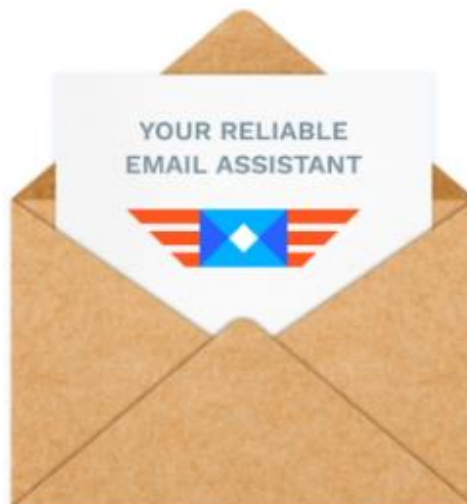


Email Detail Litigation Help

Learn how to convert emails to PDF per court standard.

Product Description & Info <https://emailindetail.com/products/email-detail-litigation>

Download: <https://www.emailindetail.com/downloads/EDLitigation.exe>



We help you process emails for e-discovery, litigation, forensic analysis, FOI or archival

www.emailindetail.com

Contents:

How to Start Email Detail Litigation?	3
How to buy the license for the software and register the product?	6
How to convert Outlook PST or OST files to PDF format?	9
How to convert EML & MSG files in EDL?	11
How to use stamp bates in EDL?	13
How to add text watermarks in EDL?	17
What are the different ways to process attachments in EDL?	19
How to add bates numbers to file name?	24
Contact Us	267

How to Start Email Detail Litigation?

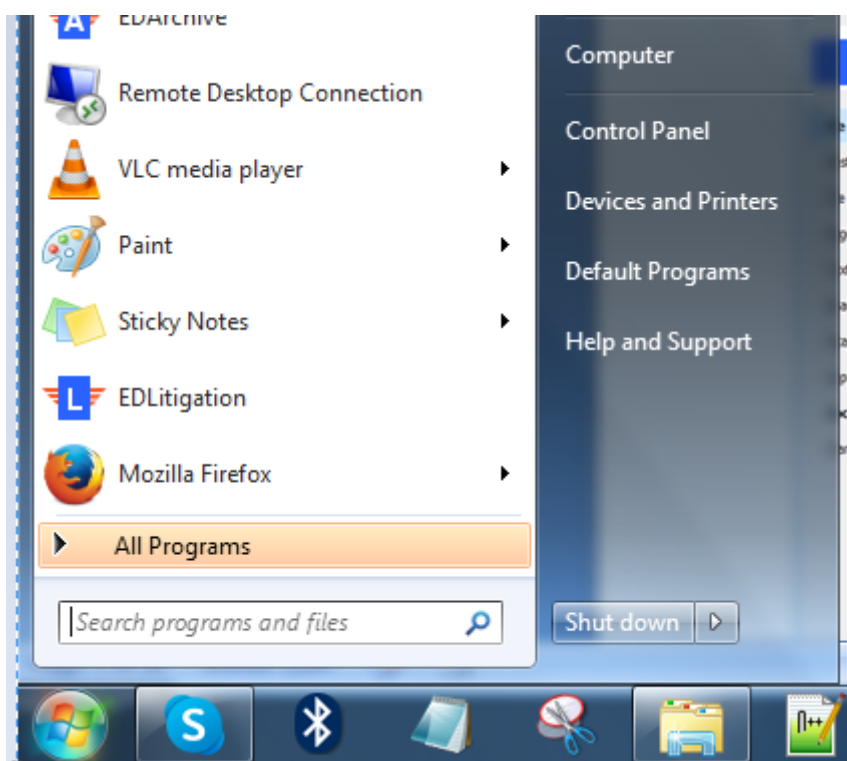


Dear user!

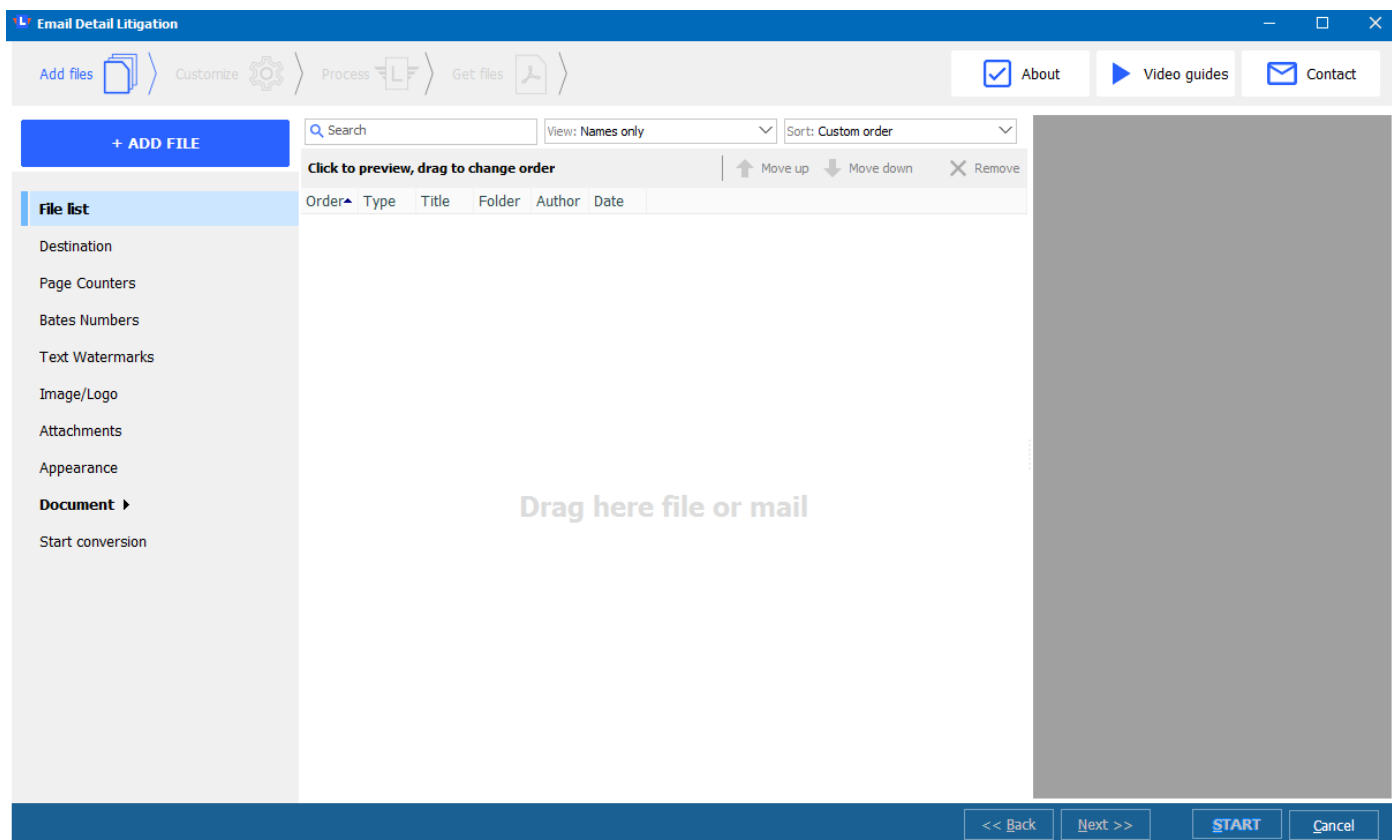
This document is developed to guide you how to use Email Detail Litigation. Should you have any questions, [contact us](#). We will be glad to help you!

