

SMART – SIMPLE – SECURE



# CASEFOLIO<sup>TM</sup>

## User Guide



## User Guide

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## User Guide

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### Introduction

This user guide covers the iOS iPad app CASEFOLIO™

CASEFOLIO™ is a smart, simple and secure iPad App that has been built from the ground up for one purpose: To capture your decisions about documents you review. To this end CASEFOLIO™ supports document tagging and annotations for workflows ranging from small document sets to large-scale document exports from leading litigation review platforms.

What else do I need to know?

A separate user guide covers CASEFOLIO CONVERTER™ and CASEFOLIO CONVERTER PRO™, the PC companion software applications used to prepare and import your documents and metadata into CASEFOLIO™ and to convert them to a number of formats following your review.



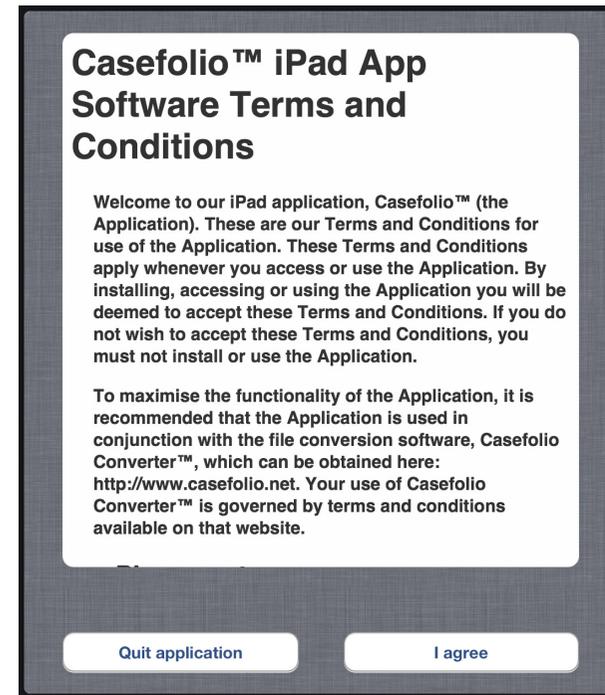
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### 1 Getting started

The first time you open CASEFOLIO™ you will be presented with the terms and conditions that govern your use of the app:

- If you agree to the terms and conditions governing your use of CASEFOLIO™ tap 'I agree' and the app will open
- If you do not agree to the terms and conditions governing your use of CASEFOLIO™ tap 'Quit application' and the app will close





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Each set of documents that is imported into CASEFOLIO™ appears in a separate folio

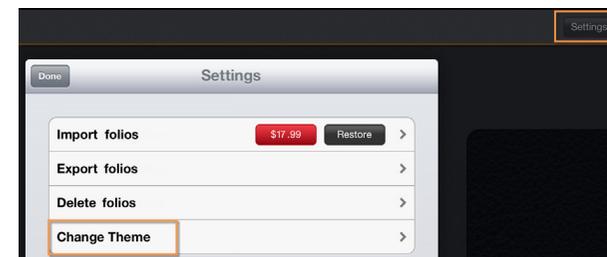
- A sample folio named 'Enron Sample Set' is pre-installed that you can use to evaluate the full feature set of CASEFOLIO™
- Swipe left and right to navigate between available folios



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**Brand** CASEFOLIO™ in your firm or company's style by adding a name and selecting a colour scheme:

- Select Settings in the top right corner
- Select Change Theme





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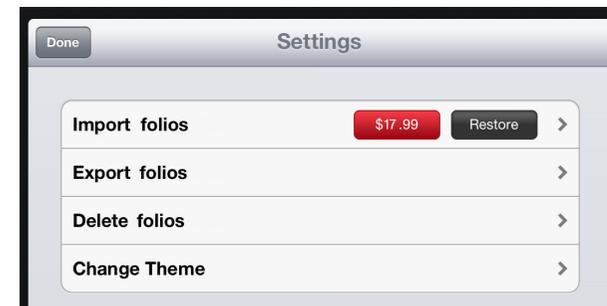
### Personalise your details:

- type in your firm or company details
- select your colour scheme
- tap Save and then Done



### Add documents to CASEFOLIO™

- Additional folios can be created using CASEFOLIO CONVERTER™ or CASEFOLIO CONVERTER PRO™ (available at casefolio.net)
- Folios are imported to CASEFOLIO™ and exported from CASEFOLIO™ using the iTunes™ import/export function
- The import/export function is unlocked by means of an in-app purchase using your Apple™ ID. This purchase also





