

This document is intended to assist you with printing multiple documents from ApplicationXtender Web Client and saving them as a Portable Document File (.pdf).

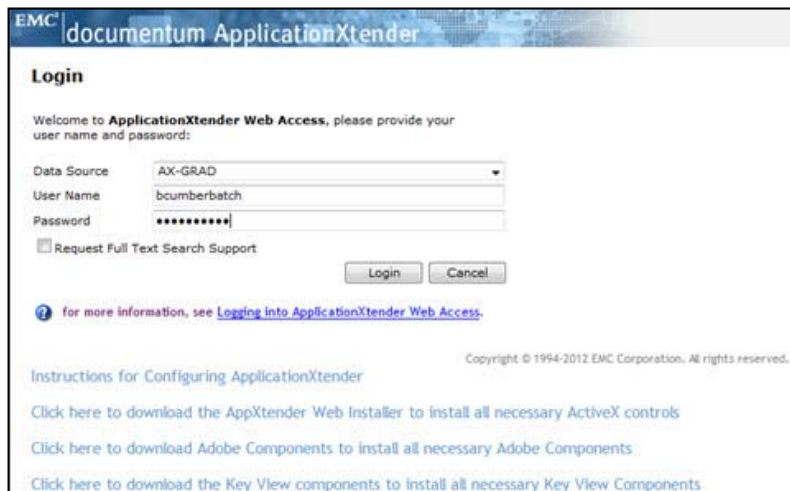
**\*\*Please Note\*\***

To make use of this document, you will need to already have Adobe Acrobat Professional installed on your computer. Please see your local IT support staff if you need assistance with either installing this software or making sure it is already installed.

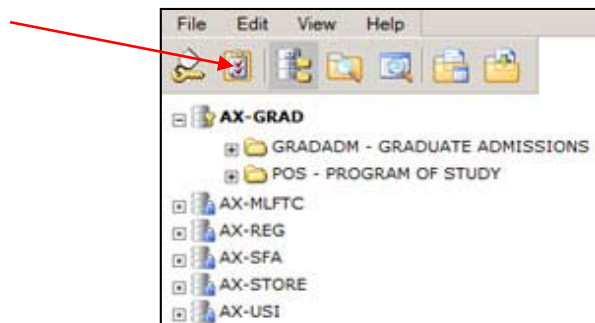
You will also need to download and install a set of ActiveX controls for AppXtender Web from this link: <https://ax.asu.edu/appxtender/client/wxclientinstaller.zip>

For detailed instructions on installing these ActiveX controls, [click here](#).

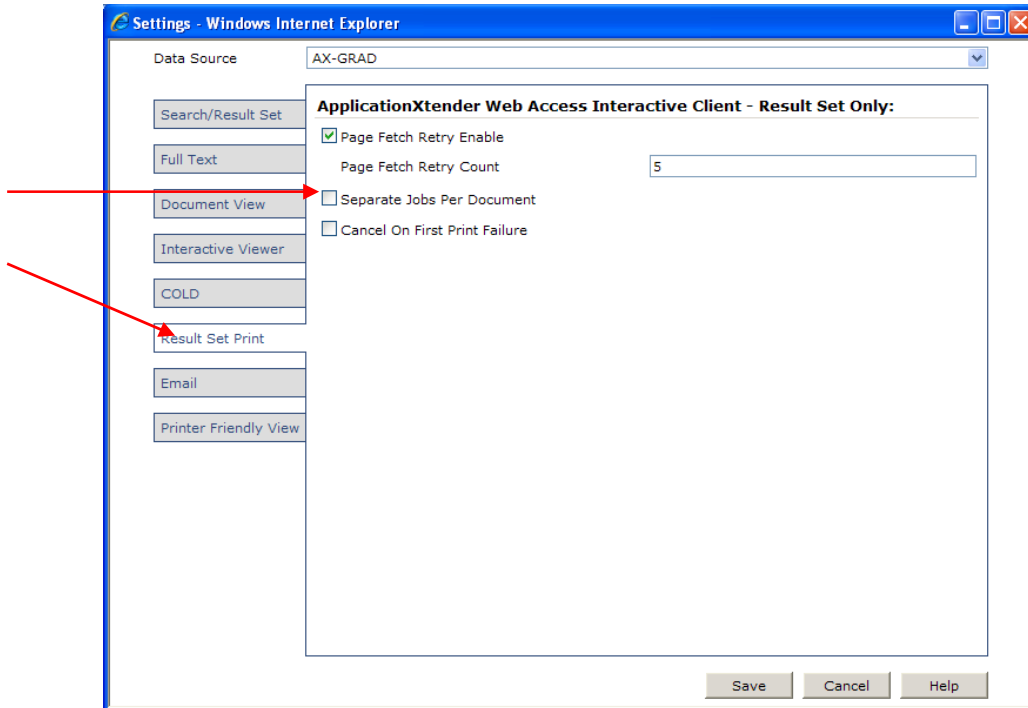
1. Login to <https://ax.asu.edu/appxtender/Login.aspx> with your ASURITE userid and password.



