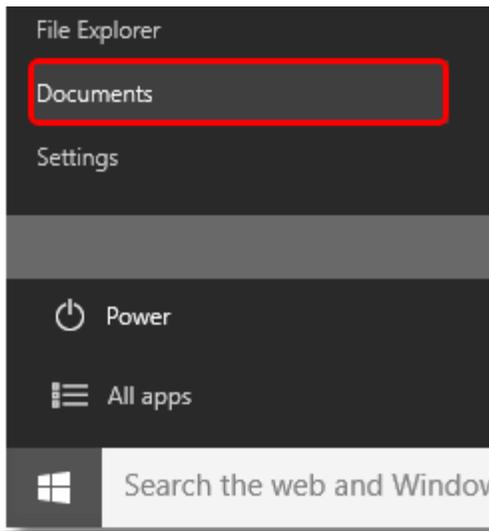# PEERNET File Conversion Center 6.0

Thank you for choosing PEERNET File Conversion Center. The PEERNET File Conversion Center integrates seamlessly with your desktop and Windows Explorer to allow you to quickly and easily convert office documents, spreadsheets, web pages, PostScript files, and many other popular file formats into image or PDF files. The mini-tutorials below are designed to get you converting files as soon as possible.

- Single Click Converting
- Drag and Drop Converting
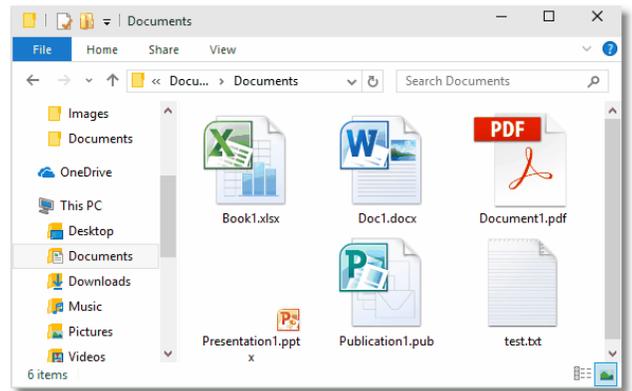- Modifying Conversion Properties
- Supported Files and Applications

SINGLE CLICK CONVERTING

Convert files and folders of files with a single click by using the Convert To menu items integrated in the Windows Explorer Shell. These menu item are available when you right-click on a file or a folder.
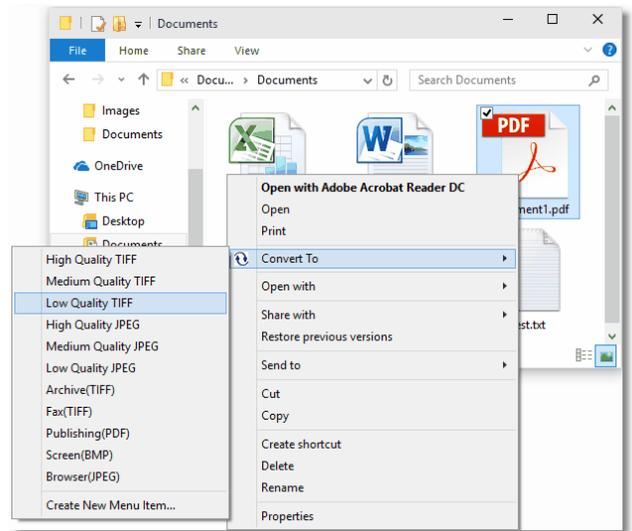
1. From the Start menu, select the Computer or Documents folder to locate the file(s) and/or folders you want to convert.
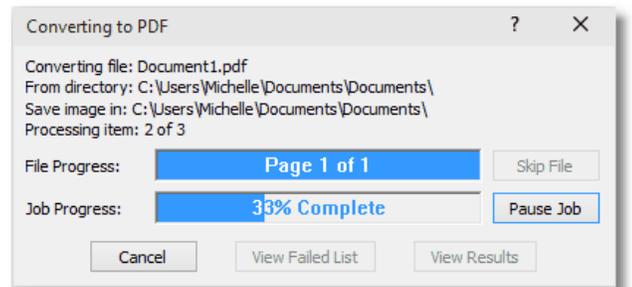
2. In the folder view window select the file(s) and/or folders you want to convert. You can select more than one file or folder at a time.