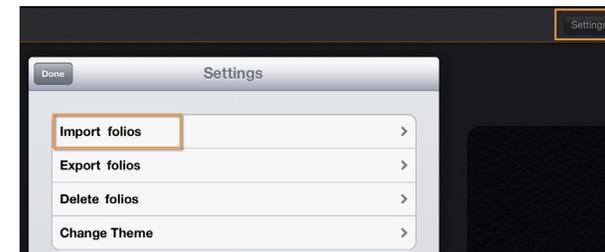
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entitles you to a one year license of CASEFOLIO CONVERTER™

- Unlock:
  - Tap settings from the My folios screen
  - Tap the red \$17.99 button (this amount will vary depending on your location)
  - Enter your Apple™ ID account information
  - When you unlock the import/export function you will be presented with a coupon code. Use this coupon code to download CASEFOLIO CONVERTER™ from casefolio.net

- Import a folio:
  - Connect your iPad to a PC that has iTunes installed
  - Add a folio to CASEFOLIO™ using iTunes (refer to the CASEFOLIO CONVERTER™ user guide available at casefolio.net for detailed instructions on this process)
  - In CASEFOLIO™ tap Settings from the My folios screen
  - Select the folio that you added through iTunes

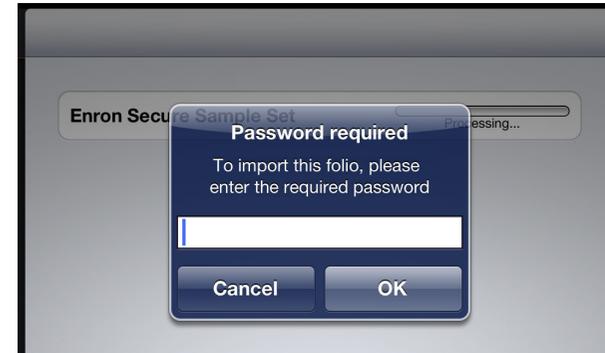




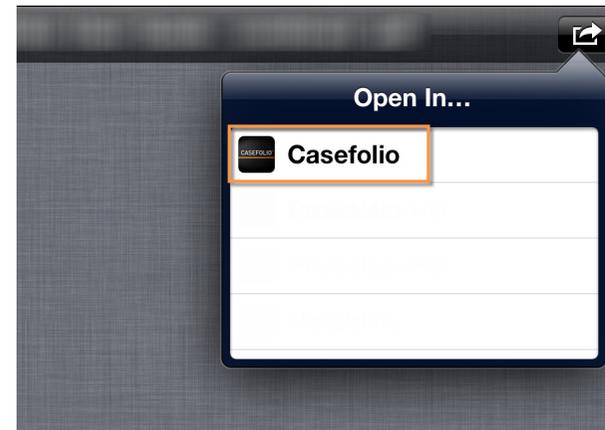
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- Import a secured folio:
  - Documents in a folio can optionally be secured as part of the CASEFOLIO CONVERTER™ process.
  - Secured folios are imported in the same manner as unsecured folios. However, if a folio is secured you will be required to provide the folio password before CASEFOLIO™ will import the document set
  - The password for the included Secure Sample set is password



- Import a single PDF
  - PDF documents can be imported to CASEFOLIO™ using the iOS 'open in' function:
    - Open the PDF that you want to import
    - Tap the Open in icon. The location of this icon will vary depending on the app that you are in
    - Select CASEFOLIO
    - You will be prompted to select an existing folio or to create a new folio





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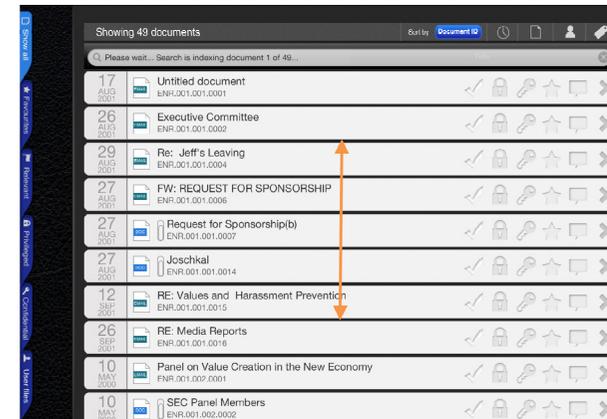
- The PDF document will appear in the folio you have chosen
- Tap the User files tab in the folio index screen to view only those documents that been imported in this manner



## 2 Search, sort and filter

### View your documents:

- Tap on a folio to open it. The folio index screen displays your index of documents
- Swipe up and down to browse through the folio index





