
halFILE 4.0 Document Transporter

The halFILE 4.0 Document Transporter replaces the following programs:

SendtoHF32.exe

Active32.exe

Hfpimp32.exe

Contents

Launching the halFILE 4.0 Document Transporter	2
Displaying the Document Transporter in the notification area	2
Adding the Document Transporter to Startup	2
Adding the Transporter to Explorer right click menu	2
Importing Currently Open (Active) Office Documents	2
Drag/Drop	2
Drag/Drop Image Files	2
Drag/Drop Multi-Page TIFF Files	3
Drag/Drop Emails	3
Right click Send To halFILE Transporter	3

Launching the halFILE 4.0 Document Transporter

The document transporter has been added to the halFILE 4.0 Manager. Simply select Tools-Document Transporter from the manager.

Displaying the Document Transporter in the notification area

- Click the Show hidden icons arrow next to the notification area
- Click Customize
- Find hfTransporter in the list and select Show Icon and Notifications from the dropdown

Adding the Document Transporter to Startup

- Right click the document transporter icon
- Select Launch at Startup

Adding the Transporter to Explorer right click menu

This will enable you to right click on a file on your desktop or in explorer and select Send To halFILE Transporter

- Right click the Document Transporter icon
- Select Add to Explorer context menu

Importing Currently Open (Active) Office Documents

- Right click the Document Transporter icon
- Select the appropriate menu for your currently open (active) Office document.

Drag/Drop

Double click the Document Transport Icon and a new window will appear allowing you to drag/drop files. These files will automatically be imported into halFILE and you will be prompted for which application, database, and basket.

Drag/Drop Image Files

You may drag a halFILE document with standard page numbers (.001, .002, .003) into the system by just dragging the first page. The remainder of the document will be imported automatically.

Drag/Drop Multi-Page TIFF Files

Multi-page TIFF files will be automatically imported and split into single page TIFF documents in the basket.

Drag/Drop Emails

You may drag emails directly from your email client to the Transporter. This will import the email as an Associated document and halFILE will redisplay the email in your mail client including any attachments *when you view the document at a later time.*

Note: If you have a mix of Outlook and Outlook Express/Windows Live Mail then you would need the correct application installed on the retrieval workstation when trying to view the email at a later time.

Right click Send To halFILE Transporter

You may right click any file in Explorer or on the desktop and send to halFILE Document Transporter. These files will be automatically imported as outlined above.