



# THE POWER OF IMAGING TECHNOLOGY

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[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

# Export Utility

LAW provides a means to organize jobs so that they can be easily burned to a compact disc (CD) for distribution in-house or to the end user. After documents have been scanned, OCR'ed, processed and any additional coding has been added, the documents are ready to be converted to the format of the target database and image viewer. The complexity of this process is solely dependent upon the user's choice of retrieval packages.

The Export Utility allows you to export your images, coded data and OCR text to most supported third-party document management programs. Select **Processing** from the main menu, then choose **Export Utility** to access the *Export Utility* functions of LAW.

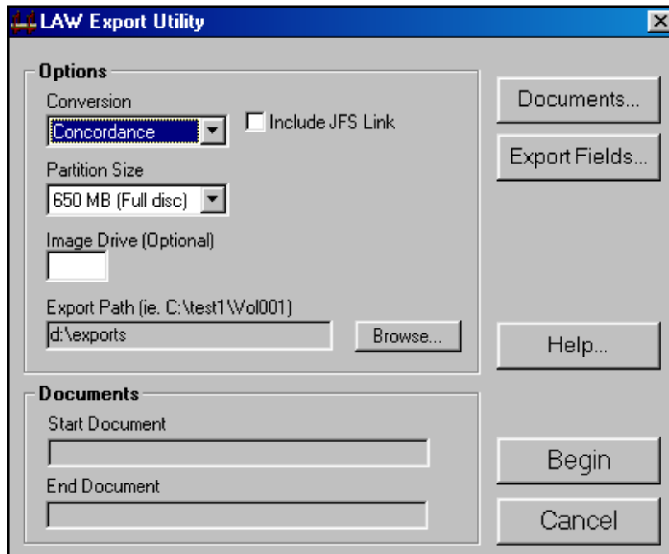
Detailed instructions are available for each of LAW's supported export formats. Choose any of the following selections to view the available tutorial:

Concordance®	IPro™
Database Export	JFS JazzNotes™
DocuLex™	Summation Blaze®
dtsearch®	Trial Director™ (Document Director)
Inmagic®DB/TextWorks™	TotalVzn™

[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

# Concordance®

Concordance® is one of the formats supported by LAW's Export Utility. This format bridge provides a means to export your images and coded data into Concordance® using Opticon® (the default viewer) or JFS viewer for imaging capabilities.



**Export Utilities | Document Range | Export Path | Export Fields**

## Performing a conversion

1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **Concordance®** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Choose the **Export Field(s)** (*see Export Fields*) to include in the conversion.
5. Define the **Export Path** (*see Export Path*).
6. Choose **Begin**.
7. After the export process is complete, the images are ready to be burned to a CD or imported into Concordance®.

### Include JFS link

If this option is checked, an additional file, “jfs.txt,” will be placed in the export path directory. It is used to link the export files to the JFS viewer.

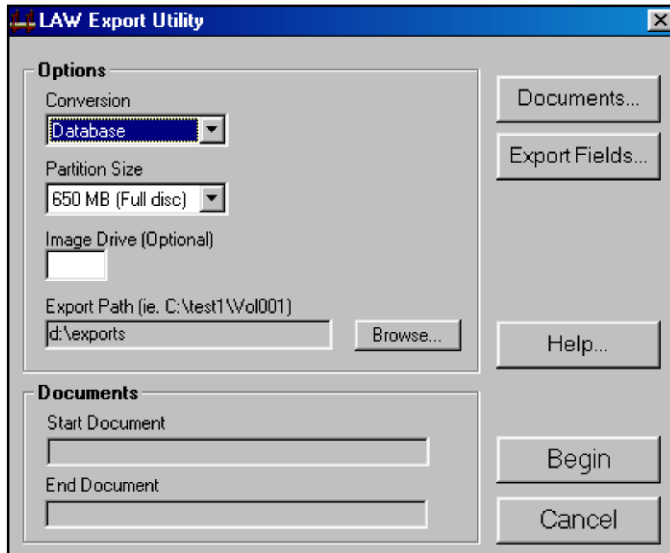
### Export Files

The Concordance® format bridge creates two export files during the conversion. One export file is for the database, and one is for the Opticon® viewer. The Concordance® export file is used to import the data associated with the converted images. The Opticon® export file is used to link the records in the

Concordance® database with their respective images. The Concordance® export file will be named “concord.dat” and the Opticon export file will be named “opticon.dat.” These files can be found in the export path after the conversion. The contents of the Concordance® export file can be modified to include only desired fields. To view and/or modify the output parameters for this export file, select the **Export Fields** button from the *Export Utility*. This brings up the Concordance *Export Fields* form, which lets you specify which fields to include with the Concordance® export file. This form will automatically open if you try to begin the conversion without first viewing and accepting the output parameters.

