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TrialDirector® 6

Trial Presentation Software

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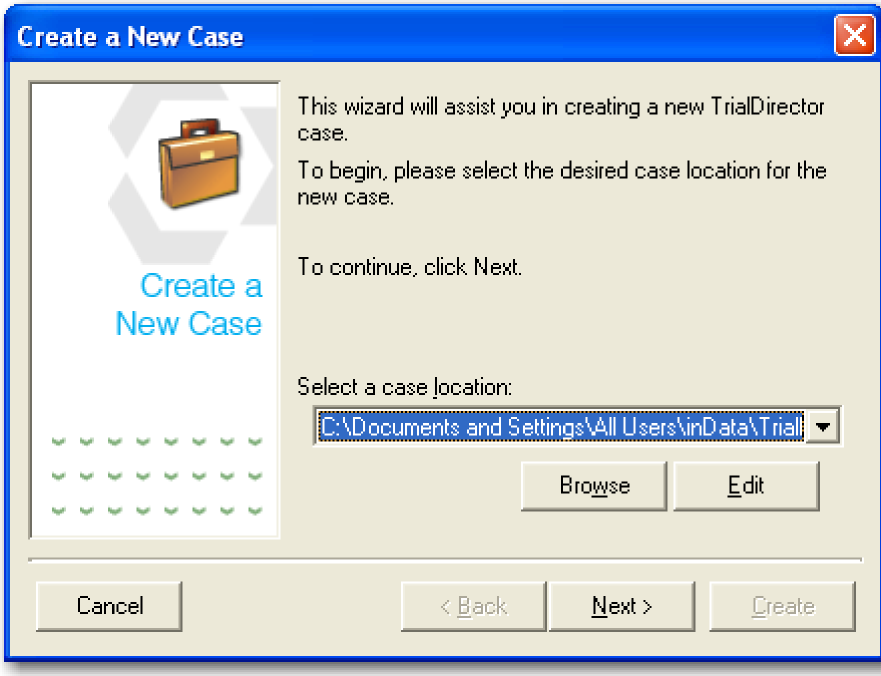
The following topics have been exported from the TrialDirector 6 Help System to enable easy printing. To access the most current information from the full Help system, open the Help menu in TrialDirector.

Creating a New Case

To import items into TrialDirector, first create a case into which you'll load images, transcripts and other items.

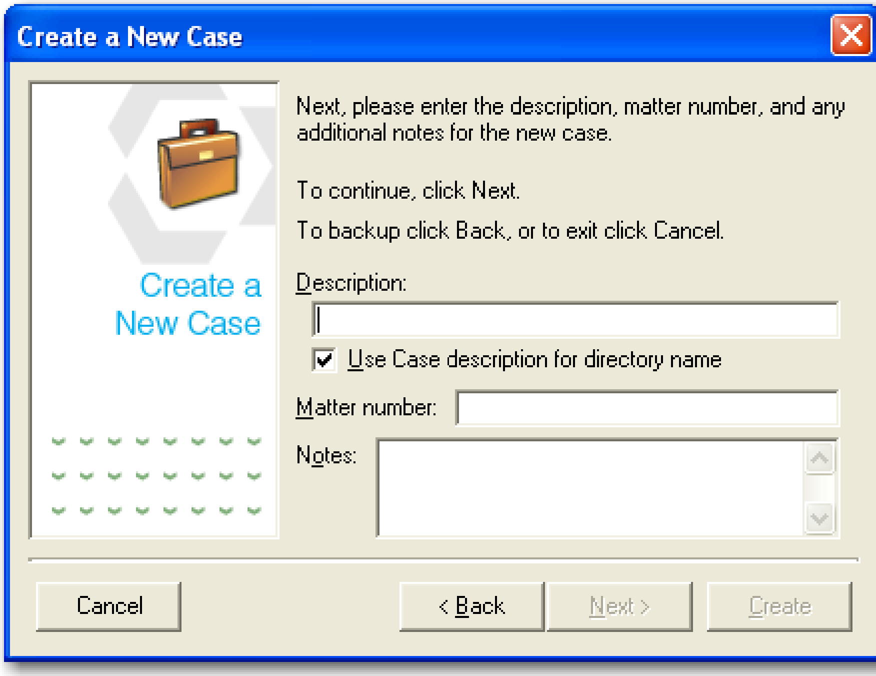
To create a new case

1. Select **Create a New Case** from the **File** menu or click the **New Case** tool on the Toolbar.



2. The default case path is automatically selected as the destination location for the case files. To change the case path, click **Browse** and navigate to the location where you want the case stored. You may also wish to add multiple case paths. If so, click **Edit** to add more than one path. Long filenames are supported, so you are not limited to eight character filenames.
3. Click **Next**.
4. Type the name of the new case in the Case Description field. You can also enter a Matter Number and Notes, if desired.

- Long filename naming conventions are supported. You are not limited to eight character names.



5. Select **Use Case description for directory name** if you want the directory name to be the same as the Case Description. If **Use Case description for directory name** is not selected, TrialDirector will name the case folder using a number scheme, *i.e.*, CASE0005.
6. Click **Next.**
7. You may want to set up case security. If so, select the **Enable Case Access Security** checkbox and enter an **Administrator User ID** and **Password**. To further secure case data, select the **Enable Case Encryption** checkbox. You may also choose to skip case security.
8. Click **Create.**

The new case is created. Documents, Multimedia and Transcripts folders and a Trial Exhibits Workbook are displayed.

To view the Matter number and notes you associated with the case when you created it, right-click on the case name in the Case Explorer and select **Properties**.

Opening an Existing Case

Depending on the options selected in the **Options** settings, when you start TrialDirector, you will see either the last case opened (the default setting) or a list of the cases stored in the last accessed case path. (See Document Manager Options to learn how to revise this setting.)

To open an existing TrialDirector case

1. Select **Open Case** from the **File** menu or click the **Open Case** tool button on the Toolbar.
2. Use the drop-down list to select the case you wish to open.
    - If you do not see the case in the selection list, click the **Browse** button to select a different case path.
3. Once you select a case, click **Open**.
4. If you are opening a case that is secured with a password, you must enter the appropriate **Username** and **Password** in the **Secure Case Access Login** dialog. Then click **Login**. If you don't know the login information, click **Cancel** to return to the case list or contact your administrator.
    - You may be prompted to backup the case. If so, click **Yes** to backup the files. Click **No** to skip the backup and open the case.

TrialDirector opens to the case you selected, displaying the Case Explorer, Workbooks Explorer and the first image listed in the Documents folder of the Case Explorer.

Loading Items into Your Case

A TrialDirector case may contain a variety of items comprising what may become or already are identified as exhibits in your case. These might include images of documents, deposition and trial transcripts (including, possibly, digitized and synchronized video), multimedia files (such as audio recordings or surveillance videos), and native files (Word, Excel, PowerPoint, Adobe PDF files, to name a few). See Supported File Formats for a complete list.

You may load documents or transcripts using drag-and-drop or you may use menus and dialogs to walk through the process.

Loading Documents

There are a few methods for adding items to your case, depending on the type of item and the source of the files.

- Did you receive a "load file" (typically with an .OLL, .DII or .LFP extension)? Then you'll use the Batch Import Files loading technique.
- Do you have a group of images or native files but no batch loading file? Then you'll use the Manual Selection Dialog to load those items.
- You may need to scan and load images directly into TrialDirector using a Twain-compliant scanner. Any of these approaches can be used when you're working in the Case Explorer, Document Manager or Coding modules of TrialDirector.

Loading Transcripts

Loading transcripts must be done from the Transcript Manager. You might have just a transcript file (in ASCII or Amicus or PTF -- Portable Transcript Format). You may also be have received a video file to go along with the transcript. If so, you'll want to have the transcript and the video synchronized (if they've not already gone through the synchronization process). If they have been synchronized, you'll load a CMS (Compound Media Storage) file, which lets you load that transcript and its associated media and synchronization information into your case.

Loading Documents	Loading Transcripts
Loading Items Using the Manual Selection Dialog	Loading Transcripts - Amicus or ASCII Format
Loading Items Using Batch Import Files	Loading Transcripts - Portable Transcript (PTF) Format
Loading Items Using a Scanner	Loading Digitized and Synchronized Transcripts
Loading Items Using Drag-and-Drop	

Loading Items Using the Manual Selection Dialog

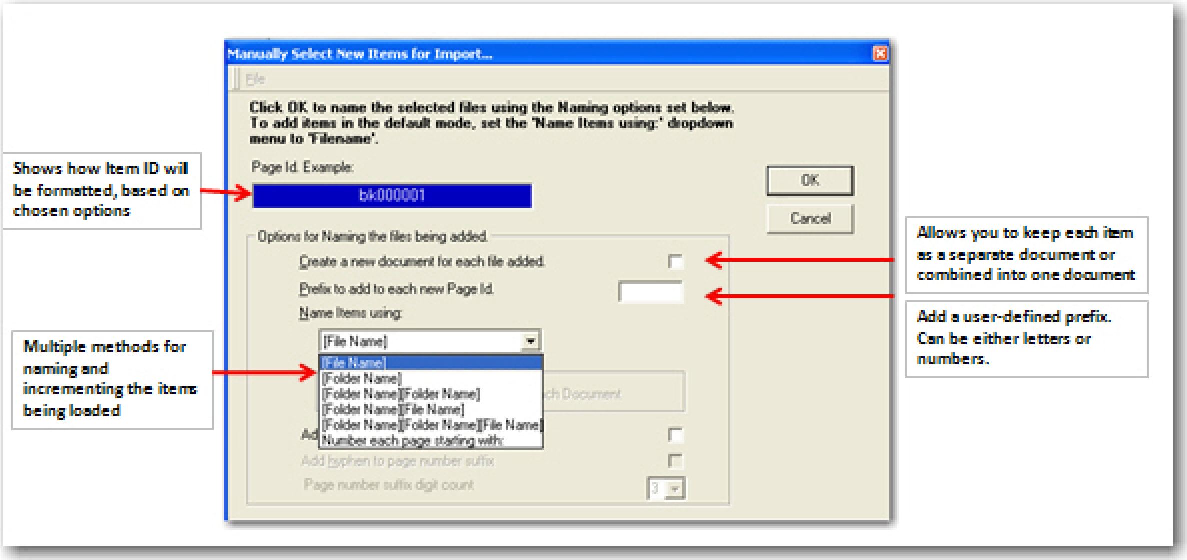
Use the Manual Selection Dialog to load images, native and multimedia files when you have not been provided with a batch load file.

To Load Documents Without a Batch Load File

Note: It is always a good idea to make a backup of your case before you load a large number of items, just in case something goes awry.

1. From the **Case Explorer**, **Document Manager** or **Coding** views, open the **Document** menu.
2. Select **Import New Item(s) from...**
3. Choose **Manual Selection Dialog** from the flyout menu. The Windows **Select Items** window opens.
    - In the Windows **Select Items** dialog, select the **View** tool to choose how the items will be displayed. Note that you can view thumbnails of the items you're loading, as well as a List or Details.
4. Navigate to the location of the files you want to add to TrialDirector.
5. Select the files you want to load and click **Open**.
    - Select a single file by double-clicking on the filename.
    - To select several non-adjacent files for loading, hold down **CTRL** and click on each file.
    - To select a range of files, hold down **SHIFT** and click the first and last file in the range.
6. In the window that opens ("Manually Select New Items for Import..."), you will make decisions about how to name the item(s) being loaded.

