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PDF & OCR Converter for SharePoint Server 2016

SharePoint 2016



Administrator and User Guide

Version 5.0.x



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It is essential that you thoroughly read this Guide in order to ensure the proper product installation and usage.

Overview

PDF & OCR Converter creates searchable PDF files from images, non-searchable PDF, Word and RTF documents.

The Converter supports:

1. Single document conversion

Demo

+ new document or drag files here

All Documents ...

Find a file

✓		Name	Modified
		074	About a minute ago
		075	About a minute ago
		076	About a minute ago
		225	About a minute ago
✓		226	About a minute ago
		234	About a minute ago
		320	About a minute ago
		321	About a minute ago
		322	About a minute ago
		323	About a minute ago

226.tif

Changed by you on 3/10/2014 9:36 AM

Shared with ☐ Administrator

<http://sps2013/Demo/226.tif>

OPEN SHARE FOLLOW

View Properties

Edit Properties

Check Out

Searchable PDF

Compliance Details

Workflows

Download a Copy

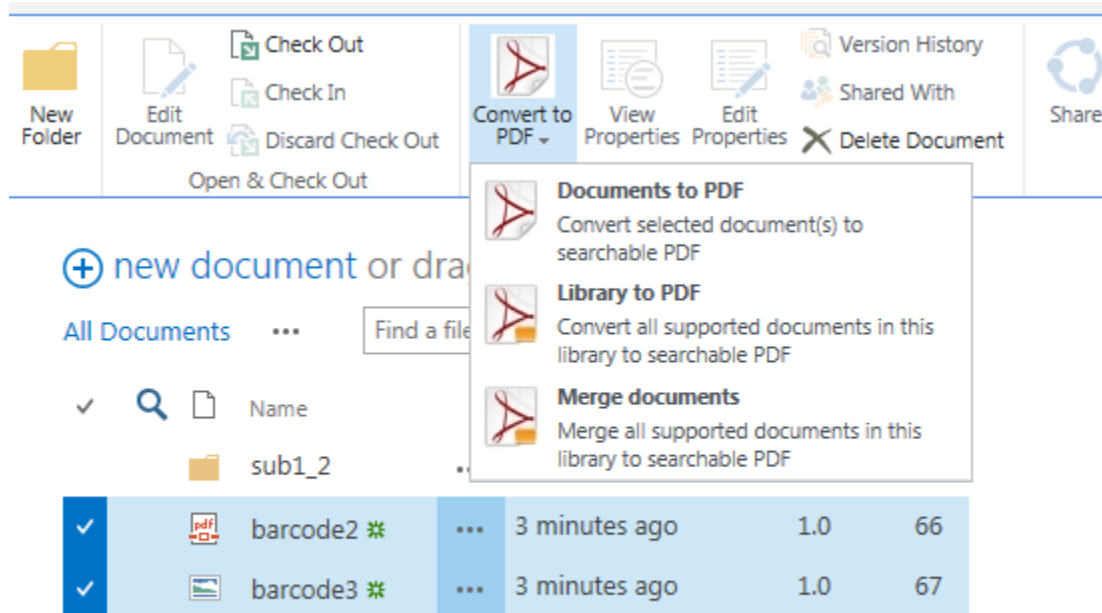
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2. Batch conversion



3. Auto-conversion libraries (see section “Auto-conversion libraries” below)
4. Merge documents into single searchable PDF (see section “Merge documents” below)

Supported formats:

- Word documents (.doc, .docx, .rtf)
- Acrobat (.pdf)
- Images (.tif, .jpg, .gif, .png, .bmp)

Supported OCR languages:

English, Afrikaans, Albanian, Arabic, Azerbaijani, Basque, Belarusian, Bengali, Bulgarian, Catalan, Cherokee, Chinese Simplified, Chinese Traditional, Croatian, Czech, Danish, Dutch, Esperanto, Estonian, Finnish, Frankish, French, Galician, German, Greek, Hebrew, Hindi, Hungarian, Icelandic, Indonesian, Italian, Japanese, Kannada, Korean, Latvian, Lithuanian, Macedonian, Malay, Malayalam, Maltese, Norwegian, Polish, Portuguese, Romanian, Russian, Serbian, Slovakian, Slovenian, Spanish, Swahili, Swedish, Tagalog, Tamil, Telugu, Thai, Turkish, Ukrainian, Vietnamese

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Software Requirements

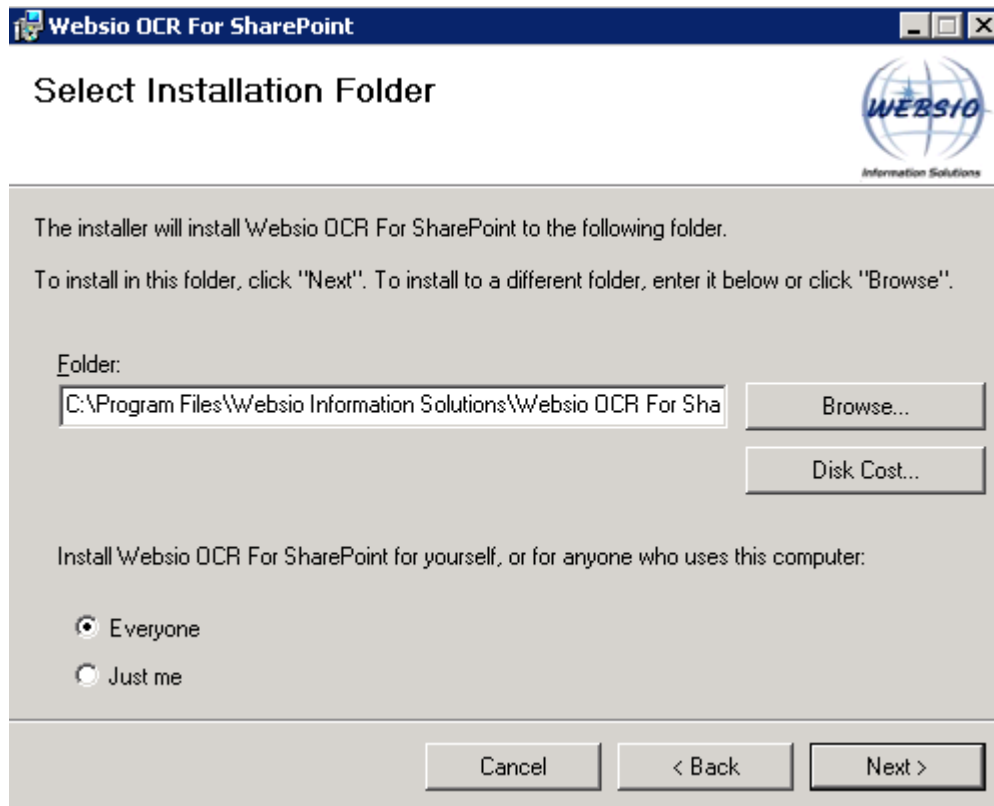
SharePoint Server 2016

Installation

1. **Important!** You must be logged on to the server by using an account that is a member of the Server Administrators group and SharePoint Farm Administrators
2. Install Frontalix PDF to Image Converter
 - 1.1. Download Frontalix PDF to Image Converter
<http://www.frontalix.com/public/frontalixconverterssetup.zip>
 - 1.2. Unzip frontalixconverterssetup.zip on your server
 - 1.3. **Important!** Right-click the "setup.exe" and choose "Run as Administrator" to begin the installation.
3. Unzip pdfocr2016.zip file on your SharePoint 2016 server.
4. Install OCR Services
 - 4.1. Open directory "Services"
 - 4.2. **Important!** Right-click the "setup.exe" and choose "Run as Administrator" to begin the installation.
 - 4.3. OCR Services use installation directory to save temporary files during documents conversion. You should have enough free space on the destination hard disk.



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4.4. Open Windows Services

4.5. Double-click on Websio SharePoint OCR Helper Service

Thread Ordering Server	Provides or...	Manual	Local Service
TPM Base Services	Enables ac...	Manual	Local Service
UPnP Device Host	Allows UPn...	Disabled	Local Service
User Profile Service	This servic...	Started	Automatic
Virtual Disk	Provides m...	Manual	Local System
Volume Shadow Copy	Manages a...	Manual	Local System
Web Management Service	The Web M...	Manual	Local Service
Websio OCR Converter Service	Websio OC...	Started	Automatic
Websio SharePoint OCR Helper	Websio Sh...	Started	Automatic
Windows Audio	Manages a...	Manual	Local Service
Windows Audio Endpoint Builder	Manages a...	Manual	Local System
Windows CardSpace	Securely e...	Manual	Local System
Windows Color System	The WcsPl...	Manual	Local Service

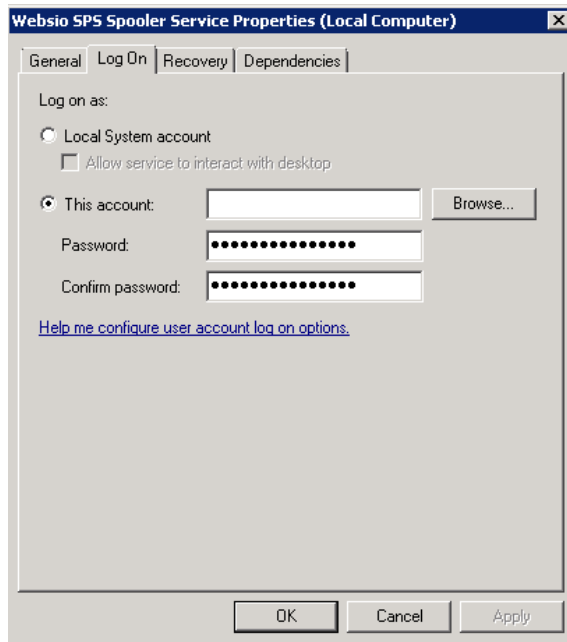
4.6. Set log-on credentials. Use credentials with role "SharePoint Farm Administrator"

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Usually SharePoint Timer Service runs under SharePoint Farm Administrator:

Security Accounts Manager	The startup of the S...	Started	Automatic	Local System
Server	Supports file, print, ...	Started	Automatic	Local System
SharePoint 2010 Administration	Performs administra...	Started	Automatic	Local System
SharePoint 2010 Timer	Sends notifications ...	Started	Automatic	WEBSIO\administrator
SharePoint 2010 Tracing	Manages trace output	Started	Automatic	Local Service
SharePoint 2010 User Code Host	Executes user code ...	Disabled	Disabled	WEBSIO\administrator
SharePoint 2010 VSS Writer	SharePoint VSS Writer	Manual	Manual	Local System
SharePoint Foundation Search V4	Provides full-text in...	Disabled	Disabled	Local Service
SharePoint Server Search V4	Provides advanced ...	Started	Manual	WEBSIO\...

