MSTECHNOLOGY

THE LEADER IN DIGITAL IMAGING AND DOCUMENT MANAGEMENT SOLUTIONS

MST Batch Converter

A MS Technology Product

Digital Imaging and Document Management Solution

User Manual

Version 3.4.xx

Licensing and Copyright Information

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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**.

Version History

S. No.	Version No.	Updated On	Changes Made
1.	1.0	Oct 30, 2012	Draft

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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 product, MST Batch Convertor in a better way. You can also understand the purpose of developing such product. This user guide also contains key features with proper use of the product. Thank you for purchasing our product. We hope you will spend happy hours using it.

1.1 Brief about User Guide

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

1.2 Overview

MST Batch Converter is a powerful image and file conversion application that converts large batches of image or document files from one format to another. It is available in both Windows-based and Java-based application. 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
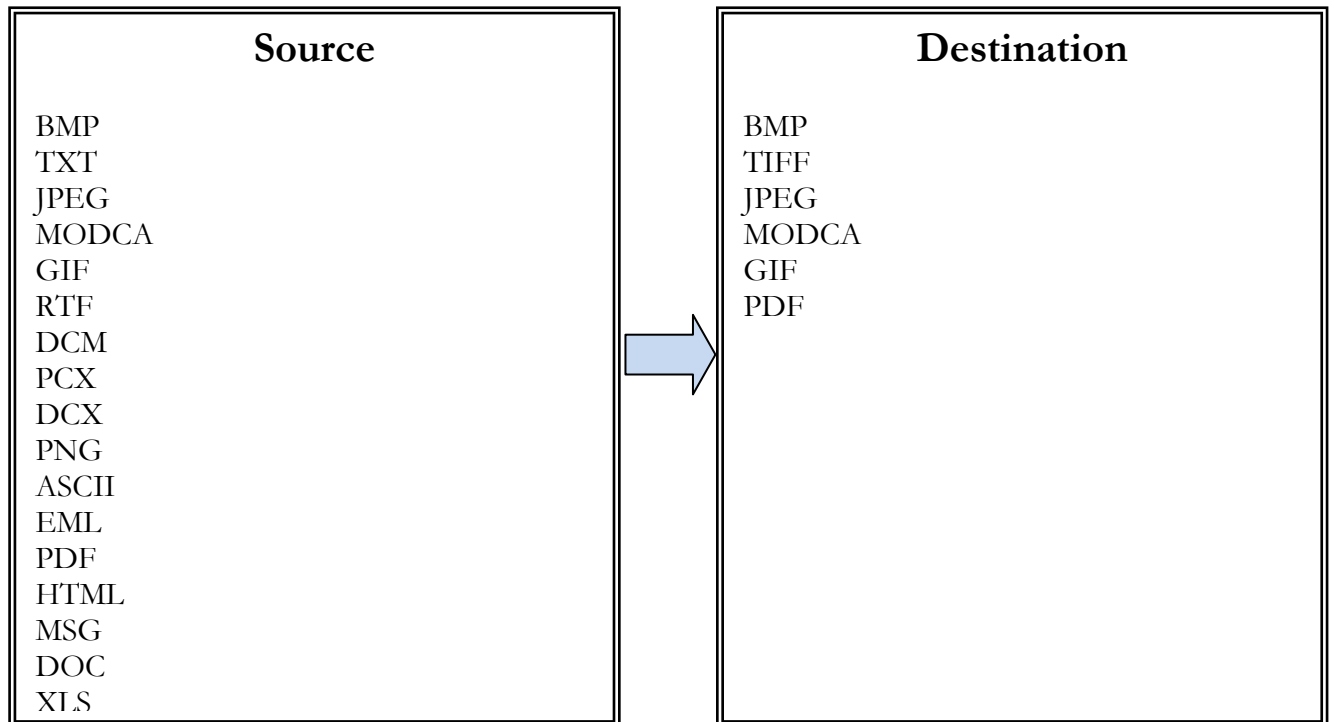- Supports wide range of file formats including IBM proprietary format

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

Source	Destination
BMP	BMP
TXT	TIFF
JPEG	JPEG
MODCA	MODCA
GIF	GIF
RTF	PDF
DCM	
PCX	
DCX	
PNG	
ASCII	
EML	
PDF	
HTML	
MSG	
DOC	
XLS	

