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GETTING STARTED:
GOING TO TRIAL

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Screen Overview: Single Screen

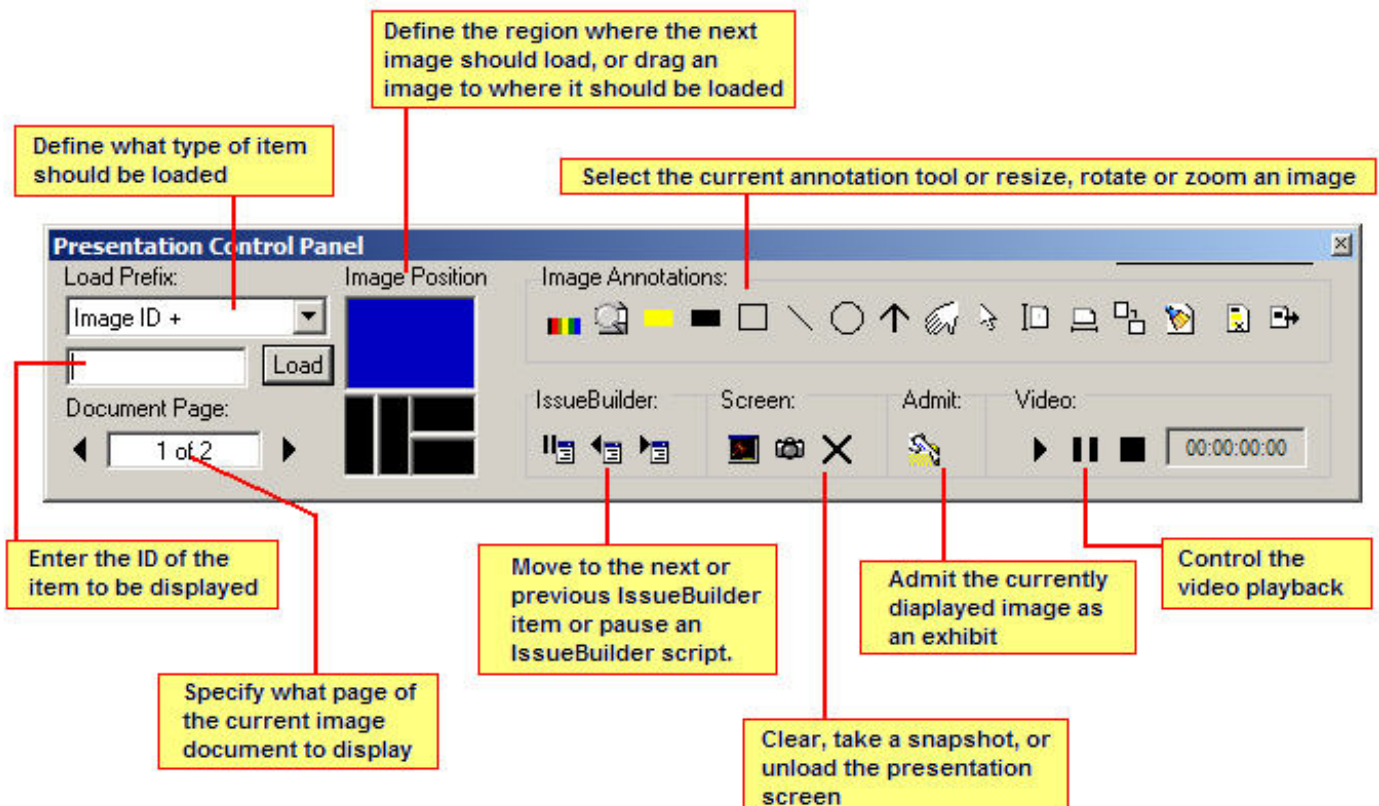
Visionary's single screen CourtViewer view provides the ability to display images and IssueBuilder clips without ever leaving the Presentation Screen. In addition, using the pop-out toolbars located at the sides and bottom of Presentation Window, you are able to control the video playback, select image annotations, do screen captures, track exhibits, load IssueBuilder items and load images. Although you should use the Dual Screen presentation features whenever possible, Visionary is perfectly capable of producing first class results when configured for single screen use. In addition, the use of a button that can black out the screen viewed by the judge and jury can be used to mimic Visionary's use in dual screen mode.

Presentations Overview

Visionary 7 contains a robust set of features for creating effect trial presentations. Generally, there are two styles of presenting information. The first is a scripted style where items are displayed on the screen in a specific order. Visionary's IssueBuilder presentation scripting features allow items to be played back in a linear sequence similar to PowerPoint. Items can be precisely positioned on the screen, screen elements can be moved based upon a time or frame trigger, and user defined titles can also be added. The second style is an ad hoc style where everything is brought up on the fly. When working this way, transcript clips, video clips, user notes, images (both annotated and non-annotated), and other data can be located and displayed in seconds. Visionary's Objection Editor, Image View, and Dual Screen capabilities make it the easiest and most robust product on the market when you need to get a piece of information on the presentation screen quickly.

Presentation Control Window:

The Presentation Control Window is designed to exploit the dual screen capability built into many computers by providing the ability to configure CourtViewer settings off screen without the need to use any shortcut keys. An explanation of the various features contained in the Control Window are outlined in the graphic below.



Screen Overview: Dual Screen

Visionary's dual screen CourtViewer maximizes presentation effectiveness by minimizing the amount of work that the judge and jury view being done to present information. With dual screen, there's no need for pop-out toolbars and the amount of mouse movement across the screen is minimized. In addition, it also gives you the flexibility of searching, preparing and previewing data before it is displayed, while the judge and jury are simultaneously reviewing information. Without question, this is the preferred method of presenting in a trial setting because it simplifies the effort required to put on a first-rate presentation.

When configured for dual screen mode, the person operating the Visionary software can typically see the Main Window (workbench mode) and CourtViewer presentation window. In addition, he or she also sees the Presentation Control Window, which provides a centralized area for controlling what is seen in the Presentation Window. The judge and jury, however, only see the CourtViewer window. Many laptops support this feature out of the box and desktops can be configured to support this feature with the addition of a second graphics card. The graphic blow simulates what is seen. Note that as your mouse moves off of one screen it will appear on the other.

Dual Screen Views

Monitor 1: Operator's View

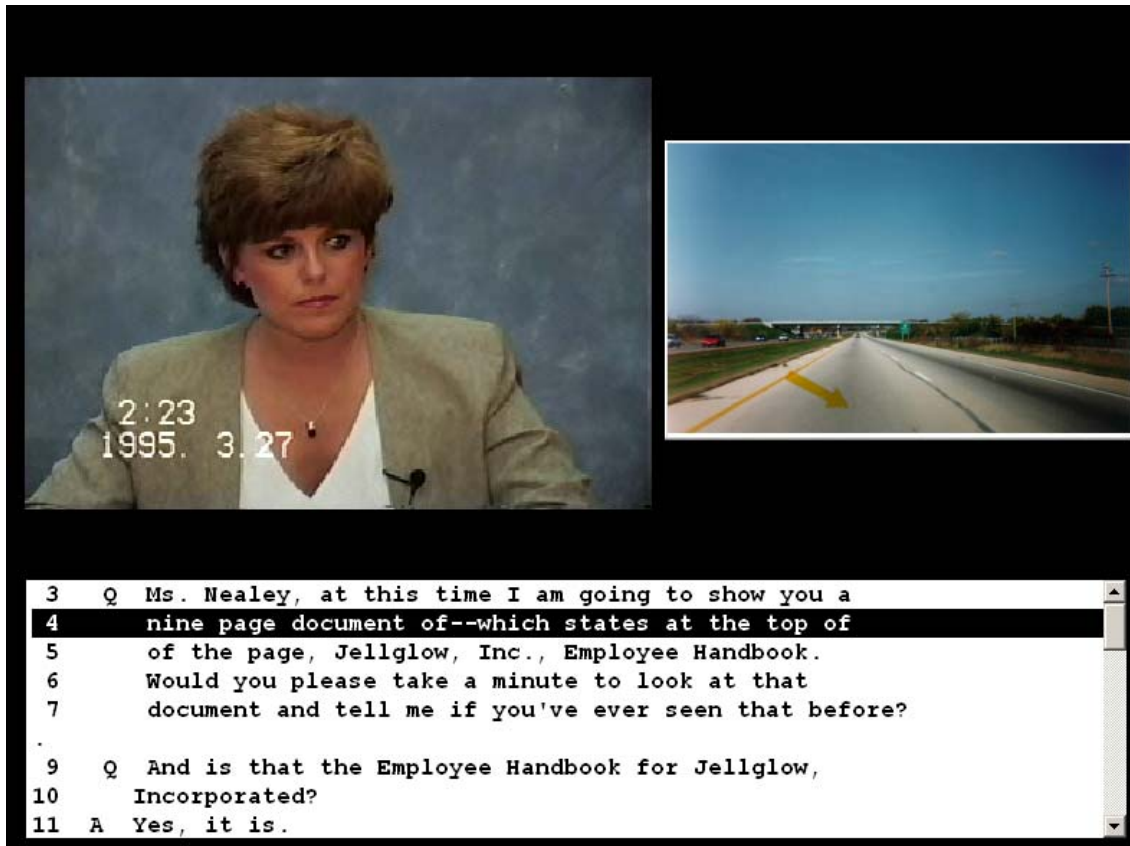
While the judge and jury are viewing a document, transcript clip, image, or video you can be searching and previewing the next item that is to be displayed in the courtroom or make some last minute edits.


The screenshot shows the Visionary software interface in dual-screen mode. The left window is the Case Explorer, showing a tree view of depositions and non-synced video files. The right window is the Main window, displaying a Monthly Expense Report for Sam Smith, August 1993. The report includes a table of expenses with columns for Date, Description, M.S., Image, Pricing, Total, and TOTAL. The bottom window is the Presentation Control Panel, which includes controls for Load Prefix, Image Position, Image Annotations, Document Page, and IssueBuilder.