4.7. Restart Websio SharePoint OCR Helper Service

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5. Install Converter features:

5.1. Open directory "Features"

5.2. **Important!** Right-click the "setup.exe" and select "Run as Administrator" to begin the installation.

Otherwise the error below will appear:



Important! Repeat steps 1-5 on each your SharePoint WFE (front-end) / Application server

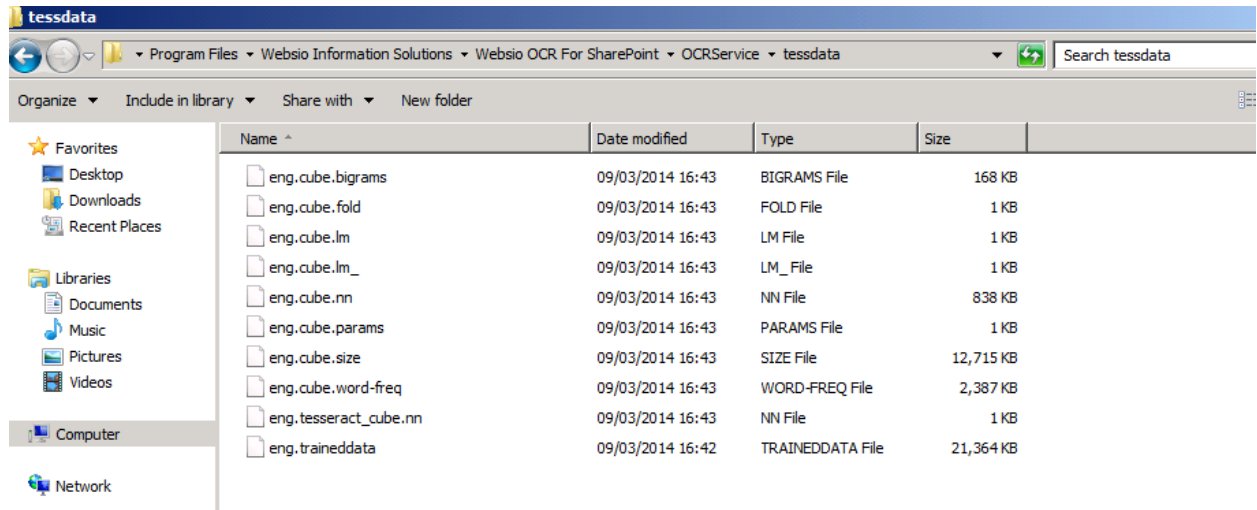
OCR language packs installation

Installation set contains English OCR only. Download and install required OCR language packs:

1. Download required OCR language packs from our site:
<http://www.websio.com/product.aspx?ID=128>
2. Extract ALL FILES from the zip to "<Websio OCR for SharePoint installation directory> \OCRSERVICE\tessdata" on your SharePoint server.



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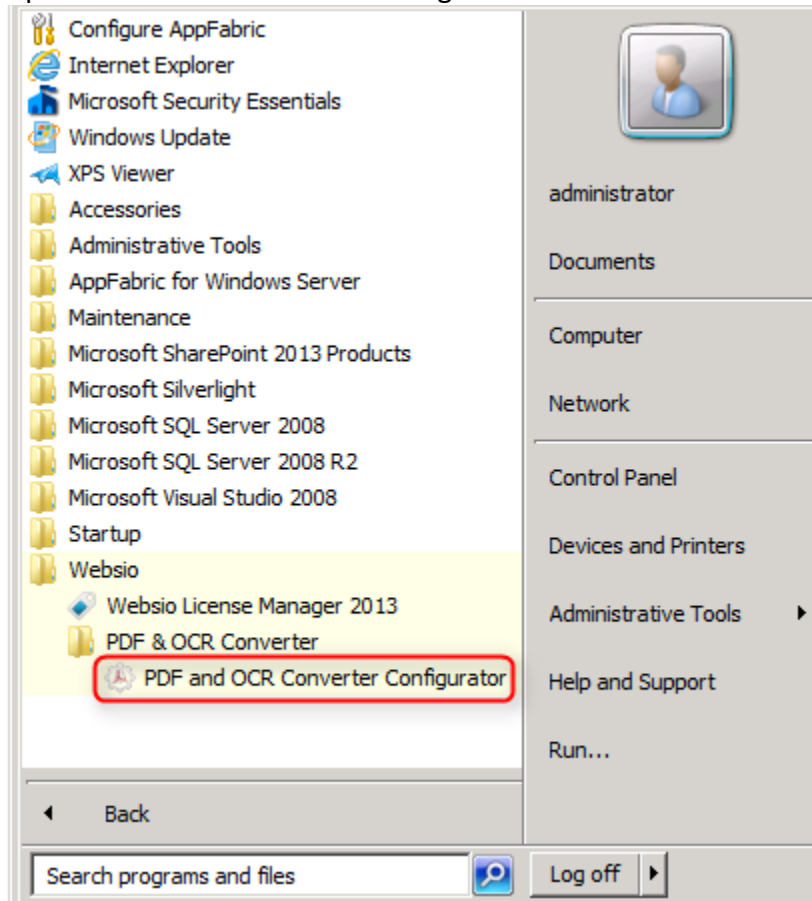
3. Repeat steps above on each SharePoint WFE (front-end) / Application server.



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Configuration

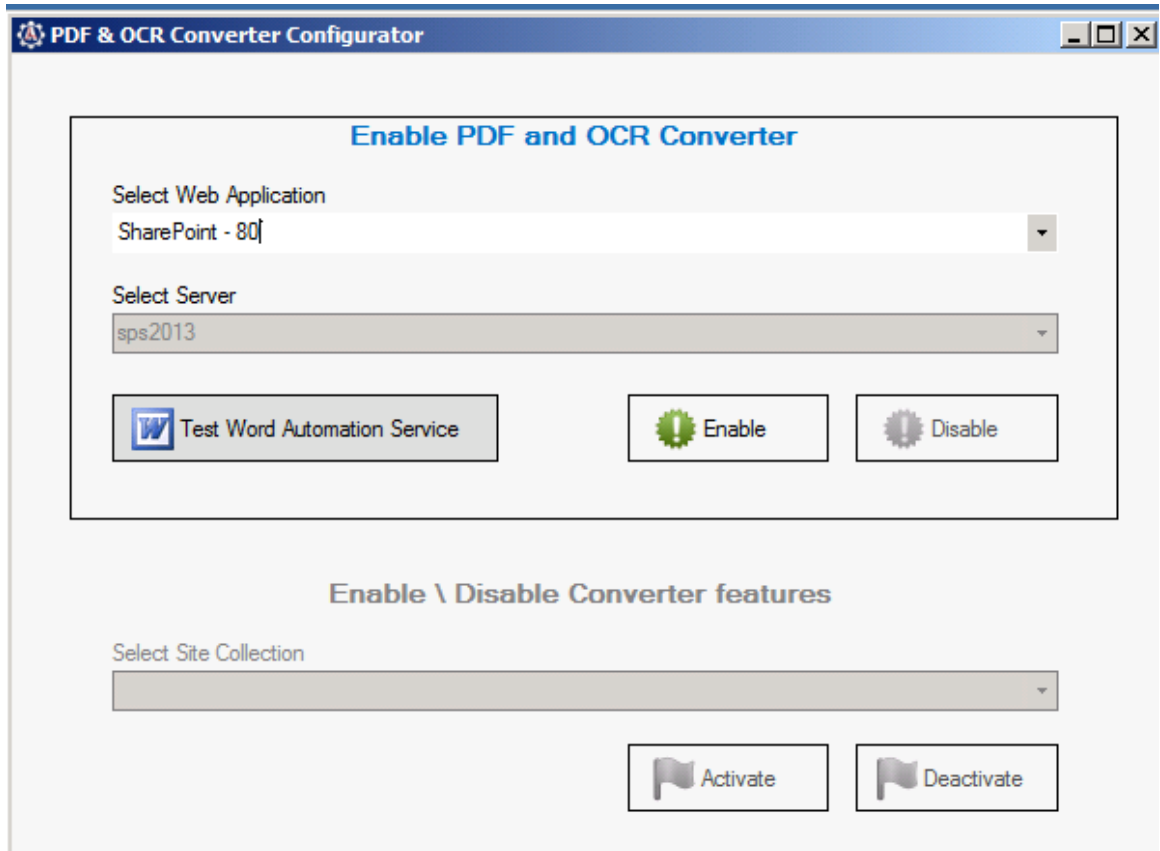
1. Open PDF & OCR Converter Configurator



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2. Select Web Application










The screenshot shows the 'PDF & OCR Converter Configurator' window. It has a title bar with the application name and standard window controls. The main content area is titled 'Enable PDF and OCR Converter'. It contains two dropdown menus: 'Select Web Application' with 'SharePoint - 80' selected, and 'Select Server' with 'sps2013' selected. Below these is a button labeled 'Test Word Automation Service' with a Word icon. To the right of this button are two buttons: 'Enable' with a green exclamation mark icon and 'Disable' with a grey exclamation mark icon. Below this section is another section titled 'Enable \ Disable Converter features'. It contains a 'Select Site Collection' dropdown menu which is currently empty. At the bottom right of this section are two buttons: 'Activate' with a flag icon and 'Deactivate' with a flag icon.

3. Select SharePoint server, which will be used for batch conversion operations.
4. Test Word Automation Services. Word Automation Services are required for Word documents conversion only.
If the test fails, see [Appendix A](#) for instructions how to configure Word Automation Services.
5. Click on the “Enable”. This step creates OCR Converter SharePoint Time job for selected web application.



