

Exporting Laserfiche Documents

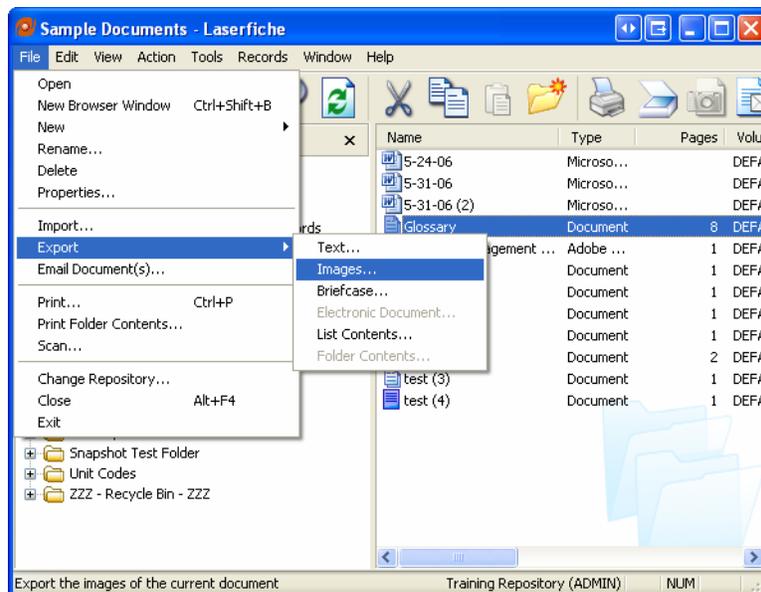
Once documents are put into the Laserfiche production repository, you will want to not only browse or search for documents, but use the information that you find. There are a variety of ways of getting information back out of Laserfiche so that you can use it for other purposes or share information with other people including printing the document and exporting it in various forms.

Exporting a document typically means saving it in a form that someone else can use. It can involve changing the file type or packaging the file differently so that people without Laserfiche, or other Laserfiche users who do not have access to your repository, can open it. There are five types of files that you can export from Laserfiche: images, text, electronic documents, briefcases, and contents lists. Each type includes different amounts of information. Contents lists will not be covered in this document and briefcases are covered in more depth with the following resource:

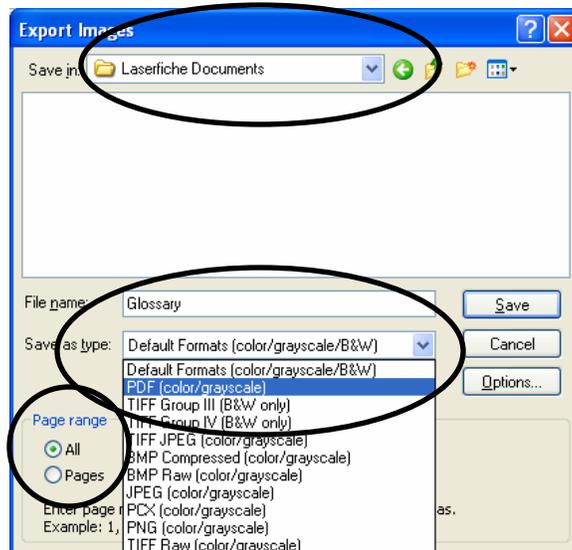
<http://agdocsinfo.tamu.edu/resources/Laserfiche-Briefcases.pdf>

When you export a document which you have scanned into Laserfiche, you are simply exporting the TIFF images that are associated with the document—the scanned pictures of the pages. You can export these images as a variety of file types. However, when you export images, you will not get document metadata (template information) and the text associated with the image, but only the image itself. The only exception is when you export images as a PDF, the full text of the document will be searchable if the images are OCR'd.

