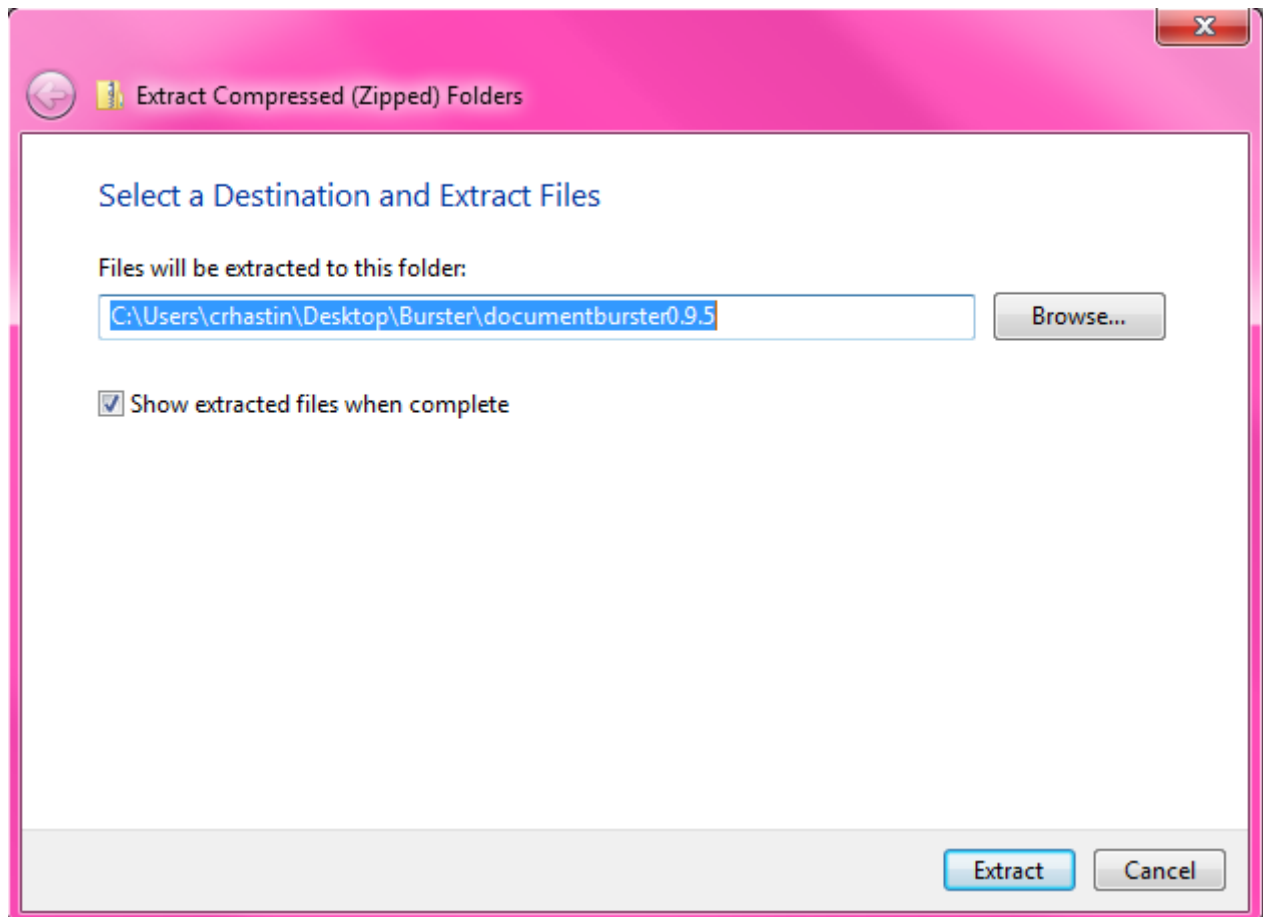


PDF Burster and Duplex Printing Instructions

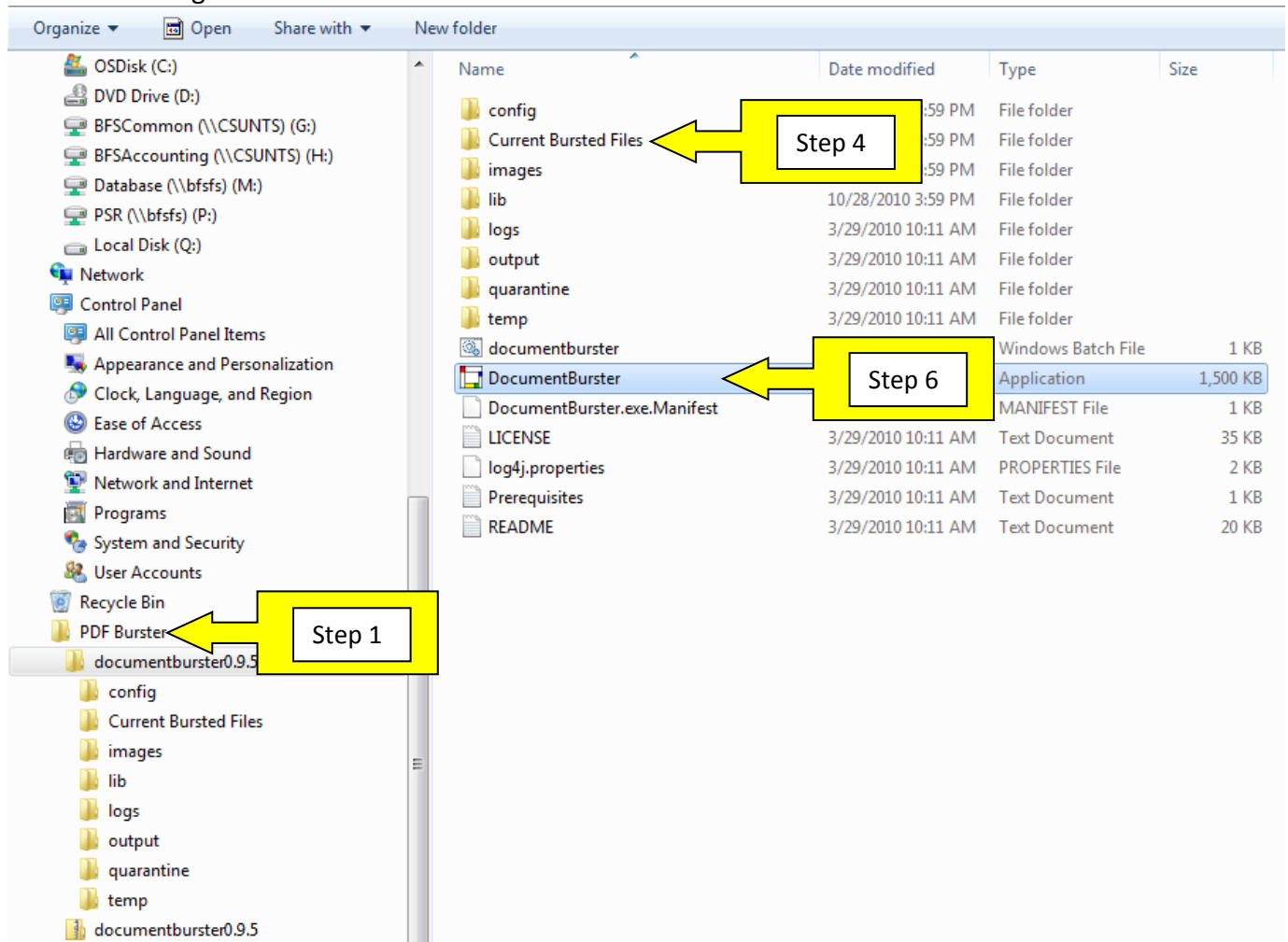
Documentburster0.9.5.zip: This is the PDF Burster application that will take the Account Statement report PDF and split it into several PDFs, one for each account. It needs to be installed on your PC or wherever you plan to do the bursting.

SET UP:

1. Create a new folder called PDF Burster on your desktop to house the PDF Burster application.
2. Right click on the documentburster0.9.5.zip file that I sent to you via email and