



Printing Documents Using WebXtender

FIAP- 002

1. In Banner, go to FOIDoch and search for the documents you would like to print. For more information on how to search for documents, see [FIAP-001](#).
2. Click in the Invoice field and highlight the Banner Invoice to designate which documents will be printed.
3. Click the XS Icon (without the red arrow) on the toolbar. This launches WebXtender.
4. Click in the checkbox to the left of the Document Icon to select this document.
5. On the Toolbar, select **Options, Print Selected Items** ([see screen shots, page 1](#)).

If No Documents Printed:

For Windows XP:

- From the Internet Explorer browser main menu select **Tools, Internet Options**.
 - From the **Security** tab, select **Internet**, then **Custom Level**.
 - Under the **ActiveX controls and plug-ins** section, enable **Automatic prompting for ActiveX controls** and enable **Run ActiveX controls and plug-ins** ([see screen shots, pages 2-4](#)).
- Close all Internet Explorer windows for changes to take effect.

For Windows 2000:

- From the Internet Explorer browser main menu select **Tools, Internet Options**.
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- From the **Security** tab, select **Internet**, then **Custom Level**.
- Under the **ActiveX controls and plug-ins** section, enable **Run ActiveX controls and plug-ins** ([see screen shots, pages 2-4](#)).
- Close all Internet Explorer windows for changes to take effect.