THE LEADER IN DIGITAL IMAGING AND DOCUMENT MANAGEMENT SOLUTIONS

MST Batch Converter .NET

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 result-oriented 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
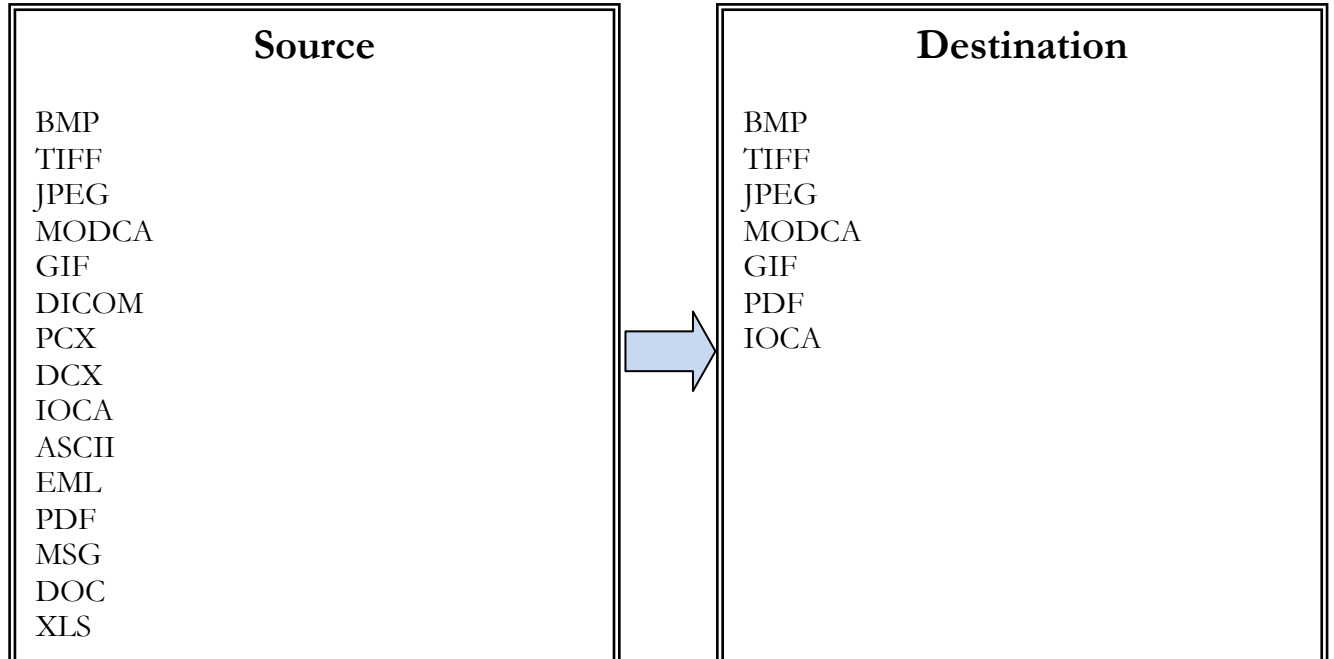- Supports wide range of file formats including IBM proprietary format

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

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.
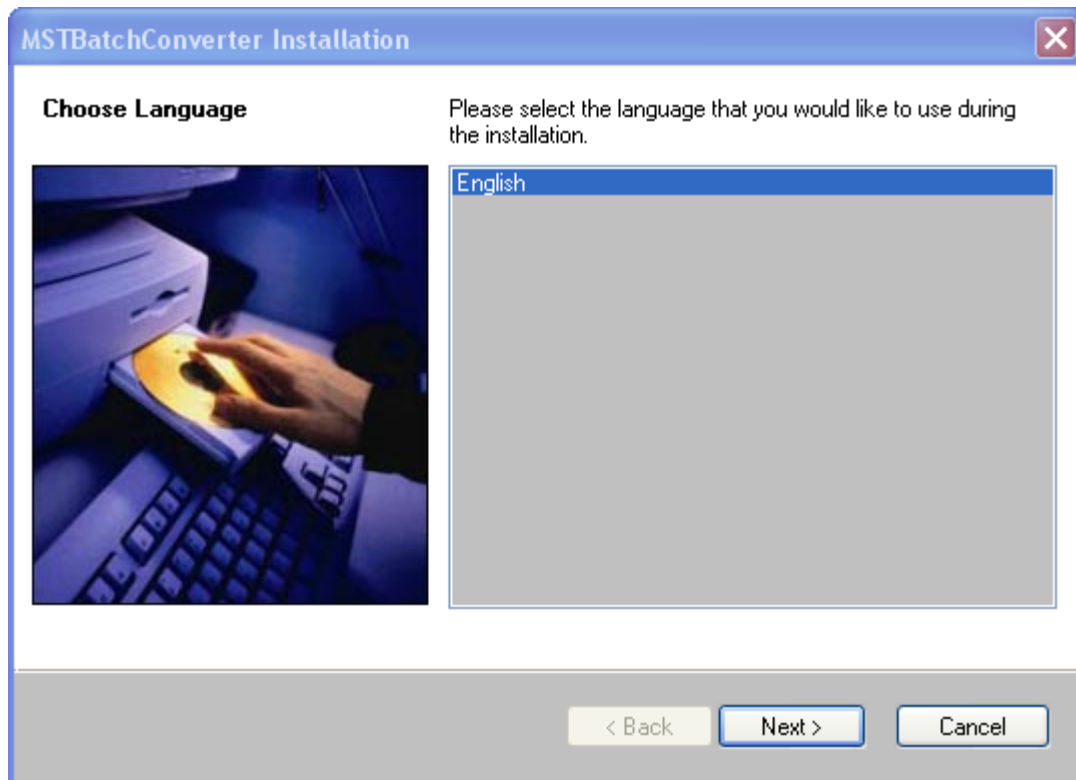
2.1 System Requirements

