
Rack2-Filer ***Smart***

Data Migration Guide



Introduction

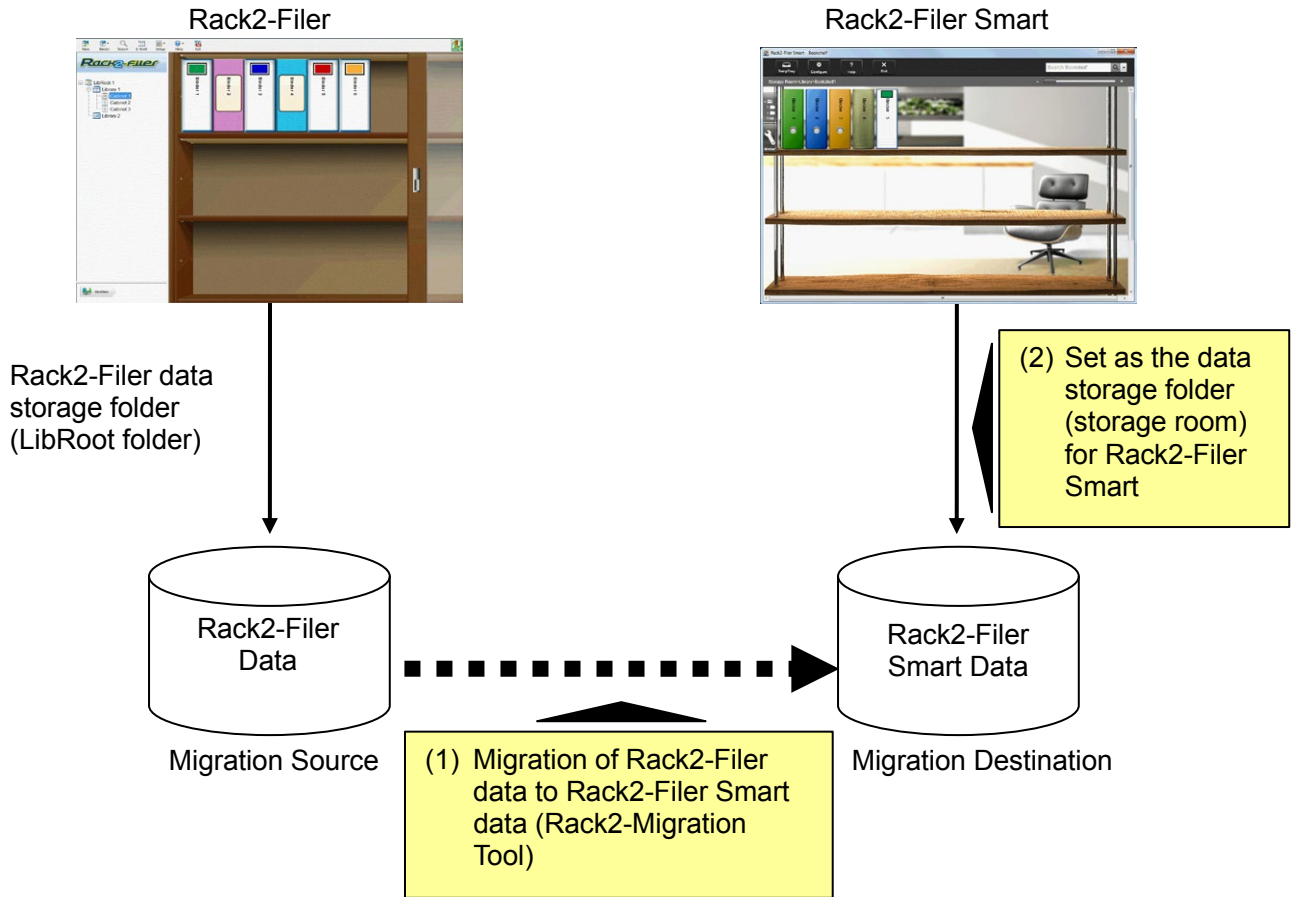
This manual explains the procedure for migrating the data stored in "Rack2-Filer" to "Rack2-Filer Smart". For the terms and abbreviations used in this manual, refer to "Descriptions in This Manual" (Page 15).

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1. Data Migration

Users of Rack2-Filer can use the data created with Rack2-Filer by converting it into the data format for Rack2-Filer Smart. Use "Rack2-Filer Smart - Migration Tool" for data migration. "Rack2-Filer Smart - Migration Tool" is referred to as "Rack2-Migration Tool" hereinafter. Data migration is outlined as follows.



- Tips**
- Rack2-Filer and Rack2-Filer Smart can be used as installed in the same PC at the same time or in different PCs respectively.
 - Rack2-Filer data (data storage folder) is managed for each Windows user. The data for each user must be moved separately.
 - Using Rack2-Migration Tool does not delete the Rack2-Filer data of the migration source.

