MST Batch Converter .NET

Getting Started Guide

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If there is any a typographical error in this manual, or if you have thought of a way to make this manual better, we would love to hear from you and feel free to share your thoughts with us at **info@ms-technology.com**.

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Introduction

If you have just a few minutes or want to know just the basics, this is the place to start. This guide provides a basic overview of using MST Batch Converter .NET.

This guide has been designed in such a way that the user is able to understand the software in an efficient and effective manner. MST recommends users to carefully go through the guide before launching the product and keep it in a safe and easily accessible place for future reference.

Getting Started with MST Batch Converter .NET

This guide covers how to get started with MST Batch Converter. After reading this guide, the reader will know:

- The general overview of the Converter

- How to install the Converter

- How to work with Graphical User Interface of the Converter, the menu options that are available in the converter, and the functions they perform

- How to convert documents

About MST Batch Converter

MST Batch Converter is a powerful image and files conversion application that converts large batches of document and/or image files from one format to another. Developed using MS Technology's EnvisionIT technology, MST Batch Converter has built-in functionality to support various file conversions concurrently with an easy-to-use user interface, making quick, easy, and accurate conversions.

MST Batch Converter easily and quickly converts files from one file format such as TIFF, JPEG, MO:DCA, DICOM, ASCII, Email, MS Office formats and many others, to any number of format types such as PDF, TIFF, and others ensuring no data loss during conversion; therefore maintaining all document objects such as graphics, text, tables intact.

Install MST Batch Converter

Before continuing further with the installation, please make sure that the system that the converter will be deployed on meets the minimum system requirements. This section will guide the administrator on how to install the product.

System Requirements

This section provides the minimum requirements for running MST Batch Converter:

Operating System

The application is compatible with the following:

- Windows XP
- Windows Vista (32 & 64 Bit)
- Windows 7 (32 & 64 Bit)
- Windows 8 (32 & 64 Bit)
- Windows Server 2003-and above

Hardware Requirements

- Processor: Intel Pentium III 1.0 GHz or higher, AMD Athlon 1.0 GHz or higher
- RAM: 512 MB
- 100 MB of available hard-disk space for installation

Software Requirements

- .NET Framework 2.0 or above

Installation

The following are the steps to install or deploy the batch converter on a system:

1. Double click on the **setup.exe** file.
2. The **MST Batch Converter Wizard** appears.
3. Select the language to use during installation.
4. Click **Next**.
5. Review the End-User License Agreement, and select **I accept the terms in the License Agreement** checkbox (if agree).
6. Click **Yes**.
7. The setup will check the minimum system requirements needed to install the application. If the system doesn't meet the minimum requirements, the setup will display additional requirements needed to continue with the installation
8. Click **Next**.
9. At the 'Select Destination Directory' screen, either browse to the location you want to the save the application at-or allow it to be saved at the default location.
10. Click **Next**.
11. Provide the desired web service folder name on the **Select Program Folder** screen.
12. Click **Next**.
13. The setup will display details of the installation such as disk space, installation folder, etc. on the screen.
14. Click **Install**.
15. The setup starts the installation process
16. Click **Finish**.

Convert Documents

Perform the following steps to convert document(s) into other file format(s):

