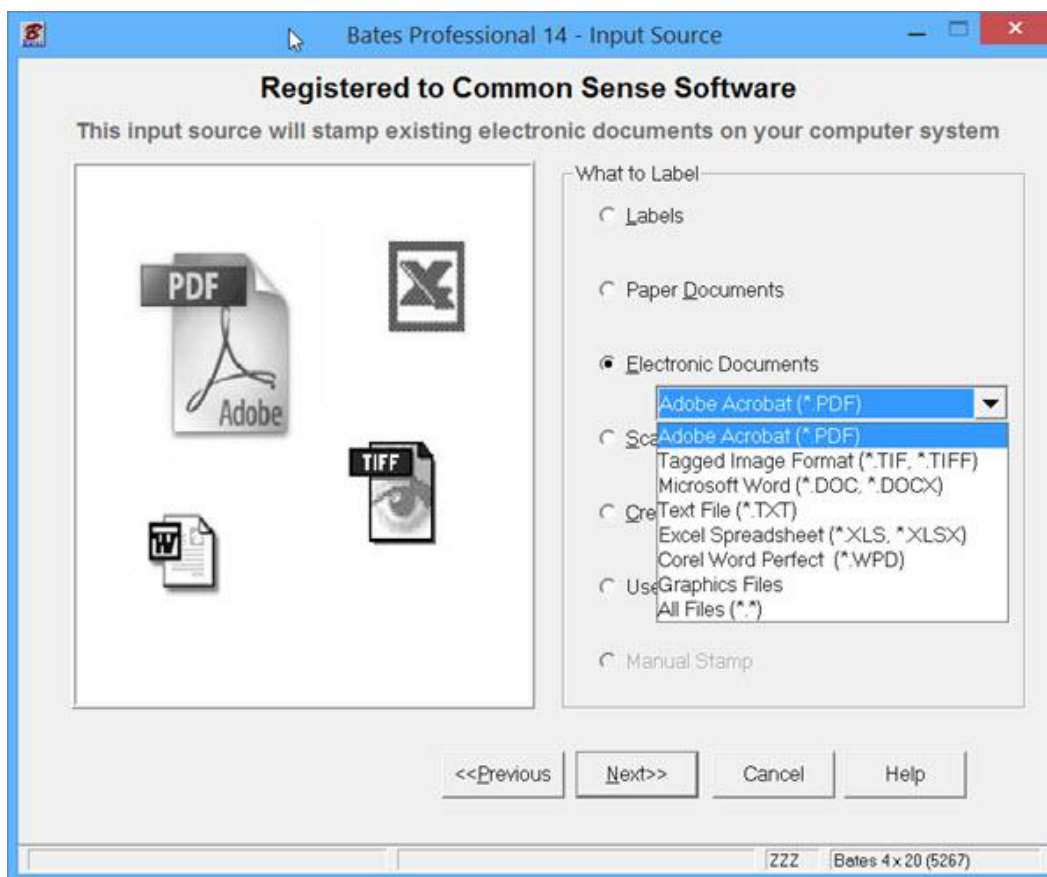


Bates Stamp Electronic Documents

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 User and the Default Options for yourself please do so. By default the Bates Programs place all of your electronic production of stamped files in your Documents/Bates/Stamped Folder. You may review that section of the help or take a look at the Add New User and Set User Options 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. Select the type of document. Press the Next>> button to continue.



