Setting up a Virtual Print Driver.
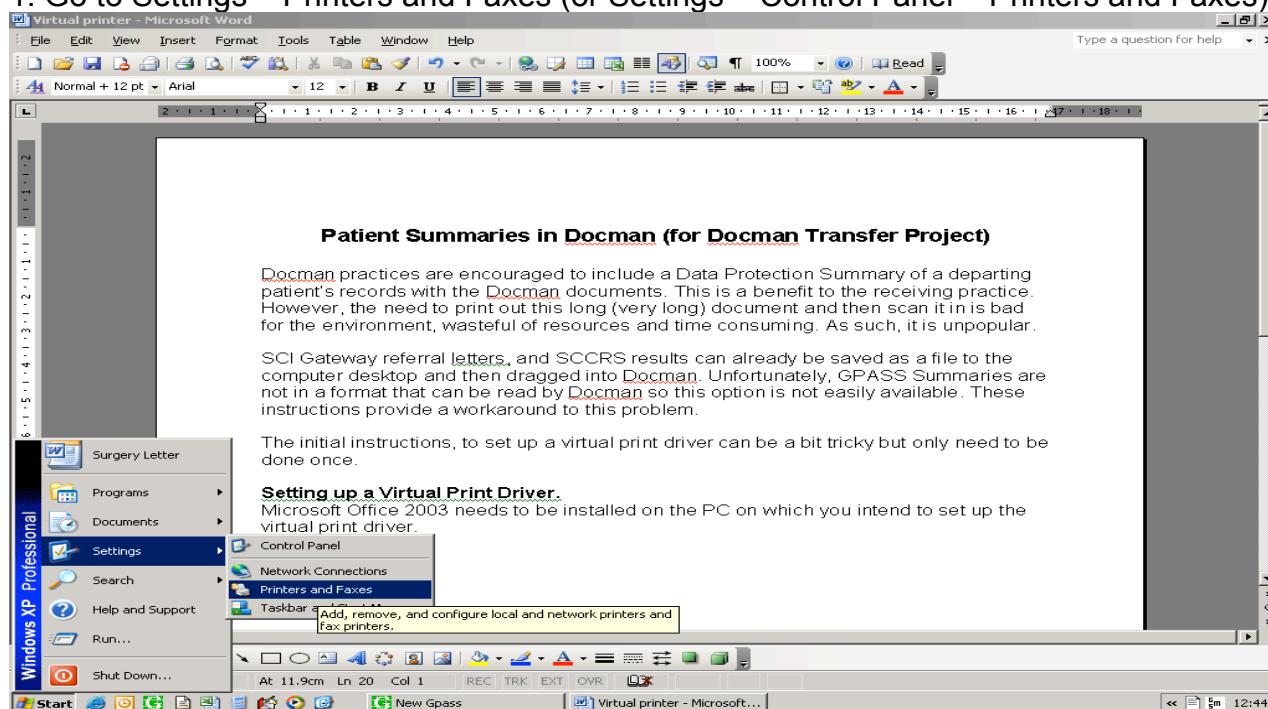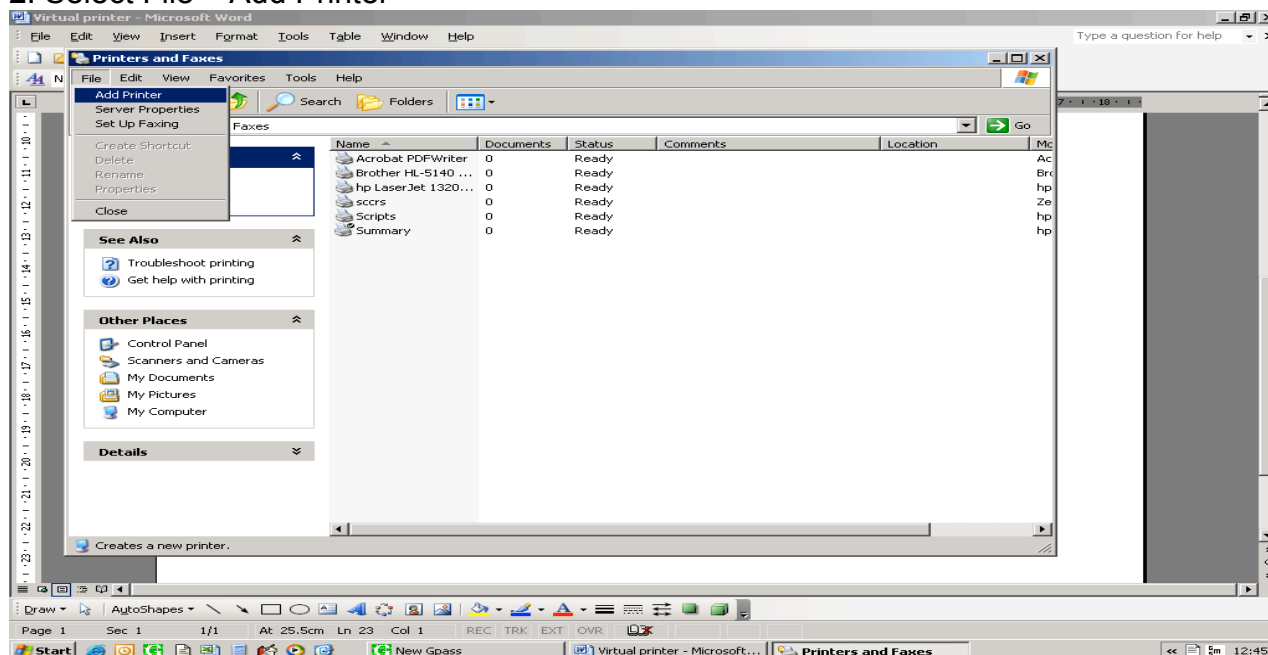
A1   using Microsoft Office Document Image Writer – step-by-step

