

# AppXtender – Exporting & Importing Email PDFs

## For AppXtender Web Client v16.3

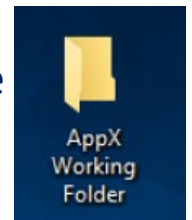
Outlook e-mail messages simply cannot be dragged from Microsoft Outlook into the AppXtender web client. E-mail files in Outlook have a format that the web client cannot automatically display.

The **Document Manager** copes with this file format a little better. It can display the messages, but it still cannot be read by another user using the web client. This document will provide all the information and instructions you need to be able to successfully export and import Outlook email message (and any attachments) for AppXtender.

### Topics Covered:

- [Outlook Setup for Exporting an Email PDFs](#)
- [Exporting an Email PDF from Outlook](#)
- [Import Email PDF & Attachments into AppXtender](#)
- [Outlook Adobe PDF Tab Missing?](#)

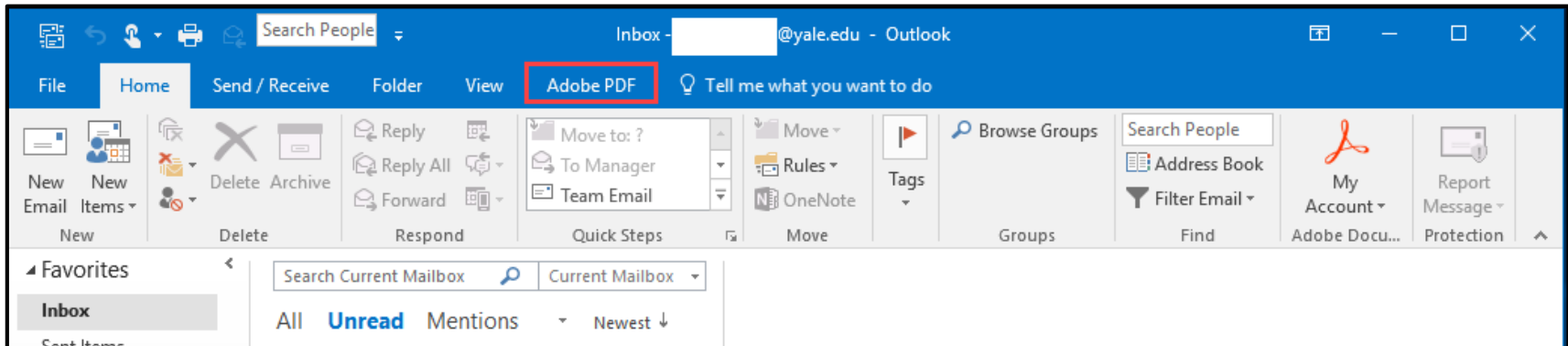
**First Create a Desktop Folder:** It is suggested that you create a folder on your desktop that you can use as a temporary holding folder when working with Outlook messages. Call it what you want, “AppX Working Folder” is a good folder name. Having this folder will prevent you from filling your Desktop with PDF documents and will make the drag-and-drop to AppXtender easier.



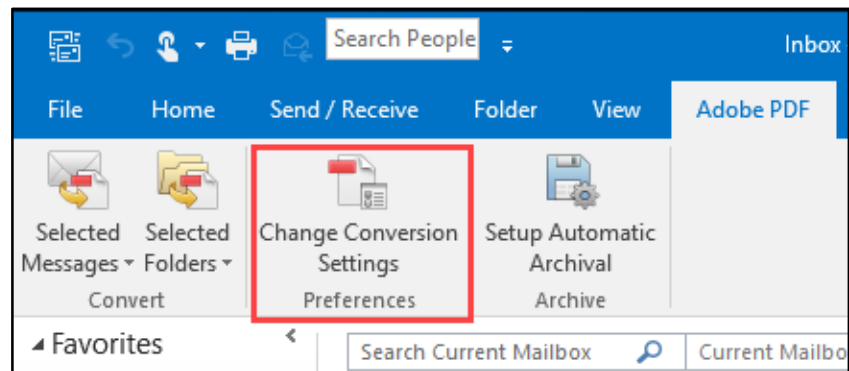
# Outlook Setup for Exporting an Email PDFs #1

There is some quick setup work that must be done to have the ability to export Microsoft Outlook email messages as PDFs so they can be imported into AppXtender.

