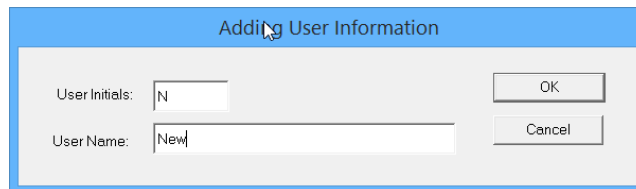


Add New User and Set User Options

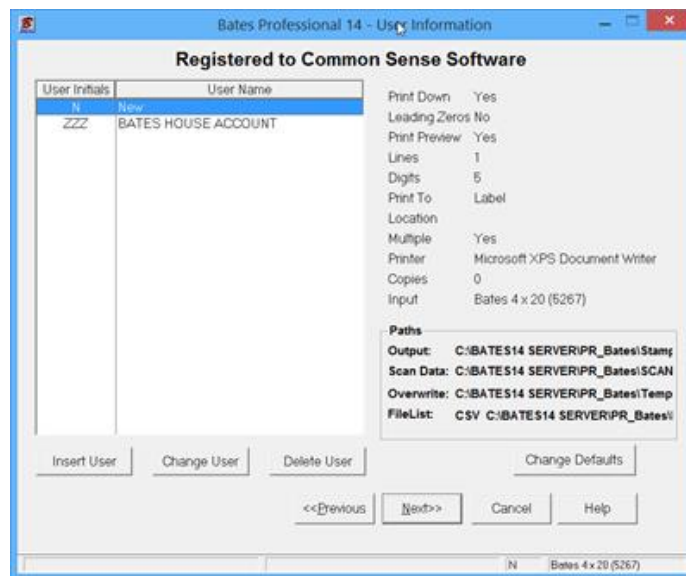
In Bates Professional, Bates electronic Pro, and Bates Paper Pro press Next for the User Information page.



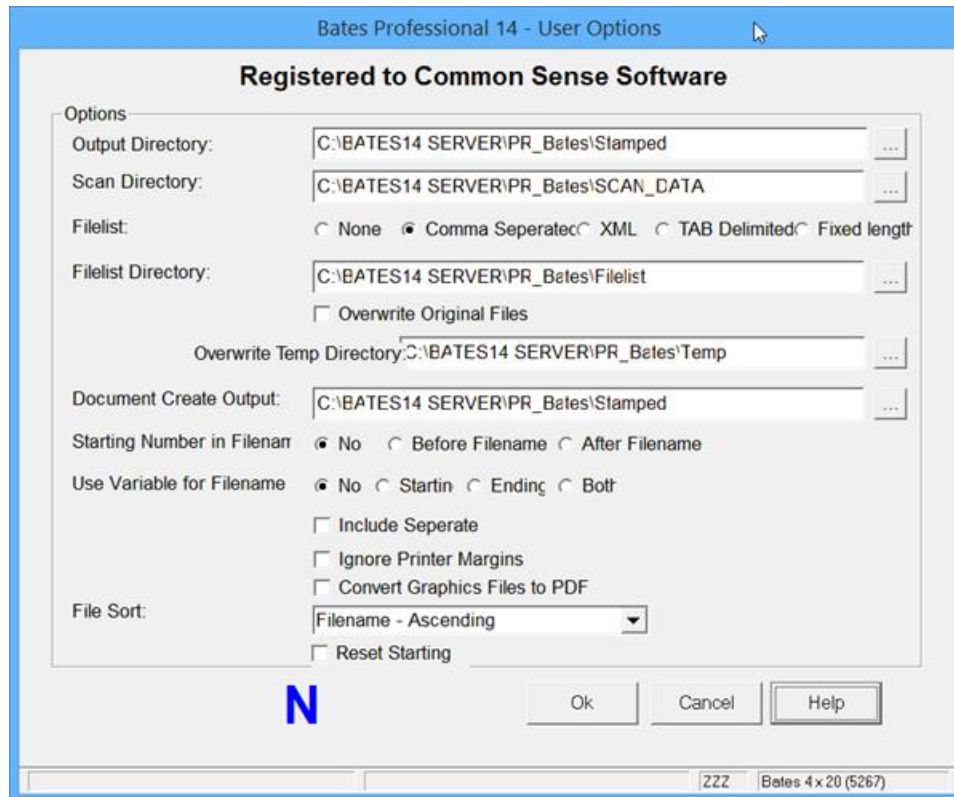
Press Insert User. Insert Initial and Name. Select OK.



With the new user highlighted press Change Defaults.



In Bates Single Pro this screen is accessed by Pressing Utility and selecting Configuration. Note: Our other programs do not have the same User Options as our Professional series. Our website has a compare features chart and Online Help for each of our programs. There is also a list of all features for each program. On the Home page of the website click on the Programs button on the top left.



User Options - Change Output Paths and More..

Paths: Change Defaults - This feature can be set by each user to keep track of their production. Files processed on the local machine will run faster and addresses network permission issues. This applies to all of the paths.

