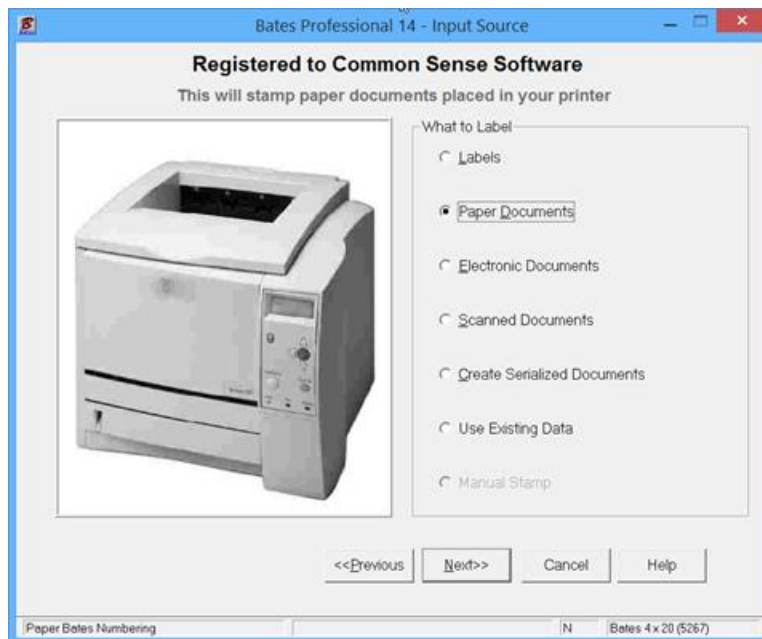
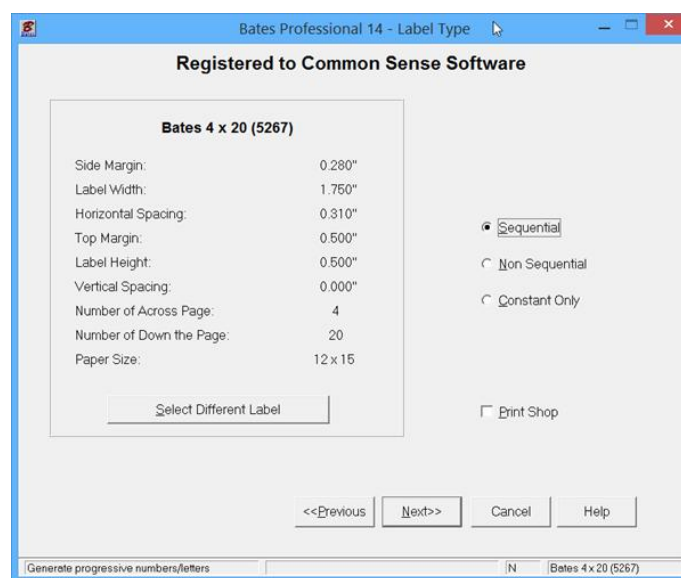


Bates Stamp Paper Documents

To Number existing paper documents at the Input Source Page select Paper Documents by clicking on the Radio Button to the left of the text. Press the Next Button 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, smaller files and faster processing, when the smallest label possible is used. You will find this label performs best in all Printers and in all Electronic Document Numbering applications.



Customer Information

This information will be stored with the job Information for future reference in the "Use Existing Data" Database. If you do not need to store the label information in the Database, leave these fields blank. Otherwise, Label Information is stored in the Database by the Client's name. Saved as Jones Case. The Client Name field is required as this triggers the program to save the job setup data and remembers the next number to continue the next run.

The screenshot shows a software dialog box titled "Bates Professional 14 - Customer Information". The main heading inside the dialog is "Registered to Common Sense Software". Below this heading, there are four input fields arranged vertically:

- Ordered by: [Empty text box]
- Date: [2/07/2016]
- Client Number: [Empty text box]
- Client Name: [Jones Case]

At the bottom of the dialog, there are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom right of the window displays "N Bates 4 x 20 (5267)".

This Database feature is available in all of our Programs and Input Sources. The "Use Existing Data" feature sets us apart from all others. Use Existing Data eliminates retyping label information and remembers the next number for you. You may manage many Projects which saves time. You will find complete information on this feature in the Help. Our context sensitive Help will display the Help for the screen you are on. We are the only software developers that have this feature.

Adding Label Information

At the Additional Information Page set the variable line information and the starting number or letter. I have checked Leading Zero's, set the Number of Digits to 3, entered Jones- in the Prefix field, Starting Number is 1, and Amount to Print is 10. Press the Help Button for a definition of all the fields on this page. Press the Next Button to continue. Note: Notice that some of the fields have disappeared from the screen when we were making labels. We try to take out all fields that are not used in an operation to make the use of the program easier.

