Sudex

A

B

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Guide

The Sudex guide

Every tool, step by step, in the words you will see on the screen: building court books, discovery, and making and fixing PDFs.

Updated 30 October 2026

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Getting help from us, and the words you will meet in Sudex.

Each line opens its chapter. The same guide is at getsudex.com/guide, with every chapter a page of its own. Sudex helps you prepare documents; it does not replace your own review.

A

Start here

What you need, your first court book, and how the window works.

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Getting started

What you need, installing Sudex, and your first court book in a minute.

What you need

01 **A Windows computer**

Sudex is a Windows program and needs Windows 10 or 11, 64-bit.

02 **Microsoft Office, for Office files**

To turn Word documents, spreadsheets and slides into PDFs, Sudex uses the desktop Word, Excel and PowerPoint from Microsoft 365, Office 2021 or Office 2024, already on your computer. PDFs, emails (.eml and .msg) and pictures need nothing else, and Outlook is not needed at all.

03 **Text recognition, for scans**

Making scans searchable uses the text recognition built into Windows. English comes with every Windows set up in English; other languages can be added in Windows Settings.

04 **An internet connection now and then**

Only to sign in and for the licence check. The work itself never needs a connection.

05 **Getting a copy**

Download the installer from getsudex.com/download. It is signed by Sudex.

06 **Running the installer**

The setup shows the licence agreement, then installs Sudex for you alone, in your own Programs folder, so you don’t need administrator rights. It adds Sudex to the Start menu, and to the desktop too if you tick Put Sudex on the desktop. Leave Open Sudex ticked at the end to start it straight away.

07 **For your IT team**

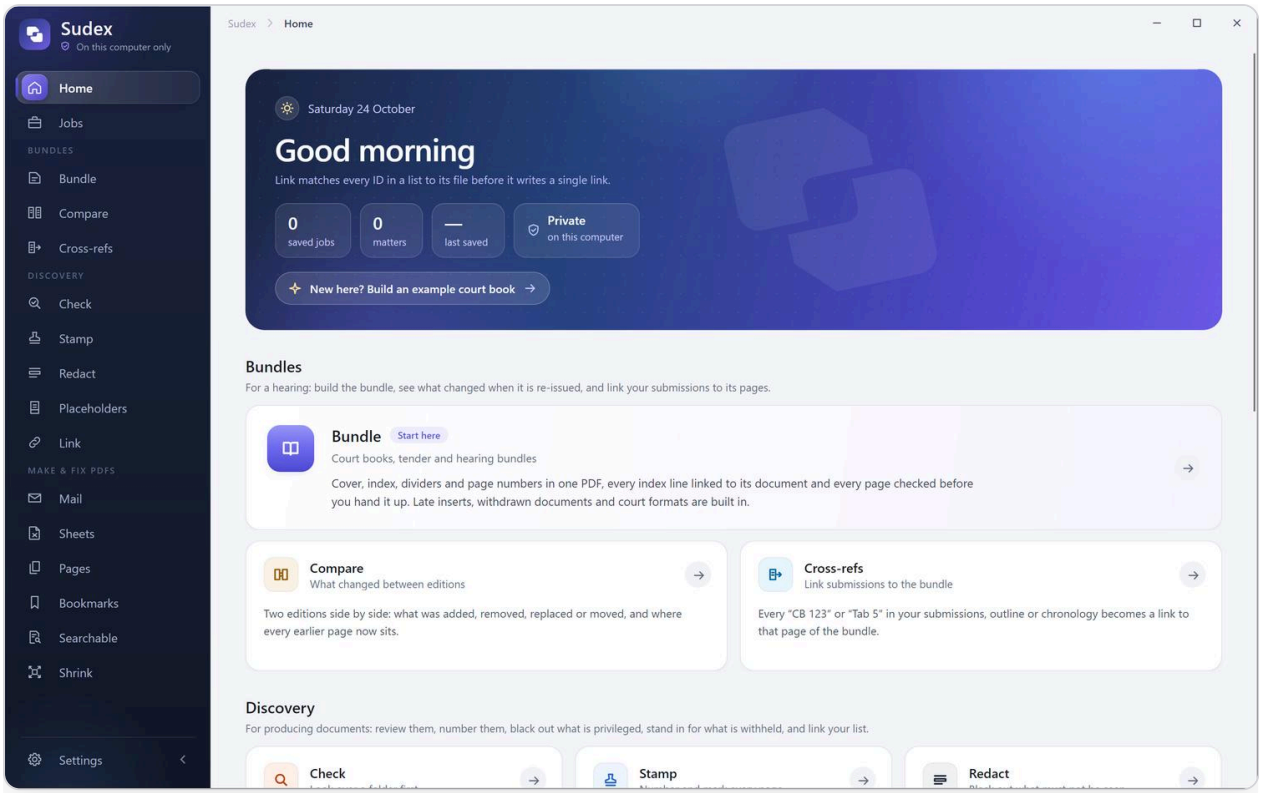
The same setup can install Sudex for everyone on the computer, in Program Files: it asks, or it can be run unattended with /ALLUSERS /VERYSILENT.

08 **Check Office was found**

Open Settings and look at Microsoft Office on this computer: Word, Excel and PowerPoint each show Found or Not found. Outlook is listed as “Not needed: Mail reads .msg files itself.”

09 **Uninstalling**

Uninstalling removes only what the installer put there. Your saved work, templates and licence, kept in %LOCALAPPDATA%\Sudex, are left alone.



Home: the tools in their three groups, and, until you have saved a job, a button to build the example court book.

Your first few minutes

01

Home

Sudex opens on Home: a greeting, a tip, counts of your saved jobs and matters, and the tools in three groups (Bundles, Discovery, and Make and fix PDFs) with Bundle first, marked Start here. Click any card to open that tool.

02

Build the example court book

While you have no saved jobs, Home shows New here? Build an example court book. It opens Bundle and builds a made-up Federal Court court book, Aldercove v Bramwell, from 14 short documents, in the Federal Court's eBook format. The documents and the finished book go in Sudex's own folder; nothing of yours is touched, and nothing in it is real.

03

Before you sign in

Until you sign in, Sudex opens and checks your files, but a tool that makes new files opens the sign-in window first, and once you are signed in offers Run the job now. Settings, under Licence, shows Not signed in.

04

Signing in and the free trial

The first time it opens, Sudex asks for your email address and a name for this computer (its own name is filled in). Click Email me a code, then type the six-digit code from the email and click Sign in. A new email is offered the free trial: click Start trial. It is 30 days, with every tool and no card needed. Not now leaves it for later: sign in from Settings, under Licence, with Sign in…. If your network stops the sign-in, Sign in with the browser instead shows a code to confirm at getsudex.com.

05

Try a tool

Each tool starts empty, with three numbered steps saying how it works and a button to add files. You can also drop files, or a whole folder, anywhere on the tool's window.

06

Choose where Sudex opens

Sudex opens on Home. To open on the screen you last used instead, set Open on to Where I left off in Settings. The window opens where you left it, at the same size, as long as that is still on a screen.

A

Finding your way

The window, Home and Jobs, and what every tool does the same way.

The window

Side bar	Down the left: Home and Jobs, then the tools under BUNDLES (Bundle, Compare, Cross-refs), DISCOVERY (Check, Stamp, Redact, Placeholders, Link) and MAKE & FIX PDFS (Mail, Sheets, Pages, Bookmarks, Searchable, Shrink). Settings is at the foot, beside an arrow that makes the side bar narrow or wide (Ctrl+B). Under the Sudex name it says On this computer only.
Title bar	Shows Sudex and the screen you are on. On the right: a licence reminder when there is something to say, an Undo button when a change on this screen can be put back, and the minimise, maximise and close buttons. Drag it to move the window; double-click it to maximise.
Home	Your starting point: the tools in their groups with a line on what each does, the job you saved most recently under PICK UP WHERE YOU LEFT OFF, recent jobs, and your MATTERS, with New matter.
Jobs	All your saved work. Matters run down the left (All jobs, each matter, and No matter), with Find a job or matter and New matter. A matter can be given a Reference, renamed, recoloured or removed (its jobs are kept). Each job card has Open, and a menu with Rename…, Make a copy, FILE UNDER and Delete job….
Settings	How Sudex looks and starts, where your saved work is kept, each tool's defaults, your firm's bundle templates, your licence, the Office programs found, keyboard shortcuts, and help (Ctrl+,).
A tool's screen	A header with the tool's name and a line about the job, the button to add files, Save progress, a ··· menu and the main button (such as Convert or Save). Below it, a strip of counts, the list of files, the settings, and in Mail, Sheets and Pages a Worth checking first drawer at the foot.
Messages	Short messages appear at the foot of the window, often with Undo or Open the folder, and go by themselves after a few seconds.
The working banner	While a tool works, a banner says what it is doing: "Large jobs can take a few minutes. Sudex is still working; you can use other tools meanwhile."

What every tool does

Your originals are only read	Every result is a new file. Sudex takes a fingerprint of each original before it starts and reads it again afterwards to confirm it has not changed; if it can't confirm that, the results say so.
Nothing is overwritten	If a file of the same name is already there, the new one gets a number instead, such as "Letter (2).pdf".
Where results are saved	Each tool has a SAVE INTO box; click Change to pick a folder. Until you do, it suggests a new folder beside your first file: Converted for Mail and Sheets, Edited PDFs for Pages, Searchable copies, and Smaller copies. Bookmarks saves beside the PDF.
Adding files	Use the tool's add button (or press Ctrl+O), or drop files or a folder anywhere on its window. A dropped folder brings in everything inside it that the tool can open; anything else is named in a message, such as "Left out 2 files this tool cannot open".
Worth checking first	In Bundle, Mail, Sheets and Pages, a drawer at the foot lists anything worth a look before you run: files that can't be read, hidden content, attachments that can't be shown, and so on. The number on it shows how many.
Every file accounted for	When Mail, Sheets, Pages, Bookmarks, Searchable or Shrink finish, a results screen says what happened to every file, under a headline such as "All 6 files are accounted for: … Nothing was skipped quietly." Anything that needs a look is under NEEDS YOUR EYE. Click Open the folder to see the files, or Back to return; Pages, Bookmarks, Searchable and Shrink also have Open the PDF.
Send to another tool	Most results screens have Send to…, which opens another tool with the files just made already added to what is there, such as Mail's PDFs into Bundle or Stamp. Nothing is moved or copied.
Checked afterwards	Each tool opens what it made again and checks it against the original. A Searchable or Shrink copy that fails is named "FAILED CHECKS" so it can't be mistaken for a good one.
Undo	Taking files off a list, clearing it, and changes such as turning or taking out pages can be undone: from the message that appears, from the Undo button in the title bar, or with Ctrl+Z (outside a text box). Each screen keeps its own recent changes.
Stopping	Long runs have a Stop button. In Mail and Sheets, Stop after this one finishes the file being worked on and then stops, so nothing is left half-written. In Searchable and Shrink, the file being worked on is abandoned and nothing half-made is kept. Files not reached are listed as not reached.

Save progress and Jobs	Click Save progress in any tool to keep its files, their order and every setting as a job. Name it, choose a MATTER (or No matter, or New matter) and click Done. From then on it keeps saving itself as you work, and the button shows the job's name, matter and when it was saved; click it to rename the job or change its matter. Open it again from Jobs or Home.
What a job holds	A job holds the paths to your files and the settings, never copies of the documents. Opening a job into a tool that has unsaved work asks first: "Replace what is in …?"
Your own defaults	Each tool's ⋯ menu has Make these my defaults, so every new list starts your way, and Back to how the program came. Settings lists which tools have your own defaults, with Forget mine.
Moving between tools	Each tool keeps its work while you use another, so you can switch away mid-job and come back to it. Anything waiting to be saved to a job is saved when you close the window.
Unsaved work is kept	Work not yet saved as a job is kept as you go. If Sudex closes before you save it, Home shows Pick up unsaved work next time: click Pick it up to carry on, or × to let it go (with an Undo).
If something goes wrong	If something unexpected stops Sudex mid-task, a message says "Something went wrong in …": your work is saved, and what happened is noted on this computer only, with no file or folder names. Click Carry on, or Copy details for support to send them to us.
Check before you rely on it	In Sudex's own words: "Sudex helps you prepare documents; it does not replace your own review. Check everything it makes before you file, serve or rely on it."

B

Bundles

For a hearing: build the bundle, see what changed when it is re-issued, and link your submissions to its pages.

03 **Bundle** 12

Bundle turns your documents into one court book PDF with a cover, index, dividers, page numbers, bookmarks and links, then checks the finished file.

04 **Compare** 23

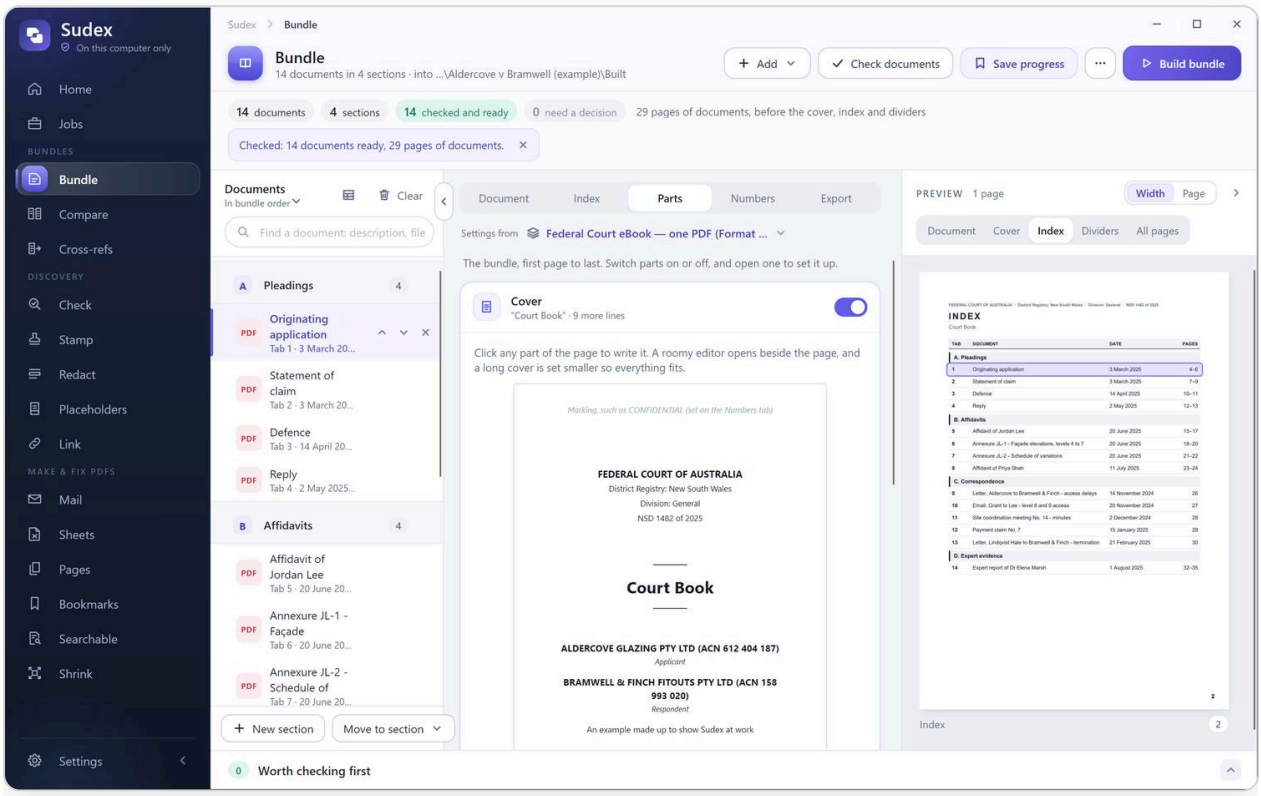
Compare sets two editions of a bundle side by side and lists what was added, removed, replaced, withdrawn or moved, with where every old page is now.

05 **Cross-refs** 27

Cross-refs turns references such as “CB 123” or “Tab 5” in your submissions into links that open the bundle at that page.

Bundle

Bundle turns your documents into one court book PDF with a cover, index, dividers, page numbers, bookmarks and links, then checks the finished file.



The example court book loaded: the documents in sections on the left, the cover being written in the middle, and the index as it will print on the right.

When to use it

- Preparing a court book, tender bundle, hearing bundle or appeal book
- Issuing a second edition where late documents slot in as 45A without renumbering
- Putting annexures to an affidavit together with numbered certificate pages
- Splitting a large bundle into volumes for an upload limit such as the Federal Court's 30 MB

Before you start

- Your documents in a folder, ideally with a subfolder for each section (PDF, Word, Excel, PowerPoint, pictures and emails all go in)
- Microsoft Office on the computer if any documents are Word, Excel, PowerPoint or emails, so they can be made into PDFs

- The cover details: court, registry, file number, parties, and who files it
- The practice note or orders for your court, to check the template against
- Optional: an index you already have in Excel, CSV or a Word table
- Optional: the "… - numbering.json" file from an edition already filed, if you are adding late documents

Step by step

01

Add your documents

Click Add a folder and choose the folder that holds the documents. Each subfolder becomes a section and a folder inside it becomes a sub-section. You can also use Add ▾ for Files, A folder, or An index you already have, or drag files onto the window. A zip file is unpacked and added as a section of its own; the zip itself is only read.

02

Choose a court template under Settings from

Click the button beside Settings from, choose Australia, then pick your court's template, such as Federal Court eBook — one PDF (Format 2). Click Use these settings, or double-click the template. Undo puts your earlier settings back.

03

Put the documents in order and describe them

Drag documents up or down, or into another section, in the list on the left, or click In bundle order to sort them by description, file name, document ID or date. Click a document to edit its description, Date and Document ID on the Document tab. To do them all at once, open the Index tab and use Fill in from the documents or Edit them all as a table.

04

Set up the cover and other parts on the Parts tab

Open Cover and click any part of the page to type it: the lines above the title, the title, the parties below it and the Who files it box. Switch the index, section dividers and document dividers on or off here too.

05

Set the page numbers on the Numbers tab

Click a spot on the small page to place the number, then use STYLE, WHICH PAGES, SIZE and MORE to set how numbers read, such as a CB prefix. The preview on the right shows pages as they will print.

06

Choose the file name and folder on the Export tab

Check the File name and the SAVE INTO folder. Turn on Split into volumes or Split by size, for an upload limit if the bundle is large, and choose anything to save separately.

07

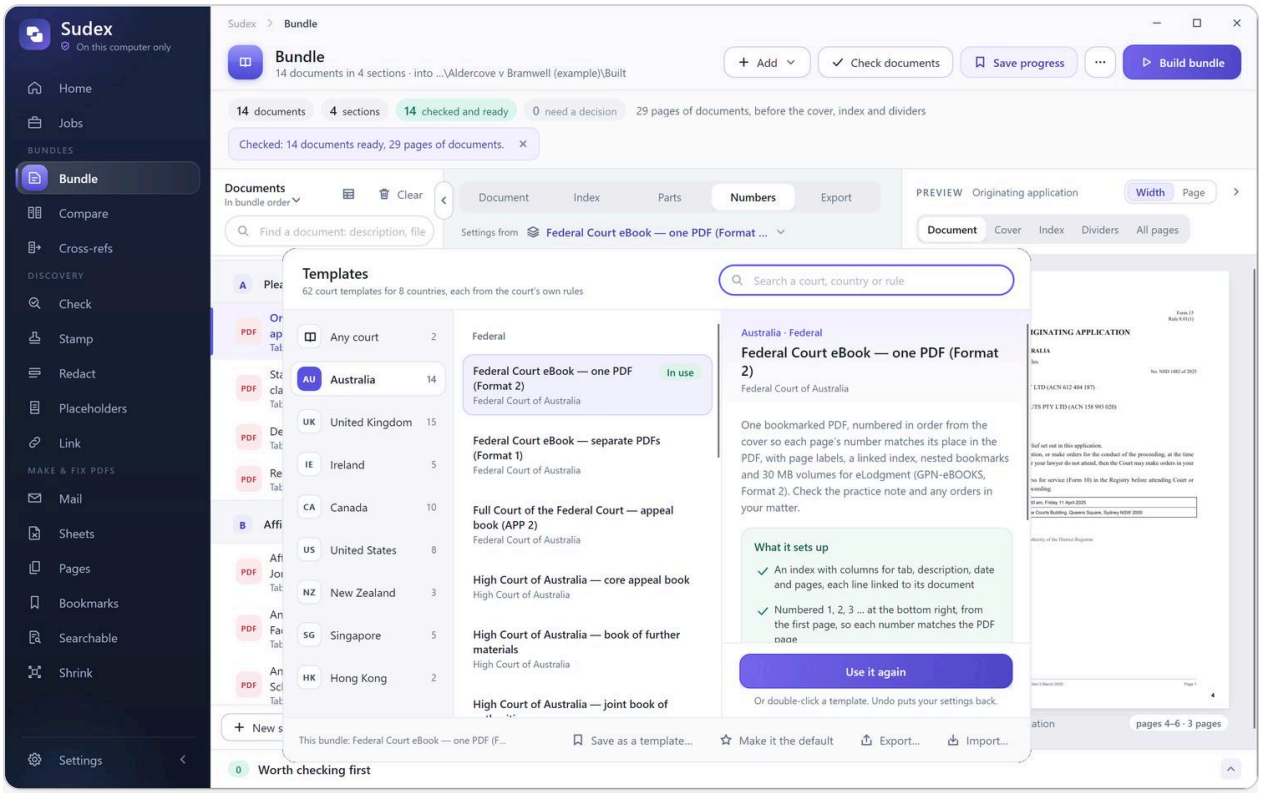
Click Check documents

Sudex makes each document ready and reports anything that can't go in. Nothing is saved. Open Worth checking first at the bottom to see what was found, and for any document marked Needs a decision choose A placeholder page or Leave it out, with a reason.