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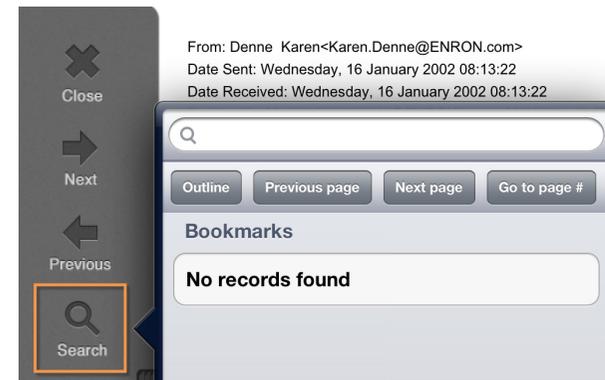
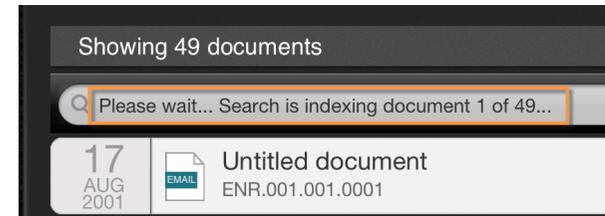
### Search for keywords:

- When a folio is opened for the first time, CASEFOLIO indexes the files so that they can be keyword searched. Indexing progress is indicated in the search field at the top of the folio index screen
  - You can use the other filters and/or view documents while indexing is under way
- Once indexing is complete, search all documents in a folio using the search bar at the top of the folio index screen

**NB** To review keyword hits across multiple documents you must exit each document and enter the next document from the folio index screen

- Search the content of a single document using the search function on the left side menu in the document view screen

**NB** Keyword search only works in documents that are text searchable when imported





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There are four filters in the top right corner of the folio index screen. Use these buttons to **filter** your document list by:

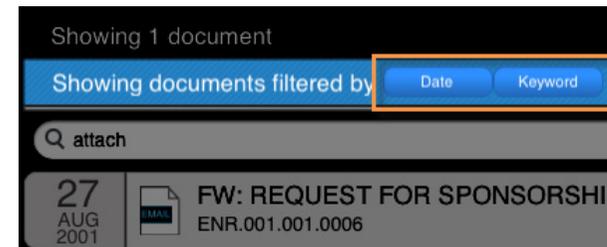
- Date
- Type
- Custodian
- Collection

**NB** Metadata will only be available if it is included as part of the folio import package that your document belongs to. See the CASEFOLIO CONVERTER™ User Guides (available at [casefolio.net](http://casefolio.net)) for information on how to include metadata with your document imports



Clear your filters:

- Each filter that has been applied to refine your document set is displayed as a blue button at the top of the folio index screen.
- Tap any blue button to remove that filter from the document result set





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Sort your results by:

- Document ID
- Date
- Title

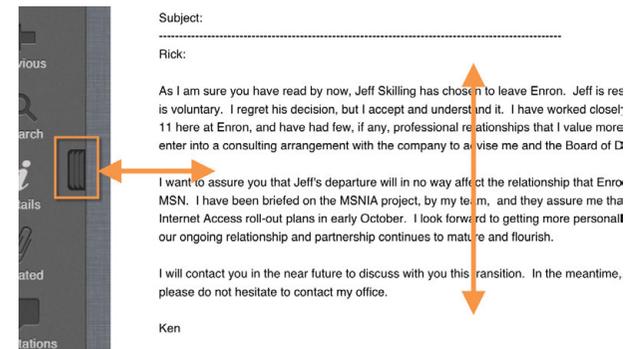
**NB** The Date sort option will only be available if date metadata is included as part of the folio import package that your document belongs to. See the CASEFOLIO CONVERTER™ User Guides (available at casefolio.net) for information on how to include metadata with your document import



### 3 Display and navigate the documents

Display the document:

- Tap a document in the folio index screen to view it
- Swipe up and down to browse pages in a document
- Pinch to zoom in and out
- Use the handle grips to slide the side menus out of view and back into view





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Use the left side menu to **navigate** between documents:

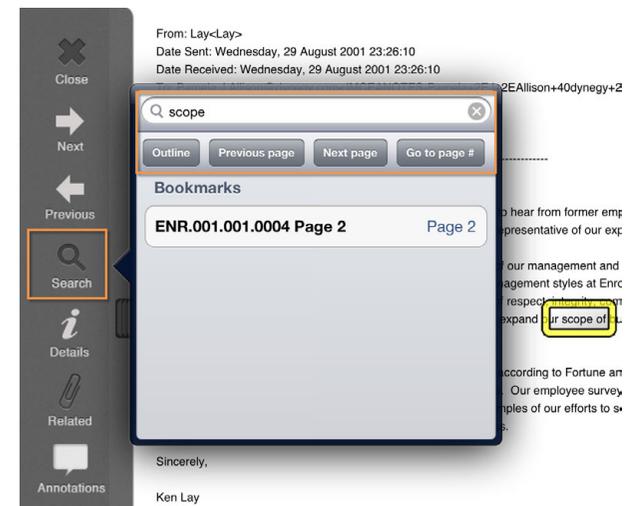
- Tap Close to return to the folio index screen
- Tap Next and Previous to navigate between documents in the document result set