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6. Select site-collection and click on the “Activate”. This step activates PDF & OCR Converter features on the site-collection level:

	SharePoint Server Standard Site Collection features Features such as user profiles and search, included in the SharePoint Server Standard License.	Deactivate	Active
	Site Policy Allows site collection administrators to define retention schedules that apply to a site and all its content.	Deactivate	Active
	Three-state workflow Use this workflow to track items in a list.	Deactivate	Active
	Video and Rich Media Provides libraries, content types, and web parts for storing, managing, and viewing rich media assets, like images, sound clips, and videos.	Deactivate	Active
	Websio PDF and OCR Library 2013	Activate	
	Websio PDF and OCR Menu 2013	Activate	
	Workflows Aggregated set of out-of-box workflow features provided by SharePoint.	Activate	



Advanced Configuration

You can control image quality for documents produced from non-searchable PDF files:

1. Open directory "\\Program Files\\Websio Information Solutions\\Websio OCR For SharePoint\\OCRService\\"
2. Edit file WebsioOCRService.exe.config in the Notepad. Find rows shown on the picture below:

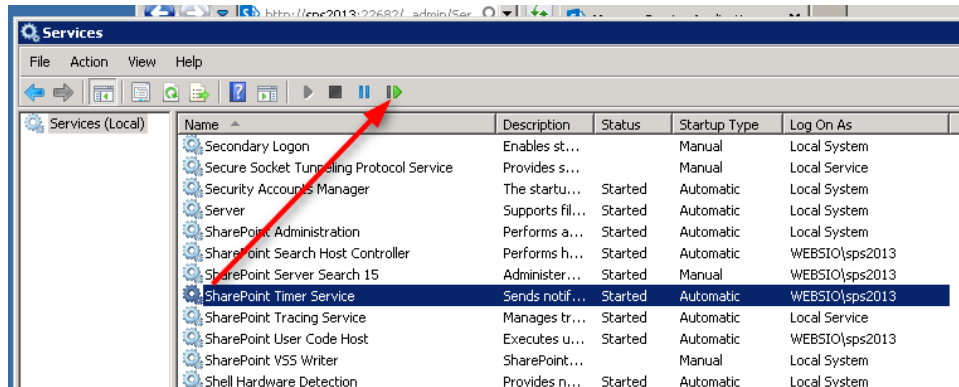
```
</services>
</system.serviceModel>
<appSettings>
  <add key="LogLevel" value="0"/>
  <add key="PDFConverter" value="http://localhost:9804/FrontalixPDFConverter/wcfConverterListener"/>
  <add key="ImageFromPDFResizePercent" value="70"/>
  <add key="ImageFromPDFQualityPercent" value="25"/>
</appSettings>
<startup><supportedRuntime version="v4.0" sku=".NETFramework,Version=v4.0"/></startup></configuration>
```

3. Parameter "ImageFromPDFResizePercent" defines original image resize percent. Current value 70% means that the final image size will be 70% of the source image (PDF & OCR converts each page of original PDF to image, runs OCR and appends final image to the new PDF).
4. Parameter ImageFromPDFQuality – quality of the final image in percent from original image.
5. Change these values to adjust final PDF quality. Of course, file size will be changed too.
6. Restart Windows Service "Websio OCR Service" to apply new settings.



Version Upgrade

1. Download latest version from our site.
2. Logon to your SharePoint server as a member of the Server Administrators group and SharePoint Farm Administrators
3. Open Control Panel -> Uninstall Programs
4. Uninstall "Websio PDF and OCR Converter for SharePoint"
5. Uninstall "Websio OCR For SharePoint"
6. Restart IIS using command "iisreset /noforce"
7. Restart SharePoint Timer Service



8. Repeat steps 2-7 on each your SharePoint Server
9. Install new version as described in the section "[Installation](#)" above

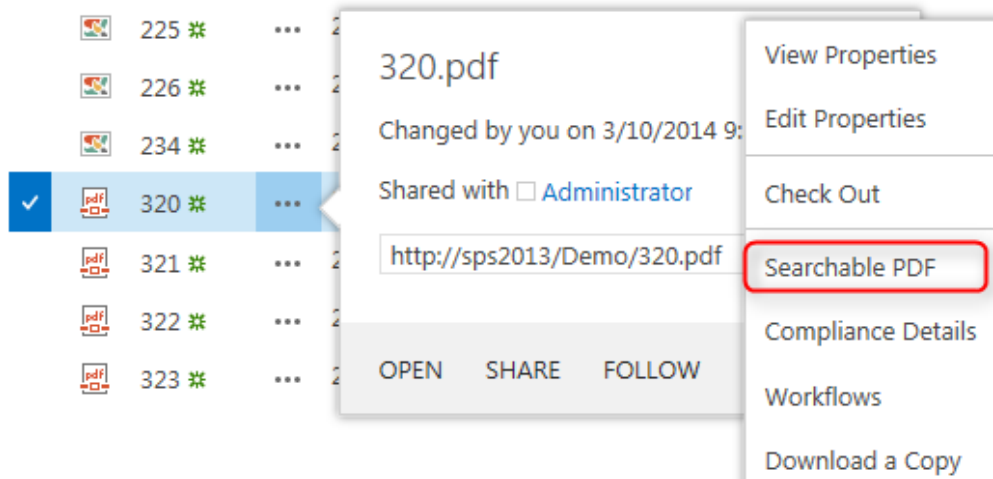


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How to use

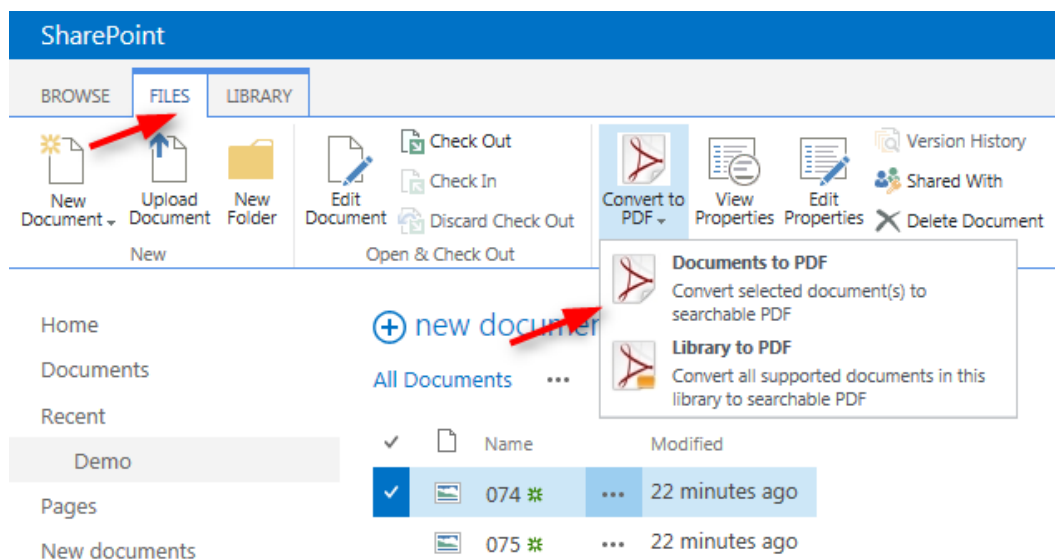
Convert single document

1. Open document menu and select option "Searchable PDF"



OR

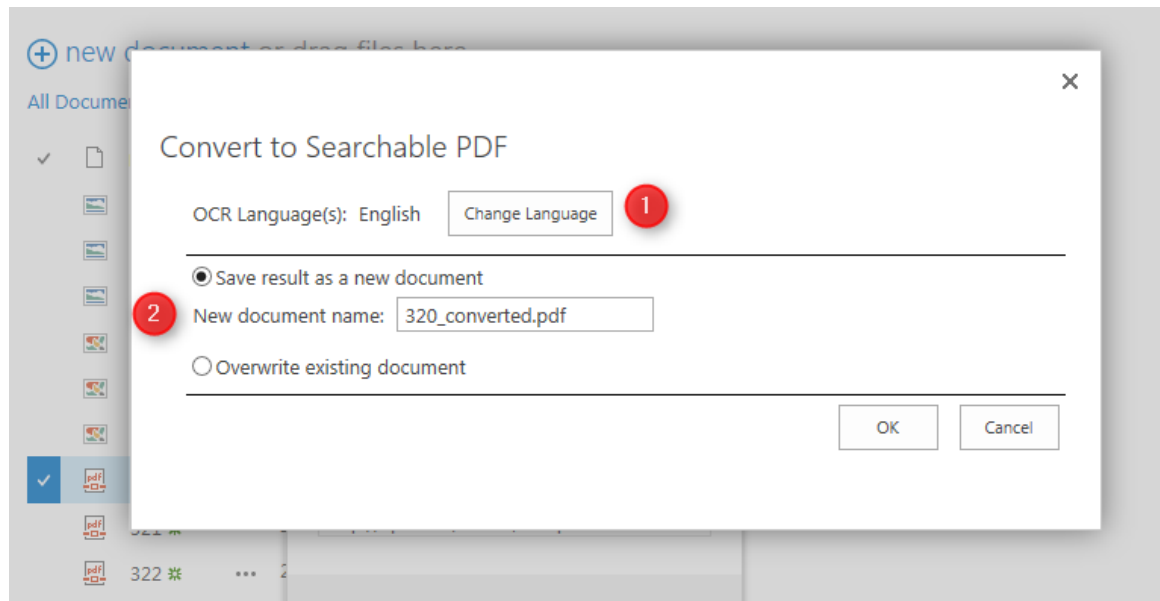
Open Files Ribbon and click on the "Documents to PDF"



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2. Converter Options window will be displayed. See section "[Administration](#)" how to change default settings



1 – OCR language(s).

Click on the button "Change Language" to change default languages. Please pay attention, PDF & OCR Converter *out of the box* arrives with English OCR language pack only. See section "[OCR language pack installation](#)" how to install additional language packs.