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

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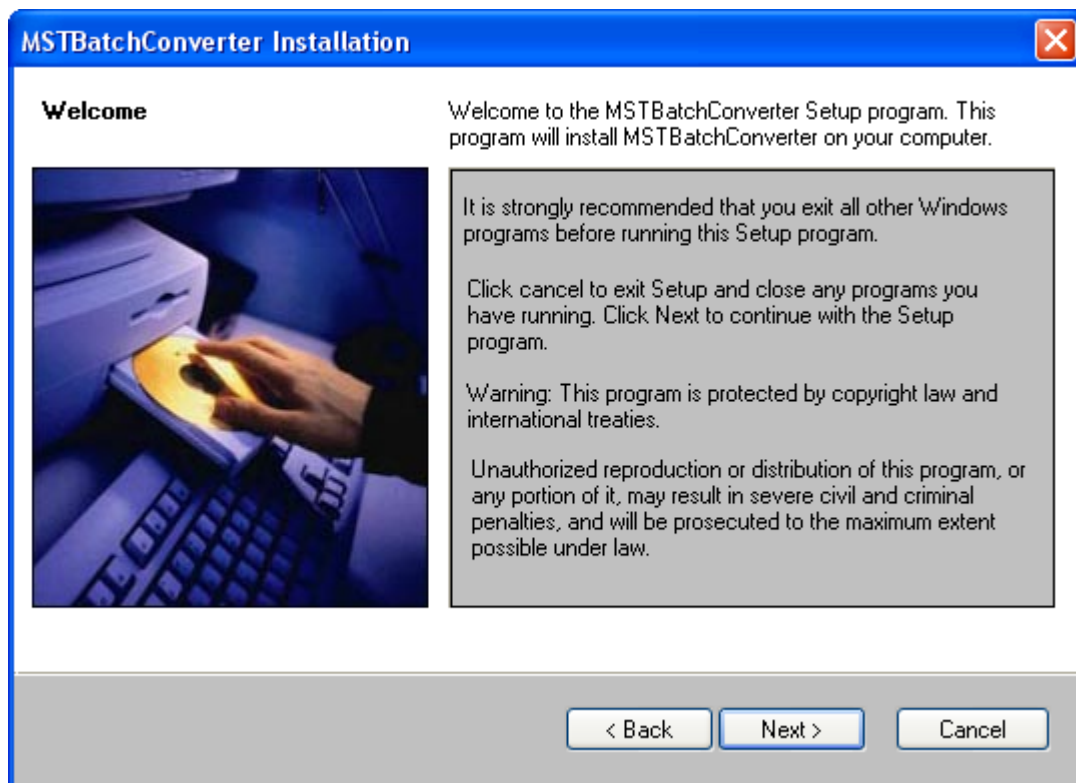Minimum 512 MB RAM
50 MB Hard Disk
.Net Framework 3.5

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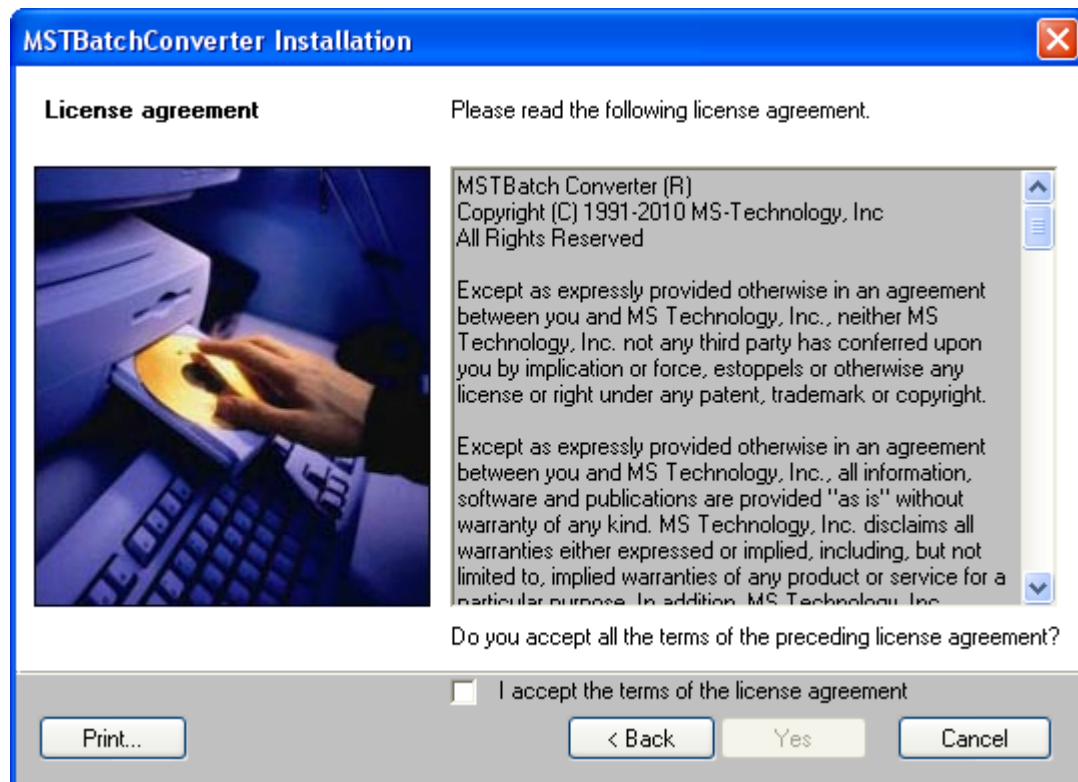
1. Launch the installer file.
2. The **MST Batch Converter Wizard** appears.

3. Select the language that you would like to use during installation.
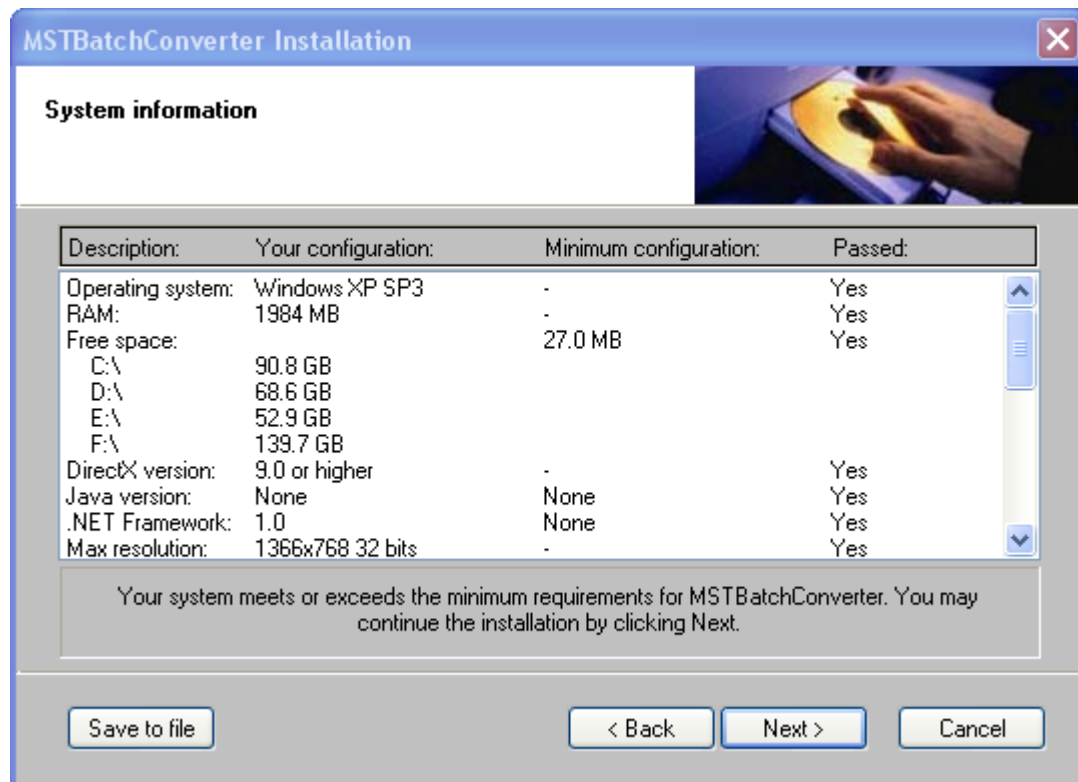4. Click **Next**.
   The **Welcome** screen appears.