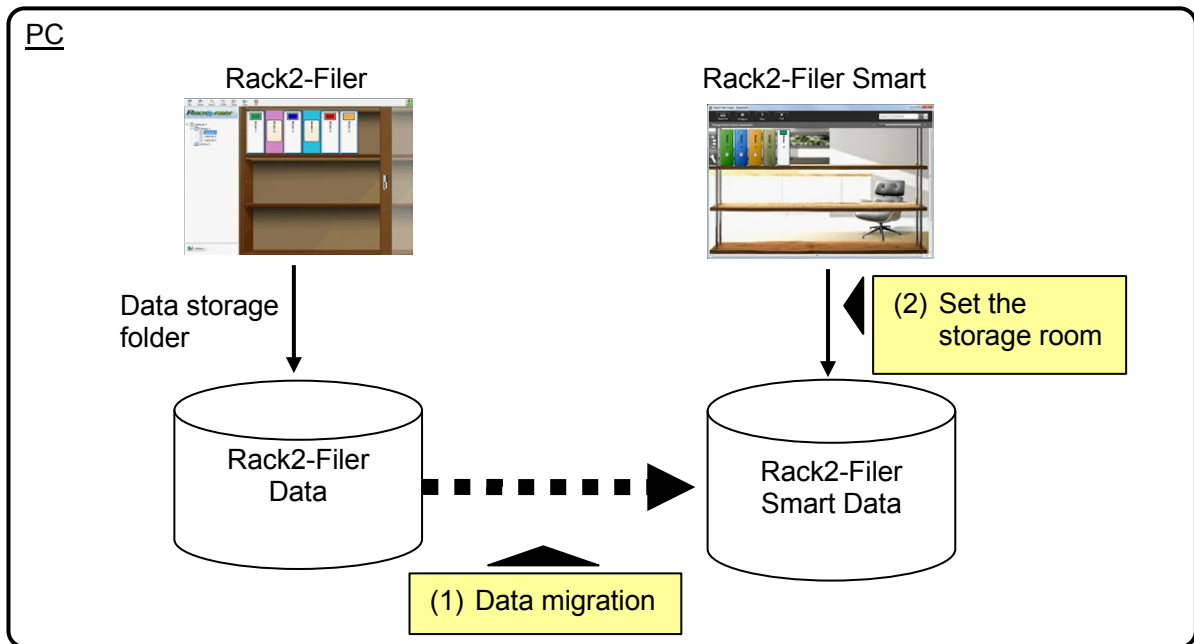
The major data migration patterns are as follows:

- (1) **When Rack2-Filer and Rack2-Filer Smart are installed in the same PC**
- (2) **When Rack2-Filer and Rack2-Filer Smart are installed in different PCs**
- (3) **When a shared folder on the network is used as the data storage folder for Rack2-Filer**

An overview of each pattern is described in the following sections.

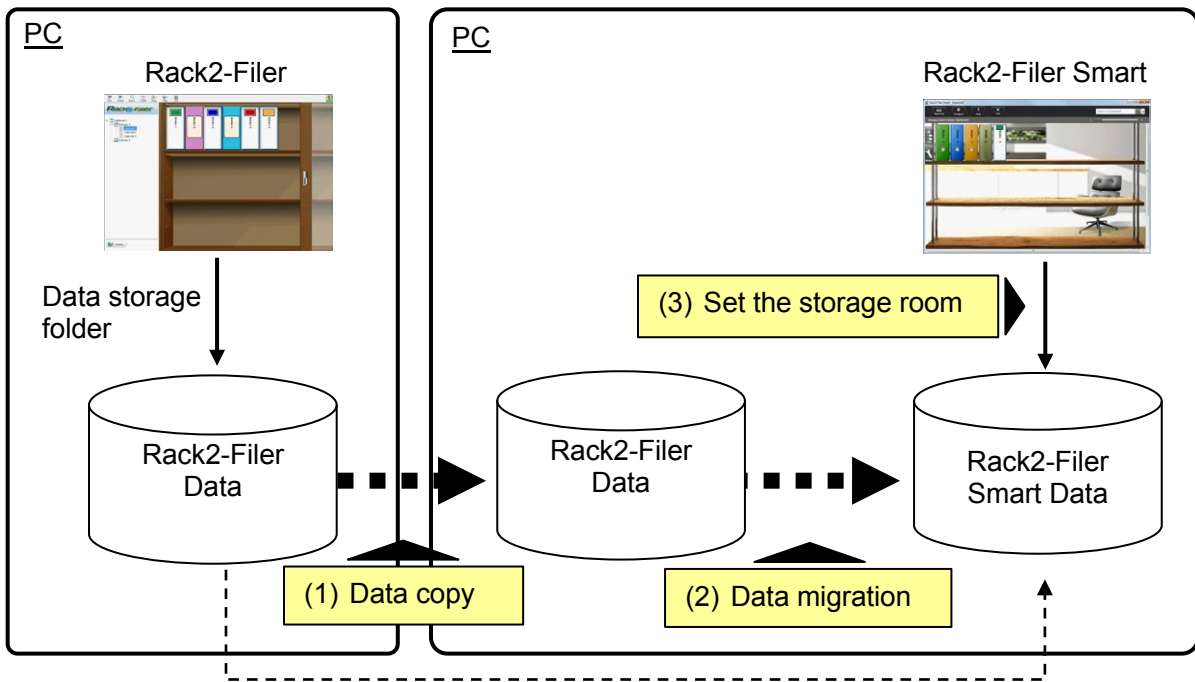
(1) When Rack2-Filer and Rack2-Filer Smart are installed in the same PC

After migrating the data, set the storage room for Rack2-Filer Smart.



