Filebound 7 - Application Installation Guide

This user guide covers the installation process for the Filebound Integration Kit and installing the Windows Version of the Filebound Viewer.

Filebound Integration Kit

FileBound FIK (FIK) provides a collection of software tools that add functionality directly to Microsoft Windows software applications to aid the end user in working with digital files that either already exist in or are to be added to the FileBound Software. The FIK provides the following integrated tools:

1. Creates icons within the toolbars of the Microsoft Word, Excel, PowerPoint and Outlook programs. This allows for direct upload of these file types, in their native format, onto the FileBound System.

2. Installs a FileBound Printer, allowing the user to electronically convert any document to a multi-page TIFF image, to be stored on FileBound.

3. Adds a toolbar that contains shortcuts to FileBound will be installed at the top of the end user's screen. The toolbar can be set to hide when then cursor is not on the toolbar.

4. Creates an Auto-File folder, placed on the PC's desktop screen, for document "drag & drop to upload" capability.

5. Adds "FileBound" onto the "Send To" option, when utilizing the right-click activity menu on a document icon.

Downloading the installer

The installer for the Filebound Integration Kit can be downloaded from the following url: http://forms.recordsforce.com/xfer/7.4IK64Bit.zip.

The installer application files are stored in a compressed zip archive file. The contents can be extracted using an archive management application such as WinZip, WinRar or 7zip.
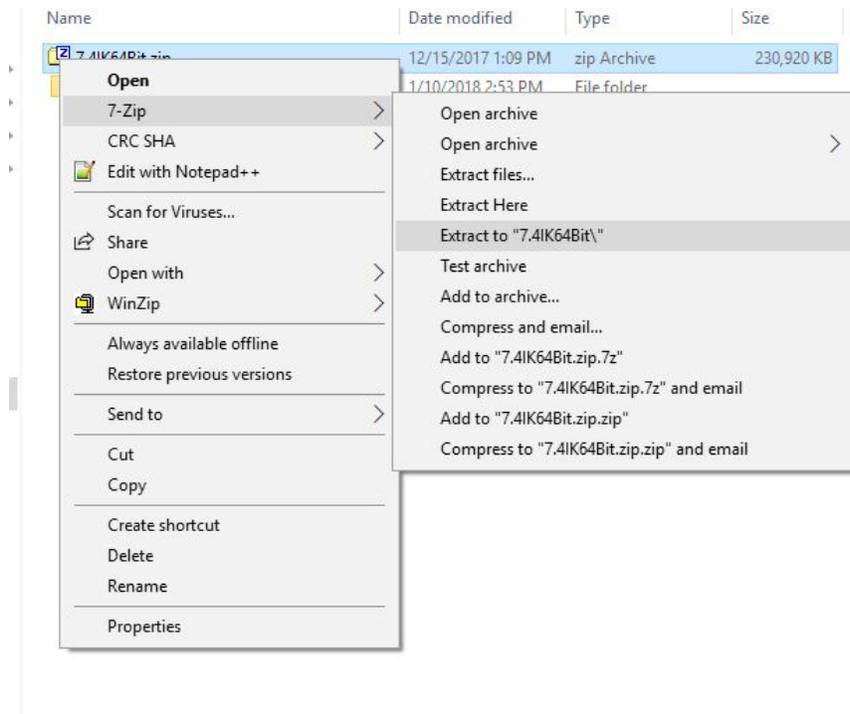
Extracting the installer

You can do this by right clicking on the archive file and choose the archive program that you want to extract the installer files with, as shown below:

