

Laserfiche Snapshot

Snapshot is a program that converts Acrobat documents (.pdfs) into picture formats - .tifs, which can be used for Laserfiche. The program is used as a printer driver, in a similar fashion to a pdf printer converting text documents to Acrobat format.

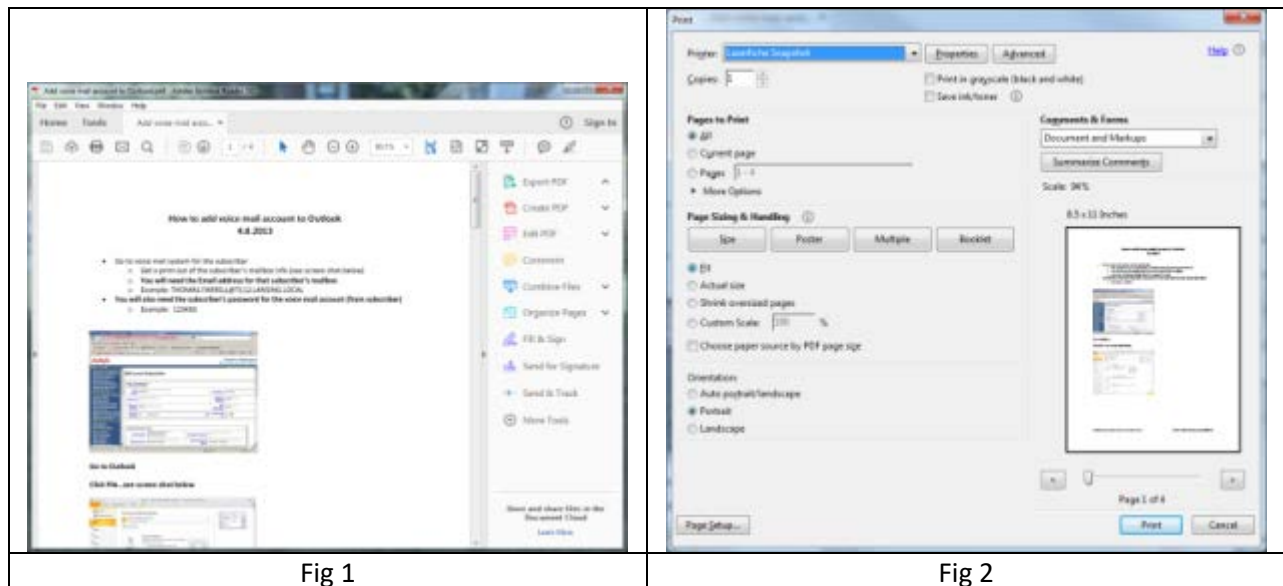
Snapshot is an add-on to Laserfiche Client. It can be installed separately without the client but I make no guarantees that it'll work as a standalone. You don't need client to be running to use Snapshot, but it may well require pieces of the client executable code in order to work. If you have Laserfiche Client, Snapshot will allow you to save files directly to the repository.

To use Snapshot

Use snapshot as a printer, one that prints to a file, and the file it creates is a .tif file. You can use it either before you submit a form, or after. If you're using it after, then there will already be a folder in the repository to act as a destination. Snapshot is configured to access the production repository, or it can be set to save the file to your local computer.

Example 1: For the below example scenario, I'm working in Contracts, and I've just noticed that the contract I attached is a .pdf file. To be signable, contracts need to be in .tif format. I do the following:

1. Open the .pdf file (fig 1)
2. Click File, Print
3. Select the Snapshot printer as the destination (fig 2)
4. Select the destination of my .tif file. Since I have Client, it can go to a repository folder. (fig 3)
5. Verify that the .tif was created where I want it, and then delete the .pdf file. (fig 4)