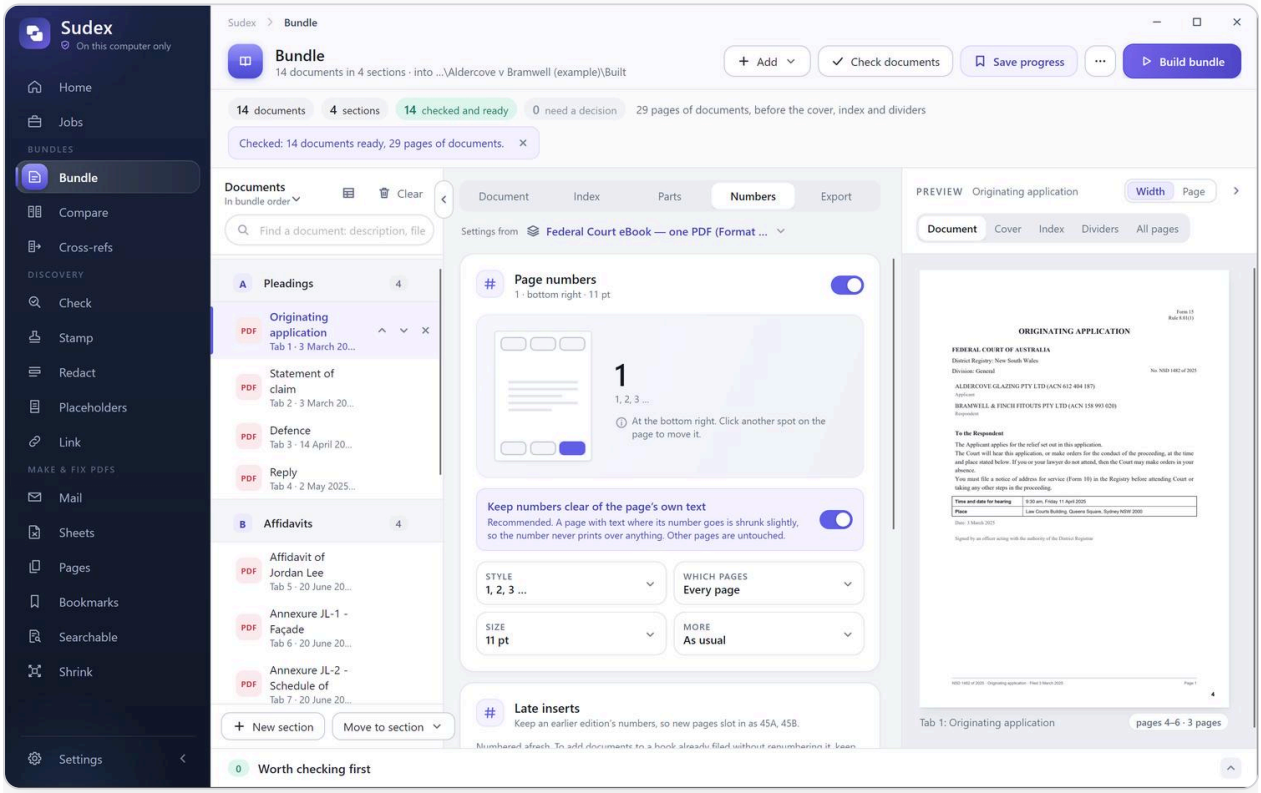
08

Click Build bundle

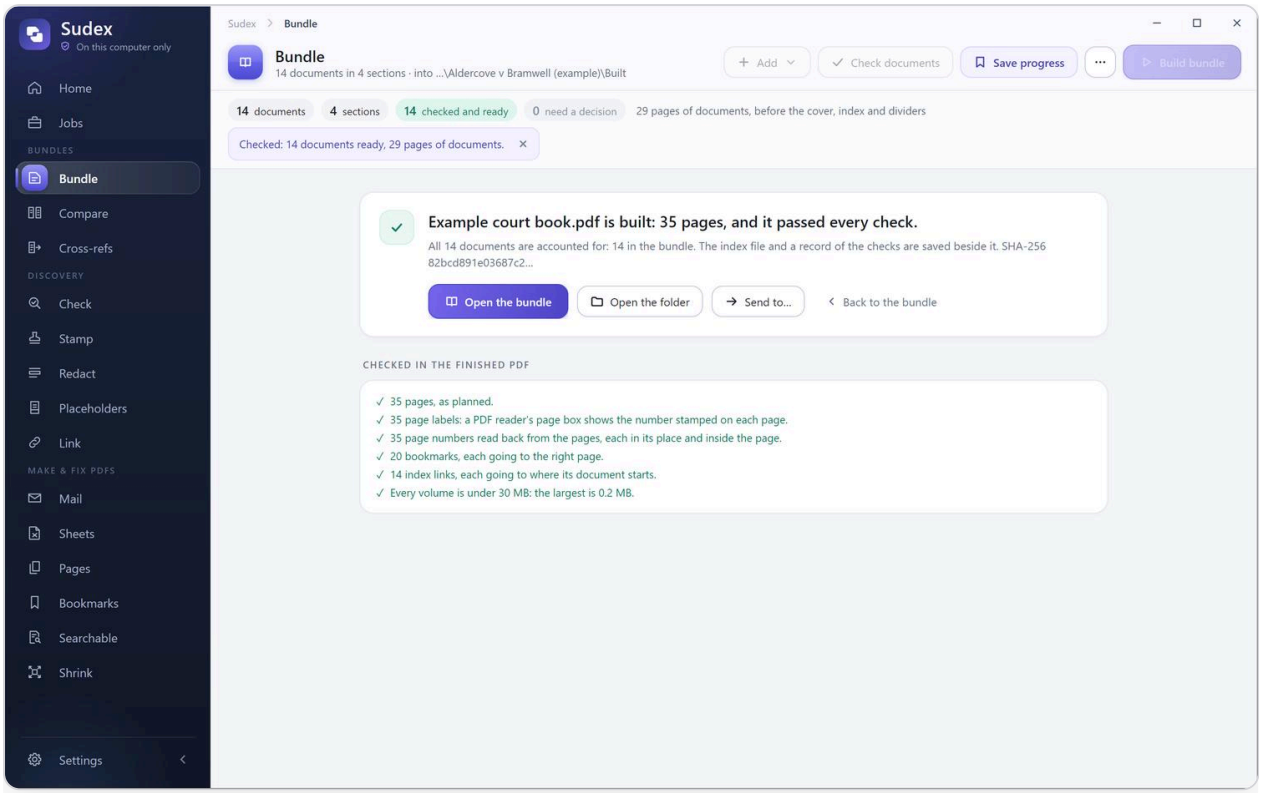
Sudex checks the documents again, builds the bundle and then checks the finished PDF. When it is done, click Open the bundle or Open the folder, Send to… to carry on in Stamp, Cross-refs, Compare or Shrink, and Back to the bundle to make changes.



Settings from opens the court templates: choose a country, then your court's template, and see what it sets up.



The Numbers tab: click a spot on the small page to place the numbers, then choose the style, the pages and the size.



When it is built, Sudex checks the finished PDF: every page number, bookmark and index link.

Settings worth knowing

Getting started

Try it with an example	Builds a made-up Federal Court court book of 14 short documents (Aldercove v Bramwell) in Sudex's own folder, so you can see the whole process without touching your files.
Add a folder	Adds a folder of documents; each subfolder becomes a section, in name order.
Files	Adds documents one by one to the end of the last section.
An index	Starts the bundle from an index you already have (Excel, CSV or a Word table), taking the order and descriptions from it.
Open a saved bundle file	Opens a bundle you saved earlier with Save as a bundle file…; the documents are checked again straight away.
Example index to download	Gives you a sample index to see how one should be laid out.

Header buttons and menus

Add	A menu with Files, A folder, An index you already have and Open a saved bundle file….
Check documents	Makes each document ready and reports anything that can't go in, without saving anything.
Save progress	Saves this work as a job (the files, their order and every setting) so you can pick it up later from Jobs. The documents themselves are not copied.

Save as a bundle file…	In the ⋯ menu: saves the list, the decisions and the settings as a .sudexbundle file, not the documents.
Save a copy as…	In the ⋯ menu: saves the bundle file under a new name.
Open a bundle file…	In the ⋯ menu: opens a saved .sudexbundle file.
Build bundle	Checks the documents, builds the bundle and checks the finished PDF.
Stop	Shown while working; the document being worked on is finished first and nothing half-made is kept.

The document list

Find a document	Type a description, file name, ID or date and the list narrows to the documents that match.
Choosing several	Ctrl or Shift and click to choose several documents. Alt+Up or Alt+Down moves them, Delete takes them out (with an Undo), Mark… gives them their own marking, and Move to section moves them to the end of another section.
Drag to reorder	Drag a document up or down, or into another section; drag a section by its heading to move it.
In bundle order ⌄	Under Documents: sorts every section at once by description, file name, document ID or date. Documents without an ID or a date go last; the sections stay where they are, and Undo puts the order back.
New section	Adds an empty section at the end, called New section, which you can rename by typing over its heading.
Make it a sub-section of the one above	In a section's ⋯ menu: numbers it A.1, A.2 under its section, with its own bookmark and index heading.
Sort this section	In a section's ⋯ menu: by description A to Z (passing over "The", as a book of authorities is), by file name, by document ID or by date. Numbers sort as numbers, so Tab 2 comes before Tab 10.
Remove the heading	In a section's ⋯ menu: its documents join the section before.
Clear	Takes every document out of the bundle; the files are not touched and you can undo it.

Document tab

Description	The box at the top: the document described as the index should read.
Date	Typed as it should read in the index, such as 1 March 2024.
Document ID	Optional, such as HGL.001.0001.
Subject to objection	Marks the document in the index, as the Federal Court asks for material subject to objection.
Withdrawn	Keeps its tab and its line in the index struck through, with one page in its place saying why; fill in Why.
Replace its file…	Swaps in a corrected copy or better scan, keeping the document's place, description and numbers.

Its pages	Pages to use, such as 1-3, 45-47, for a passage of a transcript or an authority, and Turn (Right, Upside down or Left) for pages that lie sideways. The index, page numbers and bookmarks follow the pages used.
Its own marking	Such as CONFIDENTIAL, printed beside the bundle's own marking on this document's pages.
A placeholder page in its place	Its pages are not used: one page in their place says what it is and why. It keeps its tab and its line in the index. Fill in Why.
Its attachments	For an email: choose which attachments go in. Turn on List them as documents of their own to give each its own tab and line under the email.
Instead, put in	For a document that can't go in as it is: choose A placeholder page or Leave it out, and give a Reason.

Index tab

The index	The switch at the top turns the generated index on or off.
Use my own index instead…	Uses your own PDF or Word index in place of Sudex's; its lines are linked to documents by tab or title.
Heading and Subheading	The words at the top of the index; left empty, the subheading reads the bundle's title.
Columns	Switch each column on or off and type its heading as it should print; Description is always included.
Add a column of your own	Adds a column, and each document gets a box for it.
Index lines link to their documents	Click a line in the PDF to go to where its document starts.
Put the index in every volume	Shown when volumes are on; when off, only the first volume has the index.
Index lines link to other volumes	Shown when volumes are on; when off, each volume's index links only to its own documents, as the Supreme Court of Canada and the Court of Appeal for Ontario ask.
Fill in from the documents	Fills in dates, emails' subjects and senders, and Type, Author, Recipient or Source columns. Nothing you have typed is replaced.
Use the file names as document IDs	For files named by their ID: "HGL.001.0001 Defence.pdf" gives the ID HGL.001.0001 and the description Defence.
Fill in from a spreadsheet…	Matches a spreadsheet's rows to your documents by file name, Document ID, Tab or Description, and fills in values; you can choose Only fill blanks.
Edit them all as a table	Type down the index line by line, beside the index as it will print. Click Done to go back.
Also save the index as	Choose Excel, Word or both to save the index as a file beside the bundle.
Queensland eTrial columns	Shown when Excel or Word is chosen: writes the index with the columns of the Court's 2026 spreadsheet, Host Document ID included, each row linking to its file in a Documents folder beside it.

Parts tab

Cover	Switch the generated cover on or off; click any part of the page to write it.
Marking	Shown on the cover; it is set on the Numbers tab, with the watermark.
Above the title	The court, registry and file number, one per line; you can paste straight from Word.
Title	The bundle's name, such as Court Book; it also names the file.
Below the title	The parties, who files it and the date, one per line. Under HOW EACH LINE LOOKS you can set each line to Bold, Plain, Italic, Small or Detail.
Who files it	The box at the foot of the cover: Filed on behalf of, Prepared by, Law firm, Tel, Email, Address for service, Ref and an optional logo.
Type	Modern (clean sans-serif type) or Traditional (Times New Roman, as court forms usually are).
Your own pages at the front	Add PDFs of your own, and choose whether They go Before the cover, After the cover or After the index.
Section dividers	A page before each titled section with a word you choose (Section, Part, Volume, Tab or your own) and its letter.
Sub-section dividers	A page before each sub-section, as for sections.
Document dividers	A page before each document. Set the tab numbers with Before each and Start at, and the WORDING ON EACH DIVIDER.
Annexures to an affidavit	Click Set up…, enter the Deponent, Sworn or affirmed on and Before, then Set up as annexures to number tabs with the deponent's initials, such as JL-1.
Subject to objection reads	Under The documents: the words added in the index, "(subject to objection)" unless you change them.
Your own pages at the end	PDFs after the last document, numbered on from it, such as a list of authorities or a certificate.
Printing on both sides	Every part starts on a right-hand page, with a blank page before it when needed.

Numbers tab

Page numbers	The switch turns page numbering on or off; click a spot on the small page to choose where the number goes.
Keep numbers clear of the page's own text	Recommended. A page with text where its number goes is shrunk slightly so the number never prints over anything.
STYLE	Before it (a prefix such as CB), Then (what joins it), Start at, and 1, 2, 3 … or A1, A2 … B1 starting again in each section.
WHICH PAGES	The documents, The index, or Every page, including the cover.
SIZE	Size from 9 to 14 pt, Colour (Black, Red or Blue) and White box behind each number.
MORE	Zeros in front, The PDF's page box shows these numbers, Number the index i, ii, iii, Start each volume again at the first number, and Letters down the margin.

Late inserts	Keep an earlier edition's numbers… uses the "… - numbering.json" saved with a filed edition, so new pages slot in as 45A and new documents as 12A. Number afresh undoes it. Without the numbering file, No numbering file? Use the earlier bundle's index file… reads the numbers back from its "… - index.csv".
Marking	Red words at the top of every page and on the cover. A document can carry its own as well, on the Document tab.
Watermark	Large, faint words corner to corner across every page, such as DRAFT; or add a picture with Faint, Light or Strong.

Export tab

File name	The bundle's file name; an existing file is never replaced, a new one gets a number.
SAVE INTO	The folder for the bundle and its files; by default a folder called Bundle beside your documents' folder.
Paper	A4 or US Letter, for the pages Sudex makes: the cover, index, dividers and placeholders. The documents keep their own size.
Bookmarks	How each document's bookmark is titled: Tab 1 — Statement of claim, 01. Statement of claim, the description alone, or the description with its first page, such as Statement of claim (page 12). Each court template chooses the one its court asks for.
Opens at 100%	The PDF opens at 100%, as the guidance on e-bundles in England and Wales, PD 27A family bundles and the Irish Court of Appeal ask.
Split into volumes	Splits at most a set number of pages into each volume (500 to start), always between documents; each volume has its own cover.
Split by size, for an upload limit	Keeps each volume under a size in MB (30 to start, the Federal Court's eLodgment limit).
Also save separately	Each document, The index, The cover and The dividers as PDFs of their own, cut from the bundle so they carry its numbers.
The index links to each document's file	Shown when Each document and The index are both chosen: the index PDF's lines open the documents' own PDFs (Federal Court Format 1).
Name each document's PDF by its ID	PLA0001.pdf, PLA0002.pdf … all in one folder, as Queensland eTrial wants.
Name each document's PDF by its first page number	301.0001.pdf, 301.0158.pdf … all in one folder, as New Zealand's protocol wants.
A chronology, linked to the pages	The documents in date order, each line opening its first page, as a PDF and an Excel workbook.
Spine labels for the folders	A PDF of spine labels for printed folders.
Tab labels to cut out	A label for each tab with its number and short title, 48 to an A4 page.
Make scanned pages searchable	Under Making the documents ready: pages without text are read with the text recognition built into Windows while the documents are checked.
Word documents with tracked changes or comments	Print with tracked changes shown (as Word shows it, usually right for evidence) or Print the final version (every change accepted and comments left out, in a copy). Either way, each one is listed under Worth checking first.

Conversions kept on this computer	Word, Excel, PowerPoint and email files are kept once converted, so checking again is quick; a file is converted again only when it or the settings change. Clear lets them go.

Templates (Settings from)

Search a court, country or rule	Finds templates across every country, such as “appeal book” or “PD 32”.
Use these settings	Applies the chosen template; it reads In use once applied. Your documents stay as they were.
What it sets up	Lists what the chosen template changes, with Read it on the court’s website where there is a link.
Save as a template…	Keeps this bundle’s settings as your own template, never the documents or added PDFs.
Update it	Updates your saved template with the settings on screen.
Make it the default	New bundles start from this template.
Export… and Import…	Shares a template with a colleague as a .sudextemplate file, or adds one they sent you.
Rename… and Delete…	For your own saved templates only.

Preview and Worth checking first

PREVIEW	Pages drawn as the bundle will print. Choose Document, Cover, Index, Dividers or All pages, and Width or Page to size them.
Worth checking first	The bar at the bottom lists documents that need a decision, duplicates, numbers over text and files not added. Click it to open or close.

What you get

- The bundle PDF, named from File name, in the SAVE INTO folder (by default a folder called Bundle beside your documents' folder)
- With volumes: one PDF per volume, such as "Court Book - Volume 1.pdf"
- "… - index.csv": where every document went, with its page range and fingerprint
- "… - checks.txt": a record of every check the finished PDF passed
- "… - numbering.json": this edition's numbers, to keep them if documents are added later
- If chosen: the index as Excel or Word, a chronology (PDF and Excel), spine labels, tab labels, and a "… - separate files" folder
- An existing file is never replaced; a new one gets a number
- A bundle that fails its own checks is not given its final name and is kept as "… - FAILED CHECKS.pdf" for inspection

What Sudex checks

- ✓ Each document is made into a PDF and anything that can't go in is flagged; the bundle is not built until each has a decision and a reason
- ✓ The same file added twice is flagged, and so are two files that read the same, such as a Word file and a PDF of it, or two scans of one letter: choose Keep both or Leave this one out
- ✓ Pages where the new number would print over existing text are flagged
- ✓ Pictures for the logo or watermark, and PDFs added at the front or end, are checked before building
- ✓ Every document is accounted for: included, as a placeholder, left out or withdrawn
- ✓ In the finished PDF: page count, page labels, every page number read back in its place, every bookmark and every index link
- ✓ Links between volumes, and each volume's size against your MB limit
- ✓ Originals are read again afterwards to confirm they did not change

Tips

- Run Try it with an example once before your first real bundle; it takes about a minute and touches nothing of yours.
- Name subfolders like "01 - Pleadings": they sort by the number, and the number is dropped from the section title.
- Fill in Who files it once and save it as a template, so your firm's details are there next time.
- Keep the "… - numbering.json" with each filed edition; you need it for late inserts.
- Page numbers in the preview are estimates until you click Check documents.
- Most changes, such as removing a document or clearing the list, show a message with Undo.
- Spreadsheets in a bundle are laid out by the defaults saved in Sheets.

If something goes wrong

A box says “The bundle cannot be built yet”.

Read the list in the box, then click Show me the first one. For each document that needs a decision, choose A placeholder page or Leave it out and fill in Reason. Nothing was written, so build again when done.

A Word, Excel or email file says it can’t go in.

If the message says “Converting it needs Microsoft …, which this run cannot use”, check Office is installed and working. Or save the file as a PDF yourself and use Replace its file… on the Document tab.

Worth checking first says “Numbers over text”.

The document already has text where the numbers go, perhaps its own page numbers. Turn on Keep numbers clear of the page’s own text or White box behind each number, or click another spot on the Numbers tab.

It says “No folder is chosen for the bundle”.

Open the Export tab and choose a folder under SAVE INTO, then build again.

Some files didn’t go into the list.

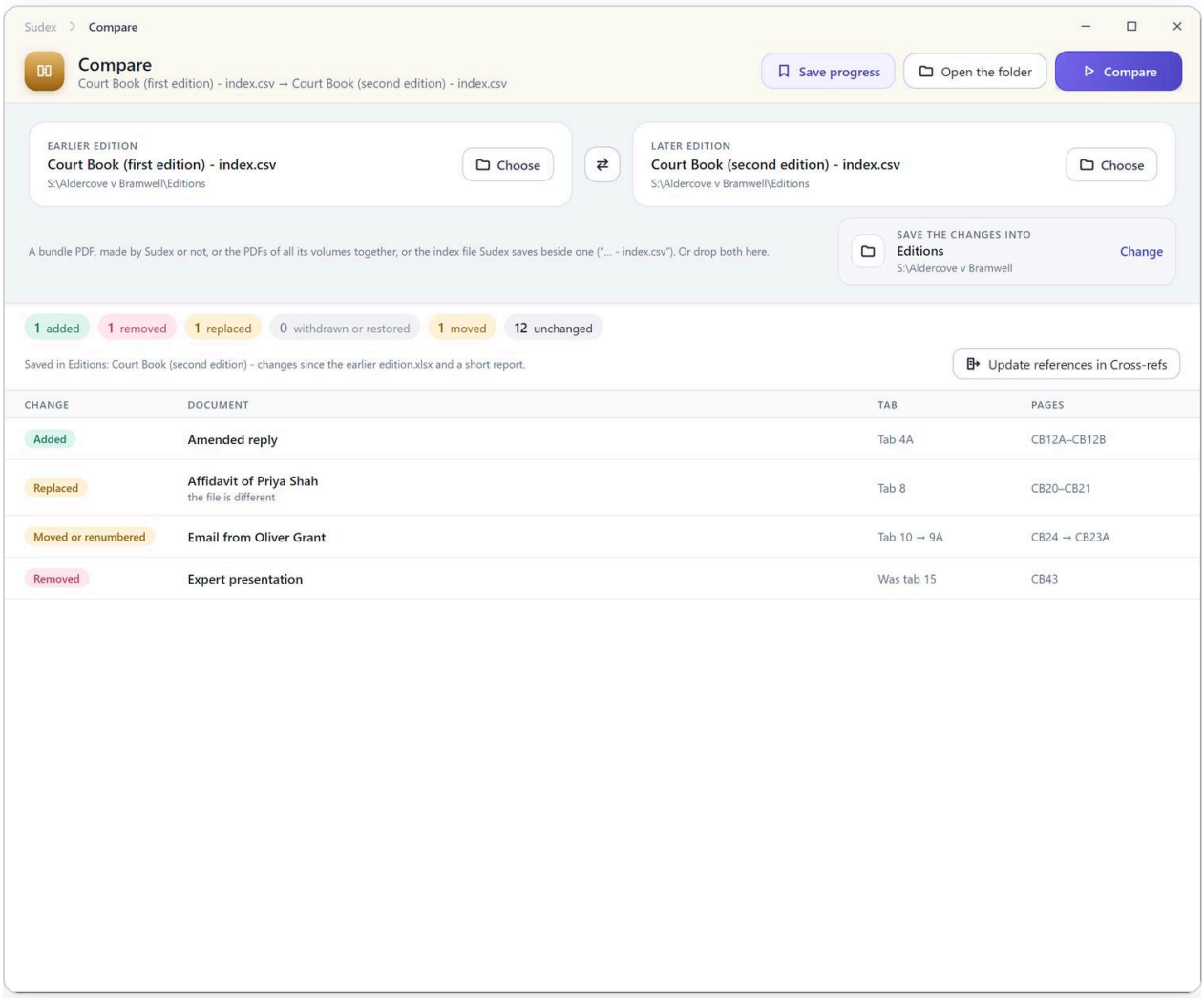
Open Worth checking first. Files marked Not added are Office lock files, system files or saved bundle lists, and are left out on purpose. Nothing to do unless one really is a document.