Using Winzip:
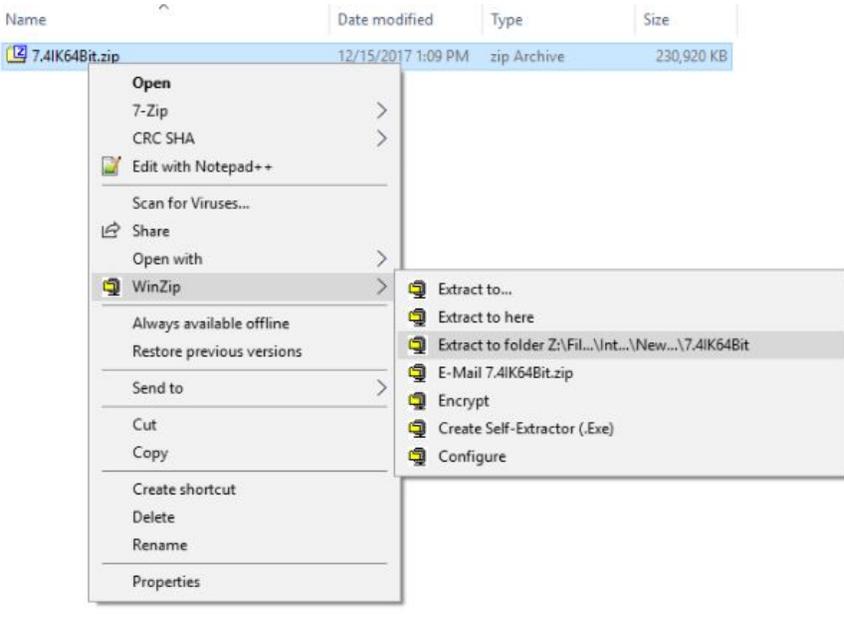
Using 7zip:

Extracting this archive to a folder will create a separate folder to place all of these files in, the contents of this folder are shown here:

| Name	Date modified	Type	Size
All Users	12/15/2017 1:14 PM	File folder	
Common	12/15/2017 1:14 PM	File folder	
OCR Prerequisites	5/22/2018 9:43 AM	File folder	
program files	12/15/2017 1:14 PM	File folder	
System32	12/15/2017 1:15 PM	File folder	
System64	12/15/2017 1:15 PM	File folder	
Win	12/15/2017 1:15 PM	File folder	
FileBound Integration Kit 7.4 x64.msi	12/12/2016 2:15 AM	Windows Installer ...	1,607 KB
gdiplus.dll	2/26/2004 8:33 PM	Application extens...	1,600 KB
instmsiw.exe	11/28/2004 8:53 AM	Application	1,780 KB
OCR.cab	12/12/2016 2:15 AM	cab Archive	23 KB
setup.exe	12/12/2016 2:15 AM	Application	1,186 KB
Splash-5.bmp	4/7/2015 12:22 AM	BMP File	633 KB
WindowsInstaller-KB893803-x86.exe	5/16/2005 4:42 PM	Application	2,525 KB

To start installing the Filebound Integration Kit, double-click on the highlighted file shown below:

Name	Date modified	Type	Size
All Users	12/15/2017 1:14 PM	File folder	
Common	12/15/2017 1:14 PM	File folder	
OCR Prerequisites	5/22/2018 9:43 AM	File folder	
program files	12/15/2017 1:14 PM	File folder	
System32	12/15/2017 1:15 PM	File folder	
System64	12/15/2017 1:15 PM	File folder	
Win	12/15/2017 1:15 PM	File folder	
FileBound Integration Kit 7.4 x64.msi	12/12/2016 2:15 AM	Windows Installer ...	1,607 KB
gdiplus.dll	2/26/2004 8:33 PM	Application extens...	1,600 KB
instmsiw.exe	11/28/2004 8:53 AM	Application	1,780 KB
OCR.cab	12/12/2016 2:15 AM	cab Archive	23 KB
setup.exe	12/12/2016 2:15 AM	Application	1,186 KB
Splash-5.bmp	4/7/2015 12:22 AM	BMP File	633 KB
WindowsInstaller-KB893803-x86.exe	5/16/2005 4:42 PM	Application	2,525 KB

Shortly after, the installer wizard will appear, after clicking "Next" you will see a couple of screens for the license agreement and choosing whether to install this application for one or multiple users.

You will then see a custom setup screen that will allow you to choose specific features that you want installed.

