Importing a PDF Print Background into Gold

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This is a step-by-step guide on importing a PDF background into Gold for Forms Printing.

Prerequisites:

- The new file to be imported must be in PDF format.
- The file size is 100KB or less.
- That you can export out of the gold into the tmp folder on your PC, this will mean that your PC is already configured to Import into Gold. (Please contact your System Administrator if you can't export)
- That you have access to System Management and Housekeeping in Gold.

Importing the PDF

1. Save the PDF background in your "tmp" folder, which is located on the C drive (The same place exported files from gold are sent to).
2. **Classic Gold:** System Management – Document Store/Forms/Rules – Background Forms Maintenance.
   Windows Gold: Housekeeping - Document Store/Forms/Rules – Background Forms Maintenance.
3. **Classic Gold:**   Press F2 to bring up the File Transfer Details.
   Windows Gold: Click the "Import" button at the bottom of the screen.
4. Press enter though the file transfer details page and it will appear with a list of PDFs in your tmp folder.
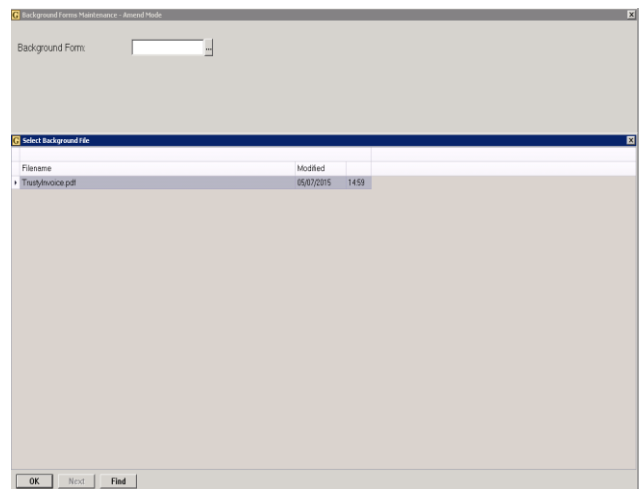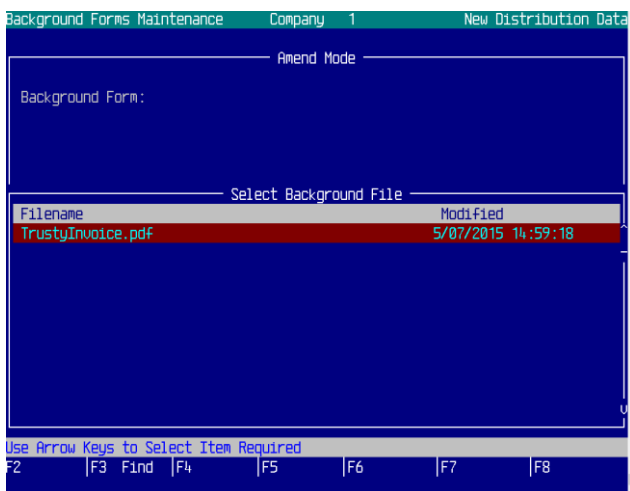
5. Select the PDF that you want to import into the system and press Enter on the keyboard.

6. Add in the details:

Form Name: Name of the background form E.g. invoice.

Colour: Select *Colour* if it is to print a colour PDF background.

Select *Mono* if it is to print in black and white.