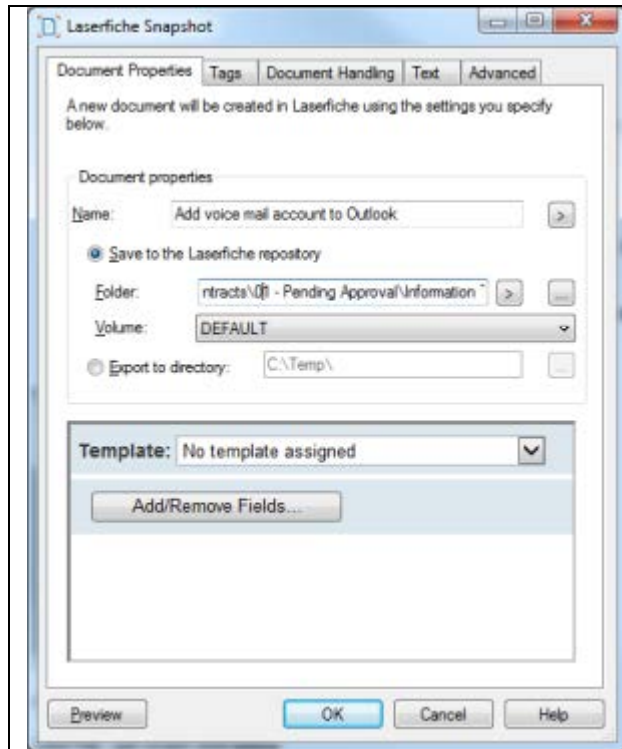


Fig 3

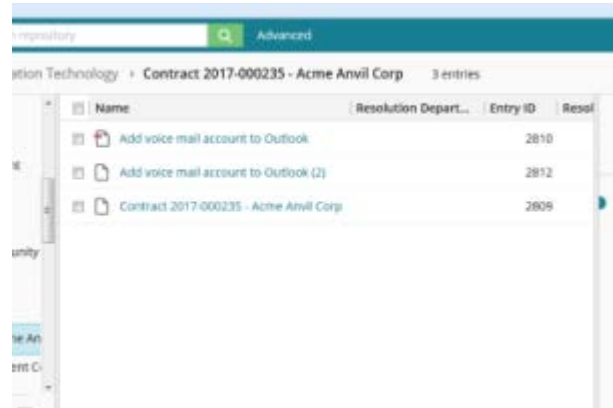


Fig 4

Example 2: I have not yet started a Laserfiche form. I have a .pdf document that I know I must convert for the process. The sequence is a little shorter.

1. Open the .pdf document and click File, Print
2. Select the Snapshot printer, as before.
3. Instead of choosing a location in the repository, select **Export to directory** and browse to your desktop.
4. Fill out your Laserfiche form normally, and when you attach a contract, use the one you've saved to your desktop. Once the contract is attached to your form in Laserfiche, you may delete it from your desktop.

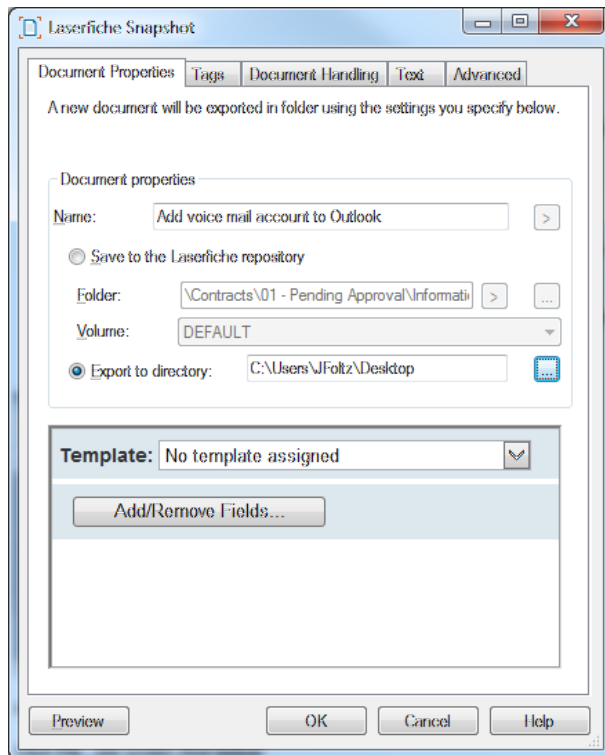


Figure 5

Configuration:

Snapshot is configured per user on each computer. When you start Snapshot, you will get a window as figure 5, above. The fields can be set to values that are reached by the right-arrows. Set the fields as follows:

Name: **% (print job)**

Folder: **% (current folder)**

Volume: **DEFAULT**

Don't worry about templates; those may be used in more advanced situations but not for everyday conversions to .tif files.

