

Quick Reference Guide

Printing Directly into OnBase

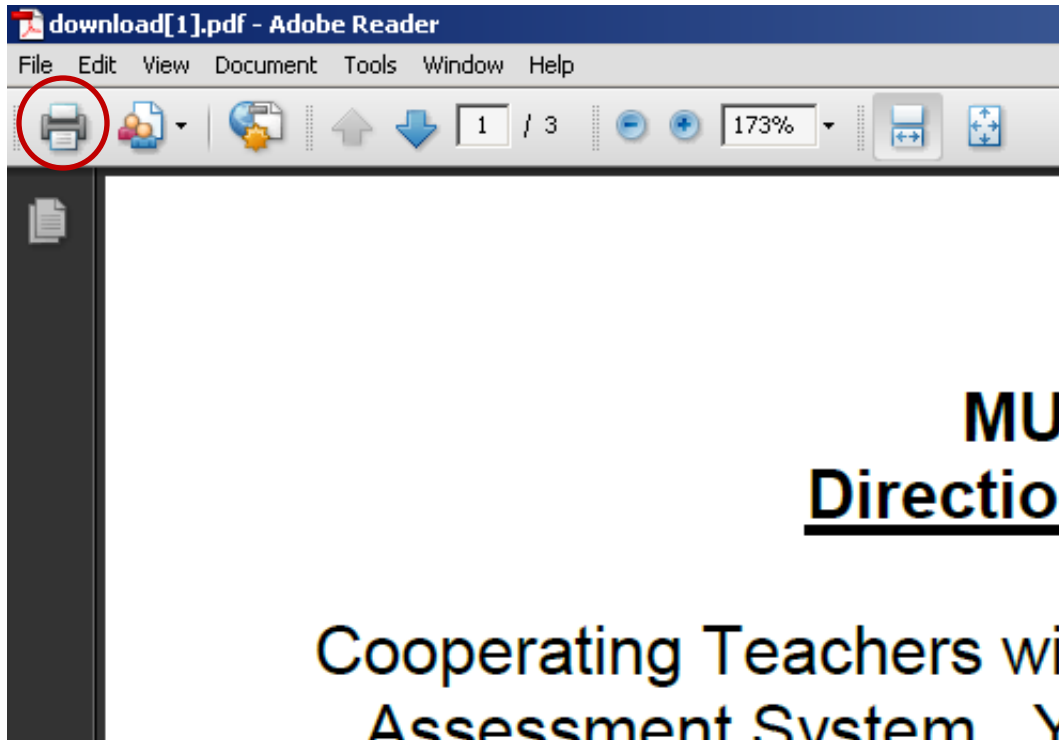
Introduction:

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.

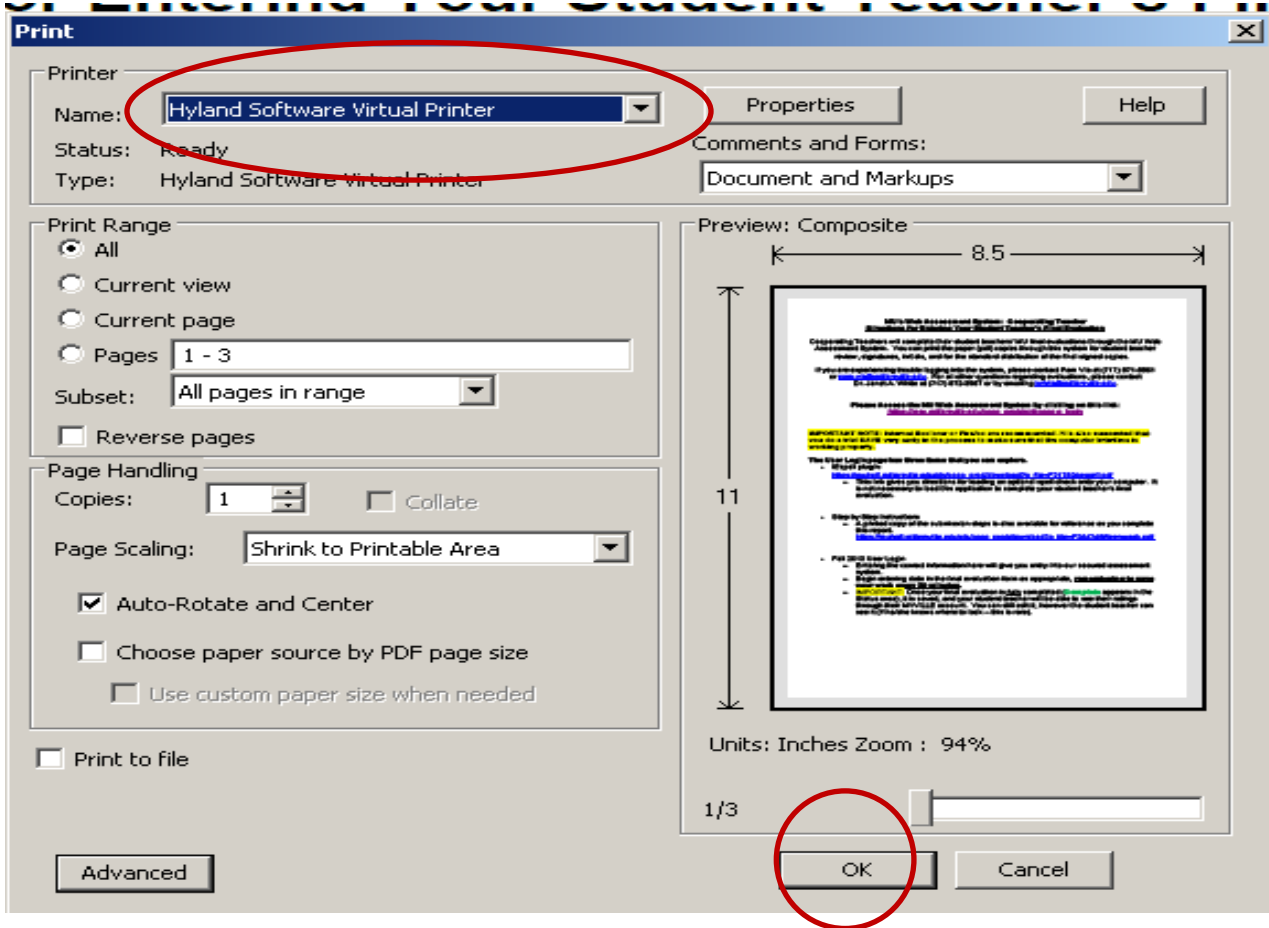
1. Before attempting to print to OnBase, you must either be logged into Unity or have it running on your system tray. The system tray is where your clock is.