To start using EDL on your machine, first download a copy of Email Detail Litigation on your computer following these steps:

1. Click on [link](#) button to download the software.
2. Once you have completed the download process, you can find the download file in prescribed Download path in your system. Simply double click on the file to install it on your system.
3. Search for the software by using keyword **"EDLitigation"** in start button of your system.



- Click the software icon. You will find the below user interface of the software home page as shown below.



- Now as the software is up and running, you are ready to check and test the software.

How to Buy License & Register



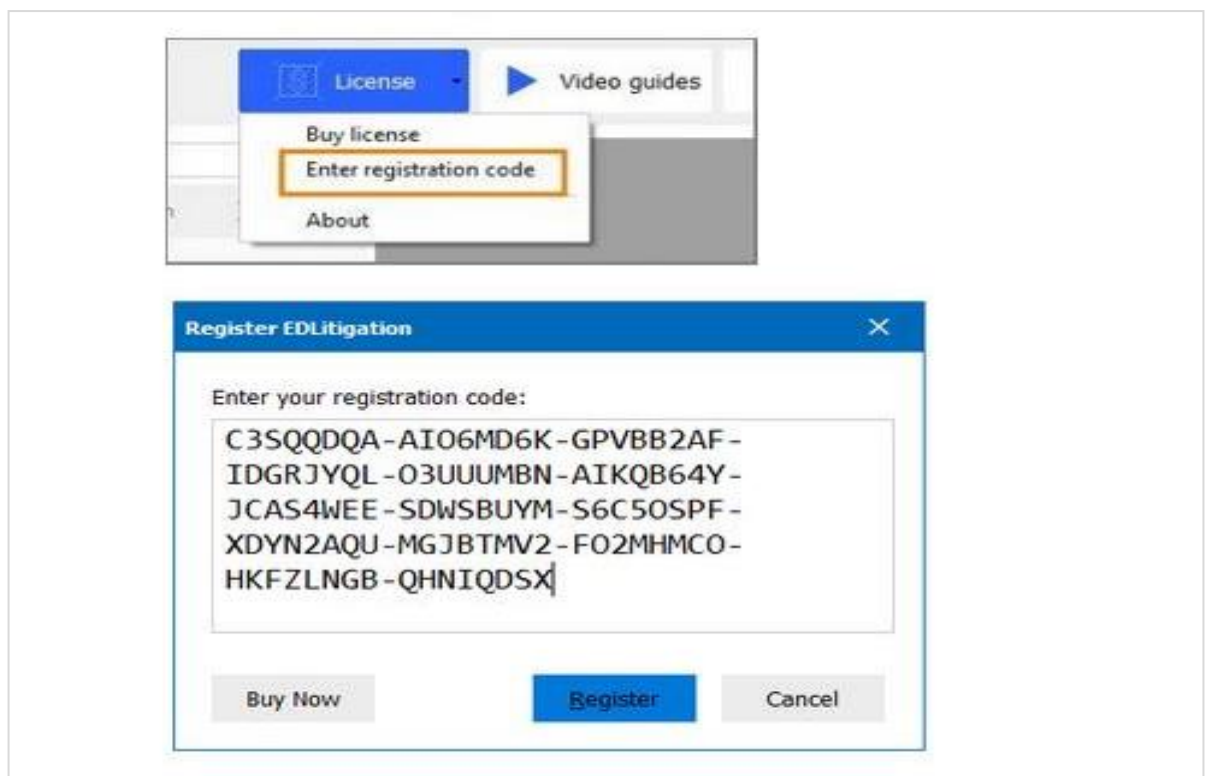
The trial copy of the software is only for basic testing. It is good for 10 launches. To buy the license key and register your copy of Email Detail Litigation, you can click this [link](#) or visit the [product page](#) and look for Buy button at the bottom.

