

Bates Professional Filelist

Filelist and Filelist Directory: The Filelist is a list generated of the properties of the job you are processing. You have a choice to turn this off or on, select the output format and where the file will go. The default path is Documents\Bates\Filelist. This feature will help to generate a table of contents for your production. Samples of all of the Filelist export choices are below:

Filelist in CVS (Xlsx) format

	A	B	C	D	E
1	Filename	Pages	Prefix	Starting	Ending
2	1-LAW SCHOOL EXAM-Exam # 001.PDF	3	Page #~	1	3
3	1-LAW SCHOOL EXAM-Exam # 002.PDF	3	Page #~	1	3
4	1-LAW SCHOOL EXAM-Exam # 003.PDF	3	Page #~	1	3
5	1-LAW SCHOOL EXAM-Exam # 004.PDF	3	Page #~	1	3
6	1-LAW SCHOOL EXAM-Exam # 005.PDF	3	Page #~	1	3
7	1-LAW SCHOOL EXAM-Exam # 006.PDF	3	Page #~	1	3
8	1-LAW SCHOOL EXAM-Exam # 007.PDF	3	Page #~	1	3
9	1-LAW SCHOOL EXAM-Exam # 008.PDF	3	Page #~	1	3
10	1-LAW SCHOOL EXAM-Exam # 009.PDF	3	Page #~	1	3
11	1-LAW SCHOOL EXAM-Exam # 010.PDF	3	Page #~	1	3
12					
13					

Filelist in XML format

```
<?xml version="1.0"?>
<TData><Bates><Version>BATES Professional - 14.05.01</Version><Registered> Common Sense
Software</Registered><Processing_Date>March 11, 2016</Processing_Date><Processing_Time> 9:13:26
AM</Processing_Time><User>ZZZ</User><Job>File Create</Job><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 001.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
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#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
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#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
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#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
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#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
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#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
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#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 008.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 009.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem><BatesItem><Filename>C:\BATES14
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 010.PDF</Filename><Pages>3</Pages><Prefix>Page
#~</Prefix><Starting>01</Starting><Ending>03</Ending></BatesItem></Bates></TData>
```

TAB Delimited

Filename	Pages	Prefix	Starting	Ending		
1-LAW SCHOOL EXAM-Exam # 001.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 002.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 003.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 004.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 005.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 006.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 007.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 008.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 009.PDF	3		Page #~	01	03	
1-LAW SCHOOL EXAM-Exam # 010.PDF	3		Page #~	01	03	

Fixed Length

Filename	Pages	Prefix	Starting	Ending
1-LAW SCHOOL EXAM-Exam # 001.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 002.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 003.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 004.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 005.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 006.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 007.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 008.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 009.PDF	3		01	03
1-LAW SCHOOL EXAM-Exam # 010.PDF	3		01	03

Our Filelist feature allows you to produce a more professional Bates Stamping presentation while producing a record of which files have been processed. You have a choice to turn this off or on, select the output format and where the file will go. The default path is Documents\Bates\Filelist for workstation install. Network installation will require each user select the path for all outputs.

We have prepared a sample table of contents for an Electronic Documents and Create Serialized Documents processes.

Table of Contents - Electronic Documents

Table of Contents – Jones vs Roberts

Filename	Pages	Prefix	Starting	Ending
Exhibit 001 ~ Jones 001.PDF	3	Jones~	1	3
Exhibit 002 ~ Jones 004.PDF	3	Jones~	4	6
Exhibit 003 ~ Jones 007.PDF	3	Jones~	7	9
Exhibit 004 ~ Jones 010.PDF	3	Jones~	10	12
Exhibit 005 ~ Jones 013.PDF	3	Jones~	13	15
Exhibit 006 ~ Jones 016.PDF	3	Jones~	16	18