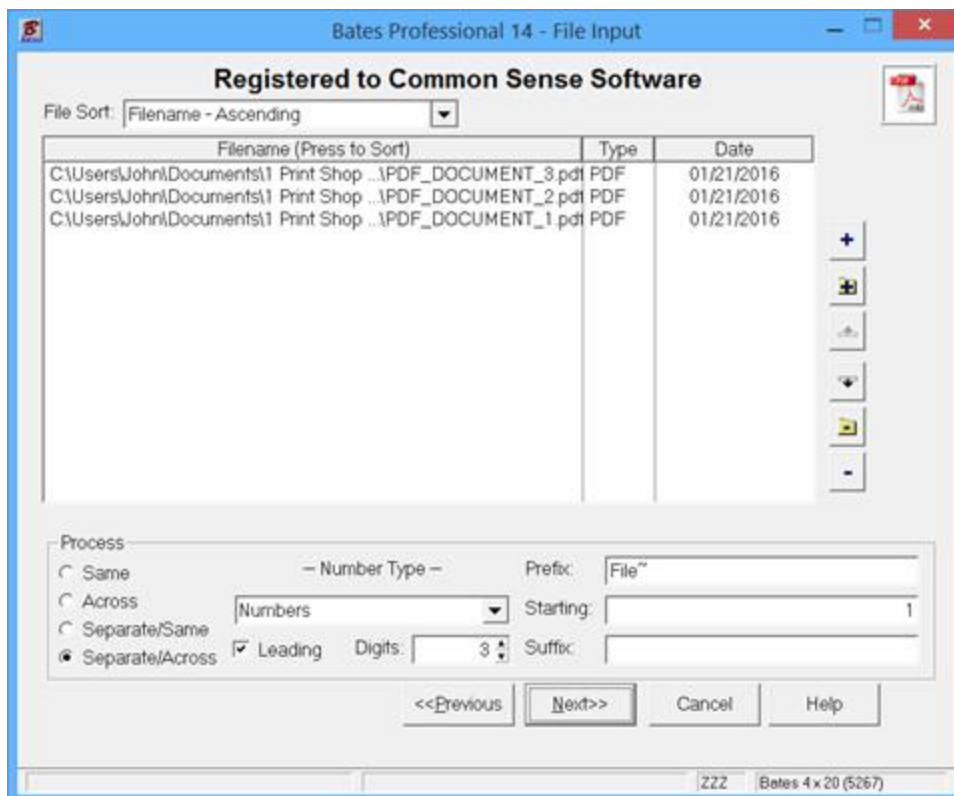
File Input Page - This screen allows you to add files to be stamped. The logo in the upper right corner indicates which format you have chosen to process.

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. Change the Sort order with the drop down arrow. You have 7 choices.

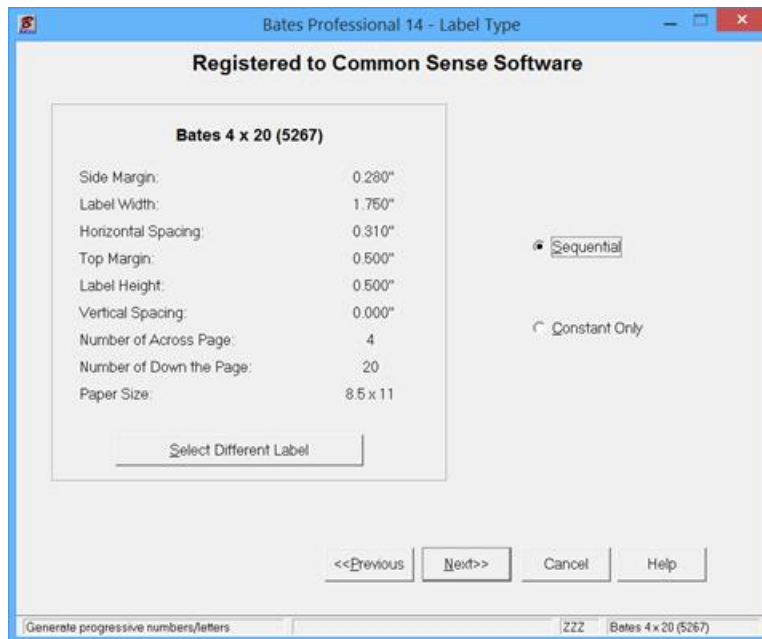
You may select from four different processes.

- 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.)

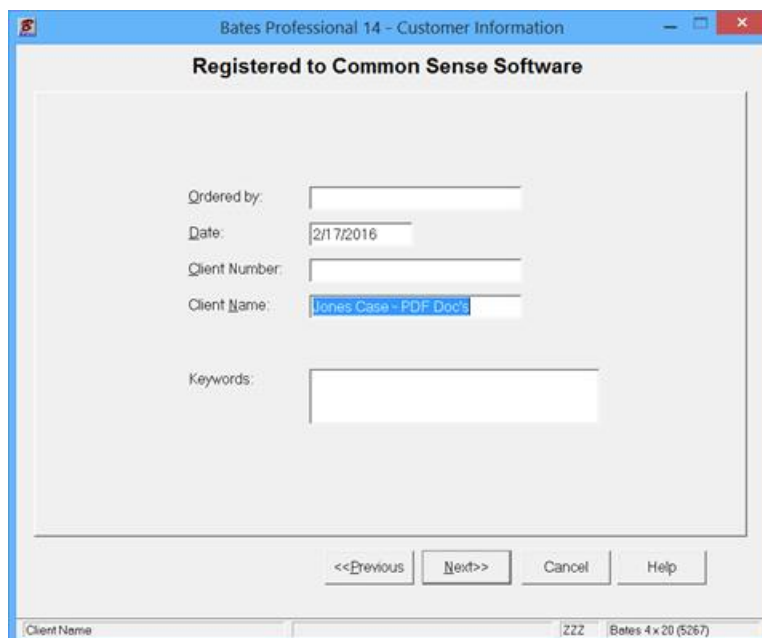
Separate/Across is selected with File as a Prefix. Press Next>> to continue.



