

A MS Technology Product

Digital Imaging and Document Management Solution



User Manual

Version 3.14.11



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If you find 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, feel free to share with us at **info@ms-technology.com**.

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1. Getting Started

This section lets you get acquainted with various sections covered in this user manual which further helps you in understanding the application, MST Batch Converter in a better way. You can also understand the purpose of developing such application. This user guide also contains key features with the system requirements for proper installation and use of application. Thank you for purchasing our application. We hope you will spend happy hours using it.

1.1 Brief about User Guide

Welcome to the user guide of MST Batch Converter which is proficient, competent and resultoriented application. This user guide has been designed in such a way that the user is able to understand the application in an efficient and effective manner. So we recommend you to carefully go through the user guide before launching the application and keep it in a safe place for future reference.

1.2 Overview

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

Batch converters are used to convert files from legacy and/or proprietary formats for migration to newer Enterprise Content Manager System or to make the files more portable and versatile. It is incorporated into IBM's DB2 Content Manager 8.3 to make files more versatile and portable.

1.3 Features

MST Batch Converter is loaded with rich features that make it complete and outstanding. Some of the features are listed below:

- Convert files to and from multiple sources on the network
- Convert files with or without annotations from one format to other.
- Set the schedule for conversion quickly and easily
- Convert all files exist in directory and/or subdirectories
- Supports wide range of file formats including IBM proprietary format



1.4 Benefits

MST Batch Converter is available in a variety of configurations to meet your specific requirements. Benefits of incorporating MST Batch Converter as your primary document and image conversion application are as follows:

- **Multi-Threading Processing**: Perform multiple operations at once to increase productivity and efficiency.
- Unmatched Conversion Quality and Speed: Quickly convert multiple page documents with the highest degree of image quality in a just few seconds.
- **Multiple Source and Destination Conversion**: Convert files to and from multiple sources on the network.
- Annotation Support: Convert files with or without annotations from one format to the other.
- Schedule Worklists: Set the schedule for conversion quickly and easily.
- **Platform Independent**: Available in Java, C++, and .NET.

1.5 File Format Conversion

MST Batch Converter supports the following file formats:

Source	Destination
BMP TIFF JPEG MODCA GIF DICOM PCX DCX IOCA ASCII EML PDF MSG DOC XLS	BMP TIFF JPEG MODCA GIF PDF IOCA



2. Install and Uninstall

This section provides the minimal configuration needed to begin with the installation process and also guides on how to install and uninstall the product.

2.1 System Requirements

Before continuing further with the installation, please make sure you have the minimum system requirements as specified below:

Windows XP or higher Minimum 512 MB RAM 50 MB Hard Disk .Net Framework 3.5

2.2 Install the Software

Before you start installing MST Batch Converter, make sure that software installer file is available on the computer. Perform the following steps to install the software:

- 1. Launch the installer file.
- 2. The MST Batch Converter Wizard appears.





- 3. Select the language that you would like to use during installation.
- 4. Click Next.

The **Welcome** screen appears.

MSTBatchConverter Installation	
Welcome	Welcome to the MSTBatchConverter Setup program. This program will install MSTBatchConverter on your computer.
	It is strongly recommended that you exit all other Windows programs before running this Setup program. Click cancel to exit Setup and close any programs you have running. Click Next to continue with the Setup program. Warning: This program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
	< Back Next > Cancel

5. Click Next.

The License Agreement screen appears.



MSTBatchConverter Installation	X
License agreement	Please read the following license agreement.
	MSTBatch Converter (R) Copyright (C) 1991-2010 MS-Technology, Inc All Rights Reserved Except as expressly provided otherwise in an agreement
	between you and MS Technology, Inc., neither MS Technology, Inc. not any third party has conferred upon you by implication or force, estoppels or otherwise any license or right under any patent, trademark or copyright.
E E E E E E	Except as expressly provided otherwise in an agreement between you and MS Technology, Inc., all information, software and publications are provided "as is" without warranty of any kind. MS Technology, Inc. disclaims all warranties either expressed or implied, including, but not limited to, implied warranties of any product or service for a particular numbers. In addition, MS Technology, Inc.
	Do you accept all the terms of the preceding license agreement?
	I accept the terms of the license agreement
Print	K Back Yes Cancel

- 6. Review the End-User License Agreement, and select I accept the terms in the License Agreement checkbox (if you agree).
- 7. Click **Yes**. The **System Information** screen appears.



