

The Professional Services
Of
Dojo Technology

Spreadsheet Files



File Conversion Solutions

This document serves as an opportunity to introduce the custom solutions that have been developed by Dojo for processing spreadsheet files. Outside of accurate email conversion spreadsheet files present one of electronic discovery's most difficult challenges.

Dojo has developed specific, high-volume solutions to processing spreadsheets. A core feature of these enhanced solutions is the ability to process spreadsheets containing charts and guarantee charts will not be produced across pages. These new solution are outlined below.

Spreadsheet Files

Key new features:

- *Dojo guarantees floating charts will not be produced across pages! More details below.*
- Date macros are suppressed
- Incorrect references to the filename are removed
- Optional printing of gridlines (see images on 3 & 4)
- Optional printing of column and row headings for easy reference (see images on 3 & 4).
- Optional printing, above a chart, of the sheet and cell ranges that produced the chart.

For spreadsheet files, including Microsoft Excel and Lotus 1-2-3, Dojo's solutions provide many standard conversion services and several optional services.

Dojo's Standard Spreadsheet Services:

- Compatibility with old version of spreadsheet files
- Attempt to open password protected spreadsheets using no password – if fails, pulled from population for special handling
- All sheets, columns and rows unhidden
- All print ranges reset to range of used cells
- Rows and columns resized to show all characters
- For columns over 60 characters, to avoid columns spanning numerous pages, the specific column is:
 - reformatted to a fixed width
 - set with text wrapped
- Header, Footer and Sheets searched for embedded file name and current date – these values are removed
- Margins set to ½ inch
- Top and/or bottom margins are increased if a header and/or footer are present
- Blank pages are eliminated

Dojo's Options for Spreadsheet Handling:

- Produced with gridlines visible
- Produced with Column/Row headings visible (i.e. "A", "B", "C" across the top; "1", "2", "3" down the side)
- Floating Chart Options:
 - Floating charts produced one chart per page – eliminates cutoff across pages
 - Data ranges used to create the chart are printed above the chart; charts produced one chart per page – eliminates cutoff across pages and provides sheet and range reference
 - Tab name printed in center footer – ideal when option to print chart ranges is selected

An example of Dojo's spreadsheet application is included below. There are three images. Each one is a full page formatted for this document. Image 1 is the spreadsheet file prior to processing. Image 2 and Image 3 are the output files that were produced. Every option available, including all Standard and Client Selected Options, were used to produce these pages.