# Database

Database (generic) is one of the formats supported by LAW's Export Utility. This format bridge provides a means to import your case into any database that accepts imports from a comma-delimited text file. Commonly used databases include Microsoft® Access®, Paradox and other generic databases.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## Performing a conversion

1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **Database** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Choose the **Export Field(s)** (*see Export Fields below*) to include in the conversion.
5. Define the **Export Path** (*see Export Path*).
6. Choose **Begin**.
7. After the export process is complete, the images are ready to be burned to a CD or imported into Database.

### Export File

The Database format bridge creates a comma-delimited text file during the conversion. This file is used by the target database to import the paths and associated data of all converted images. An export file is written for every partition created during the conversion. The export files are named *foldername.txt* for each partition where *foldername* is the name of the last folder in the export path. For example, if you select "D:\Exports\Vol001" as the export path, LAW will create "D:\Exports\Vol001\Vol001.txt" during the conversion.



The export file can be tailored to fit the structure of the database into which you will be importing your case data. To view the output parameters for the export file, choose the **Export Fields** button from the *Export Utility*. This will bring up the *Database Export Fields* form which lets you alter the number of export fields and their respective orders.

### **Export Fields**

The *Database Export Fields* form lets you determine which scan fields will be exported, and to which fields they will be mapped during a Database export. Once the *Database* conversion has been selected as the conversion type, Select the **Export Fields** button from the *Export Utility* to open this form.

### **Available Fields**

These fields correspond to the scan fields and any additional fields available for export. Additional fields are indicated using the “Fieldname” notation. (i.e. **BegDoc#** - Bates® number or Unique ID of the first page of a document, **EndDoc#** - Bates® number or Unique ID of the last page of a document, **OCR** - path of OCR file after the conversion (indicates whether or not to include the OCR file in the conversion), **Image** - path of the image file after the conversion, **PgCount** - page count of the image file)

To include a field for export, select the desired field in the *Available Fields* list and choose the **Select** button. This moves the selected item to the *Selected Fields* list. You can select all fields for export by choosing the **Select All** button. All fields are selected for export by default.

### **Selected Fields**

This list displays the fields that are selected for export. To remove an item from this list, select the desired item and choose the **Remove** button. This will remove the selected item from the list and place it back in the *Available Fields* list. To remove all items in the list, choose the **Remove All** button. This clears the list and places all fields back in the *Selected Fields* list.

### **Export Order**

This field is only available with the Database conversion. It determines the order in which the selected fields are written to the comma-delimited export file. This order should be determined before the conversion and is dictated by the structure of the target database. If you do not know the order of the fields in the target database, consult your database administrator before performing the conversion.

## **Total Fields**

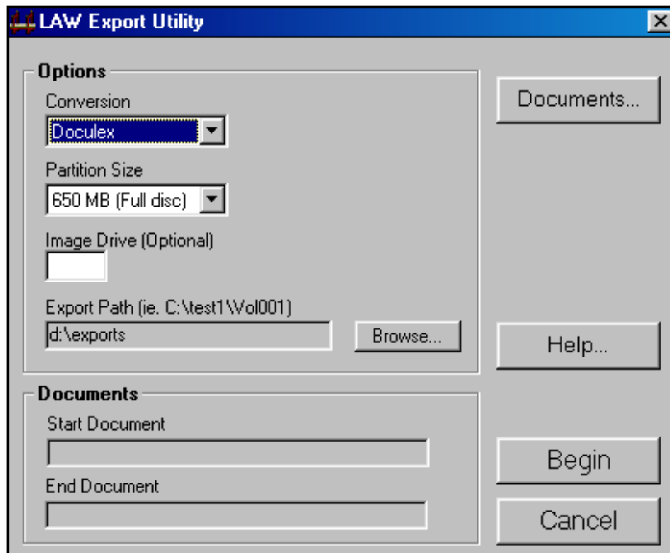
This field is only available for the Database conversion. It determines how many fields are to be written to the comma-delimited export file and must be equal to or greater than the highest export order used by the scan fields.

## **Output Structure**

During the conversion, LAW exports the selected documents to the export path into sequential directories beginning with "<Export Path>\00000000\". LAW will begin a new numbered directory after 250 or more files have been placed into the current directory. The documents are renamed according to the *Doc#* field in the *Scan Index* table of the database. The *Doc#* field is a unique number that identifies each record in the database and it may not necessarily match the name of the original document. If the *OCR Field* was selected as one of the *Export Fields*, the OCR'd text will be saved in the same directory as the image file. The OCR text file will have the same name as the image file, but with the appropriate extension.

# Doculex™

Doculex™ is a viewer that can be used by itself or in conjunction with other document database applications. When selecting the Doculex™ export LAW creates a specific file naming convention that allows the Doculex viewer to link the images to the existing document information.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## Performing a conversion

1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **Doculex™** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Define the **Export Path** (*see Export Path*).
5. Choose **Begin**.
6. After the export process is complete, the images are ready to be burned to a CD or imported into Doculex™.

