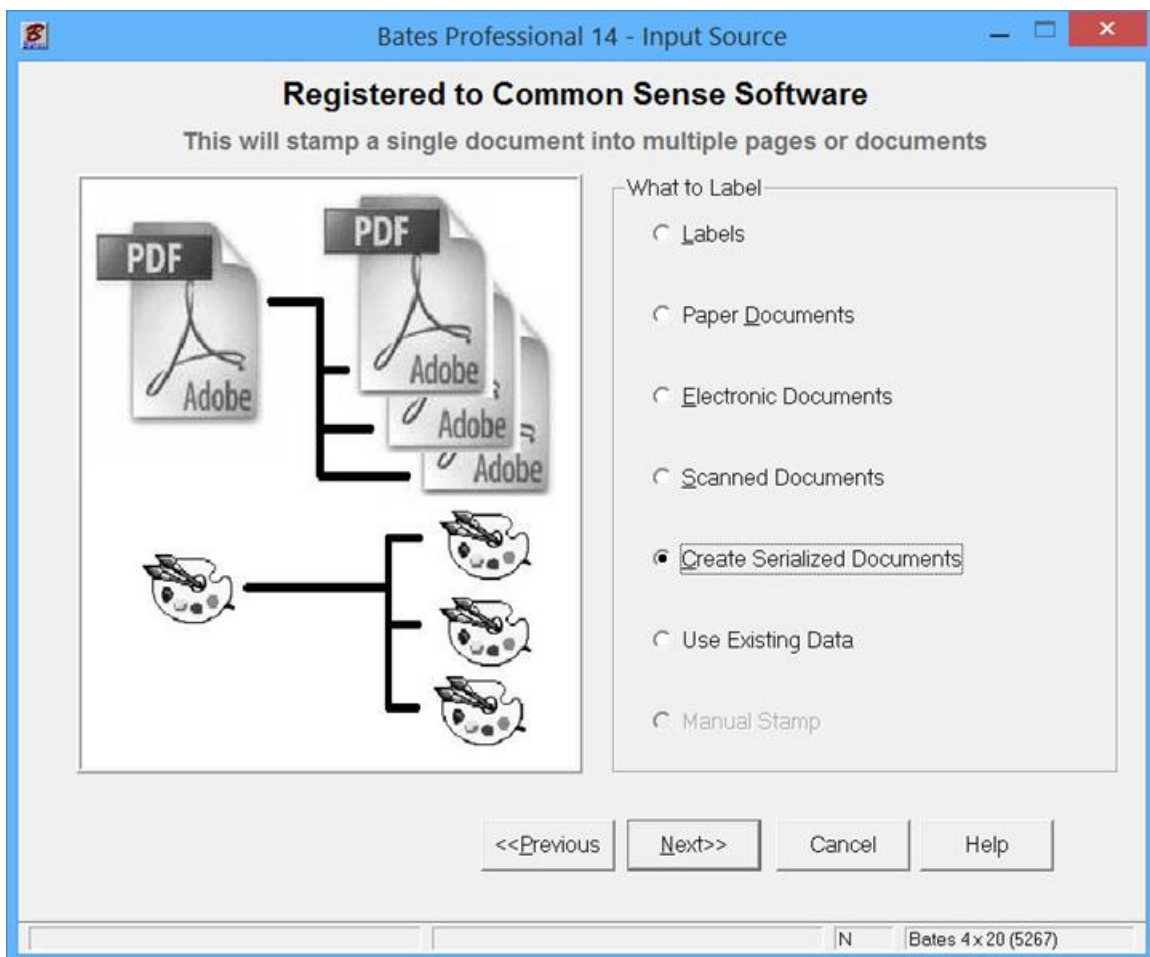


Create Serialized Documents

This Input Source allows you to create multiple pages, one document with as many of a page as you like and Bates Stamp all pages at the same time or multiple documents, make as many copies of an existing document as you need and Bates Stamp as the same time.

This guide will take you through the steps to create copies of School Exams with control numbers stamped on each document. The steps are the same for producing Exams, TV Scripts, Movie Scripts, etc. At the same time a Filelist is produced for making a Table of Contents assisting in the production of a control record. Samples of the Exams and file will be provided in PDF format for you to download.

