PEERNET File Conversion Center

Creating a New Profile in File Conversion Center
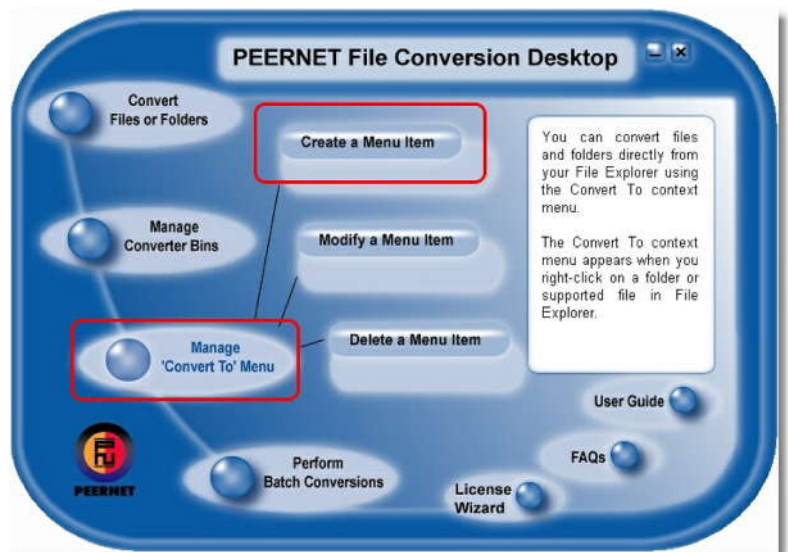
OVERVIEW

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.

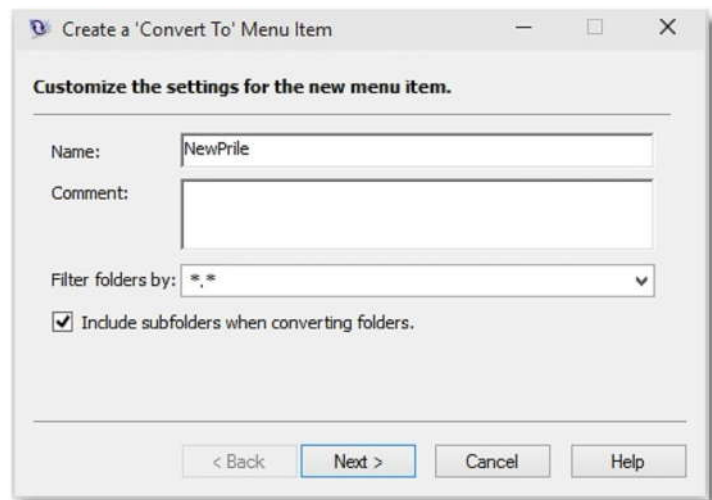## STEPS TO CREATE NEW PROFILE IN FILE CONVERSION CENTER

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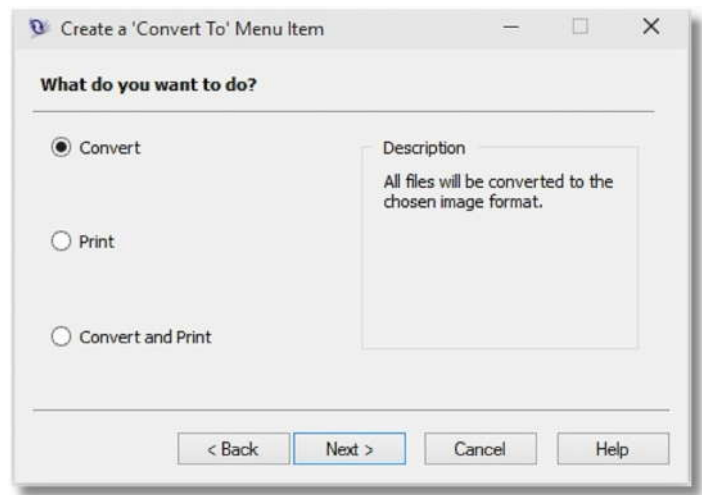
3. You can do the following on the 'Customize the settings' screen:

   a. Enter the name for your new profile in the *Name:* field.

   b. In the *Filter folders by* list, select if you want to convert all files (*.*) or only certain file types by extension.

