

Creating Conversion Jobs

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

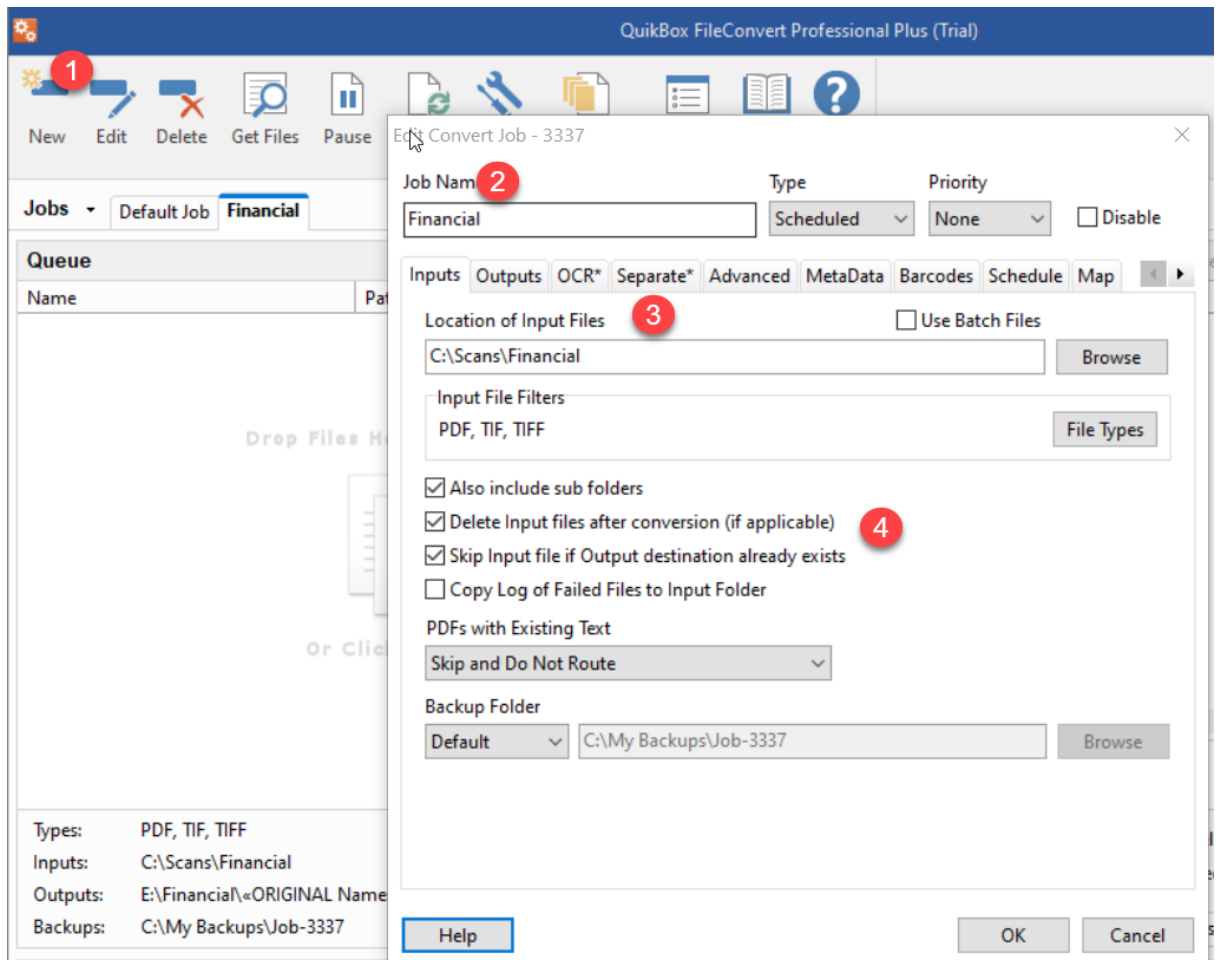
- FileConvert searches or watches a folder for files like images or PDFs.
- Subfolders can be ignored or included
- Image files are converted to searchable PDF and moved to a new location

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.

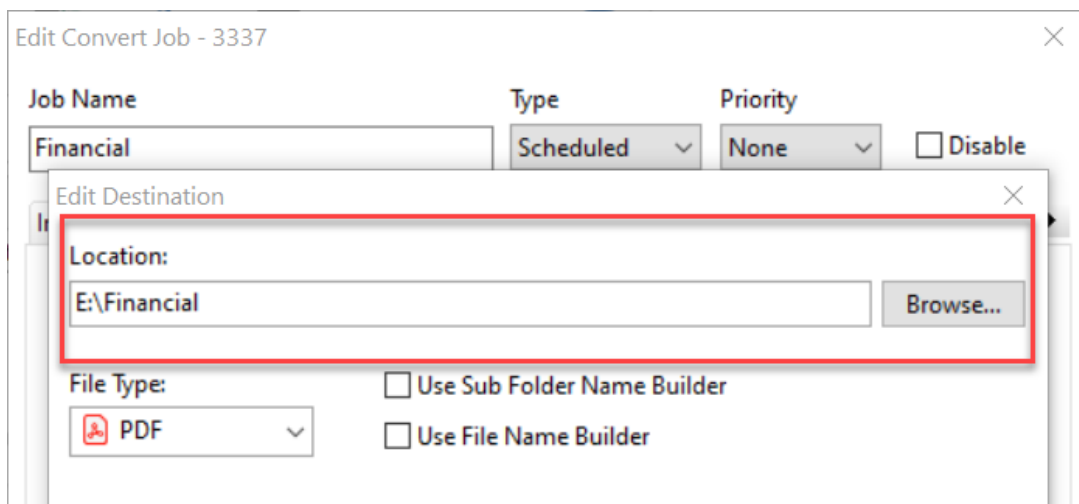
Setting Up a Basic Conversion Job

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
☒ Auto rotate pages

OCR Engine: Readiris
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.
☐ 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

Separators

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

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Job Name Type Priority ☐ Disable

Inputs Outputs OCR* Separate* Advanced Metadata Barcodes **Schedule** Map ◀ ▶

Search for Files Every: ⬆ ⬇ ⬆

Run Schedule A

☒ Always ☐ Daily ☐ Weekly

Start Time:

End Time:

Run Schedule B

☒ Never ☐ Daily ☐ Weekly

Start Time:

End Time:

Online URL: <https://support.quikbox.com/article.php?id=45>