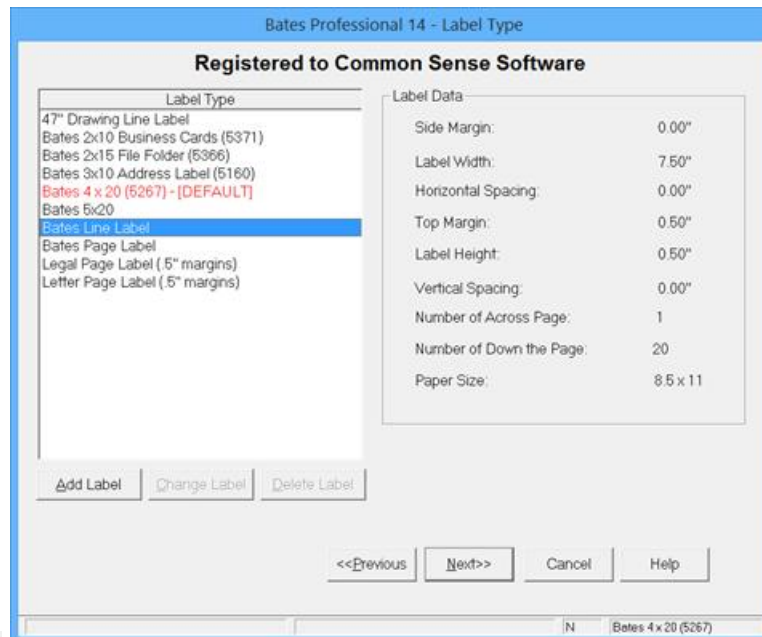
At the Input Source – Select “Create Serialized Documents” – Press Next



Create Document Input – Select File Type – PDF, Select Output Type – Multiple Documents, Select Base File using Lookup button [...], Select Process – Separate/Same, Select Number Type – Numbers, Check Leading box to add leading zeros, Select Number of Digits – 3 in this example, Enter Starting Number – 1 in this example. Press Next to continue.



Label Type – Press Select Different Label. This is only necessary if the stamp size is larger than our default label as it is in this example.



Change Label – Select “Bates Line Label” which will work with our example stamp. Press Next to return to the Label Type screen, Press Next to continue.

Customer Information is in the “Use Existing Data Guide”. This screen is used to save the job information for additional documents to be added later. Typing in the Client Name activates this feature which we will put the exam name. Press Help for additional information. Press Next

The screenshot shows a dialog box titled "Bates Professional 14 - Customer Information" with the subtitle "Registered to Common Sense Software". It contains the following fields:

- Ordered by: [Empty text box]
- Date: [2/19/2016]
- Client Number: [Empty text box]
- Client Name: [Law Exam One]

At the bottom, there are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". A status bar at the very bottom shows "Who ordered the Labels?", "N", and "Bates Line Label".

Additional Information – check Leading Zero’s, change number of digits to 2, Number Type – Numbers, type Page #~ in Prefix, Starting Number defaults to 1 and may be changed, Amount to Print is the number of copies of the Selected Document that you want to Create. We will print 3 which be available on the website to download. Press Next to continue.

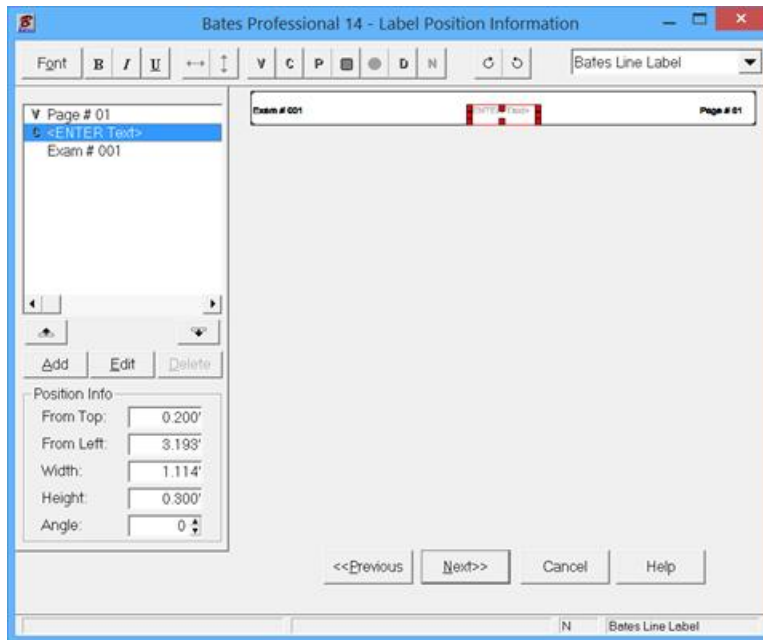
The screenshot shows a dialog box titled "Bates Professional 14 - Additional Information" with the subtitle "Registered to Common Sense Software". It contains the following fields and options:

- First Page
- Leading Zero's (i.e. 00001234)
- Number of Digits: [2]
- Number Type: [Numbers]
- Increment: [1]
- Variable Information table:

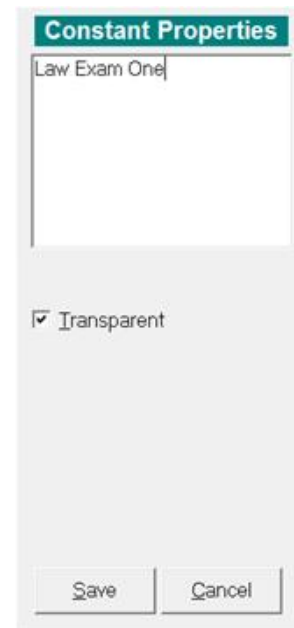
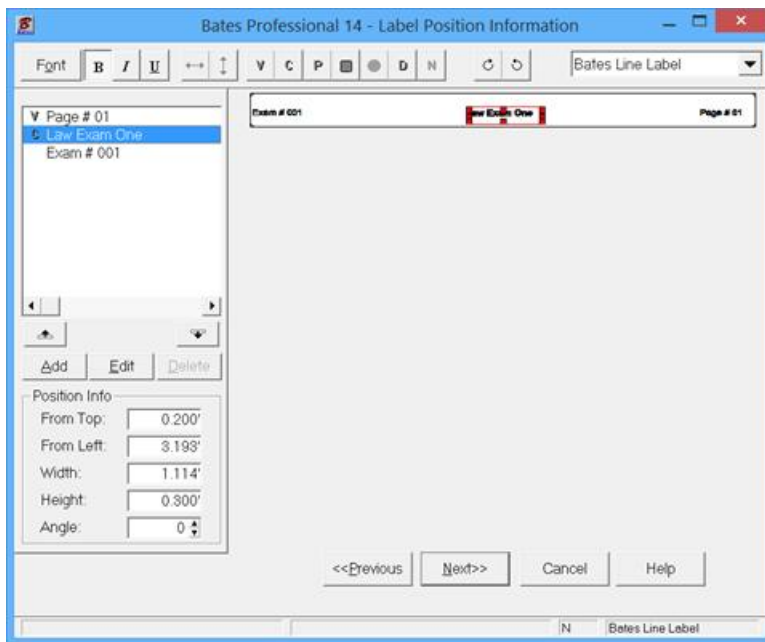
Prefix	Starting Number	Suffix
Page #~	1	
- Amount to Print: [3]

At the bottom, there are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". A status bar at the very bottom shows "N" and "Bates Line Label".

Label Position Information – Notice the highlighted V1 element in the Element List, the highlighted element is the active element. The active element may be edited and moved on the label by clicking and dragging to the desired position we are moving V1 to bottom right. Highlight Exam # 001 and move to bottom left.

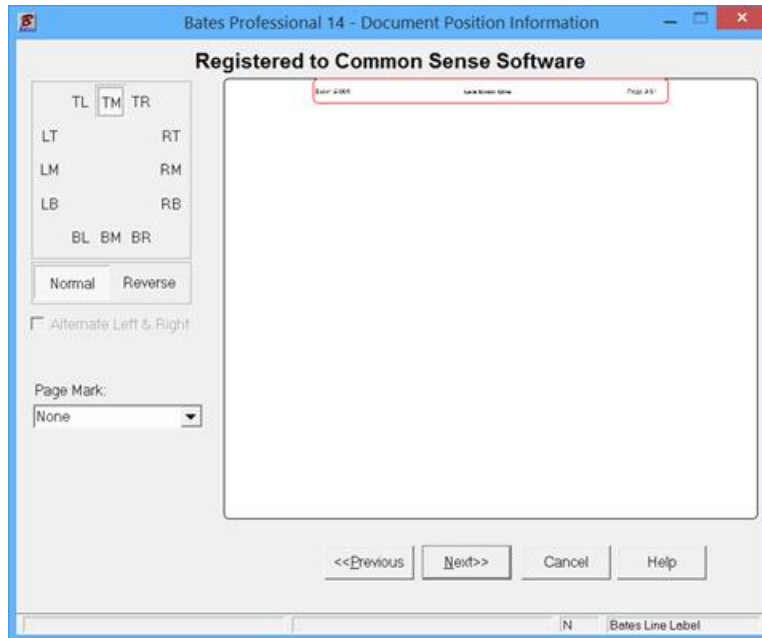


Highlight the C <ENTER Text> Press the Edit button to Add text, enter the desired text, Law Exam One in our example, Save the element, drag to center position on label with mouse. Make Font Bold by pressing B key next to the Font key.

