



# Use keywords to name files or folders

## Common Batch tools for your scanned or PDF documents

Many documents contain vital information in the form of 1-D (Linear) or 2-D barcodes. They are often skewed at various angles and located anywhere within the document. With DocuFi Batch, these markers can be used to identify new breaks in documents as well as be used to name the file or destination folder.

### Flexible Document File Naming

You can automate the naming and destination path of your documents using barcodes and text strings. Within the Split and Save Tab of the profile editor is a set of preferences you can adjust to accommodate this. Standard barcodes, special keywords or any text strings can be used to identify your file name or destination folder.

### Renaming Using Keyword Codes

Keyword codes are used in the **Rename File As** box to create the name based on the barcode data, original file name, date, time, and page number. DocuFi Batch can detect multiple barcodes and reads the document from top to bottom, right to left or left to right. Keywords can also be used in the **Create Sub Folder** entry box and with free form text. The “%” preceding the keyword name is required and the keywords are not case sensitive.

A screenshot of the 'Output' section in the DocuFi Batch profile editor. The section is titled 'Output' in a bold, dark blue font. Below the title, there are two checked checkboxes. The first checkbox is labeled 'Rename File as' and has a yellow 'Click for Help' link to its right. Below this checkbox is a text input field containing the text '%bar1-test'. The second checkbox is labeled 'Create Sub Folder' and has a text input field below it containing the text '%date'. The entire form is enclosed in a light blue border.



<b>Keyword:</b>	<b>Description</b>
<b>%BaseName</b>	Produces the original file name as the new name. Can be combined with any bar code keyword.
<b>%DATE</b>	Produces today's date formatted as MMDDYYYY. Example of June 18, 1990 %date = 06181990
<b>%TIME</b>	Produces the time in standard 24 hour Military format which involves a 9 digit 24 hour value. A time of 5:12 p.m. with 20 seconds and 123 1000's of a second is [Time] =171220123
<b>%PAGE</b>	Returns the page number of the active page from the original document.
<b>%BAR<math>n</math></b>	Produces the barcode designated in the name. Bar1 through Bar10 can be used.

When there are multiple barcodes on a page, you may create the file name based on any combination of the barcodes by using the Barcode $n$  keyword. Batch will detect up to ten barcodes.

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