To Set or Change Path Defaults - On the [User Setup](#) page highlight the user name in the User List. Press the "Change Defaults" button. The defaults for all output; Bates Program folder\sub-directories as listed below. Use the lookup [...] button to make changes to output.

Output Directory: This allows you to send existing electronic file production any place you have network permissions and will make it easy to keep track of where your production is. The program will run faster if all production is input and output to the local user hard drive.

Scan Directory: This allows you to send scanned file production any place you have network permissions and will make it easy to keep track of where your production is. The program will run faster if all production is input and output to the local user hard drive.

Overwrite Original Files: Use this feature with **CAUTION**. Overwriting files cannot be changed. You may keep the original name with the checkbox on the Output Destination Page. By using this option you will still have your original files. It is much easier to Delete than it is to Reconstruct!

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 in the Filelist is \program path. This feature will help to generate a table of contents for your production.

Overwrite Temp Directory: The default is in the same directory as the Bates Program. You may wish to output this to your local drive for both speed and network permission factors.

Document Create Output: The default is in the same directory as the Bates Program in the Stamped folder. You may wish to output this to your local drive for both speed and network permission factors.

Starting Number in Filename: This feature will add the variable to the original filename of each document. It may be added before or after the Filename. It will be the first number and include the Prefix and/or Suffix of each document if you are using sequential numbers as a variable. If you want your stamp to have a Prefix and/or Suffix but do not want them part of the filename leave the fields blank and use a Constant at the Label Position Information screen to add the Prefix and/or Suffix.

Use Variable for Filename: This feature will change the filename of each document to the "Prefix Variable Suffix". The Filename will be the page number and include the Prefix and/or Suffix of each document if you are using sequential numbers as a variable. You have the option of first page number, last page number or both, Prefix and/or Suffix are added if present. If you want your stamp to have a Prefix and/or Suffix but do not want them part of the filename leave the fields blank and use a Constant at the Label Position Information screen to add the Prefix and/or Suffix. When selecting Both you will see the Separator box with the default separator "~", this may be changed to any permitted keyboard character.

When Include Separate is CHECKED, with the Starting Number in Filename or Use Variable for Filename and Separate/Same or Separate/Across process selected this feature will add the Separate in front of page number. The Separate stamp changes with the document. When this feature is used the file number or letter will be added in front of the page number or Variable stamp when the process Separate/Same or Separate/Across is selected.

Example – When Selecting Before Filename with Include Separate Checked – "001~00001 ~ Filename"

Example – When Selecting After Filename with Include Separate Checked – "Filename ~ 001~00001"

Example – When Selecting Use Variable for Filename with Include Separate Checked – "001~00001"

Ignore Printer Margins: When a printer is selected as an output choice the Bates Programs retrieves the printer margins from the printer. The print job is then sent to the Windows Printer Spooler for printing. When this option is checked the margins are ignored and the Bates

Program will attempt to print the output where you selected. This may or may not be successful. Please use with caution.

Convert Graphic Files to PDF: This feature will convert any of the following Graphic files to a PDF. Files include: *.BMP;*.GIF;*.JPG;*.JPEG;*.PNG;*.TIF;*.TIFF. This feature allows for all output of electronic files in PDF format.

File Sort: This option allows each user to select their own method of File Sorting for Electronic Documents. Filename - Ascending is the default. The sort option may also be set or changed by the User for each job at the File Input Page.

Reset Starting: This option allows each User to change the starting number when selecting the process type of "Separate/Same" when processing Electronic Documents or Create Serialized Documents in which the job is saved to "[Use Existing Data](#)".

When Reset Starting is NOT CHECKED, using the Separate/Same process the program will stamp the documents as follows: Separate (document) Number will number Across. Example: Process 3 documents, Separate/Same, starting Separate (document) number is 1, starting Same (page) number is 1. Documents will be numbered 1,2,3 and starting page number of each will be document will be 1. At the end of the processing this setup is saved to Use Existing Data. To continue this project you select Use Existing Data select the above job, press next, select the next group of 3 documents which will be numbered as follows: starting Separate (document) number is 4, starting Same (page) number is 1. Documents will be numbered 4,5,6 and starting page number of each will be document will be 1.

When Reset Starting is CHECKED, using the Separate/Same process the program will stamp the documents as follows: Separate (document) Number will number Same. Example: Process 3 documents, Separate/Same, starting Separate (document) number is 1, starting Same (page) number is 1. Documents will be numbered 1,2,3 and starting page number of each will be document will be 1. At the end of the processing this setup is saved to Use Existing Data. To continue this project you select Use Existing Data select the above job, press next, select the next group of 3 documents which will be numbered as follows: starting Separate (document) number is 1, starting Same (page) number is 1. Documents will be numbered 1,2,3 and starting page number of each will be document will be 1.

User ID is displayed in blue. Settings displayed are for this User. Pressing "OK" saves your changes.