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# LAW: HOW TO

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Remove An Endorsement Not Created In LAW

## Problem

I have images that have existing PageIDs (Bates number) branded on the image. Is there a way to remove the existing Bates stamps with LAW?



## Solution

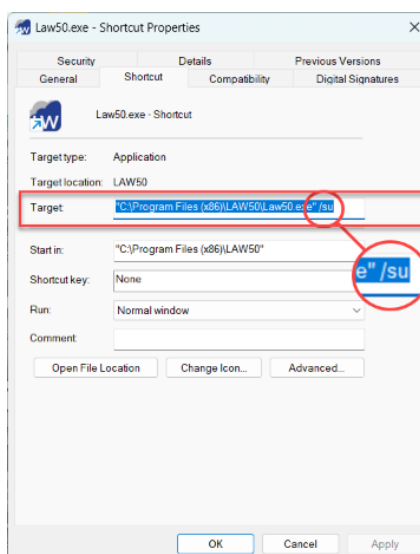
Yes, with scanned or imported images, you can fool LAW into thinking the Endorsement (branding) was completed in LAW, then “un-endorse” the image to remove an existing header or footer on the image.

## SU Switch

The super user (/su) switch unlocks the header/footer fields that are populated during the Endorsement process in LAW.

### Enable the su switch:

1. Right-click on the Law50.exe shortcut, then select **Properties**.
2. In the **LAW50.exe – Shortcut Properties**, the Target field shows the path to the executable. Add **<space>/su** to the end of the executable path.
  - a. **"C:\Program Files (x86)\LAW50\Law50.exe" /su**
3. Click **OK** to make the change and close the window.



## LAW50.exe - shortcut

To enable switches for CloudNine LAW, you must have the LAW50.exe – shortcut on the computer desktop.

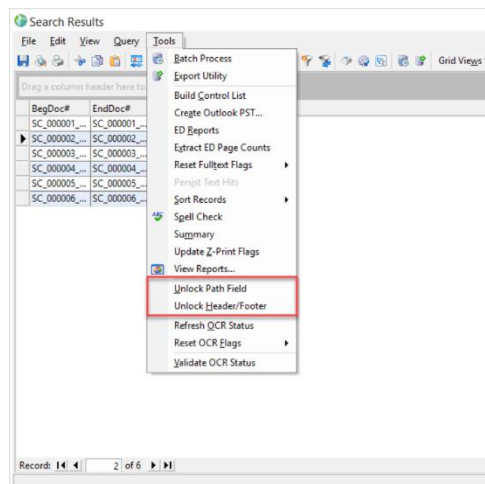
### Steps to Remove an Existing Header / Footer from the Image

1. Enable the /su switch to unlock the Header and Footer Fields.
2. Run a search, returning records at the page-level.
3. Unlock the Header/Footer field, then Edit/Replace the 0 value with the size to remove from the image.
4. Under Batch Process Options – select Header and Footer and remove existing values in the Header and Footer sections.
5. Run Endorse image in Batch Processing to remove the existing footer.

## Verify the Switch is Enabled

The **/su** switch enables the **Unlock Path Field** and **Unlock Header/Footer** menu options found under **Tools** in the standalone grid.

1. Launch LAW, then open the LAW case containing the images that need to have the PageIDs removed.
2. Select **Tools-Display All Records** or click the **Globe** icon to open the standalone grid.
3. In the Search Results grid, select **Tools** from the menu.  
Two menu items: **Unlock Path Fields** and **Unlock Header/Footer** are now available (previously grayed out).



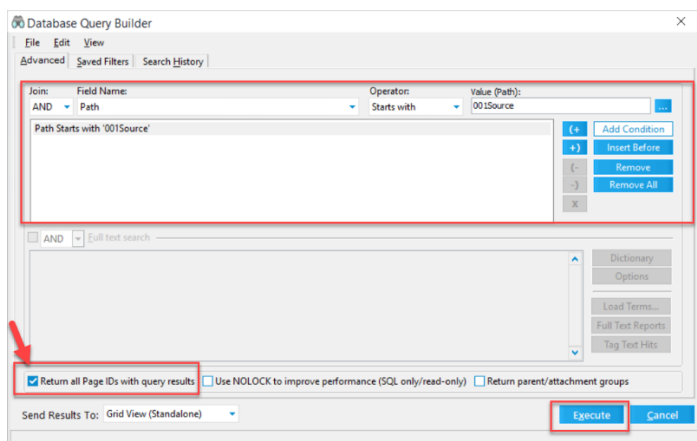
## Removing an Existing Footer

You have enabled the **/su** switch and verified **Unlock Header/Footer** is available for selection. You have a LAW case with either scanned or imported images using either the **Load File** or **Raw Image** option. After reviewing the images, you know that removing the existing Page ID will not alter the original image. You can now proceed with removing the existing footer.