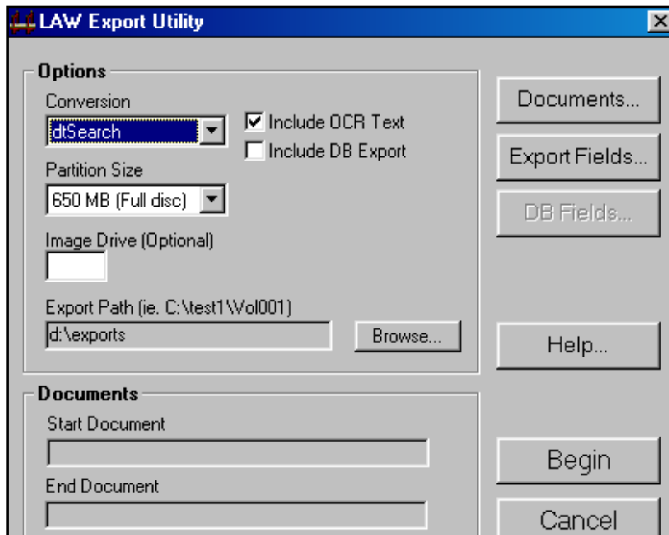
When converting images, you must make sure to number all the scanned images.

### Output Structure

LAW creates single page images and, in the conversion, the export file is written with a naming convention using Unique ID and the pages within that document (i.e. “ABCD0001.001, ABCD0001.002, ABCD0003.001”). Use of this naming convention allows Doculex™ to understand which pages match the documents being viewed.

# dtSearch®

dtSearch® is one of the formats available with LAW's Export Utility. The dtSearch® format bridge prepares your case to be burned to a CD with all of your images, coded data, and a run-time version of dtSearch® which provides searching and viewing capabilities. This enables the end user to run dtSearch® directly from the CD and search for images based on your coded data and OCR'd text, if present.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## Performing a conversion

1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **dtSearch®** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Choose the **Export Field(s)** (*see Export Fields*) to include in the conversion.
5. Define the **Export Path** (*see Export Path*).
6. Choose **Begin**.
7. After the export process is complete, the images are ready to be burned to a CD or imported into dtSearch®.

### Include OCR Text

By default, LAW attaches the OCR'd text of an image, if it exists, to the text files created during the conversion. This provides improved search capabilities as you can search by any of the scan fields selected (i.e. *BegDoc#* and *EndDoc#*) or the OCR'd text. However, LAW, also gives you the option **not** to include the OCR'd text. This, of course, limits searching capabilities. This option can be toggled using the *Include OCR Text* check box.

## **Include DB Export**

The dtSearch® format bridge also provides the option to write out a comma-delimited text file for a database import. This text file is the same text file that is written with the Database format bridge. To enable the database export option, check the **Include DB Export** box from the *Export Utility* once the dtSearch® conversion has been selected.

To view the output parameters for the database export file, choose the **DB Fields** button from the *Export Utility*. This button will not be enabled unless the database export option is selected. This brings up the *Database Export Fields* screen, which lets you alter the number of export fields and their respective orders.

## **Export Fields**

During the dtSearch® conversion, a text file is created for each document selected. This text file is what dtSearch® uses to create a search index. This text file can be found in the same directory as the images that were exported. All scan fields, as well as the *BegDoc#* and the *EndDoc#*, are included in this text file by default.



There may be times when you do not want dtSearch® to index all of your scan fields. LAW allows you to specify which fields to include in the text file. You may choose what fields to include by choosing the **Export Fields** button from the *Export Utility*. This will open the dtSearch® *Export Fields* form.

## **Output Structure**

During the conversion, LAW exports the selected documents to the export path into sequential directories beginning with “Export Path\00000000\”. LAW creates a new numbered directory after 250 or more files have been placed into the current directory. The documents are renamed according to the value of their *Doc#* field. The *Doc#* is a unique number that identifies each record in the database. It may not necessarily match the name of the original document.

When all files have been exported, the files necessary for the run-time version of dtSearch® (found in “C:\Law\dtSearch”) will be copied to the export path. After the files have been copied, LAW launches dtSearch and creates the index for all of the documents added. There is also a DOS based application (“markrt.exe”) that will be launched.