Description: A brief description on what the PDF is for.
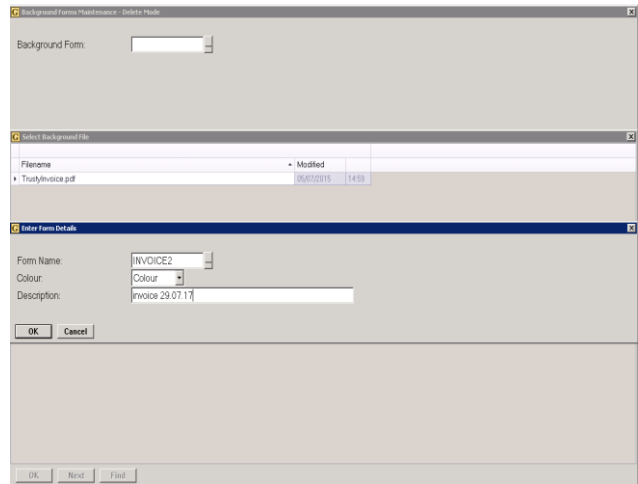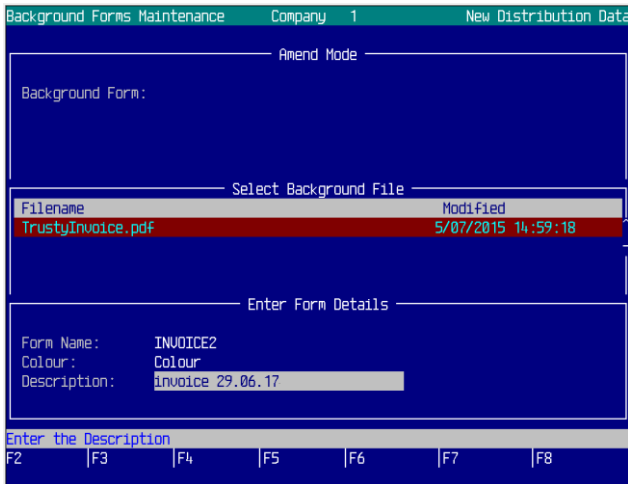

Replacing an Existing PDF

1. IF you are replacing a form that is already in the system, you can type or select the name of the background form you are replacing and say yes when it asks you to update it.
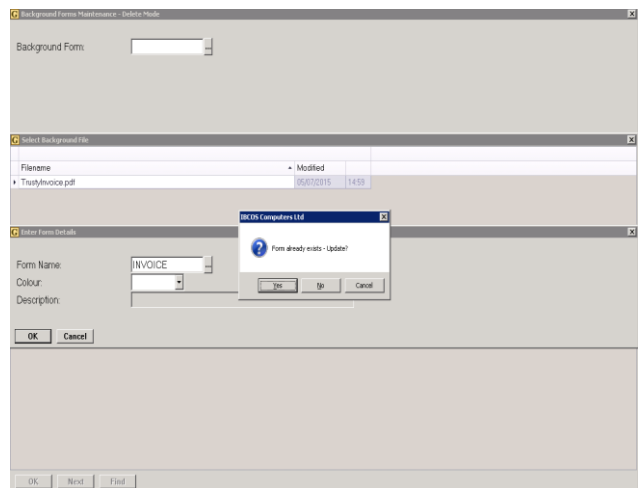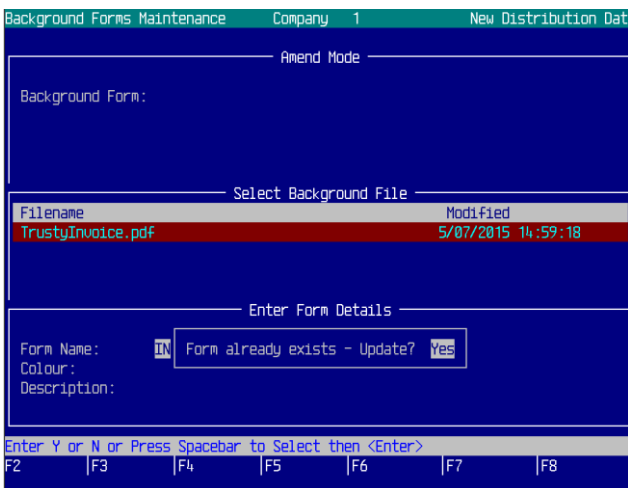

2. When you go back to the main Background Forms Maintenance screen it has finished importing the new PDF to the Gold system.

