

ScanToPDF/Exhibit

Solution Overview

When capturing images and saving those images as PDF documents for use in court reporting, it is vitally important to have structured data and to use that structure in filing the document into the correct folder and using the correct file name. If this structure is pre-defined then it makes spelling mistakes less frequent and also reduces operator error to a minimum.

This document provides a general overview of the functionality and methodologies of the ScanToPDF/Exhibit solution for:

- Capturing documents as either scanned images or PDF text searchable files in batches.
- Providing the operator with a flexible and feature rich user interface (UI) for reordering, insertion, deletion and rotation of scanned pages for the purpose of quality control.
- Allowing data input from an operator to provide efficient and accurate recording of exhibit material using the correct sequence of numbering based on pre-defined numbering schemes.
- Utilizing slip sheets with bar codes to signal the software to increment to the next exhibit number without having

to stop and restart the process after entering a new exhibit number.

- Filing the PDF into a structured document archive using the data provided to construct the file path and file name using pre-defined structures.
- Filing the PDF into a ZIP archive (optional)
- Creating high quality PDF files, with searchable text inside.

Capturing the documents.

Paper documents will be converted to PDF using the ScanToPDF program and a suitable TWAIN compliant scanner. This program can be configured to best suit the user's scanning requirements.

Configuration options include:

- Capturing the images either directly from a scanner, or where a network or MFP scanner has been used, importing the images from a folder.
- Splitting a batch of scanned documents back into individual PDF documents.
- The splitting of such batches can be via a barcoded separator page "NEWDOC" page (provided) or via a fixed page count.
- Where the documents are being captured using a network scanner the splitting of the batch and conversion into PDFs can be achieved by running ScanToPDF as a background service and so no user input is required.

ScanToPDF User Interface

The user starts ScanToPDF and is presented with the User Interface (UI) as shown in Figure 1.

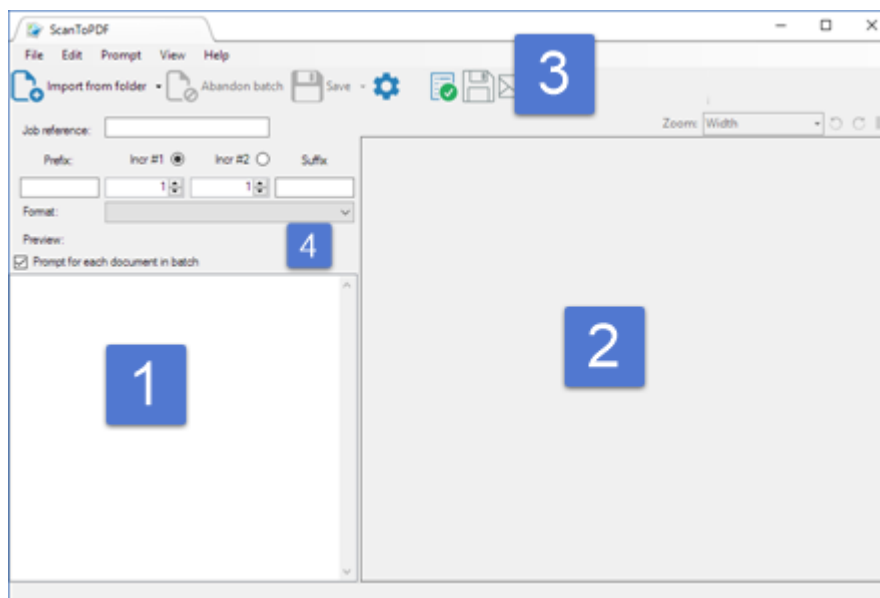


Figure 1

The major areas of the UI are:

1. The THUMBNAIL pane – used to represent pages of the captured images. Clicking a thumbnail updates the image displayed in the image pane (2).
2. The IMAGE pane – used to represent individual pages of the currently selected thumbnail.
3. The ScanToPDF TOOLBAR for quick access to most frequently used features.
4. The Exhibit fast access interface for fast access to the exhibit numbering schemes.

