

# Banner Document Management

## Set up a PC to use Doc Mgt

### BDM Components Adobe and Keyview.

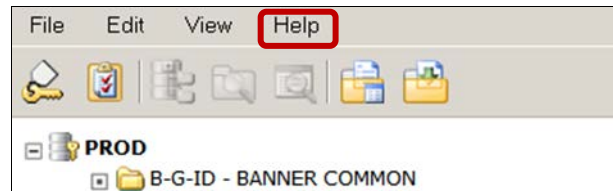
There are four components for BDM users to install. For viewing and printing, the Adobe and Keyview are very important for full use of BDM.

The Scan and Spell Check are generally used only by those who scan and code (index) documents.

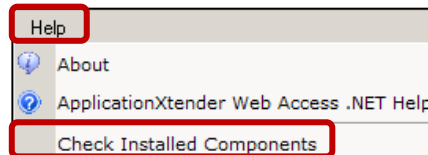
## Install Adobe PDF and Keyview Components

Go to <https://bdms.txstate.edu/AppXtender/Login.aspx> (PROD) and log into BDM.

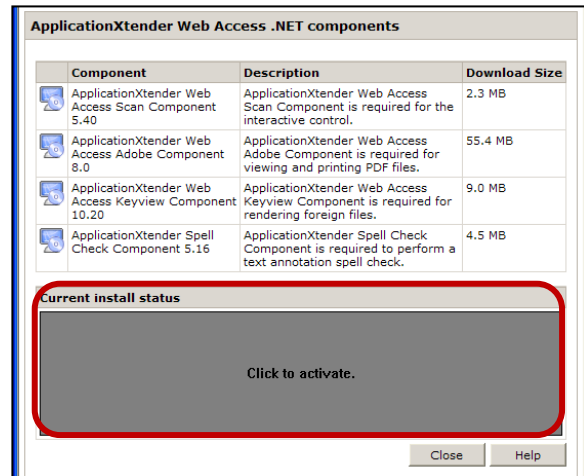
After logging in, you should be at the application list screen which looks similar to this (your list will vary):



Click **HELP**  
Then click **Check Installed Components**



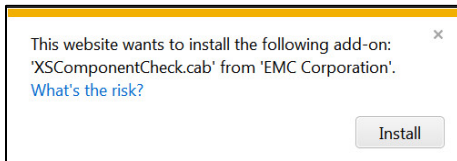
If you have accessed this screen previously, you may see this.



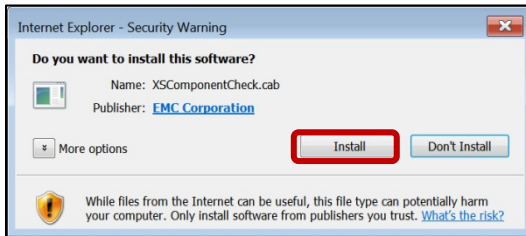
If this is the first time to access the **Installed Components**, you will probably see this instead:

Note the add-on which you must install first.

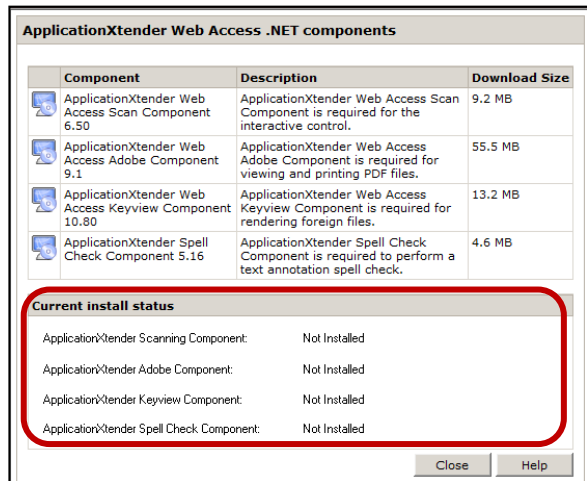
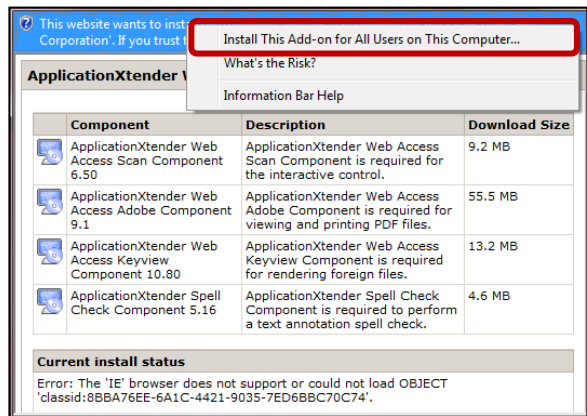
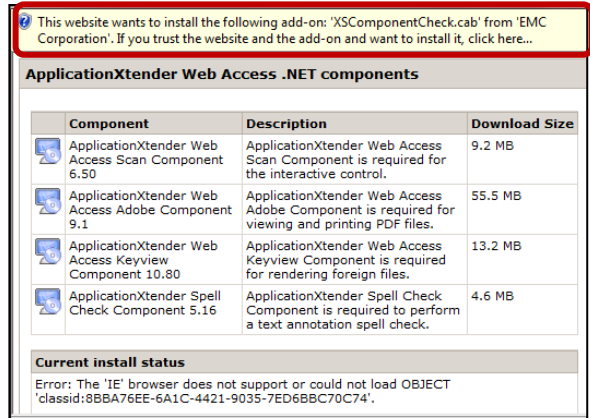
It may appear at the top of the screen in a yellow bar as shown to the right or at the bottom of the screen