Convert to Searchable PDF

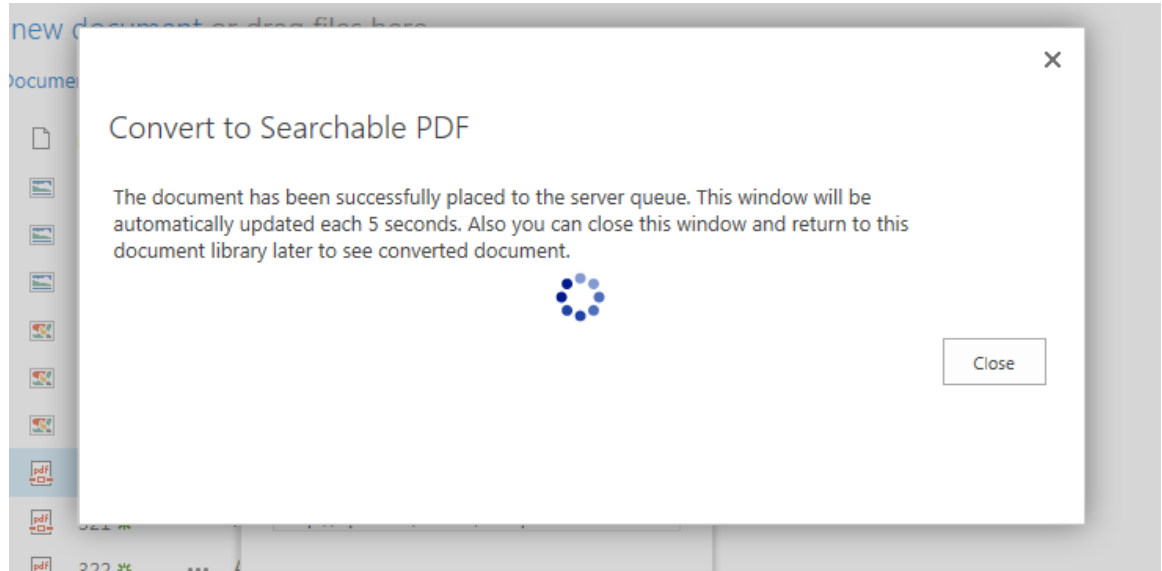
Primary language English ▼ ☒ Use secondary language Czech ▼

Important! Use secondary language for documents with bi-lingual content only. Using primary language only for better OCR quality.

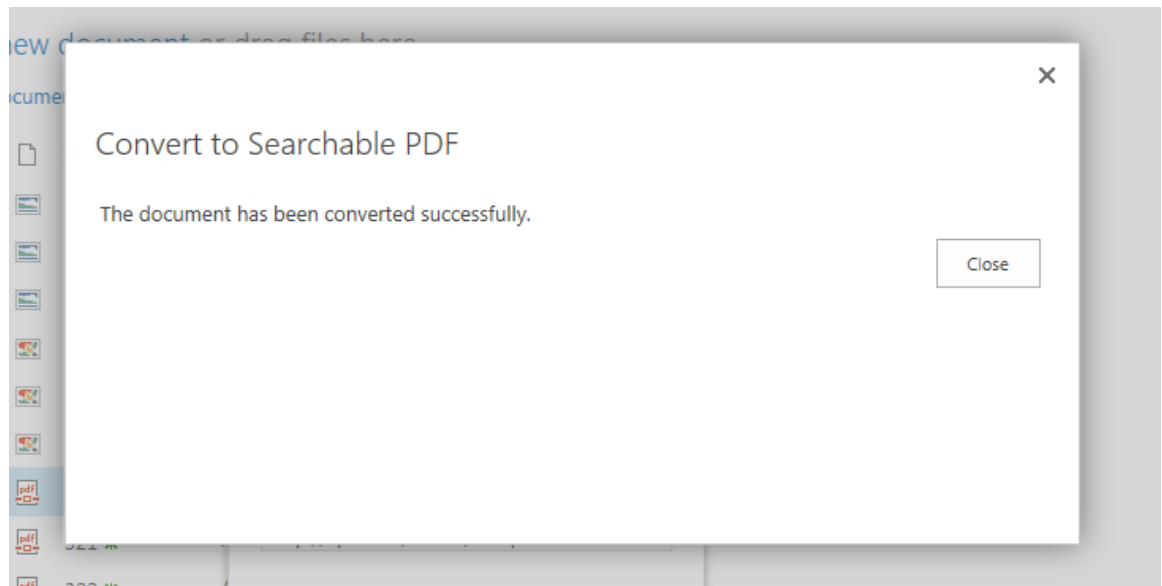


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- 2 – Select how to save converted file. See section “[Administration](#)” how to change default settings
3. Press on the button “OK”.

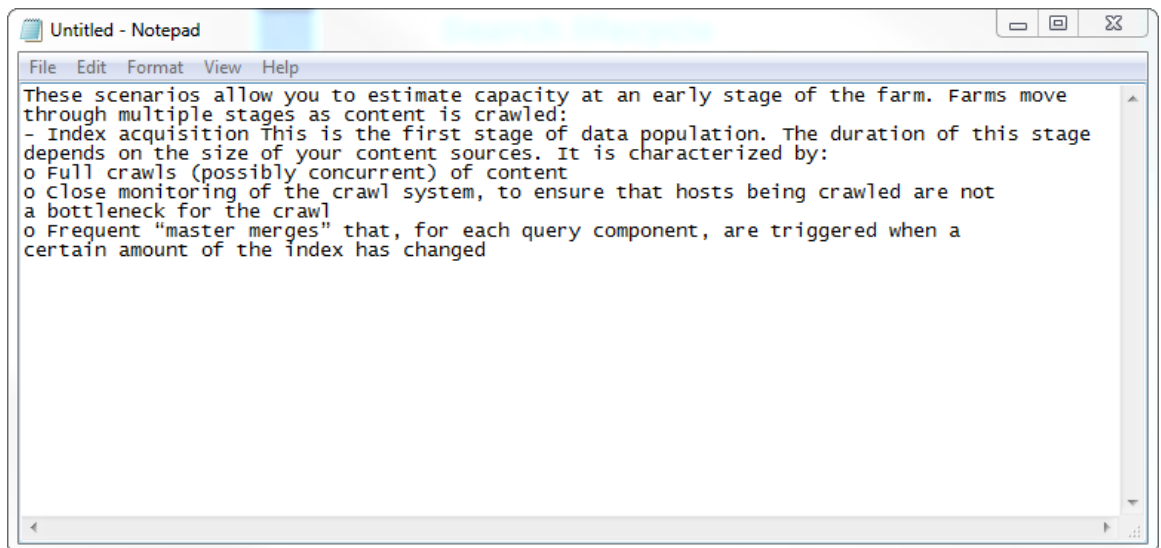
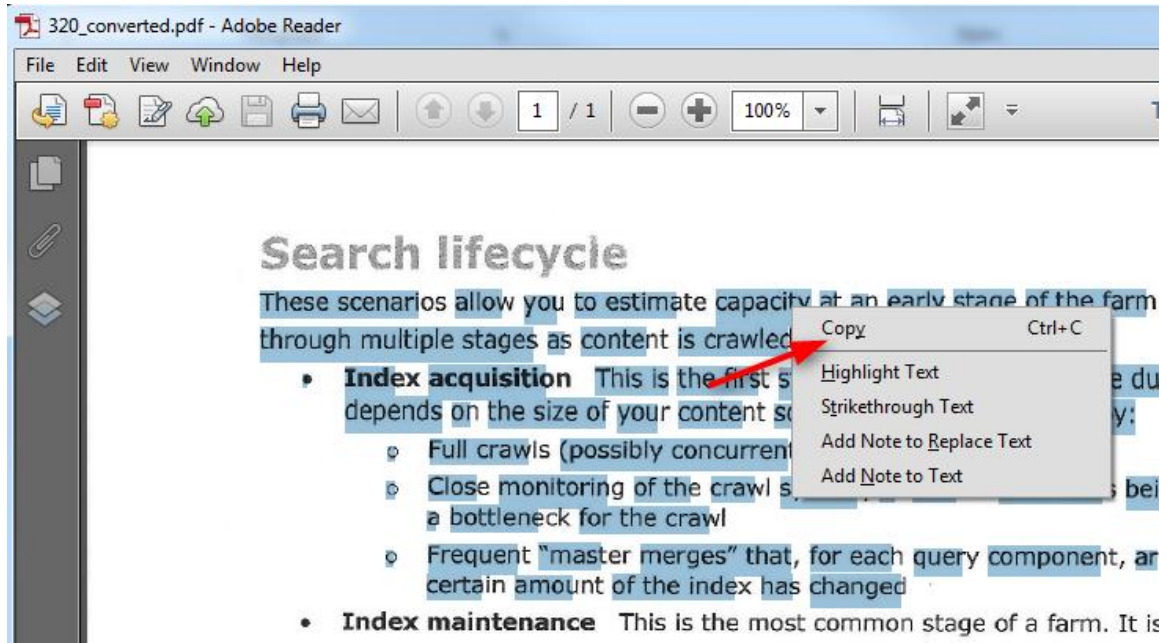


4. Wait until the document is converted or close this window and return to the document library later. See section “[How it works](#)” for process explanations.



5. Converted document :

- Contains text. You can copy it to any editor.