(2) When Rack2-Filer and Rack2-Filer Smart are installed in different PCs

Using an external storage device such as USB flash drive, copy the Rack2-Filer data to the PC where Rack2-Filer Smart is installed and then migrate the data.

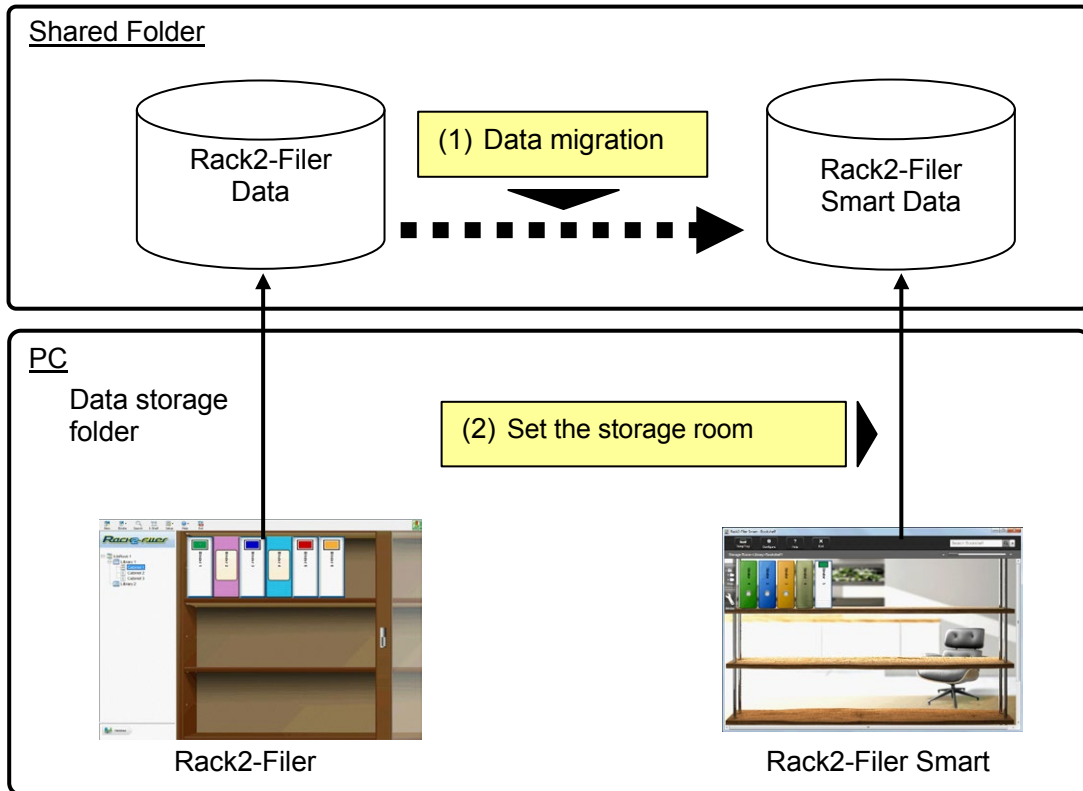


Tips

- When the data storage folder for Rack2-Filer can be viewed as a shared folder from a PC where Rack2-Filer Smart is installed, it is also possible to migrate the data directly without copying the data.

(3) When a shared folder on the network is used as the data storage folder for Rack2-Filer

When a shared folder on the network is set as the data storage folder for Rack2-Filer, perform data migration on the shared folder and set the storage room for Rack2-Filer Smart.



Attention

- When the Rack2-Filer data is shared among multiple users using a shared folder, all users must exit Rack2-Filer before starting data migration.

2. Operating Environment for Rack2-Migration Tool

The operating environment for Rack2-Migration Tool is as follows:

- Windows 8.1 (32bit / 64bit)
- Windows 8 (32bit / 64bit)
- Windows 7 (SP1 or later) (32bit / 64bit)
- Windows Vista (SP2 or later) (32bit / 64bit)
- Windows XP (SP3 or later) (32bit)

Attention

- When Rack2-Filer Smart is installed, Rack2-Migration Tool is also installed.
- Rack2-Migration Tool runs as a desktop application on Windows 8 or Windows 8.1.
- To migrate the data of Rack2-Filer installed on Windows 2000/Windows Me/Windows 98, copy the data of Rack2-Filer to a PC where Rack2-Filer Smart is installed and then migrate the data using Rack2-Migration Tool.

