CASE NOTEBOOK TRANSCRIPTS

USER GUIDE

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Contents

1 About Case Notebook

Case Notebook legal case management software serves as a centralized, electronic case file where entire teams can enter and share key facts, insights, notes, documents, main characters, evidence, legal research, and more. Use Case Notebook's robust document-review and production software platform to review electronically stored information (ESI) and paper throughout the discovery process.

The Case Notebook Suite of Products

Case Notebook is an electronic organizer and deposition tool for saving and working with important documents, research, and transcripts. Case Notebook has a number of software tools comprising the suite of Case Notebook products.

Version number, copyright information, support contact information, and registration information for your copy of Case Notebook can be viewed by clicking the **Help** menu and selecting **About Case Notebook**.

CASE NOTEBOOK (TRANSCRIPTS)

Case Notebook (Transcripts) was formerly known as West LiveNote. This application allows you to view and work with deposition transcripts.

CASE NOTEBOOK REPOSITORY

For Case Notebook or Case Notebook (Transcripts) administrators, Case Notebook Repository allows multiple users to have access to Case Notebook or Case Notebook (Transcripts) cases and is managed by Case Notebook Administration. Case Notebook Repository is installed on a server that is accessible to all Case Notebook or Case Notebook (Transcripts) users and administrators.

CASE NOTEBOOK ADMINISTRATION

For Case Notebook or Case Notebook (Transcripts) administrators. Case Notebook Administration is used in conjunction with Case Notebook Repository to manage access to Case Notebook or Case Notebook (Transcripts) cases that are shared across a network. Case Notebook Administration is installed on each administrator's computer and connects to SQL server.

CASE NOTEBOOK PORTAL

For current subscribers to Case Notebook. Case Notebook Portal allows you to build custom web parts into your matter-centric intranet pages and enable intranet users to view and open Case Notebook materials.

CASE NOTEBOOK RAS (REMOTE ACCESS SERVER)

Case Notebook RAS provides remote access to your Case Notebook or Case Notebook (Transcripts) cases via the Internet.

LIVENOTE SERIAL WRITER

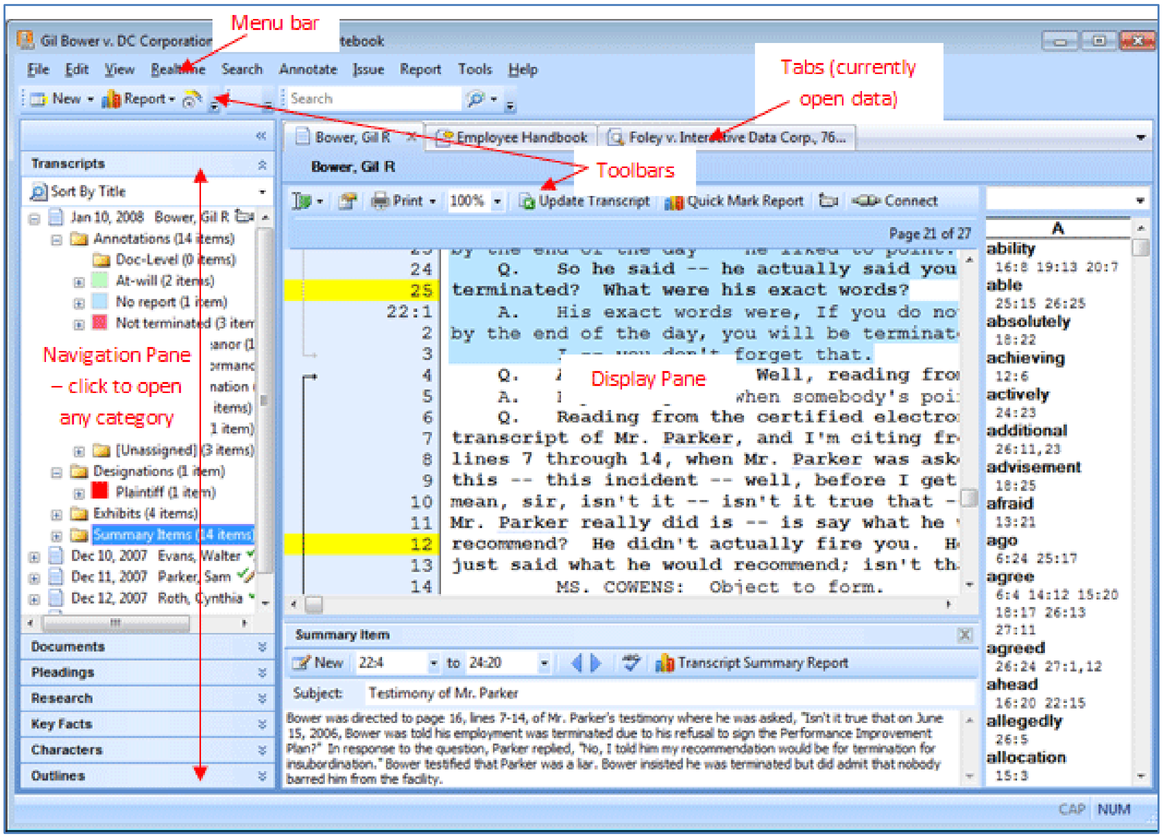
Serial Writer allows you to test the serial connection of a computer running LiveNote, Case Notebook, or Case Notebook (Transcripts).

LIVENOTE STREAM MANAGER

For court reporters using LiveNote Stream. LiveNote Stream Manager allows court reporters to provide live audio, video, and real-time deposition text to authorized participants connected to the Internet and LiveNote Stream.

The Case Notebook Interface

When you initialize Case Notebook, the **Open Case** dialog displays (see "Managing Cases" on page 4 for more information). Once you open a case, the Case Notebook interface allows you to open and work with case data. Categories of data display on the left and tabs displaying open data types display on the top right. A small arrow on the far right of the tabs allows you to switch between open tabs in the Display pane.



TOOLBARS

Click the **View** menu, point to **Toolbars**, and select **Show/Hide** to enable/disable the toolbars you wish to display. Select the **Customize** option to customize toolbars, commands, keyboard settings, and display options.

Creating New and Editing Existing Toolbars

Click the **View** menu, select **Toolbar** and click **Customize**.

On the **Toolbars** tab, click **New** to create a new toolbar or select the toolbar you wish to edit. Click the **Commands** tab, select a command category from the list provided, then select the command you wish to add to the toolbar. Click and drag the command to the toolbar.

KEYBOARD SHORTCUTS

1. Click the **View** menu, point to **Toolbars**, and select **Customize**.
2. Click **Keyboard**.
3. Select the category containing the command from the **Category** drop-down list.
4. Select a command from the **Command** list. The key assignment (if a key is assigned) displays in the **Key assignments** list. To assign a new keyboard shortcut, type the shortcut in the **Press new shortcut key** box and click **Assign**.

NAVIGATION PANE

The Navigation pane displays categories of related case information. 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. Click the arrows («) next to categories to expand or collapse that category. Each category can be sorted using the **Sort By** list at the top of the category.

The Navigation pane can be minimized and expanded on the left side of the screen.

Click the **View** menu and select the **Navigation Pane** option to minimize/ expand the Navigation pane on the left side of the screen.

 Click to minimize Navigation pane.

 Click to expand Navigation pane.

DISPLAY PANE

Double-clicking on a transcript opens that file in the Display pane. Any associated annotations, issues, or quick marks associated with that data type are displayed in this view. At the top of the Display pane, a toolbar provides options for working with that data type. Close multiple displays by right-clicking on a tab in the Display pane and selecting either **Close All** or **Close All But This**.

2 Managing Cases

A case refers to a collection of content types. A repository refers to a server storage location for case files where cases can be accessed by more than one person at one time. Cases in repositories are referred to as secure cases. A Case Notebook case consists of a case file (.lnp file) and an associated folder (.dir). The case file contains information about the case, such as the name of the case and the date it was created. The case folder contains all of the content, annotations, and issues for a case. You can only open one case at a time in Case Notebook.

Case Notebook contains the following case types:

- Managed cases: These are managed by an administrator using Case Notebook Administration. Only users authorized by administrators have access to these cases.
- Local cases: Local cases are Case Notebook's standard case type and they can be created by any user. Cases that have been replicated offline and are currently being accessed locally, display with the icon.

Case Notebook - Hosted provides access to Case Notebook on Thomson Reuters' secure, private cloud. With Case Notebook - Hosted, teams work with centralized, electronic case files, where teams can enter and share key facts, insights, documents, legal research, and more. Case Notebook - Hosted only differs from the desktop version of Case Notebook in that all cases are stored in centralized repositories. Therefore, information in this guide referencing local case or file features is not applicable to Case Notebook - Hosted.

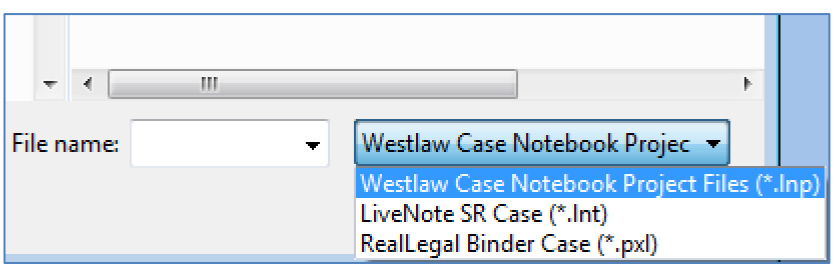
Working with the Case List (Creating and Opening Cases)

When you launch Case Notebook, a dialog displays listing the local and network cases accessible to you. You can also access this dialog by clicking the File menu and selecting **Open Case**. Network cases are only visible when you are connected to the network. Click the list at the top of the dialog to sort the list of cases. Sort cases alphabetically, by repository, by client-matter, by favorites, or by most recent case (displays up to 15 local or repository cases from most recent to least recent).

Note: If you are not logged into a repository, then cases from that repository will not display in your list of recent cases.

You can create new cases, add cases to the list, remove cases from the list, and access server repositories in the **Open Case** dialog:

- **New**: Create a new case. Browse to a location to save the new case, provide the case with a name, and click **Save**. Fill in the case properties (see "Setting Case Properties" on page 12 for more information) and click **OK**.
- **Add**: Add a new case to the list of the cases in the Open Case dialog. Go to the case you want to open, then click **Open**. Ensure the files of type drop-down at the bottom of the dialog is set to display the desired file type.



- **Remove**: Remove a case from the list of cases in the Open Case dialog. Selecting **Remove** does not delete the case, it only removes it from the Open Case list of cases. You cannot remove a currently open case.
- **Repositories**: Repositories are areas on a server or computer that store case-related information (e.g. user names and passwords) created in Case Notebook Administration. The repository does not store files associated with a case. To access secure cases, log on to the secure cases repository by clicking the **Repositories** button.

- If you have never connected to a repository, browse for or type the server name or IP address for the repository location.
- Click **Locate** to select from a list of available repositories.
- If Case Notebook does not display your repository, click **Add** and browse for or type the server name or IP address for the repository location.
- Upon access to a repository, enter a user name and password, if prompted. You can also select to save or change the password.

  Note: If your administrator upgrades the repositories to the current version of SQL Server, then when you log in to Case Notebook, you will be presented with the **Repository Update Check** dialog box to inform you that the repositories in your list may be out of date. If you want to check for updated repositories immediately, then click **Yes**. Case Notebook will display a list of updated repositories (repository name and host/instance name) or a message that no update was found for repositories. When you're on a large network or on a network with many SQL Servers, then it may take some time to complete the repository update check. If you don't want to check for updated repositories at this time, then click **No** to close the **Repository Update Check** dialog box. The **Repository Update Check** dialog box is displayed again when you log in to Case Notebook (unless you selected the **Don't show me again** check box previously).

SEARCHING CASE NAMES

Search for a case by typing the case name in the **Search Case Names** box. The results will be displayed in realtime in the Open Case list of cases. Once you find the case, double-click the case name to open it.

WORKING WITH FAVORITES

Create a list of favorite or frequently used cases. Right-click on a case in the Open Case list of cases and select **Add to My Favorite Cases** to add the case to your list of favorite cases. Click the list at the top of the dialog and select **List My Favorite Cases** to view only your favorite cases. Once in this view, remove cases from the My Favorite Cases list by right-clicking on them and selecting **Remove.**

Setting Display Options

Click the **View** menu and select **Display Options** to set default display options.

GENERAL TAB

- **Colors**: Select the default colors for annotations, quick marks, and search hits.
- **Display Annotations and Designations**: Select the display of auto tags, quick marks, designations, annotations, and "My Annotations Only" (this option is only available for managed cases - see "Managing Cases" on page 4 for more information). Removing a selected option hides the display of that option in the Display pane but options available in the Navigation pane and reports remain visible in those areas.
- **Reports**: Set the number of search hit results to view per page when searching a report and set options for report content and display. Select **Icon** to display the icon for the data type. Alternatively, select **Text**, or **None**. Select to **Display Date with Title** to display the date and title of sources. You can also select a **Font** for the report from the list provided. See "Working with Reports" on page 62 for more information.
- **Issues**: Select the **Display issue numbering** option to display issue numbers in the Navigation pane and in the issues report. If this option is unchecked, issue numbering settings are still retained in the database, this only affects the display of the issue numbers. If this option is unchecked, issues exported as HTML do not include numbers. Select the **Display issue numbers on the issue toolbar** to display the issue numbers on Issue toolbar.
- **Data Groups:** Select the **Hide empty data groups in navigation pane** option to hide data groups in the Navigation pane that do not have associated case data. If this option is not selected, all data groups show in the Navigation pane.

TRANSCRIPT TAB

- **Transcript Bolding**: Define font characteristics for questions, answers, and transcript text.

- **Transcript Timestamps**: Select this option to display a timestamp on the transcript to the left of the line numbers in the Display pane.
- **Colors**: Select the default colors for **Realtime text** and **Historical text**.

WORD INDEX TAB

- **Word Index**: Select the **Show Preview** option to display a preview of the word in context when you hover over the word in the Word Index. The **QA Pair** option displays the full question and answer in the preview. The **Number of lines above and below** option displays the defined number of lines of text above and below the line in which the word is mentioned in the preview.
- **Display Word Index**: Select options to display the Word Index.

DISPLAY PANES TAB

- **Navigation Pane Display**: Select the options you want to display in the Navigation pane (see "Navigation Pane" on page 2 for more information). The date options reflect the origination date of the content. By default, annotations are grouped by issue and designations are grouped by type, which allows you to view all annotations relevant to a given issue or all designations relevant to a particular type at one time. If the **Group Annotations by Issue** option is selected, annotations are displayed with the color of the last issue to which they were assigned. If the **Group Annotations by Issue** or **Group Designations by Type** option is not selected, annotations or designations are listed in the order of their location in the file.
- **List View Display**: When you click a category in the Navigation pane, a list of items in that category display in the Display pane for options selected here. Remove selections to disable the automatic display of the list of items when you click a category in the Navigation pane.

Setting Options

Set options that affect the default behavior of Case Notebook. Click the **Tools** menu and select **Options**.

CONFIRMATION TAB

Set options for the display of confirmation or warning messages. If an option is unchecked, you are not prompted to confirm deletion, confirm that you want to disconnect from Realtime, or be advised to replicate. Select the default behavior of the confirmation or warning message using the **Default: Yes/No** options. For example, setting the default behavior to **No** for deleting a transcript displays the warning message upon deleting a transcript displaying **Yes** and **No** options. The **No** option is selected by default so that if you press **Enter**, the selection is **No**.

- **Delete transcript, document, pleading or research**: Prompt to confirm the deletion of a transcript, document, pleading, or research file.
- **Delete Annotation**: Prompt to confirm the deletion of an annotation.
- **Delete Designation**: Prompt to confirm the deletion of a designation.
- **Delete Data Group**: Prompt to confirm the deletion of a data group.
- **Disconnect from Realtime**: Prompt when disconnecting from Realtime before the end of a session (you do not receive the complete transcript if you disconnect prior to the end of a session).
- **Replicate offline on closing Case Notebook**: Prompt to replicate network data to an offline location upon closing Case Notebook (see "Working on Network Cases When Offline" on page 17 for more information).
- **Replicate to the network on opening Case Notebook**: Prompt to replicate offline data to the network upon opening Case Notebook (see "Working on Network Cases When Offline" on page 17 for more information).

- **Batch Save Transcript Files with no content**: Prompt to batch save transcript files with no content. The Page Setup options for Transcripts will print only pages that include designations (see "Working with Designations" on page 27 for more information).

REALTIME TAB

Set options for Realtime feeds (see "Working with Realtime Feeds" on page 36 for more information).

- **Stream**: Select **Play live video (if available)** to play the live video feed in synchronization with the transcript. Click **Advanced** to set connection settings:
    - **Stream settings**: Type a server address or IP address in the **Address** box and a port number in the **Port** box. The default address is ir3.livenote.com and the port is 443. This information is provided by the court reporting company.
    - Click **Use Proxy Server** and type the address and port in the boxes provided if you are required to use a proxy server address (contact your system administrator for information).
    - **Config File**: Select this option and browse to locate the proxy configuration file if required (contact your system administrator for more information).
- **Serial**: Select the Computer Aided Transcription (CAT) system used by the court reporter from the **CAT Output** list and the **Baud Rate** specified by the court reporter from the list provided. Select the **Serial Port** you wish to use to connect to the Realtime feed, and type the **Lines Per Page** specified by the court reporter in the box provided. Click **Manage Tokens** to manage the electronic licenses that enable you to connect to Realtime feeds. See "Managing Tokens" on page 38 for more information.
- **Simulation**: Type **sim.txt** in the box provided or click **Browse** to go to and select the simulation file.

SEARCH TAB

The search index options allow you to save system resources when importing numerous files or working with Case Notebook. By default, the **after disconnecting from Realtime**, **after importing files**, and **after updating files** options are selected - meaning the search rebuilds to include Realtime transcripts, newly imported files, and updated files immediately following these events. For accurate and up-to-date search results, it is recommended that you keep these options selected. If, however, you are importing or updating numerous files and you want to clear these selections temporarily to save system resources, you can do so. In this case, use the **Tools** menu, **Advanced** options to update and/or rebuild the search index manually.

Click **Noise Words** to view and modify the list of words to be ignored in both search and the Word Index. By default, Case Notebook filters out common words like "a", "the", and "that" from the search and the Word Index. If you update the noise words, you need to click the **Tools** menu, select **Advanced**, and select **Rebuild Search Index** to update the search and the Word Index.

- Add words to the list of words to be ignored in search and the Word Index by typing directly in the list of words. Click in the list, press Enter on the keyboard, and type the word in alphabetical order in the list.
- Delete words from the list by selecting them and pressing **Delete** on the keyboard.
- Click **Import Words** to import a custom text file for a particular transcript (this option can be helpful if, for example, you are reporting for a case involving water quality and you want to create a special list of words to exclude like water). Note, the text file must be in alphabetical order.
- Click **Export Words** to export a list to share with another user.

Set **Search Results** display options to group report hits or search hits as a single result when hits are close to each other. These options prevent the same text in the same context from displaying multiple times in a report or in search results. See "Searching Content" on page 12 for detailed information on running searches.

SEND TAB

Set options to send data from Case Notebook to installed and configured applications. Select applications you would like to receive data from Case Notebook. See "Saving, Exporting, and Sending Documents" on page 45 for more information. Sanction, TrialDirector, and CaseMap include the following additional options accessible via the **Options** button:

- **Sanction** options: Case Notebook can send data to Sanction version 2.5 or later. Select display options to add text or video clips to Sanction without displaying sanction (**Add**), display text or video clips in Text Studio (**Add via Text Studio**), or to display text or video clips in presentation mode (**Add and present clip**). Select **Transfer page/line numbers** to send page/line numbers as well as the text to Sanction.

Select **Full transcript name/details** to send the full name of the transcript to Sanction. Select **First 3 letters of transcript name** to send only the first three letters of the transcript name to Sanction. Select **User defined** and type a name/ID for the transcript in the box provided to send to Sanction.

- **TrialDirector** option: Case Notebook does not support sending annotations to TrialDirector Limited User accounts (TrialDirector version 5 and 6). Select the **Present after transfer** option to launch TrialDirector immediately after sending an annotation.
- **CaseMap** options: Case Notebook can send data to CaseMap version 3.2 or later. Select the **Transfer note** option to send a note in an annotation to CaseMap. Select the **Transfer page/line** option to send the page and line numbers of an annotation or items in a report to CaseMap. Select the **Transfer date** option to send the date the transcript was taken to CaseMap. Select the **Transfer transcript text** option to send the text of an annotation or items in a report to CaseMap. Select the **Show send to CaseMap dialog boxes (CaseMap 4.5 or above required)** option to use the Send to CaseMap dialogs to control what and where information is sent to CaseMap.

LINKING TAB

Link copies of exhibits stored in external databases or in other locations (e.g. website). Use the **Default Script** drop-down to specify a script (Case Notebook supports up to 10 scripts) to call the program to display the associated linked items, then specify an exhibit link. The default **<LiveNote>**, opens the exhibit in Case Notebook. Script names display on the Navigation pane under the associated transcript or document. Specify a name and path in the **Auto Linking** area to automatically link to text within Case Notebook. Link text must begin with a specific delimiter character or characters, and the length of the link text must be within a specified size range. Specify new link formats by clicking **Formats** then clicking **New**. To edit, disable, or remove a format, click **Edit**. The following format options can be edited:

- **Min Size** and **Max Size** are required. Set the minimum or maximum number of characters the link text must contain, excluding the delimiter character or characters. To be auto linked, link text can have a minimum of two characters and a maximum of 40 characters.
- If required, change the delimiter character(s) at the start (**Left Delimiter**) or end (**Right Delimiter**). A delimiter can consist of any number of characters. See "About Delimiters" on page 46 for more information.
- If required, specify/change the script to call the program to display the associated linked items. Select **<Disabled>** to disable the script.

LAUNCH TAB

Add or edit shortcuts to applications, which are then accessible by clicking the **Tools** menu and selecting **Launch**. Click **New** to create a new shortcut or select an existing shortcut and click **Edit**. In the **Menu Item** box, provide a name to be displayed when clicking the **Tools** menu > **Launch** option. Browse for or type a path to the .exe application file in the **Application** box. Set display options to **Show** the menu item **Always** or for **This Case Only**. Optionally, assign a **Shortcut Key** to launch the application using the drop-down provided. You can select **Ctrl** or **Shift** to go with the assigned shortcut key (e.g. Ctrl+F3).

Working with Spelling Dictionaries

Create dictionaries, customize dictionaries, work with specific dictionaries for specific cases, and import dictionaries to Case Notebook so that spell check recognizes specialized terms. This feature is useful for cases involving unique terms, for example, terms relating to chemical analysis. If your case includes hundreds of specialized terms, a custom dictionary can save you a lot of time when checking spelling. Case Notebook dictionaries can include any of the following formats:

- Text files (txt files)
- Dictionary files (tlx files)
- External dictionaries (custom dic dictionary files like those from Microsoft Word)

CREATING A CUSTOM DICTIONARY

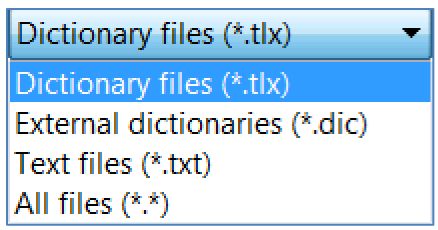
Create a custom dictionary as a text file and import it or create it directly in Case Notebook. The only rule for a custom dictionary is that it can have only one line per term. For example, you could create a custom dictionary as a text file with terms commonly used by you but that are flagged in spell check like:

ASCII

XML
PTF
DPI
LPI

WORKING WITH DICTIONARIES

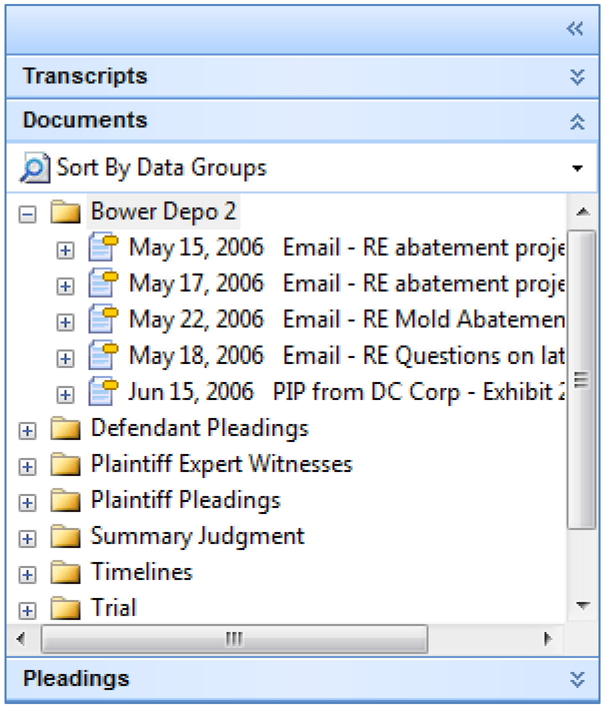
1. Click the **Tools** menu, select Options, then click the **Spelling** tab.
2. Click **Custom Dictionaries**.
   - **Modify**: Select a dictionary from the list provided and click **Modify** to add words to the dictionary, delete words from the dictionary, or to import another dictionary into that dictionary.
   - **Import** or **Export** a dictionary: Select a dictionary from the list provided and click **Modify** then click **Import** to import another TXT dictionary into that dictionary or click **Export** to export that dictionary as a TXT file for use in other applications or to send to other users.
   - **Change Default**: Select a dictionary or dictionaries from the list provided and click **Change Default** to set the dictionary or dictionaries to be used by default.
   - **New**: Create a new dictionary or import an existing dictionary as a new dictionary. Provide the new dictionary name, click **OK**, select that dictionary from the list, and click **Modify** to add words to the dictionary or to import an existing dictionary into that dictionary.
   - **Add**: Import a custom dictionary into the list of available dictionaries. Click **Add** then browse for the dictionary you want to import. Use the drop-down list at the bottom of the window to select the dictionary type.