    Note: It's very important that the ID numbers you establish here are unique and do not already exist in your TrialDirector case. If Item ID numbers are duplicated, TrialDirector will attempt to overwrite the existing items with the new items you are loading.



7. Once you make the necessary changes and verify the appearance of the number in the Page ID Example window, click OK. The new items are now accessible from the Case Explorer, the Document Manager and the Coding tabs. They are also able to be shown in Presentation mode.

Loading Items Using Batch Import Files

A batch import (or batch load) file automates the process of adding a group of items to a case, avoiding the slow, tedious task of adding items one-at-a-time. Using a defined format, a batch load file typically contains information about the filenames, the location of the files and the types of files.

The load file most identified with TrialDirector is called an Object Load List (*.oll). Object load lists can be manually created using a text editor. TrialDirector also accepts several types of batch load files produced by other programs. Batch load files currently supported by TrialDirector are:

- TrialDirector database files (*.mdb) (includes annotation references, if any)
- CT Summation iBlaze® Document Image Information files (*.dii)
- IPRO load files (*.lfp)
- DocuLex™ Volume Contents files (*.txt)
- DocuLex™ Database Files (*.dbf)
- Opticon v2.0 ImageBase Load Files (*.opt)
- Generic Image Load files (*.log)

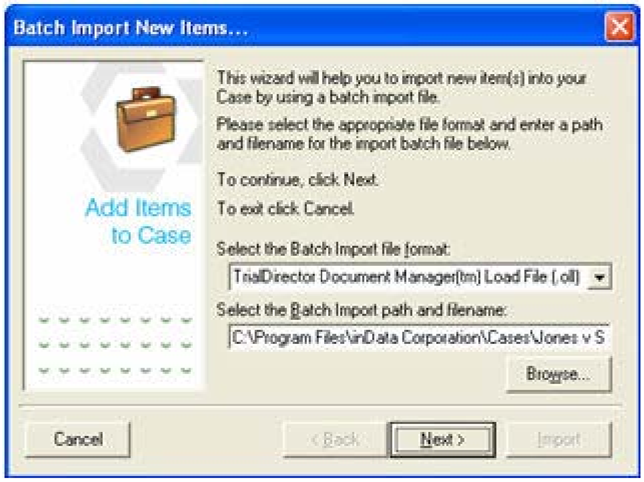
TrialDirector also offers a utility called FileBridge, located in the **Tools** menu, that lets you convert certain types of batch load files into an .oll file or other compatible format.

Note: If you are adding items from a volume that you have exported from a TrialDirector case, use the database file (.mdb) rather than the object load list (*.oll). The *.mdb file contains references to any annotations made on the items; the *.oll file does not contain that information.*

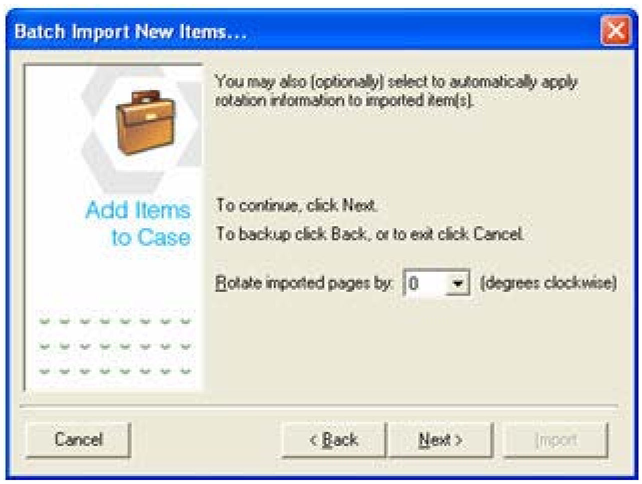
To Load Documents Using a Batch Load File

Note: It is always a good idea to make a backup of your case before you load a large amount of items, just in case something goes wrong with the load process.

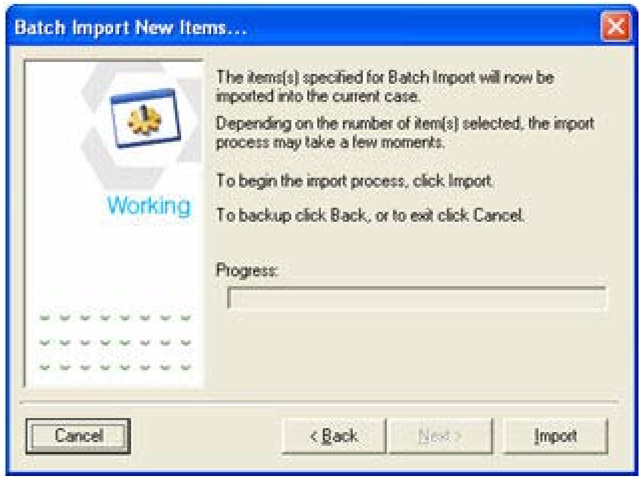
1. From the **Case Explorer**, **Document Manager** or **Coding** views, open the **Document** menu.
2. Select **Import New Item(s) from...**
3. Choose **Batch Import File** from the flyout menu. The following dialog appears.



4. In the first field -- **Select the Batch Import file format** -- select the type of batch file you are importing. By default, TrialDirector selects an .oll file but click on the drop-down arrow to select from a list of compatible file types.
5. In the second field -- **Select the Batch Import path and filename** -- type the path and filename of the batch file you are using (for example, C:\images\load.oll) or click **Browse** to locate the file.
6. Click **Next.**



7. If all of the items you are importing need to be rotated, select the number of degrees (clockwise) the images should be rotated. If only a few of the items require rotation, it is better to perform the rotation using the rotation tools on the main TrialDirector toolbar.
8. Click **Next**
9. Click **Import**. The import processing time depends on the number of items you are importing.



10. When the import is complete, click **OK.**

If there were no errors during the import process, the imported items will now appear in the Case Explorer and Document Manager. Because the load file contained the Doc ID and file type information, the items are displayed in the appropriate area of the Case Explorer.

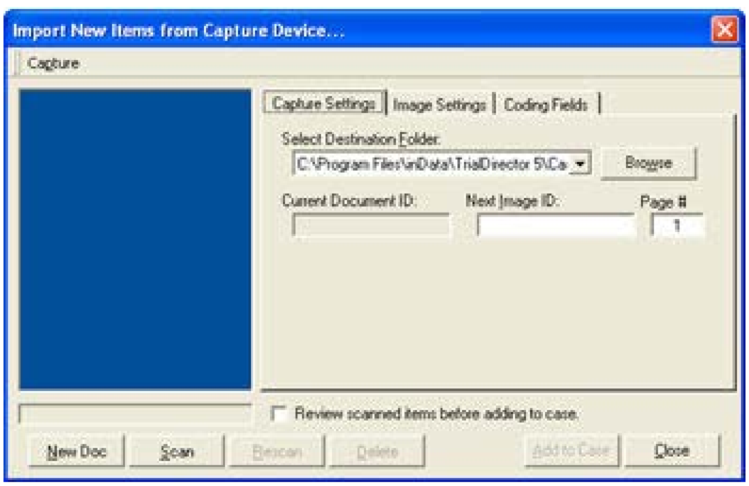
Loading Items Using a Scanner

You can scan documents using a TWAIN-compliant scanner and import the images into your case. If you don't know whether your scanner is TWAIN-compliant, check the scanner documentation or search the Internet for "twain-compliant scanner".

Loading Documents Using a Scanner

1. From the **Case Explorer**, **Document Manager** or **Coding** views, open the **Document** menu.
2. Select **Import New Item(s) from...**
3. Choose **Capture Device (Twain Scanner)**. The Import window opens.

Note: If the Title Bar of the Import window says, "No Twain scanner sources are available," you need to install a scanner. Consult the scanner user manual for more information.



4. On the **Capture Settings** tab, set the following:

Option	Description
Select Destination Folder	Select the path where you want to store the images. The current case path plus \Capture is the default storage location. To modify the storage location, click the **Browse** button. Each image filename will consist of the image id and an extension, depending on whether you're scanning a black and white document or a color photo or document. These selections are usually made on your scanner. TrialDirector retains this path as the default path so that the next time you scan, you don't have to re-set the path.

Current Document ID	Displays the Document ID for the document currently being scanned. The Document ID will be the same as the Image ID of the first page of the document. It is filled in automatically after the Image ID has been set and the **New Doc** or **Scan** button is clicked.
Next Image ID	Assign an Image ID (up to eight characters) to the first page being scanned. When scanning multiple pages of the same document, the Image ID increments automatically, although you can manually edit it at any time.
Page #	Indicates the physical page number of the image you are scanning. When scanning multiple pages to the same document, the page number increments automatically.

5. On the **Image Settings** tab, set the following:

Option	Description
Use Manual Scanner Controls	Check this option to use the software associated with your scanner, which may allow you more detailed control over the scan process ***Note:*** *There is variation in compliance with the Twain interface requirements among various scanner manufacturers. These variations may affect or disable the functionality of some scanning features.*
Use Automatic Document Feed (ADF)	Check this option to set the scanner to use automatic document feed or to allow batch scanning.
Deskew B&W Text	Check this option to deskew black and white document (text) images as they are scanned.
Duplex Scan	For printers with duplex (double-sided) scanning, check this option to capture both sides of the document being scanned.
Color Depth	Choose a file format and color palette: black & white (1 bit per pixel, .TIF image), 256 color (8 bit per pixel, .BMP image) or true color (24 bit per pixel, .JPG image).
Resolution (DPI)	Allows you to set the resolution (measured in dots-per-inch) of the scanned image. Typically, the higher the resolution, the larger the resulting file size but the clearer the image. Large file sizes will take longer to load than smaller file sizes. The general recommendation for black-and-white TIF images is 300 dpi. For color JPGs, you may want to reduce the resolution to 100 or 200 to make the file size smaller. The challenge is to choose settings that create an image that loads quickly in court without sacrificing the quality of the image. If you aren't sure, run a test scan first.
Paper Size	Set the paper size for the scanned items. Legal (8-1/2 x 14) is the largest size.

6. You have the option to include basic coded information during the scanning process. Open the **Coding Fields** tab and enter some, none or all of the following information for each scanned document:

Option	Description
Title	Title of the document
Author	Author or authors
Recipient	Recipients
Date	Document date
Source	Source of the document
Type	Document type, e.g., letter, handwritten note, response, notice, pleading.
Clear Coding History	Clear the entries in any of the above listed fields
Clear fields when starting new document	Select this check box to automatically clear the fields when scanning a new document

7. At the bottom of the main **Capture** window, select the check box if you want to review the documents you scanned before adding them to your case. (Once you've reviewed the documents, click **Add to Case**.)
8. Click **Scan** to begin scanning a document. Buttons are provided for the following actions:

Option	Description
New Document	Select each time you want to scan a new document during the current scanning session
Rescan	Re-scans the current document
Delete	Deletes the current scan, does not save the image
Add to Case	Saves scanned image(s) to current case
Close	Closes the **Import New Items from Capture Device** window

9. Click **Add to Case.**

Loading Items Using Drag-and-Drop

Any item can be added to your case in TrialDirector using the drag-and-drop technique. Just make sure you're in the appropriate area of the program. When you want to add documents (including batch load files), then drag the files onto the Case Library or Document Manager view. If you want to add a transcript or DVT (using CMS files), make sure the Transcript Manager is the active window on your TrialDirector desktop.