Date	Description	M.S.	Image	Pricing	Total	TOTAL
8/9	Picked up software manuals from USX		28	6		34
8/12	SF Seminar -	18 ⁰⁰	16 ⁰⁰	18		52
8/14	Cash Force				34	34
8/15	Meeting w/ Tomkins & Fox that	48 ⁰⁰				48 ⁰⁰
8/16	Meeting w/ Nealey & Obeging	61 ⁰⁰				61 ⁰⁰
8/22	Lunch w/ Richardson	48				48 ⁰⁰
8/22	InfoTex training		24	12		36
8/24	Meeting @ CC office		32			22
8/26	Training @ USX		28	6		36
8/26	Dinner w/ USX VP Sales	62	25	2		62
8/31	Meeting in CC		22			22

Monitor 2: Judge & Jury View


The judge & jury's attention isn't distracted by pop-out toolbars or excessive mouse movements.



 *Note: Although this feature can be used on Windows 98, 2000, and XP, experience has shown that it is often most easily configured as the operating system level with Windows XP.*

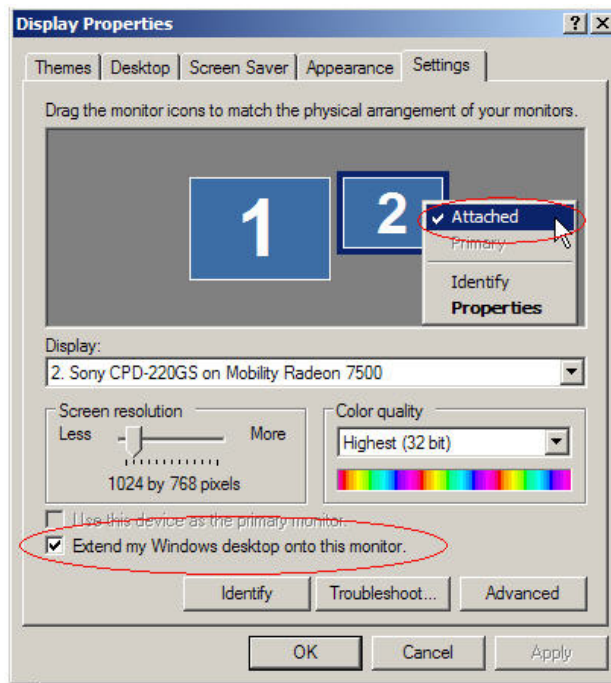
To use the dual screen features in Visionary, you must configure both your computer and Visionary to recognize the second screen. See the topics below for further information.

How to Configure a Computer for Dual Screen

 *Note: The procedure described below can vary slightly from computer to computer due to differences in hardware and software drivers.*


To configure a computer for dual-screen use:

1. Select 'Screen' in the Windows Control Panel
2. Select the 'Settings' tab on the display properties dialog



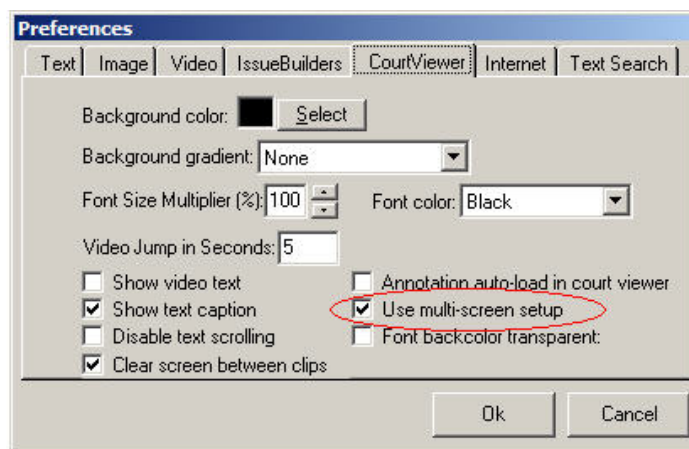
3. Right mouse click on the second monitor to display a popup menu and check the 'Attached' menu item
4. Check the 'Extend my desktop to this monitor' option

Configuring Visionary for Dual Screen


 *Note: Your computer must be configured to support dual screen views before Visionary can be configured to support dual screen views. See the How to Configure a Computer for Dual Screen topic for further details.*

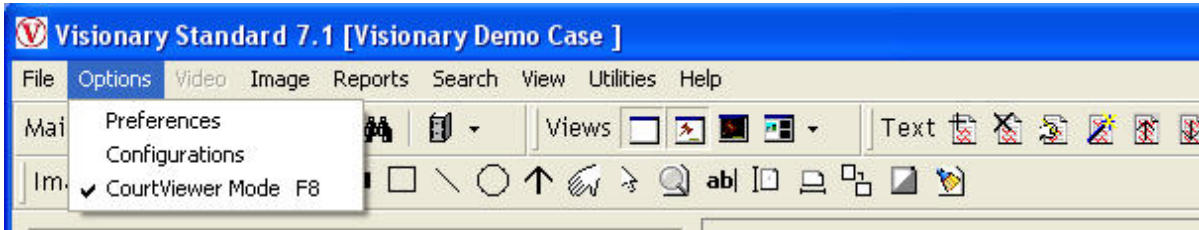
To configure Visionary to support dual-screen use:


1. Select the 'Options / Preferences' menu item on the Main Window
2. Select the 'CourtViewer' tab
3. Select the 'Use multi-screen setup' option on the 'CourtViewer' tab of the Preferences Window.



4. Press 'Ok'

Notice the Gavel icons  located in the lower left corner of the Text and Image Window. Gavel icons are also located in various locations throughout the program, which allow you to immediately get a selected item in front of the judge and jury. Gavel icons send output to CourtViewer regardless of whether or not CourtViewer mode is enabled. In order to enable CourtViewer mode, select *Options/CourtViewer Mode*.



In a single screen environment you may need to exit CourtViewer to return to Workbench mode since both modes are occupying the same screen. Move the mouse to the left or right side of the screen. A toolbar will expand from the side. On the top of either toolbar, select the  button.

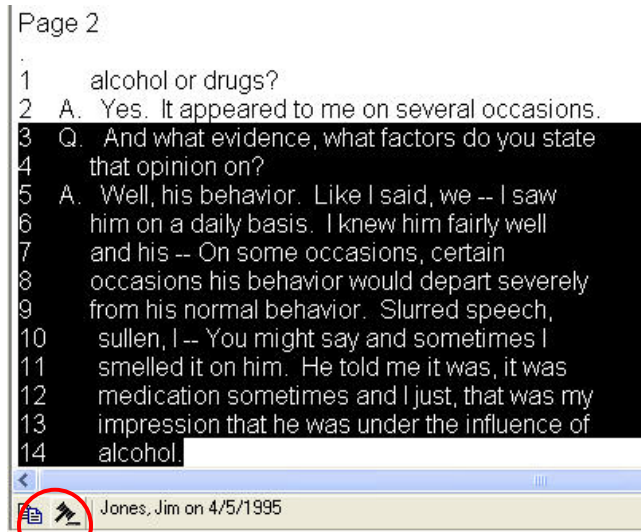
Sending Data Material to CourtViewer Screen

This segment will talk about displaying transcripts, exhibits and video clips in CourtViewer mode.

Sending Transcripts to CourtViewer:

1. Highlight the portion of text in the Text Window and select the Gavel icon in the text window.

 *Make sure you have CourtViewer Mode selected from the Options menu.*

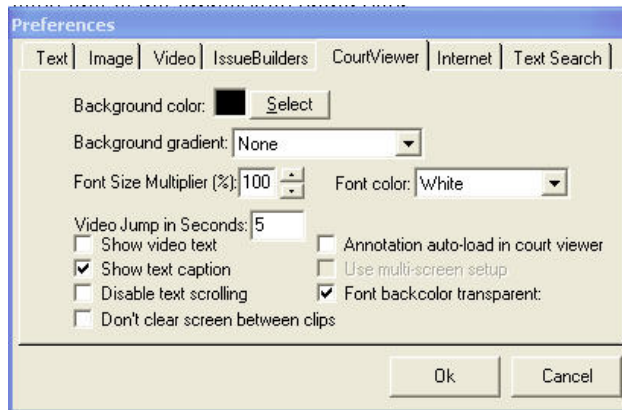


The highlighted text will display in CourtViewer Mode with deposition Name, Date and page: line reference.

Jones, Jim on 4/5/1995 (2:3 - 2:14)

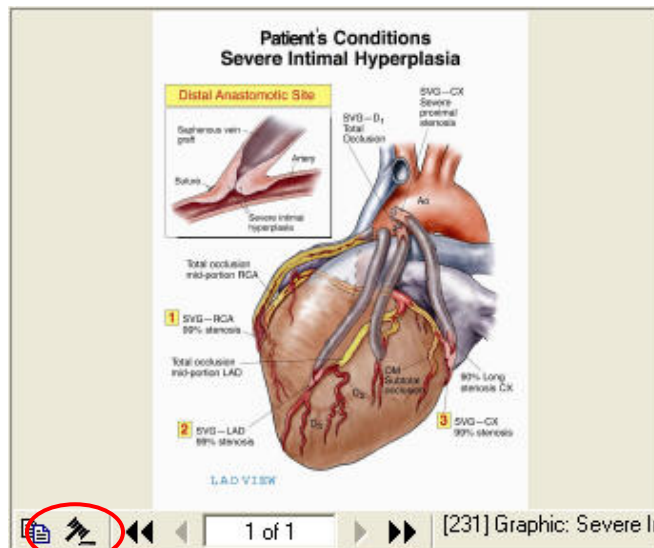
3 Q. And what evidence, what factors do you state
4 that opinion on?
5 A. Well, his behavior. Like I said, we -- I saw
6 him on a daily basis. I knew him fairly well
7 and his -- On some occasions, certain
8 occasions his behavior would depart severely
9 from his normal behavior. Slurred speech,
10 sullen, I -- You might say and sometimes I
11 smelled it on him. He told me it was, it was
12 medication sometimes and I just, that was my
13 impression that he was under the influence of
14 alcohol.

There are several options for the way non-IssueBuilder items are displayed in CourtViewer. These settings only affect items that *are not* IssueBuilder items. Go to the *Options* menu item and select *Preferences*. Select the *CourtViewer* tab. For our last example, we have the program set to Show text caption. Deselecting this option will cause the program to no longer show the deposition name, date and Page: Line reference.

