

# Comparing Labeling in Express vs. iBlaze

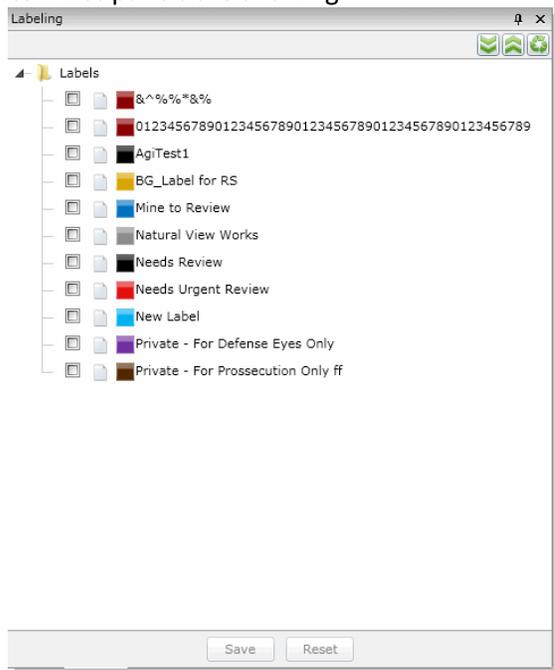
## Summation Express/Pro

- Labeling Panel
  1. The *Labeling* panel in *Case Review* can be used to apply labels to documents. You can organize your documents by applying labels using the Labeling panel. The Labeling panel allows you to apply labels to documents one at a time.

- Applying Labels to Single Documents

Note: Production set records cannot be labeled.

1. In the *Case Review*, ensure the *Labeling* and *Item List* panels are showing.



2. In the *Item List* panel, highlight the document to which you want to apply a label.

3. In the *Labeling* panel, check the label(s) that you want to apply and click **Save**.

- Removing Labels from a Single Document

1. In the *Case Review*, ensure the *Labeling* and *Item List* panels are showing.

2. In the *Item List* panel, highlight the document from which you want to remove a label.

3. In the *Labeling* panel, uncheck the label(s) that you want to remove and click **Save**.

- Applying Labels to Multiple Documents

Note: Production set records cannot be labeled.

1. In the *Case Review*, ensure the *Item List* panel is showing.

2. Check the documents to which you want to

## Summation iBlaze

- Stamp and Label Setup

1. With an image open in the **Image Viewer**, change to the **Edit** mode.

2. From the **Options** menu, select **Stamp and Label Setup**. The **Multi-Stamp Setup** dialog is displayed.

3. Set the options on the **Bates/Production** tab to set the stamp settings that you want to use:

- A) **Use DocID for Stamp**
- B) **Use Another Field for Stamp**
- C) **Create a Stamp from Batesrng field**
- D) **Use None**
- E) **Stamping**
- F) **Use Document Label**
- G) **Text to Display**
- H) **Predefined**
- I) **Add Field**

4. Click **OK** when you have set up your stamps and/or labels.

5. 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.

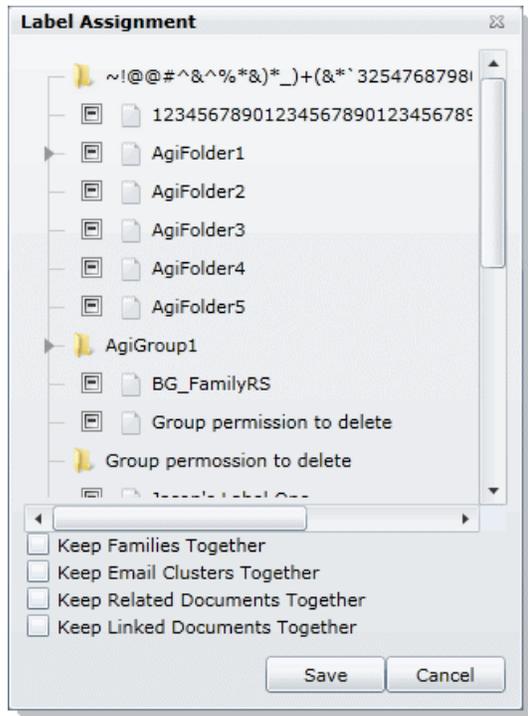
apply labels. If applying labels to all documents, skip this step.

3. In the first *Actions* drop-down at the bottom of the panel, do one of the following:

- A) Select **Checked** to apply labels to all the checked documents.
- B) Select **All** to apply labels to all documents, including documents on pages not visible.

4. In the second *Actions* drop-down, select **Label Assignment**.

5. Click **Go**.



6. Check the labels that you want to assign to the documents.

Note: Boxes with a dash (-) indicate that one or more (but not all) of the documents are already assigned that label. Click the box until it becomes a check mark to apply the label to all the selected documents.

7. (Optional) Check the following **Keep Together** check boxes if desired:

- A) **Keep Families Together**: Check to apply the selected label to documents within the same family as the selected documents.
- B) **Keep Email Clusters Together**: Check to apply the selected label to email documents within the same cluster as the selected documents.

C) **Keep Related Documents Together:** Check to apply the selected label to all documents related to the selected documents.

D) **Keep Linked Documents Together:** Check to apply the selected label to all documents linked to the selected documents.

8. Click **Save**.

- Removing Labels from Multiple Values

1. In the *Case Review*, ensure the *Item List* panel is showing.

2. Check the documents from which you want to remove labels. If removing labels from all documents, skip this step.

3. In the first *Actions* drop-down at the bottom of the panel, do one of the following:

A) Select **Checked** to remove labels from all the checked documents.

B) Select **All** to remove labels from all documents, including documents on pages not visible.

4. In the second *Actions* drop-down, select **Label Assignment**.

5. Click **Go**.

6. In the *Label Assignment* dialog, click the check boxes until they are blank on the labels that you want to remove.

7. Click **Save**.