The default options are recommended along with PDF/Office Support as shown below:
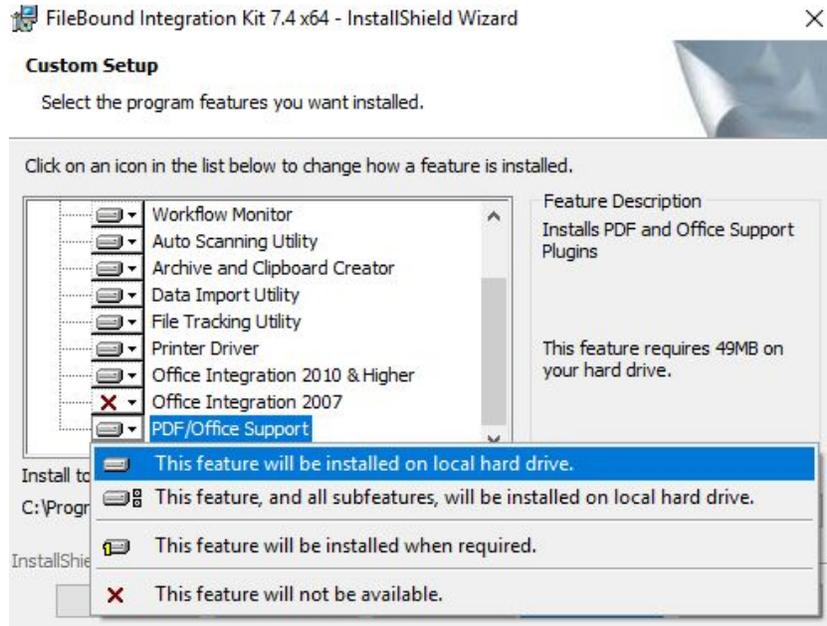
After choosing the features that you wish to have enabled or disabled, click "Next" and you will arrive at the final screen where the Integration Kit will begin to install as soon as the "Install" button is clicked.

Setting up the OCR Engine

Filebound Integration Kit requires the OCR Engine to be able to run, the files for the OCR engine is usually located at C:\Program Files (x86)\FileBound\OCR.

If you see the following exception below, when you are attempting to launch the Integration Kit, this usually means that the OCR Engine is missing some required files.
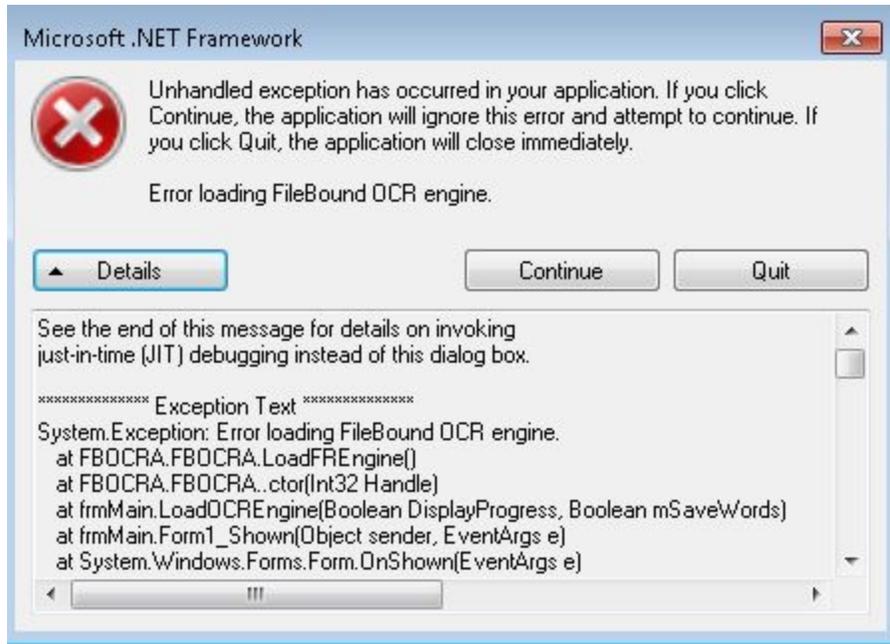
In the same folder that you ran the installer for the Integration Kit, there is a folder labeled, **OCR Prerequisites**.

Copy just the files that are within this folder and paste them directly into the OCR folder located at C:\Program Files (x86)\FileBound\OCR

You will now be able to launch the Integration Kit.

Installing the Filebound Printer:

After installing the Integration Kit, to install the Filebound printer, you will need to run a separate installation for the Printer Driver.

In the Integration Kit installer folder, the installer for the Filebound Printer can be found at [Your Filebound Integration Kit Installer Folder]\program files\Filebound\Integration Kit\Printer\.