Either way click **Install**.



After you Click to activate, you should see:



## Install the Adobe Component

Click the second icon in column 1 to start the install.

Start with the first screen and click **run**, **next**, **accept**, or whatever indicates forward progress. Accept the license agreement if/when prompted.

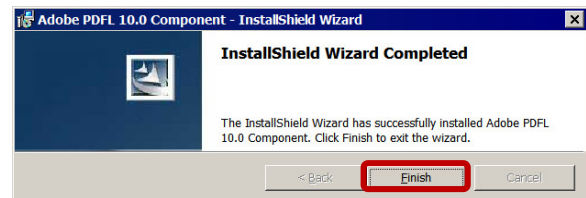
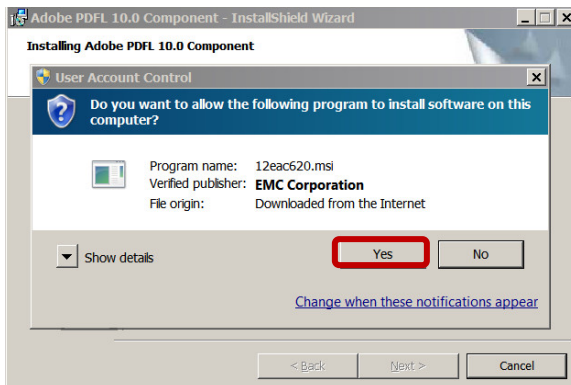
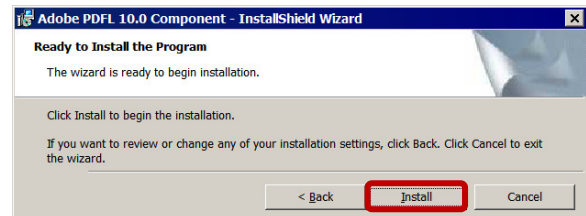
Screens may vary somewhat from these.

Component	Description
ApplicationXtender Web Access Scan Component 6.50	ApplicationXtender Web Access Scan Component is required for the interactive control.
ApplicationXtender Web Access Adobe Component 9.1	ApplicationXtender Web Access Adobe Component is required for viewing and printing PDF files.
ApplicationXtender Web Access Keyview Component 10.80	ApplicationXtender Web Access Keyview Component is required for rendering foreign files.
ApplicationXtender Spell Check Component 5.16	ApplicationXtender Spell Check Component is required to perform a text annotation spell check.

Component	Description	Download Size
ApplicationXtender Web Access Scan Component 6.50	ApplicationXtender Web Access Scan Component is required for the interactive control.	9.2 MB
ApplicationXtender Web Access Adobe Component 10.0	ApplicationXtender Web Access Adobe Component is required for viewing and printing PDF files.	69.0 MB
ApplicationXtender Web Access Keyview Component 10.14	ApplicationXtender Web Access Keyview Component is required for rendering foreign files.	23.2 MB
ApplicationXtender Spell Check Component 5.16	ApplicationXtender Spell Check Component is required to perform a text annotation spell check.	4.5 MB

**Current install status**

ApplicationXtender Scanning Component:	Not Installed
ApplicationXtender Adobe Component:	Not Installed
ApplicationXtender Keyview Component:	Not Installed



You are finished with the **Scan Component**.

## Install the Keyview Component

Keyview is the third item on the list. Installation screens are similar with the addition of a License Agreement screen. Click "I accept" and continue.

When complete, click Close. Continue. No need to close Internet Explorer or reboot.