



Best Practices – TIFFing

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1 Overview

Relativity uses a program called *Outside In* – provided by Oracle – to display rendered versions of native files within the viewer. This allows Relativity users to see what a file looked in its native application, without needing to open the file in that native application.

Additionally, this technology can be used in Relativity to create TIF images. This process is often referred to as “TIF-on-the-fly”. The process works very well for the vast majority of files. However, it is important to remember that *Outside In* is a universal viewer, and does not render or image all documents perfectly.

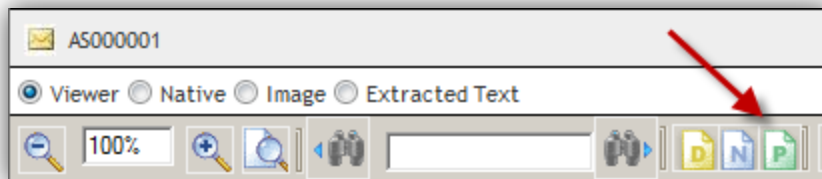
This document is intended to highlight considerations to be made when using “TIF -on-the-fly”.

2 Using TIF-on-the-Fly

2.1 “What you see is what you get”

While many guidelines are set forth in this document, they generally expand from one rule – “What you see is what you get.”

Viewing a document in Preview mode gives you an excellent indication of what your Relativity-generated TIF will look like. You can access Preview mode by clicking the **P** in the viewer toolbar.



The Preview format is essentially the print (and image) preview of the viewer. It shows what you might see if you opened up the file in its native application and clicked Quick Print.

2.2 The Viewer Details Document

As noted in the introduction to this document, *Outside In* is a universal viewer. It is important to stay current on all known issues with the viewer. Relativity maintains a Viewer Details document, located at <http://www.kcura.com/relativity-manual/administrator/> to keep users informed of any known issues. Keep any current issues in mind when reviewing or TIFing a document in the viewer.

2.3 Creating Images

There are no options presented when you create an image in Relativity. Remember, “What you see (in the viewer) is what you get (in the image).”

All created images will be:

- Letter size
- Portrait orientation
- Black and white TIFs (Group IV)

Since there are no options, you will not have control over the details provided in other, more specialized TIFing tools. These, include, but are not limited to:

- Excel print areas
- Excel hidden columns
- Excel column width
- PowerPoint slides per page
- Tracked changes visibility
- Comment visibility

If the desired TIF output requires options not available in Relativity, consider requesting TIFs from your processing team or department.



To help facilitate communication, you can create a field called “Needs TIF”.

2.4 Problematic File Formats

Some file formats are more problematic for the viewer than others.

Many PDFs render and image very well. However, due to the variety in their content, PDFs rendering and imaging can be problematic.

While most MS Office documents render and image well, there may be issues with the imaging of documents with embedded files.

Additionally, vector based documents like Visio and CAD can be problematic.

3 Permissions

There are several ways to control which users can use the TIF-on-the-fly functionality, and to what degree.

3.1 File Type Restrictions

To help manage problematic files types, Relativity allows you to restrict certain file formats from imaging on a case by case basis. For more information, see the Relativity Administrative Manual, Chapter 6, Cases.

The most recent Relativity Administrative Manual can be found at:

<http://www.kcura.com/relativity-manual/administrator>

3.2 “Image” Permission

Each group can be granted or denied the document level permission “image”. This permission allows the user to perform a TIF-on-the-fly operation on approved file types

3.3 Mass Images Permission

Each group can also be granted permission to a mass operation called “Mass Images”. The Mass Images permission allows users to perform a TIF-on-the-fly for a group of approved file types.

The Mass Images should be limited to those users who fully understand the functionality of the TIF-on-the-fly tool.