

## Easy Mark Index – Litigation Imaging Preparation Software

Easy Mark Index is a collection of simple utilities that allow a user to prepare images for use in Litigation Document Management Programs. Its features include the ability:

- Reading a simple OMR (Optical Mark Read) Form, (commonly called Scantron Sheets or Bubble Forms) to collect index information. The form allows for six indexing fields and six options per field.
- Create matching OCR text files to images. The text file can either be a single page text file or multi-page text file with the user's choice of page separation.
- Convert existing multi-page tiff images into single page tiff images with matching text files.
- Specify a document length and import existing single page tiff files to create multi-page text files that match the document length.
- Specify how many images should be contained in each output folder with no document being broken between folders.
- Create a csv file to be read by a Litigation Document Management Programs in the format of:

" file location", "start image", "ending image", "starting text file", "ending text file", "Index value1", "Index value2", "Index value3", "Index value4", "Index value5", "Index value6"

or if using multi-page text for output

" file location", "start image", "ending image", "text file", "Index value1", "Index value2", "Index value3", "Index value4", "Index value5", "Index value6"

- Stamp images (Bates Stamp) with a prefix and the file name (less extension) without ever obstructing any part of the image.
- Quickly view images and change index information before the creation of output.
- Create an easy to understand table of file and index information that can be modified in a spreadsheet program before the import table is created. This allows for manual insertion of pages and batch replacement of index information.
- It creates an import table as a csv file that contains the location of the image, the starting document file name, the ending document file name (all single page tiff files), either a range of single page text files that match the document, or a multi-page text file
- The program can also import multi-page Tiff files and process them into single page files with matching OCR text files.

Easy Mark Index \$895.00

Price subject to change without notice.

For More Information visit [www.eDocFile.com](http://www.eDocFile.com)