This utility enables the index created to be read by the run-time version of dtSearch®. Once the job is complete, you should have the following directory structure:

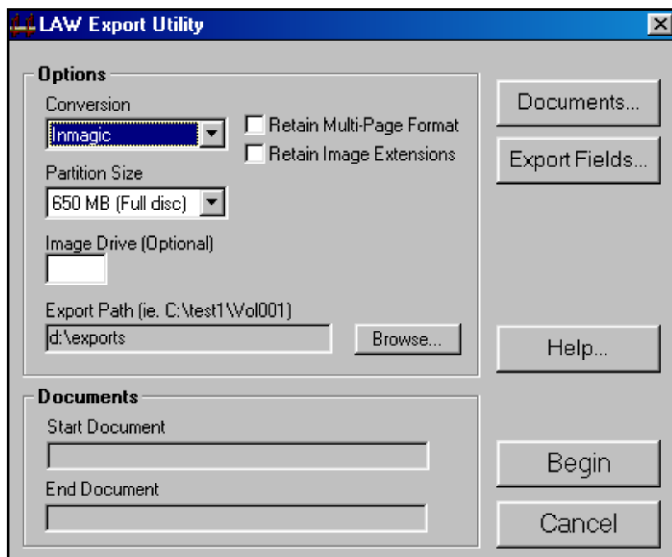
```
<Export Path>\00000000  
    \00000001  
    \0000000N  
    \dtSearch  
    \index
```

The “...\dtSearch”, and the “...\index” directories must be burned on the first CD. The “...\dtSearch” directory contains the run-time executable of dtSearch® and the “...\index” directory contains the index created from the coded data and OCR’d text (if available). The remaining directories will be burned to their respective CD’s.

In addition to the above-mentioned directories, you must add another file (“autorun.inf”) to the first CD when you burn it. This file creates a root path to the destination directory. For example, if you are processing your conversions on the “D:” drive, you will find “D:\autorun.inf.” The “.inf” file will automatically launch dtSearch® when the CD is inserted on a system running Windows 95/98.

# Inmagic®

Inmagic® is one of the formats supported by LAW's Export Utility. This format bridge provides a means to export your images and coded data into Inmagic's DB/TextWorks™.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## Performing a conversion

1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **Inmagic®** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Choose the **Export Field(s)** (*see Export Fields*) to include in the conversion.
5. Define the **Export Path** (*see Export Path*).
6. Choose **Begin**.
7. After the export process is complete, the images are ready to be burned to a CD or imported into Inmagic®.

### Retain Multi-Page Format

If this option is selected, the exported documents will be saved just as they appear in LAW. If this option is not selected, LAW will break the images down into single-page files and rename them according to the *Doc#* field in the *Scan Index* table of the database, and their page number. The *Doc#* field is a unique number that identifies each record in the database and may not necessarily match the name of the original image file. The three-digit extension of each new file will match its page number. For example, a three-page document with a *Doc#* field value of “99” would be broken down into three separate image files: “00000099.001, 00000099.002, and 00000099.003”.

[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

If this option is selected, the *Retain Image Extensions* option will have no effect.

### **Retain Image Extensions**

If this option is selected and *Retain Multi-Page Format* is not, all images created during the export will be given long filenames to preserve both their page numbers and extensions. The single page files would be named as in the previous example. The first 8 characters represent the *Doc#*, and the last 3 characters after the underscore represent the page number.

### **Export File**

The Inmagic® format bridge creates an export file during the conversion. This file is used by DB/TextWorks™ to import the paths and associated data of all converted images. An export file is written for every disk created during the conversion. These export files are named “foldername.add” for each partition where *foldername* is the name of the last folder of the export path. For example, if you selected “D:\Exports\Vol001” as the export path, LAW would create D:\Exports\Vol001\Vol001.add” during the conversion.

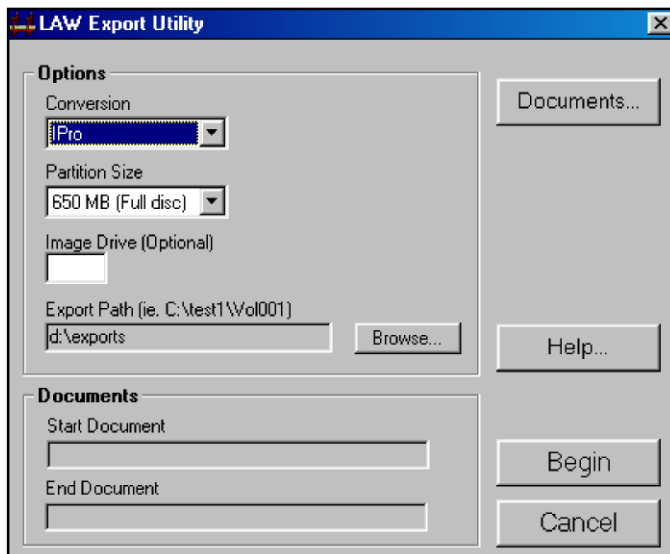
The contents of the export file can be modified to include only desired fields. To view and/or modify the output parameters for the export file, choose the **Export Fields** button from the *Export Utility*. This brings up the Inmagic® export fields form which lets you specify which fields to include with the export file, and their respective names in the DB/TextWorks™ database.

### **Output Structure**

During the conversion, LAW exports the selected documents to the export path into sequential directories beginning with “Export Path\00000000\.” LAW starts a new numbered directory after 250 or more files have been placed into the current directory. The documents are copied over directly or broken down into single-page image files, depending upon the options selected.

