

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"?>
<TDData><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
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 002.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 # 003.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
SERVER\PR_Bates\Stamped\1-LAW SCHOOL EXAM-Exam # 007.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 # 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></TDData>
```

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.

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			

Table of Contents - Electronic Documents

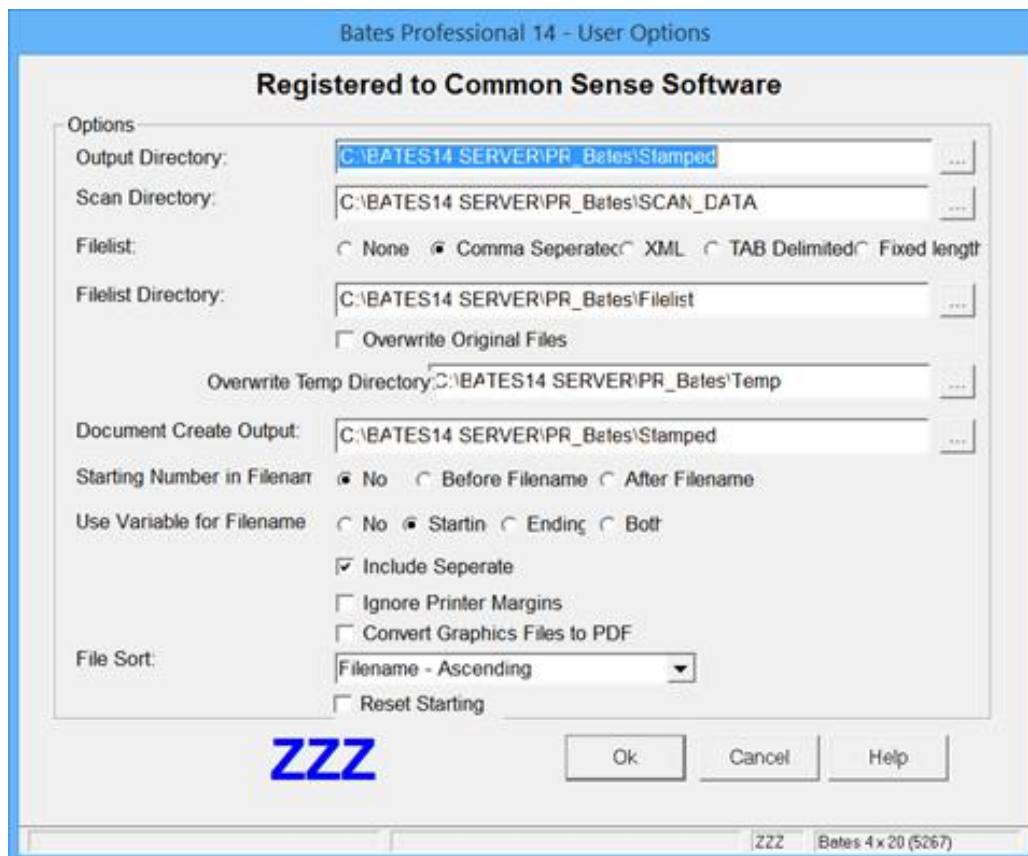
Table of Contents – Jones vs Roberts

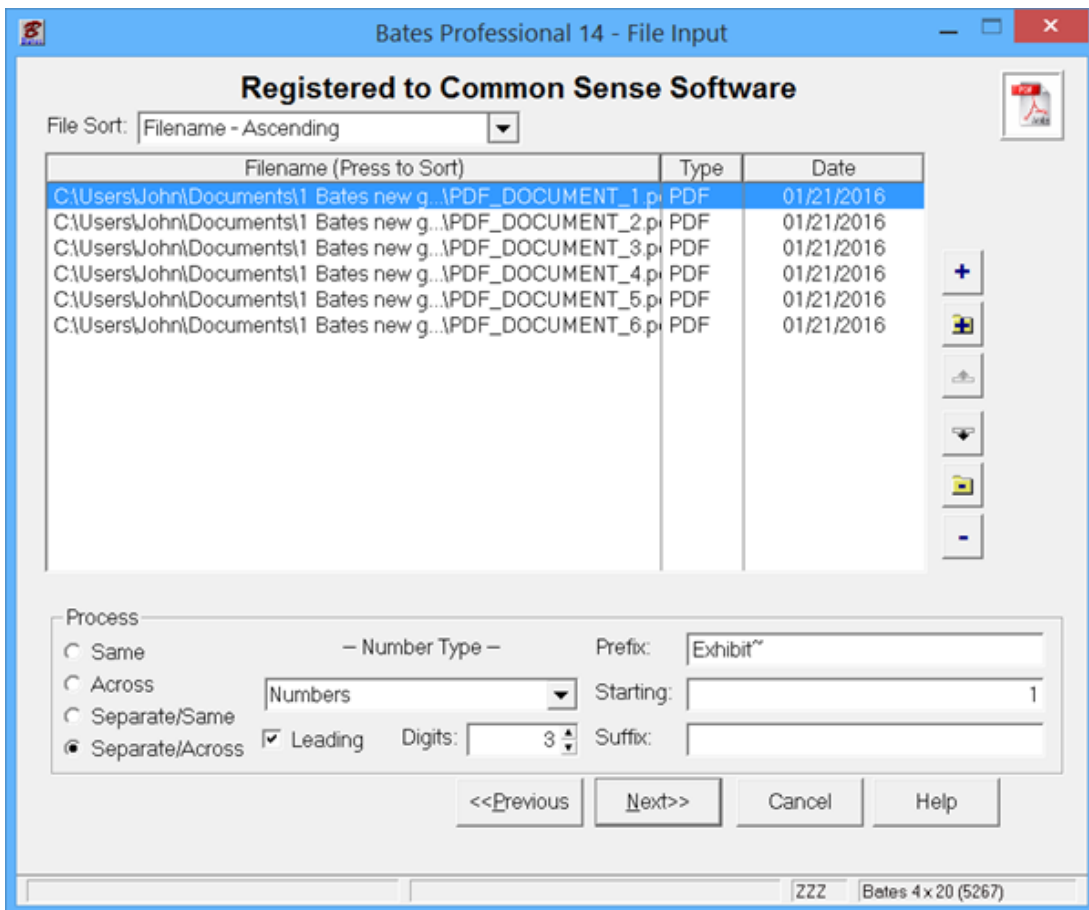
Filename	Pages	Prefix	Starting	Ending
Exhibit 001 ~ Jones 001.PDF	3	Jones~	1	3
Exhibit 002 ~ Jones 004.PDF	3	Jones~	4	6
Exhibit 003 ~ Jones 007.PDF	3	Jones~	7	9
Exhibit 004 ~ Jones 010.PDF	3	Jones~	10	12
Exhibit 005 ~ Jones 013.PDF	3	Jones~	13	15
Exhibit 006 ~ Jones 016.PDF	3	Jones~	16	18

Table of Contents – Jones vs Roberts – Screen Shots next page.

Table of Contents - Electronic Documents

Screen Settings Example Jones vs Roberts