2. Install Software

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

2.1 System Requirements

Supported Platforms

Windows XP or higher
Unix/Linux
MAC OS

Hardware Requirements

Minimum 512 MB RAM

Software Requirements

JDK 1.5 or higher

2.2 Install the Software

There is no such installation procedure exist to install the product. Just unzip the folder and double click **run.bat** file.
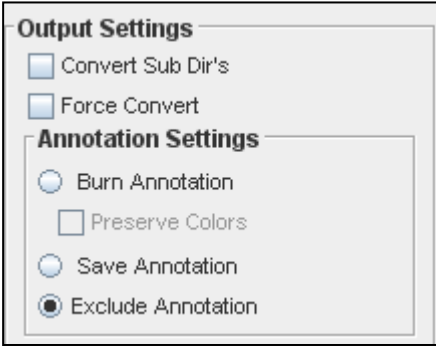
3. Understanding Interface

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.

Output Options   Source File Path   Destination File Path
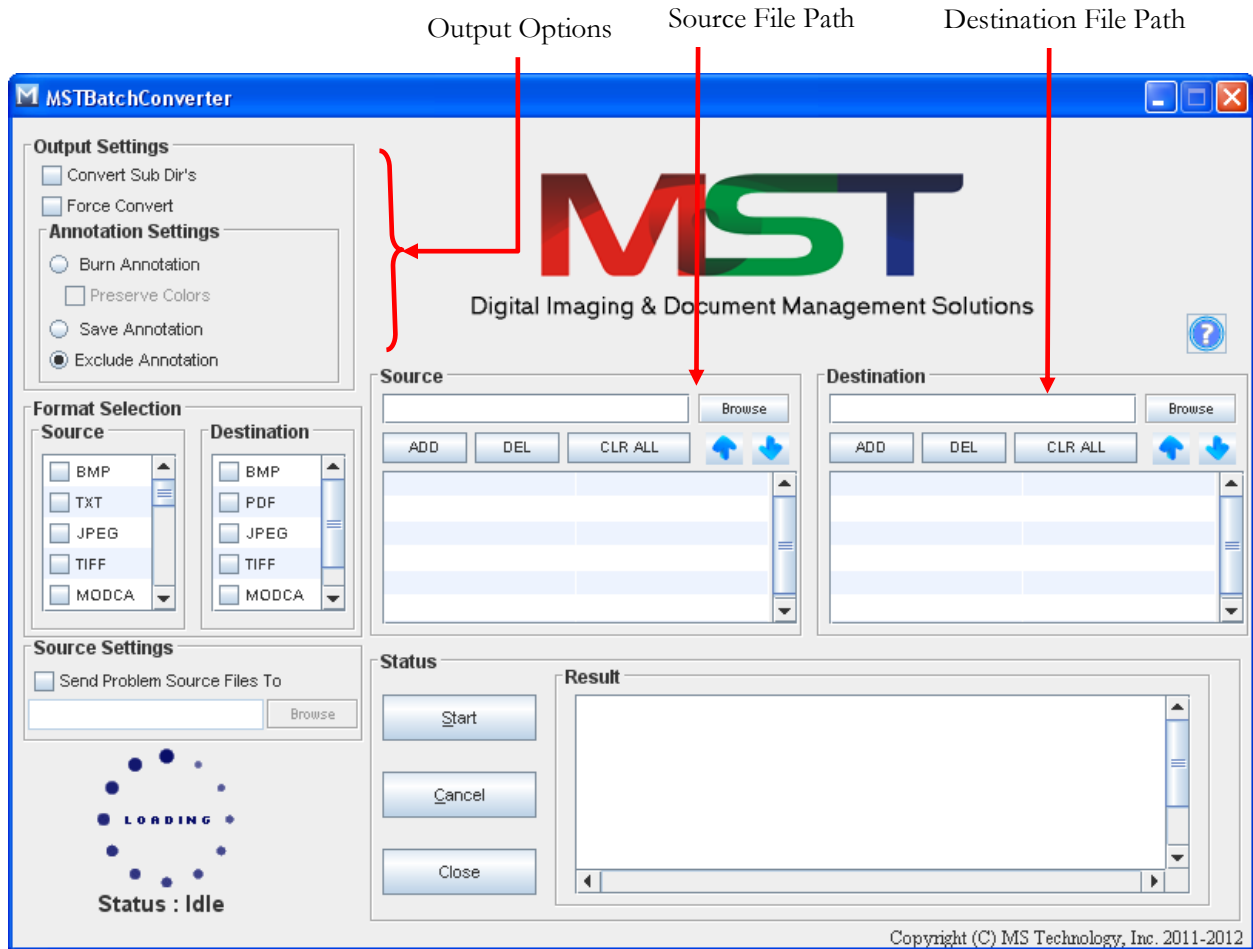
- **Output Settings**: The most important part of the application interface that contains all the available features of the application. It has six options with each performing their specified operation:

  - ➢ Convert Sub Dir's
  - ➢ Force Covert
  - ➢ Burn Annotation
  - ➢ Preserve Colors
  - ➢ Save Annotation
  - ➢ Exclude Annotation

Options	Description
Output Settings ☐ Convert Sub Dir's ☐ Force Convert **Annotation Settings** ◯ Burn Annotation 　☐ Preserve Colors ◯ Save Annotation ◉ Exclude Annotation	**Convert Sub Dir's**: Convert all specified files exist in sub directories. **Burn Annotation**: Display annotations in a converted file without preserving colors **Preserve Colors**: Display annotations in a converted file with preserving colors **Save Annotation**: Save annotation files (.t_l) in output directory **Exclude Annotation**: Exclude annotation file (.t_l) from input directory

4. Common Task

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 a document(s) or a file(s) into other format(s):

1. Provide the location of the files that need to be converted in **Source** field.
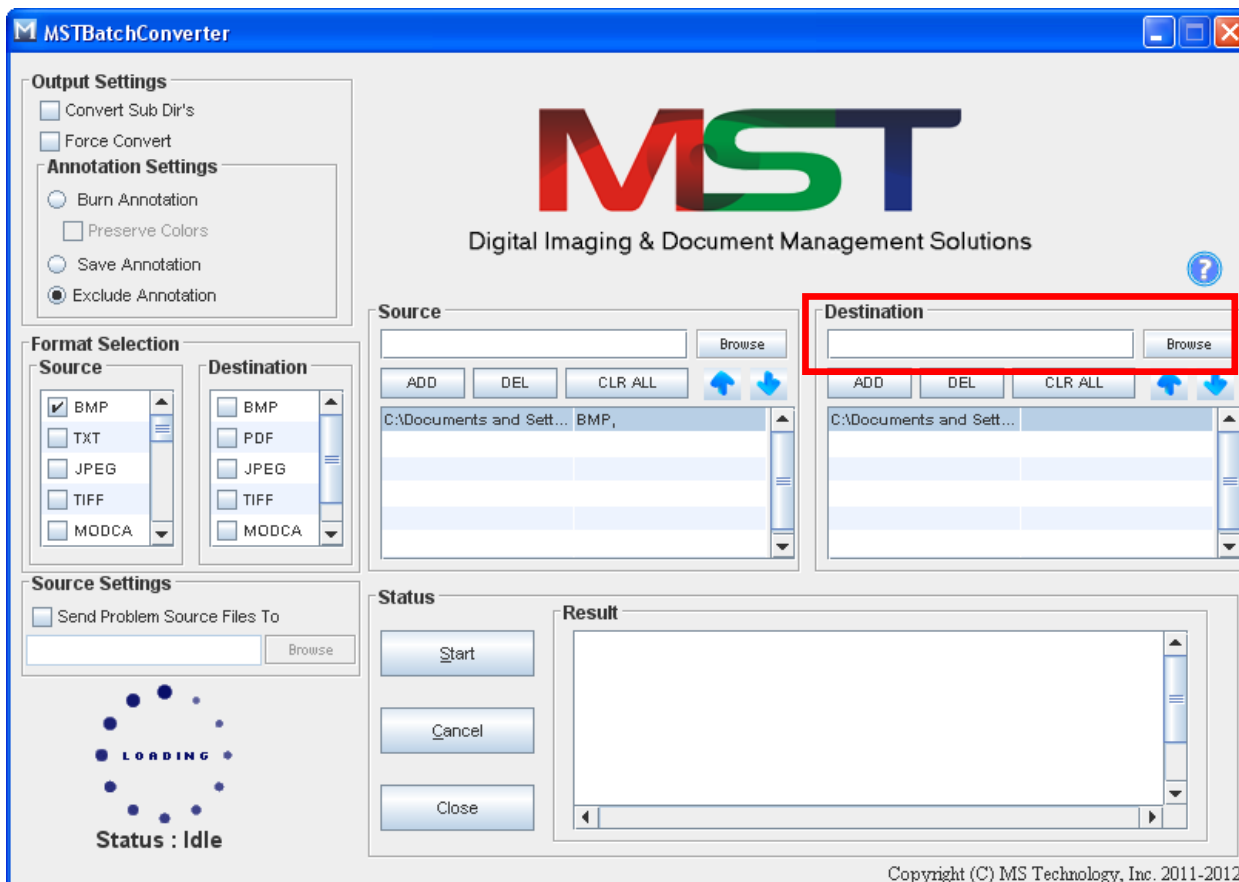2. Click **Browse** and navigate to the location where your file exists.
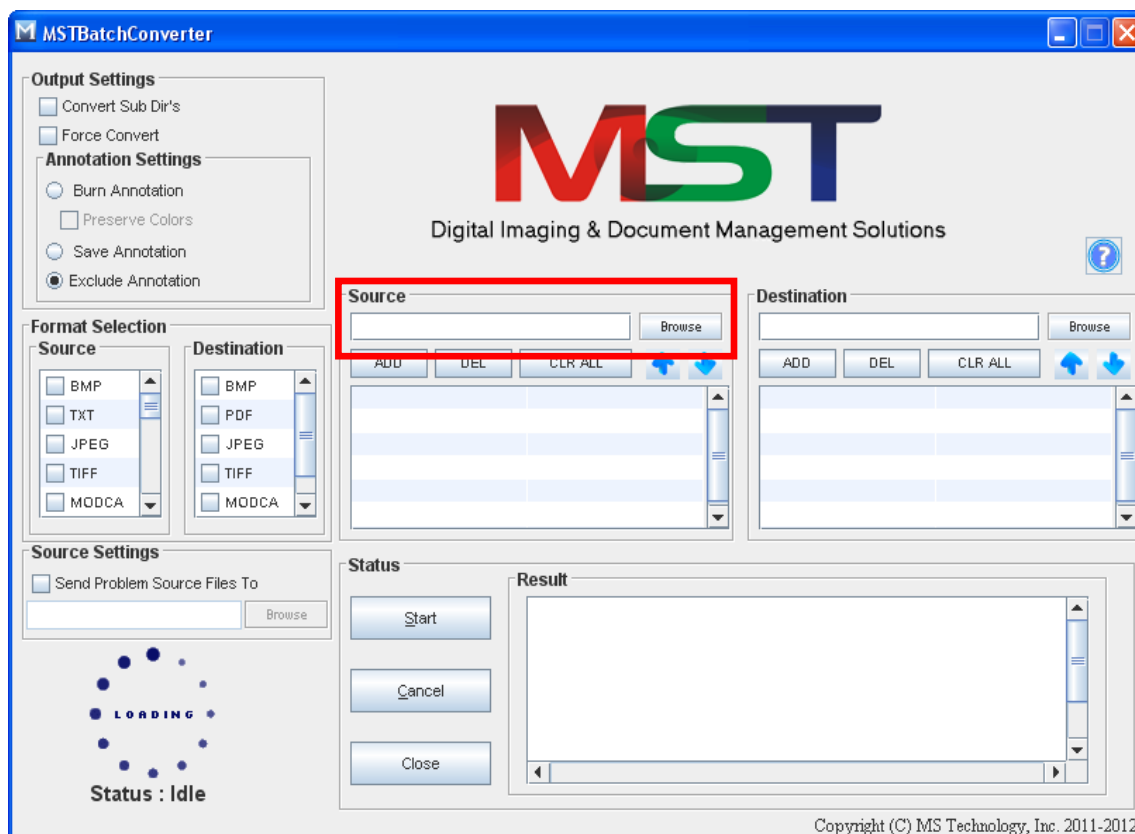
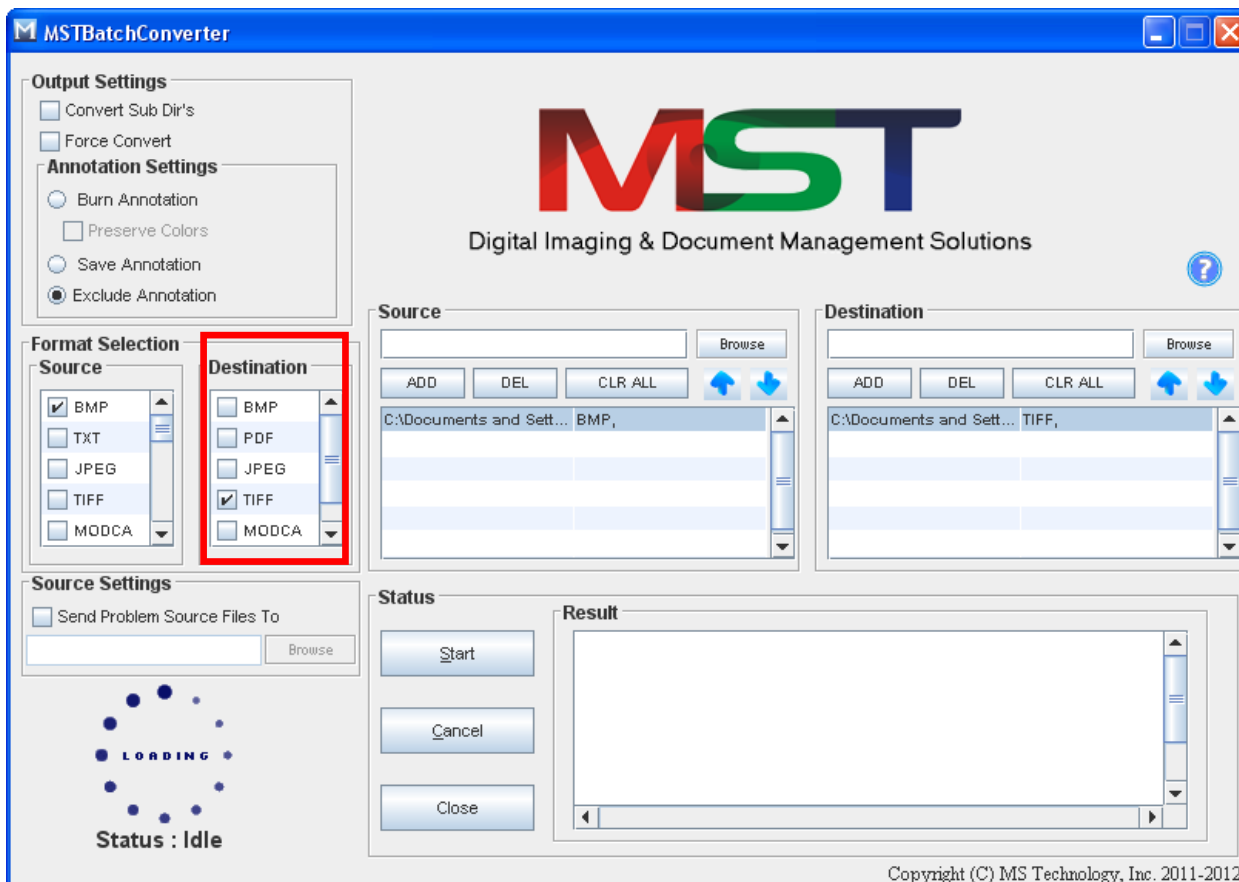3. Select the type(s) of file(s) that need to be converted under **Format Selection Source** group.

