Quick Tips for Using Case Notebook

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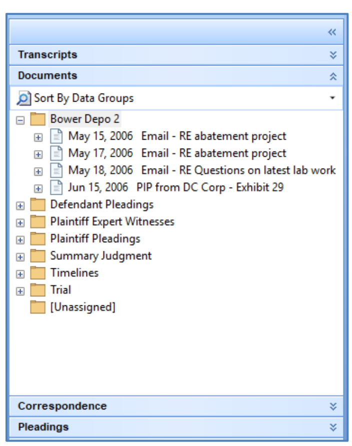
For assistance using Case Notebook, call 1-800-290-9378 or email westlaw.softwaresupport@thomsonreuters.com.

For free reference materials, visit the Product support section at https://legal.thomsonreuters.com/en/support.

Our products also contain comprehensive, searchable instruction available via the **Help** menu in the application.

Creating and Editing Data Groups

Create groups and save selected data to those groups to organize data into categories. For example, create groups based on the different types of witnesses in a case, such as character witnesses and expert witnesses. Or create groups of documents, such as motions. When you assign data to a group, the data is displayed under the group folder in the category for that data in the Navigation Pane.



To access groups, click the **Tools** menu and select **Manage Data Groups**. Use the toolbar buttons at the top of the dialog to copy/paste existing groups, rename a group, or delete a group. Deleting a group removes that group and any subgroups beneath it. It does not remove the data contained in that group.

SEARCHING A DEFINED GROUP

Search data associated with a defined group for exact words, phrases, or terms.

1. Click the **Home** menu and select **Full Text Search** under **Search**, or hit **Ctrl+F** on the keyboard.
2. Type your search terms.
3. Click the **Data** tab, then click **Groups** to select the group and data in that group to include in the search. You can also manage information contained in groups, edit groups, or define new groups at this time.
4. Click **OK**, then click **OK** again to conduct the search.

Working with Custom Properties

Create custom properties for specific metadata, fields, or tags. This feature allows you to retain and sort information contained in metadata, fields, and tags in files being imported into Case Notebook from another software application or external users. Click the **Tools** menu and select **Manage Custom Properties** to create, edit, and delete custom properties. The custom properties display on the **Details** tab in the properties for the selected file type. Sort the list of custom properties by clicking a column heading in the table.

CREATING A NEW CUSTOM PROPERTY

1. Click the **Tools** menu and select **Manage Custom Properties**.
2. Click the **New** button.
3. Type a name for the property in the box provided.
4. Select a type for the property. Available types include: Data, Date & Time, Editable List, Fixed List, Number (Currency), Number (Decimal), Number (Integer), Text (256-character limit), and Text (Advanced).
5. In **Data** options, select the types of files where this custom property displays. The custom property is available to assign in the properties on the **Details** tab for all files of that type.

EDITING AND DELETING CUSTOM PROPERTIES

Select a custom property from the list and click **Edit** to edit the name, list entries, or data types for that property. You cannot edit the type for existing custom properties. Editing a value modifies that value in all files where it was applied in the properties. Select a custom property from the list and click **Delete** to delete that custom property. Deleting a value warns you if that value has been applied to any files and, if delete is confirmed removes the value from those files.

Working with Custom Categories

Create custom categories to save and organize content types into categories of your choosing. A case refers to a collection of content items which can be organized into fixed categories provided by Case Notebook, such as Transcripts, Documents, Pleadings, Research, Key Facts, Characters, and Outlines. Use the **Manage Custom Categories** feature to create categories with names that are customized to your needs. For example, you may want to create custom categories to organize content items based on different types of witnesses in a case, and then save all content items for each witness under a custom category named after that witness for quick and easy access. When you save case data in a custom category, the data is displayed under that category in the Navigation pane.

To manage custom categories, click the **Tools** menu and select **Manage Custom Categories.** A list of existing custom categories and fixed categories is displayed in table format. The **Category Name** column displays the name of the category and the **Cloned Category** column displays the name of the category from which it was replicated.