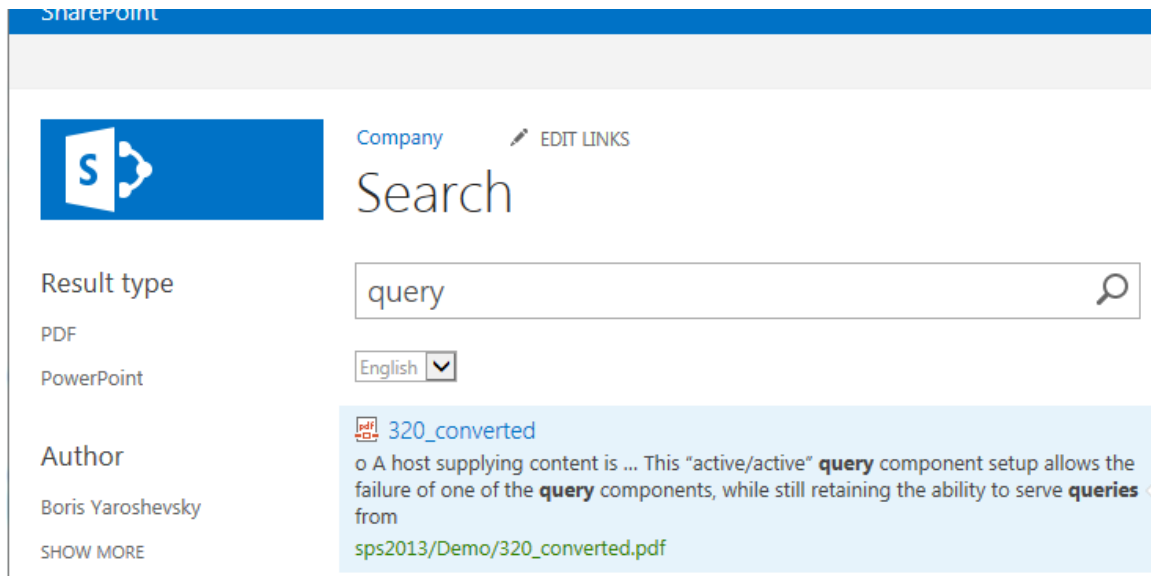




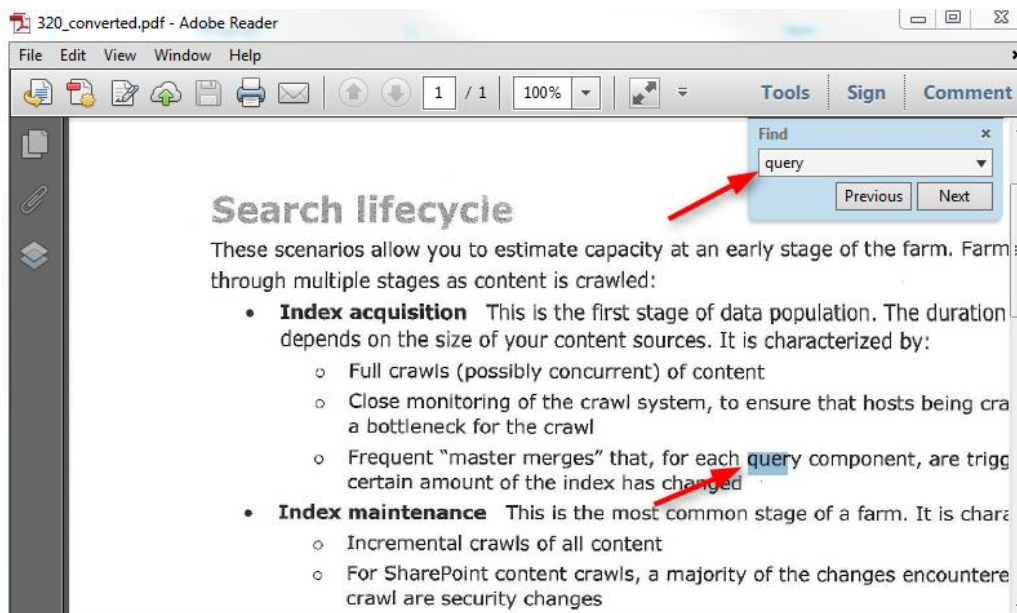
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- Is searchable.

SharePoint Search Results:



Acrobat Reader Search Results:



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Batch Conversion

PDF & OCR Converter supports multiple documents processing.

Convert selected documents:

The screenshot shows the SharePoint 'FILES' tab with a document library named 'Demo'. A context menu is open over the 'Convert to PDF' option. The menu includes 'Documents to PDF' (Convert selected document(s) to searchable PDF) and 'Library to PDF' (Convert all supported documents in this library to searchable PDF). The document list below shows several files, with the first four selected.

✓	Name	Modified
✓	074	2 hours ago
✓	075	2 hours ago
	076	2 hours ago
✓	225	2 hours ago
	226	2 hours ago
	227	2 hours ago

Convert all documents in the library:

The screenshot shows the same SharePoint 'FILES' tab, but the 'Library to PDF' option is highlighted in the context menu. The document list below shows only the first two files, '074' and '075'.

✓	Name	Modified
	074	2 hours ago
	075	2 hours ago

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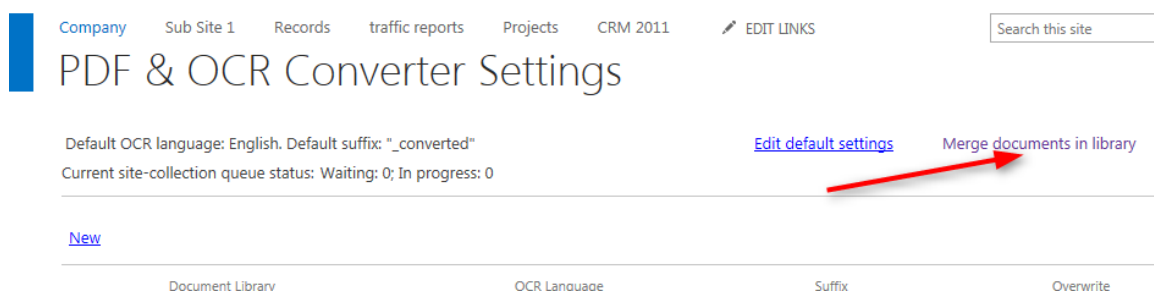
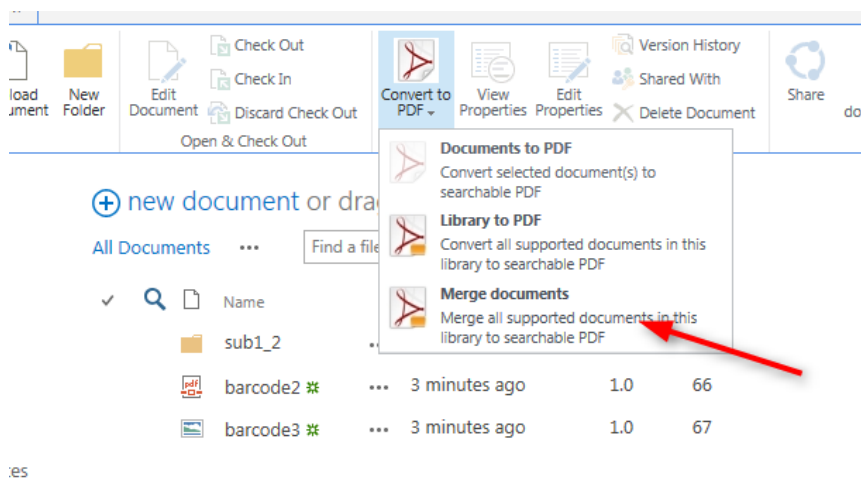
Auto-conversion library

Each document placed into the auto-conversion library will be converted automatically, without any user interaction. See section "[Administration](#)" how to define auto-conversion libraries.

Merge Documents

This function allows merging documents into single searchable PDF file. Please pay attention, this function does not support Word documents.

You can launch merge dialog from the Ribbon or from the Converter Settings:





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Merge dialog:

Company Sub Site 1 Records traffic reports Projects CRM 2011 EDIT LINKS

Convert Document Library

Document library URL

☐ Delete source documents

Merged document name (.pdf)

☐ Merge documents in sub folders

1. Document library URL - full URL of the document library or folder
2. Delete source documents – delete documents used in the merge process. We highly do not recommend for you to use this option. It can cause loss of important documents! Use it on your own risk!
3. Merged document name – name of the final document. Name of the library or folder will be added as prefix to the selected name
4. Merge documents in sub folders – merge all documents in sub folders recursively.

Important!

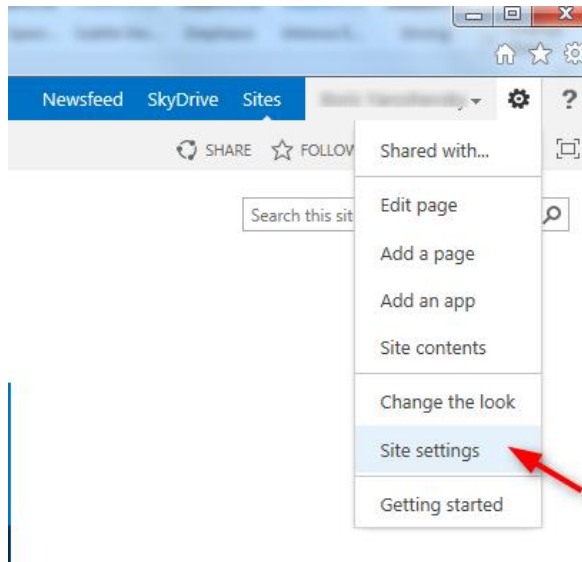
1. Under no circumstances, do not launch merge function again on the library already included into the merge process. Wait until previous process will be completed.
2. Merge process is a time and system resources consuming process. Please be patient, it may take up to some hours to merge selected documents.



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Administration

1. Open "Site actions" menu and choose option "Site Settings"



2. Click on the "PDF & OCR Settings"

[Search and online availability](#)
[Configuration Import](#)
[Configuration Export](#)

[Variation logs](#)
[Translatable columns](#)
[Suggested Content Browser Locations](#)
[HTML Field Security](#)
[Help settings](#)
[SharePoint Designer Settings](#)
[Site collection health checks](#)
[Site collection upgrade](#)

Websio Information Solutions
[PDF and OCR Settings](#)



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SharePoint Newsfeed SkyDrive

Company EDIT LINKS

PDF & OCR Converter Settings

Home Documents Recent Pages New documents Site Contents EDIT LINKS

1 Default OCR language: English. Default suffix: "_converted"

2 Current site-collection queue status: Waiting: 0; In progress: 0

3 [Edit default settings](#)

4 [New](#)

There are no items to show in this view.

1 – Default conversion settings.

2 – Current queue status

3 – Edit default settings

4 – Auto-conversion libraries



Default settings

Company

EDIT LINKS

Search this site

Default Settings

Default OCR Language 1 English

Default OCR Language 2 English

You can download more than 50 additional OCR Language Packs from our [site](#)

☒ Save converted document as a new document.
New document name will be equal to the original document name + suffix:

☐ Overwrite existing document
This option depends on the original document format and library settings:

- PDF: new document version will be created when versioning is enabled for the document library. Otherwise original document will be overwritten. **Use this option without versioning enabled at your own risk!**
- Other supported formats: new PDF document will be created, original document will be destroyed. **Use this option at your own risk!**

Default languages and suffix are in use when OCR process is called from the context menu.