A watermark or logo picture is refused.

Choose a PNG or JPEG picture. A logo under 600 pixels wide prints small, so use a larger one if you can.

Compare

Compare sets two editions of a bundle side by side and lists what was added, removed, replaced, withdrawn or moved, with where every old page is now.



The Compare screen: two editions of a bundle compared, with one document added, one replaced, one moved and one removed, each showing its tab and pages.

When to use it

- A court book has been re-issued and you need to know what changed
- Updating page references in submissions after renumbering
- Telling counsel or the other side what moved in the new edition
- Checking a bundle the other side has re-issued, even one not made in Sudex

Before you start

- The earlier edition: its PDF, or the "… - index.csv" Sudex saved beside it
- The later edition, in the same form
- Both files unlocked (not password protected)

Step by step

01 **Choose the earlier edition**

Click the EARLIER EDITION card and pick the bundle PDF, the PDFs of all its volumes together, or its "… - index.csv" file.

02 **Choose the later edition**

Click the LATER EDITION card and pick the newer file. You can also drop both files on the window at once: the older file is taken as the earlier edition.

03 **Check they are the right way round**

If the earlier and later editions are swapped, click the button between the two cards (Swap them).

04 **Choose where to save the changes**

Under SAVE THE CHANGES INTO, leave it as Beside the later edition or click to choose another folder.

05 **Click Compare**

Click Compare at the top, or Compare the two editions in the middle of the screen. Neither edition is changed. A big bundle takes a minute or two; Stop ends it, and nothing is saved until it has finished.

06 **Read the results**

The counts at the top show how many documents were added, removed, replaced, withdrawn or restored, moved and unchanged. The list below shows each change with its document, tab and pages before and after.

07 **Open the workbook and report**

Click Open the folder to see the Excel workbook and the short report.

Settings worth knowing

Choosing the editions

EARLIER EDITION	The edition people have been working from: a bundle PDF or its "… - index.csv".
LATER EDITION	The new edition, in the same form.
Swap them	The button between the cards swaps the earlier and later editions.
SAVE THE CHANGES INTO	Where the workbook and report are saved; Beside the later edition unless you choose a folder.

Header	
Compare	Runs the comparison once both editions are chosen.
Open the folder	Opens the folder with the results, after a comparison.
Save progress	Saves the two choices as a job to open again later from Jobs.
Update references in Cross-refs	After a comparison: opens Cross-refs with the page concordance, so references written to the earlier edition are linked to where their pages are now.

What you get

- The list of changes on screen, with counts for added, removed, replaced, withdrawn or restored, moved and unchanged
- "… - changes since the earlier edition.xlsx", with a Changes sheet and a Page concordance sheet (Page before, Page now)
- "… - changes since the earlier edition.txt", a short report you can send with the new edition
- Both saved beside the later edition unless you chose a folder; neither edition is changed

What Sudex checks

- ✓ Documents are matched by their content first, then by file, document ID and title, so a renumbered document is still recognised
- ✓ A PDF with no bookmarks is compared page by page, each page known by its words
- ✓ Choosing the same file twice is refused
- ✓ If the two share almost nothing, you are warned they may not be editions of the same bundle

Tips

- For bundles built in Sudex, the "… - index.csv" files give the most reliable match.
- Bundles with a bookmark for each document are compared document by document; without bookmarks, page by page.
- If one edition has no bookmarks, choose the PDF for both, not an index file for one of them.
- Use the Page concordance sheet to update page references in submissions and chronologies.
- Send the short report to counsel or the other side with the new edition.

If something goes wrong

It says "That is the same file twice".

Choose the earlier edition and the later one as two different files.

It says one of the two "is locked with a password".

Unlock it in Acrobat, or ask whoever sent it for an unlocked copy, then compare again.

It says the file "has no bookmarks, so it can only be compared page by page with another PDF".

Choose the bundle PDF for both editions rather than an index file for one of them.

It says the file “is not an index file saved with a bundle”.

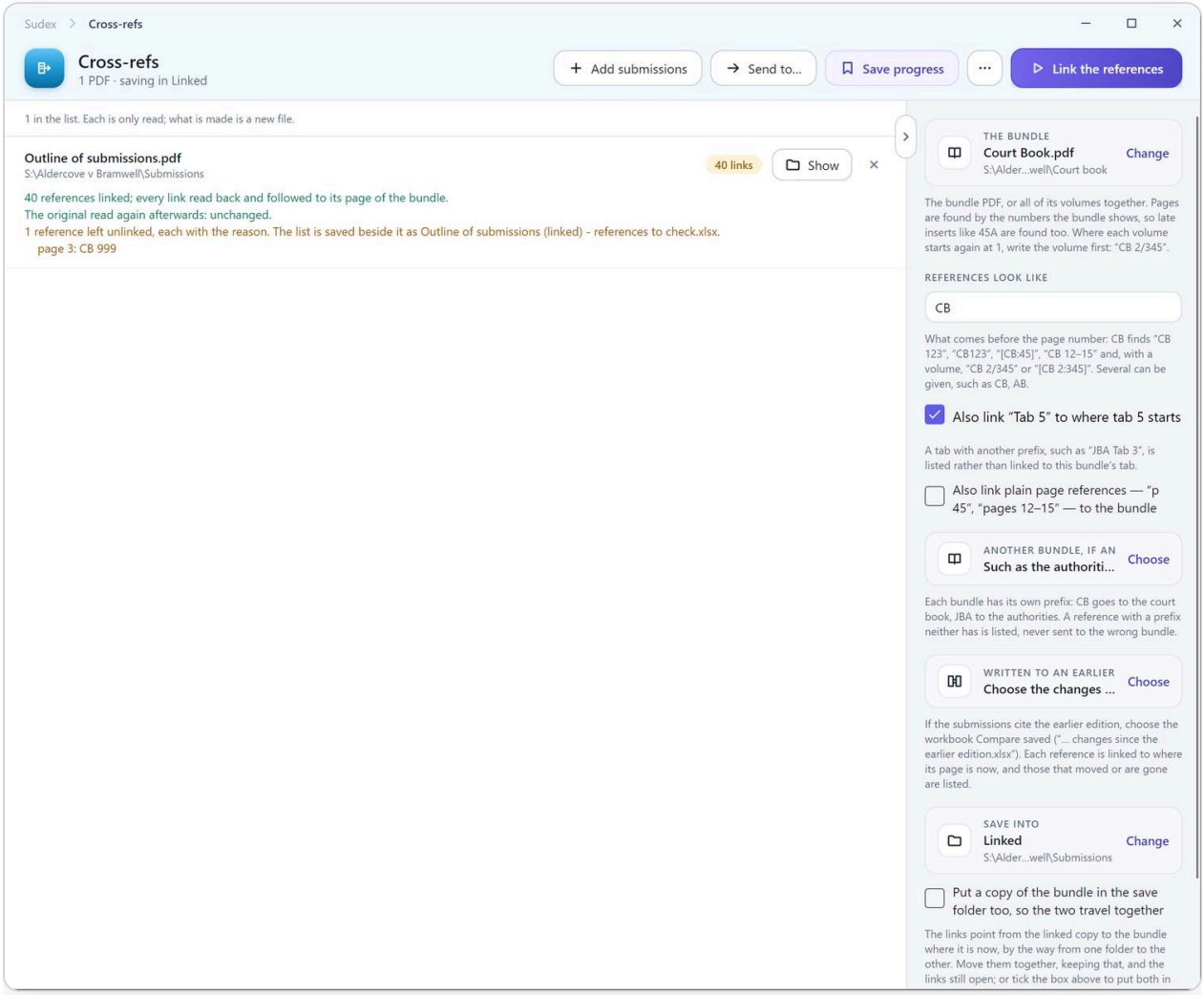
That CSV lacks the Tab, Document and First page columns. Choose the “… - index.csv” Sudex saved beside the bundle, or the bundle PDF itself.

A warning says the two “have almost nothing in common”.

Check you have chosen two editions of the same bundle, and that each file is complete.

Cross-refs

Cross-refs turns references such as “CB 123” or “Tab 5” in your submissions into links that open the bundle at that page.



The Cross-refs screen: an outline of submissions with 40 references linked into the bundle and one listed as not in it.

When to use it

- Outlines of submissions that cite the court book
- Affidavits that refer to tabs or pages of a bundle
- Chronologies and lists of issues with CB references
- Relinking your submissions after the bundle is re-issued

Before you start

- The finished bundle PDF, or all of its volumes
- Your submissions or chronology, in Word or as a PDF
- What your references start with, such as CB or AB
- Microsoft Word on the computer if any documents are still in Word

Step by step

01 **Add your submissions**
Click Add submissions, or drop the files on the window. Word documents are made into PDFs with Word first; the originals are only read.

02 **Choose the bundle**
Under THE BUNDLE on the right, click Choose and pick the bundle PDF. For a bundle in volumes, select all the volumes together.

03 **Say what references look like**
Under REFERENCES LOOK LIKE, type what comes before the page number, such as CB. For several, separate them with commas, such as CB, AB. Where each volume starts again at 1, references with the volume first, such as “CB 2/345”, are found too.

04 **Choose what else to link**
Leave Also link “Tab 5” to where tab 5 starts ticked to link tab references. Tick the plain page references box only when the document refers to the bundle without a prefix.

05 **Choose where to save**
Under SAVE INTO, choose a folder. Tick Put a copy of the bundle in the save folder too if you want to move or send the folder with the links still working.

06 **Click Link the references**
With several files the button reads Link 2, Link 3 and so on. Every link is followed and checked before you see the result.

07 **Check each file’s result**
Each file shows how many links were made and lists any references not in the bundle. Click Show to open the folder with the linked copy.

Settings worth knowing

Settings pane

THE BUNDLE	The bundle PDF, or all of its volumes; pages are found by the numbers the bundle shows, so late inserts like 45A are found too.
REFERENCES LOOK LIKE	What comes before the page number: CB finds “CB 123”, “CB123”, “[CB:45]” and “CB 12–15”.

Also link “Tab 5” to where tab 5 starts	Links tab references to the start of that tab; on to start with.
Also link plain page references — “p 45”, “pages 12–15” — to the bundle	Off to start with, because in other documents a page number may be another document’s.
ANOTHER BUNDLE, IF ANY	A second bundle, such as the authorities, with its own prefix under ITS REFERENCES LOOK LIKE (such as JBA). A reference with a prefix neither has is listed, never sent to the wrong bundle. Stop using it takes it off.
WRITTEN TO AN EARLIER EDITION?	Choose the workbook Compare saved (“… changes since the earlier edition.xlsx”): each reference is linked to where its page is now, and those that moved or are gone are listed. Link references as they read undoes it.
SAVE INTO	Where the linked copies go; without a folder, they go in a folder called Linked beside each document.
Put a copy of the bundle in the save folder too, so the two travel together	Copies the bundle beside the linked copy and points the links at that copy.

Header and ··· menu

Add submissions	Adds submissions to the list (PDF or Word).
Save progress	Saves the list and settings as a job to open again from Jobs.
Make these my defaults	Keeps the current settings, such as your prefix, for next time.
Back to how the program came	Puts the settings back to how Sudex started; Undo is offered.
Clear the list	Takes every file off the list.
Link the references	Runs the linking for every file in the list.
Link references inside the bundle	In the ··· menu: adds the bundle itself to the list, so “CB 123” in an affidavit or “annexure JL-3” links within a new copy of the bundle.

What you get

- A linked copy of each document named "… (linked).pdf", in the SAVE INTO folder or a Linked folder beside it
- "… (linked) - references to check.xlsx" beside the linked copy, listing the references that need a look
- If ticked, a copy of the bundle in the same folder for the links to open
- A result for each file: how many links were made, any references not in the bundle, and the checks it passed
- Your original submissions are never changed

What Sudex checks

- ✓ Every link is read back and followed to its page of the bundle, across volumes too
- ✓ The original is read again afterwards to confirm it is unchanged
- ✓ References to pages the bundle doesn't have are listed with the page they are on, not linked
- ✓ A copy that fails its checks is saved as "… (linked) - FAILED CHECKS.pdf" rather than as the finished copy

Tips

- Link against the final bundle: if it is re-issued, link again against the new one.
- For volumes, choose every volume together so references across volumes are found.
- Bundles built in Sudex carry page labels, so "CB 45A" finds a late insert. Leave The PDF's page box shows these numbers on in Bundle.
- Tab links use the bundle's bookmarks, such as "Tab 5 — Defence", which Sudex writes for you.
- Keep the linked copy and the bundle in the same relative places, or tick the box to put both in the save folder.

If something goes wrong

It says "Choose the bundle first".

Under THE BUNDLE, click Choose and pick the bundle PDF, or all its volumes.

It says "Say what references start with, such as CB".

Type the prefix under REFERENCES LOOK LIKE, or tick the plain page references box.

The file shows Nothing linked and says "No references like "CB 123" … were found in it".

Check the prefix matches how the document writes references. If the PDF is a scan with no text, use the Word version instead.

It says every reference "points at a page the bundle does not have".

Check you chose the right bundle and, for a bundle in volumes, every volume.

A file was not added to the list.

Only PDF and Word documents can be linked (“it is not a PDF or a Word document”). Save it as one of those first.

The links don’t open the bundle.

Open the linked copy in Adobe Acrobat Reader; web browsers and Microsoft Edge may not follow links from one PDF to another. If you moved files, keep them in the same places relative to each other.

C

Discovery

For producing documents: review them, number them, black out what is privileged, stand in for what is withheld, and link your list.

06 **Check** 33
Check lists every file in a folder with its pages, size and authors, and flags anything worth a look before the documents go anywhere.

07 **Stamp** 38
Stamp puts production numbers, document IDs, page numbers or words such as CONFIDENTIAL on every page of a set of documents, as new PDF copies.

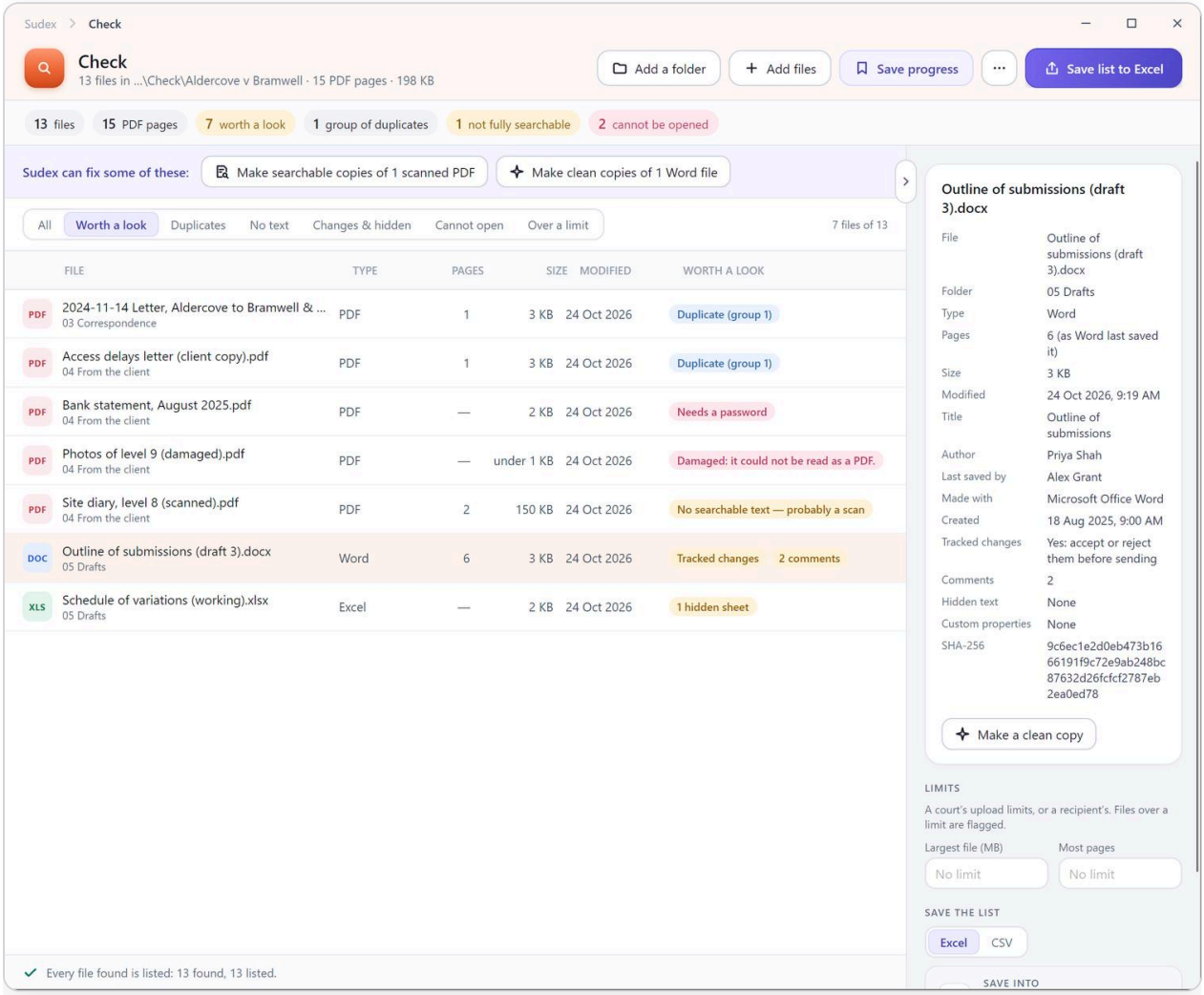
08 **Redact** 43
Redact makes a copy of a PDF with the boxes you draw blacked out for good: those pages become pictures, so nothing is left under the black.

09 **Placeholders** 48
Placeholders makes a one-page PDF for each document not produced, saying which document it stands for and why.

10 **Link** 53
Link turns the document IDs in a Word or Excel list into links that open each document, in a checked copy of the list.

Check

Check lists every file in a folder with its pages, size and authors, and flags anything worth a look before the documents go anywhere.



The Check screen: a matter folder listed, with a scan, a locked PDF, a damaged file, duplicates, and a draft with tracked changes flagged.

When to use it

- Before you serve a list of documents or e-file
- Before a production, to find scans, duplicates and drafts
- When a client sends you a folder of documents
- To see which files are over a court's upload limit

Before you start

- The folder, or the files, you want to look over
- Any size or page limit you must meet, such as a court's upload limit
- A Windows computer with its built-in text recognition, if you want searchable copies of scans

Step by step

01 **Click Add a folder**

Choose the folder to look over, or drop it onto the window. Sudex looks in every folder inside it too. Use Add files to check single files.

02 **Let it check**

The header shows progress, such as "Checking 40 of 120 files…". Click Stop if you need to; the list then shows only the files checked so far.

03 **Read the counts**

The row across the top counts files, PDF pages, those worth a look, groups of duplicates, those not fully searchable and those that can't be opened. The line at the foot confirms every file found is listed.

04 **Filter and sort the list**

Use All, Worth a look, Duplicates, No text, Changes & hidden, Can't open or Over a limit. Click a column heading to sort; click it again to reverse the order.

05 **Click a file to see its details**

The side panel shows its folder, type, pages, whether it is searchable, author, "Last saved by", dates and its SHA-256 fingerprint.

06 **Set LIMITS if you need them**

Type a Largest file (MB) and Most pages. Files over either limit are flagged straight away.

07 **Fix what Sudex can**

In the bar headed "Sudex can fix some of these:", click Make clean copies of … Word files or Make searchable copies of … scanned PDFs. For one file, use Make a clean copy or Make a searchable copy in the side panel. Your files are not changed.

08 **Save the list**

Under SAVE THE LIST choose Excel or CSV and check the SAVE INTO folder. Then click Save list to Excel (or Save list as CSV).

Settings worth knowing

Filters

All	Every file checked.
Worth a look	Only files with at least one flag.

Duplicates	Files that are exactly the same as another file in the list.
No text	PDFs with pages that have no searchable text: scans, most likely.
Changes & hidden	Tracked changes and comments; hidden text, sheets, rows and columns; speaker notes; comments on PDF pages.
Can’t open	Files that need a password or are damaged.
Over a limit	Files over the size or page limit you set.

LIMITS

Largest file (MB)	Flags any file bigger than this many megabytes. Leave it empty for no limit.
Most pages	Flags any file with more pages than this. Leave it empty for no limit.

SAVE THE LIST

Excel	Saves “Check - files found.xlsx”, with a sheet of every file, a sheet of duplicates, a sheet of what is inside zip files and a summary.
CSV	Saves “Check - files found.csv”, one line per file.
SAVE INTO	The folder the list is saved in; click Change to pick another.

More menu (…)

Make these my defaults	Keeps the limits and the list’s format for next time.
Back to how the program came	Puts those settings back to how Sudex came. You can undo it.
Check again	Reads every file again, for anything changed since the last check.
Clear the list	Empties the list. Nothing on disk is touched, and you can undo it.

What you get

- “Check - files found.xlsx” with four sheets, Files found, Duplicates, Inside archives and Summary, or “Check - files found.csv” if you chose CSV.
- By default the list is saved in the folder that holds the folder you checked. If the name is taken, a number is added, such as “Check - files found (2).xlsx”.
- Clean copies named “… (clean).docx” in a “Clean copies” folder inside the save folder.
- Searchable copies named “… (searchable).pdf” in a “Searchable copies” folder inside the save folder.
- Your files are only read: nothing is moved, renamed or changed.