save as the Documentburster0.9.5.zip file into the PDF Burster folder you created on your desktop.
3. Go to the PDF Burster file and unzip the file into this folder by:
 - a. Right click on the Documentburster0.9.5.zip and do an “Extract All”.
 - b. Edit the extract folder location to be the folder name you created in step 1.
 - c. Click Extract



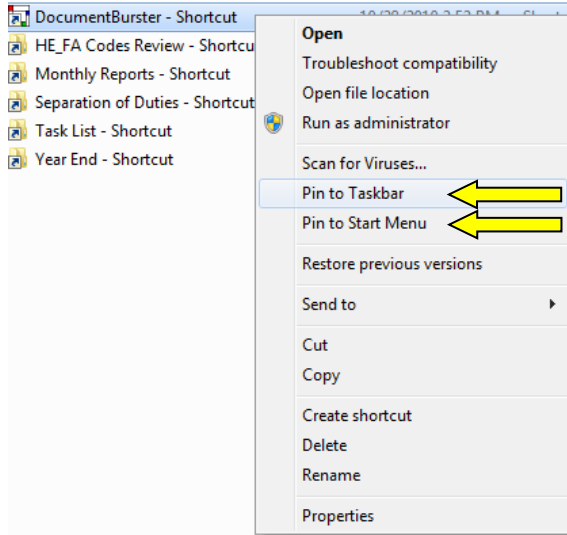
4. Add a sub-folder named Current Bursted Files to the folder you created in step one to contain the burst PDF files.
5. Resulting folder structure should look like this.



