Quick Start
Online Bundling Guide

How to build Court compliant bundles online.

zylpha

FREE Bundles

Enjoy the freedom & convenience of building Court compliant document bundles online for **FREE** today!

Get started

Introduction

As former lawyers, paralegals and IT professionals within major law firms, we are in a unique position to understand the problems that face lawyers daily, with technical expertise to overcome those issues.

We believe that lawyers should be freed from administrative tasks that stop them from doing what they are good at, and in our experience many of these tasks can be simplified using technology.

We can help you move from expensive paper bundles to electronic bundles that can be produced in a fraction of the time.

About this guide

This guide will help you produce your first electronic bundle as quickly as possible. Most first time users are up and running in less than 30 minutes. If you have any questions just get in touch.

Email support@zylpha.com
or visit our Knowledge Base for more information.

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Pricing

FREE

£0 per user per month

For users to create individual document bundles online.

Get started

- Single user
- 1 bundle
- 350-page bundle
- 10MB max file size
- 30MB max bundle size
- OCR
- Word & PDF file types
- Online bundling
- iManage/LEAP connectors

Solo

£20 per user per month

An individual licence to work on multiple bundles online.

Get started

- Single user
- 40 bundles
- 5,000-page bundle
- 100MB max file size
- 1GB max bundle size
- OCR
- Redaction
- Hyperlinks
- Text highlight
- Text notes/comments
- Page rotation
- Multiple file types
- Online bundling
- iManage & LEAP connectors

Which plan is best for me?

We understand the importance of streamlining your legal document management processes. That's why we offer different bundling solutions tailored to meet your needs.

FREE

Ideal for those who need an efficient and convenient way to create individual document bundles of up to 350 pages using Word and PDF files. It's free to use, and we don't ask for any credit card information either, so you can start building secure, court-compliant bundles right away.

Solo

Designed for legal professionals who need to work on multiple bundles simultaneously using a variety of file types, including audio and visual, opt for Solo Bundling to begin working on up to 40 separate 5,000-page bundles, with redaction and annotation tools right at your fingertips. Simply choose from an annual or monthly subscription plan to suit your budget.

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Getting started

Creating a new bundle

When you login to your account you're taken to the Grid View screen where your active bundle(s) will be listed. This is also where you can start a new bundle. Free users have access to one bundle, whereas Solo account holders can have up to 40 active bundles on the go at any one time.

Key steps:

1. To return to this 'Grid view' at any point, click the grid icon.
2. To start a bundle, click on the 'Create new bundle' bar.
3. Free users can upgrade their account by clicking the pink button (or via their account settings).
4. If you have a question about the software, click the ? icon to access the Knowledge Base.
5. Click the icon with your initials on to reveal a dropdown list where you can access your account settings or logout.

Building the bundle

The bundle screen is where you'll build your bundle. From here you can adjust the name of your bundle, add multiple sections and files, set the pagination style for the bundle, and upload your own cover page (or use the one that's automatically created by the software).

Key steps:

1. Click the 'Add new' button to add sections, or files to sections.
2. Click the Cover Page row to upload your own. Click the Index to set the pagination style for the bundle.
3. Clicking the 3 vertical dots reveals a dropdown list where you can delete the section or view its properties.
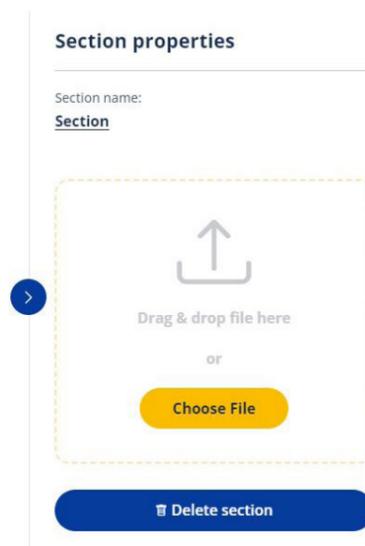
Adding files

There are a number of ways you can add files to your bundle.

Key steps:

1. Drag and drop files directly into a section.
2. Click the 'Add new' button to either drag and drop files into the upload area. Alternatively, from the upload area you can also choose to browse for files.
3. Click the 3 vertical dots to view the 'Section properties' panel. From here you can drag and drop files into the upload area, or use the browse button.
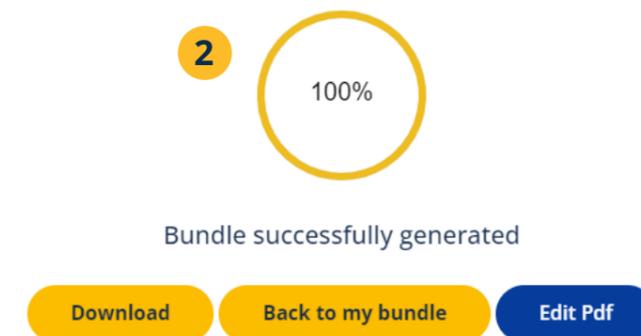

Generating the bundle

Once you're satisfied with the format and structure of your bundle, click the 'Generate bundle' button. The software will then compile the bundle into a PDF with a hyperlinked index ready for download.

