



BLACKOUT ON DEMAND USER MANUAL

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Change Log

VERSION 1.0.0.32

1. Added yellow highlighter.
2. Added custom image stamp.
3. Copy sample PDF to In folder whenever a new version of Blackout On Demand is installed. Display a message upon program launch.
4. About Screen displays the version #.

VERSION 1.0.0.40

1. Support TIFF files (e.g. .tif, .tiff)
2. SQ2 customization

VERSION 1.0.0.50

1. Apply Template to 1+ documents

VERSION 1.0.1.4

1. "Smart mode" will redact selected file using marking specified in the filename.
2. "Auto Processing" mode will redact files at a specified folder, using marking specified in the filename.

VERSION 1.0.1.5

1. On left **Files** tab, right click / shift-right click can do the following:
 - a. show **Input** folder
 - b. show **Output** folder
 - c. open redacted file in PDF viewer
 - d. show **Output** folder with redacted file selected

VERSION 1.0.1.13

1. New column on the left side panel: Acct #

Selected	FileName	Status	MarkingName	Acct #
<input type="checkbox"/>	BOAprJ1-A432605^Answer2.pdf	Modified	BOAprJ1	A432605

2. User Defined Filename Pattern using Regular Expression in Configuration screen.

The screenshot shows a configuration window titled "Configuration". It has a header bar with a pencil icon and the title. Below the header, there is a section for "Input Folder(s)" with a text field containing a file path. Underneath, there is a "Filename" section with several radio button options:

- No Account # in the filename
- Filename is the Account #
- Account # starts with character and ends with character
- Account # starts at position and ends at position
- (Advanced) Regular Expression:

At the bottom of the window is a large "Save" button.

3. The carat '^' separator is optional. As long as you have the hyphen "-", it will detect the marking template name before the hyphen. Anything after the hyphen is ignored.

Example A: "BOApreJ1-A432605^Answer2.pdf"

/// MarkingName = "BOApreJ1"

/// AcctNum = "A432605"

/// RemainingFilename = "Answer2"

Example B: "BOApreJ1-A432605Answer2.pdf"

/// MarkingName = "BOApreJ1"

/// RemainingFilename = "A432605Answer2"

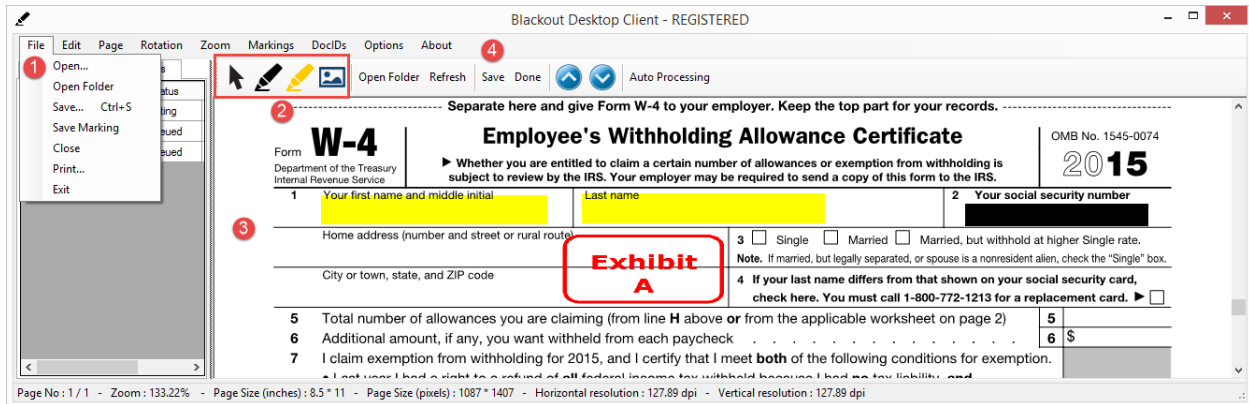
s


VERSION 1.0.1.15

1. Add a whiteout tool. It adds a rectangle area with black border and white background.

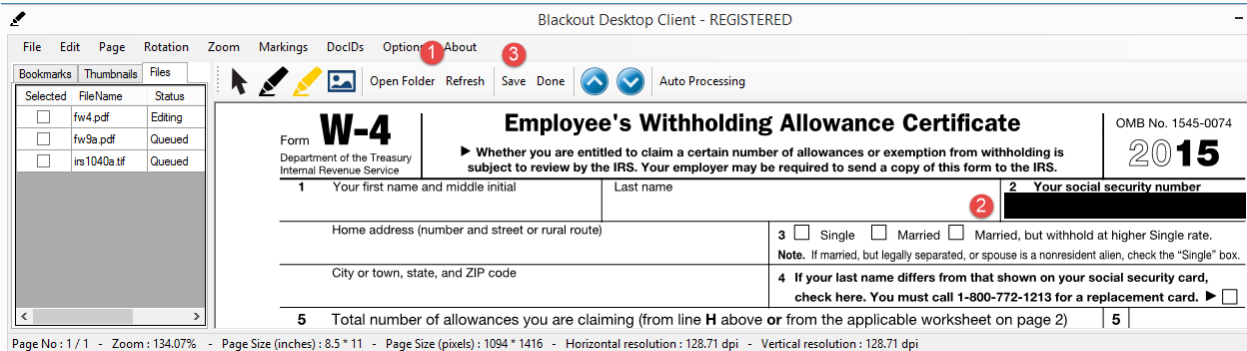
2. Add a "redacted.png" image for image stamping. It is a white image background with black border and the text "redacted" in the middle.
3. Image Stamp tool will now open the user image folder by default. Image Stamp tool will reuse the same image if used consecutively.