The contents of this will folder should look similar to this screen capture. To begin installing the Filebound Printer, double click on the file that is highlighted below:

Name	Date modified	Type	Size
BiImgUser.dll	10/21/2016 4:13 AM	Application extens...	396 KB
BiPDFCJK.dll	10/21/2016 4:13 AM	Application extens...	582 KB
BiPDFInterfaceP.dll	10/21/2016 4:13 AM	Application extens...	1,164 KB
BiPDFP.dll	10/21/2016 4:13 AM	Application extens...	3,836 KB
BiPDFResources.dll	10/21/2016 4:13 AM	Application extens...	5,436 KB
BiRegExp.dll	10/21/2016 4:13 AM	Application extens...	144 KB
BuAAppNT.exe	10/21/2016 4:13 AM	Application	733 KB
BuADRVNT.dll	10/21/2016 4:13 AM	Application extens...	149 KB
BuAiniNT.ini	10/21/2016 4:13 AM	Configuration sett...	37 KB
BuAMonNT.dll	10/21/2016 4:13 AM	Application extens...	758 KB
BuAProNT.dll	10/21/2016 4:13 AM	Application extens...	44 KB
BuAResNT.dll	10/21/2016 4:13 AM	Application extens...	217 KB
BuARmvNT.dll	10/21/2016 4:13 AM	Application extens...	357 KB
BuAUifNT.dll	10/21/2016 4:13 AM	Application extens...	785 KB
Dib32.dll	10/21/2016 4:13 AM	Application extens...	312 KB
display.ico	10/21/2016 4:13 AM	Icon	2 KB
Distribution.txt	10/21/2016 4:13 AM	Text Document	3 KB
FileBoundPrinterNT.msi	12/2/2016 4:30 AM	Windows Installer ...	34,018 KB
Jpeg32.dll	10/21/2016 4:13 AM	Application extens...	333 KB
Mydll_NT.dll	10/21/2016 4:13 AM	Application extens...	1,425 KB
Pdf32.dll	10/21/2016 4:13 AM	Application extens...	294 KB
ReadMe.txt	10/21/2016 4:13 AM	Text Document	74 KB
Tiff32.dll	10/21/2016 4:13 AM	Application extens...	672 KB

The installer wizard will shortly be displayed for the Filebound Printer Driver, after choosing the install location (the default location is recommended), click "Next" on the Confirm Installation screen to begin installing the Filebound Printer.

Once this has finished installing, the Filebound Printer will now show up as a listed device on your computer.

Installing v7 Filebound Windows Viewer

The Filebound Windows viewer can be installed directly from the Filebound website that you connect to.

Downloading the installer:

In a web browser, such as Google Chrome, Microsoft Internet Explorer or Mozilla Firefox, navigate to the Filebound site

At the login screen, log in as your user account

When logged into Filebound, hover your mouse cursor over your name and a drop down list will appear. Choose the Preferences screen
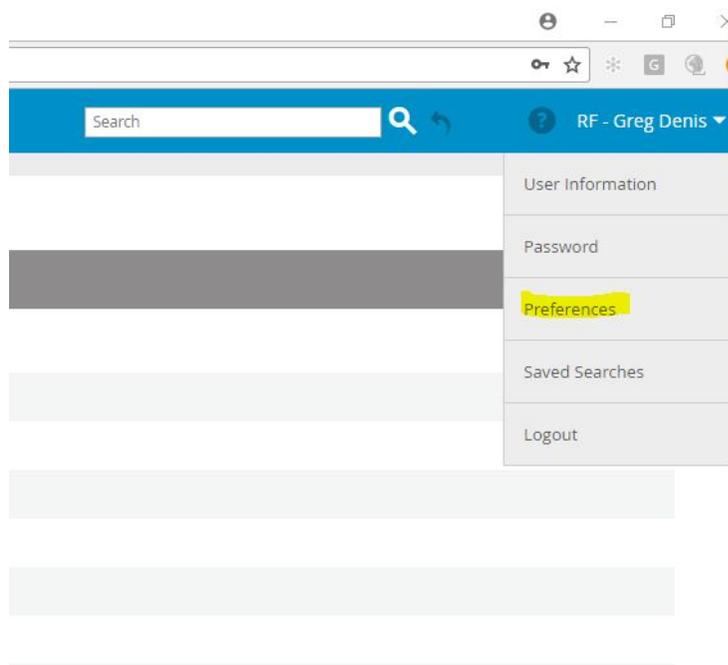
You will now see the "Preferences" screen. Under the "Document View" section, you can choose your default viewer, Windows Viewer or Web Viewer.

The Web Viewer allow the user to view documents without having to install the Windows version of the Filebound Viewer, but rather display the viewer within your web browser.