3. When you have selected your files and/or folders, right-click over your selected items to show the context menu. You will see a Convert To menu option with predefined converting options. Choose an option to begin converting.

4. A conversion progress dialog will display as your files and/or folders are converted. The new files will be saved in the same location as the original file.

File Conversion Center comes with eleven predefined converting options. New options can be added using the Create New Menu Item… option at the bottom of the menu.
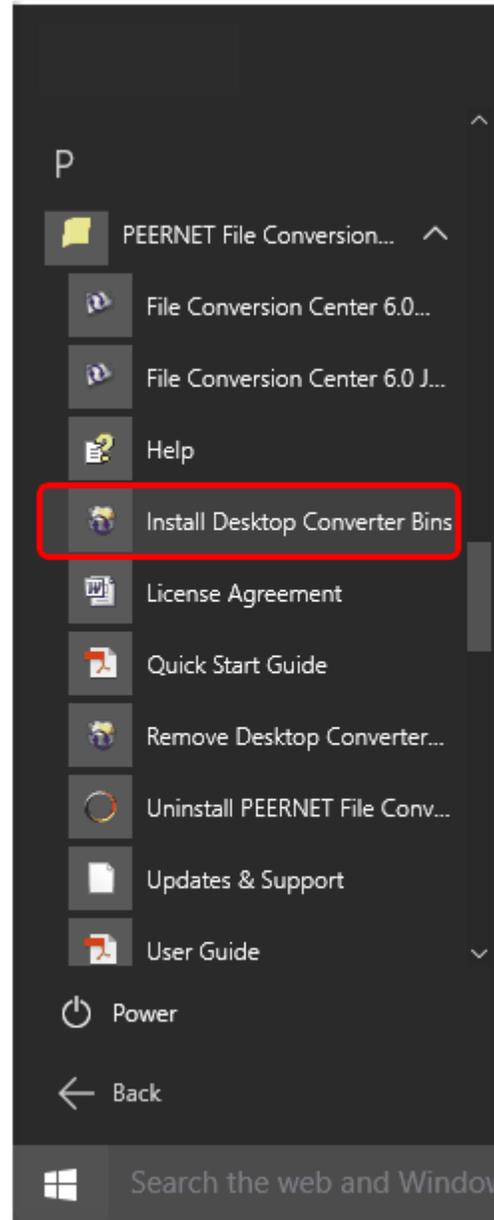
Convert To Item	Resolution	Format	Color
High Quality TIFF	600 DPI	multi-paged	optimized
Medium Quality TIFF	300 DPI	multi-paged	optimized
Low Quality TIFF	200 DPI	multi-paged	optimized
High Quality JPEG	600 DPI	serialized	color
Medium Quality JPEG	300 DPI	serialized	color
High Quality JPEG	200 DPI	serialized	color
Archive(TIFF)	200 DPI	multi-paged	optimized
Fax(TIFF)	204x196 DPI	multi-paged	black and white
Publishing(PDF)	300 DPI	multi-paged	optimized
Screen(BMP)	100 DPI	serialized	color
Browser(JPEG)	60 DPI	serialized	color

See the section Modifying Conversion Properties to learn more about changing the existing Convert To settings and how to create new ones.
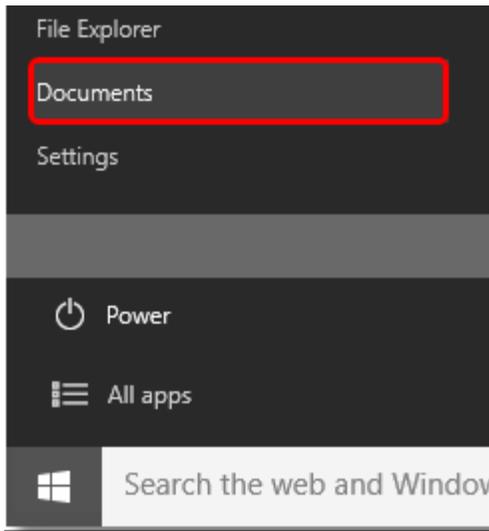
DRAG AND DROP CONVERTING