Assigning the New Background to Prints in Gold

1. To assign a new Background Form to the Gold system you will need to know the name of the Background Form you have imported into Gold (Ref. 6 in Importing the PDF).
2. **Classic Gold:** System Management - Document Store/Forms/Rules - Document Forms Maintenance.
   Windows Gold: Housekeeping - Document Store/Forms/Rules - Document Forms Maintenance.
3. Press Enter in the identifier box and it will list the types of prints you can assign a Background Form to.
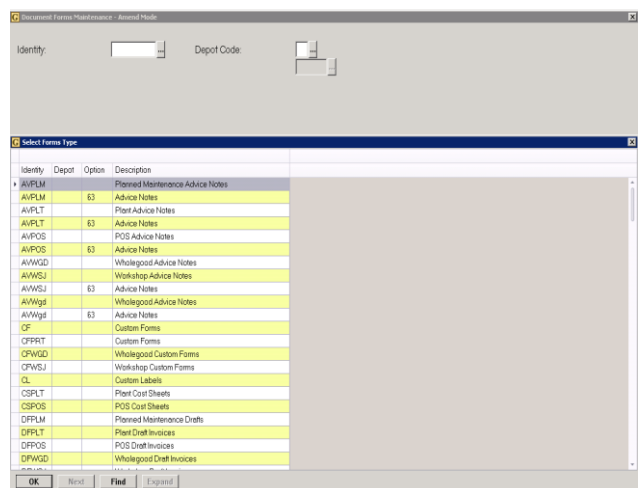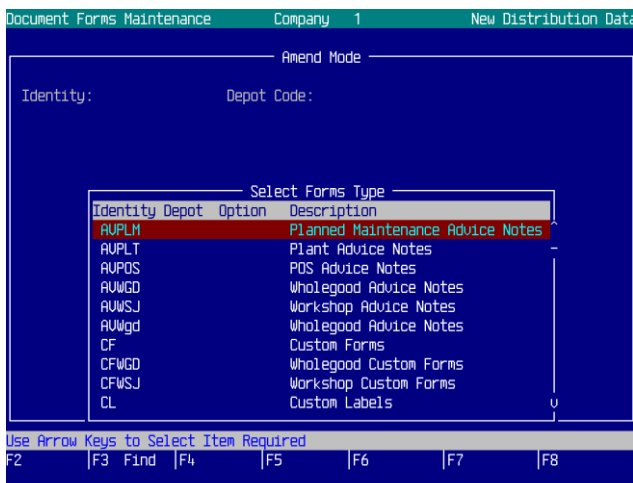
4. Once you have selected the type of print you want to change, type in the name of the new Background Form.
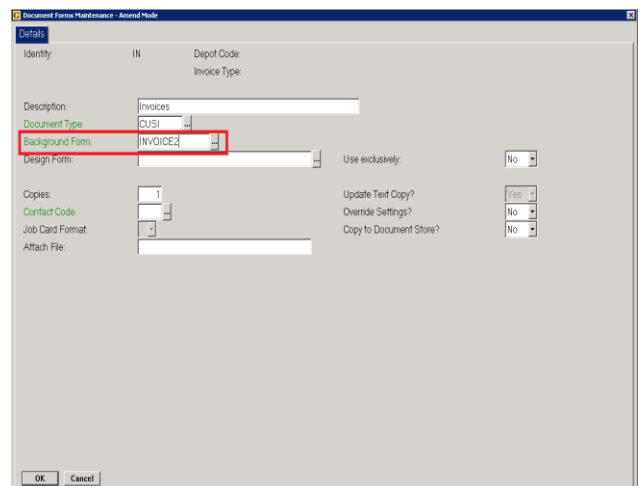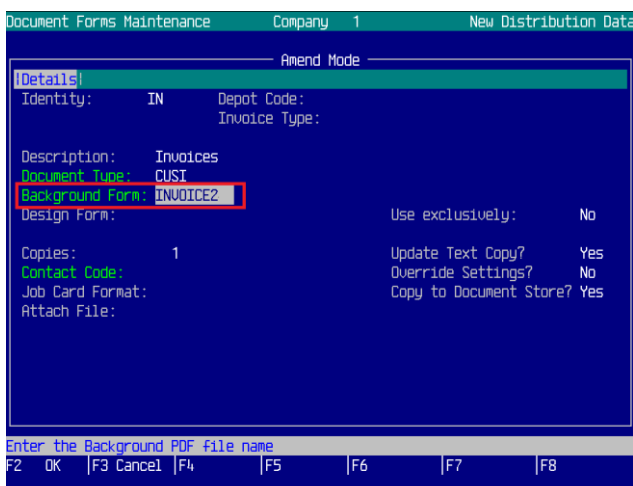
5. Once you have selected the required background form in:
   Classic Gold   press F2 and save your changes.
   Windows Gold click ok in the bottom left-hand corner of the screen.
6. Once it has saved the new background form will be ready to be printed from Gold.