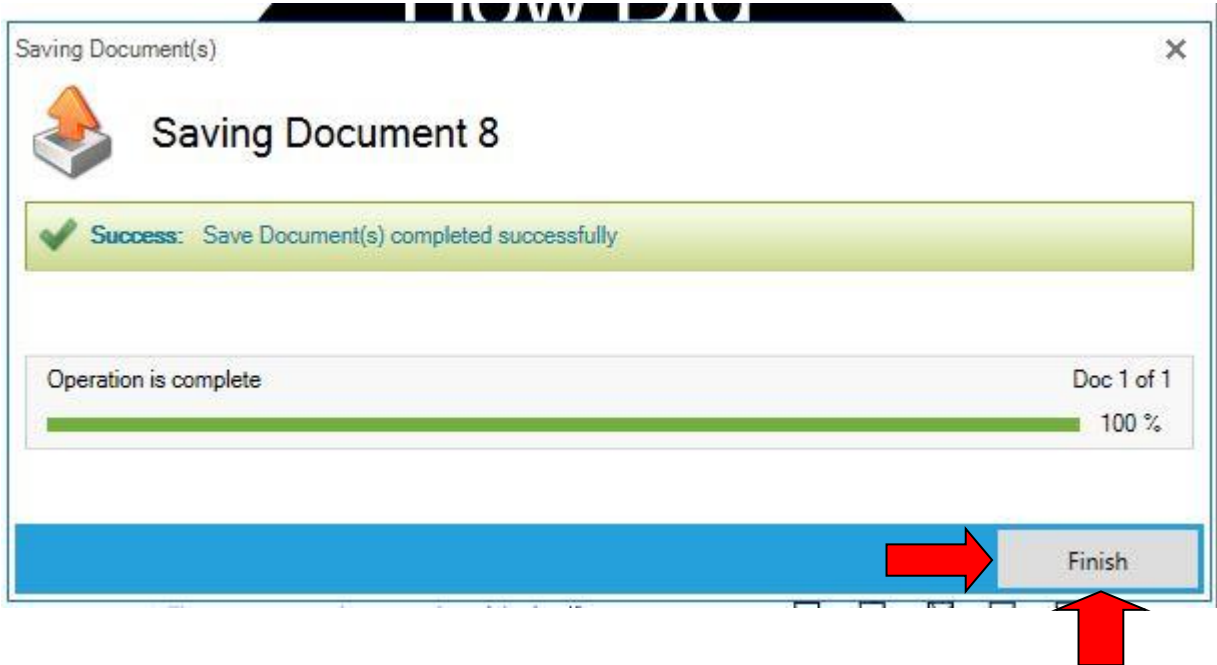
13. There is a checkbox as seen below to “Include Annotations” you should check this if you have created annotations on the document and wish to preserve them when you save it out for instance to block out some information on the document or a note you may have added.



14. Now that all of the options for saving the document have been set, please hit the “OK” button at the bottom to complete the process and save the document to the desired location.



15. Once you have hit the “OK” button, you will have a new window popup “Saving Document(s)” that will show the progress of the save operation, and will let you know as seen below when the process has been completed successfully “Success: Save Document(s) completed successfully.” Please hit the “Finish” button after the process is completed successfully, and it will close the popup window for you.



16. You have now completed the process of saving a document out of PaperVision, it will be awaiting you in the folder/location that you chose to save it at during the process.