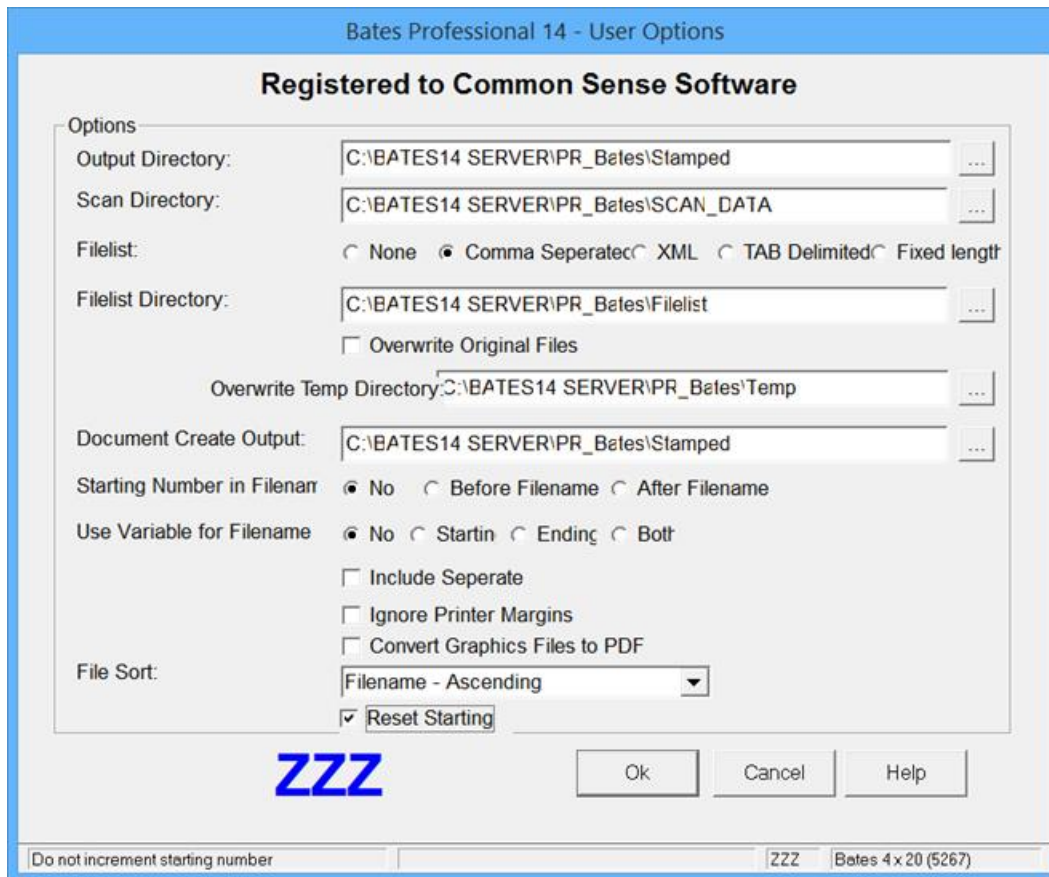
Exam - Student Tracking List - Create Serialized Documents