   c. Select to *Include subfolders when converting folders* if you want to also convert all files in subfolders.
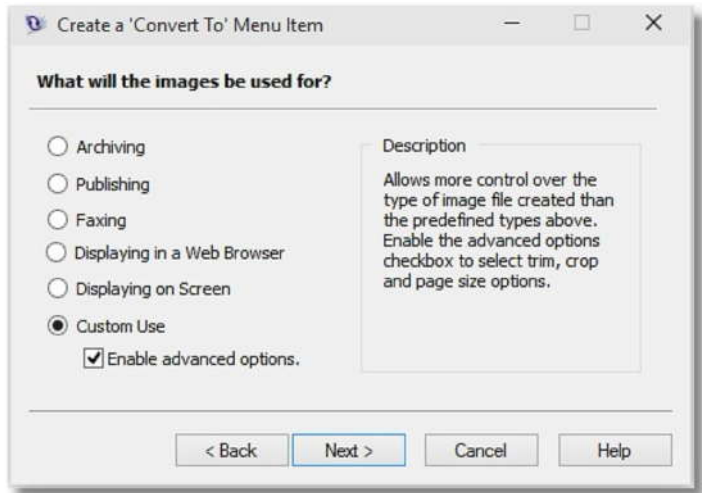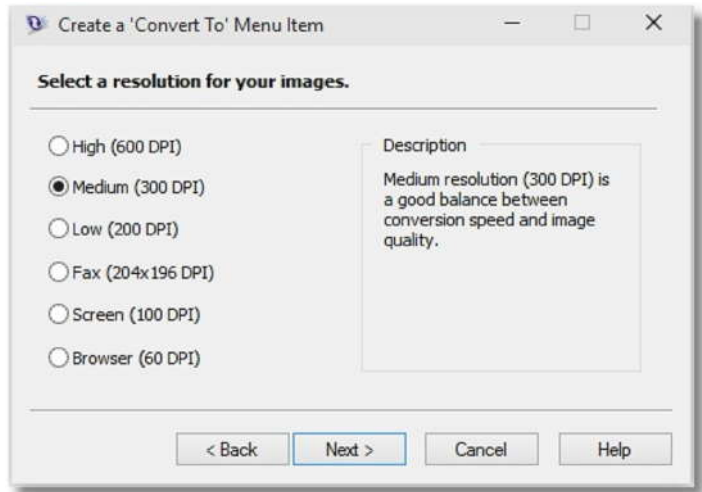
4. Click **Next**.

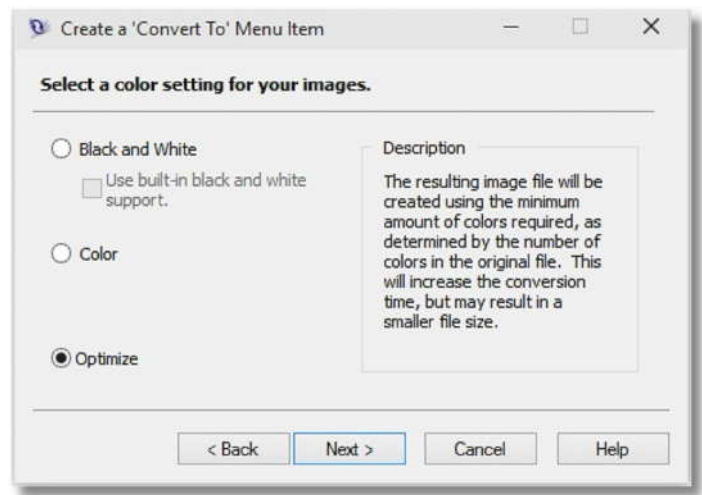**5.** Choose *Convert* and then click **Next**.

6. Select **Custom Use** and then check **Enable advanced options**. Click **Next**.
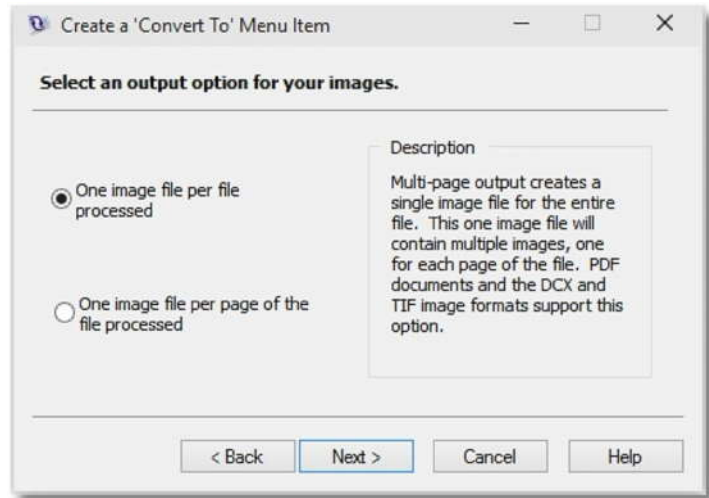
7. Select what resolution you want. Click **Next**.