☞ You can select more than one file format.
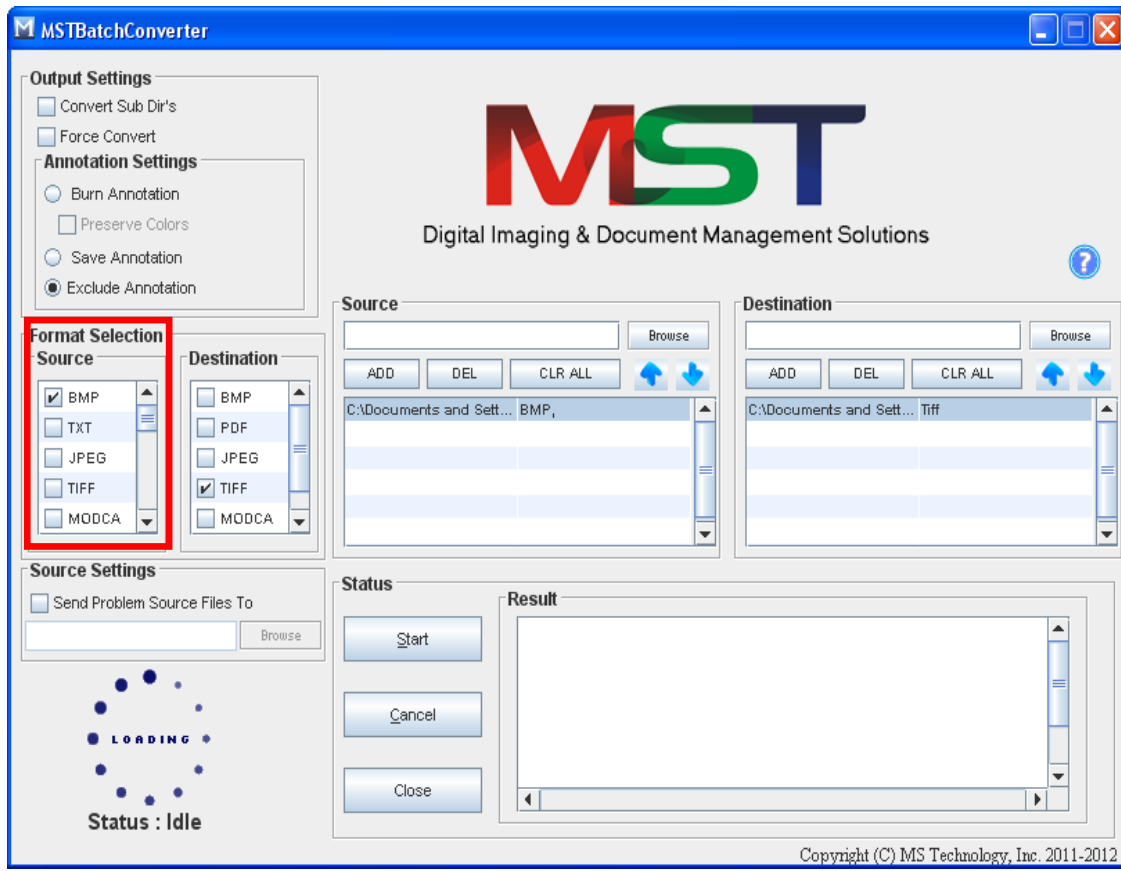
4. Provide the path where you want to save