To Load Items Using Drag-and-Drop

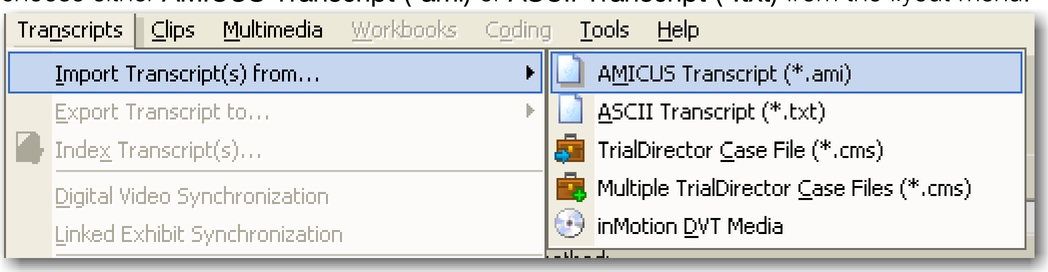
1. With the current case open in TrialDirector, open Microsoft Explorer (or My Computer). Size and position the windows on your desktop so you can work with both simultaneously .
2. To load documents or batch load files, make sure either the Document Manager or the Case Library tab is the active window. To load transcripts or DVTs, make sure the Transcript Manager is the active window.
3. Select one or more items in Windows Explorer (or My Computer) to add to the case.
4. Hold the left mouse button down and drag the items over to TrialDirector. When you release the mouse button, a dialog box will open prompting you to fill in information. See Loading Items into Your Case for help with these dialog boxes.

Loading Transcripts - Amicus or ASCII Format

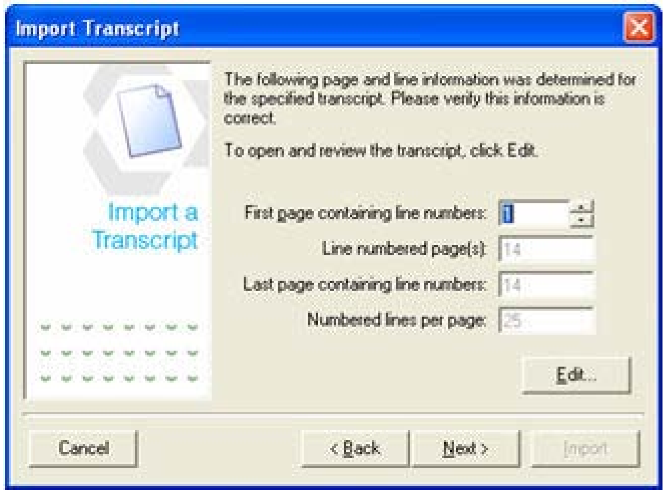
TrialDirector can work with transcripts in ASCII or Amicus format. The process to load each format is very similar. The difference is in the text extension for each file. ASCII transcript files may end in .ASC or .TXT or .V# (for volume number). Amicus transcript files end in .AMI.

To Load Transcripts - Amicus or ASCII Format

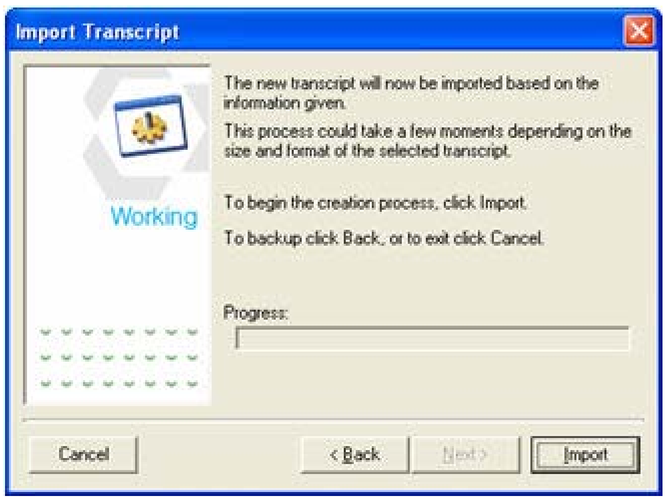
1. In the **Transcript Manager,** open the **Transcripts** menu, select **Import Transcript(s) from...**, and choose either **AMICUS Transcript (*ami)** or **ASCII Transcript (*.txt)** from the flyout menu.



2. Click **Browse** and navigate to the location of the transcript file on your drive or network. Select the file and click **Open**. The path and filename should now appear under **Select a Transcript.** Click **Next.**
3. TrialDirector attempts to fill in identifying field information based on the transcript file. Usually, the **Deposition Information** checkbox is automatically. If the **Deposition Information** is blank or incorrect, you may edit the information. To verify the information against the transcript, click **Edit**.
    - The transcript you're loading may not be a deposition transcript but may have been prepared for a hearing or trial. In that case, click the **Other** checkbox and fill in a short description in the adjacent box. The description you enter will appear in the Transcript Explorer.
4. Click **Next** to continue.
    - TrialDirector automatically tries to determine the page and line information for the selected transcript, but it is important for you to verify the information so that page:line citations are accurate. Click **Edit** to confirm and, if necessary, adjust the starting page. Note that the first page will be the first page on which text with line numbers appears, not necessarily the title page of the transcript.



5. Click **Import** to begin importing the transcript. If any of the deposition information is missing, the **Import** button will not be available. In that case, click **Back** twice to return to the deposition information page and enter the appropriate information.



6. When the import is complete, click **OK** to return to the Transcript Manager or click **Again** to load another transcript.

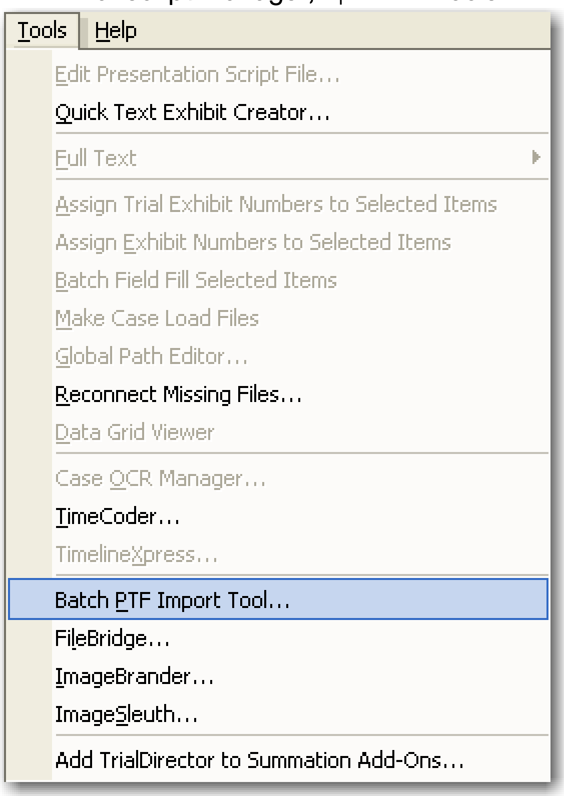
   - If the check box next to **Automatically index new transcript(s)** is checked, the transcript will be indexed before it is added to the Transcript Explorer. If the check box is not checked, you can index transcripts later.

Loading Transcripts - Portable Transcript (PTF) Format

TrialDirector can work with transcripts in Portable Transcript Format (.ptf), a format produced by LiveNote®. TrialDirector includes a utility to load PTF transcripts singly or in batches. If the PTF transcript has an associated video, however, you will need to use TimeCoder to associate the video with the transcript.

To Load PTF Transcripts

1. In the **Transcript Manager,** open the **Tools** menu, select **Batch PTF Import Tool....**



2. When the Import Utility dialog opens, **select the case** to which the files will be added, then click **Next**.
3. Enter or browse to the location where the desired PTF files are located. Click **Next.**
4. A list of all PTF files in the selected folder is displayed. Select the transcripts to be loaded from the list and click **Next.**
5. Click **Import**. When the import is completed, click **OK** to exit the import dialog.

Loading Synchronized Transcripts

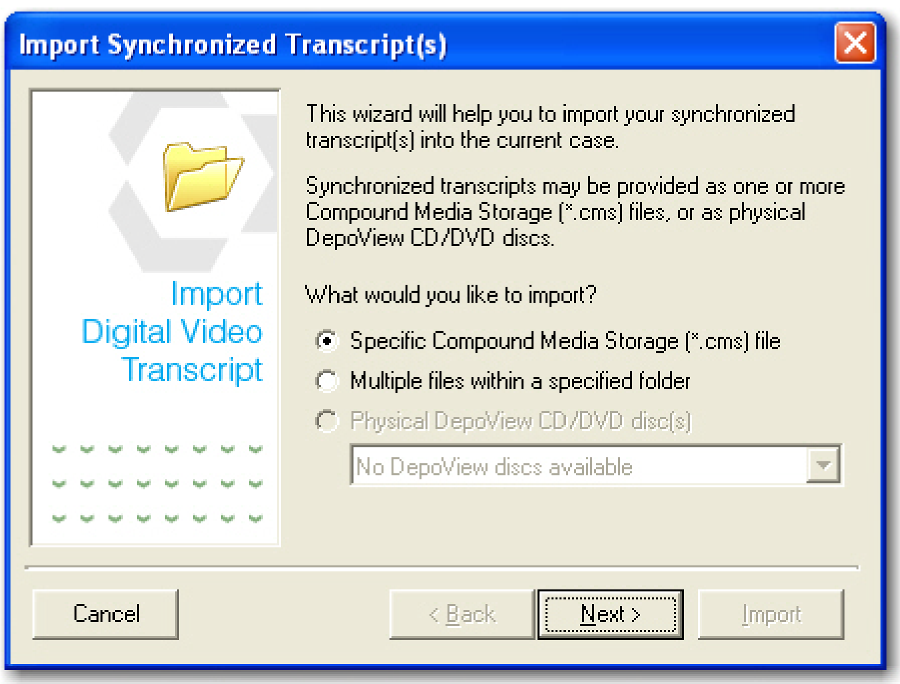
TrialDirector lets you display and present synchronized digital transcripts, a powerful method to engage jurors. A synchronized transcript is a combination of (1) the transcript of a proceeding, such as a deposition, hearing or trial; (2) the corresponding multimedia file(s), such as video of the testifying witness; and (3) a *.CMS (Compound Media Storage) file, which correlates each line of the transcript to the appropriate line in the video.