### Returning Page IDs

The Header / Footer fields are page-level fields in the LAW database. To see page-level fields, you must run a query at the page-level.

1. In the LAW database, select **Tools – Query Builder** or click the Binoculars icon. The Database Query Builder opens.

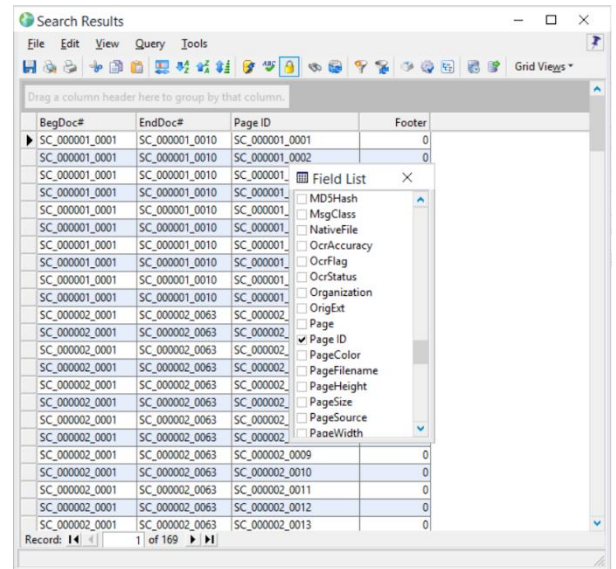


## Caution

This process will cut off (remove) a portion of the image, specifically the header/footer area. This process cannot be reversed. Before you proceed, we recommend:

- Maintain the original image set as “Pristine”.
- Do not use the “link to images” feature when importing existing images.
- Always run the process on a small image set to verify the area that will be cut off is only the existing branding and not relevant to the image.

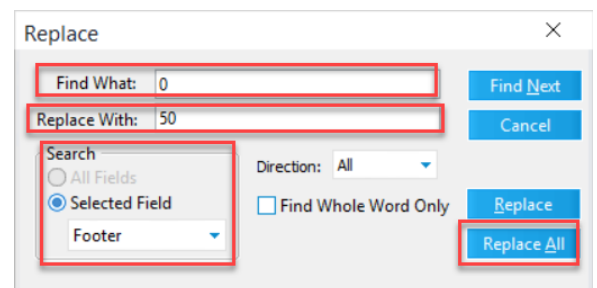
- Build the search by selecting the **Field Name**, **Operator**, and **Value** then clicking **Add Condition**. The search clause is added to the search window. Add any additional conditions for your search.
- Once the search is created, check the **Return all Page IDs with query results** option in the bottom left of the Query Builder.
- Click **Execute** to run the search. The Search Results grid view opens.
- In the **Search Results**, right-click on any column header to open the **Field List** and select page-level fields to add to the grid view. Select the Page ID, Header and Footer fields to display. Then close the Field List.



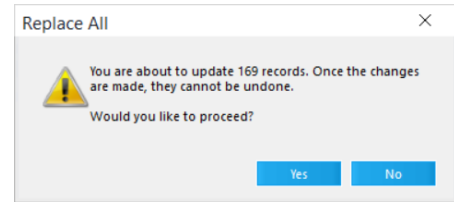
### Unlocking and Editing the Footer Field

Next, you will unlock the Footer field. This will allow you to edit/replace the existing Footer value of 0 to a value expressed in 1/100<sup>th</sup> - 25 (1/4"), 50 (1/2"), 75 (3/4"), and 100 (1").

- In the Search Results, select **Tools – Unlock Header/Footer**. You will receive a warning message. Read through the message, then click **Yes** to proceed.
- A second message indicates the Header/Footer fields have been unlocked. Click **OK** to close the window.
- Select **Edit – Replace**. The Replace window opens.
  - In the **Find What** field, enter zero (0).
  - In **Replace With**, enter a numeric value that indicates the footer size. In this example 50 is used to remove 1/2 " from the bottom of the image.
  - Under **Search – Selected Field**, select **Footer**.
  - Click **Replace All** to update the Footer field for all page-level records returned in the Search Results grid.



4. A **Replace All** message indicates the number of page-level records that will be updated. Verify the page count is correct, then click **Yes** to update the field.
5. Once the update is complete, a **Replace All – All matching were successfully replaced** message appears. Click **OK** to close the message.
6. The Footer field is populated with the numeric value entered.



**\*\*Reminder:** When removing an existing Footer that was not applied directly through LAW it is important to test and verify to ensure you are not cutting off too little or too much of the image.

