Using the Hyland Virtual Print Driver

You will find the Virtual Print Driver (VPD) very useful when you want to upload documents of any format into OnBase. Once in OnBase, they will be converted to an image file (.tif) for quick, easy access.

These can be:
- documents created by you in MSWord, Excel or other programs
- documents sent to you by someone else
- documents stored on a drive or disk

To upload a document to OnBase with the VPD, you must have an OnBase client running. This can be the Unity Client if you have it installed, or the Web Client that you access over the internet.

The steps are:

Open the document you want to print.

Take the steps to print the document. The example on the left is the print area of MSWord.

From the printer dropdown, choose **Hyland Software Virtual Printer**.

Click the "print" icon.

"Printing" will launch an OnBase window.

From the ribbon at the top, you have the ability to rotate the document or delete pages if necessary. To delete or look at different pages, click the thumbnails from the panel on the right.

On this screen, you will also select the Document Type Group and Document Type for the document you are uploading.
Check that the File Type is Image File Format.

Enter the keywords.

Check to see that the options you want are checked.

- **Open Document After Upload** will open the document in OnBase. This is useful if you plan to append to another image document – you cannot append to PDFs or other formats.
- **Delete Files After Upload** will delete the document from your computer. Use this if you have no need to keep the document outside of OnBase.

Click the Upload button.

Congratulations! You are finished!