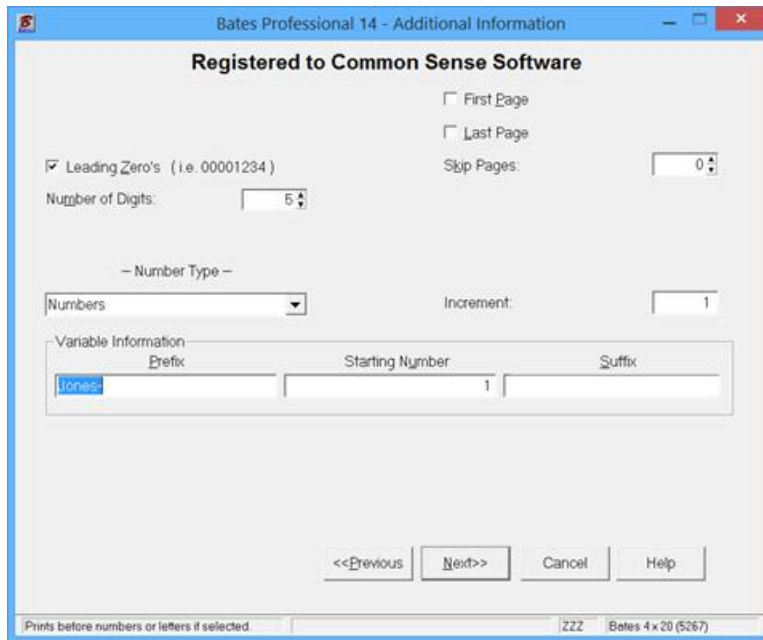
At the Label Type screen the default label is Bates 4 x 20 (Avery 5267). You should use this label whenever possible if the information you are adding will fit on it. The program performs best when the smallest label possible is used. You will find this label performs best in all Printers and in all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



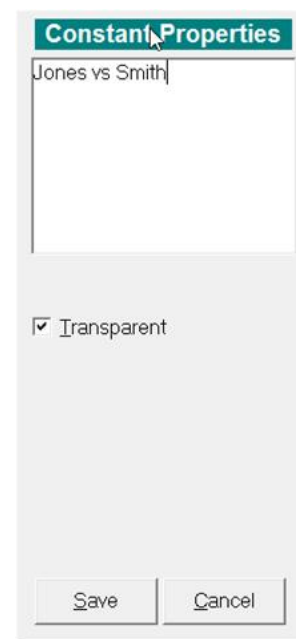
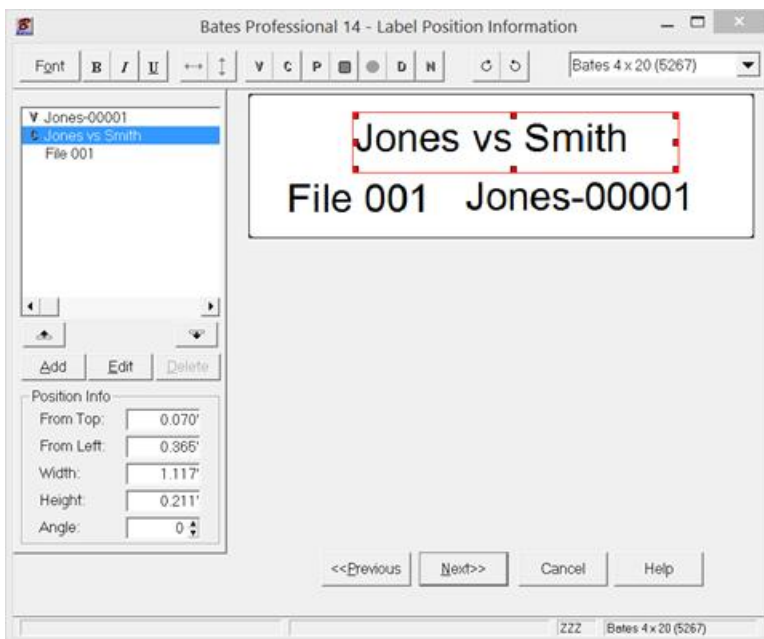
Customer Information is in the “Use Existing Data Guide”. This screen is used to save the job information for additional documents to be added later. Typing in a Client Name activates this feature which we will do. Press Help for additional information. Press Next>> to continue.