Capturing Images

The user can click “Scan from selected device” or “Import from folder” depending on the capture mode used. This will

capture pages and present them to the user as thumbnail images in the thumbnail pane of the software as shown in Figure 1.

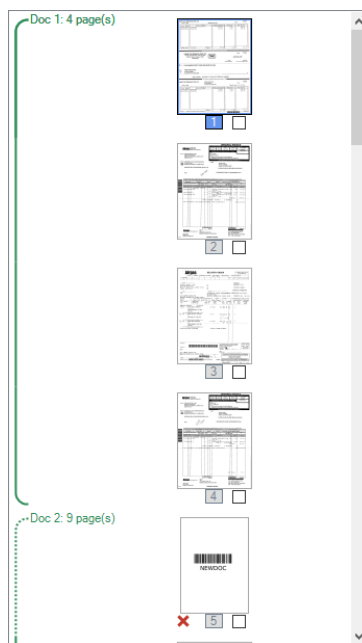


Figure 2

Quality Control Using Document Visualisation

This “visualisation” stage enables the user to examine pages and if necessary make corrections such as rotating pages, deleting pages or inserting pages. These functions are all accessed by a right click mouse action from ANY thumbnail to present the context menu. The full function list is as follows:

- **Select All** – Select all the images
- **Clear selection** – Toggle the selection of images
- **Save page** – Save only the selected page(s) and remove the selected pages from the thumbnail pane.
- **Save page and retain images** – Save the selected pages but retain the images.
- **Delete page** – Delete the selected page(s)

- **Rotate clockwise** – Rotate the selected page(s) clockwise
- **Rotate anti-clockwise** – Rotate the selected page(s) anti-clockwise
- **Insert pages at this position in the list** – Choose to capture from scanner or import. The new images will be inserted at this position in the thumbnail list
- **Zoom** – change the zoom level of the image pane
- **Manual document break** – insert (or remove) a document break at the selected position

Please note

Using configuration, it is possible to present these thumbnails as “Regular”, “Large” or “Extra-large” as shown in Figure 3

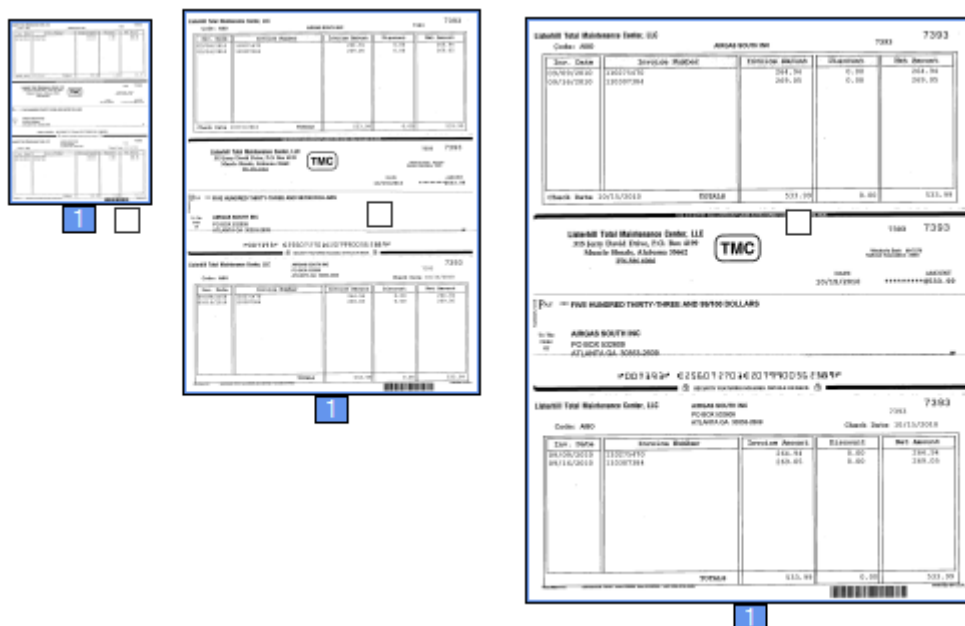


Figure 3

Saving Documents

The user then needs to complete the exhibit naming parameters using either:

- The exhibit fast access area and then allowing auto numbering to occur based on the selected parameters.
- Prompted to choose numbering format for each document as saving occurs.

