

DOCUMENT TEMPLATES

SCAN WORX



About Document Templates

- The create button enables user to open any application and associated templates. The associated templates are predefined by an administrator and usable by all Invu system users.

Setting Up Document Templates

- Create a folder called Templates in the Shared Invu Drive e.g. i:\
- Log into Invu as the sysadm
- Open the Administration settings
- Select “**File Type**”
- In the column called “Not a create Document”, tick the boxes of the files that will not require document templates for. (See _Fig001 for example)
- For file types that require a document template, complete the “Template File Path” pointing it at the Templates folder created on the Shared Invu Drive See _Fig:001.

File Type	File Category	Description	Template File Path	Not a Create Document
.CSV	Other	Comma seperated Variables		<input checked="" type="checkbox"/>
.DGN	Drawing	Microstation Vector File		<input checked="" type="checkbox"/>
.DOC	Word Processor	Microsoft WORD	I:\InvuData\Templates	<input type="checkbox"/>
.DWG	Drawing	Autocad Vector File		<input checked="" type="checkbox"/>
.FHD	Other	Fax Header		<input checked="" type="checkbox"/>
.FMF	INVU image	Fax Attachment		<input checked="" type="checkbox"/>
.HTM	Other	Web Document		<input checked="" type="checkbox"/>
.JPG	INVU image	jpeg		<input checked="" type="checkbox"/>
.LWP	Word Processor	Lotus Amipro		<input checked="" type="checkbox"/>
.MDB	Other	database file		<input checked="" type="checkbox"/>
.MSG	Other	MSG Auto Inserted		<input checked="" type="checkbox"/>
.PCX		picture file		<input checked="" type="checkbox"/>
.PDF	Other	pdf file		<input checked="" type="checkbox"/>
.PPT		power point presentation		<input checked="" type="checkbox"/>
.RTF		rich text format		<input checked="" type="checkbox"/>
.SAM	Word Processor	Lotus Amipro - version 3.1		<input checked="" type="checkbox"/>
.TIF	INVU image	TIFF GP4 Raster		<input checked="" type="checkbox"/>
.TXT	Text	ASCII Text		<input checked="" type="checkbox"/>
.WK4	Spread Sheet	Lotus 123 - version 3.1		<input checked="" type="checkbox"/>
.XLS	Spread Sheet	Excel spreadsheet	I:\InvuData\Templates	<input type="checkbox"/>
.ZIP	Other	Winzip file		<input checked="" type="checkbox"/>

_Fig: 001

- Click on the large green tick button to apply the settings.
- Place the documents that will be used as templates in the Templates folder in the shared Invu Drive e.g. I:\InvuData\Templates folder drive.

Using Document Templates

- Click on the “Create” button on the Invu task bar (_Fig:002)
- _Fig:003 will open; select the application and choose the appropriate template.
- Click ok, this will open the application and also the corresponding template.