Use **Search** in the left menu bar to search or navigate within a document:

- Search the document content for keywords
- Navigate between pages
- Navigate to bookmarks

**NB** keywords will only be found in a document if it is text searchable



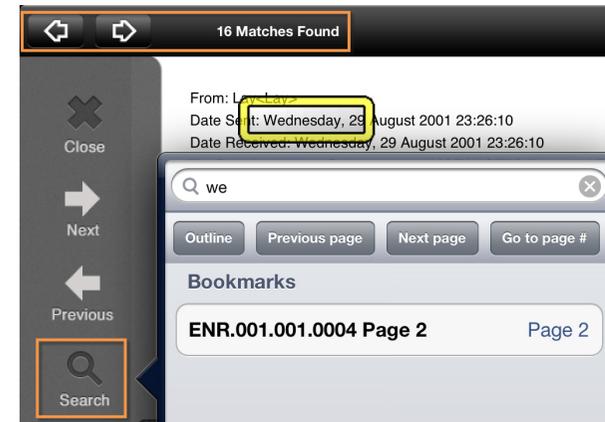


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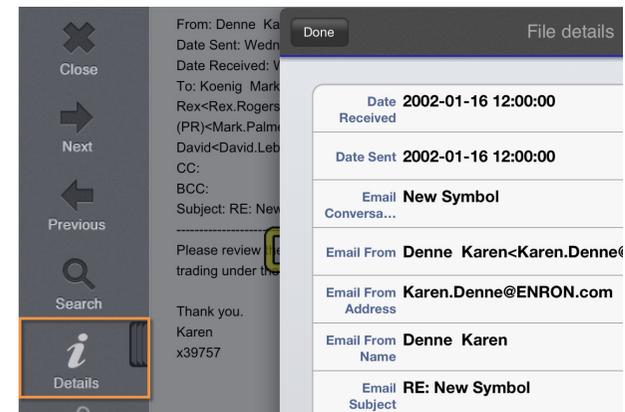
When a **keyword** search is performed, the number of keyword hits in the document are indicated on a search navigation toolbar that appears in the top left corner of the screen:

- Use the arrows on this toolbar to navigate between keyword hits in a document
- Each keyword hit will be outlined by a yellow box



Use the **Details** icon on the left menu to view a document's metadata

**NB** Metadata will only be available if it is included as part of the folio import package that your document belongs to. See the CASEFOLIO CONVERTER™ User Guides (available at casefolio.net) for information on how to include metadata with your document imports





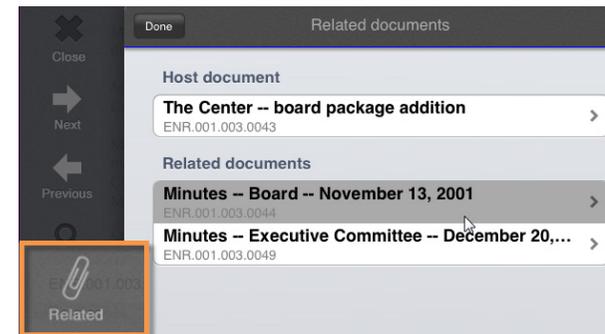
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Use **Related** in the left menu to view the host, attachment, and/or sibling documents (if any) of the document being viewed. The current document is displayed with a grey background; related documents have a white background:

- Tap a related document to view it

**NB** Related documents will only display if metadata containing these relationships were imported as part of the folio import package that your document belongs to. See the CASEFOLIO CONVERTER™ User Guides (available at casefolio.net) for information on how to include metadata with your document imports



Use the left side menu to **navigate** between documents:

- Tap Next and Previous to navigate between documents in the document result set
- Tap Close to return to the folio index screen

