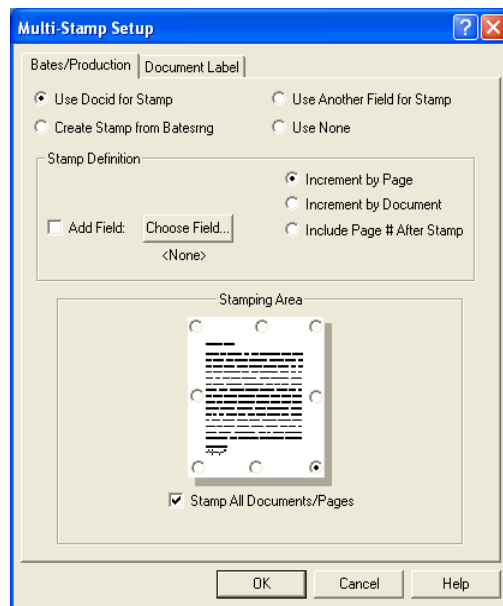


Stamps generally place the document ID or Bates number on the image for viewing and/or printing. Labels can be general text such as "Attorney-Client Privileged," "Trial Exhibit" or "Confidential." Both stamps and labels can also use values from a database field.

To stamp or label an image:

1. With the image open, change to the Edit Markups mode.
2. From the Options menu, select Stamp and Label Setup. The Multi-Stamp Setup dialog box displayed.
3. Set the options on the Bates/Production tab to set the stamp settings that you want to use:



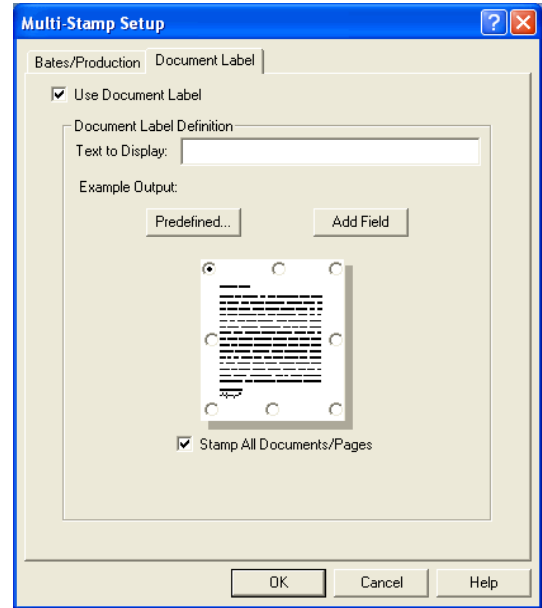
- **Use DocID for Stamp** - Click this option to use the image's document ID for the stamp. (If the record is stored in the **E-table**, the **DocID** field value is used. If the record is stored in the **Stdtable** table, the **BegDoc#** value is used.) In addition, you can check **Add Field** in the **Stamp Definition** area and click **Choose Field** to select a field value to use in addition to the document ID. You can also choose to **Increment by Page**, **Increment by Document**, or **Include Page # After Stamp** from the **Stamp Definition** area.

*Note: The setting **Include Page # After Stamp** is most common when working with sequential docids.*

- **Use Another Field for Stamp** - Click this option to use a field value other than the document identifier. (For example, to use a Production ID number). Click **Choose Field** and select the field that you want to use. You can also choose to **Increment by Page**, **Increment by Document**, or **Include Page # After Stamp** from the **Stamp Definition** area.
- **Create a Stamp from Batesrng field** - Click this option to use the **Batesrng** field value.
- **Use None** - Click this option if you do not want to use a stamp at all. The **Document Label** tab will be brought to the forefront and you can set label options.

- **Stamping** - In the **Stamping** area, click the location on the diagram where you want the stamp to be displayed, and check the **Stamp All Documents/Pages** option if you want the stamp to be displayed on all of your images and not just the current one. This option is checked by default.

4. Set the options on the **Document Label** tab to set the label settings that you want to use:
 - **Use Document Label** - Check this option if you want to include a label on the image
 - **Text to Display** - If you do not want to use a predefined label or field value, type the text that you want to use for your label in the **Text to Display** box.
 - **Predefined** - Click **Predefined** to select from a list of common labels.



*Note: The **Select a Predefined Label** dialog box also allows you to create a new label or edit an existing one.*

- **Add Field** - Click **Add Field** to use a field value for the label. You can use a field value on its own or in combination with user-defined or predefined text.
 - **Page diagram** - Click the location on the diagram where you want the label to be displayed.
 - **Stamp All Documents/Pages** - Check the **Stamp All Documents/Pages** option if you want the label to be displayed on all of your images and not just the current one. This option is checked by default.
5. Click **OK** when you have set up your stamps and/or labels. The **Multi-Stamp Setup** dialog is closed.
 6. Refresh the image (click **Prev Doc** or **Next Doc** on the toolbar, and then return to the image) to see the stamp and/or label. If you still cannot see your stamp, select **View Bates/Production Stamps** from the **Options** menu. This option must be checked if you want to view stamps.