5. Click **Next**.
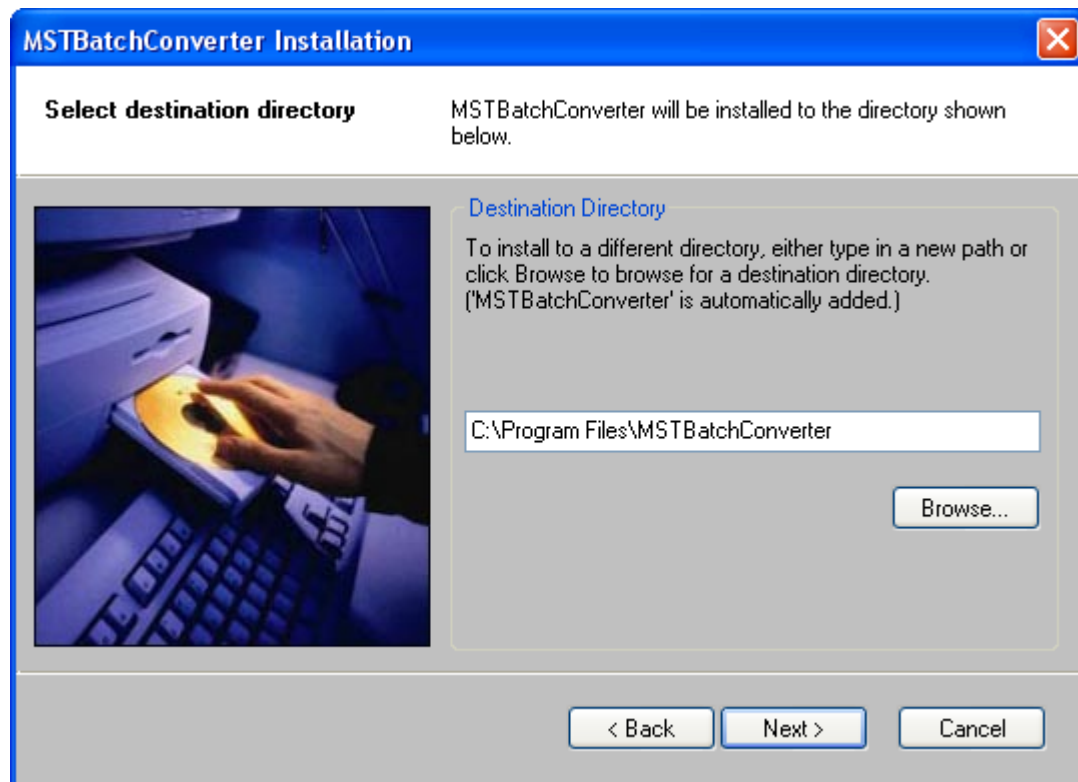   The **License Agreement** screen appears.

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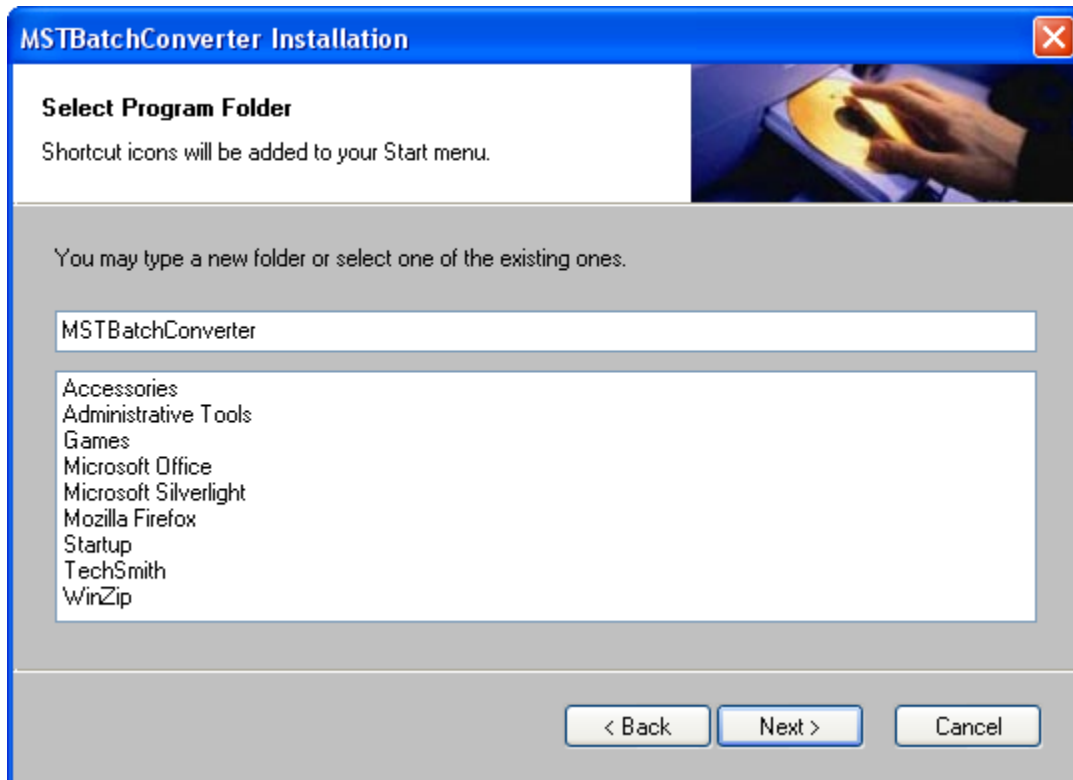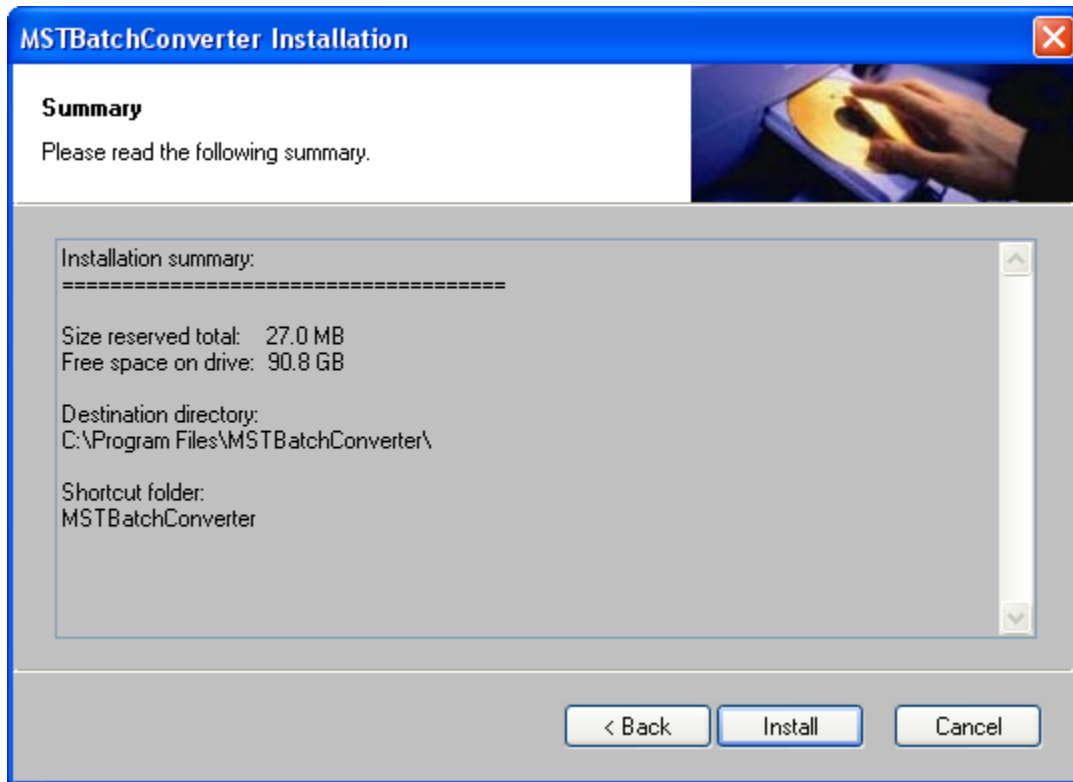The **System Information** screen appears.

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.
9. Click **Next**.
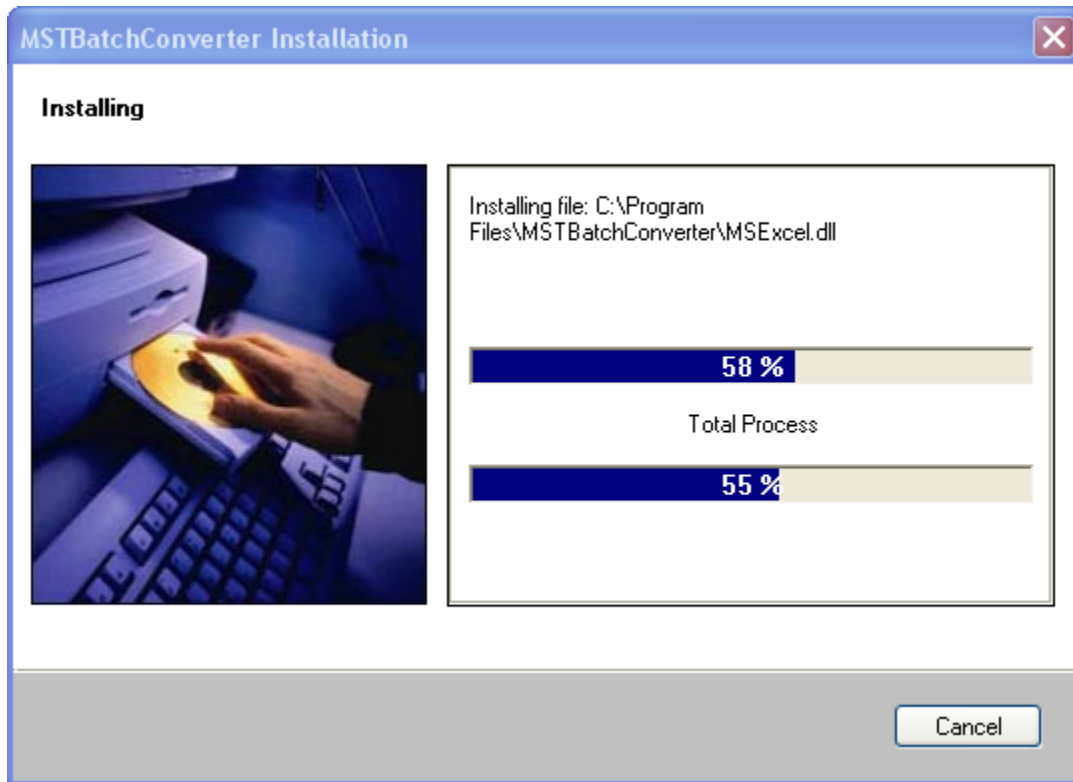   The **Select Destination Directory** screen appears.

