

# **Tiff to Text**

Revised 12-4-2008

## ***Purpose of Tiff to Text***

Tiff to Text is designed to batch process Single Page TIFF files with the output being Text Searchable Tiffs and a matching Text file for use in Document Management Systems. Although, it will also process multi-page TIFF images, the text file will not be formatted by page. It will just have a line stating that a new page has begun. If a single page text file is desired for each page in a multi-page Tif, please see eDocfile's Identify Docs Utility.

Tiff to Text will automatically reproduce the all of the files and sub folders in the folder selected for processing. Making it ideal for when thousands of TIFF files need to be processed, that reside in a file folder hierarchy.

These features make it ideal for Attorneys who receive documents on a CD, instead of printing them they can convert the Tif images in ones that are searchable and import them into their document management software along with the matching text file.

## ***System Requirements***

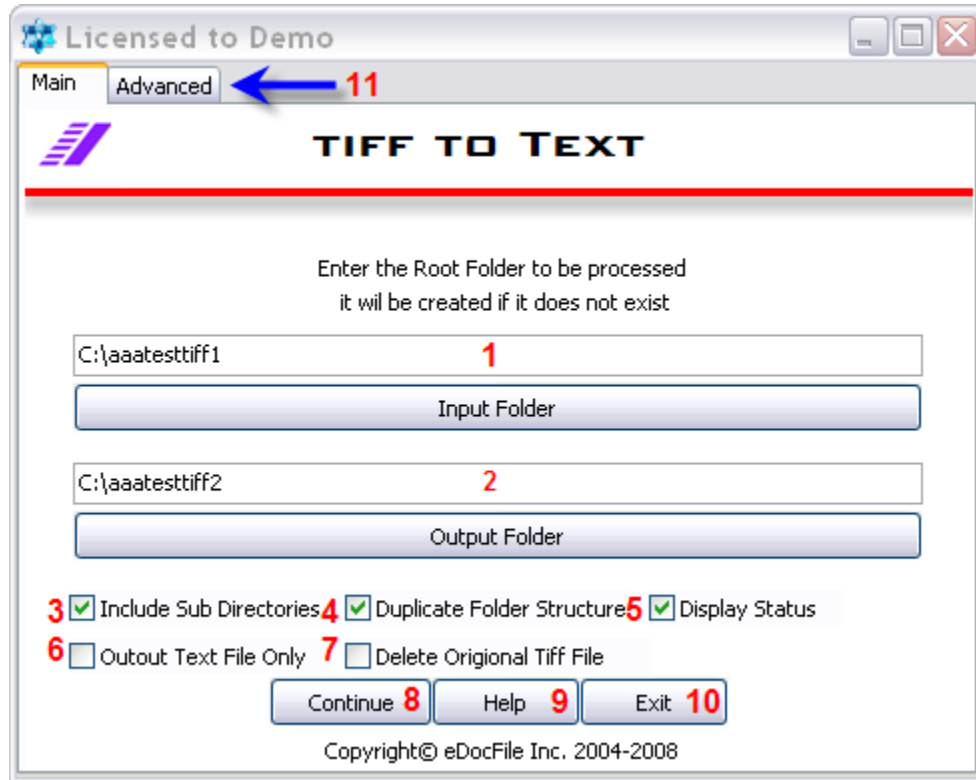
Microsoft Office Document Imaging is required for Tiff to Text's operation. It contains the engine that is used for processing.

## ***Running the Program***

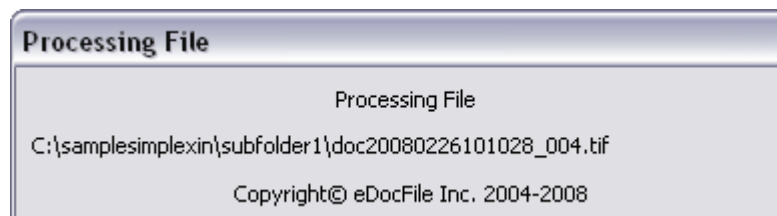
To begin place all images to be processed on the hard drive on the local PC and check to make sure that they are not read only. Once this is done run the program.

When the program is run the setup menu will appear and display the Main Tab. (if it does not the program cannot find Microsoft Office Document Imaging (MODI). See setting MODI below.)

All of the basic Choices can be set from the Main Menu.