Blackout Single File



1. On **File** menu, Click "Open..." and select a file.
2. Click on a Blackout tool button (e.g. marker, highlighter, and stamp). 
3. Blackout the document.
4. Click "Save" button to save the file to a location.

Standard Mode - Blackout Folder Files

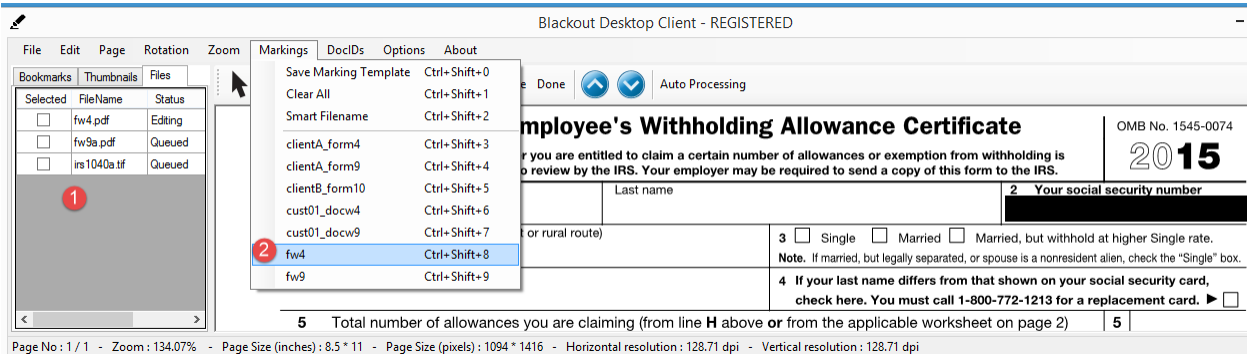


1. The left **Files** panel should list documents in the default input folder. You can click **Open Folder** toolbar button to change to a different folder.
2. With the first document automatically opened, you can blackout with any of the blackout tools. 
3. Click **Save** button to save and open the next document in the folder automatically.
4. Repeat Step 2 to 3 until all files are blacked out.

HOW DOES THIS SAVE TIME?

Blackout automatically open the next document for you whenever you save. This allows you to rapidly blackout all files within a folder. You do not need to manually select / open / save each document anymore.

Quick Mode - Marking Folder Files

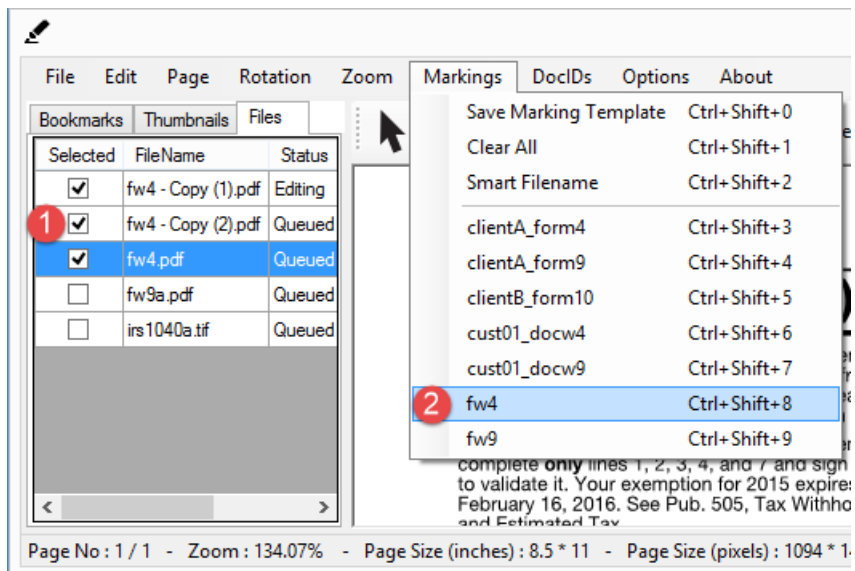


1. The left **Files** panel should list documents in the default input folder, with the first document opened.
2. From **Markings** menu, select a marking template to blackout.
3. Click **Save** button to save and open the next document in the folder automatically.
4. Repeat Step 2 to 3 until all files are blacked out.