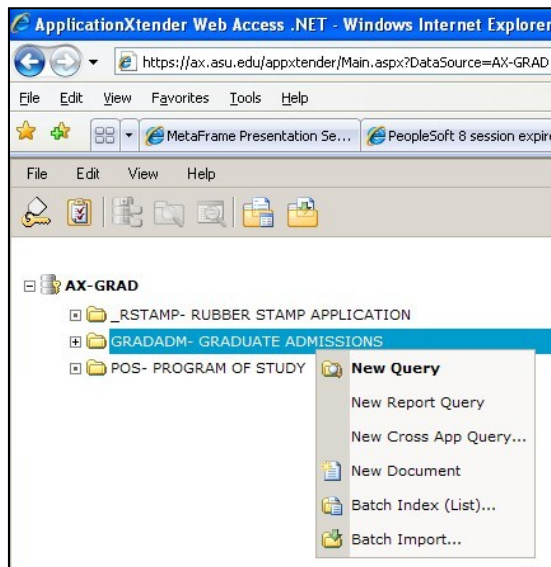
2. Click on the User Settings icon to check your preferences for the ability to merge multiple documents into one print job (*You only need to do this one time*).



3. Select the Result Set Print tab and uncheck the Separate Jobs Per Document box. Click on Save. From this point forward, you can skip to Step 4 from Step 1.



4. Right-click on either the GRADADM – GRADUATE ADMISSIONS or the POS – PROGRAM OF STUDY applications listed under AX-GRAD, and left-click on New Query. For this example, we will use GRADADM.



5. Enter the EMPL ID or ASU ID of the applicant that you wish to use for your PDF file.

Query Criteria for Application 'GRADADM' Current Query: New Query

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	DOCTYPE	*
<input checked="" type="checkbox"/>	EMPL ID	1000916139
<input checked="" type="checkbox"/>	ASU ID	
<input checked="" type="checkbox"/>	APPLICATION ID	
<input checked="" type="checkbox"/>	LAST NAME	
<input checked="" type="checkbox"/>	FIRST NAME	
<input checked="" type="checkbox"/>	MIDDLE NAME	
<input checked="" type="checkbox"/>	BIRTH DATE	
<input checked="" type="checkbox"/>	CREATED DATETIME	
<input checked="" type="checkbox"/>	YEAR TERM	
<input checked="" type="checkbox"/>	PROGRAM CODE	
<input checked="" type="checkbox"/>	STATUS	
<input checked="" type="checkbox"/>	STATUS DATE	
<input checked="" type="checkbox"/>	REFERENCE ID	
<input checked="" type="checkbox"/>	ORGANIZATION ID	
<input checked="" type="checkbox"/>	ORGANIZATION NAME	

**Query Options**

Show previous document revisions

**Save Options**

Query Name:

Available To All Users

Submit Save Reset

6. On the Query Results screen, click each checkbox next to the documents you want to merge into the PDF file.

Query Results for Application 'GRADADM'

