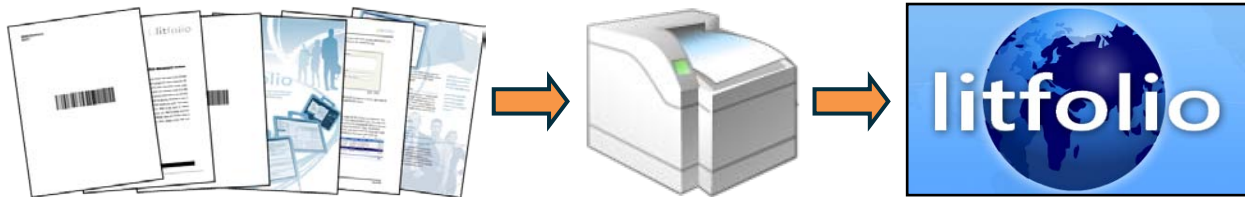


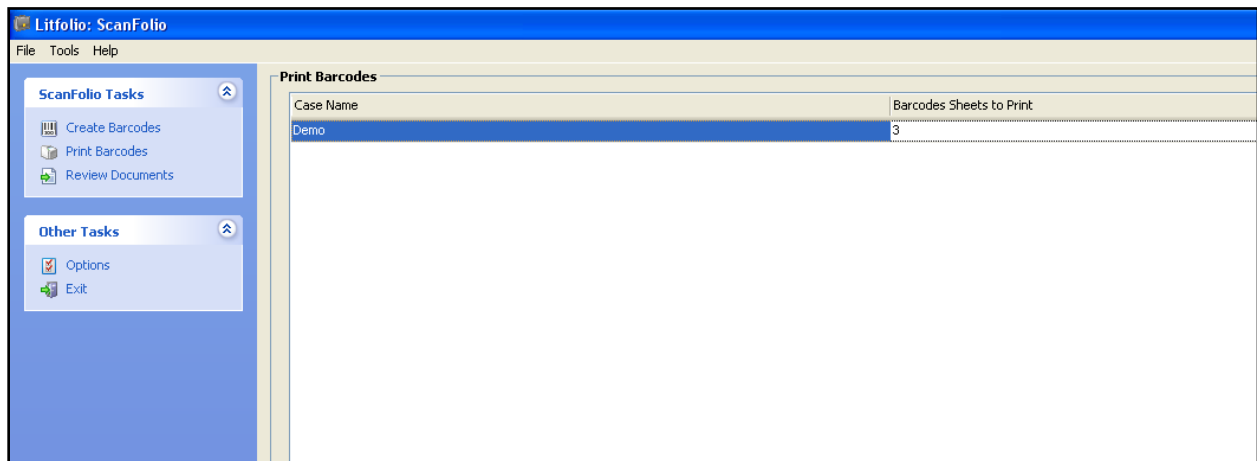
Scanfolio

Do you have paper documents and case files lying around your office? Do you find yourself saying “Now where did I put that document?” With litfolio and Scanfolio, you are able to share those documents and files instantly!

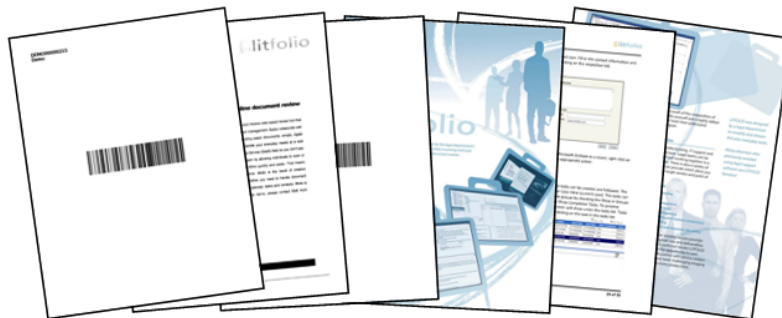


Here's how it works.