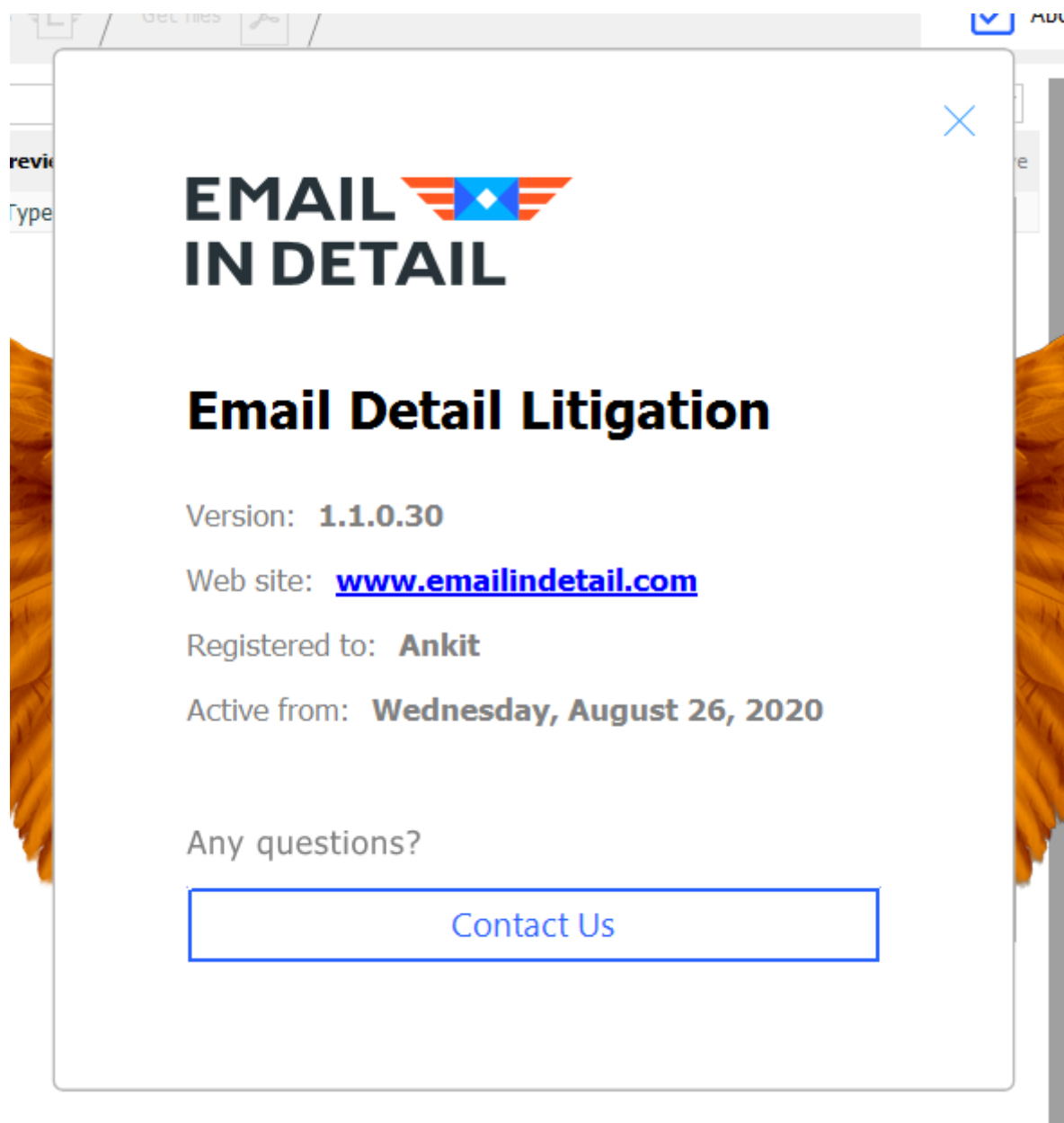
The license key is delivered to the email address which you provided for registration. The key will turn the trial version into the registered one.

Note: *The license key is an alphanumeric code mix of alphabets and numeric digits.*

1. Open Email Detail Litigation.
2. Click **License** button and select – **Enter registration code**, Copy the alphanumeric license key received in the email and paste in it. Now Click **Register**.
3. Restart the application to start using it with complete features.

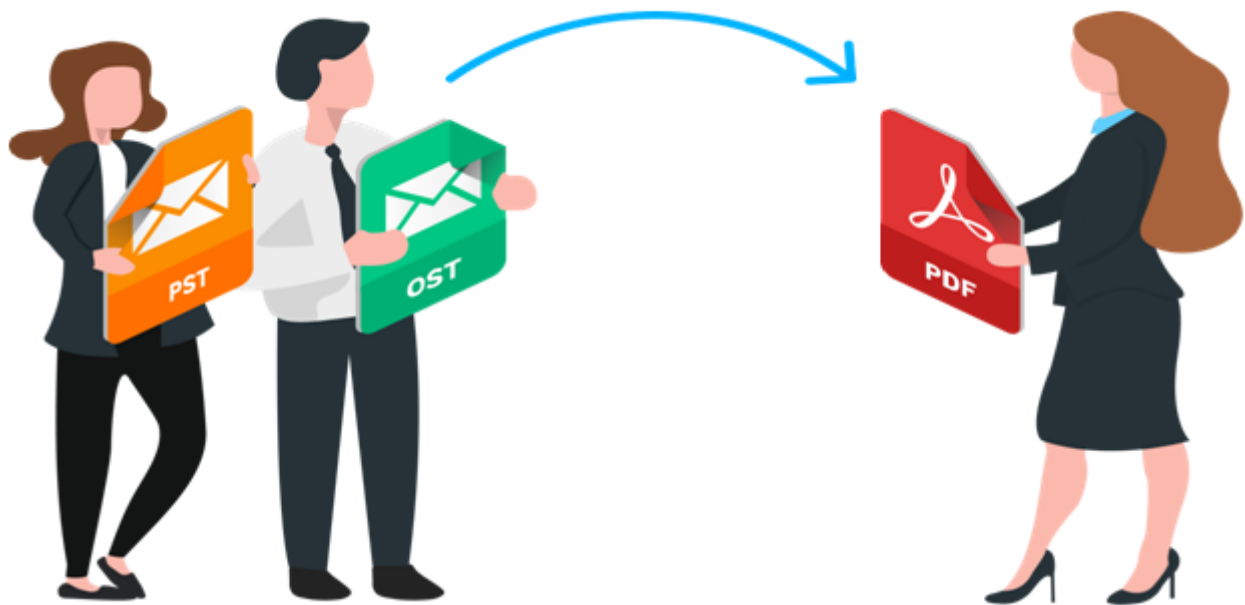
To double check, if you are registered successfully and check your details, you can click on **About** button. You will see a window with your name and details as it is showing details for my name: 'Ankit'.