HOW DOES THIS SAVE TIME?

A marking is a template with one or more blacked out / highlighted / stamped areas. Reusing a marking saves the laborious task of manually blacking out the areas for documents of the same form layout. You can rapidly use different marking template for different form layouts.

Batch Mode – Blackout Multiple Files with 1 Marking Template

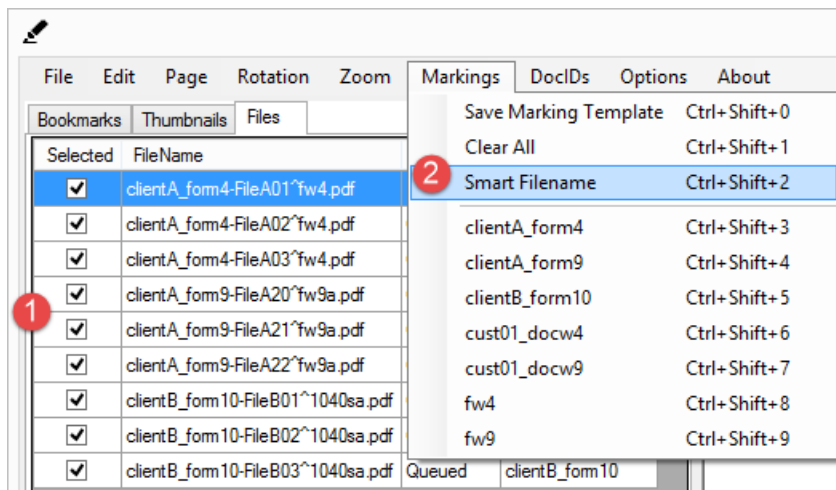


1. In the left Files pane, select/check one or more documents of the same form layout.
2. From **Markings** menu, select a marking template.
3. The app will automatically apply the selected marking template to all the selected documents.

HOW DOES THIS SAVE TIME?

You can blackout dozens or hundreds of documents of the **same** form layout with just a few clicks.

Smart Mode – Blackout Multiple Files with Multiple Markings



1. In the left Files pane, select/check one or more documents.
2. From **Markings** menu, select **Smart Filename**.
3. The app will automatically apply the appropriate marking template intelligently based on the filename.

REQUIREMENT

For this to work, the document filenames must follow a naming convention:

“{marking name}-{FileNo}^{Filename}.pdf”

For example, the document name “clientA_form4-FileA01^fw4.pdf” directs the app to use marking template “clientA_form4”.

HOW DOES THIS SAVE TIME?

You can blackout dozens or hundreds of documents of the **different** form layouts with just a few clicks.

Auto Processing Mode – Automatic Smart Mode



1. Click **Auto Processing** button on the top toolbar.
2. Select the input folder to monitor/process.

The app will now watch for any documents in the folder. It will automatically blackout documents with the appropriate marking templates intelligently based on the filename.

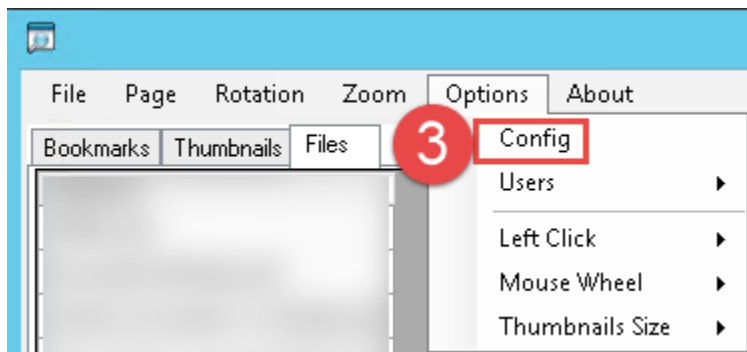
HOW DOES THIS SAVE TIME?

This allows anyone to copy documents to the chosen folder to be processed automatically.