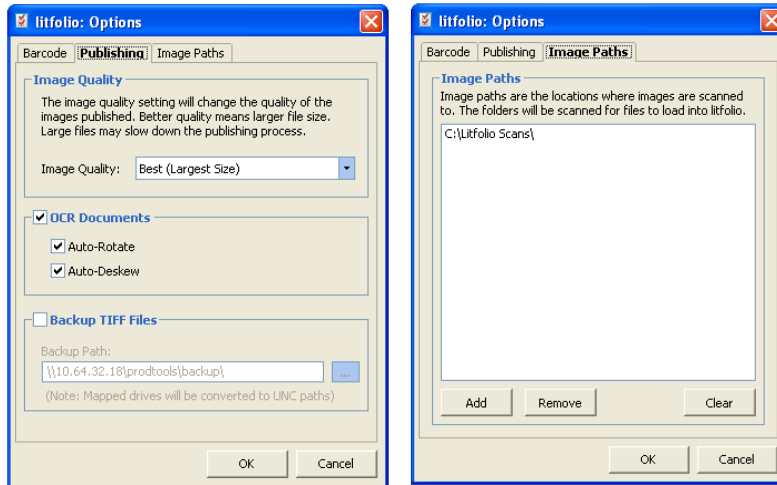
- 1 With Scanfolio installed on your computer, log in to Scanfolio using your litfolio username and password. Start by selecting the case the documents should be sent to and enter the number of documents under barcodes sheets to print. Click on 'Print Barcodes'. The barcodes will act as slip sheets between each document automatically routing each document to the proper case in litfolio.



- 2 Once the barcode sheets are placed between each document, send them through your scanner. Make a note of where all of the scanned files will be saved on your computer or your network.

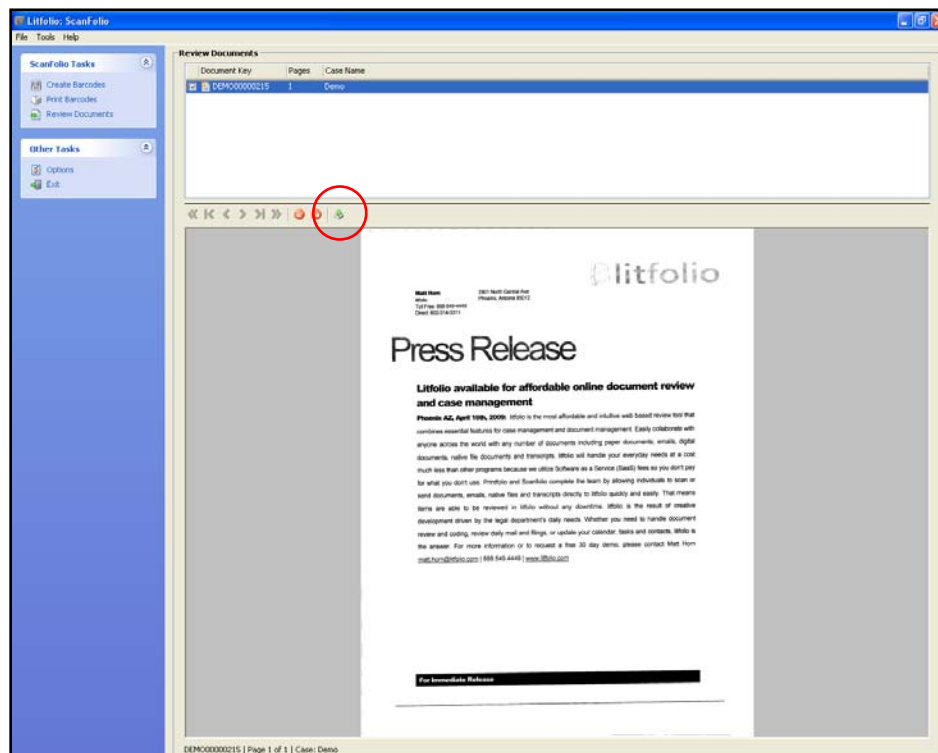


- 3 In Scanfolio, click on Options and make sure the Publishing options are setup properly and the Image Paths options match the location of the scanned files from the previous step. Click 'OK' to save your changes.



- 4 Click on 'Review Documents'. The review screen will show the scanned documents and how the images will look when added into litfolio. Make sure to check the quality of the images for proper orientation. If a document is not the proper orientation there are options in the review documents screen to rotate left or right. Once all the documents have been reviewed put a check next to each document key that should be added to litfolio or right click and select all.

Click on the 'Publish Documents' icon to send to litfolio.



- 5 The published documents from Scanfolio will load into litfolio an image of the file for quick viewing and OCR text so the documents are fully searchable in litfolio.
- 6 A processing window will show the current status and in a matter of seconds the files will be loaded into litfolio available to be shared, reviewed and searched upon.