   - **Remove**: Select a dictionary from the list provided and click **Remove** to remove that dictionary from the list.
3. Click **OK**, then click **OK** again to exit the Options.

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. 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.



Grouping data optimizes searches, report creation, replicating information online/offline, batch printing, and import of data. Groups belong to a case and remain with a case until deleted. Create, edit, or delete groups without affecting the data contained in those groups. Data can belong to multiple groups and can consist of more than one content type (i.e. transcripts, documents, pleadings).

To access groups, click the **Tools** menu and select **Manage Data Groups**. Use the toolbar buttons at the top of the dialog to create new groups, rename a group, copy/paste existing groups, 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.

CREATING A GROUP OR EDITING CONTENTS IN A GROUP

1. Click the **Tools** menu and select **Manage Data Groups**. To create a new group, you can also click the **File** menu, select **New**, then select **Data Group**.
    - **Create a new group**: Place your cursor at the level you wish to create the new group, then click the **New** toolbar button (New). Type a name for the data group (for example, "plaintiff expert witnesses") and press **Enter** on the keyboard. The group is selected.
    - **Edit the contents of a group**: Click to select a group, optionally use the **Rename** toolbar button to rename a group, then continue to select the case data.
2. Select the case data you wish to add to or remove from the group. The **Type** column displays data grouped by type. Selecting a data type from this column displays the related content in the last column.
3. When you have added the content to your data group, click **OK** to save the group.

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. See "Working with Reports" on page 62 for more information.

SEARCHING A DEFINED GROUP

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

1. Click the **Search** menu and select **Full Text Search** or press **Ctrl+F** on the keyboard.

2. Type your search terms (see "Searching Content" on page 12 for more information).
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.

Importing a Case

Import cases from a portable case format file (.pcf), Westlaw Case Notebook project file (.lnp), or RealLegal Binder (.pxl) file.

IMPORTING A CASE FROM A PORTABLE CASE FORMAT FILE

1. Click the **New** button on the Main toolbar and select **Case (from File)** or click the **File** menu, point to **New**, and select **Case (from File)**.
2. Browse for and select the .pcf file.
3. Click **Open**.

IMPORTING A WESTLAW CASE NOTEBOOK PROJECT FILE

1. Click the **New** button on the Main toolbar and select **Case** or click the **File** menu, point to **New**, and select **Case**.
2. Browse for and select the .lnp file.
3. Click **Save**.

IMPORTING A REALLEGAL BINDER LOCAL CASE, CASE NOTEBOOK PROJECT FILE, OR LIVENOTE SR CASE

Import a Binder local case (.pxl), existing Case Notebook case (.lnp), or LiveNote SR (.lnt) case.

1. Click the **File** menu and select **Open Case**.
2. Click **Add**.
3. Select a file type from the drop-down list at the bottom right.
4. Browse for and select the file.
5. Click **Open**.

When importing from RealLegal Binder, the following data does not convert or converts as noted:

- **Transcripts**: Time, Plaintiff, and Defendant transcript properties.
- **Documents**: Document title, exhibit check box data, exhibit number, exhibit prefix.
- **Annotations**: Annotation chronology date, active issue properties, annotation comments convert to notes.
- **Search Groups**: Pre-programmed search groups, saved reports, search groups convert to data groups.

Creating, Duplicating, and Deleting Cases

In addition to importing a case, you can create new, blank cases, as well as duplicate (copy) or delete local cases.

CREATING A NEW, BLANK CASE

1. Click the **New** button on the Main toolbar and select **Case** or click the **File** menu, point to **New**, and select **Case**.
2. Browse for a location to save the case file and type a name for the case.
3. Click **Save**.

DUPLICATING A CASE

1. Click the **New** button on the Main toolbar and select **Case (from this Case)** or click the **File** menu, point to **New**, and select **Case (from this Case)**.
2. Browse for a location to save the case file and type a name for the case.
3. Click **Save**.

DELETING A LOCAL CASE

1. Click the **File** menu and select **Delete Local Cases**.

2. Select the local case you wish to delete.
3. Click the **Delete** button. A warning message is displayed. Click **Yes** to proceed.
4. Click **Done**.

Note:

- Only local cases can be deleted from Case Notebook.
- Deleting a case is a permanent action and cannot be reversed.
- A case cannot be deleted if it is open in Case Notebook. To close a case, you can either exit and restart Case Notebook, or open a different case. Then follow steps 1 to 4 for deleting the case.

Setting Case Properties

Case properties consist of information about a case, including the name, the client-matter, the date it was created, the case file location, a summary of the content contained in the case, and any comments entered for the case. Access and edit the case properties when creating a new case or by clicking the **File** menu and selecting **Case Properties**.

- **Name**: the name of the case.
- **Client-Matter**: client matter number for the case.
- **Created**: the date the case was created.
- **Case File**: the location of the case file.
- **Summary**: a summary of the contents in the case file.
- **Comments**: optional comments to accompany the case file.
- **Video Paths**: the location of videos for cases. Add paths, edit paths, and delete invalid and unused paths.

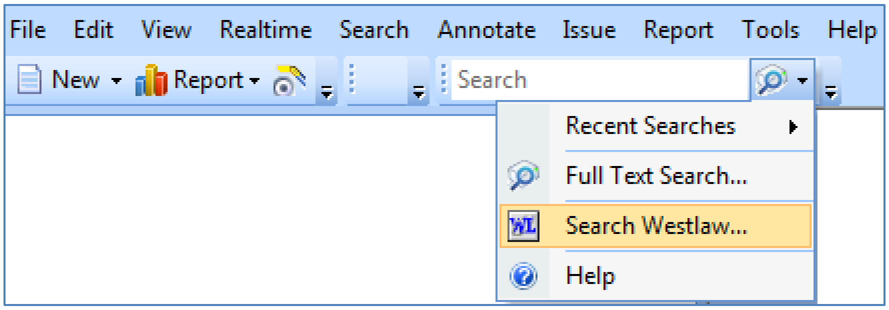
COPYING SUMMARY DATA

Copy the entire case properties information or the summary data by right-clicking on the title of the Case Properties dialog and selecting **Copy** or **Copy Summary Data** from the pop-up menu. When you paste the information into another application, the first line displays the date that the information was copied. Choosing to copy the entire case properties provides the following additional information:

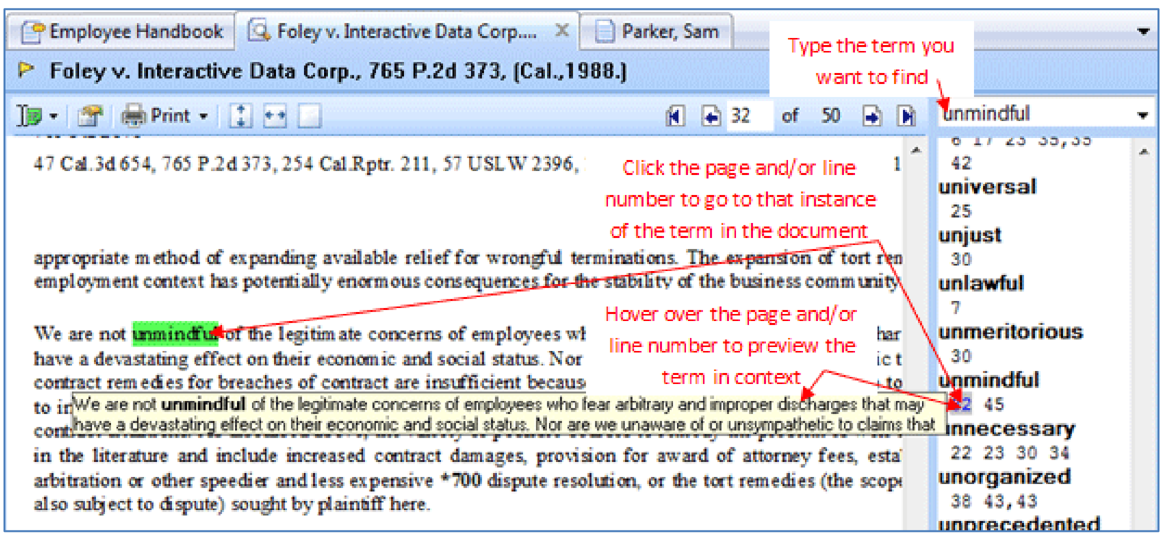
- **Case Database Version**: Diagnostic information for administrators or IT personnel.
- **Case Type**: Type of case (i.e. local or secure).
- **Logged on as**: User name of the person copying the information (for secure cases only).
- **User Type**: User rights level, set by administrator.
- **Power Editor**: Yes or no as to whether user has administrator set privileges of Power Editor (for secure cases only).
- **Replicate Case**: Yes or no as to whether case is a replicated case (for secure cases only).

Searching Content

Conduct a number of different searches from Case Notebook. Use the **Search** toolbar (to display it, click the **View** menu, **Toolbars**, **Search** option) to search across case content and access search options including searching Westlaw. Once you have conducted a search, create a report listing the results you retrieved (see "Creating Full Text Search Reports" on page 15 for more information).



- Search across case content for a previously defined search term or phrase by clicking the **Search** toolbar drop-down arrow, pointing to **Recent Searches**, and selecting a recent search term or phrase. You can also use the **Search** menu, **Full Text Search** option, **Recent** list to search previously defined search terms or phrases. From here, click **Clear** to clear the list of recent searches.
- Search across case content, in data associated with a defined group, or selected data for a word or phrase using the **Search** menu or **Search** toolbar drop-down arrow, **Full Text Search** option.
- Search across case content or selected data for a previously defined search term or phrase by clicking the **Search** menu, selecting the **Full Text Search** option, and selecting a recent search term or phrase from the **Recent** drop-down. Click **Clear** to clear the list of recent searches.
- Find a particular word in a transcript by typing the search word in the search box at the top of the Word Index. Once you find your search word, click the page:line number or page number to go to that word in the data type. The word is highlighted in the display.

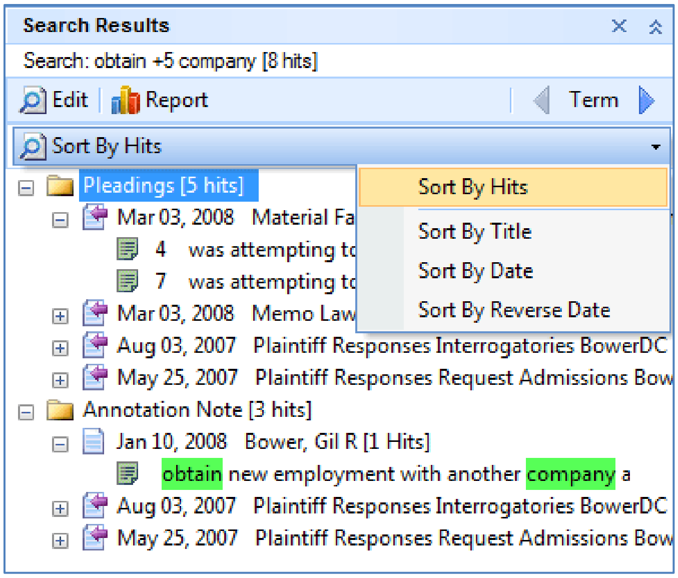


By default, Case Notebook filters out common words ("noise words") like "a", "the", and "that" from the search and the Word Index. If you are searching for a phrase that includes a noise word, you may want to delete the word from the noise word list (see "Search Tab" on page 7 for more information), rebuild the search index (**Tools** menu, **Advanced**, and **Rebuild Search Index**), then perform your search.

VIEWING SEARCH RESULTS

Set search index options, work with "noise words," and define the display of search results on the **Tools** menu, **Options**, **Search** tab (see "Search Tab" on page 7 for more information). Select Word Index display options and set the search hit color via the **Tools** menu, **Display Options** (see "Setting Display Options" on page 5 for more information).

Search results are displayed in the **Search Results** category in the Navigation pane and are displayed in folders by data type. The **Search Results** category provides a toolbar button to view/edit the search properties and arrows to move to the previous/next search term (hit) in the list of results. Search results can be sorted by hits, title, date, or reverse date using the **Sort By** drop-down at the top of the category. By default, search results are not grouped as a single result when hits are close to each other, so results with the same text in the same context display multiple times in the search results. This can be changed on the **Tools** menu, **Options**, **Search** tab. Double-click on any search result to open the source to the location of the search hit in the Display pane. Search hits are colored according to the options set color via the **Tools** menu, **Display Options**.



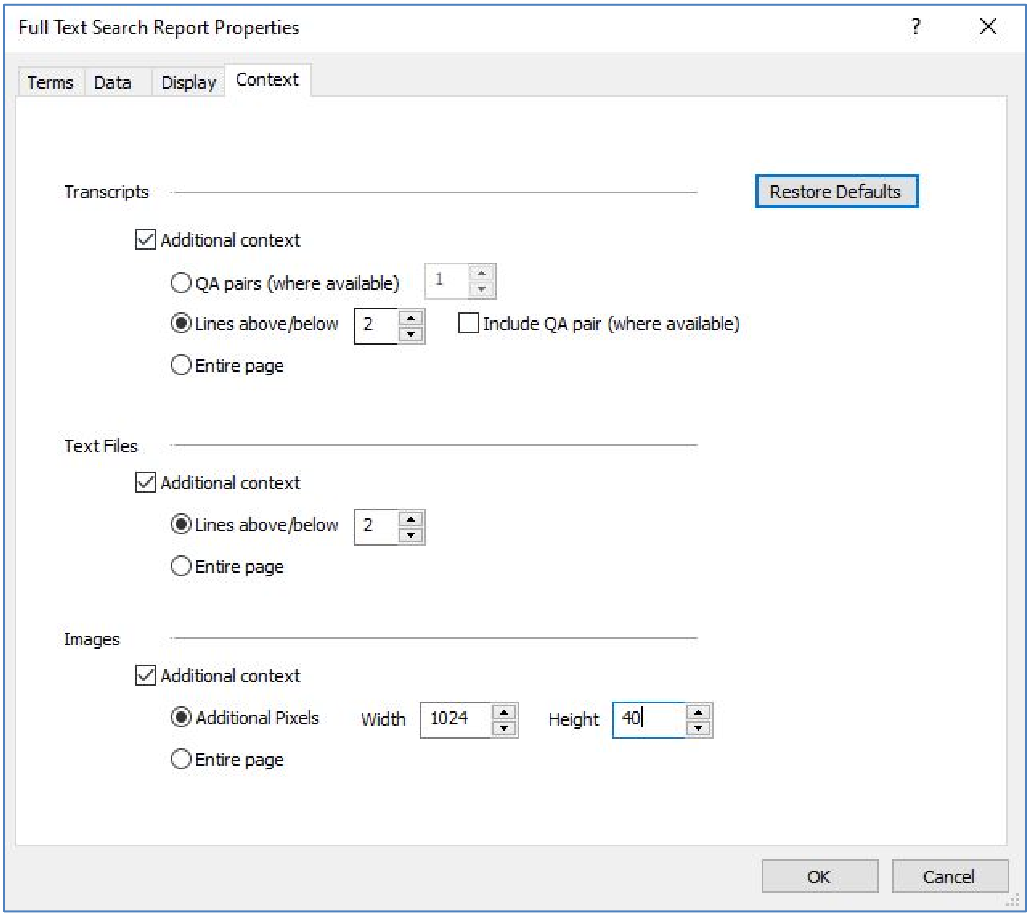
CONDUCTING A FULL TEXT SEARCH

Search across all case content for exact words, phrases, or terms, or specify content to search:

1. Click the **Search** menu and select **Full Text Search** or press **Ctrl+F** on the keyboard.
2. Type a search term into the **Terms** box. Use the **Connect** options at the bottom of the dialog to insert a connector into the **Terms** box. Noise words are ignored when using connectors.
    - **& AND**: Finds multiple search terms. For example, if you type drive **&** driveway, the search results include both 'drive' and 'driveway'.
    - **space OR**: Finds either search term or both terms. For example, if you type drive driveway, the search results include 'drive' or 'driveway'.
    - **! Root expander**: Finds any form of the root word. For example, if you type drive**!**, the search results include 'drive', 'driveway', 'drives', 'driver'...
    - *** Universal character**: Represents one variable character. For example, if you type p*****st, the search results include 'post', 'pest', 'past'... Note, when you place one or more universal characters at the end of a term, you specify the maximum length of that term.
    - **" " Phrase**: Finds an exact phrase. For example, if you type **"**mold abatement**"**, the search results only display matches for that phrase in that order. Noise words are still excluded.
    - **% But not**: Excludes any terms that follow %. For example, if you type p***** st **%** pest, the search results display 'post' and 'past' but not 'pest'. When you exclude a term, documents containing that term are excluded from the search results even if the document contains passing terms. For example, if you were searching for microbes and other forms of the word, but did not want microchip in the documents that passed, you might type micro**!** **%** microchip. If a document contained microbe and microchip, the document would be excluded from the results because all documents with the word microchip are excluded.
    - **/n Within n terms of**: Finds either term within the specified number of words from the other term. For example, if you type drive **/**5 driveway, the search finds 'driveway' within 5 words, in either direction, of 'drive' and vice versa.
    - **+n Preceding within n terms of**: Finds either term when the first term precedes the second term within the specified number. For example, if you type company **+**5 obtain, the search finds 'company' any time it precedes 'obtain' by 5 or less words.
3. Click the **Data** tab to specify the data to include in the search. 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.

4. 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. See "Creating and Editing Data Groups" on page 9 for more information.
5. Click **OK** to close the search properties and execute the search. Search results are displayed in the **Search Results** category in the Navigation pane and are displayed in folders by data type.

Note: The default settings for the Context tab in Full Text Search Report Properties are different from Full Text Search. As a result, when the search is run, the hits and counts do not match between the two. To make the hits and counts match, change the settings for the Context tab in Full Text Search Report Properties as shown below.



For detailed information on Full Text Search Properties, see "Creating Full Text Search Reports" on page 15.

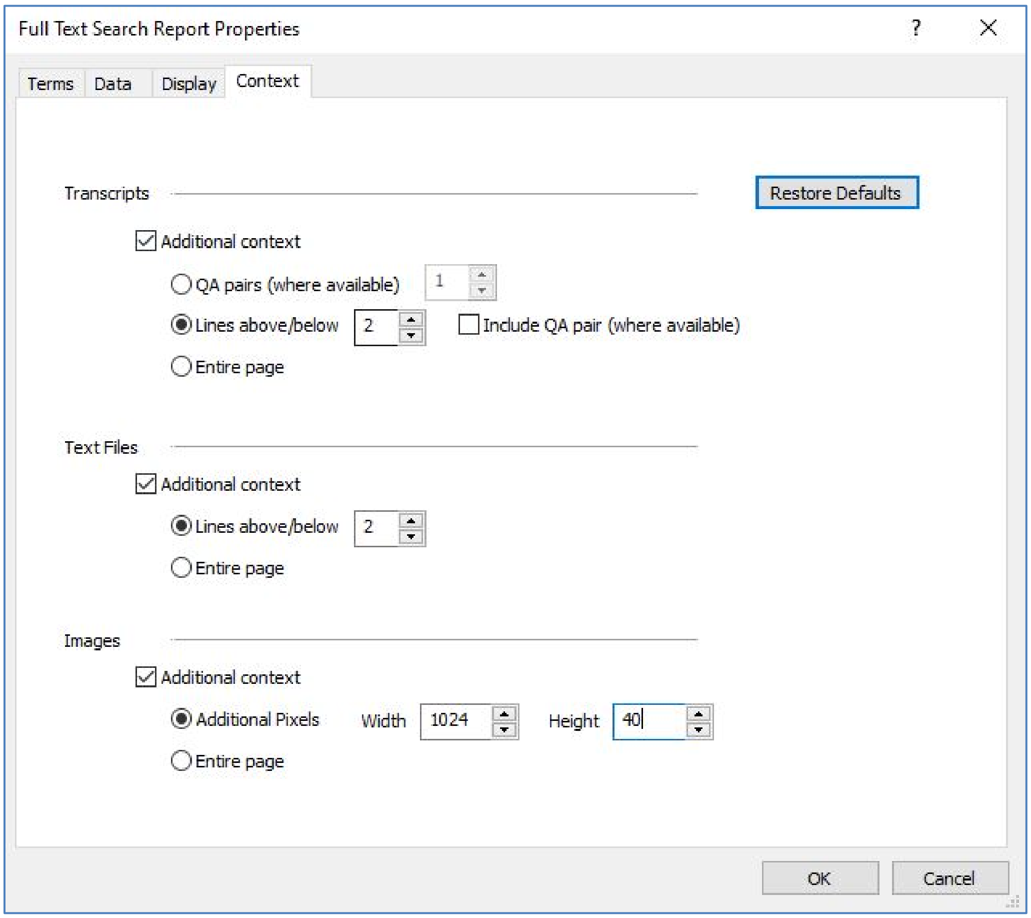
Creating Full Text Search Reports

Full text search reports list the results retrieved when running a search using the **Full Text Search** option (see "Searching Content" on page 12 for more information). Search hits included in the report can be configured to display context surrounding the search term and provide a link to the source containing that search term. See "Working with Reports" on page 62 for more information.

1. Click the **Report** menu and select **Full Text Search** or click the **Report** button in the **Search Results** category in the Navigation pane.
2. On the **Terms** tab, type your search term or select a recent search from the **Recent** list. See "Searching Content" on page 12 for detailed information on typing search terms and using connectors.

3. 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.
4. 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. See "Creating and Editing Data Groups" on page 9 for more information.
5. Click the **Display** tab.
   - Type a title for the report in the box provided.
   - Select to sort information in the report by hits, title, date, or reverse date using the drop-down provided.
   - Select the property information to include/exclude for each data type on the report. If no information exists for a selected item, no information (including no field name, where appropriate) displays for that item. For example, if you select to include the **Author** information and no author has been defined in the source file properties, the empty field does not display on the report. The same holds for the cover page. If there is no cover page but you select to display one, no cover page displays.
6. Select the **Highlights** option to highlight the search term in the included context on 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.
   - In the **Transcripts** area, select to include/exclude **Additional context** surrounding the search term in transcripts. Options to include additional context include:
     - Select **QA pairs (where available)** to include the term when it is in a QA pair and increment the number of question and answer pairs you want to include on the report.
     - Select **Lines above/below** and increment the number of lines of text you want to display above and below the term. For example, setting 3 displays 2 lines above the term and 1 line below. You can also select to **Include the QA pair (where available)** to include QA pairs in the lines above and below the term.
     - Select **Entire Page** to include the entire page of the transcript containing the term.
   - In the **Text Files** area, select to include/exclude **Additional context** surrounding the term in the text files. Options to include additional context include:
     - Select **Lines above/below** and increment the number of lines of text you want to display above and below the term. For example, setting 3 displays 2 lines above the term and 1 line below.
     - Select **Entire Page** to include the entire page of the text file containing the term.
   - In the **Images** area, select to include/exclude **Additional context** surrounding the annotation in the image files. Options to include additional context include:
     - Select **Additional Pixels** and set additional image information by pixel height and width surrounding the term.
     - Select **Entire Page** to include the entire page of the image containing the term.
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.

Note: The default settings for the Context tab in Full Text Search Report Properties are different from Full Text Search. As a result, when the search is run, the hits and counts do not match between the two. To make the hits and counts match, change the settings for the Context tab in Full Text Search Report Properties as shown below.



For detailed information on Full Text Search, see Conducting a Full Text Search in “Searching Content” on page 12.

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. See "Saving and Sending Reports" on page 62 for more information on saving and sending reports. See "Printing Reports" on page 66 for more information on printing reports.

Working on Network Cases When Offline

Replicating a network case allows you to work on a case without being connected to a network. When you connect to the network at a later time, changes are uploaded (automatically, if set in the **Tools** menu > **Options**) and the case in the repository is updated.

Note: If you replicate a case offline on one computer and want to access the case via the network on a different computer, you are required to have separate usernames assigned to you in the repository for each computer.

1. Open the network case.
2. Click the **File** menu and select **Replicate Case Offline**.
3. Select the case data you wish to replicate offline. The **Type** column displays data grouped by type. Selecting a data type from this column displays the relative content in the **Title** column. Selected key facts include all source files linked to the key facts. Selected outlines include all source files linked to the outlines. Note that this additional case data may increase replication time.
4. Optionally, click **Groups** to access data by data group. See "Creating and Editing Data Groups" on page 9 for more information.
5. Click **Finish**.
6. Click **Open Case** to open the offline case. Click **Close** to close the dialog and return to Case Notebook. You are notified of the status of the replicated case.