1. Provide the location of the files that needs to be converted in **Source Folder Path** field. Click **Browse** and navigate to the location where the files exist.
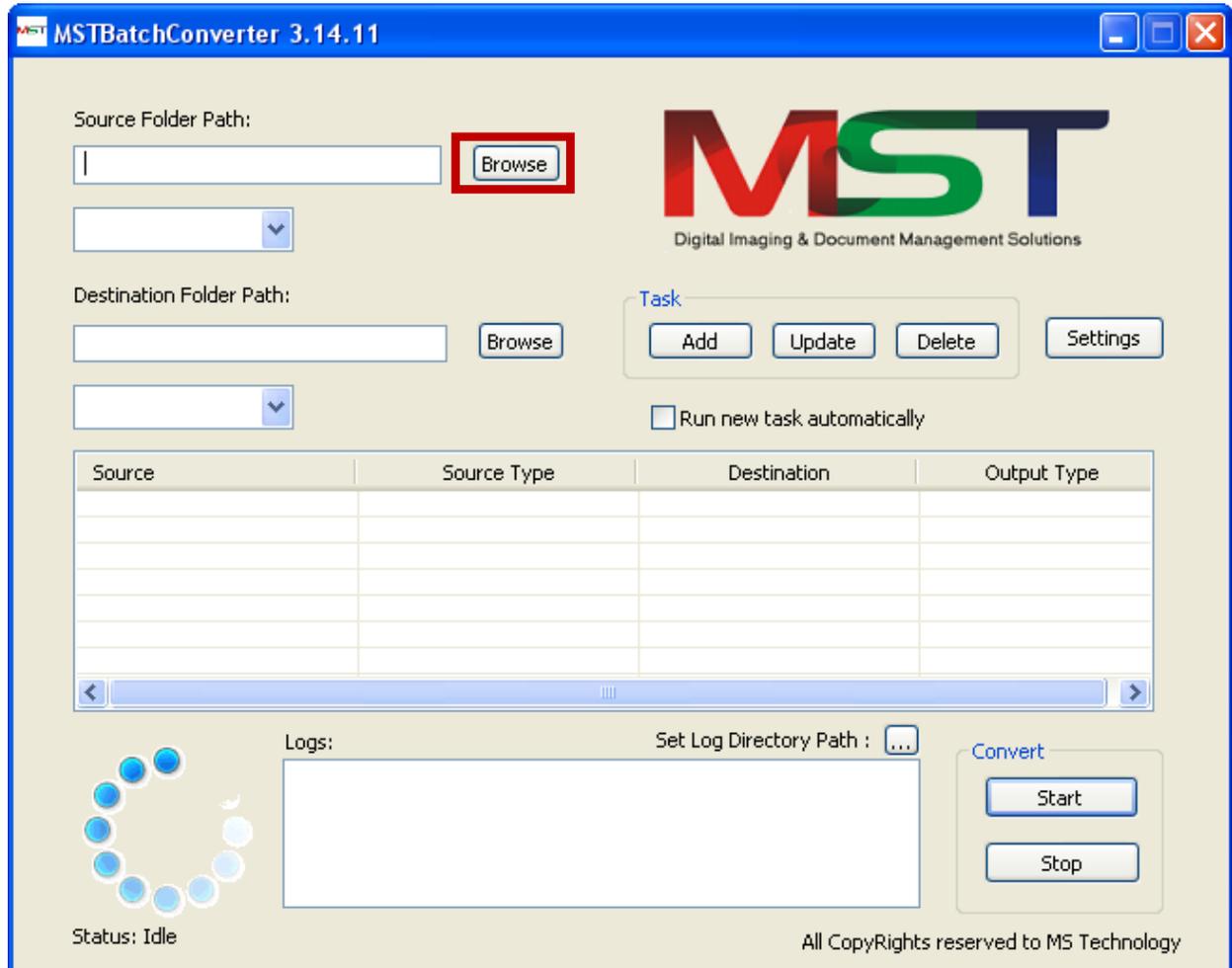
2. Select the type(s) of file formats that needs to be converted from the drop down box displayed below the **Source Folder Path** field.