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**.
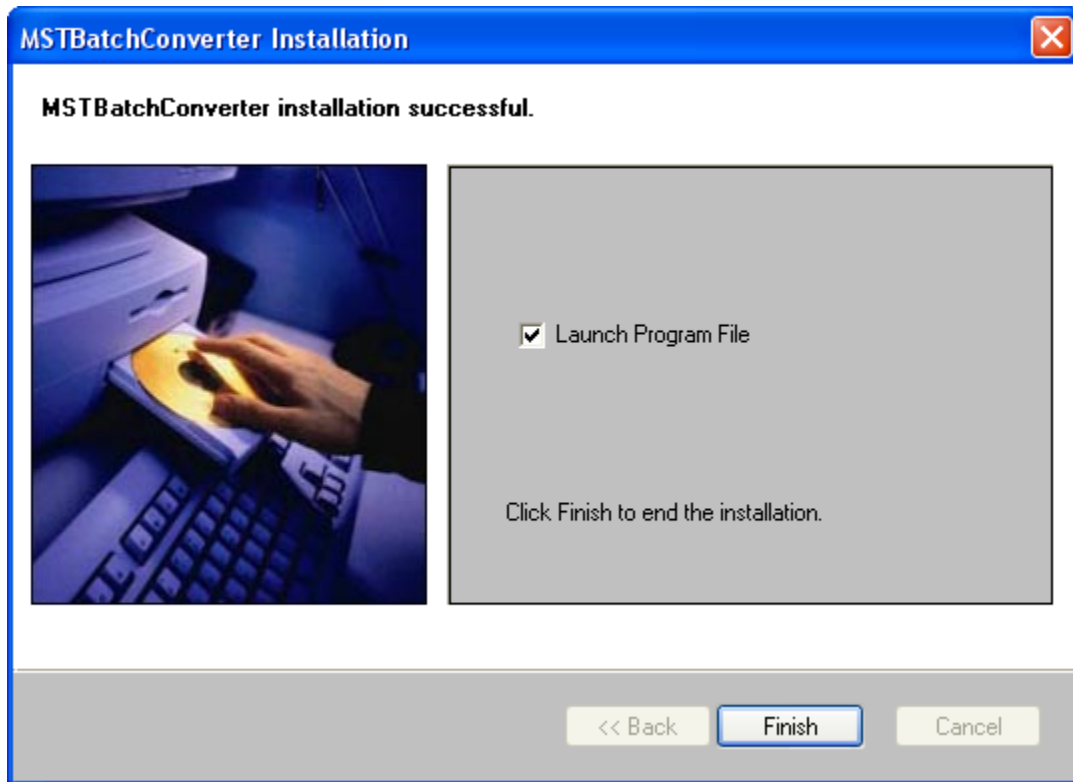The **Select Program Folder** screen appears.

12. Provide the desired web service folder name.
13. Click **Next**.
    The **Summary** screen appears.

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

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

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

☞ 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.
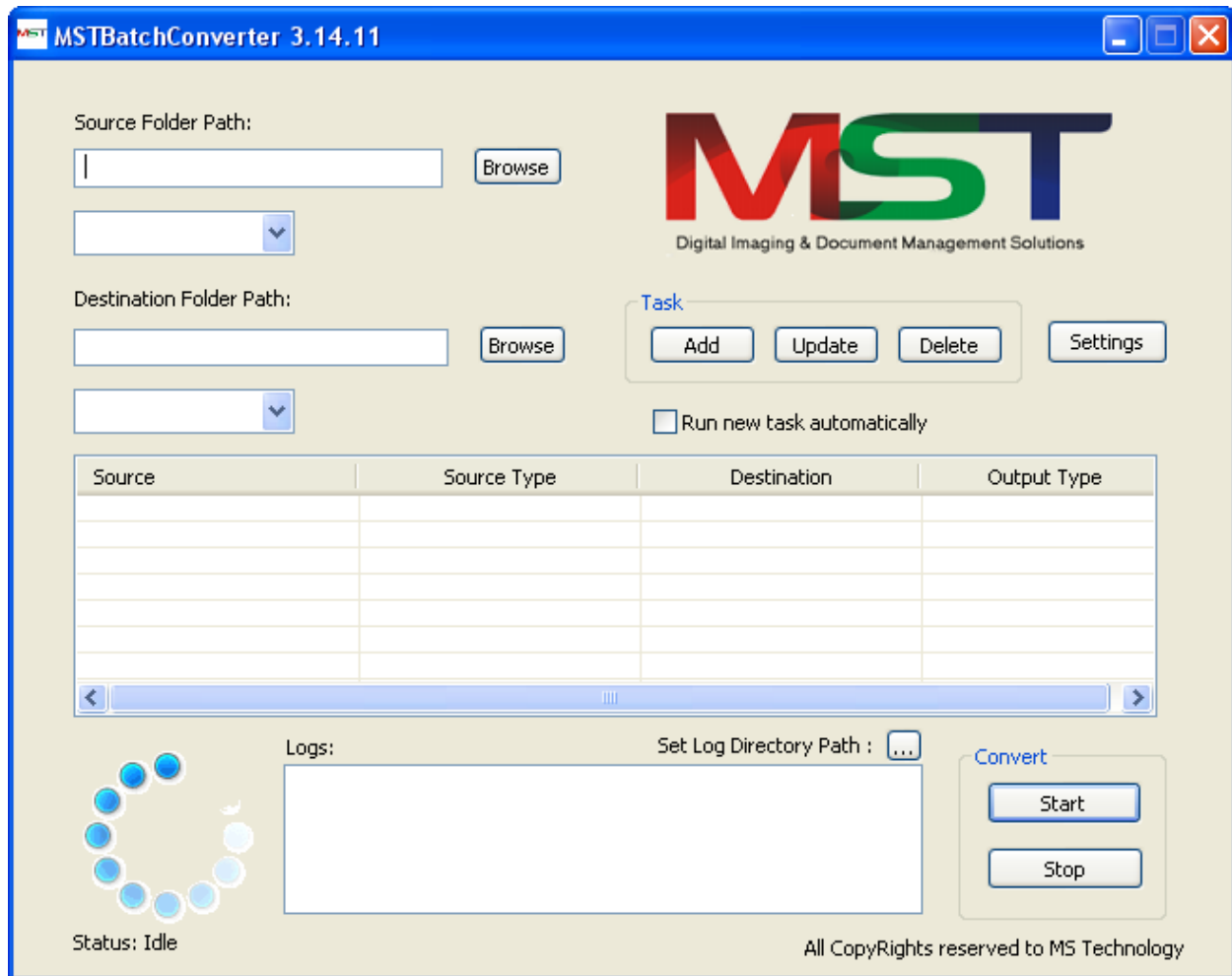
Uninstall from Control Panel