Select default replication options (replicate upon close or open of Case Notebook) by clicking the **Tools** menu, selecting **Options**, and enabling/disabling the desired replication options on the **Confirmation** tab. Setting the **Replicate offline on closing Case Notebook** option allows you to replicate multiple cases offline. See "Setting Options" on page 6 for more information.

Creating Case Reports

Case reports list all files in a case. Each item included in the report provides key information about the item and a link to the original item. For example, transcripts selected to be included in the report may display the transcript name with a link to the associated transcript, the type of transcript, the status of the transcript (draft or final), and the status of the signature for the transcript (signed or unsigned). See "Working with Reports" on page 62 for more information.

Create a case report:

1. Click the **Report** menu and select **Case**.
2. On 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 within 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. See "Creating and Editing Data Groups" on page 9 for more information.
4. Click the **Display** tab.
    - Type a title for the report in the box provided.
    - Select property information to include/exclude for each data type on the report. If no information exists for a selected item, no information (including no field name, where appropriate) displays for that item. For example, if you select to include the **Research** file **Author** information and no author has been defined in the Research file properties, the empty field does not display on the report. The same holds for the cover page. If there is no cover page but you select to display one, no cover page displays.
5. If cover pages exist for any data types, select the **Include cover page when printing or saving** option to include the cover page in the report.
6. 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.

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. See "Saving and Sending Reports" on page 62 for more information on saving and sending reports. See "Printing Reports" on page 66 for more information on printing reports.

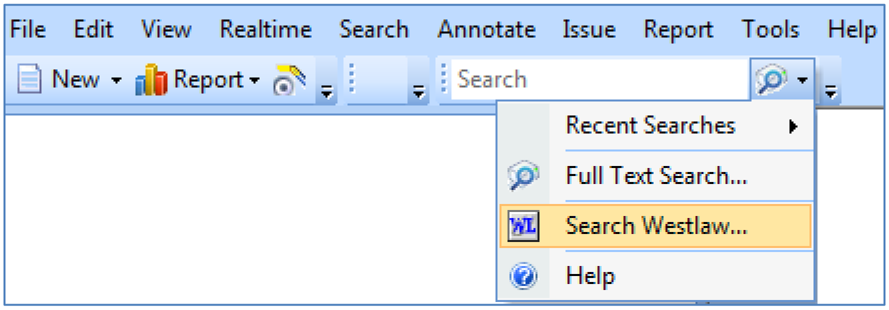
Using the Westlaw Legal Research Web Service

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.

For more information on working with Westlaw, visit the Westlaw Learning Support site at https://legal.thomsonreuters.com/en/support/westlaw.

ACCESSING THE WESTLAW LEGAL RESEARCH WEB SERVICE

1. Click the **Search** drop-down button on the toolbar and select **Search Westlaw** or click the **Search** menu and select **Westlaw Search**.



2. The first time you access Westlaw from Case Notebook, you are prompted to select a search option. Choose from **Search Westlaw**, **Search Westlaw Canada**, **Search Westlaw UK** and click **Save** to save the selection for future access. Your preference is stored as a cookie in your browser. To view the options again, you must first delete cookies from your browser.
3. Use the Westlaw tools to:
   - Search for terms: Use the **Terms and Connectors** tab.
   - Find and print documents by citation and send them directly to Case Notebook: For Westlaw, use the **Export to Case Notebook** option.
   - Send the result list or selected documents to Case Notebook: Click **Export to Case Notebook**.

For detailed information on how to work in Westlaw, visit the Quick reference guide library in the Westlaw training and support site at https://legal.thomsonreuters.com/en/support/westlaw#guides and consult the appropriate user guide.

3 Working with Transcripts

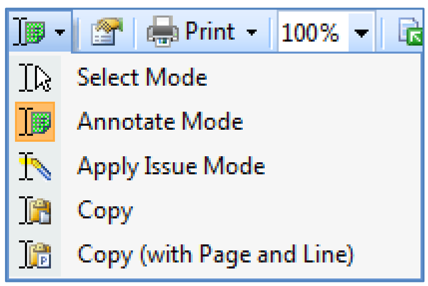
The **Transcripts** category in the Navigation pane displays a list of transcripts included in the case. Use the **Sort By** options at the top of the category to sort by title, date, data groups, or choose other sort options.

Click the **Transcripts** category in the Navigation pane to display the Transcript List in the Display pane (control the display of this list via the **View** menu, **Display Options**). See "Working with the List View" on page 41 for more information on working with the Transcript List. Double-click on a transcript in the **Transcripts** category or Transcript List to open the transcript in the Display pane. Close an open transcript by clicking the close button on the transcript's tab. To delete a transcript, right-click on the transcript in the **Transcripts** category or Transcript List and select **Delete**. Signed transcripts are displayed with the icon next to them.

To view or modify the properties and/or the electronic signature for a signed transcript, open the transcript properties (see "Setting Transcript Properties" on page 23 for more information).

Working with Transcript Text

Double-click on a transcript in the **Transcripts** category or Transcript List to open the transcript. A toolbar at the top of the transcript provides shortcuts to common tasks. Click the arrow next to the cursor menu on the toolbar to select the appropriate cursor to: select transcript text, annotate the transcript (see "Working with Annotations" on page 52), apply issues to transcript text (see "Applying Issues" on page 49), and copy text (with or without page and line information).



Depending on the applications you have installed/licensed on your system and your system space, you can send selected text to: PowerPoint, Word, WordPerfect, Video File, Sanction (as text or as video clip), TrialDirector, CaseMap, or Chat. Right-click on selected text, point to **Send**, and select an option.

Edit text and browse transcripts using:

- Standard keyboard shortcuts to cut (Ctrl+X), copy (Ctrl+C), and paste (Ctrl+V) text.
- Right-click options.
- The **Edit** menu, **Go to** option allows you to go to a page in the transcript.
- The toolbar at the top of the transcript in the Display pane.

Printing Transcripts

Use the **File** menu **Print**, **Page Setup**, and **Print Preview** options to set print layout options, preview the printed layout, print a Word Index, print to a .prn file, or batch print transcripts. Alternatively, from the Transcript List, click the drop-down arrow next to the **Print** toolbar button and select a **Print** option. See "Printing" on page 65 for more information.

Working with the List View

List Views display a list of all of the files of a certain type in a case and allow you to save a CSV of all or some files in the list; sort files by title, date, issue, etc; add or remove columns; move columns; and freeze the first column in the List View. Open the List View by clicking the **View** menu, pointing to **List View**, and selecting an option to open the List View for that file type. By default, you can click a category in the Navigation pane to display the List View for that category in the Display pane (control the automatic display of this list via the **View** menu, **Display Options**). To close the List View, click the close button on the tab. Double-click on a file in the List View to open the file in the Display pane. To delete a file, right-click on a file List View and select **Delete**.

- Sort the list by clicking a column heading in the table.
- Click the arrow next to the **Columns** button and select **Manage** to add or remove columns, freeze the first column of the list, and access and manage custom properties (see "Working with Custom Properties" on page 42 for more information).
- Save a list of all or of selected files in CSV format from the List View (the list includes the rows, columns, and column values) using the **Save As** button.

Importing Transcripts

Import transcripts into Case Notebook.

1. Click the **New** button on the Main toolbar and select **Transcript (from File)**.
2. Click **Browse** to select your transcript for import.
3. To browse for a particular file type, click the **Files of type** drop-down at the bottom of the dialog and select the import file type. Import the following types of transcript files into Case Notebook:
   - **LiveNote 10 LEF** (**.lef**): LiveNote evidence format that contains a transcript, its exhibits, links, and synchronized video information (if available).
   - **E-Transcript** (**.exe, .ptx**): E-Transcript Manager file format. The file contains the text, and if the transcript is signed, signature details are included.
   - **Publisher 4 Bundle** (**Bundle.xml**): Publisher bundle format. All transcript, exhibit, link, synchronized video information, as well as OCR information is contained (if available).
   - **E-Transcript Bundle** (**.ptz**): E-Transcript bundle format. All transcript, exhibit, link, synchronized video information, as well as OCR information is contained (if available).
   - **Portable Transcript Format** (**.ptf**): Portable transcript format that contains the transcript and synchronized video information (if available). Note that custom property values will only import if the custom property exists in the case (see "Working with Custom Properties" on page 42 for more information).
   - **ASCII** (**.txt, .asc, .pr, .v***): An ASCII text file (could be saved from Amicus, Page Image, Summation, or Custom). ASCII files only contain the transcript.
   - **XML** (**.xml**): Extensible markup language format. XML files contain the transcript, linked exhibit files, and additional data about synchronized video, if it is available. Note that custom property values will only import if the custom property exists in the case (see "Working with Custom Properties" on page 42 for more information).
   - **CT Summation** (.trn) files.
   - **Timaro Technologies Post-Production Time-Stamp** (.pts) files.
4. Select the transcripts and click **Open**.
5. Optionally, click **Groups** to add the transcripts to a data group. See "Creating and Editing Data Groups" on page 9 for more information.
6. Some file types (e.g. ASCII) prompt you to enter import details for the transcript. See "Setting Import Details" on page 21 for more information.
7. Click **Next** to enter the transcript properties. When importing numerous transcripts, you are not prompted to enter the transcript properties. See "Setting Transcript Properties" on page 23 for more information.
8. Click **Finish**. The document is listed in the **Transcripts** category in the Navigation pane. To import another transcript, click **Again**, otherwise click **Close**.

You can also send transcripts to Outlook email as a .PTX or PTF file. Select a transcript, click the **File** menu, select **Send**, point to **Transcript**, and select **Mail Recipient** (as PTX or PTF).

SETTING IMPORT DETAILS

Some transcript file types (e.g. ASCII) prompt you to enter the following details to specify a layout for the transcript you are importing.

1. Import the transcript using the instruction found here: "Importing Transcripts" on page 21.

2. The Import Details display the starting page number and the lines per page. If available, the second page number is also entered for you.
   - Click **View ASCII** to view the transcript, verify its format, or review it for accuracy.
3. Optionally, enable the **Advanced options** to import a transcript with unusual page numbering, such as title and appearance pages or transcripts with no line numbers, or to configure header and footer information. This results in two additional dialogs. Click **Next** to progress through the dialogs.
   - <u>Advanced options line details</u>:
     - **This file has no line numbers at all**: Select this option if the ASCII file does not have line numbers. Use this option in conjunction with **Apply line numbers to pages without them** to apply line numbers.
     - **The first __ pages have no line numbers**: Select this option if the first few pages do not have line numbers (like a cover page). Type the number of pages that do not have line numbers (remember, you can view the transcript by clicking **View ASCII**). This number refers to the beginning pages only, not pages found later in the file.
     - **Exclude pages without line numbers from the page count**: Select this option to exclude unnumbered pages from the page count.
     - **The last page with line numbers is**: Select this option to set the last page with a line number. This is useful when you have exhibit numbering taking place on the closing pages that is confusing the line recognition.
     - **Apply line numbers to pages without them**: Select this option if you do not want to exclude pages without line numbers, and you want to insert line numbers on those pages when importing the file.
   - <u>Advanced options page number and header/footer details</u>:
     - **Are present on most pages; use them when found**: Select this option if page numbers are on all or most pages of the transcript and are consistent. Case Notebook assigns the same page numbers as on the transcript.
     - **Are not present in this file (first page will be number 1)**: Select this option if the transcript does not have any page numbers. Case Notebook assigns page numbers, starting with the number 1, while importing the file.
     - **Apply only from the first page with line numbers**: Select this option if you want to apply page numbers starting with the first page that has line numbers. For example, a transcript with a title page that does not have line numbers.
     - **Preserve original headers and footers**: Select this option to preserve the headers and footers from the transcript you are importing.
     - **Always treat the first footer line as part of the transcript text**: Select this option if you want the first footer line of the original transcript to appear as part of the text on each page. In general, this is a feature that court reporters request. In some cases, a transcript with no space between the last numbered line and the footer may result in erroneous text being included with the last line of transcript text.
4. Confirm your import. Click **View ASCII** to view the transcript, verify its format, or review it for accuracy. Click the **Back** button to return to previous dialogs and amend your settings.
5. Optionally, enable the **Repaginate the transcript including New York header options**. This option provides an additional dialog that allows you to renumber the pages of the transcript, change the lines per page, and/or make adjustments for New York style headers. Click **Next** when you have completed setting the New York header options.
   - <u>Advanced repagination options</u>:
     - **Set the first page number to**: Select this option to renumber the first page. The subsequent pages repaginate sequentially from the number you type in the box.
     - **Reformat to __ lines per page and __ characters per line**: Select this option to change the number of lines per page or the number of characters per line. Changing these numbers changes the compression view of the transcript and allows you to access the Preserve options, as described below.
     - **Insert New York style numbered header line as a blank line 1 on each page**: Select this option to insert a blank New York style numbered header line into line one of each

transcript page. This option is available when you import a transcript that does not have New York Style header.

- **Line 1 on each page is a New York-style numbered header line. Discard it from the transcript**: Select this option to remove the New York Style header. This option is available when you import a transcript that does have New York Style headers.
- **Preserve**: Select this option to specify specific pages that you do not want to reformat. Set the **Preserve the first __ and last __ pages** option to preserve pages you do not want to reformat. Select the **all non-numbered pages** option to preserve all non-numbered pages.

6. Confirm your import. Click **View ASCII** to view the transcript, verify its format, or review it for accuracy. Click the **Back** button to return to previous dialogs and amend your settings. Click **Next**.

Setting Transcript Properties

Transcript properties consist of information about a transcript, including the name, the type, the date it was taken, data groups the transcript belongs to, and any notes entered for the document. Access and edit the transcript properties using any of the following:

- Right click on a transcript in the **Transcripts** category or Transcript List and select **Properties**.
- Open a transcript and click the **Properties** toolbar button  or select a Transcript in the Transcript List and click the **Properties** toolbar button.
- Select a transcript in the **Transcripts** category or Transcript List, click the **Edit** menu, and select **Properties**.
- Select a transcript in the **Transcripts** category or Transcript List, and press **Alt+Enter** on the keyboard.

At the top of the Transcript Properties dialog is a toolbar. The toolbar allows you to move to previous and next transcripts to view the property information (by tab) for sequential saved transcripts in a file (e.g. click the **Overview** tab, click the **Next** button and view the **Overview** tab information for the next transcript in the **Transcripts** category; click the **Doc-Level Issues** tab, click the **Next** button and view the doc-level issues tab information for the next transcript...).

OVERVIEW

The overview tab provides a summary of the transcript properties with links to the source of the summary information. Click the **Previous** and **Next** buttons next to the Transcript label at the top of the properties dialog to view a summary of each of the saved transcripts in the case. For electronically signed transcripts, click **View Signature** to open the E-Transcript Signature information. To verify the signature status, click **Verify Signature**. To view the signature image, click **Certificate Page**.

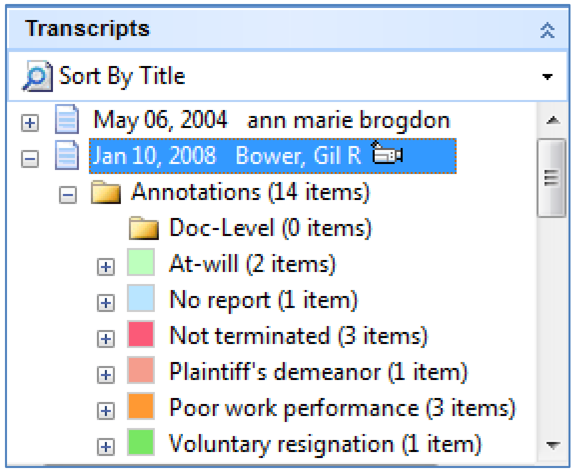
DETAILS

After you import a transcript, you can alter the defining characteristics or properties of that transcript, such as the taking attorney, the type, and the title of the transcript. Additionally, change the type of witness testifying; for example, you may want to change it from fact witness to expert. Note, many boxes provide a list of previously entered text. Type new information in those lists or select from previously entered text.

- Select the type of transcript: **Fact witness**, **Expert**, **Court transcript**, **Other**.
- Set the **Status** of the transcript: **Draft**, **Final**.
- **Last** and **First** boxes are only editable for **Fact witness** and **Expert** transcript types. Type or select the last and first name.
- Type the **Vol** (volume) number of the transcript.
- Type or select the **Date** of the proceeding (not today's date).
- Type the **Title** of the transcript.
- Type or select the name of the **Taking attorney** (deposing attorney).
- Select **Plaintiff** if the transcript was taken for the plaintiff or **Defense** if the transcript was taken for the defense.
- Edit any **Custom Properties** created for the transcript. See "Working with Custom Properties" on page 42 for more information.

DOC-LEVEL ISSUES

Select issues to assign to the transcript. See "Working with Issues" on page 48 for more information.



DATA GROUPS

Add the transcripts to data groups. See "Creating and Editing Data Groups" on page 9 for more information.

DOC-LEVEL NOTES

Notes are useful when tying transcripts to issues or key facts in a case or as a way to provide a synopsis of the transcript. Like doc-level issues, doc-level notes are displayed in the **Transcripts** category in the Navigation pane. Doc-level notes are listed by date. Click **New** to add text as a note to a transcript. Select an existing note and click **Edit** to modify the note. When a doc-level note is edited, it retains the original author name, regardless of who edited it. Text entered into doc-level notes is included in the Word Index. Select one or more existing notes and click **Delete** to delete them. You cannot recover notes that have been deleted.

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:
    - **Date**: Select this option to add a property type that includes a calendar to select a date in month, day, year (Mar 18, 2016) format.
    - **Date & Time**: Select this option to add a property type that includes a calendar to select a date in month, day, year (Mar 18, 2016) format and to add a **Set Time** option to include a time. Selecting **Set Time** adds 12:00PM to the property. Click on the time in the property box and type to edit that time.
    - **Editable List**: Select this option to add a property that displays as an editable list of pre-defined values. Only one value can be selected from the list and you can type additional values in the properties screen to add those values to the list of available values. Click **Add** to add values to the list. Select a value from the Entries list and click **Edit** to modify that value in the list (this modifies that value in all files where the value was applied in the properties), or click **Delete** to

delete that value from the list (this warns you if that value has been applied to any files and, if delete is confirmed removes the value from those files).

- **Fixed List**: Select this option to add a property that displays as a fixed list of pre-defined values. Only one value can be selected from the list. Click **Add** to add values to the list. Select a value from the Entries list and click **Edit** to modify that value in the list (this modifies that value in all files where the value was applied in the properties), or click **Delete** to delete that value from the list (this warns you if that value has been applied to a file and, if delete is confirmed removes the value from those files).
- **Number (Currency)**: Select this option to add a property that includes positive or negative numbers with up to two decimals and format those numbers as $0.00. Only numbers, decimals, and minus characters are allowed. A number typed into this property type (3, for example) is formatted as $3.00, a negative number (-3, for example) typed into this property type is formatted as ($3.00).
- **Number (Decimal)**: Select this option to add a property that includes positive or negative numbers with up to three decimals and format those numbers as 0.0. Only numbers, decimals, and minus characters are allowed. A number typed into this property type (3, for example) is formatted as 3.0, a negative number (-3, for example) typed into this property type is formatted as (3.0). Numbers can contain up to three decimals.
- **Number (Integer)**: Select this option to add a property that includes positive or negative numbers and format those numbers as 0. Only numbers and minus characters are allowed. A number typed into this property type (3, for example) is formatted as 3, a negative number (-3, for example) typed into this property type is formatted as (3).
- **Text (256 character limit)**: Select this option to add a property that includes up to 256 characters of simple text. Pressing the keyboard **Enter** or **Return** key saves and closes the properties screen.
- **Text (Advanced)**: Select this option to add a property that includes up to 4K characters of text. Pressing the keyboard **Enter** or **Return** key inserts a new line of text into the box.

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.

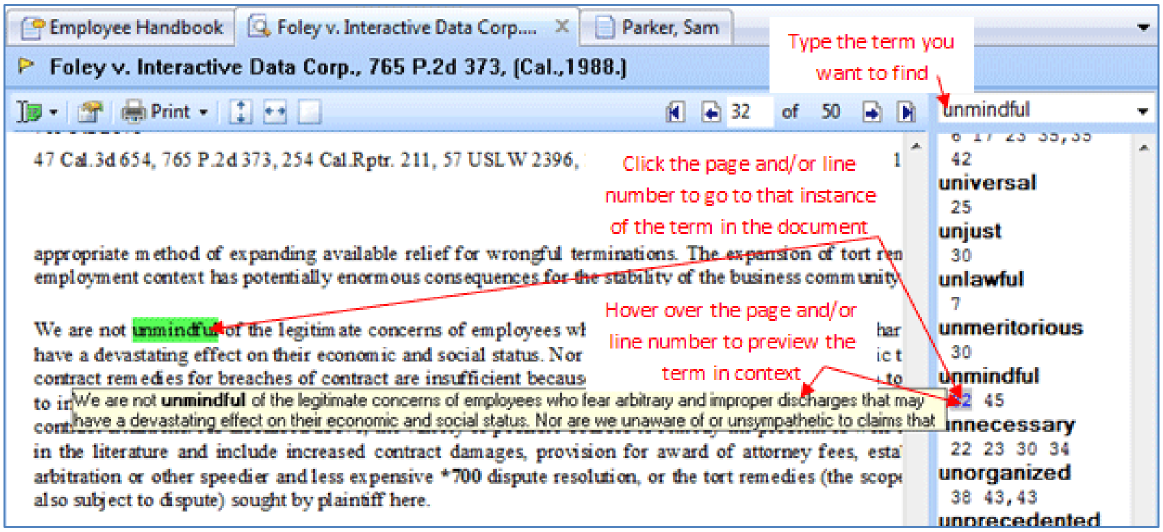
Working with the Word Index

The Word Index lists every word and number in a file alphabetically with the page, and if applicable, line number on which that word occurred. A Word Index provides the ability to quickly locate key words and cross-reference them to other occurrences of that word in a document. When you are connected to a Realtime session, the Word Index is updated every 15 seconds.

The Word Index can be minimized and expanded on the right side of the screen.

 Click to minimize the Word Index.

 Click to expand the Word Index.



- Click a page or line number for a word in the Word Index to go to a highlighted instance of the word in the document text.
- Depending on your display settings (**View** menu, **Display Options**, **Word Index** tab), you can hover over a page or line number for a word to display a preview of the word in context.
- Type a term in the search box at the top of the Word Index to scroll to that word in the list.
- Show or hide a Word Index by clicking the **View** menu, pointing to **Word Index**, and selecting an option.
- Set defaults to show or hide the Word Index, set preferences for the Word Index display, and specify when the Word Index is updated using the **View** menu, **Display Options**, **Word Index** tab.

Case Notebook filters out common words like "a", "the", and "that" from the Word Index. To view and modify the list of "noise words" or words that are ignored in both the search and the Word Index by default, click the **Tools** menu, select **Options**, click the **Search** tab, then click **Noise Words**. If you update the noise words, you need to click the **Tools** menu, select **Advanced**, and select **Rebuild Search Index** to update the search and the Word Index. See "Search Tab" on page 7 for more information on modifying the list of noise words.

Note: Word Index is not available for image documents that have not been through the Optical Recognition Program (OCR) process.

Important! The OCR process does not convert JIF files. A JIF file is a raster graphic saved in the JPEG Interchange Format (JIF). It typically stores digital photos and web graphics, much like .JPG and .JPEG image files. JIF files are compressed with lossy Joint Photographic Experts Group (JPEG) compression to reduce the size of the image. If the **OCR (is applicable)** check box is selected while importing a JIF file (.jif), the Word Index is available, however, it is blank.

Working with Exhibits

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 go 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.

Exhibit files are not included when you export transcripts as .PTF or .PCF files. When you replicate a secure case that contains exhibit files imported from an .LEF file, you can choose whether the files are replicated with the case or not.

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

See “Setting Options” on page 6 for more information on **Linking** tab.