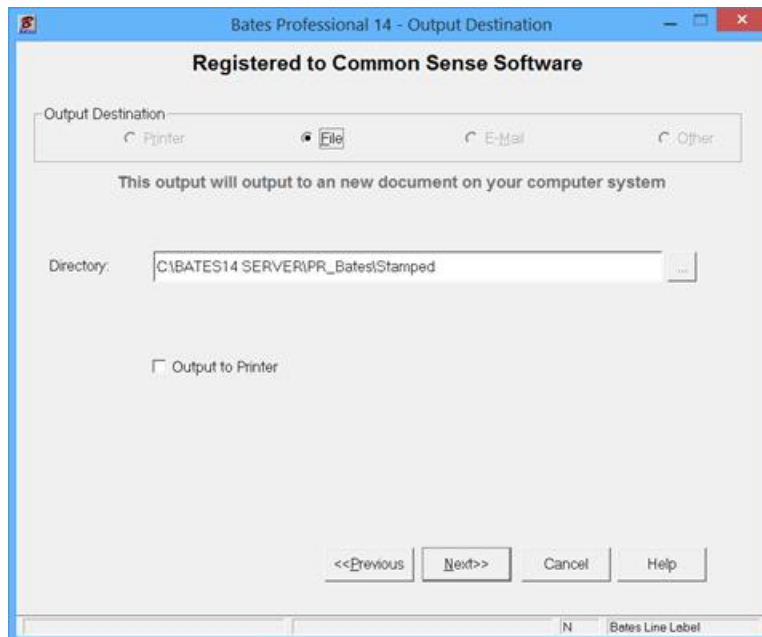


The label layout in this example is complete. Press next to continue

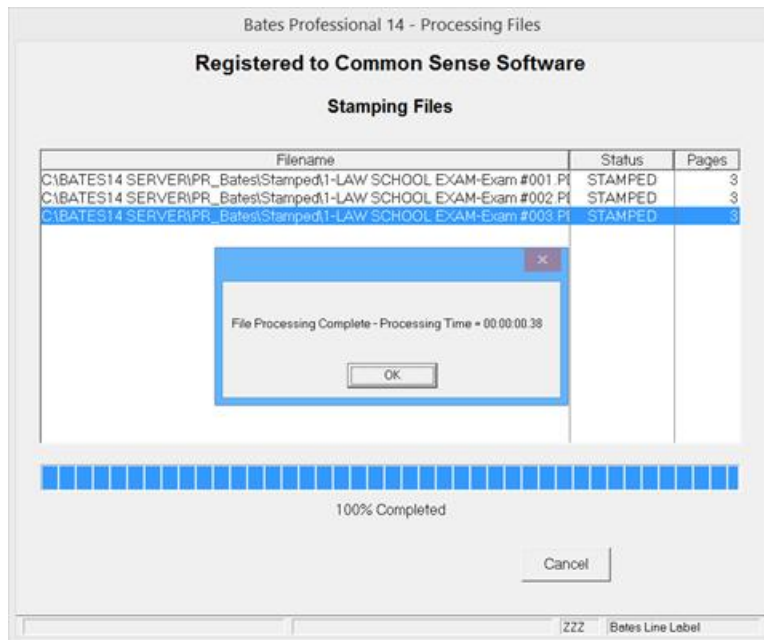
Label Position – Select the label position on the page using the position control on the upper left of the screen. Note the default is BR, bottom right. We will move to the TM, top middle of the page. Press Next to continue.



Output Destination – The default output folder is Bates\Stamped. You may change this using the lookup button at end of the Directory field. If you have checked the Output to printer option after saving the files produced, each of the files will be printed to the printer selected.

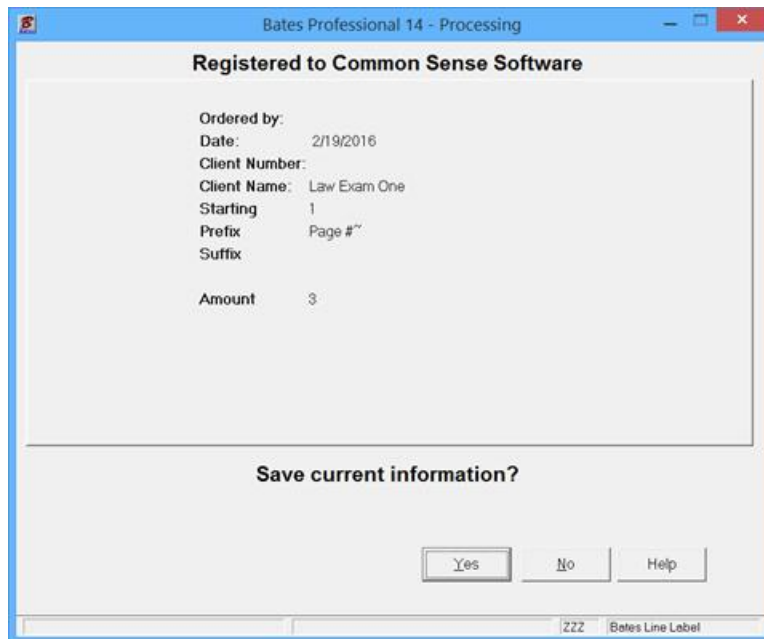


Processing – The screen below shows the files being created and saved. When finish click OK and your files will be printed.