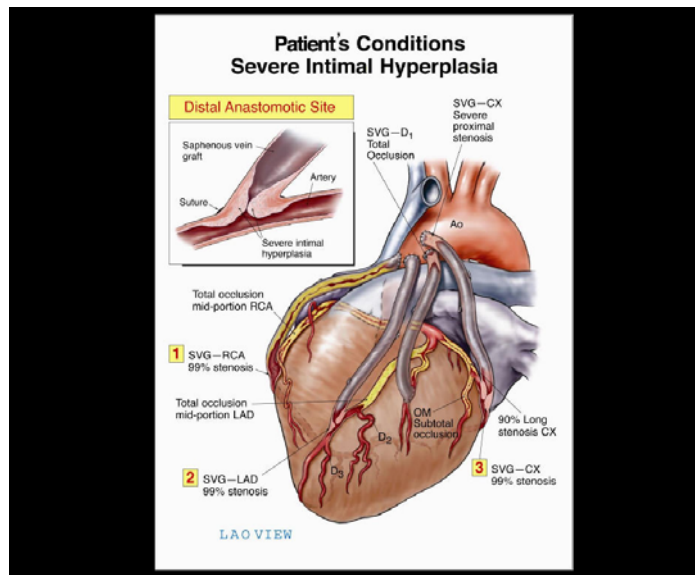


Sending Exhibits to CourtViewer

In order to send the currently displayed image in the image window to CourtViewer, select the Gavel icon in the Image Window.



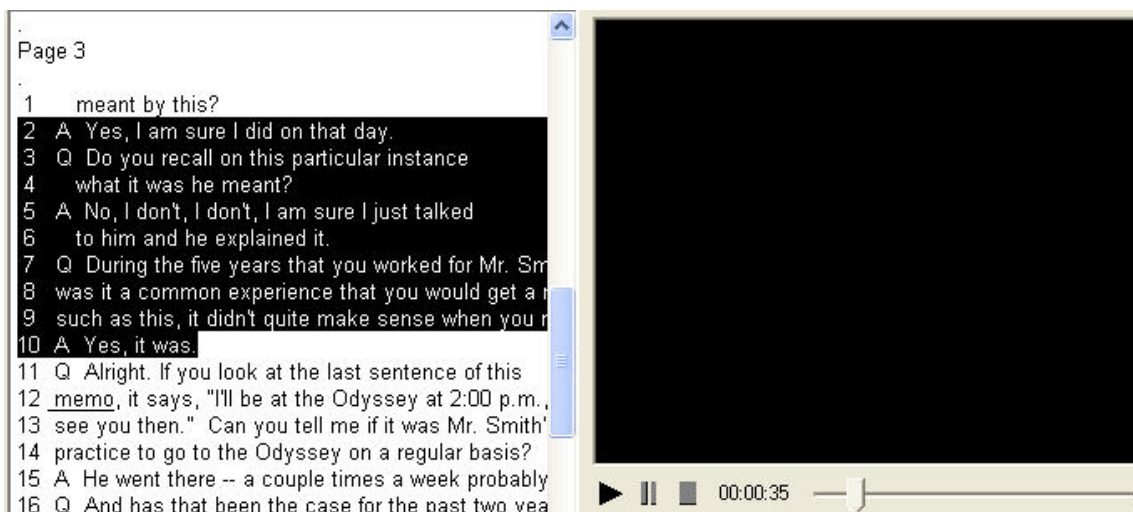
The image is sent to CourtViewer Mode centered and full screen.



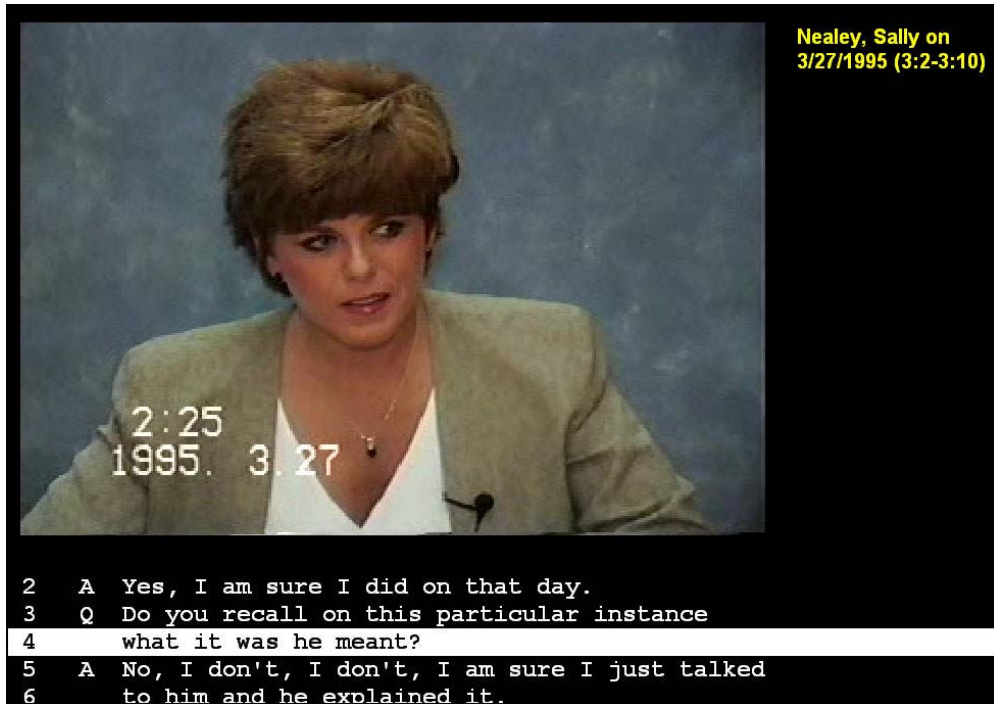
Sending Video To CourtViewer

You may send video items associated to transcripts or non-associated videos to CourtViewer.

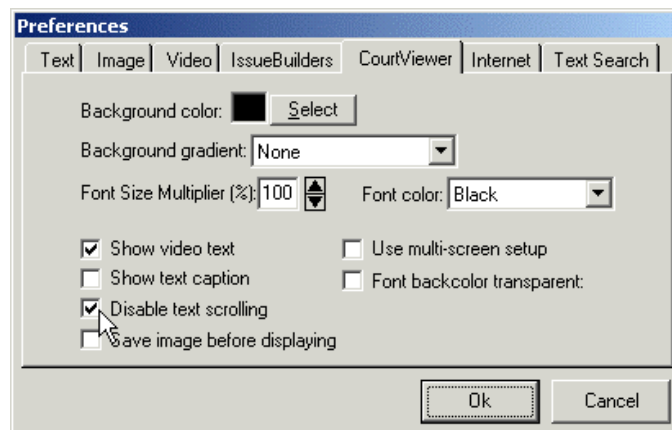
1. To send text-associated videos to CourtViewer, first ensure that CourtViewer is enabled. Go to the *Options* menu and select the *CourtViewer mode* option.
2. Load the synchronized deposition into the text window.
3. Highlight any portion of text containing video and select the play button.



4. The default is for Visionary to display the transcript text below the playing video. The text will also scroll, highlighting each line of text as the corresponding video is played.






5. You may alter the default settings for synchronized video files by selecting *Options/Preferences*. Select the *CourtViewer* tab. The Show video text option displays the portion of the transcript you are playing the video from. The Disable text scrolling will cause the program to simply display the text, if activated, without the scrolling highlight.



Sending Non-Synched video files in CourtViewer

1. Double click the video file from within the Case Outline.

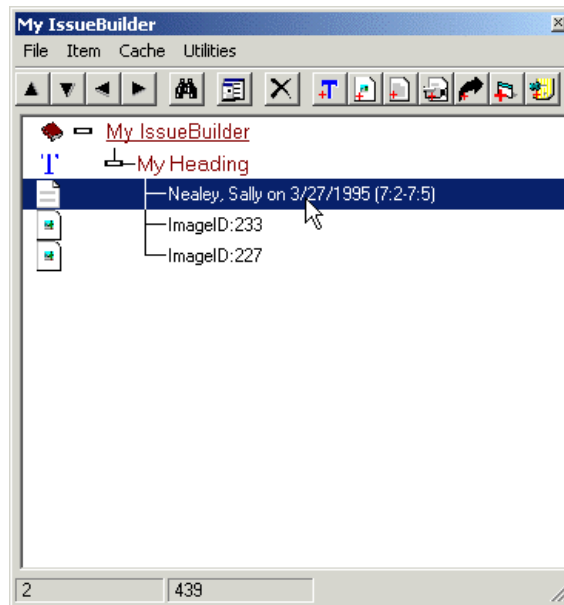


Video may be paused or stopped in CourtViewer by moving your mouse over to the left side of the screen. On the toolbar is the **Play** , **Pause**  and **Stop**  buttons. Use these buttons to control playback.




Sending IssueBuilder Items to CourtViewer

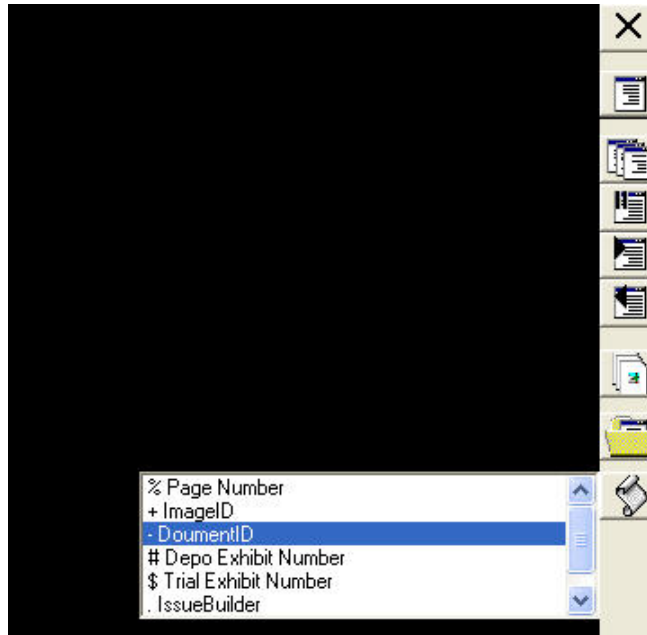
IssueBuilder items can be sent to CourtViewer mode by simply double clicking on any IssueBuilder item. Unlike non-IssueBuilder items, the display properties for each item are set individually. You will be introduced to accessing IssueBuilder item properties in the section on Scripting IssueBuilders within this training manual.




