

# GreatDocs™ Reader

## Installation and Printing Guide

### System Requirements

Here are the minimum requirements to install and run GreatDocs Reader:

- Pentium-class processor
- One of these operating systems: Microsoft Windows 98 Second Edition, Windows Millennium Edition, Windows NT 4.0 with Service Pack 5 or 6 (Service Pack 6 recommended), Windows 2000, Windows XP Professional or Home Edition. (Microsoft Windows 95 is not supported.)
- 32 MB of RAM (64 MB recommended)
- 5 MB of available hard-disk space

### Installing GreatDocs Reader

- Download and install the GreatDocs Reader from the link on this page:
  - [www.harlandfinancialsolutions.com/GreatDocs](http://www.harlandfinancialsolutions.com/GreatDocs)
- Choose **Download GreatDocs Reader** icon.
- Follow the instructions on each screen to install the software. All necessary files are copied automatically during installation.
- Choose **Open** when prompted to Save or Open.
- The Install Shield Wizard should appear. Choose **Next**.
- The Install Shield Wizard for GreatDocs 2 screen should appear. If the Customer Information fields are not pre-filled correctly, please complete or make corrections to the requested information. Choose **Next**.
- Choose **Complete** for the Setup Type. Choose **Next**.
- Choose **Install** on the Ready to Install Program screen.
- Choose **Finish** on the Install Wizard Completed screen.

## Opening and Printing a Document Package File

- After installation is complete, open the document package file that should be attached to an e-mail. Double-click on the attached file. This should open the GreatDocs Reader.

The screenshot shows the Power Reader application window titled "Power Reader -- HarlandPKG". The interface includes a menu bar (File, Navigation, Help), a toolbar with navigation and zoom controls, and a main content area. On the left, a "Package File" tree shows a list of numbers under "Information", with "1581" selected. The main area displays a "SETTLEMENT STATEMENT" form from the U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT. The form includes sections for borrower and seller information, lender details, property location, and a summary of transactions. The settlement date is listed as September 5, 1996. The summary of the borrower's transaction shows a gross amount due of 275,000.00, and the summary of the seller's transaction shows a gross amount due of 275,000.00.

**Power Reader -- HarlandPKG**  
File Navigation Help

Page: 1 Zoom: Page Width Print

Package File  
ENTER PACKAGE DES  
Information  
1581  
1582  
1616  
1618  
1622  
1623  
1646  
1790  
1924  
2026  
2578  
2637  
2740  
3443  
3444  
3482  
3483  
7099  
7551  
7552  
8438

**A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
SETTLEMENT STATEMENT**

**B. TYPE OF LOAN** CMD No. 2502-0005  
1.  F.I.A. 2.  F.M.I.A. 3.  CONV. UNINS.  
4.  V.A. 5.  CONV. INS.  
6. FILE NUMBER: 7. LOAN NUMBER:  
8. MORTGAGE INS. CASE NO.: **LH998-383**

**C. NOTE:** This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

**D. NAME OF BORROWER:** Joseph G. Smith Jr., Mary P. Smith, Bill J. Jones III, Sally A. Jones, MARY BETH  
**ADDRESS OF BORROWER:** 1234 1stBor Street, 1234 1stBor 2ndStreet  
1stBorCity, 1stBorState: 1stBorZip

**E. NAME OF SELLER:** SELLER NAME 1, SELLER NAME 2, SELLER NAME 3, SELLER NAME 4  
**ADDRESS OF SELLER:**

**F. NAME OF LENDER:** First National Bank  
**ADDRESS OF LENDER:** 8838 North Benton Street, PO Box 8838  
Grand Rapids, Michigan 49501-8838

**G. PROPERTY**  
**LOCATION:** 2323 South Benton Street, RR #838  
San Juan Capistrano, Massachusetts PROPADZIP

**H. SETTLEMENT AGENT:**  
**PLACE OF SETTLEMENT:**

**I. SETTLEMENT DATE:** September 5, 1996

J. SUMMARY OF BORROWER'S TRANSACTION		K. SUMMARY OF SELLER'S TRANSACTION	
<b>100. GROSS AMOUNT DUE FROM BORROWER:</b>		<b>400. GROSS AMOUNT DUE TO SELLER:</b>	
101. Contract sales price	275,000.00	401. Contract sales price	275,000.00
102. Personal property		402. Personal property	
103. Settlement charges to borrower: (from line 1400)		403.	
104.		404.	
106.		405.	
<b>ADJUSTMENTS FOR ITEMS PAID BY SELLER IN ADVANCE:</b>		<b>ADJUSTMENTS FOR ITEMS PAID BY SELLER IN ADVANCE:</b>	
106. City/town taxes	to	406. City/town taxes	to
107. County taxes	to	407. County taxes	to
108. Assessments	to	408. Assessments	to

- On the left side of the screen, there will be a list of numbers. Under **Information**, select the first number in the list.
- Choose **File > Print All**. This will print the entire document package.
- **If the e-mail attachment does not open:** If the e-mail attachment will not open when double-clicking the icon, save the file to a directory on your PC, such as My Documents.
  - Write down the path and file name where the file is located. The file should have a .PKG extension.
  - Choose **Start > Programs > Harland Financial Solutions, Inc. > GreatDocs Reader** to open the application.
  - Choose **File > Open Package**. Browse to the directory where you saved the document package. Select the correct file and **Open**.
  - To print, choose **File > Print All**. This will print the entire document package.

Do you have further questions?

Contact GreatDocs Product Technical Support at 800.968.4890 or [greatdocs@harlandfs.com](mailto:greatdocs@harlandfs.com)