# IPro™

IPro™ is one of the formats supported by LAW's Export Utility. IPro™ is a viewer that can be used by itself or in conjunction with other document database applications.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## Performing a conversion

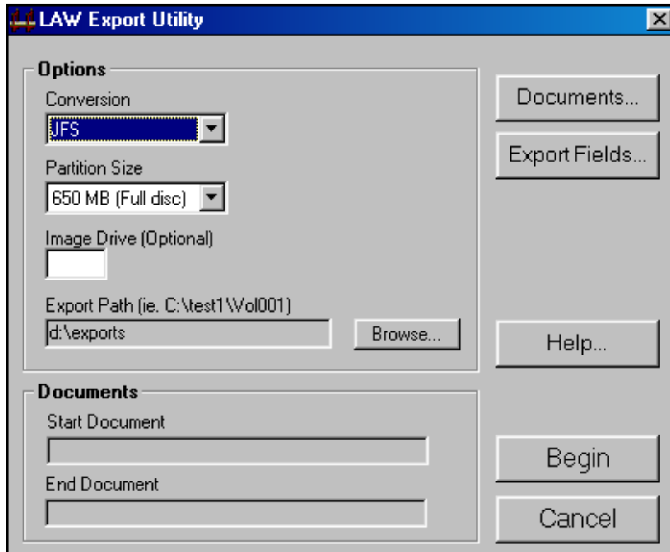
1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **IPro** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Define the **Export Path** (*see Export Path*).
5. Choose **Begin**.
6. After the export process is complete, the images are ready to be burned to a CD or imported into IPro.

During the IPro™ export LAW creates an ‘lfp’ file. When imported into IPro™ this file creates links from the Bates® numbers to the corresponding image files.



# JFS

JFS is one of the formats supported by LAW's Export Utility. This format bridge provides a means to export your images and coded data into JFS JazzNotes™.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## Performing a conversion

1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **JFS** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Choose the **Export Field(s)** (*see Export Fields*) to include in the conversion.
5. Define the **Export Path** (*see Export Path*).
6. Choose **Begin**.
7. After the export process is complete, the images are ready to be burned to a CD or imported into JFS.

### Export Files

The JFS format bridge creates three export files during the conversion:

**Database** – used to import the data associated with the converted images. The database export file is named “jfs1.txt” for the first CD, “jfs2.txt” for the second CD, and so on. The imaging export file is named “VOLUMEID.txt” for each CD where *VOLUMEID* is the volume label of the CD used for image storage.

**Viewer** - used to link the records in the database with their respective images.

**Comma-delimited** - used for field mapping. This file is titled “jfs.csv”. These files can be found in the export path directory after the conversion.

The structure of the database export file can be modified to include only desired fields. JFS JazzNotes™ contains 27 fields to which you can map scan fields. To view and/or modify the output parameters for this export file, choose the **Export Fields** button from the *Export Utility*. This brings up the *JFS Export Fields* form, which lets you specify which fields to include with the database export file, and to which fields they should be mapped.

### **JFS Export Fields**

The JFS Export Fields form lets you determine which scan fields will be exported, and to which fields they will be mapped to during a JFS export. This form is opened by choosing the **Export Fields** button from the *Export Utility*, once the JFS conversion has been selected as the conversion type.

## Mapping a Field

The *Scan Index* list contains all of the scan fields associated with the current case. The *JFS Fields* list contains the 25 JFS fields to which you can map the scan fields. The beginning and ending document number for each image are automatically mapped to their corresponding JFS fields.

To map a scan field to a particular JFS field simply **Highlight** the desired fields in each list and choose the **Map** button. Each entry then disappears from its list and appears in the *Mapped Fields* list. Once you have mapped all of the desired scan fields to their appropriate JFS fields, you can choose the **Accept** button to accept the fields or the **Cancel** button to ignore the changes.

## Deleting a Relationship

If you incorrectly map a scan field, you may remove the relationship by selecting the relationship in the *Mapped Fields* list and choosing the **Delete** button. This removes the designated relationship and the two fields then reappear in their respective lists.

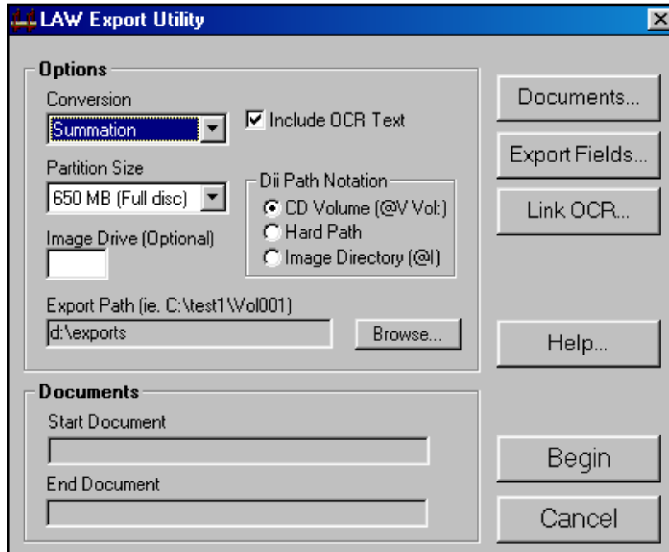
## **Output Structure**

During the conversion, the selected documents are renamed according to the *Unique ID* or document number of each page. LAW ensures that all pages of all documents selected contain a document number before starting the conversion. If any of the documents are missing document numbers, processing will halt.