1. Open Microsoft Outlook.
2. Click the **Adobe PDF** Tab.



3. Click **Change Conversion Settings Preferences**.

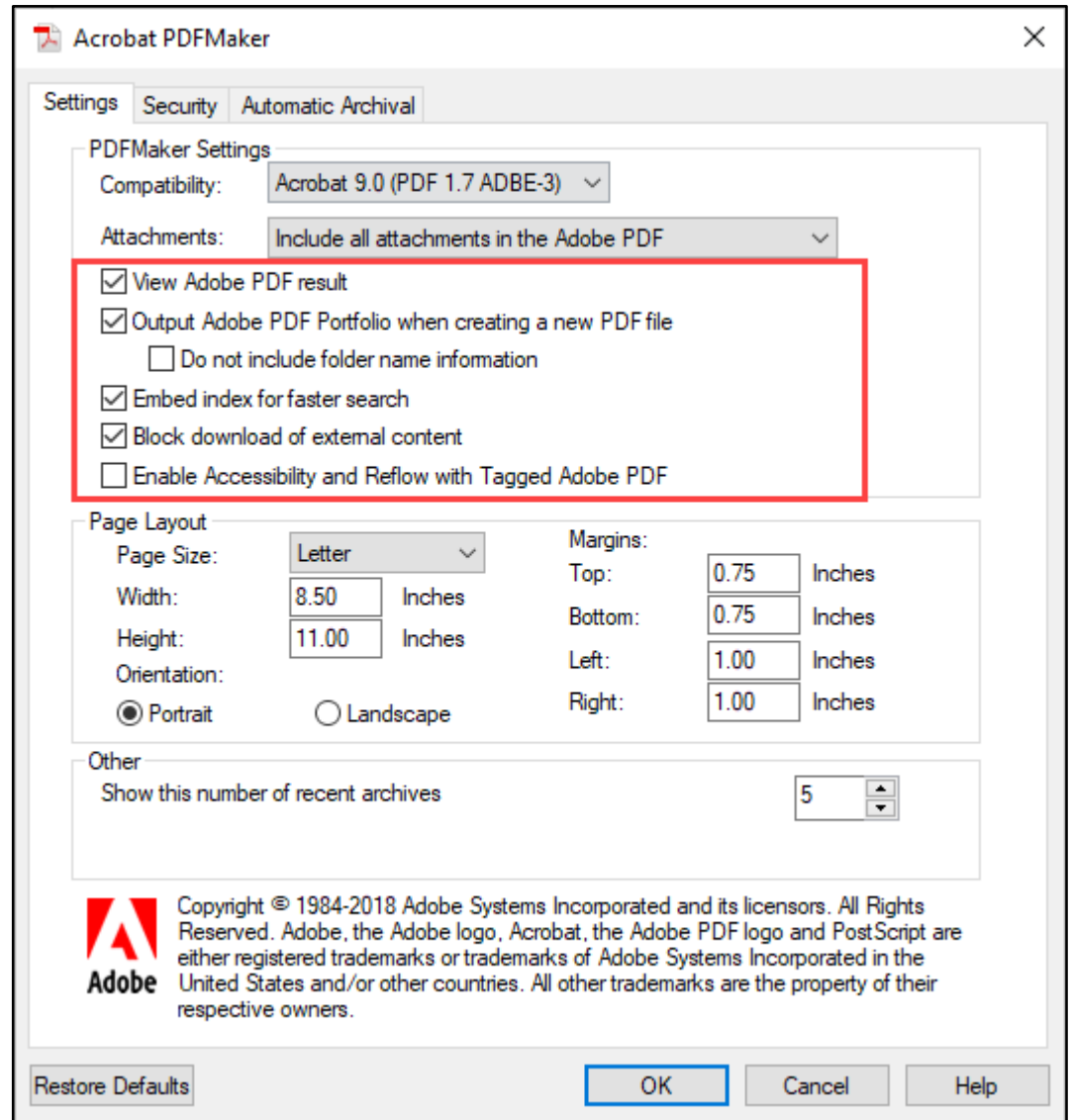


# Outlook Setup for Exporting an Email PDFs #2

4. The Acrobat PDFMaker window opens.
5. In the **Settings** Tab > **PDFMaker Settings** area > uncheck all the option boxes.
6. Click **OK**.

