

# Liquid Lit Manager

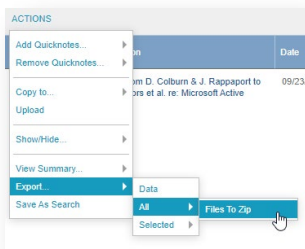
## Export Documents

### ACCESS A LIST OF AVAILABLE DOCUMENTS

Use the menu tree on the left side to navigate to the folder. Expand the menu tree until you see the folder you want to export. Click on All to display the contents of the folder in the Document Listing View.



Users have options to either export an entire list of documents or select specific records to export. Use the check marks next to individual documents or the Action dropdown to Select All

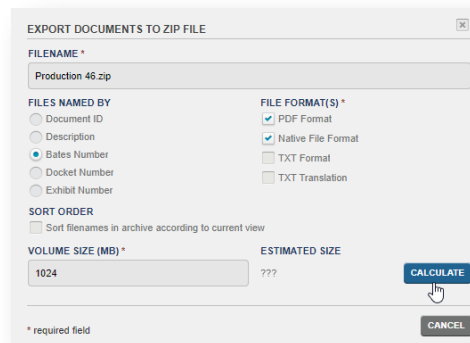


Click on the **Action** dropdown at the top of any listing of documents. Navigate to Export. Choose between either All or Selected. Then, click on **Files to Zip**.

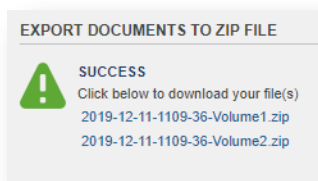
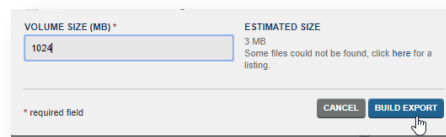
Use the pop-up window to select your preferences for your export. You can update the:

- Filename of the Zip File
- Filename of the Images and Natives Sort Order

Click **Calculate** to see the estimated size of the export.



After the size is calculated, click **Build Export**. The system will begin building the export volumes. Depending on the size of the export, this may take a few minutes.



When the volumes are ready, click on each one to begin the download to your machine.



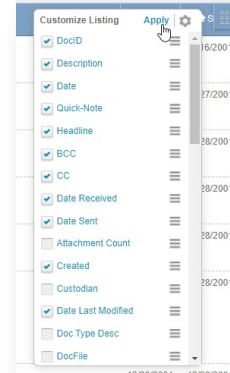
## EXPORT DOCUMENT METADATA

Use the Data Export tool to quickly export a loadfile to accompany the exported production.

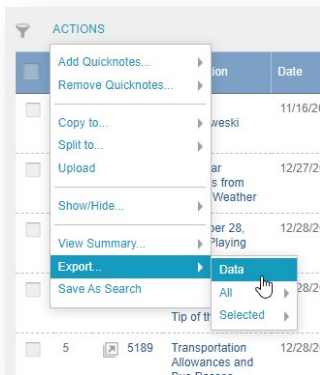
### SELECT THE DATA FOR EXPORT

From any data listing, use the Grid Icon in the top right corner to select the metadata to include in your data export.

Use the check boxes to select fields. After all fields have been selected, click **Apply** to save the changes.



### CUSTOMIZE AND DOWNLOAD METADATA



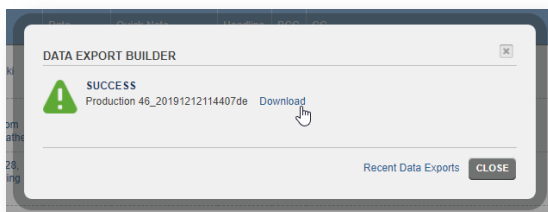
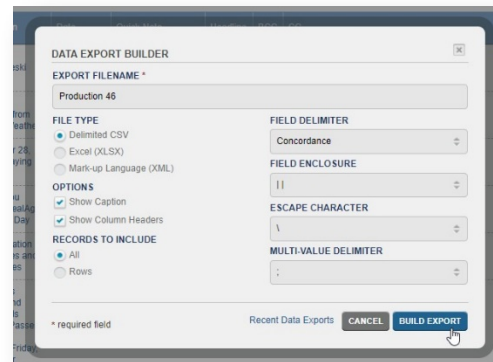
Click on the **Action** dropdown at the top of any listing of documents. Navigate to **Export**. Then, select **Data**.

Use the pop-up window to select your preferences for your export.

You can update the:

- Filename File
- Type
- Field Delimiters and Enclosures

After your preferences are selected, click **Build Export**.



When the file is ready, click on the download link to save it to your machine.