OK

Cancel

Parameters:

- Default OCR language 1 and Default OCR Language 2.
Important! Use different OCR languages when it is necessary only. Use the same value for Language 1 and Language 2 fields for better OCR quality.
Please pay attention! Default installation set contains English OCR only. See section "[OCR language pack installation](#)" for details.
- Save converted document as a new document.
 - Name of the new document is equal to the source document name + value of the field "Suffix".
Example:
 - Original document name: "invoice.tif"
 - Suffix: "_converted".
 - Result document: "invoice_converted.pdf".



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- Overwrite existing document. This option depends on the original document format and library settings

Document Format	Versioning enabled	Result
PDF	Yes	Converted document is added as a new version
PDF	No	Source document is replaced by converted document
Image (.tif, .jpg, etc.)	-	Source document is deleted, new PDF document with the same name is created
Word (.doc, .docx, .rtf)	-	New PDF document with the same name is created

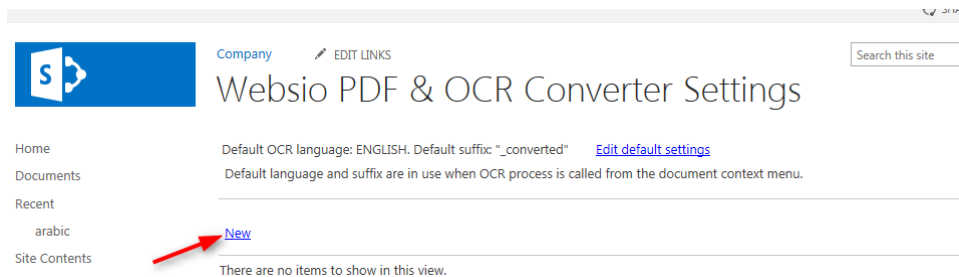


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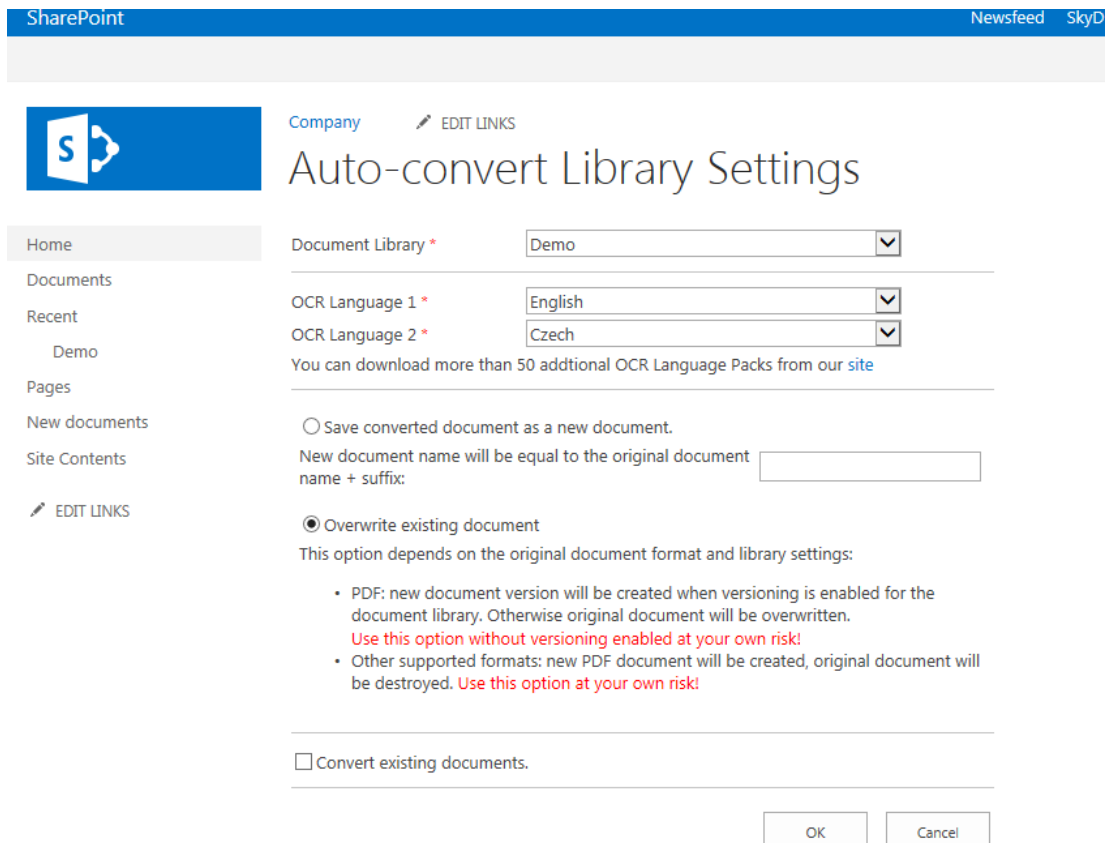
Auto-conversion library

Each document placed into auto-conversion library will be converted automatically, without any user interaction.

1. Click on the link "New"



2. Select library and set parameters



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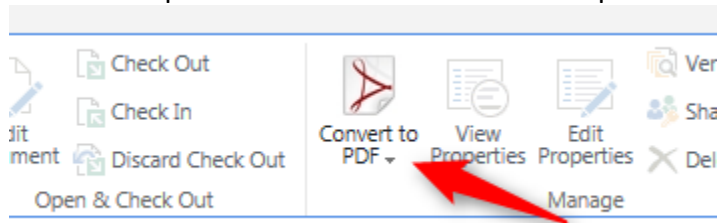


Merge files

PDF & OCR Converter allows to merge multiple documents to one searchable PDF file

Manual merge

Use menu options from “Convert to PDF” dropdown menu



1. Merge all documents - all documents from the current folder will be merged
2. Merge selected documents - only selected document will be merged

Selected documents are displayed in the new window where can:

1. Reorder documents (move up/down)
2. Remove documents

Selected documents will be OCR'ed and merged to single PDF file.

Automatic merge

Use option “Create PDF from each folder documents” from PDF & OCR Converter Settings Screen

PDF & OCR Converter Settings

Default OCR language: English. Default suffix: "_converted"

[Edit default settings](#)

Current site-collection queue status: Waiting: 0; In progress: 0

[New](#)

User enters top-level URL and all documents from each library/folder under this URL will be merged to single PDF (one PDF per folder).

Existing documents will be ordered and added to destination PDF by Item ID.



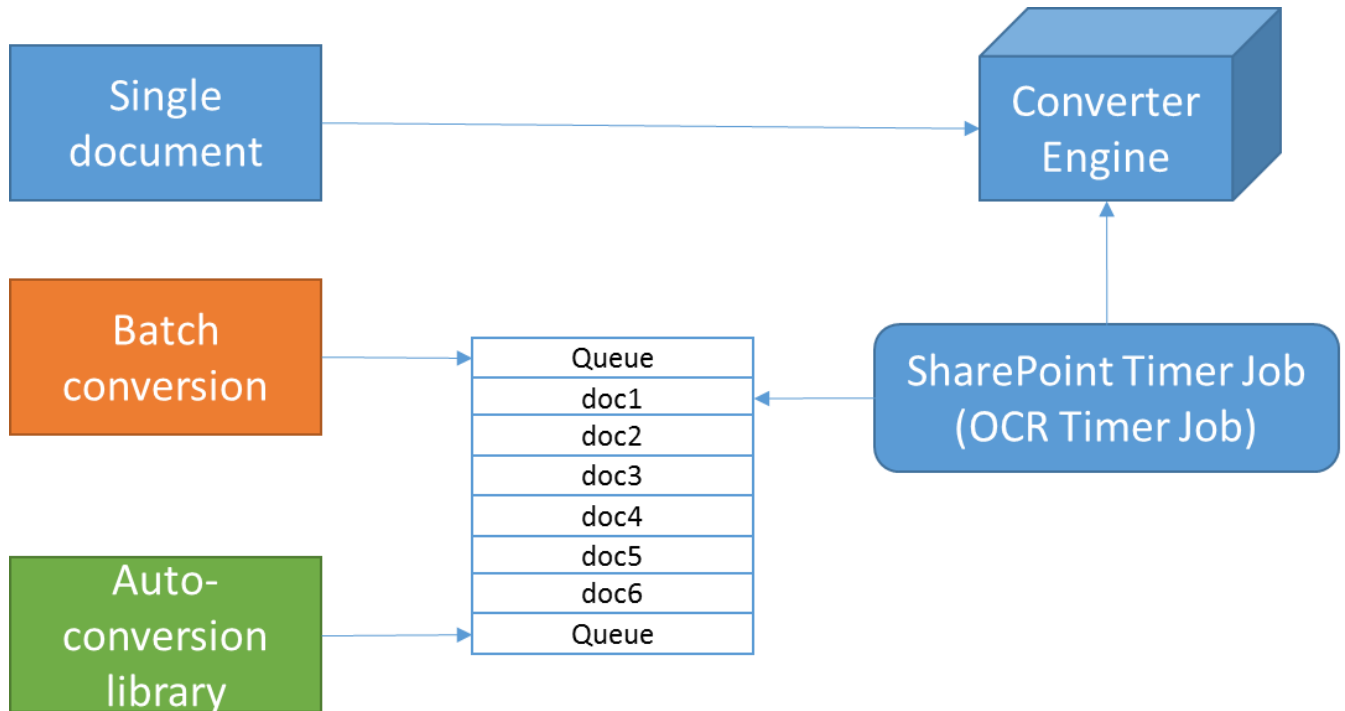
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Supported source documents formats for documents merge: all supported by PDF & OCR Converter formats except Word documents.

Important notices

1. If you want to OCR PDF file already containing text and images, use single document conversion. Batch conversion (multiple selected document, entire library, auto-conversion libraries) ignores PDF documents already containing text.
2. Default installation set contains English OCR only. See section "[OCR language pack installation](#)" for details.
3. We highly recommend for you to enable document versioning when option "Overwrite original document" is selected.

How it works



Single document conversion

Selected document is sent to the Engine with high priority. The Engine processes up to four documents at the same time. If this limit is exceeded, selected document is placed to the internal Engine queue and waits until one of previous documents is converted.

