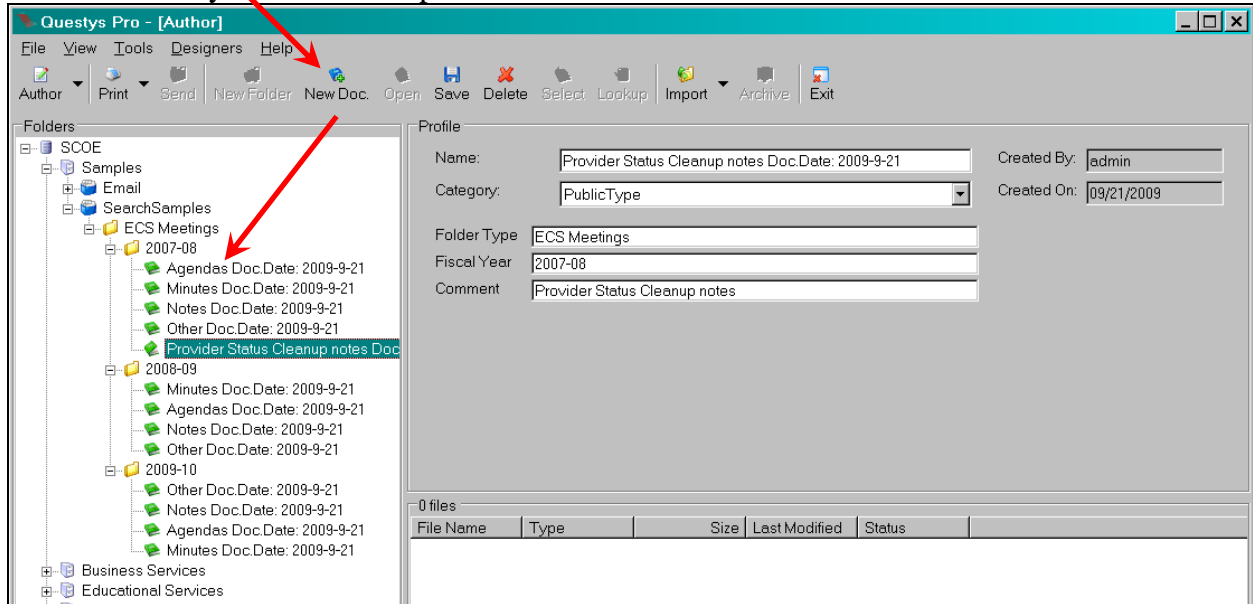


IMPORT DOCUMENTS FROM DESKTOP TO QUESTYS

General

“New Document” (document folder in Questys – the “green book” icon) must already be built to “hold” the data you intend to import



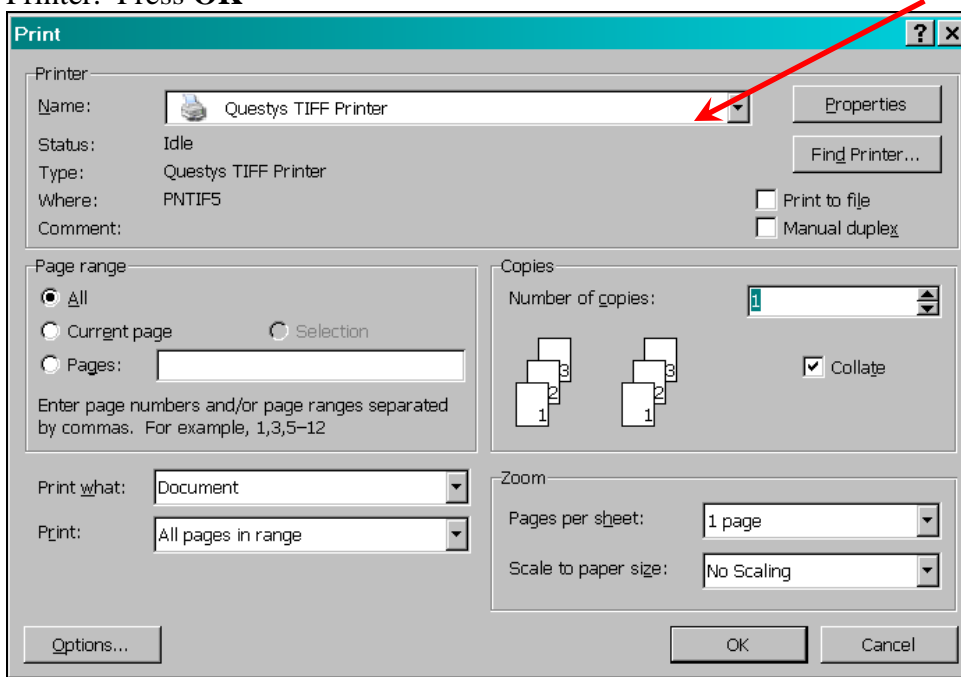
Which Format?