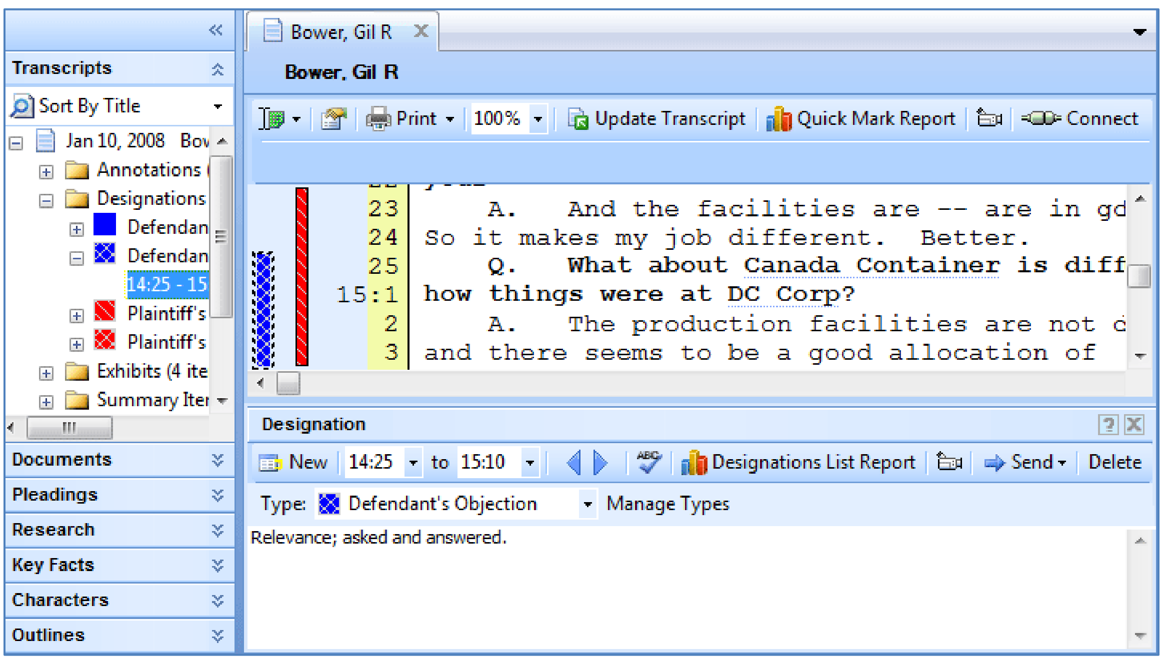
Working with Designations

When preparing for trial, you may 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 (this can be changed by clicking the **View** menu, selecting **Display Options**, and disabling the **Designations** display option). Designations assigned to transcript data are also available via the **Designations** subfolder under the transcript name in the Navigation pane. By default, this subfolder displays designations grouped by type (this can be changed to list the designations in the order of their location in the file by clicking the **View** menu, selecting **Display Options**, and disabling the **Group Designations by Type** option). The number of designations in a particular transcript is displayed next to the folder name. Expanding a designation type displays the page, line number, and the first part of the text on the line with the applied designation. Double-click the designation in the transcript margin or **Designations** subfolder to go to the designation in the Display pane.

APPLYING A DESIGNATION

Open a transcript, click the **New** button on the Main toolbar and select **Transcript Designation**. The **Designation** section is displayed below the transcript. Close the **Designation** section using the close button on the top right of the section. Designations are saved automatically when you click the **New Designation** toolbar button or close the Designation section. Type designation notes in the notes box and later choose if you want to include them in printed output.



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 boxes, then select a designation from the **Type** list.

MANAGING DESIGNATION TYPES

By default, Case Notebook includes three designation types: Plaintiff, Defendant, and Plaintiff Objection. From the **Designation** section at the bottom of the Display pane, click **Manage Types** to create designation types, and edit or delete existing types.

- Click **Manage Types** on the **Designation** section toolbar, then click **New** to create a new designation type or select an existing designation and click **Edit** to edit the information associated with a defined type. Provide a name and select a color and pattern to be displayed in the margin for that type. Click **OK** to save the type and exit the New Designation Type dialog. If you are creating multiple types, click **Repeat** to save the current type and set the properties for an additional type.
- Click **Manage Types** on the **Designation** section toolbar, select a type from the list, and click **Delete** to delete that type. By default, a confirmation message displays providing information on how many times that designation has been applied and asks to confirm permanently deleting the type. Turn these confirmation messages off via the **Tools** menu, **Options**, **Confirmation** tab. Deleting a designation type removes it from the transcript.
- Click **Manage Types** on the **Designation** section toolbar and click **Sort** to sort the types in alphabetical order. You can also select a type from the list and click the up or down arrows at the bottom of the dialog to move the type up or down in the list. The sort order is reflected in the **Type** drop-down list on the **Designation** section toolbar.

WORKING WITH THE DESIGNATION TOOLBAR

A toolbar at the top of the **Designation** section provides shortcuts to common tasks.

- To save a previous designation and apply a new designation, click the **New Designation** toolbar button (New).
- To view consecutive designations, click the **Previous Item** or **Next Item** toolbar buttons ( ).
- To check the spelling, click the spell check toolbar button ( ).See "Checking Spelling" on page 29 for detailed information on working with the spell checker.
- To create a Designations List report listing page and line numbers, the designation type, and the notes for all designations created for a case, click the **Designations List Report** toolbar button or click the **Report** menu and select **Designations List**. See "Creating Designations List Reports" on page 29 for detailed information on creating designations list reports.
- For transcripts with video, click the **Watch Designation Video** ( ) toolbar button to watch that segment of video. See "Creating Video Clips" on page 60 for information on creating video clips for designations. Adjust start and stop times of video segments associated with designations. Changing video start/end times does not affect the content or length of the designation. It simply allows you to align video with designations (in case someone coughs or two people speak at one time, for example).
    - **Start Play at Page:Line**: This defaults to the page and line of the first line for the designation. Move a line up or down using the up/down arrows next to this box or type a new page:line value into the box.
    - **Move to First Line** or **Move to Last Line** toolbar buttons: Go to the first or last line of the designation.
    - **Pause at Current Location** or **Play at Current Location** toolbar buttons: Pause or play the video at the current location.
- 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, Sanction (as text or as video clip), TrialDirector, and CaseMap. See "Sending Annotations to Other Applications" on page 60 for details on sending each file type. See "Creating Video Clips" on page 60 for information on creating video clips for designations.
- To delete a designation, click the **Delete** toolbar button. You can also right-click on the item in the **Transcripts** category **Designations** sub-folder and select **Delete**, or select a designation in the Display pane and click the **Delete** button on the toolbar.

CHECKING SPELLING

Use the spell checker on open designation notes. Click the spell check toolbar button ( ), use the **F7** shortcut key, or click the **Tools** menu and select **Spelling**. If you find you are spending a lot of time with words spell check doesn't recognize (i.e. specialized terms for your case), you can create, import, and/or customize spell check dictionaries in Case Notebook (see "Working with Spelling Dictionaries" on page 8 for more information).

1. Open the designation note you want to spell check and click the **Spellcheck** button ( ), use the **F7** shortcut key, or click the **Tools** menu and select **Spelling** to begin checking spelling. When a word is not recognized in the default dictionary, you are given the following options:
    - **Ignore**: Skip a single occurrence of this word. If the same word appears later, you are provided with all of the options again.
    - **Ignore All**: Skip this occurrence and all other occurrences of this word in the transcript. Use this option if the word reported as a misspelling is actually spelled correctly (as is often the case with proper nouns). If the word is used frequently in the transcript, click **Add** to add the word to the default dictionary so that it recognizes the word as a correctly spelled word.
    - **Add**: Add a word to the default dictionary. This option is often useful for proper nouns and jargon specific to an industry. If you have URLs (for example, http://www.thomsonreuters.com) in your transcripts or many proper nouns, click **Options** and set options in Case Notebook to skip such words.
    - **Change**: When Case Notebook finds a word it does not recognize, it lists suggestions for that word. To replace a misspelled word with a suggested word, select the correctly spelled word from the list and click **Change**.
    - **Change All**: When Case Notebook finds a word it does not recognize, it lists suggestions for that word. To replace all occurrences of this word in the transcript with the suggested word, select the correctly spelled word from the list and click **Change All**.
    - **Suggest**: View suggested words that may be able to replace a misspelled word.
    - **Options**: Customize the spelling dictionary options (see "Working with Spelling Dictionaries" on page 8 for more information).
    - **Undo**: After you replace a word, click **Undo** to undo the latest replacement.
2. Click **Close** to exit the spell check options.

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. See "Creating Video Clips" on page 60 for more information on creating video clips. See "Working with Reports" on page 62 for more information working with reports.

Create a designations list report:

1. Click the **Report** menu and select **Designations List**.
2. On the **Types** tab, select the designation types that you want to include on the report. All types are selected by default. Clear the check box in the header of the table to deselect all types.
3. On 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 within that column. Select an entire folder of data or select individual items within folders.
4. 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. See "Creating and Editing Data Groups" on page 9 for more information.
5. Click the **Display** tab.
    - Select whether to include a report name and type a name for the report in the box provided.
    - Select to sort information in the report by hits, title, date, or reverse date using the drop-down provided.
    - Select property information to include/exclude for each data type on the report.
    - Select to include any **Exhibits** associated with the transcript in the report and choose whether to display the first or second appearance of this linked exhibit in the report. The report lists the exhibit name and page number.

- Select to include any transcript **Body** information in the report. Notes are only displayed if they have been created for a designation.
- If cover pages exist for any data types, select the **Include cover page when printing or saving (for each selected transcript)** option to include the cover page for each selected transcript in the report.

6. 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.

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. In addition to being able to save Transcript Designations as .rtf, .html, and .xml, you can save Transcript Designations as a .csv file to share/export them and import them using the **File** menu, **New**, **Transcript Designations (from file)** option. See "Exporting and Importing Designations" on page 30 for more information.

See "Saving and Sending Reports" on page 62 for more information on saving and sending reports. See "Printing Reports" on page 66 for more information on printing reports.

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** list, 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. See "Report CSV ASCII Delimited Field Formats" on page 78 for advanced field format information.
5. Click **Save**.

IMPORTING DESIGNATIONS

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

1. Click the **File** menu, point to New, and select **Transcript Designations (from File)**.
2. Browse to the .csv file and click **Open**.
3. Optionally, click **Designation Import Options** to set options for assigning designation types to the designations. Select one of the designation type assignment options or click **Manage Types** to create designation types, or edit or delete existing types (see "Managing Designation Types" on page 28 for more information). The following options are available:
   - **If incoming designations do not have a designation type, assign the type I select**: Assigns selected type to incoming designations that lack a designation type.
   - **Replace all incoming designation types with the types I select**: Assigns selected designation type to incoming designations and removes previous designation type assignments.
   - Optionally, select to **Discard incoming designation notes** to discard notes during import.
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**.
   - Changes cannot be undone but designation types can be modified individually after import.

- Imported designation types that did not exist in the current case are added to the designation types available in the Manage Types dialog (see "Managing Designation Types" on page 28 for more information).
- If you did not select to discard incoming designation notes, notes are added to the designation.
- Duplicates are ignored. Near duplicates (same position, same designation type) are merged with the existing designation. Duplicates and near duplicates initiate an alert during import.

Saving, Exporting, and Sending Transcripts

Save a list of transcripts in CSV format or save transcripts as text or as text with annotations, export transcripts as XML or PCF files, and send transcripts to mail recipients.

SAVING A LIST OF TRANSCRIPTS

Quickly create a list of transcripts by saving the Transcript List to a CSV file. Save a list of all or of selected transcripts from the Transcript List (the list includes the selected rows of transcripts, columns, and column values that are currently displayed in the list).

1. Click the **View** menu, point to **List View**, and select **Transcript List** to open the Transcript List in the Display pane.
2. Save selected transcripts or all the transcripts in the Transcript List.
    - To save selected transcripts, select a transcript or use Shift or Ctrl to select multiple transcripts, then click the arrow next to the **Save As** toolbar button and click **Save Selected as CSV**.
    - To save all transcripts, click the arrow next to the **Save As** toolbar button and click **Save Transcript List as CSV**.
3. Browse for a location to save the file and provide a file name.
4. From the **Save as type** list, select a format for the saved file. The following formats are available:
    - **CSV**: Comma Separated Values. Use this format to save the values in all fields, using a comma as the delimiter.
    - **Delimited ASCII**: Use this format to import the key fact into another program or database. Selecting this format enables the ability to define delimiter information by application. See "About Delimiters" on page 46 for more information.
5. Click **Save**.

SAVING TRANSCRIPTS AS TEXT

Save a transcript as Amicus, Page Image (includes three options), Summation (includes options for page breaks), or a Custom text file.

1. Click the **File** menu, point to **Save As**, point to **Transcript**, and select **Text Only**. Alternatively, click the arrow next to the **Save As** button at the top of the Transcript List and select **Save Text Only**.
2. Browse for a location to save the file.
3. Type a name for the file in the **File Name** box.
4. Select a file type from the **Save as type** drop-down list. Select to save as:
    - **Text File (.txt)**: saves text of the transcript only.
    - **E-Transcript XML (.xml)**: saves transcripts with synchronized video.
    - **E-Transcript File (.ptx)**: saves transcripts in format compatible with E-Transcript Manager and Bundle Viewer.
5. Select an option from the **Transcript style** drop-down list: **Amicus**, **Page Image** (includes three options), **Summation** (includes options for page breaks), or **Custom**. The **Custom** option displays the following options:
    - **Double spaced**: Double-space the transcript text.
    - **Left margin**: Set the number of spaces between the left margin and the line numbers.
    - **Page break character**: Display a character at each page break.
    - **Text leader**: Set the number of spaces between the line number and the transcript text.
    - **Timestamps**: Display timestamps on the transcript in a designated location.

- **Force page and line numbers, even if not on original**: Display page and line numbers on the transcript, even if they were not on the original transcript.
- **Original header/footer**: Display the headers and footers from the original transcript on each page.
- **Zero padded**: Place zeroes in front of each page number.
- **Digits**: Set the number of digits in the page number. For example, if you select 4, page numbers display as 0001, 0002...
- **Placement**: Set the location of the page numbers.

6. Click **Save**.

SAVING TRANSCRIPTS AS TEXT WITH ANNOTATIONS AND/OR DESIGNATIONS

Save transcripts as text with annotations, text with designations, or text with annotations and designations in PTF or XML format.

1. Click the **File** menu, point to **Save As**, point to **Transcript**, and select **Text with Annotations**, **Text with Designations**, or **Text with Annotations and Designations**. Alternatively, click the arrow next to the **Save As** button at the top of the Transcript List and select **Save Text with Annotations**, **Save Text with Designations**, or **Save Text with Annotations and Designations**.
2. Browse for a location to save the file.
3. Type a name for the file in the **File Name** box.
4. Select a file type from the **Save as type** drop-down list. Select to save as PTF or XML.
5. Click **Save**.

EXPORTING ALL TRANSCRIPTS AS AN XML FILE

Export all of the transcripts in a case into a single XML file. This retains transcript summary information.

1. Click the **File** menu, point to **Save As**, point to **Transcript**, and select **Export All (as XML).**
2. Browse for a location to save the file and click **OK**.
3. A dialog displays with the status of the export. Click **OK**.

EXPORTING TRANSCRIPTS AS A PORTABLE CASE FORMAT (PCF) FILE

Export one or more of the transcripts in a case into a single Portable Case Format file.

1. Click the **File** menu, point to **Save As**, point to **Transcript**, and select **Export All (as PCF).**
2. Select the transcripts to export.
3. Browse for a location to save the file.
4. Click **Export**.

SENDING TRANSCRIPTS TO MAIL RECIPIENTS

Email transcripts to others in PTX or PTF format. Select a transcript from the Transcripts category in the Navigation pane, click the **File** menu, select Send, point to **Transcript**, and select an option. Case Notebook opens your email system and attaches the transcript to the message. Case Notebook recognizes Microsoft Outlook and Outlook Express. If you use a non-recognized email application, Case Notebook may not be able to automatically open it. If you encounter this problem, manually attach a transcript to the email.

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. Click the **File** menu and select **Batch Save as PDF**.
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. See "Creating and Editing Data Groups" on page 9 for more information.
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.

ABOUT DELIMITERS

When saving a file to a different format, the receiving application may require fields to be defined in order to properly read and open the file. For example, if you are saving a text file in a format for Microsoft Excel, Excel would need to know where to begin and end fields in that file.

Field delimiters and field separators provide a way to separate and define data fields. Field delimiters designate the information contained in a field and field separators designate the end of one field and beginning of the next field. For example, addresses in a contact file may be set up as:

"Address", "City", "State", "Zip Code",

In this example, the quotation marks serve as the field delimiters, they designate the information contained IN each field. The commas serve as the field separators, they designate the stop of one field and beginning of the next field (and at the end, the end of the last field). When saving some file formats, you are asked to designate the following:

- **Application for Delimiters**: Select from **CaseWorks**, **Concordance**, **Custom**, **DB/TextWorks**, **TrialPro Direct**, or **VuPoint**.
- **Field Delimiter**: Character used to designate the start and end of the information contained in each field.
- **Embedded Delimiter**: Character contained within the bounds of a designated field. For example "Address, State", In Case Notebook you can select a character to replace embedded delimiters.
- **Field Separator**: Character used to separate fields.
- **Subfield Separator**: Character used to separate multiple issues.
- **Record Terminator**: Character used to designate the end of the record.

Updating and Merging Transcripts

Update transcripts to:

- Merge transcripts.
- Replace existing text with new text in a transcript.
- Import exhibits into a transcript.
- Import annotations into a transcript.
- Import summary information into a transcript.
- Merge duplicate transcripts.

You cannot update transcripts when the status is designated as Final. You must first assign Draft status to the transcript. To do this, right click on a transcript in the **Transcripts** category in the Navigation pane and select **Properties**. Click the **Details** tab and set the **Status** to **Draft**.

Annotations (including Quick Marks and Issue Marks) are automatically transferred to the updated transcript. No work is lost because all annotations are linked to the transcript text, not to the page and line references. Therefore, annotations made in the old transcript are simply transferred to the same text location in the updated transcript.

UPDATING A TRANSCRIPT

1. Use any of the following to begin updating a transcript:
   - Click the **Update Transcript** toolbar button at the top of an open transcript.
   - Right-click on a transcript in the **Transcripts** category in the Navigation pane and select **Update Draft**.
   - Click the **File** menu, point to New, and select **Update Draft Transcript (from File)**.
2. If prompted, click **Browse** to select the transcript file to update, then click **Open**.
3. Depending on the transcript file type, you are provided with different options:
   - **Replace existing text with new text**: Text in the draft is replaced by the text in the updated transcript. When updating a signed E-Transcript, you must select this option to maintain the signed status of the transcript.
   - **Import exhibits**: Select an option to import exhibits that are linked to the transcript. You can add exhibit links to the existing links in the transcript or replace the existing exhibit links with those in the updated transcript.
   - **Import Annotations**: Select an option to import annotations associated with the transcript. You can add annotations to the existing annotations in the transcript or replace the existing annotations with those in the updated transcript.
   - **Import Designations**: Select an option to import designations associated with the transcript. You can add designations to the existing designations in the transcript or replace the existing designations with those in the updated transcript.
   - **Import Summary**: Select an option to import summary items associated with the transcript. You can add summary items to the existing summary items in the transcript. In this case, any existing summary items that overlap new summary items are retained. You can also choose to replace the existing summary items with those in the updated transcript. In this case, any existing summary items that overlap new summary items are replaced with the new transcript summary items.
4. Optionally, click **Groups** to add the transcripts to a data group. See "Creating and Editing Data Groups" on page 9 for more information.
5. Some file types (e.g. ASCII) prompt you to enter import details for the transcript. See "Setting Import Details" on page 21 for more information.
6. Click **Next** to enter the transcript properties. When importing numerous transcripts, you are not prompted to enter the transcript properties. See "Setting Transcript Properties" on page 23 for more information.
7. Click **Finish**. The document is listed in the **Documents** category in the Navigation pane. To import another transcript, click **Again**, otherwise click **Close**.

MERGING DUPLICATE TRANSCRIPTS

In the case that duplicate transcripts exist, each with annotations, it is recommended you merge these copies into a single transcript. Note that exhibit links are lost upon export to PTF.

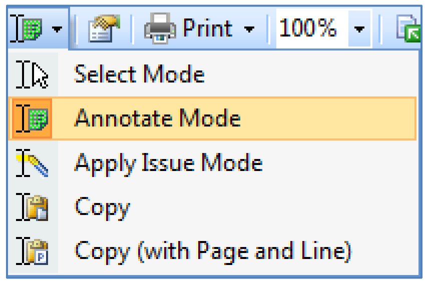
1. You may want to change the name of the official or 'master' transcript to distinguish it from the copies. See "Setting Transcript Properties" on page 23 for more information.
2. Save each <u>copy</u> of the transcript as PTF (right-click on the transcript copy, select **Save As**, ensure the **Save as type** box reads **Ptf file**, and click **Save**).
3. Open the 'master' transcript and click the **Update Transcript** button on the toolbar above the open transcript.
4. Update the 'master' transcript with each PTF file (see "Updating a Transcript" on page 34 for more information).
5. Delete all duplicates of the transcript.

6. If you changed the name of the 'master' transcript, restore the original name.

CREATING ERRATA REPORTS

Deponents have the option of reviewing transcripts after depositions. If a deponent finds errors in the transcript, mark those places in the transcript using the Issues feature in Case Notebook and create a version of an Annotations report to serve as an Errata report.

1. Create an issue named **Errata** (see "Working with Issues" on page 48 for more information) and add it to the My Top Issues list, and therefore to the Issues toolbar.
2. Open the transcript, click the drop-down for the mode tool and select the **Annotation Mode** tool.



3. Click the **Errata** issue toolbar button, then select the content you want to associate with this issue.
4. Type information regarding the error in the Note box (for example, Witness says name should be Joan not John), and click **OK**.
5. Create an All Annotations report (click the **Report** menu and select **All Annotations**).
6. Click the **Issues** tab and select only the Errata option.
7. Select **Only include Annotations with selected issues ("Match all Issues")**.
8. 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.

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. See "Working with Reports" on page 62 for more information.

4 Working with Realtime Feeds

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 (**Tools** menu, **Options**, **Realtime** tab) meet your requirements prior to working with feeds. See "Realtime Tab" on page 7 for more information.

Configuring Realtime Settings

Connect to Realtime and serial feeds or view a simulation of a Realtime feed. Connecting to a Realtime feed provides the following connection options:

- **LiveNote Stream**: Connect to a Realtime transcript feed. Select **Play live video (if available)** to play the live video feed in synchronization with the transcript. Click **Advanced** to set connection settings.
    - **Stream settings**: Type a server address or IP address in the **Address** box and a port number in the **Port** box. The default address is ir3.livenote.com and the port is 443. This information is provided by the court reporting company.
    - Click **Use Proxy Server** and type the address and port in the boxes provided if you are required to use a proxy server address (contact your system administrator for more information).
    - **Config File**: Enable this option and browse to locate the proxy configuration file if required (contact your system administrator for more information).
- **LiveNote Local Stream**: Set Case Notebook up as a local server independent of an outside connection. In this case, LiveNote Stream can only connect to Stream Manager, not Global LiveNote Application Server (GLAS). Enter the **Server IP** address and **Server Port** in the boxes provided. By default, the local IP address is entered. Recently selected IP addresses are retained and available in the drop-down list. Click **Find** to refresh the list of available addresses. For example, if the court reporter starts Stream Manager, a new address is added to the drop-down list and is available when you click **Find**.
- **Serial**: Set Case Notebook up to connect to a serial feed from a court reporter's Computer-Aided Transcription (CAT). Text is displayed in the transcript as it is received. Select the CAT system used by the court reporter from the **CAT Output** box and the **Baud Rate** specified by the court reporter from the box provided. Select the **Serial Port** you wish to use to connect to the Realtime feed, and type the **Lines Per Page** specified by the court reporter in the box provided. Click the **Manage Tokens** button to manage the electronic licenses that enable you to connect to Realtime feeds. See "Managing Tokens" on page 38 for more information.
- **Simulation**: Connect to the Case Notebook simulation file to explore the Realtime features. Type **sim.txt** in the box provided or click **Browse** to go to and select the simulation file.

Connecting to and Disconnecting from a Realtime Feed

Ensure your settings are configured to meet your needs (see "Configuring Realtime Settings" on page 36 for more information), open a new blank transcript, and click the **Connect** button at the top of the transcript in the Display pane. Alternatively, click the **Realtime** menu and select **Connect**.

To disconnect from a feed at any time, click the **Disconnect** toolbar button at the top of the transcript in the Display pane. If you disconnect prior to the end of a session, you will not receive the complete transcript. If you connected to the feed using a token, the token does not expire until the end of the day. This means you can reconnect at any time during that day without using an additional token. See "Managing Tokens" on page 38 for more information.

It is recommended as a best practice to replicate network cases offline before starting a Realtime session. Replicating the network case allows you to work on a case without being connected to a network. When you connect to the network at a later time, changes are uploaded. See "Working on Network Cases When Offline" on page 17 for more information on replicating a network case.

Note: You cannot connect to a Realtime Feed when you are connected via Remote Access Server (RAS). If you are a RAS user, you should replicate the case offline and then connect to the Realtime feed.

Receiving a Realtime Transcript

Receive and view a Realtime transcript over a secure internet connection.

1. Open an existing case (**File** menu, **Open Case**) or create a new blank case (**File** menu, New, **Case**).
2. Click the **File** menu, point to **New**, and select **Realtime Transcript**.
3. Select the **LiveNote Stream** option, configure your settings (see "Configuring Realtime Settings" on page 36 for more information), and click **Connect**.

Receiving a Realtime Transcript via the LiveNote Stream Website

When receiving transcripts via the LiveNote Stream website, view and listen to Realtime transcripts and access instant messaging features (see "Working with Chat" on page 38 for more information). Website users cannot create annotations or quick marks, or save or copy transcripts. Attendees are notified about LiveNote Stream web events and sent instructions for connecting to the web event via the court reporter.

