

PEERNET File Conversion Center

Creating a New Profile in File Conversion Center

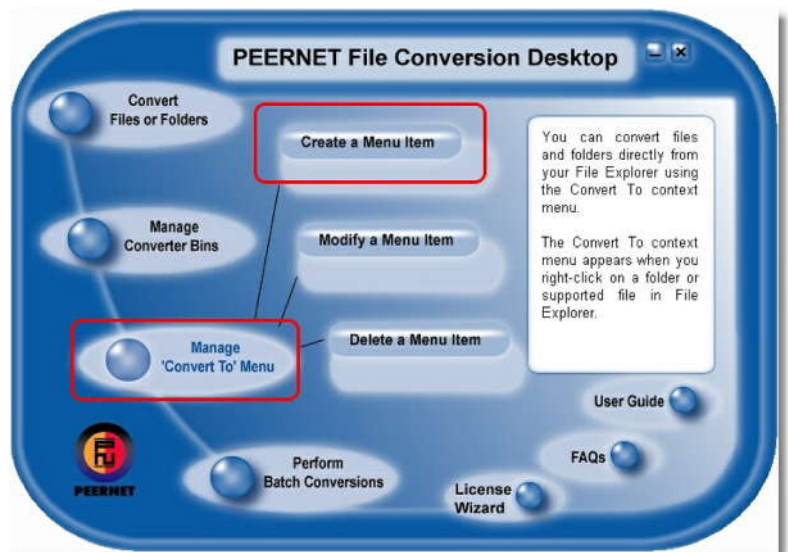


OVERVIEW

Customize [File Conversion Center](#) by creating your own conversion profiles tailored to the type of files you need to create. The following steps will guide you through on how to create a new profile in File Conversion Center.

STEPS TO CREATE NEW PROFILE IN FILE CONVERSION CENTER

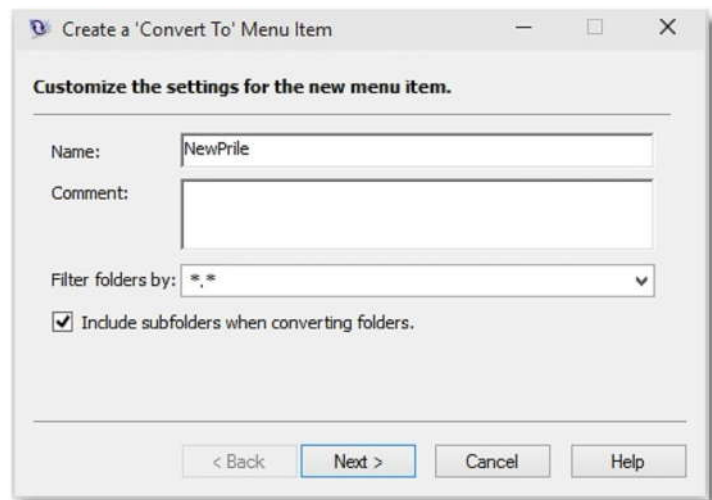
1. Click **Start – Programs – PEERNET File Conversion Center 6.0 – File Conversion Center 6.0 Desktop** to open the PEERNET File Conversion Desktop window.



2. In the PEERNET File Conversion Desktop window, select **Manage 'Convert To' Menu – Create a Menu Item** to start the Create a 'Convert To' Menu Item wizard.

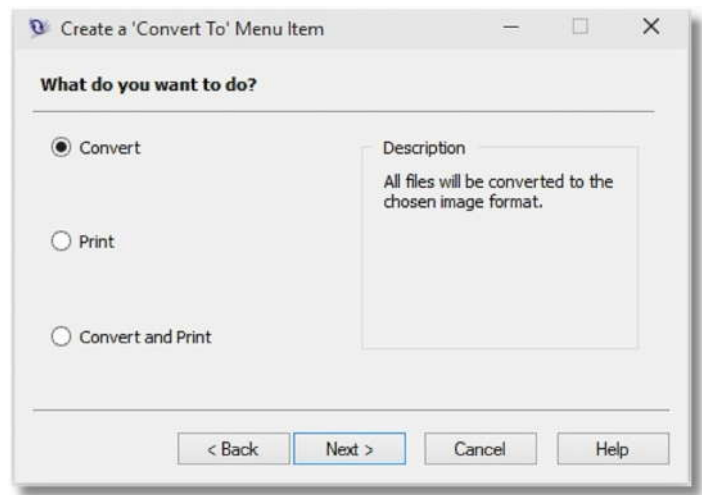
3. You can do the following on the 'Customize the settings' screen:

- Enter the name for your new profile in the *Name:* field.
- In the *Filter folders by* list, select if you want to convert all files (*.*) or only certain file types by extension.
- Select to *Include subfolders when converting folders* if you want to also convert all files in subfolders.

