



E X H I B I T F L O W

Manual



Automate your PDF workflows



Overview

Exhibit Flow is split up into **9 modules**

1. **Cover Page Wizard:** Batch create cover pages
2. **Exhibit Sticker Wizard:** Batch append exhibit stickers
3. **Bates Stamper:** Paginate your PDFs according to custom parameters
4. **PDF Merger:** Merge PDFs with bookmark functionality
5. **Encryptor/Decryptor:** Add or remove passwords on PDFs via a batched process
6. **File Tagger:** Name your files by naming convention (Ex., Appendix) and letter/number
7. **Exhibit List Creator:** Creates list of exhibits based on your files names
8. **Appendix Creator:** Creates an appellate-appendix style output of paginated pages by volume
9. **Renumber/Reletter/Swap:** Drop, remove, or swap numbered/letters from folders of exhibits and have the existing filenames renamed accordingly



Cover Pages and Exhibit Stickers

Overview/ Compatible Files

The cover page and exhibit sticker tools (as well as Exhibit List and Renumber/Reletter tools) allow users to select PDF files which start with **Exhibit, Ex., PTX, JTX, DTX, Addendum, Appendix, Annex, Schedule, Rider, Enclosure, and Supplement**. The app reads the file type and letter/number and creates cover pages or stickers per the user's settings. Both simple and more complex forms will work (e.g., Ex. A.pdf as will Ex. A Letter of June 1.pdf)

Users can set up pagination for exhibits which can run continuously (e.g., MSJ_001) or automatically start anew on each exhibit (e.g., A_001 for page 1 of Exhibit A, B_001 for page 1 of Exhibit B, and so on).

Word Template (Cover Page Wizard)

Instead of setting cover page parameters in-app, users can choose to use a Word template cover page to create cover pages for their PDFs. This function requires Microsoft Word with COM permission and works best with the Word application closed. Because the application is effectively creating Word documents in the background, this option will take longer to process the PDFs.

Presets

Users who wish to save the parameters they have set for a cover page or exhibit sticker task for future use can save those settings as a Preset.

Sticker Positions

Users have 6 different preset locations to place exhibit stickers (corners, center top, or center bottom). Users can also choose to place stickers **manually in any position** via the PDF preview window, placing a "dummy" sticker in a given position in the preview window. This allows users to ensure that the stickers do not obscure potentially important exhibit content.



Bates Stamp, Appendices, and Exhibits Lists

Bates Labeler

Exhibit Flow comes with a PDF paginator (Bates labeler). This allows users to set font, prefix and suffix, and other pagination settings as well as output file name conventions. Users who want to save those settings and have the app “remember” where they left on their production for future use can save their entry as a **“project.”** Upon starting the app for a later production, users can click continue project and the new production will start out where the old one left off.

Exhibit List Wizard

Simply select your PDF exhibits and an output folder and Exhibit Flow will create a Word document with a table listing each by letter/number and a description of the file (based on file name). For example, if a user selected Ex. A Stevens Memo.pdf through Ex. Z December 31 Letter.pdf, a list would be created showing that Exhibit A is the Stevens Memo and Exhibit Z is the December 31 Letter (and everything in between).

Appendix Creator

Our appendix creator makes creating appendices on appeal (or for any other use) easy. Users just need to select the contents of their appendix. Users can then determine how to organize the files by appendix volume and set pagination parameters. Users can **add bookmarks** too (so each of the to-be-merged files in each appendix can be easily accessed). The application then creates paginated PDF appendices by volume. The app can also create a **Table of Contents** reflecting each volume and each entry within the volume by page range in a manner similar to the Exhibit List wizard.



Merger, Encryption, File Tagger, and Folder Organization

PDF Merger

The merger function is largely self explanatory in that it allows users to merge PDF files and pick the output name for the merged document. Our merger allows you to **add bookmarks** as well which will start where each input file begins and will reflect the name of the input PDFs (e.g., if you merge together June 1 Email.pdf, Attachment 1.pdf, and Attachment 2.pdf, 3 bookmarks will be created within the merged file). Bookmarks allow users to “teleport” to different sections of your PDF. This makes navigation of long PDFs a breeze – scoring you points with clients and courts alike.

Encryption and Decryption (Passwords)

Exhibit Flow allows users to add or remove passwords for PDFs on a batch basis. Just select your files and decide whether you want to add or remove the password on the files.

File Tagger

The file tagger function lets you put not yet numbered/lettered PDFs in given slots (e.g., a slot for Ex. A, another for Ex. B, and so forth) and create newly named PDFs reflecting the slots’ naming/numbering/letter convention. Just sit down with your brief and evidence and create numbered/lettered exhibits as you go.

Renumber/Reletter/Swapper

The Renumber/Reletter/Swapper function is tripartite – performing file addition, removal, and swapping functions across files in a folder. In effect, the app renames the existing files in a given folder when a new file is added or removed (and swaps the numbering/letter in the case of the swap function for two files within a given folder).

For example, if your folder contains Ex. 1 Memo.pdf through Ex. 99 Complaint.pdf and you want to add a “new” Exhibit 1 (say, Ex. 1 Letter.pdf), then upon adding that file, the app will turn Ex. 1 Memo.pdf into Ex. 2 Memo.pdf, Ex. 99 Complaint.pdf into Ex. 100 Complaint.pdf and alter everything in the middle accordingly.



Account Management

Seats can be deactivated (e.g., if an employee leaves and you want to free up a seat for another employee) by the account holder via the online portal at www.exhibitflowapp.com. Further, if you want to add seats to your subscription or remove seats from your subscription, the account holder can do so via the online portal as well.



Feedback and New Ideas

Exhibit Flow was designed by legal professionals to address the most tedious PDFs tasks facing legal professionals. We are always looking for new ideas to add to our app so we can make our users' jobs easier.

Contact **info@exhibitflow.com** to offer your ideas and other feedback.