

# CERTUSPACT™

## Document Conversion for Upload into Certuspact

One of Certuspact's objectives is to provide a thin client experience for users. This means that no software needs to be downloaded to a user's personal computer in order to use Certuspact. Certuspact will soon incorporate document image conversion into the system so that a user will not need to go through this process. If a user has in house document image conversion software that converts to the required Certuspact .tiff image, then this step is not required. Please note the print properties to convert to a .tiff format. The following describes what a user can do, at no cost, to upload a .tiff formatted document image in Certuspact.

### Step 1:

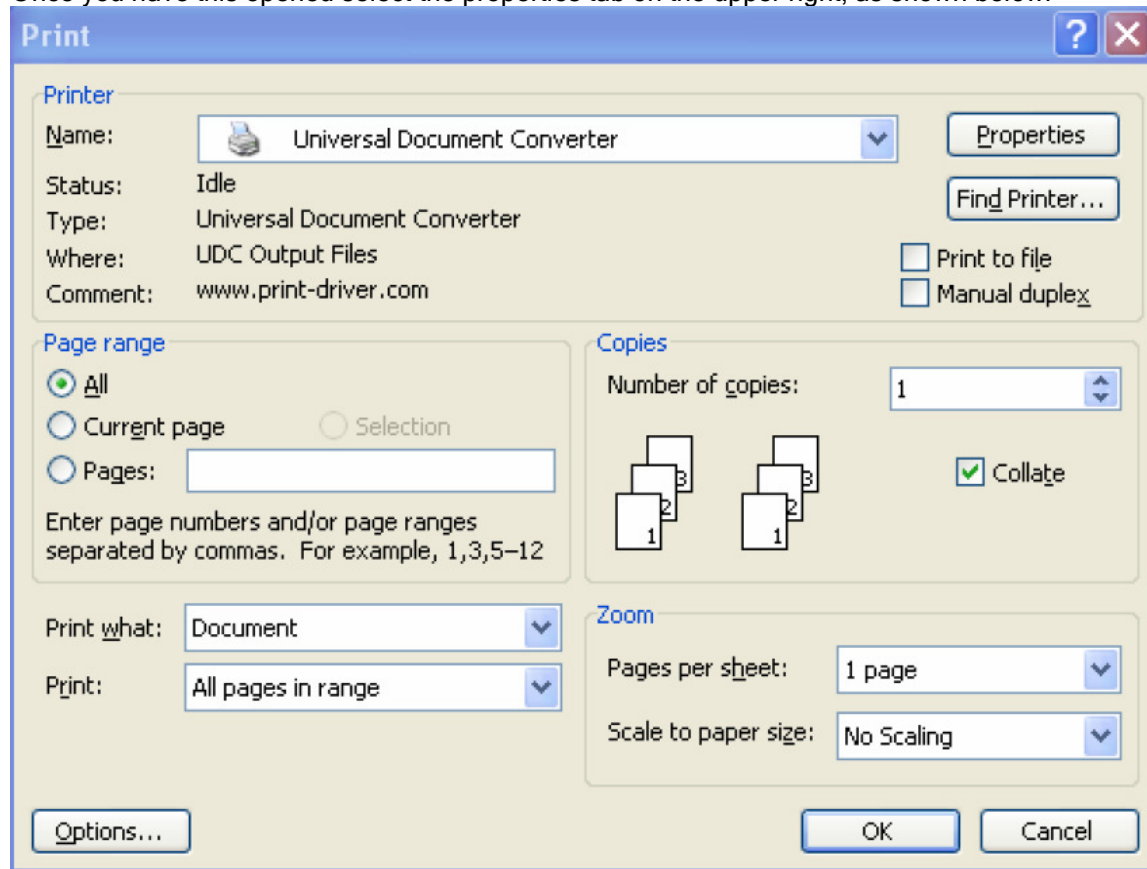
Download the Universal Document Converter free software that will convert your documents to .tiff images at the following url: <http://www.print-driver.com/>. Select "Download" on the left navigation options. Then select your preference of down loading the free trail. Note that if you use this free trial that the system applies a watermark to all the images that you convert while using this free software.

### Step 2:

The down load will create a "Universal Document Converter" printer driver. What this means is that when you have selected the document that you want to convert, you select the "print" option and you will notice that you will have the option to print to the "Universal Document Converter". Select this option.

### Step 3:

Once you have this opened select the properties tab on the upper right, as shown below.

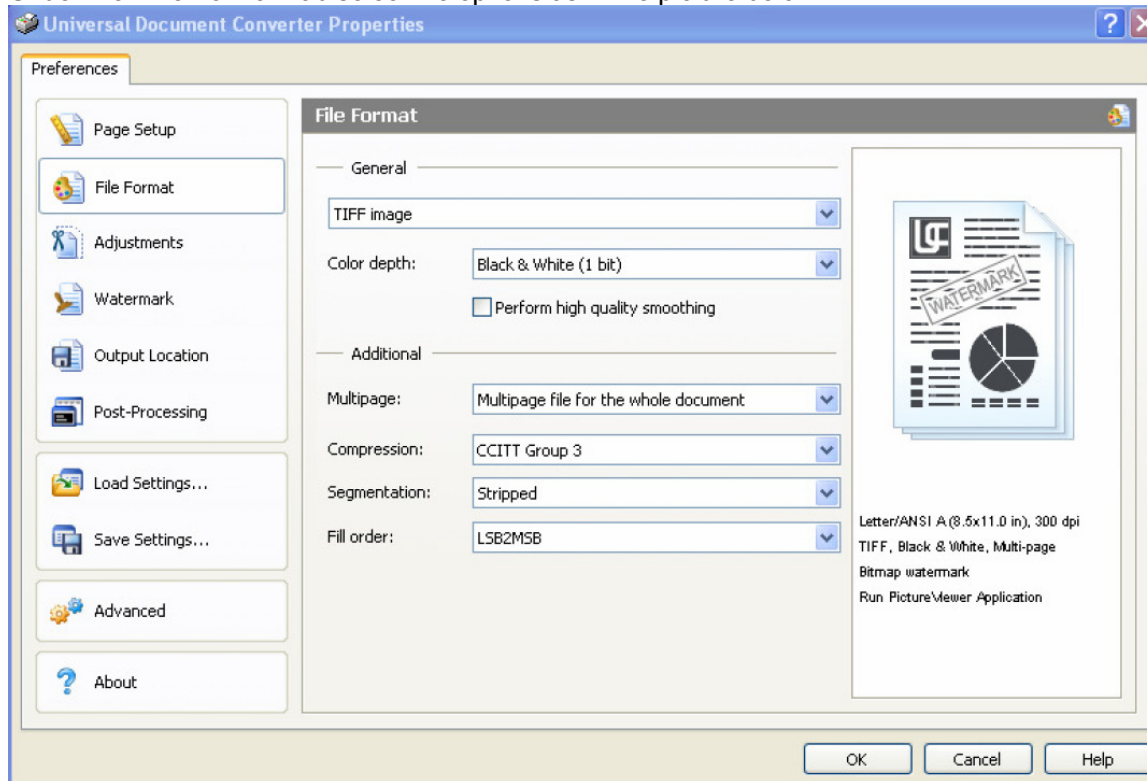


### Step 4:

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Under the “File Format” tab select the options as in the picture below.



### Step 5:

Select OK and instead of printing to a printer you now “print” the image to a folder on your computer. There is a standard folder that is created for you under “UDC Output File”. You can save the image to your folder of choice that you can retrieve when you upload a document in Certuspact.

You are now ready to upload document images into the Certuspact application.