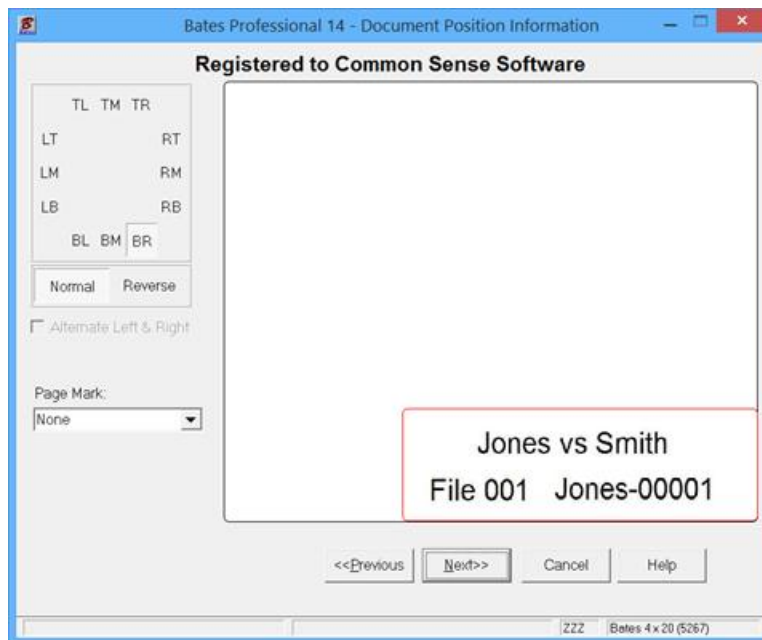
At the Additional Information Page set the variable line information and the starting number or letter. For this example we are just making a Separate/Across set of labels. I have checked Leading Zero's, set the Number of Digits to 5, entered Jones- in the Prefix field, Starting Number is 1. Press the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



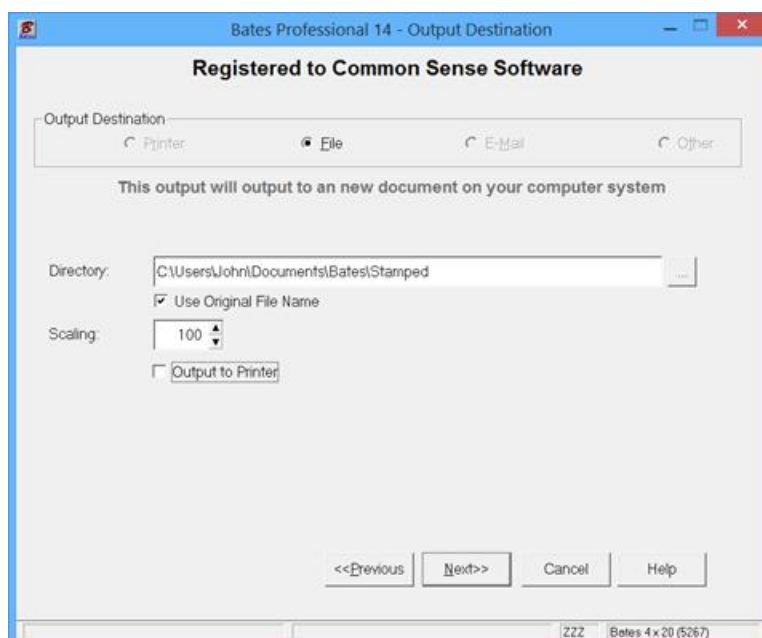
On the Label Position Page the variable (sequential) line is highlighted. When active you can change the font, color, etc. To add a constant line in the box at the top left highlight the C <Enter Text> and press the Edit Button to add the text you want on your label. If left grayed out the <Enter Text>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