If you want to use the Windows version of the Filebound Viewer, the installer button is located on the top right hand corner of this screen.
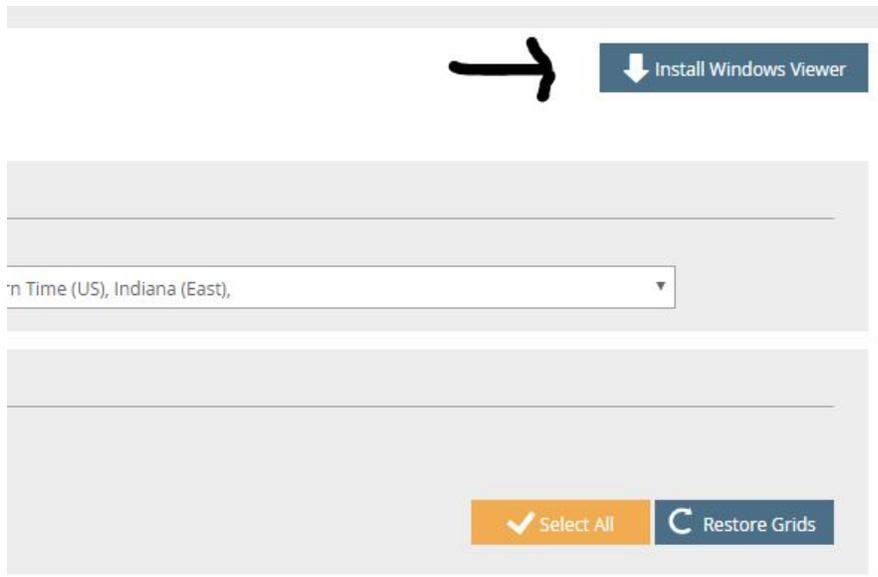
A new window will appear after clicking this button, clicking on the button labeled "Install Viewer" will download the installer for the Filebound Viewer.

This installer will be downloaded to a local folder on your computer, usually your web browser will download this installer to C:\Users\[your user name]\Downloads\.

The installer will be listed as "Install4.exe".

Depending on your browser settings, you can open this installer through your web browser by just clicking on the download, as shown in the screenshot below.

After agreeing to the license agreement terms and conditions and filling out the customer information page, you will see two options for the setup type.

Select 'Complete' and then click 'Next' this will direct you to the last page where you can click on the 'Install' button to begin installing the viewer.

The Search Screen

A. To save a little screen space, the navigation bar on the left has been reduced to icons instead of spelling everything out. Now you'll click the magnifying glass to get to the search screen as opposed to clicking the word "Search".

B. The User Preferences, Reset Password, and Logout buttons have been consolidated into a dropdown under your name.
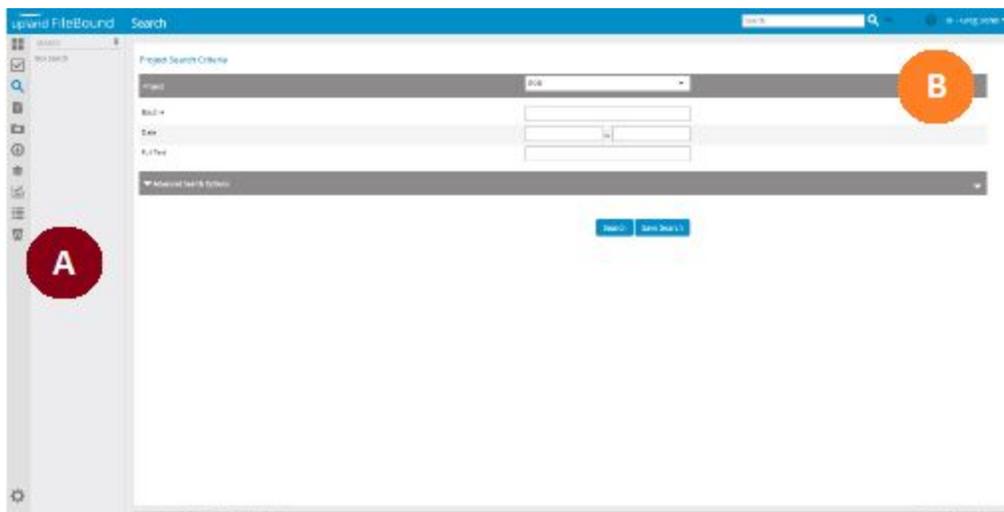
The Search Results Screen

New look, same functionality. As before; click the page-shaped icon ( ) next to the listed document to launch the viewer. Or check multiple boxes to select many documents, and then click the page-shaped icon to open a viewer with all your selections displayed.