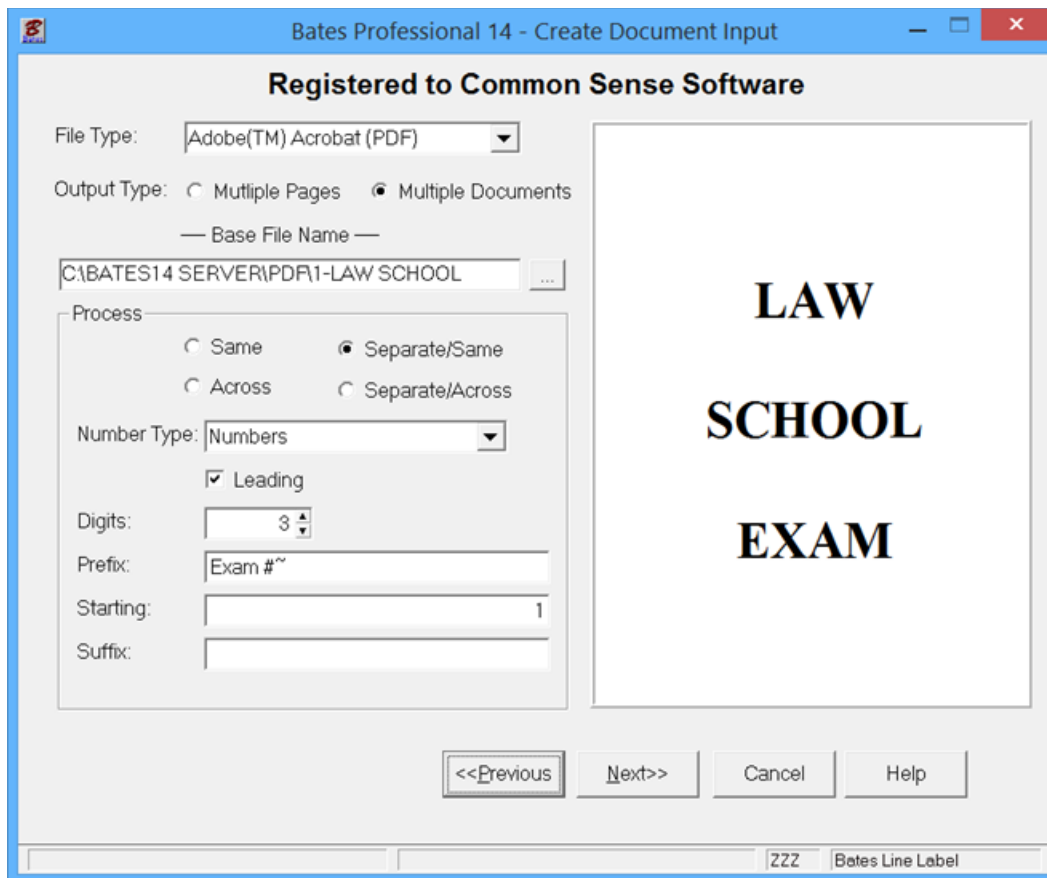
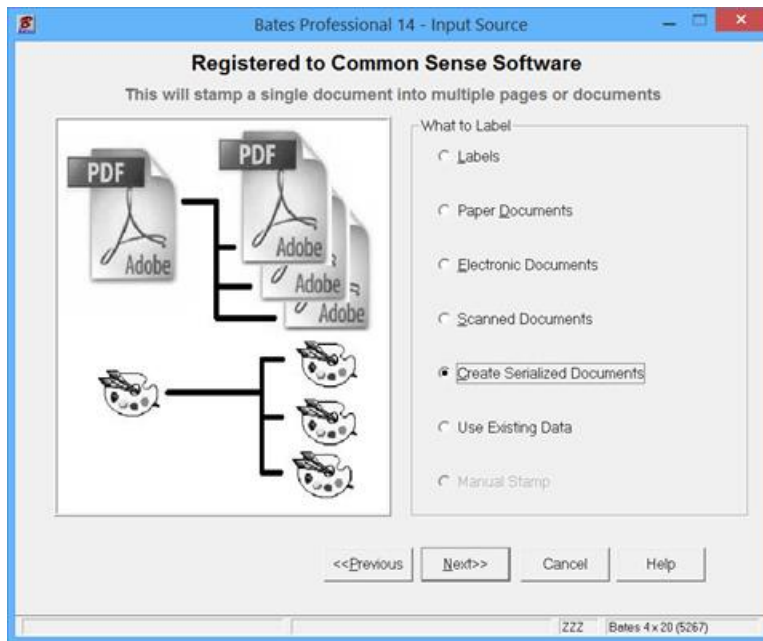
Law Exam One - Class 1789	Student Name	Time Out	Returned
1-LAW SCHOOL EXAM-Exam # 001.PDF			
1-LAW SCHOOL EXAM-Exam # 002.PDF			
1-LAW SCHOOL EXAM-Exam # 003.PDF			
1-LAW SCHOOL EXAM-Exam # 004.PDF			
1-LAW SCHOOL EXAM-Exam # 005.PDF			
1-LAW SCHOOL EXAM-Exam # 006.PDF			
1-LAW SCHOOL EXAM-Exam # 007.PDF			
1-LAW SCHOOL EXAM-Exam # 008.PDF			
1-LAW SCHOOL EXAM-Exam # 009.PDF			
1-LAW SCHOOL EXAM-Exam # 010.PDF			

Exam - Student Tracking List – Screen Shots next page.