converted file in **Destination** field.
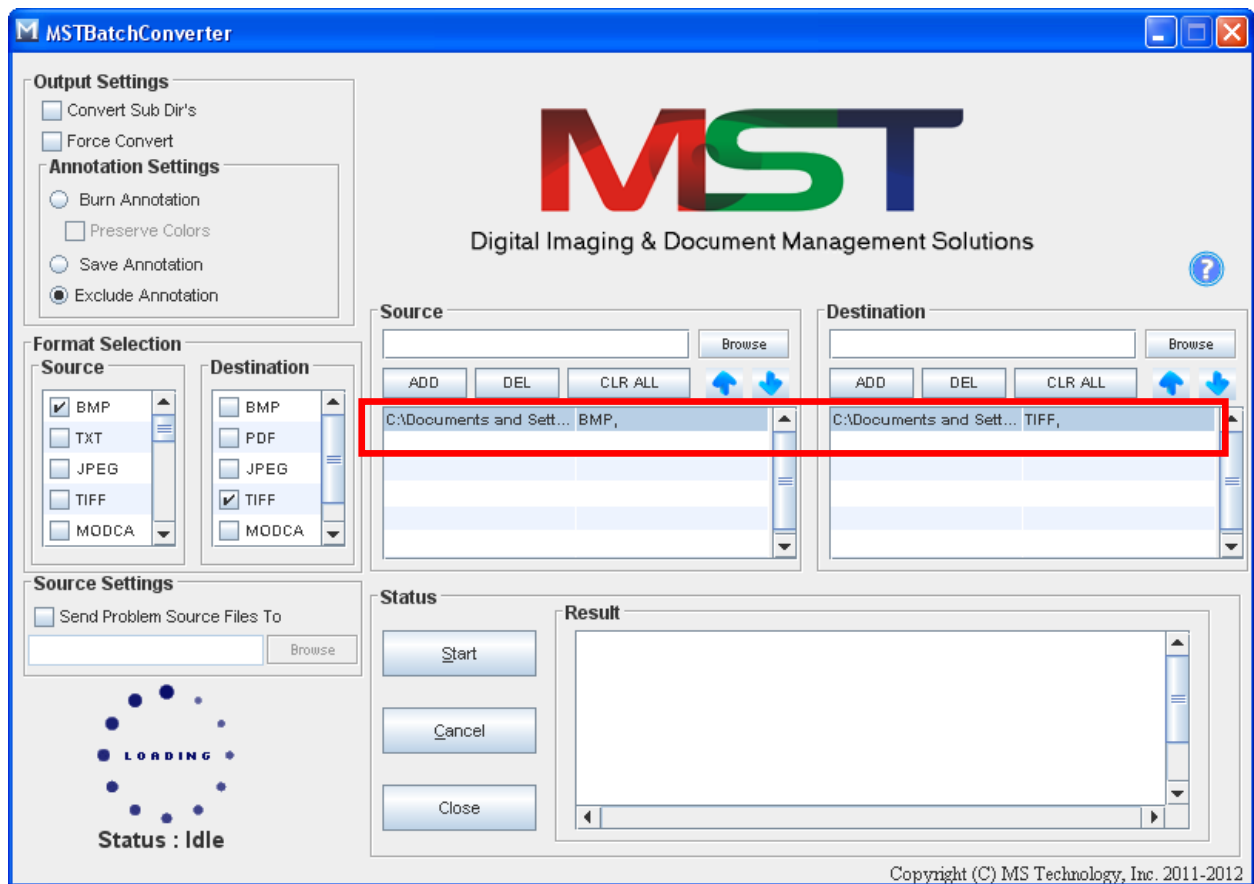5. Click **Browse** and navigate to the location.