Each image is renamed as the last two digits of its document number. The rest of the document number makes up subdirectories, starting with the text portion as the first subdirectory. For example, an image with a document number of “abcd0001” is renamed as “...\abcd\00\01.tif” under the current export path.

# Summation

Summation is one of the export formats supported by LAW's Export Utility. This format bridge provides a means to export your images and coded data into Summation Blaze®.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## Performing a conversion

1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **Summation** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Choose the **Export Field(s)** (*see Export Fields*) to include in the conversion.
5. Choose the **Dii Path Notation**.
6. Define the **Export Path** (*see Export Path*).
7. Choose **Begin**.
8. After the export process is complete, the images are ready to be burned to a CD or imported into Summation Blaze.

### Include OCR Text

Copies the text file(s) with images if they exist. This option is checked by default if OCR text is detected. If no OCR text is present, this option will have no effect.

### DII Path Notation

The dii path notation allows you to determine the method used by a dii file to represent the image locations. The notation can be selected from the export utility while the Summation conversion is selected. The three supported notations are:

[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

**CD Volume** - This notation assumes the end-user will be retrieving the images from CD. This method uses the “@V VOL:\” notation in the dii file. This allows Summation to retrieve the images whether they are on a normal CD drive or a CD server. When using this notation, you must set the drives holding the image fields to the CD drive letter from Summation when performing the import. If you are using a CD server, you must also check the *Map Volume to Directory* check box. When burning the CD, the *CD Volume* should be set to match the last folder of the export path. For example, for an export path of “D:\Exports\Vol001,” LAW assumes that “Vol001” is the volume label for that partition/CD and uses this for the “VOL” in the export file. Summation will not be able to retrieve the images from the CD unless you set the volume label to “Vol001” when you burn the CD.

**Hard Path** - This notation assumes the final destination of the images is known on the target system and will not change. You may use the image drive label in the export utility to modify the drive letter used in the path. (i.e., If you are exporting to “E:\” drive but the end-user will be reading images from the “S:\” drive, enter “S” for the image drive and the path written to the dii file will be “S:\ExportPath\...”)



**Image Directory** - This notation assumes the user will be retrieving images from within the image directory of a Summation case. This method uses the “@I notation” in the dii file. Choosing the *Image Directory* option in LAW allows more control when changing your directories. Using this method, there are two typical scenarios:

You have direct access to the image directory -- then you can simply set the export path to the image directory and perform the conversion. We recommended you create a subdirectory beneath the image directory to export into (i.e. Set the export path to “C:\SW\Mycase\Images\Vol001” where “C:\SW\Mycase\Images” is the image directory) or the export file will not map correctly.

Secondly, you provide a CD to the user and they copy the files into the image directory. You should export to a directory one level off the root (i.e. “D:\Vol001”). Then you can burn this single directory to a CD and the end-user can copy this single directory directly into the image directory. The paths used in the dii file (“@I\Vol001” in this case) will then correctly match up from Summation.

## **Control List**

A control list can be used in Summation to link OCR text files with documents. This feature is only available if the Summation conversion is selected as the current conversion. To generate the control list, choose the **link OCR** button. You must have selected documents to link and can alter the field used to link the files using the export fields screen. A comma-delimited file will be created that contains the image tag (*begdoc#* by default) and the full path to the OCR text file.

## **Scan Index Fields**

Summation fields allow no more than eight characters for a field name and must match exactly when performing an import to your Summation case. If the field names do not correspond exactly with the field names in Summation, you will experience importing errors.

## **Output Structure**

During the conversion, LAW exports the selected documents to the export path into sequential directories beginning with “export path\00000000\.” LAW starts a new numbered directory after 250 or more files have been placed into the current directory.

The documents are broken down into single-page image files during the conversion and renamed according to the *doc#* field in the scan index table of the database, and their page number. The *doc#* field is a unique number that identifies each record in the database. It may not necessarily match the name of the original document. The three-digit extension of each new file will match its page number. For example, a three-page document with a *doc#* field value of 99 would be broken down into three separate image files: “00000099.001, 00000099.002, and 00000099.003.”