In order of preference:

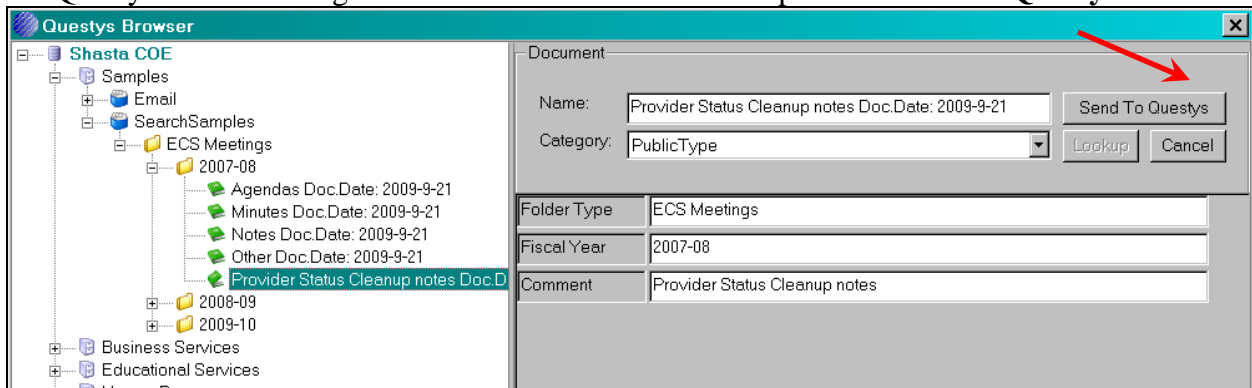
Format	Import Method
.tiff (tagged image file format) BEST	File / Print (from the MS Office application – Word, Excel, etc.) and select the Questys Tiff Printer
.pdf (adobe document)	<ul style="list-style-type: none"> ○ Via import files from within Questys ○ Drag and drop directly from the desktop
Original application format (Word, Excel, etc.)	<ul style="list-style-type: none"> ○ Least desirable ○ Documents are larger – require significantly more disk space to store ○ Requires the application and compatible format on the workstation that tries to open the document later. For example, if the document is stored in Questys as a Word 2007 document the person trying to retrieve the document later will need Word 2007 on their desktop to view the file.

Import Using Tiff Format

File / Print (from the MS Office application – Word, Excel, etc.) and select the Questys Tiff Printer. Press **OK**



This will take you to a Questys logon. Enter your user Questys user name and password to open the Questys Brower dialog. Select the document folder and press the **Send to Questys** button

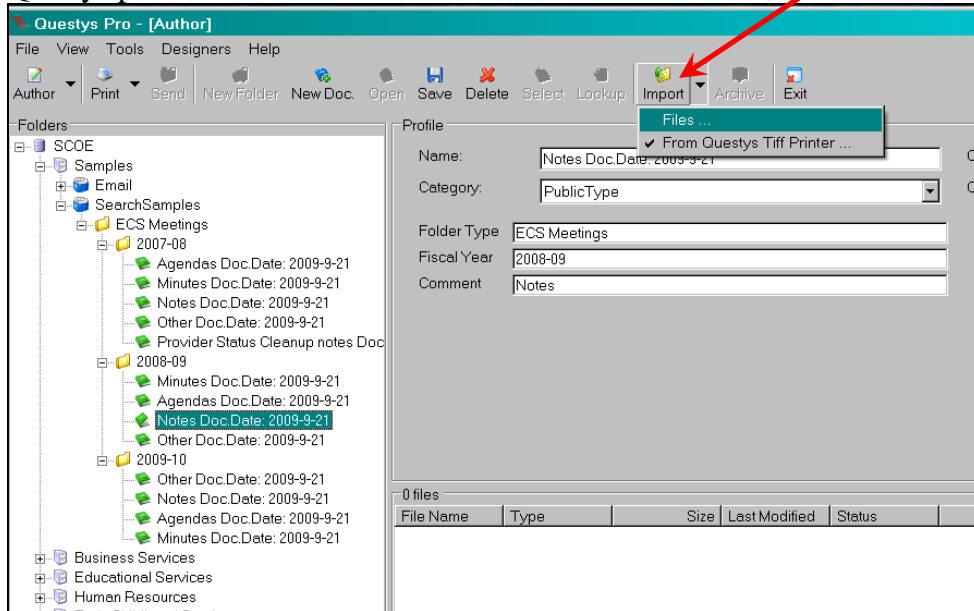


Document will be imported into Questys under the selected document folder using the Tiff format.