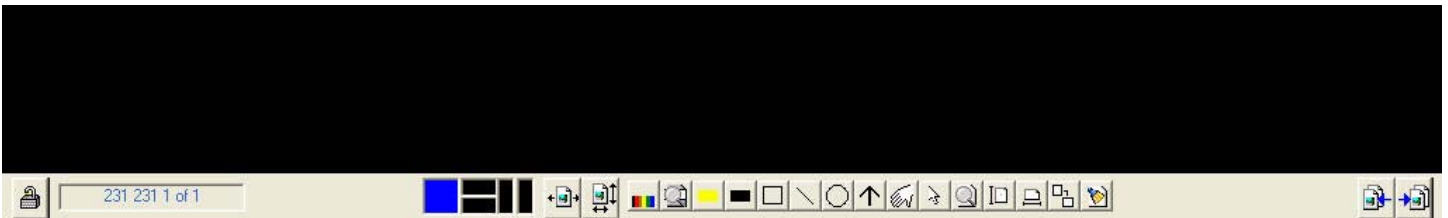
Loading Documents/Images from within CourtViewer

You may display documents/images from within CourtViewer by referencing them in a number of different ways.

1. First, tell the program what document database field you wish to reference. From within CourtViewer, move your mouse to the right side of the screen. A toolbar will expand.
2. Select load prefix button . Choose which field you wish to reference. The toolbar will collapse. Type the document/image reference (the numbers will appear at the bottom right corner) for the field you are querying
3. Press the Enter key on the keyboard.




You may also set the region of the screen for which the image/document will be loaded into. Move your mouse to the bottom of the CourtViewer screen. A toolbar will expand. Notice the Load Region options . The load region is set to Full Screen in this example. You may choose to send documents/images to the Top, Bottom, Left or Right portions of the screen.



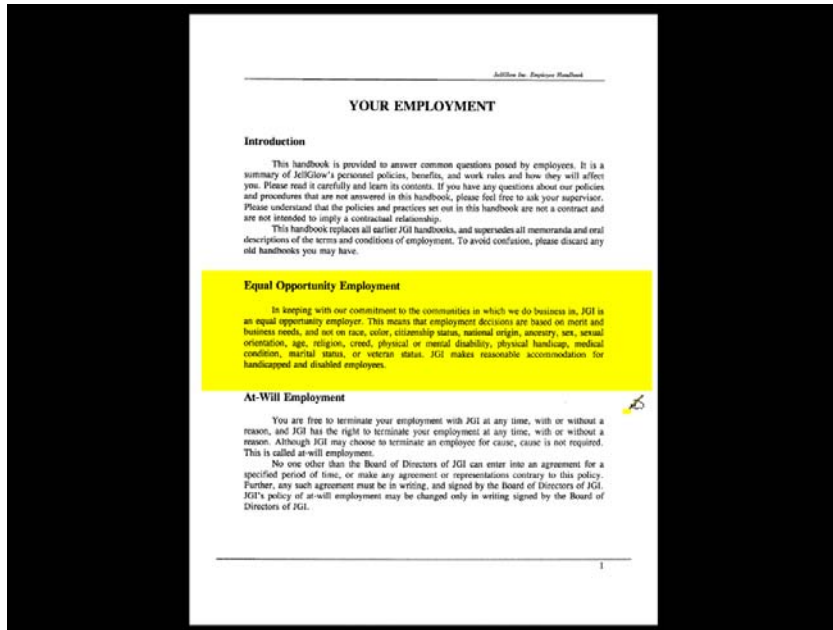
Annotating Documents/Images within CourtViewer mode

Visionary's annotation tools are available from within CourtViewer mode via the expanding bottom toolbar and shortcut keys. Select the annotation tool you would like to use. The mouse pointer will reflect the chosen tool.


In this example I have chosen the Highlight tool .

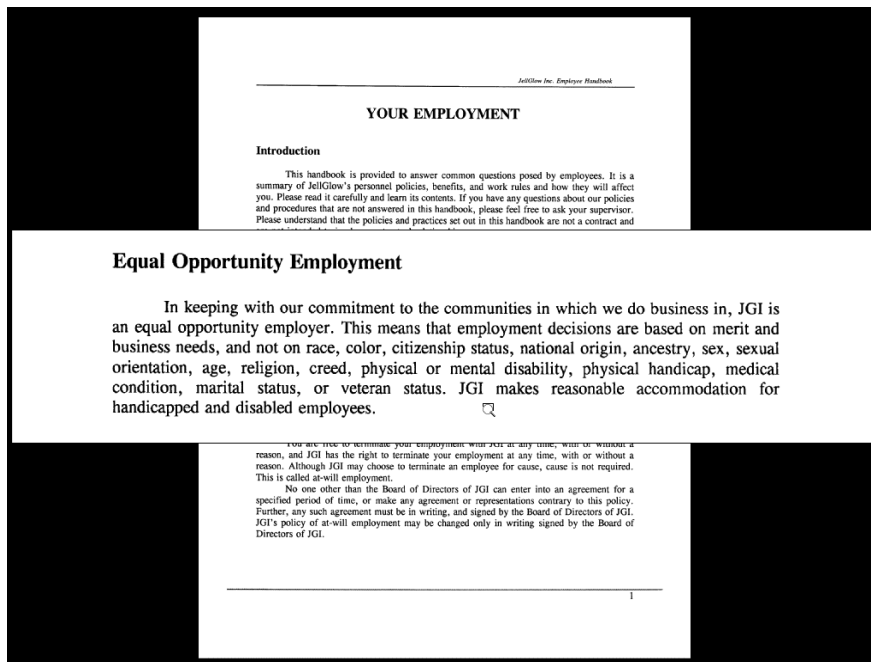
Select the region you would like to highlight by clicking and dragging the tool across the image.



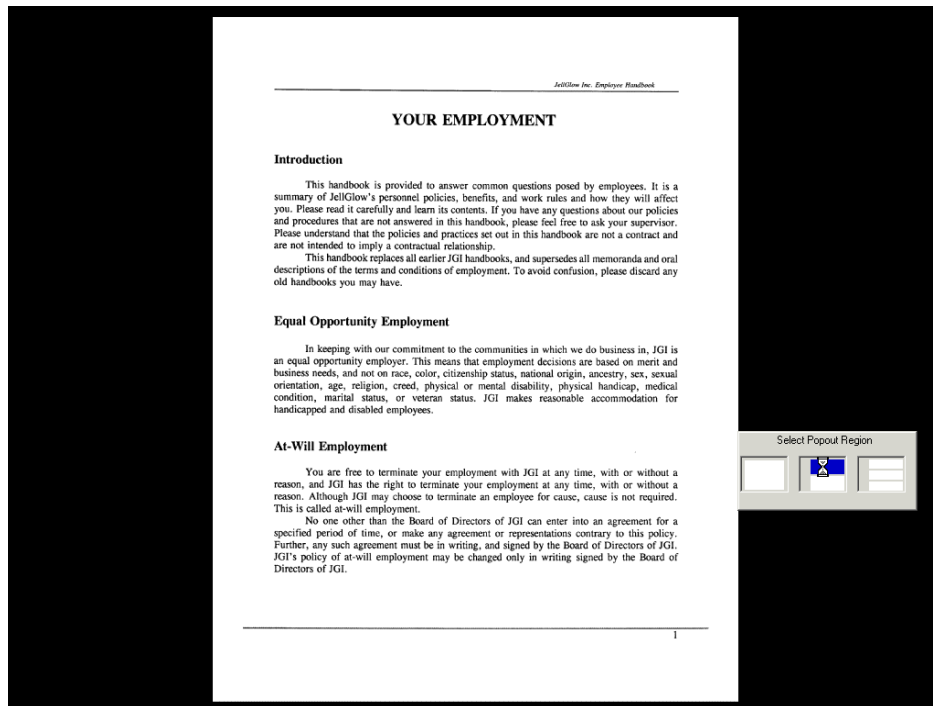


The Crop Zoom tool:

Select the Crop Zoom tool from the annotation toolbar . Using this tool will bring the image region you select center screen. It will also remove the original image from the background. If you perform the same action while holding down the CTRL key, the original image will remain in the background, again bringing the selected image region to center screen.



If you perform the same action while holding down the ALT key, you will have the option of where to place the image tear out. Select the region to load the tear out.



Moving Displayed Image/Documents within CourtViewer


Once an image/document is displayed in CourtViewer, it can be moved in a couple of different ways.

1. Using the mouse, select the image you wish to move by simply 'clicking' on it once with the left mouse button, this tells the program which image we would like to move.
2. Next, hold down the ALT key and press numbers 1-9 to move the image to various areas of the screen.




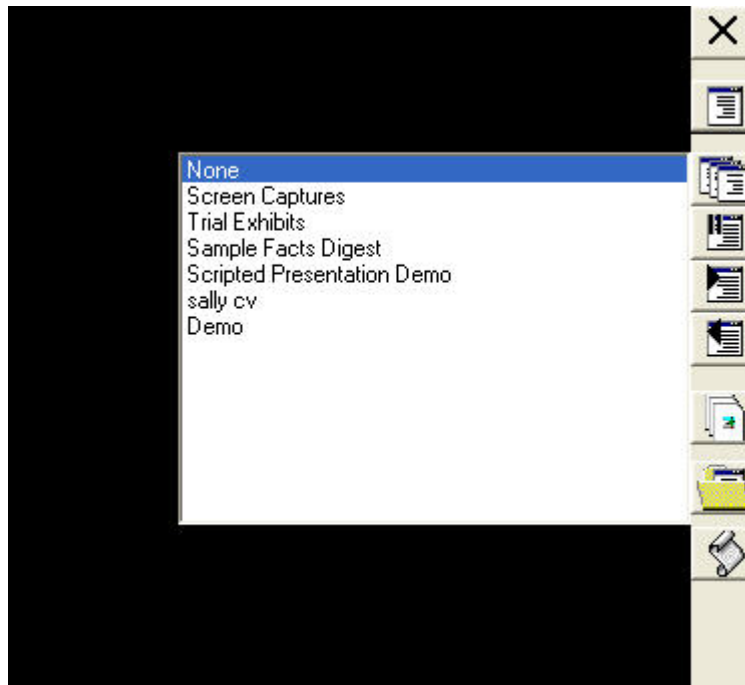
Alt + 1 moves the image to the bottom left corner. Alt + 9 moves the image to the top right corner.