Note: To visit the LiveNote Stream website, go to https://livenotestream.thomsonreuters.com.

Annotating Transcripts during Realtime Feeds

Annotate a transcript when you are receiving it and send the annotation to Chat members. Select the **Annotate Mode** tool, highlight text to annotate, create the annotation, then right-click on the annotation, point to **Send**, and select **Realtime Chat**. Select recipients from the chat window and click **Send** to send the annotations as a link to the transcript.

Working with Realtime Video

Transcripts with synchronized video display with a video icon () next to them in the Navigation pane. Create video clips for annotations or designations (see "Creating Video Clips" on page 60 for more information), play video, and share video clips. View associated video:

- The video needs to be synchronized with the transcript.
- The video needs to be accessible from your computer. Contact your court reporter to obtain synchronized video and ensure the locations for video are set in the Case Properties (**File** menu, **Case Properties**).

WATCHING VIDEO ASSOCIATED WITH A TRANSCRIPT

For transcripts with video, watch the video using any of the following options:

- Double-click on the video icon next to the transcript in the Navigation pane.
- Right-click on the transcript in the Navigation pane and select **Play Video**.
- Right-click on an annotation in the Navigation pane or Display pane and select **Play Video Segment** to view that section of the video.
- On a transcript open in the Display pane, click the **Watch Video** toolbar button.
- On a transcript open in the Display pane, right-click anywhere in the transcript and select **Play Video** to begin video play at that point.
- On a transcript open in the Display pane, right-click on that text and select **Play Video Segment** to view that section of the video

WORKING WITH THE VIDEO PLAYER

1. The first time you launch a video, you may be prompted to locate the video. Browse for the video (it must be accessible from your computer - contact your court reporter to obtain synchronized video), select the video and click **OK**. The video opens at the top of the Transcripts category in the Navigation pane and begin playing in sync with the transcript.
2. Use the **Play**, **Pause**, **Stop**, **Volume control**, and **View Full Screen** options to control the video playback.

Creating Video Clips

If a transcript has been synchronized with video, you can clip a video segment associated with an annotation or designation, save it, and send it to others. Create a single video segment from a single annotation or designation, or create multiple video segments from an All Annotations or Designations List report.

CREATING A VIDEO SEGMENT FOR A SINGLE ANNOTATION OR DESIGNATION

1. Double-click on an annotation or designation in the Navigation pane to display the source document in the Display pane.
2. Right-click on the annotation or designation in the Display pane, point to **Send**, and select **Video File**.
3. Browse for a select a location for the file and click **Save**.

CREATING MULTIPLE VIDEO SEGMENTS FOR ANNOTATIONS OR DESIGNATIONS

1. Create an All Annotations report (click the **Report** menu and select **All Annotations**) or Designations List report (click the **Report** menu and select **Designations List**).
2. Click the **Send** toolbar button at the top of the report display and select **Video File**.
3. Browse for a select a location for the file and click **Save**.

Working with Chat

When you are connected to LiveNote Stream, a Chat window appears in a **Stream** category in the Navigation pane. Chat allows you to confer with a group of members or individuals you specify that are connected to the Realtime feed. Groups are configured prior to a hearing or deposition by the court reporting company as part of the Realtime services setup. Chat utilizes SSL encryption for the safety of your conversations.

SENDING OR REPLYING TO MESSAGES

Select a recipient or group of recipients from the **Send To** drop-down list. Type your message in the blank chat window and click **Send**.

SENDING AND RECEIVING ANNOTATIONS

Annotate a transcript when you are receiving it and send the annotation to Chat members. Select the **Annotate Mode** tool, highlight text to annotate, create the annotation, then right-click on the annotation, point to **Send**, and select **Realtime Chat**. Select recipients from the chat window and click **Send** to send the annotations as a link to the annotated text in the transcript.

If you receive a message with an annotation, it displays in the Chat window as a hyperlink. Click the hyperlink to open the annotation in the appropriate transcript. Note that you must have access to the transcript associated with the annotation link or it does not open.

SAVING CHAT TEXT

Save chat text between participants in your group at the close of a LiveNote realtime session. When disconnecting from a realtime session, the following message is displayed:

Save the chat text from this LiveNote realtime session?

Select **Yes** to save the chat text as a Plain Text (.txt) file. The default file name includes the date and time of the chat session. The text file includes names of the **Sender** and **Recipient** with the chat text.

SHOWING/HIDING THE CHAT WINDOW

Click the -/+ sign next to the Chat icon in the **Stream** category to show/hide the Chat window. If you receive a message when the Chat window is hidden, the Chat icon changes to orange and flashes twice to alert you.

Managing Tokens

A token is an electronic license that allows you to connect to a Realtime serial feed. A token ensures that Case Notebook software is compliant with Realtime patents. Depending on your Case Notebook subscription, you may be required to purchase electronic tokens to connect to Realtime serial feeds. To purchase tokens, go to www.livenotecentral.com and log in to your LiveNote Central account. Download tokens from your firm's account to your computer for use when connecting to a Realtime serial feed, transfer tokens to and from your computer, and view a list of token operations that have been carried out on your computer by clicking the **Tools** menu, selecting **Options**, opening the **Realtime** tab, and clicking the **Manage Tokens** button. The number of tokens available to you in Case Notebook are displayed at the top of the dialog.

Transfer tokens IN: Transfer tokens to Case Notebook. Select the number of tokens you wish to transfer to Case Notebook. Case Notebook generates a transfer number in the **Transfer Number** box. Provide your token provider (court reporter, Case Notebook administrator or user) the transfer number to receive a validation code. Upon receipt of the validation code, type the code in the box provided and click **Transfer In** to transfer the tokens to Case Notebook.

Transfer tokens OUT: Transfer tokens from Case Notebook to another user. Obtain a **Transfer Number** from the person requesting the tokens and type it in the box provided. Select the number of tokens you wish to transfer and click the **Transfer Out** button. Case Notebook generates a validation code. Provide the validation code to the token recipient.

Download tokens: Download tokens from LiveNote to Case Notebook. Type your LiveNote 8-digit account number, your 4-digit PIN, the number of tokens to download, and a billing reference (if required) in the boxes provided, then click **Download** to download the tokens to Case Notebook.

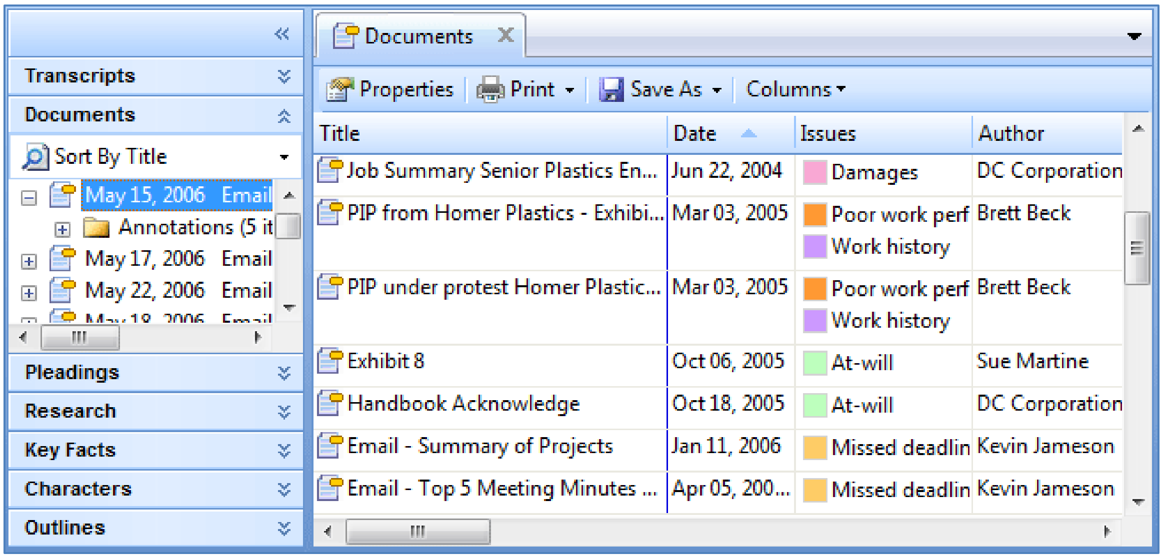
Transaction log: View a log of token transactions:

- **Date**: Date the transaction was completed.
- **Type**: Type of transaction, these include -
  - **Download**: Tokens downloaded from your organization’s LiveNote Central account.
  - **Use**: Token has been used.
  - **In**: Tokens transferred to Case Notebook.
  - **Out**: Tokens transferred from Case Notebook.
  - **Judicial**: Special tokens available to court personnel.
  - **Adjust**: Tokens in Case Notebook that do not contain transaction details (this could occur during an uninstall/reinstall).
- **CR**: Number of tokens added to Case Notebook in a transaction.
- **DB**: Number of tokens transferred from Case Notebook in a transaction.
- **Bal**: Number of tokens in Case Notebook after a transaction.
- **Details**: Details of the transaction, these include -
  - **A/C**: Account number.
  - **TN**: Transfer number.
  - **VC**: Validation code used.
  - **Consumed a token**: Whether a token has been used.
  - **Judicial Balance**: Number of judicial tokens in Case Notebook.
  - Notification that tokens are present in Case Notebook and have been added to the transaction log.
  - Billing reference number, if available.

5 Working with Documents

The **Documents** category in the Navigation pane display a list of documents included in the case. Use the **Sort By** options at the top of the category to sort by title, date, type, data groups, or choose other sort options. Click the **Documents** category in the Navigation pane to display the Document List in the Display pane (control the display of this list via the **View** menu, **Display Options**). See "Working with the List View" on page 20 for more information on working with the Document List.

Double-click on a document in the **Documents** category or the Document List to open the document in the Display pane. Close an open document by clicking the close button on the document tab in the Display pane.

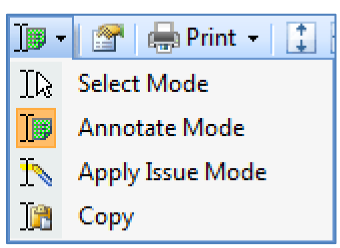


Open the properties to view or modify them (see "Setting Document Properties" on page 41 for more information).

To delete a document, right-click on it in the Navigation pane or List and select **Delete**.

Working with Document Content

Double-click on a document to open it. A toolbar at the top of the Display pane provides shortcuts to common tasks. Click the arrow next to the cursor menu on the toolbar to select the appropriate cursor to: select text, annotate the content (see "Working with Annotations" on page 52), apply issues to content (see "Applying Issues" on page 49), copy text (if available), and select a zoom area (available on image files).



Depending on the applications you have installed/licensed on your system and your system space, you can send selected text to: PowerPoint, Word, WordPerfect, Video File, Sanction (as text or as video clip), TrialDirector, CaseMap, or Chat. Right-click on selected text, point to **Send**, and select an option.

Edit text and navigate using:

- Standard keyboard shortcuts to cut (Ctrl+X), copy (Ctrl+C), and paste (Ctrl+V) text.
- Right-click options.

- The **Edit** menu, **Go to** option allows you to go to a page.
- The toolbar at the top of the Display pane.

Printing

Use the **File** menu **Print**, **Page Setup**, and **Print Preview** options, to set print layout options, preview the printed layout, print to a .prn file, or batch print. See "Printing" on page 65 for more information.

Working with the List View

List Views display a list of all of the files of a certain type in a case and allow you to save a CSV of all or some files in the list; sort files by title, date, issue, etc; add or remove columns; move columns; and freeze the first column in the List View. Open the List View by clicking the **View** menu, pointing to **List View**, and selecting an option to open the List View for that file type. By default, you can click a category in the Navigation pane to display the List View for that category in the Display pane (control the automatic display of this list via the **View** menu, **Display Options**). To close the List View, click the close button on the tab. Double-click on a file in the List View to open the file in the Display pane. To delete a file, right-click on a file List View and select **Delete**.

- Sort the list by clicking a column heading in the table.
- Click the arrow next to the **Columns** button and select **Manage** to add or remove columns, freeze the first column of the list, and access and manage custom properties (see "Working with Custom Properties" on page 24 for more information).
- Save a list of all or of selected files in CSV format from the List View (the list includes the rows, columns, and column values) using the **Save As** button.

Setting Document Properties

Properties consist of information about a file, including the name, the type, the date it was created, issues associated with the document, data groups it belongs to, and any notes entered for it.

Access and edit the properties using any of the following:

- Right click on a file in the Navigation pane or Document List and select **Properties**.
- Open a file and click the **Properties** toolbar button or select a file in the Document List and click the **Properties** toolbar button.
- Select a file, click the **Edit** menu, and select **Properties**.
- Select a file, and press **Alt+Enter** on the keyboard.

At the top of the Properties dialog is a toolbar. The toolbar allows you to move to previous and next files to view the property information (by tab) for sequential saved files in a case (e.g. click the **Overview** tab, click the **Next** button and view the **Overview** tab information for the next defined file; click the **Doc-Level Issues** tab, click the **Next** button and view the doc-level issues tab information for the next defined file...).

OVERVIEW

The overview tab provides a summary of the properties with links to the source of the summary information. Click the **Previous** and **Next** buttons next to the label at the top of the properties dialog to view a summary of each of the saved files in the case.

DETAILS

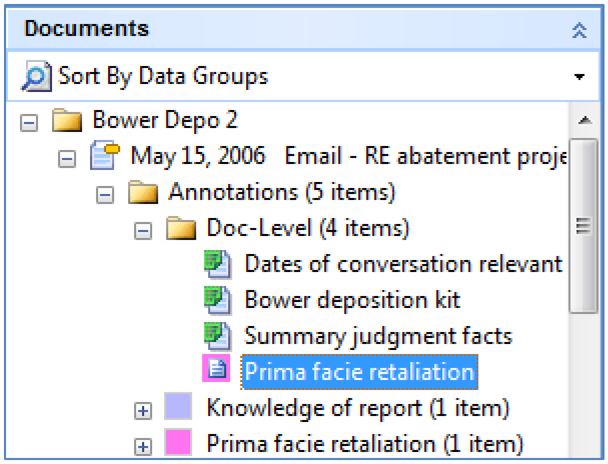
Add or change the title, dates, times, information, and more for the file. Note, that for the **Type** list, you can manually type entries into the list (manually typed entries are available for all users accessing the case). You can also create lists of your own predefined custom Types. See "Creating Custom Types" on page 43.

Custom Properties

Edit any **Custom Properties** created for the document. See "Working with Custom Properties" on page 24 for more information.

DOC-LEVEL ISSUES

Select issues to assign to the file. See "Working with Issues" on page 48 for more information.



DATES

Set **Date Sent**, **Date Received**, **Date Created**, **Date Accessed**, **Date Modified**, and **Date Printed** information. By default, enabling an option adds the current date. Type a different date or click the arrow next to the calendar to select a date from the calendar. When you enable a date option, you can add a time by enabling the **Set Time** option. By default, 12:00PM is entered for you.

DATA GROUPS

Add the file to data groups. See "Creating and Editing Data Groups" on page 9 for more information.

DOC-LEVEL NOTES

Notes are useful when tying files to issues or key facts in a case or as a way to provide a synopsis of the file. Like doc-level issues, doc-level notes are displayed in the Navigation pane. Doc-level notes are listed by date. Click **New** to add text as a note to a file. Select an existing note and click **Edit** to modify the note. When a doc-level note is edited, it retains the original author name, regardless of who edited it. Text entered into doc-level notes is included in the Word Index. Select one or more existing notes and click **Delete** to delete them. You cannot recover notes that have been deleted.

Notes can be imported from Westlaw Next.

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:
    - **Date**: Select this option to add a property type that includes a calendar to select a date in month, day, year (Mar 18, 2016) format.
    - **Date & Time**: Select this option to add a property type that includes a calendar to select a date in month, day, year (Mar 18, 2016) format and to add a **Set Time** option to include a time. Selecting **Set Time** adds 12:00PM to the property. Click on the time in the property box and type to edit that time.
    - **Editable List**: Select this option to add a property that displays as an editable list of pre-defined values. Only one value can be selected from the list and you can type additional values in the

properties screen to add those values to the list of available values. Click **Add** to add values to the list. Select a value from the Entries list and click **Edit** to modify that value in the list (this modifies that value in all files where the value was applied in the properties), or click **Delete** to delete that value from the list (this warns you if that value has been applied to any files and, if delete is confirmed removes the value from those files).

- **Fixed List**: Select this option to add a property that displays as a fixed list of pre-defined values. Only one value can be selected from the list. Click **Add** to add values to the list. Select a value from the Entries list and click **Edit** to modify that value in the list (this modifies that value in all files where the value was applied in the properties), or click **Delete** to delete that value from the list (this warns you if that value has been applied to a file and, if delete is confirmed removes the value from those files).
- **Number (Currency)**: Select this option to add a property that includes positive or negative numbers with up to two decimals and format those numbers as $0.00. Only numbers, decimals, and minus characters are allowed. A number typed into this property type (3, for example) is formatted as $3.00, a negative number (-3, for example) typed into this property type is formatted as ($3.00).
- **Number (Decimal)**: Select this option to add a property that includes positive or negative numbers with up to three decimals and format those numbers as 0.0. Only numbers, decimals, and minus characters are allowed. A number typed into this property type (3, for example) is formatted as 3.0, a negative number (-3, for example) typed into this property type is formatted as (3.0). Numbers can contain up to three decimals.
- **Number (Integer)**: Select this option to add a property that includes positive or negative numbers and format those numbers as 0. Only numbers and minus characters are allowed. A number typed into this property type (3, for example) is formatted as 3, a negative number (-3, for example) typed into this property type is formatted as (3).
- **Text (256 character limit)**: Select this option to add a property that includes up to 256 characters of simple text. Pressing the keyboard **Enter** or **Return** key saves and closes the properties screen.
- **Text (Advanced)**: Select this option to add a property that includes up to 4K characters of text. Pressing the keyboard **Enter** or **Return** key inserts a new line of text into the box.

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.

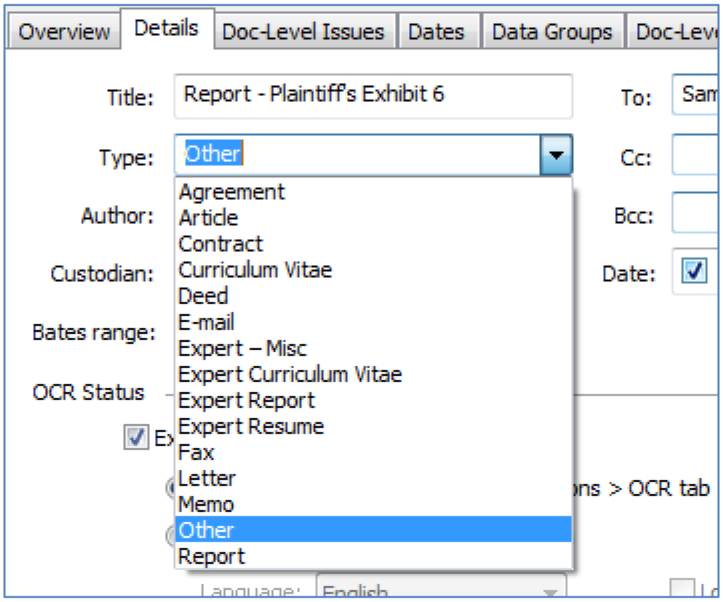
EDITING AND DELETING CUSTOM PROPERTIES

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.

CREATING CUSTOM TYPES

The properties for documents include a **Type** list that provides a predefined list of types. Types can be added manually and are then available to all users who have access to that case. In addition, a list of defined types can be loaded into Case Notebook as a file.



Case Notebook does not create duplicate types. If your customized type list includes a type that is already in Case Notebook, it does not include the duplicate.

Note: These customized files only appear in the **Type** list for users who have loaded these files in their My Documents folder. However, when a user selects one of these custom types and it is then associated with content in a case, all users see that type.

CREATING A CUSTOM LIST OF TYPES

1. Copy the text below into Notepad or a similar tool.

   Case Law|UserDefinedCustomType1|UserDefinedCustomType2

2. Replace the text UserDefinedCustomType1 with your first custom type.
3. Replace the text UserDefinedCustomType2 with your second custom type.
4. Continue defining types using the format provided. Do not enter any line breaks. Each entry is separated by the | symbol. Do not use the | symbol at the beginning or end of the line.
5. Save the file in your My Documents or Documents folder (depending on your OS version) as follows:
   - For document types, name the file CNB_DocumentTypes.txt.

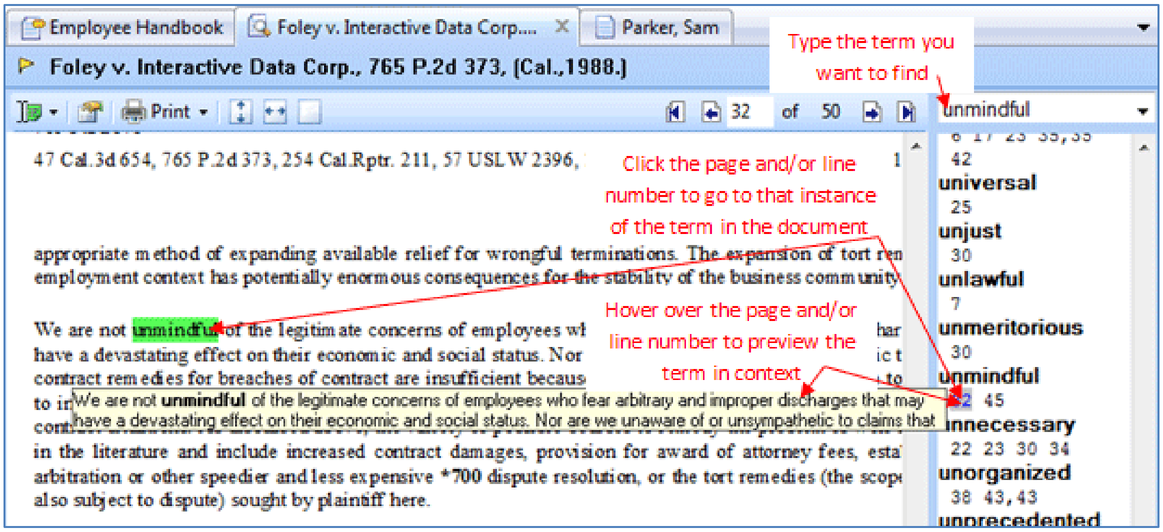
Working with the Word Index

The Word Index lists every word and number in a file alphabetically with the page, and if applicable, line number on which that word occurred. A Word Index provides the ability to quickly locate key words and cross-reference them to other occurrences of that word in a document. When you are connected to a Realtime session, the Word Index is updated every 15 seconds.

The Word Index can be minimized and expanded on the right side of the screen.

 Click to minimize the Word Index.

 Click to expand the Word Index.



- Click a page or line number for a word in the Word Index to go to a highlighted instance of the word in the document text.
- Depending on your display settings (View menu, Display Options, Word Index tab), you can hover over a page or line number for a word to display a preview of the word in context.
- Type a term in the search box at the top of the Word Index to scroll to that word in the list.
- Show or hide a Word Index by clicking the View menu, pointing to Word Index, and selecting an option.
- Set defaults to show or hide the Word Index, set preferences for the Word Index display, and specify when the Word Index is updated using the View menu, Display Options, Word Index tab.

Case Notebook filters out common words like "a", "the", and "that" from the Word Index. To view and modify the list of "noise words" or words that are ignored in both the search and the Word Index by default, click the Tools menu, select Options, click the Search tab, then click Noise Words. If you update the noise words, you need to click the Tools menu, select Advanced, and select Rebuild Search Index to update the search and the Word Index. See "Search Tab" on page 7 for more information on modifying the list of noise words.

Note: Word Index is not available for image documents that have not been not been through the Optical Recognition Program (OCR) process.

Saving, Exporting, and Sending Documents

Save documents in different formats or export documents to a CSV file.

1. Click the File menu, point to Save As, and select Document. Alternatively, right-click on a document or pleading and click Save As or use the Save As button on the Document List.
2. Browse for a location to save the file.
3. Type a name for the file in the File Name box.
4. Select a file type from the Save as type drop-down list. Depending on the file type, you can select to save as DOC, TIFF, JPEG, PEX, PDF, or RTF.
5. Click Save.

SAVING A LIST OF DOCUMENTS OR PLEADINGS

Quickly create a list of exhibits by saving documents from the Document List to a CSV file. Save a list of all or of selected documents from the Document List (the list includes the selected rows of documents, columns, and column values that are currently displayed in the list).

1. Click the View menu, point to List View, and select Document List to open the list in the Display pane.
2. Save selected documents or all the documents in the list.
    - To save selected documents, select a document or use Shift or Ctrl to select multiple documents, then click the arrow next to the Save As toolbar button and click Save Selected as CSV.

- To save all documents, click the arrow next to the **Save As** toolbar button and click **Save Document List as CSV**.

3. Browse for a location to save the file and provide a file name.
4. From the **Save as type** list, select a format for the saved file. The following formats are available:
   - **CSV**: Comma Separated Values. Use this format to save the values in all fields, using a comma as the delimiter.
   - **Delimited ASCII**: Use this format to import the key fact into another program or database. Selecting this format enables the ability to define delimiter information by application. See "About Delimiters" on page 46 for more information.
5. Click **Save**.