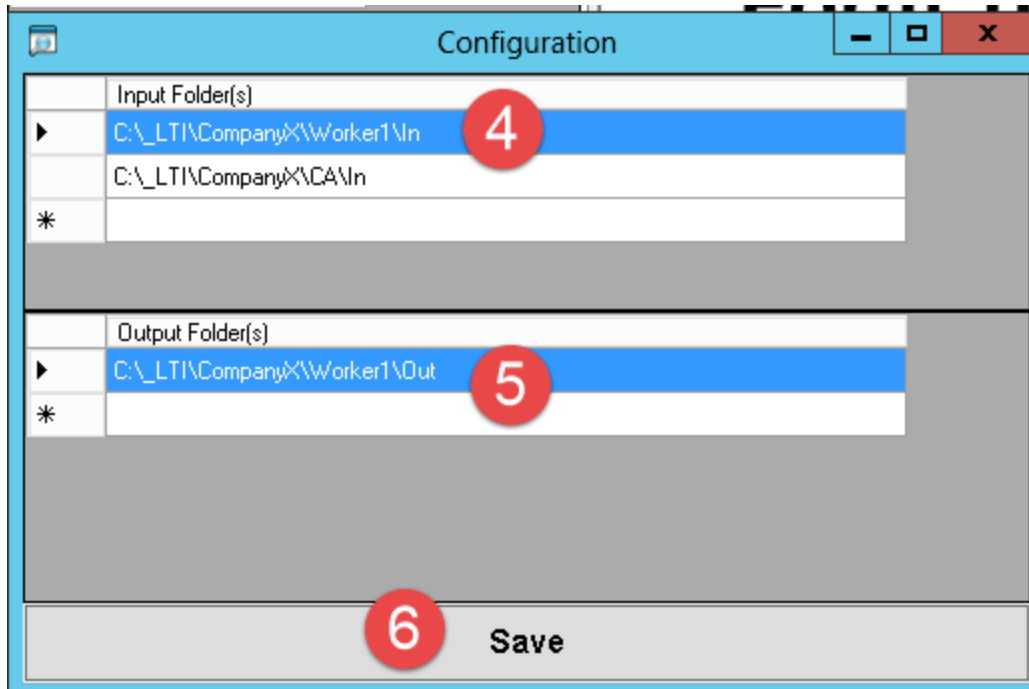
This has the same filename requirement as Smart Mode. The filename directs the app to use the correct marking template.

Standard Mode - Multiple Input Folders

CONFIGURATION



1. This is the default mode when an application is opened.
2. This requires configuration.
3. Go to top menu **Options** → **Config**



4. To add a new input folder to monitor, click on an empty row in the top section (i.e. **Input Folder**) and select a folder. You can click on an existing input folder row and change the folder location.
5. You can specify the output folder by clicking on a row in the bottom section (i.e. **Output Folder**). All blackouted documents will be exported to the specified folder.
6. Click **Save** button at the bottom to save the input/output folders configuration.

Manual Doc Identification (DocID)

PURPOSE

The tool is useful for preparing 3rd party files for QLaw to process. QLaw looks for 2 pieces of information in the file name:

- Account #
- DocId

1. If a 3rd party file includes an account # in the filename, this app will extract it based on configured patterns.
2. With only a few key strokes, User can manually identify a batch of document quickly, assigning a DocId.
3. Finally, the App will copy the file to a new file name, containing the DocId and account #.

Note: this feature does not blackout the document content.

CONFIGURATION

Doc Id Configuration Table

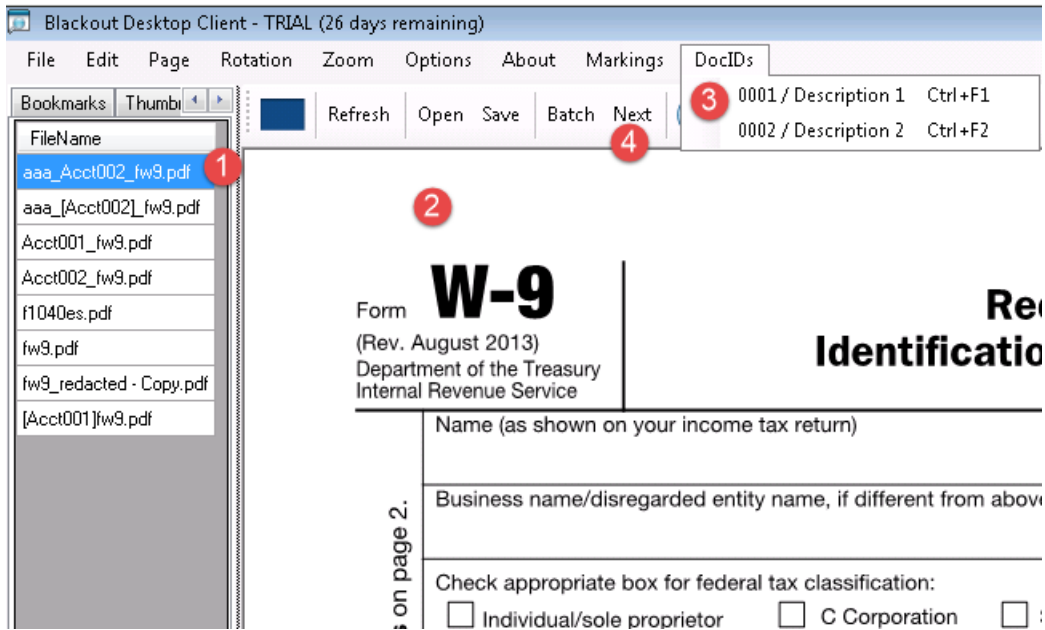
DocId	DocDescription	DocGroup	Keywords
0001	Description 1	DG1	One 1 Uno
0002	Description 2	DG2	Two 2 Tres