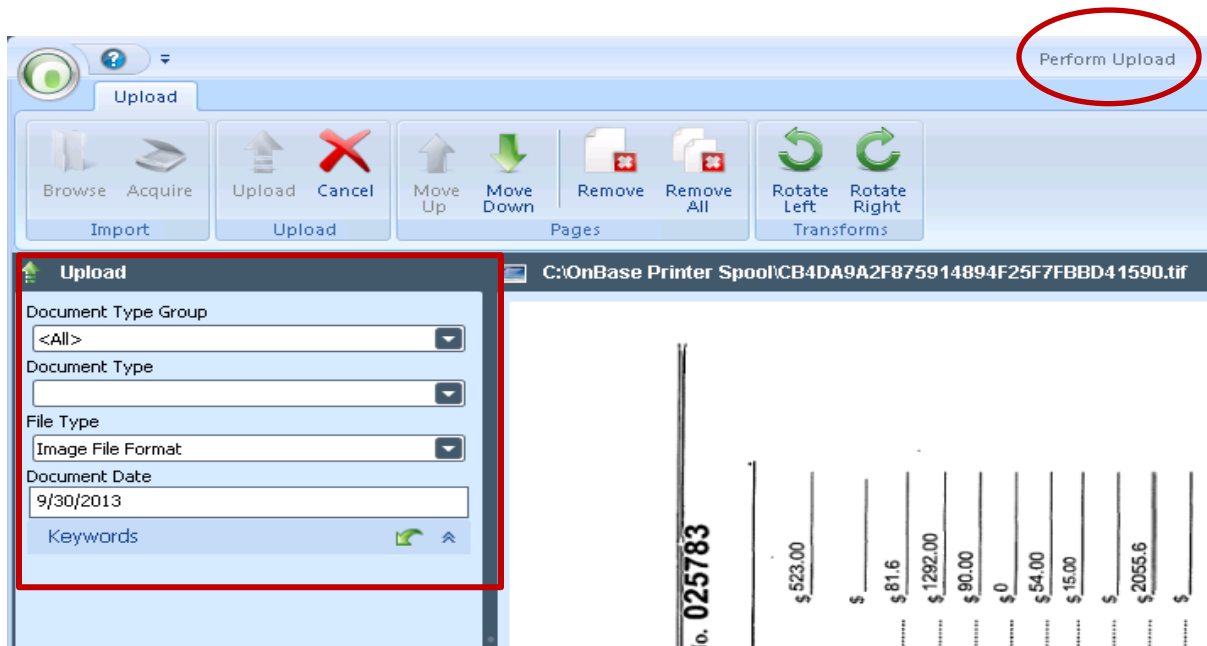
2. Open up the document you want to print into OnBase. In this example we are printing from Adobe Reader. Find the print button in your application.



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".

Upload C:\OnBase Printer Spool\CB4DA9A2F8

Document Type Group
Admission - Undergraduate

Document Type
AD Admission Letter

File Type
Image File Format

Document Date
9/30/2013

Keywords

MU ID
M123456

First Name
GEORGE

Middle Name



Last Name
WASHINGTON

DOB

Term Code

Singularity Doc ID

Options

 Upload  Cancel

TRAVEL REQUEST
Millersville University

No. 025783

Doc #

Estimated Cost

Air Rail Bus \$ 523.00
(check one)

Enterprise Vehicle will be used Yes No \$

Personal Car 160 miles @ 0.51 \$ 81.6

You have completed the steps for printing directly to OnBase.