Press the YES button to save all the information to the “Use Existing Data” database.

We will continue this job from the database on the next Page.

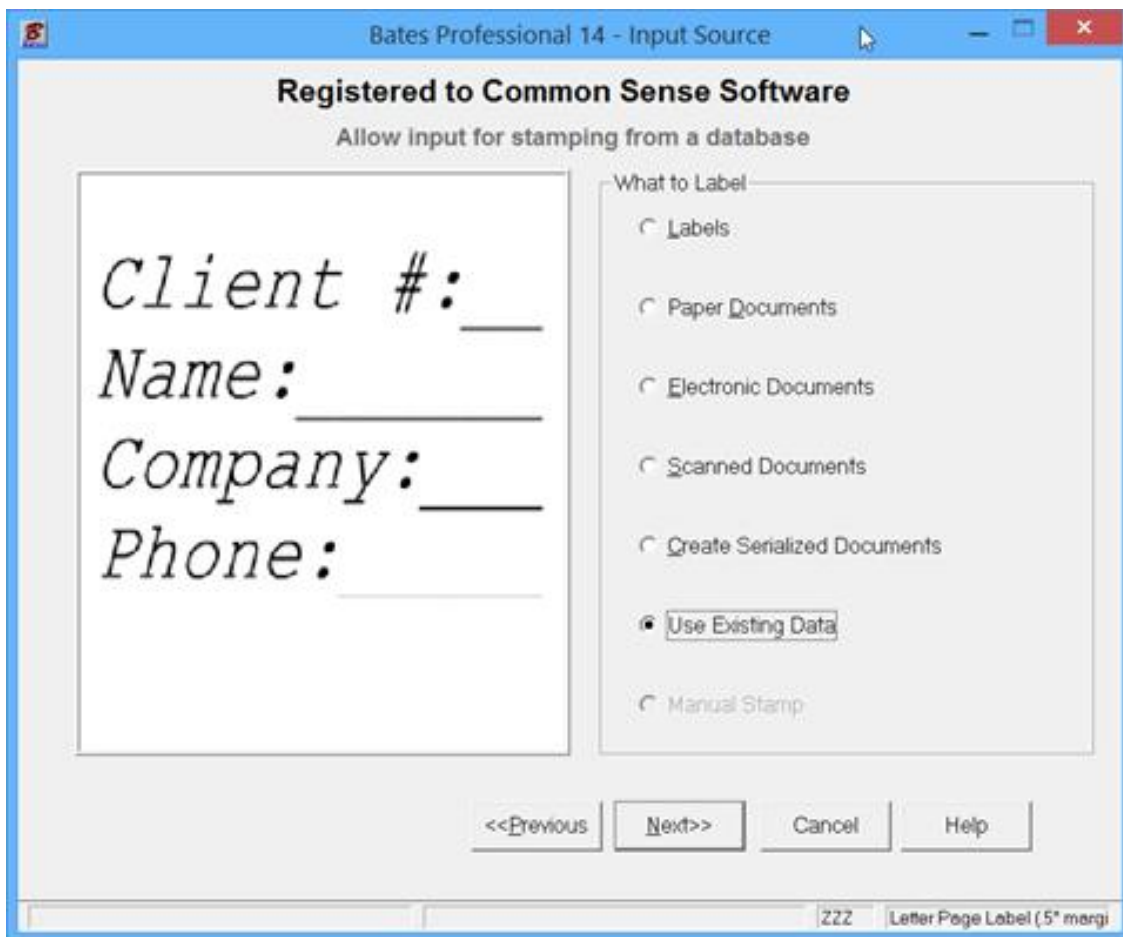


A Filelist is produced in Excel format every time you create multiple documents. Look under User Options in the Help for details. With the FileList information you can easily build an Exam Control List. Just add Student Name for each test with a check out and check in column.

