



**oitPDF PRINTER  
USER GUIDE**

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## **oitPDF PRINTER USER GUIDE**

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

## HOW TO READ THIS MANUAL

This manual uses the following conventions to describe, identify and highlight terms and operating procedures.

### Keys

The keyboard keys are used in the text to describe many computer operations. Icons identify the key as they appear on the keyboard, when used in procedures. For example  identifies the **[Enter]** key. When keyboard keys are referred to in body text of the document, they will be identified in text, such as **[Back]** or **[Next]**.

### Key Operations




Some of the operations require you to simultaneously use two or more keys. We identify such operations by an icon of the key separated by a plus sign (+). For example,  +  indicates that you must hold down the **[Ctrl]** key on the keyboard and at the same time press the letter **[C]**.

If three keys are used, hold down the first two keys and then press the third key. Be careful to only press the third key once; do not hold it down also, as this will repeat the action.

**ABC** When procedures require an action such as entering text, the text you are to type is represented in the type face you see to the left.

**ABC** When procedures require an action such as selecting an item (perhaps from a list) or ticking/un-ticking an option, then the label against such an option is represented in the type face you see on the left.

### Buttons

The buttons will be shown as an image. For example the **[Next]** button will be indicated by . If a button has a shortcut key then the letter of the button is underlined. For example, the letter **N** in the **[Next]** button is underlined, indicating that the button can be invoked by pressing  + .

### Messages

Messages are used in this manual to bring important information to your attention. Each type of message is identified as:

**CAUTION:** Pay attention! A caution informs you that improper use of software or failure to follow instructions may cause data loss.

**NOTE:** *Please read. A note is a hint or advice that helps you make best use of the software and/or it may also inform about the changes (addition or modification) that the software has carried out to the environment and may be important for proper running of the software.*

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## INTRODUCTION

### *Overview*

The main purpose of *organiseit PDF Printer* is to convert digital documents into PDF and send that PDF Document to *organiseit* application. It is also often referred as “oit PDF Printer”.



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# CHAPTER 1: PRINT USING oitPDF PRINTER

## 1.1 GENERAL DESCRIPTION

Whenever a document is printed using *organiseit PDF Printer*, it first converts the digital document to PDF and then invokes the *organiseit* main application, so that PDF Document can be stored in *organiseit*'s database. The resultant PDF Document is a text searchable PDF Document. This will enable you to search the contents of the document when you open the document again from *organiseit*.

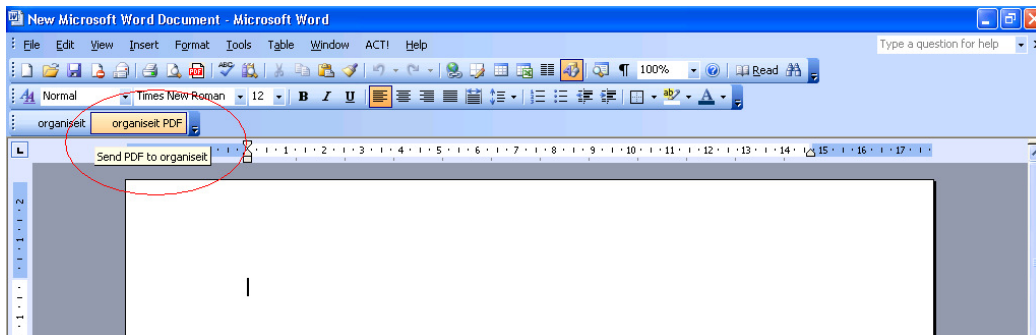
## 1.2 WORKING

The PDF documents can be generated through *organiseit PDF Printer* in two ways:

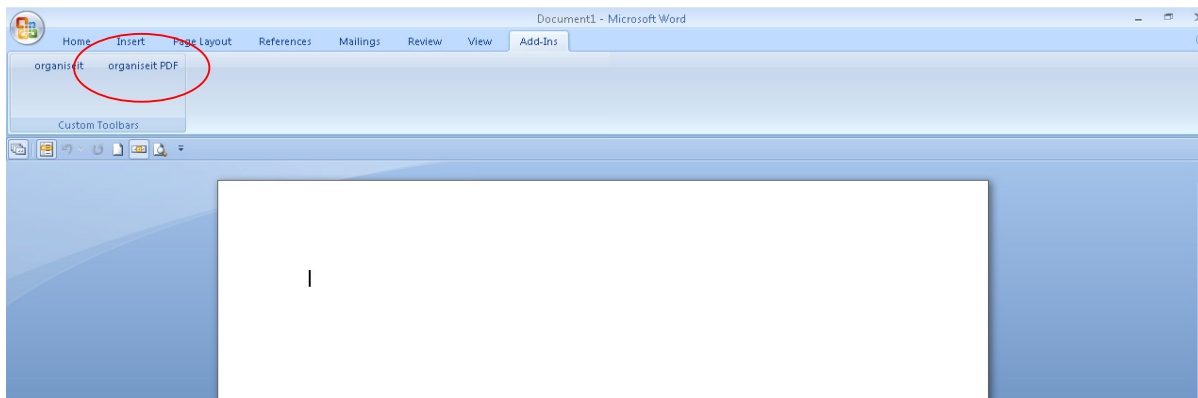
1. Click on the “*organiseit PDF*” button in Word / Excel as shown in the screen below.