Account # Filename Pattern Configuration

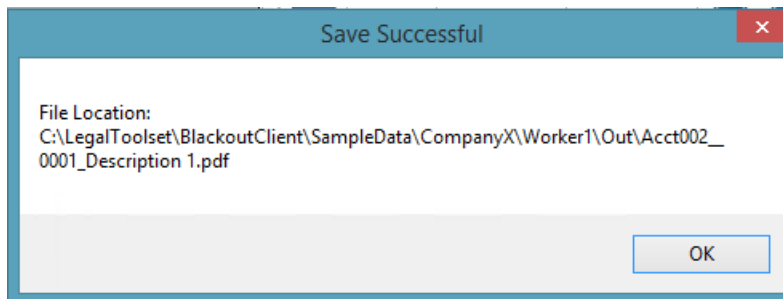
The screenshot shows a configuration window titled "Configuration". It features a "Filename" input field at the top. Below it are five radio button options for identifying account numbers in filenames:

- No Account # in the filename
- Filename is the Account #
- Account # starts with character and ends with character
- Account # starts at position and ends at position
- (Advanced) Regular Expression:

OPERATION



1. On the left side panel, the top highlighted file is being displayed in the right panel.
2. User should review the opened document and determine the document typeA
3. User can select the appropriate DocID from the menu or using shortcut keys.
4. User then click **Next** to save.



5. The app will automatically loads and displays the next document.

EXAMPLE

	Input File	Output File
<i>Filename</i>	Aaa_Acct002_fw9.pdf	Acct002_0001_Description 1.pdf
<i>Configured Pattern for AcctNum</i>	Starts at position 5 and ends at position 11	
<i>Extracted AcctNum</i>	Acct002	
<i>User Selected DocId</i>	0001	
<i>Doc Description</i>	Description 1	

Note that the prefix "Aaa_" and the suffix "_fw9" of the input filename are not included in the output filename. The output filename consists of <account #>_<docId>_<doc description>.pdf.

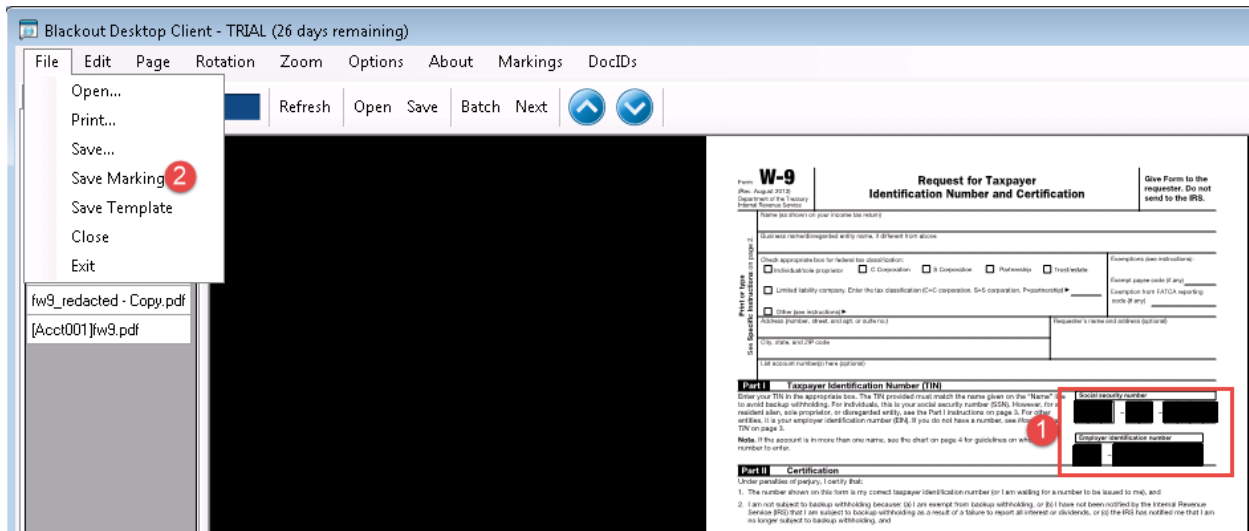
Create and Apply Markings

PURPOSE

Markings are just predefined groups of blacked out regions across different pages. Once you save a marking, you can apply the marking to different documents repeatedly.