Bates Professional 14 - Additional Information

Registered to Common Sense Software

Descending

Leading Zero's (i.e. 00001234)

Number of Digits:

– Number Type –

Increment:

Variable Information

Prefix	Starting Number	Suffix
Jones-	1	

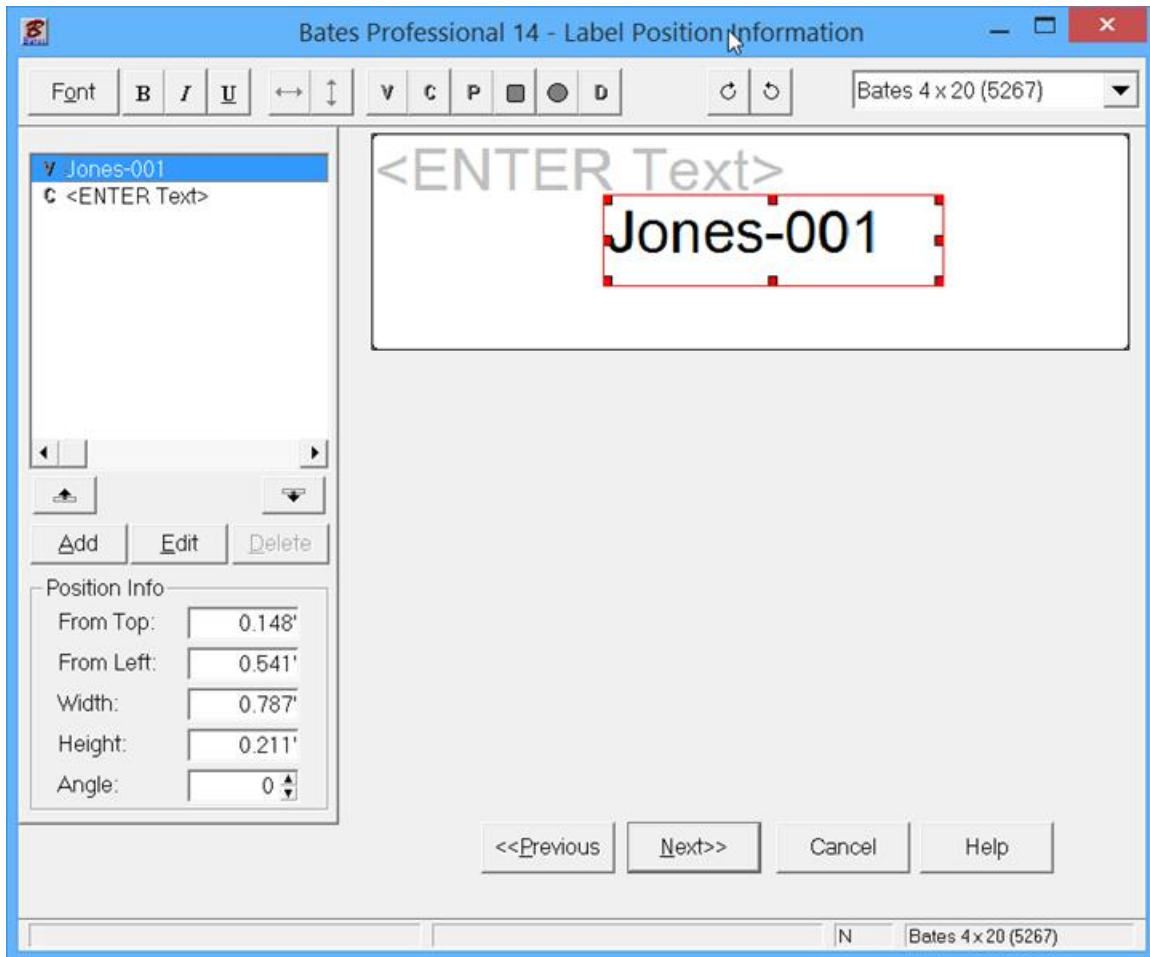
Amount to Print:

<<Previous **Next>>** Cancel Help

N Bates 4 x 20 (5267)