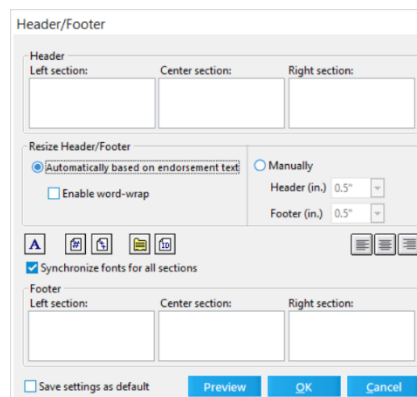
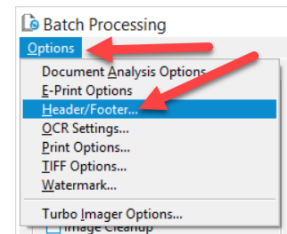
## Endorse

The Footer size is set in the database; the next step is to run **Batch Process – Endorse**. In this process, you will be removing the footer. This will cut-off the footer by the designated size ( $\frac{1}{4}$ " - 25,  $\frac{1}{2}$ " - 50,  $\frac{3}{4}$ " - 75, 1" - 100, etc.) in the footer field.

**\*\*Always test and verify on one or two images before running the process on the entire document set. \*\***

### Setting the Header/Footer Option

1. In LAW, search at the page-level to return only the document records and pages you wish to remove the pre-existing header/footer endorsement (branding).
2. In the Search Results grid menu, select **Tools-Batch Process** to open the **Batch Processing** window.
3. At the top-left corner, select **Options-Header/Footer**.
4. The Header/Footer window opens. Clear all values from the header and footer sections. All sections should be empty.



5. Click **OK** to close the Header/Footer window.

You have updated the Footer field and cleared the header/footer sections. It is now time to run the endorsement process. When the Footer field contains a footer value and the sections in the Header/footer options are empty, LAW will cut the header/footer by the size inputted in the Footer field.

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- The screenshot shows the 'Batch Processing' dialog box in Adobe Acrobat. The 'Processes' tab is selected, displaying a list of processing steps. The 'Extract Text and Images' step is highlighted with a red box and a red arrow. The 'Selected Documents' section shows 'All Documents' and 'Current Record Set' as options. The 'Sharing' section shows 'Enable Distributed Batch Processing' as an option. The 'Begin' button is highlighted with a red box and a red arrow.

The screenshot shows a computer screen with a presentation slide and a data table. The presentation slide is titled "THE NEW CLASS ACTION LANDSCAPE: Trends and Developments in Class Certification" and is presented by John C. Coffee, Jr., Adj. A. Barin Professor of Law at Columbia University Law School, and Alexandra D. Lahav, Professor of Law at University of Connecticut Law School. The slide is dated October 25, 2012, and is from the ABA National Institute on Class Actions. The slide features a drawing of a classical building and a diamond-shaped road sign that reads "CLASS ACTION CERTIFICATION". The data table on the right is a spreadsheet with columns for "BeginID#", "EndID#", "Page ID", "Header", and "Foot". It contains a list of IDs, mostly starting with "SC-000001" or "SC-000002", and a "Page ID" column with values like "1", "2", "3", "4", "5", "6", "7", "8", "9", "10", "11", "12", "13", "14", "15", "16", "17", "18", "19", "20", "21", "22", "23", "24", "25", "26", "27", "28", "29", "30", "31", "32", "33", "34", "35", "36", "37", "38", "39", "40", "41", "42", "43", "44", "45", "46", "47", "48", "49", "50", "51", "52", "53", "54", "55", "56", "57", "58", "59", "60", "61", "62", "63", "64", "65", "66", "67", "68", "69", "70", "71", "72", "73", "74", "75", "76", "77", "78", "79", "80", "81", "82", "83", "84", "85", "86", "87", "88", "89", "90", "91", "92", "93", "94", "95", "96", "97", "98", "99", "100", "101", "102", "103", "104", "105", "106", "107", "108", "109", "110", "111", "112", "113", "114", "115", "116", "117", "118", "119", "120", "121", "122", "123", "124", "125", "126", "127", "128", "129", "130", "131", "132", "133", "134", "135", "136", "137", "138", "139", "140", "141", 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After removing the header/footer endorsement, restore the LAW50.exe shortcut to its original state.

- ## Troubleshooting

1. The /su switch was added to the LAW50.exe shortcut.
2. Images were scanned or imported using the Load File or Raw image import options.

3. Images are TIF/JPG. If the images are PDF, you may not be able to remove the pre-existing footer.
4. The Header/Footer fields were unlocked and edited.
5. Verify Header / Footer (Batch Process-Options) sections are cleared and contain no values.
6. Check if Resize Header/Footer was set to Automatic or Manual. If Automatic, try Manual with no margin; if Manual, try Automatic.
7. Was the Endorse image batch process run?