

Exporting Documents from the Perceptive Content Explorer

Background

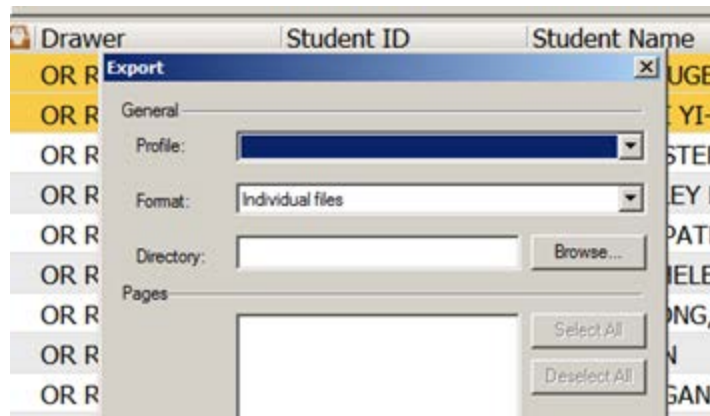
Sometimes users need to download documents from Perceptive Content, formerly known as ImageNow, specifically from the Explorer (Grid). The system offers three ways to export documents:

- a) as individual tiff files,
- b) as multi-page tiff files for each item, and,
- c) as a single pdf file.

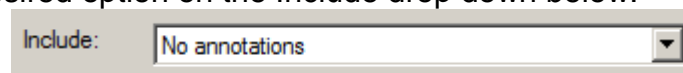
Initial steps for each option

Follow the next six steps to start the export process for any of the three options.

1. Log into Perceptive Content, formerly known as ImageNow.
2. Navigate to the queue or document view from which you would like to download the documents.
3. The Perceptive Content Explorer will open.
4. Select any item (row) or group of items by highlighting them. Right click on the selection.
5. Choose Export.
6. Leave the Profile field blank.



Note that in all cases you can choose whether to include annotations or not by selecting the desired option on the Include drop down below.



Exporting Selected Documents as Individual (tiff) files

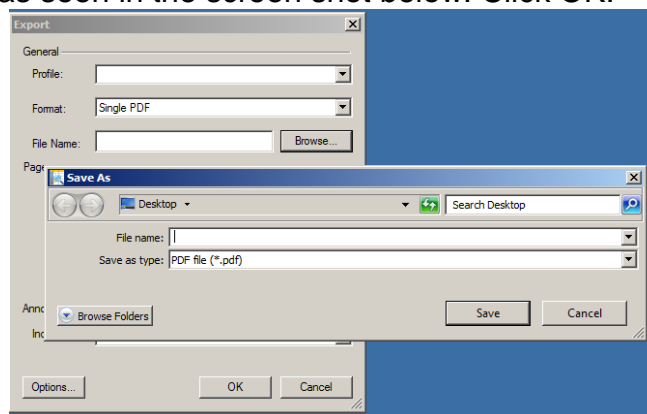
- On the Format drop down choose **Individual files**
- Browse for a location to save the files. Click OK
- Click OK
- A series of tiff files, one per selected item regardless of the number of pages on each, will be created on the chosen location.

Exporting Selected Documents as Multi-page TIFF

- On the Format drop down choose **Multi-page TIFF for each item**
- Browse for a location to save the files. Click OK
- Click OK
- A series of tiff files, **one per page on the selected items**, will be created on the chosen location.

Exporting Selected Documents as a Single PDF file

- On the Format drop down choose **Single PDF**.
- Enter a File Name and Browse for a location to save the PDF file in the respective fields as seen in the screen shot below. Click OK.



- Click OK
- A single PDF file **including all the pages from all the items selected** will be created on the chosen location.