

## Intrastats Document Index – Thumb Nail Generation:

Step 1 Find Documents without thumb nails:

ISO -> Document Index Admin-> Thumbnail Admin

From the Current Backup Server (vmserverX)

[\\vmserver1\network\htdocs\intranet\databases\iso\\_documents\files](\\vmserver1\network\htdocs\intranet\databases\iso_documents\files)

Copy all Files with are listed in the Thumbnail Admin into a temporary folder on your local drive:

Seperate the DOC Files from the PDF Files

Convert the Doc files into PDF files:

Depending on the number of files, load each and save as pdf,  
Sarah pc has adobe PDF maker, can mass copy docs' to pdf's

To utilise Paper port move all the DOC files into a single folder,  
highlight them all and convert to Paperport Max files  
Have to hit enter for each one (hold enter key down with paperclip  
When done, remove the doc files, select all convert to pdf.  
once converted move the new pdfs in with the other pdfs

PDF Thumbnail generator:

Search Intrastats Issues For IntraPDF.  
Install and use the User name / password Provided  
Run IntraPDF

Change the Default Settings and set a target directory to a new empty directory  
Set the Height of the document to 450 Pixels, and Tick the Keep Ratio Button  
Click OK  
Click ADD  
Locate your temporary PDF folder and select all the documents  
Open  
Start

While only the front pages are required its advised to let the system generate all the thumbs for all the pages. It takes longer to filter out the additional pages than it does to leave as is and let it rip.

Once complete Copy all the new thumb nails and paste them to the Current Live server  
(vmserverX)

[\\vmserver2\web\www\htdocs\intranet\databases\iso\\_documents\big\\_nails](\\vmserver2\web\www\htdocs\intranet\databases\iso_documents\big_nails)