# TotalVzn™

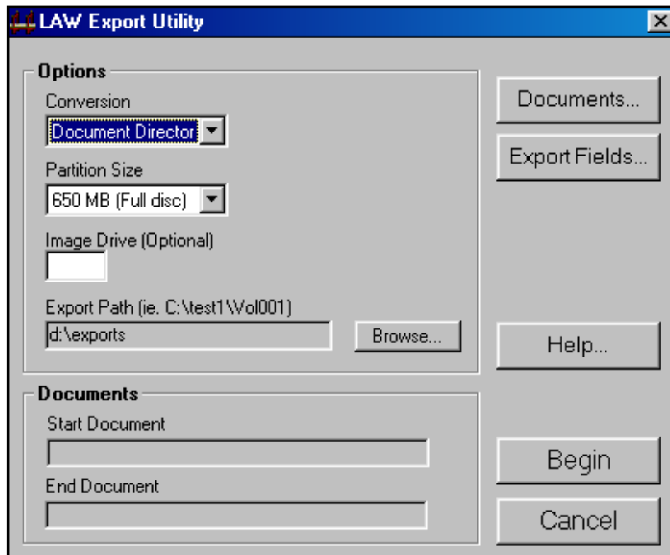
TotalVzn™ is a viewer that can be used by itself or in conjunction with other document database applications. TotalVzn™ is very flexible and works with either the ‘dii’ file from the Summation Blaze® or the Concordance® and Opticon ‘dat’ file(s). You can refer to either one of these conversions for specific instructions.

[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

# Trial Director™

(Document Director™)

TrialDirector™ and DocumentDirector™ by inData Corp, are document database and trial presentation applications commonly used with Summation. LAW creates the ‘oll’ file necessary to import indexed information and image links from LAW into the DocumentDirector™ database.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## Performing a conversion

1. Choose **Processing** from the main menu, and then select **Export Utility**.
2. Under Options choose **Document Director™** conversion.
3. Select the **Document Range** (*see Document Range*).
4. Choose the **Export Field(s)** (*see Export Fields below*) to include in the conversion.
5. Define the **Export Path** (*see Export Path*).
6. Choose **Begin**.
7. After the export process is complete, the images are ready to be burned to a CD or imported into DocumentDirector™.

When exporting to DocumentDirector™ you link existing LAW fields to those used in DocumentDirector™. If you code an exhibit number in LAW you will associate this with the *Doc Id* in DocumentDirector™. The *Unique ID* will associate the *Object ID* and the third field *Description* may be associated with any other field in LAW.

## **Export Fields**

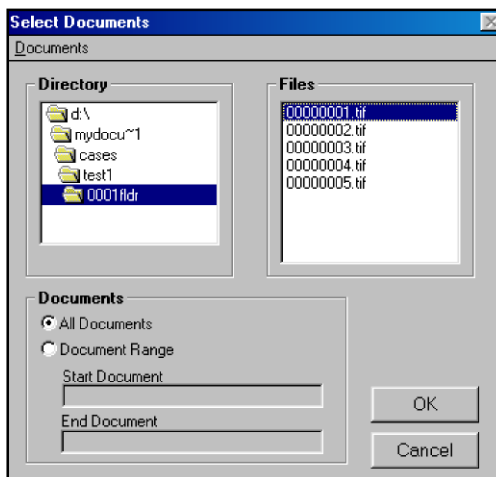
**Doc Id** - May be used to identify images with specific information.

**Object ID** - Each page must be uniquely identified. If you are using Bates® numbering, choose *Unique Id* for the *Object ID*. If no unique number is preferred, choose **Auto-Generate** for the *Object ID* and LAW will automatically generate a number for the scanned images.

**Description** - Description of a specific image. By default all scan index fields are listed.

# Document Range

In order to perform an export process, you must select a range of documents. To select a range of documents, choose **Documents** from the *LAW Export Utility* dialog box. Then choose your document range. You can select *All Documents* or *Document Range*.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

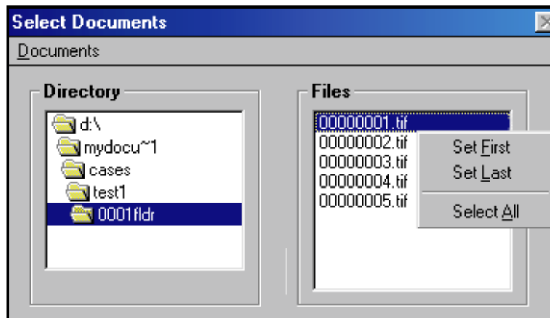


## All Documents

By selecting this option, all documents in this case will be processed with the *Export* option selected.

