SureClose Print Driver 3.0 Installation Guide

May 2012



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Introduction

This document provides instructions for installing the SureClose Print Driver 3.0.

System Requirements

This product can be installed on any SureClose compatible server/workstation running one of the following operating systems:

- Windows XP 32 bit
- Windows XP 64 bit
- Windows Vista 32 bit
- Windows Vista 64 bit
- Windows 7 32 bit
- Window 7 64 bit
- Mac OS X 10.6 Snow Leopard
- Mac OS X 10.7 Lion

As a prerequisite, you must install Java prior to installing the SureClose Print Driver. For instructions, refer to the section, *Installing Java*.

Recommendations

Before installing the SureClose Print Driver 3.0, please uninstall any previous versions of SureClose Print Driver you may have on your system.

Installing Java

Before you can install the SureClose Print Driver 3.0 you must install Java. Complete the steps below to download Java.



You must have Internet access to download the installation files.

Steps

- 1. Open Internet Explorer, and navigate to: <u>http://www.java.com/en/.</u>
- 2. The Java website displays the link Do I have Java? click this to verify if you already have Java installed.



3. Click the Verify Java Version button.



4. If you already have Java installed, you will see the following message:



5. If you do not see this message, follow the website's instructions to download and install Java.

Un-Installing the Previous Version

It is strongly recommended that you uninstall any previous version of the SureClose Print Driver prior to installing Version 3.0.

For Users Running Windows XP, Vista or Windows 7

If you are uninstalling a previous version of SureClose Print Driver from a Windows XP, Vista or Windows 7 computer, complete these steps.

Steps

- 1. On your desktop click Start, then click Control Panel.
- 2. From the Control Panel, select either Add or Remove Programs or Programs/Program and Features.
- 3. Select SureClose Print Driver, and then either Remove or Uninstall / Uninstall or Change a Program.

Are you sure you want to uninstall SureClose	ePrintDriver?	
	Yes	No

4. Click Yes to uninstall SureClose Print Driver. Windows Installer prepares to remove the program.

Windows Installer	
Preparing to remove	
	Cancel

- 5. Click YES in the User Account Control window to allow the SureClose Print Driver removal to proceed.
- Wait for Windows to complete the uninstall process. You will know it has completed when this window disappears from screen, and SureClose Print Driver no longer displays in your program list on the Control Panel window.

SureClo	sePrintDriv	/er				
1	Please wait	while Wi	ndows co	nfigures Su	ireClosePrir	nt Driver
Gatheri	ng required	informatio	m			
				_		Cancel

7. Reboot your system. You may be required to reboot your computer prior to continuing with installation of the SureClose Print Driver 3.0 utility. Refer to <u>Installing the New Version</u> for more information.

Installing the New Version

Before installing SureClose Print Driver version 3.0, make sure you have uninstalled any previous versions, refer to <u>Uninstalling the Previous Version</u> for more information.

- If you are installing on Windows XP, Vista or Windows 7, then refer to the section of this document titled, For Users Running Windows XP, Vista or Windows 7.
- If you are installing on Mac OS X, then refer to the section of this document labeled, For Users Running Mac OS X.

For Users Running Windows XP, Vista or Windows 7

If you are installing Version 3.0 on a Windows XP, Vista or Windows 7 computer, complete these steps.

Steps

- 1. Log into SureClose Advantage and click **Home**.
- 2. Click Install Print Driver.
- 3. Click the link that corresponds to the operating system on your computer and save the file to a convenient location on your computer.
- 4. Unzip all the files.
- 5. Double-click to start the installation and follow the screen prompts. The Welcome to the SureClose Printer Driver Setup Wizard screen displays. Click **Next**.

FureClose Printer Driver	
Welcome to the SureClose Printer Driver Setup Wizard	
The installer will guide you through the steps required to install SureClose Printer Driv computer.	rer on your
WARNING: This computer program is protected by copyright law and international tr Unauthorized duplication or distribution of this program, or any portion of it, may resul	
or criminal penalties, and will be prosecuted to the maximum extent possible under th	
Cancel < Back	<u>N</u> ext >

6. The Confirm Installation screen displays, click Next.



7. The Installing SureClose Printer Driver screen displays, click Next.

🛃 SureClose Printer Driver	
Installing SureClose Printer Driver	
SureClose Printer Driver is being installed.	
Please wait	
[Cancel]	< <u>B</u> ack <u>N</u> ext >

8. Installation Complete screen displays, click Close.



Click Yes in the User Account Control window to allow SureClose Print Driver installation to proceed.

Congratulations! You have successfully installed the SureClose Print Driver utility. Refer to <u>Accessing SureClose Print</u> <u>Driver</u> for more information.

For Users Running MAC OS X

If you are installing version 3.0 on a MAC OS X computer, complete these steps.

Steps

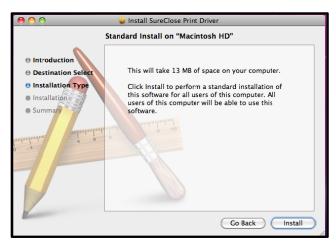
- 1. Log into SureClose Advantage and click **Home**.
- 2. Click Install Print Driver.
- 3. Click the link Mac OS X Snow Leopard or Lion and save the file to a convenient location on your computer.
- 4. Unzip all the files.
- 5. Double-click to start the installation and follow the screen prompts.
- 6. From the Welcome to SureClose Print Driver Installer screen, click Continue.



