

Importing PDFs into Laserfiche WebAccess

Note: Files in Portable Document Format (PDF) are not suitable for records retention as State Records for AgriLife as they are alterable. Documents stored in Laserfiche must be in the TIF format, which is the native format for Laserfiche.

PDF files can be imported into Laserfiche and be changed to the resident TIF format by using any of the following steps.

IMPORT

To use the Import or Drag and Drop feature for moving PDFs to Laserfiche, first set up the defaults.

In Laserfiche Web Access Select Settings>New Documents>Defaults (Note: Settings is located in the upper right of the screen near your user name, Help, and Logoff). On this screen in the When Importing PDF Files section, check the “Generate Laserfiche pages” block and also check the “Preserve PDF annotations on Laserfiche Pages” block. Leave the “Keep original PDF files” block unchecked.