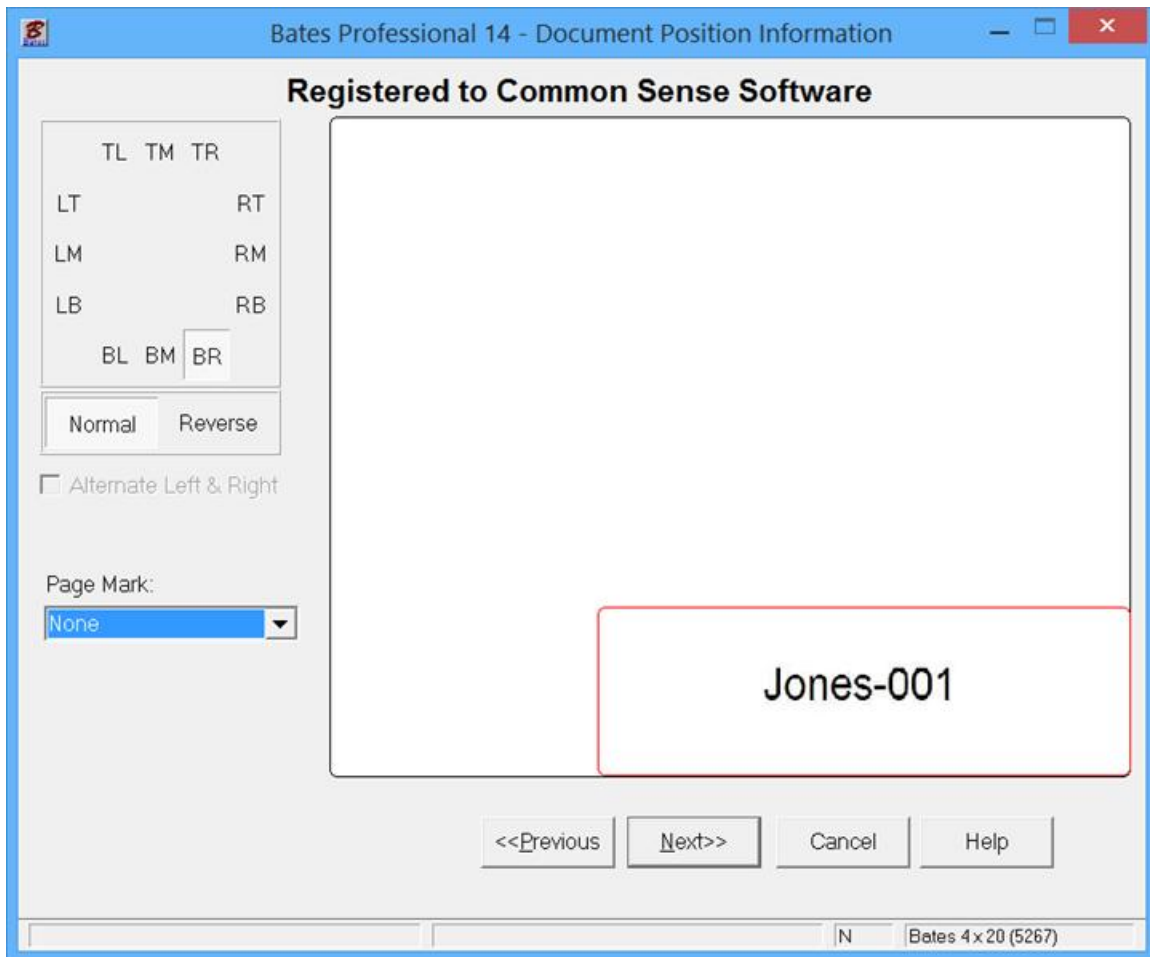
Label Position Information

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 as it is one of the most powerful screens in the program. I will use the cursor to drag the variable line to the center of the label and press Next to continue.



Label Position on the Document

On this page we select the position we want our printer to place the electronic label. 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.



Output Destination

On the Output Destination page select the printer you would like to send your labels to. The Lookup Button [...] allows you to change the properties of the selected printer. I am sending the labels to a PDF file so I can show you the production in this guide. Press Next>> to continue.

Bates Professional 14 - Output Destination

Registered to Common Sense Software

Output Destination

Printer E-Mail Other

This output will print to labels or existing paper documents placed in your printer.

