Write-On²

DOCUMENT COMPARISON SOFTWARE

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1.0 INTRODUCTION

1.1 Welcome

Welcome to Write-On 2.0. This program has been developed to collect, dissect, search, and manage large quantities of documents of all kinds. Originally designed to assist forensic document examiners (FDE) in analyzing handwriting, this new version of Write-On has been improved to assist all types of professionals involved in collecting and cataloguing many varieties of documents.

Law enforcement agencies may use it to collect, tabulate and report on evidence. Forensic document examiners may use it to review, analyze and report their findings. Law firms may use it to organize exhibits and depositions, and effectively present arguments in the courtroom.

Write-On 2.0 is unique in that users dictate how they will collect and search through data. The integrated search and reporting features allow you to create and save multiple reports that can be accessed and printed in a flash.

Write-On is not an optical recognition application (OCR); it does not attempt to compare documents through metrics. It has not been designed to replace the expert witness. It has been developed to collect, search, analyze, and report data.

To effectively use the many features this program has to offer, we invite you to read this manual while sitting in front of your computer. We assure you that you will not regret your investment. If we have succeeded, you will no longer be required to empty huge filing cabinets to compare documents or to transport large boxes filled with documents.

Note that many if not most steps involved in using Write-On 2.0 can be completed by clerical staff, thus freeing up the professional's time to carry out analyses and other tasks.

1.2 Technical Support

In writing this manual, we assumed that you have had previous experience using basic computer programs. If you have a question which cannot be answered by reading this manual, technical support is available through our website, www.pikaso.com.

In addition to this manual, Write-On includes context-sensitive help. This can be accessed through the program's main Help menu or by pressing the F1 key at any time while the program is running.

1.3 Recommended System Requirements

Write-On has been designed to deal with large quantities of document images. It was developed on a Pentium® 4, 3.00 GHz CPU with 1.00 GB of RAM running Microsoft Windows XP Professional Service Pack 2. It requires that MDAC 2.8 SP1 and JET 4.0 SP8 be installed on your system prior to its installation.

The program has been successfully tested on substantially less powerful computers. Its actual performance depends on the size and total number of documents involved, as well as the speed and activity level of your server. To increase performance, we recommend you disable any programs running in the background while running Write-On.

2.0 GETTING STARTED

2.1 Installation

Before you install Write-On, ensure that:

- You are logged in to your computer with all administrative privileges;
- You terminate all programs running in the background, including all virus protection software.

If you have installed Version 1.0 in the past, we strongly urge you to install Version 2.0 in a separate folder and to delete the older version once you have familiarized yourself with the new version. Our setup program will not delete files or registry entries from your computer.

The program is installed by executing the Write-On_2_Setup.exe file obtained from our website or provided on the CD. The setup program will guide you through the necessary steps to complete the installation of Write-On 2.0.

Although very straight-forward, installation should be performed by an experienced computer user. Upon completion, you may view the Setup.log file created in the root folder of the program. This file contains a list of all files installed by our setup program.

Write-On 2.0 uses the latest Microsoft database engine. It requires that MDAC 2.8 SP1 and JET 4.0 SP8 be installed on your computer prior to its installation. If you are running Microsoft Windows XP SP2 (or higher) and have followed up on all critical Windows updates, these components should be on your computer. If they are not, please visit Microsoft's Download Centre to download and install these components, or visit our website at www.pikaso.com for direct links.

Once installed, launch the program by accessing the Write-On 2.0 link located in the "Windows Start/Program/Write-On 2.0" menu.

In the event that you are required to remove Write-On 2.0 from your computer, you may use the uninstall link provided under the main Write-On menu or through Windows' *Add/Remove Windows Components*. Note that this uninstall program will only remove the files originally installed by our setup program. It will not remove any of the case files that you may have created since the installation.

2.2 Upgrading

From time to time, free upgrades of Write-On will be made available. If your computer is connected to the Internet, you may use the "Check For Upgrade..." command located under the main "Help" menu to verify, download, and upgrade your current version. The latest version of the program will always be available for downloading on our website, www.pikaso.com.

2.3 Activation Code

If your copy of the program was obtained from our website, it will always install as a Demo version. Our demo version has all the capabilities of the Professional version but is limited in scope. It is provided free of charge and can be used to evaluate all the features the program has to offer.

When you purchase the program, you will be provided with a unique serial number and a code that can be used to activate the program. This activation code is entered by visiting the "Activate..." command located under the main "Help" menu.
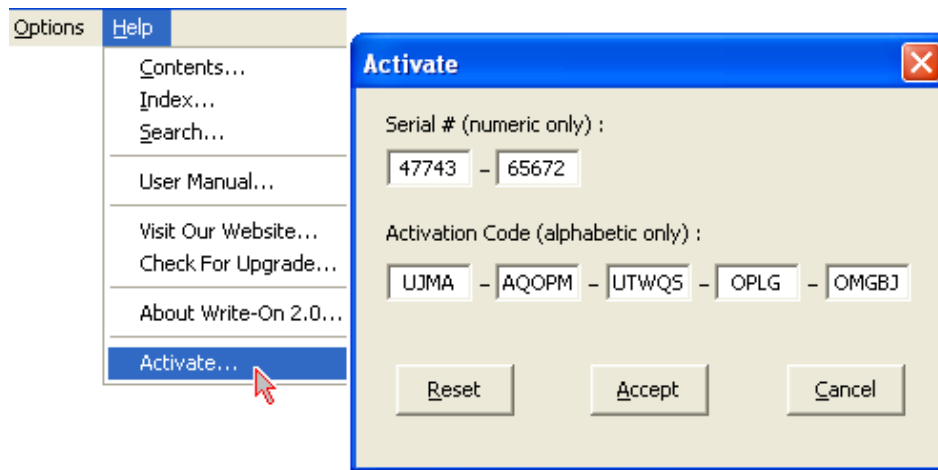
The activation of the program must be performed while logged in as the administrator, otherwise your program will only be activated for the current session and you will have to re-enter your serial number and activation code each time you restart the program. If you must re-install your program onto another computer, you may be required to obtain a new activation code. A new activation code can be obtained by visiting our website at www.pikaso.com. You will be required to provide us with your serial number.

Caution!
If you have been issued a temporary license, please note that attempts to bypass the protection by revising your computer date will disable the program and a new activation code will be required.

2.4 Definitions

If you have used Write-On 1.0 in the past, you may find some of the concepts described in this manual familiar. However, we recommend that you start with a fresh and open mind as this new version of the program bears little resemblance to its predecessor.

If you are new to Write-On, you will learn new concepts such as transcript and text association. With the help of this manual you should be up and running in no time. Before starting the application, you should be familiar with some of the terms used throughout the documentation and the program. These are listed below:

Catalogue: Acts as the nervous system of the program. It is used to group cases, and may include single or multiple cases. Cases in your catalogue can be active or inactive. Catalogues are created and named by users. They may include, for example:

- All cases related to a specific client
- All unsolved cases or all cases relating to a specific type of crime or suspect

Case: Refers to a group of documents having anything in common. For a forensic document examiner or a lawyer, this could be a collection of documents specific to a case. For an investigator, it could be the

complete series of documents relating to one murder case, various unsolved break-ins, or a series of unidentified threatening letters.

Cases are created and named by the user. They can be renamed, merged, deleted from the program view, or completely destroyed from your computer. Cases can also be shared with other users.

Author: Authors are a critical component of any case. A case may have a one or more authors. Authors are meant to group similar documents. An author may be a known person, a suspect, or a John Doe. For a forensic document examiner, an author may be Questioned (Q), Known (K), or of another type (O). For an investigator or a lawyer, an author may be a specific witness, a suspect, or a person of interest. Authors are added and deleted by users.

Document: Documents are anything that can be scanned, photocopied, or photographed. These may consist of handwritten notes, letters, legal documents, forms or photos. Documents are entered into a case and assigned to a specific author. Documents and/or portions of their contents may be classified, searched, printed and exported to other electronic formats.

Transcript: A transcript is a typed representation of the entire document, or simply a portion of it. It is used by the program to decipher, search, and report on the exact contents of its corresponding document. Transcripts are typed directly onto the electronic image or into the program's built-in text editor.

Association: Association is the act of graphically connecting a transcript to its original electronic document. It involves drawing a rectangular box onto portions of the original document, and pressing a few buttons. It is equivalent to the "Tag" command used by graphics software or websites that identify individuals in pictures.

Properties: Properties are used to characterize and further classify the various components of a case. Properties may apply to your catalogues, cases, authors, documents, searches, and reports. Certain property values are fixed while others can be modified by the user. The concept of properties is very important to the use of the program, and is largely responsible for making it the powerful tool that it is. In addition to allowing you to customize your data, properties are used to refine your searches. Properties are saved with the case data.

Index: Word and segment indices are automatically created by the program each time a transcript is added or modified. These indices provide an immediate overview and statistical counts of the occurrences found throughout your case.

Occurrence: This refers to the graphical representation of a portion of a document. Occurrences are obtained by searching for a specific string or characteristic. A string could be a letter, a part or full word, or a combination of words and numbers. Occurrences can be placed side by side for visual comparison. They can be printed, exported as a graphic file, or tabulated in a report for presentation to an audience.

Report: A report represents the compilation of various search results (occurrences). Reports can be printed and exported as other file formats for further manipulation. Reports may be generated to cluster and compile relevant information and present findings.

Options: Options are used to define or modify the behavior of the program. Selecting options may affect the results of a search, however these are not saved as part of the case data.

2.5 Using Write-On 2.0

Using Write-On consists of 7 steps, some of which are optional depending on your specific needs:

1. Open a catalogue
2. Open a case
3. Add authors
4. Add documents
5. Create transcript and perform associations
6. Conduct search and save results
7. Create and present reports

Each of the above steps is described in detail in the following sections of this manual. We have also included a sample case, entitled "Demo.wrn2", with the program. You may wish to use this case, which involves handwriting, to familiarize yourself with the various steps described in this manual. You are also invited to visit our website to view other case examples that may be better suited to your specific needs or line of work.

Note:
This manual assumes that you have prior experience with computers and the Microsoft Windows environment. It presupposes that you have the ability to browse applications using tools such as Windows Explorer, and that you have experience with a keyboard and a pointing device such as a mouse.

2.6 Saving Data

Write-On 2.0 has been designed to be dynamic in that it does not require users to save sensitive data through a separate action. The database is automatically updated after leaving the process window.

Note:
We strongly recommend that you include data storage (or back-up) procedures in your daily routine in order to avoid losing time spent building up your case and generating reports. Refer to the "Advanced" section of this manual for further information regarding which files and folders require back-up.

2.7 Version Type

To allow for various needs and budgets, Write-On 2.0 is available in 4 different versions: Demo, Basic, Standard, and Professional. Some of the features described in this manual may be limited or unavailable in your version.

You can confirm your version type by accessing "About Write-On 2.0..." located under the main "Help" menu.

3.0 CATALOGUE

3.1 Displaying the Catalogue

Your catalogue acts as the nervous system of the program. It is used to display and navigate through cases and their primary components, which include Documents, Authors, Word Index, Segment Index, Searches, and Reports. The catalogue window is always part of your interface. It can be resized but cannot be moved or deleted.
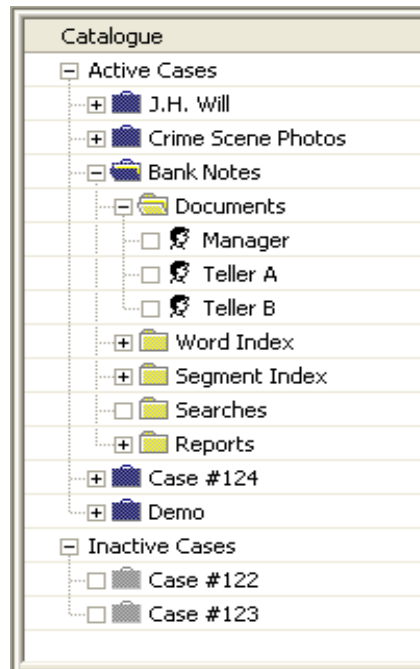
The catalogue divides cases into two groups: Active and Inactive. Active cases can be expanded to allow the review and modification of their components. Making a case inactive collapses the case components and allows the user to review case properties only. Note that cases may be deleted from the catalogue and reintroduced at any time.

3.2 Catalogue Properties

Catalogue properties are viewed by accessing "Properties" from the main "Catalogue" menu, and include the Path, Description, User name, and many more. Individual properties are discussed later in this manual.
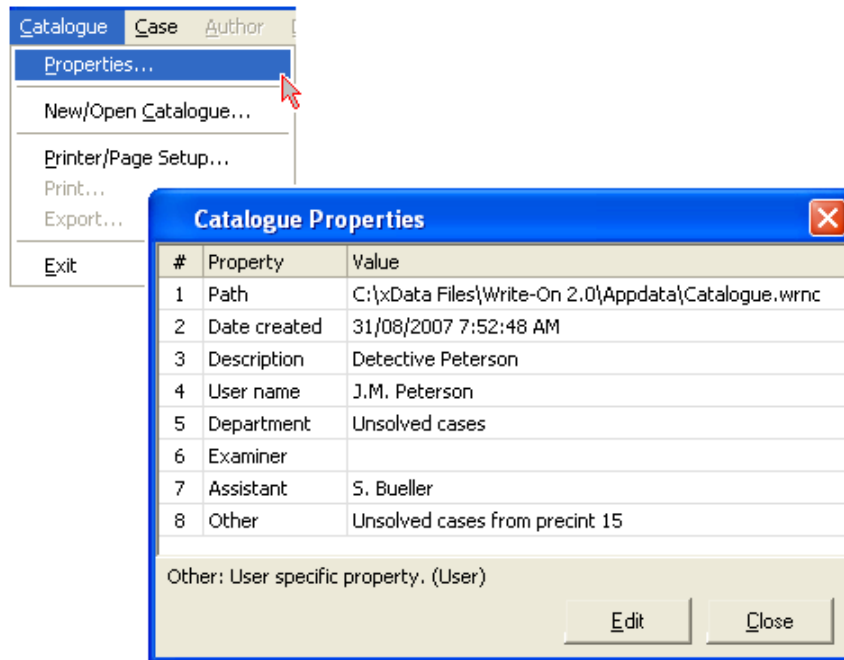
3.3 Open/New Catalogue

Note:
For Demo and Professional versions only.

Catalogues are created or opened using the "Open/New Catalogue..." command located under the main "Catalogue" menu. The option of creating catalogues is for large establishments dealing with a large number of cases at any given time. Additional catalogues may also be used to archive cases.
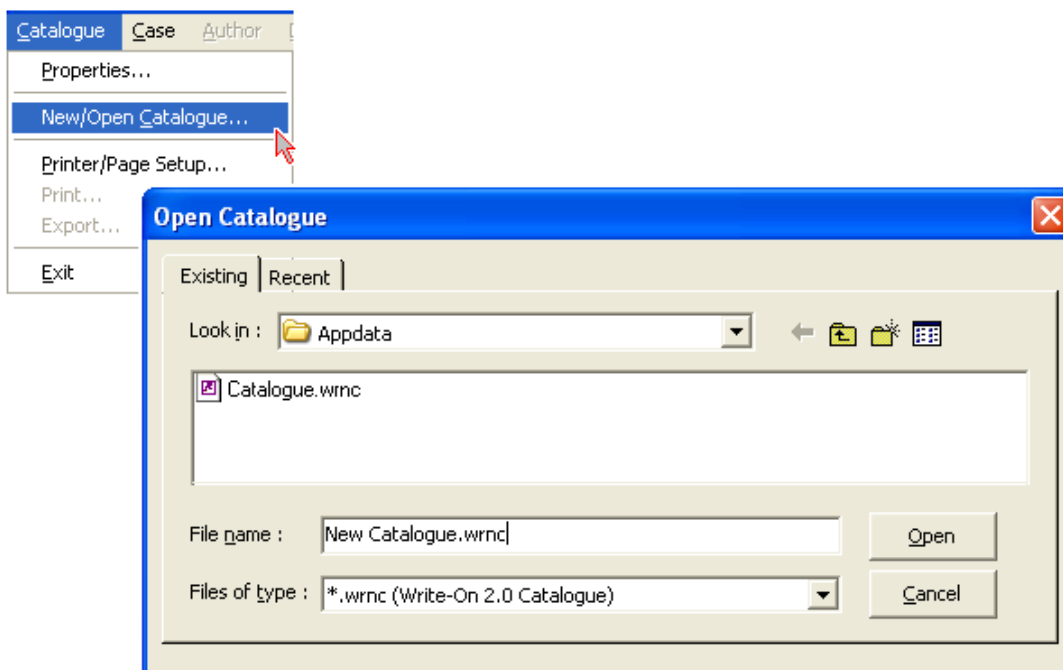
When prompted for a file name, you may browse to locate an existing catalogue file or enter a new name. Catalogue files have the ".wrnc" file extension. Although they can be shared with other users, catalogue files are designed to be private.