3. Supported Data

The data created with the following versions of Rack2-Filer can be migrated using Rack2-Migration Tool:

(Some versions do not exist depending on languages)

- Rack2-Filer V3.0 / V4.0 / V5.0
- Rack2-Filer Lite V4.0

Using Rack2-Migration Tool enables migration of the Rack2-Filer library/cabinet/binder to Rack2-Filer Smart. Data can be migrated on a binder basis and is migrated to the following types of pages.

Rack2-Filer binder types	Rack2-Filer Smart binders (types of pages)
Normal binder	Normal page
Card binder	Business card page
Photo binder	Photo page
Temporary binder	Normal page

Attention

- If the data of the linked source file can be accessed, the actual source file is imported. Otherwise, only the page data is migrated.

4. Unsupported Data

The following data is not migrated even if Rack2-Migration Tool is used.

- WorkArea data
- Options
 - Options for the Rack2-Filer window: LibRoot folder information and ScanSnap link settings
 - Options for Viewer: Operating environment for Viewer, page turning speed, and other settings
 - Options for WorkArea: WorkArea data storage location
- Binder settings: Title format and spine label pattern
- Stamp type information: Stamp created by editing stamp

Attention

- To migrate the WorkArea data, import the data to a binder before starting migration.

5. Data Migration Workflow

Data migration workflow is as follows:

- (1) Preparation for Data Migration
- (2) Execution of Rack2-Migration Tool
- (3) Setting the Rack2-Filer Smart data storage folder

The procedure for each operation is described below.

(1) Preparation for Data Migration

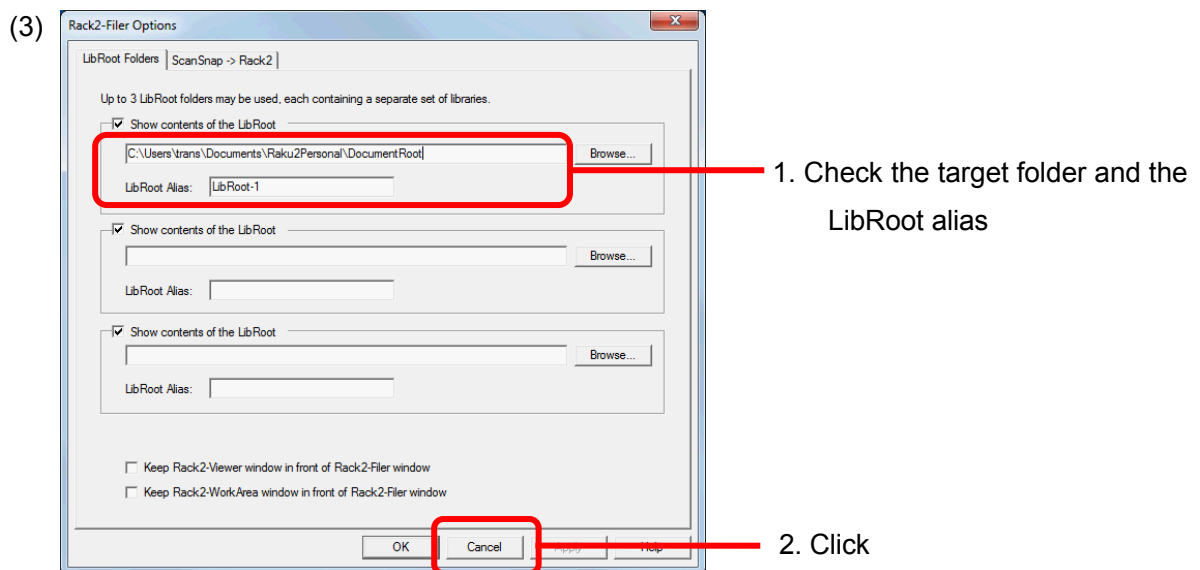
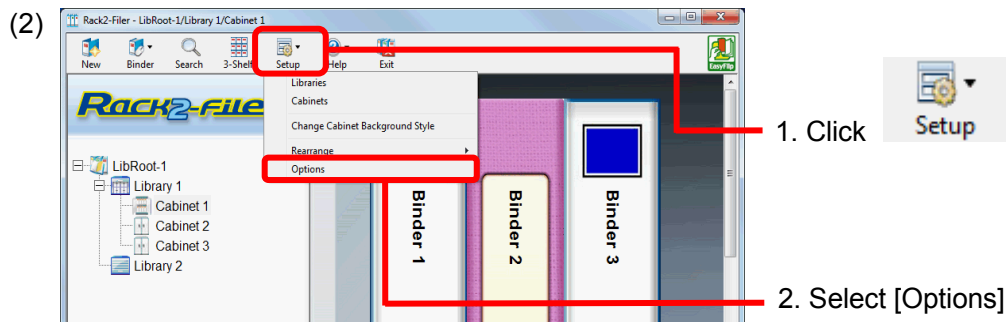
Perform the following operations before executing Rack2-Migration Tool:

- Check the location of the data storage folder for Rack2-Filer.
- Copy the data in the data storage folder for Rack2-Filer to the PC with Rack2-Filer Smart installed (with necessary).
- Exit Rack2-Filer.

