## 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.

 From ApplicationXtender Document Manager via RD Web Access, right-click on your application > select New Document > select Import Files.

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	New Query		
	New Cross App Query		
	New Document	>	Scan
	Properties		Clipboard Paste
	Set As Active Application		Insert Object
	Reports		Import File
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## 2. Select This PC.

Import File					
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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.