The **Manage Custom Categories** feature is only available to **Case Manager** users for Managed cases. These cases are managed by an administrator using Case Notebook administration. Contact your Case Notebook Administrator if you do not see **Manage Custom Categories** under the **Tools** menu. Case Notebook Administrators assign permissions to users to enable them to carry out additional tasks. The **Manage Custom Categories** feature is not available when the case is offline. Cases that have been replicated offline and are currently being accessed locally, display with the  icon.

CREATING A NEW CUSTOM CATEGORY

Create up to a maximum of five (5) custom categories.

1. Click the **Tools** menu and select **Manage Custom Categories**.
2. Click the **New** button in the dialog box.
    - **Name:** Type a name for the new custom category. You can enter up to a maximum of 35 characters. You must enter a unique name for the new custom category. Special characters, such as ampersand (&), are not allowed. Categories with duplicate names are not allowed.
    - **Clone**: Select a fixed category (only Documents and Pleadings can be cloned), or an existing custom category from the drop-down menu, to replicate the category. Choose one of the following options to set up the custom properties of the new category.
        - **Include Custom Properties for Cloned Category**: Select to include custom properties for the cloned category in the new category.
        - **Include all Custom Properties**: Select to include all custom properties in the case in the new category.
        - **No Custom Properties Copied** Select if you do not wish to copy the properties of the cloned category or case in the custom new category. Custom properties may be created for the new category separately.
    - **Block access to this category for External users**: Select to restrict external users from accessing the custom category. This option is only available for Managed Case i.e. cases that are managed by an administrator using Case Notebook Administration. Only users authorized by administrators have access to these cases.
3. Click **OK**.

The new custom category appears in all places where the fixed categories are available, such as the Navigation pane, grid list in the Display pane, New > Other Content, View > List View, Case Properties (Summary), Report > Case Properties (Data tab, Display tab), Key Fact Properties (Sources tab), etc.

Click the **Tools** menu and select **Display Options** to set the default display options for the custom category the Navigation pane and List View. When you create a custom category from a cloned category, the content items are not copied automatically from the cloned category. The content items have to be moved. The properties for content items in a custom category will display in the same format the as properties for the cloned category.

EDITING OR DELETING A CUSTOM CATEGORY

If you have already created five (5) custom categories, you can edit or delete one of the five (5) existing custom categories. Fixed categories cannot be edited or deleted. To edit an existing custom category, click the **Tools** menu and select **Manage Custom Categories**. Then select the **Category Name** in the dialog box and click the **Edit** button. Edit the custom category and click **OK**. To delete an existing custom category, click the **Tools** menu and select **Manage Custom Categories**. Then select the **Category Name** in the dialog box and click the **Delete** button. Deleting the custom category also deletes all content associated with the custom category. The following options are available:

- Select **Move all contents to category** and choose one of the categories available in the drop-down list to transfer the contents from the custom category you are about to delete. Click **OK**. The **Move Data Wizard** is displayed.
- Select **Delete all content items in this category** if you do wish to keep the contents associated with the custom category you are about to delete. Click **OK**.

Note: The custom category cannot be deleted if another user is currently viewing a content type associated with that custom category.

CHANGING THE DISPLAY ORDER OF CUSTOM AND FIXED CATEGORIES

Click the **Tools** menu and select **Manage Custom Categories**.

Highlight the **Category Name** and click i.e. the up or down arrow, to change the order in which the category appears in the Navigation pane and throughout Case Notebook. Click **OK**. Note that changing the category order will impact the order in which the category is displayed for all users of the case. Category order may only be changed when the case is online. Offline cases will reflect the category order which existed in the case at the time it was replicated. Cases that have been replicated offline and are currently being accessed locally, display with the icon.

