

Print to halFILE Printer

Addendum to halFILE for Windows™ Document Storage & Retrieval

Version 1.4 SQL
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Systems Corporation

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Overview

An add-on feature to halFILE for Windows™ 1.4SQL provides the ability to set up a “halFILE Printer”. When you print to this utility from any Windows Application, the printed pages are captured as images that can be imported into a halFILE basket and indexed. For instance, you can:

1. Print a document from Word for Windows
2. Select the halFILE Printer
3. Save an image of that document into a selected halFILE Basket
4. Index the document.

To use this feature a special installation routine is required that will install the necessary files and set up the halFILE Printer.

Setup

To set up Print to halFILE, run \PRTDRV\PRTDRV.EXE from the Print to halFILE installation CD. This installation procedure must be run on **EVERY** workstation that wants to use the feature. When the installation procedure asks for the destination directory, you must select the halFILE for Windows program directory. If you select the incorrect destination directory, the system will not be able to identify databases and baskets for storing the documents.

Printing to the halFILE Printer

The following takes you through an example of the Print to halFILE process. In this case, we want to store an image of an Word document.

1. Start Word and load an Interoffice Memo that I want to store in halFILE (Figure 1).

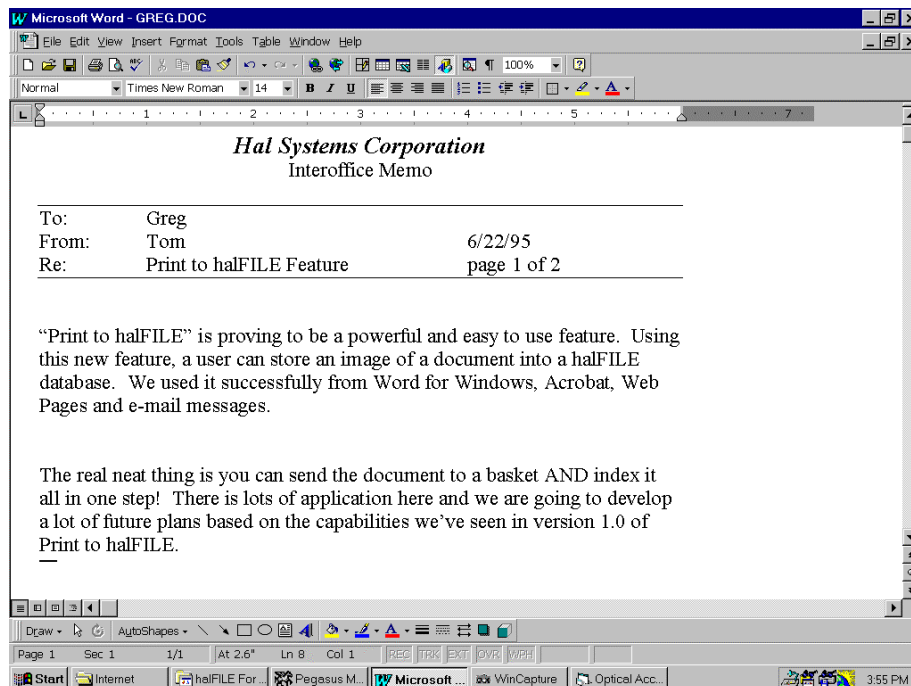


Figure 1

2. Print the document, selecting halFILE Printer (Figure 2).

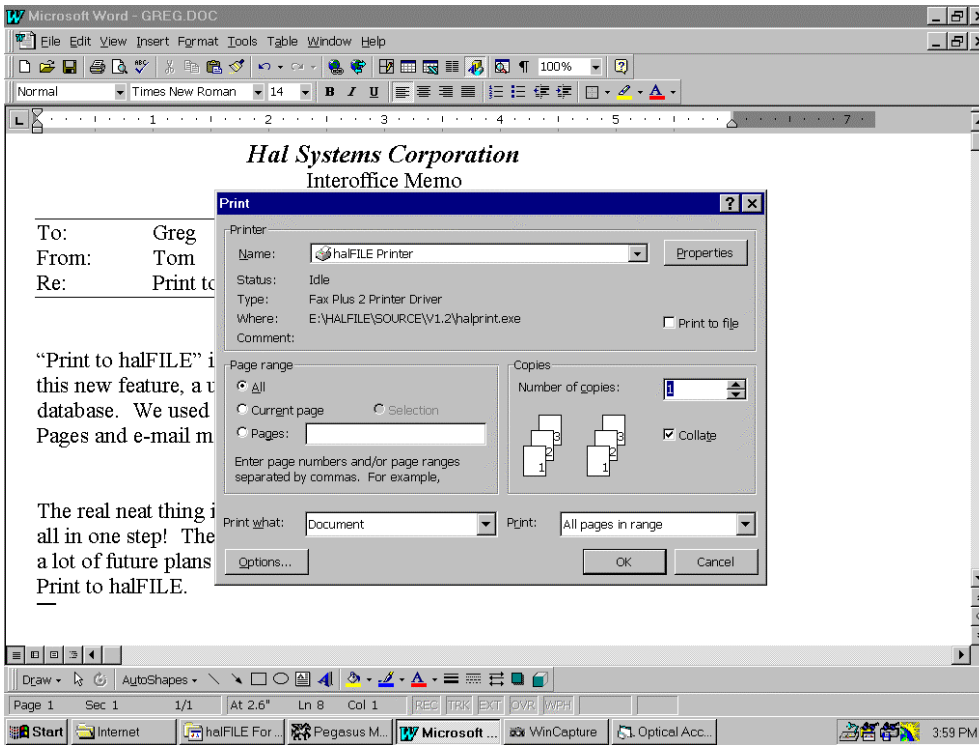


Figure 2

3. Windows are displayed showing the print capture progress including:

- Capturing Print File
- Capturing Page 1 to halFILE Image Format