If you have a transcript and a video, then they can be converted into a synchronized transcript, a process usually referred to as "timecoding" or "synchronizing". This can be done by inData, by an authorized inMotion™ DVT Service Bureau, or by you or someone in your office using the TimeCoder module in TrialDirector or TimeCoder Pro, a separate product sold by inData.

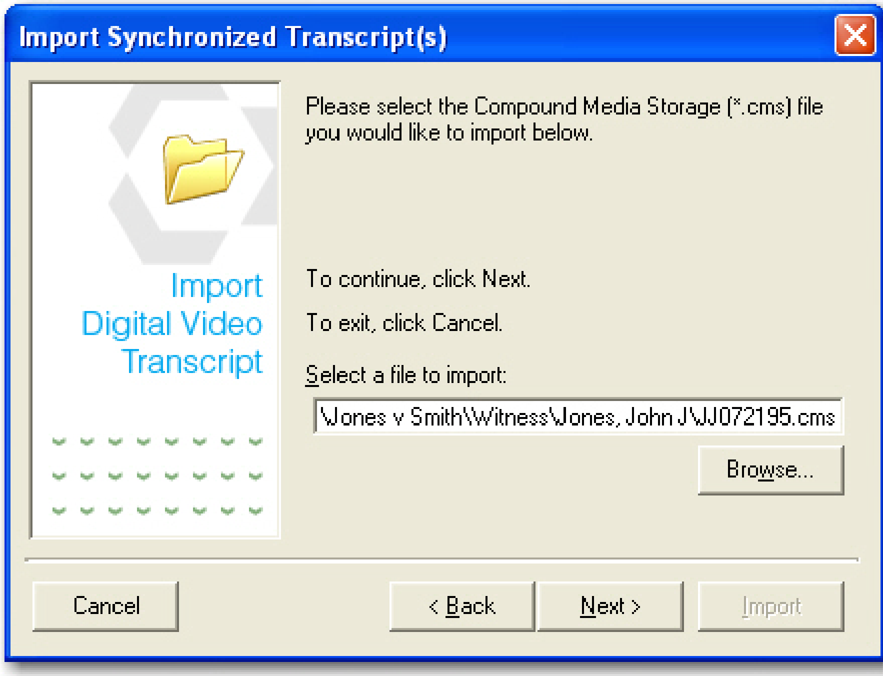
You can load a single synchronized transcript, multiple transcripts (using multiple CMS files) or DepoView® transcripts.

To Load a Single Synchronized Transcript

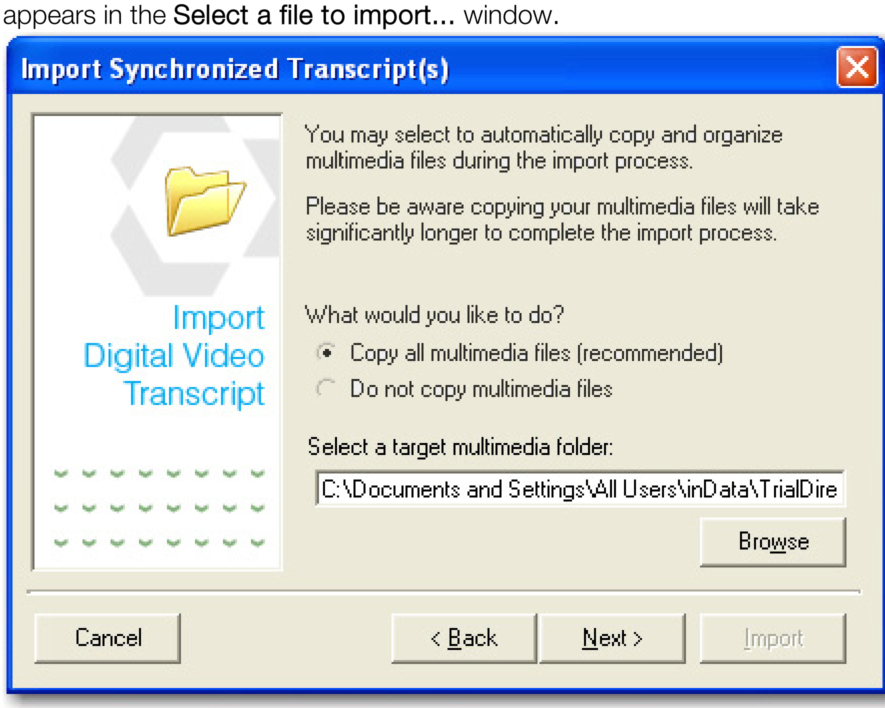
1. Copy the multimedia files to a location on your network, laptop or hard drive.
2. In Transcript Manager, open the **Transcripts** menu, select **Import Transcript(s) from...**, and select **Synchronized Transcripts.**
3. To import a single synchronized transcript, select **Specific Compound Media Storage** (*.cms) file and click **Next**. (To import multiple files within a single folder, click here for instructions.)



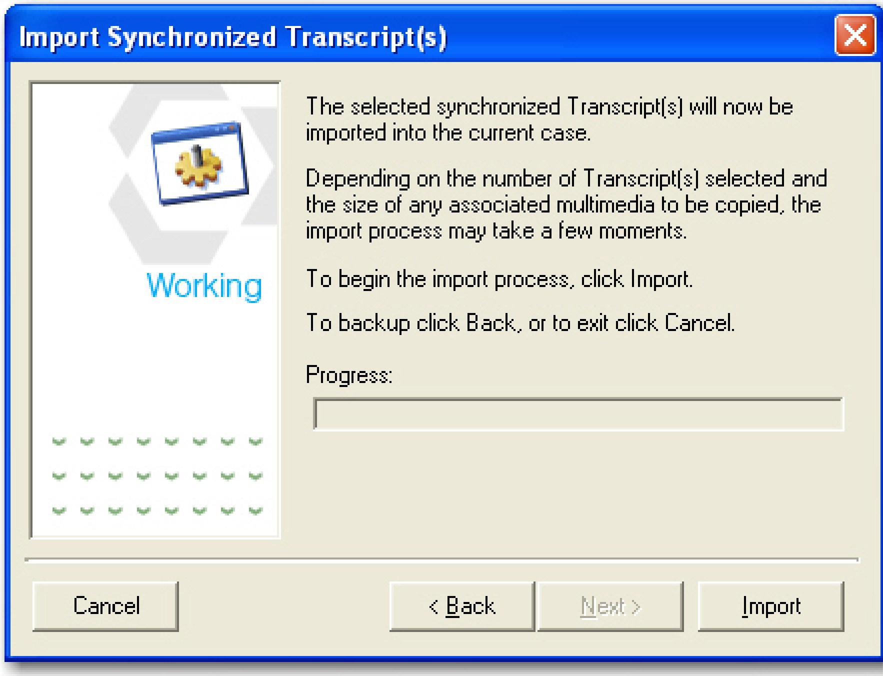
4. Click the Browse button to navigate to the location of the *.CMS file you wish to load. Click to select the *.CMS file then click OK to close the Browse dialog.



5. Choose **Copy all multimedia files (recommended)**.
6. Click **Browse**, navigate to the location of multimedia files that are associated with the *.CMS file you loaded in the previous step, then click **OK** to close the **Browse** dialog. The selected file appears in the **Select a file to import...** window.



7. Click **Next**. If you have no changes to make to any of the selections you made in steps 3-6, click **Import**.

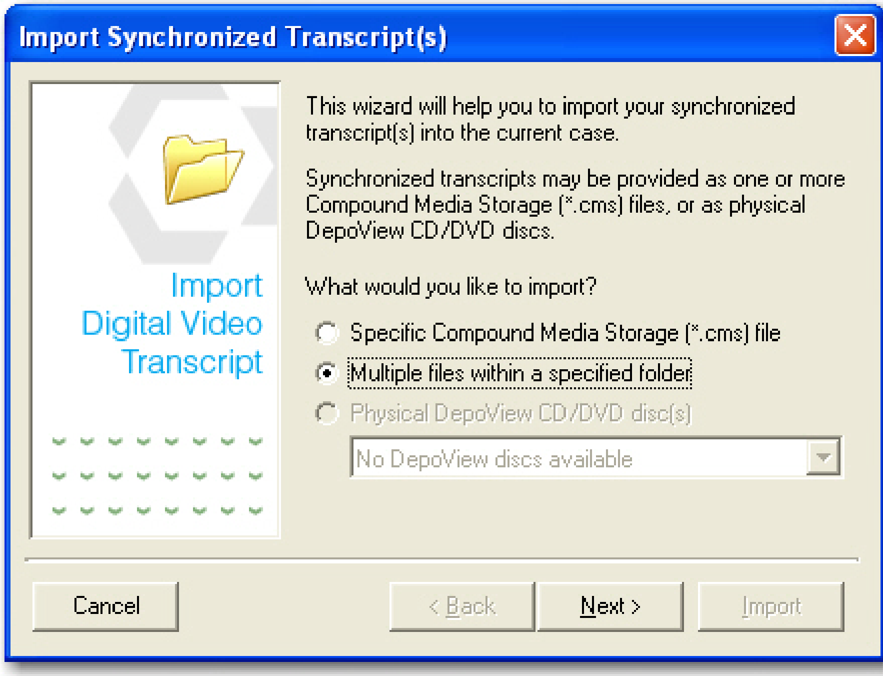


8. The synchronized transcript is loaded into your case, showing the progress bar as the import is completed. Click **OK** to close the dialog.
    - If the check box next to **Automatically index new transcript(s)** is checked, the transcript will be indexed before it is added to the Transcript Explorer. Click **OK** to close the Index Transcripts dialog.
    - If the check box is not checked, you can index transcripts later. Indexing transcripts is important. See Indexing Transcripts for more information.

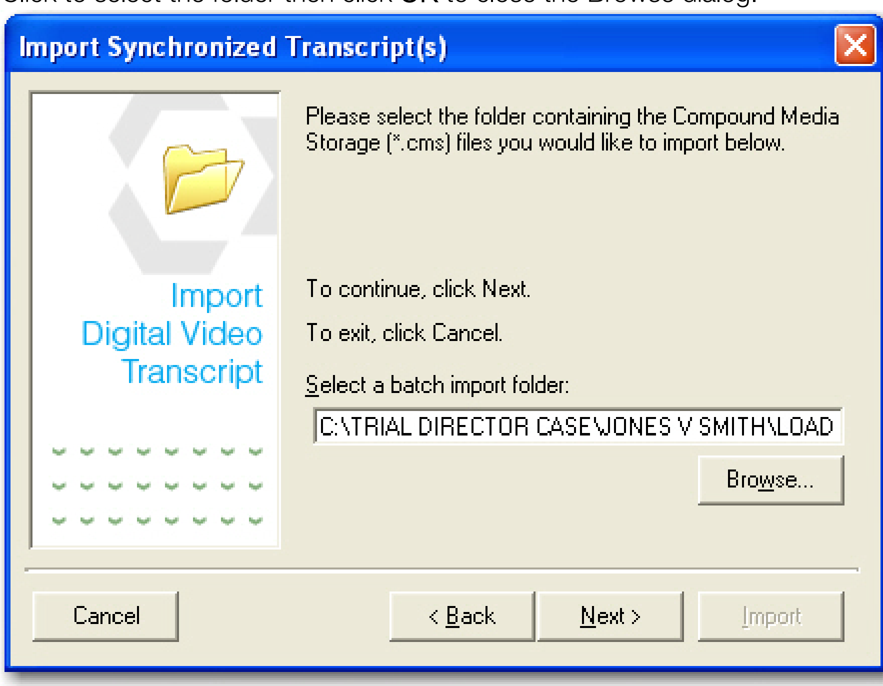
If you receive a message stating that the multimedia cannot be located, click here for instructions.