SENDING DOCUMENTSTO MAIL RECIPIENTS

Email documents to others in their native format or in HTML or PEX format. Select a document from the Navigation pane, click the **File** menu, point to **Send**. Then point to **Document**, and select an option. Case Notebook opens your email system and attaches the document to the message. Case Notebook recognizes Microsoft Outlook and Outlook Express. If you use a non-recognized email application, Case Notebook may not be able to automatically open it. If you encounter this problem, manually attach a document to the email.

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. Click the **File** menu and select **Batch Save as PDF**.
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. See "Creating and Editing Data Groups" on page 9 for more information.
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.

ABOUT DELIMITERS

When saving a file to a different format, the receiving application may require fields to be defined in order to properly read and open the file. For example, if you are saving a text file in a format for Microsoft Excel, Excel would need to know where to begin and end fields in that file.

Field delimiters and field separators provide a way to separate and define data fields. Field delimiters designate the information contained in a field and field separators designate the end of one field and beginning of the next field. For example, addresses in a contact file may be set up as:

"Address", "City", "State", "Zip Code",

In this example, the quotation marks serve as the field delimiters, they designate the information contained IN each field. The commas serve as the field separators, they designate the stop of one field and beginning of the next field (and at the end, the end of the last field). When saving some file formats, you are asked to designate the following:

- Application for Delimiters: Select from CaseWorks, Concordance, Custom, DB/TextWorks, TrialPro Direct, or VuPoint.
- Field Delimiter: Character used to designate the start and end of the information contained in each field.
- Embedded Delimiter: Character contained within the bounds of a designated field. For example "Address, State", In Case Notebook you can select a character to replace embedded delimiters.
- Field Separator: Character used to separate fields.
- Subfield Separator: Character used to separate multiple issues.
- Record Terminator: Character used to designate the end of the record.

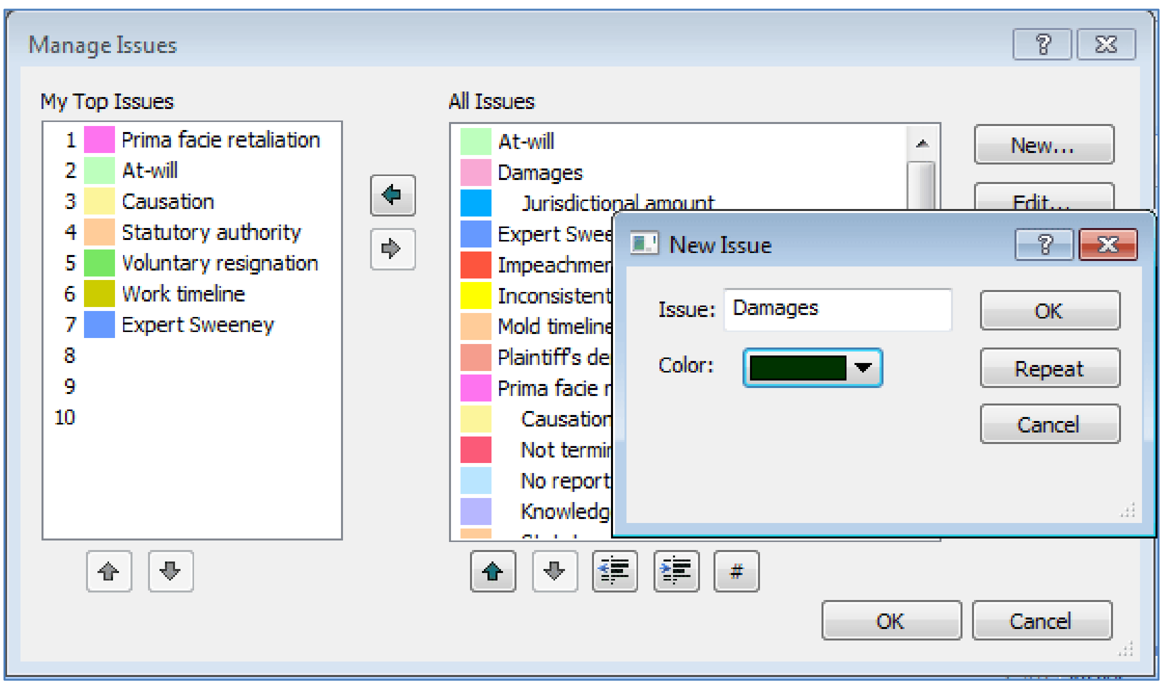
6 Working with Issues

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 issues they want to display on their own Issues toolbar (click the **View** menu, point to **Toolbars**, enable the **Issues** toolbar). To apply issues to document or transcript content, use the **Issues** toolbar in conjunction with the **Apply Issue** tool (see "Applying Issues" on page 49 for more information). To apply issues to files, use the **Doc-Level Issues** tab when setting properties (see "Setting Document Properties" on page 41 for more information).

By default, issues are assigned the color selected for **Annotations** in the **Display Options** (see "Setting Display Options" on page 5 for more information). If there is more than one issue assigned to the same content, the issue is displayed with the color corresponding to the last issue it was assigned.

Open the Manage Issues dialog using any of the following options:

- Click the **Manage Issues** toolbar button ( ).
- Press **Ctrl+I** on the keyboard.
- Click the **Issue** menu and select **Manage**.
- Click the **New** button on the Main toolbar and select an **Issue** option.
- Click the **File** menu, point to **New**, and select an **Issue** option.



Creating, Editing, and Deleting Issues

Create, edit, or delete issues from the Manage Issues dialog.

- **Create a new issue**: Click **New**, type a name for the issue, and select a color from the list provided. Click the **Repeat** button in the New Issue dialog to quickly create multiple issues with similar issue names. When creating new issues, ensure you do not duplicate previous issues.
- **Edit the name or color associated with an issue**: Select an issue from the All Issues list and click **Edit**.
- **Delete an issue**: Select an issue and click the **Delete** button. Deleting an issue removes the issue from the Top Issues and All Issues lists in the Manage Issues dialog, from the Issues tab in the Annotation

Properties dialog (see "Issues" on page 57 for more information) and from the Issues toolbar. Deleting an issue does not delete any annotations or key facts containing that issue or any text annotated with that issue.

Organizing Issues

Add issues to the Issues toolbar, sort issues alphabetically, display numbers for issues, create children for parent groups of issues, create top issues, and move issues up/down in the All Issues or My Top Issues list.

- **Add/remove issues to/from the toolbar**: Ensure the Issues toolbar is enabled (click the **View** menu, point to **Toolbars**, enable the **Issues** toolbar). 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 Issues toolbar. Move issues up or down in the My Top Issues list using the Move Up or Move Down buttons below that list. Select issues from the My Top Issues list and click the right arrow button to remove the issues from the My Top Issues list, and therefore from the Issues toolbar. The Issues toolbar displays up to 10 issues.
- **Sort issues alphabetically**: Click **Sort** in the Manage Issues dialog to sort the All Issues list alphabetically.
- **Number issues**: Click the Number button () to display the All Issues list of issues as a numbered list.
- **Create parent/child groups of issues**: Create up to three levels of issues/sub-issues (parent/child issues). Select an issue, click the Move Up or Move Down buttons to position it in the list, then click the Decrease Indent button () to assign it as a child to the issue above it. Select an issue and click the Increase Indent button to promote a child issue in the list.

You can also export issues to share common issues with other cases and import issues from a number of file types (including CaseMap).

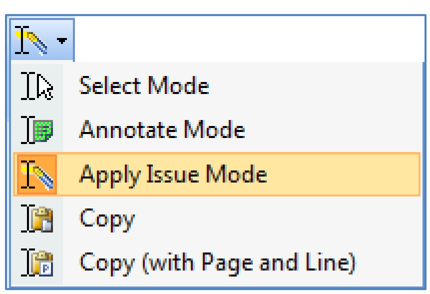
Applying Issues

Once issues are created using the Manage Issues dialog, they can be applied:

- To content when creating annotations (see "Setting Annotation Properties" on page 56 for more information).
- To document or transcript content using the **Issues** toolbar in conjunction with the **Apply Issue** tool.
- To entire files (see "Setting Document Properties" on page 41 for more information.

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

1. Ensure the Issues toolbar is enabled (click the **View** menu, point to **Toolbars**, enable the **Issues** toolbar).
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 Issues toolbar.
3. Click the issue toolbar buttons for the issues you want to apply. Apply issues to selected content or as quick marks to specified transcript locations.
    - **Apply 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. "Working with Quick Marks" on page 53

Importing and Exporting Issues

Export issues as .csv, .xml, or .html to share with other Case Notebook users or reuse issue lists you've created in other cases (export the issues then import them into another case). Import issues from .csv, .xml, or .txt files, or from CaseMap. You can also assign issues when importing annotations (see "Exporting and Importing Annotations" on page 56 for more information).

IMPORTING ISSUES

1. Click the **New** button on the Main toolbar and select **Issues (from File)**.
2. When importing from file, click the **Files of type** drop-down at the bottom of the dialog and select the import file type.
3. Go to the file and click **Open** to import the issues into Case Notebook.

EXPORTING/SAVING ISSUES

1. Click the **File** menu, point to **Save As**, and select **Issues**.
2. Type a name for the file, select a file type from the **Save as type** drop-down at the bottom of the dialog, and click **Save**.

Creating Issues Reports

Issues reports list 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. See "Working with Reports" on page 62 for more information.

Create an issues report:

1. Click the **Report** menu and select **Issues**.
2. On the **Issues** tab, select issues that you want to include on the report. Check or clear the check box in the header of either column of the table to select or deselect all issues in that column.
3. Optionally, select any or all of the following options:
   - **Include Annotations or Doc-Level Notes with no Issues**: Include annotations or doc-level notes that do not have issues.
   - **Only include Annotations with all selected issues ("Match all Issues")**: Only include annotations that are associated with issues you selected to include.
   - **Only include results that contain Annotation Notes or Doc-Level Notes**: Only include annotations with notes or doc-level notes.
   - **Display selected highlighting on Batch Save as PDF files**: Issues applied to content are highlighted with the color associated with the issue. Display this issue highlighting on PDF files generated from the **Batch Save as PDF** option. See "Batch Saving Data to PDF" on page 46 for more information.
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. See "Creating and Editing Data Groups" on page 9 for more information.
6. Click the **Display** tab.
   - Type a title for the report in the box provided.
   - Select to sort information in the report by hits, title, date, or reverse date using the drop-down provided.
   - Select the property information to include/exclude for each data type on the report. If no information exists for a selected item, no information (including no field name, where appropriate) displays for that item. For example, if you select to include the **Author** information and no author has been defined in the source file properties, the empty field does not display on

the report. The same holds for the cover page. If there is no cover page but you select to display one, no cover page displays.

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.
   - In the **Transcripts** area, select **Show annotated text** to display the annotated text in the transcripts. You can also select to include/exclude **Additional Context** surrounding the annotation in transcripts. Options to include additional context include:
     - Select **QA pairs (where available)** to include the annotation when it is in a QA pair and increment the number of question and answer pairs you want to include on the report.
     - Select **Lines above/below** and increment the number of lines of text you want to display above and below the annotation. For example, setting 3 displays 2 lines above the annotation and 1 line below. You can also select to **Include the QA pair (where available)** to include QA pairs in the lines above and below the annotation.
     - Select **Entire Page** to include the entire page of the transcript containing the annotation.
   - In the **Text Files** area, select **Show annotated text** to display the annotated text in the text files. You can also select to include/exclude **Additional Context** surrounding the annotation in the text files. Options to include additional context include:
     - Select **Lines above/below** and increment the number of lines of text you want to display above and below the annotation. For example, setting 3 displays 2 lines above the annotation and 1 line below.
     - Select **Entire Page** to include the entire page of the text file containing the annotation.
   - In the **Images** area, select **Show annotation image** to display the annotation in the image files. You can also select to include/exclude **Additional Context** surrounding the annotation in the image files. Options to include additional context include:
     - Select **Additional Pixels** and set additional image information by pixel height and width surrounding the annotation.
     - Select **Entire Page** to include the entire page of the image containing the annotation.
9. Click the **Authors** tab, select the authors who annotated selected content to include on the report.
10. 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.

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. See "Saving and Sending Reports" on page 62 for more information on saving and sending reports. See "Printing Reports" on page 66 for more information on printing reports.

7 Working with Annotations

An annotation is a note, summary, or commentary on some section of case data that is intended to explain or illustrate its meaning. In Case Notebook, annotations are displayed by highlighting portions of text. Annotations may be associated with an issue, a note (a comment associated with an annotation), or an attachment (e.g. a document or image).

Viewing Annotations

Click the **View** menu, point to **Annotation Display**, and enable or disable the annotations you wish to display. Set the default options for the display of annotations by clicking the **View** menu and selecting **Display Options** on the **General** tab (see "Setting Display Options" on page 5 for more information).

Annotations assigned to case data are available via an **Annotations** subfolder under the file name in the Navigation pane. By default, annotations are grouped by issue (this can be changed to list the annotations in the order of their location in the file by clicking the **View** menu, selecting **Display Options**, and disabling the **Group Annotations by Issue** option). The number of annotations in a particular file is displayed next to the folder name.

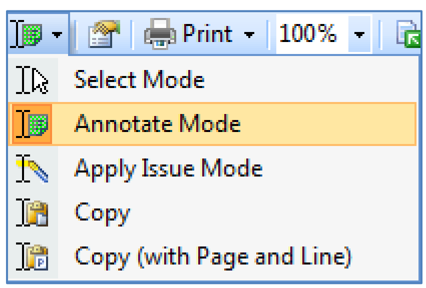
Expanding an annotation type displays the page, line number, and the first part of the text on the line with the highlighted annotation. If an annotation has an issue attached, the text is highlighted with the color of the issue. Double-click the annotation reference to go to the annotation in the Display pane.

VIEWING AN ANNOTATION ATTACHMENT

Annotations with attachments display with a paperclip symbol in the margin to indicate there is an attachment. Attachments are not copied to the repository. They must be in a shared location, accessible to those requiring access. The attachment icon is visible regardless of whether the attachment is in a shared, accessible location. To open an annotation attachment, double-click on the paperclip icon or right-click on the annotation and click **Open Attachment**. Create Attachments reports to list all of the annotations with attachments, see "Creating Attachments Reports" on page 59 for more information.

Creating Annotations

The toolbar in the Display pane contains a drop-down containing the **Annotation Mode** tool.



Use the **Annotation Mode** tool to select content and set properties for annotating that content.

Automatically tag words or phrases in a case using the Auto Tag option (see "Automatically Tagging Words or Phrases" on page 54 for more information).

Deleting, Copying, and Editing Annotations

Right-click on an annotation in the list or Display pane to cut, edit, delete, or send that annotation. Note that when deleting annotations, notes or attachments to the annotation are also removed. Double-click an existing annotation to edit or view that annotation.

Copying the Properties of an Annotation into a New Annotation

To copy the properties of an annotation and use it to create a new annotation, right-click on the annotation in the Display pane or in the Annotations subfolder and select **Cut Annotation**. Use the **Select** tool to select the text you wish to annotate with the same properties, right-click on the selected text and select **Paste Annotation**. The properties cannot be transferred to an existing annotation, only to a new annotation. When using the **Cut Annotation** option, only the properties of the annotation are cut, NOT the text.

Working with Quick Marks

Use quick marks to indicate an important point or serve as a bookmark in a transcript. Click in the left margin of a transcript to quickly mark and highlight a line in the transcript. During a Realtime session, use the space bar on the keyboard to create a quick mark at the current location. To delete a quick mark or issue quick mark, right click on the mark you want to delete and select **Delete Quick Mark**.

CREATING AN ISSUE QUICK MARK

Create issue quick marks to quickly apply a designated "Top Issue" to a line in a transcript. Multiple issues can be assigned to the same line.

1. Create issues using the Manage Issues dialog and add the issues to the **Issues** toolbar (see "Working with Issues" on page 48 for more information).
2. Ensure the **Issues** toolbar is enabled (click the **View** menu, point to **Toolbars**, and select the **Issues** toolbar).
3. Click the issue toolbar buttons for the issues you want to apply.
4. Click in the margin of a transcript to mark lines with the issues selected in the issue toolbar. During a Realtime session, enter apply issue quick marks using the space bar, by pressing the number on the keyboard that is associated with the issue on the toolbar, or by clicking the mouse.

Click the **View** menu, point to **Annotation Display**, and enable or disable the display of **Quick Marks**. Set the default options for the display of quick marks by clicking the **View** menu and selecting **Display Options** (see "Setting Display Options" on page 5 for more information).

Creating Quick Marks Reports

Quick marks reports list all of the quick marks in the case for the content you specify. Quick marks included in the report can be configured to display issues associated with the quick mark, provide data context for the quick mark, and include a link to the source referencing that quick mark. See "Working with Reports" on page 62 for more information.

Create a quick marks report:

1. Click the **Report** menu and select **Quick Marks**.
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. Click the **Data** tab, select the data to include on the report. All transcripts are selected by default. Clear the check box in the header of either table column to deselect all items in that column. Select the entire transcript folder or select individual items within the transcript folder.
4. 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. See "Creating and Editing Data Groups" on page 9 for more information.
5. Click the **Display** tab.
   - Type a title for the report in the box provided.
   - Select to sort information in the report by hits, title, date, or reverse date using the drop-down provided.
   - Select the property information to include/exclude for each data type on the report. If no information exists for a selected item, no information (including no field name, where appropriate) displays for that item. For example, if you select to include the **Author** information and no author has been defined in the source file properties, the empty field does not display on the report. The same holds for the cover page. If there is no cover page but you select to display one, no cover page displays.

6. 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.
7. Click the **Context** tab.
    - In the **Transcripts** area, select **Show annotated text** to display the marked text in the transcripts. You can also select to include/exclude **Additional Context** surrounding the marked text in transcripts. Options to include additional context include:
        - Select **QA pairs (where available)** to include the marked text when it is in a QA pair and increment the number of question and answer pairs you want to include on the report.
        - Select **Lines above/below** and increment the number of lines of text you want to display above and below the quick mark. For example, setting 3 displays 2 lines above the quick mark and 1 line below. You can also select to **Include the QA pair (where available)** to include QA pairs in the lines above and below the quick mark.
        - Select **Entire Page** to include the entire page of the transcript containing the annotation.
    - In the **Text Files** area, select **Show annotated text** to display the marked text in the text files. You can also select to include/exclude **Additional Context** surrounding the annotation in the text files. Options to include additional context include:
        - Select **Lines above/below** and increment the number of lines of text you want to display above and below the quick mark. For example, setting 3 displays 2 lines above the quick mark and 1 line below.
        - Select **Entire Page** to include the entire page of the text file containing the quick mark.
    - In the **Images** area, select **Show annotation image** to display the quick mark in the image files. You can also select to include/exclude **Additional Context** surrounding the quick mark in the image files. Options to include additional context include:
        - Select **Additional Pixels** and set additional image information by pixel height and width surrounding the quick mark.
        - Select **Entire Page** to include the entire page of the image containing the quick mark.
8. Click the **Authors** tab, select the authors who marked selected content to include on 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.

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. See "Saving and Sending Reports" on page 62 for more information on saving and sending reports. See "Printing Reports" on page 66 for more information on printing reports.

Automatically Tagging Words or Phrases

Automatically tag and highlight words and phrases in case content using the Auto Tags feature. This is helpful when listening for key words or phrases during a deposition. Click the **Annotate** menu and select **Auto Tags**. Note that changes made to the auto tag list in an offline secure case are not replicated to the network secure case.

- Click **New** to type a word or phrase to auto tag in your case content, then press **Enter** to add that word or phrase to the auto tag list. Phrases must be encased in quotes.
- Select **Show Auto Tags** to highlight auto tags in your content with the color selected, clear the selection to hide auto tags in your content. Select a color from the drop-down provided to assign that color to the display of auto tags.
- Remove an auto tag by clicking to select it in the list and clicking **Delete**.

Click the **View** menu, point to **Annotation Display**, and enable or disable the display of auto tags. Set the default options for the display of auto tags by clicking the **View** menu and selecting **Display Options** (see "Setting Display Options" on page 5 for more information).

Creating Auto Tags Reports

Auto Tags reports list all occurrences of the words and phrases in the auto tags list for the content you specify. Auto tags included in the report can be configured to display the context surrounding the auto tag and provide a link to the source referencing that auto tag word or phrase. See "Working with Reports" on page 62 for more information.

Create an auto tags report:

1. Click the **Report** menu and select **Auto Tags**.
2. On the **Terms** tab, the terms added to the auto tag list are displayed.
3. 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.
4. 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. See "Creating and Editing Data Groups" on page 9 for more information.
5. Click the **Display** tab.
    - Type a title for the report in the box provided.
    - Select to sort information in the report by hits, title, date, or reverse date using the drop-down provided.
    - Select the property information to include/exclude for each data type on the report. If no information exists for a selected item, no information (including no field name, where appropriate) displays for that item. For example, if you select to include the **Author** information and no author has been defined in the source file properties, the empty field does not display on the report. The same holds for the cover page. If there is no cover page but you select to display one, no cover page displays.
6. Enable the **Highlights** option to display the auto tags in colored highlight. If this is not enabled, the content displays but the auto tag is not highlighted to stand out.
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.
    - In the **Transcripts** area, select to include/exclude **Additional Context** surrounding the auto tag in transcripts. Options to include additional context include:
        - Select **QA pairs (where available)** to include the auto tag when it is in a QA pair and increment the number of question and answer pairs you want to include on the report.
        - Select **Lines above/below** and increment the number of lines of text you want to display above and below the auto tag. For example, setting 3 displays 2 lines above the auto tag and 1 line below. Select to **Include the QA pair (where available)** to include QA pairs in the lines above and below the auto tag.
        - Select **Entire Page** to include the entire page of the transcript containing the auto tag.
    - In the **Text Files** area, select to include/exclude **Additional Context** surrounding the auto tag in the text files. Options to include additional context include:
        - Select **Lines above/below** and increment the number of lines of text you want to display above and below the auto tag. For example, setting 3 displays 2 lines above the auto tag and 1 line below.
        - Select **Entire Page** to include the entire page of the text file containing the auto tag.
    - In the **Images** area, select to include/exclude **Additional Context** surrounding the auto tag in the image files. Options to include additional context include:
        - Select **Additional Pixels** and set additional image information by pixel height and width surrounding the auto tag.
        - Select **Entire Page** to include the entire page of the image containing the auto tag.
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.

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. See "Saving and Sending Reports" on page 62 for more information on saving and sending reports. See "Printing Reports" on page 66 for more information on printing reports.

Exporting and Importing Annotations

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

EXPORTING ANNOTATIONS

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

1. Generate an Annotations report (see "Creating Annotations Reports" on page 57 for more information).
2. Click the **Save As** toolbar button at the top of the report display and select **Report**.
3. Browse for a location to save the file and provide a file name.
4. From the **Save as type** list, select the **Transcript Annotations 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. See "Report CSV ASCII Delimited Field Formats" on page 78 for advanced field format information.
5. Click **Save**.

IMPORTING ANNOTATIONS

Import annotations from a.csv file and select issue assignment options for the annotations upon import.

1. Click the **File** menu, point to **New**, and select .**Transcript Annotations (from File)**.
2. Browse to the .csv file.
3. Optionally, click **Annotation Import Options** to select issue assignment options the annotations. You can also select to **Discard incoming annotation notes**. Select one of the following issue assignment options and click **Select Issues** to select, create, edit, or delete issues in the current case (see "Working with Issues" on page 48 for more information):
    - **If incoming annotations do not have issues, assign the issues I select**: Assigns selected issues to incoming annotations that lack issues.
    - **Append all incoming issues with the issues I select**: Assigns selected issues to incoming annotations and retains issues previously assigned to the annotations.
    - **Replace all incoming issues with the issues I select**: Assigns selected issues to incoming annotations and removes previous issue assignments.
4. Click **Next**.
5. Review the annotations 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**.
    - Changes cannot be undone but annotations can be modified individually after import.
    - Imported issues that did not exist in the current case are added to the Issues available in the Manage Issues dialog (see "Working with Issues" on page 48 for more information).
    - Notes are added to the **Note** tab in the Annotation Properties (see "Setting Annotation Properties" on page 56 for more information).
    - Duplicates are ignored. Near duplicates are merged with the existing annotation. Duplicates and near duplicates initiate an alert during import.

Setting Annotation Properties

Click the **View** menu, point to **Display Options**, click the **General** tab, and ensure the **Annotations** display is selected. Access and edit the annotation properties using any of the following:

- Double-click on an existing annotation in the Display pane to open the properties for that annotation.
- Select an annotation in the **Annotations** subfolder (in the corresponding category in the Navigation pane) and press **Alt+Enter** on the keyboard to open the properties for that annotation.

At the top of the Annotation Properties dialog is a toolbar. The toolbar allows you to:

- Move to previous and next annotations to view the property information (by tab) for sequential saved annotations in a file (e.g. click the **Overview** tab, click the **Next** button and view the **Overview** tab information for the next defined annotation; click the **Note** tab, click the **Next** button and view the Note tab information for the next defined annotation...).