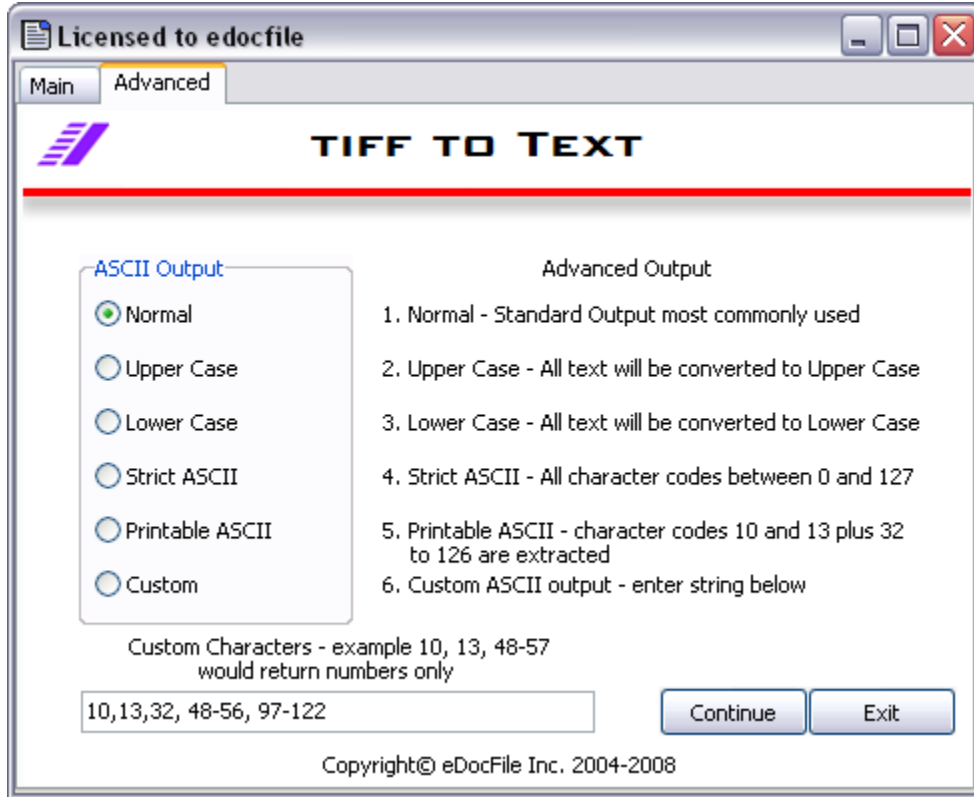
1. Select where the files to be processed reside – the user can type in a path and the folder will be created for them
2. Select the folder for the output files
3. If subfolders of the folder selected need to be processed place a check mark here
4. If the output is desired to be one folder with no subfolders place a check mark here. (please note that if this option is not selected and “Include Sub Folders” is selected if any duplicate file names exist they will be overwritten)
5. If checked a Window will display the file name being processed



6. Output Text file only if checked if not checked the tiff and text file will be placed in the output folder
7. If checked the original tiff image will be deleted

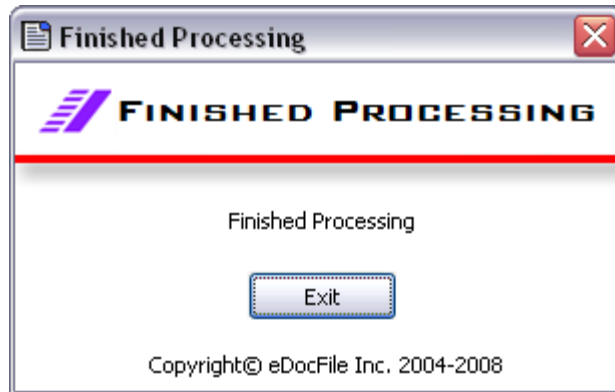
8. Continue to Save Settings and be prompted to start processing
9. Displays HTML Help File
10. Exits Program without saving or processing
11. Advanced Output Settings – click on this tab to change format of text output

Once the basic options have been set click on the Advanced tab.



Select an output option from the Radio Button List a description of each option is display on the setup menu for ease of reference. If using Custom Output enter the ASCII Character Codes to use.

When finished, click on Continue to begin processing. When the job is finished, a menu notifies the user.



## Setting MODI

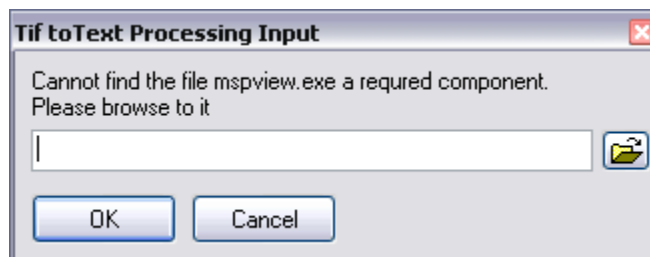
If the main menu does not appear the following Window will open which means the program cannot find MODI. Each version of MODI is stored in a different location and each language has a different name for the path. Tiff to Text looks for MODI in various locations, however different languages name the path differently (or the user did not select the default path when installing MODI) so it maybe necessary to find MODI manually.

Path example:

This is an example of where to start looking for MODI

C:\Program Files\Common Files\Microsoft Shared\MODI\11.0

Just translate this into the language of the version of Office being used. All paths will have MODI as a folder with a subfolder with the version.



## Trouble Shooting

The only know issue with Tiff to Text relates to MODI. When Microsoft Office is updated or in some cases removed, MODI is left behind. Since the new version of MODI is installed in a different path, both versions reside on the same PC. The only fix know at this time is to uninstall MODI, check to see if MSPView.exe still exists after the

uninstall, if it does delete it and the folder that contains it. Run a simple registry cleaner, (CCleaner.exe works and it is Freeware) and reinstall MODI.

Both the licensed and Trial Version of Tiff to Text is supported.

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