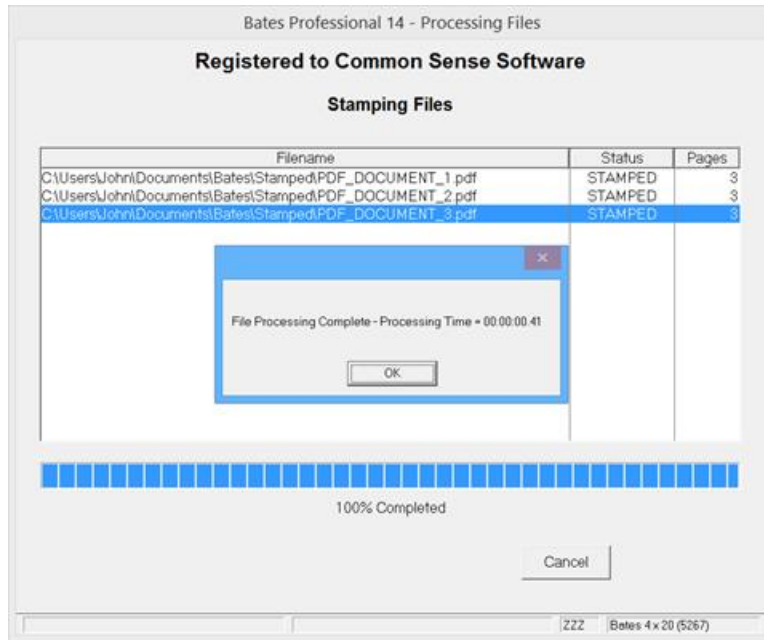
On this page we select the position we want our printer to place the electronic label on the document. The default position is bottom right (note: BR is selected in the position ring in the top left of the screen). You may change the position of the label by clicking a different position with your mouse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



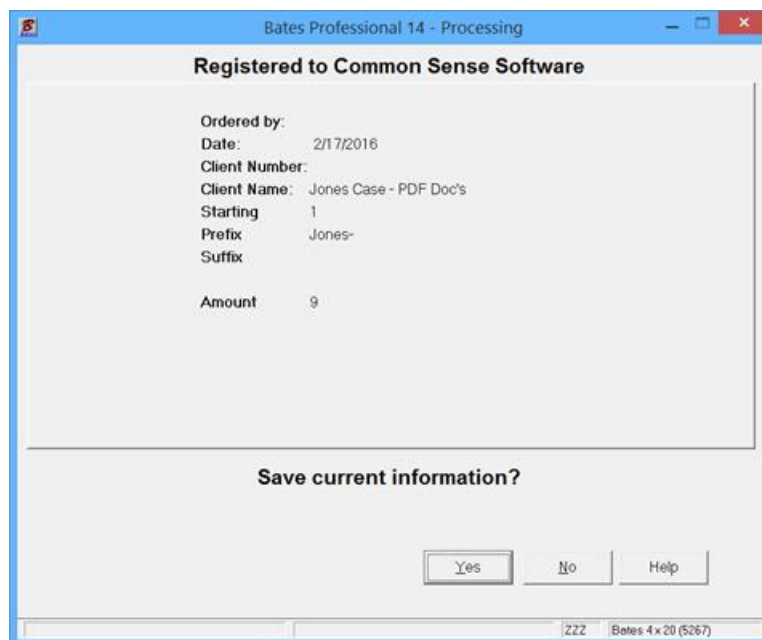
On the Output Destination page select the Folder you would like to send your stamped documents to. The default is the Folder set by the User Options. The Lookup Button [...] allows you to change the selected Folder. There is also a check box to Use Original File Name, this will take out the default .Bates in the file name. Scaling allows you to reduce the page so you will not stamp on text. Print a paper copy at the same time by checking output to printer. 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 were a total of 9 Pages. You will find you can process hundreds of pages in just a few seconds.



If you filled in the Client Information Page the screen below appears:

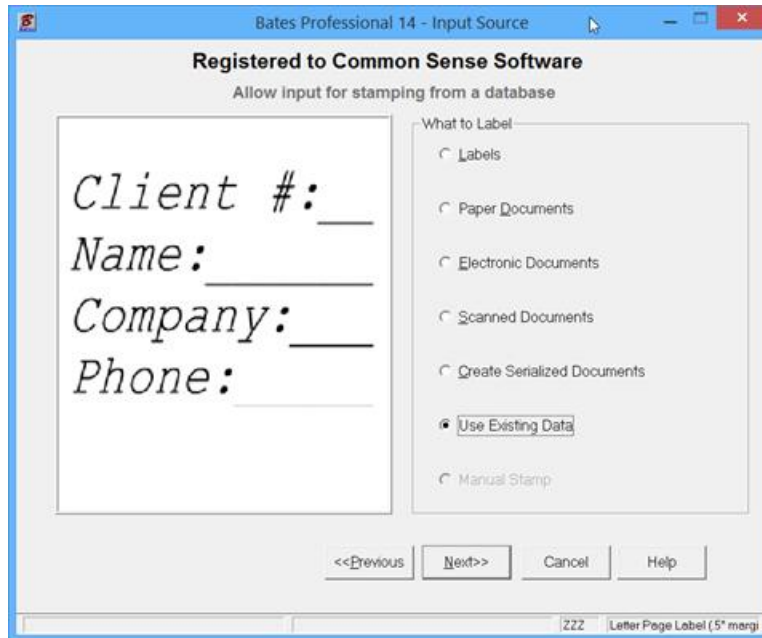


Press the YES button to save all the information to the "Use Existing Data" database.

