Quick Reference Guide
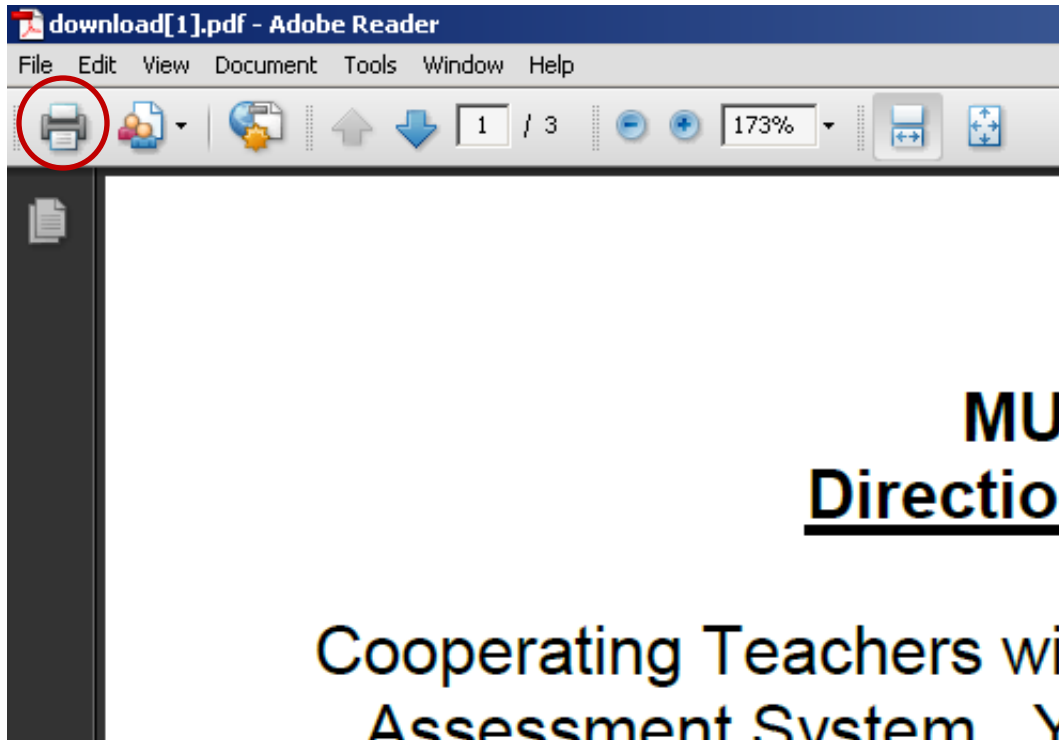# Printing Directly into OnBase

Introduction:

It is absolutely not necessary to print and then scan a document into OnBase. This document explains how to print directly into OnBase using Hyland's virtual print driver. You can print from any Windows application such as Microsoft Word, Excel, Notepad, email, web pages, Adobe and anything else you can think of.
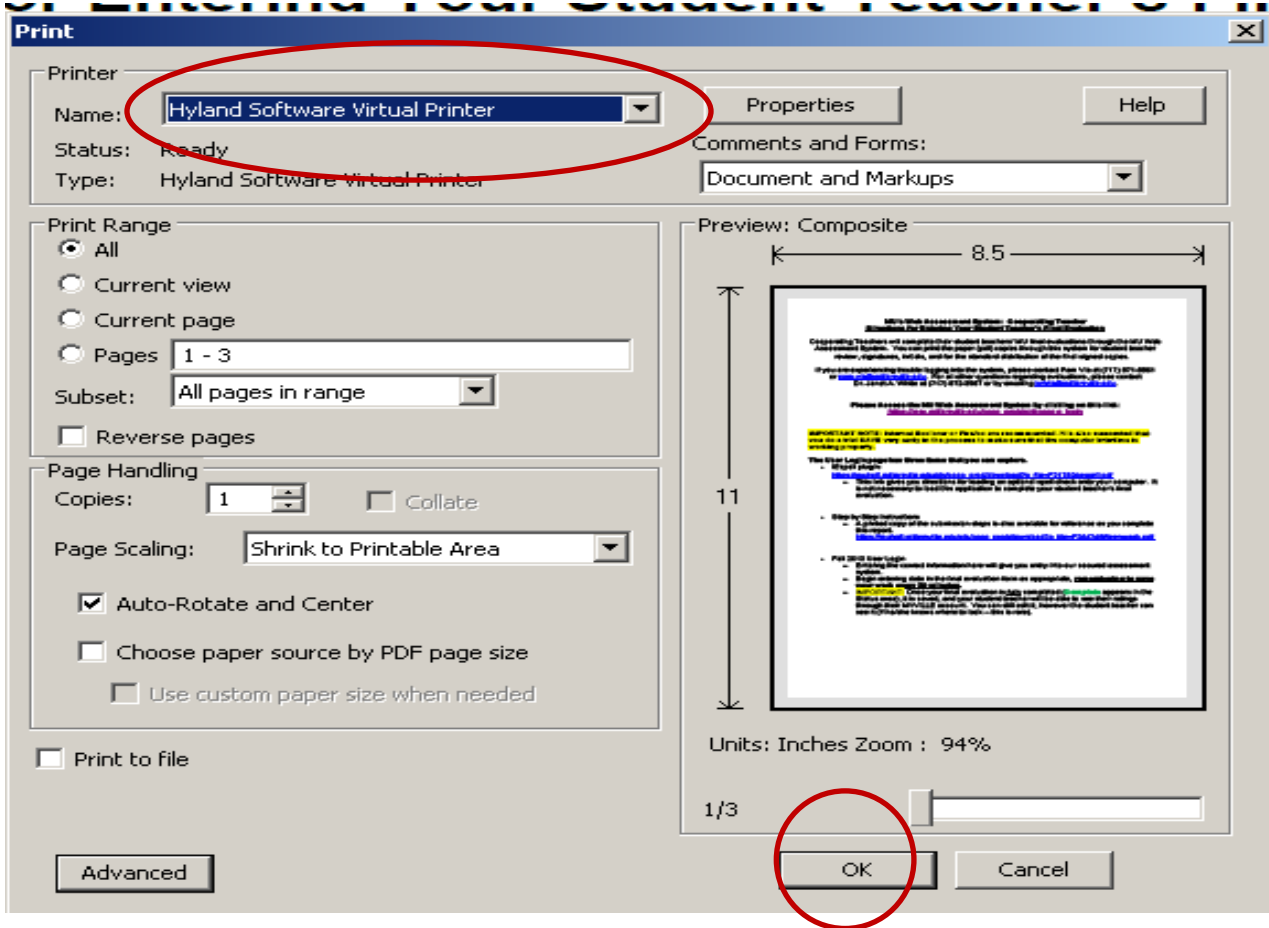
1. Before attempting to print to OnBase, you must either be logged into Unity or have it running on your system tray. The system tray is where your clock is.
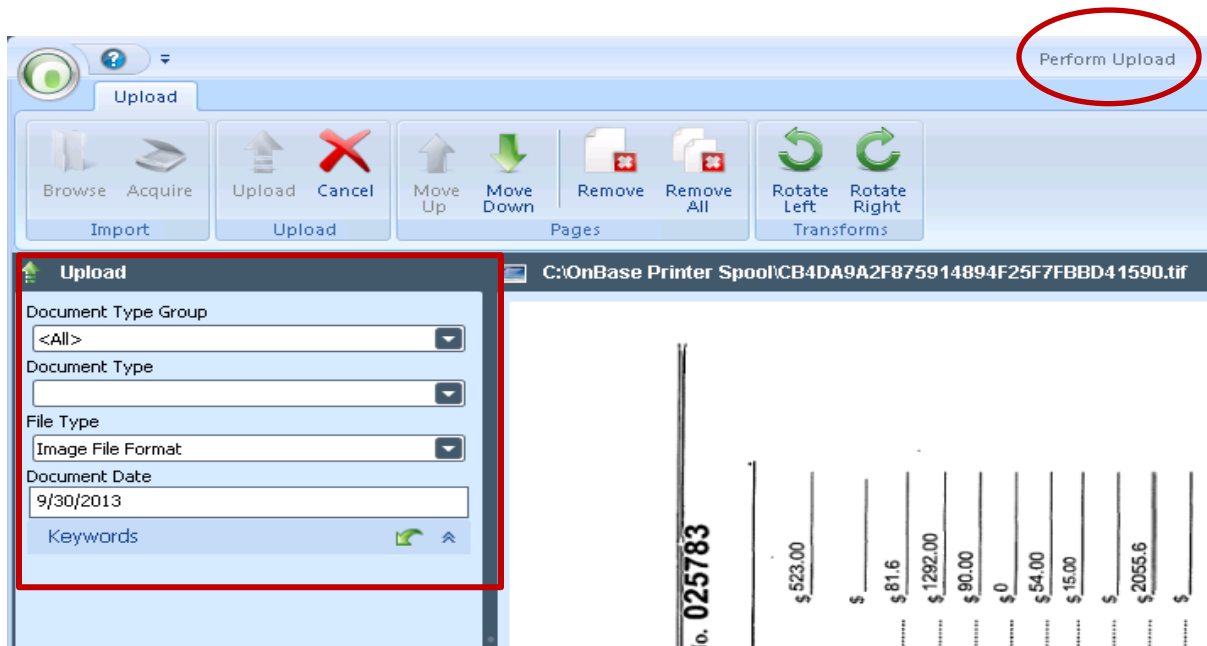

2. Open up the document you want to print into OnBase. In this example we are printing from Adobe Reader. Find the print button in your application.

3. Your application's print dialog box will open. Next change the printer to "Hyland Software Virtual Printer". Then click "OK" or "Print".

4. A "Perform Upload" OnBase window will open. The document will be converted to an image. If the "Perform Upload" does not open, make sure you are logged into Unity.

5. Proceed to index the document and "Upload".

You have completed the steps for printing directly to OnBase.