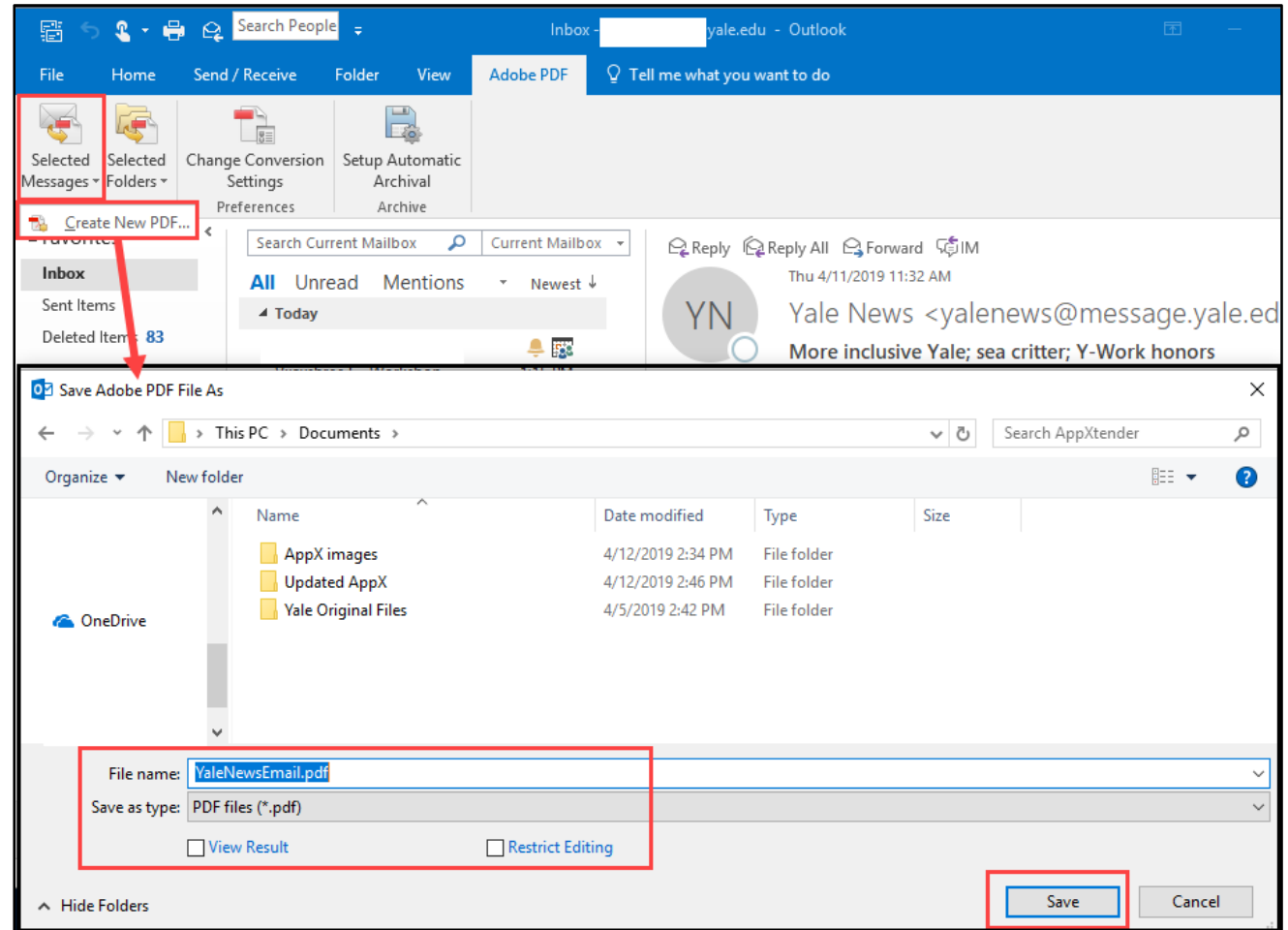
These settings will provide you with a quick way to export email messages as PDFs from Microsoft Outlook.