4.0 CASE

A case refers to a group of documents having anything in common. Although cases can be merged, searching and reporting functions may only be carried out within a case. Case files are designed to be shared with other catalogues and other users simultaneously. All features described in this section are accessible via the main "Case" menu.

With the exception of the "Open/New Case..." command, the features described below can only be accessed when a case is selected (i.e. highlighted in your catalogue).

4.1 Opening a New Case

Create or open a case using the "Open/New Case..." command located under the main "Case" menu.
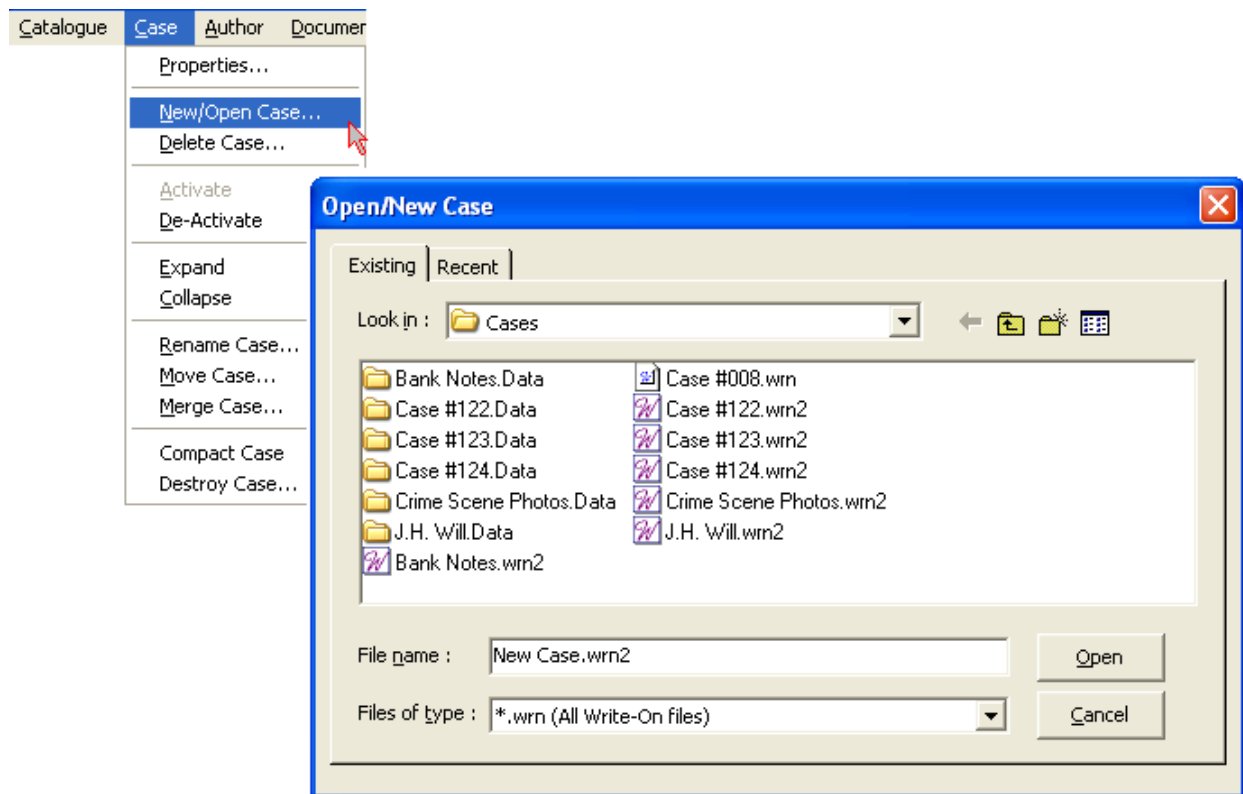
When prompted to enter a file name, you may choose to locate an existing case file through browsing or to assign a new name, thus creating a new case. For those users who were familiar with Version 1.0 of the software, you will note that case files now have a new extension, ".wrn2" (while the first version assigned ".wrn" as the extension). When selecting an existing file, the program will open the case into the catalogue. When entering a new file name, a blank case will be created. New cases are placed at the top of your catalogue and are designated "active".

As you create a new case, a data folder with the same name (i.e. Case Name.Data) will be created. This folder will hold all graphic files and report data pertaining to the case. Refer to the "Advanced" section of this manual for further details regarding files created by the program.

Note:
When loading an existing Write-On 1.0 case file (*.wrn), the program will create a completely new .wrn2
file and will not modify the original file, thus allowing it to be loaded into Write-On 1.0. Due to technical
limitations, however, loading an existing Write-On 1.0 file into Version 2.0 will not import existing search
statistics and bin contents.

4.2 Case Properties

Case properties are viewed by selecting a specific case from the catalogue and accessing "Properties" from the main "Case" menu. Case properties include the Path, Description, Case number, Examiner, and many more. Customization of properties is discussed in the "Properties" section of this manual.

4.3 Activating a Case

By default, all cases are active. This means that their components can be expanded, viewed, revised, and searched. Active cases can be deactivated, renamed, moved, merged, compacted, deleted, and destroyed.

4.4 Deactivating a Case

Deactivating a case causes it to be disconnected from the database and placed at the bottom of the catalogue along with its reference. It is used to reduce clutter within the catalogue and speed up access to cases that may require infrequent access. Cases which are deactivated may only be activated or deleted from the catalogue.

4.5 Deleting a Case

Deleting a case consists of removing its reference from the catalogue. It does not delete data from your computer. You may wish to delete a case from your catalogue when you no longer need to access it or when you wish to reduce the contents of your catalogue. Deleted cases can always be brought back into your catalogue through the "Open/New Case..." command.

To completely delete case data from the system, you must use the "Destroy" command. This feature is discussed later in this section.

4.6 Expanding and Collapsing Case Components

Use the "Expand/Collapse" command to expand or collapse various case components within the catalogue. Expanding case components allows you to view, add, or edit case data. Collapsing case components reduces clutter within the catalogue. Only activated cases can be expanded.

4.7 Renaming a Case

Using the "Rename Case" function of the program changes the name of the case database file, the case data folder, and all internal references. Renaming a case will prevent other users who have the same case referenced in their catalogue from accessing it unless you advise them of the change. Unless you are the only person accessing the case to be removed, we strongly recommend that you consult other users before using this command.

Caution!
Renaming a case file (i.e. Case name.wrn2) manually through the Windows operating system is inadequate and may corrupt your case data. More information on renaming a case file through the Windows operating system can be found in the "Advanced" section of this manual.

4.8 Moving a Case

Moving a case involves moving the case database file and the case data to another folder in the system. Note that moving a case will prevent other users who have the same case referenced in their catalogue from accessing it unless you advise them of the change. Unless you are the only person accessing this case, we strongly recommend that you consult other users before using this command.

To move a case, select it from the catalogue and use the "Move Case..." command located under the main "Case" menu. When prompted for a new folder, browse to the target location.

Caution!
Moving a case file (i.e. Case name.wrn2) manually through the Windows operating system is inadequate and may corrupt your case data. More information on moving a case file through the Windows operating system can be found in the "Advanced" section of this manual.

4.9 Merging Cases

Merging cases allows you to combine data from more than one case. This includes documents, authors, transcripts, association data, properties and reports. To merge cases, access the "Merge Case..." command located under the main "Case" menu.

"Target case" refers to the case that will accept the data; it may or may not include documents. A case can only be merged with an existing, activated case. If you intend to merge an existing case with a new, blank case, you must first create this new case. When merging two cases, no data is destroyed. The original case remains intact, and the data is simply added to the target case.

Depending on the version you have purchased, you may be prompted to synchronize properties and segments. Refer to the Properties and Segments sections of this manual to learn more about synchronization.

4.10 Compacting Cases

Due to limitations imposed by Microsoft, database files are uniquely designed to consistently increase in size. When you delete data or perform a new search, the space allotted for these records continues to be held in reserve by the database and is not released for reuse.

Unless compacted regularly, case files will become larger than necessary and will impact on performance. When performing multiple searches reporting hundreds of occurrences, cases should be compacted at least on a daily basis. Cases are automatically compacted when they are deactivated or deleted from the catalogue.

4.11 Destroying a Case

Use this command to completely destroy all files and documents pertaining to a case. This command will completely destroy all data from your hard drive and will not send files to the Windows recycle bin. The effects of destroying a case are irreversible.

To remove a case from your catalogue without destroying data, use the delete command discussed under "Deleting a Case".

5.0 AUTHORS

Authors are used to group and classify documents. Authors are accessed through the catalogue by expanding an active case. Authors can be added, deleted, and modified.
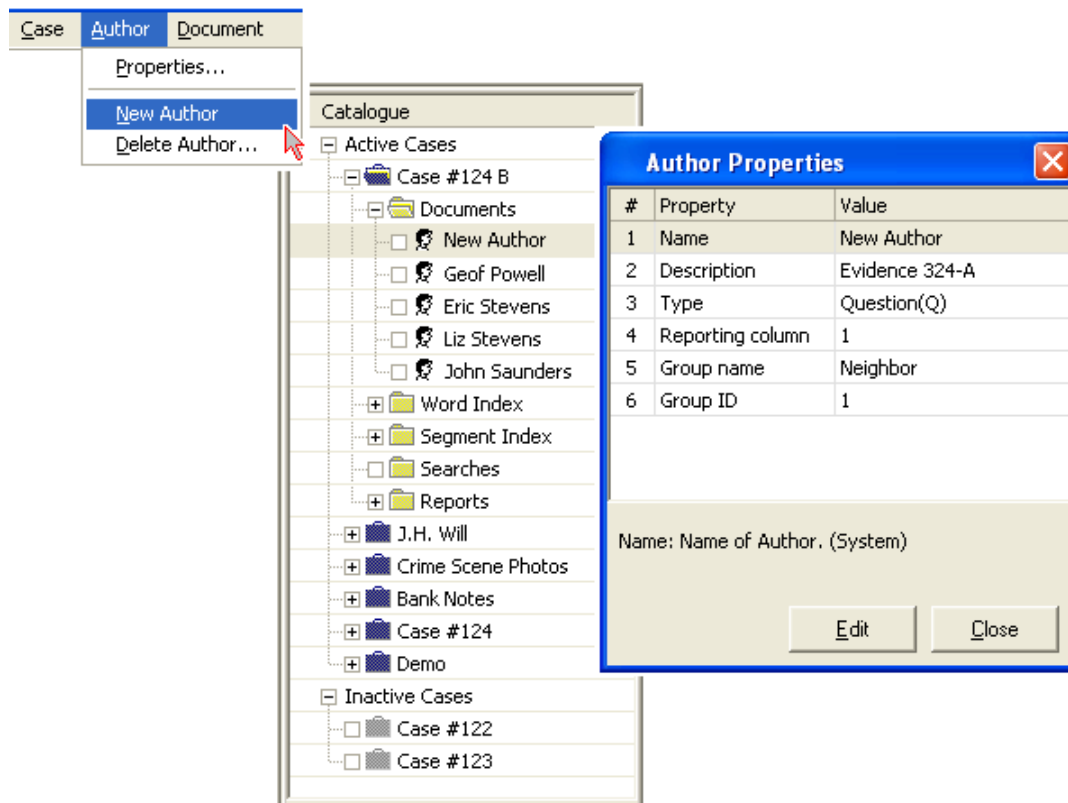
5.1 Author Properties

Author properties are viewed by selecting a specific author from the catalogue and accessing "Properties" from the main "Author" menu. Properties include Name, Description, Type, and Group name. Properties are discussed in a later section of this manual.

5.2 Author Type

Author "Type" is a special property that can be set as Questioned (Q), Known (K), or Other (O). This terminology is commonly used among forensic document examiners to classify documents into groups. A new type, Other (O), has been added as an alternative for other types of users.

5.3 Adding an Author

Authors are added to your case by selecting the "Documents" component of a specific case and using the "New Author" command located under the main "Author" menu. Authors are always added as "New Author". They can be renamed through their Name property.

5.4 Deleting an Author

An author is deleted from your case by selecting it from a specific case and using the "Delete Author..." command located under the main "Author" menu. Authors may not have any documents attached to them to be deleted.

6.0 DOCUMENTS

Documents consist of anything that can be scanned, photocopied, or photographed. These may consist of handwritten notes, letters, legal documents, forms or photos. Documents are entered into a case under a specific author. Documents and/or portions of their contents may be classified, searched, printed and exported to other electronic formats.

There are 2 mechanisms by which documents may be imported into Write-On:

1. Directly from a file
2. From a TWAIN compatible device

To view a list of all documents imported into a case, select the "Documents" component of a specific case from the catalogue. Documents assigned to a specific author can be displayed by selecting that author from the catalogue.

6.1 Importing from Disk

This feature allows you to import one or more documents that have been digitized. To access this command, select an active case from your catalogue and access the "Import from Disk..." command located under the main "Document" menu.
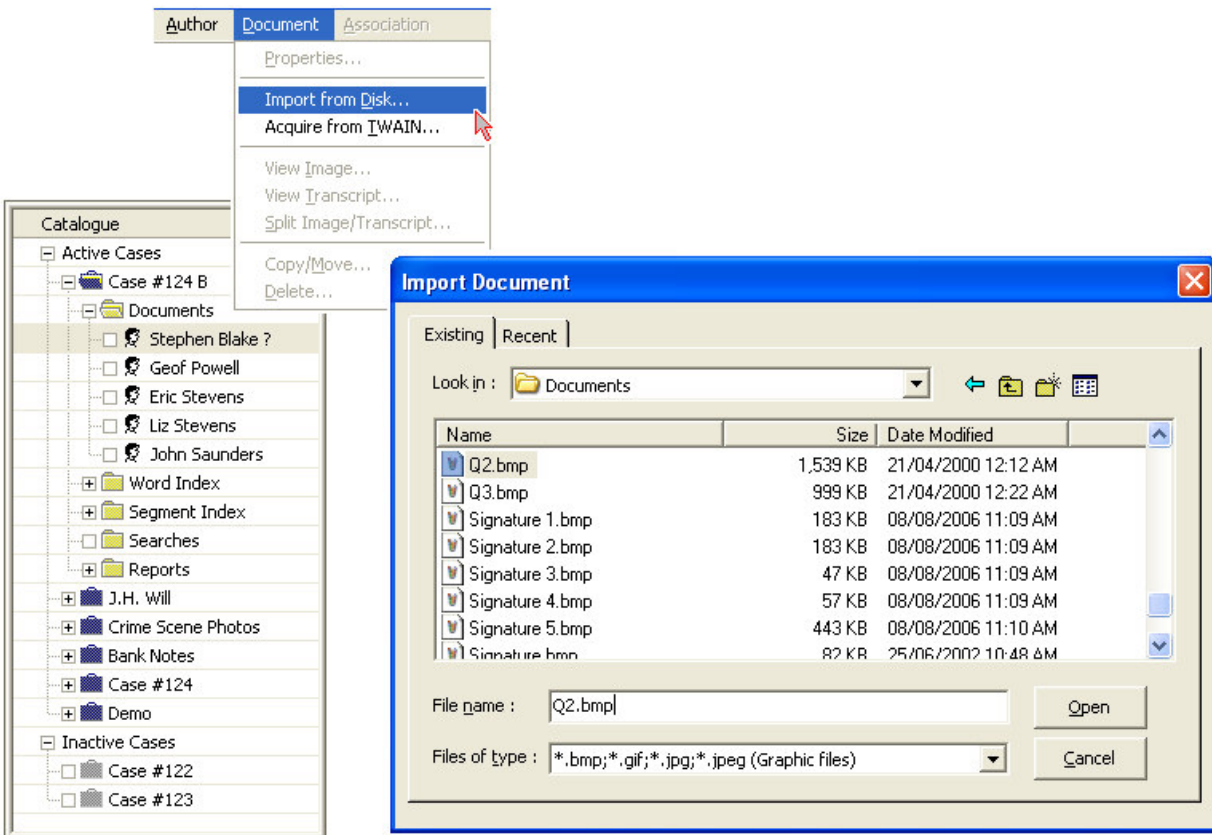
When prompted for a file name, browse and select one or more files from your network. Allowable document formats include bitmap files (*.bmp), graphic interchange format files (*.gif), and joint photographic group files (*.jpg and *.jpeg). One of the advantages of using this feature is that you can import multiple documents simultaneously.

6.2 Acquiring from TWAIN

TWAIN is the interface standard that allows imaging hardware devices such as scanners and digital cameras to communicate with image processing software. To utilize this feature, your computer must have an active connection to such a device. You can confirm this by accessing "Devices" located under the main "Options" menu.
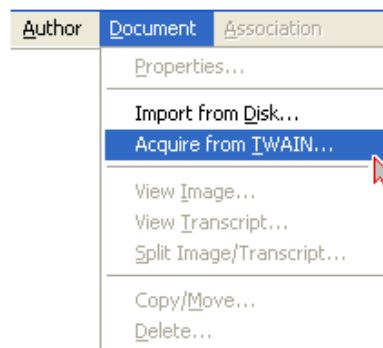
To digitize a document, select an active case from your catalogue and access "Acquire from TWAIN..." located under the main "Document" menu. What appears next will depend on the type and version of device you own. Most devices will prompt you to select a few features such as scanning resolution and color configuration.

