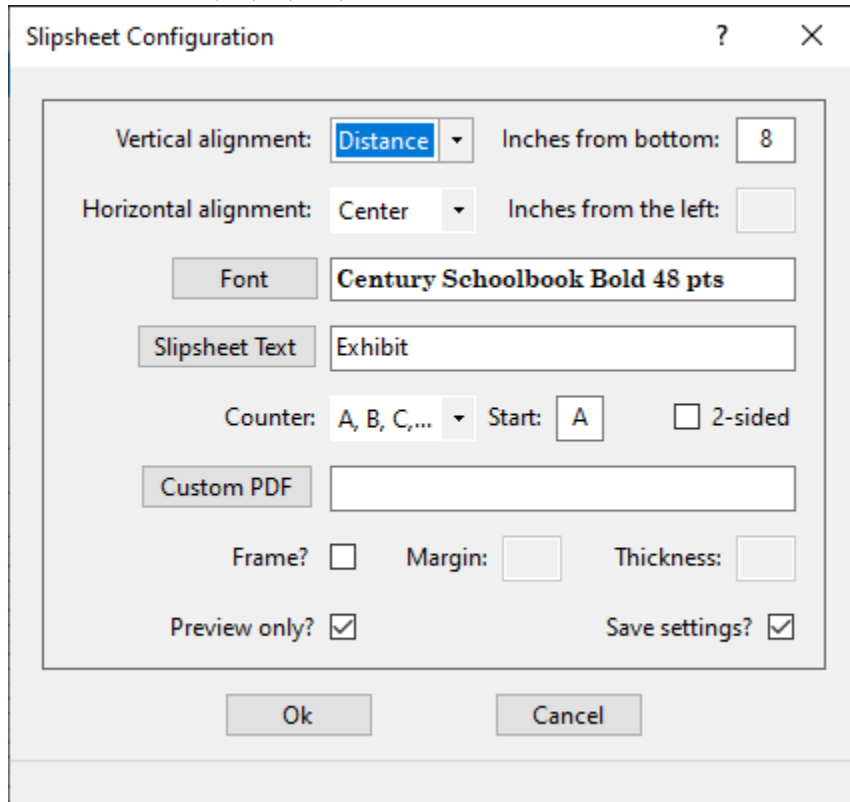


Slipsheet Configuration

Here is where you set up what your slipsheet should look like. Most of it is self-explanatory. If you want your slipsheet to say “Exhibit 1” in the middle of the page, set vertical alignment to center, horizontal alignment to center, the text to “Exhibit,” the counter to “1, 2, 3,...”, and 1 to start.

The image shows a 'Slipsheet Configuration' dialog box with a title bar containing a question mark and a close button. The dialog is organized into several sections. The top section has 'Vertical alignment:' set to 'Distance' (in a dropdown menu) and 'Inches from bottom:' set to '8' (in a text box). Below this, 'Horizontal alignment:' is set to 'Center' (in a dropdown menu) and 'Inches from the left:' is an empty text box. The next section has a 'Font' button followed by a text box displaying 'Century Schoolbook Bold 48 pts'. Below that is a 'Slipsheet Text' button followed by a text box containing 'Exhibit'. The 'Counter:' section has a dropdown menu showing 'A, B, C,...', a 'Start:' text box with 'A', and an unchecked '2-sided' checkbox. The 'Custom PDF' section has a button followed by an empty text box. The bottom section contains three checkboxes: 'Frame?' (unchecked), 'Margin:' (with an empty text box), and 'Thickness:' (with an empty text box). At the very bottom, there are two checkboxes: 'Preview only?' (checked) and 'Save settings?' (checked). The dialog concludes with 'Ok' and 'Cancel' buttons.

Alignment

You can align your slipsheet text vertically—top, bottom, center—and horizontally—left, right, center. You can also select a distance in inches from the bottom and left sides of the paper.

Font

Click the Font button to open the font chooser. Your choice will display in the text box.

Slipsheet text

Enter the line of text you want, such as “Exhibit” or “Doc Num” or whatever. Click the button to open the [Slipsheet Text List](#).

Counter and Start

You can select numeric, alphabetic, or no counter. If you select a counter, you can select the starting number or letter.

2-sided

Check this box if you will be printing the documents double-sided. If you print double-sided, your slipsheet must have an extra blank page to prevent the document from starting on the same page.

Custom PDF

It’s possible that you might have a custom slipsheet that just needs to be stamped with a counter. If so, click the button or enter the full name of the PDF. Only the first page will be used.

Frame, Margin and Thickness

You can place a frame around your slipsheet. Set the margin and thickness in points (72 per inch).

Preview only

You can create a preview copy instead of actually processing the PDFs. It will display automatically. The Slipsheet Configuration form will remain open as long as you continue creating proofs.

Save Settings

You might always create the same slipsheets, and then have an exception just once. This will let you change settings without saving them.

Slipsheet Text List

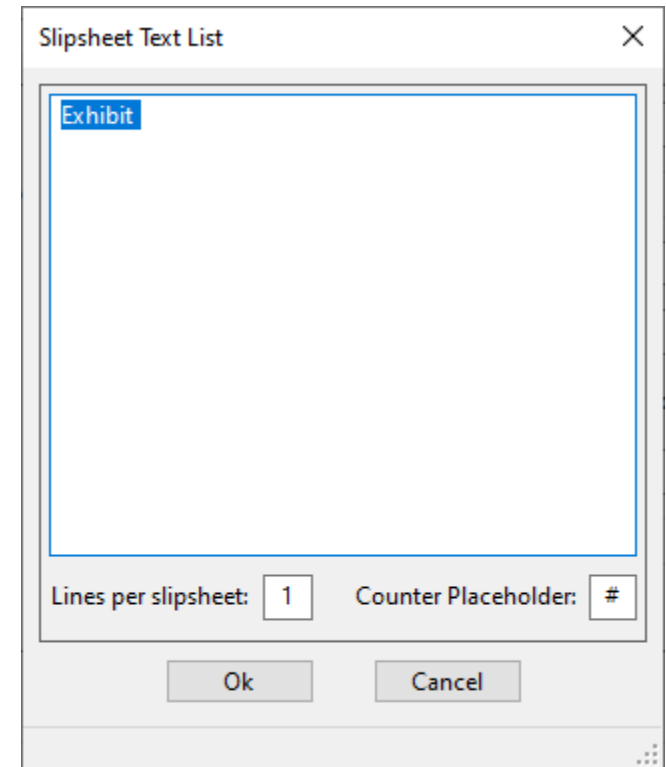
The Slipsheet Text list lets you create exhibit titles that span several lines. It also gives you flexibility over where the exhibit number or letter goes. For example, suppose you wanted an exhibit title like this:

Exhibit No. 3
to the Declaration of
John Q. Witness

To create this exhibit title, you would enter:

Exhibit No. #
to the Declaration of
John Q. Witness

Exhibit Helper knows to replace the # with the exhibit number or letter. But what if you wanted to use the pound sign in the title? What if you wanted it to read Exhibit #3? In that case, pick any other symbol and enter in the Counter Placeholder. You could use \$, *, or any otherwise unused character.



The screenshot shows a dialog box titled "Slipsheet Text List" with a close button (X) in the top right corner. Inside the dialog, there is a large text area with a blue border. The word "Exhibit" is entered in the top left corner of this area. Below the text area, there are two input fields: "Lines per slipsheet:" with the value "1" and "Counter Placeholder:" with the value "#". At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".