To Load Multiple Synchronized Transcripts

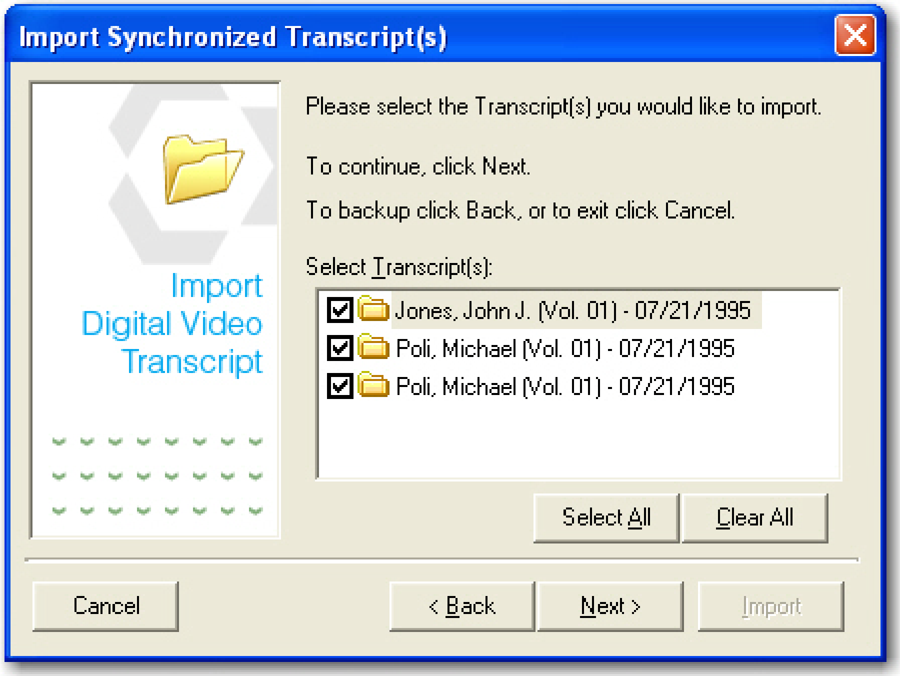
1. Copy the multimedia file(s) to a location on your network, laptop or hard drive.
2. In Transcript Manager, open the **Transcripts** menu, select **Import Transcript(s) from...**, and select **Synchronized Transcripts.**
3. To import a single synchronized transcript, select **Multiple files within a specified folder** and click **Next**. (To import a single file, click here for instructions.)



4. Click the **Browse** button to navigate to the location of the multiple *.CMS files you wish to load. Click to select the folder then click **OK** to close the Browse dialog.

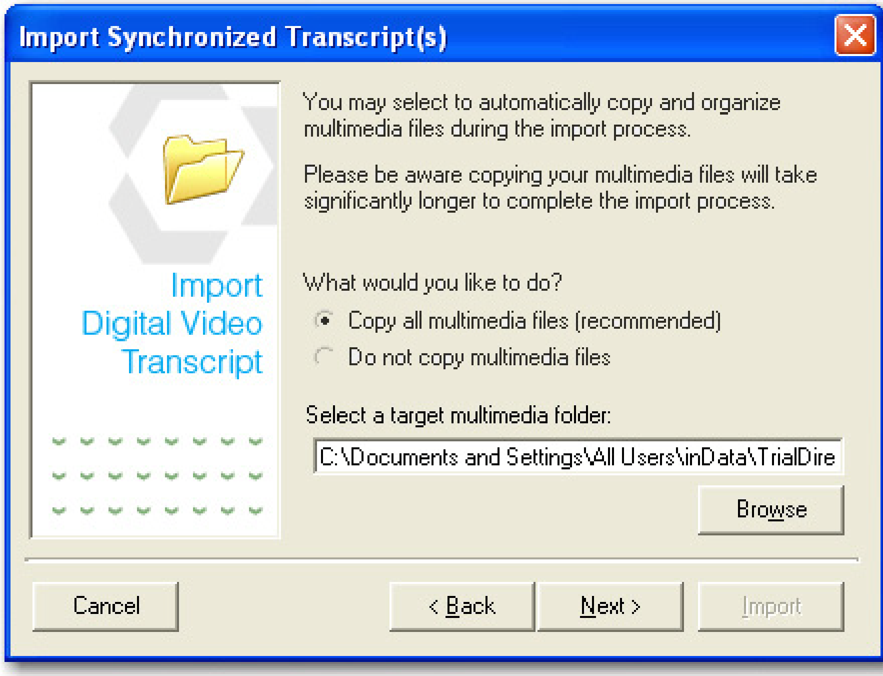


5. The transcripts whose *.CMS files are contained in the selected folder appear.

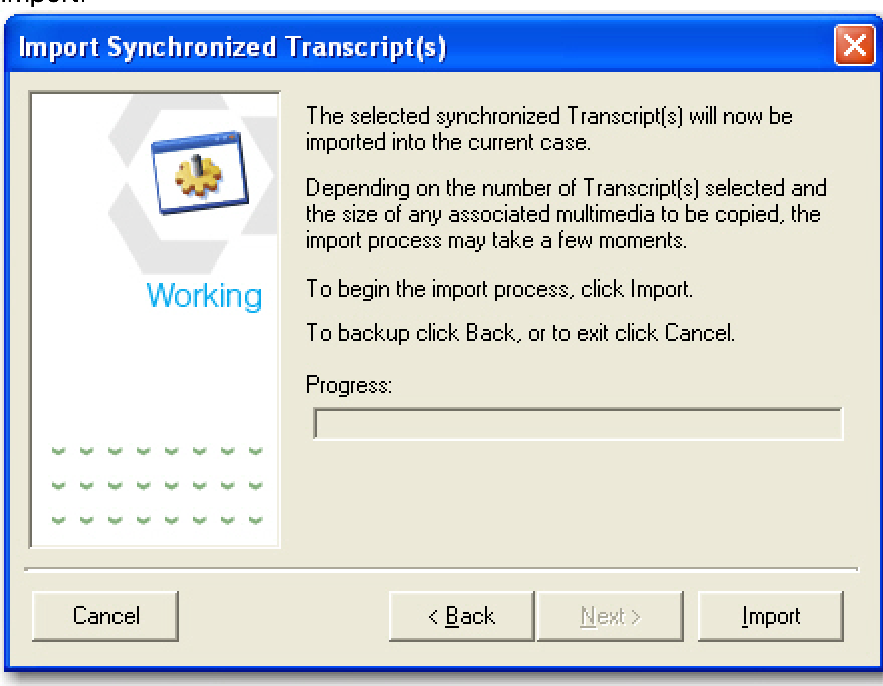


- Click **Select All** to check all transcripts in the folder.
- Click **Clear All** to deselect all transcripts, then click in the checkbox adjacent to the transcripts you wish to load.

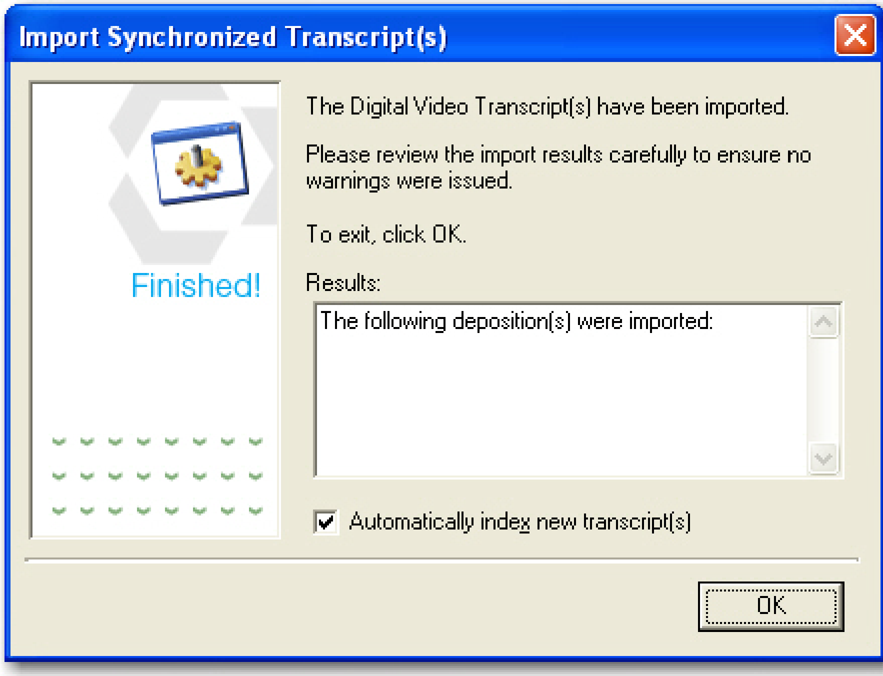
6. Click **Next.** Choose **Copy all multimedia files (recommended)**.
7. Click **Browse**, navigate to the location of multimedia files that are associated with the *.CMS files you loaded in the previous step, then click **OK** to close the **Browse** dialog. The folder containing the multimedia files appears in the **Select a target multimedia folder** box.



8. Click **Next**. If you have no changes to make to any of the selections you made in steps 3-7, click **Import**.



9. The synchronized transcripts are loaded into your case, showing the progress bar as the import is completed. Click **OK** to close the dialog.



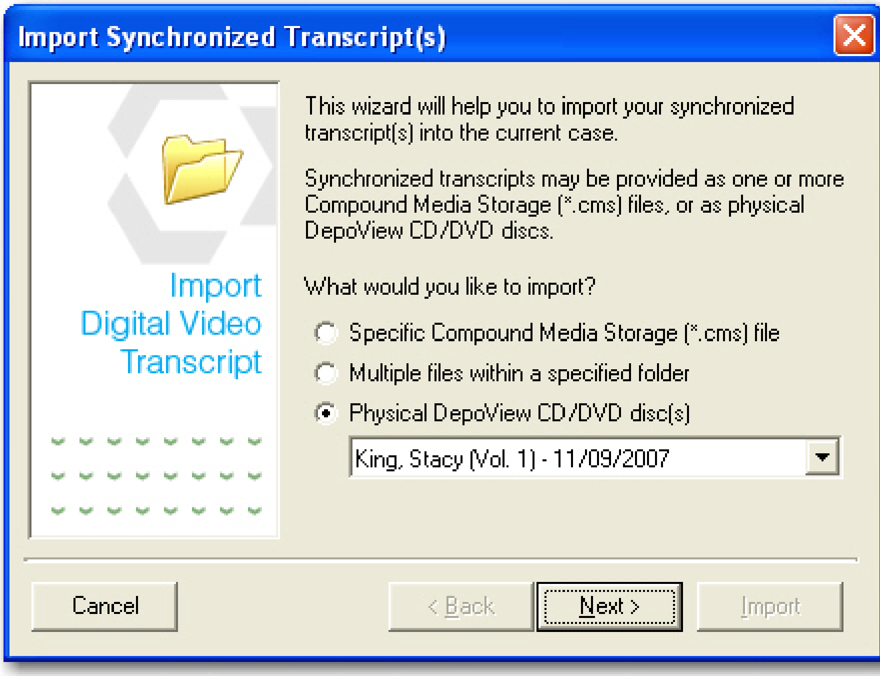
- If the check box next to **Automatically index new transcript(s)** is checked, the transcript will be indexed before it is added to the Transcript Explorer. Click **OK** to close the Index Transcripts dialog.