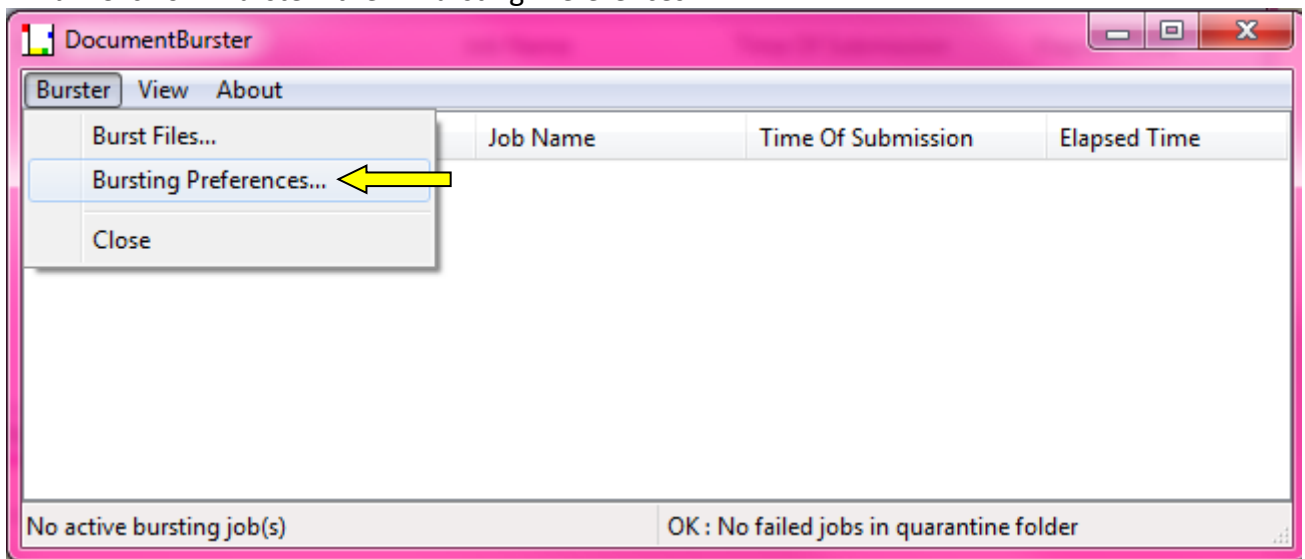
6. The highlighted file above is what you run.
 - a. Every time you want to run the PDF Burster, double click the DocumentBurst file

