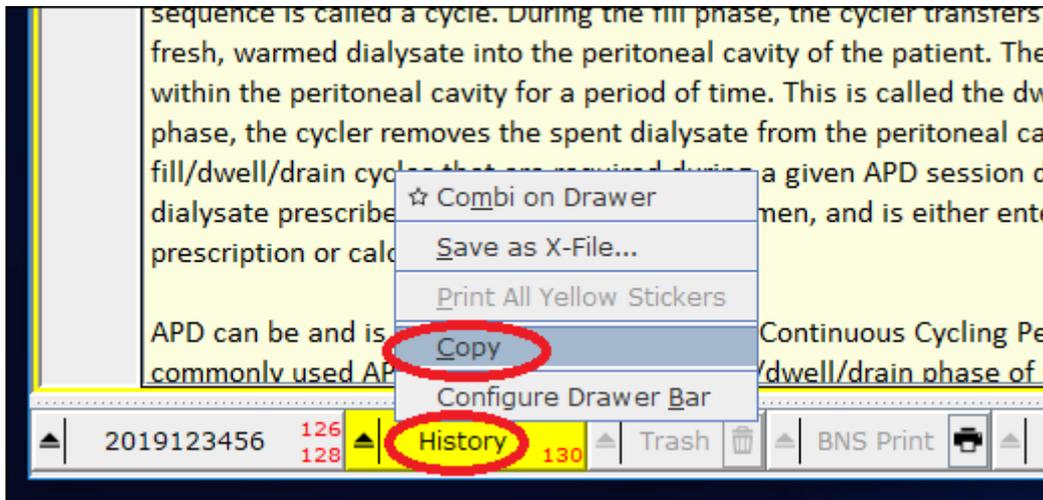
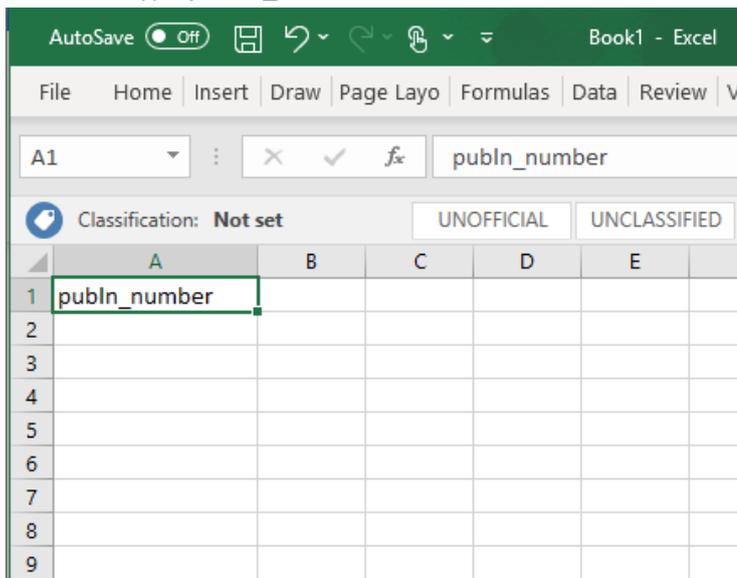


Extracting publication numbers from EPOQUE Viewer

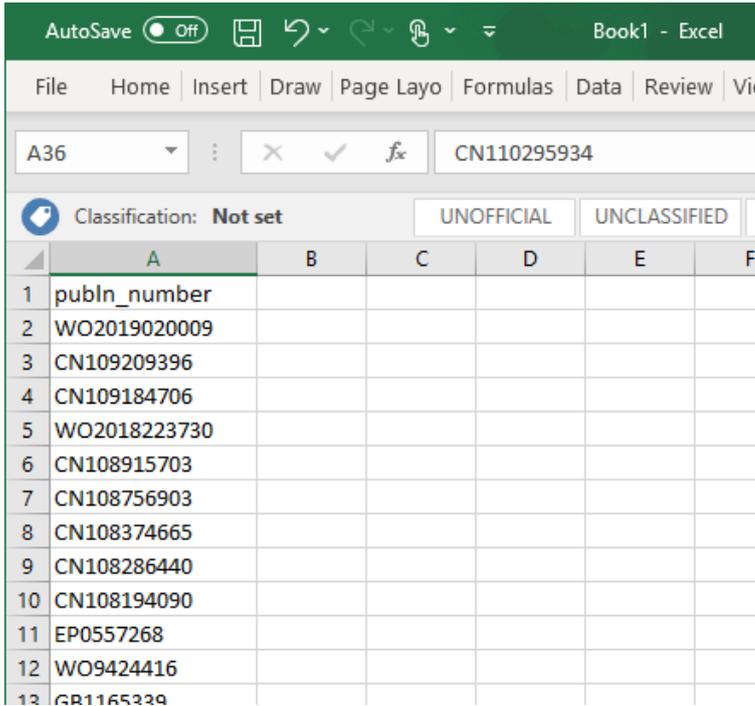
1. Right click on “History” drawer to access the submenu (see figure below)
2. Select “Copy” to copy the list of publication numbers to the clipboard