A set of eight predefined desktop converter bins can optionally be installed on your desktop as part of the File Conversion Center install. These desktop converter bins allow you to drag and drop files and folders and convert your documents to images in one easy step.
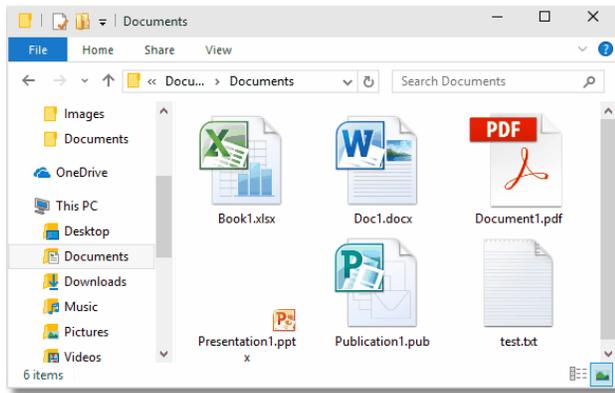
If you do not see any converter bins, they can be added and removed through the Start menu.
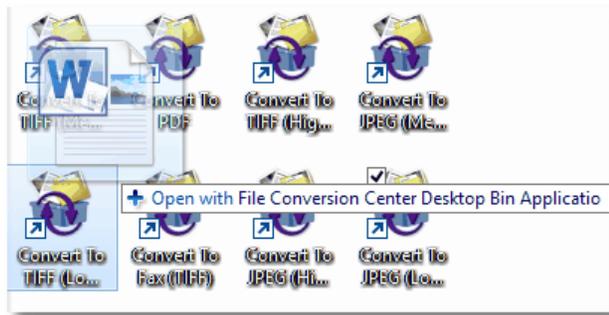

1. From the Start menu, select the Computer or Documents folder to locate the file(s) and/or folders you want to convert.
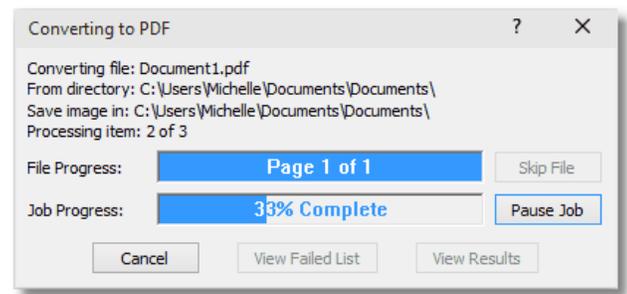
2. In the folder view window select the file(s) and/or folders you want to convert. You can select more than one file or folder at a time.

3. Left-click and hold the left mouse button down on the selected files. Keeping the left mouse button pressed, drag the cursor over one of the desktop converter bins. You will see the cursor change to represent a selection of files. When you are over the desktop converter bin you wish to use, release the left mouse button to drop the files on the bin.

4. A conversion progress dialog will display as your files and/or folders are converted. The new files will be saved in the same location as the original file.

File Conversion Center comes with eight predefined desktop converter bins.

Converter Bin	Resolution	Format	Color
Convert to TIFF (High Quality)	600 DPI	multi-paged	optimized
Convert to TIFF (Medium Quality)	300 DPI	multi-paged	optimized
Convert to TIFF (Low Quality)	200 DPI	multi-paged	optimized
Convert to JPEG (High Quality)	600 DPI	serialized	color
Convert to JPEG (Medium Quality)	300 DPI	serialized	color
Convert to JPEG (Low Quality)	200 DPI	serialized	color
Convert to Fax(TIFF)	204x196 DPI	multi-paged	black and white
Convert to PDF	300 DPI	multi-paged	optimized