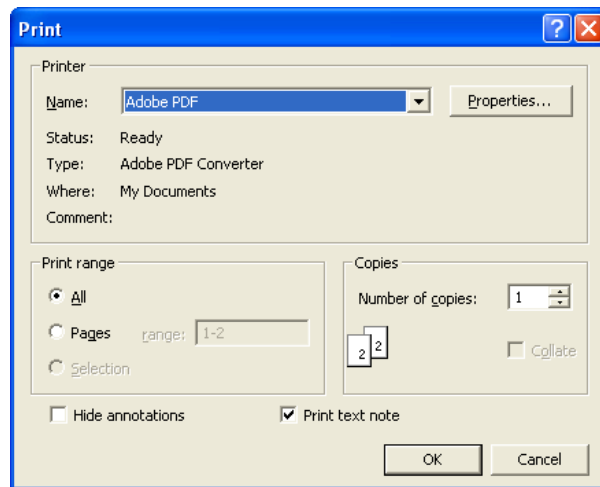
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<input type="checkbox"/>		DOCTYPE	EMPL ID	ASU ID	APPLICATION ID	LAST NAME	FIRST NAME
<input type="checkbox"/>		LETTER OF RECOMMENDATION	1000916139	993825800	329758	TEST-GRADUATE	TEST
<input checked="" type="checkbox"/>		LETTER OF RECOMMENDATION	1000916139	993825800	329758	TEST-GRADUATE	TEST
<input type="checkbox"/>		LETTER OF RECOMMENDATION	1000916139	993825800	329758	TEST-GRADUATE	TEST
<input checked="" type="checkbox"/>		LETTER OF RECOMMENDATION	1000916139	993825800	329758	TEST-GRADUATE	TEST
<input type="checkbox"/>		LETTER OF RECOMMENDATION	1000916139	993825800	329758	TEST-GRADUATE	TEST
<input type="checkbox"/>		LETTER OF RECOMMENDATION	1000916139	993825800	329758	TEST-GRADUATE	TEST
<input type="checkbox"/>		TRANSCRIPT	1000916139	993825800	340776	TEST-GRADUATE	TEST
<input checked="" type="checkbox"/>		DEFERRAL LETTER	1000916139	993825800	0	TEST-GRADUATE	TEST
<input checked="" type="checkbox"/>		DENY LETTER	1000916139	993825800	0	TEST-GRADUATE	TEST
<input type="checkbox"/>		APPLICATION	1000916139	993825800	329758	TEST-GRADUATE	TEST

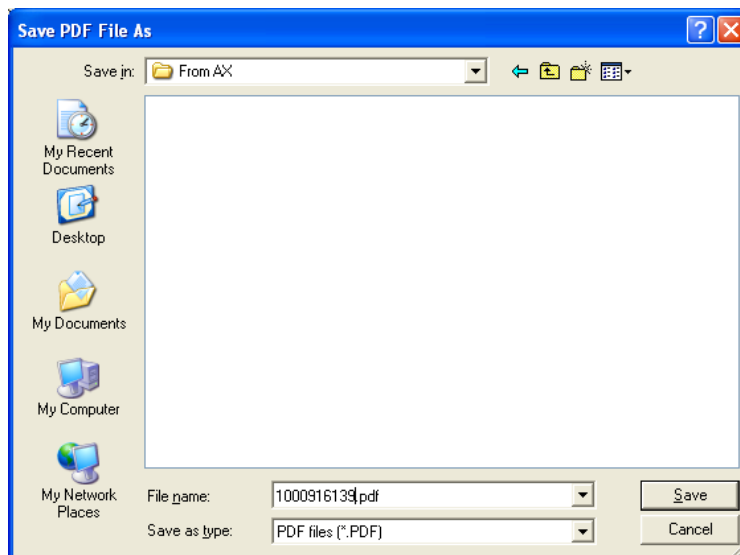
7. From the toolbar menu, click on the Printer icon to print the selected documents.



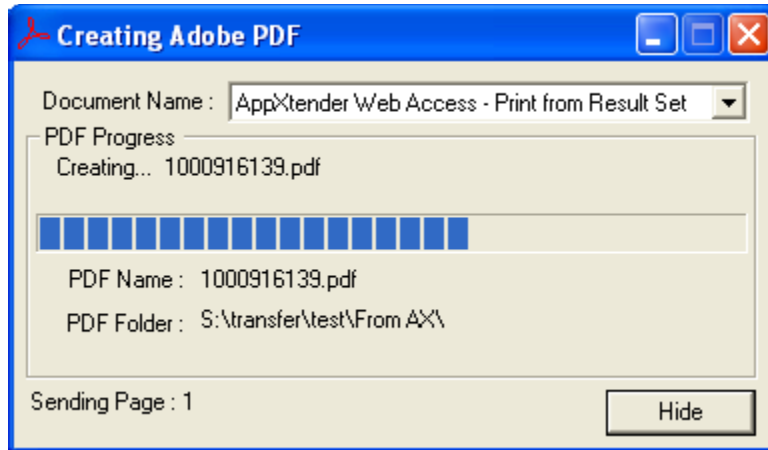
8. A Print window will appear, letting you select from a list of printers that are setup on your computer. Select Adobe PDF as the printer. Click Ok to start the conversion process.