OR

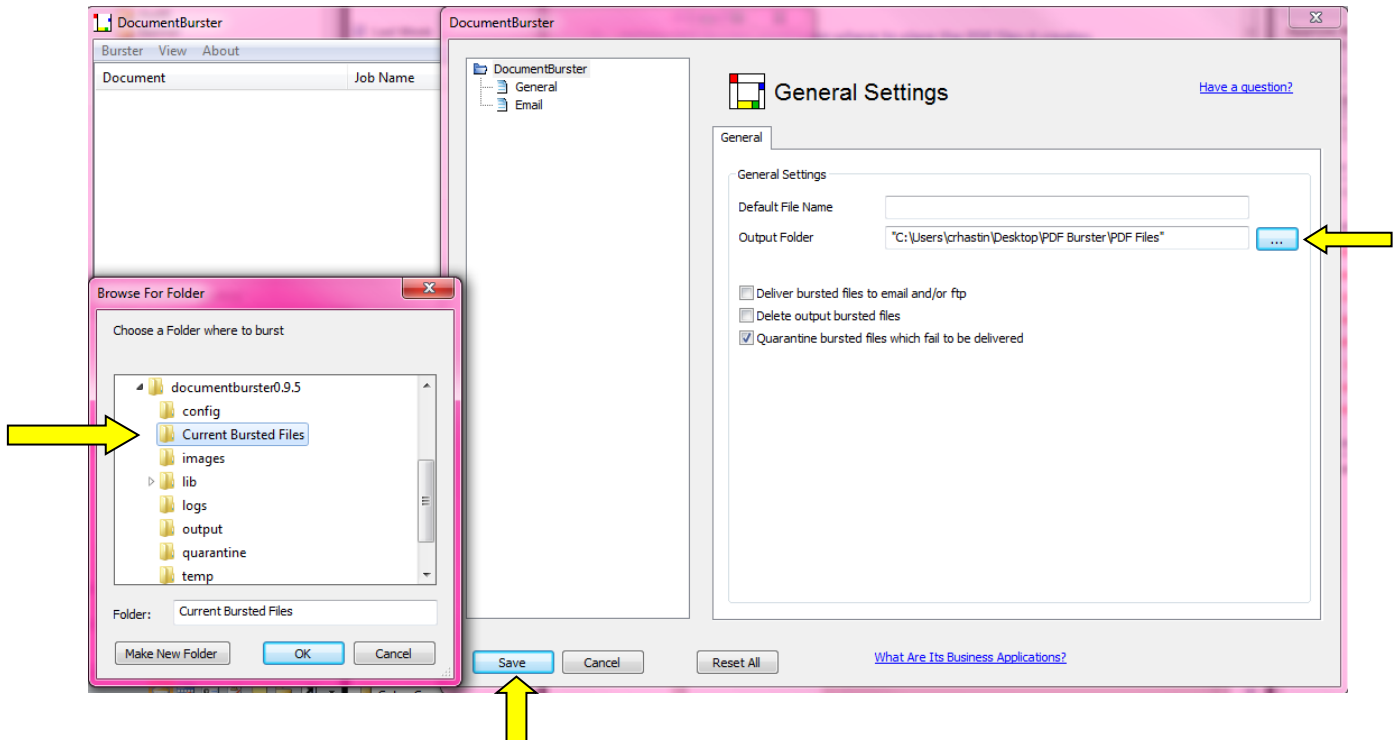
- b. It can be added as an ICON to your desktop. Right click the file and choose “Create shortcut”.
- c. You can also ‘Pin’ the program to your Taskbar once you create the shortcut, right click on the shortcut and choose Pin to Taskbar or Pin to Start Menu.



- 7. Set the PDF Burster application default location where it places the PDF files it creates.
 - a. Run the application (see step 6).
 - b. Click on “Burster” then “Bursting Preferences”



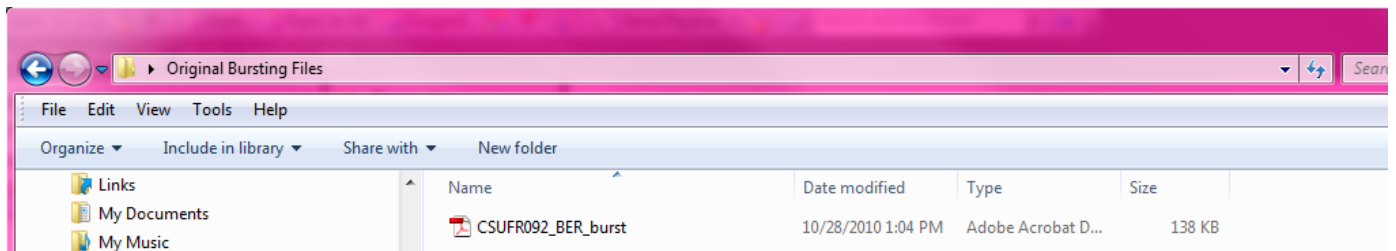
- In the “Output Folder” enter the folder that you created, Current Bursted Files, in step 4 to house the PDF files. Then click “SAVE” (bottom left of screen).



- This is a one-time set up and this preference will now be saved and every time you burst a file, this folder is where you will see the bursted files.