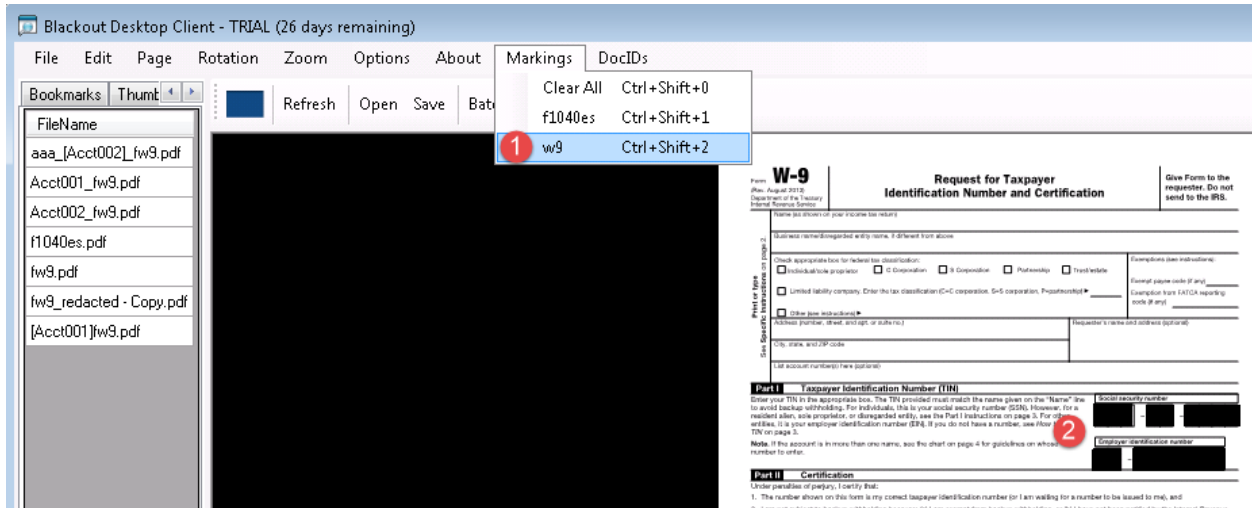
User does not need to go through all the different pages of each document and manually black out different regions. This also minimize the possibility of users forgetting to black out a region.

HOW TO CREATE A MARKING



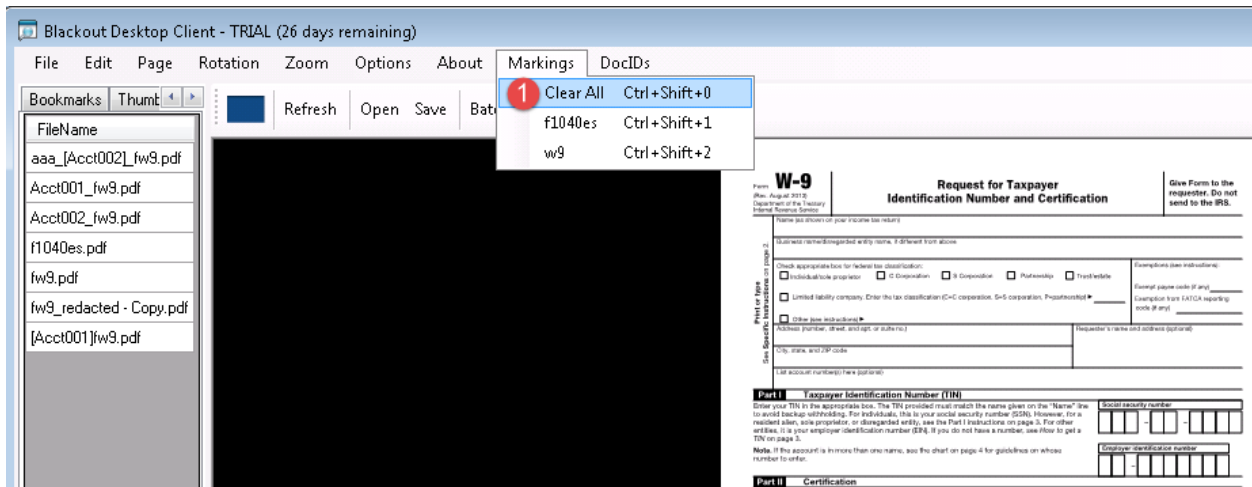
1. Start by blacking out different regions on different pages.
2. File → Save Marking
3. Enter the name of the marking. Press **Save**.