The details of each operation are described below.

- Check the location of the data storage folder for Rack2-Filer.

(1) Start Rack2-Filer



- **Copy the data in the data storage folder for Rack2-Filer to the PC with Rack2-Filer Smart installed (when necessary).**

To locate the data in the local drive when Rack2-Filer and Rack2-Filer Smart are installed in different PCs, copy the data storage folder for Rack2-Filer to the PC where Rack2-Filer Smart is installed by using an external storage device such as USB flash drive.

- **Exit Rack2-Filer.**

Exit the following applications for Rack2-Filer:

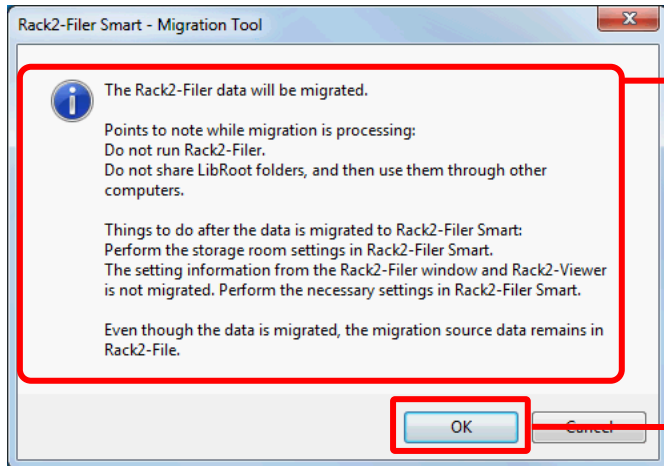
- Rack2-Filer window
- Viewer
- WorkArea

(2) Execution of Rack2-Migration Tool

Start Rack2-Migration Tool and execute data migration.

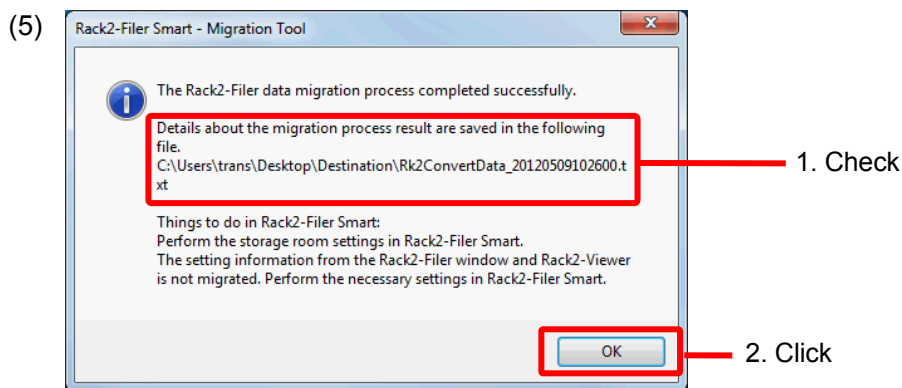
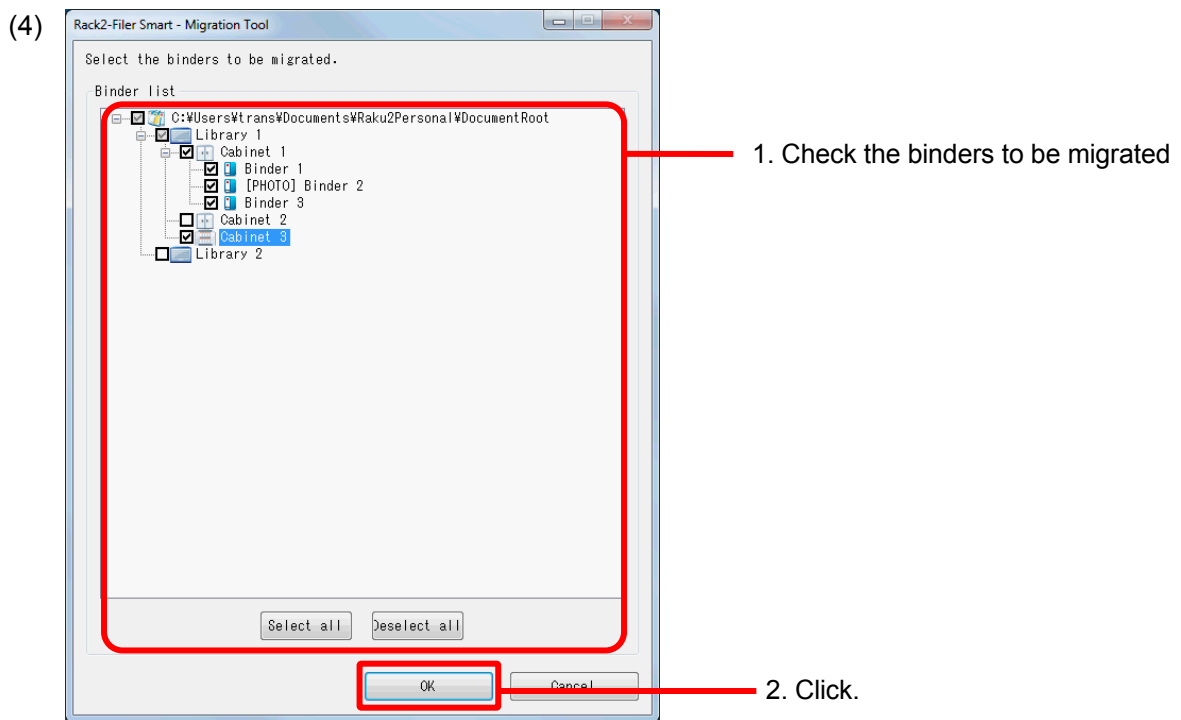
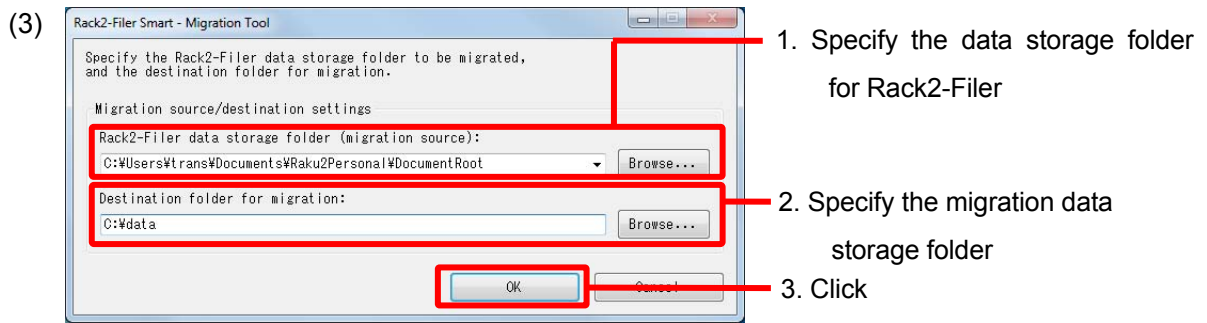
- (1) Start Rack2-Migration Tool.