Batch conversion and auto-conversion library

1. Original documents are placed to the Queue (hidden document library). Batch conversion (convert selected documents or entire library) adds documents to the first places in the queue, auto-conversion library – to the last places.
2. SharePoint Timer Job named “OCR Timer Job”:
 - Runs each 5 minutes.
 - Receives converted documents from the Engine and uploads them to the source document library
 - Sends documents from the Queue to the Engine.



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You can check status of the Queue in the Converter Settings window:

[Company](#)

 [EDIT LINKS](#)

PDF & OCR Converter Settings

Default OCR language: English. Default suffix: **1**

2

Current site-collection queue status: Waiting: 0; In progress: 0

[New](#)

- 1 – Documents waiting to be sent to the Engine
- 2 – Documents in the Engine queue



How to change User Interface language

You can translate User Interface of the Converter to your own language. Send us translated files and receive 20% discount for annual Support Agreement.

1. Deactivate PDF & OCR Converter feature
2. Open directory "Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\TEMPLATE\FEATURES\WebzioPDFOCRConverter_WebzioPDFOCR Menu\Convert"
3. Edit file "Elements.xml"
4. Change values of the tags:
 - Title
 - Description
 - LabelText
 - ToolTipTitle
 - ToolTipDescription
5. Save changes.
6. Navigate to "Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\template\layouts\WebzioOCR"
7. Edit file "translation.js"

8. Copy / paste as shown on the picture below:

```
[0, [
  "Convert to PDF",
  "Change Language",
  "OK",
  "Cancel",
  "OCR Language(s):",
  "Primary language",
  "Use secondary language",
  "Save result as a new document",
  "Overwrite existing document",
  "New document name:",
  "progressinfo",
  "docnotfound",
  "invalidchars",
  "success",
  "notsupported",
  "ocrconnecterror",
  "libconvert",
  "libconvertdescription",
  "convert",
  "multiconvert",
]],
[1033, [
  "Convert to Searchable PDF",
  "Change Language",
  "OK",
  "Cancel",
  "OCR Language(s):",
  "Primary language",
  "Use secondary language",
  "Save result as a new document",
  "Overwrite existing document",
  "New document name:",
  "The document has been successfully placed to the server queue. This window will be auto",
  "Cannot find source document",
  "New document name contains invalid characters",
  "The document has been converted successfully.",
  "This format is not supported yet. Supports formats: pdf, jpg, tif, gif, bmp, png.",
  "Cannot connect to OCR service",
  "Convert all document in this library to PDF",
  "This action will place all supported documents into the Converter queue.<br/>You can ch",
  "Convert",
  "This action will place all supported documents into the Converter queue.<br/>You can ch",
  "Convert",
  "This action will place selected and supported documents into the Converter queue.<br/>Y",
]]
];
```

Copy

Paste

9. Add comma before pasted part
10. Replace "1033" with your language code

```

        "convert",
        "multiconvert",
    ]],
    [1033, [
        "Convert to Searchable PDF",
        "Change Language",
        "OK",
        "Cancel",
        "OCR Language(s):",
        "Primary language",
        "Use secondary language",
        "Save result as a new document",
        "Overwrite existing document",
        "New document name:",
        "The document has been successfully placed to the server queue. This window will be automatically",
        "Cannot find source document",
        "New document name contains invalid characters",
        "The document has been converted successfully.",
        "This format is not supported yet. Supports formats: pdf, jpg, tif, gif, bmp, png.",
        "Cannot connect to OCR Service",
        "Convert all document in this library to PDF",
        "This action will place all supported documents into the Converter queue.<br/>You can change OCR",
        "Convert",
        "This action will place all supported documents into the Converter queue.<br/>You can change OCR",
        "Convert",
        "This action will place selected and supported documents into the Converter queue.<br/>You can ch
    ]],
    [1033, [
        "Convert to Searchable PDF",
        "Change Language",
        "OK",
        "Cancel",
        "OCR Language(s):",
        "Primary language",
        "Use secondary language",
        "Save result as a new document",
        "Overwrite existing document",
        "New document name:",
        "The document has been successfully placed to the server queue. This window will be automatically",
        "Cannot find source document",
        "New document name contains invalid characters",
        "The document has been converted successfully.",
        "This format is not supported yet. Supports formats: pdf, jpg, tif, gif, bmp, png.",
        "Cannot connect to OCR Service",
        "Convert all document in this library to PDF",
        "This action will place all supported documents into the Converter queue.<br/>You can change OCR",
        "Convert",
        "This action will place all supported documents into the Converter queue.<br/>You can change OCR",
        "Convert",
        "This action will place selected and supported documents into the Converter queue.<br/>You can ch
    ]],
];

```

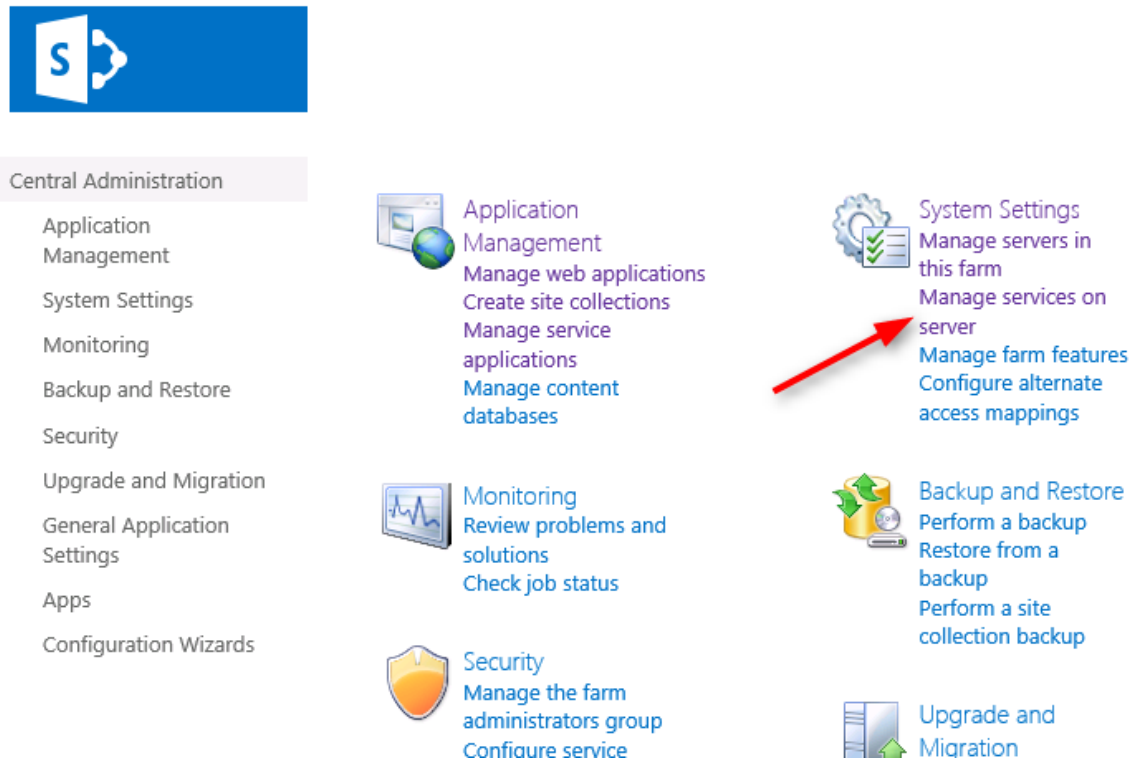
11. Translate captions
12. Save file
13. Copy changed files to all your SharePoint servers
14. Restart IIS
15. Activate PDF & OCR Converter features

Appendix A. How to configure Word Automation Services

Word Automation Services should be installed and started in the SharePoint Farm by default.

In order to double check the configuration and/or change it, follow the next steps:

1. Start SharePoint 2016 Central Administration and select Manage Services on server





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2. Start Word Automation Services

SharePoint		Newsfeed	SkyDrive	Sites	WEBSIO\administrator
Settings	Distributed Cache	Started	Stop		
Apps	Document Conversions Launcher Service	Stopped	Start		
Configuration Wizards	Document Conversions Load Balancer Service	Stopped	Start		
	Excel Calculation Services	Started	Stop		
	Lotus Notes Connector	Stopped	Start		
	Machine Translation Service	Started	Stop		
	Managed Metadata Web Service	Started	Stop		
	Microsoft SharePoint Foundation Incoming E-Mail	Started	Stop		
	Microsoft SharePoint Foundation Sandboxed Code Service	Started	Stop		
	Microsoft SharePoint Foundation Subscription Settings Service	Stopped	Start		
	Microsoft SharePoint Foundation Web Application	Started	Stop		
	Microsoft SharePoint Foundation Workflow Timer Service	Started	Stop		
	PerformancePoint Service	Started	Stop		
	PowerPoint Conversion Service	Started	Stop		
	Request Management	Stopped	Start		
	Search Host Controller Service	Started	Stop		
	Search Query and Site Settings Service	Started	Stop		
	Secure Store Service	Started	Stop		
	SharePoint Server Search	Started	Stop		
	User Profile Service	Started	Stop		
	User Profile Synchronization Service	Stopped	Start		
	Visio Graphics Service	Started	Stop		
	Word Automation Services	Started	Stop		
	Work Management Service	Started	Stop		

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3. Return to Central Administration and select "Manage Service Applications"



Central Administration

- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Apps
- Configuration Wizards



- Application Management
 - Manage web applications
 - Create site collections
 - Manage service applications
 - Manage content databases



- System Settings
 - Manage servers in this farm
 - Manage services on server
 - Manage farm features
 - Configure alternate access mappings