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.

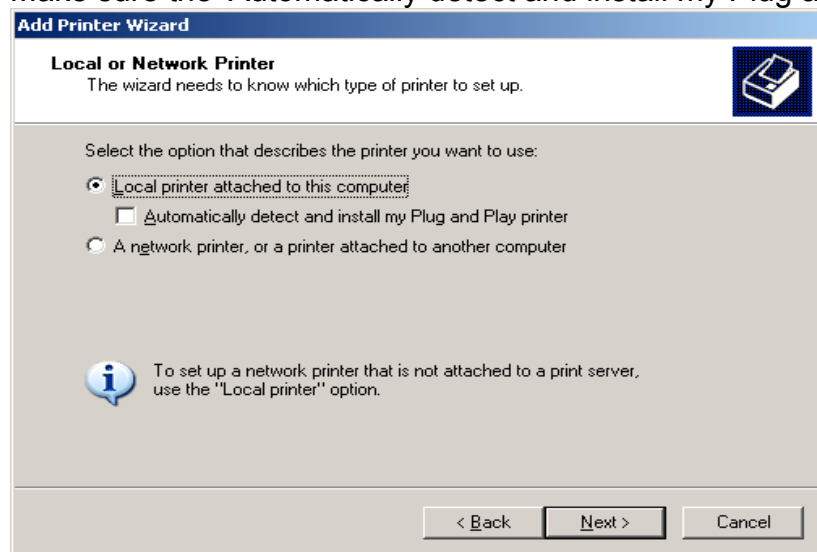## 1. Go to Settings – Printers and Faxes (or Settings – Control Panel – Printers and Faxes)
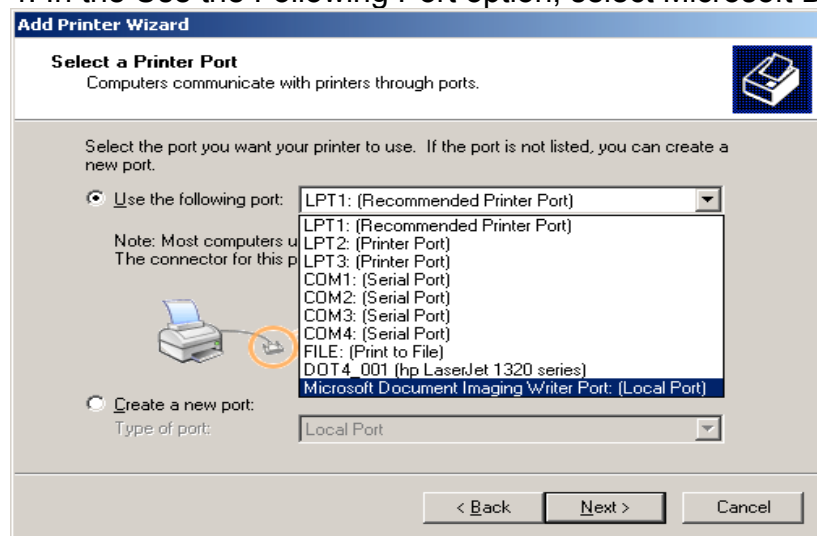