What Sudex checks

- ✓ PDF pages with no searchable text, flagged “No searchable text — probably a scan” or “3 pages without text”
- ✓ Files that need a password (“Needs a password”) and files that are damaged
- ✓ Word files with tracked changes, and comments in Word, Excel and PowerPoint files
- ✓ Hidden sheets, rows and columns in spreadsheets, hidden text in Word, speaker notes in PowerPoint, and comments on PDF pages
- ✓ Exact duplicates, matched by SHA-256 fingerprint whatever their names or folders
- ✓ Files over your size or page limit
- ✓ That every file found is listed, shown in the line at the foot of the list
- ✓ Each clean or searchable copy is checked after it is made
- ✓ PDFs with text that can still be copied from under black boxes: “Covered, not redacted: redact it properly before it goes anywhere.”
- ✓ Zip files, with the files inside them listed but not checked

Tips

- Office’s own lock files (names starting “~$”), Thumbs.db and desktop.ini are left out on purpose.
- PDF pages are counted; Word and PowerPoint page counts are as the program last saved them.
- A clean copy accepts every tracked change. If some should be rejected, deal with them in Word first.
- Make a clean copy works on .docx and .docm files only.
- Use Make these my defaults to keep your court’s limits for the next check.

If something goes wrong

It says no files were found.

You will see “No files were found there. Choose a folder with documents in it.” Check you chose the folder that actually holds the documents.

My limit is not being applied.

A message such as “The size limit should be a number of megabytes, such as 20.” means the box holds something other than a number. Type just the number.

I can’t make searchable copies.

If you see “Making scans searchable uses the text recognition built into Windows, which this computer cannot run.”, use a Windows computer with its built-in text recognition.

A file says “Damaged: it could not be read as a PDF.”

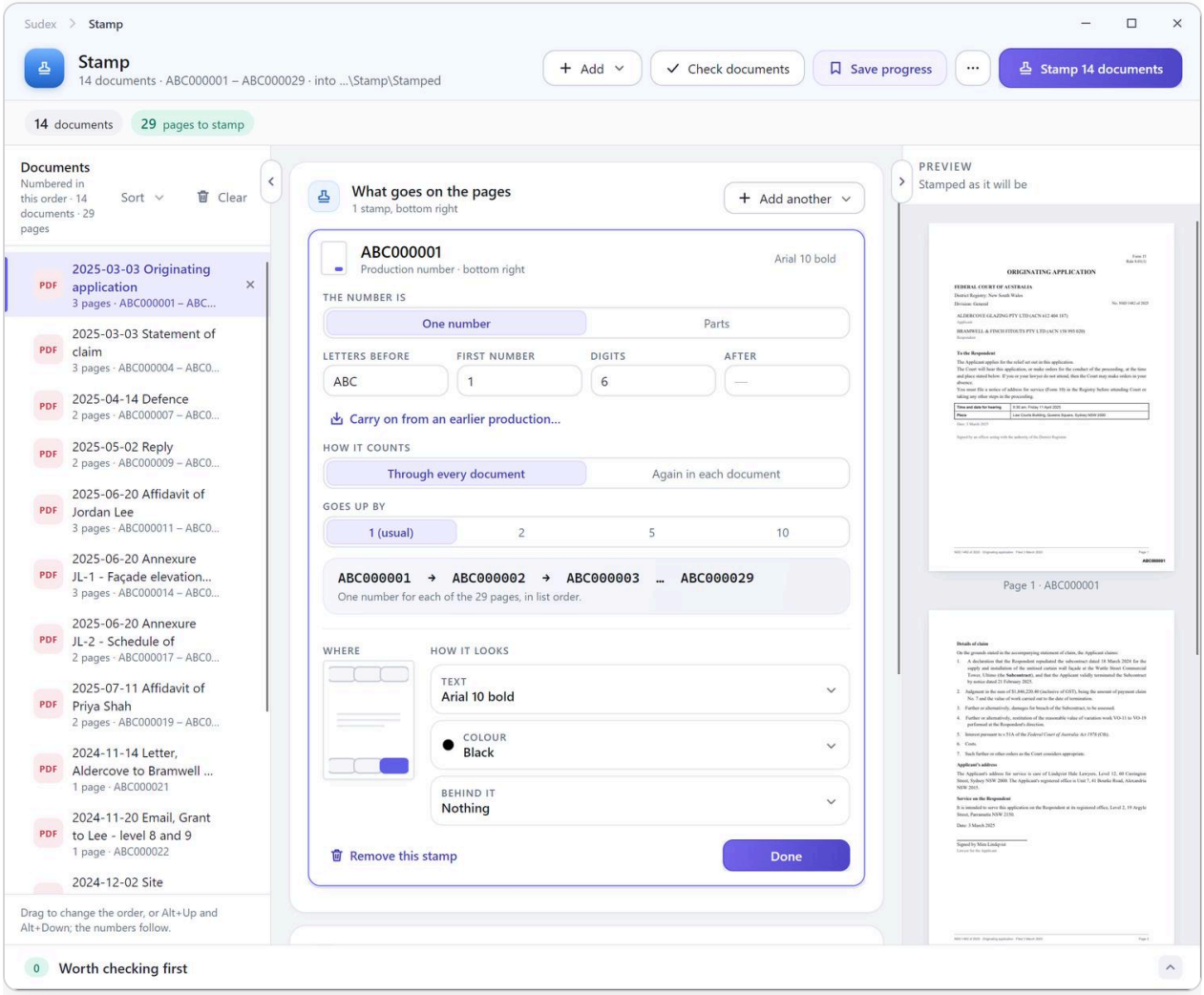
Open it in its own program, save a fresh copy, then click Check again in the More menu.

The list won’t save.

A message starting “The list could not be saved:” usually means the list is open in Excel or the folder can’t be written to. Close it, or choose another folder under SAVE INTO.

Stamp

Stamp puts production numbers, document IDs, page numbers or words such as CONFIDENTIAL on every page of a set of documents, as new PDF copies.



The Stamp screen: document numbers being set up, with the numbers they will produce and a preview of the stamped page.

When to use it

- Numbering a production for discovery
- Adding page numbers, or a DRAFT watermark
- Marking documents CONFIDENTIAL or WITHOUT PREJUDICE
- Carrying numbers on from an earlier production

Before you start

- The documents, in the order they are to be numbered (PDFs; Word, Excel, pictures and emails are converted first)
- Your numbering: the letters, the first number and how many digits
- Document IDs if you use them: typed in, from a spreadsheet with File and Document ID columns, or in the file names
- The production log from an earlier production (a Bates log from before works too), if the numbers carry on from it

Step by step

01 **Add the documents**

Click Add documents or Add a folder, or drop them onto the window. Later, use Add, then Files or A folder. A folder is added in name order.

02 **Put them in order**

Drag documents up or down the list, or use Alt+Up and Alt+Down; the numbers follow. Sort puts them By file name, By date, oldest first, or with Keep email families together, each email from Mail followed by its attachments. Click × on a row to take a document out.

03 **Choose what to stamp**

Under What goes on the pages, click a card: Production numbers, Document ID by page, Page numbers, Document numbers, Words or Build your own. Use Add another for a second stamp.

04 **Set up the stamp, then click Done**

Fill in its settings, such as LETTERS BEFORE, FIRST NUMBER and DIGITS. Pick its place under WHERE, and its TEXT, COLOUR and BEHIND IT under HOW IT LOOKS.

05 **Add a watermark if you want one**

Under Watermark, type Words such as DRAFT, or click Add a picture for a PNG or JPEG logo and choose Faint, Light or Strong.

06 **Check the preview and the warnings**

The PREVIEW shows the chosen document's first pages as they will be stamped. Click Check documents to count every page, then open Worth checking first at the foot of the screen.

07 **Choose how the copies are saved**

Under The stamped copies, set IF A STAMP MEETS TEXT, NAME EACH COPY and LOG AND LIST, and check the SAVE INTO folder.

08 **Click Stamp**

The button reads, for example, "Stamp 12 documents". When it finishes, use Open the folder, Open the log, Open the production list, Open the combined PDF or Send to..., and Back to the list to make changes.

Settings worth knowing

What goes on the pages

Production numbers	One number per page, counting up through every document (often called Bates numbers).
Document ID by page	Each page numbered on from its document's ID: HGL.001.0004, then .0005 and so on.
Page numbers	Such as Page 3 of 12, in each document or through them all.
Document numbers	One number per document, such as Tab 7, on every page of it.
Words	The same words on every page, such as CONFIDENTIAL; suggestions are offered.
Build your own	Mix numbers, document IDs, pages, file names and today's date, using Insert.

Production numbers

One number / Parts	A single running number such as ABC000001, or one built from Letters, Box, Folder, Document and Page, such as ABC.001.002.0001.
Carry on from an earlier production…	Choose the production log saved with an earlier production (a Bates log from before works too); numbering picks up after its last number, parts and all.
HOW IT COUNTS	Through every document, or Again in each document.
GOES UP BY	1 (usual), 2, 5 or 10.

Document ID by page

Number them	Gives every document an ID in list order, from what you type in Begins with and Digits.
More	Type each document's ID, Take them from a spreadsheet… (which can also give each document its own Confidentiality, Box and Folder), or Use the file names as IDs.
HOW THE PAGES ARE NUMBERED	Count on from the ID, or Add the page after it (such as HGL.001.0004.0001).

How it looks

WHERE	Top or bottom, left, centre or right: six places, one stamp in each.
TEXT	The font, its size and Bold.
COLOUR	Black, Grey, Navy, Blue, Red or Green.
BEHIND IT	None, White box (readable over anything, but hides what is under it) or Framed.

The stamped copies

IF A STAMP MEETS TEXT	Stamp over it, Make room where needed, or Make room on every page. Making room shrinks a page's content a little, never cropping.
NAME EACH COPY	Number + name, Number range, Document ID, Original name or First number.

LOG AND LIST	The production log as Excel or CSV: every document with its first and last number, pages, ID and SHA-256, and every page with its stamps. Also a production list (on to start with) adds “Production list.xlsx” in the courts’ usual columns.
Also put them together in one PDF	Adds “All stamped documents.pdf”, bookmarked by document, as well as each on its own.
Use a new folder / Add beside them	Shown when the SAVE INTO folder already holds a stamped set and its log: put this set in a new folder, or beside the first with a log of its own.

More menu (…)

Make these my defaults	Keeps these stamps and settings for next time.
Back to my defaults	Puts back the settings you saved as your defaults.
Back to how the program came	Puts the settings back to how Sudex came.

What you get

- A stamped PDF copy of each document, saved by default in a “Stamped” folder beside your documents.
- “Production log.xlsx” (sheets Documents and Pages) or “Production log.csv”: each document’s first and last number, pages, ID and SHA-256.
- “Production list.xlsx”: Document ID, Date, Type, Title, Author, Recipient, Host ID, Privilege or confidentiality, pages and numbers. Dates, types, authors and recipients are read from the documents where they say them, for you to check.
- “All stamped documents.pdf”, bookmarked by document, if you turned on Also put them together in one PDF.
- A results page showing what was CHECKED IN THE STAMPED FILES and anything that NEEDS YOUR EYE.
- Your originals are only read and stay as they were.

What Sudex checks

- ✓ Before stamping, Worth checking first lists files that cannot be stamped, stamps that would print over the page, documents with no ID, IDs that overlap and unknown fields
- ✓ Each stamped copy is read back: the same number of pages, and every stamp where it was put
- ✓ Originals are read again afterwards to confirm they are unchanged
- ✓ A copy that fails its check is named “… - FAILED CHECKS.pdf”
- ✓ Pages shrunk to make room are listed; nothing is cut off

Tips

- Set up one stamp and look at the PREVIEW before adding more. Non-PDF documents preview only after Check documents.
- A White box behind the stamp keeps it readable over text, but hides what is under it.

- If document IDs are close together, choose Add the page after it so one document's pages don't run into the next ID.
- Keep the production log: you need it to carry numbering on in the next production, and Link and Placeholders can use it too.
- Use Make these my defaults so the firm's usual stamp is ready each time.
- Spreadsheets are laid out by the defaults saved in Sheets.

If something goes wrong

A document says it cannot be stamped.

A message such as "Editing is locked with a password, so it cannot be stamped. Ask whoever sent it for an unlocked copy." It stays in the list, logged as not stamped and taking no numbers. Remove it, or replace the file and check again.

It warns that a stamp would print over something.

You will see "On 3 pages, a stamp would print over something already there." Click Make room on those pages, choose a White box under BEHIND IT, or move the stamp under WHERE.

Clicking Stamp says "Nothing was stamped yet".

Read the reason: "No folder is chosen for the stamped documents." or "Nothing is set to go on the pages: choose a stamp, or type a watermark." Fix it and click Stamp again.

Worth checking first says "IDs overlap".

A document runs past the next document's ID, so numbers would repeat. Check the IDs, or choose Add the page after it.

The ID is missing from some pages.

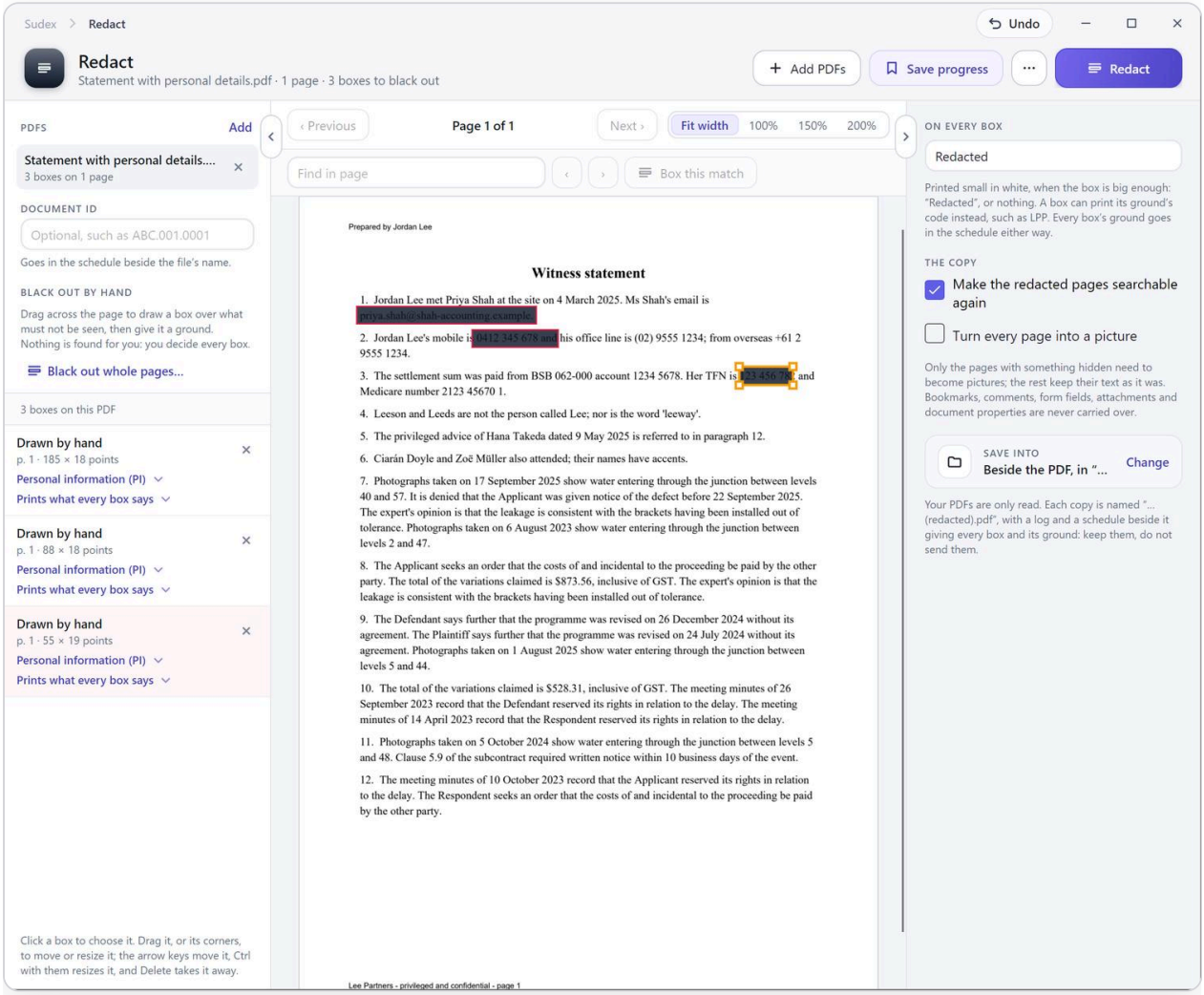
The "No ID" warning says those documents have no document ID. Use Number them, or More to type IDs or take them from a spreadsheet.

Worth checking first says "Family apart".

An email and its attachments are apart in the list, so they would not be numbered together. Choose Keep email families together under Sort.

Redact

Redact makes a copy of a PDF with the boxes you draw blacked out for good: those pages become pictures, so nothing is left under the black.



The Redact screen: a witness statement with boxes drawn by hand over personal details, each about to be blacked out.

When to use it

- Taking privileged passages out before production
- Blacking out whole pages that must not be seen
- Removing personal information such as addresses or account numbers

Before you start

- The document as a PDF (make Word files, emails and spreadsheets into PDFs first)
- PDFs that open without a password: several can be redacted together
- A clear idea of what must be blacked out on each page: Sudex finds nothing for you

Step by step

01 **Click Add PDFs**

Or drop PDFs onto the window. Redact opens PDFs only. Each is listed under PDFS; click one to work on it, and give it a DOCUMENT ID if you like, for the schedule.

02 **Draw a box over each thing to hide**

Drag across the page. Use ‹ Previous and Next › (or Page Up and Page Down) to move between pages. Find in page shows where a word is; Box this match draws a box over it for you. Every box is listed on the left under BLACK OUT BY HAND.

03 **Black out whole pages if needed**

Click Black out whole pages…, type the page numbers, such as 2, 5-7, and click Black them out.

04 **Give every box a ground**

Click a box to choose it, then choose its GROUND: Legal professional privilege, Not relevant, Confidential, Personal information, Commercially sensitive or Another ground…. GROUND FOR EVERY BOX WITHOUT ONE gives the rest one at once. Drag a box, or its corners, to move or resize it; Delete takes it away.

05 **Choose what the boxes say**

Under ON EVERY BOX type a label such as Redacted, or leave it empty for plain black. Under PRINTED ON THE BOX, one box can say What every box says, print its ground's code (such as LPP), or Nothing: plain black. The ground is still in the schedule.

06 **Check THE COPY settings**

Leave Make the redacted pages searchable again ticked if it is available. Tick Turn every page into a picture if you want every page flattened.

07 **Click Redact**

Confirm in the box that appears. Sudex makes the copy, checks it, and shows the results under THE LAST REDACTION.

08 **Open the copies**

Click Show the copies to open their folder. Send only the "(redacted)" PDFs; keep the log and schedule for your file.

C

Settings worth knowing

BLACK OUT BY HAND

Black out whole pages…	Blacks out entire pages by their numbers, such as 2, 5-7. Each still needs a ground.
GROUND	The ground for one box, for the schedule. Another ground… lets you type your own; put a short code after a slash, such as “Without prejudice / WP”.
GROUND FOR EVERY BOX WITHOUT ONE	Gives every box that has no ground yet the one you choose.
PRINTED ON THE BOX	What that one box says: What every box says, Print its code, or Nothing: plain black.
Find in page	Shows where a word is (Enter for the next, Shift+Enter for the one before). It never draws a box unless you click Box this match. A scanned page has no text to find.

ON EVERY BOX

Label	Words printed small in white on each box when it is big enough, such as Redacted. Leave it empty for plain black. Every box’s ground goes in the schedule either way.

THE COPY

Make the redacted pages searchable again	Reads the redacted pages with Windows’ text recognition so their remaining words can be searched. Greyed out where it isn’t available.
Turn every page into a picture	Flattens every page, not only the pages with boxes.
SAVE INTO	Where the copies go; by default a “Redacted” folder beside each PDF. Save beside each PDF instead goes back to that.

More menu (…)

Also redact identical copies…	Puts the same boxes on files exactly the same as this one, byte for byte; each gets its own redacted copy.
Make these my defaults	Keeps the label and THE COPY settings for next time.
Back to how the program came	Puts those settings back to how Sudex came.
Start again	Takes every PDF and box out of Redact, with an Undo. Your PDFs are not changed.

What you get

- "… (redacted).pdf", in a "Redacted" folder beside your PDF unless you chose another folder.
- Beside each copy, a log, "… (redacted) - log.txt", and a schedule of redactions, "… (redacted) - schedule.xlsx", giving every box, its page, its ground and code, and what is printed on it. Keep them; do not send them.
- With several PDFs redacted together, one "Redaction schedule.xlsx" covering all of them as well.
- Pages with something hidden become pictures with the black painted in; other pages keep their text.
- If a check fails, the copy is named "… (redacted) - FAILED CHECKS.pdf". Do not use it.
- Your original PDF is not changed.

What Sudex checks

- ✓ The copy has the same number of pages as the original
- ✓ Every box is drawn again from the copy to confirm it is solid black
- ✓ No bookmarks, form fields, attachments, scripts or hidden properties came across from the original
- ✓ The pages with boxes were turned into pictures
- ✓ The original is read again afterwards to confirm it is unchanged

Tips

- Sudex finds nothing for you: go through every page and draw every box yourself.
- Draw boxes a little larger than the words; a very small drag is ignored.
- Every box needs a ground before you can redact, so the schedule is ready for a privilege log.
- Comments, bookmarks and form fields are never carried into the copy.
- Keep the log with the matter file: it names what was blacked out.

If something goes wrong

My Word file won't open in Redact.

You will see "… is not a PDF. Redact works on PDFs only". Make it into a PDF first, then redact that PDF.

It says the PDF is locked.

"… is locked with a password, so it cannot be opened." Open it with the password, save a copy without one, and redact that.

Clicking Redact says to give every box a ground first.

Some boxes have none, and the first is chosen for you. Give it a GROUND, or use GROUND FOR EVERY BOX WITHOUT ONE. A PDF with no boxes gets no copy unless Turn every page into a picture is ticked.

The redacted pages can’t be searched.

