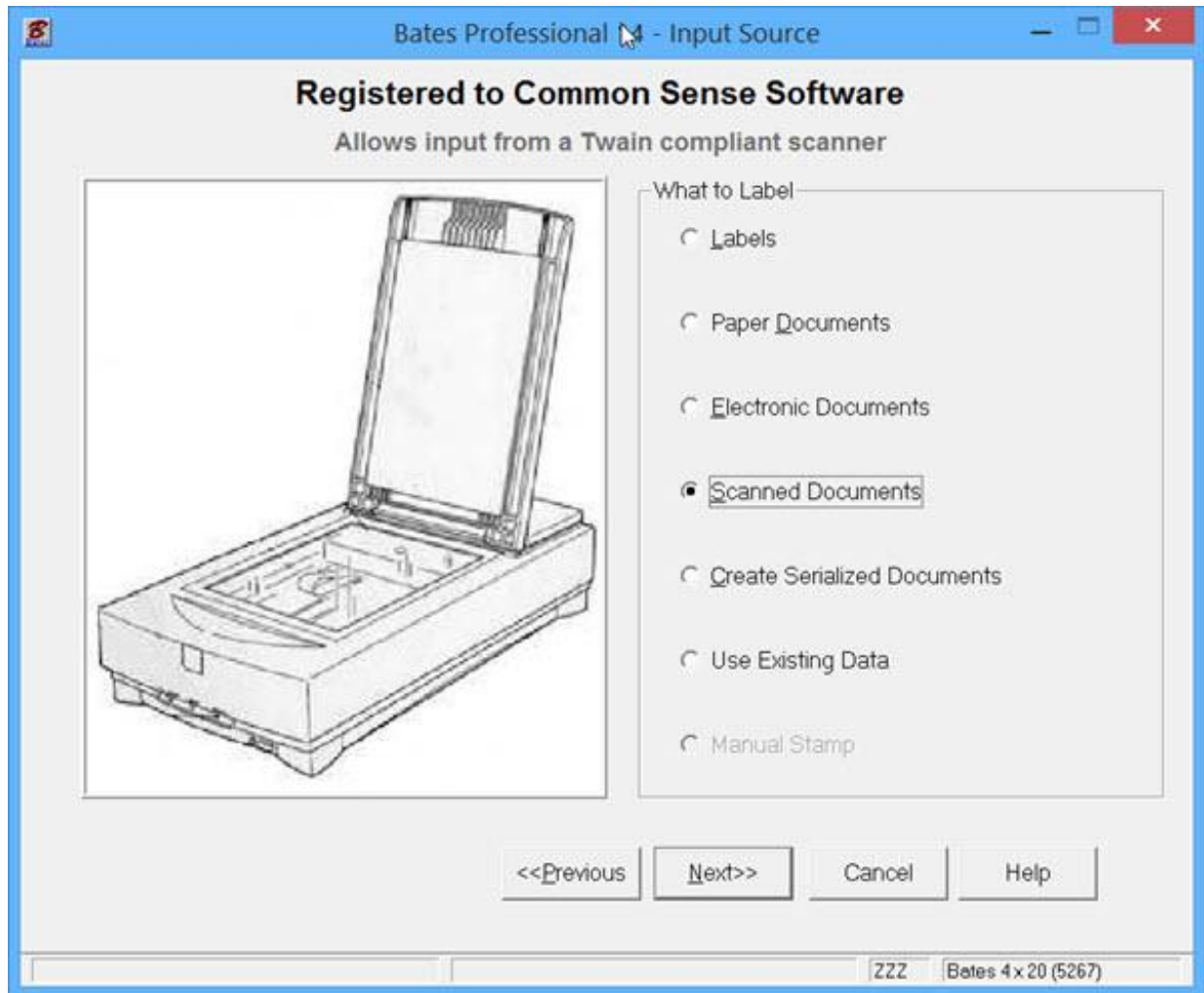


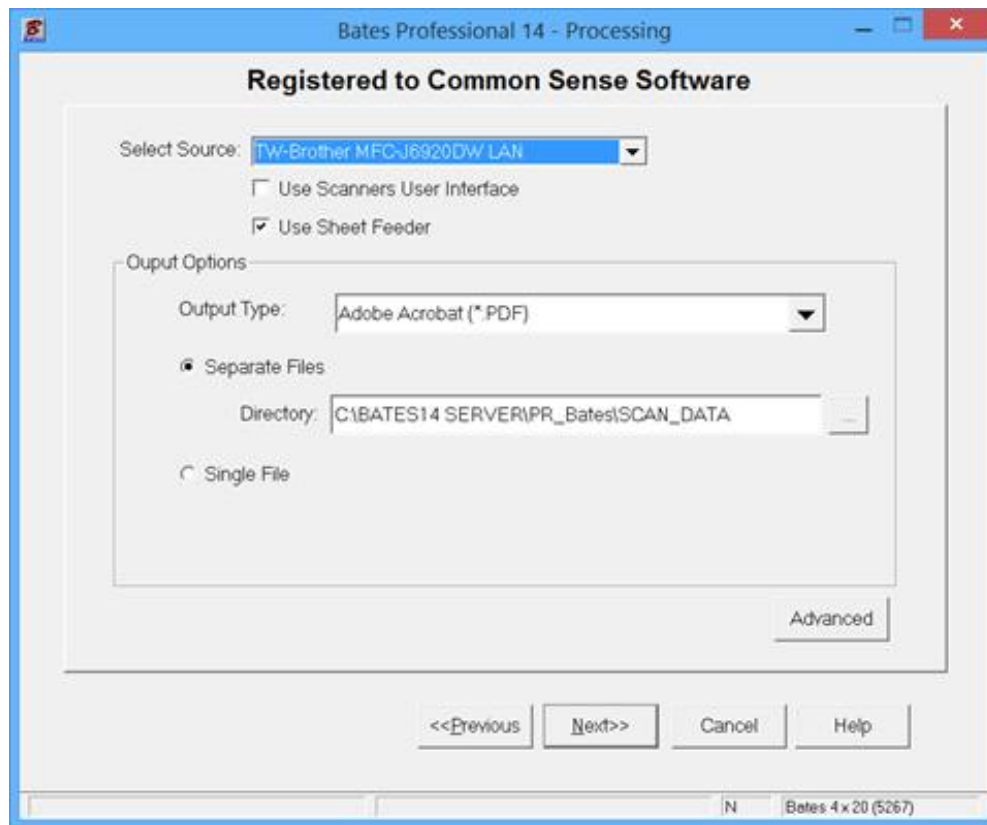
Scanned Documents

At the Input Source screen select Scanned Documents



The Bates Professional Program will find all TWAIN compliant devices on your system. If you do not see your scanner in the drop down list, it may not be TWAIN compliant or not setup properly. Select your TWAIN compliant scanner. You have the option of using the Bates Professional interface or your scanners interface. If your scanner is equipped with a sheet feeder you may select it by checking the Use Sheet Feeder box. If your scanner does not have this feature it is grayed out and cannot be selected.

Output Type defaults to PDF. You may select the output format from *.PDF, *.TIF, *.BMP, *.JPG, *.JPEG, *.GIF or *.PNG.