2. Select File – Add Printer

3. You should get the Add Printer Wizard. Click Next.
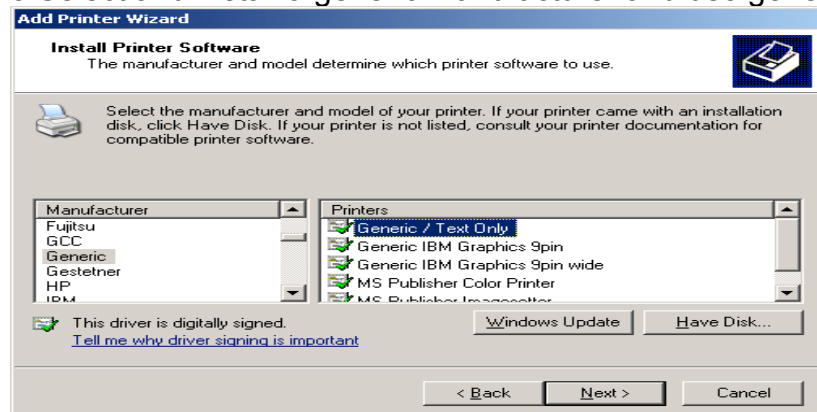Select Local printer attached to this computer.
Make sure the 'Automatically detect and install my Plug and Play printer' box is unticked.
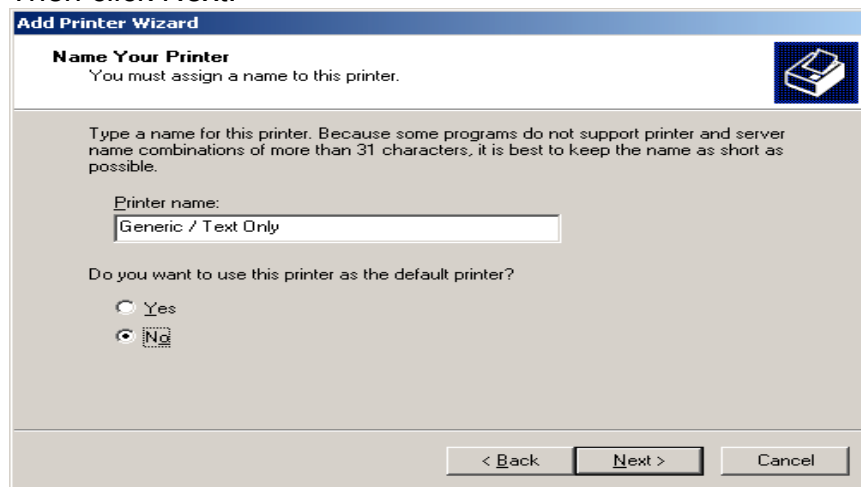