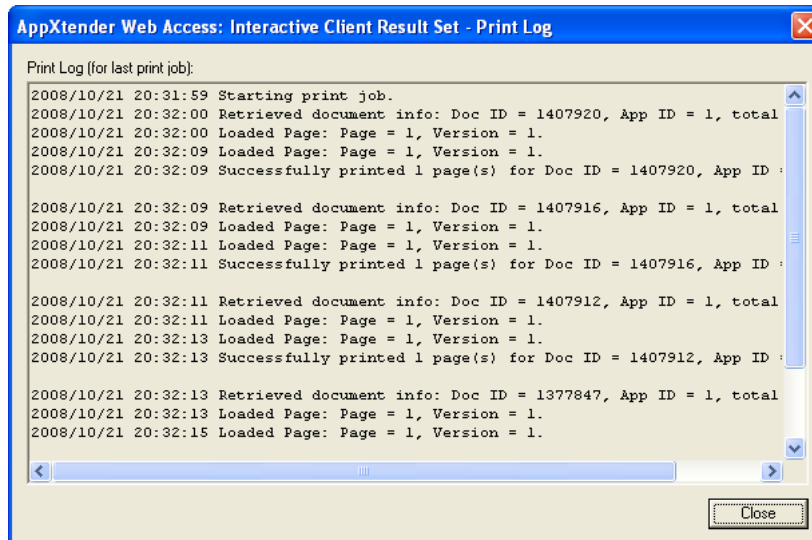
9. Pick a location where you want the .PDF file saved. You can pick any directory location on your computer.



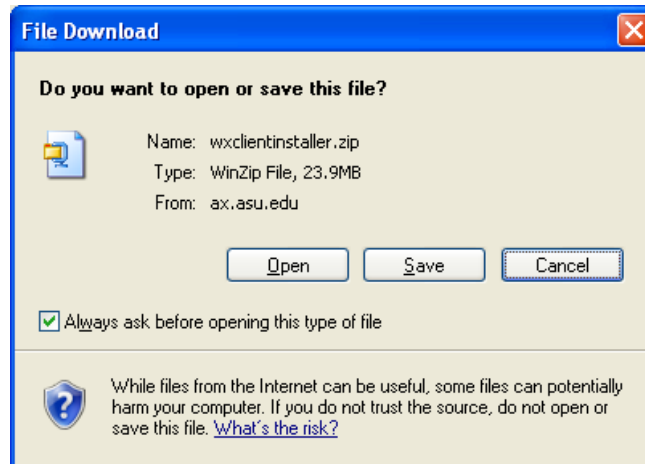
10. The following window displays the conversion process as your documents are each converted into one single .PDF. Give the file a File Name and click Save.



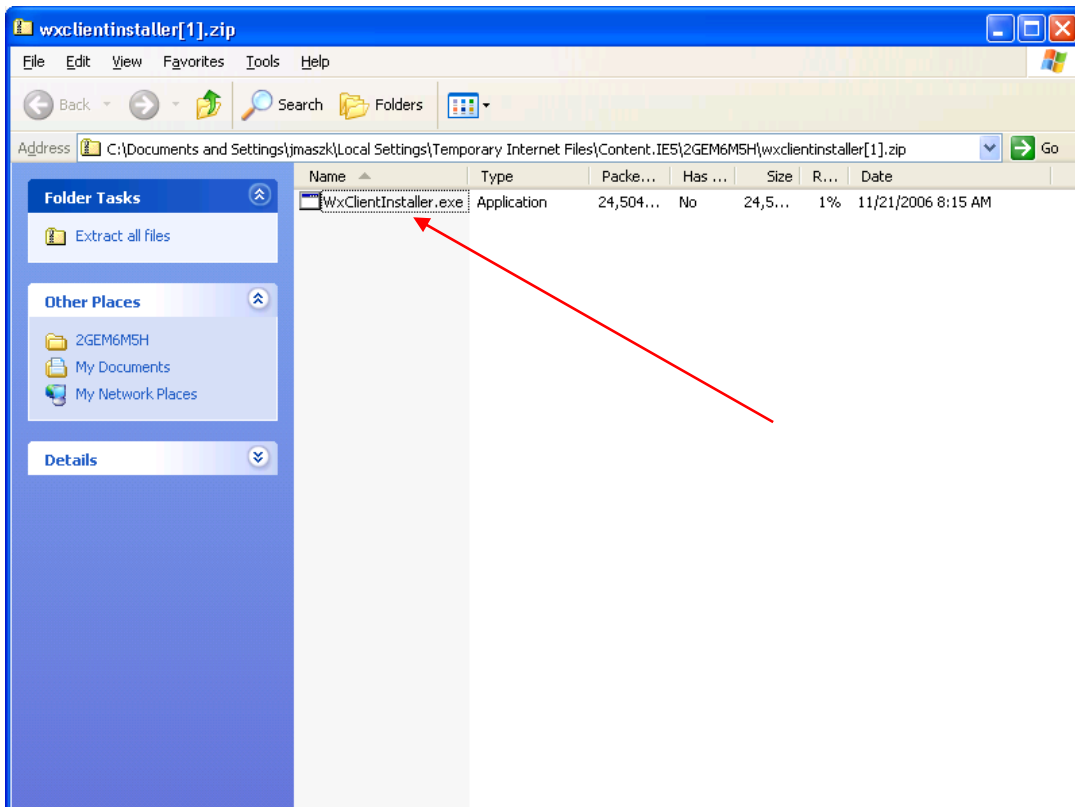
11. Congratulations! You're done! When the process is done, you can choose to view a log file of the conversion process to ensure that there were no errors