HOW TO APPLY A MARKING



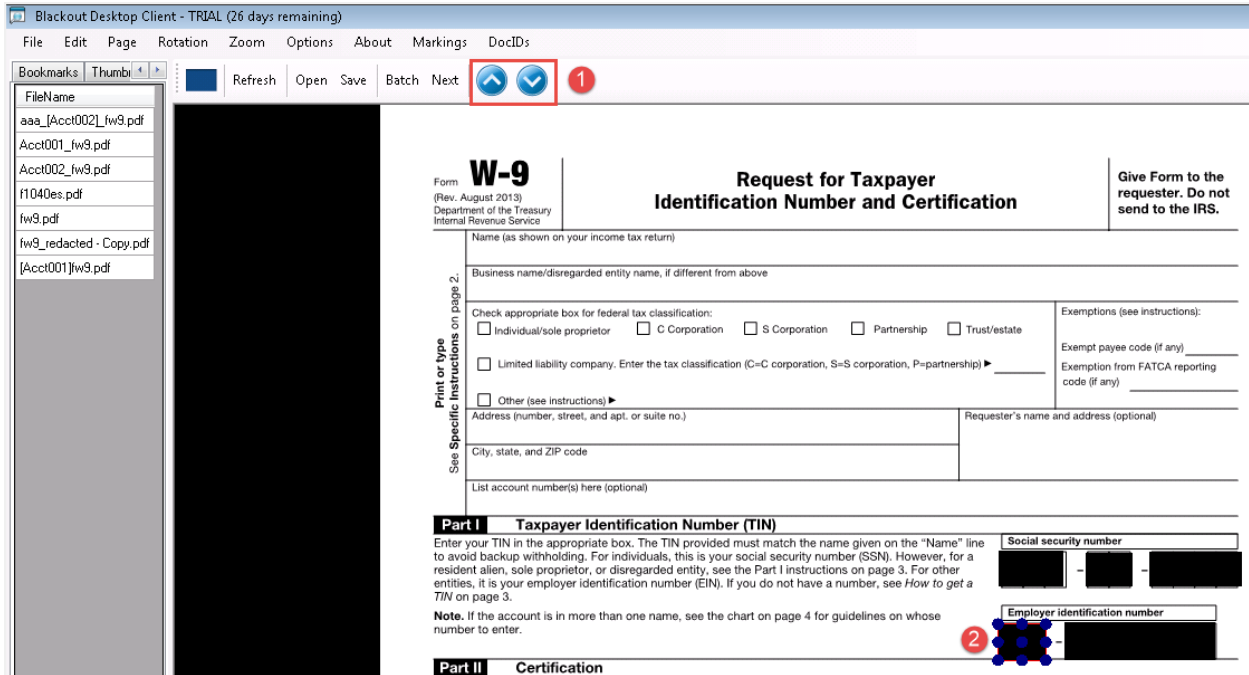
1. With a document open, Go to menu **Markings**
2. Select one marking to apply. You can also use a shortcut key.
3. After you save the current document, Blackout App will apply the last used marking to the next document. This will save users the need to select the same marking across many of the same documents.

HOW TO CLEAR A MARKING



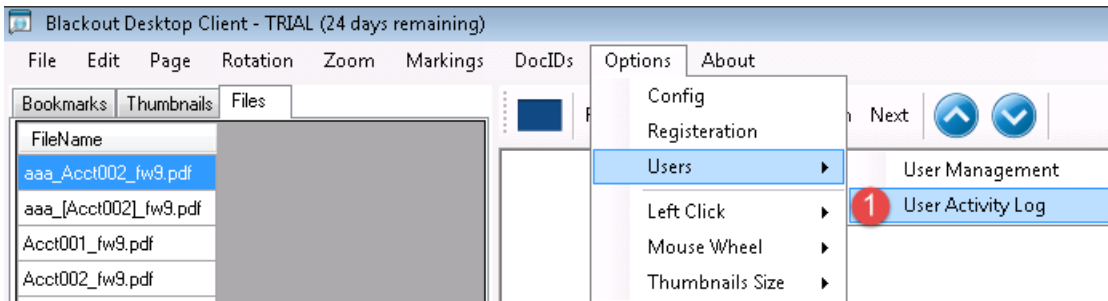
1. Go to menu **Markings** → **Clear All**
2. Or press Ctrl+Shift+0

HOW TO REVIEW A MARKING



1. Click on the Next/Previous buttons to cycle through all the blacked out regions.
2. Note the highlighted blacked out region. You can edit it or delete it.

Viewing User Activity Log



1. Menu Option → Users → User Activity Log

User	Date	Action	Source File	Output File
2	3/26/2015 9:48 PM	Login	worker1	
2	6/2/2014 7:41 PM	Redact	C:_LTI\Company\X\CA\In\CA Document to Redact - Copy.pdf	C:_LTI\Company\X\CA\In\CA Document to Redact - Copy_redacted.pdf
2	6/2/2014 7:41 PM	Redact	C:_LTI\Company\X\CA\In\CA Document to Redact.pdf	C:_LTI\Company\X\CA\In\CA Document to Redact_redacted.pdf
2	6/2/2014 7:40 PM	Redact	C:_LTI\Company\X\Worker1\In\Document1toRedact.pdf	C:_LTI\Company\X\Worker1\In\Document1toRedact_redacted.pdf
2	6/2/2014 7:35 PM	Redact	C:_LTI\Company\X\Worker1\In\Document1toRedact.pdf	C:_LTI\Company\X\Worker1\In\Document1toRedact_redacted.pdf

Blackout by CustId_DocId

The application can automatically apply blackout marking template based on a combination of <custid>_<docid> pattern within the input filename.