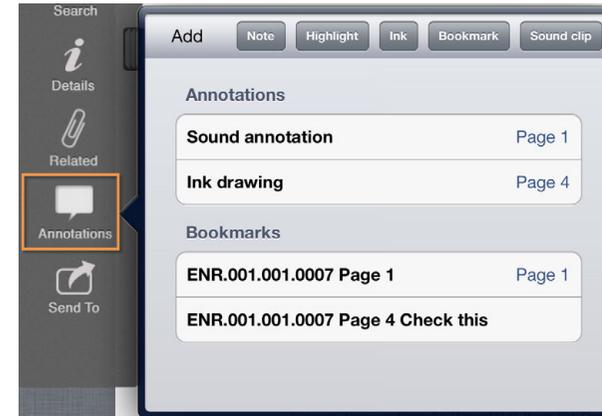




## 4 Annotations

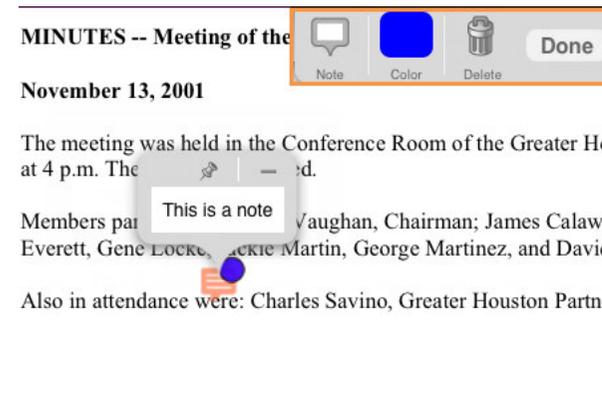
Use **Annotations** in the left menu to add a:

- Note (text annotation)
- Highlight
- Ink (handwritten annotation)
- Bookmark
- Sound clip (voice annotation)



Add a **Note**:

- A Note is a text annotation that can be added to any part of a document
- Tap the Note button and then tap the screen where you want your Note to appear
- Enter the text for your note and tap Done in the context menu that has appeared in the top right corner
- This toolbar can also be used to:
  - Colour code a Note
  - Edit or delete an existing Note (tap an existing Note to





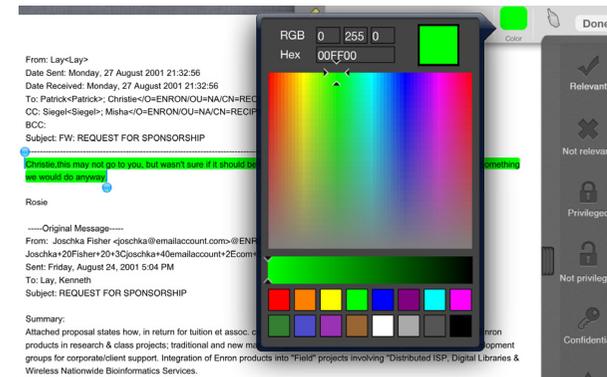
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enable the context menu)

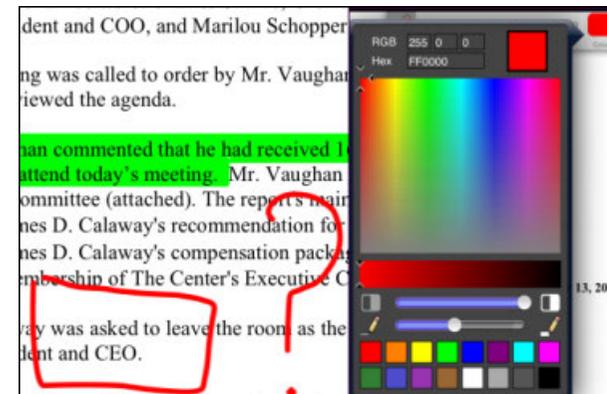
### Add a **Highlight**:

- Tap the Highlight button and then drag your finger over the text that you want to highlight. Use the context menu in the upper right corner to select the highlighting colour and to edit or delete the highlights



### Add an **Ink annotation**:

- An Ink annotation is a free hand drawing that can be added on top of any part of a document
  - Tap the Ink button and then use your finger or a stylus to draw and write on the document. Use the context menu in the upper right corner to select the ink colour and line thickness and to edit or delete the ink annotation



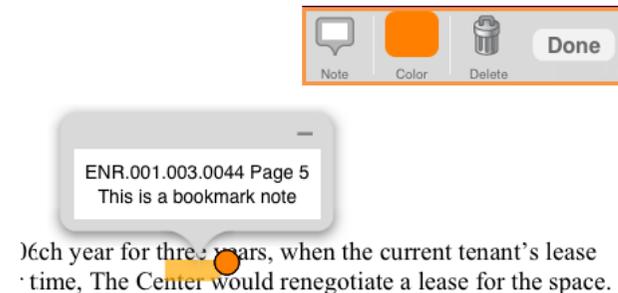


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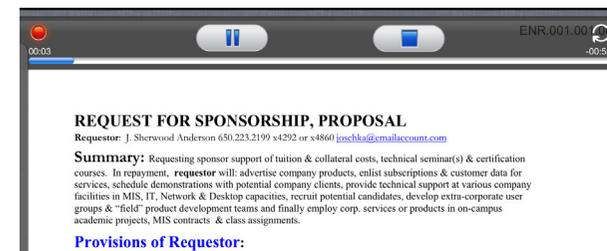
### Add a **Bookmark**:

- Tap the Bookmark button and then tap the screen where you want your Bookmark to appear
- The Bookmark text has a default value that is DocID and page number of the document it is being created in. You can amend or replace this text if desired. Once you are satisfied with the text of your Bookmark, tap Done in the context menu that has appeared in the top right corner
- This toolbar can also be used to:
  - Colour code a Bookmark
  - Edit or delete an existing Bookmark (tap an existing Bookmark to enable the context menu)



### Add a **Sound clip**:

- A Sound clip is an audio annotation that can be inserted at any part of a document
- Tap the Sound clip button and then tap the screen where you want the Sound clip to appear
- The Sound clip control menu will appear at the top of screen and will begin recording
- Speak in a normal tone of voice and use the pause button to control your recording

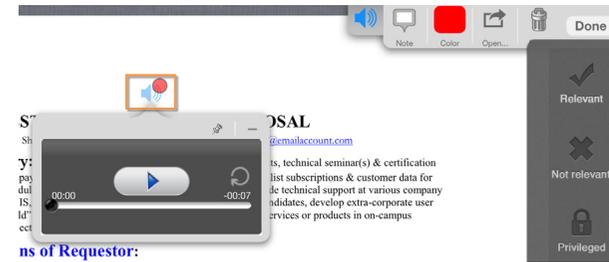




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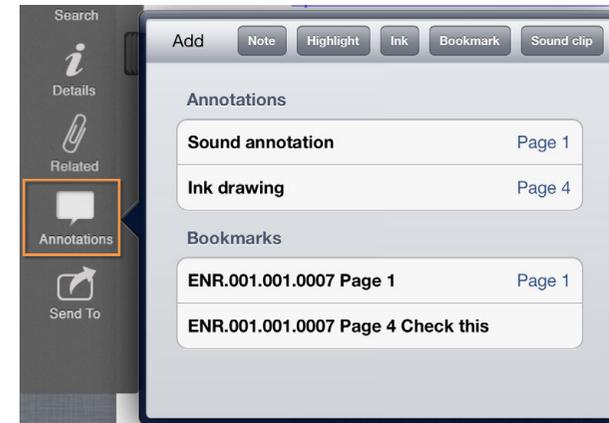
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- Tap Stop when you have completed your recording. Each Sound clip is limited to a maximum of two minutes
- Tap the blue audio icon at the base of the Sound clip annotation to activate the context menu



If a document has annotations, the Annotations icon is highlighted:

- Tap the Annotations icon to display a list of the annotations within the document
- Tap a specific annotation or bookmark to navigate to its location in the document



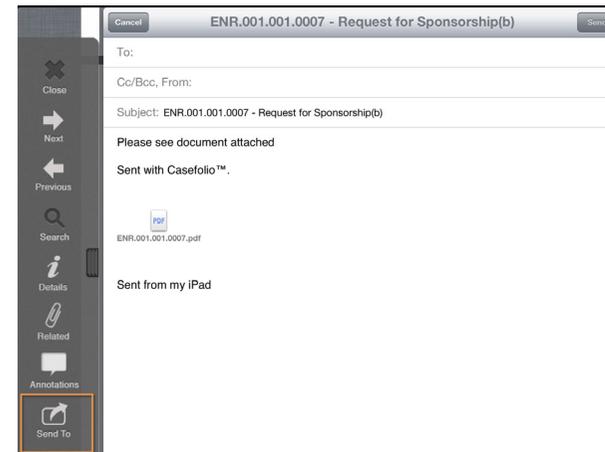


## 5 Send a PDF by email

A document can be sent by email using the Send To function:

- Tap the Send To icon to generate an email attaching the PDF you wish to email

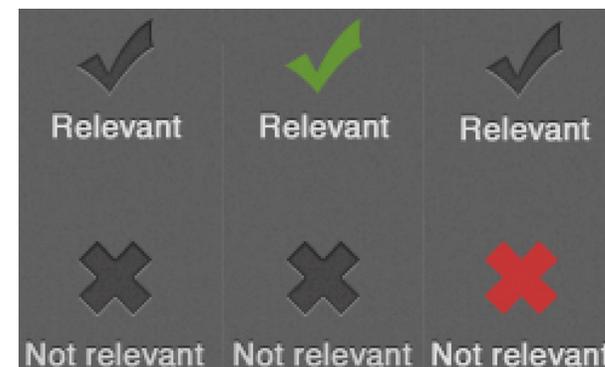
**NB** The PDF attachment that is generated will contain all annotations that have been created for the document being emailed. In order to view your annotations the email recipient will require PDF viewer software capable of displaying embedded annotations such as Adobe's free Adobe Reader