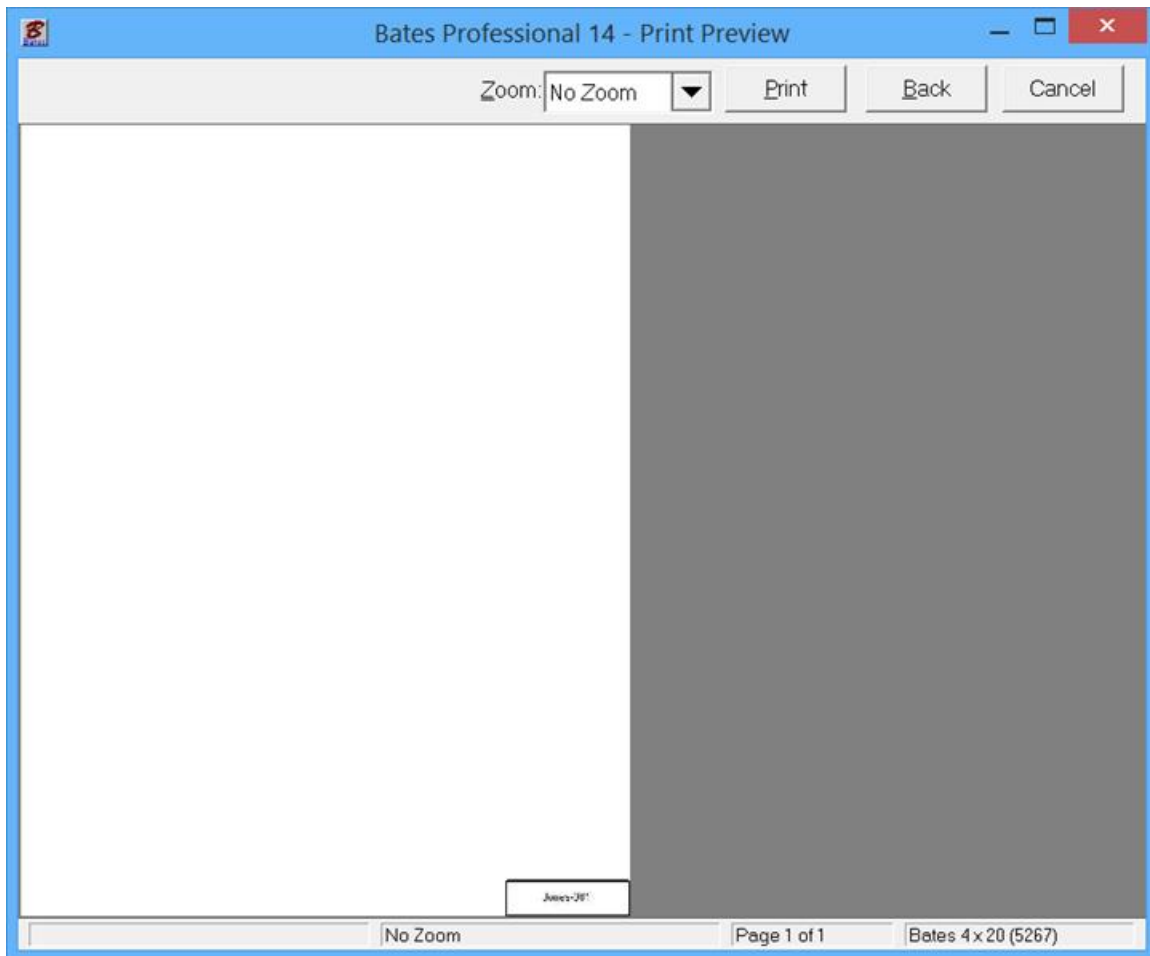
Printer: ...