☞ The user can select more than one file formats.
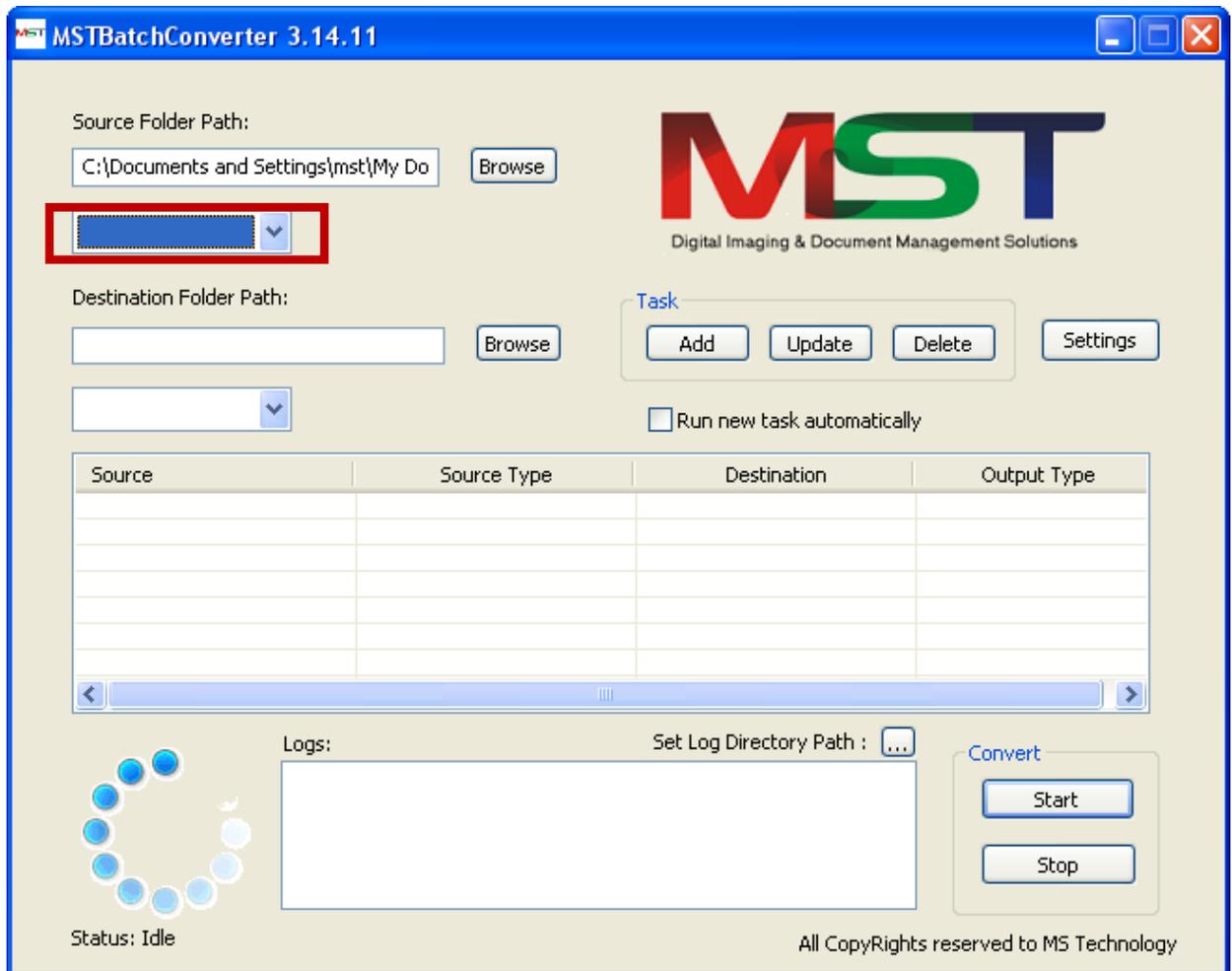
3. Provide the path where the converted files will be saved in **Destination Folder Path** field. Click **Browse** and navigate to the location.
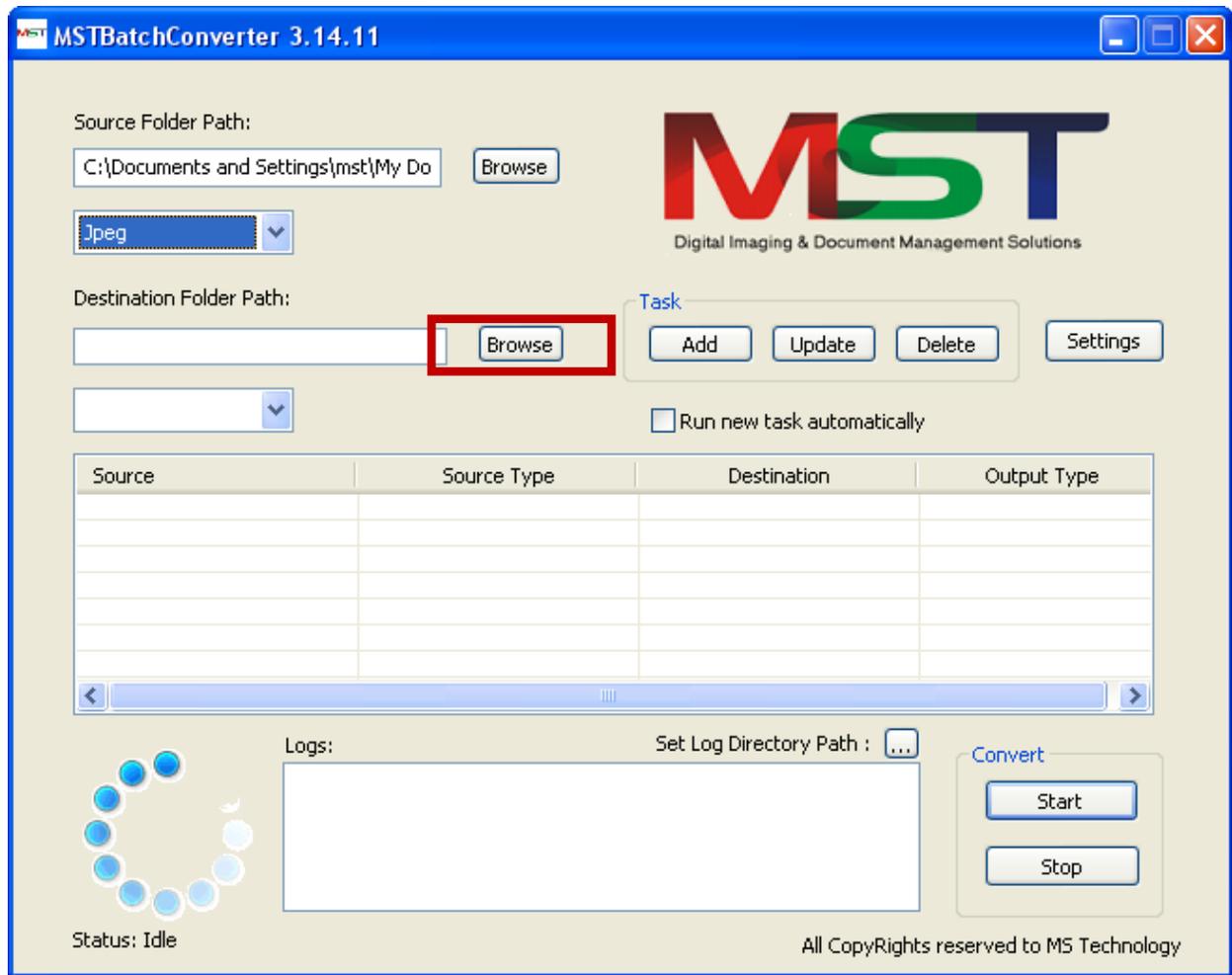
