Importing PDFs into Laserfiche

Note: Files in Portable Document Format (PDF) are <u>not</u> 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.

SNAPSHOT

1. Open the PDF and then select Print>LF Snapshot 8. This will pop up a login window the first use of Snapshot each day (if you have set up your snapshot according to the instructions at: http://agdocsinfo.tamu.edu/resources/Snapshot8Configuration.pdf)

2. You can then change the name of the document and add a template (Metadata) and then send to Laserfiche.

IMPORT

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

1. In Laserfiche Select Tools>Options>New Documents>Settings. On this screen in the Importing PDFs 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. Also make sure the radio button for "Make each file a separate document" is selected.
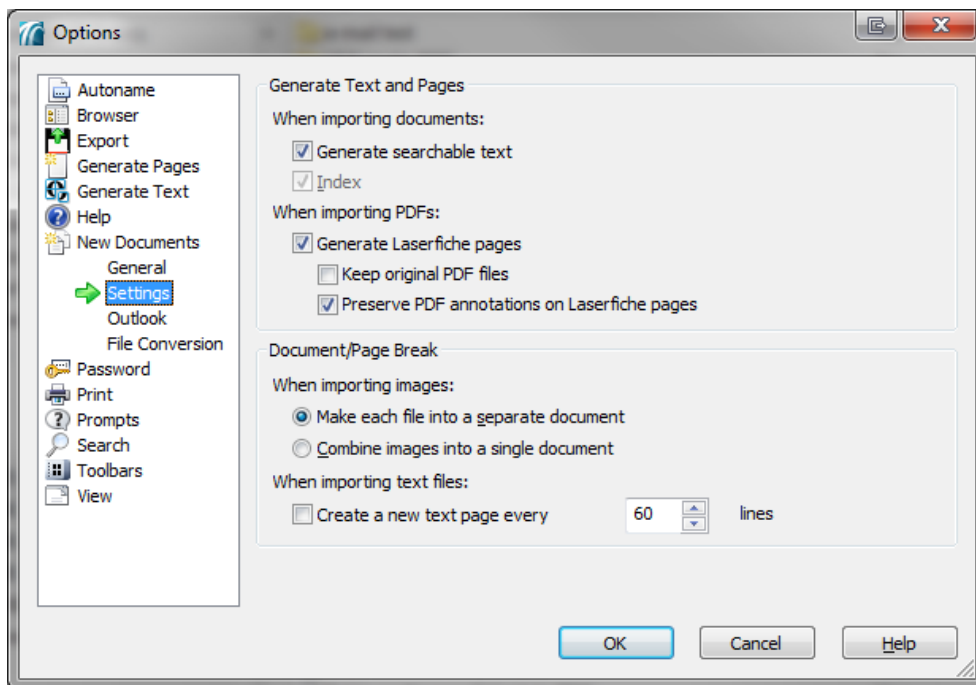

2. Click OK.

To Import

1. With Laserfiche open, select File>Import> and browse to and select the file you want to import then click on "Import" as shown in the example below.
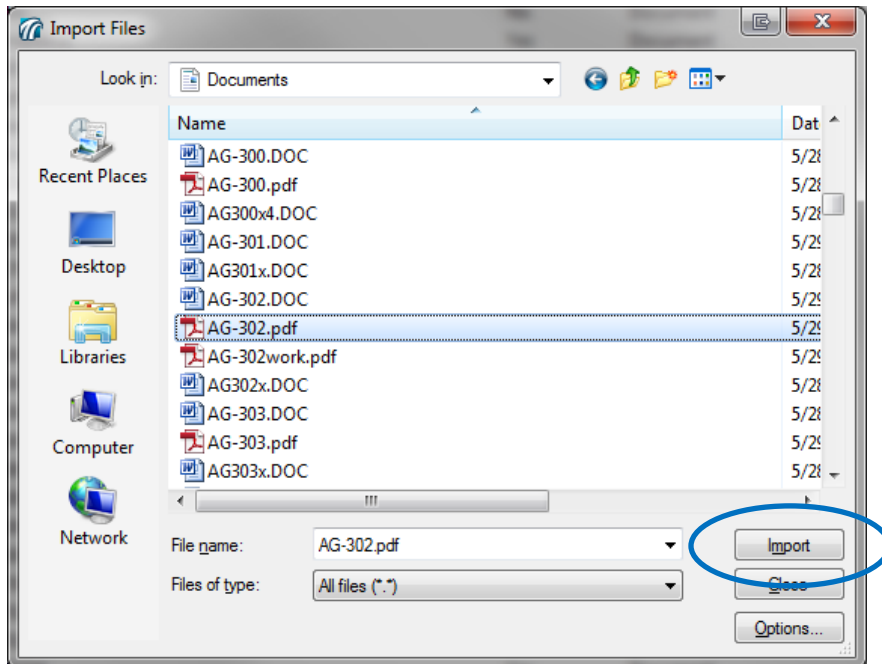
2. On the screen that pops up, be sure it is importing to the correct folder, that the Volume indicated "DEFAULT" and that the "Generate searchable text" and "Generate Laserfiche Pages" are checked. Then click OK. The document is then imported into Laserfiche and a Laserfiche format (TIF) file.
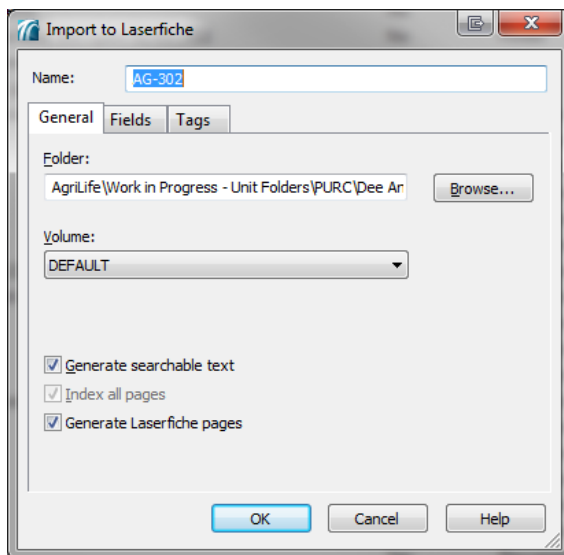
To Drag and Drop

1. Open Windows Explorer, select the file you want to import, and drag it to the open Laserfiche folder into which you want the document to be imported.

2. On the screen that pops up, be sure it is importing to the correct folder, that the Volume indicated "DEFAULT" and that the "Generate searchable text" and "Generate Laserfiche Pages" are checked. Then click OK. The document is then imported into Laserfiche and a Laserfiche format (TIF) file.