

UDC PRINTER

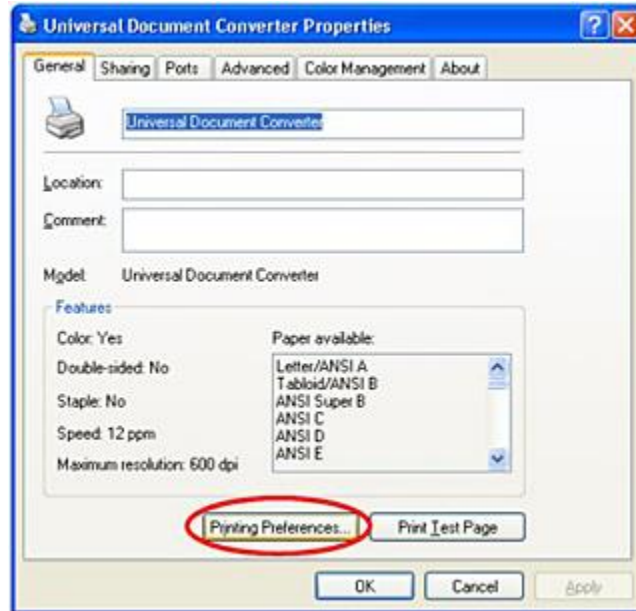
Configuration for GHMC eFiling

Universal Document Converter by **fCoder Group International** converts to graphics any document you can print. It may be a Microsoft Word file, a PDF, a Web page, a graph or a chart and so on. UDC supports various image formats and resolutions, contains pre-built profiles covering the most typical conversion tasks and features flexible settings. The program is very friendly and easy-to-use. If you've ever printed documents to a printer, you will be able to start using UDC in no time. If you haven't done so already, you can purchase a copy of Universal Document Converter from **Henschen & Associates, Inc.** or directly from **fCoder Group International**. What follows are a few simple steps needed to configure the software for compatibility with the Garfield Heights Municipal Court eFiling system. These instructions should be used **AFTER** the software is installed on your computer.

1. On your computer, double-click the "My Computer" icon. Then double-click "Control Panel". In the Control Panel folder, locate and double-click your "Printers" icon.
2. If the software was installed properly, you should see a printer labeled "Universal Document Converter". If you do not see this printer, try re-installing the software, if that doesn't resolve the issue, you can look for help [here](#), or from **Henschen & Associates, Inc.** (most emails will be answered within two business days). If, in fact, the "Universal Document Converter" printer exists, right-click on it, and left-click "Properties".



3. In the Properties window, left-click the "Printing Preferences" button.



4. Under the “Page Setup” tab, enter a DPI setting of “200”. Then left-click on the “Apply” button.

NOTE: This DPI configuration process must be completed to ensure that your filings are accepted into the e-Filing system correctly. The DPI setting configures the viewable image size.

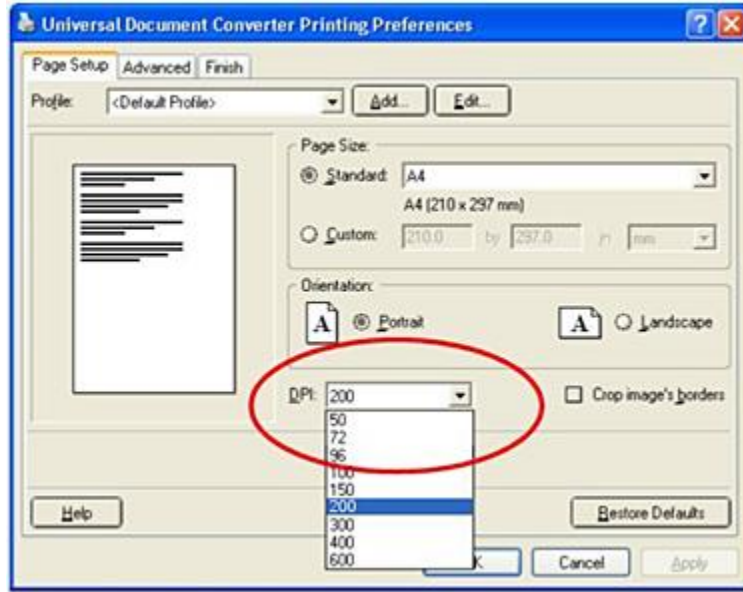
To test your set up, do the following:

1. Create a test document
2. Print the test document to the Universal Document Printer.
3. Log into your e-Filing account.
4. Upload the image you created in step 2 using the "Test Your Document" link.
5. View your test image which should now be time stamped as a "Test Filing".

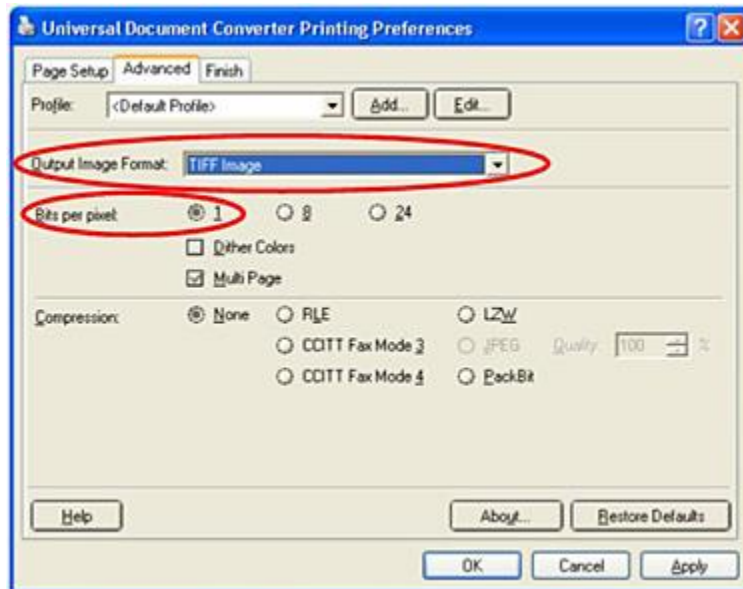
If the test filing displays **correctly** your printer is configured. If not you will need to change the DPI setting higher or lower to what the test filing looks like (see below), and then run these 5 steps again until your document is converted correctly.

If your test document is **smaller** within the test filing, the DPI number should be increased.

If your test document is **larger** within the test filing, the DPI number should be decreased.



- Next, left-click the "Advanced" tab. Set the "Output Image Format" to "TIFF Image" and the "Bits Per Pixel" to "1" then left-click the "Apply" button.



- Finally, left-click the "Finish" tab. Set the "Path" to "c:\\" and the "File Name" to "filing.tif" and then click the "Apply" button. Lastly, left-click on the "OK" button and the "OK" button again and you're ready to begin filing.