The scanning resolution and color configuration you choose depends on the type of case and your particular expectations. For typical handwriting, 300 DPI gray scale is generally adequate. For photos or other types of documents, selecting color scanning may be more appropriate.

6.3 Accepting Documents

Regardless of the manner in which you import documents, you will be prompted to accept and confirm each document and initial properties such as Name, Description, Author, and Resolution.

With the exception of resolution, other properties can be revised later through the "Properties" window. The option of revising the resolution is provided for those documents digitized by older software which did not always correctly record resolution. This occurs frequently in older versions of bitmap and gif files. Resolution and Scale properties will affect how documents are displayed and printed at a later time. Properties are discussed in a later section of this manual.
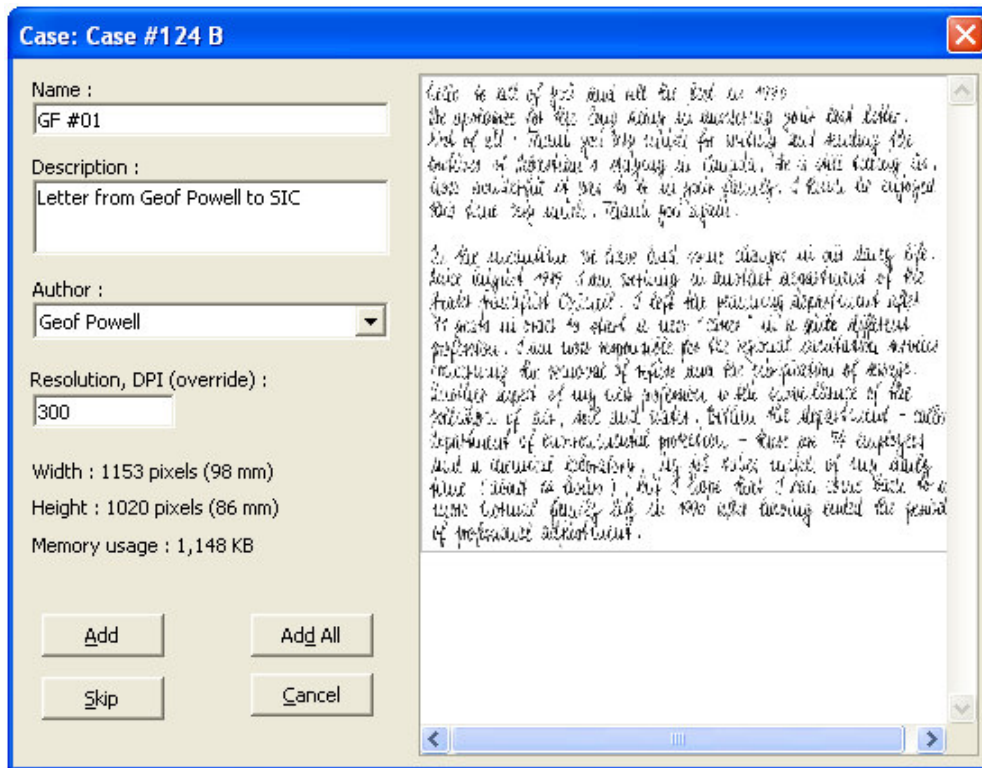
6.4 Document List

This refers to a list of all documents attached to a case. This list is accessed by selecting the "Document" or "Author" components of a specific case.
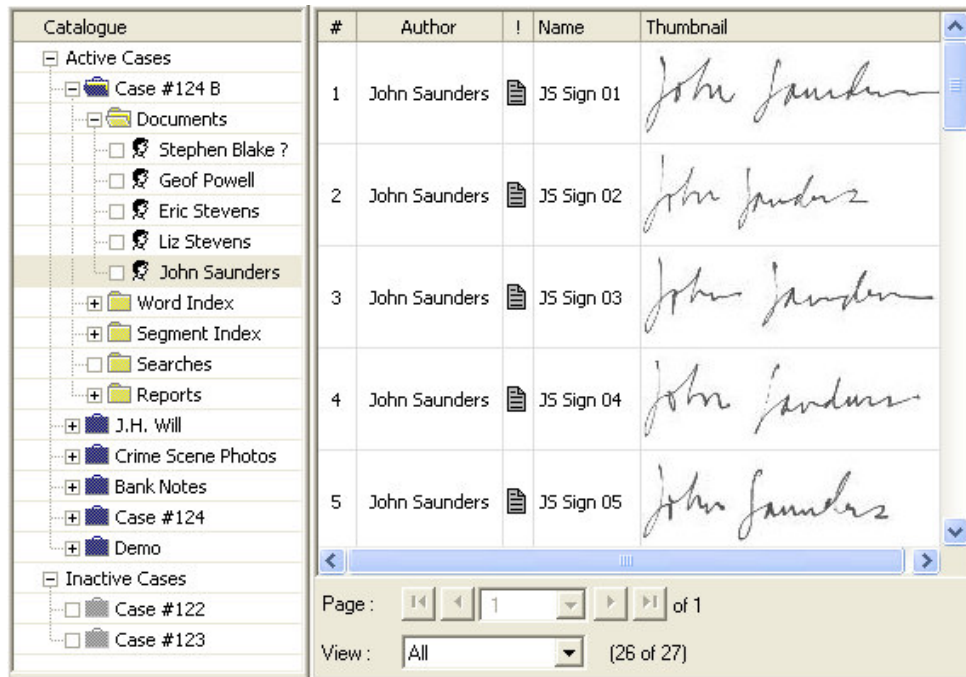
The document list includes the author, status, name, and a thumbnail image of all documents. The author, name, status, and a multitude of properties characterizing each document can be viewed and modified through the Properties feature, discussed later in this manual.

Depending on the number of documents involved, the list may be spread over multiple pages. Users may navigate through these pages with the page browsing feature located at the bottom of the window. The list can be sorted by author, by name, or by status by clicking the respective headers on the top row of the document list. The list can also be modified to show documents based on their property or search status.
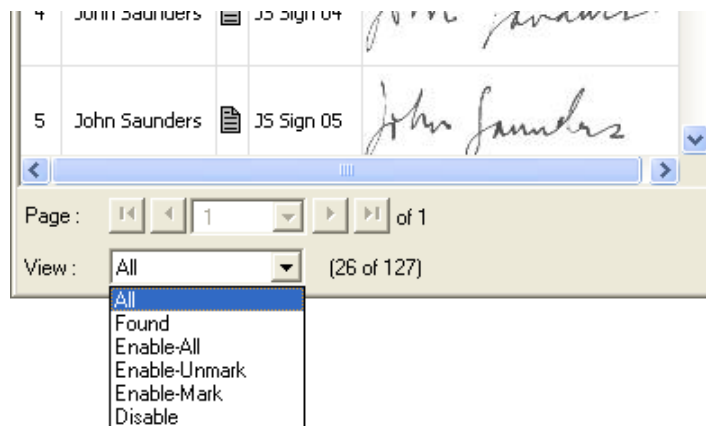
Documents from the list may be selected for copying, moving, or deleting. Select documents by using the SHIFT or CTRL keys in combination with your left mouse button or the direction keys on your keyboard. Documents can be deselected by pressing the ESC key.

Many of the features pertaining to documents are accessible through the Options and Properties windows, which are discussed in later sections of this manual.

6.5 Document Properties

View document properties by selecting a specific document from the list and accessing "Properties" from the main "Document" menu. Properties which will be displayed include Name, Description, Author, Status, and Scale factor. Document properties are an integral part of Write-On. One of their functions is to break searches down into more manageable results. Properties are discussed later in this manual.

6.6 Viewing Images

A full-size image of any document can be displayed on your screen by selecting the "View Image..." command located under the main "Document" menu or by double-clicking the left mouse button placed over any document name on the list. A full-size image will be required to perform the text association phase described in the next section.
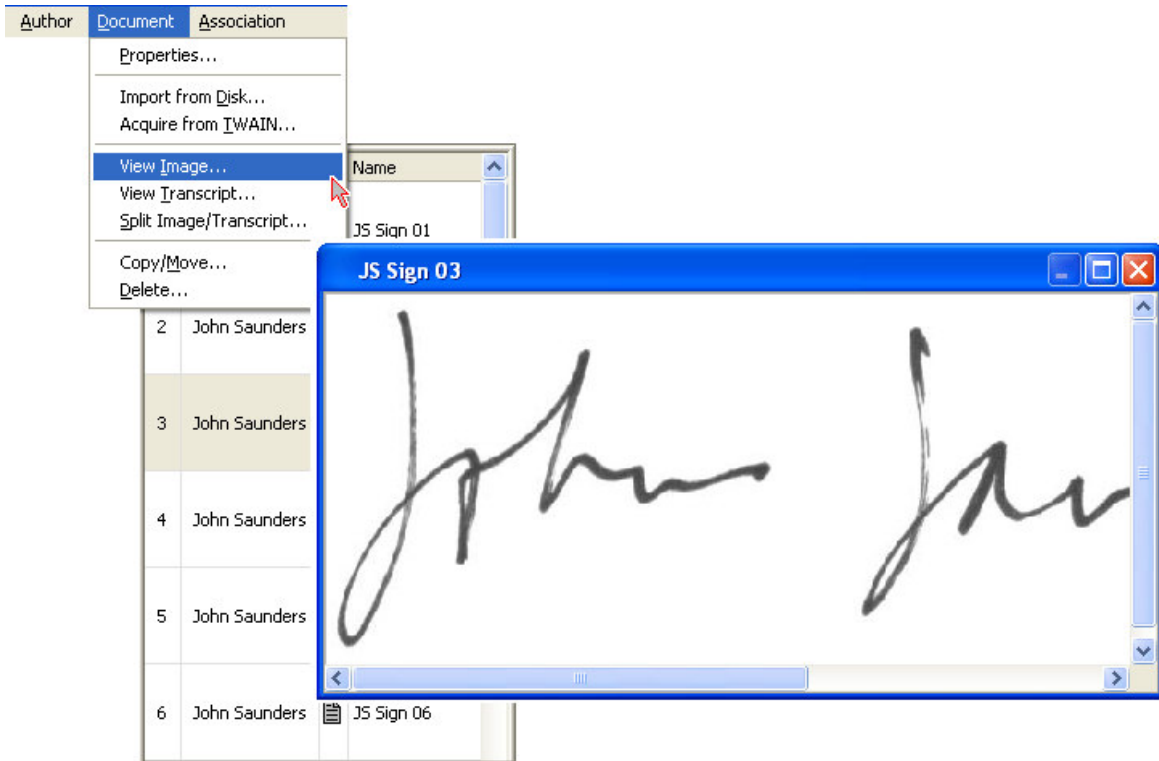
Once displayed, an image can be printed, exported, zoomed and manipulated according to your specific needs. A series of graphic options are provided on the secondary tool bar. These options are described in a later section of this manual.

6.7 Viewing Transcripts

A transcript is a typed representation of the entire document, or simply a portion of it. It is used by the program to decipher, search, and report on the exact contents of the document in question. It is displayed by selecting the "View Transcript..." command located under the main "Document" menu. The next section of this manual is dedicated to the transcript function.
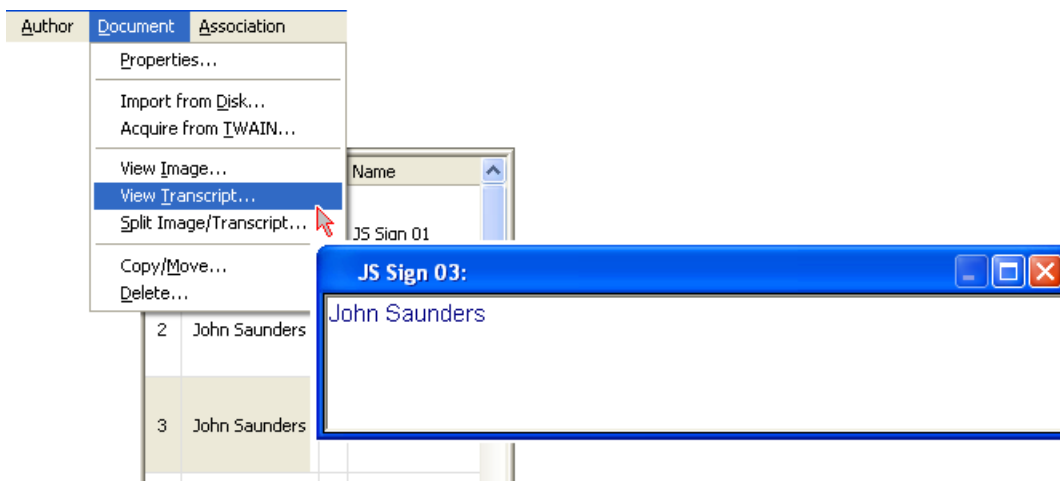
6.8 Split Image/Transcript

This feature allows you to display both the image and the transcript windows over the full area of the desktop. The orientation and the ratio of the space used by each window on your desktop is defined through the "Image/Transcript split" and "Split ratio" commands located under the "User preferences" option. This feature will assist in the maintenance of your desktop while entering the transcript and performing word associations.

6.9 Copying or Moving Documents

Single or multiple documents may be copied or moved to another author and/or case. This is completed by selecting the document(s) from the list and accessing the "Copy/Move..." command located under the main "Document" menu. The same result can also be obtained by dragging and dropping the documents into the target case and author.
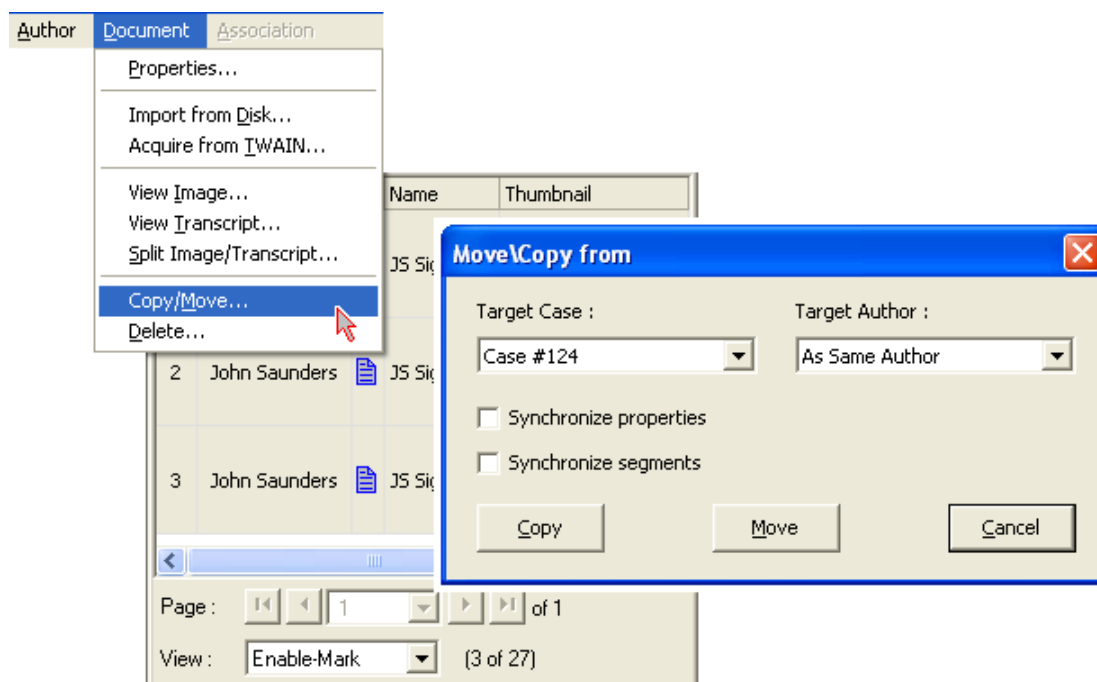
Regardless of the method you select, you will always be asked to confirm the target case and author. When "As Same Author" is selected, the documents will be copied or moved into the same author component. In the event that the author selected does not exist in the target case, it will be created automatically.

If a different target case is selected, you will be prompted to synchronize properties and segments. Refer to the Properties and Segments sections of this manual to learn more about synchronization.

When copying or moving documents, all relevant information (e.g. properties, transcript, association) will be included.

6.10 Deleting Documents

Single or multiple documents may be deleted from a case. Select the document(s) from the list and access the "Delete..." command located under the main "Document" menu.

Note:
Proceed with caution when deleting documents as this action is irreversible. All information associated with the document(s) (e.g. properties, transcript, report data) will be destroyed.

6.11 Disabling Documents

Documents can be disabled through the "Status" property. Disabled documents remain in the interface but their contents will be excluded from the word index, segment index, and subsequent searches. Disabling documents provides a temporary alternative to deleting them.

6.12 Printing/Exporting Documents

Single or multiple documents can be printed or exported as graphic files. Access the "Print..." or "Export..." commands located under the main "Catalogue" menu.