IMPORTING CONTENT INTO A CUSTOM CATEGORY

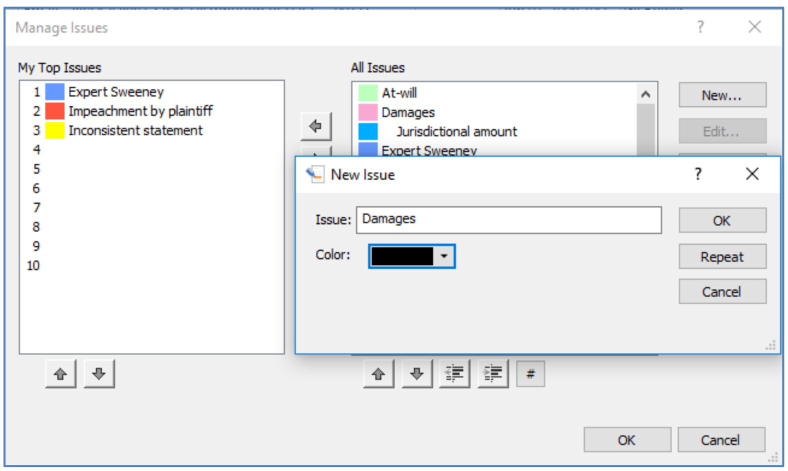
Click the **New** menu and select **Other Content**. Then select **<*Custom Category Name*> (From File)…** The **Data Import Wizard** is displayed.

MOVING DATA BETWEEN CATEGORIES

Move data between categories and carry over the custom properties, issues, dates, data groups, notes, annotations, and key facts in your content with the **Move Data Wizard**. Click the **Tools** menu and select **Move Data** to open the **Move Data Wizard**. You can also move a single content item into a category of your choosing from the Navigation pane. Select the content item, right-click, and choose **Move** from the drop-down menu. Alternatively, select one or more content items in the grid view in the Display pane, right-click, and choose **Move** from the drop-down menu.

Working with Issues

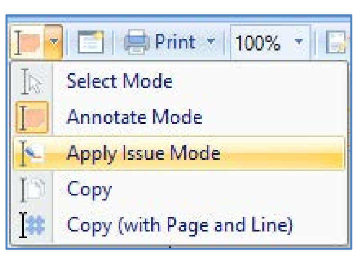
Case Notebook enables you to define issues, which in turn, provide the ability to organize content by and search content on particular subjects. Issues appear as a type of annotation that relate to a particular subject. Issues are created for each case and are the same for all users of that case. However, each user of a case can independently choose up to 10 top issues they want to display on their own Issues toolbar (click the **Tools** menu and select the **Issues Pane** under **Show/Hide** to display the **Top Issues** pane). Open the Manage Issues dialog by clicking the **Manage Issues** button under the **Tools** menu or the **Top Issues** pane.



APPLYING ISSUES

Apply issues to document, pleading, or transcript content using the **Apply Issue Mode** tool:

1. Ensure the **Top Issues** pane is enabled (click the **Tools** menu and select the **Issues Pane** under **Show/Hide** to display the **Top Issues** pane).
2. Create issues using the Manage Issues dialog. From the Manage Issues dialog (**Ctrl+I**), select issues from the All Issues list and click the left arrow button to move the issues to the My Top Issues list, and therefore to the Top Issues pane.
3. Select the issue(s) you want to you want to apply from the Top Issues pane. Apply one or more issues to selected content or as quick marks to specified transcript locations.
   - **Apply one or more issues to selected content**: Select the **Apply Issue Mode** tool and select the content you want to associate with this issue. You can associate content with more than one issue. The content is highlighted with the color associated with the last issue selected.