TBatchConvert				
Description:	Your configuration:	Minimum configuration:	Passed:	
Operating system:	Windows XP SP3	•	Yes	~
RAM:	1984 MB		Yes	
Free space:		27.0 MB	Yes	
C:\	90.8 GB			
D:\	68.6 GB			_
E:\	52.9 GB			
E:V	139.7 GB			
DirectX version:	9.0 or higher	-	Yes	
Java version:	None	None	Yes	
.NET Framework:	1.0	None	Yes	
Max resolution:	1366x768 32 bits		Yes	~
Your system i		mum requirements for MSTBatch nstallation by clicking Next.		hay Cancel

- 8. The setup will check the minimum system requirements needed to install the software. If the system doesn't meets the requirement, the set up will display additional requirement needed to continue with the installation in the System Information screen.
- Click Next.
 The Select Destination Directory screen appears.



MSTBatchConverter Installation		×
Select destination directory	MSTBatchConverter will be installed to the directory shown below.	
	Destination Directory To install to a different directory, either type in a new path or click, Browse to browse for a destination directory. ('MSTBatchConverter' is automatically added.) C:\Program Files\MSTBatchConverter Browse	
	< Back Next > Cancel	

10. At the 'Select Destination Directory' screen, either browse to the location where you would like to save the program or allow at the default location.

11. Click Next.

The Select Program Folder screen appears.



MSTBatchConverter Installation	
Select Program Folder Shortcut icons will be added to your Start menu.	
You may type a new folder or select one of the existing ones.	
MSTBatchConverter	
Accessories Administrative Tools Games Microsoft Office Microsoft Silverlight Mozilla Firefox Startup TechSmith WinZip	
< Back Next >	Cancel

- 12. Provide the desired web service folder name.
- 13. Click Next.

The **Summary** screen appears.



MSTBatchConverter Installation	\mathbf{X}
Summary Please read the following summary.	
Installation summary: Size reserved total: 27.0 MB Free space on drive: 90.8 GB Destination directory: C:\Program Files\MSTBatchConverter\ Shortcut folder: MSTBatchConverter	
	< Back Install Cancel

- 14. The set up will display details of the installation such as disk space, installation folder, etc. in the screen.
- 15. Click Install.



MSTBatchConverter Installation		×
Installing		
	Installing file: C:\Program Files\MSTBatchConverter\MSExcel.dll	
	58 % Total Process	
	55 %	
	Cancel	

- 16. The set up starts installing the software.
- 17. Wait until the software installs successfully.



MSTBatchConverter Installation	
MSTBatchConverter installation suc	cessful.
	Launch Program File Click Finish to end the installation. << Back Finish Cancel

18. Click Finish.

MST Batch Converter has been installed successfully.

2.3 Uninstall the Software

MST Batch Converter can be removed from the computer if you no longer need it by using one of the following method, both located on the Start menu:

- Uninstall from All Programs List
- Uninstall from Control Panel

The Before uninstalling MST Batch Converter, make sure that it is not running.



Uninstall from All Programs List

Perform the following steps to remove MST Batch Converter that is installed on the system through All Programs List:

1. Click Start > All Programs > MST Batch Converter > MST Batch Converter Uninstaller.

MST Batch Converter has been removed successfully.

Uninstall from Control Panel

Perform the following steps to remove MST Batch Converter that is installed on the system through Control Panel:

- 1. Click **Start > Control Panel** and then do one of the following:
 - Windows 7 or Vista users: Click **Programs and Features**.
 - Windows XP users: Click **Add or Remove Programs**.
- 2. It may take a bit of time to populate the long alphabetical list of programs installed on the system.
- 3. Select MST Batch Converter and then do one of the following:
 - Windows 7 or Vista users: Click **Uninstall**.
 - Windows XP users: Click **Change/Remove** button (to the right of the program).

MST Batch Converter has been removed successfully.



3. Understanding Interface

A user interface is the means by which you are able to communicate with the application. MST Batch Converter interface is user friendly and provide quick access to all important functions.

MSTBatchConverter 3.14.1 Source Folder Path: Destination Folder Path:	1 Browse Browse	Digital Imaging & Document Ma	Inagement Solutions
Source	Source Type	Run new task automatically Destination	, Output Type
<	11	U	>
Logs:		Set Log Directory Path :	Convert Start Stop
Status: Idle		All CopyRight:	s reserved to MS Technology

4. Common Tasks

This section lists some common operations that can be performed while managing MST Batch Converter.