7.0 TRANSCRIPT AND ASSOCIATION

Transcripts are a typed representation of your documents. They are used by the program to decipher, search, and report on the exact contents of any or all documents.

Association is the act of graphically connecting a transcript to its corresponding location on a document. By combining the graphical information obtained from the association process with the transcript, Write-On is able to extract and report on any portion of any document. The association function may be employed for such obvious specimens as those containing handwriting. It may also include the association of names and physical characteristics to evidence photos or the association of various topics to portions of a document.

Note:
Write-On is not an optical character recognition application (OCR). This ensures that the search results reported by the program are always accurate, regardless of the size, clarity, or consistency of the document contents.

Transcript and association functions may be completed using 3 methods:

- By typing the transcript first using the text editor, followed by associating on a word by word basis. This is referred to as associating "From transcript".

- By selecting a portion of the image document, then typing the related portion of the transcript within the text box provided. This method is referred to as associating "From image".

- A combination of both methods.

The method you select to create and associate transcripts depends on the type and contents of each document, the amount of typing involved, and personal preferences. For smaller documents, it may be less time consuming to enter and associate contents directly onto the image ("from image" association). For others, it may be quicker and more practical to use "from transcript" association or a combination of both methods.

Write-On provides a series of options designed to facilitate and speed up this process. A complete description of all options related to the association function can be found in later in this manual.

7.1 Association Rectangle

Regardless of the method you select to enter transcripts and perform associations, you will be required to draw rectangles around words or portions of the document image. Draw an association rectangle by moving your mouse cursor over the target image while holding down the left mouse button. Release the button to accept the rectangle.
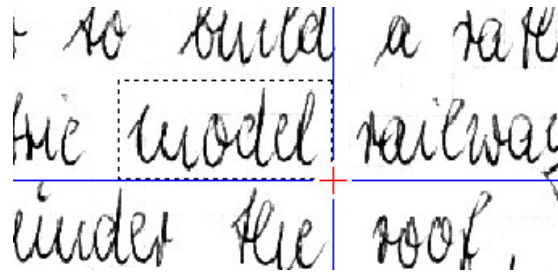
Once you have drawn a rectangle, you may revise or move it by placing the mouse cursor over the border and holding down the left mouse button. Should you wish to cancel the association rectangle you have created, simply press the ESC key.
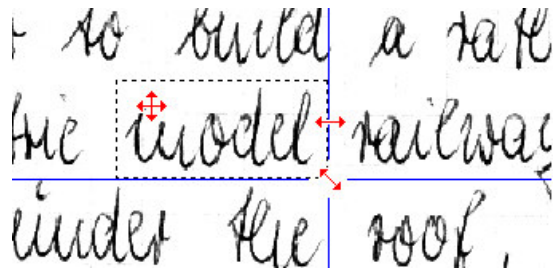
The steps involved in drawing, resizing, and moving association rectangles are similar to the ones used by many popular graphics software such as Paint or Photoshop. If you are new to this, it may require some practice.

The precision with which you draw each rectangle will dictate how the program reports occurrences. When reporting on handwriting, the program calculates the width of each character's cell by dividing the total width of the association rectangle by the number of characters (including spaces and punctuation).
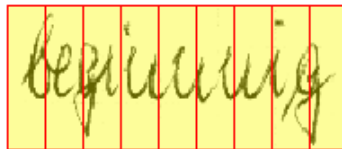
beginning

7.2 Associate from Transcript

Association may be performed directly from the transcript. The advantage of this method is that it allows you to create a transcript that most resembles the appearance of the original document. It also allows another individual to type the transcript without having to perform the association immediately. However, association will involve an additional step, and can only be performed on a word by word basis.

The following procedure assumes that your transcript has not been typed. If the transcript already exists, simply skip step 3.

1. Access the "Association and Reporting..." command located under the main "Options" menu. Set the "Association" option to "From transcript".
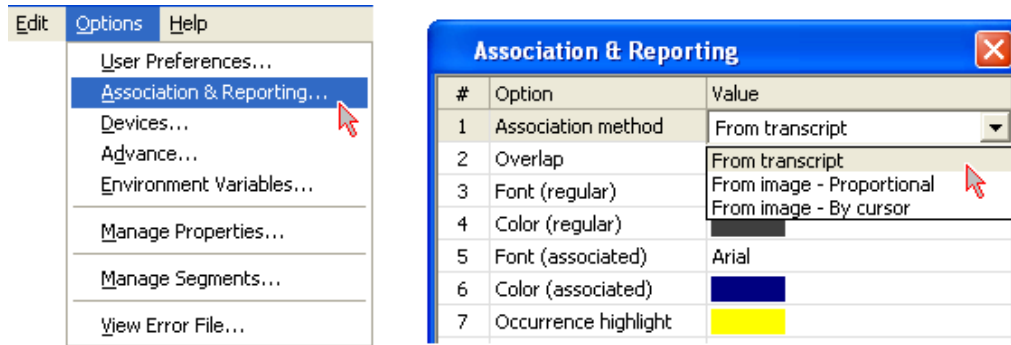
2. Select a specific document and access the "Split Image/Transcript..." command located under the main "Document" menu. This will display both the document image and transcript windows.
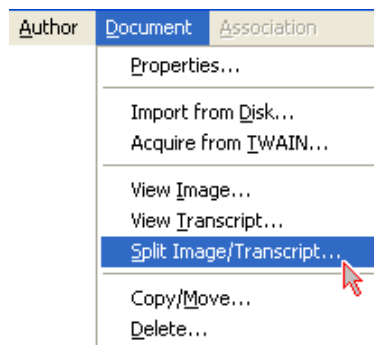
3. Within the transcript window, type the contents of the document or any characteristics you wish to use to describe the portion of the document.

4. When the transcript (or part thereof) is completed, move the cursor to the first word that requires association.

5. Access the "Enable Association" command located under the main "Association" menu. This is also referred to as turning association ON.
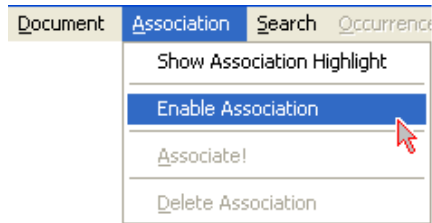
6. Using your pointing device (mouse), draw an association rectangle around the word or portion of the document which best represents the word selected. Refer to the "Association rectangle" section for information on how to draw association rectangles.
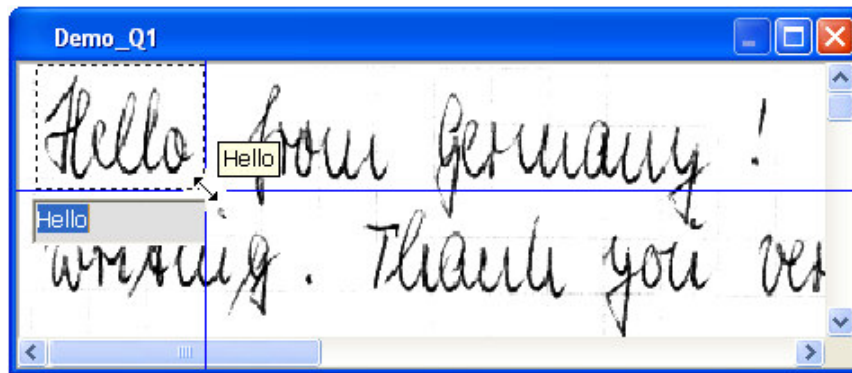
7. Accept association. This is completed by pressing the ENTER key, pressing the right mouse button, or by using the "Associate!" command located under the main "Association" menu.
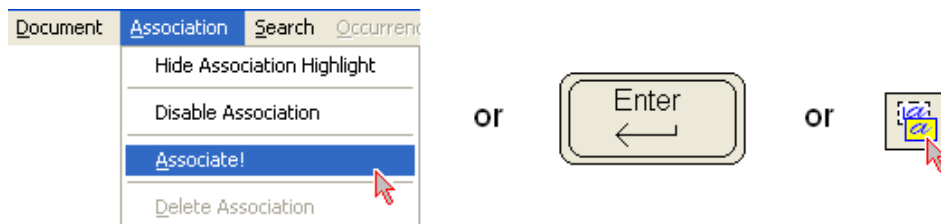
After accepting the association, the program will automatically highlight the portion of the image just associated. It will also highlight the next word from the transcript, allowing you to associate it by repeating steps 6 and 7.

Association can be terminated at any time by accessing the "Disable Association" command located under the main "Association" menu. This is also referred to as turning association OFF.

Refer to "Using the text editor" in this chapter of the manual for further details on how to type and edit transcripts using the text editor.

7.3 Associate from Image

Association may be performed directly from the electronic image. The advantage of this method is that it allows you to skip a step and associate the text as it is typed. It is also better suited to associate continuous strings, tables, and images.

The following procedure will allow you to type and associate directly from an image.

1. Access the "Association and Reporting..." command located under the main "Options" menu. Set the "Association" option to "From image - Proportional". (N.B. The "By cursor" option will be discussed later in this section).
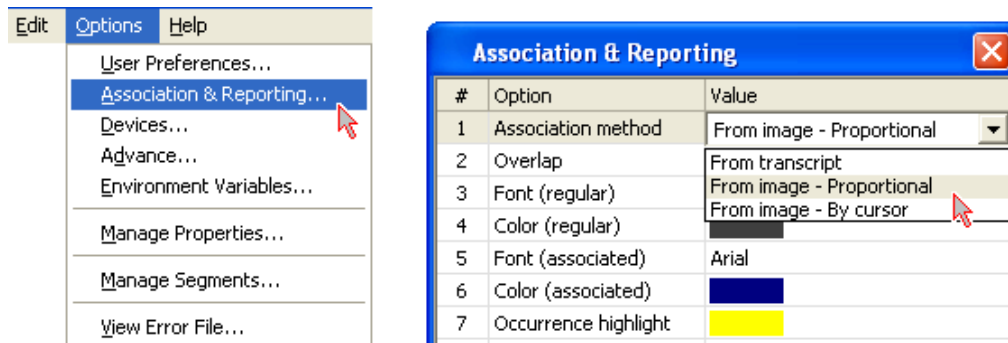
2. Select a specific document and access the "View Image..." command located under the main "Document" menu. This will display the document image window.
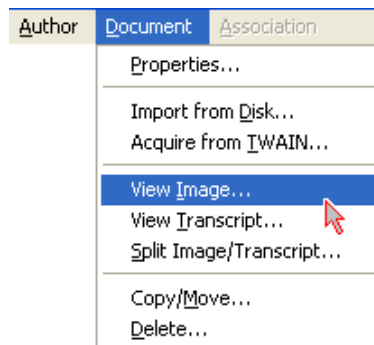
3. Access the "Enable Association" command located under the main "Association" menu. This is also referred to as turning association ON.
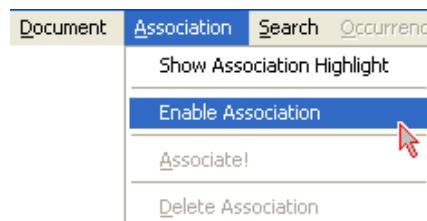
4. Using your pointing device (mouse), scroll the original image and draw an association rectangle around the portion of the document that requires association. Refer to the section entitled "Association rectangle" for information on how to draw association rectangles.

5. In the text box provided just under the association rectangle, type in the word or text string which best describes the portion of the document bordered by the rectangle.
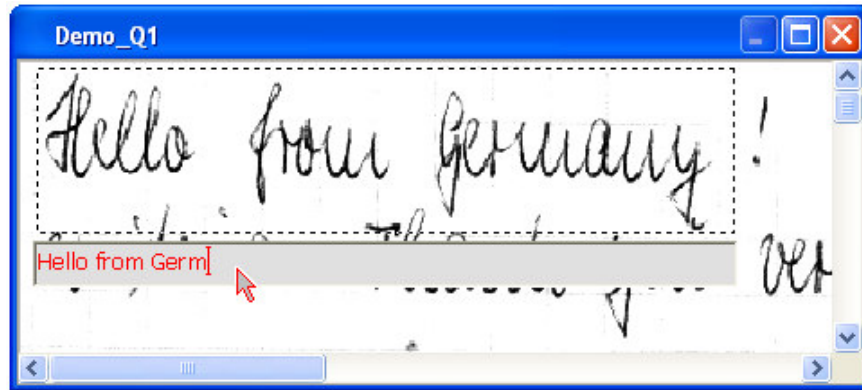
6. Accept association. This is completed by pressing the ENTER key, pressing the right mouse button, or by using the "Associate!" command located under the main "Association" menu.
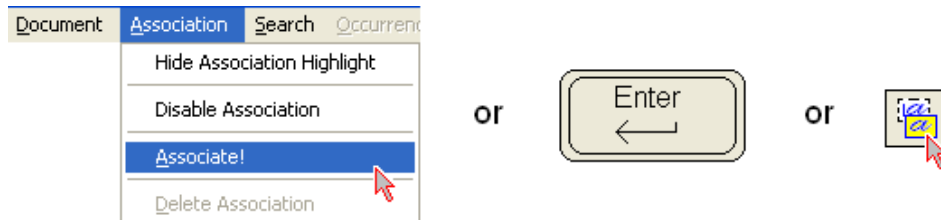
After accepting the association, the program will highlight the portion of the image just associated and will automatically update the transcript window by placing the new word(s) at the end of the existing transcript.

Proceed to the association of the next word or string by repeating steps 4 through 6. Association can be terminated at any time by accessing the "Disable Association" command located under the main "Association" menu. This is also referred to as turning association OFF.

7.4 Word Matching

When associating a string comprised of multiple words using the "From image - Proportional" association, the program will automatically calculate the beginning and end points of each word based on its proportion within the text string.
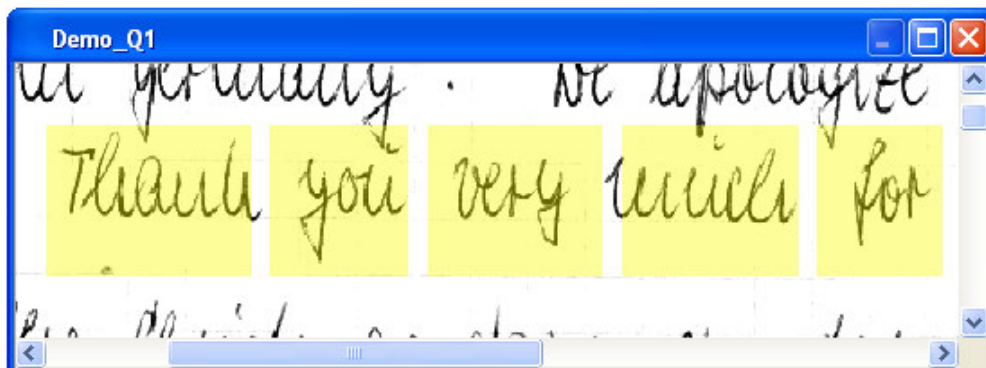
This behavior can be modified by selecting "By cursor" association. This involves moving the keyboard cursor toward the start of each word within the text string. "By cursor" word matching requires the typing of extra spaces but allows you to precisely enter and associate long strings of text in one step.
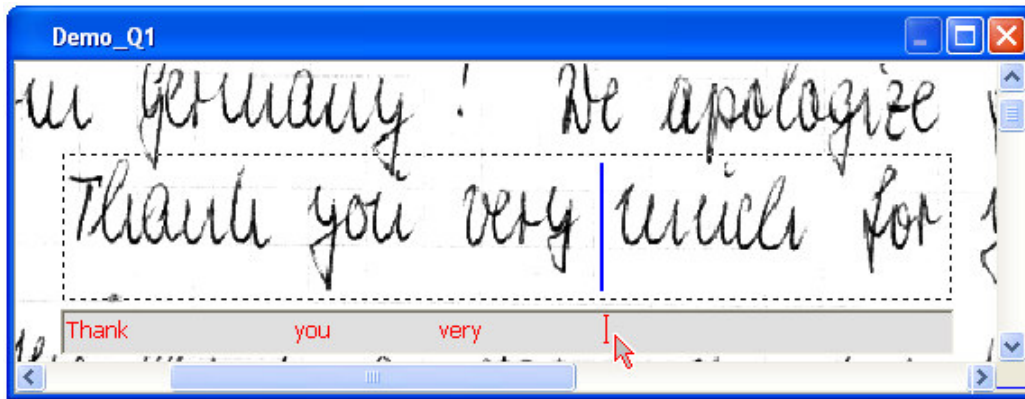
"By cursor" association will provide better results if you are planning on displaying the full words when searching for occurrences. However, if you plan on displaying only the occurrence portion of the words, the proportional association will return much better results.

7.5 Using the Text Editor

A transcript may by viewed and edited at any time. It can be made visible by accessing the "View Transcript..." command located under the main "Document" menu.

The text editor included in Write-On is similar to other text processing software but with limited capabilities. The content of a transcript is very important as it is used to create the word index and subsequent searches. Errors in your transcript will directly affect your search results. The following suggestions should help you save time and energy.

- Write-On reports on the graphical rather than physical location (i.e. paragraph, line, column) of words. However, try to re-create the general layout of the document. It will make a transcript more recognizable.