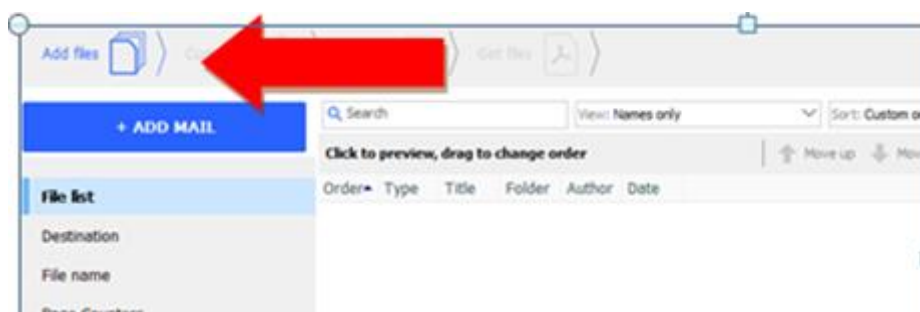
Once you have completed all the steps and registered the product successfully, you will be able to access the complete version of the **Email Details Litigation** software.

How to Convert Outlook PST or OST Files to PDF Format

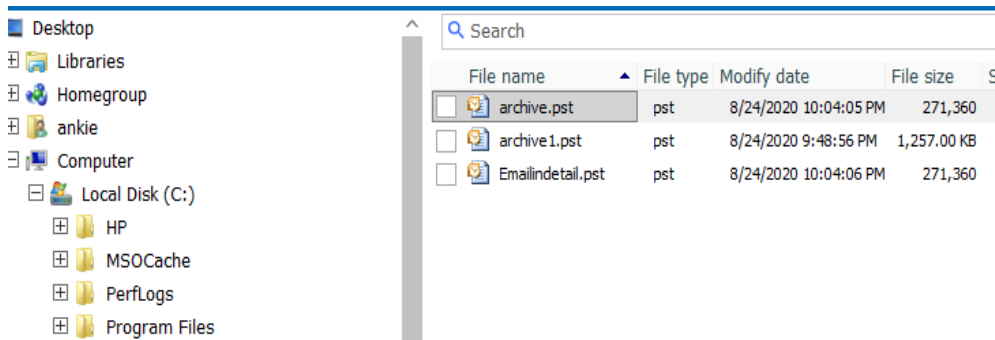


Please follow below steps to convert Outlook PST or OST files to PDF format.

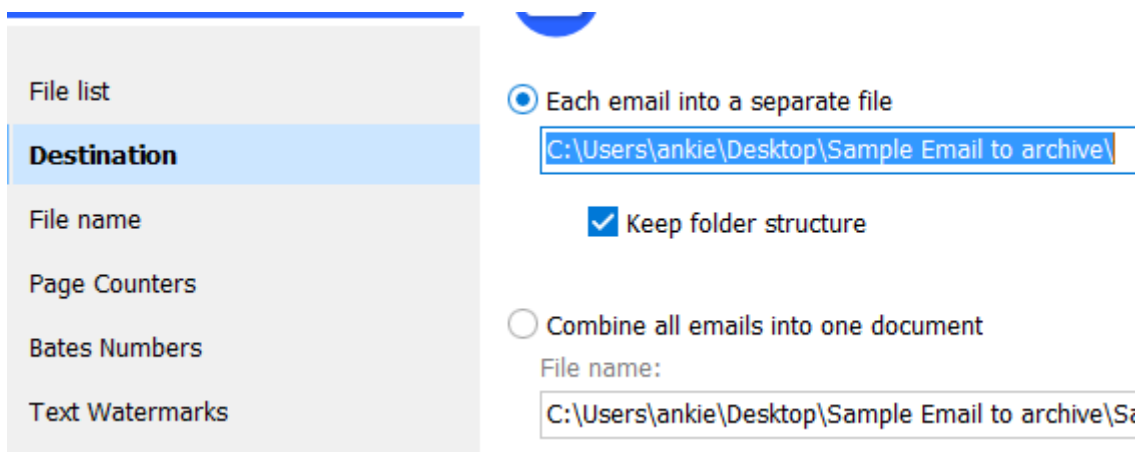
1. Open ED Litigation software by searching in the start button menu.
2. Click on **Add Mail** Button present on top of the left panel as shown in the snapshot.



3. Select Outlook OST or PST files and select the PST/OST file from your system. If you have an Outlook account, the app will detect it automatically.
4. After Browsing the PST file in the Outlook mail added option, click ok by selecting the file. Refer to below picture for help.

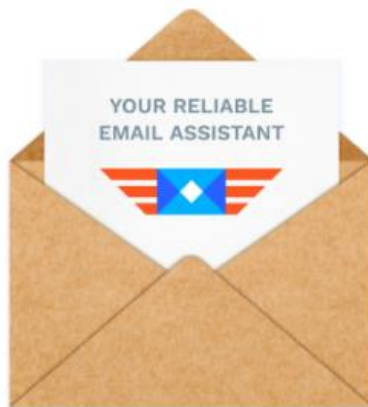


5. Now set the destination path for the output files in the left **Destination** panel. You have two options, either to have a separate file for each output file or one combined output file.



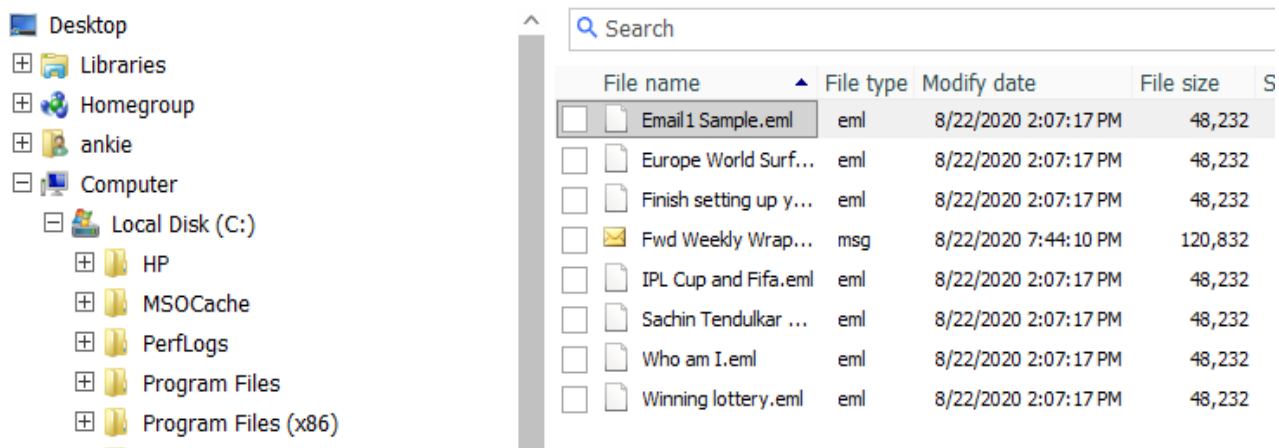
6. Now press **Start** button. You can skip most of the settings. Emails will be converted with default parameters.
7. Check the converted file by clicking the blue button **Open converted files in the Window Explorer**.