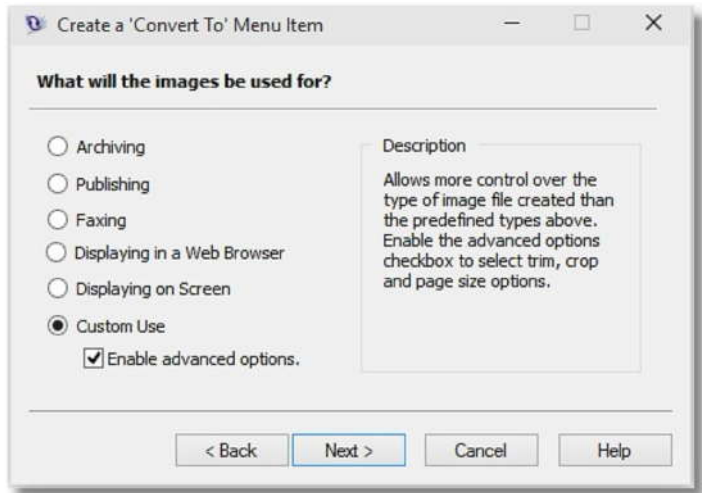


4. Click **Next**.

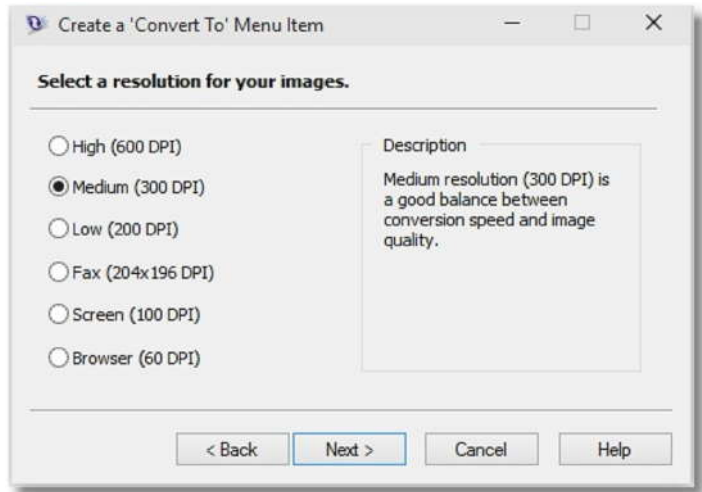
5. Choose *Convert* and then click **Next**.



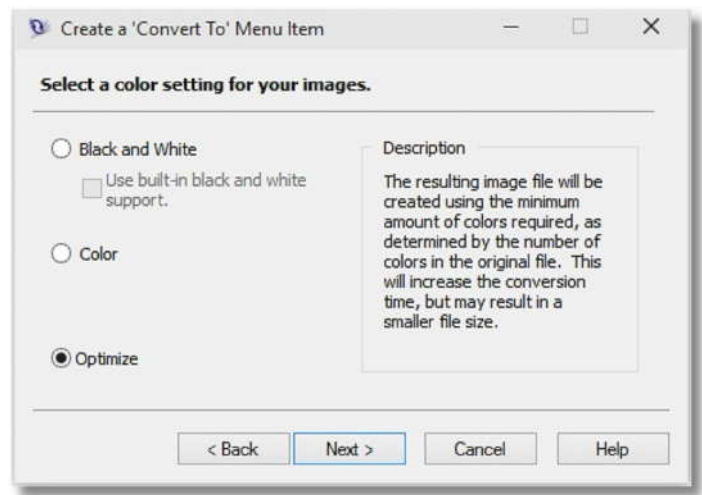
6. Select **Custom Use** and then check **Enable advanced options**. Click **Next**.



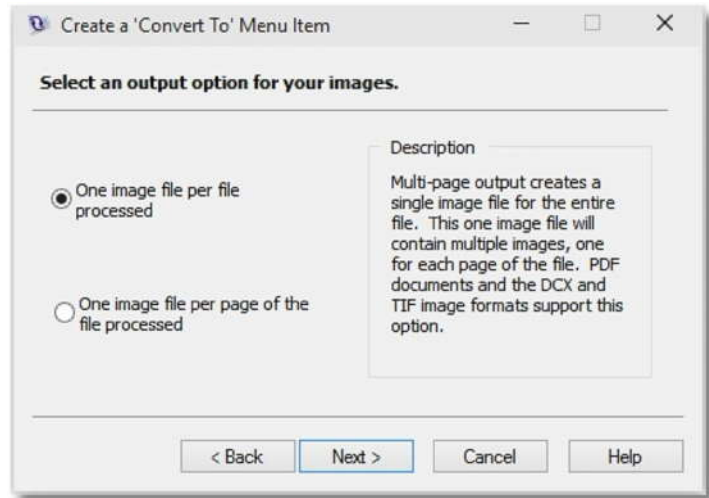
7. Select what resolution you want. Click **Next**.