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.
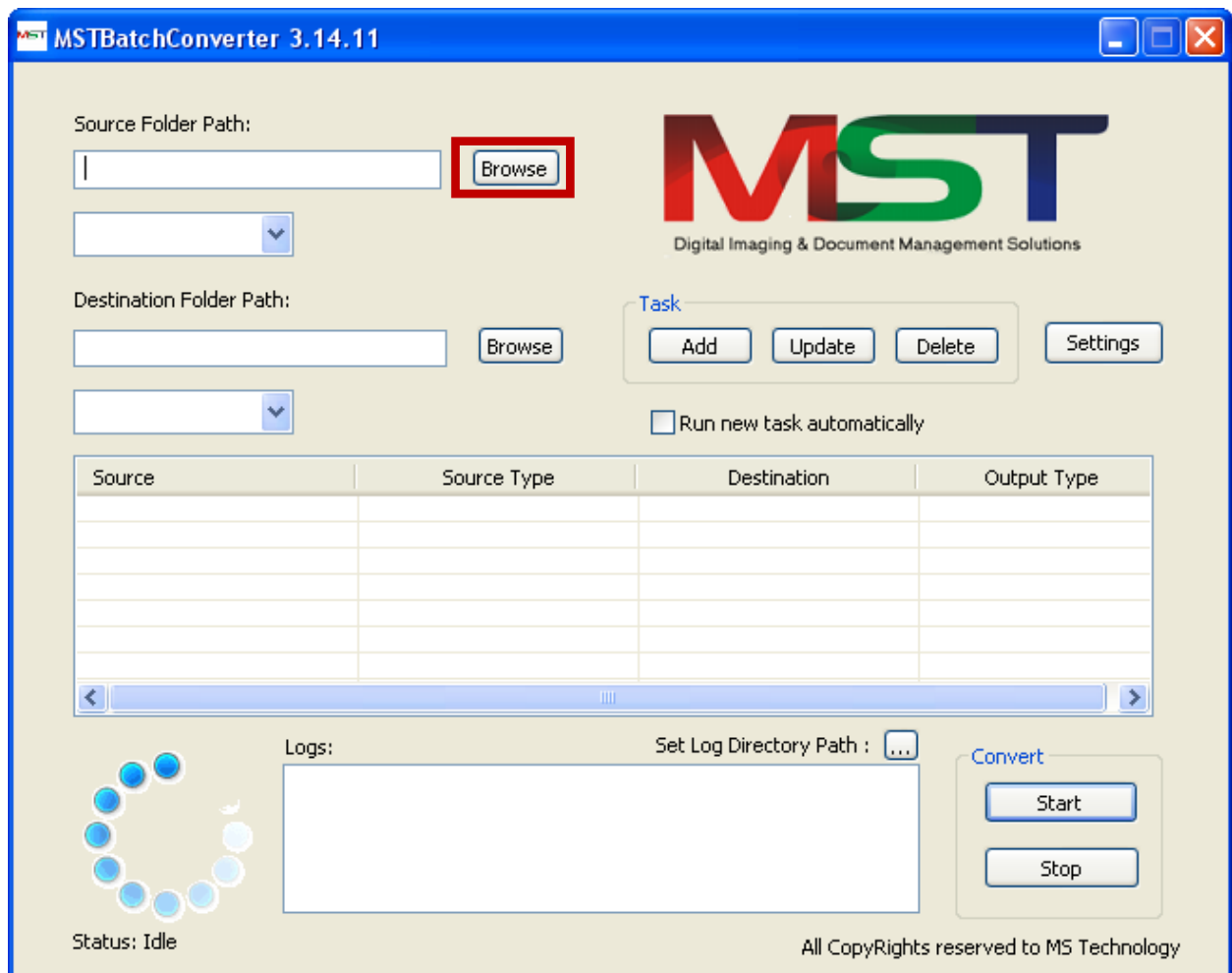
4. Common Tasks

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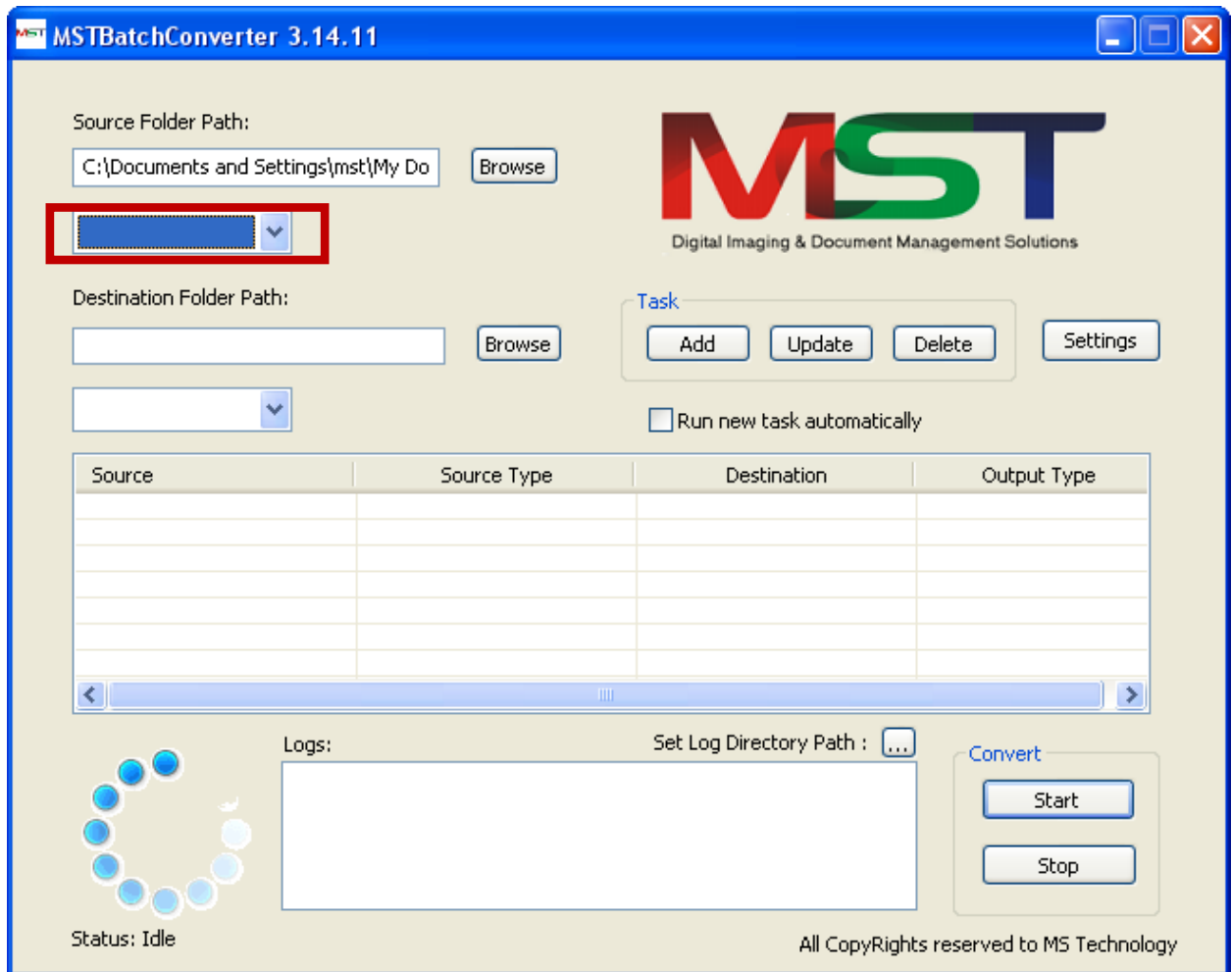
4.1 Convert File

