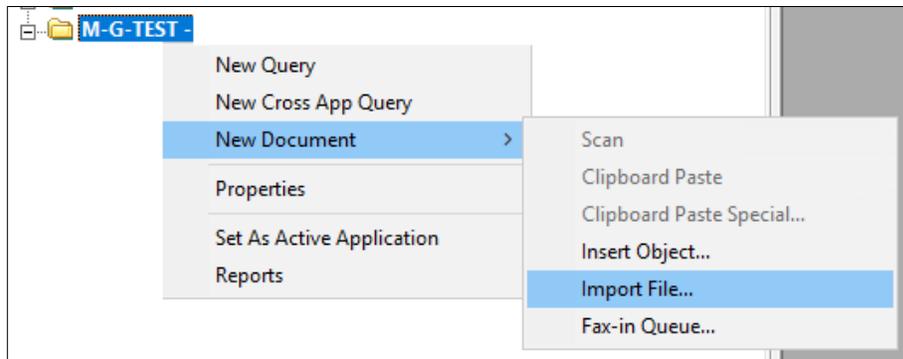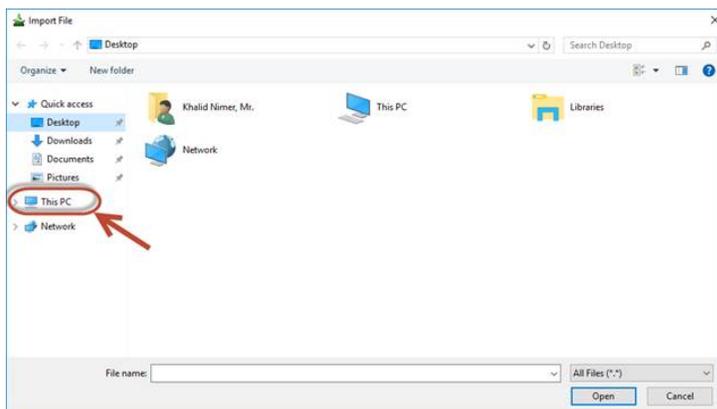# How to import and save your document

The following steps are how to import and save your document in ApplicationXtender Document Manager via RD Web Access.
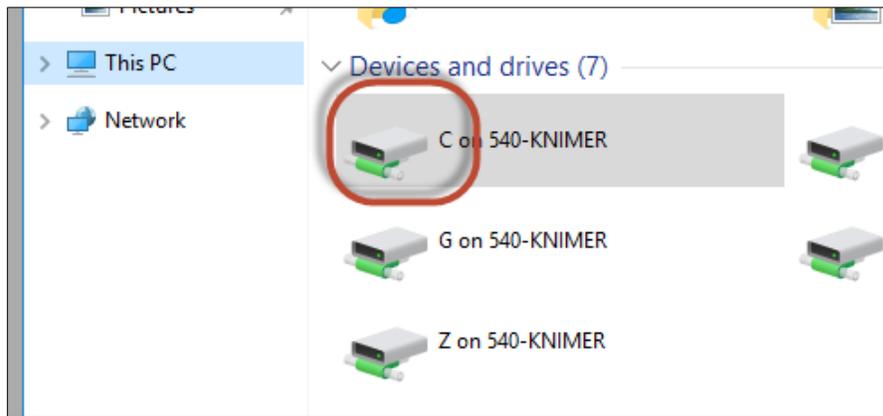
1. From ApplicationXtender Document Manager via RD Web Access, **right-click on your application** > select **New Document** > select **Import Files**.
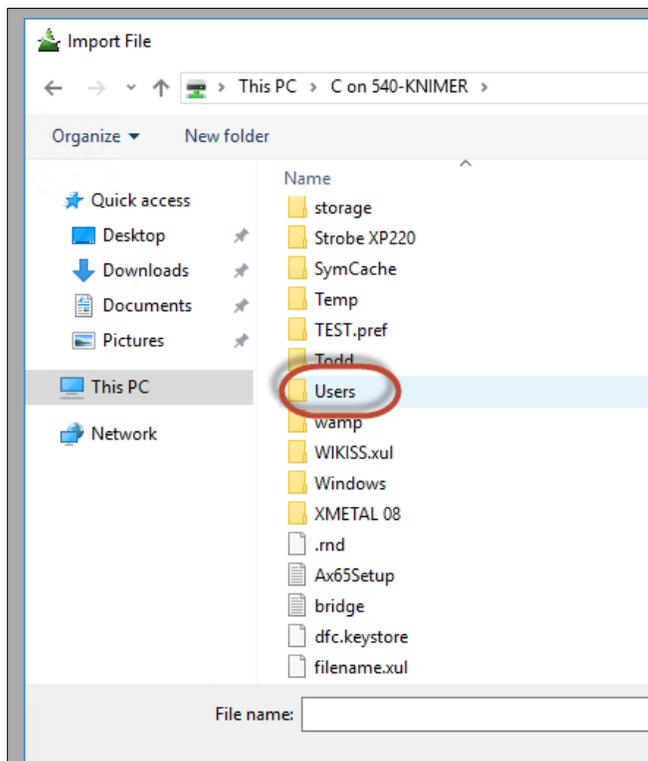

2. Select **This PC**.

3. Click on the **C** drive with your short username.

4. Click on the **Users** folder.

5. Double-click on your short username folder.
6. Select the folder you would like to save the document to.
7. Click **OK** from ApplicationXtender Document Manager.