4. Select the format of the converted files to be from the drop down box displayed below the **Destination Folder Path** field.
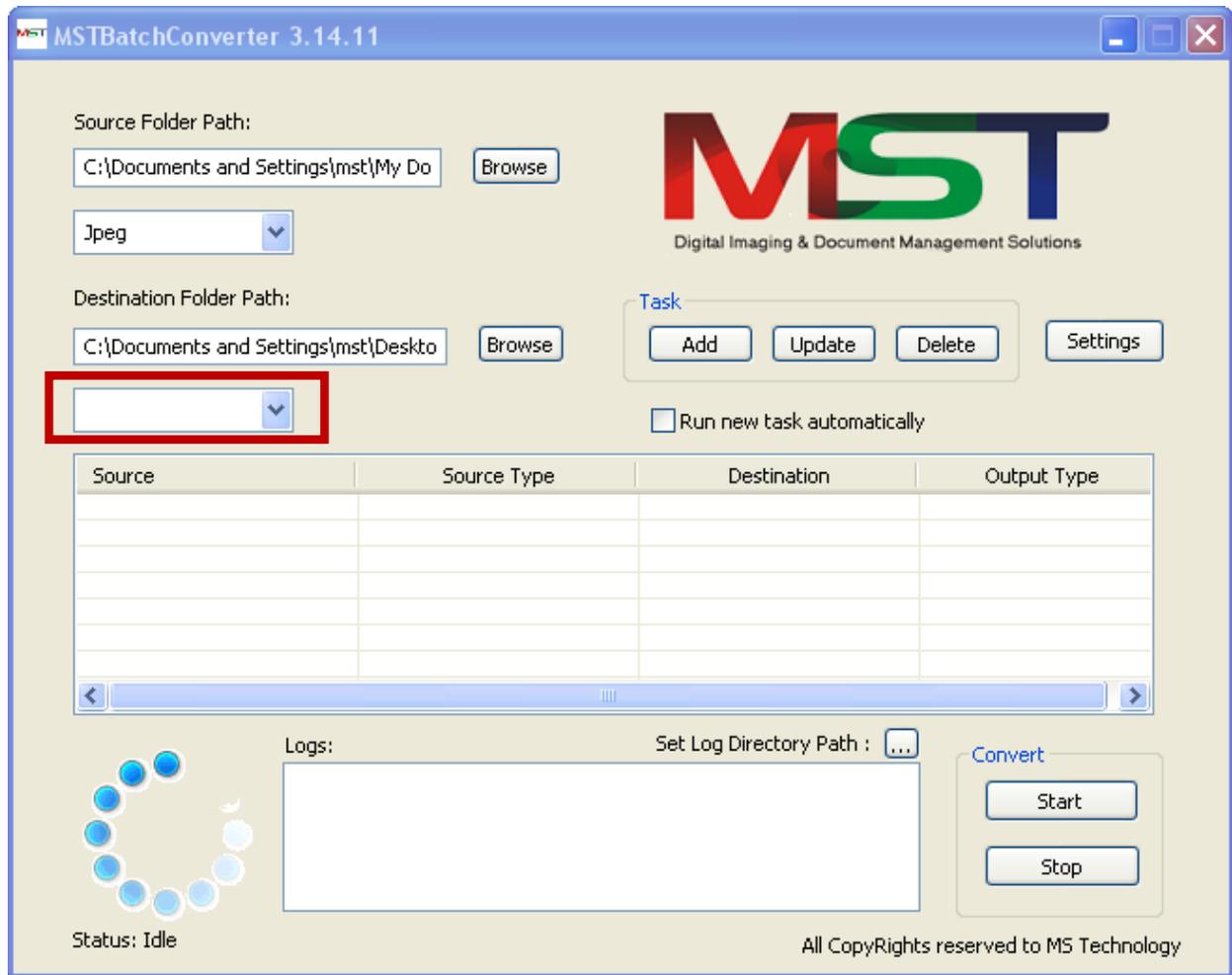
5. Click **Add**.
6. The path and file format of the selected source and destination files will be displayed in the grid.
