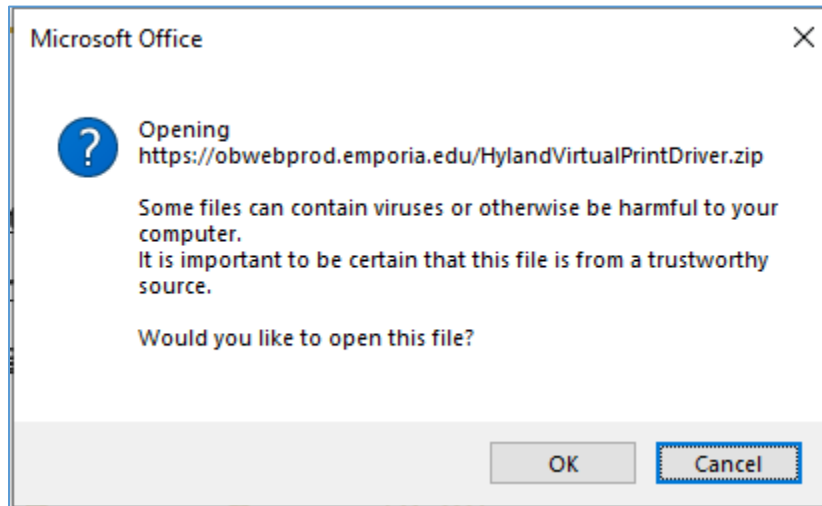


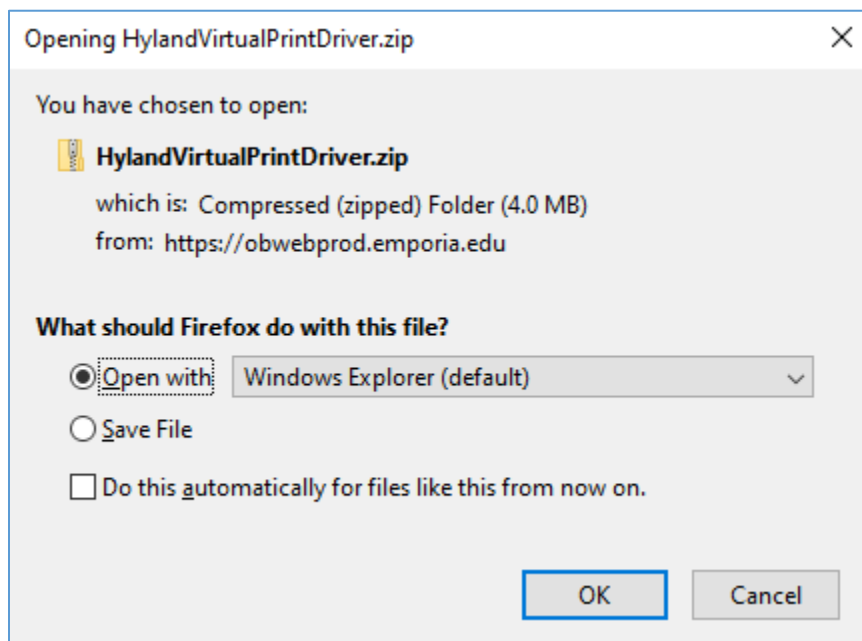
Hyland Virtual Print Driver (VPD)

Hyland Virtual Print Driver works just like printing to PDF, except it prints to OnBase as an image document. Unity Client is required.

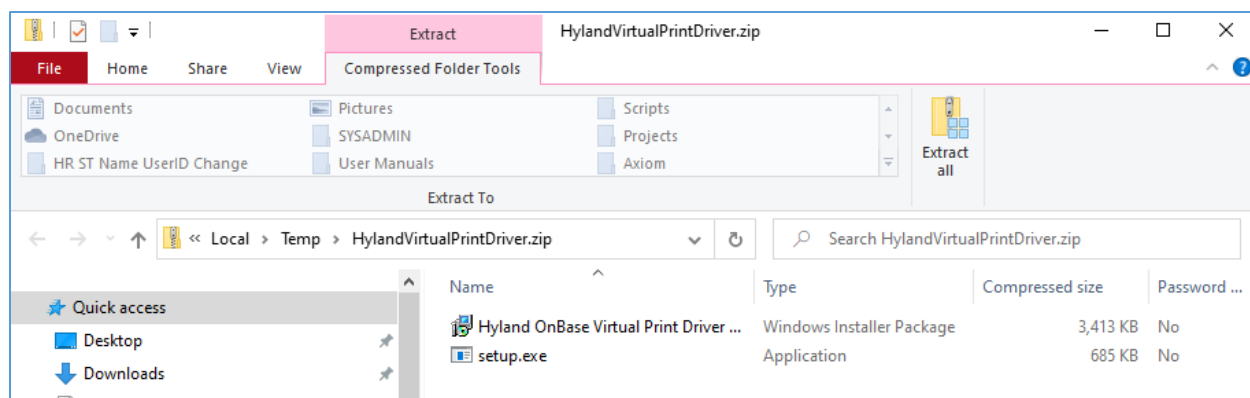
To install, click this [link](#).