RUNNING PDF BURSTER:

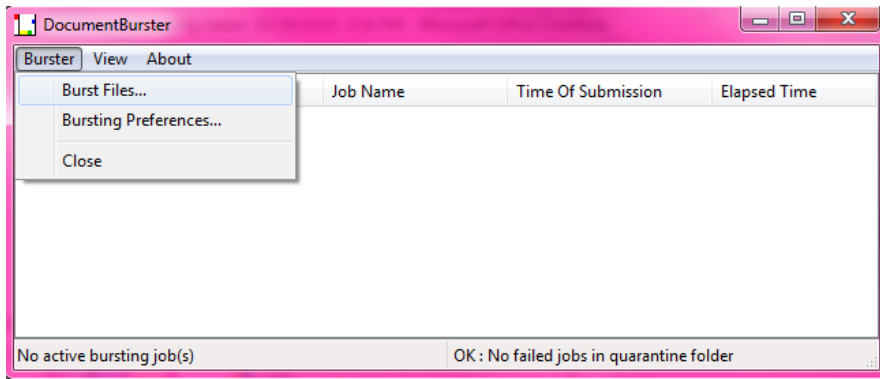
- Create another new folder called Original Bursting Files, to your desktop. This folder **HAS TO BE A SEPARATE** folder from the PDF Burster Application folder created above. Save the accompanying CSUFR092_BER_burst.pdf sent in this email to this new folder, Original Bursting Files. Each month this will be the PDF report file from VISTA.



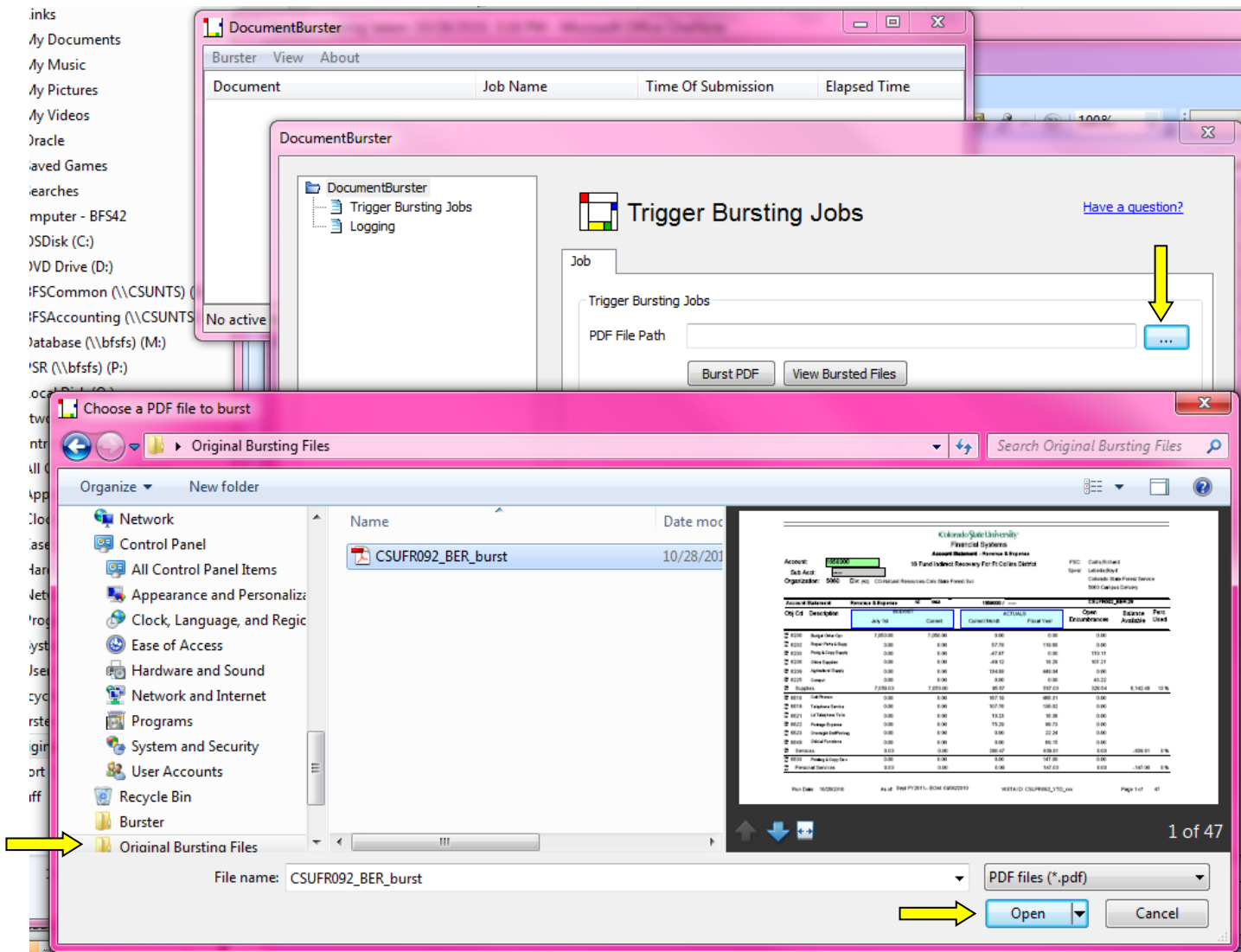
- Start the PDF Burster application by double clicking the desktop icon or Taskbar or Startup Menu icon (see step 6 in set-up).