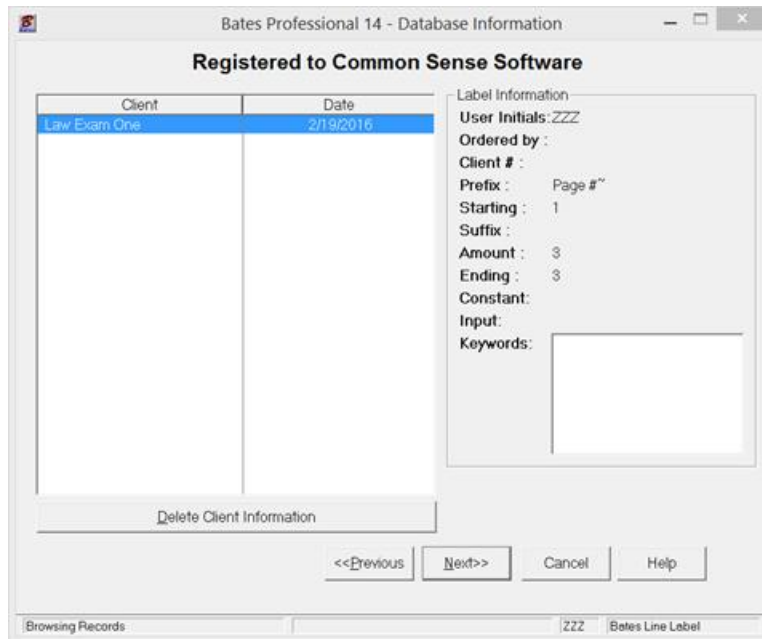
Filename	Pages	Prefix	Starting	Ending
1-LAW SCHOOL EXAM-Exam #001.PDF	3	Page #~	1	3
1-LAW SCHOOL EXAM-Exam #002.PDF	3	Page #~	1	3
1-LAW SCHOOL EXAM-Exam #003.PDF	3	Page #~	1	3

CONTINUED – “USE EXISTING DATA”

This feature separates our Bates Stamp Software Programs from all the others. Once you set a job up, run the first production you do not have to set it up again. Sign into the Bates Professional, press Next. On the Input Source, What to Label screen select “Use Existing Data” Press Next



You may now Reprint a Exam to continue a job listed in your database. To do so, highlight the name of the Exam and select next. Press Next to continue.



As you progress the screens all the fields from the selected job will be filled in. In Electronic Document processing you are taken to the Input File page. Add the files you would like to process. You may also change any of the saved data when you go through the screens except for the Client Name. Press Next to continue through the screens.



At the Label Type screen, press Next.

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

Sequential
 Constant Only

Select Different Label

<<Previous Next>> Cancel Help

Generate progressive numbers/letters 222 Bates Line Label

At Customer Information, Press Next.

Bates Professional 14 - Customer Information

Registered to Common Sense Software

Ordered by:
Date: 2/19/2016
Client Number:
Client Name: Law Exam One

<<Previous Next>> Cancel Help

Who ordered the Labels? 222 Bates Line Label

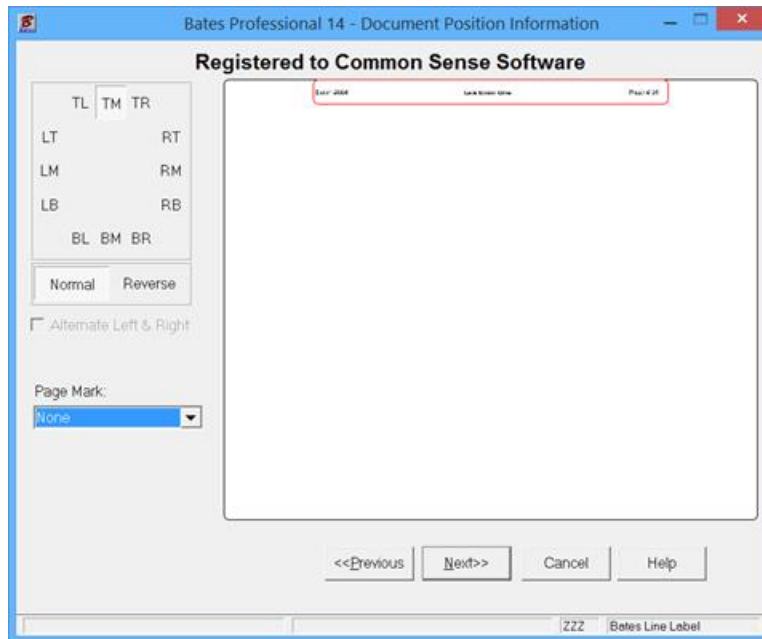
You may change any information you would like to change on any screen but the Client Name. To continue through the screens Press Next.