- It is not necessary to type or associate the complete contents of a document if you believe it will not be needed in your analysis.

- We recommend that you respect all lower and upper case letters and accents (diacritics) as presented in the original document. The search engine included in the program allows you to turn these character features ON/OFF as required. This will allow for more flexibility in your investigation. There are certain circumstances under which this approach may be impractical and too time consuming. When this is the case, the search criteria must reflect the manner in which the transcript was typed.

- Recreate grammatical errors as they appear. The search command has a "misspelled" feature for such cases. Grammatical errors in documents are often considered as evidence and assist with the investigation.

- The program searches and reports on all punctuation and symbols (? ! , : $). A punctuation mark typed immediately after a word will be reported as part of the word (recommended). If you wish to consider the punctuation characters independently, add a space between the end of the word and the punctuation mark.

- Until it has been associated, a word in the transcript can be edited or deleted. However, once a word has been associated, it cannot be deleted unless it has been deassociated.

- Individual letters in associated words can be revised or deleted. However, breaking down a word into two separate words using the space bar or a carriage return is not allowed. If this is required, you must first deassociate the word.

7.7 Show Association

This option can be toggled "ON" or "OFF" by accessing the main "Document" menu or by pressing the "Show Association" button located on the secondary tool bar. When toggled ON, the portions of the document which have been associated will be highlighted. This feature is most useful when performing "From image" association to ensure that words are not associated twice.

To reduce processing time, this feature is automatically turned OFF when browsing between documents.

7.8 Deleting Associations

In certain cases, you may be required to delete or deassociate a single word or a series of words. Regardless of the method used to associate the document, words can be deassociated from the transcript or directly from the image.

To delete one or more consecutive words directly from the transcript, the following procedure applies:

1. Select a document and access the "View Transcript..." command located under the main "Document" menu. This will display the transcript for the document selected.

2. To deassociate a single word, place the cursor anywhere on the desired word. To deassociate more than one word, highlight the portion of the transcript in question.

3. Use the "Delete Association" command located under the main "Association" menu.

The portion of the transcript will be deassociated and the font type, size, and color will be reset accordingly.

A specific word can also be deassociated using the "Word Info..." feature. To access this feature simply right click your mouse right button over a word on the original image. If the word was previously associated, the program will display the word and the option to deassociate it.
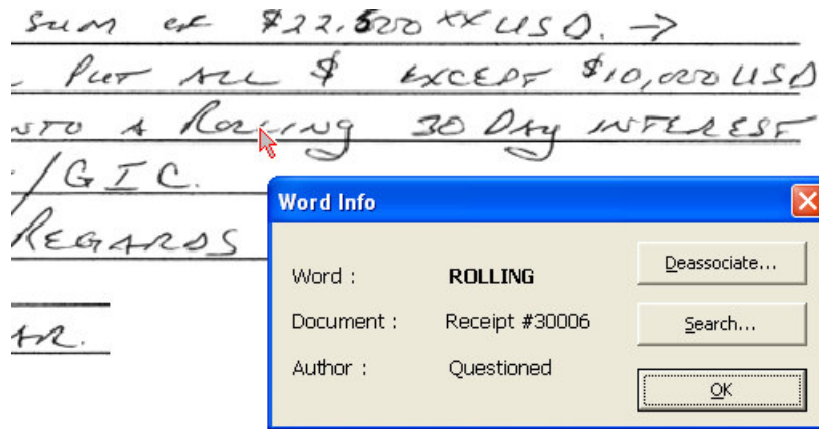
7.9 Association Tips

When completing the transcript and association phases, respecting certain basic rules should help you get the best results:

- The program allows you to associate a complete line of text or a portion of it. However, this may not always provide the best results. Unless handwriting is consistent, association on a word by word basis is preferable in most cases.

- For best results, always include the full graphical extent of the word being associated. When words overlap, it is better to include part of the second word than to sever the first word.

- Words which are placed on top of each other or words placed on separate lines must be associated separately.

- A word association is never final. You may always go back, delete an association, and reassociate a specific string.

- Write-On includes a series of reporting features that allow you to improve the manner in which occurrences are reported and displayed. Refer to the "Association oversize" option later in this manual for details.

8.0 SEARCHING

Searching is the act of trying to find something. One may search for an item that is known to exist, with the intent to locate it. One may also search for an item whose existence is uncertain, in order to ascertain whether it exists or not.

In Write-On, searching consists of looking through all documents and returning all images associated with a word or characteristic. The images obtained (also known as occurrences) may consist of text, but may also be other objects such as faces or parts of a photo. Search results can be printed, exported, saved, or sent to a report.

Searching can be completed in 3 ways:

1. From the word index
2. From the segment index
3. From the advanced search window
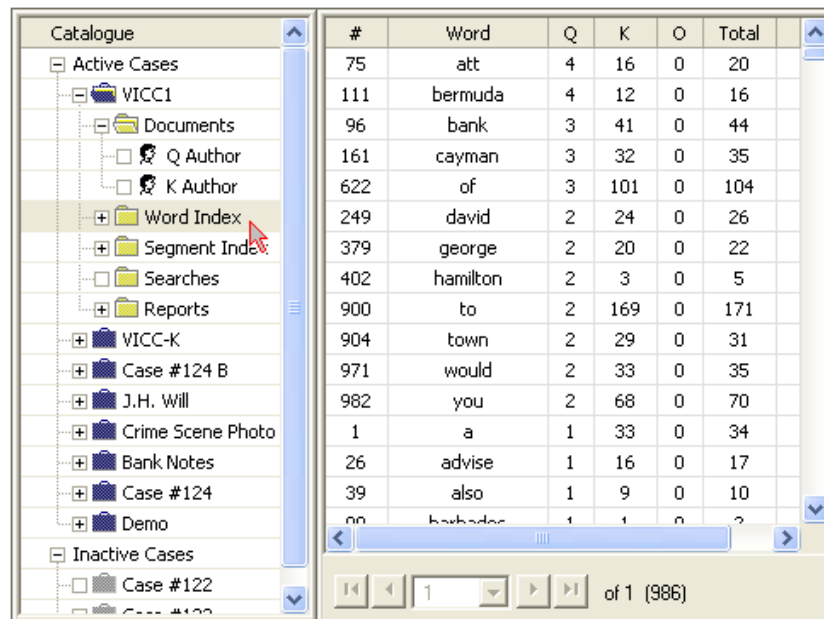
Once a search is completed, the resulting occurrences are listed in a separate window known as an occurrence chart. Occurrence charts are discussed in a later section of this manual.

Note:
Although more restrictive, searching directly from the word and segment indices is much faster. This will become more apparent when dealing with large quantities of documents.

8.1 Word Index

A word index is a compilation of all words found in all transcripts. It is automatically updated every time a transcript is added, revised, or deleted. It is accessed by selecting the "Word Index" component of a specific case from the catalogue.

Catalogue	#	Word	Q	K	O	Total
Active Cases	75	att	4	16	0	20
VICC1	111	bermuda	4	12	0	16
Documents	96	bank	3	41	0	44
Q Author	161	cayman	3	32	0	35
K Author	622	of	3	101	0	104
Word Index	249	david	2	24	0	26
Segment Index	379	george	2	20	0	22
Searches	402	hamilton	2	3	0	5
Reports	900	to	2	169	0	171
VICC-K	904	town	2	29	0	31
Case #124 B	971	would	2	33	0	35
J.H. Will	982	you	2	68	0	70
Crime Scene Photo	1	a	1	33	0	34
Bank Notes	26	advise	1	16	0	17
Case #124	39	also	1	9	0	10
Demo	90	barbados	1	1	0	2
Inactive Cases						
Case #122						
Case #123						

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Word counts are based on the type of author (Q,K,O). Various options can be set to customize the order in which the content is presented. These include the type of sorting (e.g. alphabetical) and how the index deals with lower and upper case letters and accents (diacritics). These options are described in "User Preferences..." located under the main "Options" menu.

To initiate a search directly from the word index, select a specific word and access "Quick Search..." located under the main "Search" menu. This action can also be completed by double clicking the left mouse button while the cursor is placed over the required word.

Note:
The word index reports the contents of enabled documents only. Searching through disabled documents must be completed using the advanced search feature. Refer to Document Properties for further details on enabling and disabling documents.

8.2 Segment Index

A segment index is a compilation of the most popular word segments and numbers found in all of your transcripts. It is automatically rebuilt every time a transcript is revised or when a segment is added or removed. The processing time required to build the segment index is directly proportional to the number of documents and the number of segments specified. The segment index is accessed by selecting the "Segment Index" component of a specific case from the catalogue.

Catalogue		#	Segment	Q	K	O	Total	
Active Cases		8	ed	0	151	0	151	
VICC1		9	ee	0	90	0	90	
Documents		10	ei	0	19	0	19	
Q Author		11	en	2	163	0	165	
K Author		12	er	5	267	0	272	
Word Index		13	es	4	237	0	241	
Segment Index		14	ey	0	22	0	22	
Searches		15	ff	0	27	0	27	
Reports		16	fo	0	96	0	96	
VICC-K		17	ha	6	139	0	145	
Case #124 B		18	he	0	164	0	164	
J.H. Will		19	ic	1	174	0	175	
Crime Scene Photo		20	ie	2	44	0	46	
Bank Notes		21	in	4	395	0	399	
Case #124		22	io	0	93	0	93	
Demo		23	is	3	122	0	125	
Inactive Cases								
Case #122							of 1 (41)	

The segment count is based on the type of author (Q,K,O). Various options can be set to customize the order of presentation and the manner in which the content is presented. Options include the type of sorting and how the index deals with lower and upper case letters and accents (diacritics). These options can be found under "User Preferences..." located under the main "Options" menu.

To initiate a search directly from the segment index, select a specific word and access "Quick Search..." located under the main "Search" menu. This search can also be completed by double clicking the left mouse button while the cursor is placed over the required segment.

Association	Search	Occurrences
	Properties...	

#	Segment	Q	K
8	ed	0	151
9	ee	0	90
10	ei	0	19
11	en	2	163
12	er	5	267
13	es	4	237
14	ey	0	22	0	22
15	ff	0	27	0	27
16	fo	0	96	0	96
17	ha	6	139	0	145
18	he	0	164	0	164
19	ic	1	174	0	175

Quick Search...
Advanced Search...
Repeat Search...
Save
Delete...
Delete All...

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Specific segments can be added or deleted to the list. Refer to "Segments" later in this manual for details on how to add or delete segments to the list.

Note:

The segment index reports the contents of enabled documents only. Searching through disabled documents must be performed using the advanced search feature. Refer to Document Properties for further details on enabling and disabling documents.

8.3 Conducting an Advanced Search

This feature enables you to search individual letters, segments, words and punctuation. It allows you to restrict searches based on a series of options and properties. A manual search can be initiated by accessing the "Advanced Search..." command located under the main "Search" menu.
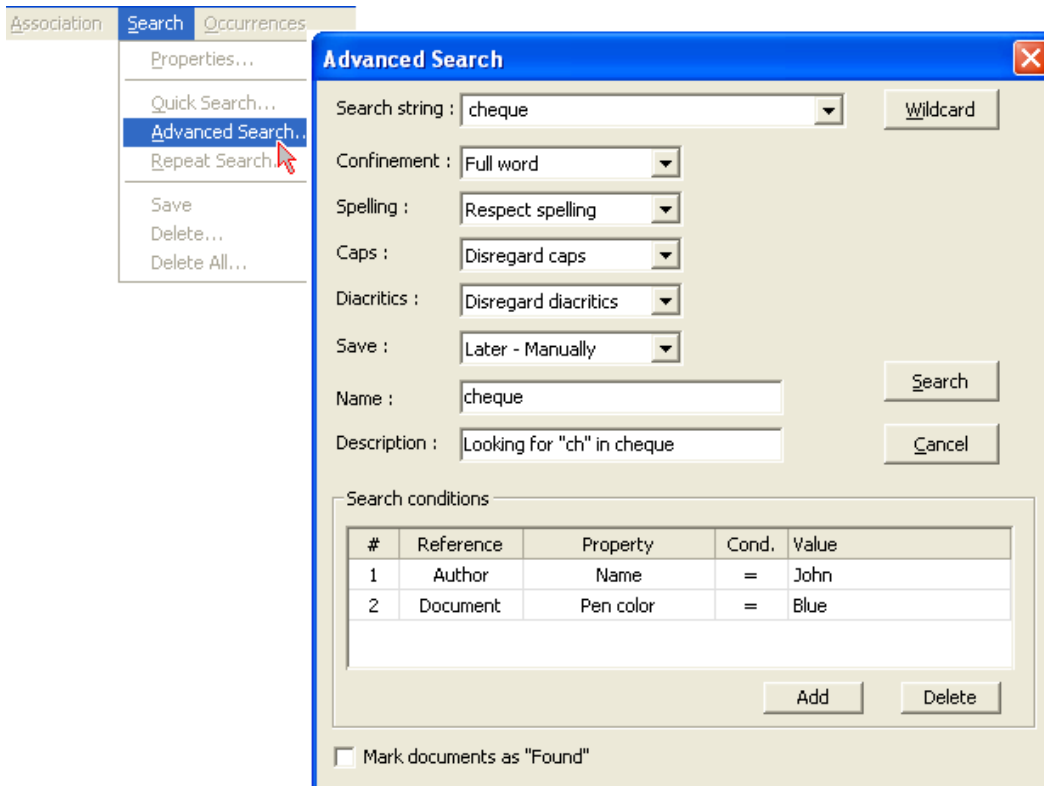
The search window has options and features that can be combined to add flexibility to your searches:

Search string: A search string may be up to 25 characters in length and may consist of any combination of letters, numbers, punctuation marks, and wildcards.

Wildcard: Use a wildcard (**?**) to represent any possible character or number. To insert it, type the string until you have reached the required position, then click the "Wildcard" button. To remove a wildcard, scroll back to its position and use the delete key.

You may add as many wildcards as required. For example, searching for **?**e would report all words containing "ae", "be", "ce", "de" and so on. Searching for i**??** would report words such as "find", "bingo", and possibly "fixed", but not "fix". To search for the question mark punctuation, use a single **?**

Confinement: This feature allows you to restrict your searching and reporting to full words or segments. Segments can be set as initial, terminal, or anywhere within the word. Searching for the string "go" as a full word would only report the instances of the word "go". Searching for the same string under the "initial" condition would report words such as "going", "gone", and "gorilla". Searching for the same string under the "terminal" condition would report words such as "bingo", and "forego". Searching for this same string under the "anywhere within the word" option would reports words such as "foregoing" and "antagonist".

Spelling: When set to "Respect spelling", the search function will only look for words spelled exactly as they were entered in the transcript regardless of whether or not their spelling was correct. Searching for "bettrayal" will not return "betrayal" even if it was the correct spelling.

When set as "Allow misspelling", the program will look for similar words with varied spellings. Searching for "betrayal" will return variations of the word, such as "bettrayal" or "betraial", in addition to its correct spelling.

Although the spelling feature can only be used to search full words, it can be combined with the wildcard option. Searching for "be**?**ray" would return words such as "betrayal" as well as "berrayal".

Note:
Regardless of this option, the word index will always display the various combination for a specific word.

Caps: This allows you to specify whether or not the search will respect lower and upper case characters. If "Respect caps" is specified, a search for the word "Go" will not report "go" or "GO".

Diacritics: This feature allows you to specify whether the search will respect accents and diacritics. If "Respect diacritics" is specified, a search for the word "compétence" will not report "competence".

Save: The "Save" feature allows you to define when and how manual searches will be stored. Set to "Automatic" to have successful searches saved automatically. Refer to "Saving searches" later in this section for more information on saving searches.

Name: This is the name the program will use when automatically saving a search. If not specified, the search string will be used. This name can be changed at a later time through the search properties.

Description: This is the description the program will use when automatically saving a search. This description can be changed at a later time through the search properties.

Search conditions: This feature allows you to further define your search by specifying various properties and conditions. Conditions can be added or deleted using the "Add" and "Delete" buttons. Refer to "Search conditions" later in this section for further details on the subject.

Mark documents as found: If selected, documents found to include at least one of the occurrences will be marked as "Found". The document list can be set to display only those "Found" documents. Refer to "Document list" earlier in this manual for more details.

Note:
Unless specified otherwise under the search conditions, a manual search will not include disabled documents. Refer to "Search conditions" later in this section to include all disabled documents in a search.

8.4 Search Conditions

Search conditions provide a way to narrow and restrict searches. This is achieved by establishing references and conditions for any author or document property. If used correctly, search conditions may greatly reduce the time required to perform searches. Up to 8 conditions can be specified.

Search conditions				
#	Reference	Property	Cond.	Value
1	Document	Pen color	=	Blue
2	Author	Name	=	John
3				
4				

Add   Delete

The above example indicates that your search will be limited to those documents having the "Pen color" property set to Blue and "Author name" set to John.

Search conditions directly affect the number of occurrences returned by the program. The following suggestions should help you to avoid common errors:

- Test your search after entering each condition.