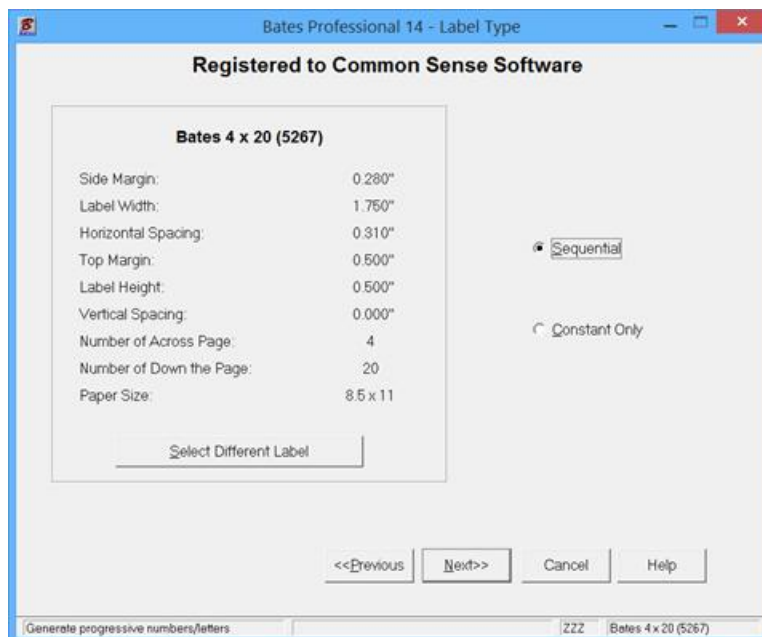
Separate Files – each page is a separate file, saved by default to the Bates Professional\Scan_Data folder. Each file is named the page number it is stamped with, i.e. 00001.tif, 00002.tif, etc. You may select another directory to save the files to by pressing the lookup button [...]. Output may also be selected by each User on their User Options page

Single File – each page scanned is added to a single file, which you name. The default directory is the Bates Professional Scan_Data folder. You may select another folder to save the file to by pressing the lookup button [...]. Output may also be selected by each User on their User Options page

Advanced Settings - Pressing the Advanced Button will allow you to control the settings for most TWAIN compliant scanners.