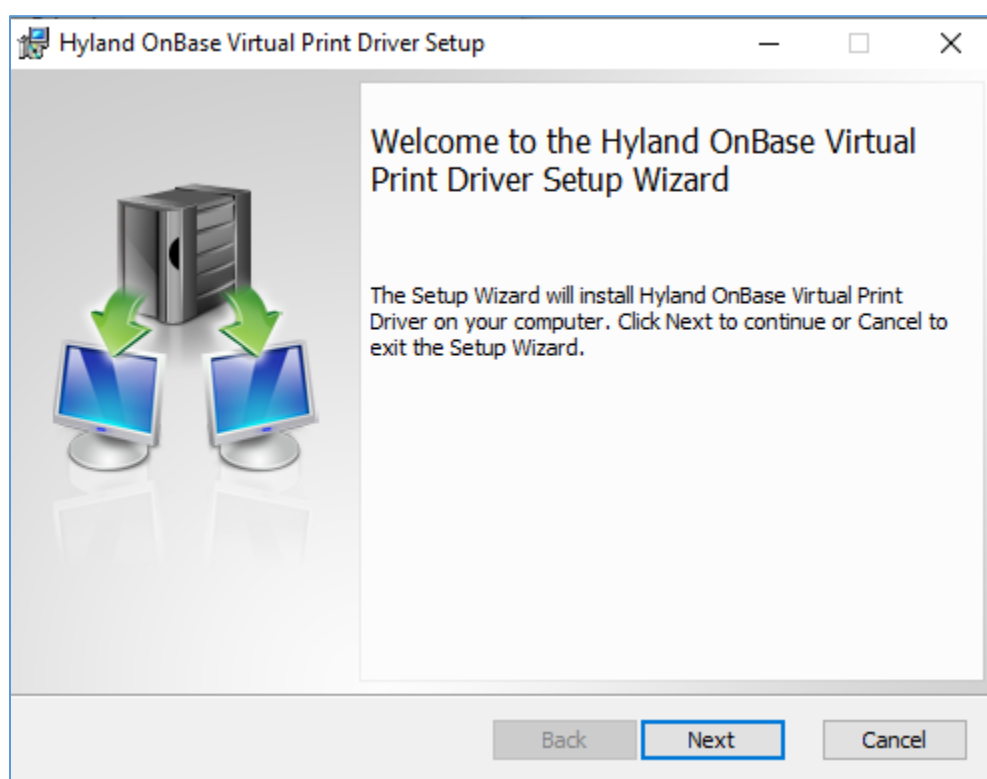
Click OK.