- The order in which conditions are defined is irrelevant. All conditions are considered simultaneously and act as a single group.

- Avoid entering contradicting conditions. Specifying "Pen color" as Blue on one line and Red on another is considered a contradiction.

- When using operands (i.e. <, <=, >=, >, and <>) on strings, the program will use an alphabetical comparison (i.e. a = a, B = b, abc < abd, A2 < a3).

- By default, a manual search will not report on the contents of disabled documents. To enable a search through all documents, including those which have been disabled, add the following condition:

Search conditions				
#	Reference	Property	Cond.	Value
1	Document	Pen color	=	Blue
2	Author	Name	=	John
3	Document	Status	>=	Disable
4				

Add   Delete

8.5 Saving Searches

Saving a search consists of keeping a permanent record of your search results. It allows you to quickly access these results or to conduct the same search once again using other parameters. Saving your searches becomes more important when dealing with large numbers of documents, where a single search could take minutes. It also allows you to keep a historical record of your work.
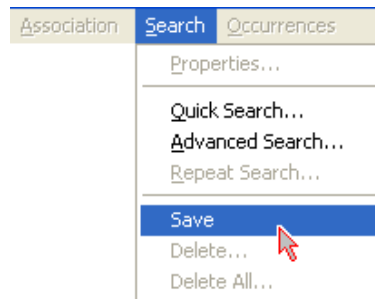
Unless specified in the manual search window, saving your searches is not automatic. To manually save the results of a search, simply access the "Save" command located under the main "Search" menu before closing the occurrence chart window. This action will automatically add the current search to the top of the search list.

8.6 Search List

The search list is a list of all searches you have previously saved. This list is accessed by selecting the "Searches" component of a specific case, and includes the name, string, and counts.

To display results specific to a search, select its name and access the "View Search..." command located under the main "Search" menu. You may also choose to double click the left mouse button while the cursor rests on the name of a specific search.
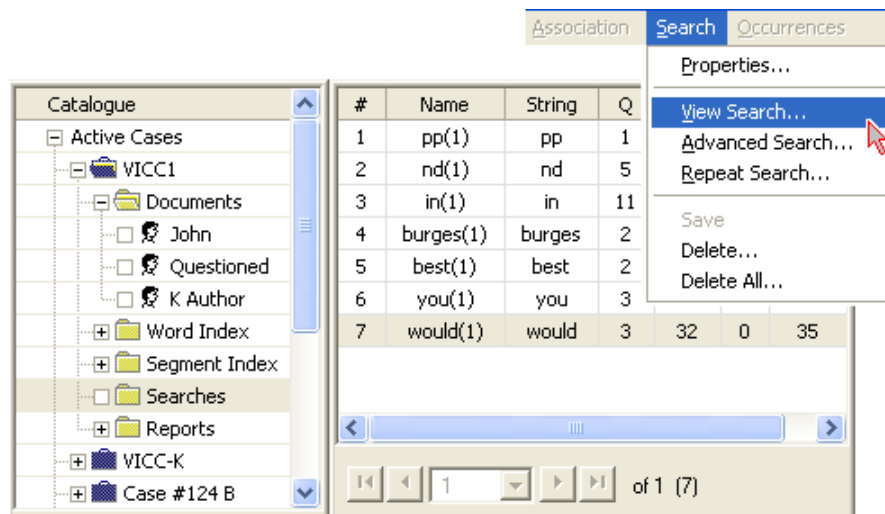
Searches also have properties. They can be viewed and revised by accessing the "Properties..." command located under the main "Search" menu.

To delete selected searches, access the "Delete..." command. The "Delete All..." command will delete all searches from the list.

8.7 Repeat Search

One of the many advantages of saving your searches is that it allows you to rapidly repeat the same search using different parameters. This is useful in the event that documents were added or deleted or that author or document properties were revised. To repeat a search, select its name from the search list and access the "Repeat Search..." command located under the main "Search" menu.

Repeating a search will not affect the results of a search you have saved previously. To save the new results, you must either set the "Save" option while in the search window or use the "Save..." command after completing the search.

9.0 OCCURRENCE CHART

An occurrence chart is a graphic compilation of the search results. It includes a graphical representation of the searched string as well as a designation which identifies the source document and author. Occurrence charts are automatically displayed after a successful search. Once on display, individual occurrences can be printed, exported, or sent to a report.
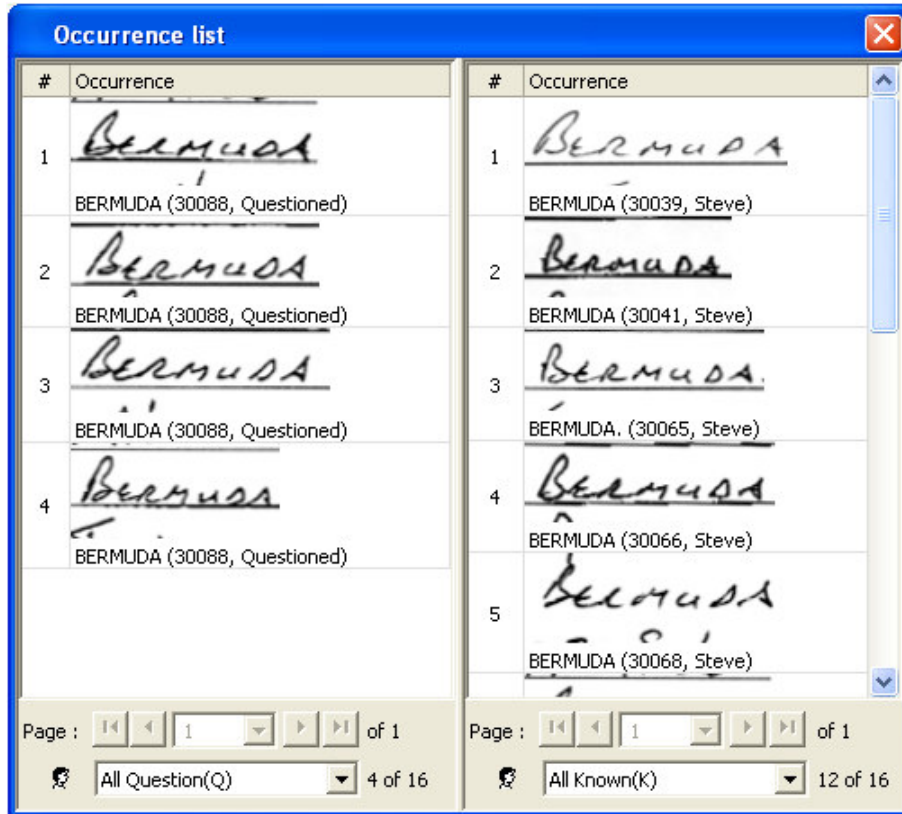
Selection of occurrences is performed by using the SHIFT or CTRL keys in combination with your left mouse button or the direction keys. Occurrences can be deselected by pressing the ESC key.

9.1 Side by Side Display

By default, the occurrence chart is divided into two panes so that occurrences can be rapidly displayed side by side for visual comparison. The types of occurrences displayed on each pane are defined by selecting the appropriate author (or type) from the list located at the bottom of the window.
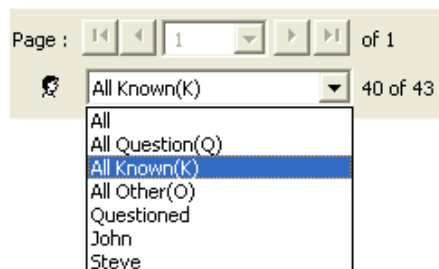
Side by side display can be turned OFF through the "Side by side" option located under "User preferences". Refer to "Options" later in this manual for more details.

9.2 Occurrence Scale

The scale at which each occurrence will be displayed is based on the original image resolution and the scale factor specified in the document properties. Occurrences from a specific document can be scaled down to 10% (0.1) or up to 500% (5). The scale factor can be modified at any time. It will not affect the size of the original image on file. Refer to "Properties" later in this manual for more details.

9.3 Printing and Exporting Occurrences

Single or multiple groups of occurrences can be printed or exported as graphic files. This is possible by accessing the "Print..." or "Export..." commands located under the main "Catalogue" menu.

Note:
Only the occurrences from one side of the chart can be selected at once. To print or export occurrences in a side by side fashion, use the Report function.

9.4 Viewing Maps

A map is a highlighted representation of an occurrence within its original document. It allows you to locate and review the occurrence as part of its parent document. Just like images, maps can be resized, stretched, zoomed, and magnified. They can also be printed or exported as graphic files. The map of a selected occurrence can be viewed by accessing the "View Map..." command located under the main "Occurrences" menu.
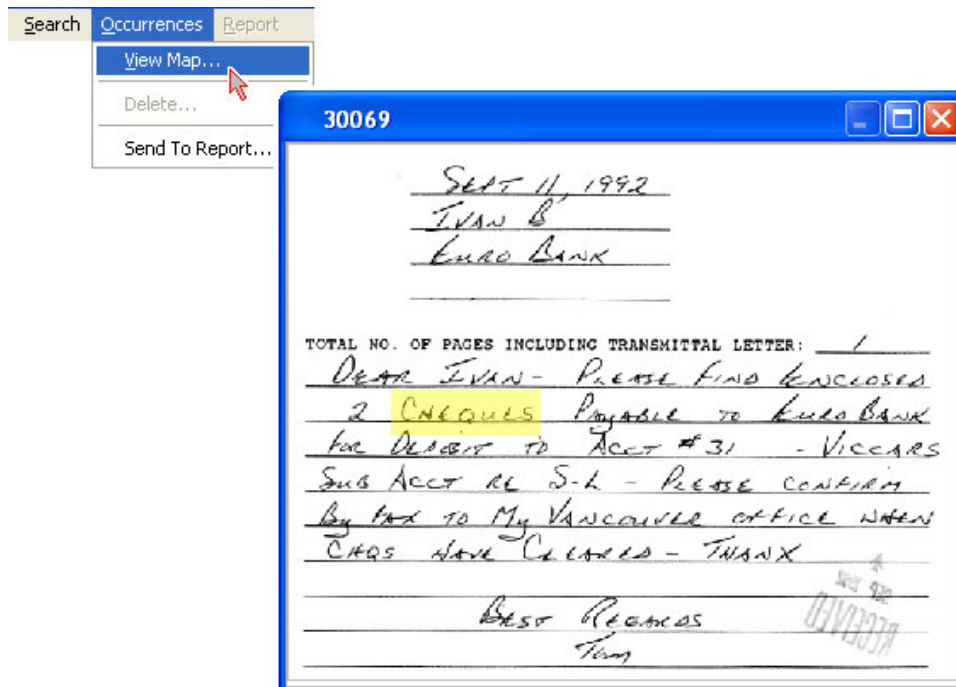
9.5 Sending Occurrences to a Report

One or more groups of occurrences can be sent to custom reports for better presentation. Use the "Send to Report..." command located under the main "Occurrences" menu or drag and drop selected occurrences into a valid report. Reports are discussed in greater detail later in this manual.
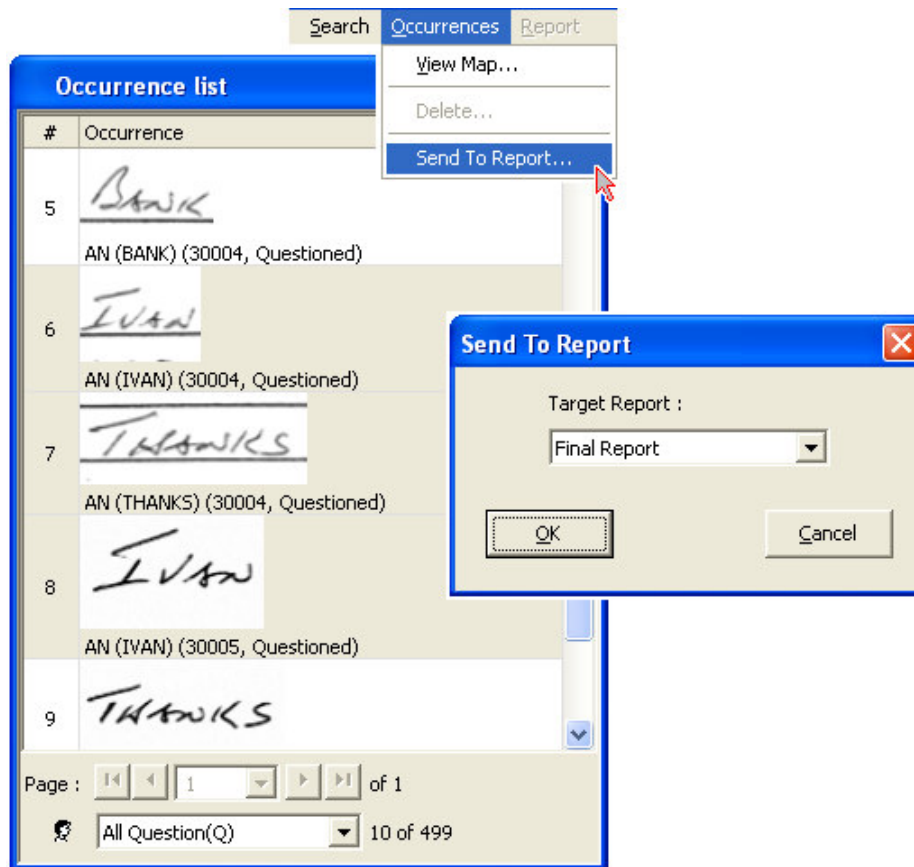
10.0 REPORTS

A report is the compilation of occurrences collected during searches. Reports may be generated to cluster and compile relevant information and present findings.

Reports are an integral part of each case. They are accessed through the catalogue by expanding an active case. Reports can be added, deleted, and modified.

Reports are constructed by exporting occurrences to a report list. From this list, the position of each occurrence can be customized. When completed, formatted reports can be viewed, printed or exported as other graphic formats for further manipulation.

10.1 Report List

This list contains all occurrences to be included in a specific report. It is accessed by selecting the "Reports" component of a specific case.
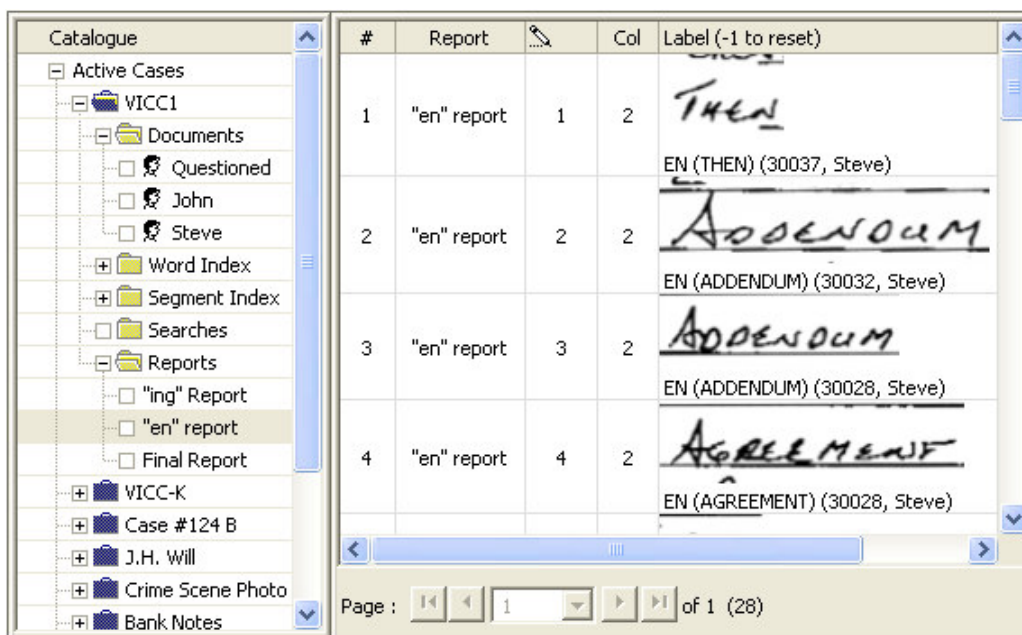
A typical report list includes the report name, row and column, an image of the occurrence and a label. The row and column entries are used to customize the final location of each occurrence within the final report. The label is a description of each occurrence. Customizing the position and label of individual occurrences is discussed later in this section.

Depending on the number of occurrences involved, the list may be spread over multiple pages. Navigate through pages using the page browsing feature located at the bottom of the window.

Delete occurrences from the list by selecting them using the SHIFT or CTRL keys in combination with the left mouse button or the direction keys. Occurrences can be deselected by pressing the ESC key.

10.2 Properties

Report properties are made available by selecting a specific report from the catalogue and accessing "Properties" from the main "Report" menu. Report properties include Name, Description and many others which will directly affect how reports will be formatted and presented. Refer to "Formatting a Report" later in this section for information on how properties can be used to customize your reports.

10.3 Creating a New Report

Add a report to your case by selecting the "Reports" component of a specific case and using the "New Report" command located under the main "Report" menu. Reports are always added as "New Report". These can be renamed through the Name property.