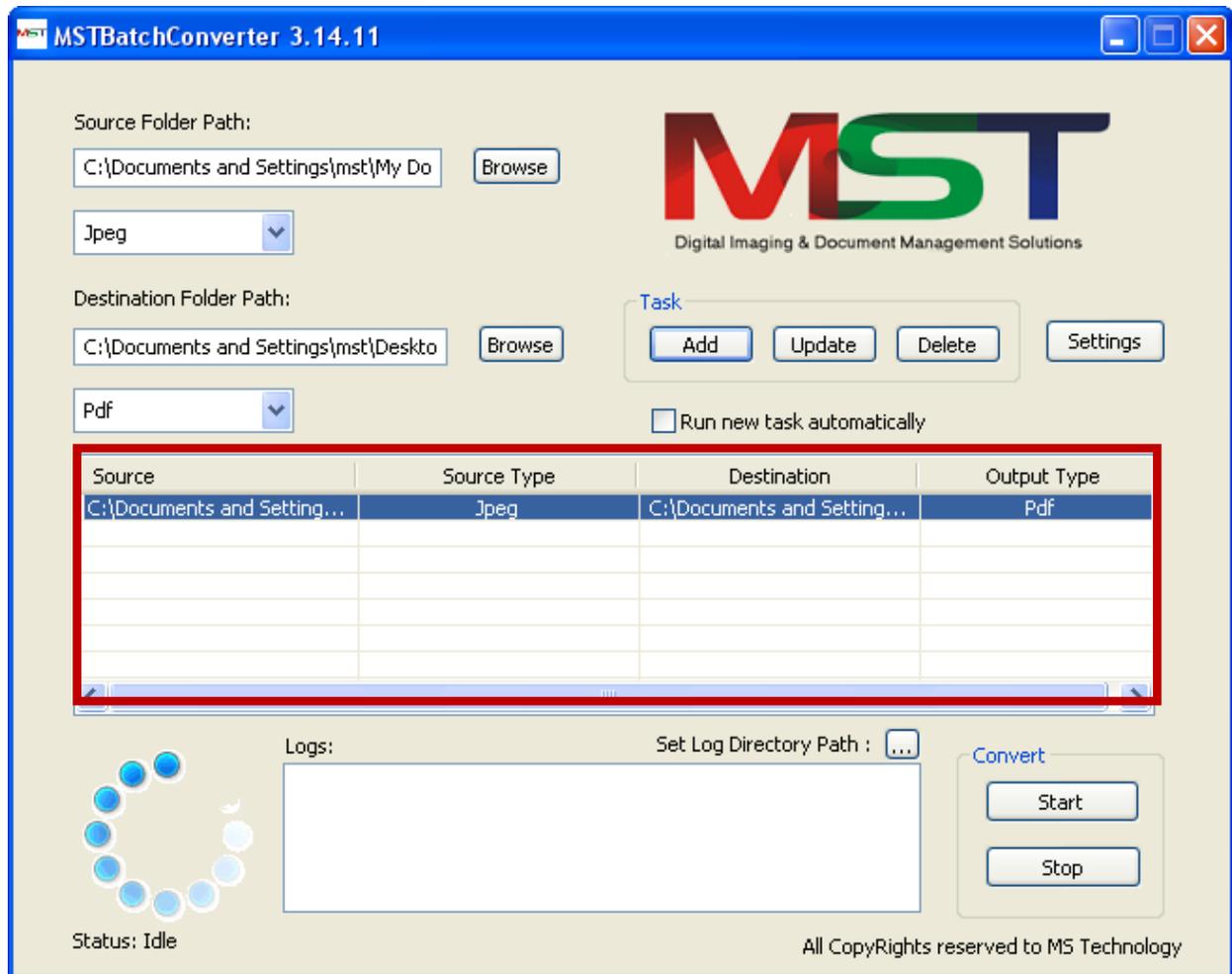
7. Repeat steps 1 to 5 to add multiple file folders.
8. Select **Run new task automatically** checkbox to start the next conversion task automatically.
9. Click **Settings** and do one of the following:

- Under **General** tab:

  ➢ **Convert Sub – Directories**: Converts all files and folders present under the source folder path. This option is selected by default.
  ➢ **Convert Annotations**: When converting MODCA files to PDF, this option allows user to convert MODCA annotations in "t_l" format from IBM Content Manager 8 or annotations from FileNet P8 to PDF annotations objects.
  ➢ **Burn Annotations**: This option allows user to burn annotations into any destination format. Annotations once burned cannot be removed from the destination format as they become part of the image data. This option is selected by default.
  ➢ **Preserve Directory Structure**: This option creates the same directory structure as of source folder path, making it easier to locate the converted files. This option is selected by default.

- Under **Compression** tab:

  This section allows configuration of compression scheme to be used during conversion for destination files. By default "Recommended" is selected that allows the application to choose the best compression on its own, during conversion. The automatic compression selection is based on the compression present in the source file type, source page color depth and destination format.

  Below are the steps to manually configure the compression scheme for the conversion task:

  ➢ The File Format drop down displays the list of destination formats selected in the conversion task. Select any one destination format from the **File Format** drop down box.
  ➢ The Compression Type drop down displays the list of compressions supported by the selected destination format. Select any one file type option from the **Compression Type** drop down box.

- Under **Conversion Settings** tab:

  ➢ **Attachment convert as same document**: This option is used when converting an Email document type, such as EML or MSG files, into the destination format. The Email files may have attachments in them. This option allows converting to a single document from the source Email document with its attachments. This option is selected by default.
  ➢ **Attachment Convert as independent document**: If this option is selected, the Email message and its attachments, if any, will be converted as a separate destination file. The destination file will be prefixed by the name of the Email file and then appended by the name of the attachment.

☞ The Conversion Settings options works with EML file format.

10. Click **Start**.
11. The application starts converting file.
12. When the file(s) gets converted, it will be stored at the specified destination location and all the pertinent information such as the file start time, errors occurred during conversion, if any, number of converted files, etc. of the conversion will be displayed under **Logs** group.
13. To cancel converting files in between, click **Stop**.
14. To make any changes in the file type or in the location of any conversion task, select the task from the grid. Make necessary changes and click **Update.**
15. To delete any added conversion task, select the task from the grid and click **Delete.**