- If the check box is not checked, you can index transcripts later. Indexing transcripts is important. See Indexing Transcripts for more information.

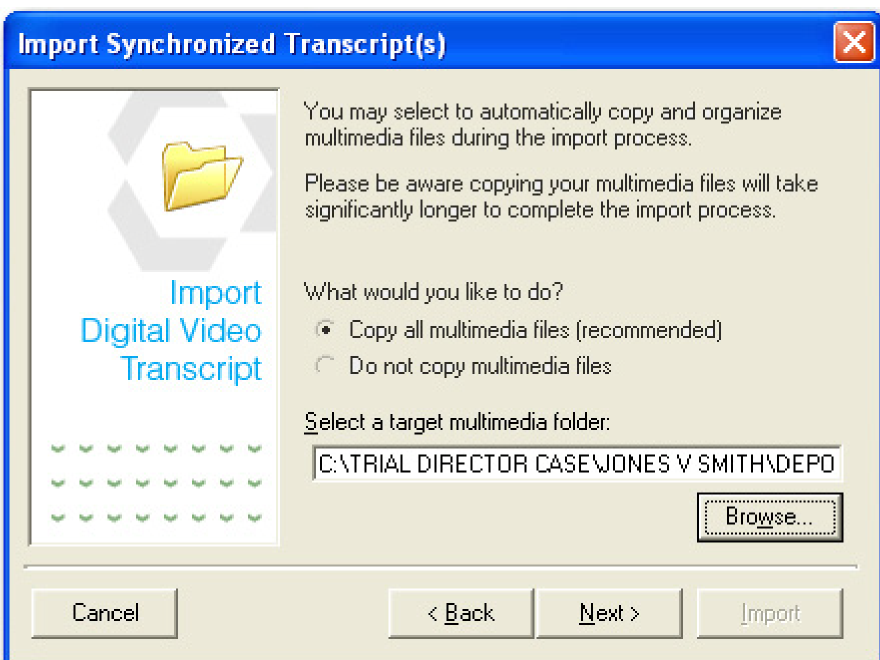
If you receive a message stating that the multimedia cannot be located, click here for instructions.

To Load DepoView Transcripts

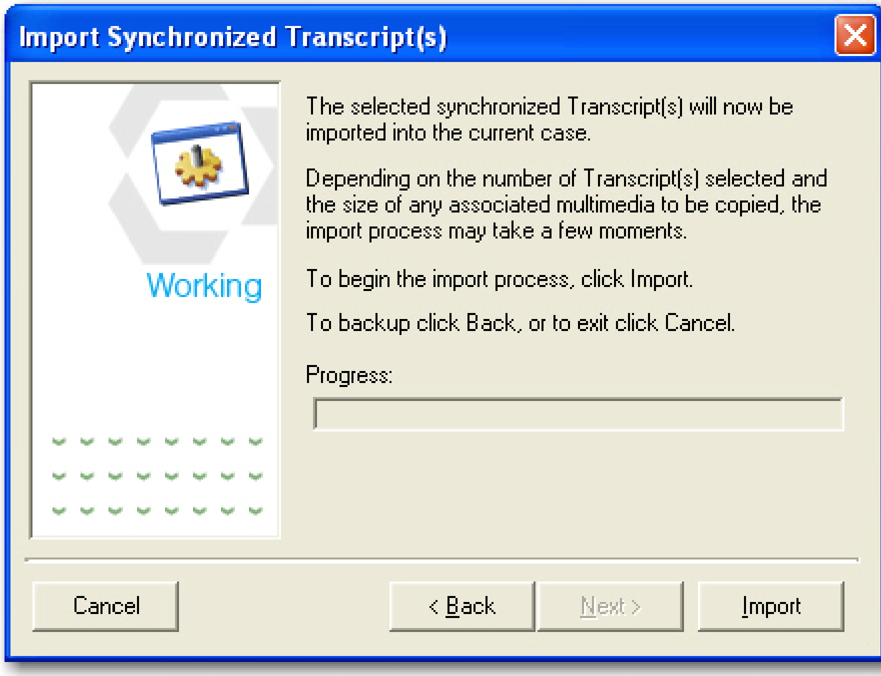
1. With a DepoView disc in the CD/DVD drive of your computer, open the **Transcripts** menu in Transcript Manager, select **Import Transcripts from...**, and choose **Synchronized Transcripts**. The deposition description appears under Physical DepoView CD/DVD disc(s). Click **Next**.



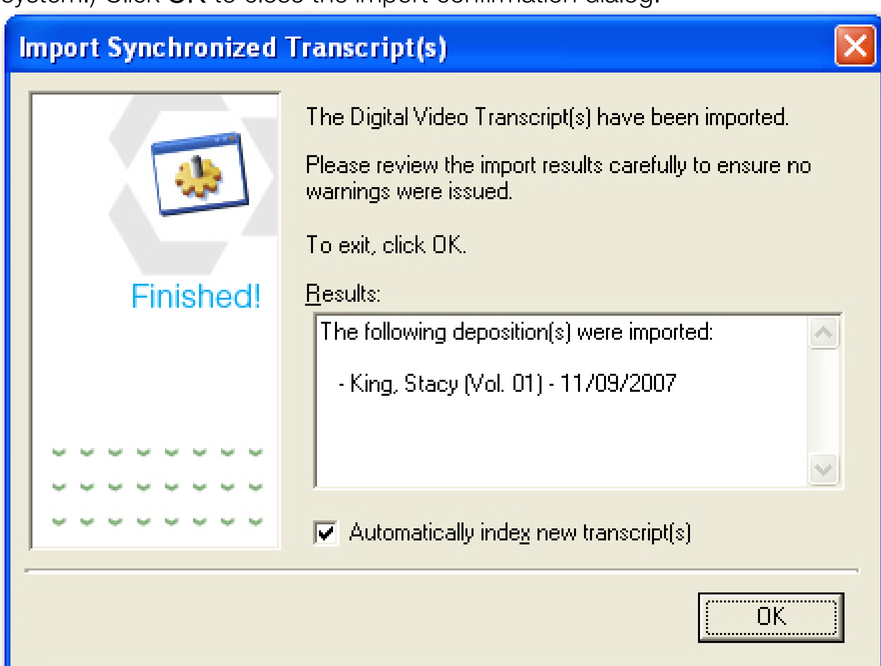
2. Choose **Copy all multimedia files (recommended)**, and then click **Browse** and navigate to the location where you want to copy the video files on your computer.



3. Click **Next**. If you have no changes to make to any of the selections you made in steps 1-2, click **Import**.



4. The media files on the CD/DVD are copied to the location indicated in step 2 and the synchronized transcript is loaded into your case, showing the progress bar as the import is completed. (This process may take some time to complete if it is copying large files to your system.) Click **OK** to close the import confirmation dialog.



- If the check box next to **Automatically index new transcript(s)** is checked, the transcript will be indexed before it is added to the Transcript Explorer. Click **OK** to close the Index

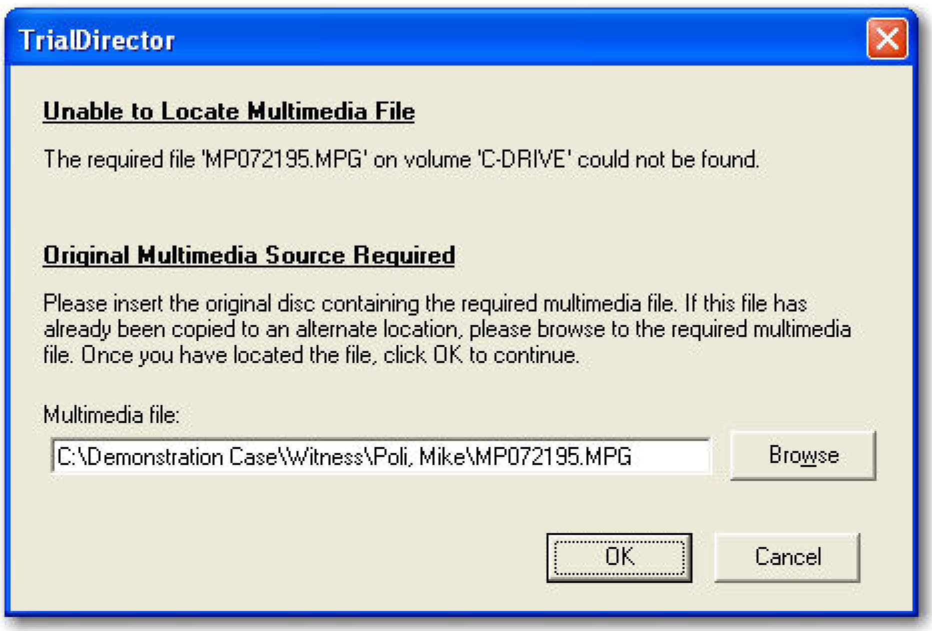
Transcripts dialog.

- If the check box is not checked, you can index transcripts later. Indexing transcripts is important. See Indexing Transcripts for more information.

5. If you receive a message stating that the multimedia cannot be located, click here for instructions.

Resolving Multimedia File Location Message

You may see the following message when you click **Import**. If so, click **Browse** and navigate to the correct location for the multimedia file(s). You may have to attach an external drive (if that is where you store your multimedia files) or you may have to copy the multimedia file(s) to your system from a DVD. Once you've located the correct file, click **OK** and the import proceeds.



Loading inMotion DVT Media Transcripts

Loading inMotion DVT Media Transcripts follows the identical procedures as those when loading Digitized and Synchronized Transcripts, except you select **inMotion DVT Media** from the **Import Transcript(s) from...** dialog. See Loading Digitized and Synchronized Transcripts for step-by-step instructions.