At the Label Type screen the default label is Bates 4 x 20 (Avery 5267). You should use this label whenever possible if the information you are adding will fit on it. The program performs best when the smallest label possible is used. You will find this label performs best in all Printers and in all Electronic Document Numbering applications. If this label is not large enough for the information you would like to add use a larger label by pressing Select Different Label.



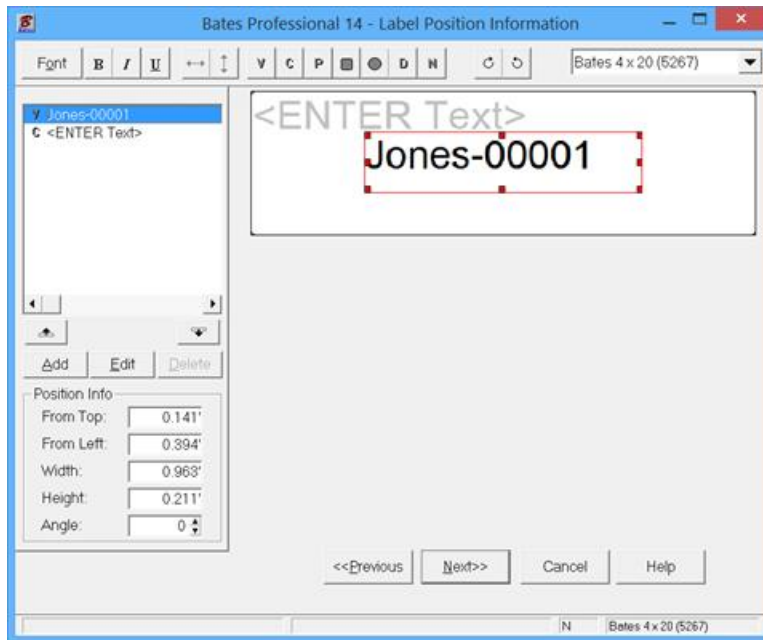
Customer Information is in the “Use Existing Data Guide”. This screen is used to save the job information for additional documents to be added later. Typing in a Client Name activates this feature which we will do. Press Help for additional information. Press Next>> to continue.

The screenshot shows a dialog box titled "Bates Professional 14 - Customer Information" with the subtitle "Registered to Common Sense Software". The dialog contains several input fields: "Ordered by:" (empty), "Date:" (2/17/2016), "Client Number:" (empty), "Client Name:" (Jones Case - PDF Docs), and "Keywords:" (empty). At the bottom, there are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom indicates "Client Name" and "ZZZ Bates 4 x 20 (5267)".

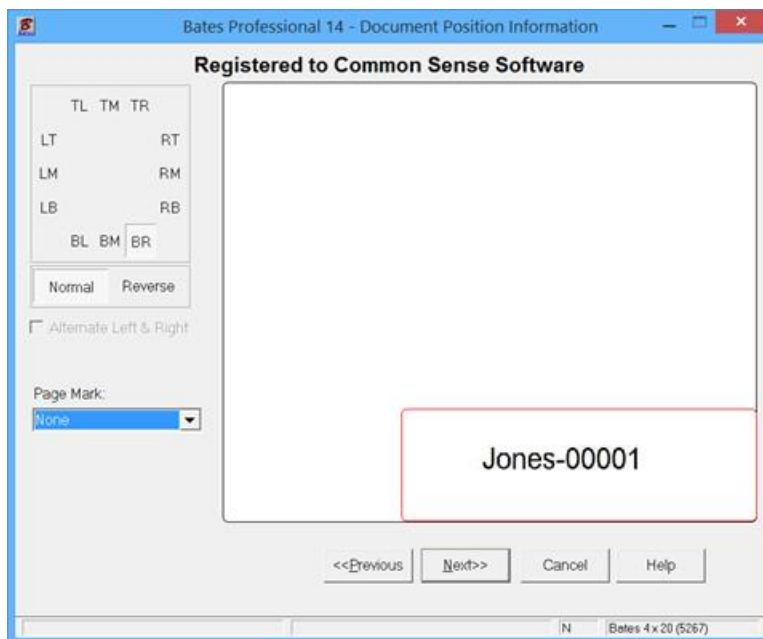
At the Additional Information Page set the variable line information and the starting number or letter. For this example we are just making a Separate/Across set of labels. I have checked Leading Zero's, set the Number of Digits to 5, entered Jones- in the Prefix field, Starting Number is 1. Press the Help Button for a definition of all the fields on this page. Press Next

The screenshot shows a dialog box titled "Bates Professional 14 - Additional Information" with the subtitle "Registered to Common Sense Software". The dialog contains several options and input fields: "Leading Zero's (i.e. 00001234)" is checked, "Number of Digits:" is set to 5, "Number Type" is set to "Numbers", "Increment:" is set to 1, "Prefix" is "Jones-", "Starting Number" is 1, and "Suffix" is empty. There are also checkboxes for "First Page" and "Last Page", and a "Skip Pages:" field set to 0. At the bottom, there are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom indicates "Prints before numbers or letters if selected." and "ZZZ Bates 4 x 20 (5267)".

