Documents to be exported as images or PDFs must first be in an imaged format. For small sets of files (10 or less) right click in the grid screen and choose Image for Redaction. For large sets send to a production draft and use the Prepare Production to create images of the documents.

On the Current Docs grid screen highlight the documents to be exported.
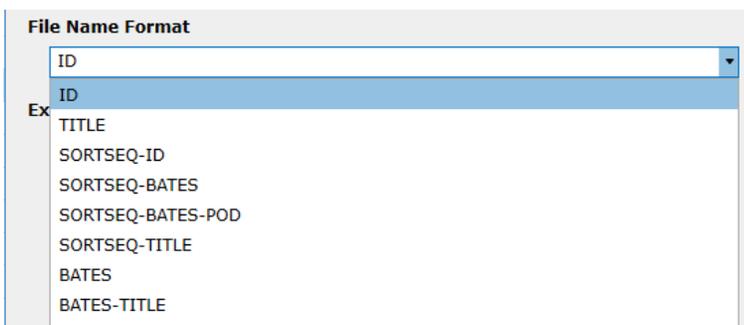
Go to the Tools tab at the top of the screen and choose Export Documents (Ctrl+E keyboard shortcut):
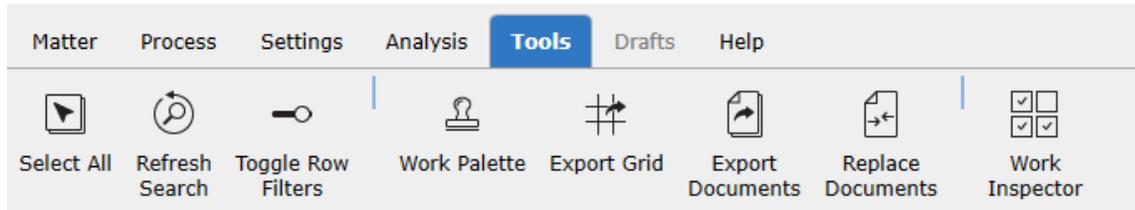

The Export Documents pop-up box will appear:
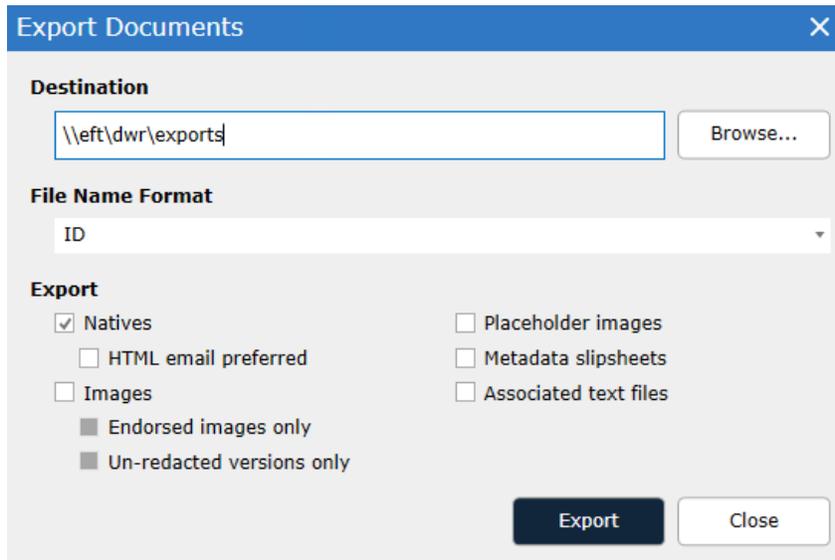
Click on the Browse button (…) to select the destination of the files (if you are a private cloud customer export to the D:\DATA drive on the server). For monthly matters export to the XFER (or EFT) location.

Click on the drop down to choose the File Name Format of the export (ID is the recommended filename as this allows the exact file to be located in the database). Use SORTSEQ in the name for documents sorted in a particular order for which the sort needs to be maintained.

For example, if the documents are currently in date order in DWR, this option will keep them in date order on export by adding a sequence number into the name (00001-ID001234, 00002-ID001235)
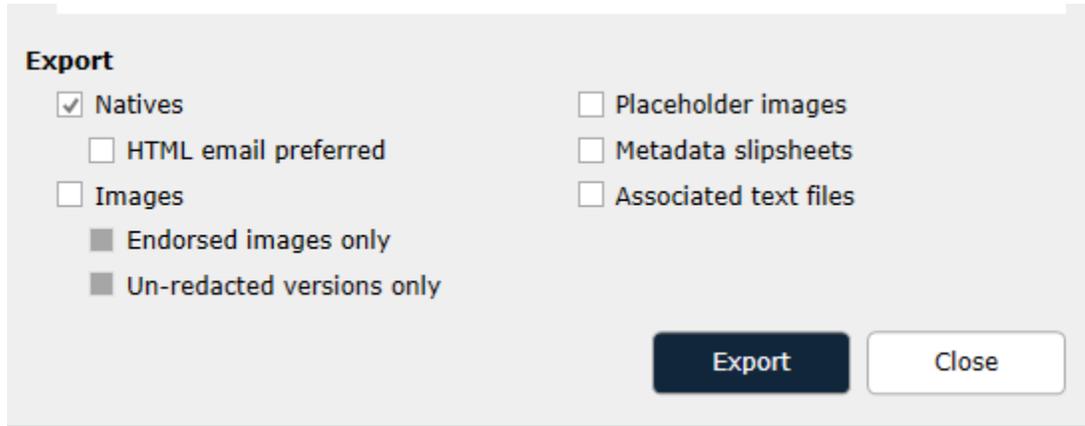
Click on the radio button under Export As to choose Native and/or Image format for the exported files. Additional options include the produced slip sheets (placeholder), Metadata slipsheets which will contain fielded data such custodian, title and bates, or OCR text files.

Click **Export**. DWR will open the export location automatically when the export completes.

Included with the document export will be an index in Excel format containing all the currently visible Document List columns as well as Bates numbers and hyperlinks to the exported documents.

Important: Make sure to remove any Document List columns which should not be disclosed in the index file prior to exporting the documents.

(For more details on these options see the full user's guide at
https://www.dwr.guru/docs/v10/exporting-documents2.html)

For Digital WarRoom Cloud Customers

Once exported right click on the exported folder and choose Send To....Compressed Zip file. While the file size may not be significantly smaller, the computer is transporting one file not multiple files which will expedite the process.
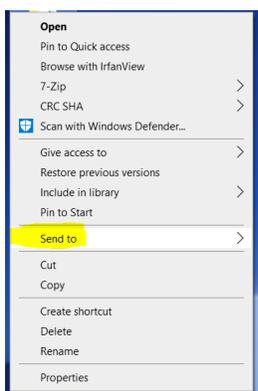
After the file is zipped, right click on the zipped file and copy (CTRL+C) which will copy the file to the clipboard of the computer being used to access the server. Click on the destination local folder or desktop and paste by right clicking>paste (CTRL+V).

If the file size is too large to transport via this manner, an option to FTP the file is available on the D: drive for private cloud users or a shortcut for monthly matters. Contact Support@digitalwarroom.com if you need the login credentials for the FTP for your matter.