Table of Contents - Create Serialized Documents

Screen Settings Example Law Exam One Student List





Bates Professional 14 - Label Type

Registered to Common Sense Software

Bates Line Label

Side Margin: 0.000"
 Label Width: 7.500"
 Horizontal Spacing: 0.000"
 Top Margin: 0.500"
 Label Height: 0.500"
 Vertical Spacing: 0.000"
 Number of Across Page: 1
 Number of Down the Page: 20
 Paper Size: 8.5 x 11

Select Different Label

Sequential
 Constant Only

<<Previous Next>> Cancel Help

Generate progressive numbers/letters ZZZ Bates Line Label

Bates Professional 14 - Additional Information

Registered to Common Sense Software

First Page

Leading Zero's (i.e. 00001234)

Number of Digits:

- Number Type -

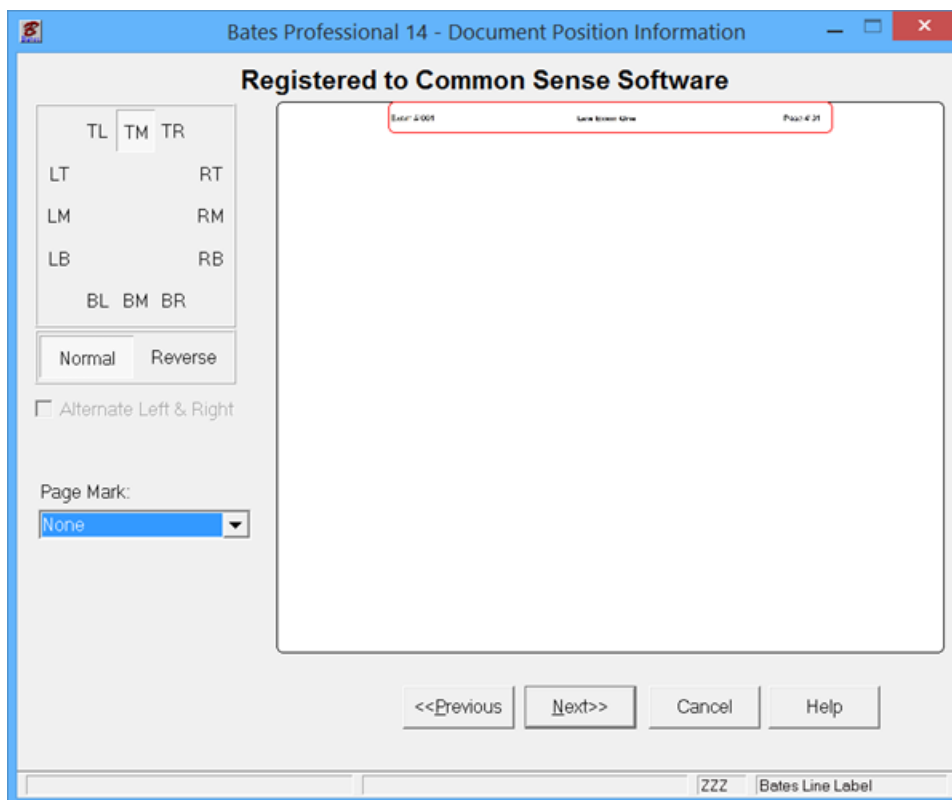
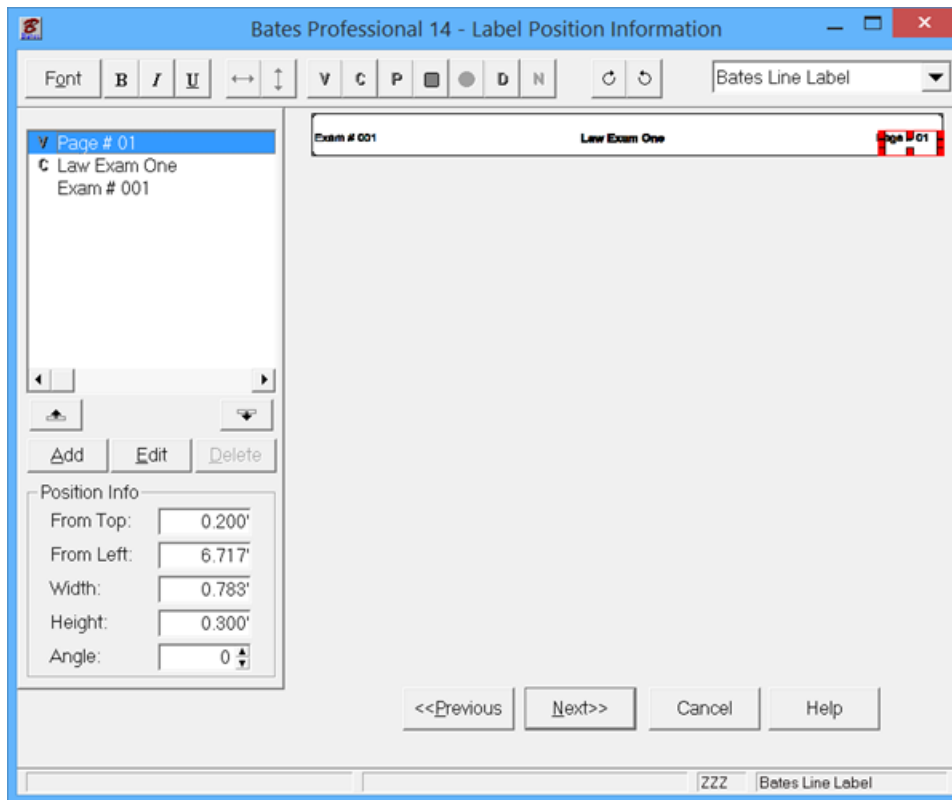
 Increment:

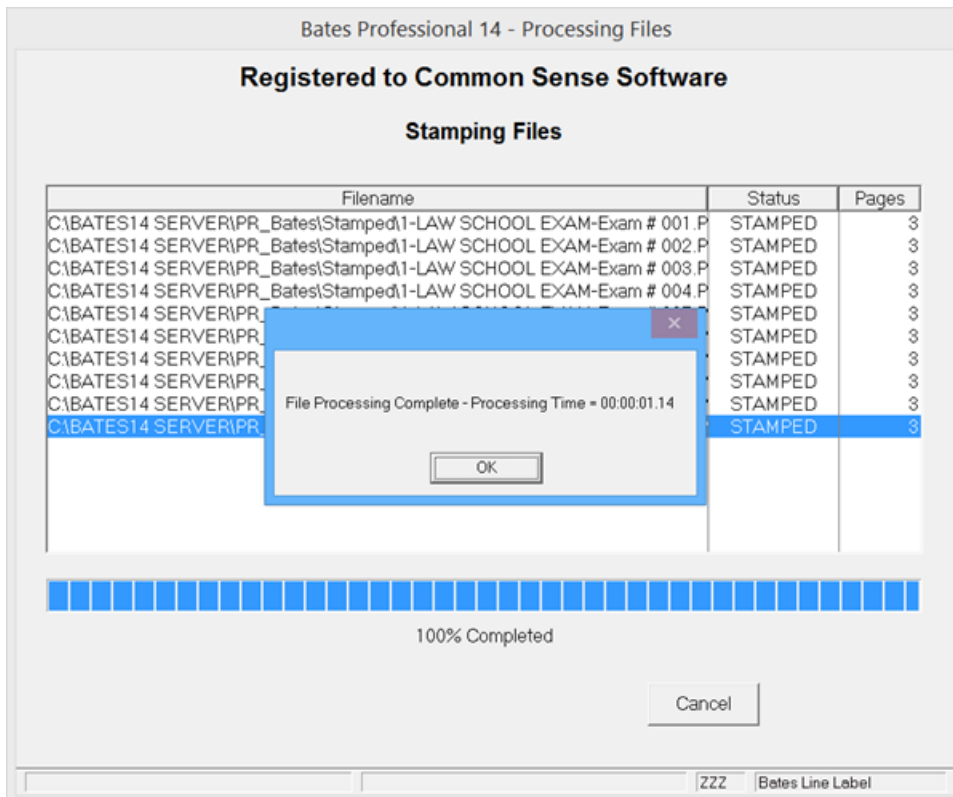
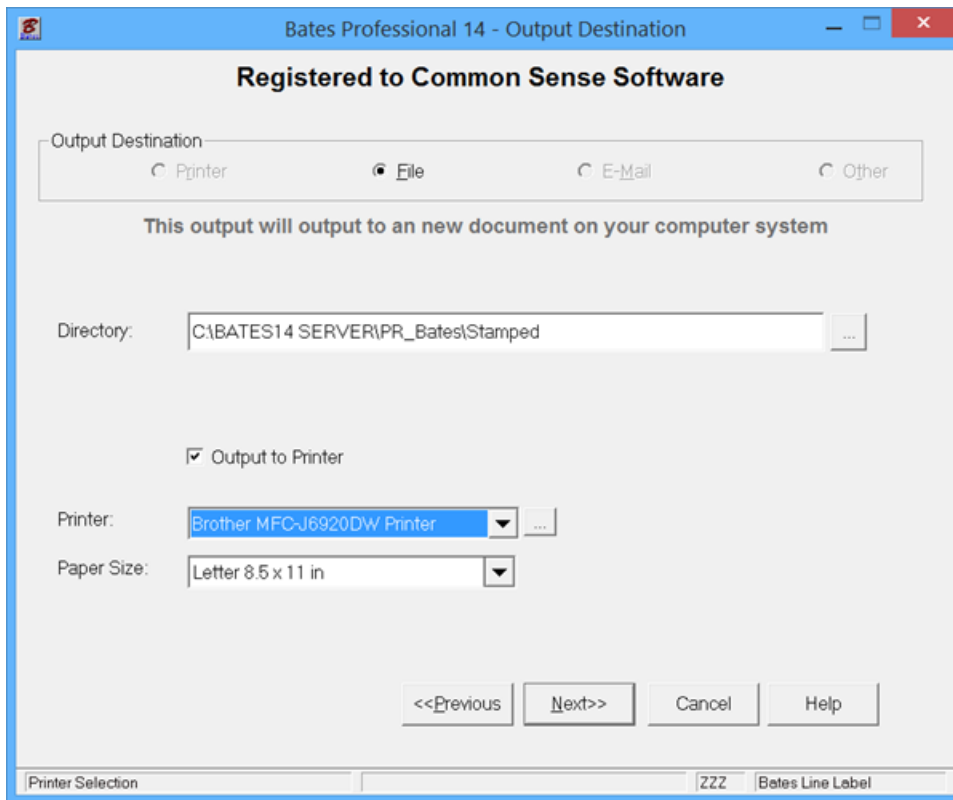
Variable Information		
Prefix	Starting Number	Suffix
Page #~	1	

Amount to Print :

<<Previous Next>> Cancel Help

Check for Zero's before numbers. ZZZ Bates Line Label





Bates Professional 14 - Processing

Registered to Common Sense Software

Ordered by:
Date: 3/12/2016
Client Number:
Client Name: Law Exam One
Starting 1
Prefix Page #~
Suffix
Amount 10

Overwrite Client Data?

Save current information?

Yes No Help

ZZZ Bates Line Label