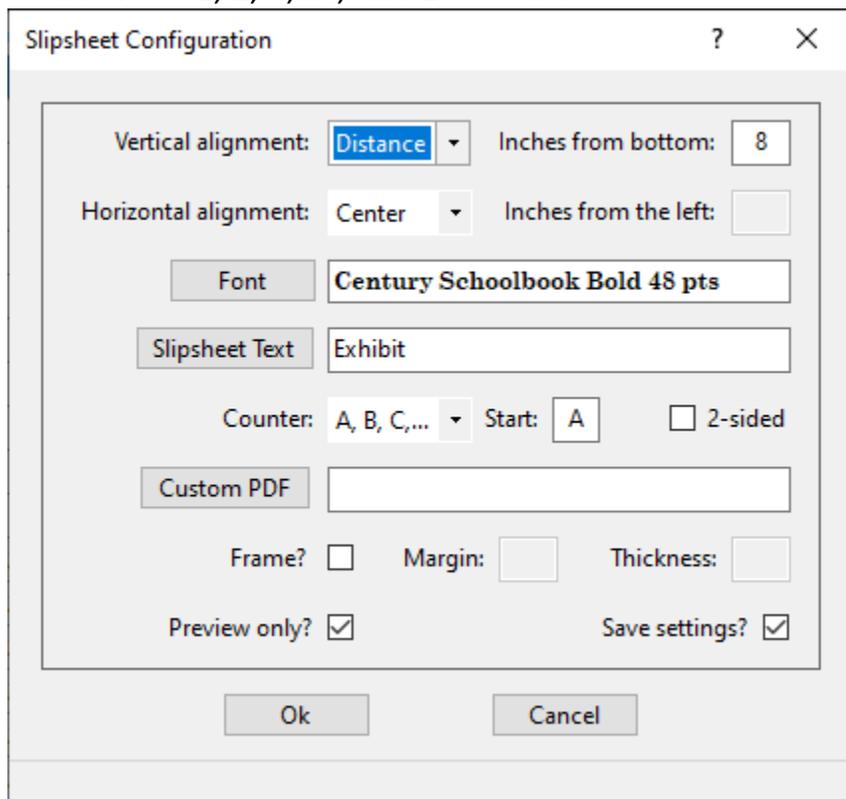


Slipsheet Configuration

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 screenshot shows the "Slipsheet Configuration" dialog box with the following settings:

- Vertical alignment: Distance (dropdown)
- Inches from bottom: 8 (text box)
- Horizontal alignment: Center (dropdown)
- Inches from the left: (empty text box)
- Font: Century Schoolbook Bold 48 pts (text box)
- Slipsheet Text: Exhibit (text box)
- Counter: A, B, C,... (dropdown)
- Start: A (text box)
- 2-sided: (unchecked checkbox)
- Custom PDF: (empty text box)
- Frame?: (unchecked checkbox)
- Margin: (empty text box)
- Thickness: (empty text box)
- Preview only?: (checked checkbox)
- Save settings?: (checked checkbox)

Buttons: Ok, Cancel

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.