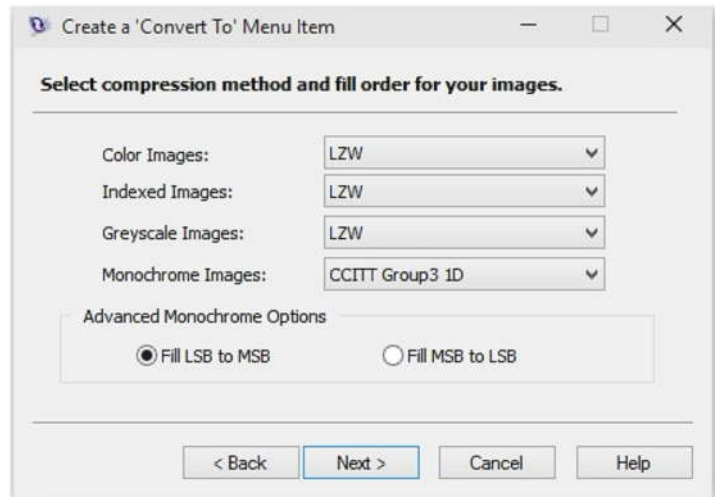**8.** Select *Black and White, Color or Optimize* for the color setting. Click **Next**.

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**.

Create a 'Convert To' Menu Item

Select cropping options for your images.

☐ Crop the image as specified.

Visible Area Dimensions

Units are in
◉ 0.01 inches   ○ 0.1 millimeters

Left edge starts: 0   Width of visible area: 0

Top edge starts: 0   Height of visible area: 0
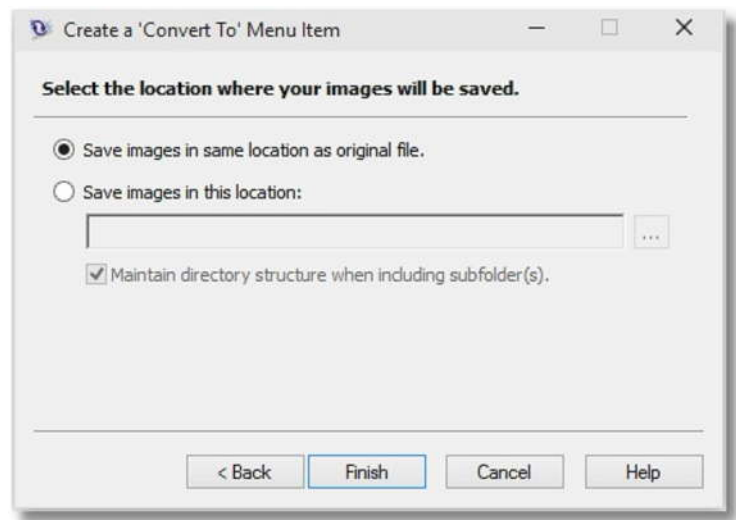
< Back   Next >   Cancel   Help

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

Create a 'Convert To' Menu Item

Select trim and rotation options for your images.

Trim Options
☐ Trim left side of the image.
☐ Trim the top of the image.
☐ Trim right side of the image.
☐ Trim the bottom of the image.

Description

The trim option will remove any blank, or white, area on the chosen side(s) of the image.

Rotating landscape pages will create all pages in portrait orientation.

Rotation Options
☐ Rotate landscape pages.

< Back   Next >   Cancel   Help

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

Create a 'Convert To' Menu Item

Select page size and positioning options for your images.

☐ Change the page size and position the image as specified.

Width of output page: 0

Height of output page: 0

Units are in
◉ 0.01 inches
○ 0.1 millimeters

Place the original image

Left edge starts: 0   Horizontal Alignment: Left

Top edge starts: 0   Vertical Alignment: Top

< Back   Next >   Cancel   Help

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

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