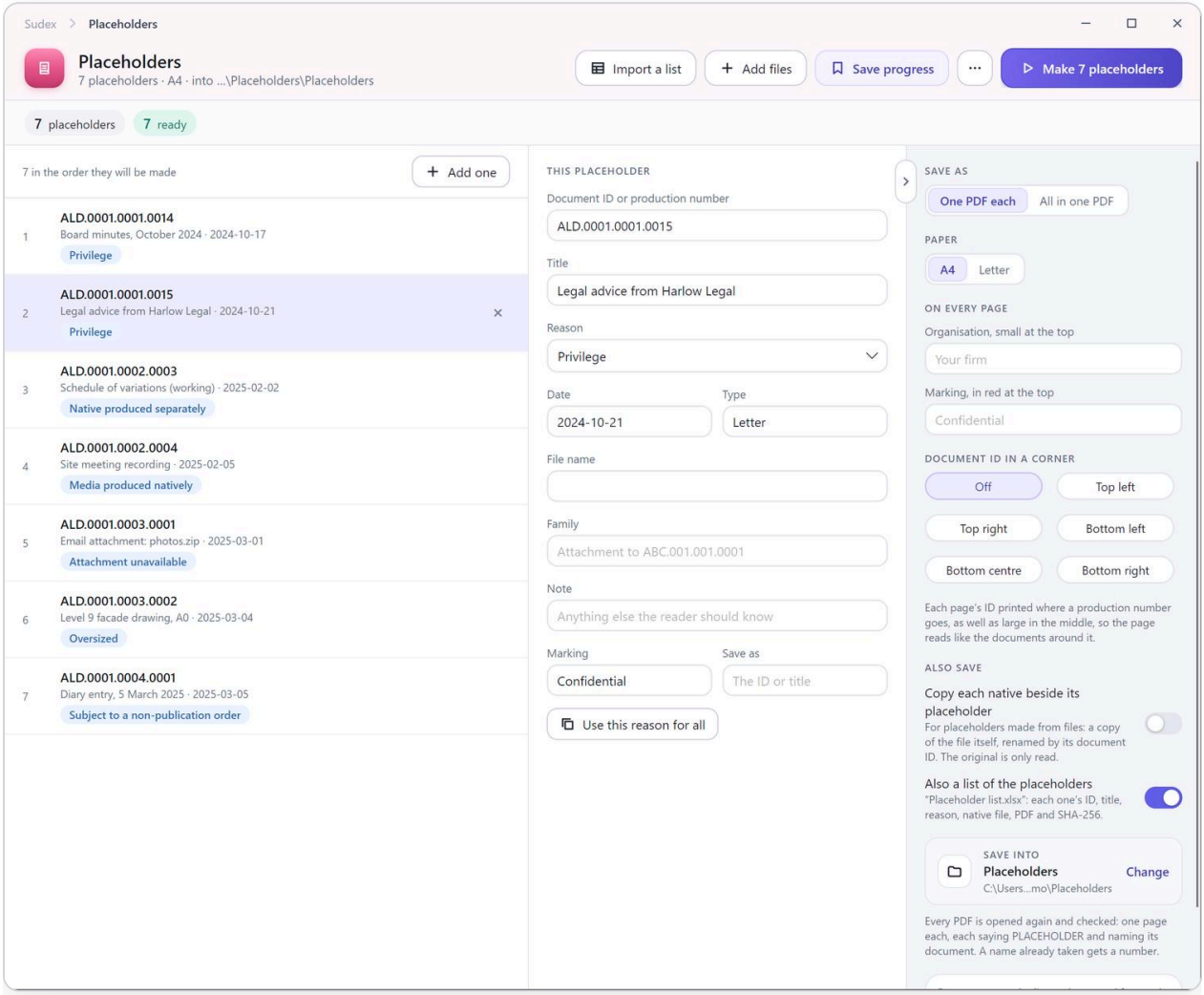
The note “The redacted pages are pictures only: text recognition is not available here, so they cannot be searched.” means the copy is still correct. Searchable pages need Windows’ text recognition.

The copy is marked FAILED CHECKS.

The message reads “The redacted copy failed its checks. Do not use it; see why on the right.” Read the *X* lines under THE LAST REDACTION, fix the cause and click Redact again.

Placeholders

Placeholders makes a one-page PDF for each document not produced, saying which document it stands for and why.



The Placeholders screen: a production's placeholders listed with their reasons, and one being filled in.

When to use it

- Documents withheld for privilege
- Files too large to reproduce, or that could not be opened or converted
- Spreadsheets, audio or video produced in native format
- Attachments that were not available

Before you start

- A list of the documents (CSV, Excel, or a Word table with headings in the first row), the files themselves, or the details to type in
- Each document's ID or title, and why it is not produced
- Your firm's name and a marking such as Confidential, if you want them on every page

Step by step

01 **Add the documents**

Click Import a list, Add files (or drop files onto the window), or Type one in. Headings such as Document ID, Title, Date and Reason are read for you.

02 **Click a row to fill it in**

THIS PLACEHOLDER shows its Document ID or production number, Title, Reason, Date, Type, File name, Family, Note, Marking and Save as.

03 **Give each one a reason**

Choose from the Reason list. For anything else choose Other reason and type it under In your own words. Use this reason for all copies the chosen reason to every row.

04 **Fix anything flagged**

The red count "need a name or reason" and a warning sign on a row show what is missing. Each needs an ID, title or file name, and a reason.

05 **Choose how they are saved**

Under SAVE AS pick One PDF each or All in one PDF (and type the Name of the PDF). Under PAPER pick A4 or Letter.

06 **Add what goes on every page**

Under ON EVERY PAGE type the Organisation and the Marking. Under DOCUMENT ID IN A CORNER pick a corner, or leave it Off.

07 **Click Make**

Check the SAVE INTO folder first. The button reads, for example, "Make 6 placeholders". Each PDF is opened again and checked.

Settings worth knowing

Reason	
Native produced separately	"It is produced separately in its native format."
Conversion failure	"It could not be converted to PDF. Please refer to the native file."
Unsupported, corrupt or password-protected	"It could not be opened: it is of an unsupported type, damaged or password-protected."

Media produced natively	“It is an audio or video file, produced separately in its native format.”
Withheld	“It has been withheld.”
Privilege	“It has been withheld on the ground of privilege.”
Blank	“The document is blank.”
Attachment unavailable	“The attachment was not available.”
Oversized	“It is too large to reproduce here. Please refer to the native file.”
Other reason	Your own words, typed under In your own words.

THIS PLACEHOLDER

Marking	A marking for this page only; empty uses the one set for all.
Save as	The file name for this PDF; empty uses the ID or title.
Family	How it relates to another document, such as an attachment to it.

SAVE AS and PAPER

One PDF each	Each placeholder is its own PDF, named by its Save as name, else its ID, else its title.
All in one PDF	Every placeholder in one PDF, in list order, with a bookmark for each.
A4 / Letter	The paper size of the pages.

ON EVERY PAGE

Organisation, small at the top	Your firm’s name on every page.
Marking, in red at the top	Such as Confidential, on every page.
DOCUMENT ID IN A CORNER	Off, Top left, Top right, Bottom left, Bottom centre or Bottom right: the ID where a production number goes, as well as large in the middle.

ALSO SAVE

Copy each native beside its placeholder	Off to start with. For placeholders made from files: a copy of the file itself, renamed by its document ID. The original is only read.
Also a list of the placeholders	On to start with. “Placeholder list.xlsx”: each one’s ID, title, reason, native file, PDF and SHA-256.

More menu (…)

Number them from a production log…	Carries on after the last number in Stamp’s production log; only placeholders with no ID are numbered, with an Undo.
Make these my defaults	Keeps the paper, one PDF or each, organisation and marking for next time.
Back to how the program came	Puts those settings back to how Sudex came.

Clear the list	Empties the list. Nothing on disk is touched, and you can undo it.

What you get

- One PDF per placeholder, or one PDF (“Placeholders.pdf” unless you rename it) with a bookmark for each.
- Each page says PLACEHOLDER, names its document, and gives the reason as a full sentence.
- Saved by default in a “Placeholders” folder beside the list or files you added, or in your Documents folder if you typed them in.
- With the list on, “Placeholder list.xlsx” beside them, and with natives copied, each native file renamed by its document ID.
- If a name is already taken, a number is added. A PDF that fails its check is named “… - FAILED CHECKS.pdf”.

What Sudex checks

- ✓ Nothing is made until every row has a name (ID, title or file name) and a reason
- ✓ Every PDF is opened again: one page per placeholder, each with the word PLACEHOLDER and its own document’s ID or title
- ✓ In a combined PDF, one bookmark per page, pointing at its own page
- ✓ Files you added are read again afterwards to confirm they are unchanged
- ✓ On import, headings Sudex does not use, and reasons not on its list, are reported

Tips

- Added files get a suggested reason: spreadsheets Native produced separately, audio and video Media produced natively, anything else Unsupported, corrupt or password-protected. Check each one.
- A list with no Reason column starts every row as “Native produced separately”.
- Click Download an example list on the empty screen to see the headings Sudex reads.
- Reasons in your list that Sudex doesn’t know are kept word for word as Other reason.
- Turn on DOCUMENT ID IN A CORNER so placeholders sit neatly among stamped documents.

If something goes wrong

Make won’t make anything and a row shows a warning.

“It needs a document ID, a title or a file name, so the page says which document it stands for.” Fill in one of those for that row.

A row says “It needs a reason.”

The row is set to Other reason with nothing typed. Type the reason under In your own words, or pick a reason from the list.

My list didn’t import.

A message such as “The list is empty.” or “The list could not be read: …”. Use a CSV, an Excel .xlsx or a Word .docx table with headings in the first row, and close it in Excel first.

Some columns in my list were ignored.

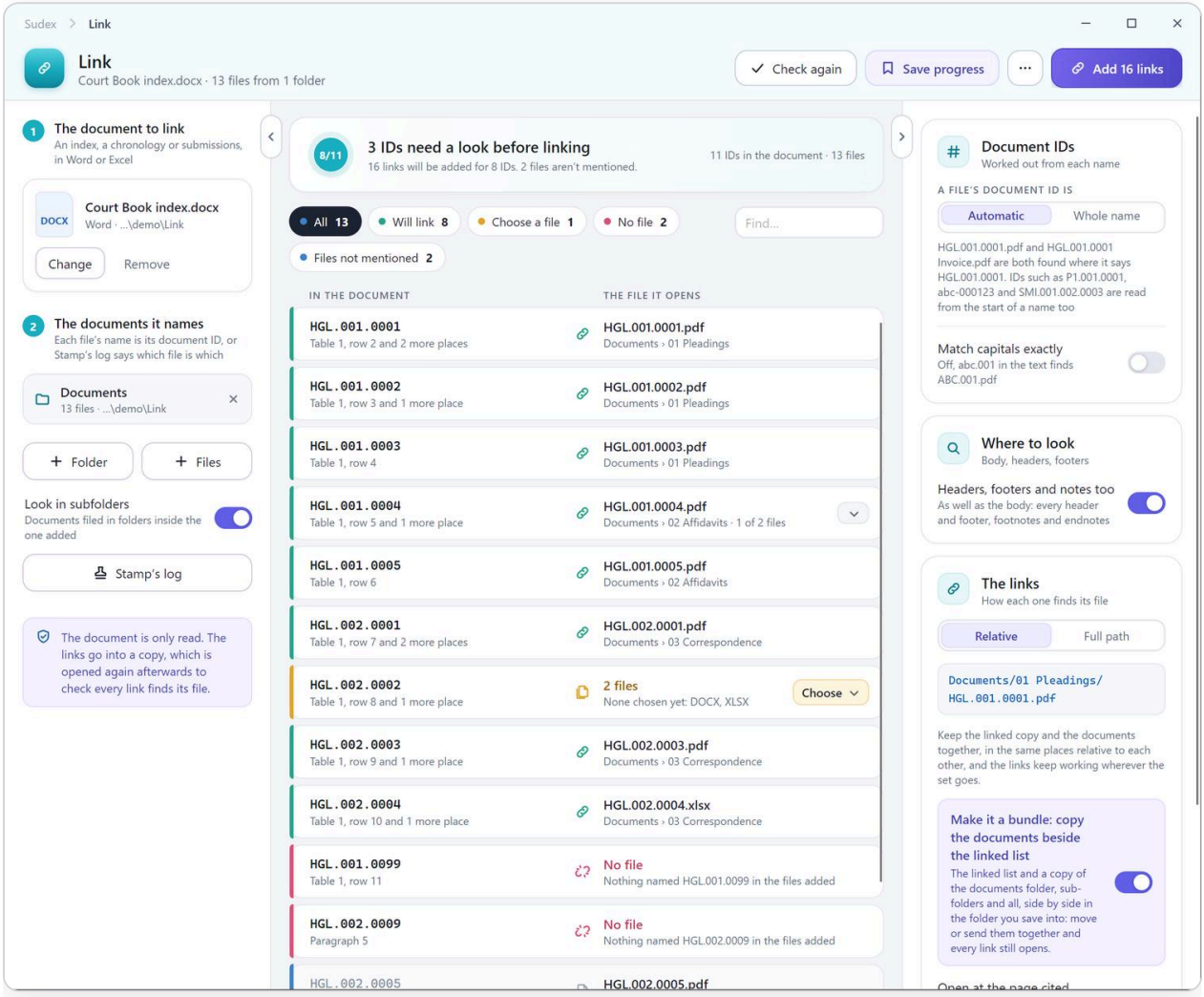
The note “Not used, because no field has these headings: …” names them. Rename them to headings Sudex reads, such as Document ID, Title, Date, Type, File, Family, Reason or Note.

The placeholders could not be saved.

A message starting “The placeholders could not be saved:” usually means the folder can’t be written to. Choose another folder under SAVE INTO.

Link

Link turns the document IDs in a Word or Excel list into links that open each document, in a checked copy of the list.



The Link screen: document numbers from a Word list matched to their files, with three that need a look.

When to use it

- Linking a list of documents to the files produced
- Sending a list and its documents on a USB stick or shared folder
- Linking a chronology or submissions that cite document IDs

Before you start

- The list as a Word (.docx) or Excel (.xlsx) file
- The documents, each file named by its document ID, such as HGL.001.0001.pdf or HGL.001.0001 Invoice.pdf
- Somewhere to save the linked copy, if not beside the original

Step by step

01 **Add the document**

Under The document to link, click Add the document and choose the Word or Excel file, or drop it onto the window.

02 **Add the documents it names**

Under The documents it names, click Folder or Files. If the files are not named by their IDs, also choose Stamp's log, the production log Stamp saved. Turn on Look in subfolders if documents are filed in folders inside the one added.

03 **Tell Sudex how IDs are read**

Under A FILE'S DOCUMENT ID IS choose Automatic, Whole name or First word. Turn on Match capitals exactly only if case matters.

04 **Choose where to look**

For Word, turn on Headers, footers and notes too if needed. For Excel, choose All sheets, Some sheets or Areas, then Choose on the sheets… for areas.

05 **Settle what needs a look**

Each ID is shown beside the file it opens. Use the filters Will link, Choose a file, No file and Files not mentioned. Where an ID has several files, click Choose and pick one.

06 **Choose how the links work**

Under The links choose Relative or Full path. Turn on Make it a bundle to copy the documents beside the linked list.

07 **Click Add … links**

Check the SAVE AS name first; it is "… (linked)" beside the original unless you change it. If some IDs will be left unlinked, Sudex asks before going on.

08 **Review the results**

Read CHECKED IN THE LINKED COPY and NOT LINKED, then click Open the linked copy or Open the folder.

Settings worth knowing

The documents it names

Folder / Files	Add a folder of documents, or the files themselves.

Look in subfolders	Also uses documents filed in folders inside the one added.
Stamp's log	The production log Stamp saved: each document is found by its ID, and a number cited from inside a document opens it at that page.

Document IDs

Automatic	HGL.001.0001.pdf and HGL.001.0001 Invoice.pdf are both found as HGL.001.0001.
Whole name	The whole file name is the ID.
First word	The first word of the file name is the ID.
Match capitals exactly	Off, abc.001 in the text finds ABC.001.pdf; on, capitals must match.

Where to look

Headers, footers and notes too	Word: every header and footer, footnotes and endnotes as well as the body.
All sheets / Some sheets / Areas	Excel: every sheet, the sheets you tick, or areas you choose.
Choose on the sheets…	Drag across cells or click a column letter, then Add this area or Whole column, and Use these areas.

The links

Relative	Links work wherever the set goes, as long as the copy and documents stay together.
Full path	Links open the documents where they are now; moving them breaks the links.
Make it a bundle: copy the documents beside the linked list	Puts the linked list and a copy of the documents folder side by side in the folder you save into.

Header and More menu (…)

Check again	Reads the document and folders again, for anything changed since.
Save it as a spreadsheet	Saves the check: every ID, its status and its files.
Make these my defaults	Keeps these settings for next time.
Back to my defaults / Back to how the program came	Puts the settings back to your defaults, or to how Sudex came.

What you get

- A linked copy named "… (linked).docx" or "… (linked).xlsx", beside the original unless you chose elsewhere. The original is only read.
- With Make it a bundle on, a copy of the documents folder beside the linked list.
- A results page listing every link written (the first 500 are shown) and every ID left unlinked.
- From Save it as a spreadsheet, "… – link check.xlsx": every ID, its status and its files.

What Sudex checks

- ✓ Before linking: IDs with no file, IDs with several files, and files the document never mentions
- ✓ Places that are already links are left as they are, and listed
- ✓ After linking, the copy is opened again: every link is found and opens a file that exists
- ✓ The text (Word) or every cell value (Excel) matches the original
- ✓ The original is read again to confirm it is unchanged (same SHA-256)

Tips

- Choose Relative when the list and documents will travel together, such as to a USB stick or the court.
- Look at Files not mentioned before you serve: it shows documents the list leaves out.
- Use Save it as a spreadsheet to send the gaps to whoever can find the missing documents.
- In Excel a cell holds one link; a cell with several IDs links to the first that has a file.
- Click Check again after renaming or adding files.

If something goes wrong

My .doc or .xls file won't load.

You will see, for example, "This is an older Word file (.doc). Open it in Word, save it as a Word Document (.docx), and add that instead." Do the same for .xls in Excel.

It found no document IDs.

"No document IDs were found in the document. Check the files are named by ID, and how the ID is taken from the name." Try another choice under A FILE'S DOCUMENT ID IS, or turn on Look in subfolders.

An ID says Choose a file.

Several files have that ID. Click Choose and pick the right one, or it is left unlinked.

The links stopped working after I moved the files.

Full path links point to where the documents were. Link again with Relative and keep the copy and documents together.

Make it a bundle didn't copy the documents.

"The folder you save into is inside the documents folder, so the documents were linked where they are rather than copied into it." Save the linked copy in a folder outside the documents folder.

D

Make and fix PDFs

For any document on its way somewhere: turn emails and spreadsheets into PDFs, then tidy, bookmark, search or shrink them.

11 **Mail** 58
Mail turns saved emails into PDFs, each email followed by its attachments in the order the email lists them.

12 **Sheets** 63
Sheets turns Excel workbooks into PDFs, spreading wide sheets over more pages rather than shrinking the text too small to read.

13 **Pages** 69
Pages lets you turn, take out, reorder, crop and straighten the pages of PDFs, split one into parts or join several into one, and save the result as new files.

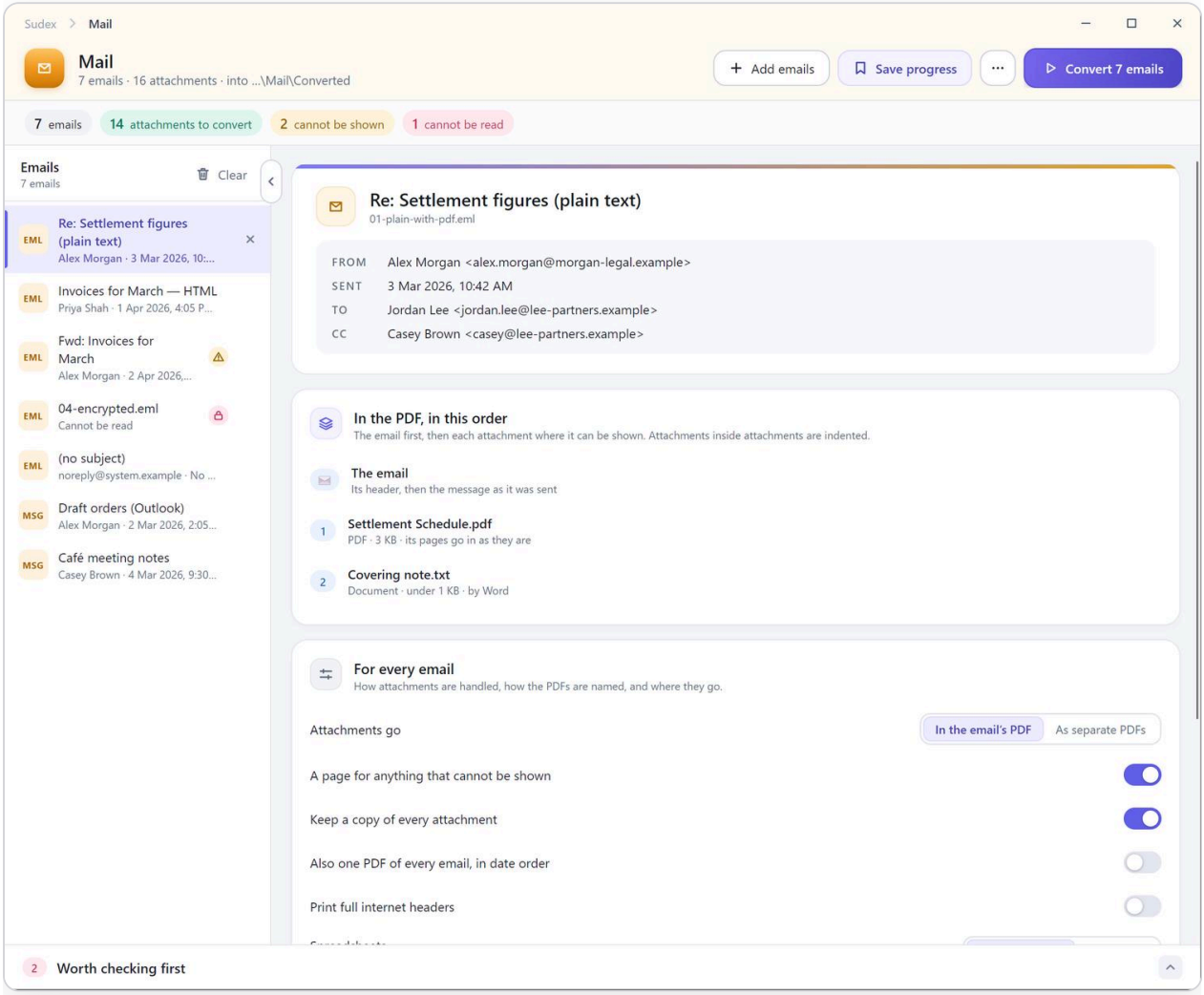
14 **Bookmarks** 74
Bookmarks gives one PDF a set of bookmarks, kept, made from its pages, imported from a list or typed in, and saves a bookmarked copy.