How to Convert EML & MSG Files

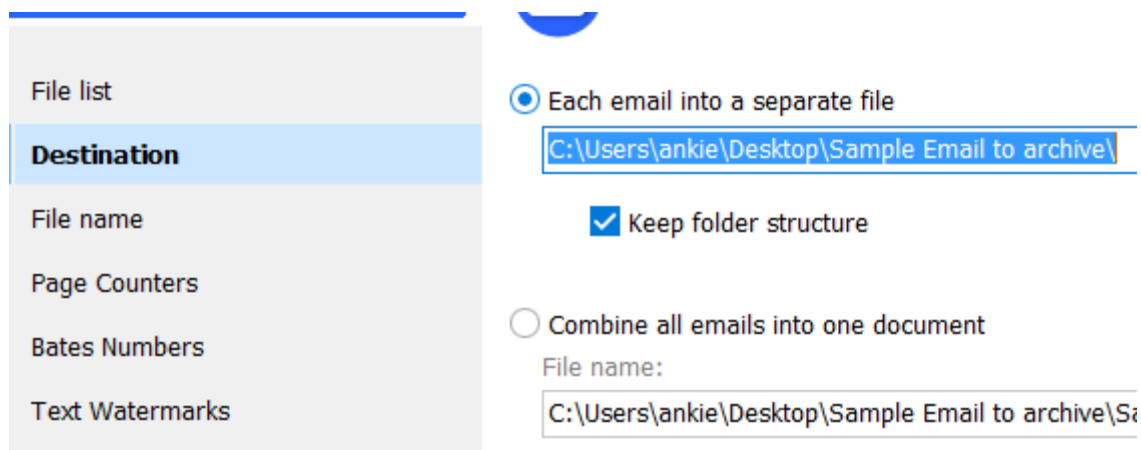


In this chapter we will know how to convert EML or MSG files to PDF. Just like we selected the OST or PST format by browsing the parent folder of the file, we just need to select the EML or MSG files. Follow below steps to proceed.

1. Once you have imported the files, you will see the below scenario on your software.



2. Check all the files if you want to process and press **Ok**.
3. Now set the destination path for the output files in the left panel by selecting **Destination**. You have two options, either to have a separate file for each output file or one combined output file.



4. Press **Start** button.

Files processed 8 of 8

C:\Users\ankie\Desktop\Sample Email to archive\Winning lottery.eml

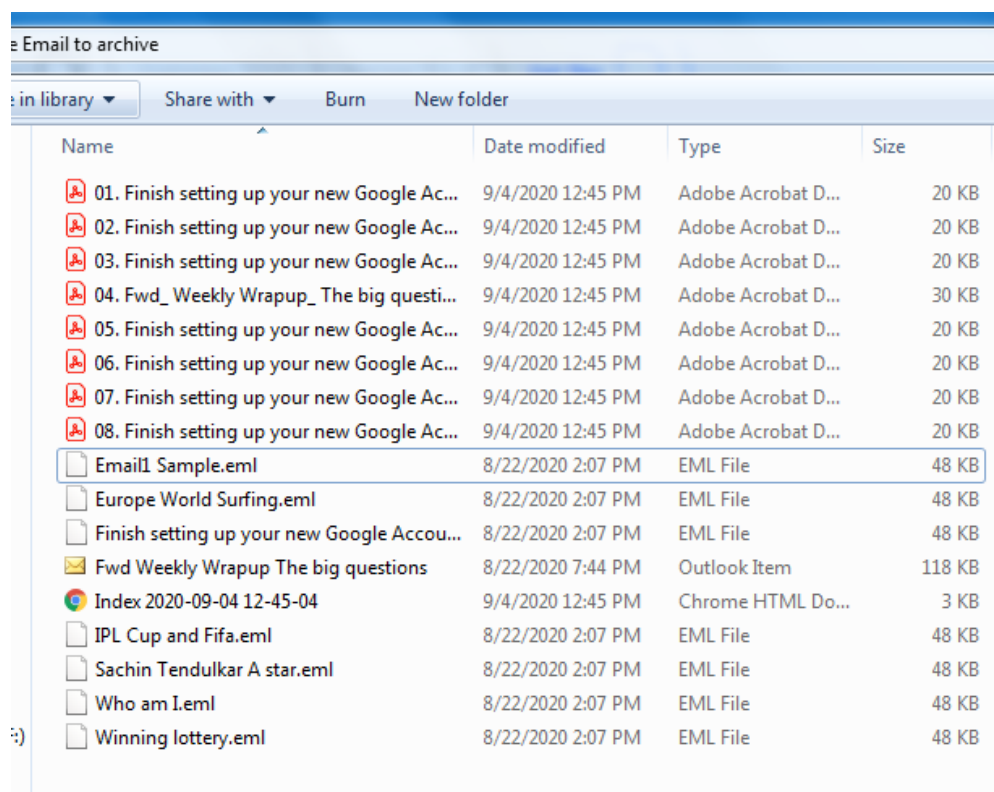
Process complete!

Open converted files in the Windows Explorer

Open conversion log

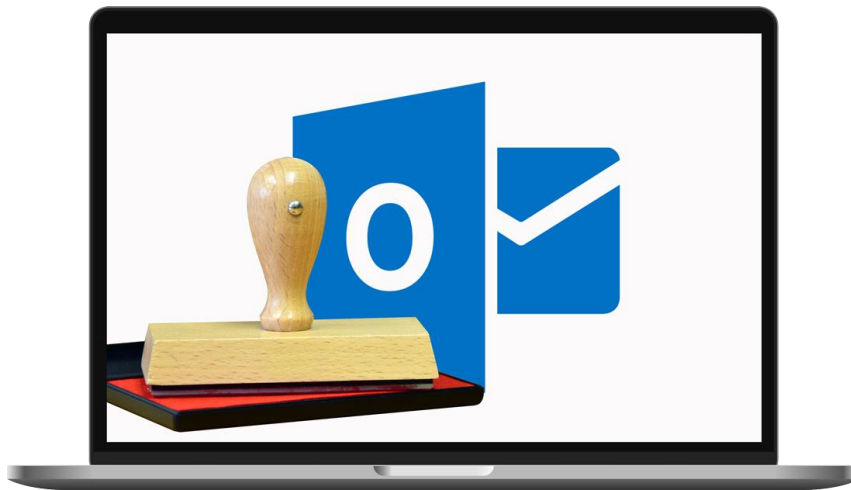
Destination: C:\Users\ankie\Desktop\Sample Email to archive\

- Click **Open converted files in the windows explorer** button and you will see all the new PDF files.