See the section Modifying Conversion Properties to learn more about changing the existing desktop converter bins and how to create new ones.
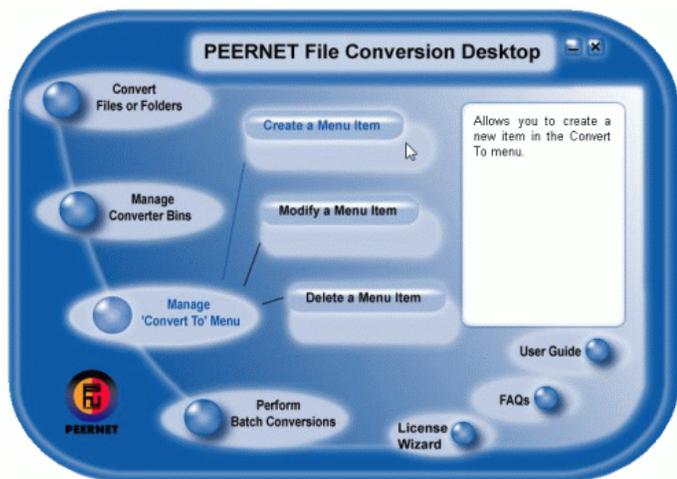
MODIFYING CONVERSION PROPERTIES

Double-clicking the File Conversion Center icon on the desktop will launch the File Conversion Desktop.

PEERNET File Conversion... Desktop converter bins and Convert To menu items can all be added, modified or deleted from this applet. You can also access the advanced batch conversion interface, the License Wizard, the User Guide and a link to the Frequently Asked Questions (FAQ) from here.
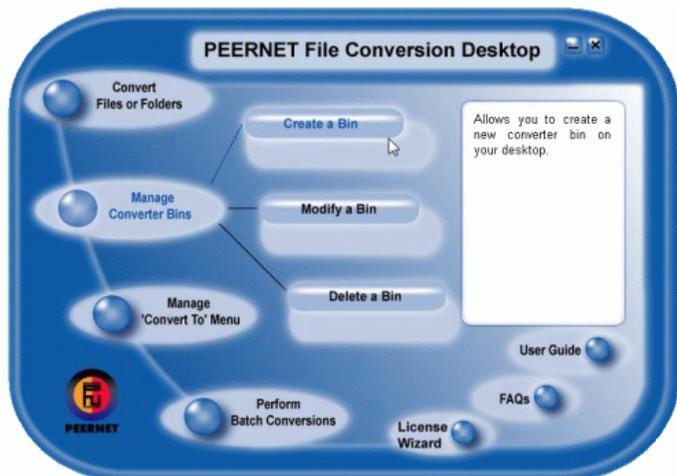
CHANGING THE CONVERT TO MENU

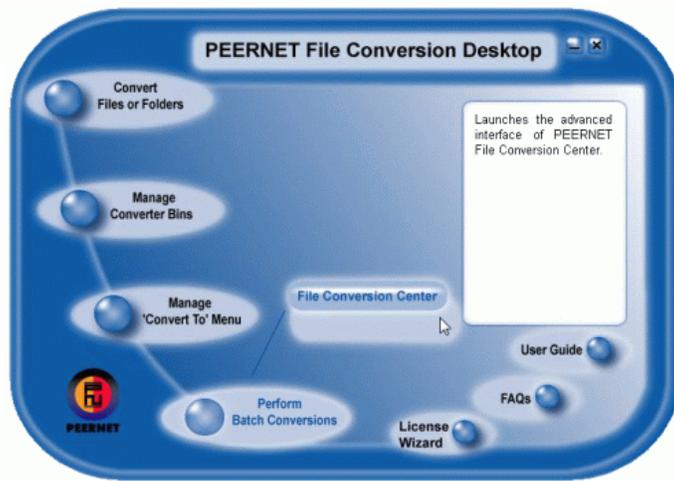Click on the Manage 'Convert To' Menu bubble to display the actions to add, modify or delete a Convert To menu item.

