

Creating Conversion Jobs

A basic conversion job will convert a folder of files to searchable PDF and save the converted files to another folder.

FileConvert searches or watches a folder for files like images or PDFs.

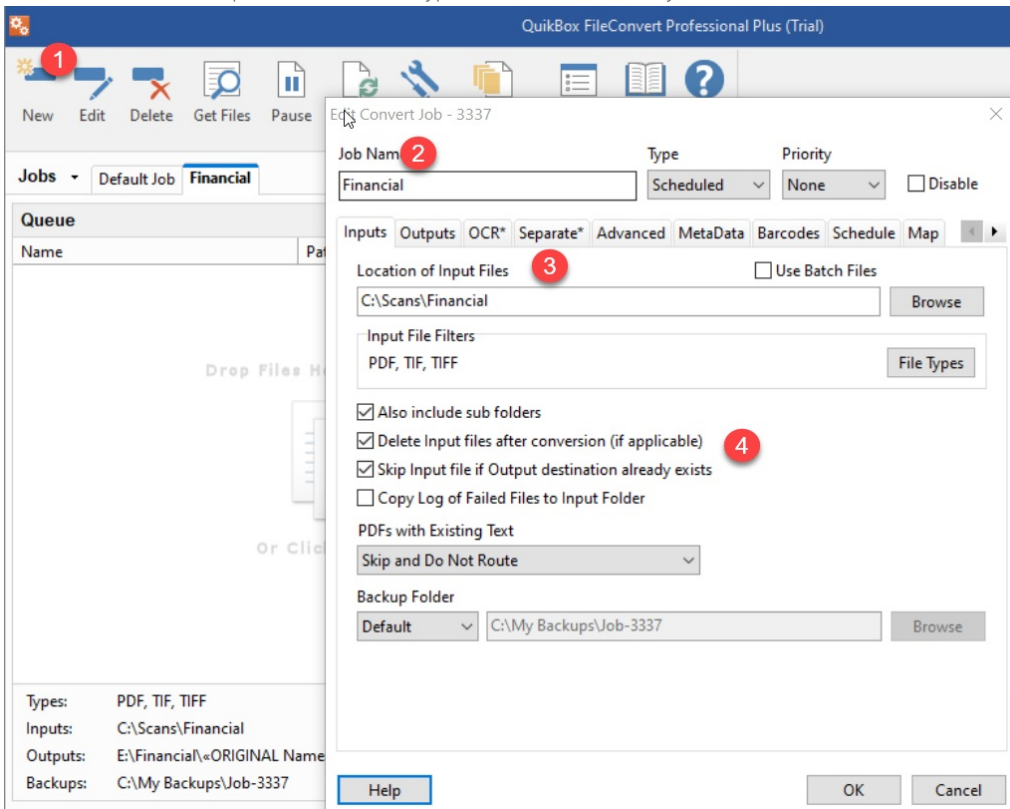
Subfolders can be ignored or included

Image files are converted to searchable PDF and moved to a new location

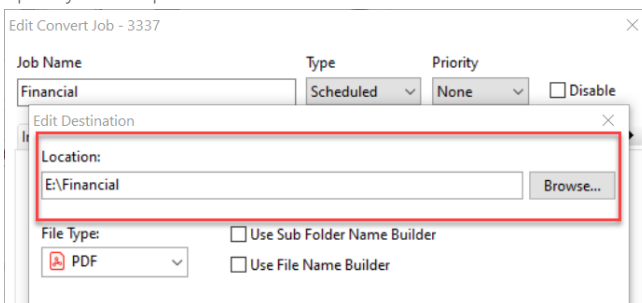
The classic use for a basic conversion job is a network scanner. Most network scanners save scans to a folder. FileConvert will watch this folder. Each new scan that arrives will get converted and moved to an output folder that you specify.

Setting Up a Basic Conversion Job

1. Click the **New** button on the main toolbar
2. Give the new Job a unique name, Set Job Type to Scheduled, Priority None



3. Specify the input Folder, check the boxes as above.
4. Specify the Output Folder



5. Under OCR, make the PDFs to be searchable and to auto-rotate

Edit Convert Job - 3337

Job Name: Financial Type: Scheduled Priority: None Disable

Inputs Outputs **OCR*** **Separate*** Advanced MetaData Barcodes Schedule Map

Make searchable PDF OCR Engine: Readiris

Auto rotate pages Line breaks: By Paragraph

Page text: Word Aligned

Page timeout: 120 seconds

Page threads: 2

Limit OCR to 1 page(s).

Turn off column recognition

6. If the Job requires separation, specify the interval here

Edit Convert Job - 3337

Job Name: Financial Type: Scheduled Priority: None Disable

Inputs Outputs **OCR*** **Separate*** Advanced MetaData Barcodes Schedule Map

Separate document every 1 pages. Separators

Process Content Rules

Process Page Separators

Keep Page Separators in destination documents

Use alternate detection method for User Select separators

Copy routed documents to Job Destinations

7. Set the job to check for new files after every one minute

Edit Convert Job - 3337

Job Name: Financial Type: Scheduled Priority: None Disable

Inputs Outputs **OCR*** **Separate*** Advanced MetaData Barcodes **Schedule** Map

Search for Files Every: 1 minutes.

Run Schedule A

Always

Daily

Weekly

Start Time: 6:00 PM End Time: 6:00 AM

Run Schedule B

Never

Daily

Weekly

Start Time: 6:00 PM End Time: 6:00 AM

Online URL: <https://support.quikbox.com/article/creating-conversion-jobs-45.html>