## Document Range

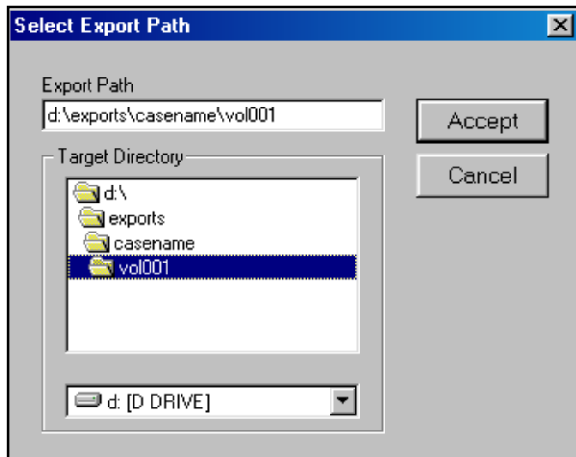
This option allows you to specify a subset of documents to process. You can select a starting and ending document, or use the *Select All* item of the Documents menu to select all documents in the current directory. To select a document as the *First* or *Last* document in the document range, browse to the location of the document using the *Directory* list, select the **Document** in the **Files** list, and select **Documents**, then choose **Set as First** or **Set as Last**. The *Documents* menu can also be accessed by right-clicking while the mouse is in the *Files* list.



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

# Export Path

The Export Path displays the initial directory for the export. You must select **Browse** in order to change the export path. You may either browse to an existing directory, or enter the name of a new directory, which will then be created. You may not select a drive letter for the export path, as this will not allow for proper CD partitioning. You must have at least one subdirectory off of the root to export into. We recommend you create a folder called *Exports*, and then a subdirectory with your case name, and then the *VOL ID*. (I.e. D:\Exports\CaseName\VOL001)



[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

## **Name Convention**

The export paths should be based on a CD naming convention (i.e. ...\\Vol001, ...\\Disk001). If you are maintaining conversions for multiple cases on a single drive, you should use the case path in front of your volume directories in order to distinguish between the cases (ie. ...\\Case1\\Vol001, ...\\Case2\\Vol001).

## **Image Drive**

Only Concordance, Database, and Summation use the Hard Path option. The image drive is an optional parameter that can be used to change the image path written to the export file, since your export path drive letter will most likely not match the drive letter where the images will be stored. The image drive letter should match the drive letter where the images will be stored (for example, a CD server drive letter). The image path written to the export file will use the image drive letter in place of the export path drive letter thereby properly reflecting the final destination of the images.

## **Partition Size**

The partition size specifies the amount of data that will be written to each disc partition during the conversion. This size can range from the default 650 MB to 160 MB.

# Export Fields

The Export Fields form lets you determine which fields are included in the export files created during LAW's conversion process. Choosing the **Export Fields** button from the *Export Utility* opens this form. Not all exports support this option, and will vary slightly from export to export.

Export Fields (will vary)

Select fields to be included for export...

**Available Fields**

- To
- From
- DocDate
- DocType
- Memo
- <BegDoc#>
- <EndDoc#>

**Selected Fields**

**Export As**

**Image Tag**

<BegDoc#>

Buttons: Select >, Select All ->>, <- Remove, <<- Remove All, Accept, Cancel, Update

[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)

Choose **Export Fields** from the *LAW Export Utility* dialog box. The *Export Fields* dialog box will appear. Here you choose the export fields to include in the export process of LAW. If you do not see the *Export Fields* button, then the selected export is not supported by this feature.

### **Selecting Export Fields**

You must verify the fields included for export before beginning a conversion. These fields consist of the scan fields and the beginning and ending document number. The export fields form displayed will depend upon the type of conversion selected.

### **Available Fields**

These fields correspond to the *Scan Fields* and two additional fields available for export. The *BegDoc#* is the Bates® number or Unique ID of the first page of each document. The *EndDoc#* is the Bates® number or Unique ID of the last page of each document. To include a field for export, select the desired field in the *Available Fields* list and click the **Add** button. This moves the selected item to the *Selected Fields* list. You can select all fields for export by choosing the **Select All** button. All fields are selected for export by default. (The fields will vary from export to export.)

## **Selected Fields**

This list displays the fields that are selected for export. To remove an item from this list, select the desired item and choose the **Remove** button. This removes the selected item from the list and places it back in the *Available Fields* list. To remove all items in the list, choose the **Remove All** button. This clears the list and places all fields back in the *Selected Fields* list.

## **Export As**

This text box is only available for the Inmagic® and Summation conversions. It displays the name to be used for the selected field in the export file. This feature allows you to export to fields in the target application that may have different names than your scan fields. By default, the export name is the same as the field name in LAW. To change the export name of a field, select the desired field in the *Selected Fields* list. The export name is then displayed in the *Export As* box. Type in the field name as it appears in the target application and click the **Update** button.

## **Image Tag**

This item is only available for the Summation and Concordance® conversions. Here you determine the fields used to link documents and images. This field must be unique for each document.

# Contact Information

## **Image Capture Engineering, Incorporated**

12020 Shamrock Plaza, Suite 200

Omaha, NE 68154

<http://www.imagecap.com>

402.778.5028

If you would like to email us with any comments or questions, you may reach us at: [Info@imagecap.com](mailto:Info@imagecap.com).

[Export Utilities](#) | [Document Range](#) | [Export Path](#) | [Export Fields](#)