RUNNING THE SCRIPT:

1. Create a temporary folder named "**Conversions**" on your PC's desktop to hold working files

2. Open the Devices and Printers folder (from Start Menu or Control Panel)
    *   Change the default printer to Adobe PDF
    *   Right click the Adobe PDF printer icon
    *   Select "Printing Preferences"
    *   Next to the Adobe PDF Output Folder block, click BROWSE
    *   Select the temporary folder you created (…\Desktop\Conversions\)
    *   Uncheck the block labeled "View Adobe PDF Results"
4. Double click the "ConvertToPDF.vbs" file to execute the script
    *   Upon completion, review the file "SkippedFiles.log" stored in …\Desktop\Conversions\

3. After running the script, set the default printer back to your normal printing device

CUSTOMIZING THE SCRIPT FOR LOCAL OR NETWORK USE:

Edit the 'ConvertToPDF.vbs.txt' file using Notepad, and modify the following lines:

Change the 'ptype = 0' for local directory use, or 'ptype = 1' for network use.

```
'====== USER-DEFINED VARIABLES ======
'
 ptype = 0 '  Set path type -> 0 = drivepath (e.g., C:\), 1 = UNCpath (e.g., \\myPC\)
'
 origin = "\\hqdadfs\Data\Agencies\G6\Pnt\Data\CYBER\2014\08. SAIS-CBC"  '(UNC path for the network share)
 ftype = "xfdl"                        '(without period, e.g.: docx, xlsx)
 tempfolder = "\DESKTOP\CONVERSIONS\"  '(must start and end with a backslash)
 batchsize = 40                        '(Max batch size; avoids memory saturation)
 intermission = 120                    '(# of seconds to pause between batches)
 tag="_"                               '(unique characters added to base file name, before'.')
'
```