15 **Searchable** 78
Searchable reads scanned PDFs with the text recognition built into Windows and saves copies whose words can be searched, selected and copied.

16 **Shrink** 82
Shrink makes PDFs of scans and photographs smaller by redrawing pictures kept finer than needed, leaving the words untouched, and can split a file into parts under an upload limit.

Mail

Mail turns saved emails into PDFs, each email followed by its attachments in the order the email lists them.



The Mail screen: an email with its header, and the order its attachments will appear in.

When to use it

- Emails need to go into an affidavit, a brief or a bundle as PDFs
- You want every email in one PDF, oldest first, with an index linked to each (an email chronology)
- A client has sent emails saved from Outlook (.msg), as .eml files, or a whole mailbox exported as .mbox, or you have them open in Outlook
- The same email may have been saved more than once under different names

Before you start

- The emails saved as files (Outlook .msg, .eml, or a mailbox exported as .mbox), or open in Outlook to drag across. Outlook itself does not need to be installed for saved files: Mail reads .msg files itself.
- Desktop Microsoft Word on this computer. Sudex uses it, in the background, to make each email's message into pages and to convert Word attachments.
- Desktop Microsoft Excel if any attachments are spreadsheets, and PowerPoint if any are presentations. If one is missing, Worth checking first says so before you convert.
- A folder for the PDFs. Sudex suggests a new folder called Converted beside the first email you add.

Step by step

01 **Open Mail**

Click Mail under MAKE & FIX PDFS in the side bar, or press Ctrl+7.

02 **Click Add emails**

Choose .msg, .eml or .mbox files, drop files or a whole folder anywhere on the window, or select emails in Outlook and drag them straight onto it. A mailbox (.mbox) is split into one .eml per email, saved in a new folder beside it; the mailbox itself is only read. Stop ends a long split. A mailbox split before, and unchanged since, uses the emails already split.

03 **Look over each email**

Click an email in the list to see its FROM, SENT, TO and CC lines, and, under In the PDF, in this order, exactly what will go in: the email first, then each attachment and how it will be handled. Attachments inside attached emails are indented.

04 **Deal with copies and problems**

If an email is on the list twice under different names, a band above the list says so: click Leave out the copies to keep only the first. Open Worth checking first at the foot of the screen to see any email that can't be read and any attachment that can't be shown.

05 **Choose the settings under For every email**

Choose whether Attachments go In the email's PDF or As separate PDFs, and switch the placeholder page, kept copies, the date-order PDF and full internet headers on or off. Choose how Spreadsheets are laid out and how to Name each PDF. Check SAVE INTO, and click Change to pick another folder.

06 **Click Convert**

The button says how many, for example Convert 12 emails. The header shows progress as it goes; Stop after this one finishes the email being worked on and then stops, so nothing is left half-written.

07 **Read the results**

The results screen accounts for every email: converted, couldn't be, or not reached. Read anything under NEEDS YOUR EYE, then click Open the folder to see the PDFs, or Back to return to the list.

Settings worth knowing

For every email

Attachments go: In the email's PDF	One PDF per email, bookmarked, with the attachments after the email in the order it lists them. This is how Mail comes.
Attachments go: As separate PDFs	The email and each converted attachment are saved as their own files, numbered so they sort in order, such as "… - 00 Email.pdf" and "… - 01 Contract.pdf".
A page for anything that can't be shown	On to start with. An attachment that can't be made into pages gets a page saying what it was, with its size and fingerprint, where it would have been.
Keep a copy of every attachment	On to start with. Each email's original attachments are saved in a folder named after the email with " - attachments" on the end, beside its PDF.
Also one PDF of every email, in date order	Off to start with. Also makes "Emails in date order.pdf": every converted email oldest first, with an index of dates, subjects and senders linked to each, page numbered and bookmarked.
Print full internet headers	Off to start with. After each email's message: every header it carries, such as the servers it passed through and its Message-ID.
Spreadsheets: Sheets' defaults	Spreadsheet attachments are laid out by the rules saved as defaults in Sheets. This is how Mail comes. If Sheets has changes not saved as its defaults, a note says Mail doesn't use them.
Spreadsheets: As they are	Printed the way each spreadsheet's author set it up, as Excel's own Save as PDF would.
Name each PDF: After the email file	"Settlement figures.msg" becomes "Settlement figures.pdf". This is how Mail comes.
Name each PDF: By date, sender and subject	For example "2025-03-04 Alex Morgan - Re Settlement figures.pdf", so they sort by date in any folder.
SAVE INTO	The folder the PDFs go into. Click Change to choose another.

··· menu (SETTINGS)

Make these my defaults	Every new list starts with these settings.
Back to my defaults	Puts your own saved defaults back; available once you have saved some.
Back to how the program came	Puts the original settings back, with an Undo.
Clear the list	Takes every email off the list. The files are not touched, and you can undo it.

What you get

- One PDF per email, named after the email's file (or by date, sender and subject if you chose that), in the folder you chose (Converted, beside the first email, unless you change it; Converted emails in your Documents folder for emails dragged from Outlook). A name already taken gets a number, so nothing is overwritten.
- With As separate PDFs, the email and each attachment as separate numbered PDFs instead.
- Email family manifest.csv in the same folder: a list of every email and attachment, with what happened to each, where its pages start, its size and its SHA-256 fingerprint. It opens in Excel.
- With Keep a copy of every attachment on, a " - attachments" folder beside each email's PDF holding its original attachments.
- With the date-order option on, Emails in date order.pdf as well.
- PowerPoint attachments as a page for each slide, and calendar items and meeting requests with the meeting's details (when, where, who organised it and who was asked) set out on a page.
- A winmail.dat attachment opened, with the files inside it following it in the PDF.

What Sudex checks

- ✓ Each email is read as it is added, without Office, so its sender, recipients, date and attachments can be shown before anything is converted.
- ✓ Emails on the list twice (the same Message-ID, or the same sender, date, subject and words) are flagged, never dropped quietly.
- ✓ An email that can't be read (damaged, encrypted, empty or too large) stays on the list and is reported as not converted, with the reason.
- ✓ Pictures the email would load from the internet are not fetched, so converting it never tells the sender it was opened.
- ✓ Each original is fingerprinted before and read again afterwards; the results say if any original could not be confirmed unchanged.
- ✓ Every email gets one outcome, and the results headline says "Nothing was skipped quietly." The date-order PDF is checked page by page after it is made.

Tips

- If both A page for anything that can't be shown and Keep a copy of every attachment are off, a red notice warns that nothing in the PDFs will mark where an attachment was left out. Keep at least one on for anything you will rely on.
- Emails attached to emails are opened and set out too, with their own attachments, up to three levels deep; anything deeper is kept and listed.
- Spreadsheet attachments follow the defaults saved in Sheets, not whatever is on the Sheets screen. To use changed rules, choose Make these my defaults in Sheets first, or choose As they are.
- Pictures attached to an email go on a page of their own and are never enlarged.
- Use Save progress to keep the list and settings as a job, filed under a matter, and come back to it later.
- Choose By date, sender and subject when the PDFs will be read in date order from a folder.

If something goes wrong

An email says it can’t be read

Click it to see why. An encrypted email says it “is encrypted (S/MIME). It cannot be read without the recipient's private key, which this tool never asks for”: ask the recipient for a decrypted copy, or a PDF printed from their email program. A damaged Outlook message suggests opening it in Outlook and saving it again, or saving it as .eml. Either way it stays on the list and is reported as not converted.

Every email fails because its message “could not be made into a page”

The message itself is made into pages with Microsoft Word. In Settings, check that Microsoft Office on this computer shows Word as Found. The message suggests: “Check that Microsoft Word is installed and has been opened at least once on this machine.” Then convert again.

An attachment isn’t in the PDF

Click the email and look under In the PDF, in this order: an attachment marked “Can’t be shown” is a kind of file that has no pages. With the settings as they come, it gets a page saying what it was and the file is kept in the “ - attachments” folder beside the PDF. It is also listed in Email family manifest.csv.

I dropped a folder and some files didn’t go in

Mail takes only .msg, .eml and .mbox files. The others are named in a message at the foot of the window, such as “Left out 3 files this tool cannot open: …”.

A mailbox added nothing

If an .mbox holds no emails that can be read, Worth checking first shows “Not a mailbox” and suggests: “Check it is a mailbox exported as .mbox.”

Worth checking first says Word, Excel or PowerPoint was not found

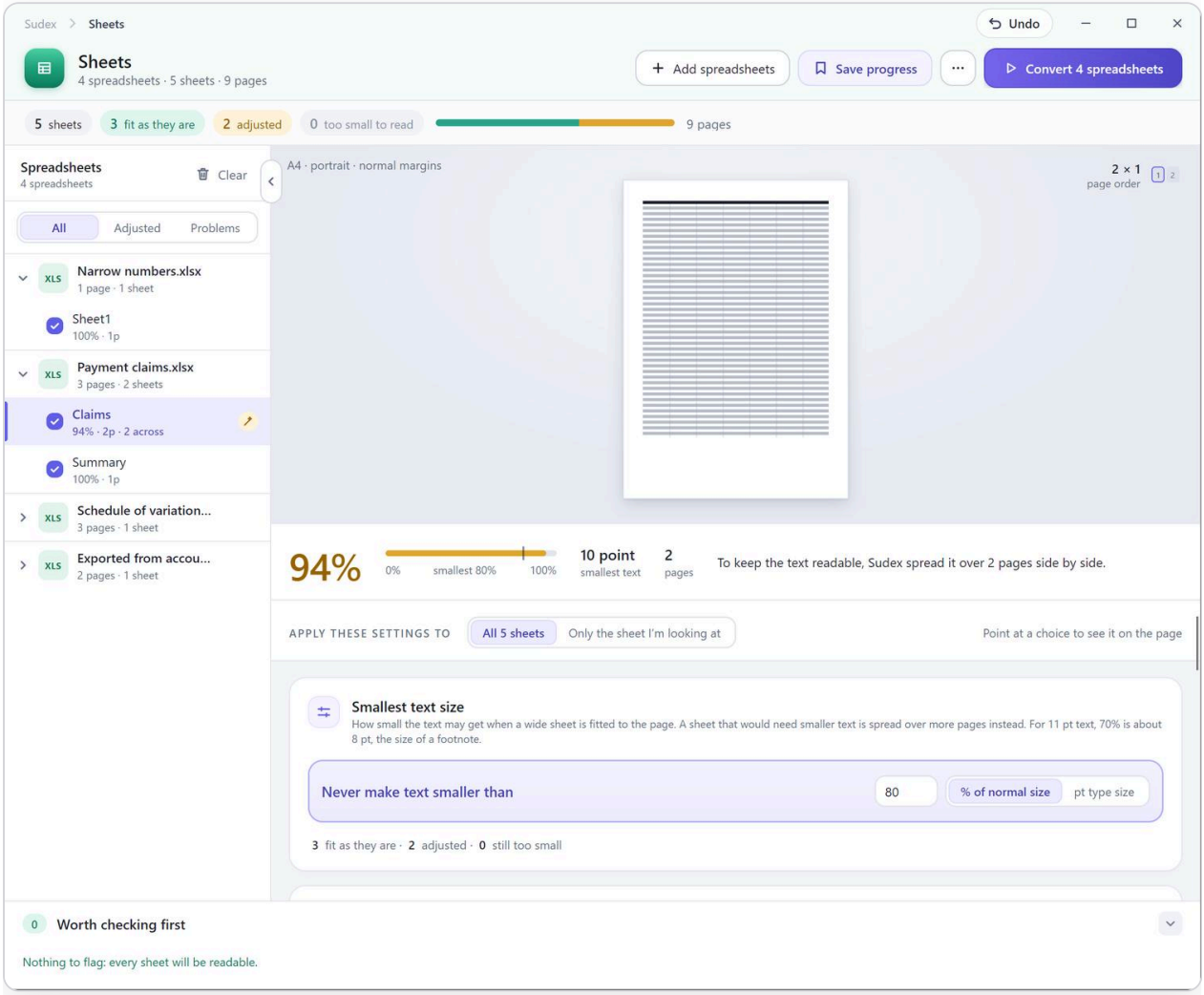
Without Word, emails can’t be converted on this computer. Without Excel or PowerPoint, those attachments get a page saying they couldn’t be converted. Install the program, or convert on a computer that has it.

Emails dragged from Outlook didn’t come in

The message says why, and suggests: “Select just the emails to add and drag them again, or save them from Outlook as .msg files and add those.”

Sheets

Sheets turns Excel workbooks into PDFs, spreading wide sheets over more pages rather than shrinking the text too small to read.



The Sheets screen: workbooks checked, with a wide sheet spread over pages so its text stays readable.

When to use it

- Ledgers, financial records or schedules that need to become exhibits or go into a bundle
- A workbook with hidden rows, columns or sheets, where you need to know what is hidden
- A wide sheet that prints with text too small to read when Excel fits it to one page
- A workbook with many sheets when you only want some of them

Before you start

- Desktop Microsoft Excel on this computer (Microsoft 365, Office 2021 or Office 2024). Sudex uses it in the background both to read each workbook's sheets and to make the PDFs.
- The workbooks: .xlsx, .xlsm, .xlsb or .xls, or CSV files.
- Workbooks that need a password to open: save an unprotected copy in Excel first.

Step by step

01 **Open Sheets**

Click Sheets under MAKE & FIX PDFS in the side bar, or press Ctrl+8.

02 **Click Add spreadsheets**

Choose workbooks or CSV files, or drop them or a folder anywhere on the window. Sudex reads each one with Excel and lists every sheet, hidden and empty ones included; hidden sheets start unticked.

03 **Look over the sheets**

Click a workbook to open its sheets, and a sheet to see its first page, the size its text will print at, its smallest text and its pages, with a sentence on what was done. The strip at the top counts sheets that fit as they are, adjusted, and too small to read; All, Adjusted and Problems filter the list.

04 **Set the rules for every sheet**

With APPLY THESE SETTINGS TO on All sheets, work through Smallest text size, The page, If it still won't fit, What goes in, Top and bottom of every page and What gets saved. Point at a choice to see it on the page before you click it.

05 **Set a sheet by hand if you need to**

Click Only the sheet I'm looking at to set that one sheet's orientation, paper, margins and pages side by side, or switch off Include this sheet in the job. It stops following the rules until you click Put it back under the rules.

06 **Open Worth checking first**

The drawer at the foot lists sheets too small to read, sheets that run to 60 pages or more, hidden rows, columns and sheets, workbooks that link to other files, and any workbook that can't be opened.

07 **Click Convert**

The button says how many, for example Convert 3 spreadsheets. Stop after this one finishes the file being worked on and then stops.

08 **Read the results**

Every workbook is accounted for: converted, couldn't be, not reached, or left out by you. Read anything under NEEDS YOUR EYE, then click Open the folder, Send to… to put the PDFs into Bundle, Pages or Stamp, or Back.

Settings worth knowing

Smallest text size

Never make text smaller than	A number, as % of normal size or pt type size; it comes set at 60%. A sheet that would need smaller text is spread over more pages instead.

The page

Which way up	Portrait, Landscape, or Whichever fits (as it comes).
Paper size	A5, A4 (as it comes) or A3.
Space round the edge	Narrow, Normal (as it comes) or Wide margins.
Grid lines	Prints the cell grid lines. On to start with.
Row numbers and column letters	Prints Excel's row numbers and column letters. Off to start with.
Black and white	Prints without colour. Off to start with.
Headings on every page	Find it (as it comes) finds the heading rows and repeats them on every page; No repeats none; As saved uses what the workbook says.

If it still won't fit

Trim the margins one step	Wide → Normal → Narrow. On to start with.
Spread over pages side by side	Cuts the sheet into columns of pages. On to start with.
Use a bigger sheet	A5 → A4 → A3. Off to start with.
Try earlier / Try later	The arrows beside each step change the order the steps are tried in; the switch turns a step off.
Most pages side by side	How many pages wide a sheet may be spread, from 2 to 10; it comes set at 2.
Order when it splits	Down, then across (as it comes) or Across, then down.
If it still won't fit	Convert and flag (as it comes) converts the sheet anyway and flags it; Leave it out leaves it out and lists it.

What goes in

Column widths	Fit to contents (as it comes) widens columns so nothing is cut off, stopping at 60 characters, after which text wraps; Fix #### only widens only columns showing ####; As saved leaves widths alone.
Fit row heights to their contents	On to start with, so a row is not cut off half way down.
Wrap all text	Wraps the text in every cell; turning it on also turns on Fit row heights to their contents.
Show hidden rows	Prints rows hidden in the workbook. Off to start with.

Show hidden columns	Prints columns hidden in the workbook. Off to start with.

Top and bottom of every page

Change…	Click a box on the little page (left, middle or right, at the top or bottom), then type in it or pick Sheet name, File name, Page 1 of 10, Today's date or, when the job is filed under a matter, Matter name, and click Done. Nothing is printed there unless you put it there.

What gets saved

Save as	One PDF per file (as it comes), One per sheet, or Both.
SAVE INTO	The folder for the PDFs; Converted, beside the first workbook, unless you click Change.

Only the sheet I'm looking at

Which way up	Portrait or Landscape for this sheet only.
Paper size	A5, A4 or A3 for this sheet only.
Space round the edge	Narrow, Normal or Wide for this sheet only.
Pages side by side	How many pages wide this sheet is spread, from 1 to 10.
Include this sheet in the job	Switch off to leave the sheet out; it is still listed and reported.
Put it back under the rules	Shown once a sheet is set by hand; makes it follow the rules again.

··· menu (THE RULES)

Make these my defaults	Every new list starts with these rules.
Back to my defaults	Puts your own saved rules back.
Back to how the program came	Puts the original rules back; sheets you set by hand keep their settings.
Clear the list	Takes every spreadsheet off the list. The files are not touched, and you can undo it.

What you get

- One PDF per workbook, named after it (for example “Trust ledger.pdf”), or one per sheet named “Workbook - Sheet.pdf”, or both, in the folder you chose (Converted, beside the first workbook, unless you change it). A name already taken gets a number.
- A results screen listing every workbook with the files saved and their page counts, any sheet that came out smaller than your smallest size, and anything else worth knowing.

What Sudex checks

- ✓ Every sheet of every workbook is listed, hidden and empty ones too, so nothing in a workbook disappears without a word.
- ✓ Each sheet is measured against your smallest text size before converting, and flagged Too small to read if the rules can’t get it there.
- ✓ Hidden rows, columns and sheets, links to other files, and very long sheets are pointed out in Worth checking first.
- ✓ Excel works on a temporary copy of each workbook, with macros disabled before it is opened, and links to other files are not refreshed.
- ✓ Each original is read again afterwards to confirm it did not change.
- ✓ Every workbook gets an outcome, and the results headline says “Nothing was skipped quietly.”

Tips

- Point at any option and the page preview shows its effect, with a Preview badge; move away and it goes back. Nothing changes until you click.
- The smallest text size is the setting that matters most. In the app’s words: “For 11 pt text, 70% is about 8 pt, the size of a footnote.”
- Mail, Pages, Bundle and Stamp use the rules saved here with Make these my defaults for the spreadsheets they convert, not whatever is on this screen, so save good defaults.
- Links to other files are not refreshed, so the PDF shows the values as last saved, which is usually what you want for evidence.
- Chart sheets and macro sheets are not converted; if you need them, convert them from Excel directly.
- A CSV file goes in as one sheet with every value exactly as written: “000123” keeps its zeros and long numbers are not turned into 1.23E+15.

If something goes wrong

A workbook won't open

Read the line under it in the list. "… is locked with a password, so it cannot be opened without one" means: open it in Excel with the password, save a copy without one, and convert that. "Excel could not open '…': it looks damaged, or it is not really a workbook" means: open it in Excel to see whether Excel can repair it, and convert the repaired copy.

Nothing lists, or every workbook fails

If the reason is "Microsoft Excel is not installed, or its COM automation is not registered on this machine", Sheets can't work on this computer yet. In Settings, Microsoft Office on this computer shows whether Excel was found.

A sheet is marked Too small to read

Even with everything the rules allow, it can't reach your smallest size. Try switching on Use a bigger sheet, allowing more pages under Most pages side by side, lowering the smallest size, or setting that sheet by hand. With Convert and flag it is converted anyway and flagged; with Leave it out it is left out and listed.