## 6 Capturing document review decisions

The right side menu contains a number of icons for use in capturing review decisions:

- Relevant / Not relevant
  - These two icons are mutually exclusive. Selecting one icon deselects the other
  - These two icons can have a total of three states:
    - Null (no selection – both icons are grey)
    - Relevant (green check)



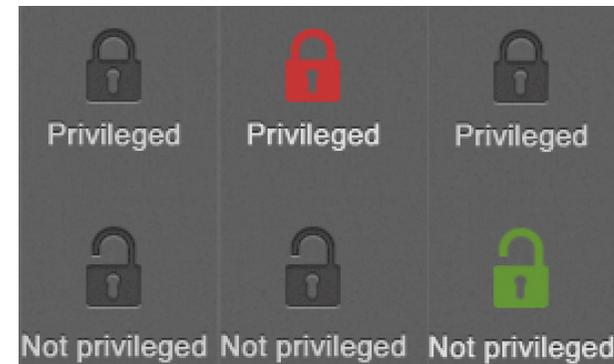


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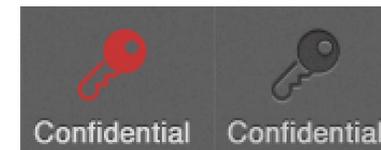
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- Not relevant (red x)

- Privileged / Not privileged
  - These two icons are mutually exclusive. Selecting one icon deselects the other
  - These two icons can have a total of three states:
    - Null (no selection – both icons are grey)
    - Privileged (closed red padlock)
    - Not privileged (open green padlock)



- Confidential
  - This icon has two states:
    - Confidential (red key)
    - Null (grey key)



- Favourite
  - This icon has two states:
    - Favourite (yellow star)
    - Null (grey star)





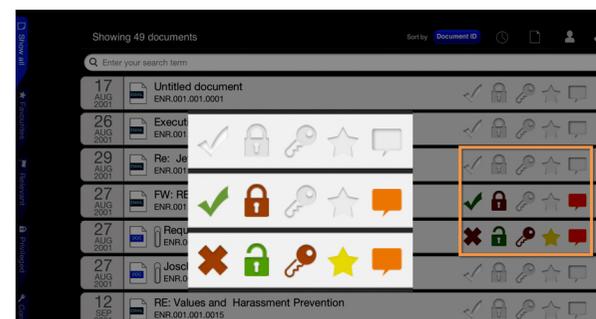
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### 7 Filtering and editing document coding and annotations from the folio index screen

The results of your document coding decisions are displayed on the folio index screen.

- You can edit the coding decisions that you have made directly from the main screen by tapping on each icon:
  - Relevance: Default state is null (grey check)
    - Tap once to code the document relevant (green check)
    - Tap again to code the document not relevant (red x)
    - Tap a third time to return to null (grey check)
  - Privilege: Default state is null (closed grey padlock)
    - Tap once to code the document privileged (closed red padlock)
    - Tap again to code the document not privileged (open green padlock)
    - Tap a third time to return to null (closed grey padlock)



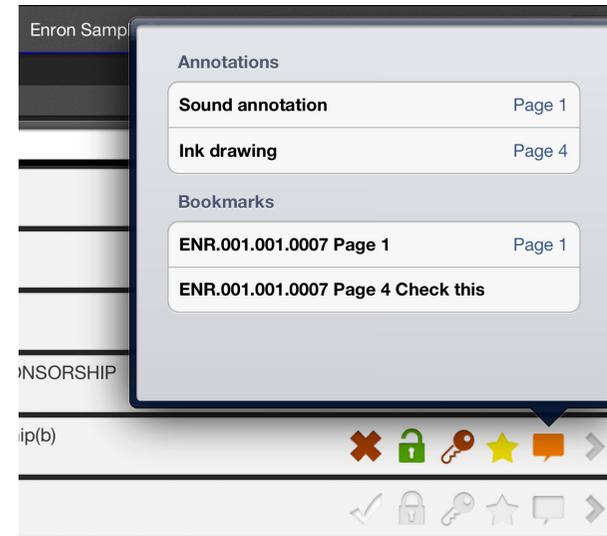


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Documents containing annotations that you have created are identified on the folio index screen.