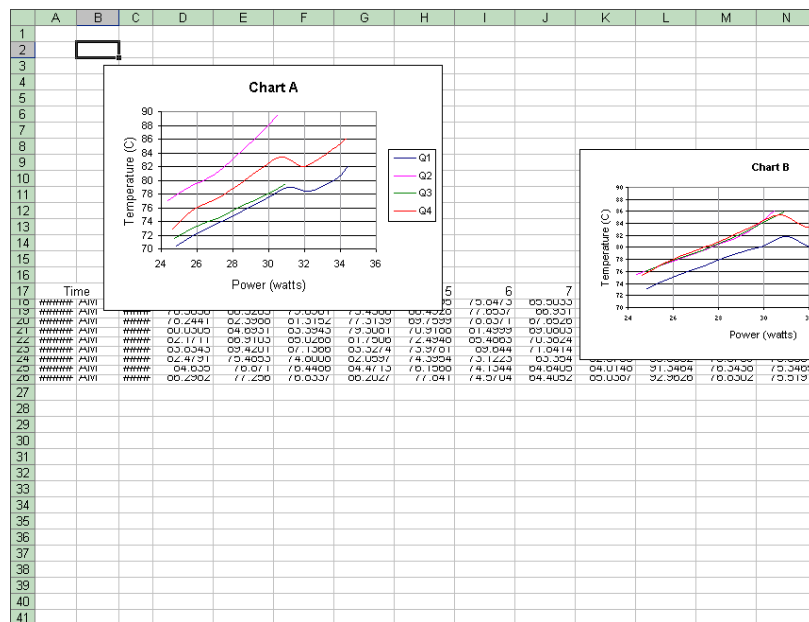


Image 1. One page from the original spreadsheet (above).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
17	Time	Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
18	8:24:46 AM	8/12/1999	74.0554	78.1029	77.5421	72.9081	66.8395	75.8473	65.5033	78.8488	80.6134	78.2268	76.1626	75.3122	65.6972		
19	8:25:12 AM	8/12/1999	76.3038	80.5203	79.6981	75.4588	68.4928	77.6537	66.931	81.3775	83.0293	80.3809	78.3442	77.619	67.4073		
20	8:25:34 AM	8/12/1999	78.2441	82.3988	81.3152	77.3139	69.7599	78.8371	67.6526	83.0684	85.2981	82.4165	80.4002	79.6747	68.5998		
21	8:25:57 AM	8/12/1999	80.0305	84.6931	83.3843	79.3081	70.9188	81.4999	69.0803	84.9921	87.0783	84.3623	81.9854	81.3684	70.2158		
22	8:26:29 AM	8/12/1999	82.1711	86.9103	85.0268	81.7506	72.4948	85.4863	70.3824	86.8676	88.977	86.261	84.2288	83.5506	71.3141		
23	8:26:52 AM	8/12/1999	83.0343	89.4201	87.1366	83.3274	73.9781	89.644	71.8414	88.343	90.7972	88.6305	86.0504	85.371	72.9815		
24	8:27:39 AM	8/12/1999	82.4791	75.4853	74.8008	82.0697	74.3964	73.1223	63.354	82.3703	98.6062	75.3709	73.8084	83.3623	71.0631		
25	8:28:00 AM	8/12/1999	84.635	76.071	76.4486	84.4713	76.1668	74.1344	64.6405	84.0148	91.3464	76.3438	75.3485	86.03	73.2125		
26	8:28:27 AM	8/12/1999	86.2982	77.256	76.8337	86.2027	77.841	74.5704	64.4052	85.0387	92.9626	76.8302	75.5191	87.8346	74.6088		

Sheet 1

Image 2.

Image 2 is the correctly formatted data from the original spreadsheet file. Rows and columns have been formatted so all text is visible. Printing begins with cell A17 as was the case with the original.

Column and row headers have been added (an option), the charts have been isolated for presentation on subsequent pages (another option) and the tab name of the sheet has been printed in the footer (another option).

Three pages of data have been eliminated from the above example.

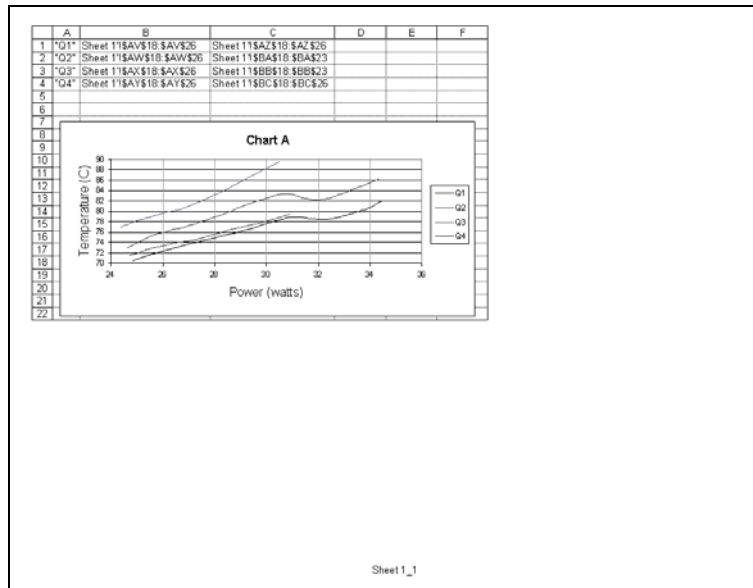


Image 3.

Image 3 is the first chart produced to tiff. The tab name denotes the sheet from which this page was extracted and the chart number, in this case “Sheet 1_1” – Sheet 1 chart 1 (an option).

In addition, the chart range data is printed above the chart to reference the ranges in Sheet 1 that hold the information for the chart. This refers specifically to one of the previous pages and notes the range. Printed gridlines are also an option, as shown.

The second chart is printed on its own page as well. The tab name on the page is “Sheet 1_2”. It is not included in this sample.

Note: The two output files shown here (Image 2 and Image 3) were not edited or touched up in any way beyond the automated processing.

Contacting Dojo

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