Click the [Start] button and select [All Programs]-[Rack2-Filer Smart]-[Data Migration Tool for Rack2-Filer].

- (2) 

1. Check the message details

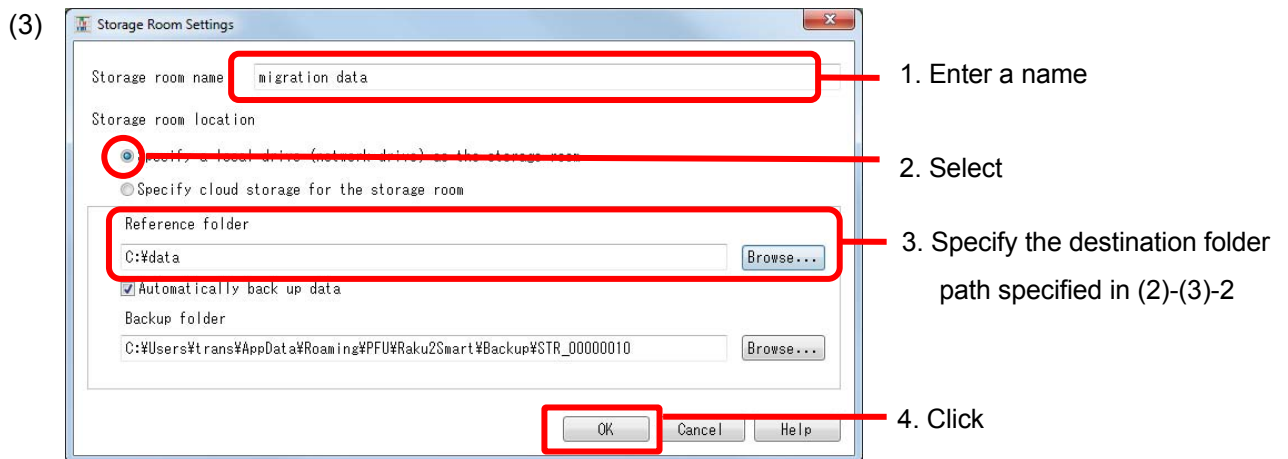
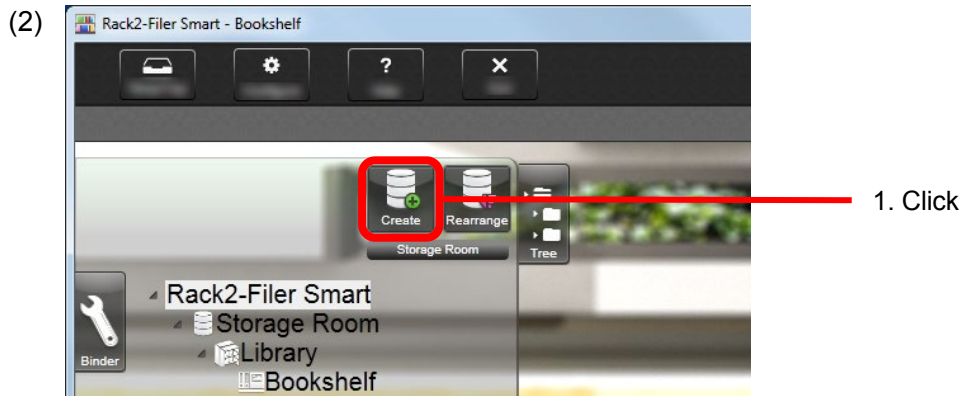
2. Click