- Send the annotation properties to PowerPoint, Word, WordPerfect, a video file, Sanction, Trial Director, and CaseMap by clicking the **Send** button. You must have a licensed copy of the application to send to that application.
- Attach a file to the annotation. Click the **Attach to the annotation** toolbar button to attach a file to the annotation. Annotations with attachments display with a paperclip symbol to indicate there is an attachment. Attachments are not copied to the repository. They must be in a shared location, accessible to those requiring access. The attachment icon is visible regardless of whether the attachment is in a shared, accessible location. You can create Attachments reports to list all of the annotations with attachments. See "Creating Attachments Reports" on page 59 for more information.

OVERVIEW

The overview tab provides a summary of the annotation properties with links to the source of the summary information. Click the **Previous** and **Next** buttons next to the Annotations label at the top of the properties dialog to view a summary of each of the saved annotations in the file.

NOTE

Type to add text as a note to an annotation. Notes are useful when tying annotations to issues or key facts in a case. Create Notes reports to list all of the annotations with notes. See "Creating Notes Reports" on page 59 for more information. .

ISSUES

Select issues to assign to the annotation. See "Working with Issues" on page 48 for more information.

VIDEO

Only annotations with video display the **Video** tab. Adjust start and stop times of video segments associated with annotations. Changing video start/end times does not affect the content or length of the annotation. It simply allows you to align video with annotations (in case someone coughs or two people speak at one time, for example).

- **Start Play at Page:Line**: This defaults to the page and line of the first line for the annotation. Move a line up or down using the up/down arrows next to the box or type a new value into the box.
- **Move to First Line** or **Move to Last Line** toolbar buttons: Go to the first or last line of the annotation.
- **Pause at Current Location** or **Play at Current Location** toolbar buttons: Pause or play the video at the current location.

Creating Annotations Reports

There are numerous annotations reports available in Case Notebook. The two main types include:

- A report that lists all of the annotations in a selected file.
- An All Annotations report that lists all of the annotations in the case for the content you specify.

You can also use Annotations reports to create Verbatim Summary reports (see "Creating Verbatim Summary Reports" on page 59), Errata reports (see "Creating Errata Reports" on page 35), Notes reports (see "Creating Notes Reports" on page 59), and Attachment reports (see "Creating Attachments Reports" on page 59); and to create and share multiple video clips for annotations (see "Creating Video Clips" on page 60).

Annotations included in the report can be configured to display issues associated with the annotation, annotation property information, and provide a link to the source referencing that annotation. See "Working with Reports" on page 62 for more information.

CREATING AN ANNOTATIONS REPORT

Create a report that lists all of the annotations in a selected file.

1. Right-click on the **Annotations** folder in the Navigation pane and select **Report** for any file containing annotations.

2. Case Notebook automatically generates and displays the report. The report is listed in the Report category in the Navigation pane.

CREATING AN ALL ANNOTATIONS REPORT

Create a report that lists all of the annotations in the case for the content you specify

1. Click the **Report** menu and select **All Annotations** or press **Ctrl+R** on the keyboard.
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 following options:
    - **Include Quick Marks**: Include quick marks and issues marks in transcripts selected to be included on the report. Because quick marks and issues marks are only displayed in transcripts, you must also select to include the Transcripts on the report (on the **Data** tab).
    - **Include Annotations or Doc-Level Notes with no Issues**: Include annotations or doc-level notes that do not have issues.
    - **Only include Annotations with all selected issues ("Match all Issues")**: Only include annotations that are associated with issues you selected to include.
    - **Only include results that contain Annotation Notes or Doc-Level Notes**: Only include annotations with notes or doc-level notes.
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. See "Creating and Editing Data Groups" on page 9 for more information.
6. Click the **Display** tab.
    - Type a title for the report in the box provided.
    - Select to sort information in the report by hits, title, date, or reverse date using the drop-down provided.
    - Select the property information to include/exclude for each data type on the report. If no information exists for a selected item, no information (including no field name, where appropriate) displays for that item. For example, if you select to include the **Author** information and no author has been defined in the source file properties, the empty field does not display on the report. The same holds for the cover page. If there is no cover page but you select to display one, no cover page displays.
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.
    - In the **Transcripts** area, select **Show annotated text** to display the annotated text in the transcripts. You can also select to include/exclude **Additional Context** surrounding the annotation in transcripts. Options to include additional context include:
        - Select **QA pairs (where available)** to include the annotation when it is in a QA pair and increment the number of question and answer pairs you want to include on the report.
        - Select **Lines above/below** and increment the number of lines of text you want to display above and below the annotation. For example, setting 3 displays 2 lines above the annotation and 1 line below. You can also select to **Include the QA pair (where available)** to include QA pairs in the lines above and below the annotation.
        - Select **Entire Page** to include the entire page of the transcript containing the annotation.
    - In the **Text Files** area, select **Show annotated text** to display the annotated text in the text files. You can also select to include/exclude **Additional Context** surrounding the annotation in the text files. Options to include additional context include:
        - Select **Lines above/below** and increment the number of lines of text you want to display above and below the annotation. For example, setting 3 displays 2 lines above the annotation and 1 line below.
        - Select **Entire Page** to include the entire page of the text file containing the annotation.

- In the **Images** area, select **Show annotation image** to display the annotation in the image files. You can also select to include/exclude **Additional Context** surrounding the annotation in the image files. Options to include additional context include:
    - Select **Additional Pixels** and set additional image information by pixel height and width surrounding the annotation.
    - Select **Entire Page** to include the entire page of the image containing the annotation.

9. Click the **Authors** tab, select the authors who annotated selected content to include on the report.
10. 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.

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. In addition to being able to save Transcript Annotations as .rtf, .html, and .xml, you can save Transcript Annotations as a .csv file to share/export them and import them using the **File** menu, **New**, **Transcript Annotations (from file)** option. See "Exporting and Importing Annotations" on page 56 for more information.

See "Saving and Sending Reports" on page 62 for more information on saving and sending reports. See "Printing Reports" on page 66 for more information on printing reports.

CREATING VERBATIM SUMMARY REPORTS

Create verbatim summary reports that include only highlighted transcript text.

1. Click the **Report** menu and select **All Annotations**.
2. Click the **Display** tab and clear the check boxes 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. Clear the **Additional Context** check box.
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.

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. See "Working with Reports" on page 62 for more information.

CREATING NOTES REPORTS

Create notes reports that list all of the annotations in a document that have an attachment, arranged in page and line order.

1. Click the **Report** menu and select **All Annotations**.
2. Click the **Issues** tab and select **Only include results that contain Annotation Notes or Doc-Level Notes**.
3. 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.

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. See "Working with Reports" on page 62 for more information.

CREATING ATTACHMENTS REPORTS

Create attachments reports to list all of the annotations in a document that have an attachment, arranged in page and line order.

1. Click the **Report** menu and select **All Annotations**.
2. Click the **Issues** tab and clear the **Include Quick Marks** check box.
3. Click the **Display** tab and clear all options under the Annotations category except **Attachment**.
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.

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. See "Working with Reports" on page 62 for more information.

Creating Video Clips

If a transcript has been synchronized with video, you can clip a video segment associated with an annotation or designation, save it, and send it to others. Create a single video segment from a single annotation or designation, or create multiple video segments from an All Annotations or Designations List report.

CREATING A VIDEO SEGMENT FOR A SINGLE ANNOTATION OR DESIGNATION

1. Double-click on an annotation or designation in the Navigation pane to display the source document in the Display pane.
2. Right-click on the annotation or designation in the Display pane, point to **Send**, and select **Video File**.
3. Browse for a select a location for the file and click **Save**.

CREATING MULTIPLE VIDEO SEGMENTS FOR ANNOTATIONS OR DESIGNATIONS

1. Create an All Annotations report (click the **Report** menu and select **All Annotations**) or Designations List report (click the **Report** menu and select **Designations List**).
2. Click the **Send** toolbar button at the top of the report display and select **Video File**.
3. Browse for a select a location for the file and click **Save**.

Sending Annotations to Other Applications

Send annotations to external applications. Depending on the applications you have installed/licensed on your system and your system space, you can send annotations to: PowerPoint, Word, WordPerfect, Video File, Sanction (as text or as video clip), TrialDirector, CaseMap, or Chat. Send an annotation to an application using any of the following options:

- Right-click on an annotation in the Navigation pane or Display pane, point to **Send**, and select an option.
- Select an annotation from the Navigation pane, click the **File** menu, point to **Send**, point to **Send Annotation**, and select an option.
- Double-click on an existing annotation in the Display pane to open the properties for that annotation, click the **Send** toolbar button, and select an option.
- Send multiple or all annotations to an application by first creating an **All Annotations** report, then clicking the **Send** toolbar button on the report display. See "Creating Annotations Reports" on page 57 for information on creating annotations reports. See "Sending Reports to Other Applications" on page 63 for information on sending reports.
- Right-click on an annotation in the Display pane, select **Copy**, and **Paste** the annotated text into another application.

SENDING ANNOTATIONS TO POWERPOINT

Each annotation sent to PowerPoint creates a separate slide. Sending multiple annotations creates a single presentation with one slide for each annotation. Saving a presentation with the same file name as an existing presentation prompts you to choose to overwrite the existing presentation or append slides to the existing presentation.

SENDING ANNOTATIONS TO WORD OR WORDPERFECT

Annotations sent to Word or WordPerfect include citations. Hyperlinks are not retained. The format of the included citations differs depending on the source file.

Westlaw research file citations use "Star Pagination" references. They include the name of the file and a reference to Westlaw Legal Research. In the following example, annotation text is followed by a citation and *1159 Star Pagination reference.

> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi viverra, odio vel tristique vulputate, ligula turpis commodo nulla, eget bibendum risus nibh sit amet felis. Donec nec nisl eu neque *1159

consectetur feugiat. Nam sit amet lacus quis lacus accumsan rutrum nec ut metus. Pellentesque et leo et nibh porttitor venenatis.

Foley v. Interactive Data Corp. 47 Cal.3d 654, 661, 765 P.2d 373, 374 (Cal.,1988.)

Transcript citations include the name of the transcript, page and line numbers, and the transcript date, as shown in this example.

Nunc consectetur metus sit amet orci suscipit eget vulputate ligula lobortis. Proin molestie, risus sed mollis cursus, nunc sem placerat dui, eu facilisis nunc ipsum vel elit. Phasellus commodo, nunc ac elementum lobortis, eros leo aliquam urna, quis vulputate eros lorem sit amet nunc. Phasellus blandit massa sed sem rutrum pulvinar.

(Bower, Gil R, 4:4-4:10, Jan. 10, 2008)

Research file, document, pleading, and image citations include the title of the document and the page number, as shown in this example:

Nunc consectetur metus sit amet orci suscipit eget vulputate ligula lobortis. Proin molestie, risus sed mollis cursus, nunc sem placerat dui, eu facilisis nunc ipsum vel elit. Phasellus commodo, nunc ac elementum lobortis, eros leo aliquam urna, quis vulputate eros lorem sit amet nunc. Phasellus blandit massa sed sem rutrum pulvinar.

(Bower, Gil R at 12.)

SENDING ANNOTATIONS TO A VIDEO FILE

If a transcript has been synchronized with video, the annotated sections can be sent to a video file. The page and line range is appended to the video file.

SENDING ANNOTATIONS TO AN OUTLINE

Annotations sent to an outline include a link to the source containing the annotation. For transcripts, select **Outline (Questions only)** to send only the questions to the outline.

SENDING ANNOTATIONS TO SANCTION

Ensure the **Send** options for Sanction are set appropriately prior to sending annotations to this application (see "Send Tab" on page 7 for more information). If a transcript has been synchronized with video, select **Sanction (as Video Clip)** to send the annotated sections as a video clip.

Note: Sanction 3 and higher may not automatically integrate with Case Notebook. Contact Sanction support for further information.

SENDING ANNOTATIONS TO TRIALDIRECTOR

Ensure the **Send** options for TrialDirector are set appropriately prior to sending annotations to this application (see "Send Tab" on page 7 for more information). Limited user accounts for TrialDirector v.5 and 6 cannot receive Case Notebook annotations. TrialDirector v.6.0 and higher do not automatically integrate with Case Notebook. If you receive the message "Failed to Send Annotation to TrialDirector," go to the C:\Program Files\inData Corporation\TrialDirector 6 folder, and double-click the InstallLiveNoteIntegration.msi file to install that file.

SENDING ANNOTATIONS TO CASEMAP

Ensure the **Send** options for CaseMap are set appropriately prior to sending annotations to this application (see "Send Tab" on page 7 for more information). Annotations sent to CaseMap include a hyperlink to return to Case Notebook.

SENDING ANNOTATIONS TO REALTIME CHAT

Annotate a transcript when you are receiving it and send the annotation to Chat members or right-click on an existing annotation and send it to chat members. Create or select the annotation, right-click on the annotation, point to **Send**, and select **Realtime Chat**. Select recipients from the chat window and click **Send** to send the annotations as a link to the transcript. "Creating Video Clips" on page 60

8 Working with Reports

Create reports to group, analyze, extract, and share case data. Data selected to be included in a report provides key information about the data and a link to open the data in the Display pane. For example, transcripts in case reports display the transcript name with a link to the associated transcript, and provide information about the type of transcript, the status of the transcript (draft or final), and the status of the signature for the transcript (signed or unsigned). You can configure display options for reports by clicking the **View** tab, selecting **Display Options**, and setting preferences in the **Reports** section (see "Setting Display Options" on page 5 for more information).

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. Create the following report types in Case Notebook:

- **All Annotations**: List all of the annotations in the case for the content you specify or create Verbatim Summary reports, Notes reports, or Attachments reports. See "Creating Annotations Reports" on page 57 for detailed information on creating annotations reports.
- **Quick Marks**: List all of the quick marks in the case for the content you specify. See "Creating Quick Marks Reports" on page 53 for detailed information on creating quick marks reports.
- **Issues**: List all of the annotations in the case for the content you specify, sorted by issue. See "Creating Issues Reports" on page 50 for detailed information on creating annotations by issue reports.
- **Full Text Search**: List all occurrences of a search term or phrase for the content you specify. See "Creating Full Text Search Reports" on page 15 for detailed information on creating full text search reports.
- **Auto Tags**: List all occurrences of the words and phrases in the auto tags list for the content you specify. See "Creating Auto Tags Reports" on page 54 for detailed information on creating auto tags reports.
- **Designation Lists**: List all of the designations in the case for the transcripts you specify. See "Creating Designations List Reports" on page 29 for detailed information on creating designations list reports.
- **Case**: List all files in a case. See "Creating Case Reports" on page 18 for detailed information on creating case reports.

Generating a report opens the report in a **Report** category in the Navigation pane and displays the report in the Display pane. Click the **Edit** menu, select **Go to**, type a number in the box provided, and click **OK** to go to that page in the report. At the top of the **Report** category in the Navigation pane is a toolbar that allows you to view/edit the report properties and move to the previous/next data item (hit) in the report. Reports default to display 10 hits per page. Customize the number of hits to display on the **View** menu, **Display Options**, **General** tab.

At the top of the report in the Display pane, a toolbar provides options to view/modify the properties of the report, change the zoom level of the display, print the report (with or without previewing it), save the report, or send the report to another application.

Viewing and Editing Report Properties

View or edit the properties of a report using the **Properties** toolbar button in the **Report** category or Display pane. Open reports automatically update as property information is changed.

Saving and Sending Reports

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.

SAVING REPORTS

Depending on the report type, reports can be saved in the following formats: PDF, RTF, MHT, HTML, CSV, XML, or ASC.

1. Click the **Save As** toolbar button at the top of the report display or click the **File** menu, point to **Save As**, and select to save **Report with Documents (PDF)** to save the report and associated documents to PDF. Associated documents appear as links in the PDF report. Select to save **Report Only** to choose one of the following formats for the saved file:
    - **RTF**: Rich text format for viewing/editing information in word processing applications.
    - **MHT**: MIME HTML web page archive for saving information as a single file for viewing in a web browser.
    - **HTML**: Use this format to open the information in a browser.
    - **CSV**: Comma Separated Values. Use this format to save the values in all fields, using a comma as the delimiter, for example, if you want to import the key fact into Microsoft Excel or share it with another Case Notebook user or case. See "Report CSV ASCII Delimited Field Formats" on page 78 for advanced field format information. See "Exporting and Importing Designations" on page 30 for more information on for Transcript Designations Files.
    - **XML**: Use this format to share data across a network.
    - **Delimited ASCII**: Use this format to import the information into another program or database. Selecting this format enables the ability to define delimiter information by application. See "About Delimiters" on page 46 for more information.
2. Browse for a location to save the file and provide a file name.
3. Click **Save**.

Important! Designations List Reports must be saved in the **RTF** or **CSV** file format to display video clip information (start time, end time, duration). Designations List Reports must be saved in the **RTF** or **CSV** file format to display data in tabular column format. See "Creating Designations List Reports" on page 29 for more information on Designation List Reports.

SENDING REPORTS TO OTHER APPLICATIONS

Depending on the report type and the applications you have installed/licensed on your system, you can click the **Send** toolbar button at the top of the report display to send reports to: West Case Timeline, a mail recipient (as RTF), PowerPoint, Word, WordPerfect, Video File, Sanction (as text or as video clip), TrialDirector, or CaseMap.

If you send Full-Text Search Reports to PowerPoint, any annotation notes and doc-level notes in the search results within the report are omitted. You can send annotations directly to PowerPoint. For more information, see the Sending Annotations to PowerPoint section in "Sending Annotations to Other Applications" on page 60.

Note: Sanction 3 and higher may not automatically integrate with Case Notebook. Contact Sanction support for further information.

Important! If you send Designations List Reports to Word or WordPerfect, the video clip information (start time, end time, duration) is not displayed. All other information such as the transcript text, designations type, etc. is displayed. See "Creating Designations List Reports" on page 29 for more information on Designation List Reports.

Printing Reports

Print reports with or without previewing them before printing them. The default font for documents created in Case Notebook is Times New Roman 11pt. The default font for underlined text in Transcript Summaries is Arial.

Access the **Print** options by using any of the following:

- Select the data that you want to print from the Navigation pane, click the **File** menu, point to **Print**, and select an option.
- For data open in the Display pane, click the **Print** toolbar button at the top of the display.
- From the print preview view, click the **Print** toolbar button.

PREVIEWING THE PRINTED LAYOUT AND MODIFYING PRINT SETTINGS

Preview the printed layout before printing. Adjust print settings to meet your needs and ensure your document prints to your specifications.

1. Select the data that you want to print from the Navigation pane or Display pane.
2. Click the **File** menu, point to **Print Preview**, and select the data type. Alternatively, from the Display pane, click the drop-down arrow next to the **Print** toolbar button and select a **Print Preview** option.
3. The document opens in print preview. Browse the document, modify print options, and modify your view using the options provided.
4. Click the **Print** toolbar button to select a printer and set print options.

9 Printing

There are numerous print and print preview options in Case Notebook:

- Set print layout options for files using the **File** menu, **Page Setup** options.
- Preview any document before printing it using the **File** menu, **Print Preview** options.
- Print a file in full-sized or condensed (multiple pages on one sheet) using the **File** menu, **Print** options.
- Print the Word Index for a transcript (see "Working with the Word Index" on page 44 for more information) using the **File** menu, **Print Preview**, **Transcript**, **Word Index** option.
- Create a PDF file of your transcripts with designations by printing the transcript to a PDF printer.

  Note: You must have a PDF printer installed to use this option. For best results, it is recommended that you print at 600dpi when printing to PDF.
- Print data to a .prn file using the **File** menu, **Print** options.
- Print Reports.
- Print numerous items at one time (batch print).
- Save numerous data types to PDF at one time (batch save). See "Batch Saving Data to PDF" on page 46 for more information.

Formatting the Printed Layout

Format the printed layout of your data using the **Page Setup** options. Select the data you want to format from the Navigation pane or Display pane, click the **File** menu, point to **Page Setup**, point to the data type you want to print, and select the data type you want to print. You can also open the data in print preview and click the **Page Setup** toolbar button () to view changes as you modify the page setup (click the **File** menu, point to **Print Preview**, point to the data type you want to print, and select the data type you want to preview). Page setup options differ slightly depending on the data type you select. Case Notebook provides the following Page Setup options:

- "Page Setup for Full-sized Printing" on page 67
- "Page Setup for Condensed Printing" on page 69
- "Page Setup for Printing the Word Index (Transcripts Only)" on page 72

Previewing Data before Printing

Preview how printed data looks before printing it. Adjust print settings to meet your needs and ensure your data prints to your specifications. See "Printing Reports" on page 63 for print preview options for reports. 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 data that you want to print from the Navigation pane or Display pane, click the **File** menu, point to **Print Preview**, point to the data type you want to print, then select a print option. For data that is open in the Display pane, click the drop-down arrow next to the **Print** toolbar button and select a **Print Preview** option.
2. The data opens in print preview.
   - Click the **Page Setup** toolbar button () to view and modify the print settings (see "Formatting the Printed Layout" on page 65 for detailed instructions).
   - Zoom in and out by choosing a percentage from the Zoom drop-down list.
   - Move forward, back, to the end, or to the beginning using the arrow toolbar buttons.
3. Click the **Print** toolbar button.

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. Click the **File** menu and select **Batch Print**.
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. See "Creating and Editing Data Groups" on page 9 for more information.
4. Select **Print selected items condensed** to print in condensed (multiple pages on one sheet) format. See "Page Setup for Condensed Printing" on page 69 for more information.
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**.

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. Click the **File** menu and select **Batch Save as PDF**.
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. See "Creating and Editing Data Groups" on page 9 for more information.
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.

Printing Reports

Print reports with or without previewing them before printing them. The default font for documents created in Case Notebook is Times New Roman 11pt. The default font for underlined text in Transcript Summaries is Arial.

Access the **Print** options by using any of the following:

- Select the data that you want to print from the Navigation pane, click the **File** menu, point to **Print**, and select an option.
- For data open in the Display pane, click the **Print** toolbar button at the top of the display.

- From the print preview view, click the **Print** toolbar button.

PREVIEWING THE PRINTED LAYOUT AND MODIFYING PRINT SETTINGS

Preview the printed layout before printing. Adjust print settings to meet your needs and ensure your document prints to your specifications.

1. Select the data that you want to print from the Navigation pane or Display pane.
2. Click the **File** menu, point to **Print Preview**, and select the data type. Alternatively, from the Display pane, click the drop-down arrow next to the **Print** toolbar button and select a **Print Preview** option.
3. The document opens in print preview. Browse the document, modify print options, and modify your view using the options provided.
4. Click the **Print** toolbar button to select a printer and set print options.

Page Setup for Full-sized Printing

To format full-sized printed layout, select the data you want to format from the Navigation pane or Display pane, click the **File** menu, point to **Page Setup**, point to the data type you want to print, then select **Full-sized**.

You can also open the data in print preview and click the **Page Setup** toolbar button ( ) to view changes as you modify the page setup (click the **File** menu, point to **Print Preview**, point to the data type you want to print, and select the data type you want to preview). Page setup options differ slightly depending on the data type you select.

PAGE

Set margins for your printed output. For transcripts you can customize headers and footers and select cover page printing options.

- **Margins**: Select an automatic setting from the drop-down list. Select **Custom** from the drop-down list to designate your own margins in the Left, Right, Top, or Bottom boxes (note that 0.5 = ½ inch).
- **Header and Footer** (transcripts only): Customize the transcript header and footer. Select **Print header and footer** and select a font type and size from the drop-down lists. Select the **Bold** option to print the headers and footers in bold text. Click **Edit Text** to modify the headers and footers. Click the button for the header or footer you wish to modify and type into the box corresponding to the header or footer location you choose, or click **Insert Field** and select a field to automatically populate the information for the header or footer.
- **Cover Page** (transcripts only): Select the **Print cover page if available** option to print the transcript cover page (if one is available). Select **Print blank page after cover if printing duplex** if you want the back of the cover page to be blank when you duplex print (page 1 of the transcript prints on the front of the next page rather than on the back of the cover page).
- **Orientation** (transcripts only): Select **Portrait** or **Landscape** page orientation.

BORDER

Print external borders. External borders are page borders, they print around the edges of pages.

- **Style**: Select the style for the border. Select to print borders on the left, right, top, and/or bottom of the page. Select the **Shadow** option to print a shadow on the right and bottom of the page.

TEXT (TRANSCRIPTS ONLY)

Define font characteristics for transcript pages, questions, letters, and answers.

- **Font**: Define font characteristics. Select a font type and size from the drop-down lists. It is recommended that you select a fixed-width (a.k.a. monospace) font like Courier New for full-sized pages to avoid alignment problems. Select the **Bold** option to print the transcript in bold text.
- **Expand font by**: Add space between letters, expanding the length of the line.
- **No header/footer first page**: Prevent the header and footer from printing on the first page.
- **Line numbers in margin**: Print the line numbers in the margin rather than as part of the text of each line. Line numbers print outside the border, if one exists.
- **Spacing**: Define the line spacing. Selecting **Double-spacing** inserts a blank line between each line of text. Selecting **Use full page height** fills the entire page with text.