10.4 Deleting a Report

Delete a report by selecting it from a case and using the "Delete Report..." command located under the main "Report" menu. Only empty reports can be deleted.

10.5 Adding Occurrences to a Report

Occurrences are added to your report by selecting them from the occurrence chart and using the "Send to Report..." command located under the main "Occurrences" menu or by dragging and dropping selected occurrences into a valid report.
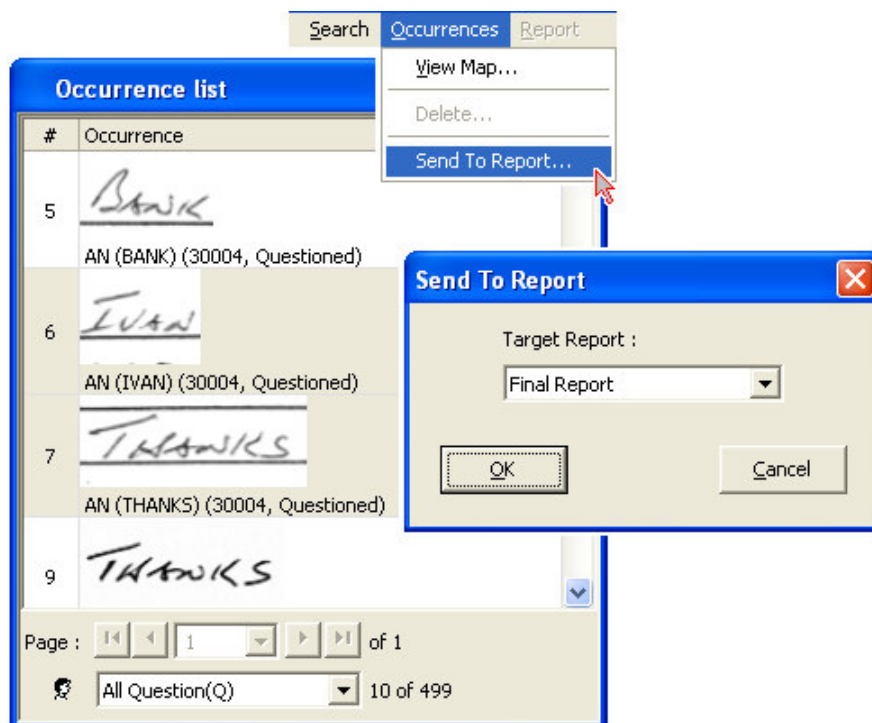
When sending occurrences to a report, you will be asked to confirm the target report. Note that the same occurrences can be sent to multiple reports.

10.6 Deleting Occurrences from a Report

Delete one or more groups of occurrences from a report by selecting the occurrences from the list and accessing the "Delete..." command located under the main "Occurrences" menu.

10.7 Formatting a Report

A report's final appearance can be customized using several report properties. This includes page orientation, margins, page title, column headings, and formatting. Individual reports can also be customized to display occurrences in one, two, or three columns.

A preview of a formatted report can be viewed at any time by selecting a specific report from the catalogue and accessing the "View Formatted Report..." command located under the main "Report" menu.
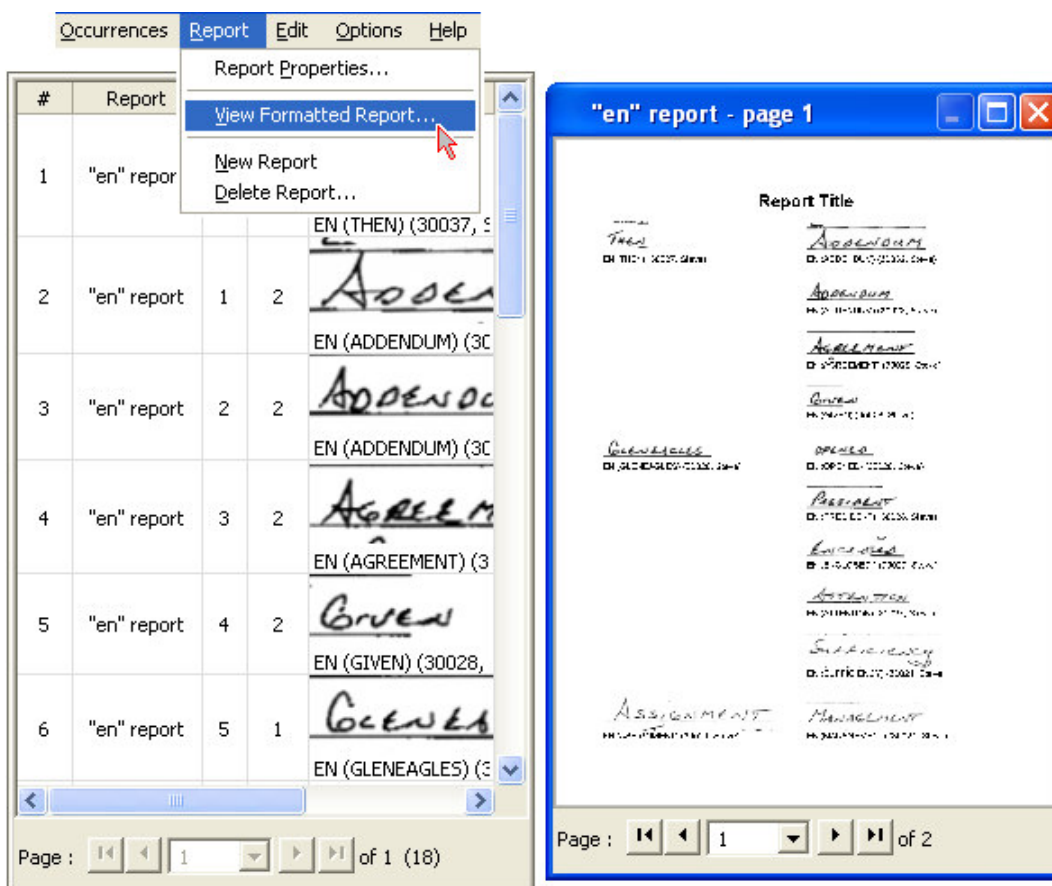
Exact placement of the occurrences on the report can be automatic or based on the row and column entries specified in the report list. When setting the "Formatting" property to "Automatic", the program will disregard the row and column entries specified within the report list window and place the occurrences in the order in which they appear in the report list while respecting the "No. of columns" property.

When set to "User defined row and col", the final location of each occurrence within the final report will be determined by its corresponding row and column entries.

Note:

The initial column number specified in the list is based on the "Reporting column" property defined under the "Author" properties. Refer to "Author properties" later in this manual for details.

By default, the label attached to each occurrence contains the original search string, the document in which it has been found, and the author name. This label can be customized by editing the entry within the report list. The original label can be restored by typing –1. All labels can ultimately be hidden from the final report through the "Labels" property.

Each report property is described in greater detail in the "Properties" section of in this manual.

#	Property	Value
1	Name	"en" report
2	Description	Court presentation report
3	Date created	06/11/2007 11:54:39 AM
4	Title	"en" Occurrences
5	No. columns	2
6	Heading col. 1	Questionned
7	Heading col. 2	Known
8	Heading col. 3	
9	Formatting	User defined row and col
10	Orientation	Portrait
11	Left margin	25
12	Right margin	25
13	Top margin	25
14	Bottom margin	25
15	Scale factor	1
16	Resolution	150
17	Labels	Show

Title: Report main title. (System)

Edit   Close

11.0 OPTIONS

Options are used to customize the behavior of the program according to user preferences or taste. Options have the potential to affect many aspects of the program. In some cases, they dictate how data will be retrieved and displayed. Contrary to properties, options are not saved as part of a case file but rather in a file called "Write-On 2 Defaults.def" located in the program's application data folder.

Options are divided into 5 groups. Each group of options can be accessed through the main "Options" menu. Individual options can be edited by double clicking the left mouse button on their respective value or by clicking the "Edit" button located at the bottom of the window.
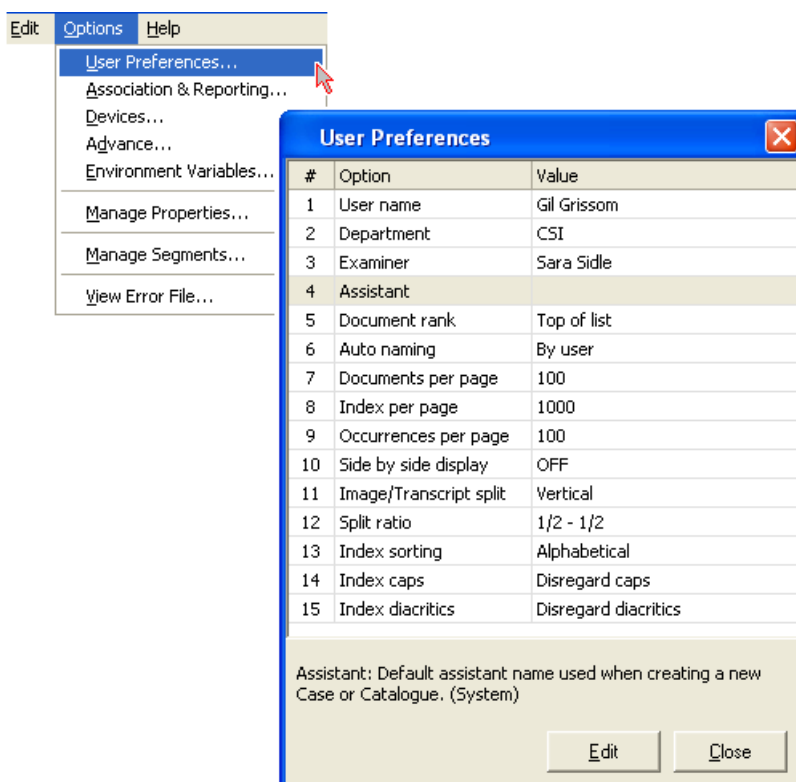
11.1 User Preferences

Assistant
Identifies the name of your assistant. This value, if specified, will be entered as the default when creating a new case or catalogue.

Auto naming
This refers to the naming of documents when importing them from a disk. When set to "By user", new documents will be imported using their original name. When set to "By program", new documents will be imported under a name created by the program (e.g. "Docx", where x represents a document ID number).

Department
Identifies the name of your department. This value, if specified, will be entered as the default when creating a new case or catalogue.

Documents per page
Sets the maximum number of rows you wish to view in a single page of the document list. The lower the value, the faster the document list will be refreshed.

Document rank
Sets the position of new documents in the document list. When set to "Top of list", new documents will automatically appear at the top of the list. Set to "Bottom of list" to send new documents to the bottom of the list.

Examiner
Identifies the name of the examiner. This value, when specified, is used as the default when creating a new case or catalogue.

Image/Transcript split
Defines the relative position of the image and transcript windows when using the "Split Image/Transcript" feature. Select "Horizontal" to place the document image above the transcript window. Select "Vertical" to place the document image to the left of the transcript window. This option works in conjunction with the "Split ratio" option.

Index caps
Defines how the word and segment indices deal with capitalization. If "Respect caps" is selected, words such as "Hello" and "hello" will be considered different and will appear separately. If "Disregard caps" is selected, "Hello" and "hello" will be considered similar and will appear as "hello".

Index diacritics
Defines how the word index and the segment index deal with accents and diacritics. If "Respect diacritics" is selected, words such as "compétence" and "competence" will be considered different and will appear separately. If "Disregard diacritics" is selected, "compétence" and "competence" will be considered similar and will appear as "competence".

Index per page
Sets the maximum number of rows which will appear on a single page of the word index and segment index lists. The lower the value, the faster the index lists will be refreshed.

Index sorting
This option sets the default sorting of the word and segment indices (e.g. alphabetical, Q, K, O).

Occurrences per page
Sets the maximum number of occurrences which will appear on a single page of the occurrence chart. The lower the value, the faster the occurrence chart will be refreshed.

Side by side display
When set to ON, the occurrence chart window is divided into two panes to allow side by side comparison of occurrences.

Split ratio
Defines the exact ratio between the image and transcript window displays. The first value applies to the image window, the second to the transcript window. This option works in conjunction with the "Image/Transcript split" option.

User name
Identifies the user of the program. This value, when specified, is used as the default when creating a new case or catalogue. It is also displayed in the status bar at the bottom of the interface.

11.2 Association

Association
Identifies the type of association. When selecting "From image", the action of entering the transcript and performing the association is completed directly from the image. This method allows the association of multiple words in a single operation.

When selecting "From image - Proportional", the total width of the association rectangle will be divided equally by the total number of characters to define the beginning and the end of each word. When selecting "From image - By cursor", the beginning and end of each word is defined by the position of the cursor within the association rectangle. The latter method consistently provides better results when associating multiple words.

If "From transcript" is selected, the typing of the transcript and the association are two separate procedures. This method only permits the association of one word at one time.

Association oversize
When this option is set, the program will automatically increase the size of the association rectangle before displaying the occurrences within the occurrence chart. This option works in conjunction with the Left, Right, Top, and Bottom oversize option. The Oversize value can be specified in millimeters (mm) or as a percentage (%) of the original association rectangle.

Bottom oversize
Defines the amount of oversize (in mm or %) to be applied when reporting occurrences. This option works in conjunction with the "Association oversize" option.

Color (associated)
Defines the font color used to identify the associated text within the transcript window.

Color (regular)
Defines the font color used to identify the regular (non-associated) text within the transcript window.

Font (associated)
Defines the type and size of the font used to identify the associated text within the transcript window.

Font (regular)
Defines the type and size of the font used to identify the regular (non-associated) text within the transcript window.

Left oversize
Defines the amount of oversize (in mm or %) to be applied when reporting occurrences. This option works in conjunction with the "Association oversize" option.

Mouse-up association
This special feature is designed to speed up transcript association. When set to "On", association will be accepted immediately after releasing your left mouse button. This option is valid only when "From transcript" association is selected.

Occurrence display
This option dictates how non-associated occurrences will be displayed within the occurrence chart. If "All occurrences" is selected, the program will report all occurrences, including those which have not been associated (in blue). Otherwise, the program will only report the occurrences that have been associated.

Occurrence highlight
Defines the highlight color used to identify the associated text within the image window or the document map.

Occurrence range
Defines how segments will be displayed within the occurrence chart. When "Show full range" is selected, searching for any word segment will display the complete word. When "Show segment portion only" is selected, the program will attempt to break down the association rectangle and return only the portion requested.

Right oversize
Identifies the amount of oversize (in mm or %) to be applied when reporting occurrences. This option works in conjunction with the "Association oversize" option.

Top oversize
Defines the amount of oversize (in mm or %) to be applied when reporting occurrences. This option works in conjunction with the "Association oversize" option.

11.3 Devices

Printer
Identifies the default printer and page setup to be used by the program. Names of printers appearing on the list are those which are available to the application. Printer and page setup can also be specified through the main "Catalogue" menu.

TWAIN
Identifies the default TWAIN device (scanner or camera) to be used by the program. Names of devices appearing on the list are those which are available to the application.

TWAIN resolution
This is the default resolution used by the program when scanning documents. Note that not all TWAIN devices are 100% compatible with the program and that your device may not recognize this option.

TWAIN color
This refers to the default color used by the program when scanning documents. Note that not all TWAIN devices are 100% compatible with the program and that your device may not recognize this option.

TWAIN interface
Defines whether the program will display or skip your TWAIN interface. Note that not all TWAIN devices are 100% compatible with the program and that your device may not recognize this option.

11.4 Advanced

Auto update
Defines the frequency with which Write-On automatically accesses our website and checks for new upgrades. If a new upgrade exists, the program will inform you before downloading and installing it. This option requires a live Internet connection.

Data folder
Defines whether the "Case.Data" folder will be hidden or visible. This folder is located in the same directory as the case file (wrn2) and contains all images required by the program. Refer to the "Advanced" section of this manual for further information regarding the "Case.Data" folder.

Export format
Defines the default graphic format specified when exporting images or reports. Unless you are familiar with the advantages and disadvantages of using various graphic formats, we recommend that you export all images and reports using the bitmap (bmp) format.

Magnifier rate
This feature sets the rate at which the magnifier tool will zoom in (in %).

Magnifier size
This is the default size of the magnifier tool (in pixels).

Memory allowance
Defines the total number of simultaneous images the program keeps in memory. Images already in memory are accessed more rapidly. Keep in mind however that a higher number will demand more from memory resources and may slow down other aspects of the program's functioning.

Print label
If selected, the program will add a label to the bottom right of all printed or exported pages. The exact content of the label typically depends on the context of the material being printed, but will generally include the case name.

Show thumbnails
If selected, the program will display a thumbnail of the document image in the last column of the document list. Turning this option OFF will improve the speed with which the document list is refreshed.

System format
Defines the graphic format used by the program to save images in the system. Unless you are familiar with the advantages and disadvantages of using various graphic formats, we recommend that you leave the default setting as is (i.e. bitmap – bmp).