The screenshot shows a dialog box titled "Bates Professional 14 - Additional Information" with the subtitle "Registered to Common Sense Software". It includes a "First Page" checkbox, a checked "Leading Zero's (i.e. 00001234)" checkbox, a "Number of Digits" spinner set to 2, a "Number Type" dropdown set to "Numbers", and an "Increment" spinner set to 1. A "Variable Information" section contains fields for "Prefix" (containing "Page #"), "Starting Number" (containing "1"), and "Suffix". An "Amount to Print" spinner is set to 3. Navigation buttons include "<<Previous", "Next>>", "Cancel", and "Help". A status bar at the bottom contains the text "Check for Zero's before numbers.", "ZZZ", and "Bates Line Label".

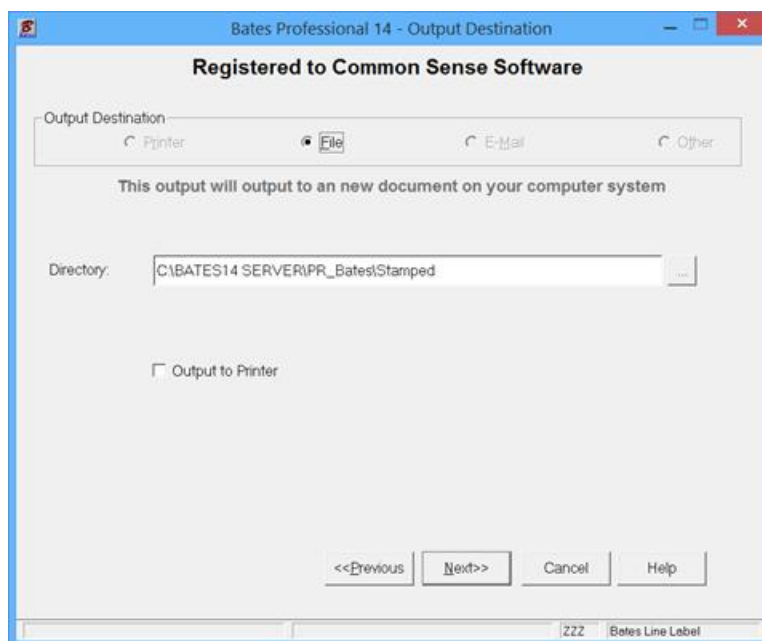
On the Label Position Page all of elements are correct. Press Next

The screenshot shows a dialog box titled "Bates Professional 14 - Label Position Information". It features a font toolbar at the top and a dropdown menu set to "Bates Line Label". On the left, a list shows "Page # 01" selected, with "Law Exam One" and "Exam #004" listed below it. Below the list are "Add", "Edit", and "Delete" buttons. The "Position Info" section includes fields for "From Top:" (0.200"), "From Left:" (6.717"), "Width:" (0.783"), "Height:" (0.300"), and "Angle:" (0). Navigation buttons include "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom contains "ZZZ" and "Bates Line Label".

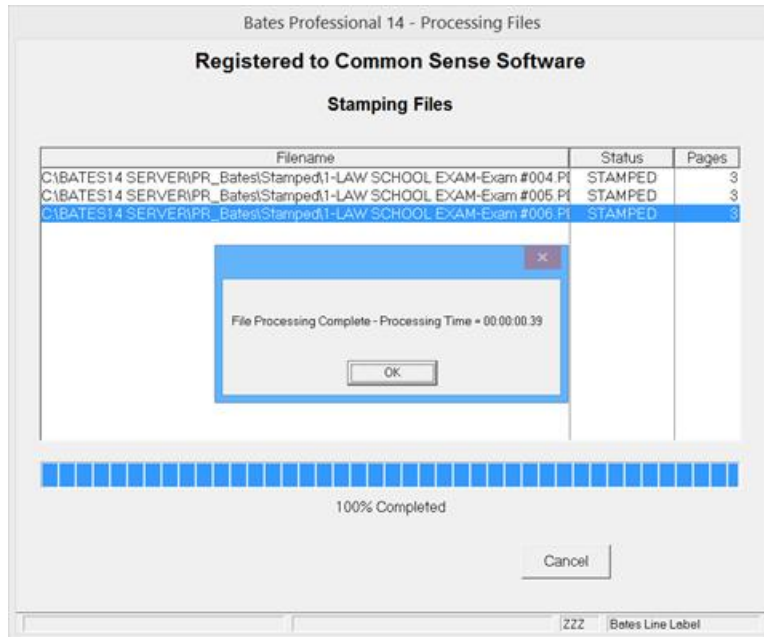
On the Document Position Page all of elements are correct. Press Next