- **Alternate font pages**: Define fonts for certain pages. Select a font type and size from the drop-down lists. Select the **Bold** option to print the alternate pages in bold text. Enter page numbers in the **First _ and the last _ pages** boxes to designate pages to print as alternate font pages. For example, if you want the first two pages and the last page to print as alternate font pages, type 2 in the first blank space and 1 in the second blank space.
- **Q/A bolding**: Define font characteristics for questions and answers. Also select speaker bolding options. Select an option from the drop-down list. Selecting **<none>** ensures neither questions nor answers are bold. Selecting a **Letter** option makes the letter **Q** and/or **A** bold. Selecting the **Speaker bolding** option allows you to set the speaker text as bold. For example, when attorneys are speaking with the judge.

NUMBERING

Define font characteristics and display of page numbers. For transcripts, define the characteristics and display of line numbers and timestamps.

- **Page numbers**: Select a font type and size for the page numbers from the drop-down lists. Select the **Bold** option to print the numbers in bold text.
- **Align** (page numbers): Designate where to print the page number. Click **<None>** for no page numbers. Select **In Text** to print the page numbers within the borders of the page. Click **In Margin** to print the page numbers within the margins but outside of the borders of the page.
- **Numbering options**: Select options to **Print the page number in brackets** (e.g. [1]), **Print 'Page' with Page number** (e.g. Page 1), **Swap sides on even-numbered duplex pages** (i.e. print the page numbers on the outside edge of each page when duplex printing), and/or **Inside header/footer** to print the page number in the header/footer.
- **Line numbers** (transcripts only): Select a font type and size for the line numbers from the drop-down lists. Select the **Bold** option to print the numbers in bold text. Select **Line numbers in parentheses** to print the line numbers in parentheses (e.g. (1)). Type numbers in the **Skip first _ and the last _ pages** boxes to keep line numbers from printing on the designated pages. For example, to have the first two pages and the last page print without page numbers, type 2 in the first blank space and 1 in the second blank space.
- **Timestamps** (transcripts only): Select a font type and size for the timestamp from the drop-down lists. Select the **Bold** option to print the timestamp in bold text.
- **Align** timestamps (transcripts only): Designate where to print the timestamp. Click **<None>** for no timestamp, **On left** to print timestamp on the left, or **On right** to print the timestamp on the right. Select **In Text** to print the timestamp within the borders of the page. Click **In Margin** to print the timestamp within the margins but outside of the borders of the page.

ADVANCED (TRANSCRIPTS ONLY)

Append a Word Index, define advanced transcript spacing, print a unique transcript identifier on each page, and select options for displaying signatures on transcripts.

- **Append word index**: Print the Word Index at the end of the transcript.
- **Advanced transcript spacing**: Define the vertical space to add (in 1/2 points) below the header and above the footer and/or define the horizontal space to add (in characters) between the line numbers and the transcript text.
- **Unique transcript identifier**: Print a unique identifier at the bottom of each page. Signed transcripts always print the unique identifier. The unique identifier also prints if the **Print signature details at bottom of every page** option is selected.
- **Signed transcripts**: Select signature printing options for signed transcripts.

ANNOTATIONS

Select options for the display of annotations and select issues to print.

- **Display Annotations**: Select **Display Annotations** to print documents with annotation notes. Select to **Include Quick Marks** (transcripts only) to print quick marks, **Include Annotations with no Issues** to print annotations with no issues associated with them, and whether you want to **Display Annotations in footer** to print the annotation numbers and/or notes in the footer of a document. Note that the color of annotations print in the assigned issue color. If annotation notes do not fit in the footer, they continue on an additional blank page.

- **Select Issues**: Click **Select Issues** to choose all or a subset of issues that you want to include when printing. 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.
- **Display**: Select an option from the **Display** drop-down list to select to print annotations with the assigned issue color assigned to **Highlight** the text, to print **Individual borders** around each annotation, to print **Combined borders** around multiple annotations, or to print annotations in **Bold** text.

DESIGNATIONS (TRANSCRIPTS ONLY)

Select options for the display of transcript designations and select designation types to print.

- **Margin Display**: Select to **Display Designations in Left Margin** and/or **in Right Margin**.
- **Select Types**: Click **Select Types** to choose all or a subset of designation types that you want to include when printing. All types are selected by default. Clear the check box in the header of the table to deselect all types.
    - **Details**: Select to **Display Designation details in footer** to print the designation information (page:line and type) in the footer of every page on which the Designation appears. Note that the color of designations print in the assigned designation type color.
        - Select **Display on every page for multi-page Designations** to display all of the Designation details in the footer of every page on which the Designation appears. Select **Display only when Designation contains a Note** to only display designations when there is a note for that designation. If designation notes do not fit in the footer, they continue on an additional blank page.
- **Headings**: Select to **Display column headings**, select the **Left margin heading** and/or **Right margin heading**, then type custom headings in the boxes provided. Format the font type, size, and style for the headings using the options provided.
- **Legend**: Select to **Print Designation Types legend on separate page** to print a list of the designation types appearing in the document and an example of their appearance on a separate page.
- **Designation Bar width**: Select to print designation bars in **Standard**, **Narrow**, or **Wide** widths.
- **Page Selection**: Select to print **All pages** or **Print only pages that include Designations**. Selecting **Print only pages that include Designations** 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**.

Page Setup for Condensed Printing

To format condensed (multiple pages on one sheet) printed layout, select the data you want to format from the Navigation pane or Display pane, click the **File** menu, point to **Page Setup**, point to the data type you want to print, then select **Condensed**. You can also open the data in print preview and click the **Page Setup** toolbar button ( ) to view changes as you modify the page setup (click the **File** menu, point to **Print Preview**, point to the data type you want to print, and select the data type you want to preview). Page setup options differ slightly depending on the data type you select.

PAGE

Set margins for your printed output. For transcripts you can customize headers and footers and select cover page printing options.

- **Margins**: Select an automatic setting from the drop-down list. Select **Custom** from the drop-down list to designate your own margins in the Left, Right, Top, or Bottom boxes (note that 0.5 = ½ inch).
- **Header and Footer** (transcripts only): Customize the transcript header and footer. Select **Print header and footer** and select a font type and size from the drop-down lists. Select the **Bold** option to print the headers and footers in bold text. Select **Print on each condensed page** to print the header and footer on every condensed page (instead of printing it in the header of the sheet containing the condensed pages). Click **Edit Text** to modify the headers and footers. Click the button for the header or footer you wish to modify and type into the box corresponding to the header or footer location you choose, or click **Insert Field** and select a field to automatically populate the information for the header or footer.
- **Cover Page** (transcripts only): Select the **Print cover page if available** option to print the transcript cover page (if one is available). Select **Print blank page after cover if printing duplex** if you want the back of

the cover page to be blank when you duplex print (page 1 of the transcript prints on the front of the next page rather than on the back of the cover page).

BORDER

Print external and/or internal borders. External borders are page borders, they print around the edges of pages. Internal borders are borders between condensed pages and, for transcripts, between Word Index columns.

- **Style**: Select the style for the borders. Select to print external borders on the left, right, top, and/or bottom of the page. Enable the **Shadow** option to print a shadow on the right and bottom of the page. For the internal border, select a style (none, thin, single, or thick) to display a border between condensed pages.

TEXT (TRANSCRIPTS ONLY)

Define font characteristics for transcript pages, questions, letters, and answers.

- **Font**: Define font characteristics. Select a font type and size from the drop-down lists. It is recommended that you select a fixed-width (a.k.a. monospace) font like Courier New for full-sized pages to avoid alignment problems. Select the **Bold** option to print the transcript in bold text.
- **Expand font by**: Add space between letters, expanding the length of the line.
- **No header/footer first page**: Prevent the header and footer from printing on the first page.
- **Line numbers in margin**: Print the line numbers in the margin rather than as part of the text of each line. Line numbers print outside the border, if one exists.
- **Spacing**: Define the line spacing. Selecting **Double-spacing** inserts a blank line between each line of text. Selecting **Use full page height** fills the entire page with text.
- **Alternate font pages**: Define fonts for certain pages. Select a font type and size from the drop-down lists. Select the **Bold** option to print the alternate pages in bold text. Enter page numbers in the **First _ and the last _ pages** boxes to designate pages to print as alternate font pages. For example, if you want the first two pages and the last page to print as alternate font pages, type 2 in the first blank space and 1 in the second blank space.
- **Q/A bolding**: Define font characteristics for questions and answers. Also select speaker bolding options. Select an option from the drop-down list. Selecting **<none>** ensures neither questions nor answers are bold. Selecting a **Letter** option makes the letter **Q** and/or **A** bold. Selecting the **Speaker bolding** option allows you to set the speaker text as bold. For example, when attorneys are speaking with the judge.

NUMBERING

Define font characteristics and display of page numbers. For transcripts, define the characteristics and display of line numbers and timestamps.

- **Page numbers**: Select a font type and size for the page numbers from the drop-down lists. Select the **Bold** option to print the numbers in bold text.
- **Align** (page numbers): Designate where to print the page number. Click **<None>** for no page numbers. Select **In Text** to print the page numbers within the borders of the page. Click **In Margin** to print the page numbers within the margins but outside of the borders of the page.
- **Numbering options**: Select options to **Print the page number in brackets** (e.g. [1]), **Print 'Page' with Page number** (e.g. Page 1), **Swap sides on even-numbered duplex pages** (i.e. print the page numbers on the outside edge of each page when duplex printing), and/or **Inside header/footer** to print the page number in the header/footer.
- **Line numbers** (transcripts only): Select a font type and size for the line numbers from the drop-down lists. Select the **Bold** option to print the numbers in bold text. Select **Line numbers in parentheses** to print the line numbers in parentheses (e.g. (1)). Type numbers in the **Skip first _ and the last _ pages** boxes to keep line numbers from printing on the designated pages. For example, to have the first two pages and the last page print without page numbers, type 2 in the first blank space and 1 in the second blank space.
- **Timestamps** (transcripts only): Select a font type and size for the timestamp from the drop-down lists. Select the **Bold** option to print the timestamp in bold text.
- **Align** timestamps (transcripts only): Designate where to print the timestamp. Click **<None>** for no timestamp, **On left** to print timestamp on the left, or **On right** to print the timestamp on the right. Select

In Text to print the timestamp within the borders of the page. Click **In Margin** to print the timestamp within the margins but outside of the borders of the page.

CONDENSED

Define the font characteristics, page numbers, and display of the condensed pages on the full-sized sheets.

- **Layout**: Define font characteristics and the layout of the condensed printed pages. Select a font type from the **Font** drop-down list (transcripts only). Set the number of condensed pages to print on each sheet of paper from the **Layout** drop-down list and the layout order (vertical or horizontal) for condensed pages from the **Order** drop-down list. Note that when printing Westlaw research files in dual-column format, **Dual Column** is the only available option.
- **Page**: Select the location to print page numbers from the **Numbers** drop-down list. Indicate the location to print: numbers on each page, numbers on each sheet (the **order** of the page numbers - this is in addition to the page numbers on each condensed page), and/or the range (e.g. 2-5) on each page of condensed pages. Select **<None>** to disable any or all options.
- **Print these pages full sized**: Print designated pages full-sized. For example, to print the first 2 pages (perhaps a cover page and a blank page) and the last 3 pages full-sized instead of condensed, type **2** and **3** in the boxes provided. You can also select to print **All unnumbered pages** in full size (transcripts only) or prevent any pages from printing full sized (select **None**).
- **Space for handwritten notes**: Select a location for handwritten notes (**No Notes Space**, **Interleaved Notes**, **Right Column**, **Notes Across Bottom**, **Bottom Right**). If you do not want a designated space for handwritten notes, select the **No Notes Space** option. Enable the **Add center column note space** option to create a center column space for handwritten notes.

ADVANCED (TRANSCRIPTS ONLY)

Append a Word Index, define advanced transcript spacing, print a unique transcript identifier on each page, and select options for displaying signatures on transcripts.

- **Append word index**: Print the Word Index at the end of the transcript.
- **Advanced transcript spacing**: Define the vertical space to add (in 1/2 points) below the header and above the footer and/or define the horizontal space to add (in characters) between the line numbers and the transcript text.
- **Unique transcript identifier**: Print a unique identifier at the bottom of each page. Signed transcripts always print the unique identifier. The unique identifier also prints if the **Print signature details at bottom of every page** option is selected.
- **Signed transcripts**: Select signature printing options for signed transcripts.

ANNOTATIONS

Select options for the display of annotations and select issues to print.

- **Display Annotations**: Select **Display Annotations** to print documents with annotation notes. Select to **Include Quick Marks** to print quick marks (transcripts only), **Include Annotations with no Issues** to print annotations with no issues associated with them, and whether you want to **Display Annotations in footer** (transcripts only) to print the annotation page range, associated issues, and/or notes in the footer of a document. Note that the color of annotations print in the assigned issue color. If annotation notes do not fit in the footer, they continue on an additional blank page.
- **Select Issues**: Click **Select Issues** to choose all or a subset of issues that you want to include when printing. 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.
- **Display**: Select an option from the **Display** drop-down list to select to print annotations with the assigned issue color assigned to **Highlight** the text, to print **Individual borders** around each annotation, to print **Combined borders** around multiple annotations, or to print annotations in **Bold** text.

DESIGNATIONS (TRANSCRIPTS ONLY)

Select options for the display of transcript designations and select designation types to print.

- **Designation Bars**: Select to **Display Designation Bars**.

- **Select Types**: Click **Select Types** to choose all or a subset of designation types that you want to include when printing. All types are selected by default. Clear the check box in the header of the table to deselect all types.
    - **Details**: Select to **Display Designation details in footer** to print the designation information (page:line and type) in the footer of every page on which the Designation appears. Note that the color of designations print in the assigned designation type color.
        - Select **Display only when Designation contains a Note** to only display designations when there is a note for that designation. If designation notes do not fit in the footer, they continue on an additional blank page.
- **Notes**: Select to **Display Designation Notes in footer** to print the designation notes in the footer of a printed document. Note that the color of designations print in the assigned designation type color. If designation notes do not fit in the footer, they continue on an additional blank page.
- **Heading**: Select to **Display column heading** then type custom heading in the box provided. Format the font type, size, and style for the headings using the options provided.
- **Legend**: Select to **Print Designation Types legend on separate page** to print a list of the designation types appearing in the document and an example of their appearance on a separate page.
- **Designation Bar width**: Select to print designation bars in **Standard**, **Narrow**, or **Wide** widths.

Page Setup for Printing the Word Index (Transcripts Only)

To format the printed layout of a Word Index, select the transcript from the Navigation pane or Display pane, click the **File** menu, point to **Page Setup**, point to **Transcript**, then select **Word Index**. See "Working with the Word Index" on page 44 for more information on how to reduce the number of words in the Word Index.

You can also open the Word Index in print preview and click the **Page Setup** toolbar button () to view changes as you modify the page setup (click the **File** menu, point to **Print Preview**, point to the data type you want to print, and select the data type you want to preview).

PAGE

Set margins for your printed output.

- **Margins**: Select an automatic setting from the drop-down list. Select **Custom** from the drop-down list to designate your own margins in the Left, Right, Top, or Bottom boxes (note that 0.5 = ½ inch).

BORDER

Print external and/or internal borders. External borders are page borders, they print around the edges of pages. Internal borders are borders between Word Index columns.

- **Style**: Select the style for the borders. Select to print external borders on the left, right, top, and/or bottom of the page. Enable the **Shadow** option to print a shadow on the right and bottom of the page. For the internal border, select a style (none, thin, single, or thick) to display a border between Word Index pages.

WORD INDEX

- **General**: Set the number of columns, the font, and the font size for the Word Index.
- **Word display**: Display the number of times the word is mentioned in the transcript next to the indexed word.
- **Page numbering**: Automatically assign page numbers to the Word Index or start the page numbering for the Word Index on a specific page number you designate.

NUMBERING

Define font characteristics and display of page numbers, line numbers, and timestamps.

- **Page numbers**: Select a font type and size for the page numbers from the drop-down lists. Select the **Bold** option to print the numbers in bold text.
- **Align** (page numbers): Designate where to print the page number. Click **<None>** for no page numbers. Select **In Text** to print the page numbers within the borders of the page. Click **In Margin** to print the page numbers within the margins but outside of the borders of the page.
- **Numbering options**: Select options to **Print the page number in brackets** (e.g. [1]), **Print 'Page' with Page number** (e.g. Page 1), and/or **Swap sides on even-numbered duplex pages** (i.e. print the page numbers on the outside edge of each page when duplex printing).

10 Online and Offline User Rights

Case Notebook Administrators assign permissions to users to enable them to carry out additional tasks. To access user rights information, copy the summary data from the Case Properties (see "Copying Summary Data" on page 12 for more information). The tables below describe rights associated with different user types.

Online Users

Task	External	Reader	Author	Editor	Power	Case Manager
Create/print case or full text search reports	Yes	Yes	Yes	Yes	Yes	Yes
Create/print reports of annotations, notes, attachments, issues, quick marks, characters, auto tags, transcript summaries, designations, and key facts	No	Yes	Yes	Yes	Yes	Yes
Edit the properties of issues	No	No	No	No	No	Yes
Edit the properties of transcripts, documents, pleadings, research, custom category files	No	No	No	No	Yes	Yes
Edit properties of their own outlines	No	No	Yes	Yes	Yes	Yes
Edit outline properties of others	No	No	No	Yes	Yes	Yes
Connect to new Realtime	No	No	Yes	Yes	Yes	Yes
Update transcripts	No	No	No	No	Yes	Yes
Add auto tags	No	No	No	No	Yes	Yes
View/replicate issues	No	Yes	Yes	Yes	Yes	Yes
View outlines, transcript summaries, designation types	No	Yes	Yes	Yes	Yes	Yes
View/replicate annotations, key facts, characters	No	Yes	Yes	Yes	Yes	Yes
Create issues, create and modify designation types	No	No	No	No	No	Yes

Task	External	Reader	Author	Editor	Power	Case Manager
Create annotations, key facts, characters, outlines, transcript summaries, designations, data groups	No	No	Yes	Yes	Yes	Yes
Add attachments to annotations	No	No	Yes	Yes	Yes	Yes
Delete issues, designation types	No	No	No	No	No	Yes
Delete/modify characters/smart tags	No	No	Yes	Yes	Yes	Yes
Delete own key facts, outlines, transcript summaries	No	No	Yes	Yes	Yes	Yes
Modify own annotations, key facts, outlines, transcript summaries, designations	No	No	Yes	Yes	Yes	Yes
Modify others key facts, outlines, transcript summaries	No	No	No	Yes	Yes	Yes
Modify own annotations while offline (including cut and paste)	No	No	Yes	Yes	Yes	Yes
Modify designation video positions	No	Yes	Yes	Yes	Yes	Yes
Delete own annotations, quick marks, designations	No	No	Yes	Yes	Yes	Yes
View transcripts, documents, pleadings, research, custom category files	Yes**	Yes	Yes	Yes	Yes	Yes
Full text search	Yes	Yes	Yes	Yes	Yes	Yes
Create transcripts, documents, pleadings, research, custom category files	No	No	No	No	Yes	Yes
Edit case properties	No	No	No	No	No	Yes
Manage noise words	No	No	No	No	Yes	Yes
Delete transcripts, documents, pleadings, research, custom category files	No	No	No	No	Yes	Yes
Delete others, key facts, outlines, transcript summaries	No	No	No	Yes	Yes	Yes

Task	External	Reader	Author	Editor	Power	Case Manager
Delete others annotations, quick marks, designations	No	No	No	Yes	Yes	Yes
Edit others annotations, quick marks, designations (cut, paste, change properties)	No	No	No	Yes	Yes	Yes
Delete auto tags	No	No	No	No	Yes	Yes
Manage custom categories	No	No*	No*	No*	No*	Yes
Manage custom properties	No	No	No	No	No	Yes
Move data	No	No	No	No	No	Yes

*Permissions must be assigned by your Case Notebook Administrator.

** Custom category is not blocked.

Offline Users

Task	External	Reader	Author	Editor	Power	Case Manager
Create/print case or full text search reports	Yes	Yes	Yes	Yes	Yes	Yes
Create/print reports of annotations, notes, attachments, issues, quick marks, characters, auto tags, transcript summaries, designations, and key facts	No	Yes	Yes	Yes	Yes	Yes
Edit the properties of issues	No	No	No	No	No	No
Edit the properties of transcripts, documents, pleadings, research, custom category files	No	No	No	No	No	No
Edit properties of their own outlines	No	No	Yes	Yes	Yes	Yes
Edit outline properties of others	No	No	No	No*	No*	No*
Connect to new Realtime	No	No	Yes	Yes	Yes	Yes
Update transcripts	No	No	No	No	Yes	Yes
Add auto tags	No	No	No	No	Yes	Yes
View/replicate issues	No	Yes	Yes	Yes	Yes	Yes

Task	External	Reader	Author	Editor	Power	Case Manager
View outlines, transcript summaries, designation types	No	Yes	Yes	Yes	Yes	Yes
View/replicate annotations, key facts, characters	No	Yes	Yes	Yes	Yes	Yes
Create issues, create and modify designation types	No	No	No	No	No	Yes
Create annotations, key facts, characters, outlines, transcript summaries, designations, data groups	No	No	Yes	Yes	Yes	Yes
Add attachments to annotations	No	No	Yes	Yes	Yes	Yes
Delete issues, designation types	No	No	No	No	No	No
Delete/modify characters, smart tags	No	No	No	No	No	No
Delete own key facts, outlines, transcript summaries	No	No	No	No	No	No
Modify own annotations, key facts, outlines, transcript summaries, designations	No	No	Yes	Yes	Yes	Yes
Modify others key facts, outlines, transcript summaries	No	No	No	No*	No*	No*
Modify own annotations while offline (including cut and paste)	No	No	Yes	Yes	Yes	Yes
Modify designation video positions	No	Yes	Yes	Yes	Yes	Yes
Delete own annotations, quick marks, designations	No	No	Yes	Yes	Yes	Yes
View transcripts, documents, pleadings, research, custom category files	Yes**	Yes	Yes	Yes	Yes	Yes
Full text search	Yes	Yes	Yes	Yes	Yes	Yes
Create transcripts, documents, pleadings, research, custom category files	No	No	No	No	Yes	Yes
Edit case properties	No	No	No	No	No	No

Task	External	Reader	Author	Editor	Power	Case Manager
Manage noise words	No	No	No	No	No	No
Delete transcripts, documents, pleadings, research, custom category files	No	No	No	No	No	No
Delete others, key facts, outlines, transcript summaries	No	No	No	No	No	No
Delete others annotations, quick marks, designations	No	No	No	Yes, if Power Editor*	Yes, if Power Editor*	Yes, if Power Editor*
Edit others annotations, quick marks, designations (cut, paste, change properties)	No	No	No	Yes, if Power Editor*	Yes, if Power Editor*	Yes, if Power Editor*
Delete auto tags	No	No	No	No	Yes	Yes
Manage custom categories	No	No	No	No	No	No
Manage custom properties	No	No	No	No	No	No
Move data	No	No	No	No	No	No

*A user must be Editor or above to become a Power Editor. Power Editors have more discretion when working offline. For example, they can edit outlines, transcript summaries and designations, annotations, and key facts of others when offline and they can delete others annotations, including quick marks and designations when offline.

** Custom category is not blocked.

11 Report CSV ASCII Delimited Field Formats

This is an advanced topic for use when importing/exporting report data in ASCII delimited text format. When saving reports using the Comma Separated Values (*.csv) option, the following formats are used.

Field Types

- Text type is a single-line text field.
- Paragraph type is a multi-line text field separated by cr/lf pairs.

<fieldname> type description information follows:

<LN_LRL> paragraph Case Notebook Resource Locator. This field is used by Case Notebook to create links between Case Notebook and other programs.

<LN_Content Type> text 11-character text field. Research, transcripts, pleadings, or documents.

<LN_StartPage> numeric 32-bit number (0-999999)

<LN_StartLine> numeric 16-bit number (1-99)

<LN_StartColumn> numeric 16-bit number (0-127) Not used for quick marks.

<LN_EndPage> numeric 32-bit number (0-999999) Not used for quick marks.

<LN_EndLine> numeric 16-bit number (1-99) Not used for quick marks.

<LN_EndColumn> numeric 16-bit number (0-127) Not used for quick marks.

<LN_Date> text 8 character text field (yyyymmdd)

<LN_Time> text 6 character text field (hhmmss)

<LN_TranscriptName> text max 60 character text field

<LN_Issues> paragraph one issue per line, max 60 chars per line

<LN_Note> paragraph can contain multiple lines

<LN_Attachment> text variable length text field

<LN_NumVideos> numeric number of video file segments

<LN_VideoInfo> paragraph video segment information

<LN_Text> paragraph text

The <LN_VideoInfo> field contains information about the video file segments associated with the annotation. If there is no associated video file, this field is empty. For each segment, the following values are stored as subfields:

<fieldname> type notes

<label> text max 80 character text field. Label on the CD.

<path> text max 200 character text field. Path to the video file. It does not include the drive.

<start position> numeric 32-bit number. Beginning offset for the clip in milliseconds.

<end position> numeric 32-bit number. Ending offset for the clip in milliseconds.

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