4.1 Convert File

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

- 1. Provide the location of the files that need to be converted in **Source Folder Path** field.
- 2. Click **Browse** and navigate to the location where your files exist.

MSTBatchConverter 3.14.1 Source Folder Path: Destination Folder Path:	1 Browse Browse	Digital Imaging & Document M Task Add Update	Delete Settings
Source	Source Type	Destination	Output Type
<			>
Logs:		Set Log Directory Path :	Convert Start Stop
Status: Idle		All CopyRigh	ts reserved to MS Technology

3. Select the type(s) of file format that need to be converted from the drop down box.

You can select more than one file format.



MSTBatchConverter 3.14. Source Folder Path: C:\Documents and Settings\m Destination Folder Path:		Digital Imaging & Document Max Task Add Update C	Delete Settings
Source	Source Type	Destination	Output Type
<	!		
Logs:		Set Log Directory Path :	Convert Start Stop
Status: Idle		All CopyRights	s reserved to MS Technology

- 4. Provide the path where you want to save converted file in **Destination Folder Path** field.
- 5. Click **Browse** and navigate to the location.



MSTBatchConverter 3.14. Source Folder Path: C:\Documents and Settings\m Ipeg Destination Folder Path:		Digital Imaging & Document Ma Task Add Update	Delete Settings
Source	Source Type	Destination	Output Type
<			>
Logs:		Set Log Directory Path :	Convert Start Stop
Status: Idle		All CopyRight	ts reserved to MS Technology

6. Select the file format in which you want the converted file from the drop down box.



Mer MSTBatchConverter 3.14.*	11		
Source Folder Path:			
C:\Documents and Settings\ms	st\My Do Browse		
Jpeg 🖌		Digital Imaging & Document M	anagement Solutions
Destination Folder Path:		Task	
C:\Documents and Settings\ms	st\Deskto Browse	Add Update	Delete Settings
~		Run new task automatical	У
Source	Source Type	Destination	Output Type
<		Set Log Directory Path :	1
Logs:		Set Log Directory Path . [Start
l 🧕 🧕			
			Stop
Status: Idle		All CopyRigh	ts reserved to MS Technology

7. Click Add.

8. The path of selected source and destination file and the type of source and destination file will be displayed at the bottom in the below table.



Main MSTBatchConverter 3.14.	11		
Source Folder Path: C:\Documents and Settings\m: Jpeg Destination Folder Path: C:\Documents and Settings\m: Pdf		Digital Imaging & Document Mar Task Add Update C	Delete Settings
Source C:\Documents and Setting	Source Type Jpeg	Destination C:\Documents and Setting	Output Type Pdf
Logs:		Set Log Directory Path :	Convert Start Stop

- 9. Repeat steps 1 to 9 to add multiple files to convert them.
- 10. Select Run new task automatically checkbox to start next task automatically.
- 11. To make any changes in the file type or location of any task, select the task from the table. Make necessary changes and click **Update**.
- 12. Click **Settings** and do one of the following:
- Under **General** tab:
 - ▶ To convert all specified files exist in sub folders: Select **Convert Sub Directories** checkbox.
 - To display annotations in a separate file (.t_l): Click Convert Annotation. This option works while converting MODCA file to PDF file. Select the required option from the list of available options in Save PTOCA As field under PDF Conversion group.
 - ➤ To display annotation in the converted file: Select Burn Annotation.
 - To preserve same structure of folders at destination location as exist at source location: Select Preserve Directory Structure.



• Under **Compression** tab:

- Select the format of the file under **File Format** drop down box.
- Select the type of compression based on the selection of the file type under Compression Type drop down box.
- Under **Conversion Settings** tab:
 - To convert attached file in a mail in a same document: Select Attachment convert as same document.
 - > To convert attached file in a mail in a different document: Select Attachment convert as independent document.

The Conversion Settings options works with EML file format.

- 13. To delete any added task, select the task from the table and click **Delete**.
- 14. Click Start.
- 15. The application starts converting file.
- 16. When the file gets converted, it will be stored at the specified destination location and the details of the conversion will be displayed under **Logs** group.
- 17. To cancel converting file in between, click Stop.