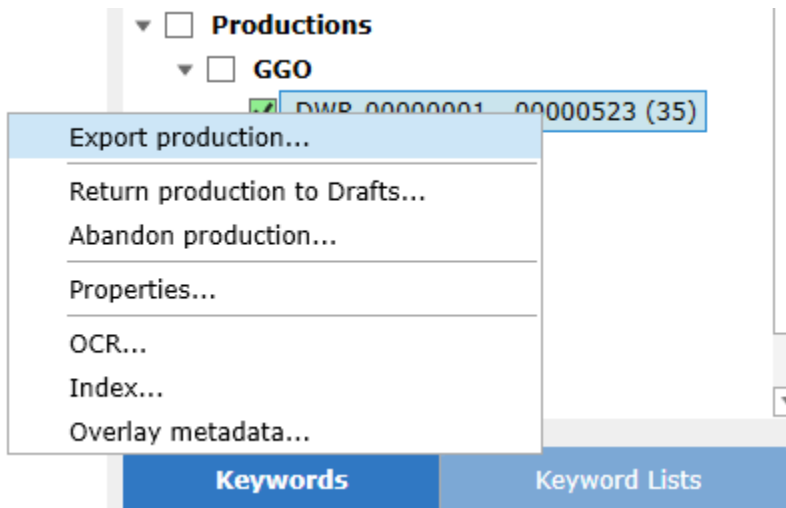
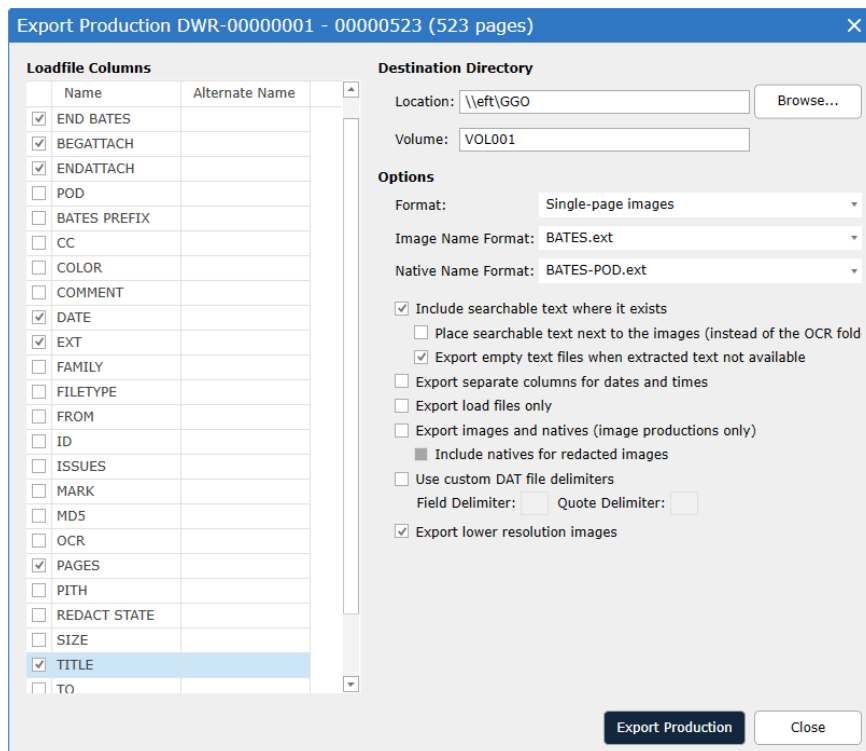


Exporting Productions

To export a production for delivery to the receiving party right click on the production and choose Export production....

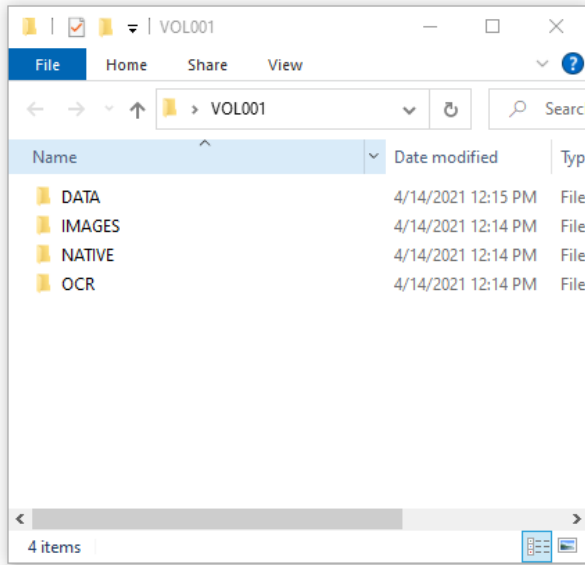


Select the required fields for the metadata to be supplied (BegBates, EndBates, BegAttach, EndAttach are standard minimum to be included) and the format for the export (images or PDF) and if text is included.



If production requires single page TIFF images select the Export lower resolution images for the documents to be converted to TIFF images.

Exporting Productions



Once the export is complete the export location will open for QC. Confirm the Images folder contains the number of exported pages, OCR contains the number of export documents and load files are present.