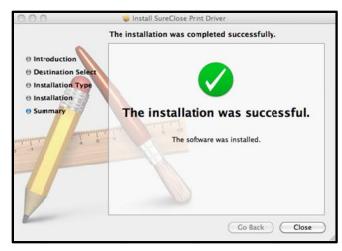
7. From the Custom Install on "Macintosh HD" screen, click Continue.

00	😺 Install SureClose Print Dr	iver	
	Custom Install on "Macintos	h HD"	
	Package Name	Action	Size
Introduction	SureClose Print Driver	Upgrade	13 MB
Destination Select			
Installation Type			
Installation			
Summary			
unhunhunhun unhunhunhunh			
	Space Required: 13 MB	Remaining: 72.37 GB	
		e	
Var		Go Back	Continue

8. From the Standard Install on "Macintosh HD" screen, click Install.



9. From the Installation Successful screen, click Close.



Congratulations! You have successfully installed the SureClose Print Driver utility. Refer to <u>Accessing SureClose Print</u> <u>Driver</u> for more information.

For Users Running Windows XP, Vista or Windows 7

SureClose Supported Document Types

You can upload these types of documents into SureClose using this utility: .gif, .jpg, .doc, .xls, .pdf, and .tiff.

Steps

- 1. Open any SureClose supported document, and then select **File—Print** from the document menu. The Print dialog box displays.
- 2. From the Name or Select Printer list, select SureClose Upload 3.0.

- Print	×
General Options	
Select Printer	
Fax	end To OneNote 2010 ureClose Upload 3.0 ebEx Document Loader
	Printer status: Ready Documents: 0
Status: Ready Location: Comment:	Print to file Preferences Find Printer
Page Range (் Alj	Number of <u>c</u> opies: 1
Selection Current Page Pages:	✓ Collate
Enter either a single page number or a single page range. For example, 5-12	
	t Cancel <u>A</u> pply

3. Click OK or Print. The SureClose Print Driver window opens.

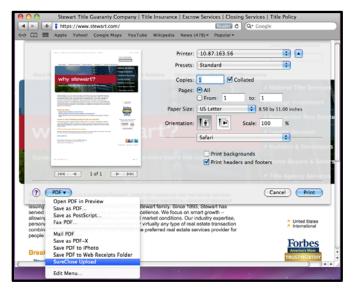
SureClose Print Driver File Tools Help	
Print to SC Messages Print to File Print to Edit	
Comment to Inbox SurcClose Username: Save	Document to Placeholder SureClose Username: File #. ImportCode: Permission Key Save
Available Documents: http://www-stewart.pdf	Welcome to the SureClose Print Driver utility. Press F1 for Help.
Document Description: Save format POF Terms and Conditions Privacy Blatement	Upload Cancel Press F1 for Advanced Help

You are ready to begin using SureClose Print Driver to upload documents into SureClose. For assistance, refer to <u>SureClose Print Driver Help</u> for more information.

For Users Running Mac OS X

Steps

- 1. Open any SureClose supported document, and then select **File—Print** from the document menu. The Print dialog box displays.
- 2. Click the PDF button and select SureClose Upload.



3. The SureClose Print Driver window opens.

👆 SureClose Print Driver	
File Tools Help	
Print to SC Messages Print to File Print to Edit	
Document to Inbox SureClose Username: Save	Document to Placeholder SureClose Username: File #: Import Code: Permission Key: Save
Available Documente: http://www-stewart.pdf	Welcome to the SureClose Print Driver utility. Press F1 for Help.
Document Description: Save format PDF Terms and Conditions Privacy Statement	Upload Cancel Press F1 for Advenced Help

You are ready to begin using SureClose Print Driver to upload documents into SureClose. For assistance, refer to <u>SureClose Print Driver Help</u> for more information.

SureClose Print Driver Help

- 1. With the SureClose Print Driver window open, click **Help** then click **Print Driver Help**. Help displays in a separate window.
- 2. In Help you can get additional information by either clicking on a topic in the **Contents** list or entering a keyword or search term in the **Search** field.

Search	- Search - 💽 🕞 Rowered by Robot Help S
Contential & Sourch Vectors	Welcome to SureClose Print Driver SureClose Print Driver is a utility program designed specifically for uploading documents to SureClose®. When installed, you can upload documents to your SureClose hassages or to a placeholder on a file. In order to use the Print Driver, you must have a valid SureClose login. You will be asked to verify your login before uploading documents. Uncoded Documents Uploaded documents can be saved as .pdf or .tiff files Determines to SureClose and be saved as .pdf files, or .tiff files. File Search Search for files to upload documents to Search for files to upload documents to Search features enable you to search for files to upload documents to. You can search by file or party information, or a combination of the two. Search results return a listing of all files that match the criteria entered. Selecting a file from the search results displays a listing of folders and placeholders on the file. All placeholders display, including those which placeholder to upload your document to. Additional Information Compatible Operating Systems Version Navigation Accessing and Log In Navigation Navigation Maxing the Manu Using Help
	Using the Print to SC Messages Tab Using the Print to File Tab