

MST Batch Converter

A MS Technology Product

Digital Imaging and Document Management Solution



User Manual

Version 3.4.xx



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



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	
MSTBatchConverter				
Output Settings Convert Sub Dir's Force Convert Annotation Settings Burn Annotation Preserve Colors Save Annotation	Digital Imaging 8	A Document Manager	nent Solutions	
Exclude Annotation	ource	Destina	ation	
Format Selection		Browse	Brow	vse
BMP BMP TXT PDF JPEG TIFF MODCA WODCA	ADD DEL CLR AL			
Source Settings	tatus			
Send Problem Source Files To Browse	Start Result Cancel Image: Close			
Status : Idle			Copyright (C) MS Technology, Inc. 2011	1-2012

- **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	 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
Exclude Annotation	Save Annotation: Save annotation files(.t_l) in output directoryExcludeAnnotation: Excludeannotationfile(.t_l)fromdirectory



4. Common Task

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

4.1 Convert File

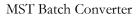
Perform the following steps to convert a document(s) or a file(s) into other format(s):

- 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.

M MSTBatchConverter		
Output Settings Convert Sub Dir's Force Convert Annotation Settings Burn Annotation Preserve Colors Save Annotation	Digital Imaging & Document Management Solutions	2
	Source Browse ADU DEL CLR ALL	50
Send Problem Source Files To Browse	Status Status Start Cancel Close	

3. Select the type(s) of file(s) that need to be converted under **Format Selection Source** group.

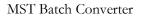
Tou can select more than one file format.





MSTBatchConverter Output Settings Convert Sub Dir's Force Convert Annotation Settings Burn Annotation Preserve Colors Save Annotation Exclude Annotation	Digital Imaging & Document Management Solutions
Exclude Annotation Format Selection Source BMP TXT JPEG TIFF MODCA	Source ADD DEL CLR ALL Browse ADD DEL CLR ALL CADocuments and Sett BMP, CADocuments and Sett Tiff
Source Settings Send Problem Source Files To Browse	Status Status Start Close Close Copyright (C) MS Technology, Inc. 2011-2012

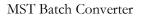
- Provide the path where you want to save converted file in **Destination** field.
 Click **Browse** and navigate to the location.





MSTBatchConverter		
Output Settings Convert Sub Dir's Force Convert Annotation Settings Burn Annotation Preserve Colors Save Annotation	Digital Imaging & Document Managem	-
Exclude Annotation	Source Destina	ation
Format Selection	Browse	Browse
Source Destination Image: BMP BMP Image: TXT BMP Image: JPEG Image: JPEG Image: TIFF Image: JPEG Image: Mode A Mode A	ADD DEL CLR ALL ADD	DEL CLR ALL
Source Settings	r Status	
Send Problem Source Files To Browse	Start Close	
		Copyright (C) MS Technology, Inc. 2011-2012

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

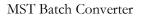




MSTBatchConverter Output Settings Convert Sub Dir's Force Convert Annotation Settings Burn Annotation Preserve Colors Save Annotation	Digital Imaging & Document Ma	
Save Annotation Exclude Annotation Format Selection BMP BMP BMP BMP BMP BMP DF JPEG JPEG TIFF MODCA	Source Browse ADD DEL CLR ALL C:\Documents and Sett BMP,	Destination Browse ADD DEL CLR ALL C:\Documents and Sett TIFF,
Source Settings	Status Start Close	Copyright (C) MS Technology, Inc. 2011-201

Tou can select more than one file format.

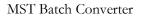
7. The path of selected source and destination file and the type of source and destination file will be displayed at the bottom in **Source** and **Destination** field.





Output Settings Porce Convert Annotation Settings Preserve Colors Save Annotation Exclude Annotation BMP DP Defination Port BMP IFFF MDDCA Source Settings Send Problem Source Files To Browse Close Cose	MSTBatchConverter		
Format Selection Source BMP BMP PDF PDF JPEG TTFF MODCA	Convert Sub Dir's Force Convert Annotation Settings Burn Annotation Preserve Colors Save Annotation		
Source BMP BMP BMP CADoouments and Sett BMP, CADoouments and Sett TFF, CADoouments and Sett TFF, Source Settings Send Problem Source Files To Browse Status Cancel Close	Exclude Annotation	Source	Destination
CADocuments and Sett BMP, CADocuments and Sett TIFF, CADocuments and Sett TIFF, Setture Source Settings Setture Status Cancel Close			
Source Settings Send Problem Source Files To Browse Close Close	TXT PDF JPEG JPEG TIFF ☑ TIFF		
Send Problem Source Files To Browse Close Close			
Juluaria	Send Problem Source Files To Browse	<u>Start</u>	

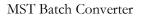
- 8. Select the required output options under **Output Settings** group.
- 9. Click Start.
- 10. The application starts converting file.
- 11. When the file gets converted, it will be stored at specified destination location and the details of the conversion will be displayed under **Result** group.





MSTBatchConverter		
Output Settings Convert Sub Dir's Force Convert Annotation Settings Burn Annotation Preserve Colors Save Annotation E Such de Academica	Digital Imaging & Document M	
Exclude Annotation	Source	Destination
Format Selection Source BMP TXT JPEG TIFF MODCA Destination BMP	ADD DEL CLR ALL C:\Documents and Sett JPEG,	ADD DEL CLR ALL
Source Settings	Status	
Send Problem Source Files To Browse	Result	s\mst\Desktop\src\a.jpg ***** Converted Su(
LORDING	Cancel Total Number of Not Converted Total Number of Converted 0 ***** Time to complete th Close Image: Close	
Status : Idle		Copyright (C) MS Technology, Inc. 2011-2012

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.





MSTBatchConverter	
Output Settings Convert Sub Dir's Force Convert Annotation Settings Burn Annotation Preserve Colors Save Annotation	Digital Imaging & Document Management Solutions
Exclude Annotation	Source Destination
Format Selection	Browse
Source Destination	
BMP TXT JPEG TIFF MODCA W BMP PDF JPEG JPEG TIFF	ADD DEL CLR ALL ADD DEL CLR ALL
Source Settings	r Status
Send Problem Source Files To Browse	Start C:\Documents and Settings\mst\Desktop\src\a.jpg ***** Converted Su(▲
LOADING +	Cancel Total Number of Converted Files:1
• •	0 ***** Time to complete the whole conversion in seconds
• • •	Close
Status : Idle	
	Copyright (C) MS Technology, Inc. 2011-2012

- 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.