Images may also be moved to any location on the screen.

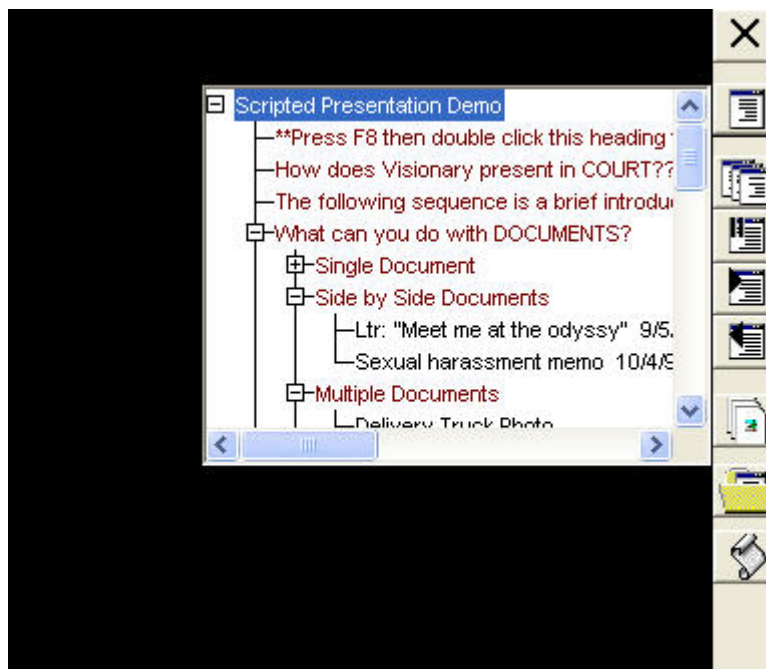
1. Using the mouse, select the image you wish to move by simply 'clicking' on it with the left mouse button.
2. Press the Ctrl + M keys. The mouse pointer will turn to this icon .
3. Click and hold down the left mouse button on the image while moving the mouse to move the image.

Loading IssueBuilder Items from within CourtViewer

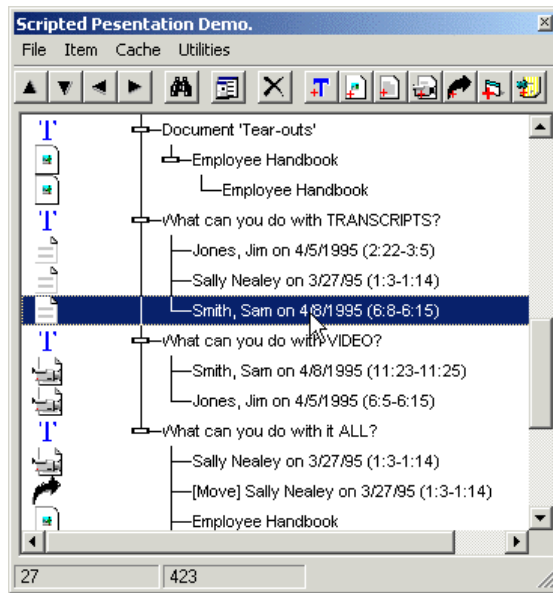
1. Move your mouse over to the right side of the CourtViewer screen. The toolbar will expand.
2. Select the Select an IssueBuilder button . From the list of IssueBuilders in your case, choose the one you wish to load.



3. After selecting an IssueBuilder, select the View Current IssueBuilder button . Double click any IssueBuilder item to load it into CourtViewer. If the item is part of a scripted presentation, the presentation will begin at that point.



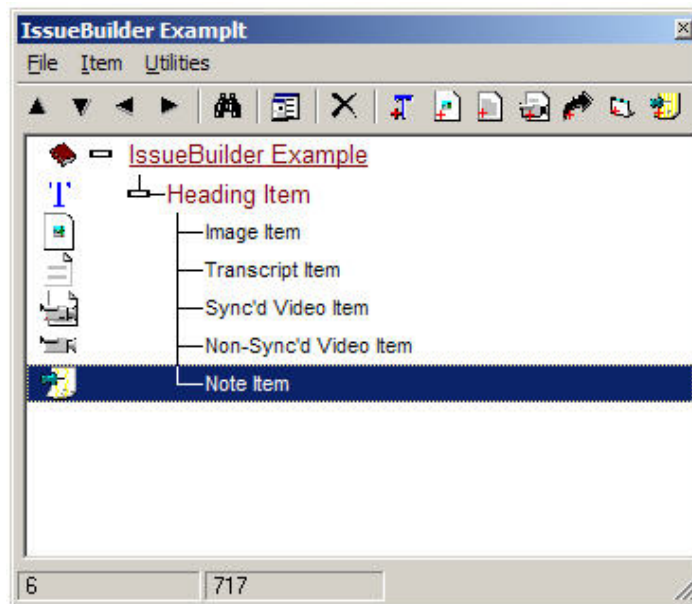
IssueBuilder items may also be loaded directly in CourtViewer by first setting the Load Prefix (as shown earlier) to IssueBuilder. In order to know how to reference an IssueBuilder item by number. Look at the IssueBuilder item in workbench mode. Select the IssueBuilder item from the open IssueBuilder. Notice the two numbers at the bottom of the IssueBuilder window. The first number 27 is the ordinal position of the IssueBuilder item in the outline. The second number, 423, is a globally unique number for the case. In other words, no two items within all the IssueBuilders, in the working case, will have the same number.



Type in the IssueBuilder item reference number and press the Enter key on your keyboard. The IssueBuilder item will load.

IssueBuilder Window

IssueBuilders are digital outlines that enable end users to hierarchically organize thoughts, user notes, transcript references, video clips, and annotated images. IssueBuilders also provide the foundation for Visionary's sophisticated presentation scripting features.



File Menu

Save – Saves the current state of the IssueBuilder to the database

Print – Displays the Print Manager

Export – Provides options to export the IssueBuilder or to create video clip files for all of the video clips contained in the IssueBuilder

Close – Closes the IssueBuilder window

Item Menu

Add Item – Presents a list of items that can be added to the IssueBuilder (same functionality that is offered by the toolbar).

Run – Causes the currently selected IssueBuilder Item to be displayed (except headings).

Expand Outline – Makes all indentation levels visible

Contract Outline – Makes only first indentation level items visible

Mark Item – Adds or removes a ‘**’ mark from the beginning of the selected IssueBuilder item(s)

Edit – Displays a dialog that allows you to modify the selected item’s description

Properties – Displays the IssueBuilder Properties Window

Insert Item from Global IB Item List - Presents a dialog for selecting IssueBuilders contained in the Global Issue Pool list. See the Using the IssueBuilder Global Pool topic.

Convert – Provides mechanism for converting text clips to text-video clips and visa versa

Word Wrap Item Descriptions – controls whether or not the IssueBuilder item descriptions will word wrap

Delete – Deletes the currently selected IssueBuilder Item(s)

Find – Presents a dialog box for doing a text search for the selected IssueBuilder

Find Next – Locates the next IssueBuilder with the current search criteria

Utilities Menu

Add Image Database Range – Allows user to add a group of images based upon database field values

Build Video Test Clips – Creates a random set of video clips for the purpose of confirming sync and video quality

Total Video Item Lengths - Displays the total video playback length the specified video items within the IssueBuilder

Modify all CourtViewer Layout Properties – Provides quick methods for modifying all of the CourtViewer display properties for all the items in the IssueBuilder

Test Video Clip End Point – Plays the last 5 seconds of the currently selected video clip

Update Image Descriptions - Displays a dialog for modifying all descriptions for Image Items in the IssueBuilder using specified field(s) from the Document Database or Document Page Database.

IssueBuilder Data Types

The following types of data files can be saved to and retrieved from an IssueBuilder. The icon to the left of each IssueBuilder item provides rapid identification of the data type referenced by that item.

Heading

The Heading data type can be added to IssueBuilders for organizational purposes. Headings can be displayed and moved just as other data types.



Text/Video

The Text/Video data type indicates an item wherein video is synchronized to text. When these items or "clips" are accessed, the text is displayed on the left half of the screen while the corresponding video is displayed in the upper right quarter of the screen. Or, if CourtViewer mode is enabled, the video is displayed in a full-screen mode. The corresponding text can also be displayed with the video in CourtViewer mode, if the Show Text option is enabled in IssueBuilder Item Properties.

Video-only items have no corresponding text, and may be animations or other types of video. Video-only files are displayed in the upper right quarter of the screen, or full-screen if CourtViewer mode is enabled. They are sometimes referred to simply as "Other Video."

Text

The Text data type refers to text-only segments with no associated video. Text-only segments are displayed in the text window on the left half of the screen or full-screen when CourtViewer mode is enabled.



Documents & Images

This data type is for images that are scanned or imported. Images are loaded into the active image window or displayed full-screen if CourtViewer mode is enabled.

Notes

These items are created through the Notes feature of Visionary. When retrieved, Notes are displayed in the pop-up Notes window. They may also be displayed full-screen if CourtViewer mode is enabled, and can be included in text searches.



Move Item

A Move Item is used when you wish to move an IssueBuilder item to a new location, during a CourtViewer presentation. For more information on how to do this, see IssueBuilder Display Properties.



Shell Execute Item

A Shell Execute Item will run a program outside of Visionary or in the case of PowerPoint you can launch a slide or a presentation in CourtViewer mode. Shell Execute items are also referred to as Application Documents under the Item menu from within an IssueBuilder, and as Program Executes from the IssueBuilder toolbar. For example, you can set up a Shell Execute item to open and display a text file in Notepad. For more information on how to perform a Shell Execute, see Shell Execute Properties.