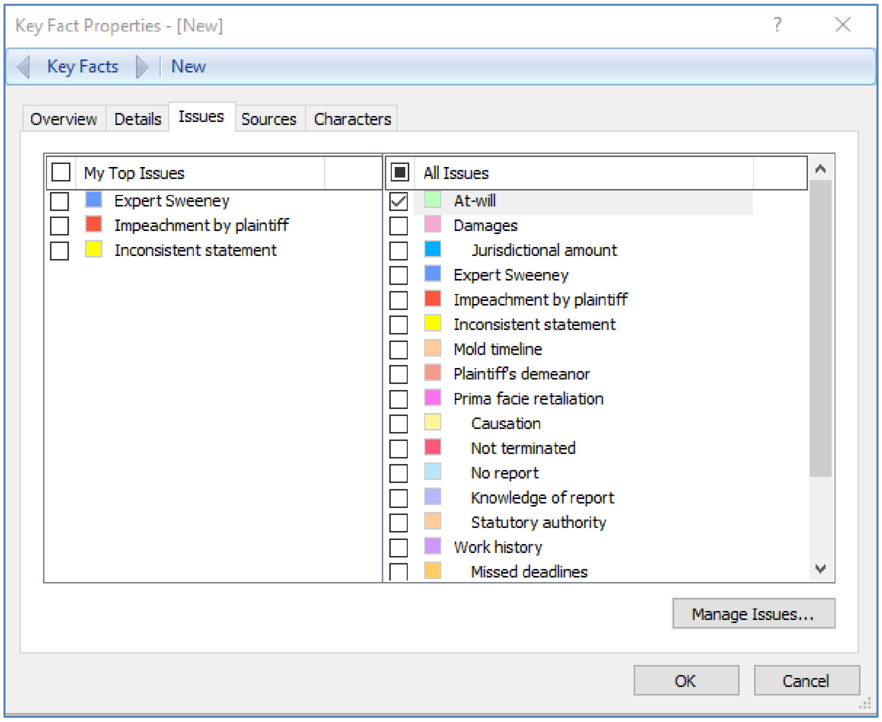


   - **Apply quick mark issues to specified transcript locations**: Click in the margin of a transcript to mark lines with the issues selected in the issue toolbar.

Assign Issues and Key Facts to Annotations

To view annotations, click the **Tools** menu, point to **Display Options**, click the **General** tab, and ensure that **Annotations** is selected under the **Display Annotations and Designations** section.

1. Double-click on an existing annotation in the Display Pane to open the properties for that annotation.
2. Click the **Issues** tab to select issues to assign to the annotation.
3. Click the **Key Facts** tab to select key facts to assign to the annotation. When you create a new key fact, you can assign issues, sources, and characters to that key fact.



