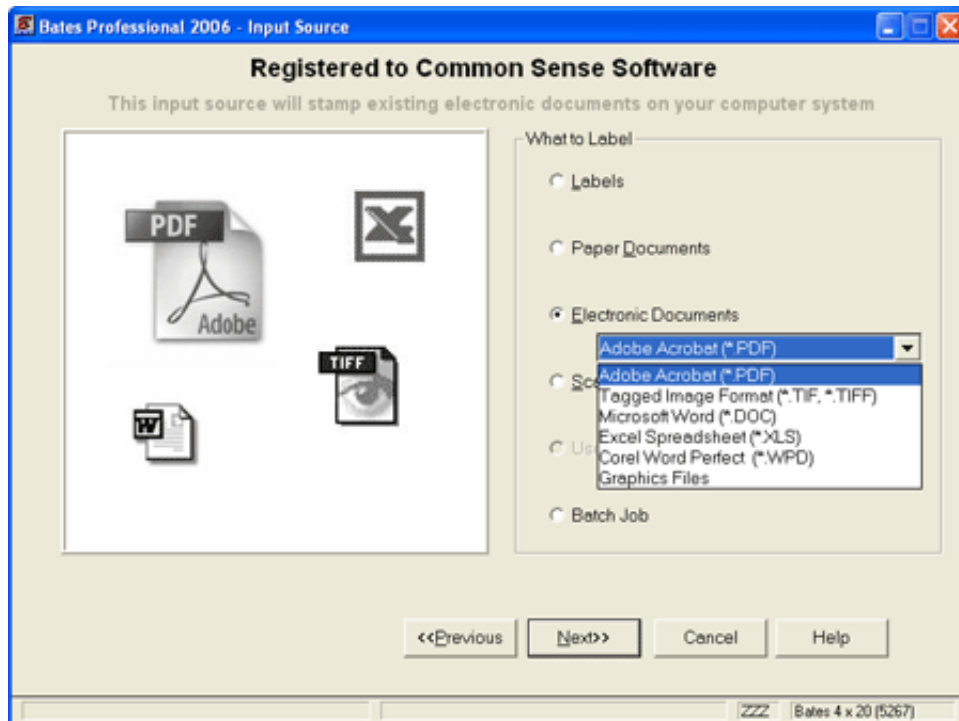


Processing Electronic Documents

Note: Common Sense Software Programs have Context Sensitive Help. This feature displays help for the screen you are presently on. For additional Help Topics press the Contents Button on the top left of the Help screen. Also, *if you place your cursor on any data entry field or button and hold it there for a few seconds you will see a pop up help bubble that contains addition information about that field.* This guide shows screen shots from Bates Professional. Options may vary from other Bates versions but all programs are similar in operation.

Note: If you Have Not Setup the Default Options for yourself please do so. If you understand how this part of the program works you will be able to find your Stamped Electronic Documents much easier. *By default the Bates Programs place all of your electronic production of stamped files in the Bates Program Folder.* You may review that section of the help or take a look at the Quick Start – Registration and User Setup Guide.

To Number Electronic Documents select them by clicking the button for them. The default selection is Adobe Acrobat (*.PDF). You can see a list and select other types of Electronic Documents by clicking on the down arrow at the right side of the display box as shown below. The program will remember which type of Input Source you checked until you select a different one. When you have made the select of the type of document press the Next>> button to continue.



File Input Page

This screen allows you to add files to be stamped. The logo in the upper right corner indicates which format you have chosen to process.

Using the “+” key adds a file to be stamped. The “-“ key removes the selected file from the list. The “up” and “down” arrows allow you to change the order in which your documents will be processed. The highlighted file is the file moved up or down. The data can also be sorted by pressing the Filename bar column header. Pressing the header will alternate between ascending and descending order.

You may select from four different processes.

- Same – Print the same information to each file (i.e. Will be used to number pages in each file.)
- Across – This prints the information across all documents. It will treat all the documents as one long one (i.e. Doc #1 will be start number to end, doc #2 will be next number to end, etc)
- Separate/Same, Separate/Across – This will add a second set of variable information that will increment as the file changes which must be added at this screen.
- Separate/Across – This will add a second set of variable information that will increment as the file changes which must be added at this screen. This can be selected for Same or Across (i.e. First file is Exhibit A, second file is Exhibit B, etc.)

Press Next>> to continue.

