LAW
LEGAL ◆ ACCESS ◆ WARE

Imaging Components

Why Imaging?

LAW Overview

The Power of Imaging Technology

Install LAW

ICE Information

Exit Demo

IMAGE CAPTURE ENGINEERING
INCORPORATED

Modifying Scan Fields

LAW
Image Capture Engineering

LAW
Overview

After you have created a 'new case,' filled in your 'case information' LAW will prompt you to select the 'scan index fields."

Modify Scan Fields

Current Field:

Name

Type Text

Add

Update

Scan Fields

(30 Field Maximum)

Modify Scan Fields

Current Field: Doc Type

Name Doc Type

Type Text

Auto
List
Text

Add

Update

Delete

Scan Fiel

Doc Type
Doc Title
Doc Date

Exit

(30 Field Maximum)
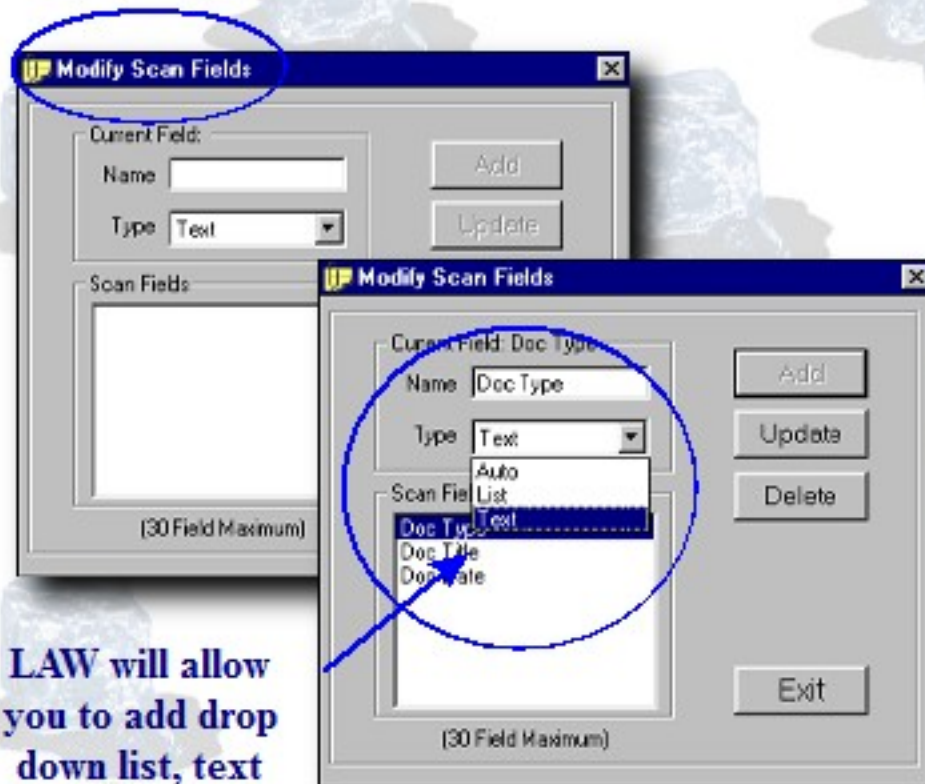
LAW will allow you to add drop down list, text fields and auto fields.

Scan Options

Scanning & Quality Control

to make the most of your scanning project.

Image Capture Engineering

LAW

You can switch between 'legal' and 'letter' size with functions keys.

Scan
Select Scanner...
Scanner Settings...
Scan Options ▶
Scan New   F3
Append   F5
Scan Duplex   F7

| Page Size ▶ |
| Flatbed |
| ✔ Feeder - Simplex   F11 |
| Feeder - Duplex   F12 |
| ✔ Auto-Deskew |
| Barcode Breaks |
| Drop Blank Pages |
| Rotate ▶ |
| Stop on Last |

| Letter - 8.5 x 11 in   F8 |
| Legal - 8.5 x 14 in   F9 |
| Other... |

Choose these additional features

| None |
| 90 degrees |
| ✔ 180 degrees |
| 270 degrees |

Scan Options are provided to help increase scanning efficiency. The scan options can be manipulated by selecting Scan Options from the Scan menu and selecting the desired item.

LAW Overview

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LAW

Image Capture Engineering

Imaging Components

Capture Systems

The imaging process begins with an initial scan of original documents. Image capture software is widely available for many specific applications but our primary focus is on the legal industry, specifically the unique and specialized demands of litigation imaging.

Image Capture Engineering is an outgrowth of Pro Copy, a legal copying service bureau with years of experience in litigation document production. We have worked to address the concerns and solve the problems you confront daily.

Legal Access Ware has been designed from the viewpoint of a legal copy center. Every aspect of efficient litigation copying has been integrated into LAW, making it not only extraordinarily functional but also simple to operate. Your current copier operators can become proficient scanner operators in minutes.

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