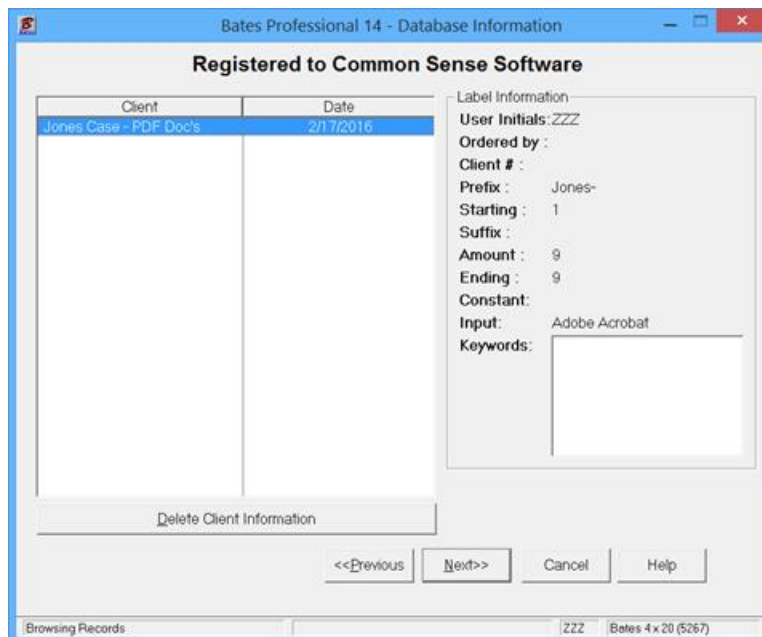
We will continue this job from the database on the next Page.

CONTINUED – “USE EXISTING DATA”

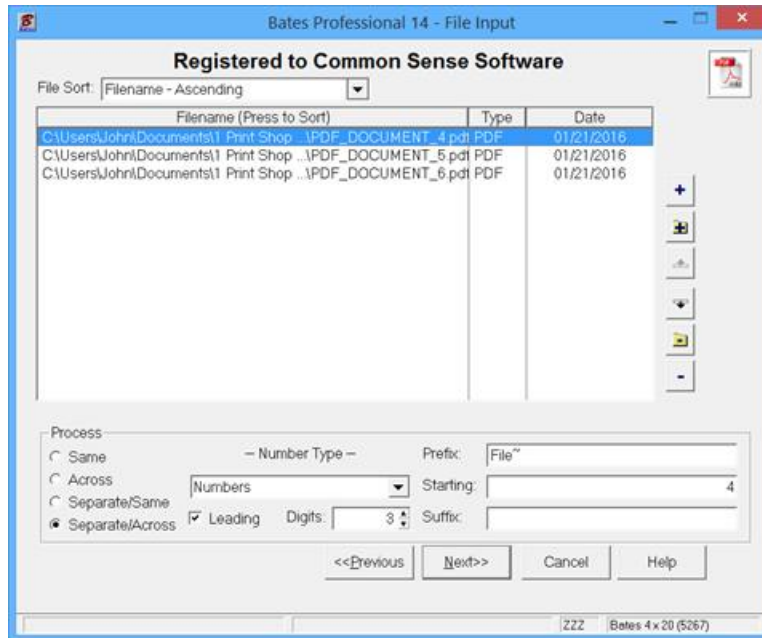
This feature separates our Bates Stamp Software Programs from all the others. Once you set a job up, run the first production you do not have to set it up again. Sign into the Bates Professional, press Next. On the Input Source, What to Label screen select “Use Existing Data” Press Next