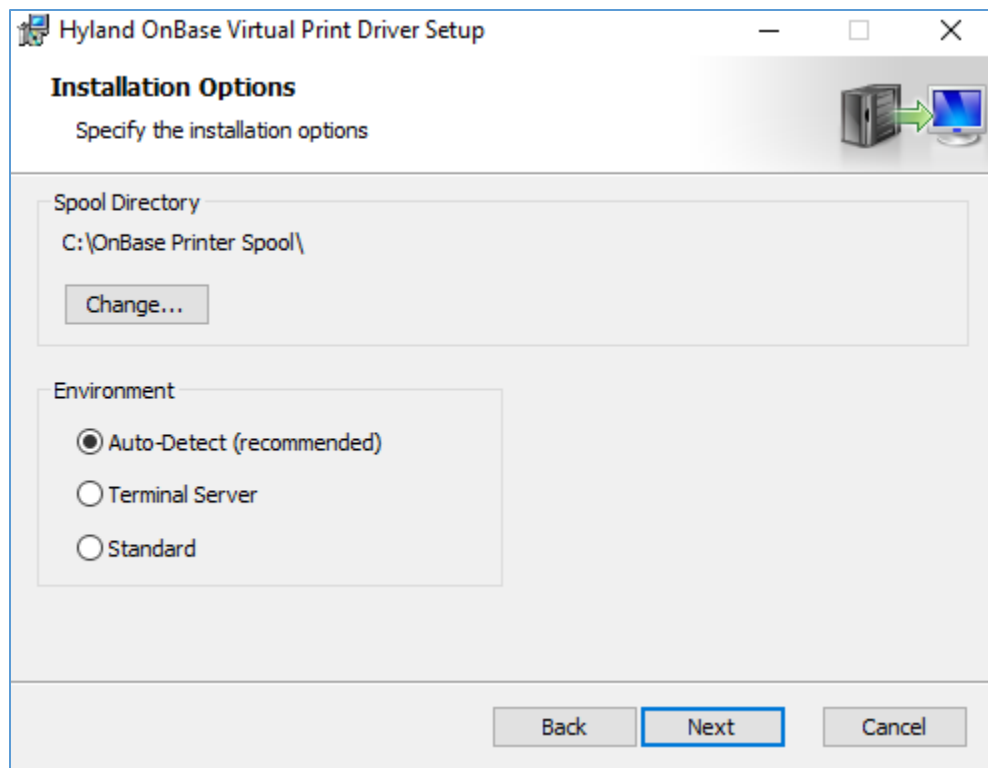
Click OK.



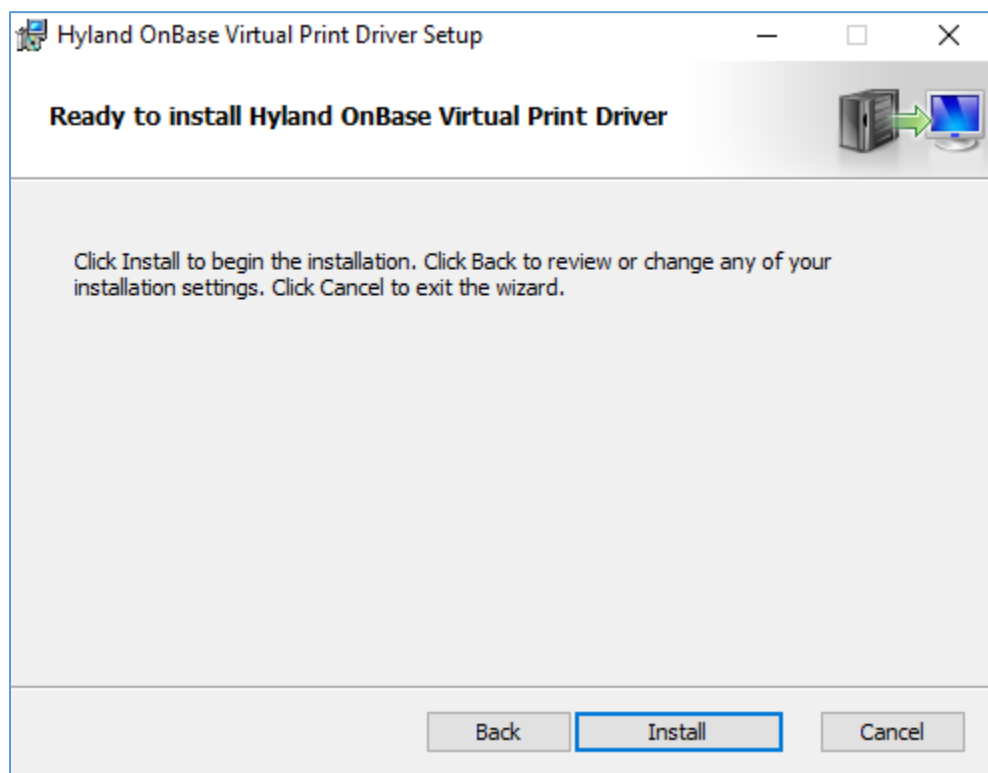
Double-click setup.exe.



