How to Add a Page to an Indexed Document
Provided by ITCS Xtender Team

Purpose: Add a page to an Indexed Document.

1. Click on your Application for the Query screen to appear.

2. Type the 9-digit Banner ID number in the ‘ID’ Search field.

3. Click the ‘RUN’ button to process your query.

4. Select anywhere on the row for that student.

5. Double click to open the saved document.
6. Click on the ‘Index’ icon to display the saved index values.

7. Click on ‘Page’, then ‘New Page’.
8. The ‘Add New Page’ box will appear and select ‘Browse’ to search for your document.

9. Choose where to put the document “Insert Before” the current page, “Insert After” the current page or “Append” to the end of the document.

10. Now click ‘UPLOAD’ to add the new page to your document.

11. Notice the number of pages for this document have increased.

12. Nothing else needs to be done. The new page has been saved with the original document with the same index values.