4. In the Use the Following Port option, select Microsoft Document Image Printer Writer Port

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

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.
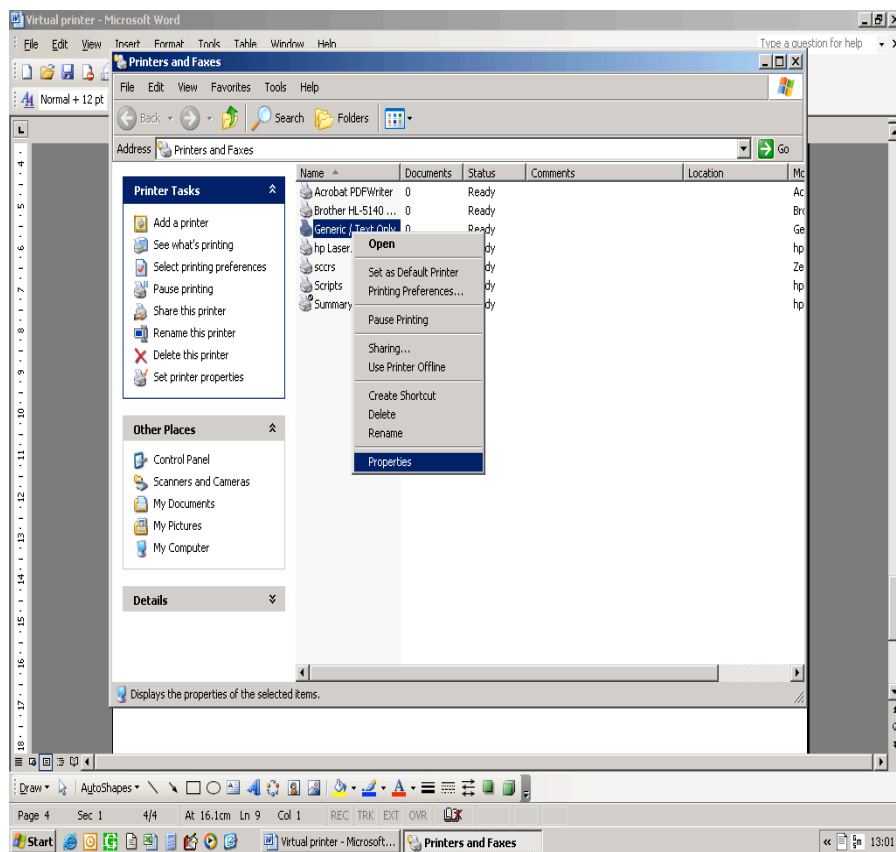Then click Next.
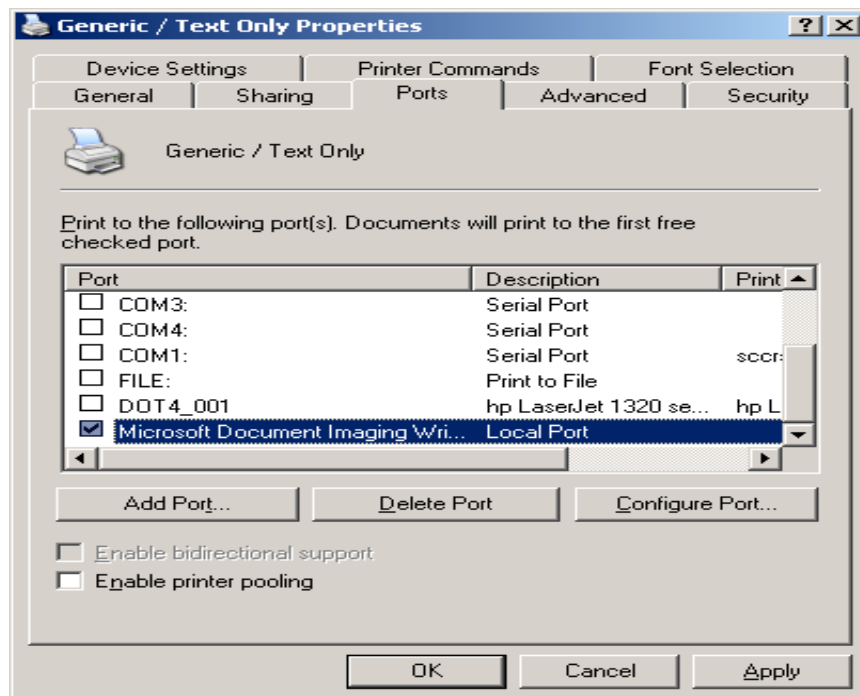

7 DO NOT share this printer.
8 DO NOT print a test page.
9 Then finish.
10 Go back into Printers and Faxes (See step 1) and Right click on the new Generic / Text only printer. Choose Properties

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

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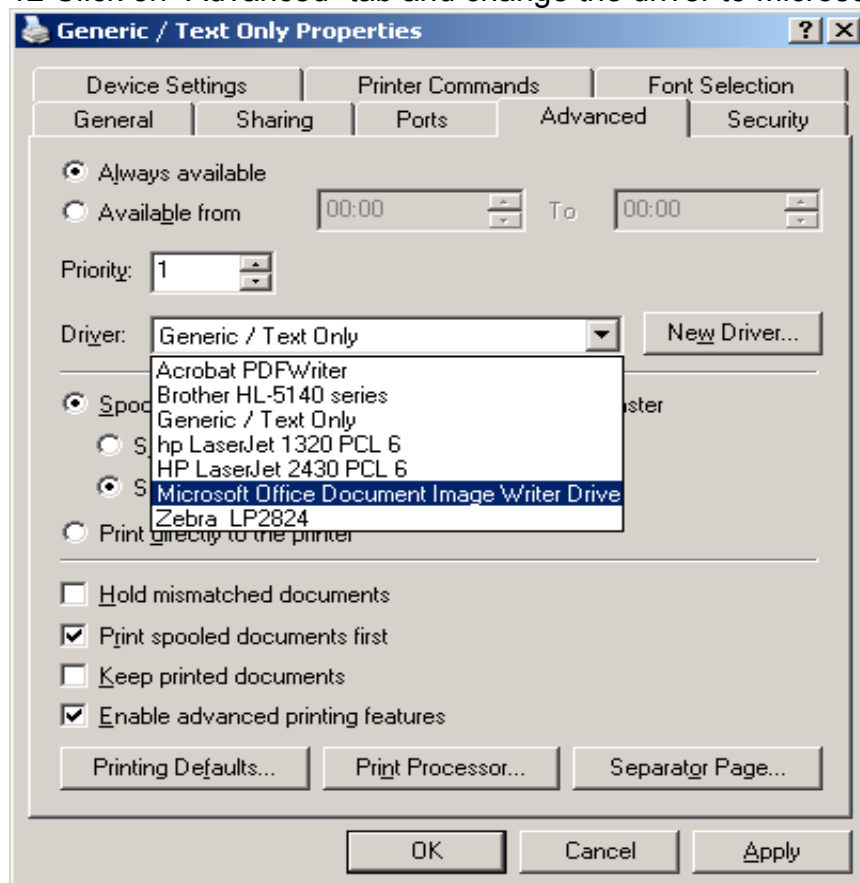
Click on Apply.

