



# Migrating Version 4 Software To Version 5

## Export Settings On The Version 4 Computer

1. Start ScanToPDF
2. On the menu bar, click "Help"
3. Choose "Export settings"

This will create a settings file in the users documents folder

## Service users only - Uninstall The Version 4 Service

Create a desktop shortcut (or command or batch file) to the ScanToPDFService.exe with "Run this program as administrator" option set in the "Compatibility" TAB of the Properties of the Shortcut or Command/Batch file and with a command line switch of --uninstall, that is the command line should be

```
ScanToPDFService.exe --uninstall
```

Run the command line

This will un-install the version 4 service

## Install Version 5

To download & install version 5 visit this page and follow the instructions

<http://www.scantopdf.com/downloads>

## If ScanToPDF is being run as a service

Run the program downloaded (scantopdfsetup.exe) with a command line switch of /SERVICE using a batch, command file or a desktop shortcut taking Default options.

The command line should be

```
scantopdfsetup.exe /SERVICE
```

## Non service users

Run scantopdfsetup.exe to install taking Default options

## Import Settings On The Version 5 Computer

1. Start ScanToPDF.exe
2. On the menu bar click "Edit" then choose "Options", or use toolbar "Gear" ICON
3. Click the "Settings" ICON
4. Click the "Import" button and select the settings file from the version 4 software created earlier
5. Answer "Yes" to overwrite the current settings
6. Restart ScanToPDF to apply the settings

## Activation – Generate V5 Keys From The Website

After purchasing version 5 keys for the modules required, visit this page for instructions to generate keys from the ScanToPDF website

<http://www.scantopdf.com/help-info/activation>

## Activation - Requesting New Keys Manually Via e-Mail

To request keys from our licensing team after purchasing offline please follow these instructions

1. Start ScanToPDF.exe
2. On the menu, click "Edit"
3. Choose "Options"
4. Click the "Application" ICON
5. Click the "Copy Info" button
6. Create a new email to [licensing@oimaging.co.uk](mailto:licensing@oimaging.co.uk) subject "Activation Keys"
7. In the body of the email use CTRL-V or Paste option to paste the information copied early (with the "Copy Info" button Send the email

Our licensing team will send keys

## Applying Activation Keys

Visit this page for instructions to apply version 5 activation keys

<http://www.scantopdf.com/help-info/activation>

## IMPORTANT - Changes To Syntax

Please review **ALL** plugin settings and make the following changes

**THREE** important syntaxes are changed

1. %barcode%
2. %datetime%
3. %increment%

## Changes to %barcode%

Replace all occurrences of the syntax %barcode% with GetBarcodeText()

### **Example**

C:\pdf files\{%barcode%}.pdf

### **Becomes**

C:\pdf files\{GetBarcodeText()}.pdf

## Changes To %datetime%

Replace all occurrences of the syntax %DateTime% with Date()

### **Example**

c:\pdf files\{%DateTime%:ddMMyyyy}\invoices.pdf

### **Becomes**

c:\pdf files\{Date():ddMMyyyy}\invoices.pdf

## Changes To %increment%

Replaces all occurrences of the syntax %increment% with IncrementCounter()

### **Example**

c:\pdf files\{%increment%:00000}.pdf

### **Becomes**

c:\pdf files\{IncrementCounter():00000}.pdf

## This completes the migration process