<<Previous Next>> Cancel Help

222 Bates 4 x 20 (5267)

Print Preview

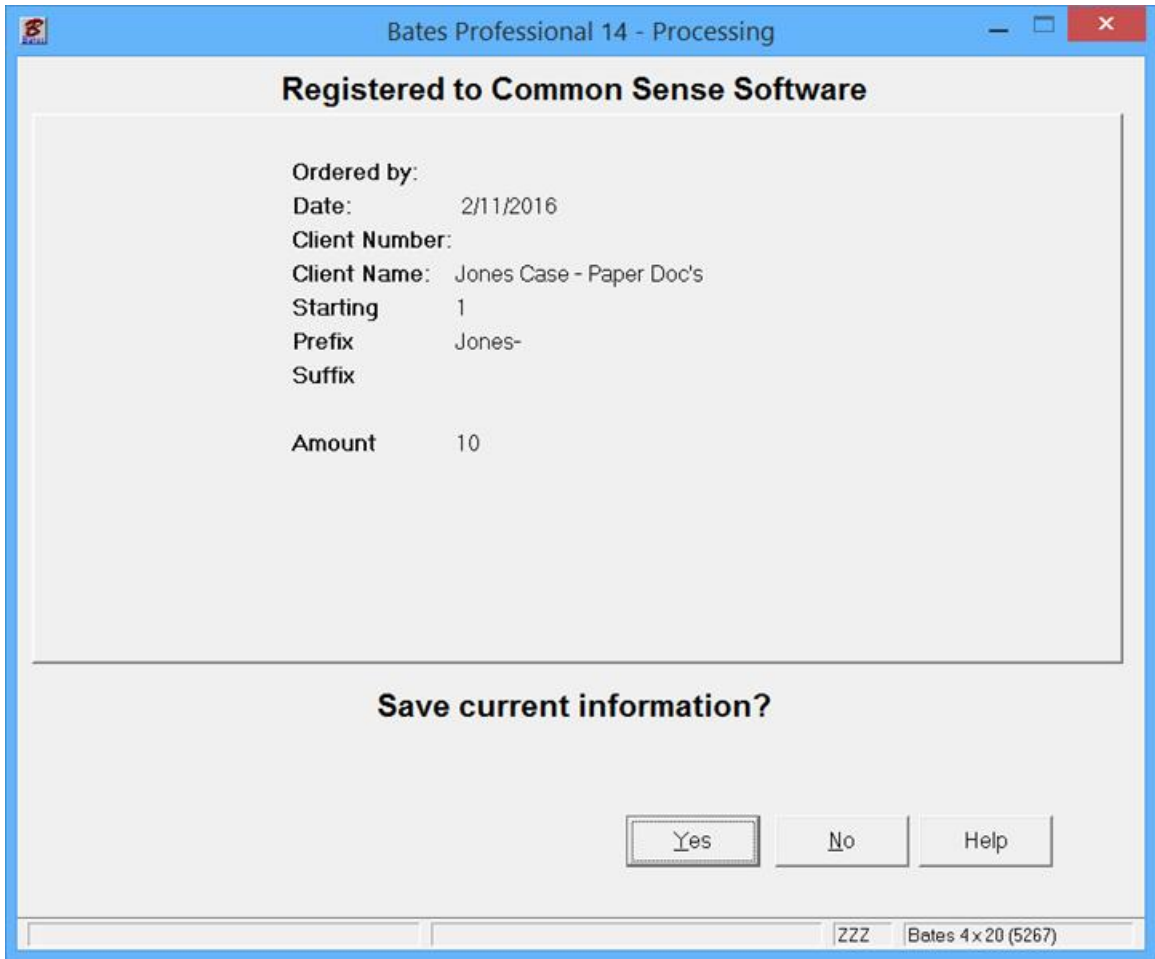
At the Print Preview page the default is the complete page view of your paper page. For a close up of your page place the cursor over the page and left click. This allows you to inspect your page before printing.



If you are not happy with the way your paper page is going to look press the “Back Button” and return to the page that you need to so that you can change the Label on your Page to meet your spec’s.

To Number your pages place them in the printer paper tray and press the Print Button now.

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.

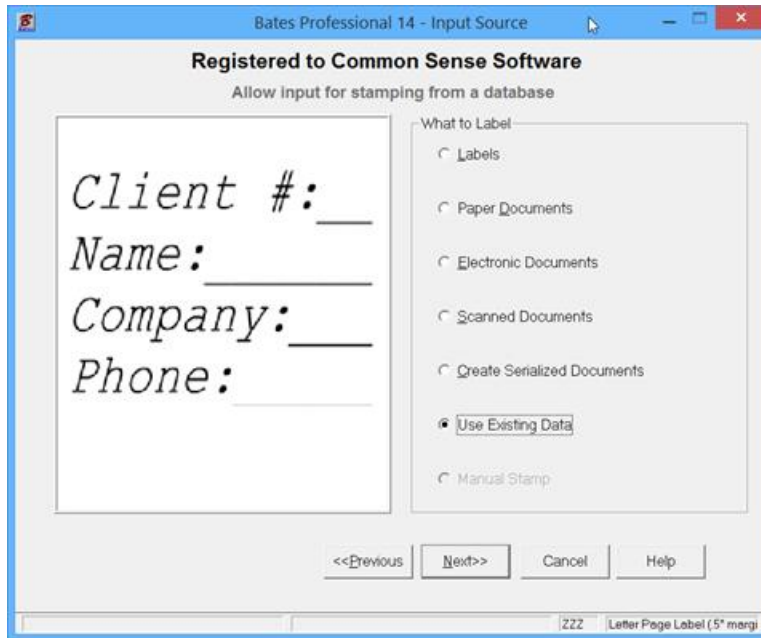
We will continue this job from the database on the next Page.