13. Go into the General Tab and on that click Printing Preferences
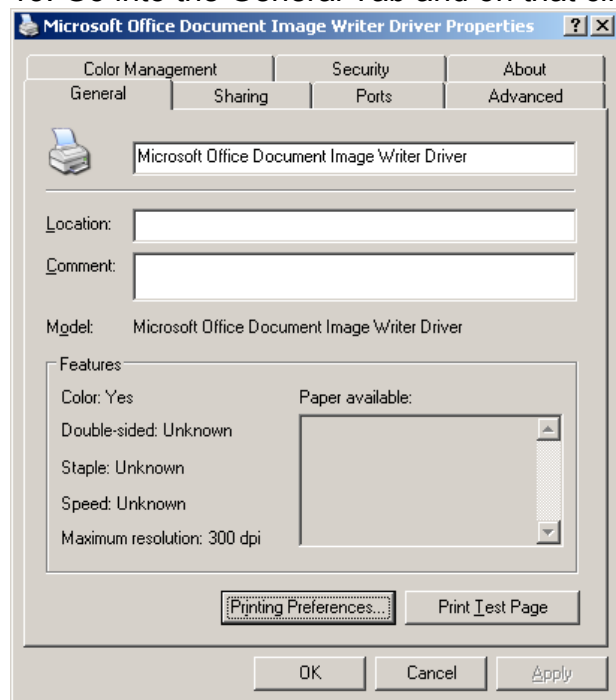
14 In the Advanced tab of the printing preferences screen, set the output to TIFF and to 100dpi, and set the default folder to Your Desktop:
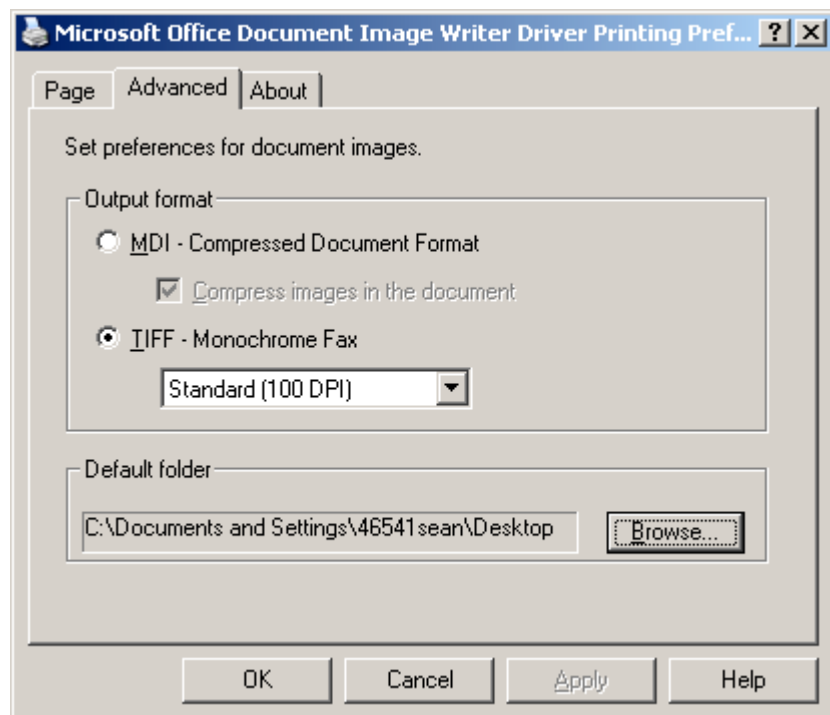
15. Press OK, then OK again.
You are now set up.

A2 – *using Microsoft Office Document Image Writer*

– concise text only instructions for more experienced users

Installing the Microsoft Document Image Printer Writer
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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:
http://www.dopdf.com/

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.