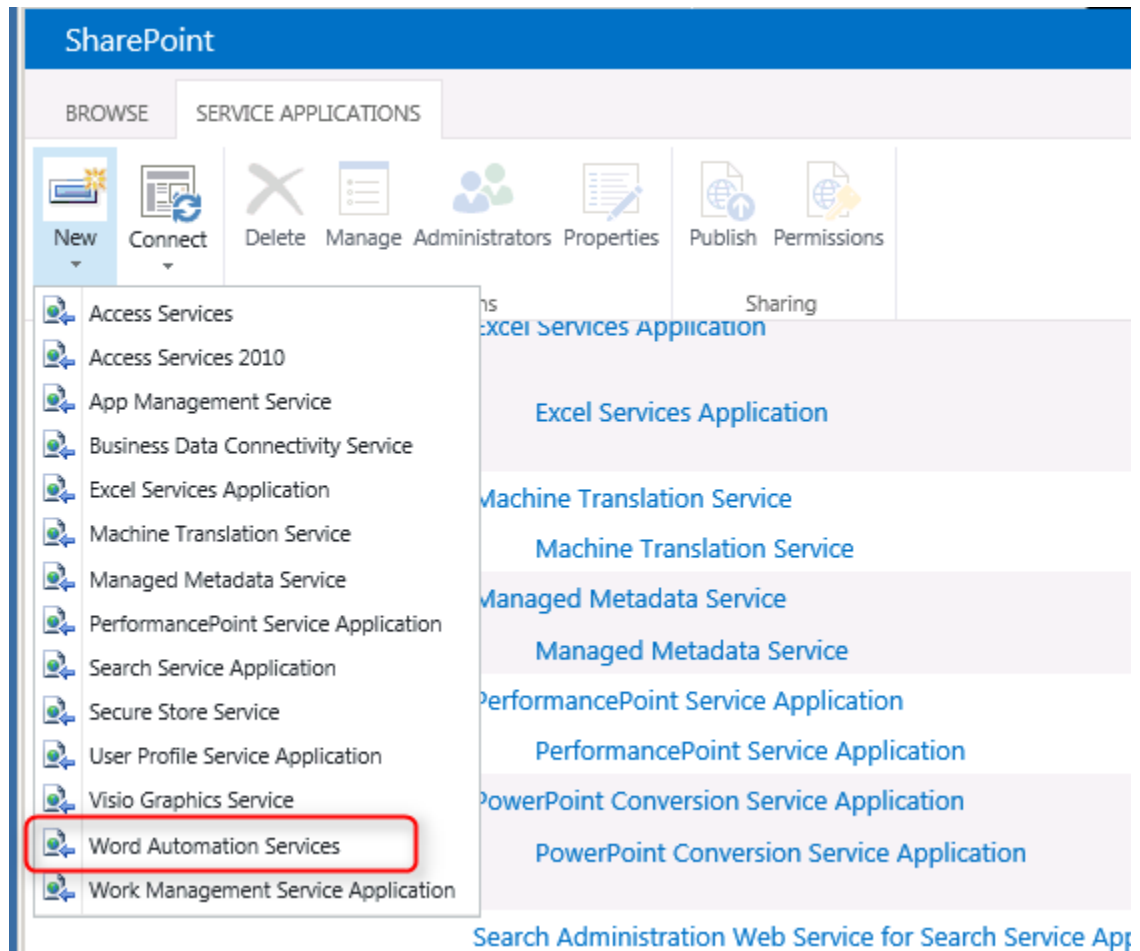


- Monitoring
 - Review problems and solutions
 - Check job status

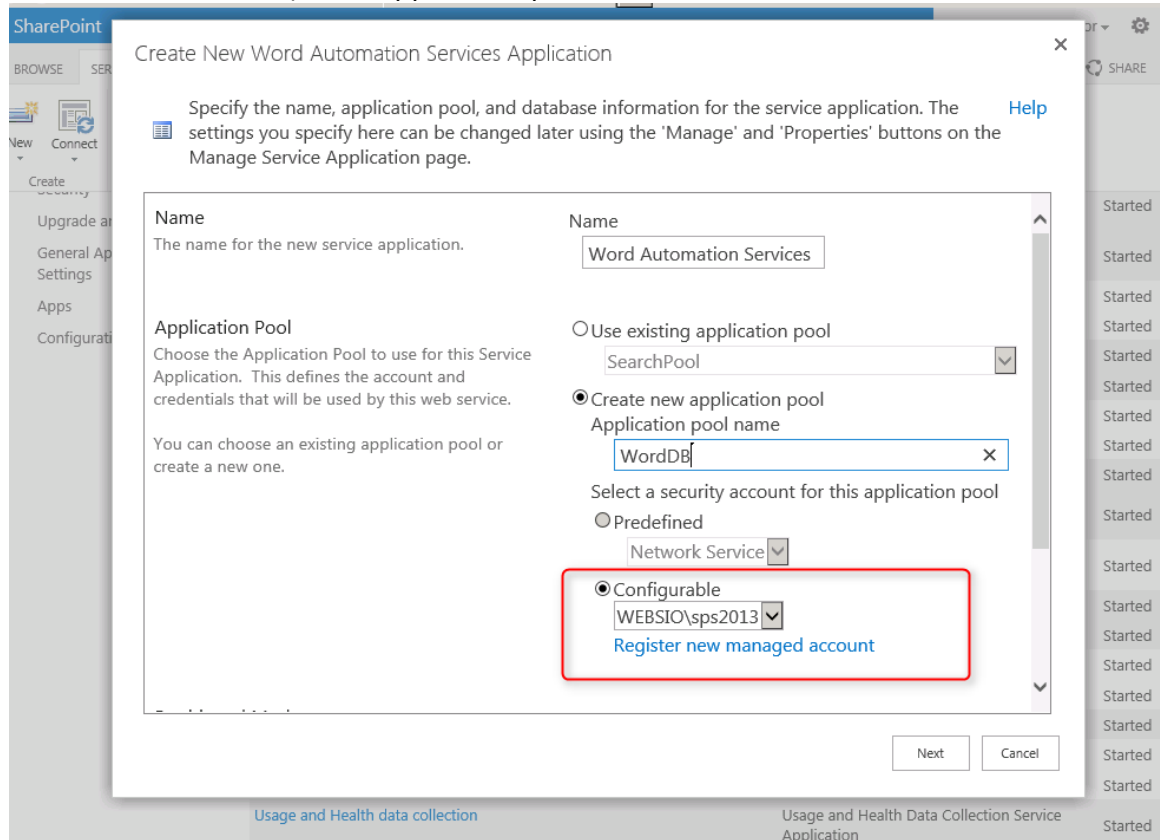


- Backup and Restore
 - Perform a backup
 - Restore from a backup
 - Perform a site collection backup

4. In the Service Applications administration page, service applications are sorted alphabetically. Scroll to the bottom of the page, and look for Word Automation Services. **If this service is present, delete it.**
5. Press "New" and select "Word Automation Services" from the list.



6. In the new opened window fill fields "Name" (recommended value: "Word Automation Services") and "Application pool name".



7. **Important!** Managed account must have access to all documents in all your site-collections. The best way is to use account configured for SharePoint Timer Service. You can find this account using Windows Services:



Solutions for information workers

Name	Description	Status	Startup Type	Log On As
Secondary Logon	Enables st...		Manual	Local System
Secure Socket Tunneling Protocol Service	Provides s...		Manual	Local Service
Security Accounts Manager	The startu...	Started	Automatic	Local System
Server	Supports fil...	Started	Automatic	Local System
SharePoint Administration	Performs a...	Started	Automatic	Local System
SharePoint Search Host Controller	Performs h...	Started	Automatic	WEBSIO\sps2013
SharePoint Server Search 15	Administer...	Started	Manual	WEBSIO\sps2013
SharePoint Timer Service	Sends notif...	Started	Automatic	WEBSIO\sps2013
SharePoint Tracing Service	Manages tr...	Started	Automatic	Local Service
SharePoint User Code Host	Executes u...	Started	Automatic	WEBSIO\sps2013
SharePoint VSS Writer	SharePoint...		Manual	Local System
Shell Hardware Detection	Provides n...	Started	Automatic	Local System

8. On the next screen, fill fields "Database Server" and "Database Name".

SharePoint

BROWSE SER

New Connect

Create

Upgrade a

General Ap

Settings

Apps

Configurat

Create New Word Automation Services Application

Specify the name, application pool, and database information for the service application. The settings you specify here can be changed later using the 'Manage' and 'Properties' buttons on the Manage Service Application page.

Database

Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is required.

Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials which will be used to connect to the database.

Database Server

sps2013

Database Name

wordappdb

Database authentication

☒ Windows authentication (recommended)

☐ SQL authentication

Account

Password

Finish Cancel

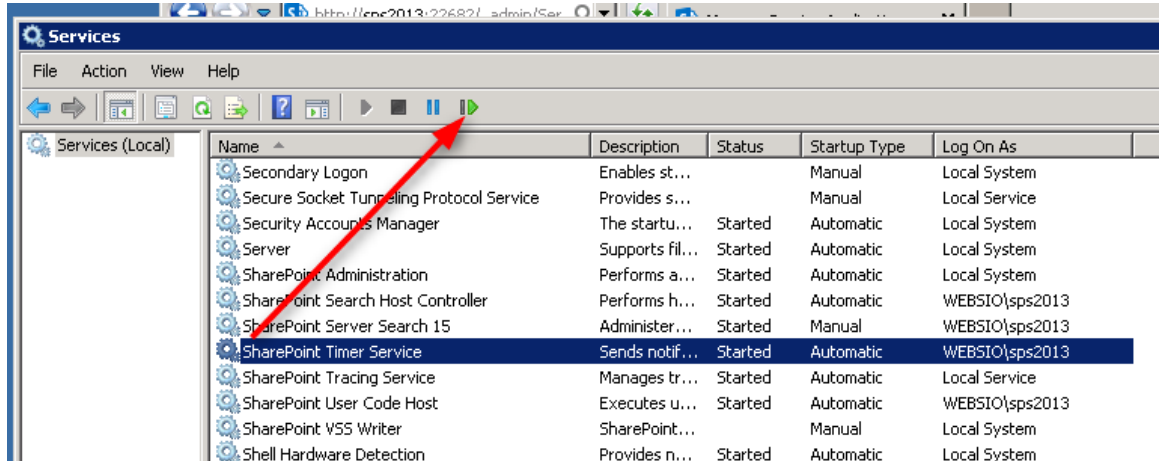
9. Press Finish.

10. **Important!** Restart IIS. Use iisreset /noforce from the Command Prompt



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11. **Important!** Open Services from server Administration tools and restart SharePoint Timer service



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