Name	Date modified	Type	Size
01. Finish setting up your new Google Ac...	9/4/2020 12:45 PM	Adobe Acrobat D...	20 KB
02. Finish setting up your new Google Ac...	9/4/2020 12:45 PM	Adobe Acrobat D...	20 KB
03. Finish setting up your new Google Ac...	9/4/2020 12:45 PM	Adobe Acrobat D...	20 KB
04. Fwd_ Weekly Wrapup_ The big questi...	9/4/2020 12:45 PM	Adobe Acrobat D...	30 KB
05. Finish setting up your new Google Ac...	9/4/2020 12:45 PM	Adobe Acrobat D...	20 KB
06. Finish setting up your new Google Ac...	9/4/2020 12:45 PM	Adobe Acrobat D...	20 KB
07. Finish setting up your new Google Ac...	9/4/2020 12:45 PM	Adobe Acrobat D...	20 KB
08. Finish setting up your new Google Ac...	9/4/2020 12:45 PM	Adobe Acrobat D...	20 KB
Email1 Sample.eml	8/22/2020 2:07 PM	EML File	48 KB
Europe World Surfing.eml	8/22/2020 2:07 PM	EML File	48 KB
Finish setting up your new Google Accou...	8/22/2020 2:07 PM	EML File	48 KB
Fwd Weekly Wrapup The big questions	8/22/2020 7:44 PM	Outlook Item	118 KB
Index 2020-09-04 12-45-04	9/4/2020 12:45 PM	Chrome HTML Do...	3 KB
IPL Cup and Fifa.eml	8/22/2020 2:07 PM	EML File	48 KB
Sachin Tendulkar A star.eml	8/22/2020 2:07 PM	EML File	48 KB
Who am I.eml	8/22/2020 2:07 PM	EML File	48 KB
Winning lottery.eml	8/22/2020 2:07 PM	EML File	48 KB

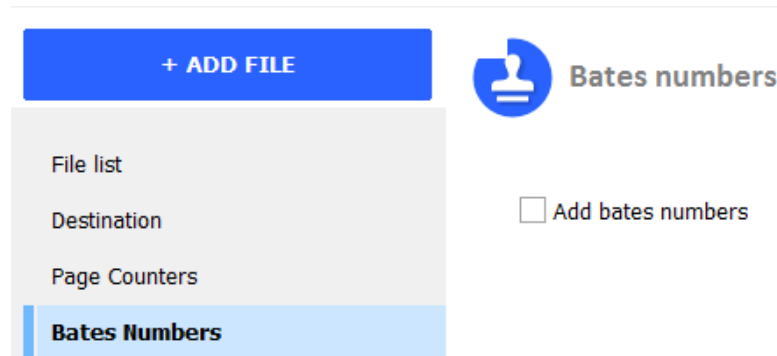
How to Stamp Bates in ED Litigation



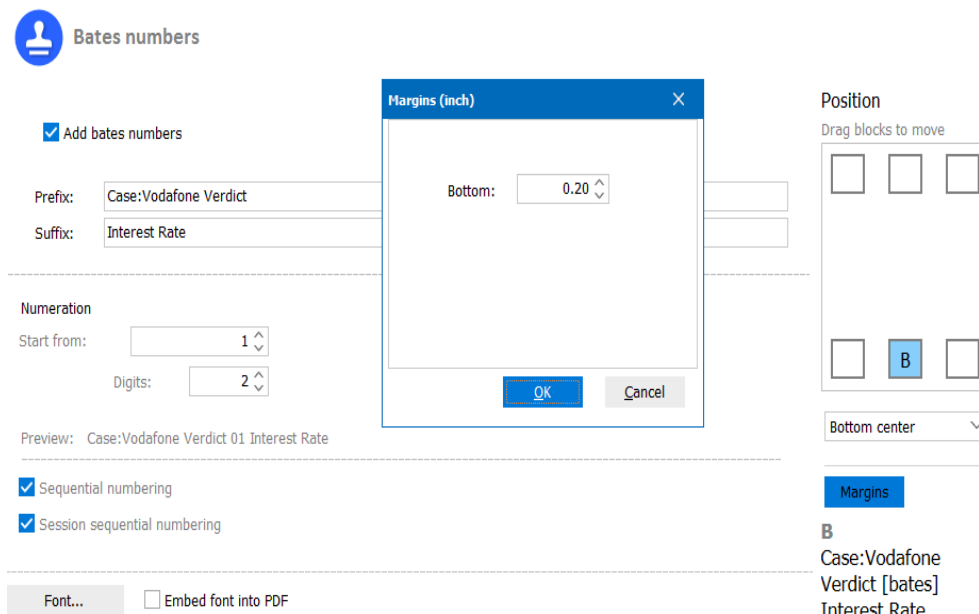
As a legal professional, you are often against a tight discovery deadline. Learn how to prepare Outlook and other emails for litigation saving them as PDF and stamping bates in just a few clicks. You will get accurate PDF copies that comply with your court's standards in minutes.

Once you have selected the files for conversion, clicked Ok to proceed. Check below steps to make the Bates settings.

1. Click '**Bates Number**' on left panel.



2. Click checkbox **Add bates numbers**.



3. Add prefix and suffix values as per case details and need. Leave them blank if you want just the numbers.
4. In **Numeration** tab set the starting number and the digits format. Note that you can start from any number you need. It works great when you need to sync pages within different documents if other pages already have numbering.