Select the document that you wish to export, and choose File>Export>Images:

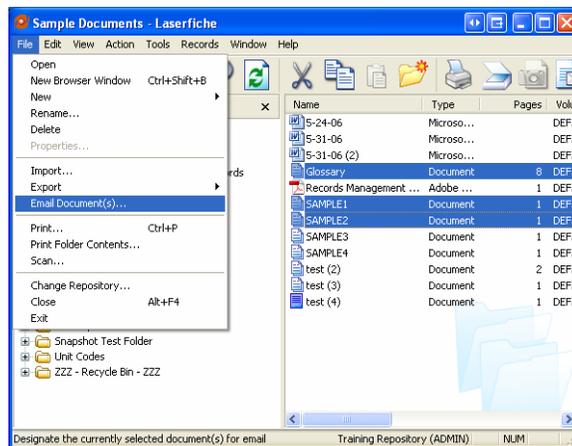


The following dialog box will appear. You will be able to choose a destination (local or networked drive) to export the image to, the file type and are even able to choose specific pages to export if dealing with a multiple page document.

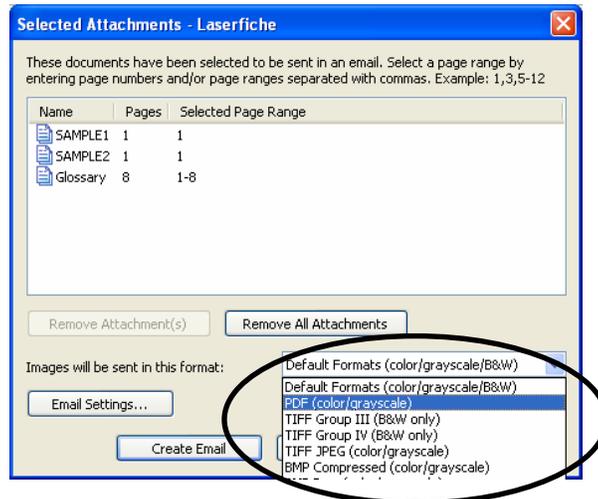


Saving an image as a document in a format other than the default TIFF format as it is stored in Laserfiche (such as PDF) will allow you to make the document available to individuals that do not have Laserfiche. This method will save the image file in the chosen format at the chosen local or networked drive location.

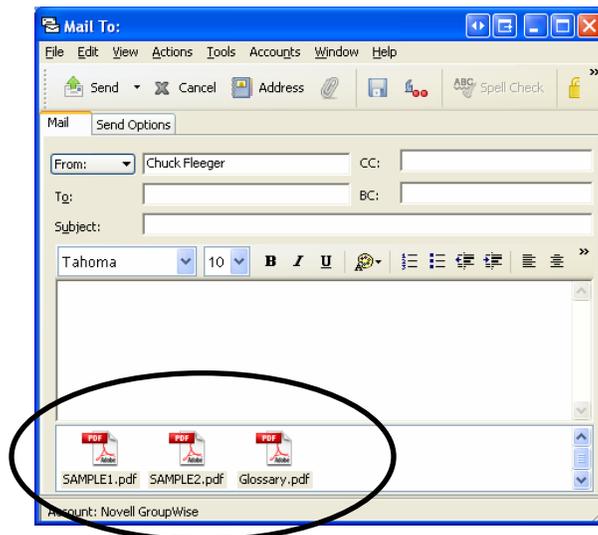
However, there are times when you need to make the same document available to individuals that do not have access to your local or network resources. You could export the document, save it locally, and then e-mail it as an attachment. Laserfiche, though, allows you to perform this in one step, without having to save it to your local resources (i.e. desktop) first. To directly e-mail a document (or pages), simply choose the document that you are wanting to e-mail and either right click and choose "Email Document(s)" or select File> Email Document(s) (or page(s)). You can select multiple documents as well as shown below:



When the following dialog box appears, you can review the documents you have chosen to send as e-mail attachments, remove attachment(s), as well as select the file format type.



When that is completed, click on “Create Email” and a blank e-mail with the listed attachments in the chosen format will be created utilizing your default e-mail client (GroupWise or Outlook).



When you export text, you are simply saving copies of the OCR or extracted text of a document in the form of text files. The dialog box is identical to the export dialog box shown related to exporting images. The text file will contain no images or metadata.

Likewise, electronic document exporting simply saves a copy of the electronic document in its native format at a location chosen by the user on a local or networked drive. Again, no images, associated text, or metadata is included.

For more complete information on working with Laserfiche documents please see:

<http://agdocsinfo.tamu.edu/training.htm>