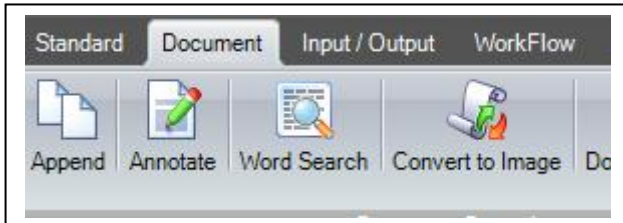
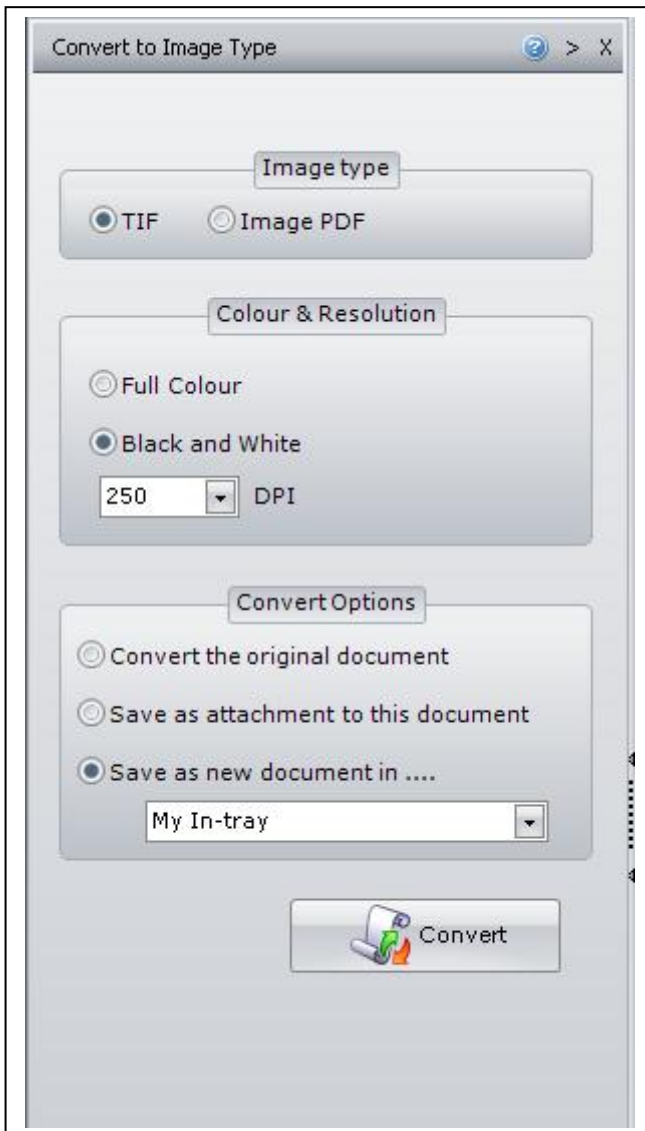


### File Stream Document Management Image Conversion

File Stream Document Management has a powerful but easy to use facility to create an image file from non-image documents such as WORD and EXCEL. This allows you to create a non-amendable version of the document and allows the use of annotation tools such as APPROVAL stamps.



1. On the Document tab there is an option to convert non-image files to an image file



2. On clicking the icon the panel shown here is displayed. The image file to be created can be a TIF or Image PDF.

Image resolution (Dots Per Inch) can be selected from 100 to 300 as well as a choice of colour or black and white images. Note that Colour and high resolution both result in larger file sizes,so should only be used where necessary.

The Convert Options allow the new file to replace the original OR save it as a separate file in the in-tray OR save it as an attachment to the original.



Clicking on the Convert button carries out the operation according to the options chosen.