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.
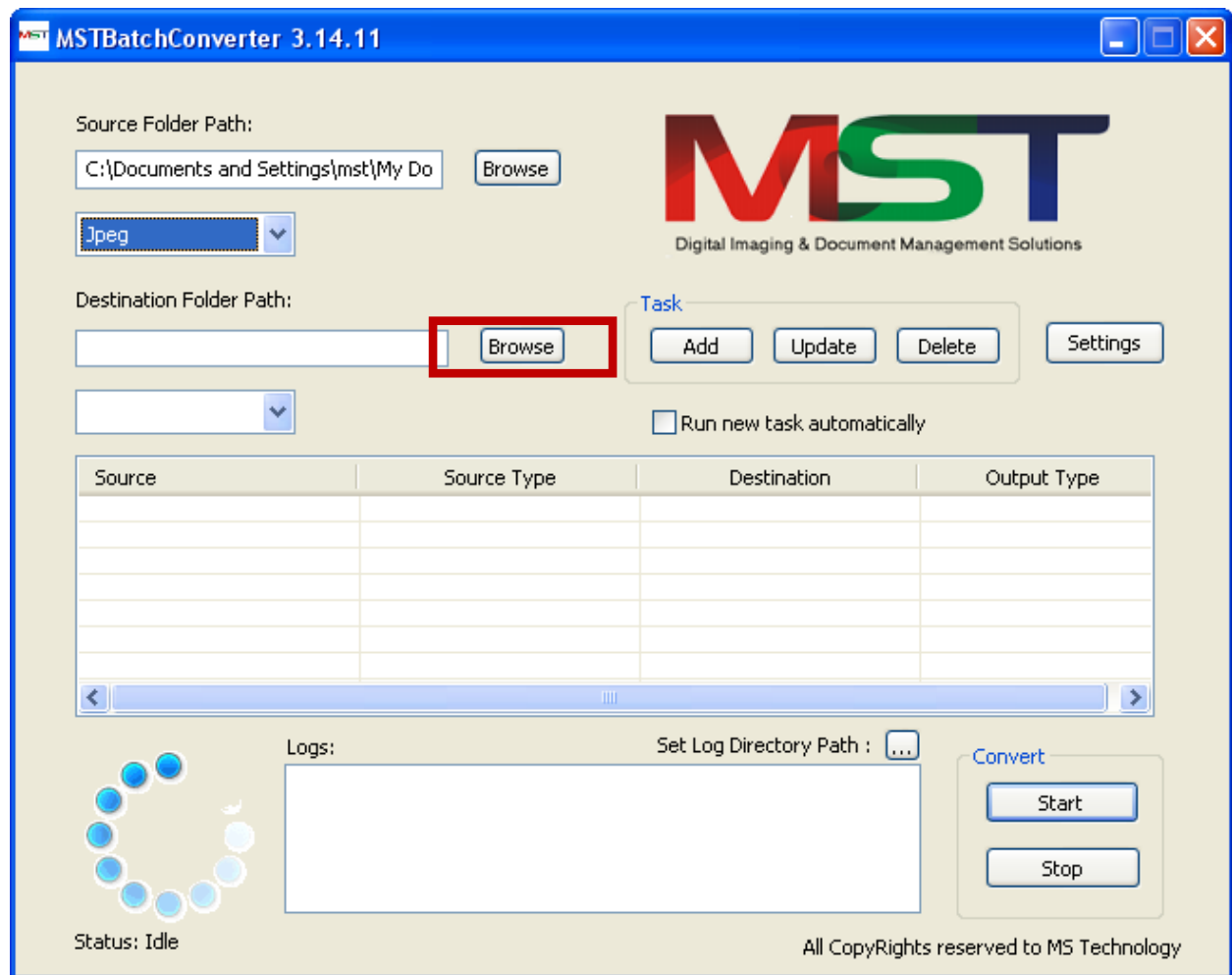2. Click **Browse** and navigate to the location where your files exist.