Remove Items from a Case

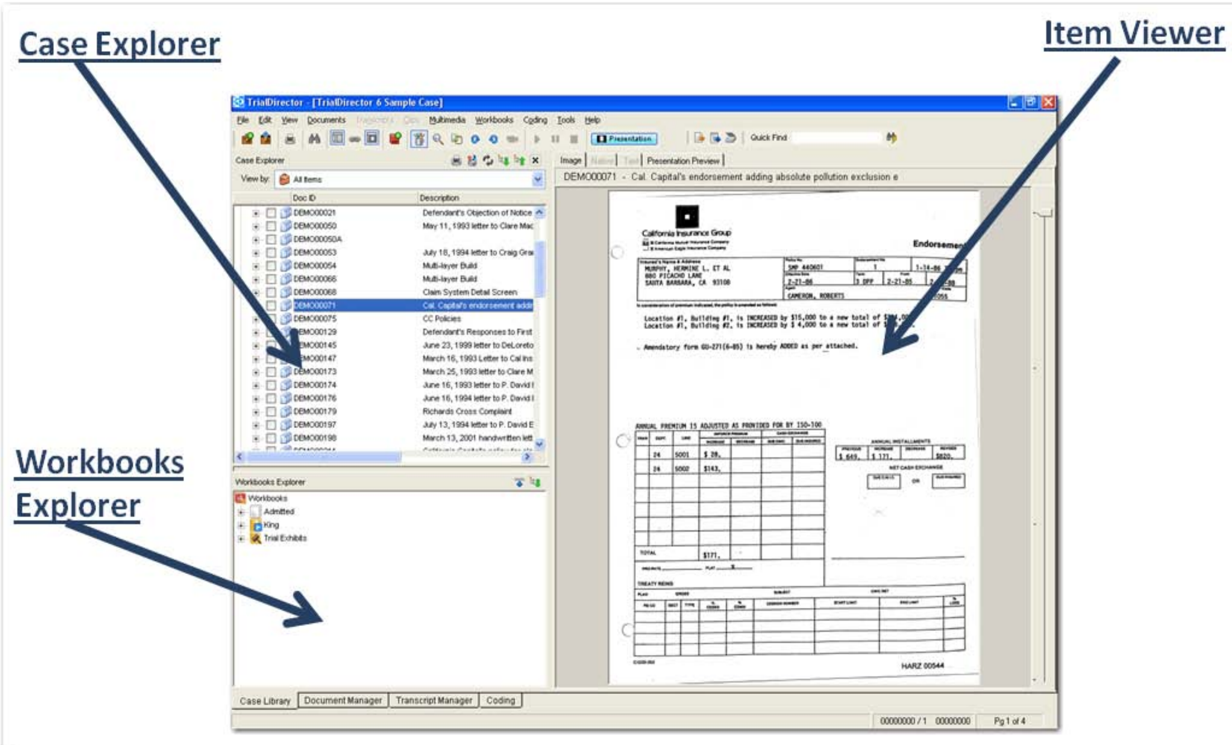
In the Case Explorer or Document Manager, you can easily remove items from your case.

1. Click on the item(s) to select them.
2. Select **Remove Selected Item(s)** from the **Documents** menu or right-click on any of the selected items and choose **Remove Selected Item(s).** A warning message will appear, requesting that you confirm the removal.
3. Click **Yes** to remove the item(s) from the case or **No** to cancel the removal.

Note: Removing items from a case does not delete the source files from your computer.

Viewing Case Items

When you are working in the Case Library's Case Explorer or in the Document Manager, select an item and the Item Viewer displays it on the right side of the screen. You can also view items when you work in the Coding module. (Click on the labels below for more information.)



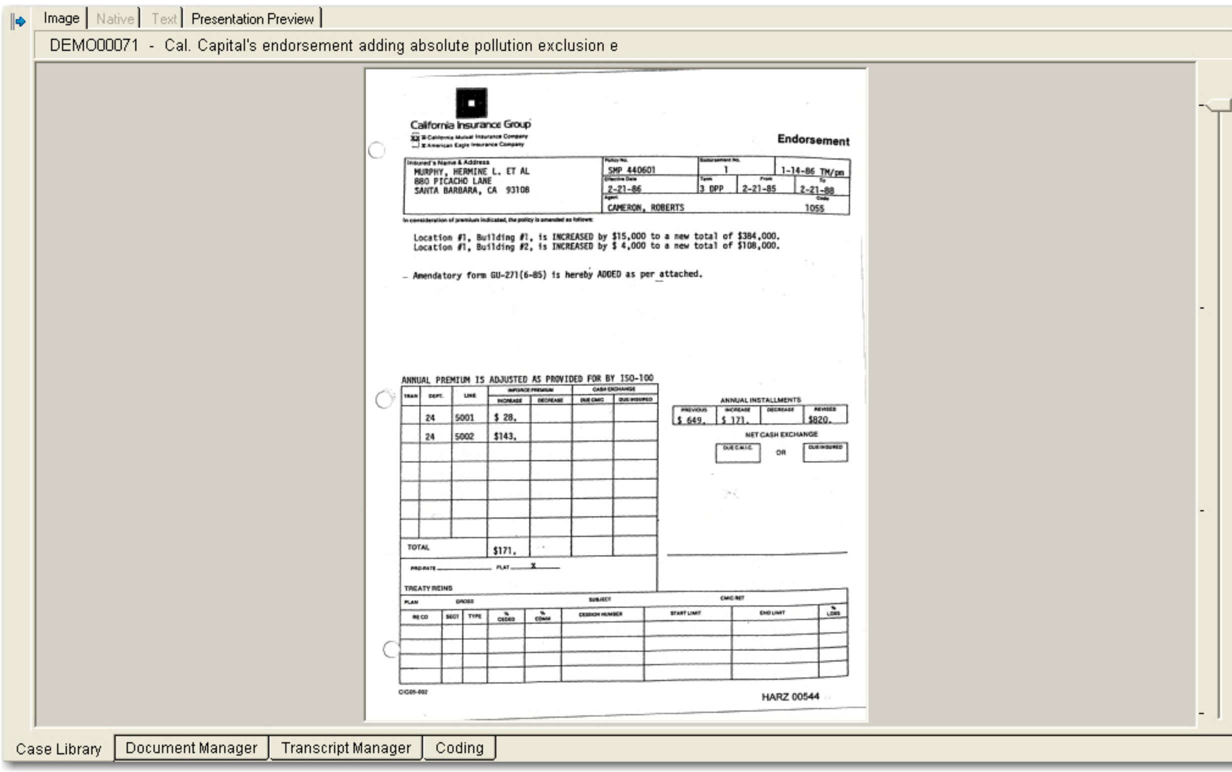
Depending on the type of item, one or more of the following tabs are available at the top of the Item Viewer:

- Image tab - Displays any supported image file and enables you to annotate the image. (If the item you select is a multimedia file, this becomes the Media tab. If the item you select is a transcript, this tab becomes the Transcript tab.)
- Native tab - Opens the program used to create the file and displays the fully functional version of the file within TrialDirector. This tab is unavailable (grayed out) if native viewing is not supported for the file type, if the program used to create the file is not installed on your computer, or if the file loaded is an image rather than a native file.
- Text tab - Displays full-text OCR for files that were converted during scanning to searchable full-text format. Use this tab to edit the text if needed.
- Presentation Preview tab (shown in the Case Library and the Document Manager) - Shows what any item in your case will look like when it is presented. Drag an item from Case Explorer or Document Manager to this tab to preview it and use the presentation tools as needed. During presentation, you can use this tab to push changes over to Presentation mode or to make real-time changes. See Using Presentation Preview for more information.

Note: Pages from PDF files are displayed both as static images on the **Image** tab (for annotation prior to trial), and as fully functional PDF files on the **Native** tab. Many Advanced PDF Support features are available in TrialDirector.

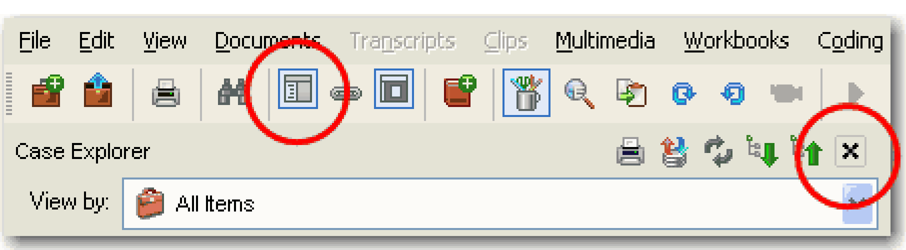
To View Items in Full Screen Mode

The Item Viewer can be used without the Case Explorer or Document Manager. This is sometimes helpful when making redactions or working with annotations. When you want to view items in Full Screen mode, simply close the Case Explorer or Document Manager.

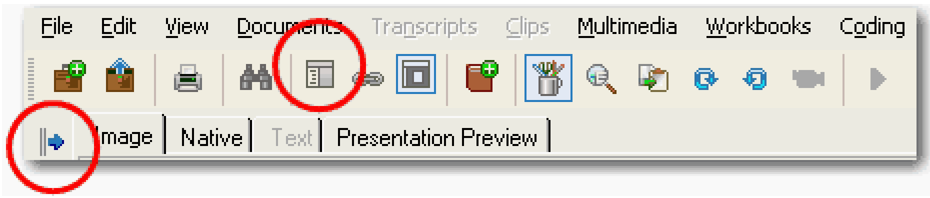


To hide the Case Explorer pane

Click on the **Hide Case Explorer** tool  on the toolbar or you can click the  in the Case Explorer or Document Manager View Toolbar.



To display the Case Explorer or Document Manager panel again, click once more on the **Hide Case Explorer** tool or click on the **Show Explorer** tool  in the top left corner of the workspace.

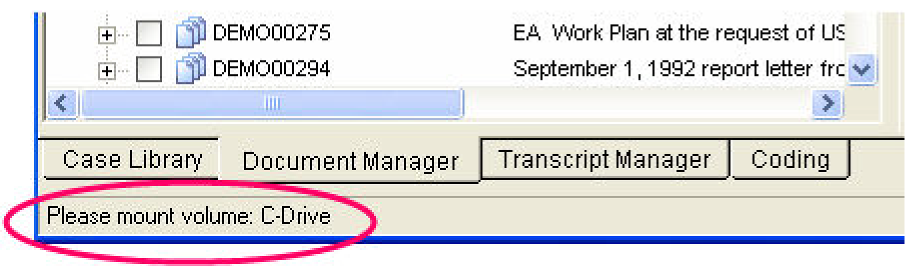


To navigate between items (including individual pages of multi-page documents) when working only with the Item Viewer, use the **PgUp** and **PgDn** keys on your keyboard.

Message: Item Is Not Located on Your Computer

When you select an item to view and the CD or volume containing the item cannot be located on your computer or network drive by TrialDirector, TrialDirector displays a message in the Status Bar at the bottom of the screen that tells you which volume to load. Mount the correct volume and select the item again.