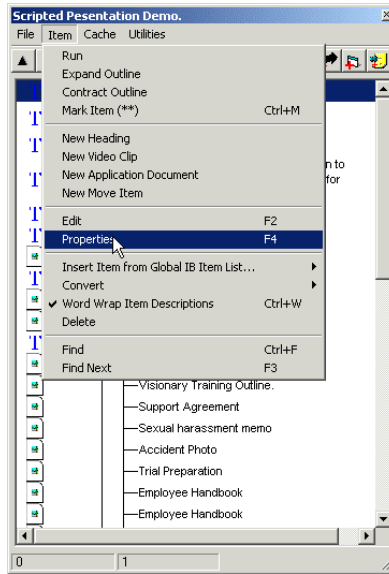
Video

The Text data type refers to text-only segments with no associated video. Text-only segments are displayed in the text window on the left half of the screen or full-screen when CourtViewer mode is enabled.

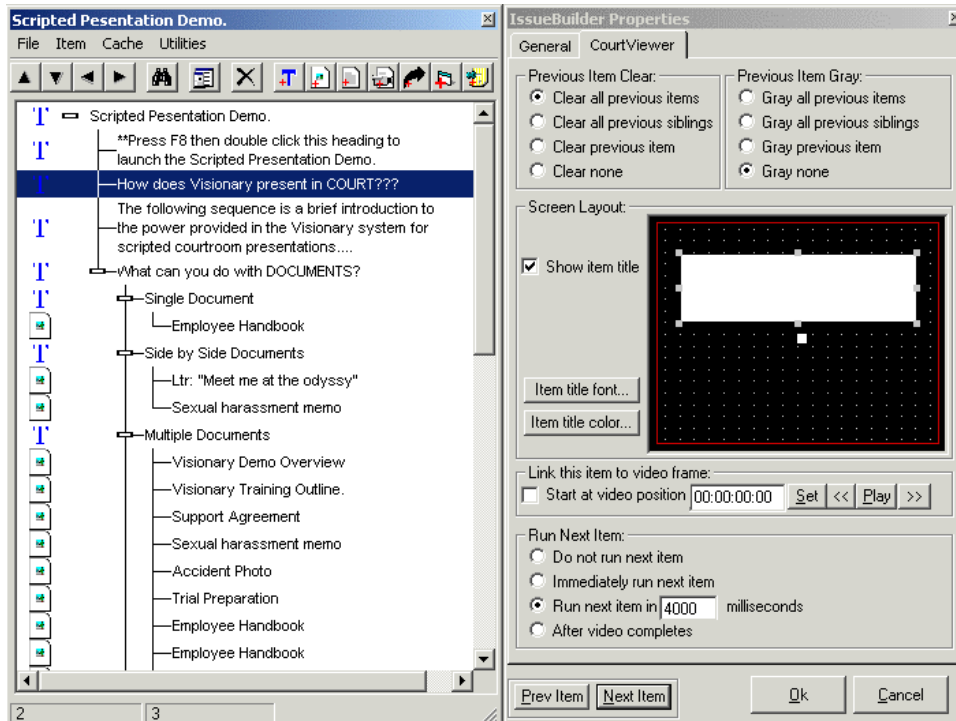
Scripting IssueBuilders

Creating scripted trial presentations prior to entering the courtroom can be a powerful, visually persuasive tool. Visionary provides the tools to precisely control where and when on the screen your material is displayed. This material, represented in the form of IssueBuilder items, can be manipulated in a number of ways.

To get you started understanding how dynamic presentations are created; take some time looking at the Scripted Presentation Demo IssueBuilder located in the Demonstration Case. First open the Scripted Presentation Demo IssueBuilder from the list of IssueBuilders. Select the first item in the list titled: Scripted Presentation Demo. Go to the *Item* menu on the IssueBuilder menu bar and select *Properties*.




Move the Scripted Presentation Demo IssueBuilder so that it is next to the IssueBuilder Properties window. From within the IssueBuilder Properties window, select the *Next* button. Notice how the highlighted item in the IssueBuilder has moved to the next item. Select the *Next* button again. Notice the Screen Layout portion of the IssueBuilder Properties, Run Next Item, Previous Item Clear, and Previous Item Gray options change.

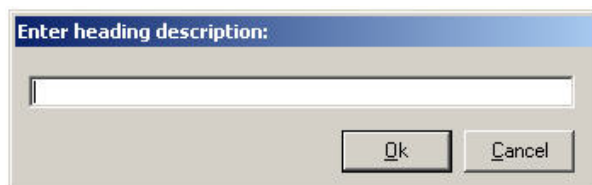


Adding Data in IssueBuilders


Adding Headings

To add a heading to an IssueBuilder

1. Open the IssueBuilder that is to receive the new heading
2. Highlight the IssueBuilder item directly above the location where you want the new heading to be placed.
3. Select the 'Item / Add / Heading' menu item or press the 'Add Heading' icon  on the toolbar
4. Enter the description for your new heading and press 'Ok'




Adding Images

 *Note: When you add an image to an IssueBuilder, you are actually creating a link to the image file as opposed to creating a copy of the image file. In addition, IssueBuilders store the zoom position and annotation settings from the image-viewing window*


Drag Drop Method

To add an image to an IssueBuilder using Drag/Drop:

1. Open the IssueBuilder that is to receive the image
2. Load the image that you wish to add to the IssueBuilder
3. Drag and drop the text Drag Icon  (located under the image window) onto the IssueBuilder. If you drop on an empty area of the transcript, the clip will be added to the end of the IssueBuilder. Otherwise, the item will be added as the last child of the item that you drag to.

Toolbar or Menu Method

To add an image from the IssueBuilder toolbar or menu:

1. Open the IssueBuilder that is to receive the image
2. Load the image that you wish to add to the IssueBuilder
3. On the IssueBuilder window, select the 'Item / Add / Image' menu item or press the 'Add Image' icon  on the toolbar.


Adding Transcript Clips

There are several ways to add transcript clips to IssueBuilders. Each of these methods is outlined below.

Drag Drop Transcript


To add a transcript clip to an IssueBuilder:

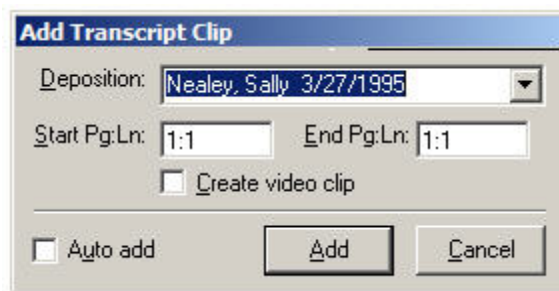
1. Open the IssueBuilder that is to receive the new clip

2. Highlight the section of the transcript to be added to the IssueBuilder
3. Drag and drop the text Drag Icon  (located under the text window) onto the IssueBuilder. If you drop on an empty area of the transcript, the clip will be added to the end of the IssueBuilder. Otherwise, the item will be added as the last child of the item that you drag to.

Clip Dialog

To add a transcript to an IssueBuilder with the Clip Dialog:

1. Open the IssueBuilder that is to receive the new clip
2. Select what is to be the parent item of the new clip. (to add a clip to the end of an IssueBuilder, select the first item)
3. (Optional) Highlight the section of the transcript to be added to the IssueBuilder
4. Press the Add Transcript Clip icon  or select the 'Item / Add / Transcript Clip' menu item from the IssueBuilder Window
5. Modify the clip properties as needed



Deposition – Identifies the deposition source

Start Pg:Ln – Start page and line for the clip

End Pg:Ln – End page and line for the clip

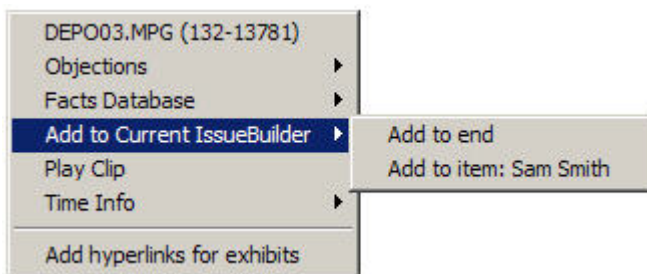
Create Video Clip – Option to make clip a text-video clip rather than a text clip

6. Press 'Add'

Transcript Popup Menu

To add a transcript to an IssueBuilder with the Clip Dialog:

1. Open the IssueBuilder that is to receive the new clip
2. Select the text for which you wish to create an IssueBuilder clip
3. Right-mouse click on the transcript to display the transcript popup menu
4. Select the 'Add to Current IssueBuilder' menu item and then select where the item should be placed




Add to end – Places the new transcript clip at the end of the IssueBuilder

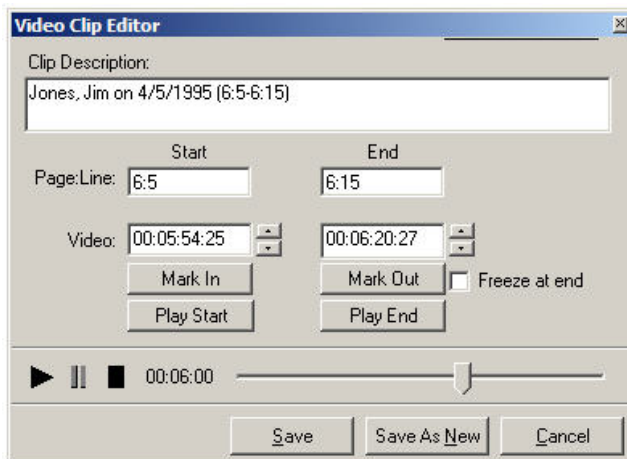
Add to item – Places the new transcript clip as the last child of the currently selected IssueBuilder Item

Adding Video Clips

Synchronized Transcript Clips

To add a video clip to an IssueBuilder:

1. Open the IssueBuilder that is to receive the new clip
2. Select the text for which you wish to create an IssueBuilder clip
3. Select the 'Item / Add / Video Clip' menu item or press the 'Add Video Clip' toolbar button  on the IssueBuilder window.
4. Adjust the clip parameters as needed in the clip editor dialog



Clip Description – The description that is displayed in the IssueBuilder.