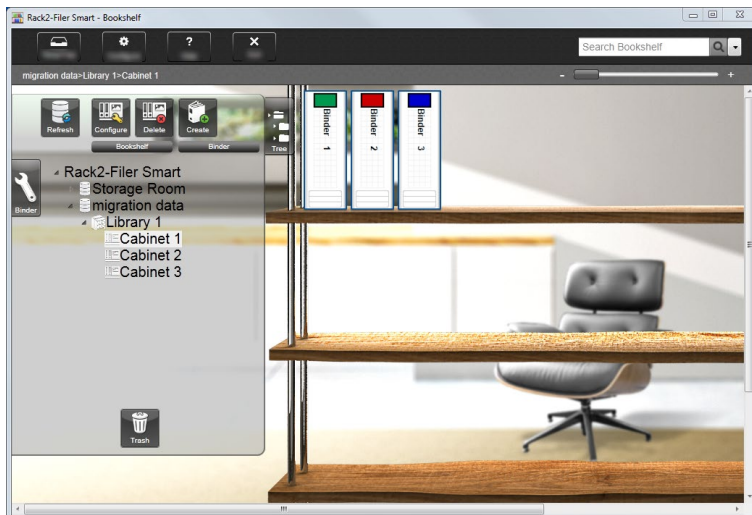
(3) Setting the Rack2-Filer Smart data storage folder

Set the migrated data as the storage room for Rack2-Filer Smart.

(1) Start Rack2-Filer Smart.



(4) The migrated data is displayed. Open the migrated binder and check if the data has migrated properly.



This completes data migration.

When there are multiple data storage folders, perform the migration procedure for each folder to be migrated.

6. Data Migration Result Check

The data migration result is recorded in the "migration result notification file". The migration result notification file is created directly under the destination folder with the name "Rk2ConvertData_(year, month, day, hour, minute and second when the process was executed).txt".

The following information is recorded in the migration result notification file: The number of binders selected/processed as the migration target and the cause of and solutions to any binder/migration errors that occur. Check the file content and take the appropriate action as described.

7. Compatibility with Rack2-Filer

The functions provided by Rack2-Filer that are not supported by Rack2-Filer Smart V1.0 as well as substitute functions are shown in the following table. For details about Rack2-Filer Smart specifications and functions, refer to "Rack2-Bookshelf Window Help" or "Rack2-Viewer Help".

Rack2-Filer Function (Functions Not Supported by Rack2-Filer Smart)		Rack2-Filer Smart V1.0 Specifications/Substitute Function	
Binder	Contents/unread page list	The contents/unread page list can be displayed from the control tab on the Rack2-Viewer.	
	Thumbnail	The thumbnails can be displayed by clicking the icon on the Rack2-Viewer. From thumbnails, the pages in binders can be edited.	
	Binder title format (style, size, script, font name, effects)	- * Fixed format is used.	
	Binder page	Selecting the maximum number of pages (500 pages/1000 pages)	
	Binder page	Setting the page margin	The maximum number of pages is fixed to 1000 pages.
		Function to specify the target display area	- * Margins around the page are not displayed.

Viewer	Viewing	Function to highlight search strings	-
		Rotating a page and displaying it in vertical 2-page spread mode	Rotating left/right in page width mode.
		Function to flip multiple pages at a time	Using the jump slider enables jump to the target page.
	Editing	Deleting one side (front side/back side) of specified pages in a document.	In the thumbnail view, multiple pages can be selected and then deleted together.
	Outputting	Outputting photo data (JPEG/PDF)	[Export Source File] can be used as a substitute function.
	Operating environment settings	Display mode (In window/Fullscreen)	Using the zoom bar allows smooth resizing.
		Displaying the two rings at the binder center	-
		PDF creation mode (normal mode/compact mode)	- * Created in normal mode that has been used
	Page turning settings	Function to specify whether to enable page turning animation and to specify the page turning speed	You can disable page turning animation from the settings window. If you disable the page turning animation, you can turn pages faster.
		Function to keep automatic page turning continuously	-
	Page insertion	Function to import link information when importing source files	- * Always imported as an actual file