Bates Stamp Paper Documents

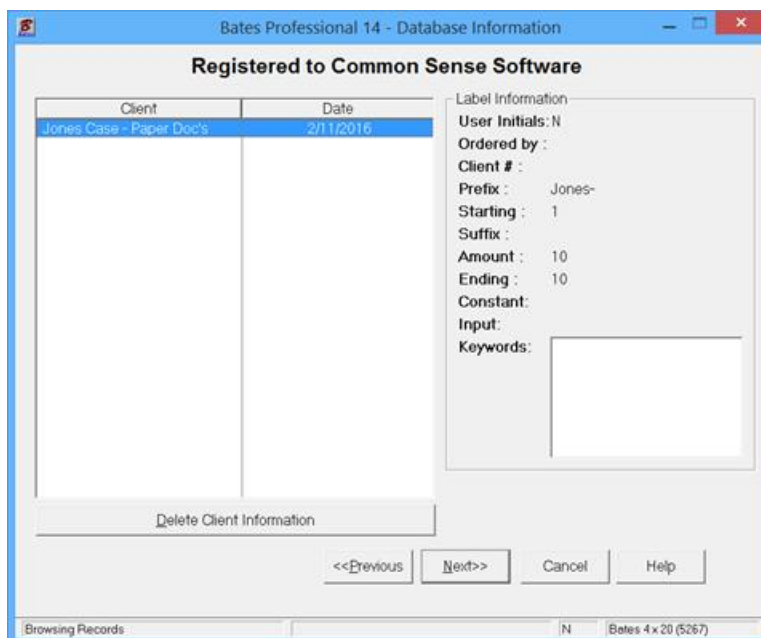
CONTINUED – “USE EXISTING DATA”

This feature separates Bates Professional from all the others. Once you set a job up, run the first production you do not have to set it up again. This time saving feature pays for the software the first time you use it.

Sign into the Bates Professional, press Next. On the Input Source, What to Label screen select “Use Existing Data.” Press Next



Highlight (select) our Saved Data and Press Next.



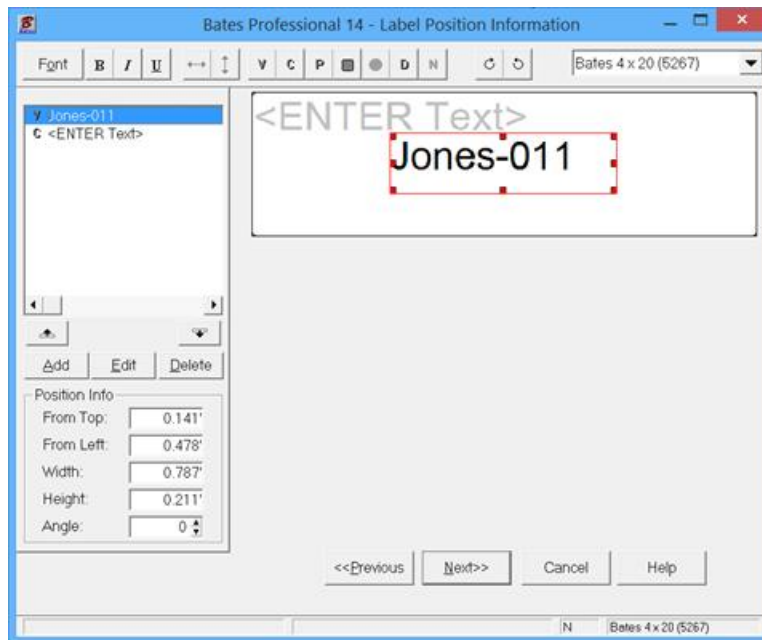
All the screens will be shown for you to check and/or change the information. You cannot change the Client Name and continue with this database. This screen is just to verify you have the right information.

The screenshot shows a software window titled "Bates Professional 14 - Customer Information". The main heading is "Registered to Common Sense Software". Below this, there are four input fields: "Ordered by:" (empty), "Date:" (containing "2/12/2016"), "Client Number:" (empty), and "Client Name:" (containing "Jones Case - Paper Doc's"). At the bottom of the main area are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom left says "Who ordered the Labels?" and the bottom right says "N Bates 4 x 20 (5267)".

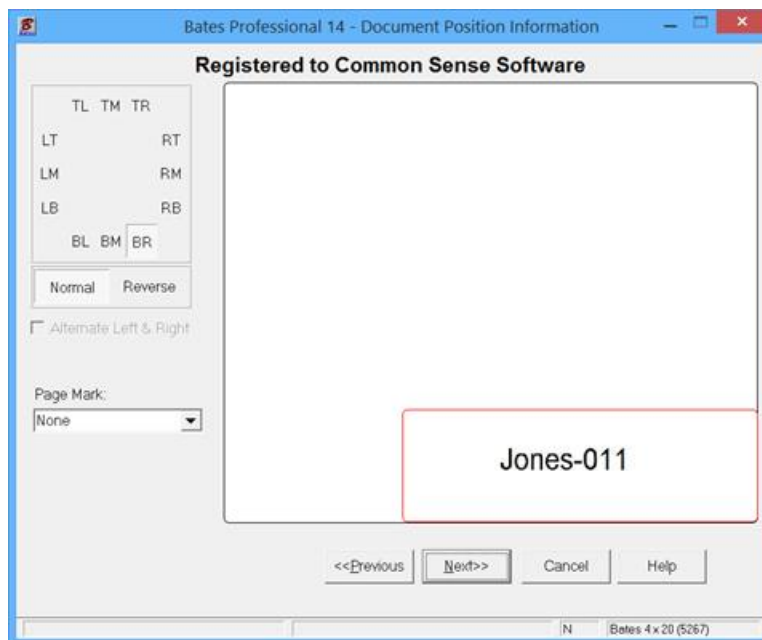
Check the info on the Additional Information screen. Note all of the settings are correct with the next number remembered. Change the amount to print for today's job if different. Press Next.