<u>Loading documents in the viewer</u>

To save space and reduce clutter, the navigation bar has been reduced to icons and drop downs as seen below:

A. To export documents from FileBound (i.e. save to desktop, email, print) look for the green arrow pointing down ( ), hover your mouse over it and choose the option you're looking for.

B. To add a document into FileBound (i.e. upload a digital file or scan paper right in) look for the blue arrow pointing up ( ), click on this icon and choose the option you're looking for.

C. To adjust your view of the image look for the zoom and rotate buttons in the top-center area.

D. When done, just close the window to get back to your search screen.

Known Issues

Error Message when attempting to load the windows viewer
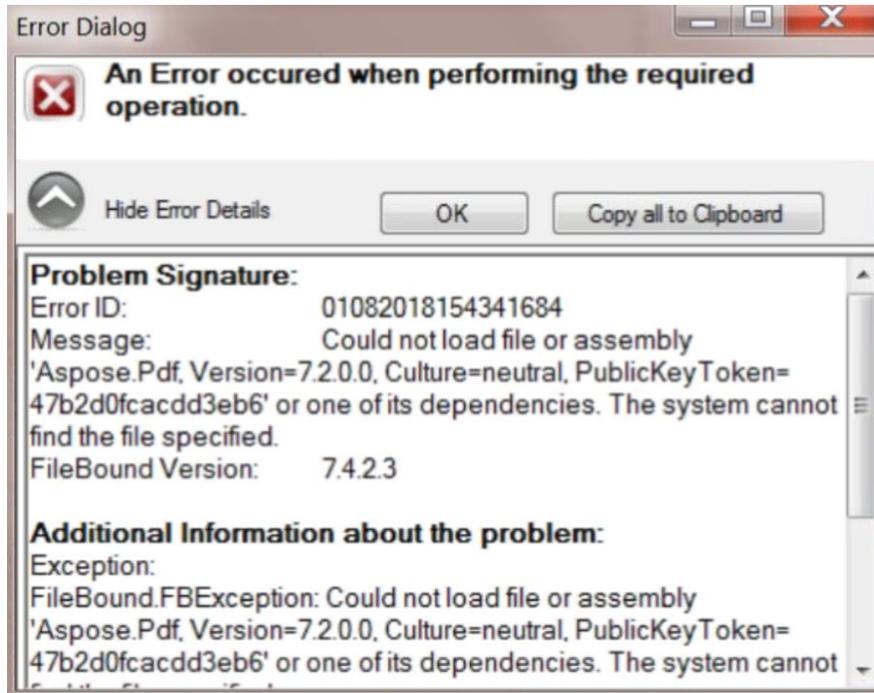
This error message refers to outdated files that are installed on the local computer, to resolve this issue navigate to your local install folder for Filebound applications.

By default, this install folder can be found here: C:\Program Files (x86)\FileBound\

Next, open the folder located here: C:\Program Files (x86)\FileBound\Viewer\Plugins\ the contents of this folder should be similar to the screen capture below:
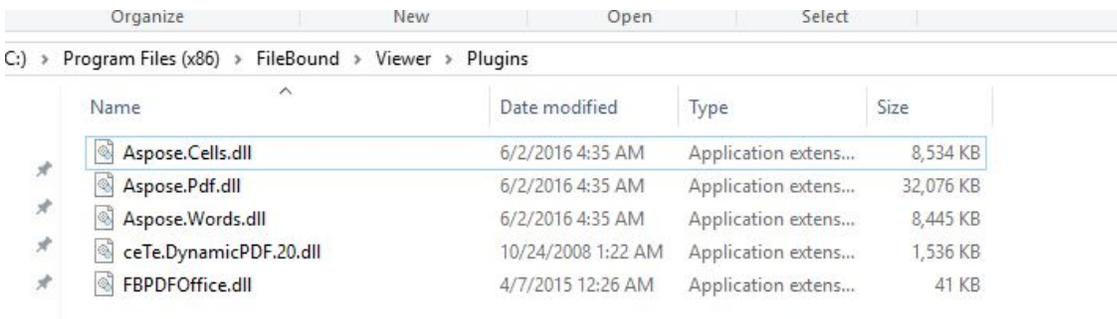
These files are outdated and are no longer supported by the latest version of the Filebound Windows Viewer application, removing just these files, will resolve this issue.