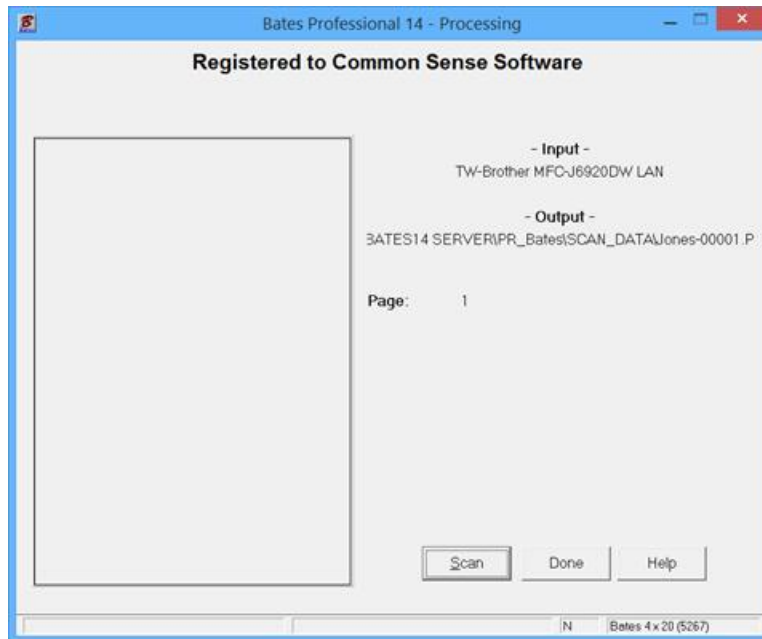
On the Label Position Page the variable (sequential) line is highlighted. When active you can change the font, color, etc. To add a constant line in the box at the top left highlight the C <Enter Text> and press the Edit Button to add the text you want on your label. If left grayed out the <Enter Text> does not print. Press next when the label position is as you want.



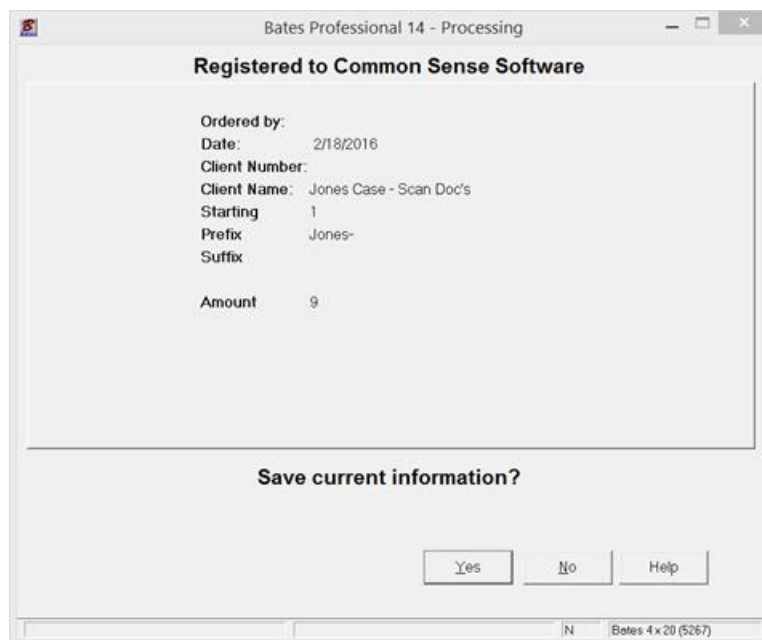
On this page we select the position we want our printer to place the label on the document. The default position is bottom right (note: BR is selected in the position ring in the top left of the screen). You may change the position of the label by clicking a different position with your mouse cursor. Press Next>> to continue.



To Start Scan Process - Press the Scan button on the Scanner Processing page. Press the Done button when finished:



If you filled in the Client Information Page the screen below appears. Press the YES button to save all the information to the "Use Existing Data" database.



This job may be continued by selecting "Use Existing Data" as the Input Source.