Scanning and Indexing with ApplicationXtender
Open and login

Start by launching ApplicationXtender by choosing Programs ⇒ ApplicationXtender ⇒ ApplicationXtender from the Start Menu or by double clicking the icon and login.
Choose an application

After logging in, you will see an application list. From the applications available double-click on the application you want to scan into.

NOTE: If you don’t see the Application List pane when you log in, click the Application View toolbar button.
Scan a new document

Next, place the document in the scanner and click on the Scanner icon to scan the document.

Index the new document

After all the pages of the document have been scanned, enter the index values and press the Enter key or click the Save button.
Close the new document by clicking the small x in the upper right hand corner.

Load the next document in the scanner and click on the Scanner Icon to start the process again.

Adding a page to an existing document

You can also ADD a page to an existing document. While viewing the image of the document you want to add pages to, page forward or back to the location to which you want to insert the pages. Load the new page(s) into the scanner and choose **New** ⇒ **Scan** ⇒ **Insert After**, **Insert Before** or **Append** from the **Page** menu.

Insert Before or Insert After will insert the new page(s) before or after the page currently being viewed, respectively. Append will add the new page(s) to the end of the document.
Replacing a page

You can also REPLACE a page in an existing document. While viewing the image you want to replace, load the new page into the scanner and choose Replace ⇒ Scan from the Page menu.