The screenshot shows a software window titled "Bates Professional 14 - Additional Information". The main heading is "Registered to Common Sense Software". There are several settings: a checkbox for "Descending" (unchecked), a checked checkbox for "Leading Zero's (i.e. 00001234)", a "Number of Digits:" spinner set to "3", a "Number Type:" dropdown menu set to "Numbers", and an "Increment:" spinner set to "1". Below these is a "Variable Information" section with three input fields: "Prefix" (containing "Jones-"), "Starting Number" (containing "11"), and "Suffix" (empty). At the bottom right of this section is an "Amount to Print:" spinner set to "10". At the bottom of the main area are four buttons: "<<Previous", "Next>>", "Cancel", and "Help". The status bar at the bottom left says "Check for Zero's before numbers." and the bottom right says "N Bates 4 x 20 (5267)".

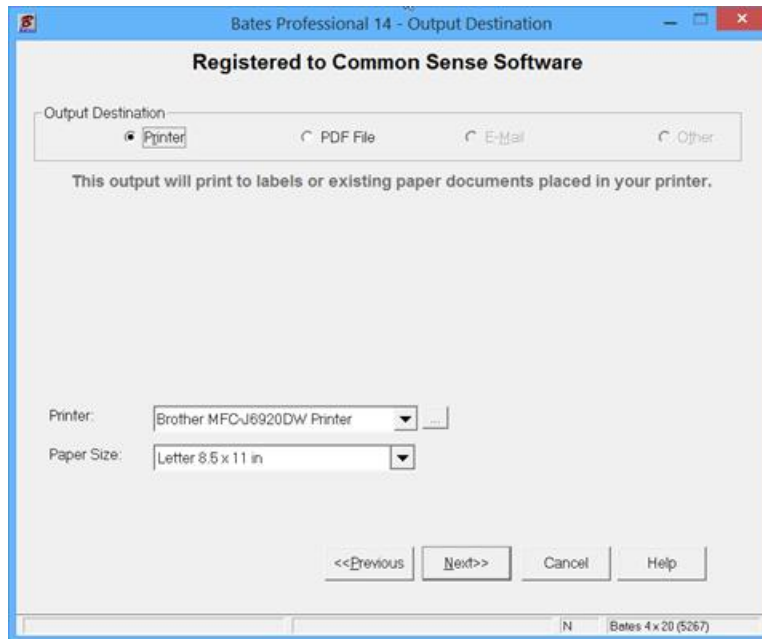
If you have not changed any information all will be in position for the next run. Remember that this screen may be expanded. Press Next



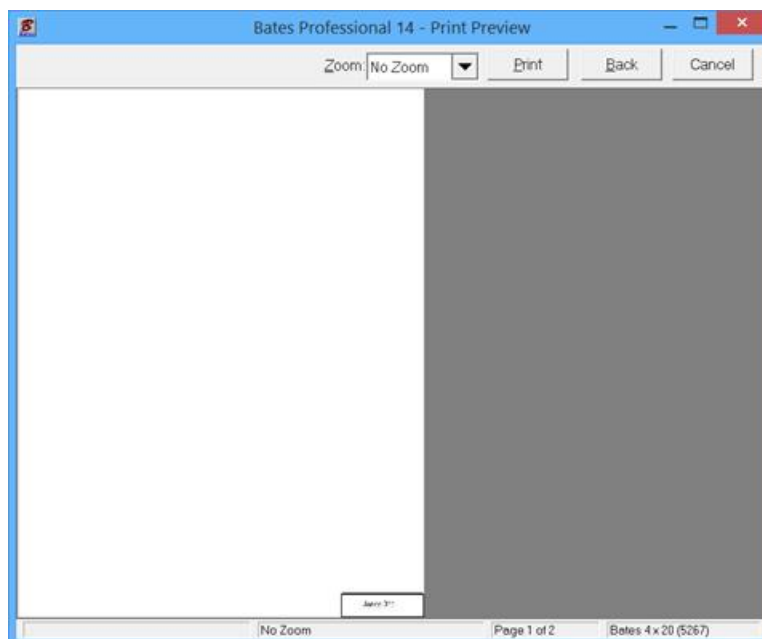
The Document Position Information page shows where the stamp will be placed on the page. None of the screens are shown in exact scale. We present the screens for best display. The position, like other screens, can be changed if required.



