How to Move or Copy Document Pages

Provided by ITCS Xtender Team

Purpose: To Move or Copy Document Pages

Xtender allows you to move or copy document pages from the Document Display to the current application or another application. Xtender processes the pages as a batch. You must have the Batch Scan privilege for the target application and the Delete Page privilege for the source application to move or copy pages.

To move or copy document pages from Document Display view:

1. Display the document in Xtender

2. Select Document > Copy or Move Pages from the menu bar. Xtender displays a view for specifying move or copy options.
Specify the pages:

- To specify a continuous page range, insert a hyphen between the first and last page; for example, 1–4.
- To specify separate pages, insert a comma between each page; for example, 2,4.
3. To move or copy all versions of the selected pages, select Include page versions. Xtender moves or copies only the current page versions if you do not select this option.

**Note**

If you move or copy multiple versions of a one-page document, Xtender converts the page versions to separate pages in the target application.

4. Select the target application.

5. Specify how you want to index the batch:
   - To index the batch immediately after moving or copying the pages, select Index new Batch document.
   - To index the batch from a batch list at a later time, clear Index new Batch document.
6. Specify how Xtender creates the batch:
   • To move the pages from the source application, click Move.

   **Note**

   Xtender does not display the Move button if you do not have the Delete Page privilege for the source application.

   • To leave a copy of the pages in the source application, click Copy.

7. Index the batch. If you did not select Index new Batch document, retrieve the batch from the Batch Index list.
when you are ready to index the batch. Refer to Indexing Batches for more information.