Start/End Page: Line – Page line start and end that will be displayed when this clip is selected

Mark In/Out – Uses the current video position to sets either the start or end video time. These can be used while the video is playing


Play Start/End – Plays the start or end (last five seconds) of the clip

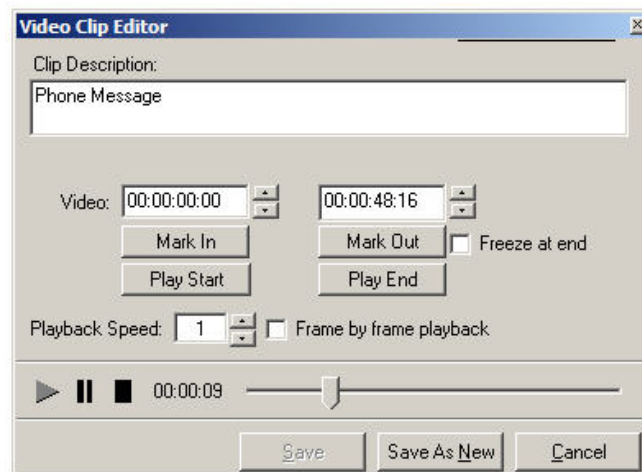
Freeze at end – Option to have the clip end on a freeze frame rather than clear the screen

5. Press the 'Save As New' button

Non-Synchronized Clips

To add a non-synchronized video clip to an IssueBuilder:

1. Open the IssueBuilder that is to receive the new clip
2. Start playing the video file for which you want to create the clip by double clicking on it in the 'Other Video' section of the Case Explorer
3. Select the 'Item / Add / Video Clip' menu item or press the 'Add Video Clip' toolbar button  on the IssueBuilder window.
4. Adjust the clip parameters as needed in the clip editor dialog



Clip Description – The description that is displayed in the IssueBuilder.

Start/End Page: Line – Page line start and end that will be displayed when this clip is selected

Mark In/Out – Uses the current video position to set either the start or end video time. These can be used while the video is playing

Play Start/End – Plays the start or end (last five seconds) of the clip

Freeze at end – Option to have the clip end on a freeze frame rather than clear the screen

Playback Speed – Sets the clip playback speed.


Frame by frame playback – Option to playback video one frame at a time; when in this mode the user uses the keyboard to move the video forward one frame at a time.

5. Press the 'Save As New' button

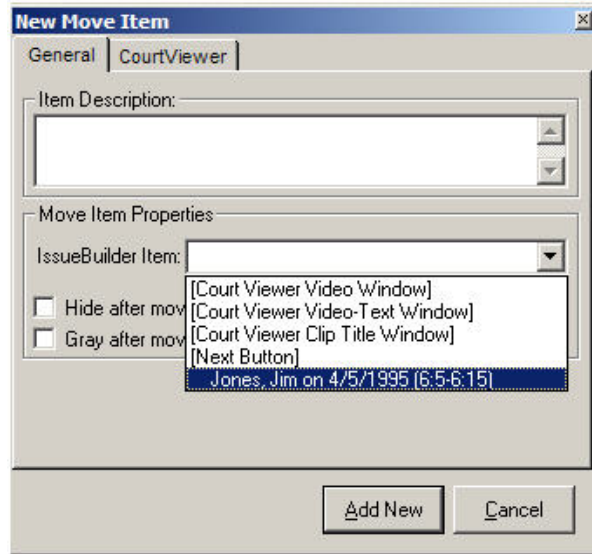
Adding Move Items

Move Items provide a mechanism for moving screen elements during a scripted presentation

To create a new move item:

1. Select the item in the IssueBuilder that immediately precedes where you want to place the new move item
2. Select the 'Item / Add / Move Item' menu item or press the 'Add Move Item' icon  on the IssueBuilder window.

3. In the 'New Move Item' dialog select the screen element that is to be moved.



Item Description – The description that will be shown in the IssueBuilder. A description will automatically be entered when you make an IssueBuilder item selection.

IssueBuilder Item – The IssueBuilder screen element that is to be moved. The drop down IssueBuilder list will reveal four standard screen elements (Video Window, Video-Text Window, Title Window, Next Button) and all of the IssueBuilder items that precede the currently selected item.

Hide after move – When checked, the selected screen element will be hidden

Gray after move – When checked, the selected screen element will be grayed (if that element supports this property)

4. On the CourtViewer tab, set the Move Item's screen position and other settings as you would for any IssueBuilder element. See the IssueBuilder Property Window topic for further details.

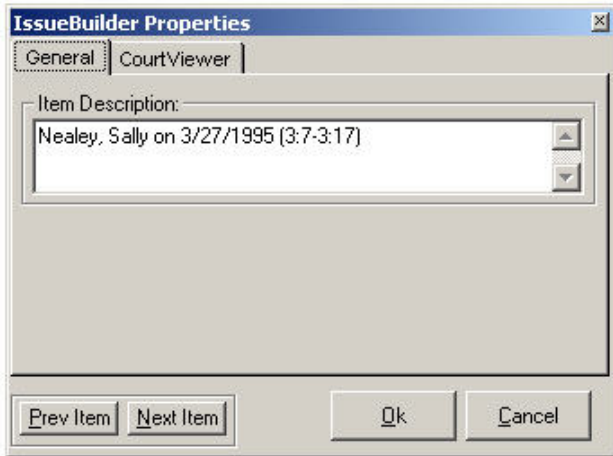
IssueBuilder Property Window

The IssueBuilder item properties window is used to modify item descriptions create Move Items and manage the CourtViewer scripting features.

To open the IssueBuilder Properties window:

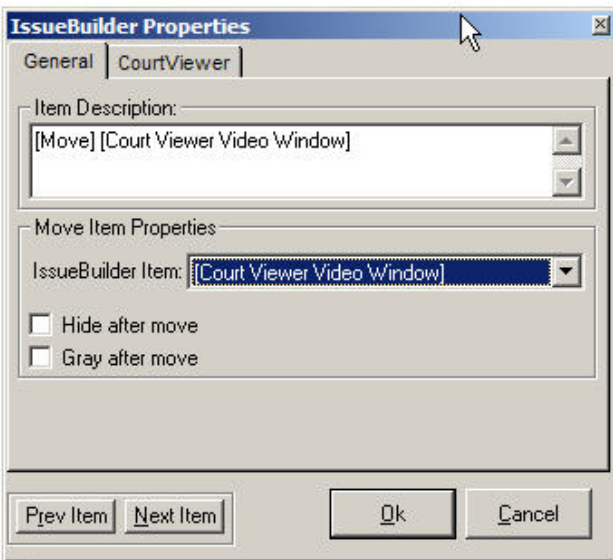
1. Open an IssueBuilder.
2. Select an IssueBuilder item.
3. Press the right mouse button to display the popup menu and select the 'Properties' menu item.

General Tab (Images, Video Clips, Text Clips)



Item Description – Designates what description will be displayed in the IssueBuilder for the current item.

General Tab (Move Items)



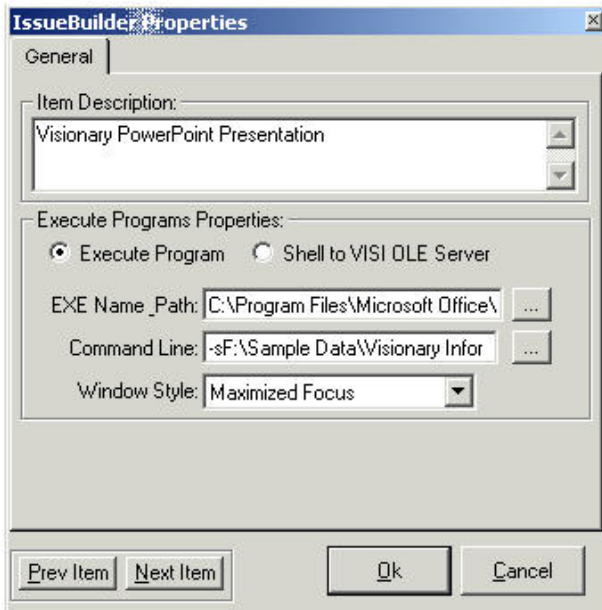
Item Description – Designates what description will be displayed in the IssueBuilder for the current item

IssueBuilder Item – Designates what IssueBuilder item or screen element will be moved. (Properties on the CourtViewer tab determine how & where things will be moved)

Hide after move – will cause the IssueBuilder item or screen element to be hidden when this IssueBuilder item is run.

Gray after move – Causes the identified IssueBuilder or screen element to be 'Grayed' after the move.

General Tab (Launch Application Items)



Item Description – Designates what description will be displayed in the IssueBuilder for the current item.

Execute Program – (default) this option indicates that a third party application is to be run.

Shell to VISI OLE server – Indicates that a custom Visionary OLE server object is to be called.

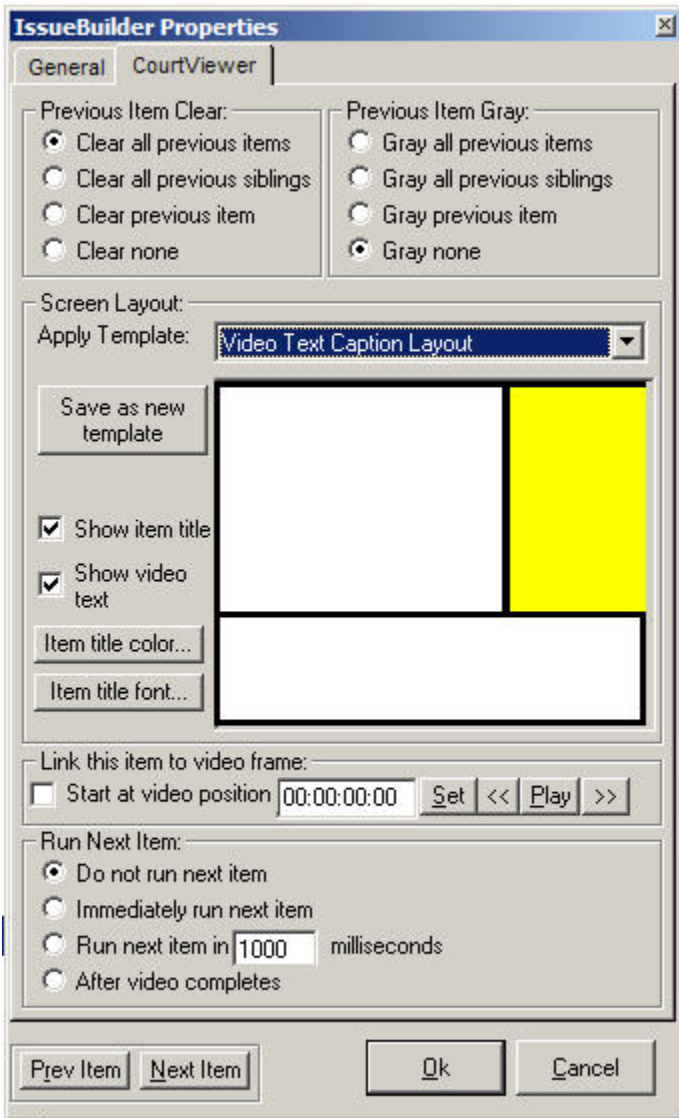
EXE Name & Path - Identifies the application file to be launched.