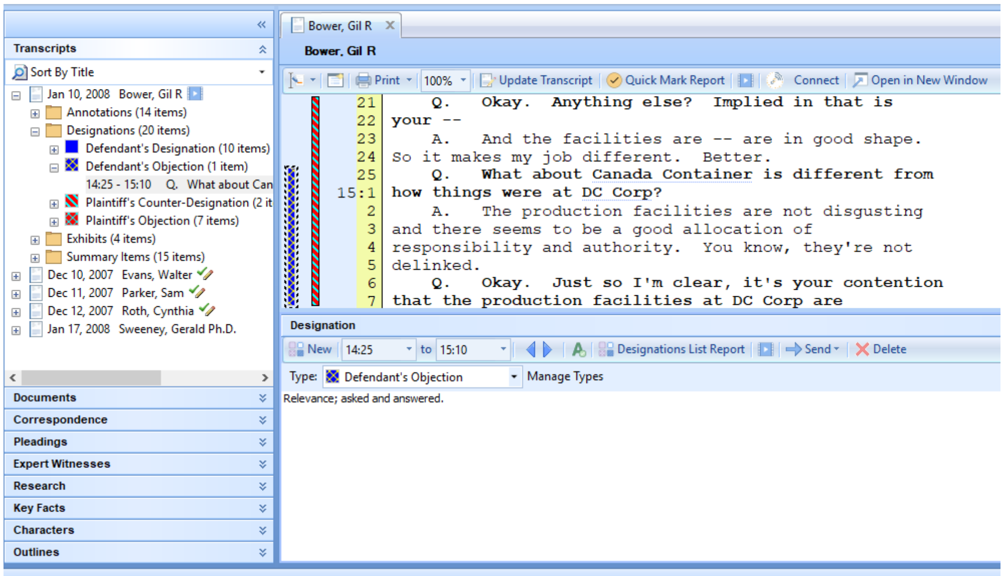
Working with Designations

Oftentimes when preparing for trial, you need to introduce deposition testimony as evidence in lieu of direct witness testimony. Case Notebook allows you to mark, or designate, important deposition transcript text as evidence and add notes to these designations. You can then send a full copy of the transcript with the designations and additional notes to the judge before trial. You can also import/export designations as page:line references with or without transcript video to/from opposing counsel.

Create designations and apply them to important transcript text. Designations assigned to transcript data are displayed in the left margin area of the transcript by default.

APPLYING A DESIGNATION

Open a transcript, click the drop-down arrow next to the **Transcript Designation** button on the **New** menu, and select **Transcript Designation..** so that the **Designation** section is displayed below the transcript.



Apply a designation using any of the following:

- Select a start and end page:line from drop-down lists in the toolbar, then select a designation from the **Type** list.
- Scroll to a location in the transcript, click on a line number to set the start point, click on a line number to set the end point, then select a designation from the **Type** list.
- Type a page:line number in the start and end fields, then select a designation from the **Type** list.

MANAGING DESIGNATION TYPES

By default, Case Notebook includes three designation types: Plaintiff, Defendant, and Plaintiff Objection. Click **Manage Types** to create designation types, edit or delete existing types, and sort types in the **Types** drop-down list on the **Designation** section toolbar.

SENDING DESIGNATIONS TO OTHER APPLICATIONS

To send a designation to external applications click the **Send** toolbar button. Depending on the applications you have installed/licensed on your system and your system space, you can send designations to: PowerPoint, Word, WordPerfect, Video File, Outline, Sanction (as text or as video clip), TrialDirector, or CaseMap.

EXPORTING AND IMPORTING DESIGNATIONS

Export and import designations as a .csv file to share them with other Case Notebook users and cases.

Exporting Designations

In addition to being able to save Designations Lists reports as .rtf, .html, and .xml, you can save Transcript Designations as a .csv file to share/export them for another Case Notebook user or case.

1. Generate a Designations List report.
2. Click the **Save As** toolbar button at the top of the report display or click the **File** menu, point to **Save As**, and select **Report**.
3. Browse for a location to save the file and provide a file name.
4. From the **Save as type** drop-down field, select the **Transcript Designations File (CSV)** format for the saved file. This format saves the values in all fields, using a comma as the delimiter, for example, if you want to import the designation into Microsoft Excel or share it with another Case Notebook user or case.
5. Click **Save**.

Importing Designations

Import designations from a.csv file and assign designation types to designations upon import.

1. Click the drop-down arrow next to the **Transcript Designation** button on the **New** menu, and select **Transcript Designations (from File)**...to open the import wizard.

2. Click **Browse...** to find the .csv file.
3. Optionally, click **Designation Import Options...** to set options for assigning designation types to the designations. You can also select to **Discard incoming designation notes**. Select one of the following designation type assignment options and click **Manage Types** to create designation types, edit or delete existing types, and sort types in the **Types** drop-down list on the **Designation** section toolbar.
4. Click **Next**.
5. Review the designations you are adding to the case. If the first row of the .csv file contains field names, select the **First row contains field names** option to remove the contents of the first row of the imported .csv file. This option should only be selected if the first row contains headings, not data.
6. Click **Finish**.