WorkArea	Name	Now called "Rack2-TempTray".
	Data import <u>Details</u> <ul style="list-style-type: none"> Importing source files Importing data from binders to WorkArea 	The data scanned with the ScanSnap and the memos created with Rack2-Filer Smart for iOS or Rack2-Filer Smart for Android can be imported. Pages can be exchanged between binders using the thumbnails in the binders.
	Data display/edit/export <u>Details</u> <ul style="list-style-type: none"> Thumbnail (stack) size change Page view in thumbnails (stacks) Thumbnail (stack) edit/export 	You can only move data to binders and delete data. To view pages in a thumbnail or edit/export a thumbnail, move the thumbnail to a binder and then perform the operation from the Rack2-Viewer.
Cloud link (PDF transfer to Evernote/Google Docs/SugarSync/Salesforce Chatter)		Binder data can be exported to a local folder as a PDF file. Use the exported PDF files in accordance with the usage.
Mobile link (PDF transfer to ScanSnap Connect Application)		Same as above
Converting the data scanned with the ScanSnap into Word/Excel/PowerPoint documents (conversion to Office)		Use ScanSnap Organizer.
Highlighted text crop function		Use ScanSnap Organizer.
Search result display <u>Details</u> <ul style="list-style-type: none"> Saving the searched pages in the search result binder Highlighting the search results 		-
Linked software		-
Importing data from a TWAIN compatible scanner		Save the data as a file (such as PDF and TIFF) first and then import it to a binder.
Dragging and dropping a file to [Actions]-[Scan to Rack2-Filer] on ScanSnap Organizer <u>Details</u> On the [Options]-[ScanSnap -> Rack2] tab in Rack2-Filer, select the data save location for when Rack2-Viewer or Rack2-WorkArea is not open. <ul style="list-style-type: none"> WorkArea Binder currently selected in the Rack2-Filer window Binder selection dialog for individual assignment every time 		When dragging and dropping a file to [Actions]-[Scan to Rack2-Filer Smart] on ScanSnap Organizer, specify the save destination from the [Binder Selection] window.

-: No substitute functions

Descriptions in This Manual

Abbreviations for Operating Systems

Software	Abbreviations in This Manual
Microsoft® Word 2013 Microsoft® Word 2010 Microsoft® Office Word 2007 Microsoft® Office Word 2003	Word
Microsoft® Excel® 2013 Microsoft® Excel® 2010 Microsoft® Office Excel® 2007 Microsoft® Office Excel® 2003	Excel
Microsoft® PowerPoint® 2013 Microsoft® PowerPoint® 2010 Microsoft® Office PowerPoint® 2007 Microsoft® Office PowerPoint® 2003	PowerPoint
Google Docs™	Google Docs

Abbreviations for Operating Systems

Operating System	Abbreviations in This Manual	
Microsoft® Windows® 98 operating system, English version	Windows 98	Windows
Microsoft® Windows® Millennium Edition operating system, English version	Windows Me	
Windows® 2000 Professional operating system, English version	Windows 2000	
Windows® XP Home Edition operating system, English version (32-bit version)	Windows XP	
Windows® XP Professional operating system, English version (32-bit version)		
Windows Vista® Home Basic operating system, English version (32-bit and 64-bit version)	Windows Vista	
Windows Vista® Home Premium operating system, English version (32-bit and 64-bit version)		
Windows Vista® Business operating system, English version (32-bit and 64-bit version)		
Windows Vista® Enterprise operating system, English version (32-bit and 64-bit version)		
Windows Vista® Ultimate operating system, English version (32-bit and 64-bit version)		

Windows® 7 Starter operating system, English version (32-bit version)	Windows 7	Windows
Windows® 7 Home Premium operating system, English version (32-bit and 64-bit version)		
Windows® 7 Professional operating system, English version (32-bit and 64-bit version)		
Windows® 7 Enterprise operating system, English version (32-bit and 64-bit version)		
Windows® 7 Ultimate operating system, English version (32-bit and 64-bit version)		
Windows® 8 operating system, English version (32-bit and 64-bit version)	Windows 8	
Windows® 8 Pro operating system, English version (32-bit and 64-bit version)		
Windows® 8 Enterprise operating system, English version (32-bit and 64-bit version)		
Windows® 8.1 operating system, English version (32-bit and 64-bit version)	Windows 8.1	
Windows® 8.1 Pro operating system, English version (32-bit and 64-bit version)		
Windows® 8.1 Enterprise operating system, English version (32-bit and 64-bit version)		

Screen examples in this manual

- Windows and images from Windows 7 are used for the description of operations in this manual.
- Windows and images from Rack2-Filer V5.0L60 are used for the description of operations in this manual.

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