When you click the “*organiseit PDF*” button it invokes the *organiseit* main application, select target folder and drop the PDF document.

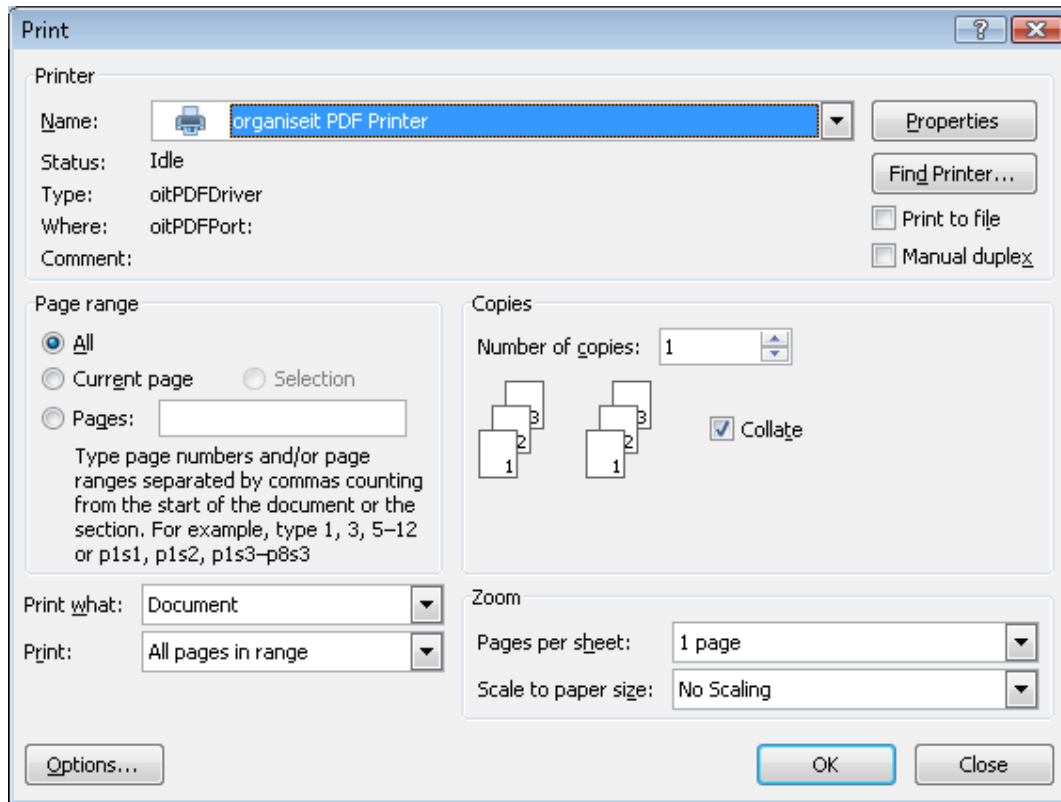
(Office 2000 / 2002 / 2003)



(Office 2007)



2. Select the “organiseit PDF Printer” driver from the list of printers provided in the Printer Dialog Box as displayed in the screen below.



**NOTE:**

- I. For the **organiseit PDF Printer** to function you will need “Full Control” permission on “TMP” and “TEMP” directories of your System. Contact your System Administrator to find out the location of these directories.  
Alternatively
  - a. Right-click My Computer Icon and select Properties → Advanced → Click on “Environment Variables” button
  - b. Look for values for the System variables “TMP” and “TEMP”. These variables store the location of these directories.
  - c. Locate these folders, right-click on it and select Properties → Security → Select “Everyone” and assign “Full Control” and click “OK”.
- II. For proper functioning of **organiseit PDF Printer**, **oitStartUp** is required. **oitStartup** is a program that will be loaded or executed when the user logs onto a machine or session. Once loaded, it will continue to be running in the memory till the user logs off.



- III. If you are printing a PDF Document using organiseit PDF Printer, certain types of PDF Documents will cause error and resultant PDF Document for organiseit application will be a blank document. You are advised not to use the organiseit PDF Printer for printing such a PDF Document. If it is necessary, then in the “Print” window, Click the [Advanced] button and in the “Advanced Print Setup” windows select “Print as Image” so that is appears ticked. You can now print that PDF Document using the organiseit PDF Printer. The resultant PDF Document will not be a text-searchable PDF Document and the size of the document may be larger than the original document.