5. If sequential numbering is required, checkbox can be selected.
6. You can embed font into PDF, set font size, style and color of bates to make sure the recipient will get exactly the same view. Just select the checkbox, if needed.
7. You can select any one of 6 positions as per choice, there are six options for position setting as shown in the picture above. You may drag blocks to move as per need.
8. Margins can be adjusted by clicking **Margins** button and then input value.

Once the conversion is completed, you can find your PDF files in the destination folder. Please refer to below snapshot, to check the final output document as shown in attached picture below.

Replies to this email aren't monitored. If you have a question about your new account, the Help Center likely has the answer you're looking for.

Case:Vodafone Verdict 2 Interest Rate

Google LLC
1600 Amphitheatre Parkway,
Mountain View, CA 94043

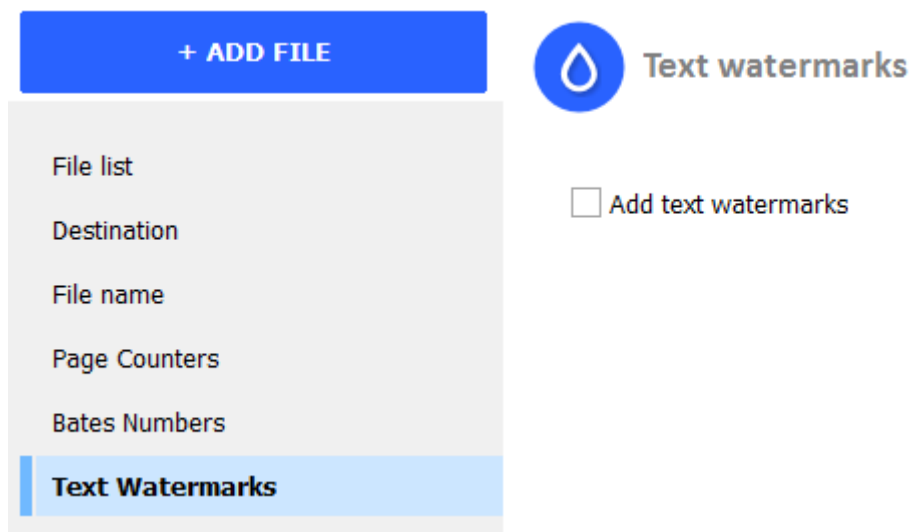
This email was sent to you because you created a Google account.

How to Add Text Watermarks

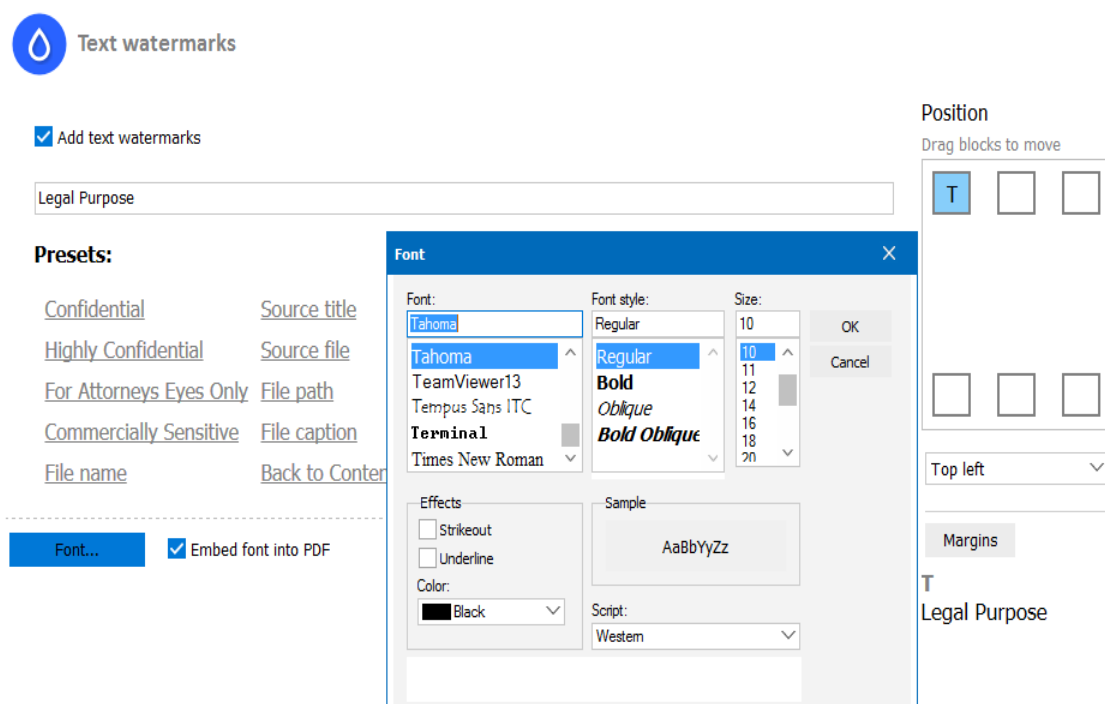


Let's quickly discuss how to add text watermarks to PDF files. Watermarks can improve security and confidentiality of your documents. Email Detail Litigation helps you add watermarks to your documents along with the email conversion. It is a very simple process. Follow below steps:

1. Click '**Text Watermarks**' on left panel and check the tick-box '**Add text watermarks**'.



2. User can give custom text or select from the given default Presets as watermarks i.e confidential, commercially sensitive, or custom text: in snapshot: 'Legal Purpose'.
3. User can set position, according to the given six positions.
4. Margins can be set as well similar way, like we did in Stamp Bates section.
5. Font, Style, Size, Color can be set & adjusted as per your court standard.



What Are The Options to Process Attachments in ED Litigation



[Email Detail Litigation](#) can save, embed, or ignore the attached files to fit every need. Supported emails include Outlook, Thunderbird, PST, MBOX, EML, EMLX, MSG files.

By default, you are on the File list, where you can see all the imported files. Now, click **Attachments** inlay in the left panel and you will see three options for processing the attached files: **Convert**, **Save**, **Ignore**.

+ ADD FILE

File list
Destination
File name
Page Counters
Bates Numbers
Text Watermarks
Image/Logo
Attachments
Appearance
Document ▶
Start conversion

You can choose one of the three options for processing attachments

1
Convert attachments to PDF

2
Save attachments in original form

3
Ignore attachments process emails only

1a
☐ Save as a separate file

Attachment file name template:

[mail]\[attach] ?