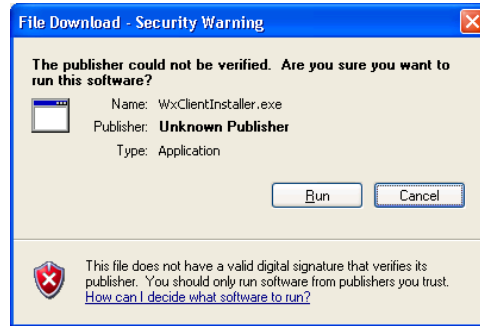
- A. Ctrl + click on the following link to install the required ActiveX controls for AppXtender Web:  
<https://ax.asu.edu/appxtender/client/wxclientinstaller.zip>
- B. Click on the Open button from the File Download window.



- C. The wxclientinstaller.zip file will download and open in a new window. Double-click on the WxClientInstaller.exe file to install it on your computer.



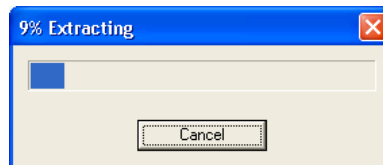
D. Click the Run button.



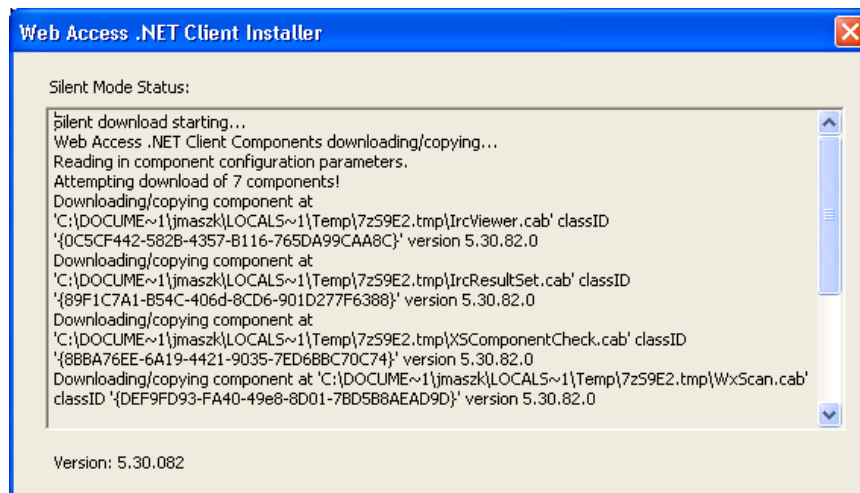
E. Click Yes to install all Web .NET Client Components.



F. The WXClientInstaller will begin extracting.



G. This is what you will see when the WXClientInstaller is working correctly. You can not interact with the installer process, and the below window will disappear when the installation is finished.



- H. Close the wxclientinstaller.zip window and [click here](#) to go back to Step 1 of this guide to login to AppXtender Web.

