# Setting up a Virtual Print Driver.

# A1 using Microsoft Office Document Image Writer – step-by-step

Microsoft Office 2003 needs to be already installed on the PC on which you intend to set up this Virtual Print Driver. This is normally provided by the Health Board IT Dept.

1. Go to Settings – Printers and Faxes (or Settings – Control Panel – Printers and Faxes)



### 2. Select File - Add Printer

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#### 3. You should get the Add Printer Wizard. Click Next.

Select Local printer attached to this computer.

Make sure the 'Automatically detect and install my Plug and Play printer' box is unticked.

Add Printer Wizard
Local or Network Printer The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
C A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
<u> &lt; B</u> ack <u>N</u> ext > Cancel

4. In the Use the Following Port option, select Microsoft Document Image Printer Writer Port

Select a Printer Port Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port: LPT1: (Recommended Printer Port)
Note: Most computers u The connector for this p LPT2: (Printer Port) LPT2: (Printer Port) COM2: (Serial Port) COM2: (Serial Port) COM3: (Serial Port) COM4: (Serial Port)
Under a new port:
< <u>B</u> ack <u>N</u> ext > Cancel

5 Select and install a generic manufacturer and use generic/text only printer type

Add Printer Wizard
Install Printer Software The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer       Printers         Fuijtsu       Generic       Generic IBM Graphics 9pin         Gestetner       Generic IBM Graphics 9pin       Generic IBM Graphics 9pin         HP       WS Publisher Clore Printer       Image: Second Printer         IbM       MS Publisher Clore Printer       Image: Second Printer         Image: This driver is digitally signed.       Mindows Update       Have Disk         Tell me why driver signing is important       Image: Second Printer       Image: Second Printer
< Back Next > Cancel

6 Keep the printer name simple (keep it as generic/text only). **Make sure the box to use this as default printer is marked No.** Then click Next.

Add Printer Wizard
Name Your Printer     You must assign a name to this printer.
Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.
Printer name: Generic / Text Only
Do you want to use this printer as the default printer?
© ⊻es
< <u>B</u> ack <u>N</u> ext > Cancel

7 DO NOT share this printer.

8 DO NOT print a test page.

#### 9 Then finish.

10 Go back into Printers and Faxes (See step 1) and Right click on the new Generic / Text only printer. Choose Properties



11 Click on Ports tab and select Microsoft Office Imaging Driver Port

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Device Settings Print General Sharing F	er Commands   Fo Ports   Advanced	ont Selection			
Generic / Text Only					
Print to the following port(s). Docur checked port.	ments will print to the first fr	ree			
Port	Description	Print 🔺			
С СОМЗ:	Serial Port				
СОМ4:	Serial Port				
СОМ1:	Serial Port				
	Print to File				
DOT4_001	hp LaserJet 1320	se hp L			
Microsoft Document Imaging Wri Local Port					
Add Port	elete Port <u>C</u> onfi	igure Port			
Enable bidirectional support					
	OK Cancel				

12 Click on "Advanced" tab and change the driver to Microsoft Office Document Image Writer

Generic / Text Only Pi	operties	? >				
Device Settings   General   Sharing	Printer Commands Ports Adv.	Font Selection				
Aļways available     Available from     O0:00     To     O0:00     To						
Priority: 1						
Driver: Generic / Text Acrobat PDFWr Brother HL-5140 Shp LaserJet 132 Shp LaserJet 132 HP LaserJet 243 Shicrosoft Office Zebra LP2824	Dnly iter Diseries Dnly 0 PCL 6 30 PCL 6 Document Image Writer D	Ne <u>w</u> Driver				
<ul> <li>☐ Hold mismatched doc</li> <li>✓ Print spooled docume</li> <li>☐ Keep printed docume</li> <li>✓ Enable advanced printer</li> <li>Printing Defaults</li> </ul>	uments nts first nts nting features Pri <u>n</u> t Processor	Separat <u>o</u> r Page				
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Click on Apply.