4. After the images are captured, a Window is displayed to select the Application, Database and Basket to store the images into (Figure 3). You can either store the images into a basket and index them later ("Place pages in basket") or store the images into a basket and immediately index the document ("Place pages in basket and index"). Select the appropriate options and click the Import into halFILE button.

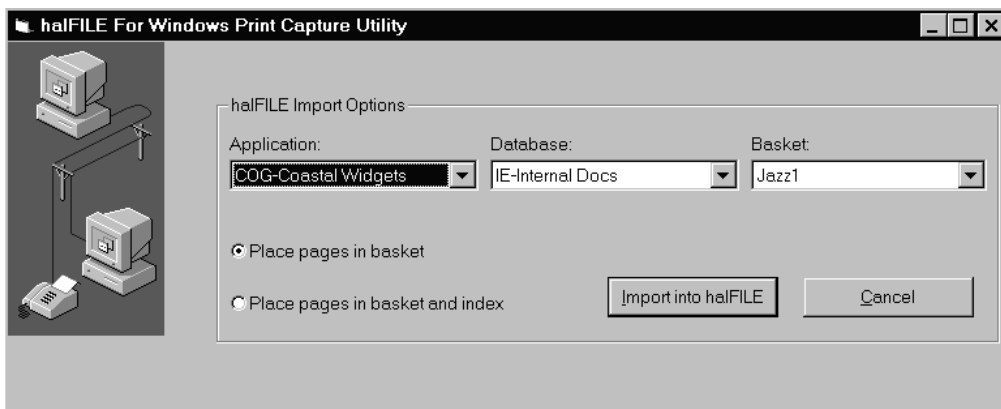


Figure 3

5. If you selected the “Place pages in basket” option then the image capture process is completed. Later, you can go into halFILE, select the database and basket that the document was placed in and run Index to index the document.
6. If you selected “Place pages in basket and index,” then the index screen is loaded automatically (Figure 4). Enter the indexes necessary to retrieve the document later and press CTRL-S to save the information to the database. This completes the image capture process.

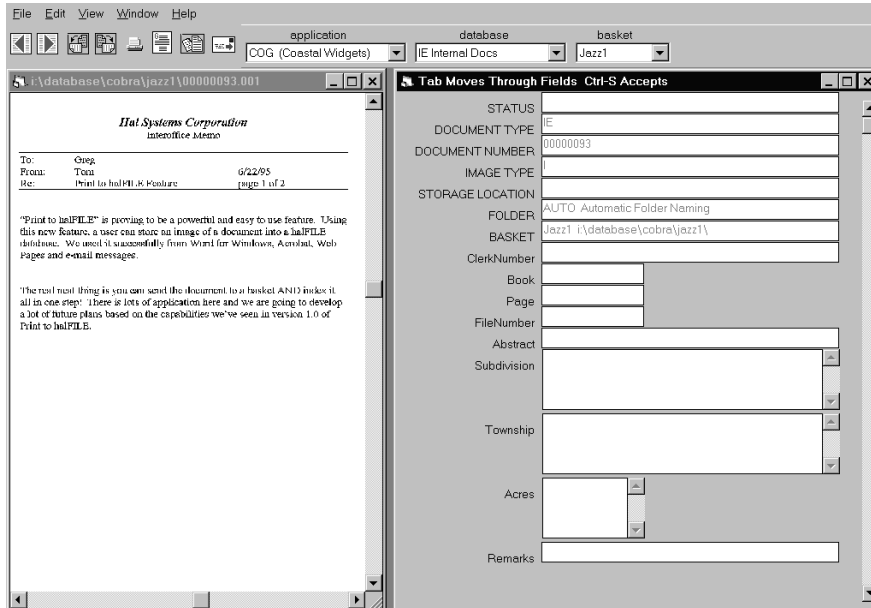


Figure 4

Image Capture Issues

1. If you get an error during the image capture process, press the Cancel button on the Application/Database/Basket selection menu. The images were probably not captured and, if you index, the document will most likely be blank.
2. There are some known problems with using this driver on Terminal Server or Citrix Server. An alternative driver can be configured for these platforms. For more information on the eTIFF printer driver for Terminal Server and Citrix Server, contact hal Technical Support. Note: there is an additional cost for this upgrade.
3. We have successfully printed from:
 - a. Word (97, 2000)
 - b. Crystal Reports
 - c. Acrobat Reader
 - d. Excel
4. To improve the performance and reliability of Print to halFILE, consider the following:
 - a. Provide adequate memory on your workstation. A minimum of 64MB is required.
 - b. The larger the font, the better the image.
 - c. If you are consistently getting errors, close all applications, restart Windows then try it again. Subsequent errors could be caused by the first error that occurred. If the errors persist, contact hal Technical Support