Bates Professional 14 - Label Type

Registered to Common Sense Software

Bates 4 x 20 (5267)

Side Margin:	0.280"
Label Width:	1.750"
Horizontal Spacing:	0.310"
Top Margin:	0.500"
Label Height:	0.500"
Vertical Spacing:	0.000"
Number of Across Page:	4
Number of Down the Page:	20
Paper Size:	8.5 x 11

Sequential
 Constant Only

<<Previous Next>> Cancel Help

Generate progressive numbers/letters ZZZ Bates 4 x 20 (5267)

Bates Professional 14 - Customer Information

Registered to Common Sense Software

Ordered by:

Date:

Client Number:

Client Name:

Keywords:

<<Previous Next>> Cancel Help

Client Number ZZZ Bates 4 x 20 (5267)

Bates Professional 14 - Additional Information

Registered to Common Sense Software

First Page
 Last Page
 Leading Zero's (i.e. 00001234)
 Number of Digits:

Skip Pages:

— Number Type —
 Increment:

Variable Information

Prefix	Starting Number	Suffix
Jones~	1	

ZZZ Bates 4 x 20 (5267)

Bates Professional 14 - Label Position Information

Font **B** *I* U ↔ ↑ V C P ● D N ↻ ↺ Bates 4 x 20 (5267)

Jones 001
 Jones vs Roberts
 Exhibit 001

Position Info

From Top:

Jones vs Roberts

Exhibit 001
Jones 001

ZZZ Bates 4 x 20 (5267)