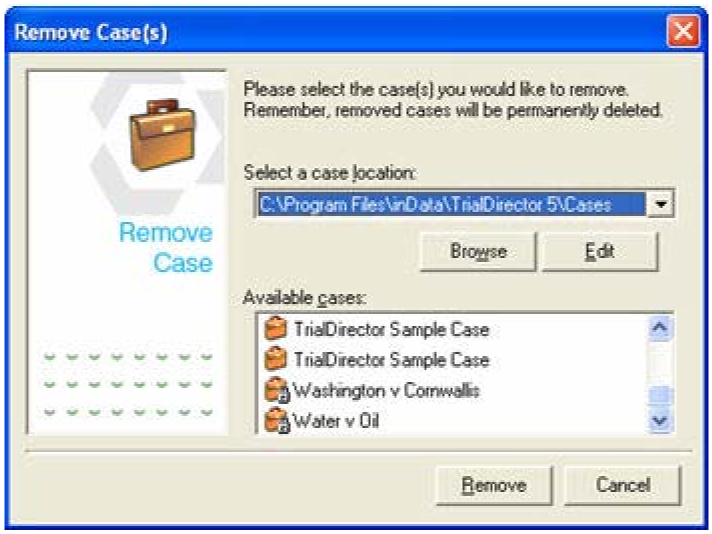
You may need to use one of TrialDirector's tools to help with this issue. See Global Path Editor and Reconnect Missing File Links for more help.



Removing a Case

To remove a case:

1. Select **Remove Case(s)** from the **File** menu.



Note: When attempting to remove a secure case, the user is prompted to login with a valid username/password prior to removal. Only those users with valid privileges are allowed to remove cases. Secure cases are indicated with a padlock icon, as shown in the image above.

2. To edit the case path, click **[Edit]** (see Manage Case Paths).
3. Select the case or cases you would like to remove. A special icon indicates that a case cannot be removed because it is currently open. If you want to remove the case that is currently open, you must open a different case before attempting removal.
4. After you have selected the case(s) you want to remove, click **[Remove]**. A warning message will appear, allowing you to confirm the removal.
5. Click **[Yes]** to remove the case(s) or **[No]** to cancel the removal.

Note:: *If you are working in a network environment and another user has a case open, you will not be able to remove that case.*

Creating a Subset Case

The subset case feature allows you to select specific items and add them to a new case using a batch file. You might use this feature if you originally loaded all of your case documents into TrialDirector but now want to create a subset case of only those items you will use at trial.

This advanced feature allows you to:

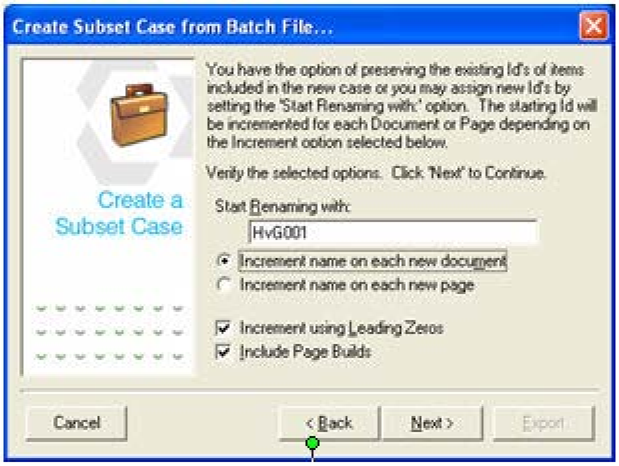
- Create a separate case that only contains the exhibits you are going to use in trial.
- Redefine document boundaries to match the document boundaries defined in a third-party database management system.
- Rename items with generic Item IDs for document production.

Note: The sample Subset Case Batch File provides an example of how to redefine document boundaries, rename items and assign Exhibit and Trial Exhibit Numbers using the subset case feature.

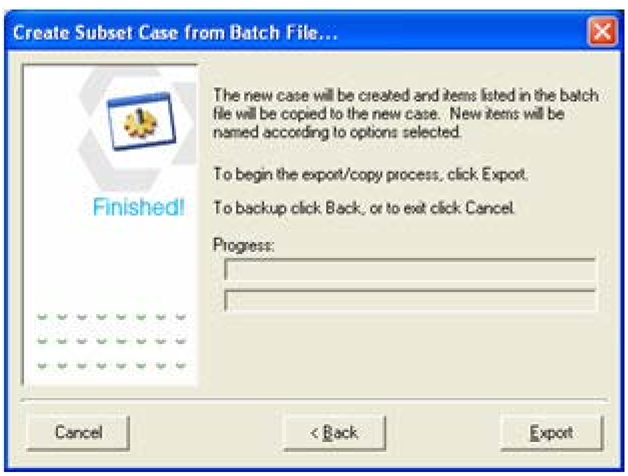
To Create a Subset Case

1. Create a batch file listing the items you would like in the subset case, by doing one of the following:
    - Type the subset case batch file manually following the examples in the Sample Case Batch File topic.
    - Format a database query result to match the subset case batch file format.
    - Select items and create a batch file of the selected items.
2. Select **Create Subset Case From Batch file...** from the **Documents** menu.
3. Type a case name in the **Enter a Name for the New Case** field.
4. Click **Next** to continue.
5. In the **Specify The Batch File** field, type the full path and filename of the batch file (for example: C:\TrialDirector 6\batchfile.txt) or click **Browse** to locate an existing file.
6. Click **Next** to continue.
7. Select the **Include item memos in new case** option if you wish to export memos that may be associated with the items to be included in the Subset Case.
8. Select the format of your batch file: **Document Entries** or **Page Range Entries**.

Note: See the sample Subset Case Batch File for an explanation of each type of entry.



9. If you want the items renumbered sequentially, enter the beginning number for the new naming convention (e.g., ABC001).
   - If you entered a beginning number for the new naming convention, decide whether to increment the number at each new document or each new page.
   - If you want to include revisions, make sure that the **Include Page Builds** option is selected .
10. Click **Export** to create the subset case.



If errors occur during the process, a message appears asking if you want to view the problems list.

The problems list is saved in the original case folder. For example, if you create a subset case from the demonstration case (Case0000), the error file will be saved as Case0001.ERR (where Case0001 is the subset case number) in the Case0000 folder.

Possible problems include items that are listed more than once (two items cannot have the same Item ID) and items that are not found in the case.

11. When the process is complete, a message appears telling you that the subset case has been created successfully. Click **OK** to complete the process.

You will now be able to open the subset case as you would any other case.

When the subset case is created, a cross-reference file is created and stored in the original case folder. For example, if you create a subset case from the demonstration case (Case0000), the cross-reference file will be saved as Case0001.XRF (where Case0001 is the subset case number) in the Case0000 folder.

Finding Items

You may want to locate items in your case using one of TrialDirector's searching tools. TrialDirector gives you three tools to search for items in the Case Explorer, Document Manager or Coding module: (1) the Quick Find tool, (2) the Find Dialog for more advanced tools, and (3) Clipboard Linking for external searches. (Click here to learn more about searching in Transcript Manager.)

- Using the Quick Find Tool
- Using the Find Dialog
- Using Clipboard Linking

Using the Quick Find Tool

The Quick Find Tool lets you quickly conduct a simple search in the Case Explorer, Document Manager and Coding modules. You may conduct a more advanced search by using the Find Dialog on the main toolbar.

The Quick Find Tool searches all text fields, including attached memos. (It does not search the file volume, file path, file name, and modify date fields in the Document Manager.)

To Run a Quick Find

1. Enter a term or phrase in the Quick Find box.
2. Click the **Launch Quick Find** button. TrialDirector opens the first item returned as a result of the search.
3. To find the next item, click the **Launch Quick Find** button again.

To View the Quick Find Toolbar

If the Quick Find tool doesn't appear on the Case Library, Document Manager or Coding module toolbar:

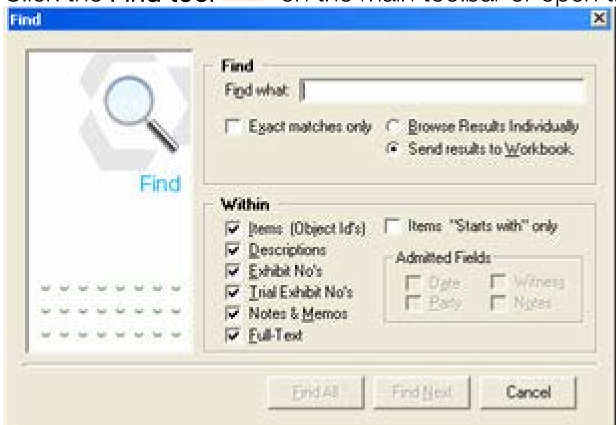
1. Open the **View** menu.

2. Select **Toolbars**.
3. Select **Quick Find**.

Using the Find Dialog

The Find Dialog gives you a tool to search the Item ID, Description, Exhibit Number, Trial Exhibit Number, Memos and OCR text associated with case items.

1. Click the **Find tool** on the main toolbar or open the **Edit** menu and select **Find**.



2. Type the word or phrase you would like to search for in the **Find What** field.
    - You do not need to use a wildcard character. TrialDirector automatically searches for the root word and variations such as, for example, plurals. See the following examples:
        - To search for *train, training, trainer, trainers* and *trains*, you would enter *train* in the **Find What** field.
        - To find all Item IDs beginning with *BK*, enter *BK* in the **Find What** field.
    - The text is not case sensitive.
    - If you enter more than one word, TrialDirector assumes you are searching for a phrase with those words in the same order as entered.

3. Select one of the following viewing options:

    - Select **Browse Results Individually** if you want to jump to each matching items one at a time when the **Find First** then **Find Next** button is clicked.
    - Select **Send Results to Workbook** if you want to display all matching records in the Search Results workbook.

4. Check the boxes next to the fields you want to search.

Note: The Admitted Fields search options are only available when the Admitted workbook is selected in the Workbooks Explorer.

5. Click **Find First**. To find subsequent items matching the search, click **Find Next.**
6. Click **Cancel** to close the Find dialog.

Using Clipboard Linking

Most third-party document management systems can be used to locate documents in TrialDirector by copying query results to the Windows Clipboard.

To illustrate the clipboard linking concept, the following example uses Windows Notepad in place of other Windows-based products you might use for this purpose.

1. Open Windows Notepad by clicking the Windows **Start | Run** command and typing "notepad."
2. Click **OK** to open the program.
3. Resize and move the Notepad window so you can view both Notepad and Document Manager.
4. Type the search text in Notepad. Keep in mind that a valid Item ID must be found within the first three words of the search text.
5. Highlight the selected text and press **Control** + **C** (or open Notepad's **Edit** menu and select **Copy**) to copy the search text to the Windows Clipboard. TrialDirector automatically displays the referenced item.

Search and Replace

The search and replace feature allows you to search a selected Case Explorer field for all occurrences of specified text and replace the text with alternative text. Follow these steps to find and replace text:

1. Select **Replace** from the Edit menu.

2. Type the text you want to find and replace in the **Find What:** field.
3. Type the replacement text in the **Replace With:** field or leave it blank, as desired.
4. Select the field to be searched by clicking on the arrow next to Select Field and selecting the desired field from the drop-down list.
5. Select the **Match Case** option if you want the search to be case sensitive.
6. Select the **Find Whole Word Only** option if you do not want the search to find any matches within a word (i.e., "exh" would not find "exhibit").
7. When the options are set as desired, click **[Replace]** to begin the process. When the process is complete, a small window will appear, indicating how many replacements were made.
8. Click **[OK]** to return to the Search & Replace window.
9. Click **[Save Changes]** to make the replacements permanent or **[Cancel]** to cancel without saving the changes.