Filename (Press to Sort)	Type
C:\Bates Professional 06\AA.pdf	PDF
C:\Bates Professional 06\AB.pdf	PDF
C:\Bates Professional 06\AC.pdf	PDF

Process

Same - Number Type - Prefix:

Across Numbers Starting:

Separate/Same Leading Digits: Suffix:

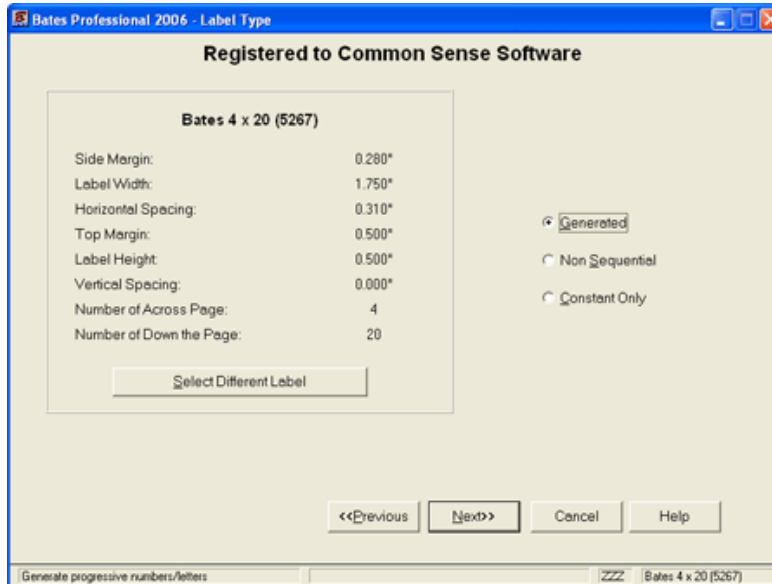
Separate/Across

<<Previous Next>> Cancel Help

ZZZ Bates 4 x 20 (5267)

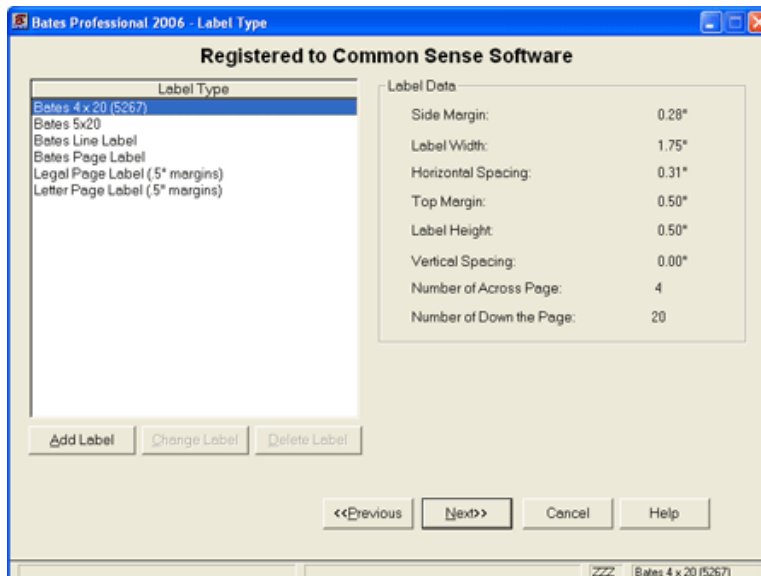
Label Type

At the Label Type screen the default label is Bates 4 x 20 (Avery 5267). You should use this label when ever possible if the information you are adding will fit on it. The program performs be when the smallest label possible is used. You will find this label performs best in all Printers and in all Electronic Document Numbering applications.



Change or Add a New Label

For a different label press the Select Different Label Button. If you need a different label than listed you can add any label you like. If you are adding a standard label you can find the dimensions in Word or most other word processing programs. You can also add custom labels with your own dimensions. Note: This process is the same whether making labels or stamping existing documents.



Add a New Label

To add a custom label press the Add Label Button. In the Label Setup Screen add the new label information. If you are adding a standard label you will find the measurements in MS Word or most other word processing programs. If you are a printer you can design tablets or custom cards using this feature. Press the Save Button to continue. The new label will be highlighted at the Label Type screen. Press the Next Button to continue.

Bates Professional 2006 - Label Setup

Registered to Common Sense Software

Label Name: Card Label Paper Size: Letter 8.5 x 11 in

Side Margin: 0.500 Label Width: 3.500 Horizontal Spacing: 0.500 Top Margin: 0.750

Constant String
Variable String

Label Height: 2.000

Vertical Spacing: 0.500

Number of Labels Across Page: 2 Number of Labels Down the Page: 4

Save Cancel Help

ZZZ Bates 4 x 20 (5267)

Customer Information

This subject is covered in the “Use Existing Data Guide” for now it left blank. This screen is not used unless you want to save the job information for additional documents to be added later. Press Next>> to continue.