Now you can export PDFs to be imported into AppXtender.



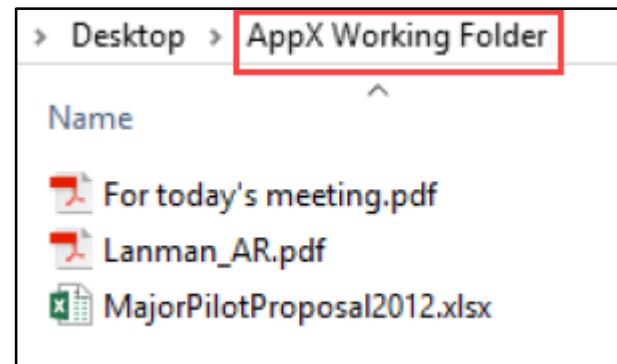
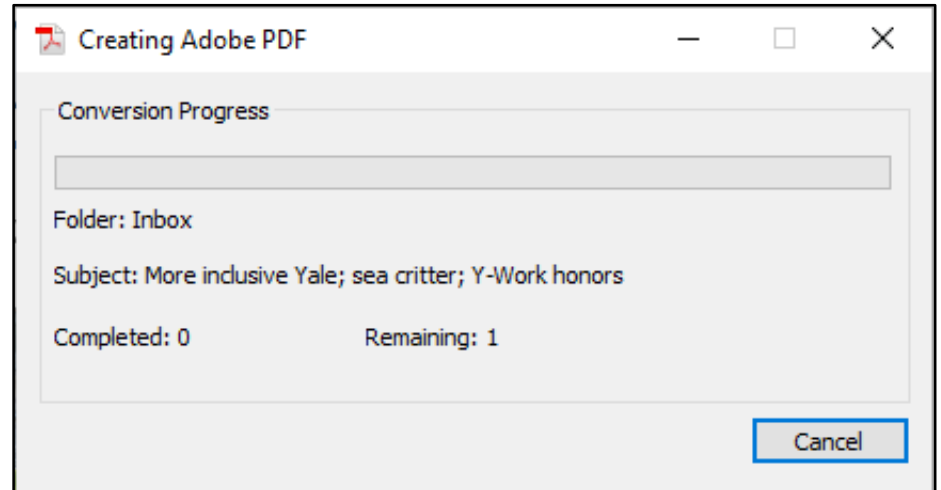
# Exporting an Email PDF from Outlook #1

1. Open Microsoft Outlook.
2. Click once and select the email message you want to export as a PDF file. Do not open the email.
3. Click the **Adobe PDF** Tab.
4. Click **Selected Messages** > then click **Create New PDF...**
5. The **Save Adobe PDF File As** window opens.
6. Select the location where the PDF will be saved or **AppX Working Folder**.
7. Enter a **File name**.
8. Check **View Results** if you want to view the PDF after it is created.
9. Click **Save**.



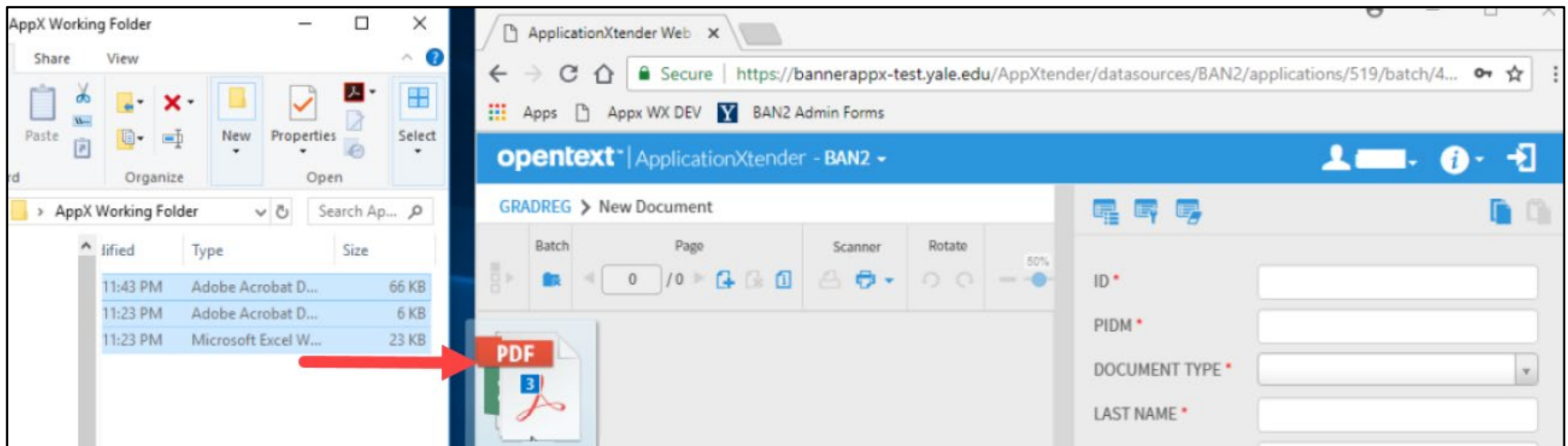
# Exporting an Email PDF from Outlook #2