CHANGING A CONVERTER BIN

Click on the Manage Converter Bin bubble to display the actions to add, modify or delete a desktop converter bin.
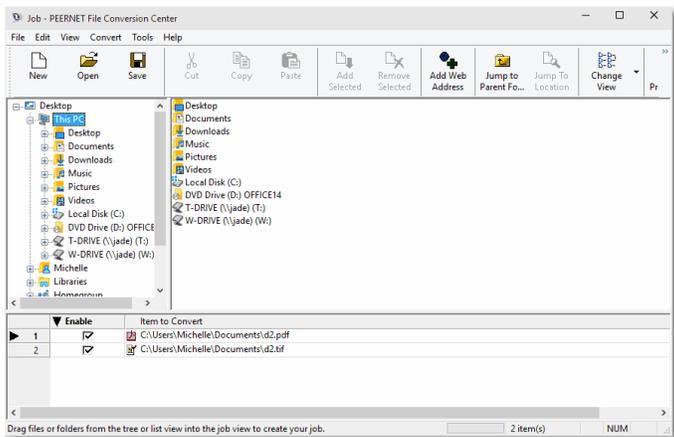
PERFORM BATCH CONVERSIONS

Click on the Perform Batch Conversions bubble to display the File Conversion Center action to launch File Conversion Center's advanced user interface.

The advanced interface is a standard Windows application. It consists of a toolbar with the most common actions, the file browser panel at the top for finding and adding files to the job list, and a grid view at the bottom listing all files, folders and web pages currently selected to be converted.

For more information on the advanced interface, please see the section *Working with the Application Interface* in the File Conversion Center User Guide.

SUPPORTED FILES AND APPLICATIONS

File Conversion Center requires the appropriate applications be installed on your system to handle associated file conversions. The table below lists the application needed and the most common types of files handles by each application.

Application	Supported Files
Microsoft Office 2003-2013	- Word documents - Excel spreadsheets - PowerPoint presentations - Rich Text documents - Generic text-based documents
Internet Explorer 6.0-11.0	- Web pages - HTML files - SHTML files (secure HTML)
Adobe Acrobat 6.0-DC Adobe Acrobat Reader 6.0-DC	PDF documents
Ghostscript 7.04-9.16 *(32-bit version only)*	- Postscript files - Encapsulated Postscript files - PDF documents
Built-in - No Application Required	JPEG, TIFF, BMP, PCX, DCX, PNG and GIF Image files.

File Conversion Center uses the file associations already set up on your computer to determine what application is used to open each file and if it is an application supported by File Conversion Center.

File Conversion Center can produce both serialized and multi-page output.

Serialized output saves each page of a multi-page document or image as a single file and includes the following formats:

- Portable Document Format files (*.pdf)
- TIFF image files (*.tif)
- ZSoft DCX image files (*.dcx)

Multi-page output consolidates all pages of a multi-page document or image into a single file and includes the following formats:

- Portable Document Format files (*.pdf)
- JPEG image files (*.jpg)
- TIFF image files (*.tif)
- Windows Bitmap image files (*.bmp)
- ZSoft PCX image files (*.pcx)
- CServe Portable Network Graphics image files (*.png)
- Graphics Interchange Format image files (*.gif)

File Conversion Center comes pre-set to convert the following types of files; new files are added dynamically as they are encountered.

- Microsoft Word files (*.doc, *.rtf, *.txt, *.wri, *.log, *.xml)
- Microsoft Excel files (*.xls, *.xlw, *.xlc)
- Microsoft PowerPoint files (*.ppt, *.pps)
- HTML files (*.htm, *.html, *.shtm, *.shtml)
- Portable Document Format files (*.pdf)
- PostScript files (*.ps)
- web addresses (http://www.webpage.com)
- JPEG image files (*.jpg)
- TIFF image files (*.tif)
- Windows Bitmap image files (*.bmp)
- ZSoft PCX image files (*.pcx)
- ZSoft DCX image files (*.dcx)
- CServe Portable Network Graphics image files (*.png)
- Graphics Interchange Format image files (*.gif)

CONTACT INFORMATION

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