6. Select the file format in which you want the converted file in **Format Selection Destination** group.

☞ You can select more than one file format.

7. The path of selected source and destination file and the type of source and destination file will be displayed at the bottom in **Source** and **Destination** field.

8. Select the required output options under **Output Settings** group.
9. Click **Start**.
10. The application starts converting file.
11. When the file gets converted, it will be stored at specified destination location and the details of the conversion will be displayed under **Result** group.
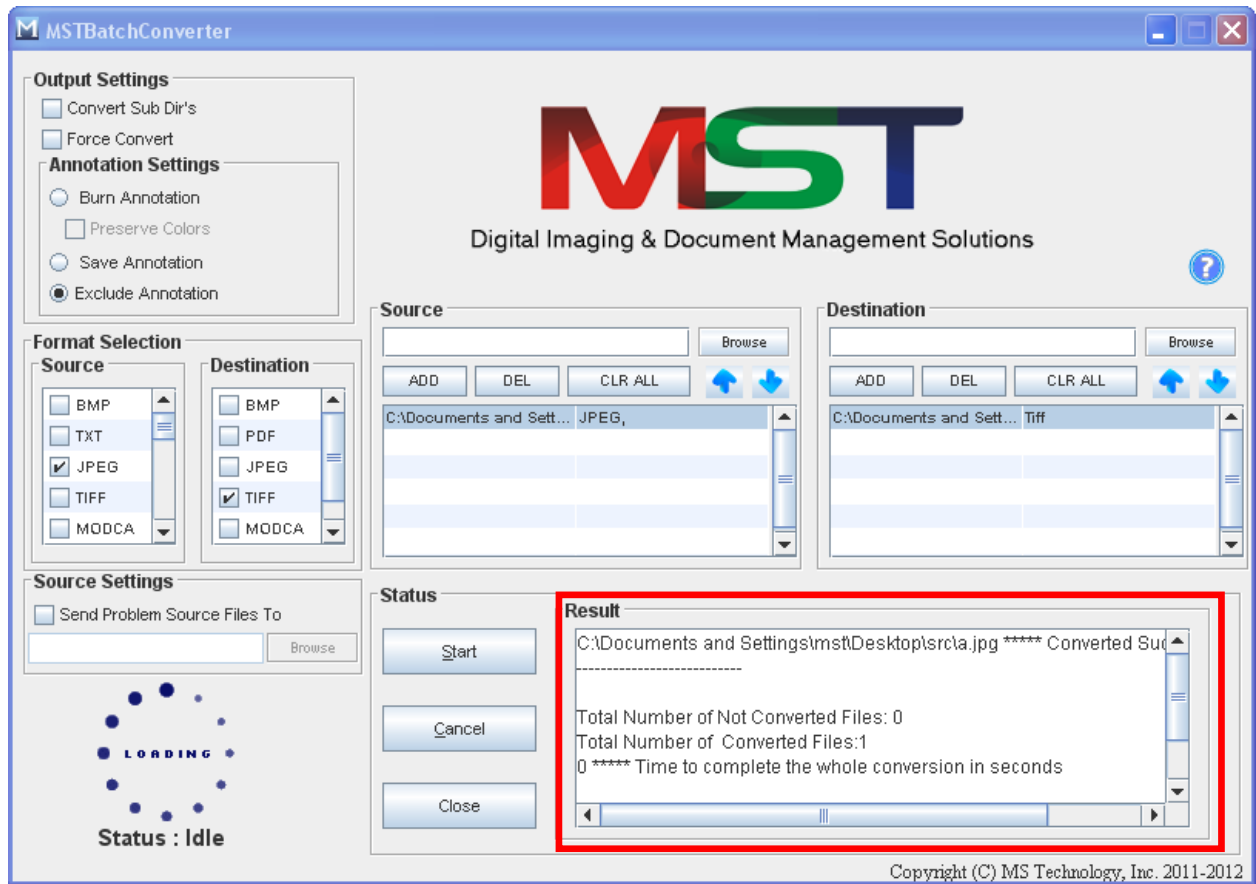
12. To check whether there is any file exists at source location that is not converted by the application, select **Send Problem Source Files To** checkbox under **Source Settings** group.
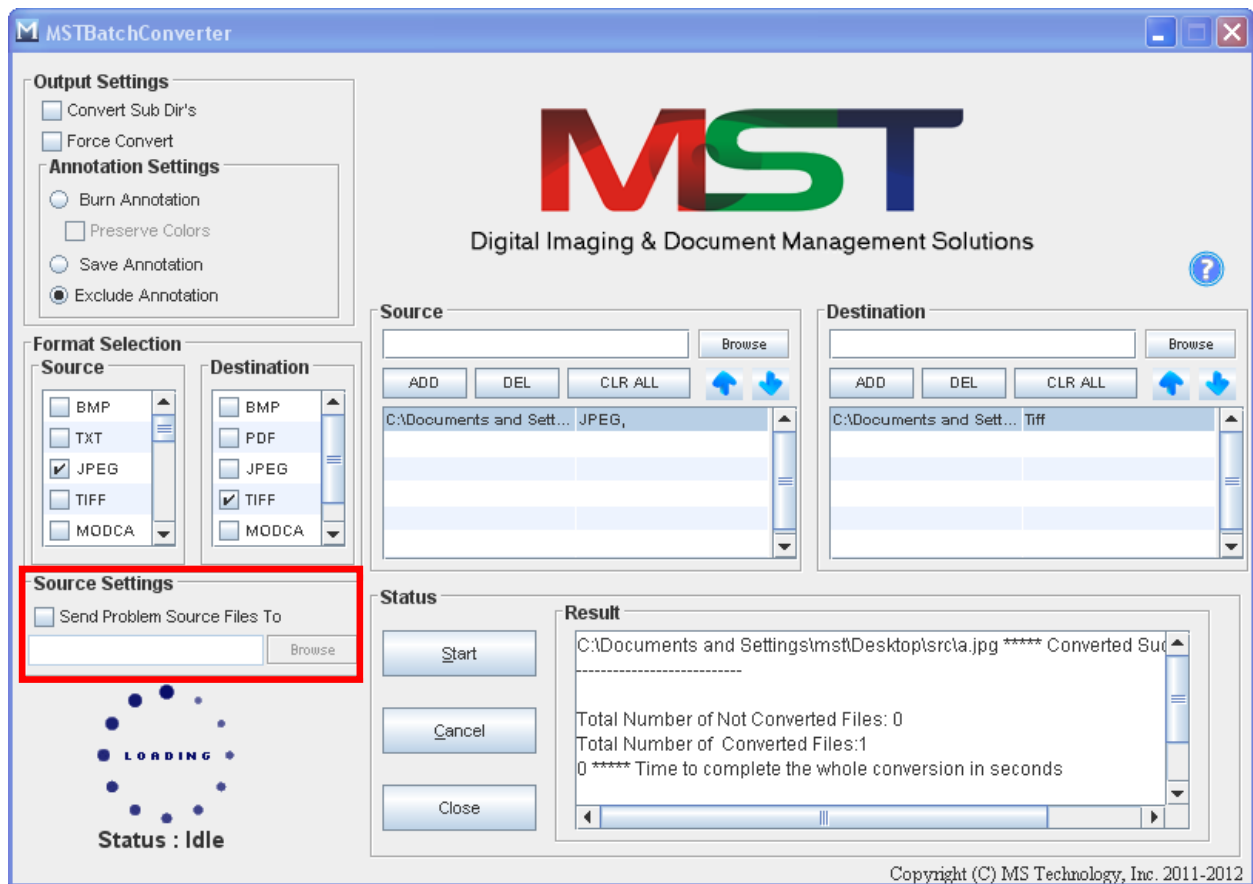
13. Click **Browse** and navigate to the path where you want to store unconverted files.
14. Click **Start**.
15. All the unsupported file format files will be stored at that location.
16. Click **Close** to exit from the application.