10. The **Creating Adobe PDF** dialog box will display to show the file conversion progression. Once the conversion process has completed the email PDF is ready to be imported into AppXtender.
11. Now save any email attachments you need to import into AppXtender.
  - a. Click and drag each email attachment out of the Outlook preview pane and drop it into the **AppX Working Folder**.
  - b. As you can see in the image on the right you have copies of the email file attachments and the email PDF in the folder ready for import.



# Import Email PDF & Attachments into AppXtender #1

1. Login to AppXtender: <https://bannerappx.yale.edu/AppXtender/?sso=true>
2. In **Applications** select the application where you want to import the Outlook email message PDFs and attachments.
3. Click **NEW DOCUMENT** to create a new document for the PDF email you will import.
4. You can arrange your browser window with AppXtender and the desktop **AppX Working Folder** so that you can just drag from the working folder and drop into the document viewing area in AppXtender.
5. Select all documents (the PDF and any email attachments) from your working folder and drag-and-drop as one group into the AppXtender document viewing window.



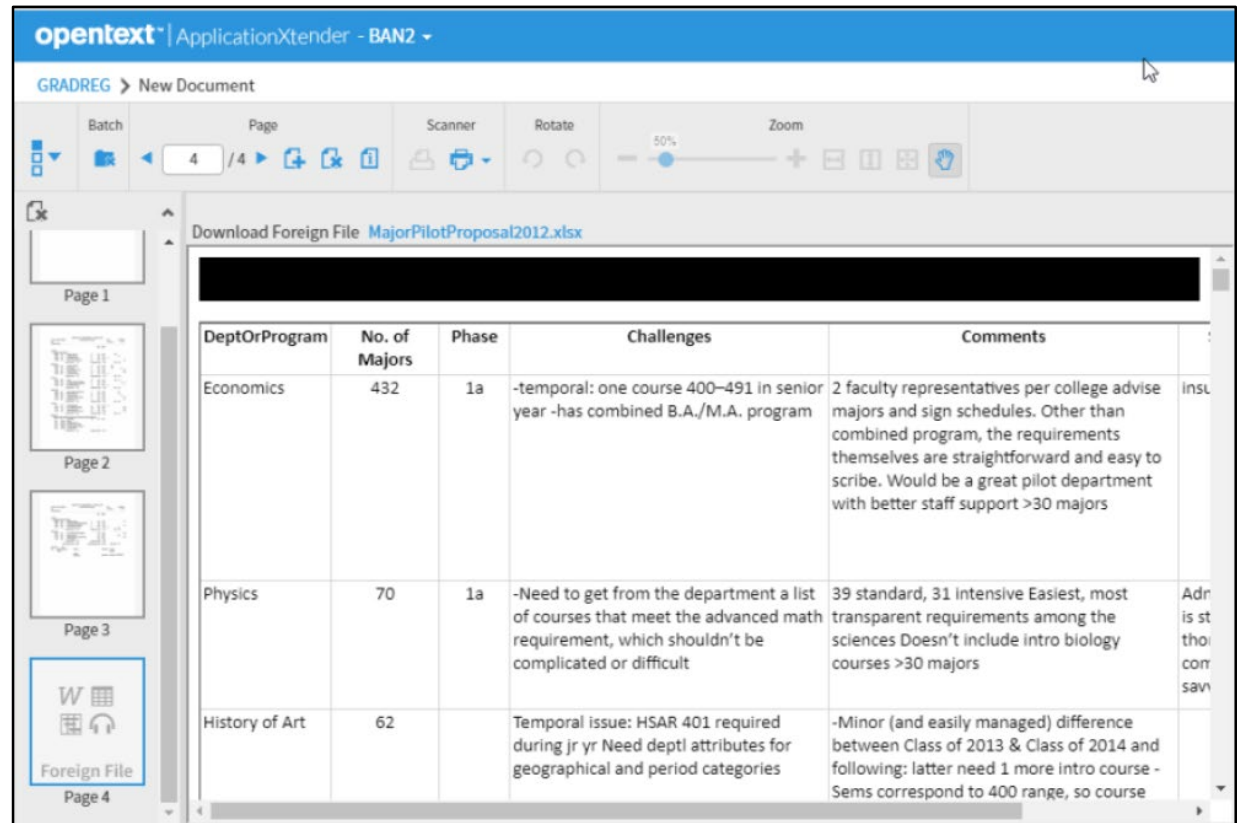
# Import Email PDF & Attachments into AppXtender #2