3. Select the type(s) of file format that need to be converted from the drop down box.
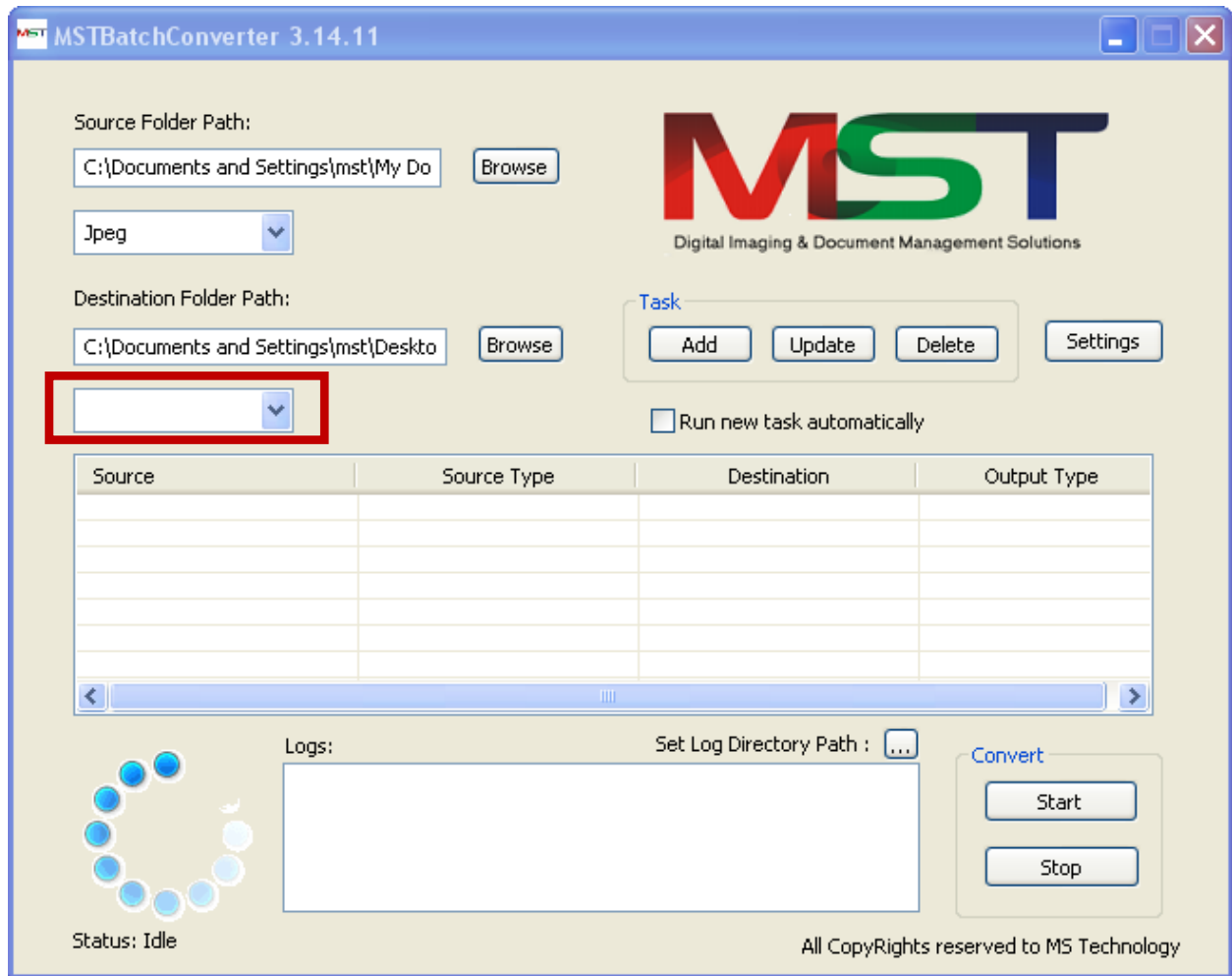
☞ You can select more than one file format.

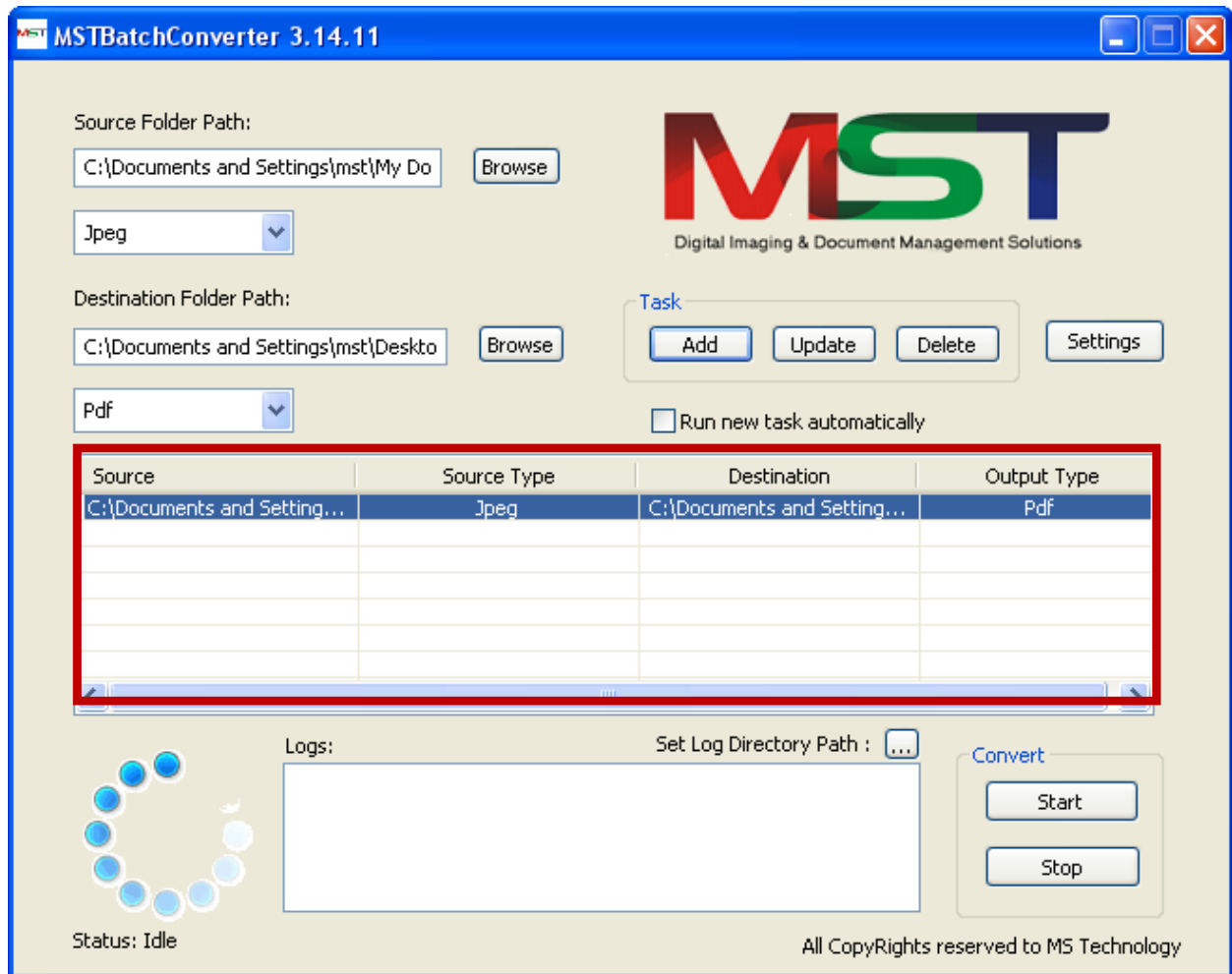4. Provide the path where you want to save converted file in **Destination Folder Path** field.
5. Click **Browse** and navigate to the location.

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

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.

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**.