FILENAME CONVENTION

The exact input filename pattern is this:

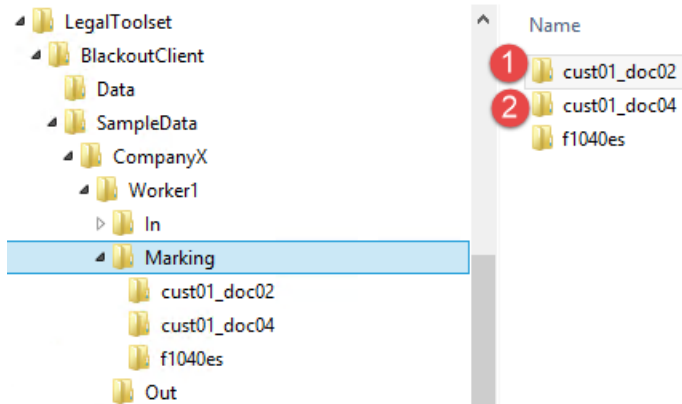
<custid>_<docid>-<fileno>^<remainingfilename>.pdf

	Input File	Note
<i>Filename</i>	cust01_doc02-file03^abc.pdf	
<i>Custid</i>	cust01	MarkingName = cust01_doc02
<i>Docid</i>	doc02	MarkingName = cust01_doc02
<i>fileno</i>	file03	Not used by the App
<i>Remaining filename</i>	abc	Not used by the App

MARKING TEMPLATE NAME

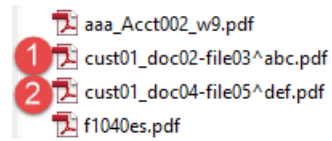
If an input filename has the above pattern, blackout will look for a marking template based on the <custid>_<docid>.

Thus, users should create marking templates with those names. For example,

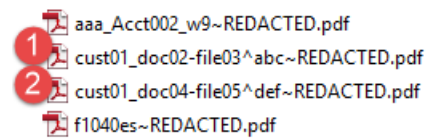


EXAMPLE

So given input files like the following:



The applications will automatically blackout using cust01_doc02 and cust01_doc04 accordingly. The output files will be:



DEMO VIDEO

https://legaltoolset.blob.core.windows.net/blackoutclient/2014-09-13_DemoA.LegalToolset.com.mp4

1

2 Form W-4 (2015)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2015 expires February 16, 2016. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

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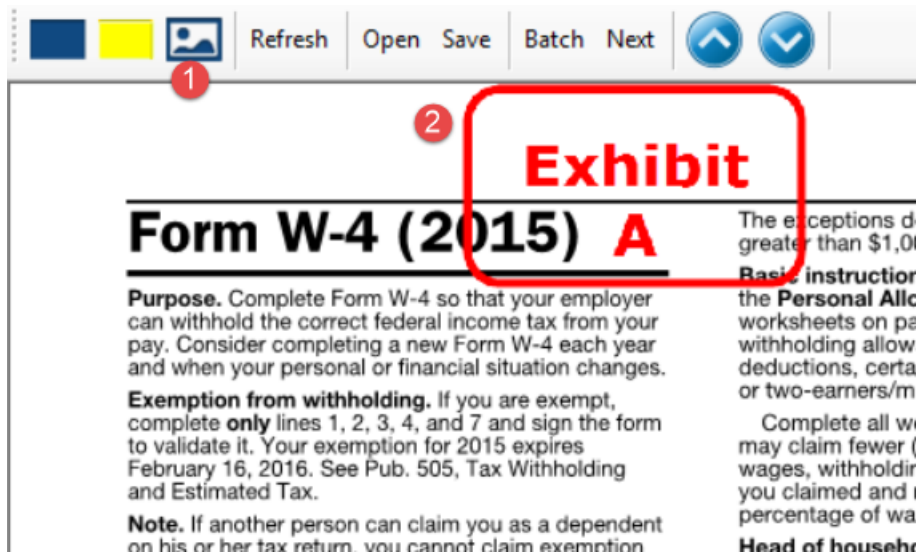
Tax credit
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tax credit r


Workshee
converting

1. Click on the **highlighter** button  at the top toolbar.
2. Highlight any area on the document.

Note: highlighted area can be saved as part of the marking.

Stamp with Custom Image



1. Click on the **Image** button  at the top toolbar.
2. Pick an image file (e.g. *.png, *.bmp) from a local drive. For example, we provide an ExhibitA.png at “C:\LegalToolset\BlackoutClient\SampleData\CompanyX\Worker1\Image”
3. Select and draw out a region for the image stamp.

Note: Image stamped area can be saved as part of the marking.

Files Tab Tips

Selected	FileName	Status	MarkingName
<input checked="" type="checkbox"/>	clientA_form4-FileA01^tw4.pdf	Saved	clientA_form4
<input type="checkbox"/>	clientA_form4-FileA02^tw4.pdf	Modified	clientA_form4
<input type="checkbox"/>	clientA_form4-FileA03^tw4.pdf	Queued	clientA_form4

STATUS: SAVED

Right click on a saved file will open the redacted file in the default pdf viewer.

Shift-Right click on a saved file will open File Explorer with the redacted file selected.

STATUS: MODIFIED, QUEUED, ETC

Right click on a non-saved file will open the default **Input** folder.

Shift-Right click on a non-saved file will open the default **Output** folder.

Note: Image stamped area can be saved as part of the marking.