6. AppXtender will import all files as one document with multiple pages (see below).

7. Next you can use the index panel, that is up to you, you can index later if you like.

8. Clean out the **AppX Working Folder**:

- a. Go to the **AppX Working Folder** and select all the documents by pressing **Ctrl+A** or by selecting them with the mouse.
- b. Hit the **Delete** key.



9. You are now ready to process the next email(s) with their attachment(s).

# Outlook Adobe PDF Tab Missing? #1

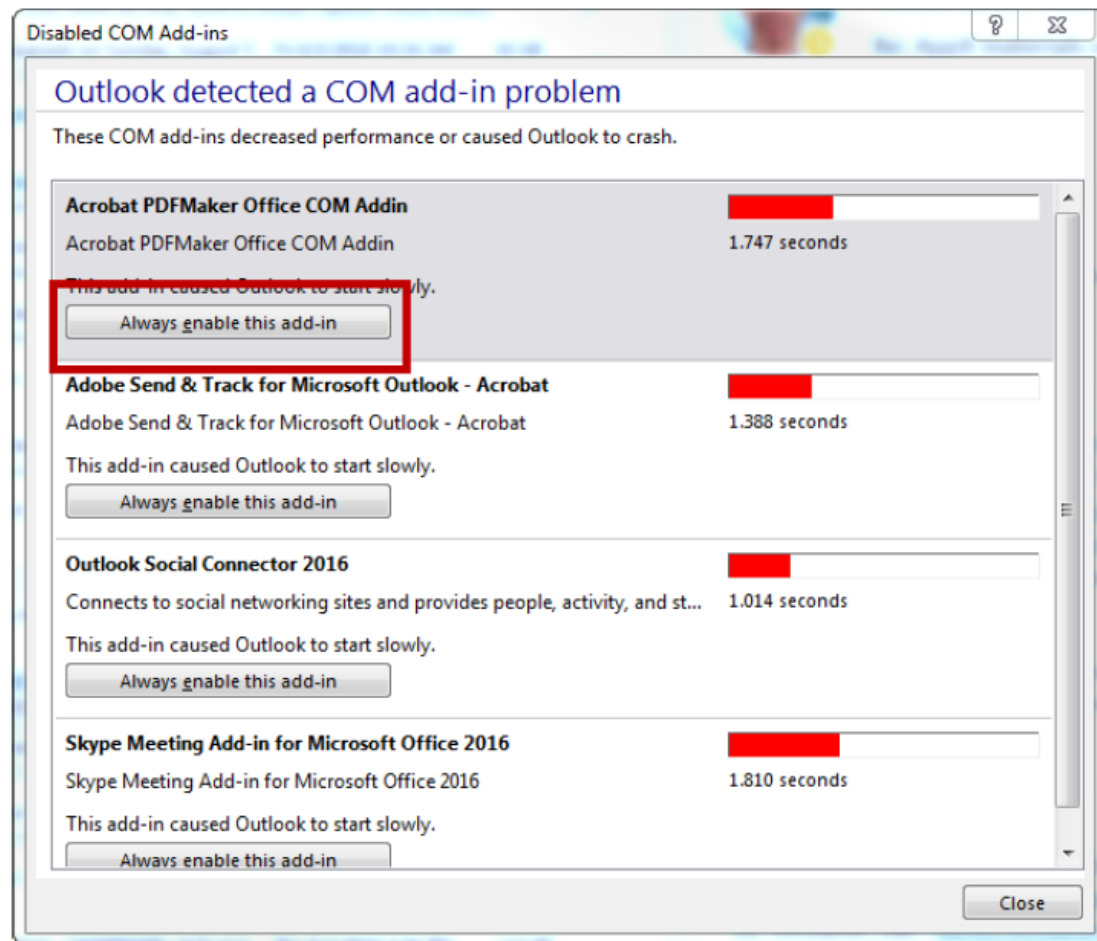
The functions in the **Adobe PDF Tab** ribbon are part of the Acrobat PDFMaker Office COM Add-In.