8. Select *Black and White*, *Color* or *Optimize* for the color setting. Click **Next**.

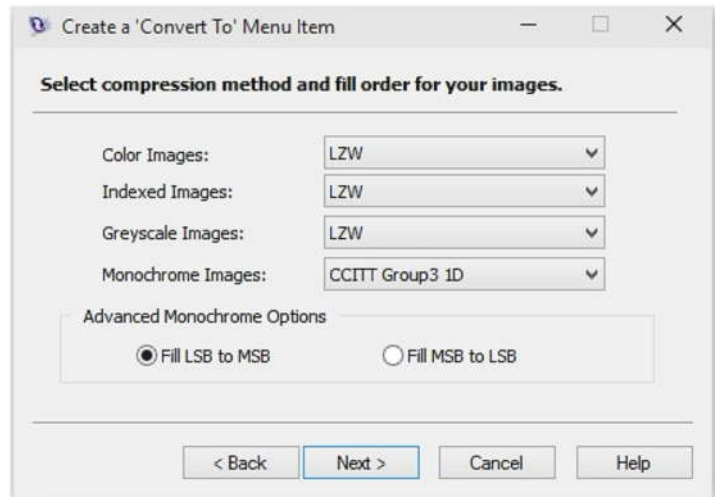


9. Select **One image file per file processed** to create multi-paged file (one file containing several pages) or select **One image file per page of the file processed** to create serialized files (each page is its own file). Click **Next**.



10. Select file format you wish to create. Click **Next**.

- The Compression Method screen only appears if you select TIFF, which allows you to select the compression to apply to the different color levels.



11. Decide if you wish to crop the image. Click **Next**.

The dialog box is titled "Create a 'Convert To' Menu Item". The main heading is "Select cropping options for your images." Below this, there is a checkbox labeled "Crop the image as specified." which is currently unchecked. Underneath, there is a section titled "Visible Area Dimensions". Inside this section, there is a sub-section "Units are in" with two radio buttons: "0.01 inches" (which is selected) and "0.1 millimeters". Below the units section, there are four input fields: "Left edge starts:" with a value of "0", "Width of visible area:" with a value of "0", "Top edge starts:" with a value of "0", and "Height of visible area:" with a value of "0". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

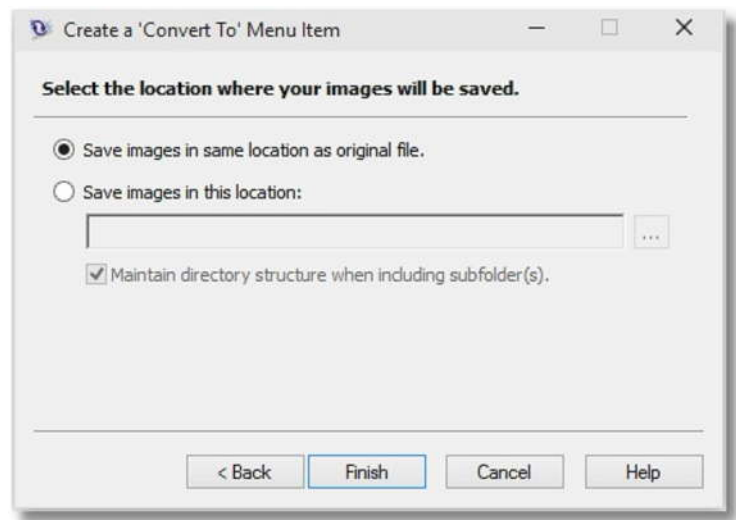
12. Decide if you wish to trim the sides of the image or rotate landscape pages. Click **Next**.

The dialog box is titled "Create a 'Convert To' Menu Item". The main heading is "Select trim and rotation options for your images." Below this, there are two main sections. The first is "Trim Options" which contains four checkboxes: "Trim left side of the image.", "Trim the top of the image.", "Trim right side of the image.", and "Trim the bottom of the image." The second section is "Rotation Options" which contains one checkbox: "Rotate landscape pages." To the right of these options is a "Description" box. The description for the trim options states: "The trim option will remove any blank, or white, area on the chosen side(s) of the image." The description for the rotation option states: "Rotating landscape pages will create all pages in portrait orientation." At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

13. Decide if you wish to change the page size and where to position the image on the new page. Click **Next**.

The dialog box is titled "Create a 'Convert To' Menu Item". The main heading is "Select page size and positioning options for your images." Below this, there is a checkbox labeled "Change the page size and position the image as specified." which is currently unchecked. Underneath, there are two input fields: "Width of output page:" with a value of "0" and "Height of output page:" with a value of "0". To the right of these fields is a sub-section "Units are in" with two radio buttons: "0.01 inches" (which is selected) and "0.1 millimeters". Below the units section, there is a section titled "Place the original image". Inside this section, there are four input fields: "Left edge starts:" with a value of "0", "Horizontal Alignment:" with a dropdown menu set to "Left", "Top edge starts:" with a value of "0", and "Vertical Alignment:" with a dropdown menu set to "Top". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

14. Specify where to save the new file(s).
Click **Finish**.



15. Now your new profile is ready to use to convert files.