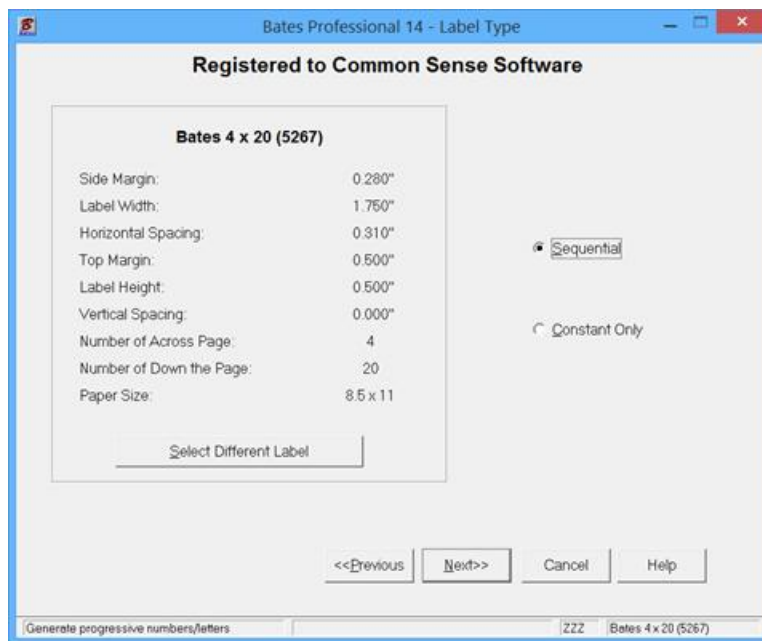
You may now Reprint a set of labels to continue a job listed in your database. To do so, highlight the name of the client and select next. Press Next to continue.



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.



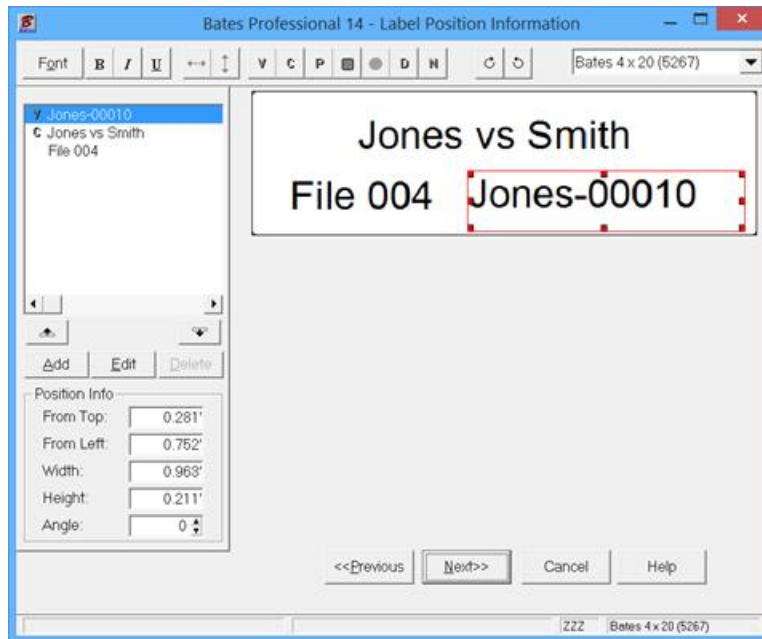
At Customer Information, Press Next.

The screenshot shows a dialog box titled "Bates Professional 14 - Customer Information" with the subtitle "Registered to Common Sense Software". It contains 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 shows "Client Name" and "222 Bates 4 x 20 (5267)".

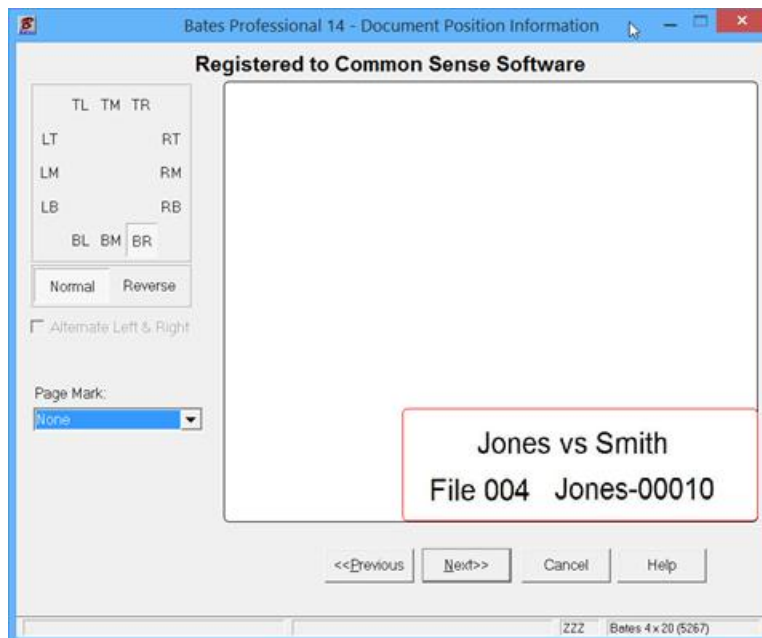
Notice that the next number for your job is filled in for you and all the other fields are as before. To continue through the screens Press Next.