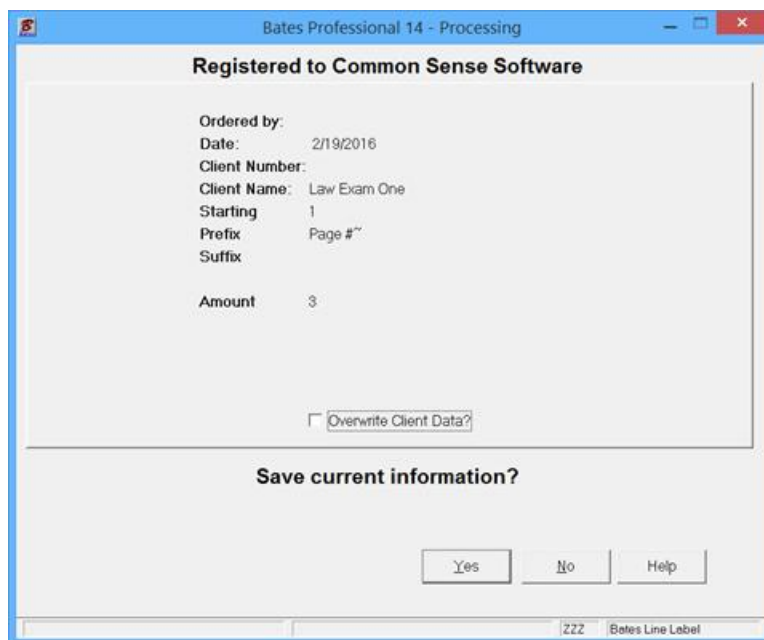
On the Output Destination Page all of elements are correct. Press Next



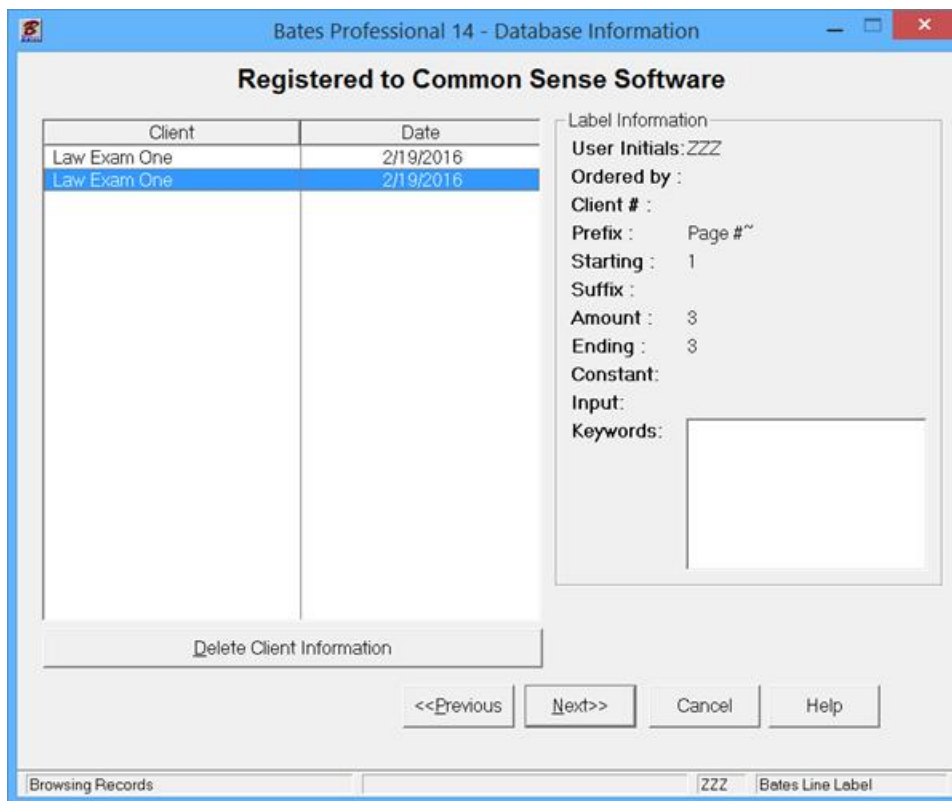
Our documents are stamped and saved. Press OK



You will be asked if you want to save the Data again after processing the job.



When you continue the job by selecting “Use Existing Data” you will find this last job listed directly below the first job you did and so on. You also have the option to Overwrite Client Data by checking the box, this allows you to limit the Data for a Client to the last job processed. Database storage is recommended as long as a project is open. When finished with it you can delete the information for that client.



A Filelist is produced in Excel format every time you create multiple documents. Look under User Options in the Help for details. With the FileList information you can easily build an Exam Control List. Just add Student Name for each test with a check out and check in column.

Filename	Pages	Prefix	Starting	Ending
1-LAW SCHOOL EXAM-Exam #004.PDF	3	Page #~	1	3
1-LAW SCHOOL EXAM-Exam #005.PDF	3	Page #~	1	3
1-LAW SCHOOL EXAM-Exam #006.PDF	3	Page #~	1	3