Generating the bundle simply means the software has prepared the bundle for further editing or downloading.
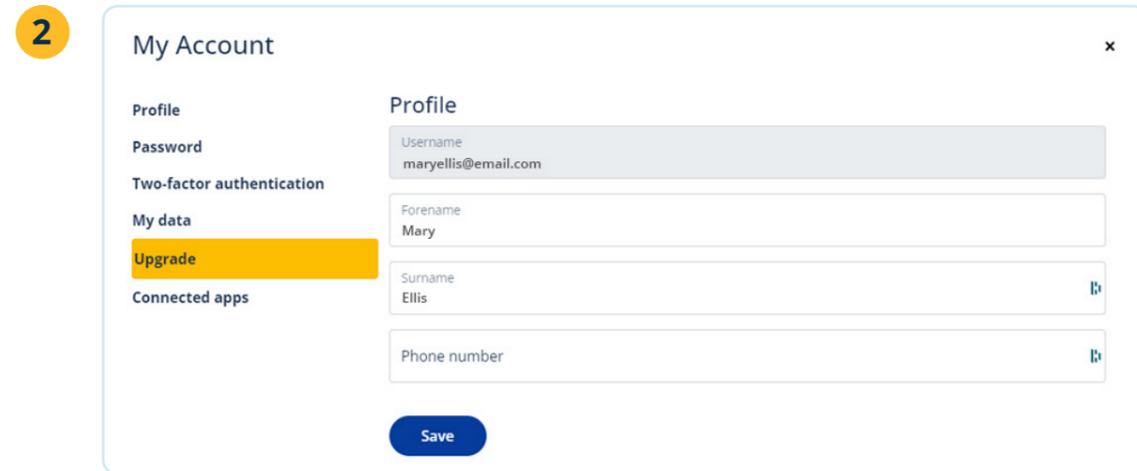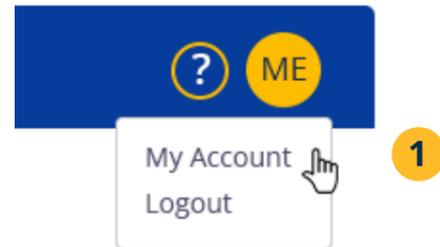

Key steps:

1. Click the 'Generate bundle' button which can be found at the top of the Bundle screen.
2. Once the bundle has been generated you have the option to edit the PDF version of your bundle, download your bundle as a PDF, or return to the bundle screen to make further adjustments to it's format and/or structure.

Account settings

You can access your account settings by clicking the icon (with your initials on) in the top right-hand corner of the navigation bar. The dropdown menu also gives you the option to logout.

Key steps:

1. When you click 'My Account' a pop-up window will appear listing your account details.
2. From here click through the left-hand navigation to access the various areas of your account.
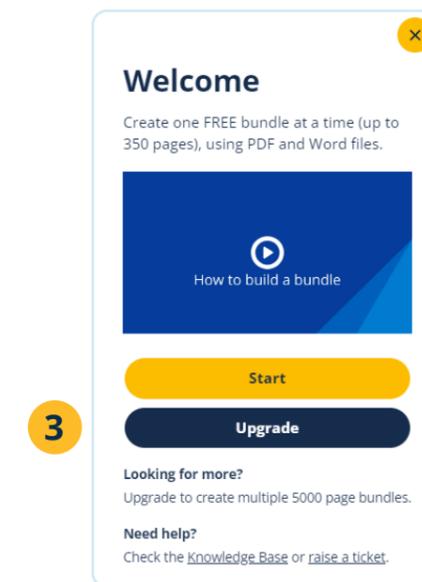
How to upgrade

There are a number of ways you can upgrade your account. Any of these scenarios takes you to the same area where you can view your upgrade options.

Options:

1. Click the pink 'Upgrade Plan' button in the navigation bar.
2. Click the icon with your initials on in the navigation bar to reveal a dropdown menu. From here click 'My Account'. A pop-up window will appear listing your account details. In the left-hand navigation of this window select 'Upgrade'.
3. Alternatively, when free users first login they are presented with a welcome window. Click the blue 'Upgrade' button.

Additional resources

To get you up and running with our bundling software as quickly as possible, we have the following additional resources available to you.

How to videos

We have a library of how to videos that will walk you through the fundamentals of the software (with subtitles).

[Videos]

Knowledge base

Our free comprehensive knowledge base includes a self-help section where you can search for answers by topic.

[Knowledge Base]

Support team

If you are still unable to find the answer you are looking for, our friendly UK support team will help you to the best of their ability.

[Email Support]

Office Hours

9.00am - 5.30pm Monday to Friday
(excluding Public Holidays in England)

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