Note: If this is omitted, then Visionary will use the file extension of the file name identified in the Command Line parameter to determine what application file should be used.

Command Line – Usually used to identify the data file that the application file should use when opened, but may contain whatever instructions are supported by the application file.

Window Style – Determines how the new application should be opened on the Windows desktop.

CourtViewer Tab



Previous Item Clear – Designates what should happen to the IssueBuilder items on the screen when the current item is displayed.

Previous item gray – Sets whether or not items support 'graying' will be grayed when the current item is displayed. Has no effect if Previous Item Clean option clears the screen.

Apply template – This drop down box lists previously defined templates & selecting on will set all the CourtViewer properties to match the template.

Save as new template – Prompts you for a template name & then saves all the current properties with that template.

Show item title – If checked, the IssueBuilder description will be displayed.

Show video text – If checked a window that scrolls the transcript text will be displayed.

Item title color – Sets the title color.

Item title font – Sets the title font type & size.

Starts video position – When checked, this option delays the current item from being displayed until the video reaches the specified frame.

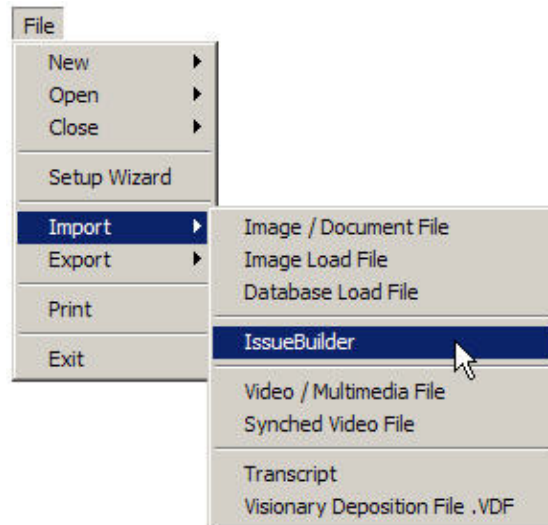
Run next Item – Determine when the next item is run.

Prev/Next buttons – Used to navigate through the IssueBuilder items.

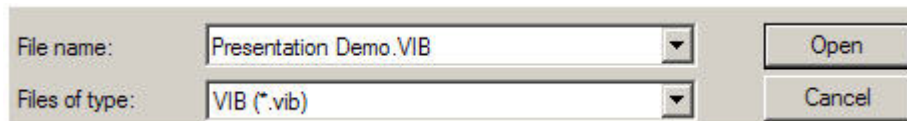
Importing IssueBuilders

To import an IssueBuilder:

1. Select the 'File/Import/IssueBuilder' menu item on the main window



2. Select the specific IssueBuilder file and file type

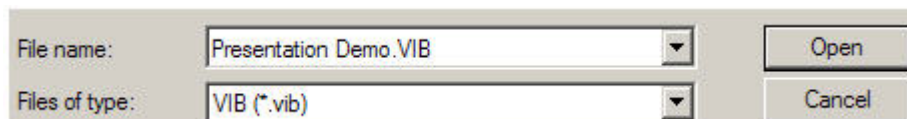


3. Click the 'Open' button
4. Upon completion, the "IssueBuilder Imported" window will open. Click the 'Ok' button to close this window.

Exporting IssueBuilders

To Export an IssueBuilder:

1. Select the 'File/Export/IssueBuilder' menu item on the main window
2. Select the IssueBuilder to be exported from the list on the "Select an IssueBuilder to Export" window. Click the "Export" button.
3. Enter the new file name in the "Save As" window
4. Select the export file format to be used from the 'Save As' dropdown list box



VIB Format

The .VIB IssueBuilder export format contains all of the information to transfer an IssueBuilder. This format is the preferred format to use when transferring IssueBuilder data from one computer to another or when backing up data.

Simple Text Format

Simple Text Format exports the IssueBuilder to an ASCII text file and includes IssueBuilder headings and may also include excerpts from transcripts. This export format is useful when you want to export transcript clips into a format that can easily be opened by MS Word or Word Perfect.


Formatted Text Format

The main reason that Visionary exports the to the Formatted Text format is that it imports this format. If desired, users can create outlines in MS Word or WordPerfect that conform to this format for import into Visionary. If you need to dissect IssueBuilder data for some purpose, consider using the CSV format described below. In most cases it is better to use the VIB format when you need to transfer IssueBuilders between cases or computers.

Comma Separated Value (CSV) Format

The CSV Format is a comma separated value format that is useful when you need to import IssueBuilder data into other litigation support programs or to be viewed and reorganized in spreadsheet programs like MS Excel. This format extracts IssueBuilder descriptions as well as information about the underlying data the IssueBuilder items refer. The first record (or line) in the CSV file identifies the database fields that are exported.

5. Click the 'Save Button'
6. Upon completion the "IssueBuilder Export window will be displayed. Click the 'Ok" button to close.

 *Note: VIB files contain pointers to data and not the actual data. Accordingly, if you export an IssueBuilder that points to 10 images and 5 video files and then import this IssueBuilder on another computer, it will only work properly if this second computer contains copies of the same data files.*

Shortcut Keys

All of your case transcripts, documents/images, video, and IssueBuilder items are accessible in CourtViewer mode via shortcut keys and expanding toolbars. All of the functionality of CourtViewer is available from the keyboard. The expanding toolbars never need to be used.

The following is a list of CourtViewer shortcut keys:

CourtViewer Shortcuts

Pressing These Keys	Performs This Action
ESC	Clear Screen
CTRL + X	Clear Screen
F12	Clear Current Image
Shift + F12	Clear Other Images
F11	Current Image Annotations Hide/Show
CTRL + D	Delete Current Image Annotations
END	Delete Last Annotation
DEL	Delete Selected Annotation
Move	Move
CTRL + W	Fit to Width Current Image Region
CTRL + H	Fit to Height Current Image Region
SHIFT + W	Fit to Width Current Image Full Screen
SHIFT + H	Fit to Height Current Image Full Screen
CTRL + M	Current Image Allow Move and Resize
ALT + 1	Current Image to Lower Left Corner
ALT + 2	Current Image to Bottom
ALT + 3	Current Image to Lower Right Corner
ALT + 4	Current Image to Left
ALT + 5	Current Image to Center
ALT + 6	Current Image to Right
ALT + 7	Current Image to Upper Left Corner
ALT + 8	Current Image to Top
ALT + 9	Current Image to Upper Right Corner
CTRL + C	Load Image Center Region
CTRL + L	Load Image Left Region
CTRL + R	Load Image Right Region
CTRL + T	Load Image Top Region
CTRL + B	Load Image Bottom Region
CTRL + Up Arrow	Current Image Rotation is 0
CTRL + Down Arrow	Current Image Rotation is 180
CTRL + Left Arrow	Current Image Rotation is 270
CTRL + Right Arrow	Current Image Rotation is 360
Scroll	Scroll
Arrow Keys + Image Must be Selected.	Scroll Current Image
CTRL + S	Current Image Scroll Bars On/Off
Zoom	Zoom
SHIFT + Left Mouse Button	Tear Out Select Position
CTRL + Left Mouse Button	Tear Out Centered

Annotation Tools	Annotation Tools
CTRL + 1	Crop Zoom
CTRL + 2	Highlight
CTRL + 3	Redaction
CTRL + 4	Box
CTRL + 5	Circle
CTRL + 6	Line
CTRL + 7	Arrow
CTRL + 8	Zoom
CTRL + 9	Hand Scroll
CTRL + 0	Pointer
Image Display	Image Display
Page Down	Next Page
Page Up	Previous Page
Other	Other
ALT + A	Admit Button
ALT + C	Screen Capture
CTRL + Page Down	Next IB Item
CTRL + Page Up	Previous IB Item
CTRL + ALT + P	Pause/Play Scripted IB
Video	Video
CTRL + P	Pause/Play Video
CTRL + ALT + [0-9]	Video Playback Speed
SHIFT + Right Arrow	Video Fast Forward
SHIFT + Left Arrow	Video Rewind
Load Prefix Change	Load Prefix Change
ALT + T	Trial Exhibit Number
ALT + D	Deposition Exhibit Number
ALT + Plus Key	Image ID
ALT + P	Page Number
ALT + I	IssueBuilder Item Number
ALT + Minus Key	Document ID
ALT + V	Image Views
Preset Buttons	Preset Buttons
SHIFT + CTRL + F1	Assign Current Image to Preset Button 1
SHIFT + CTRL + F2	Assign Current Image to Preset Button 2
SHIFT + CTRL + F3	Assign Current Image to Preset Button 3
SHIFT + CTRL + F4	Assign Current Image to Preset Button 4
SHIFT + CTRL + F5	Assign Current Image to Preset Button 5
SHIFT + CTRL + F6	Assign Current Image to Preset Button 6
SHIFT + CTRL + F7	Assign Current Image to Preset Button 7
SHIFT + CTRL + F8	Assign Current Image to Preset Button 8
CTRL + F1	Display Image for Preset Button 1
CTRL + F2	Display Image for Preset Button 2
CTRL + F3	Display Image for Preset Button 3
CTRL + F4	Display Image for Preset Button 4
CTRL + F5	Display Image for Preset Button 5
CTRL + F6	Display Image for Preset Button 6

CTRL + F7	Display Image for Preset Button 7
CTRL + F8	Display Image for Preset Button 8
Preset Buttons	Preset Buttons
CTRRT + ALT + T	Show/Hide Toolbars