This is added to all users' machines as a part of the standard suite of applications installed on every laptop/desktop.

If your machine is older and it was never installed, or maybe it was disabled or Outlook may shut if off for performance reasons.

To get the **Adobe PDF Tab** back in Outlook follow these steps.

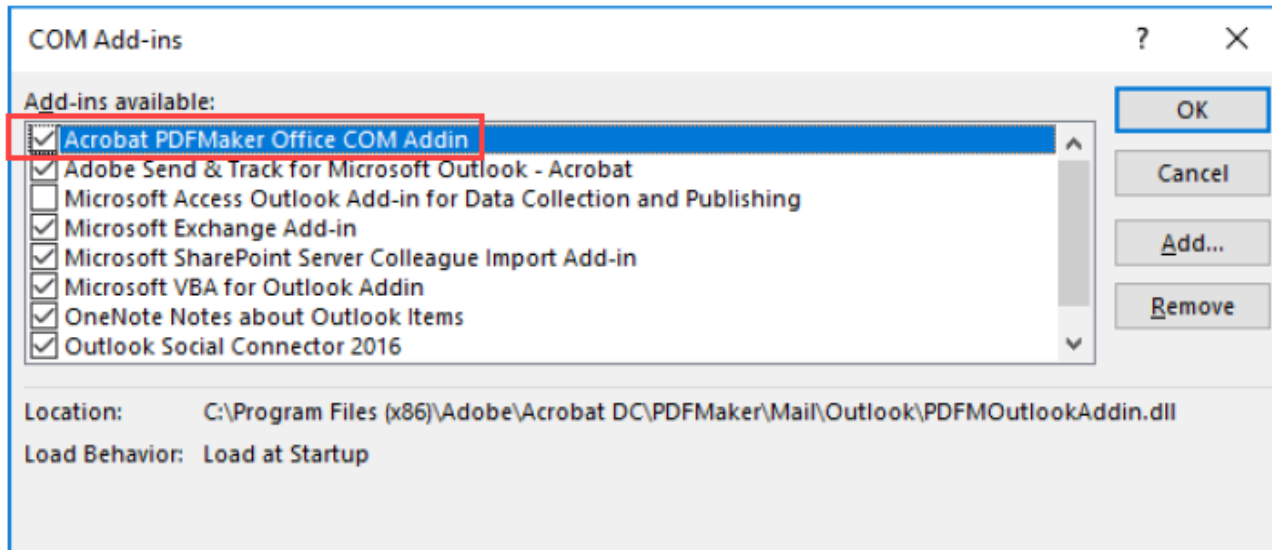
1. Go to your Outlook Inbox and click the **File Tab**.
2. In the menu on the left click **Options**.
3. The **Outlook Options** window will display. In the menu on the left click **Add-ins**.





# Outlook Adobe PDF Tab Missing? #2

4. At the bottom of the Outlook Options window for **Manage** select **COM Add-ins** and click **Go...**
5. The COM Add-ins window opens.
6. In the **Add-ins available** section make sure **Acrobat PDFMaker Office COM Addin** is checked. Check it and click **OK**.



**Note:** If this process does not fix the problem you will need to contact ITS Tech Support for assistance.