3. Click on “Burster” then “Burst Files”



4. Enter the location of where you saved the CSUFR092_BER_burst.pdf in the “Original Bursting Files” then click Open

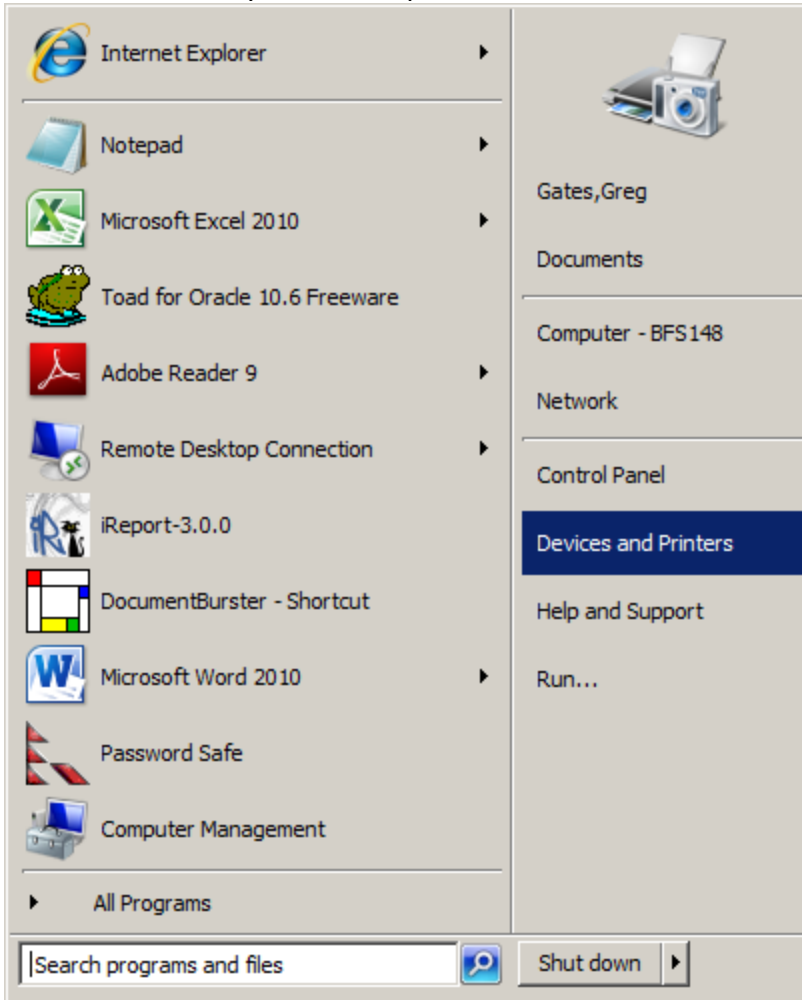


8. Double click that folder and you should see the following files:

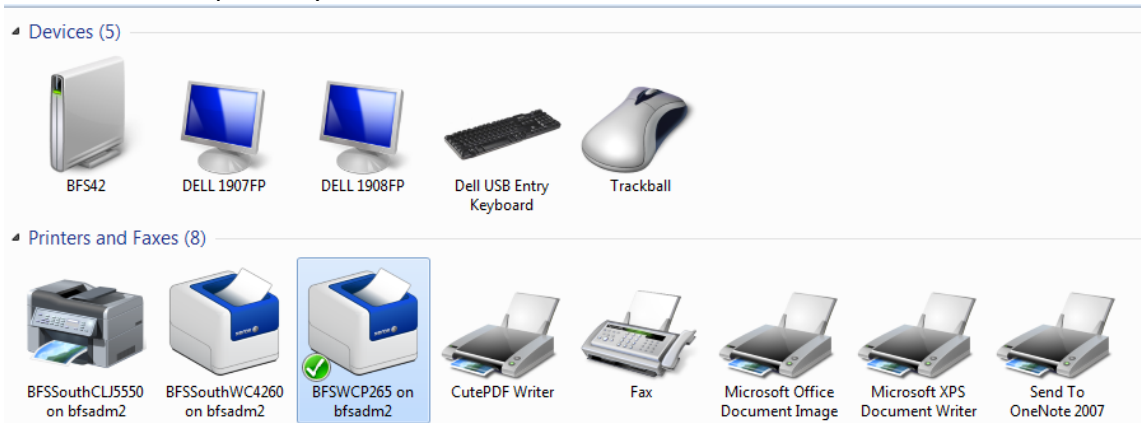
Name	Date modified	Type	Size
input	10/28/2010 3:21 PM	File folder	
1658000	10/28/2010 3:21 PM	Adobe Acrobat D...	53 KB
1658010	10/28/2010 3:21 PM	Adobe Acrobat D...	48 KB
1658020	10/28/2010 3:21 PM	Adobe Acrobat D...	51 KB
1658030	10/28/2010 3:21 PM	Adobe Acrobat D...	52 KB
1658040	10/28/2010 3:21 PM	Adobe Acrobat D...	51 KB
1658050	10/28/2010 3:21 PM	Adobe Acrobat D...	49 KB
1658060	10/28/2010 3:21 PM	Adobe Acrobat D...	48 KB