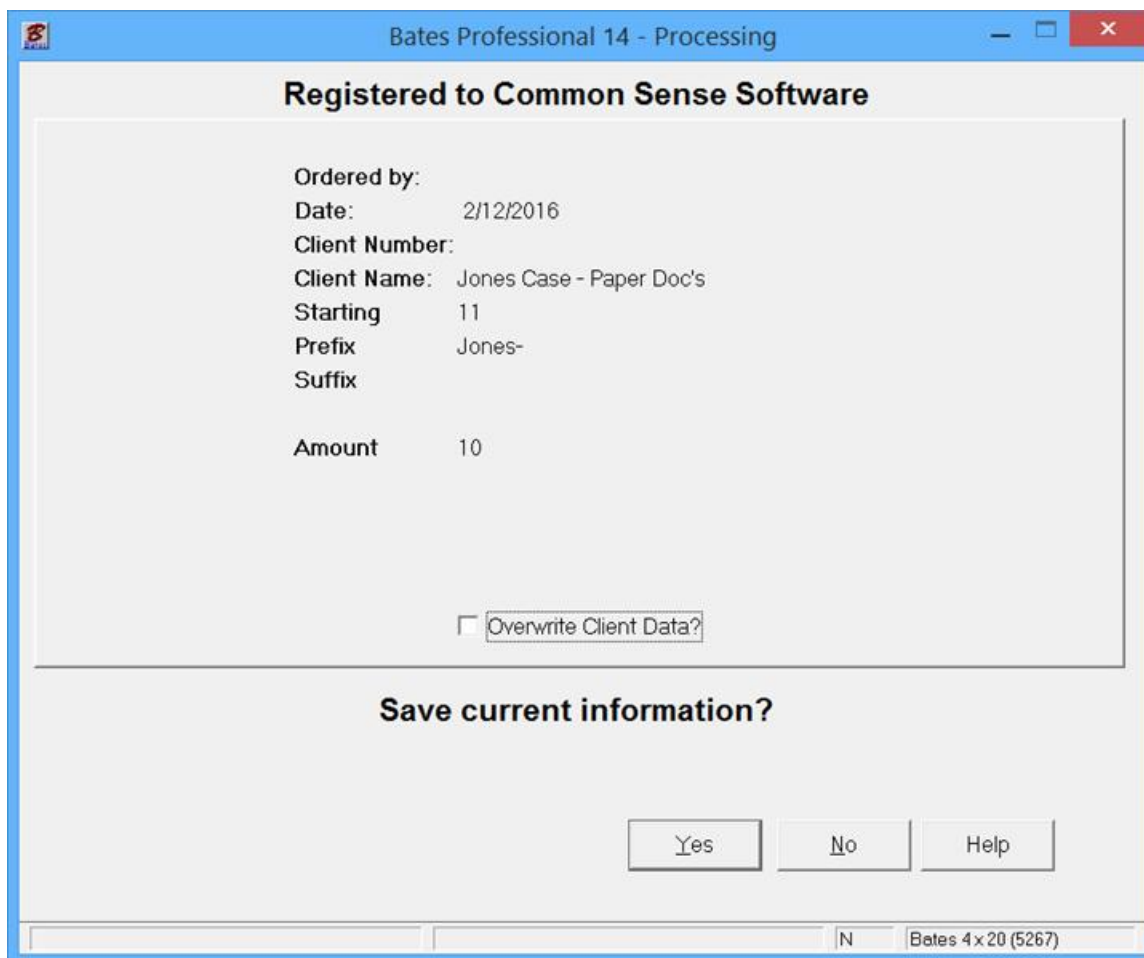
The Output Destination may need adjusting. Check carefully and Press Next.



Print Preview gives you a last check before print. Remember this is another screen that expands to full screen and has a zoom feature. Press Print when ready.



Resave your data by Pressing Yes. NOTE: There is a check box "Overwrite Client Data". If this feature is checked you will only have the current job saved. This makes database management much easier will you do a lot of processing. In most cases there is no reason to save every job, just the last one.



Paper_Docs-1.PDF and Paper_Docs-2.PDF are samples for this Bates Stamp Paper Documents Guide and are available for viewing.