Receiving Transcripts with Linked Exhibits and Video

If exhibits have been imported for a transcript, they are available via an **Exhibits** subfolder under the transcript name in the Navigation Pane. The number of exhibits imported is displayed next to the folder name. Exhibits are displayed in the order they appear in the transcript and include page, line number, and exhibit reference information. Double-click the exhibit reference to navigate to the exhibit in the Display Pane.

Exhibits are included, along with the clean copy of the transcript, when importing Case Notebook Evidence format files (.LEF) and Publisher files (.PTZ). The file creator (usually a court reporter) specifies the text that is linked to each exhibit when they create the file. Exhibit files are usually .PDF or .TIFF file and are opened in the application associated with those file extensions.

Links to exhibits can be formatted using the **Tools** menu, **Configuration Options**, **Linking** tab.

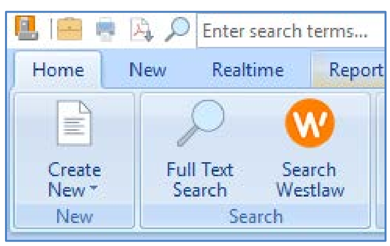
Using LiveNote Stream

LiveNote Stream allows users to broadcast the audio, video, and text of a deposition securely and in real time to all members of a litigation team anywhere in the world where there is internet access. Case Notebook can connect to LiveNote Stream and attach and provide the ability to view video with transcripts. Ensure your options for connecting to Realtime feeds (on the **Realtime** menu) meet your requirements prior to working with feeds.

Using the Westlaw Legal Research Web Service

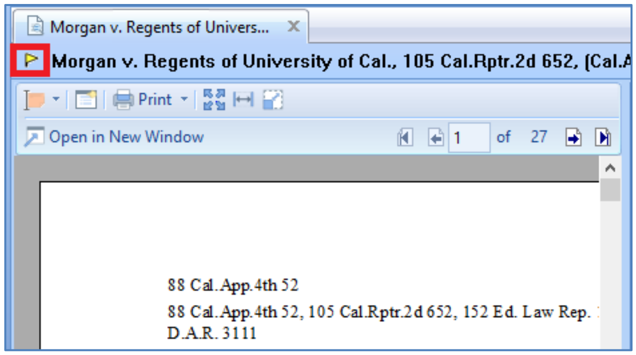
Launch Westlaw directly from Case Notebook to conduct further research. Then send your search results to Case Notebook and quickly update and verify KeyCite information.

Select the Home menu and click the **Search Westlaw** button on the **Search** tab.



WORKING WITH KEYCITE INFORMATION

Case Notebook integrates with the Westlaw Legal Research web service. Upon import of research files from Westlaw, you can verify that KeyCite information is current. Research files with KeyCite information display with an icon linking the research file to the KeyCite in the title bar.

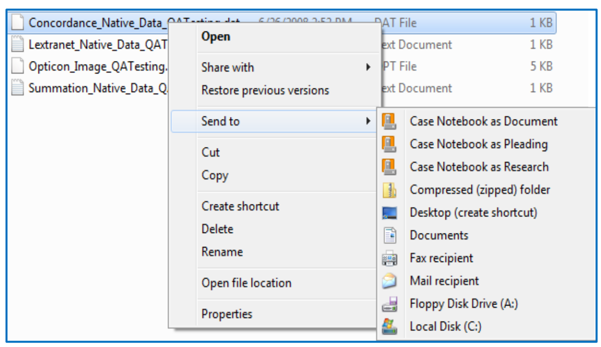


Hovering over a KeyCite flag provides the type of KeyCite associated with the file. Types include: **KeyCite history**, **KeyCite citing reference**, **KeyCite red flag negative treatment**, and **KeyCite yellow flag negative treatment**.

Click on a KeyCite icon to open the corresponding citations. To update KeyCite information and create a KeyCite report, click the **Report** menu and select **Update KeyCite Flags**.

Sending Data to Case Notebook

You can send documents, pleadings, and research files to Case Notebook from Windows or Outlook email. Right-click on a document or email, point to **Send to**, and select and option.