The exhibit naming parameters are as follows:

- Job reference
- Prefix
- Increment #1
- Increment #2
- Suffix

All (or some) of these parameters are then used for document filing. Job reference is fixed once save is initiated. The other parameters are “in-batch” and can be changed during the save process, provided the “Prompt for each document in batch” option has been selected. The user can also select whether increment #1 or increment #2 is the active increment, thereby creating multi-layer numbering.

Document Filing

Once the quality control process is complete the user simply clicks “Save” to initiate the start of the save to PDF.

If the user has selected to have automatic naming, there is no further user intervention required. Otherwise the user will be offered the option of intervening in the numbering process to change any of the “in-batch” numbering parts, namely:

1. Prefix

2. Increment #1
3. Increment #2
4. Suffix

as shown in Figure 4

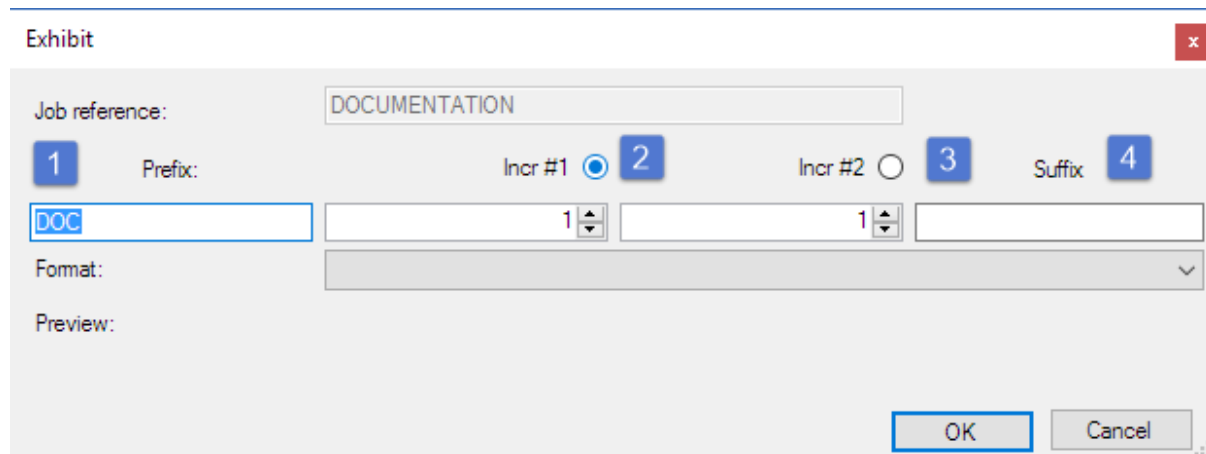


Figure 4

The user then makes the changes (as necessary) and clicks OK to commit the PDF to disk in the pre-defined location and with a pre-defined filename structure. The process is repeated for each document in the batch until the entire batch has been saved to PDF.

For example, suppose a 5 document batch was captured and the parameters were set as follows:

- PREFIX=DOC
- INC#1 = 1
- INC#2=1
- SUFFIX=

The initial file naming for the first two documents could be

- DOC1-1.PDF
- DOC2-1.PDF

The user could then intervene and set increment #2 to be the active increment so the numbering for the remaining 3 documents would then become:

- DOC2-2.PDF
- DOC2-3.PDF
- DOC2-4.PDF

Automatic Zipped Archive

When documents are committed for save, as each document is saved it is also added to a ZIP repository. The filename of the ZIP repository is the “Job Reference” parameter entered by the user, and the ZIP file will reside in the root directory of the selected output file path of saved PDF documents. This is entirely optional and is dependent on configuration.