- If a document has annotations, the Annotations icon is highlighted orange
- Tap the Annotations icon to display a list of the annotations within the document
- Tap a specific annotation or bookmark to navigate to its location in the document
- Tap the annotation icon on the document page to activate the context menu and then edit the annotation as required

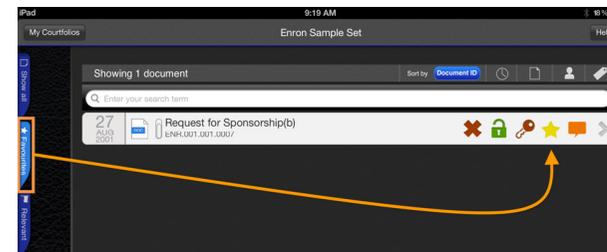
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Certain documents can be quickly viewed using the filters on the left:

- Favourites
- Relevant
- Privileged
- Confidential
- User files (PDF files imported directly from email or the internet by the user. For more information see 'Adding documents' above)





### 8 Exporting a folio from CASEFOLIO

When you have completed your review of a folio you may want to export the folio and metadata that you have created:

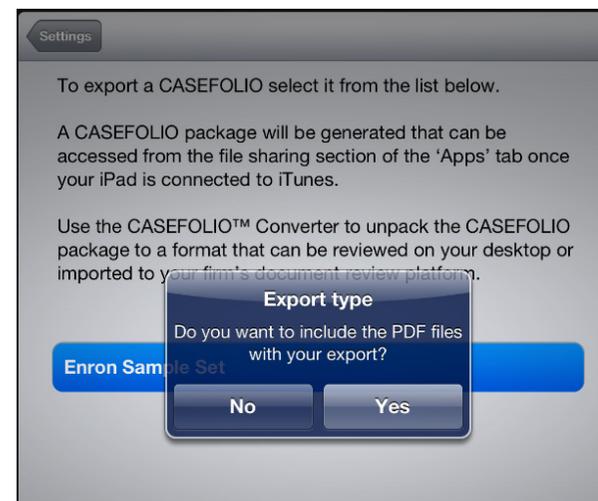
- for import into your firm's litigation review platform
- to produce to the parties in a matter, or
- for some other purpose

To export a folio:

- Tap Settings in the My folios screen. If you are in a folio, return to the My folios screen by tapping My folios in the top left corner of the folio index screen
- Tap 'Export folios'
- Tap the folio that you want to export
- You will be prompted whether to include PDF files with your export. Select either Yes or No
- The folio export package is generated. You can now copy this file onto your PC using iTunes

**NB** The CASEFOLIO CONVERTER™ User Guides, available at [Casefolio.net](http://Casefolio.net), contain detailed instructions for performing the steps below

- Use CASEFOLIO CONVERTER™ to convert your export to:
  - A folder of PDFs and html report that contains your





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- coding decisions and basic document metadata fields
- A folder of PDFs and CSV file that contains your coding decisions and all document metadata fields
- Use CASEFOLIO CONVERTER PRO™ to convert your export to:
  - An export.mdb load file suitable for import directly into:
    - FTI's Ringtail™
    - eDiscoveryTools' Reviewer™
  - A relativity.dat load file suitable for import directly into kCura's Relativity™
  - A delimited\_data.csv load file suitable for import directly into AccessData's Summation™

Visit [casefolio.net](http://casefolio.net) for more information on CASEFOLIO CONVERTER™ and CASEFOLIO CONVERTER PRO™

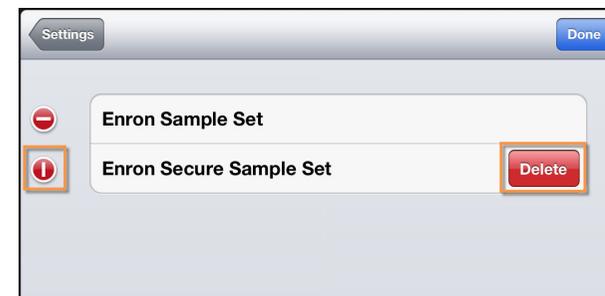
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### 9 Deleting a folio from CASEFOLIO

To delete a folio from CASEFOLIO™:

- Tap Settings in the My folios screen. If you are in a folio, return to the My folios screen by tapping My folios in the top left corner of the folio index screen
- Tap Delete folios
- Tap edit
- Tap the red warning circle to the left of the folio that you want to delete
- Confirm your choice by tapping the Delete button at the right of your chosen folio



### 10 Contact and support

This user guide forms part of the detailed instructions available for CASEFOLIO, CASEFOLIO CONVERTER™ and CASEFOLIO CONVERTER PRO™, at any point you can click *Help* for assistance.

If you require further assistance contact us at [support@casefolio.net](mailto:support@casefolio.net)