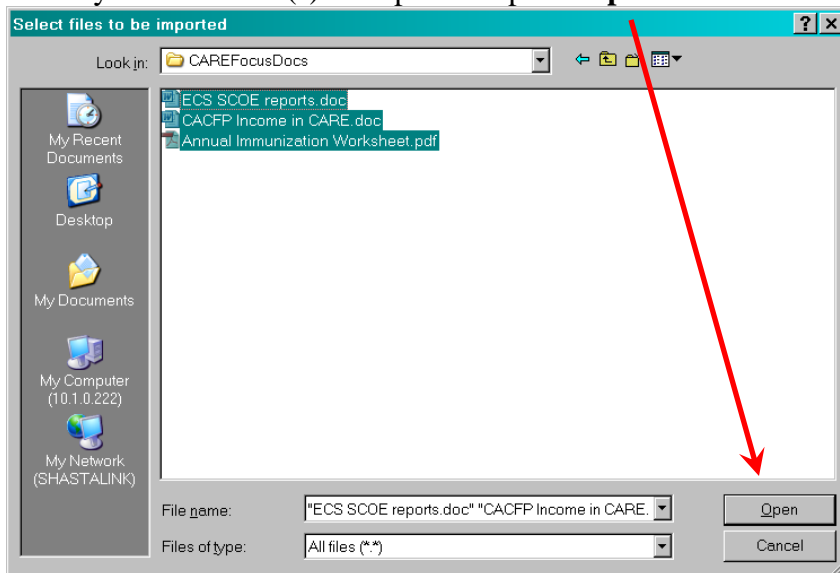
Import PDF/Adobe or Other Application Formats

→ Using Questys Import Files

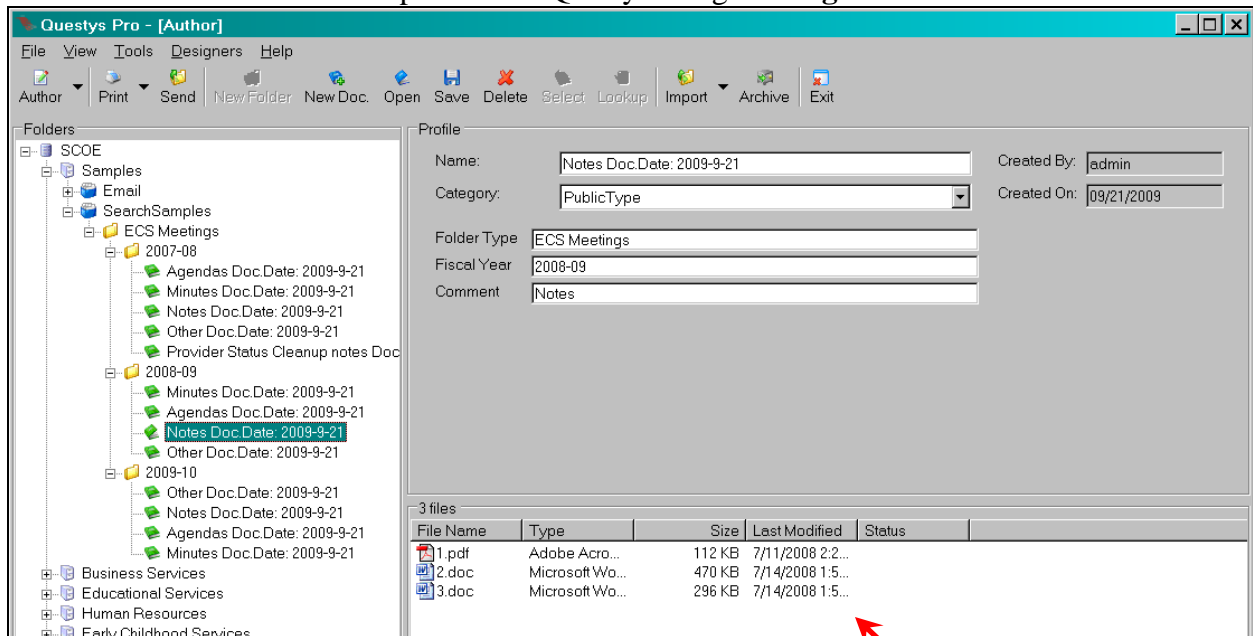
Select the document folder into which you are importing then select **Import / Files** from the Questys pulldown menus



Select your document(s) to import and press **Open**



Selected documents will be imported into Questys using the **original** format



→ Using “Drag and Drop”

You can drag documents from your workstation desktop directly into the file panel. Select the Document Folder in Questys where you want to drop the documents saved and drag/drop (or right mouse click copy/paste) the files from your desktop directly into the file list panel in Questys.