Thumbnail size
Defines the size of thumbnails in pixels. Thumbnails of images are automatically created when images are first imported into the program. Changing this value will only affect newly imported images. The size of the thumbnails affects the speed with which the document list is displayed and refreshed.

Zoom wheel change
Defines the default zoom change rate (in %) when using the mouse wheel.

Zoom +/- change
Defines the default zoom change rate (in %) when using the Zoom +/- option.

11.5 Environment Variables

Application data
Defines the default folder into which the program will save the program's user settings and options.

Case folder
Defines the default folder into which the program will save case files.

Catalogue folder
Defines the default folder into which the program will save catalogue files.

Properties folder
Default location of the property file. Refer to the "Properties" section later in this manual for more information.

Temporary files
Defines the location in which the program will save all temporary files that may be required during the use of the program. Temporary files always have a ".tmp" extension and can be deleted anytime after terminating the program.

12.0 PROPERTIES

Properties are used to characterize and further classify the various components of a case. They apply to catalogues, cases, authors, documents, searches, and reports. Certain properties are fixed, while others can be modified by the user. The concept of properties is very important to the use of the program. In addition to allowing customization of your data, properties are used to refine your searches. Properties are saved with the case data.

Properties for a specific context can be accessed through the "Properties..." command located under the main Catalogue, Case, Author, Document, Search, and Report menus.

12.1 Property Types

There are two kinds of properties: System and User. System properties are intrinsic to the program and cannot be deleted. Certain system properties are fixed while others can be modified.

User properties are created and maintained by users. They are used to customize data and refine searches. User properties may be modified at any time, and are created and modified through the property management window.

12.2 Synchronize Properties

Synchronization consists of the harmonization of various properties when merging cases or when moving or copying documents from one case to another. All documents within the same case must have the same properties by default. Allowing customization of properties means that different cases may have different properties.

When "Synchronize properties" is selected, the program will analyze the properties associated with the source document(s) or case and automatically add them to the new target case. Properties originating from the source case or document(s) will be disregarded when the synchronization feature is not activated.

12.3 Manage Properties

Depending on the version you have purchased, properties can be added, deleted, or disabled. They can be made public or private. A public property will be available to all new cases. A private property will only be made available to the current case.

Properties can be managed through the "Manage Properties…" command located under the main "Option" menu.
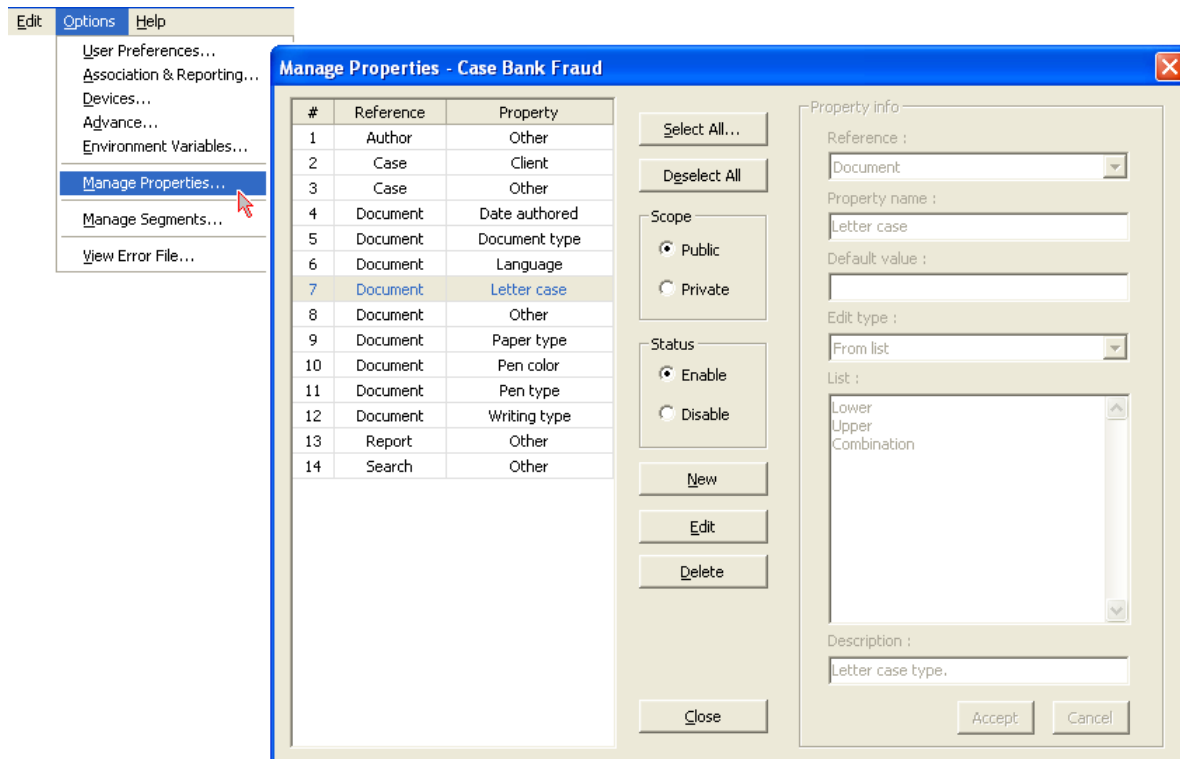
Note:

The management of properties is limited to those that are user-specified. System properties can't be revised or deleted.

12.4 Catalogue Properties

Assistant
The name of the assistant assigned to the current catalogue.

Date created
Date on which the current catalogue was first created.

Department
The name of the department attached to the catalogue.

Description
A label describing the catalogue.

Examiner
The name of the document examiner attached to the catalogue.

Other
An undefined property that can be specified at the user's discretion.

Path
Defines the path of the current catalogue in the system.

User name

The name of the user attached to the catalogue.

12.5 Case Properties

Assistant

The name of the assistant assigned to the current case.

Case ID

A unique integer established by the program when a case is created.

Case name

A short name describing the case. This name is used by the system when saving data and images pertaining to the case.

Case number

A case number specified by the user.

Client

A label that may be used to specify a client name.

Data folder

This property is used to define the attribute of the data folder. Under Microsoft Windows XP, a folder can be hidden or made visible.

Date created

Date on which the current case was first created.

Department

The name of the department attached to the case.

Description

A label describing the case.

Examiner

The name of the document examiner attached to the case.

Other

An undefined property that may be defined at the user's discretion.

Path

Defines the path of the current case in the system.

User name

The name of the user attached to the case.

12.6 Author Properties

Description
A label identifying the specific author.

Group ID
A special integer that can be used to group multiple authors. Grouping authors may be useful when performing advanced searches.

Group name
A special entry that can be used to group multiple authors. This option may be used to define a last name, a nationality, or even a profession.   Grouping authors may be useful when performing advanced searches.

Name
A short name describing the author. This name will appear in the catalogue under the Documents component. The name of the author is also used in many other aspects of the program.

Other
An undefined property that may be defined at the user's discretion.

Reporting column
Use this property to set the default reporting column. When sending occurrences to a report, this number will be used to define the initial column number.

Type
Authors can be set as Questioned (Q), Known (K), or Other (O). The Author type is used throughout the program to group and limit the amount of information displayed on the screen.

12.7 Document Properties

Author
Specifies the author attached to the current document.

Date created
Date on which the document was brought into the case.

Date authored
A user-defined property which specifies the date on which the document was authored.

Description
A label used to describe the document.

Doc ID
A unique integer established by the program when a document is brought into the case. This number is used in the Data folder to identify documents.

Document number
A document number specified by the user.

Document type
A user-defined property which serves to specify the type of document.

Height
The height of the original document in pixels. This number is used to calculate the size of the document when zooming and scaling is used.

Language
A user-defined property which serves to optionally specify the language of the document.

Letter case
A user-defined property which serves to optionally specify the type of writing.

Name
A short name describing the document. This name will appear in the document list and in many other areas of the program.

Other
An unspecified property that may be defined at the user's discretion.

Paper type
A user-defined property which serves to optionally specify the type of paper used.

Path
The original path of the document when brought into the case.

Pen color
A user-defined property which serves to optionally specify the pen color used on the document.

Pen type
A user-defined property which serves to optionally specify the pen type used on the document.

Resolution
The resolution of the original document. This number is used to calculate the size of the document when zooming and scaling are used.

Scale factor
Use this property to overwrite the scale factor used when displaying or printing documents and occurrences. The default is 1 which represents 1:1. Changing the scale factor will affect occurrences previously sent to reports.

Status
Use this property to set the document status. Document(s) can be set as unmarked, marked, or disabled. Document status can be used to limit the number of documents displayed in the document list. Document(s) having their status set as "Disabled" will not be included in the word index, segment index, and searches. However, disabled documents can be included in advanced searches if this is deliberately specified as a search condition.

Transcript status
Use this property to lock or unlock a transcript. When locked, a transcript cannot be modified in any way. This includes performing association and deassociation functions.

Width
The width of the original document in pixels. This number is used to calculate the size of the document when zooming and scaling are used.

Writing type
A user-defined property which serves to optionally specify the type of writing used in the document.

12.8 Search Properties

Caps
Specifies whether the search in question was performed while respecting letter case or not.

Confinement
Refers to the type of confinement used in the search.

Date and time
Date and time at which the search was performed.

Description
A label used to describe the current search.

Diacritics
Specifies whether the search in question was performed while respecting diacritics and accents.

K count
Reports on the number of occurrences where author "Type" is set to Known (K).

Name
A short name describing the search. This name will appear in the search list.

O count
Returns the number of occurrences where author "Type" is set to Other (O).

Origin
Specifies the origin of the search. A search can originate from the word index, segment index, or the advanced window.

Other
An unspecified property that may be defined at the user's discretion.

Q count
Returns the number of occurrences found where author "Type" is set to Questioned (Q).

Spelling
Specifies whether the search was performed while respecting exact spellings.

String
Identifies the string which is being used in the search.

Total count
Returns the total number of occurrences for all author types (Q+K+O).

12.9 Report Properties

Date created
Date on which the report was first created.

Description
A label used to describe the current report.

Formatting
Defines how the final report will be formatted. When set to "Automatic", occurrences will be placed in consecutive order. When set to "User defined row and column", occurrences will be displayed according to the row and column entries specified in the report list window.

Heading col. (1,2,3)
Specifies column headings. Leave blank if you do not wish to display column titles.

Labels
Determines whether or not labels which describe each occurrence will be shown on the final report. Occurrence labels can also be modified through the report list window.

Margin
Defines the report's left, right, top, and bottom margins. Each report may have its own margin settings.

Name
A short name describing the report. This name will appear in the catalogue under the Reports component.

No. columns
Specifies the number of columns to be displayed in the final report.

Orientation
Defines the page orientation of the current report. Each report may have its own orientation setting.

Other
An unspecified property which may be defined at the user's discretion.

Resolution
Image resolution used when printing and exporting reports to a graphic file.

Scale factor
A scale factor which affects all occurrences in the report. This factor is applied over and above the scale factor specified for individual documents. The default is 1, which represents 1:1.

Title

The main title of the report. This title will be printed at the top of each page.
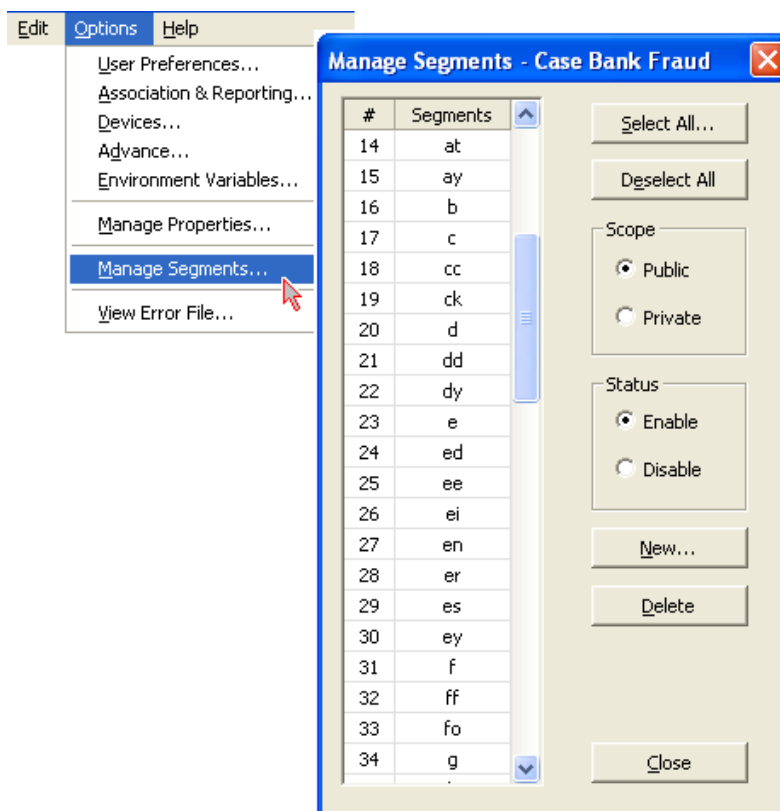
13.0 SEGMENTS

The segment index is a feature which was specifically designed for forensic document examiners. It provides an efficient way to rapidly search and report on the most popular segments found in words. The segment index is accessed through the "Segment Index" component of a specific case from the catalogue.

13.1 Managing Segments

Segments can be added, deleted, or disabled. They can be made public or private. A public segment is available to all new cases. A private segment is available to the current case only.

Segments can be managed through the "Manage Segments…" command located under the main "Options" menu.

Segments may be up to 5 characters in length and can only contain alphanumeric characters. When specifying segments, only lower case letters without accents or diacritics may be used. The segment index deals with letter case and diacritics through the "Index caps" and "Index diacritics" options.

Punctuation marks are not allowed. To specifically search for punctuation, you must use the advanced search feature of the program.

Note:
The time required to build the segment index is directly proportional to the number of documents and the number of segments specified. For better performance, we recommend that you restrict your selection to segments that are only applicable to your case using the "Disable" feature.

13.2 Synchronize Segments

Synchronization consists of harmonizing various segments when merging cases, or when moving or copying documents from one case to another. Having the option to add, disable, or remove segments means that different cases may have different segments.

When "Synchronize segments" is selected, the program will analyze the segments associated with the source document(s) or case and automatically add them to the new target case. Segments originating from the source case or document(s) will be disregarded when the synchronization feature is not activated.

14.0 ADVANCED

14.1 Program Defaults

All program defaults and options are saved in a file called Write-On 2 Defaults.def, which is located in the application data folder specified in the environment variables (see "Options"). This file is accessed when the program is launched, and updated when the program is terminated. It includes all options as well as information regarding window locations and sizes.

Deleting this file once the program is terminated will reset all internal defaults.

14.2 Catalogue

A catalogue is a database file made up of the catalogue name with the ".wrnc" extension. It includes a list of the cases currently in use by your copy of the program. The catalogue does not include sensitive case data, however it is essential to the successful use of the program.

Every time the program is launched, it will search the default file for the most recent location of your catalogue. If a valid catalogue can't be found, the program will create a new, empty catalogue in the catalogue folder specified in the environment variables (see "Options").

14.3 Case Data

This version of Write-On has been designed to be dynamic in that it does not require users to save data through a separate action. Every time data is entered, modified, or deleted, the program will conduct an automatic update.

Case data is saved as two separate components: a case file made up of the case name with the ".wrn2" file extension (i.e. Case name.wrn2) and a data folder made up of the case name with the ".Data" extension (i.e. Case name.Data).
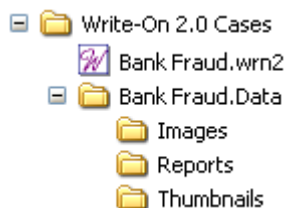
The "wrn2" file is a database which includes all data entered by the user. The case data folder is a sub-folder structure containing all images, thumbnails, and report occurrences used by the program. The case data folder may be hidden. Refer to the "Data folder" case property for details.

Note 1:
When manually renaming or moving a case file using Microsoft Windows Explorer, it is essential to rename or move the data folder as well. Moving or renaming a case file may affect other users' ability to access the case. We recommend that you use the "Rename Case..." and/or "Move Case..." commands located under the main Case menu.

Note 2:
When making a back-up of your case file be sure to include both the case file and the case data folder structure. We recommend that you back up your case file and data every day.

14.4 Properties and Segments

All public properties and segments are kept in a file called "Properties.wrnp". A property file is essential to the proper use of the program. Each time the program is launched, it will look into the application data folder for a valid property file. If the file can't be found, the program will create a new one using the program's internal defaults.

If you have created many custom properties and segments, we recommend that you make a back-up of this file on a regular basis.

14.5 Error File

Every time the program encounters a fatal error, an error message will be appended to an error file. This error file is saved in the application data folder, and can be viewed or reset at any time through the "View Error File..." command located under the main "Options" menu. If an error persists, we suggest that you forward it to Pikaso Software along with your case data file (.wrn2) for debugging.

14.6 Back-up

We strongly recommend that you back up your case file on a regular basis. When performing back-up procedures on your case files, you must be sure to include the case file ("Case name.wrn2") and the data folder ("Case name.Data").