It says Excel opened the file in Protected View

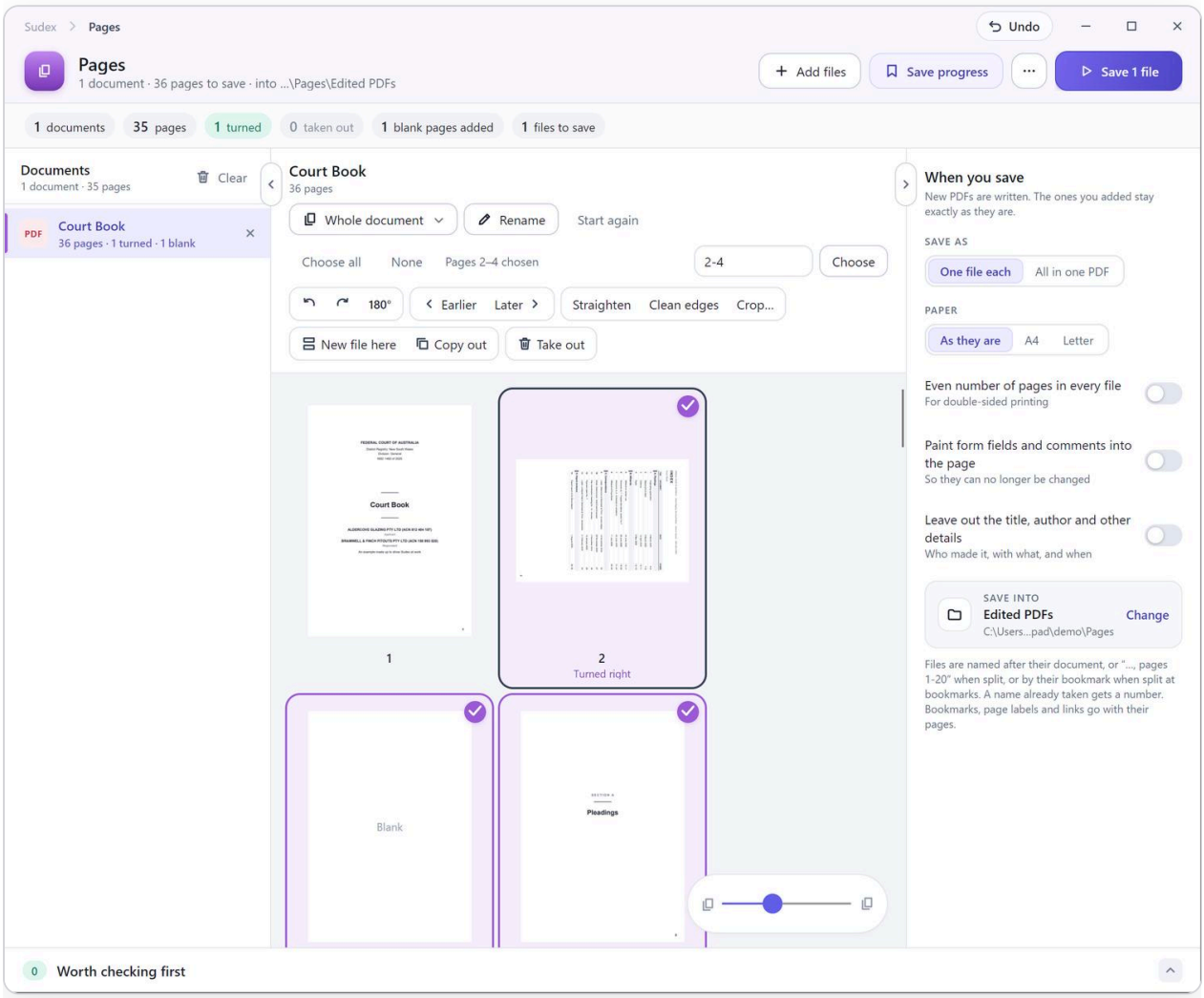
The message is "Excel opened '…' in Protected View and would not export it." Open it in Excel once, choose Enable Editing, save, and convert again.

Rows or sheets I can see in Excel are missing

They may be hidden in the workbook. Switch on Show hidden rows or Show hidden columns, or tick a hidden sheet in the list to include it. The workbook itself stays as it is.

Pages

Pages lets you turn, take out, reorder, crop and straighten the pages of PDFs, split one into parts or join several into one, and save the result as new files.



The Pages screen: a court book's pages as pictures, one turned right, a blank page added, and three pages chosen.

When to use it

- Scans have come back with pages sideways or upside down
- An exhibit needs to go out as a PDF of its own, or several documents need to become one PDF
- A registry limits how many pages may be in one file
- Single-sided scans have a blank page after every page

Before you start

- PDFs, or Word documents, PowerPoint slides, spreadsheets, emails or pictures (PNG, JPEG, GIF, BMP or TIFF). Anything that isn't a PDF is made into one as it is added.
- Desktop Word, PowerPoint or Excel on this computer for those kinds of files (Word for emails). PDFs and pictures need nothing else.

Step by step

01 **Open Pages**

Click Pages under MAKE & FIX PDFS in the side bar, or press Ctrl+9.

02 **Click Add files**

Choose files, or drop files or a folder anywhere on the window. Each one is listed under Documents, and the chosen document's pages appear as pictures in the middle.

03 **Choose pages**

Click a page to choose it, or Shift-click to choose a run. With the keyboard, the arrows move between pages, Space chooses, Delete takes out and R turns (Shift+R left). Double-click a page, or press Enter, to see it full size. Choose all and None work as they say, or type page numbers such as 1-3, 7, 10- (to the end), odd or even, and click Choose.

04 **Change the chosen pages**

Use the buttons that appear: turn left, turn right or 180°, Earlier or Later (or drag the pages), Straighten, Clean edges, Crop..., New file here, Copy out and Take out. Each change says what it did, with an Undo.

05 **Work on the whole document**

Whole document has Add a blank page, Put in pages from another file..., Take out blank pages, and Split every ... pages, and, for a PDF with bookmarks, Split at its bookmarks. Rename sets what the saved file is called; Start again puts every page back as it is in the file.

06 **Choose how it is saved**

Under When you save, choose SAVE AS, PAPER, Even number of pages in every file, and whether to paint in form fields and comments or leave out the file's details, and check SAVE INTO.

07 **Click Save**

The button says how many files will be made, for example Save 3 files. The results list the checks each file passed, anything that needs your eye, and what was SAVED; click Open the folder to see them, or Send to... to carry on in another tool.

Settings worth knowing

The chosen pages

Turn left / Turn right / 180°	A quarter turn anticlockwise or clockwise, or upside down.

Earlier / Later	Moves the chosen pages one place earlier or later; you can also drag pages to move them.
Straighten	Scans that lean a little are measured and turned straight. Their words stay searchable.
Clean edges	The scanner's dark edges are found and painted white, leaving 6 mm round the printing. The page keeps its size.
Crop…	Cuts margins off by millimetres you type, The same on every edge or each edge on its own; Find the margins for me finds the white space round the printing.
New file here	The saved PDF is split here: a new file starts at the first chosen page. Click again to undo the split.
Copy out	Also saves the chosen pages as a PDF of their own, such as an exhibit, as well as leaving them where they are.
Take out	Leaves the pages out of the saved file. They are listed, and you can put them back.
Full-size page view	Double-click a page, or press Enter. The arrows go to the page before or after, Choose and Take out work on that page, and Esc goes back to all the pages.

Whole document

Add a blank page	A blank page after the last chosen page, or at the end.
Put in pages from another file…	Pages of another file, such as an exhibit or a missing page, at the start, after a page you name, or at the end. Type "all" or page numbers.
Take out blank pages	Finds pages with no words and next to no ink, such as the backs of single-sided scans, and takes them out. You can put them back.
Split every … pages	Splits the document into parts of that many pages (20 to start), for a filing limit. No splits makes it one file again.
Split at its bookmarks, each file named by its title	Shown when the PDF has bookmarks. Choose Top level, or Down to level 2 and so on: a file starts at each bookmark and is named by its title.
Rename	What the saved PDF is called. The file you added keeps its name.
Put back … taken out	Shown once pages are taken out; puts them all back.
Start again	Every page back as it is in the file: no turns, nothing taken out, no blanks, no splits.

A locked PDF

Unlock with the password…	Type its password to work on its pages. The file itself stays locked; what you save from it has no password. The password is used once and not kept.

When you save

SAVE AS: One file each	Each document is saved as its own PDF, split where you marked it. This is how Pages comes.
SAVE AS: All in one PDF	Every document goes into one PDF, in the order listed, with a bookmark at the start of each. Name it under Called (Combined to start).

PAPER: As they are / A4 / Letter	Every page keeps its own size, or is fitted onto A4 or US Letter, the right way round for it and centred. Nothing is cut off.
Enlarge smaller pages to fill the paper	Shown when fitting to A4 or Letter; scales small pages up as well as large ones down.
Even number of pages in every file	For double-sided printing: a blank page at the end of any file with an odd number of pages, so each file starts on a new sheet.
Paint form fields and comments into the page	Filled-in form fields and comments become part of the page, as they show, so nobody can change them. Links stay links.
Leave out the title, author and other details	The saved files carry no title, author, subject or keywords, no name of the program that made them, no dates, and no XMP metadata.
SAVE INTO	The folder for the new files; Edited PDFs, beside your documents, unless you click Change.

··· menu (SETTINGS)

Make these my defaults	Every new list starts with these settings.
Back to my defaults	Puts your own saved defaults back.
Back to how the program came	Puts the original settings back, with an Undo.
Clear the list	Takes every document off the list. The files are not touched, and you can undo it.

What you get

- New PDFs in the folder you chose (Edited PDFs, beside your documents, unless you change it), named after their document, or "…, pages 1-20" and so on when split, or by their bookmark when split at bookmarks. A name already taken gets a number.
- With All in one PDF, a single PDF (Combined, unless you name it) with a bookmark at the start of each document.
- Any pages copied out, as PDFs of their own.
- A results screen with each saved file, its page count and where it came from, the checks it passed, and anything that needs your eye.

What Sudex checks

- ✓ Every page is accounted for: in a saved file, or listed as taken out.
- ✓ Each saved file is opened again and checked page by page: the count, the turn, the size, and the text of every copied page against its original.
- ✓ The originals are read again afterwards to confirm they are unchanged.
- ✓ Before saving, Worth checking first flags documents that can't be used, documents with every page taken out, and pages whose links or comments would be lost by fitting to A4 or Letter.
- ✓ Bookmarks, page labels and links that go with the pages are carried to their new places and read back. Any that went to a page taken out, or now in another file, are listed.

Tips

- Nothing changes until you click Save, and the files you added are never changed at all.
- Pages are copied, not redrawn, so text stays searchable. Bookmarks, page labels (such as i, ii, iii) and links go with their pages; with All in one PDF, each document also gets a bookmark at its first page with its own bookmarks under it.
- Fitting to A4 or Letter keeps the text but not links or comments. Choose As they are to keep them.
- The slider at the bottom right of the page pictures makes them bigger or smaller.
- Turn sideways scans the right way up here before making them searchable in Searchable.

If something goes wrong

Nothing happens when I click Turn or Take out

Choose the pages first. The message is “Choose the pages first: click them, or type their numbers.”

A Word document or slides won’t go in

Anything that isn’t a PDF is made into one with the desktop Word, PowerPoint or Excel on this computer. If it shows “It could not be made into a PDF.”, check Settings, Microsoft Office on this computer, to see what was found.

New file here won’t split at the first page

“The first page always starts its file. Choose the page the new file should start at.”

I opened a saved job and my changes to a document were gone

If a file changed on disk after the job was saved, its pages start again as they are now, and a message says so. Make the changes again.

Save does nothing

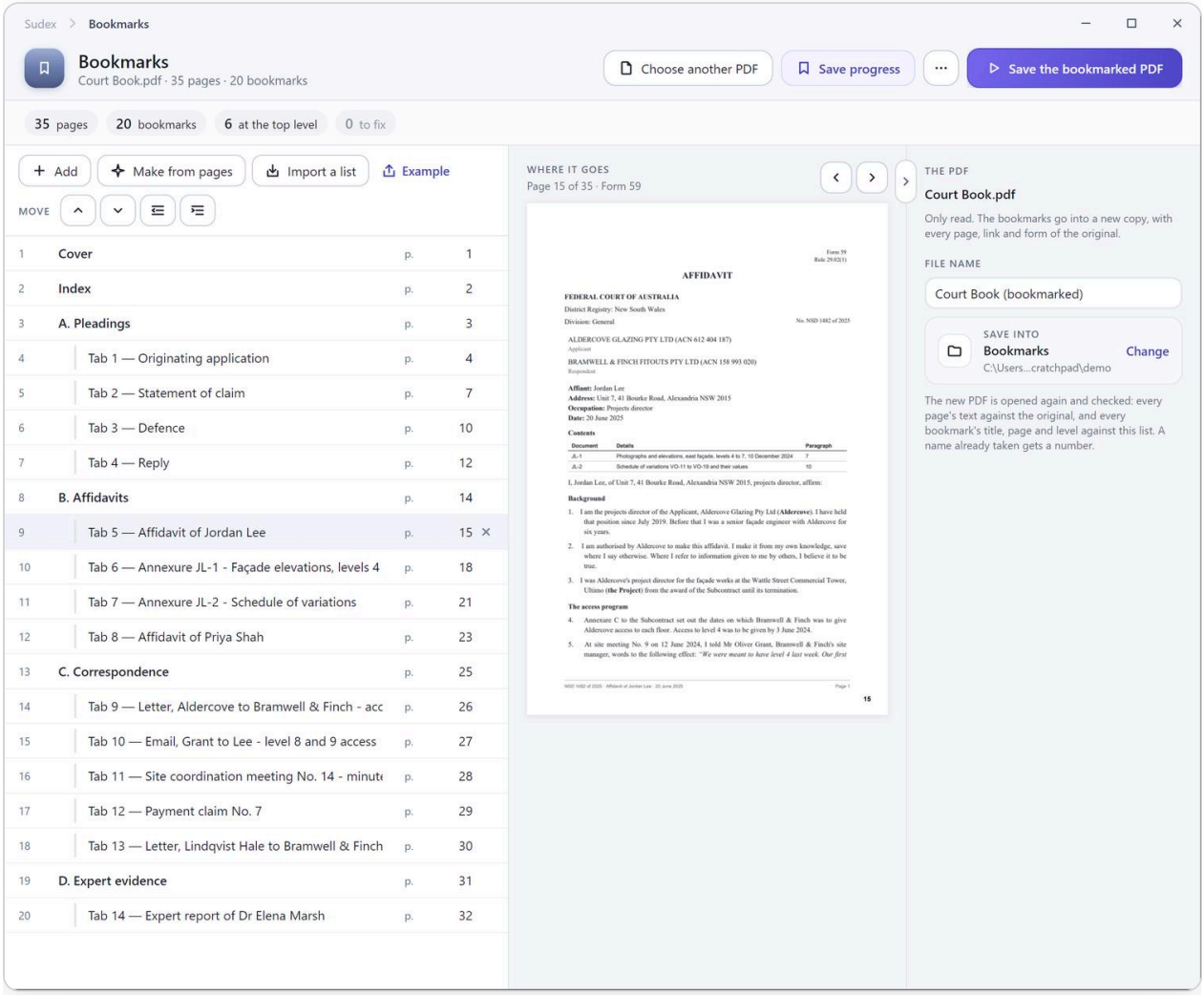
If no folder is set, a message says “Choose a folder to save in first.” Click Change under SAVE INTO. A document with every page taken out makes no file: put its pages back.

A document says it needs a password

Click Unlock with the password… and type it. Passwords are case sensitive and never kept, so a saved job opened again asks for it again.

Bookmarks

Bookmarks gives one PDF a set of bookmarks, kept, made from its pages, imported from a list or typed in, and saves a bookmarked copy.



The Bookmarks screen: a bundle's bookmarks nested under their sections, with the page the chosen one goes to shown beside them.

When to use it

- An affidavit with exhibits needs a bookmark for each exhibit
- Submissions or a bundle need their bookmarks tidied or nested
- A PDF from the other side has no bookmarks, or poor ones
- You have the list of tabs in Excel or Word and want it as bookmarks

Before you start

- The finished PDF. It must open without a password; save an unprotected copy first if it needs one.
- To import: a CSV, an Excel workbook or a Word table whose first row has a Title heading and a Page heading, and if you like a Level heading (1 for the top level).

Step by step

01 **Open Bookmarks**

Click Bookmarks under MAKE & FIX PDFS in the side bar.

02 **Click Choose a PDF**

Or drop a PDF on the window. Its own bookmarks, if it has any, are listed to keep, change or replace. Bookmarks works on one PDF at a time.

03 **Build the list**

Click Make from pages for a bookmark for every page whose first line starts with a word such as Tab or Exhibit, Import a list to bring one in, or Add to type them one at a time.

04 **Edit and nest**

Type a bookmark's title and page straight into the list. Use the MOVE arrows to move the chosen bookmark up or down, or a level out or in; the × takes one out, with an Undo.

05 **Check where each one goes**

Click a bookmark: WHERE IT GOES shows its page and that page's first line. The arrows beside it step the bookmark to the page before or after.

06 **Fix anything flagged**

A red line under the list says how many bookmarks need fixing before saving: a title, a page in the PDF, or a level no deeper than one below the one above. Each flagged bookmark has a badge saying what is wrong.

07 **Click Save the bookmarked PDF**

Check FILE NAME and SAVE INTO first. The results screen confirms the new copy was opened again and checked, and lists anything worth a look. Click Open the folder, Open the PDF, Send to… or Back to the bookmarks.

Settings worth knowing

Making the list

Add	A new bookmark under the chosen one, going to its page.
Make from pages	A bookmark for each page whose first line starts with one of the words you give (Tab, Exhibit, Annexure, Schedule to start), named by that line.
Import a list	CSV, Excel or a Word table with Title, Page and Level columns. Replaces the list after asking, with an Undo.

Example	Saves an example Excel list with the headings Sudex reads and a few made-up rows.
MOVE	Up, down, out a level, or in a level, for the chosen bookmark; whatever sits under it moves with it.

··· menu (THE LIST)

Import a list	As above.
Save the list as CSV	To edit in Excel and import again; saved in the SAVE INTO folder.
A bookmark for every page	“Page 1”, “Page 2”… after the chosen one.
Back to the PDF’s own bookmarks	Throws away your changes and lists the bookmarks the PDF came with, with an Undo.
Clear every bookmark	Empties the list; saving then writes a copy with no bookmarks.

Saving

FILE NAME	What the new copy is called; it starts as the PDF’s name with “(bookmarked)” on the end.
SAVE INTO	The folder for the new copy; it starts as the PDF’s own folder.

What you get

- A new copy of the PDF with the bookmarks, keeping every page, link and form of the original, in the folder you chose. A name already taken gets a number. The PDF you chose is only read.
- If you use Save the list as CSV, the list as a CSV file named after the PDF with “ - bookmarks” on the end.

What Sudex checks

- ✓ Before saving, every bookmark must have a title, a page the PDF has, and a level no deeper than one below the bookmark above it; saving waits until these are fixed.
- ✓ A bookmark that goes to a page before the bookmark it sits under is pointed out, but allowed.
- ✓ After saving, the copy is opened again: its page count and every page’s text against the original, and every bookmark’s title, page and level against your list.
- ✓ The original is read again afterwards to confirm it is unchanged.
- ✓ Bookmarks in the original that go somewhere other than a page, such as a web address, are noted as ones that can’t be kept.

Tips

- Make from pages matches the first line of text on each page, so it can’t find tab pages that are only scans. Make the PDF searchable in Searchable first.
- Page numbers here count the pages of the PDF file, starting at 1 for its first page.

- Bookmarks made from pages, or for every page, go in after the chosen bookmark, at its level; nothing already listed is replaced.
- Without a Level column, an imported list reads two leading spaces, or a leading full stop, as one step deeper.
- Choosing another PDF puts the planned bookmarks away after asking; use Save progress first if you want to come back to them.

If something goes wrong

My PDF won't open in Bookmarks

A message says why. "It needs a password. Save an unprotected copy and add that." or "It is not a PDF. Make it a PDF first: Pages can."

Make from pages finds nothing

The message is "No page starts with … Pages are matched by their first line of text; a scanned page has none." Check the words you typed, or make the PDF searchable first.

The save button is greyed out

Fix the bookmarks flagged in red, and make sure SAVE INTO has a folder. With no bookmarks at all, the button reads Add bookmarks to save.

My list won't import

"The first row needs a Title heading and a Page heading (and, if you like, Level)." Use Example to get a list with the right headings.

Some rows of my list didn't come in

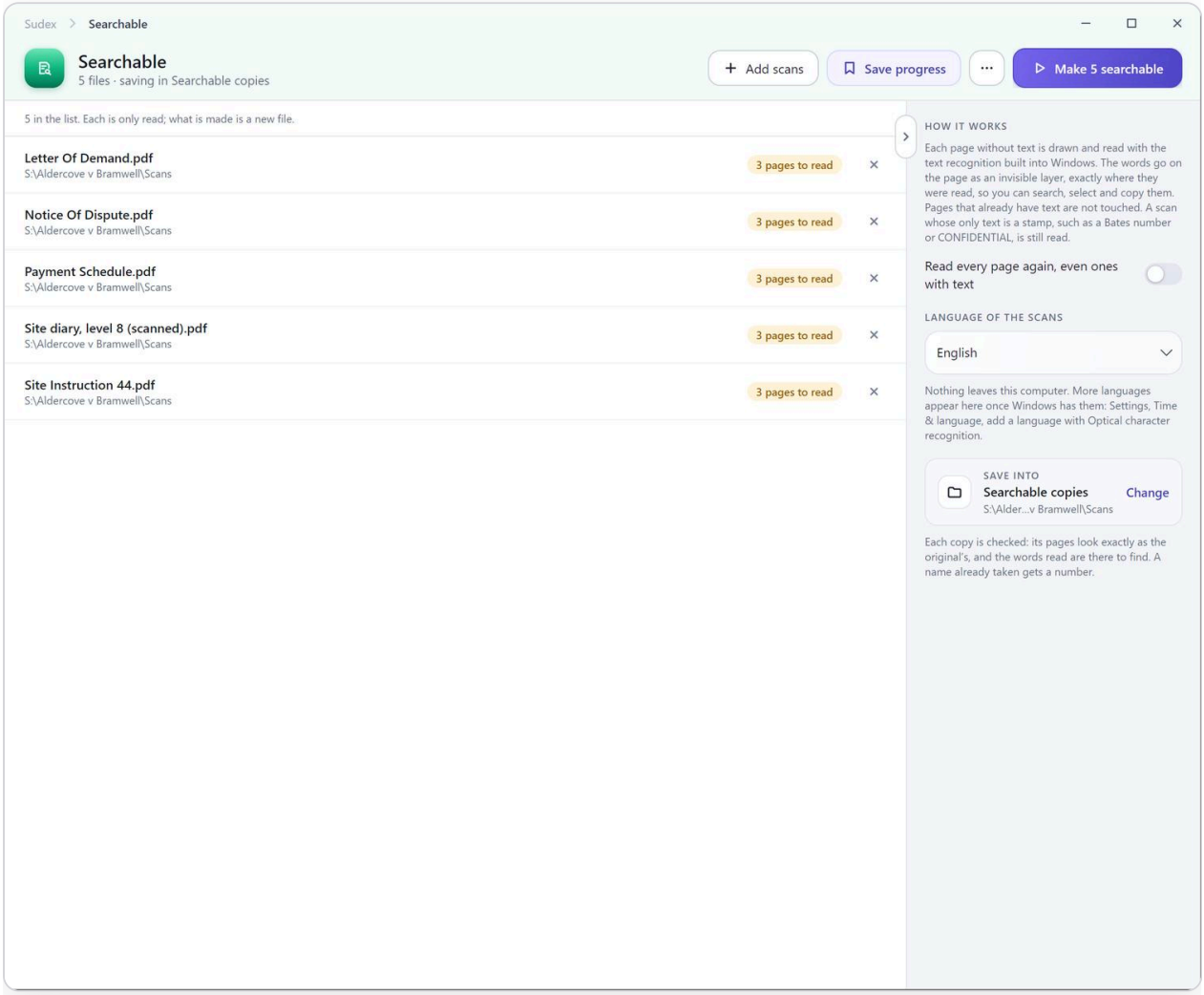
Rows without a title or a page number are left out, and each is named in a note in the right-hand pane, such as "Row 5 (…) has no page number, so it was left out."