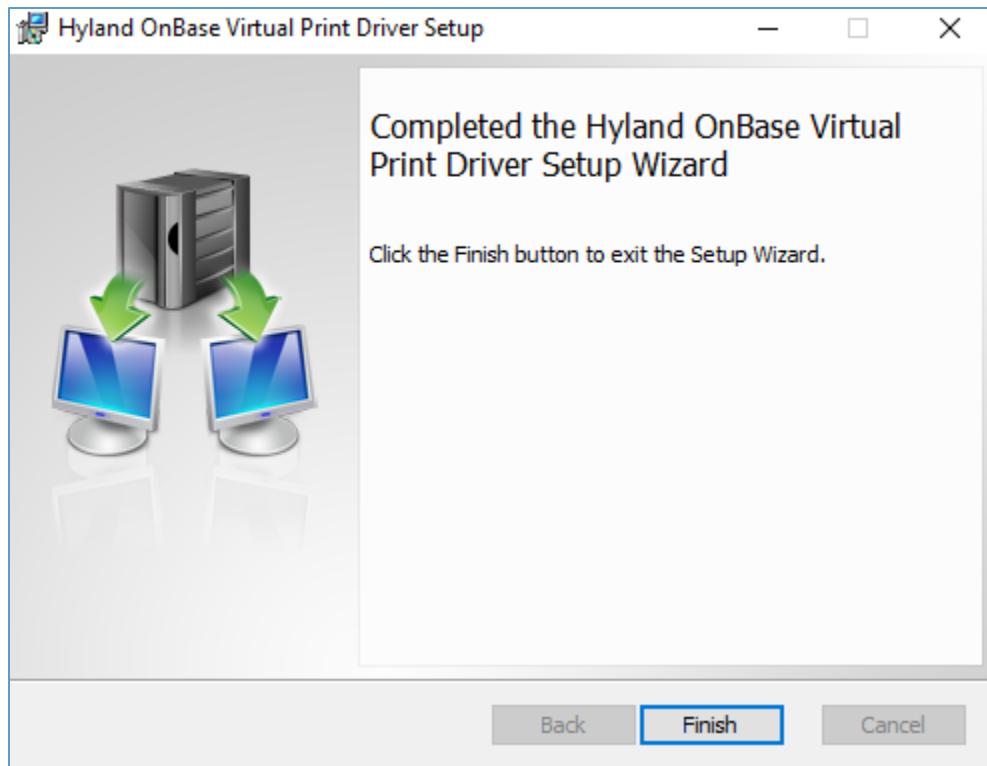
Click Next.



Click Next.

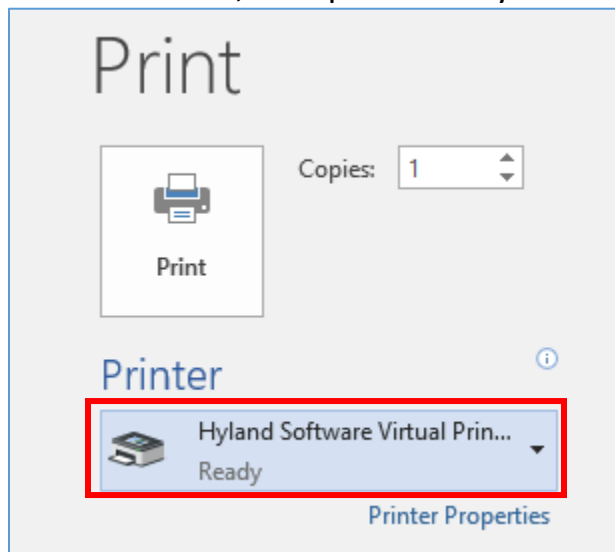


Click Install.



Click Finish.

To use the VPD, click print on any document.



Select Hyland Software Virtual Printer as the printer. Unity Client must be open.
Click Print.

The screenshot shows the OnBase Import dialog box. The 'File' tab is selected. The 'Import' button is highlighted. The 'Document Type Group' is set to 'Form C' and the 'Document Type' is set to 'FC - Search Supporting Documents'. The 'File Type' is 'Image File Format' and the 'Document Date' is '07/02/2020'. Under 'Keywords', 'HR Search Number Related' is set to '202'. There are 'Import' and 'Cancel' buttons at the bottom.

An OnBase import dialog box will appear. Select the correct **Document Type Group** and **Document Type**. All keywords in **red** are required, others are optional. Click Import.

No matter whether your original document is in Word or Excel or PDF or an image, **VPD converts all documents to images (.tif)**.