How to convert multiple paper Mill Test Reports (MTR) into Separate PDF files

The procedure requires affixing unique barcode labels to each MTR then scanning the group of MTRs. Romac has a utility to print barcodes on labels (Avery 5267) that will be placed on the first page of each MTR. The barcodes need to have a two letter uppercase prefix followed by a unique four digit number. The Romac barcode utility starts with a number that you indicate and prints the other numbers sequentially, prefixing the two letters that you chose to the number. The labels can be affixed either horizontally or vertically at any location that doesn't cover over any data on the MTR. Labels that are placed at either a positive or negative 45 degree angle may not be able to be read. If an MTR has multiple pages, the barcode label should be affixed to the first page. Additional pages should not have a label, but should remain in order.

The stack of MTRs is then scanned to a single PDF file. We have found that as long as the scanned reports are legible, any higher scanning resolution doesn't offer any benefits. After scanning is complete, the resulting PDF file is loaded into a software program called BardecodeFiler that can be downloaded and purchased from bardecode.com. The program scans through each page starting at page one of the PDF file that you created. After setting the BardecodeFiler options below, when the program encounters a barcode having your specified prefix, it saves the page and all following pages to a separate PDF file that it names using the prefix and number from the barcode until encountering another barcode. Then the process is repeated until the last page of the PDF is reached. In the case that a page has a barcode other than the one that you affixed, it will not be picked up by the program unless it happens to have the same two letter prefix that you specify in step 6 below.

Setting the options on BardecodeFiler:

1. Click the Options button in the BardecodeFiler program window.

2. Under the Folders tab, select the input folder that contains your PDF. The program will process all PDF files in the folder, so only the PDF file that you are currently working with needs to reside there. The Output Folder and Exception Folder can be the same as the Input Folder, but it is recommended to designate one separate folder to store the PDF files that are separated by the BardecodeFiler program.

3. Under the Split Mode tab, select "Split, barcode on first page" from the dropdown box. Leave the checkboxes on this tab unchecked.

4. Under the PDF Options tab, check the box next to "PDF files contain scanned or faxed images".

5. Under the Output tab, select the radio button next to "Same as input" under the Output Format header. In the text box under "Output file template", enter "%VALUES" without the quotes.

6. Under the Barcode Options tab, make sure the box next to "Code 128" is checked. In the text box next to "RegEx Pattern", enter the two letter prefix (case sensitive) of the barcodes that you are using.

7. Click "OK" and then click the "Run" button in the program window. After the program finishes running, you should have a separate PDF file that has the name of the barcode text for each MTR in the folder you specified in step 2.

Note:
If BardecodeFiler is having trouble picking up all or some of the barcodes that you have affixed, it may help to return to Options and select the "PDF Options" tab and uncheck the box beside "PDF files contain scanned or faxed images". Then select one of the radio buttons under "Rasterize PDF as".