3. Create an excel spreadsheet document
4. In cell A1, type **publn_number**



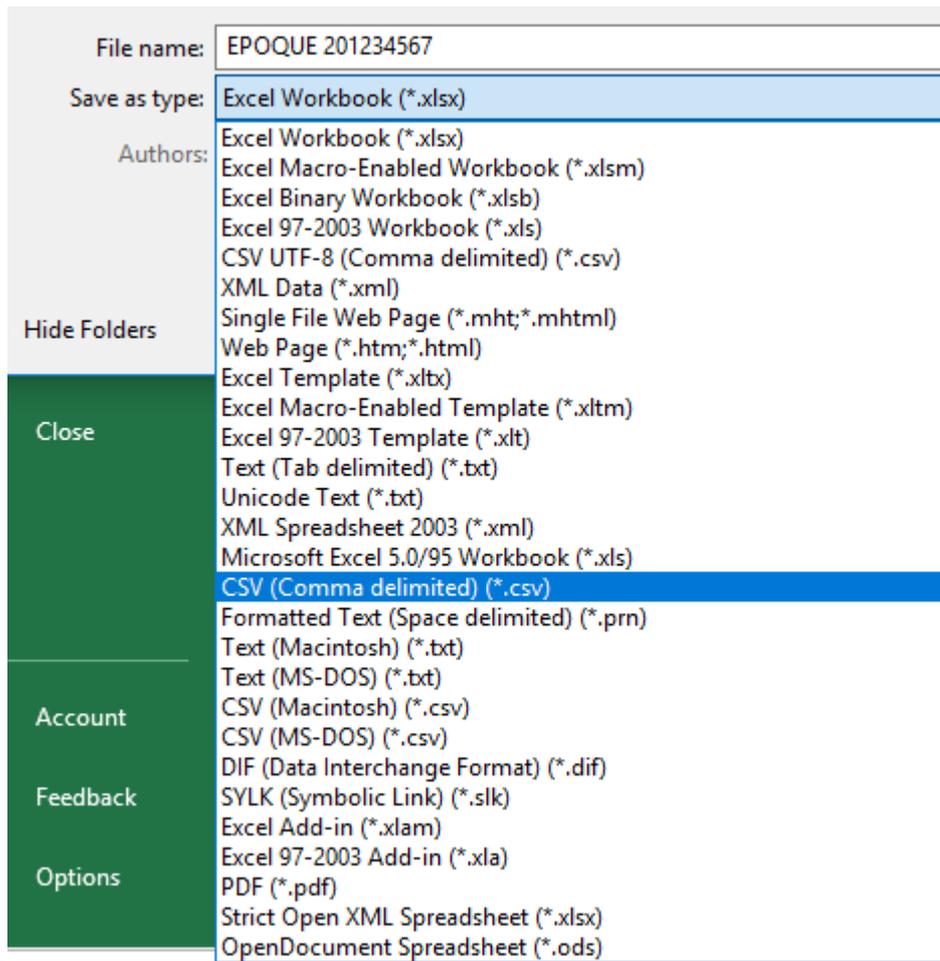
5. Paste the retrieved EPOQUE documents in that column



6. If the “Trash” drawer was used, right click on it to access the submenu (see figure below), select “Copy” to copy the list of publication numbers to the clipboard and add these numbers to the spreadsheet document of step 5, below the numbers from the History drawer (NOTE: Examiners are advised never to empty the “Trash” drawer).



7. Save your document as a CSV (Comma delimited) (*.csv) type



8. Title your document in this format: "EPOQUE [CASE NUMBER].csv"

9. Save your document on COMPASS.