To Print using the Duplex print solution:

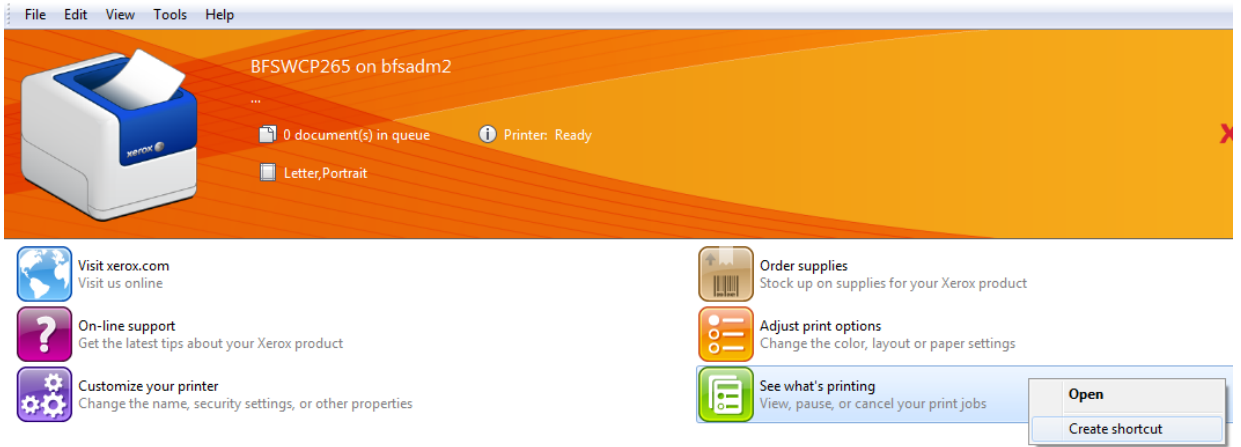
1. Click on “Start” on your desk top then “Devices and Printers”



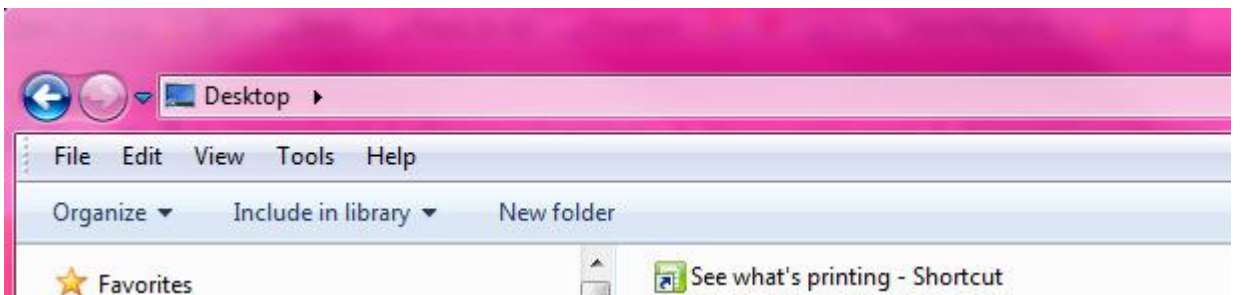
2. Double click the printer you wish to use.