A saved job's bookmarks aren't shown

If the PDF changed since the job was saved, its pages may not be where they were, so its own bookmarks are shown and yours are kept aside. Click Use them anyway in the message to bring them back, then check each one goes to the right page.

Searchable

Searchable reads scanned PDFs with the text recognition built into Windows and saves copies whose words can be searched, selected and copied.



The Searchable screen: five scanned PDFs, each with the pages it will read, ready to be made searchable.

When to use it

- Scanned letters or client documents that are only pictures of words
- Before making bookmarks from tab or exhibit pages that are scans
- Documents from the other side produced as image-only PDFs
- Scans saved as pictures (TIFF, JPEG or PNG) that need to become searchable PDFs

Before you start

- Windows' own text recognition. English comes with Windows set up in English. For other languages, add the language with Optical character recognition in Windows Settings, Time & language.
- Scanned PDFs that open without a password, or scans saved as pictures: TIFF (every page), JPEG or PNG.

Step by step

01 **Open Searchable**
Click Searchable under MAKE & FIX PDFS in the side bar.

02 **Click Add scans**
Or drop PDFs, pictures or a folder on the window. Each row soon says how many of its pages need reading, such as "12 pages to read", or "Already searchable".

03 **Choose the language**
Under LANGUAGE OF THE SCANS, choose English or another language Windows can read on this computer.

04 **Check SAVE INTO**
Copies go into a folder called Searchable copies beside the first file unless you click Change.

05 **Click Make searchable**
With several files it reads, for example, Make 4 searchable. The header shows which file and step it is on.

06 **Read each row**
Each row ends with a word such as Made searchable, Already searchable, Could not or Failed checks, with lines saying what was read and checked. Show opens the folder the copy is in. A results screen accounts for every file, with Open the folder, Open the PDF, Send to… and Back to the list.

Settings worth knowing

Settings pane

Read every page again, even ones with text	Off to start with. For a PDF whose text is wrong or only partly there. The text a page has stays, and the words read are added as well, so a search may find some words twice.
LANGUAGE OF THE SCANS	English, or any other language Windows has text recognition for on this computer.
SAVE INTO	The folder for the searchable copies; click Change to choose another.

··· menu (SETTINGS)

Make these my defaults	Keeps the language you chose for next time.

Back to how the program came	Puts the language back to English, with an Undo.
Clear the list	Takes every PDF off the list.

What you get

- A copy of each scanned PDF or picture named "… (searchable).pdf" in the folder you chose (Searchable copies, beside the first file, unless you change it). A name already taken gets a number.
- The pages look the same; the words read are on them as an invisible layer, so you can search, select and copy.
- No copy for a PDF whose every page already has text: "Every page already has text, so nothing needed reading. No copy was made."
- A copy that fails its checks is named "… - FAILED CHECKS.pdf".

What Sudex checks

- ✓ Each page is looked at on its own. Pages that already have text are left exactly as they were, and checked to be unchanged; a scan whose only text is a stamp, such as a Bates number or CONFIDENTIAL, is still read, and the stamp stays as it was.
- ✓ Every word read is checked to be in the copy, in order.
- ✓ Each page that was read is drawn again and compared: it must look exactly as the original does.
- ✓ The copy must have the same number of pages, and the original is read again afterwards to confirm it is unchanged.
- ✓ Pages where nothing could be read, pages that look upside down or on their side, pages where much of what was read looks like stray marks, and scans that look like another language are pointed out.

Tips

- Turn sideways or upside-down pages the right way up in Pages first, then make the file searchable.
- Nothing leaves this computer: the reading is done by Windows on this machine.
- If the language you need isn't in the list, add it in Windows with Optical character recognition; it then appears here.
- A copy whose name ends "FAILED CHECKS" should not be relied on.

If something goes wrong

It says nothing can be read on this computer

The settings pane says "This computer cannot run Windows' text recognition, so nothing can be read here." and rows show Not here. Searchable needs Windows' own text recognition; if your Windows is set up in English and this still shows, use Copy details for support in Settings and email support@getsudex.com.

Accented letters came out wrong

The row says the scan “looks like …, but was read as English”. Add that language in Windows Settings with Optical character recognition, choose it under LANGUAGE OF THE SCANS, and make the file searchable again.

Some pages weren’t read

“Nothing could be read on page …: a photograph, blank, or too faint.” For pages that “look upside down or on their side”, turn them the right way up in Pages, then make the file searchable again.

A file wouldn’t go in

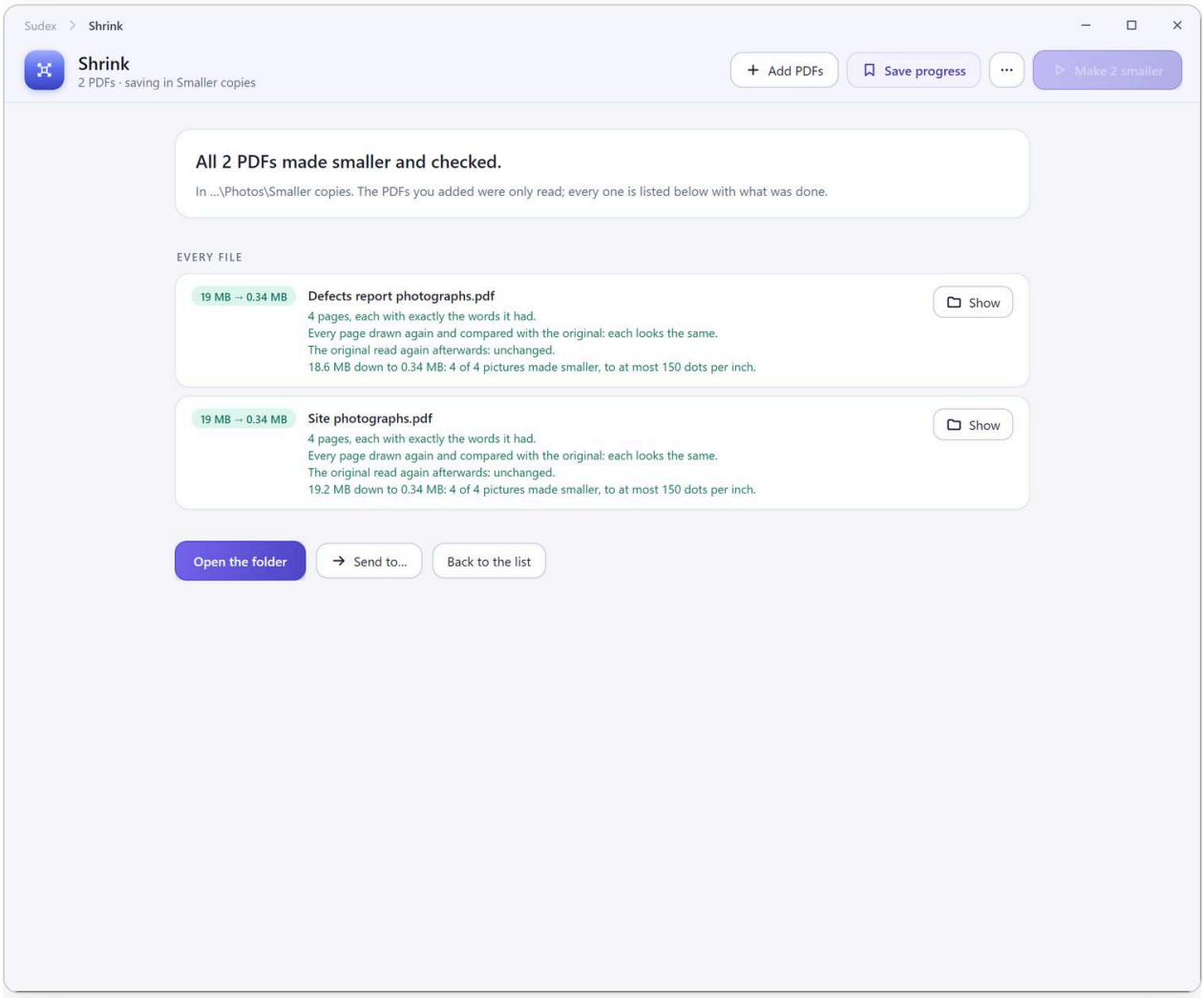
Only PDFs and scanned pictures can be added; others are named in a message such as “Not added: … (it is not a PDF or a scanned picture).” A PDF that needs a password is marked Needs a password: “It needs a password. Save an unprotected copy and use that.”

It says Already searchable, but the text is wrong

Turn on Read every page again, even ones with text, and make it searchable again.

Shrink

Shrink makes PDFs of scans and photographs smaller by redrawing pictures kept finer than needed, leaving the words untouched, and can split a file into parts under an upload limit.



The Shrink screen: two PDFs of site photographs made smaller, each with the checks it passed.

When to use it

- A PDF is over a court's e-filing limit, such as the Federal Court's 30 MB eLodgment limit
- A file must be split between pages into parts under a size, without changing how it looks
- Photograph exhibits are too large to email

Before you start

- The PDFs. Nothing else is needed.

Step by step

01 **Open Shrink**

Click Shrink under MAKE & FIX PDFS in the side bar.

02 **Click Add PDFs**

Or drop PDFs or a folder on the window. Each row shows the file's size now.

03 **Choose PICTURES**

Smallest, Standard, Sharp or Keep. The line beneath says what the choice is for.

04 **Type a size under MAKE IT UNDER, if you need one**

Such as 10, for "10 MB, if it can be done". Leave it empty to use the PICTURES setting as it is.

05 **Choose SPLIT INTO PARTS UNDER**

Don't split, 10 MB, 20 MB or 30 MB, or type your own limit in the "or under … MB" box.

06 **Check SAVE INTO**

Copies go into a folder called Smaller copies beside the first file unless you click Change.

07 **Click Make smaller**

With several files it reads, for example, Make 2 smaller.

08 **Read each row**

A row that worked shows the size before and after, such as "43 MB → 6.1 MB", with the checks it passed. Show opens the folder the copy is in. A results screen accounts for every file, with Open the folder, Open the PDF, Send to… and Back to the list.

Settings worth knowing

PICTURES

Smallest	Pictures at 100 dots per inch: for email. Fine on screen; photographs look soft when printed.
Standard	Pictures at 150 dots per inch: for filing. Sharp on screen and good when printed. This is how Shrink comes.
Sharp	Pictures at 220 dots per inch: for plans, drawings and photographs that must keep fine detail.
Keep	Pictures are not touched: to split a file without changing how it looks.

MAKE IT UNDER	
… MB, if it can be done	Pictures are drawn less finely, a step at a time, until the copy fits, down to 72 dots per inch. If it still does not fit, you are told, and can split it instead. With Keep, the size can't be brought down.

SPLIT INTO PARTS UNDER	
Don't split	One file. This is how Shrink comes.
10 MB / 20 MB / 30 MB	Splits the copy between pages into parts under that size; 30 MB is the Federal Court's eLodgment limit.
or under … MB	Any other limit, typed in megabytes, such as 5 or 2.5.

Saving	
SAVE INTO	The folder for the smaller copies; click Change to choose another.

··· menu (SETTINGS)	
Make these my defaults	Keeps your picture and split choices for next time.
Back to how the program came	Puts Standard and Don't split back, with an Undo.
Clear the list	Takes every PDF off the list.

What you get

- A copy of each PDF named "… (smaller).pdf" in the folder you chose (Smaller copies, beside the first file, unless you change it). A name already taken gets a number.
- When it is split, parts named "… (smaller) - part 1 of 3.pdf" and so on, cut between pages. A file already under the limit is not split, and the row says so.
- A copy that fails its checks is named with " - FAILED CHECKS" on the end.

What Sudex checks

- ✓ The copy has the same number of pages, and every page has exactly the words it had.
- ✓ Every page is drawn again and compared with the original: each must look the same.
- ✓ The original is read again afterwards to confirm it is unchanged.
- ✓ Each part of a split is checked for the right pages; a page over the limit on its own becomes a part by itself, and you are told.
- ✓ A PDF with nothing worth making smaller is left alone, and the row says why.
- ✓ With MAKE IT UNDER, the row says whether the copy came in under the size, and how finely the pictures had to be drawn to get there.
- ✓ Each part of a split keeps the bookmarks of its own pages; links to a page now in another part are taken off, and you are told.

Tips

- Only pictures kept finer than your choice are redrawn. Words, fonts, links and bookmarks are not changed at all.
- Small pictures and pure black-and-white images are left as they are, so a black-and-white scan may not get much smaller.
- Use Keep with a size limit to split a file for upload without changing how any page looks.
- The row shows sizes before and after rather than a percentage, so you can see at a glance whether it is under the limit.

If something goes wrong

A row says “Left as it is”

Nothing worth making smaller was found. The line explains: “It has no pictures to make smaller, and its pages are already compressed. It is as small as it can be made without losing anything.” or “Its pictures are already as small as they sensibly can be, so no smaller copy was made.” Choose a split size if you only need it under a limit.

One part is still over the limit

A single page bigger than the limit can’t be split: “Page … is over the limit on its own, so it is a part by itself.” Try Smallest, then run it again.

The copy is named FAILED CHECKS

Don’t use it. The row’s red lines say which check failed, such as a page that looks different from the original. Try again; if it keeps happening, use Copy details for support in Settings and email support@getsudex.com.

It could not be read as a PDF

The file is damaged or not really a PDF. Open it in your PDF reader and save a fresh copy, then add that.

It could not be brought under the size I typed

Going further would make scans hard to read, so Shrink stops at 72 dots per inch and says how small it got. Choose a size under SPLIT INTO PARTS UNDER instead.

E

Reference

Settings, privacy, your licence, getting help, and the words you will meet.

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19 **Help and glossary** 91
Getting help from us, and the words you will meet in Sudex.

Settings

How Sudex looks and starts, each tool's defaults, Office, and keyboard shortcuts.

From the top

Open Settings from the foot of the side bar, or press Ctrl+,.

Back to how it came	Puts these settings and every tool's defaults back. Jobs, matters and templates are kept.
Sidebar	Automatic (wide, and narrow by itself when the window is small), Wide, or Narrow (just icons). Ctrl+B switches it at any time.
Open on	Home, or Where I left off.
Animations	Screens easing in and the side bar gliding; off, everything appears at once.
Your saved work	How many jobs and matters are saved, and the folder they are KEPT IN, with Open.
Each tool's defaults	Each tool shows As it came or Your own defaults, with Forget mine to go back to how it came.
Your firm's bundle templates	Choose the folder… points Bundle at a shared folder of firm templates; Open it, and Stop using it.
Licence	Your licence state, with Sign in…, Check now, Your account…, Sign out of this computer, Add a licence file… and Remove it as they apply, and Download it when an update is out.
Microsoft Office on this computer	Whether Word, Excel, PowerPoint and Outlook were found, and what each is used for.
Keyboard shortcuts	Ctrl+1 Home, Ctrl+2 Jobs, Ctrl+3 to Ctrl+9 Bundle, Check, Stamp, Link, Mail, Sheets and Pages (in the side bar's order), Ctrl+K to go to any tool by typing its name, Ctrl+O to add files to the tool you are in, Ctrl+Z to undo the last change on the screen, Ctrl+, Settings, Ctrl+B the side bar, Esc to close a dialog without doing anything.
Copy details for support	Shows the details for a support email, with every file and folder name taken out, then copies them.

Email support	Starts an email to support@getsudex.com.
Built with…	The open-source software inside Sudex and its licences.

Privacy and your licence

What stays on your computer, what goes online, and how the licence works.

What stays on your computer

- ✓ Your documents are opened, converted and checked on this computer, and never leave it.
- ✓ Saved jobs, matters, templates and defaults are small files in %LOCALAPPDATA%\Sudex. A job holds file paths and settings, never copies of documents. Settings, under Your saved work, opens the folder.
- ✓ Word, Excel and PowerPoint run in the background only to make PDFs, and are closed again. Excel works on a temporary copy of each workbook, with macros disabled.
- ✓ Scans are read by the text recognition built into Windows, on this computer; nothing is uploaded to be read.
- ✓ Pictures that an email would load from the internet are not fetched, so converting an email never tells its sender it was opened.
- ✓ Sudex goes online only to sign in, to show Your plan and for the licence check about once a week. These send your email address, the name you give this computer, a random identifier Sudex made for it, the licence and the Sudex version, and never anything about your documents.
- ✓ The licence check's answer includes the newest Sudex version, so Settings can tell you an update is out. Sudex does not download or install anything by itself.
- ✓ Sudex keeps a log of recent runs in its own folder on this computer. Copy details for support takes every file name, folder name and email address out of it, and shows you everything before it is copied.
- ✓ Sudex has no analytics, tracking or crash reporting.

Your licence

Before you sign in	Until you sign in, Sudex opens and checks your files, but a tool that makes new files opens the sign-in window first, and once you are signed in offers Run the job now. Settings, under Licence, shows Not signed in.
The free trial	Signing in to Sudex with a new email offers a 30-day free trial with every tool: click Start trial. No card is needed.
Reminders in the title bar	In the last week of a trial, the title bar says "Trial: 5 days left" (or "Trial ends today"). Click it for a fuller note, with Buy and Not now. Your files and saved work stay as they are either way.
14 days' grace	When a trial or licence ends, everything keeps working for 14 more days, and the title bar counts them down, such as "Licence ended · 9 days to renew".

When it has ended	After the 14 days the reminder reads “Trial ended” or “Licence ended”, and new jobs that make files stop until you buy or renew. Opening, reading and checking files never stops, and everything you made is still there and still opens.
Buying and renewing	The Buy or Renew button in the reminder opens getsudex.com in your browser, already signed in. Settings, under Licence, has Buy Sudex…, Manage billing… (seats, card, invoices and cancelling) and Your account online…. Once you have paid, Sudex picks up the licence when you come back to it, or click Check now.
Your plan	Signed in, Settings, under Licence, shows your plan and when it renews or the trial ends, and the computers on your account, with Free this one for any but this computer. If you manage a team, it also shows how many seats are in use and who is on the team, with Add person and Remove.
The weekly check	A licence from getsudex.com runs 30 days at a time and is renewed whenever Sudex checks in. Once it is a week old, Sudex checks quietly when it starts, at most once a day; Check now in Settings does it straight away. If getsudex.com can’t be reached, Sudex keeps working and tries again the next day.
Working offline	If Sudex can’t check in before the licence runs out, the title bar shows “Licence check due” and everything works for 14 more days: connect to the internet within that time and it carries on by itself. After that it shows “Licence check needed”, and you need to connect and open Settings.
Computers that are never online	Settings, under Licence, has Add a licence file… for a licence file instead of signing in, and Remove it to take one off.
Moving to another computer	In Settings, under Licence, click Sign out of this computer to free its place on your account, then sign in on the new one. If both places are taken, signing in on the new one lists your computers, and Free this one frees an old one’s place. Your files and saved work stay where they are. A licence made for one computer is refused on another: “This licence was made for another computer. Sign in to Sudex on this one instead.”
Updates	When a newer version is out, Settings, under Licence, says so (“Sudex … is out”) with Download it, which opens the download page in your browser.

Help and glossary

Getting help from us, and the words you will meet in Sudex.

Getting help

Copy details for support	At the foot of Settings, click Copy details for support. You see everything first: the Sudex version, Windows, the licence's state, which Office programs were found, what the last runs said (up to 40) and any unexpected problems, with every file name, folder name and email address replaced. Click Copy, then paste it into an email to support@getsudex.com with a line about what you were doing.
Email support	Email support@getsudex.com, or click Email support in Settings. Please don't send client documents: a description, or a made-up example, is enough.
Which version you have	It is shown under the Sudex name at the foot of Settings.
Help online	getsudex.com/support has what your computer needs and answers to common questions.
Privacy questions	Write to privacy@getsudex.com.

Glossary

Bundle	One PDF of documents prepared for a hearing or tender, with a cover, an index, dividers and page numbers. Sudex builds them in the Bundle tool.
Court book	A bundle prepared to a court's requirements, such as the Federal Court's eBook format.
Job	Saved work in a tool: its files, their order and every setting. Made with Save progress, opened again from Jobs or Home.
Matter	A name, and if you like a reference, that you file jobs under. It exists only on your computer, and removing one keeps its jobs.
Stamp (Bates numbers)	Production numbers, document IDs or page numbers put on every page of a set of PDFs, the kind sometimes called Bates numbers. Sudex does this in Stamp.

Placeholder	A page standing in for a document, or an email attachment, that isn't reproduced, saying which it is and why.
Bookmarks	The clickable outline in a PDF reader's side panel that takes the reader to a document, tab or exhibit.
Searchable	A PDF whose words can be searched, selected and copied. Scans are made searchable by reading them with text recognition (sometimes called OCR) and adding the words as an invisible layer.
Page labels	The page numbers a PDF reader shows in its page box. Bundle can make them match the numbers printed on the pages ("The PDF's page box shows these numbers").
Volume	One of the separate PDFs a large bundle is split into, for a page or size limit. Each opens with its own cover, numbering runs on, and index lines link across volumes.
Late insert	A page or document added to a bundle after an earlier edition, numbered so existing numbers don't change, such as page 45A or document 12A.
Divider	A page marking the start of a section, tab or document in a bundle.
Cover	The first page of a bundle, with the court, the parties and the document's details.
Index link	A line in a bundle's index you can click to go to that document.
Worth checking first	The drawer at the foot of Bundle, Mail, Sheets and Pages listing anything you should look at before you run the job.
Fingerprint	A SHA-256 hash of a file. Sudex takes one of each original before a job and checks it again afterwards, to confirm the original did not change.

Sudex

Questions

We’re here to help.

Email support@getsudex.com. In Sudex, Settings has Copy details for support: it takes out every file name, folder name and email address before anything is copied.