1b
☒ Insert into final document

☐ Insert before mail
☐ Add mail body to each attachment

1c
☐ Attach to final PDF

Email Detail Litigation is very flexible. You can use different combinations of settings to get perfect results. By default, all attachments are converted to PDF and inserted into the final PDF. However, you may want to save the attached files in their original file types and zip them with the resulting PDF. Or get rid of attachments. Or convert attachments to PDF and save to a new folder. With Email Detail Litigation you can get your tailored output changing the settings with a few clicks.

1. Convert Attachments to PDF.

In this method, we have 3 further different options (a, b, c):

1. **1a Save as a separate file:** you may save the attachment as a separate PDF file with a customized name. Converting 1 email with a Word file attached to it, you will **get 2 PDF files**. You can give those attachments your custom names using file name template.

The diagram illustrates the workflow for converting attachments to PDF. It starts with an email icon containing a document attachment labeled 'DOC'. An arrow points to a box labeled 'Email Detail Archive' which features the 'EMAIL IN DETAIL' logo and 'JBI Software LLC www.emailindetail.com'. A second arrow points from the archive box to two separate PDF file icons, each labeled 'PDF'.

We help you process emails for e-discovery, litigation, forensic analysis, FOI or archival

www.emailindetail.com

- **1b Insert into final document:** or you can also insert the attachment as pdf into the final output document before or after mail (different checkboxes). Converting 1 email with a Word file attached to it, you will **get one multi-page PDF** file with all the data.



- **1c Attach to final PDF:** this option will convert the attachments to PDF and attach to the PDF with the email body. Converting 1 email with a Word file attached to it, you will get **one PDF** with the email and a PDF file (former Word file) attached to that PDF.



2. Save Attachments in original form.

You can save the attached files in their original form. If you have a Word file attached, it will still be the Word file after the conversion. You can save these attachments in a new folder with new names or attach them to the final PDFs.



- **3. Ignore attachments process emails only.** This is the simplest option, you may choose, in case you don't need the attachments in the output PDF archives.



Note that you can select the zip option if you want to zip your original emails with your PDF output files. This way you have both the originals and the PDF copies in one place.

Once the process is successfully completed click **Open converted files in the Windows Explorer button** to open the target folder.

Email To PDF Sample Output

In most cases, users prefer to save emails and attachments in one PDF. We select **Convert attachments to PDF -> Insert into final document**.

We get one PDF file with 5 pages. The first page contains the email body, the 2-5 pages contain the attachments (Chris and Final Report).

From: Chris Sinclair
To: support@emaildet.com
Date: 06.09.2020 20:17:28
Subject: Re: Cancellation memo
Attachments: Chris.msg
Final Report.pdf

Dear Ms Davidson

Apologies for the delay in replying - I have been trying out various options. Please find attached the file you requested last week.

I look forward to hearing from you.

Best wishes
Chris Sinclair

Let's change the settings to **Save attachments in original form – Attach to target PDF**. We will get a 1-page PDF with the email body. It will contain links to attachments. Attachments will be opened in respective programs installed on your computer.

From: **Chris Sinclair**
To: **support@emaildet.com**
Date: 06.09.2020 20:17:28
Subject: Re: Cancellation memo
Attachments: **Chris.msg**
Final Report.pdf

Click and open as
a PDF file



Dear Ms Davidson

Apologies for the delay in replying - I have been trying out various options. Please find attached the file you requested last week.

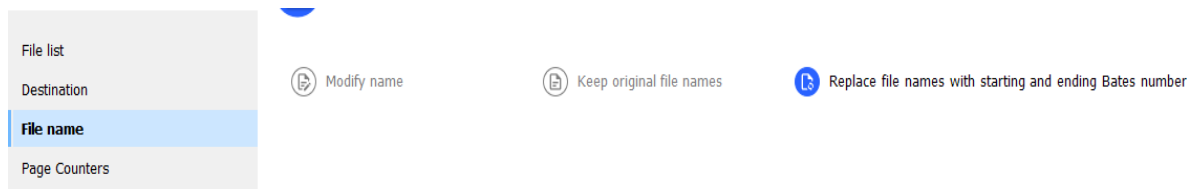
I look forward to hearing from you.

Best wishes
Chris Sinclair

How to Add Bates Numbers to File Name?

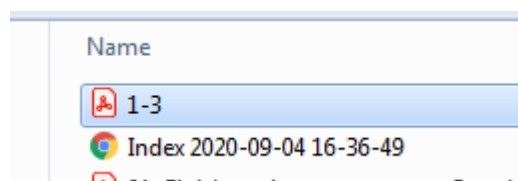
With Email Detail Litigation you can insert bates numbers to file names. Do follow the below steps.

- Add files to the software, and press 'OK' to start processing.
- Select File name in left panel and you will see 3 options as shown below in snapshot.



Keep original File name: If you want to keep name of the file as original names, select middle option.

Replace file names with starting and ending bates number: If you want to add bates number to the file name, select the third option. Press Start. In this case, file name will be set as per the bates number given by you in below stamp bates number setting. Refer to below snapshot.



Modify Name: by selecting this option, you can modify and customize the file name, i.e can put file name as per your case details, sender or subject details as shown in the below snapshot. You can set customized name or can use available macros in the software.



Modify name



Keep original file names



Replace file names with starting and ending Bates number

Insert macros and / or custom text

Example:

John's stuff - [subject:50] [name] [sender:50]

Preview:

Sanjay Legal Documents..pdf

Available macros (type them manually or click to

[\[name\]](#) - source file name[\[subject:<chars to use>\]](#) - mail subject[\[sender:<chars to use>\]](#) - mail sender[\[recipient:<chars to use>\]](#) - first mail recipient[\[date:<format>\]](#) - mail date[\[page\]](#) - first document page number[\[last page\]](#) - last document page number☒ Clear subject of prefixes (RE, FWD, etc.)

Now, the converted file in this case will have name as per your set customized name, i.e: 'Sanjay Legal Documents' in our case.

Contact Us

If you still have any questions about our email solutions or need technical support for any of our products, you can feel free to [Contact Us](#), we are happy to help.