Working with Reports

Create reports to group, analyze, extract, and share case data. To generate a report, click the **Report** menu and select the type of report you want to create. Once generated, reports are displayed but not automatically saved. If you exit Case Notebook or close the report display without saving or sending the report to another application, the report is not retained as part of the case information.

CREATING REPORTS FOR DATA GROUPS

Create reports for data associated with a defined group.

1. Click the **Report** menu and select a report type.
2. Click the **Data** tab, then click **Groups** to select the group and data in that group to include on the report. You can also manage information contained in groups, edit groups, or define new groups at this time.
3. Click **OK**, then click **OK** again to generate the report.

CREATING ISSUES REPORTS

Create an issues reports that lists all of the annotations in the case for the content you specify, sorted by issue. Annotations included in the report can be configured to display annotation property information and provide a link to the source referencing that annotation.

1. Click the **Report** menu and select **Issues**.
2. On the **Issues** tab, select issues that you want to include on the report. All issues are selected by default. Clear the check box in the header of either column of the table to deselect all issues in that column.

3. Optionally, select any or all of the options.
4. Click the **Data** tab, select the data to include on the report. All items are selected by default. Clear the check box in the header of either table column to deselect all items in that column. Select an entire folder of data or select individual items within folders.
5. Optionally, click **Groups** to include content from specific groups. You can also manage information contained in groups, edit groups, or define new groups at this time.
6. Click the **Display** tab to provide a title, set the sort by information, and select property information to include in the report.
7. If cover pages exist for any source files, select the **Include cover page when printing or saving** option to include the cover page in the report.
8. Click the **Context** tab to select the annotations to include in the report.
9. Click **OK** to generate and display the report. The report is listed in the Report category in the Navigation Pane. Click the **Properties** toolbar button in the **Report** category to view the report settings or to edit and rerun the report.

CREATING DESIGNATIONS LIST REPORTS

Designations List reports list page and line numbers, the designation type, and the notes for all designations created for a case. Create and share multiple video clips for designations using the Designations List report. To create a designations list report, click the **Report** menu and select **Designations List**.

CREATING AND SENDING A VERBATIM SUMMARY REPORT

Create a verbatim summary report that includes only highlighted transcript text.

1. Create an All Annotations report (click the **Report** menu and select **All Annotations**).
2. Click the **Display** tab and uncheck all options under the Annotations category.
3. Click the **Context** tab. In the **Transcripts** area, select **Show annotated text** to display the annotated text in the transcripts. Uncheck the **Additional Context** option.
4. Click **OK** to generate and display the report. The report is listed in the Report category in the Navigation Pane. Click the **Properties** toolbar button in the **Report** category to view the report settings or to edit and rerun the report.
5. Click the **Save As** toolbar button at the top of the report display or click the **File** menu, point to **Save As**, and select **Report**.
6. Browse for a location to save the file and provide a file name.
7. From the **Save as type** drop-down field, select a format for the saved file (RTF, MHT, HTML, CSV, XML, or ASC).
8. Click **Save**.

Working with Outlines

Outlines provide a way to organize information in one place to create task sheets, pleading indices, pattern depositions, or prepare for events such as trials, depositions, arbitration, or client interviews. For example, you can type an outline for a deposition and insert links to potential exhibits, language from key documents, questions from transcripts, and Westlaw research into the outline.

CREATING AN OUTLINE

1. Select the Home menu, click the drop-down arrow on the **Create New** tab, and select **Outline**.
2. Enter the **Deponent** and **Outline** information into the fields provided, then click **OK**.
3. Add content to an outline by typing directly in an outline, copying/pasting content into an outline, and inserting or sending information from documents, reports, potential exhibits, transcript questions, and research files to an outline.