13. Go into the General Tab and on that click Printing Preferences

💩 Microsoft Office Docume	nt Ima	ge Writ	er Driver	Properti	es <u>?</u>	×
Color Management		Secu	urity	About ]		
General Shari	ng	P	Ports	Advanced		
Microsoft Office	Docum	ent Imag	e Writer Dr	iver		
Location:						
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Model: Microsoft Office I	Docume	ent Image	e Writer Dri	ver		
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Color: Yes	F	Paper available:				
Double-sided: Unknown	Γ				<u> </u>	
Staple: Unknown						
Speed: Unknown						
Maximum resolution: 300 d	pi				<b>V</b>	
Pi	nting Pre	eference	s]	Print <u>T</u> est F	Page	
		)K	Cano	el	Apply	

14 In the Advanced tab of the printing preferences screen, set the output to TIFF and to 100dpi, and set the default folder to Your Desktop:

🍓 Microsoft Office Document Image Writer Driver Printing Pref <b>?</b> 🗙				
Page Advanced About				
Set preferences for document images.				
Output format				
O MDI - Compressed Document Format				
Compress images in the document				
IIFF - Monochrome Fax				
Standard (100 DPI)				
Default folder				
C:\Documents and Settings\46541sean\Desktop				
OK Cancel Apply Help				

15. Press OK, then OK again. You are now set up.

# A2 – using Microsoft Office Document Image Writer

## - concise text only instructions for more experienced users

Installing the Microsoft Document Image Printer Writer

Run Setup again for Office using the CD or network-installed setup files.

In the Maintenance Mode Options Setup dialog box, select the Add or Remove Features option, and then click Next.

In the Custom Setup Setup dialog box, select the Choose advanced customization of applications check box, and then click Next.

In the Advanced Customization Setup dialog box, click the plus sign (+) next to Office Tools in the list of applications and tools.

Click the symbol next to Microsoft Office Document Imaging, and then click Run from My Computer on the shortcut menu.

In the Setup dialog box, click Update.

Go into the General Tab and on that click Printing Preferences, then the Advanced tab (of the printing preferences screen)

Set the output to TIFF and to 100dpi, and set the default folder to your Desktop.

Click OK then OK again

Re-Installing the Microsoft Document Image Printer Writer

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Go to Control Panel, "Printers and Faxes", Add Printer

Select "Local printer attached to this computer", and remove the tick from "Automatically detect and install my Plug and Play printer". Click Next

Open the Port drop down box and select "Microsoft Document Image Printer Writer Port"

Click Next

Select the Generic manufacturer.

Highlight the "Generic Text/Only" printer.

Click Next

Type printer name "generic/text only "

Make sure the box to use this as default printer is marked No.

Do not share the printer

Do not print a test page.

**Click Finish** 

Right click on "Microsoft Office Document Image Writer" printer icon and select Properties. Click on the "Advanced" tab and change the driver to "Microsoft Office Document Image Writer".

Check that the output is set to TIFF and to 100dpi, and the default folder to your Desktop.

Click on Apply and Press OK

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# B – using any Acrobat printer driver

These are widely available via a Google search. Most of them in their free versions are licenced only for personal use and we have found only one that is explicitly licenced for commercial use: <u>http://www.dopdf.com/</u>

You may also try http://www.verypdf.com/ http://pdf995.com/download.html http://www.pdf24.org/en/creator.html http://www.filesland.com/companies/PDF-Bean-Inc/PDF4Free.html http://www.docudesk.com/support files.shtml?id=0

None of these are tested by SCIMP.

Installation is usually simple – beware to not set it to be default printer as some setups suggest. Some will support selecting a suitable "resolution" e.g. dopdf can be set to 94dpi, which is ample for on-screen detail while making a smaller filesize.

As Acrobat licences are already held by Scottish NHS for similar software it is under investigation if these can be used similarly.