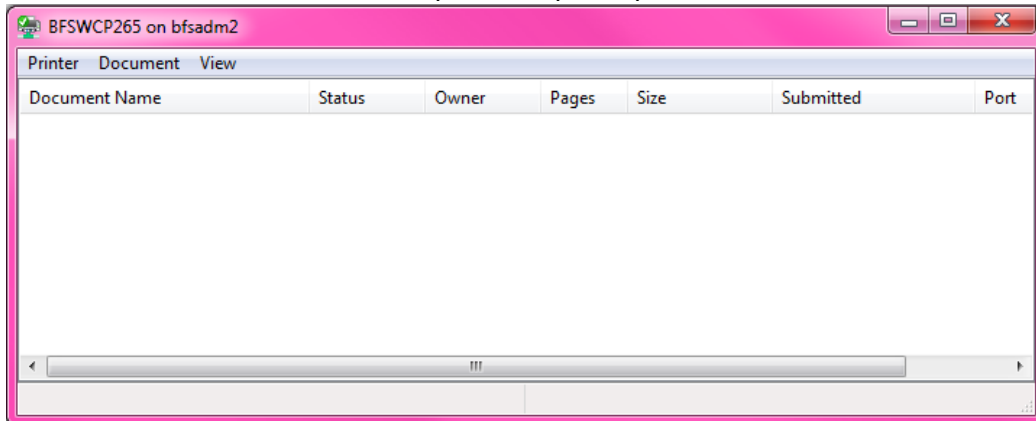
3. Right Click on "See what's printing"(this is your print queue) and choose 'Create shortcut'.



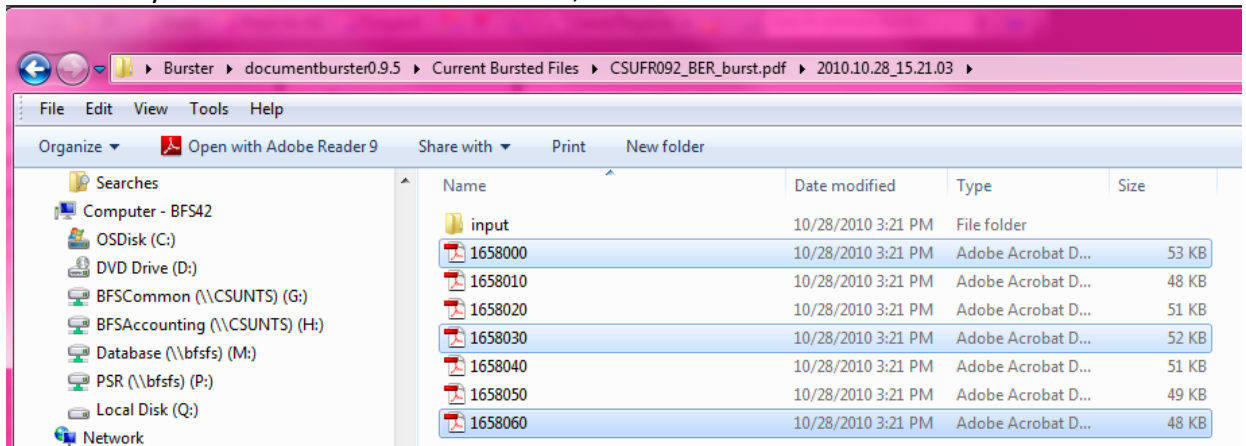
4. The Print Queue shortcut will be automatically placed on your desktop.



- Double click the shortcut which opens the print queue screen.



- Go back to your Current Bursted Files folder,



- Select the files for printing. You can select all files by selecting the first pdf and then while simultaneously holding down the shift key click on the last file, or you can select individual files by clicking on the first file you want and then while simultaneously holding down the Ctrl key selecting the other files you wish to print.
- Drag and drop any PDF or set of PDF's to the printer queue screen you opened in step 5 above. (Anywhere in the white part.) After dropping, the PDF files should appear in the queue and begin to print.

Questions, concerns, problems, call your Campus Services Representative:

Valerie Monahan	491-3001
Barb Gustison	491-4148
Erin Mercurio	491-6752
David Leathers	491-5509
Summer Leaming	491-2801

The whole process should take less than 30 minutes to install and burst a file.
The actual bursting of a file should be less than 15 minutes.

Advantages of the PDF Burster/Duplex Printing Process:

1. Break a large Vista Plus Report file up into individual pdf's .
2. Find accounts easier once they are in individual pdf format.
3. Select and print or email only the accounts relevant to your department or area of oversight.
4. Select and print multiple accounts at one time to print or attach to email.
5. Select and save only the accounts relevant to your department or area of oversight.

Disadvantages of the PDF Burster/Duplex Printing Process:

1. The process will/can store large amount of data on one's desktop.
2. Can re-burst the same file, numerous times, each time creating a separate folder of data to be stored.