Bates Professional 2006 - Customer Information

Registered to Common Sense Software

Ordered by: _____

Date: 6/24/2006

Client Number: _____

Client Name: _____

Keywords: _____

<<Previous Next>> Cancel Help

Who ordered the Labels? ZZZ Bates 4 x 20 (5267)

Adding Label Information

At the Additional Information Page set the variable line information and the starting number or letter. For this example we are just making a standard set of labels. I have checked Leading Zero's, set the Number of Digits to 3, entered Jones- in the Prefix field, Starting Number is 1. Press the Help Button for a definition of all the fields on this page. Press the Next Button to continue.

Bates Professional 2006 - Additional Information

Registered to Common Sense Software

Leading Zero's (i.e. 00001234) Skip Pages: 0

Number of Digits: 3

— Number Type —

Numbers Increment: 1

Variable Information

Prefix	Starting Number	Suffix
Jones-	1	

<<Previous Next>> Cancel Help

Prints before numbers or letters if selected. ZZZ Bates 4 x 20 (5367)

On the Label Position Page the variable (sequential) line is highlighted. When active you can change the font, color, etc. To add a constant line in the box at the top left highlight the C <Enter Text> and press the Edit Button to add the text you want on your label. If left grayed out the <Enter Text> does not print. Press the Help Button for the definitions of the Options on this screen. I will use the cursor to drag the variable line to the center of the label and press Next to continue.

Bates Professional 2006 - Document Position Information

Registered to Common Sense Software

TL TM TR

LT RT

LM RM

LB RB

BL BM BR

Normal Reverse

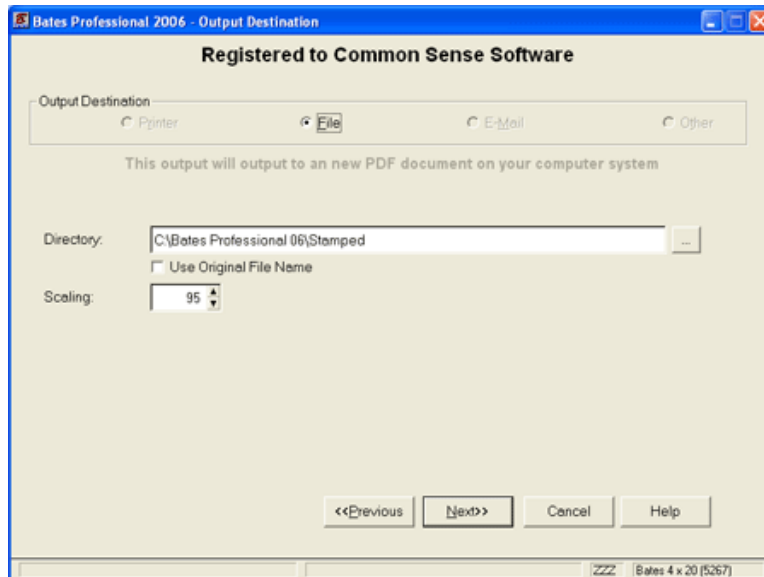
Jones-001

<<Previous Next>> Cancel Help

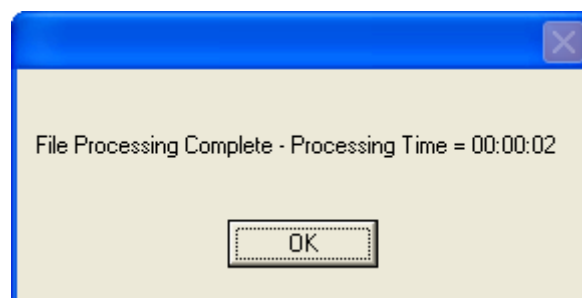
ZZZ Bates 4 x 20 (5367)

Output Destination

On the Output Destination page select the Folder you would like to send your stamped documents to. The default is the Folder set by the User Options. The Lookup Button [...] allows you to change the selected Folder. There is also a check box to Use Original File Name, this take out the default .Bates in the file name. Scaling allows you to reduce the page so you will not stamp on text. Press Next>> to continue.



You will see your files being processed and when finished the screen below will tell you how long it took to process the files. The 3 files I processed where a total of 42 Pages. You will find you can process hundreds of pages in just a few seconds.



Stamped Electronic Documents

Below is a screen shot of the first page of document – AA.PDF – which is 3 pages long and the first page of document – AB.PDF – which is 19 pages long. These three documents were stamped Across which treats all three as one document. In this example the pages of AA.PDF (Jones-001 to Jones-003) AB.PDF (Jones-004 to Jones-022) AC.PDF (Jones-023 to Jones-042)