The screenshot shows a dialog box titled "Bates Professional 14 - Additional Information" with the subtitle "Registered to Common Sense Software". It contains several options and input fields: "Leading Zero's (i.e. 00001234)" is checked, "Number of Digits:" is 5, "First Page" and "Last Page" are unchecked, "Skip Pages:" is 0, "Number Type:" is set to "Numbers", and "Increment:" is 1. A "Variable Information" section has "Prefix" as "Jones-", "Starting Number" as "10", and "Suffix" as an empty field. At the bottom, there are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom shows "Check for Zero's before numbers." and "222 Bates 4 x 20 (5267)".

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



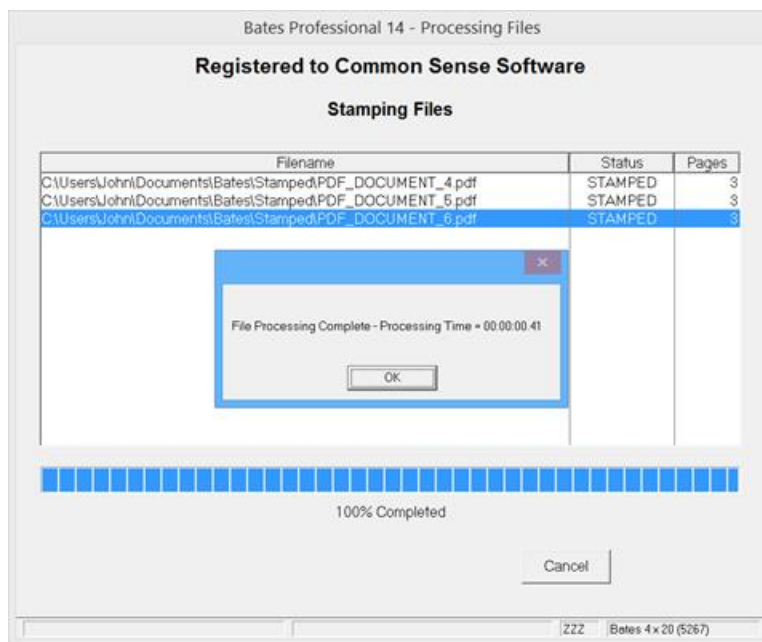
On the Document Position Page all of elements are correct. Press Next



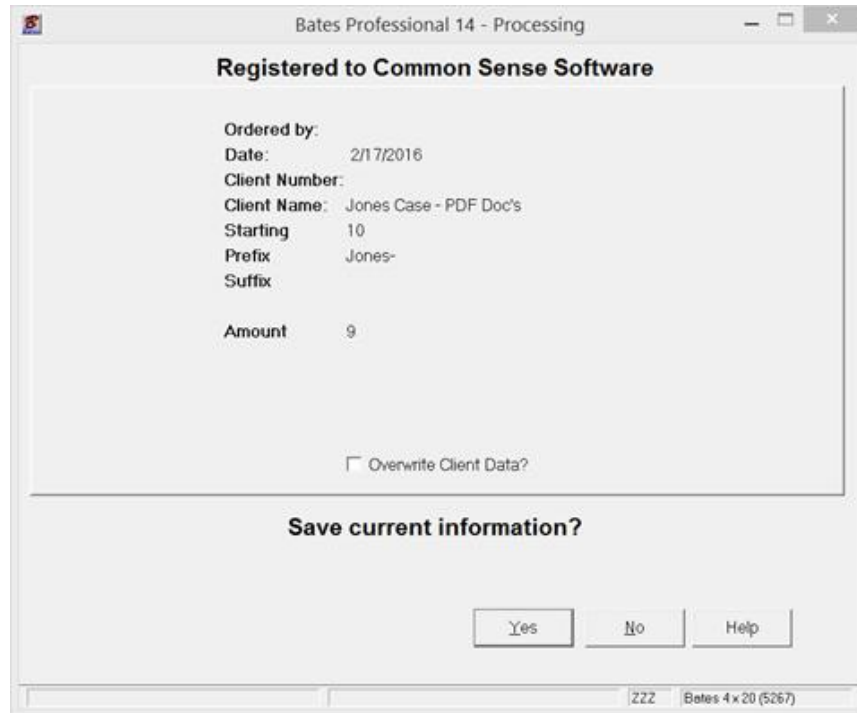
On the Output Destination Page all of elements are correct. Press Next



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.