Batch Saving Data to PDF

Save numerous data types to PDF at one time. The layout for each data type utilizes the **Page Setup** options for that data type. Upon save, a folder is created in the location you specify with a text file that provides a linked table of contents for the data you saved. Each file is saved into a subfolder for the data type as an individual PDF. The folder is given the case name. If a folder with that case name already exists in the location you specify, the folder name will be appended with _1, _2, etc. for each subsequent batch save. For optimal performance, it is recommended you save less than 1000 documents at a time (this number includes linked exhibits, if selected).

Note that the selection on the Page Setup, Designations tab for Print only pages that include Designations (available only for Full Size Transcript printing) results in blank pages being displayed in Print Preview for transcripts that do not contain designations.

To preview full-sized transcripts without designations, select All pages from the Page Setup, Designations tab.

1. Select the **Delivery** menu and click the **Batch Save as PDF** button on the **Batch Actions** tab.
2. Select the data to save. No items are selected by default. Select the check box in the header of either table column to select all items in that column. Select an entire folder of data or select individual items within folders.
3. Optionally, click **Groups** to include content from specific groups. You can also manage information contained in groups, edit groups, or define new groups at this time.
4. Select **Save Exhibits linked to Transcripts** to save exhibits. When you save in batch mode, items are consolidated and each item is only produced once. If this option is selected, exhibits may be produced multiple times.
5. Click **Save**.

In the case some files failed to save, the text file with the linked table of contents will still display the entire batch of files. However, the failed files will be unavailable and the links in the table of contents will not work for those files. Rather than repeat a large **Batch Save as PDF** request, it is recommended that you check the failed files and re-save them to PDF (either using **Batch Save as PDF** or by saving them individually to PDF). The re-saved files need to be placed in the same folder location with the same file name in order for the text file table of contents links to work for those files. You can modify the text file hyperlinks in Word.

Batch Printing

Print numerous data types at one time. The printed layout for each data type utilizes the **Page Setup** options for that data type.

1. Select the **Delivery** menu and click the **Batch Print** button on the **Batch Actions** tab.
2. Select the data to print. No items are selected by default. Select the check box in the header of either table column to select all items in that column. Select an entire folder of data or select individual items within folders.
3. Optionally, click **Groups** to include content from specific groups. You can also manage information contained in groups, edit groups, or define new groups at this time.
4. Select **Print selected items condensed** to print in condensed (multiple pages on one sheet) format.
5. Select **Print Exhibits linked to Transcripts** to print exhibits. When you print in batch mode, items are consolidated and each item is only printed once. If this option is selected, exhibits may be printed multiple times.
6. Click **Print**.

Working with Content in New Window

The **Open in New Window** feature allows you to view content side by side. For instance, you could have a transcript, document, pleading, or research file displayed on your computer screen in Case Notebook. While you are working on it, you can use the Open in New Window feature to open another file simultaneously on a dual monitor or on the same screen for reference purposes. You can also compare content quickly and easily without having to switch back and forth between open files, or close files. Annotations can be created, edited, and deleted in the new window. The new window may be re-sized and re-positioned on your computer screen, or moved to a separate monitor at your convenience.

To open content in a new window, right-click on the content in the Navigation pane and select **Open in New Window** from the drop-down menu.

The **Open in New Window** feature can also be accessed from the Display pane. In the Navigation pane, click to expand a category and display the List view for that category, double-click any item in the category or List view to display that information in the Display pane. Then right-click on a content item on the grid list in the Display pane and select **Open in New Window** from the drop-down menu. The **Open in New Window** feature is not available for key facts, characters, outlines, and reports. However, hyperlinks to content within a report can be opened in a new window. Simply right-click on the hyperlink and select **Open in New Window** from the drop-down menu.

Hyperlinks to full-text sources and annotation sources under key facts can also be opened in a new window by right-clicking on the hyperlink and selecting **Open in New Window** from the drop-down menu.

Note: The **Open in New Window** feature is not available to Case Notebook Research-only, Case Notebook Transcripts, and Hosted environment customers.

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