

PRESENTING YOUR CASE



Table of Contents

































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




















Presentation Tool Changes	1
Presenting Your Case	4
Monitor Configuration	4
Learning About Presentation in TrialDirector	4
Presenting Exhibits and Other Items	4
Opening and Closing Presentation Mode	5
Presentation Toolbar	6
Tool Descriptions	7
Changing the Annotation Color	10
Positioning the Toolbar (Floating/Detaching and Docking/Reattaching)	11
Saving and Loading Toolbar Layouts	11
Restoring the Default Toolbar	12
Using the Presentation Zones	13
Zone Modes	13
Presenting Documents and Images	15
Presenting Digital Video Transcripts (DVTs)	16
Controlling the DVT	16
Displaying the Full DVT (Virtual Clip)	16
Setting the Layout of the Video and Transcript	17
Viewing Attached Exhibits	17
Annotating and Emphasizing the DVT	17
Enabling Closed Captions	18
Presenting Multimedia Files	19
Presenting Native Files	20
Controlling the Presentation Display	21
Expand a Zone	21
Drag an Item into Another Zone	21
Close an Item	21
Using Presentation Preview	22
Using Mirror Mode to Control Your Presentation Behind the Scenes	24
Using Annotations in Presentation	25
Using Callouts and Annotations in Transcripts and Video	26
Presentation Preferences	29
Saving and Loading Stages	31
Using Screen Snapshot and Grab Screen Commands	32

Presentation Tool Changes

TrialDirector 6 features a redesigned, dynamic [Presentation Toolbar](#), as well as new Exhibit Controls. Most tools feature a color palette that appears when you right-click on the tool.

	Old	New		Old	New		Old	New
Annotations	n/a		Stamps			Callout Zoom		
Arrow			Yes Stamp			Zoom Region		
Line			No Stamp			Projection Zoom (formerly Projection Zoom and Color Callout Border)		
Highlight			X Stamp			Capsule Projection		
Ellipse			Checkmark			Tear Out Projection		
Rectangle			Alphabet Stamp			Signature Compare		
Pen			Number Stamp			Moving Highlight		
Add Text Box			Select Custom Stamp	n/a		<p>Note: Zoom Full Page and Zoom Fit to Width have been moved to the Document/Image Control.</p>		
Blur	n/a		<p> Tip: Check www.indatacorp.com for the latest TrialDirector 6 tutorials.</p>					
Redaction								

	Old	New		Old	New	Omitted in TrialDirector 6	
Application	n/a		Other				
Show Annotations			Presentation Menu				New navigation tools enable you to access the next workbook. See Loading Items in Presentation Using the Toolbar.
Hide Annotations			Load Item				Transcript Search is no longer available.
Edit Annotations			Clear Tools	n/a			New navigation tools enable you to access the previous item. See Loading Items in Presentation Using the Toolbar.
Remover			Status Indicator (changes color)				Zone Shape Zoom is no longer available.
Undo	n/a		Replace Zone Enabled				The new Undo button reverses any action, including an annotation.
Redo	n/a		Push Zone Enabled	n/a			You can use the Hide Annotations tool or the Remover tool instead of erasing annotations.
Take Screen Snapshot			Select Zone/ Zone Indicator				Any screen snapshots you take are listed in a Snapshots workbook.

Save Stage	n/a		<p>Tip: You can set the size of this button in Presentation Preferences > Stage > Zone Indicator Sizing.</p>				<p>You can use the Select Zone/Zone Indicator button to set the zone before loading the next item.</p>
Hide/Show Presentation (formerly Screen Blanker)							<p>Use the new Select Zone/Zone Indicator button.</p>
Swap Zones	 						<p>You can use the Select Custom Stamp tool to select an image after you specify the folder containing custom stamps in Presentation Preferences > Tools > Stamps.</p>
Rotate Zones	 						<p>You can use the Select Custom Stamp tool to select an image after you specify the folder containing custom stamps in Presentation Preferences > Tools > Stamps.</p>
Clear Screen							<p>You can use the Select Custom Stamp tool to select an image after you specify the folder containing custom stamps in Presentation Preferences > Tools > Stamps.</p>

Presenting Your Case

Once you've organized and prepared your case, you are ready to plan the presentation. Whether you are presenting the case to colleagues or a jury, TrialDirector contains the dynamic tools you need to create a professional presentation. Features include side-by-side exhibit comparison, on-screen annotation tools, the ability to save your dynamic presentation at various points, and much more.

TrialDirector's Presentation interface appears on the [Presentation Preview](#) tab, as well as in a separate Presentation mode that opens in its own window. When you create workbooks and add or remove items in the main program, the same changes appear on the Presentation Navigation Tools if the case is open in Presentation mode.

Monitor Configuration

Dual monitors are ideal during presentation so that you can see the main TrialDirector window on one screen, and Presentation mode on the other (or displayed from a projector). You can set an option to control whether Presentation mode appears on the primary monitor or secondary monitor in [Presentation Preferences > Stage > General](#).

Learning About Presentation in TrialDirector

Before you jump into your first presentation, it's important to spend some time learning about the following:

- [Using the Presentation Zones](#)
- [Displaying Items in Presentation Mode](#)
- [Controlling the Presentation Display](#)
- [Using the Presentation Toolbar](#)
- [Using Presentation Preview](#)
- [Saving and Loading Stages](#)

Presenting Exhibits and Other Items

As you determine the types of exhibits and other items your presentation will include, review the topics that apply:

- [Presenting Documents and Images](#)
- [Presenting Digital Video Transcripts \(DVTs\)](#)
- [Presenting Multimedia Files](#)
- [Presenting Native Files](#)

Opening and Closing Presentation Mode

You can have both the main TrialDirector program and Presentation mode open simultaneously, or independently.



Tip: If you are using dual displays (for example, a laptop plus another monitor, or a laptop plus a projector), you can set Presentation mode to open on the secondary display in [Presentation Preferences > Stage > General](#).

To open Presentation mode, do one of the following:

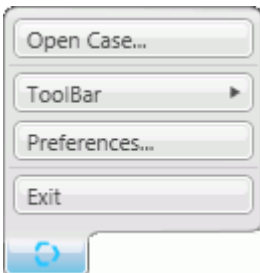
- In TrialDirector, click the **Presentation** button.
- In TrialDirector, open the **View** menu and click **Presentation mode**.
- On the Windows **Start** menu, under **All Programs**, expand **TrialDirector 6** and click **TrialDirector Presentation**. This option enables you to open Presentation mode separately.

To switch between the main TrialDirector window and Presentation mode:

Press **ALT+TAB**

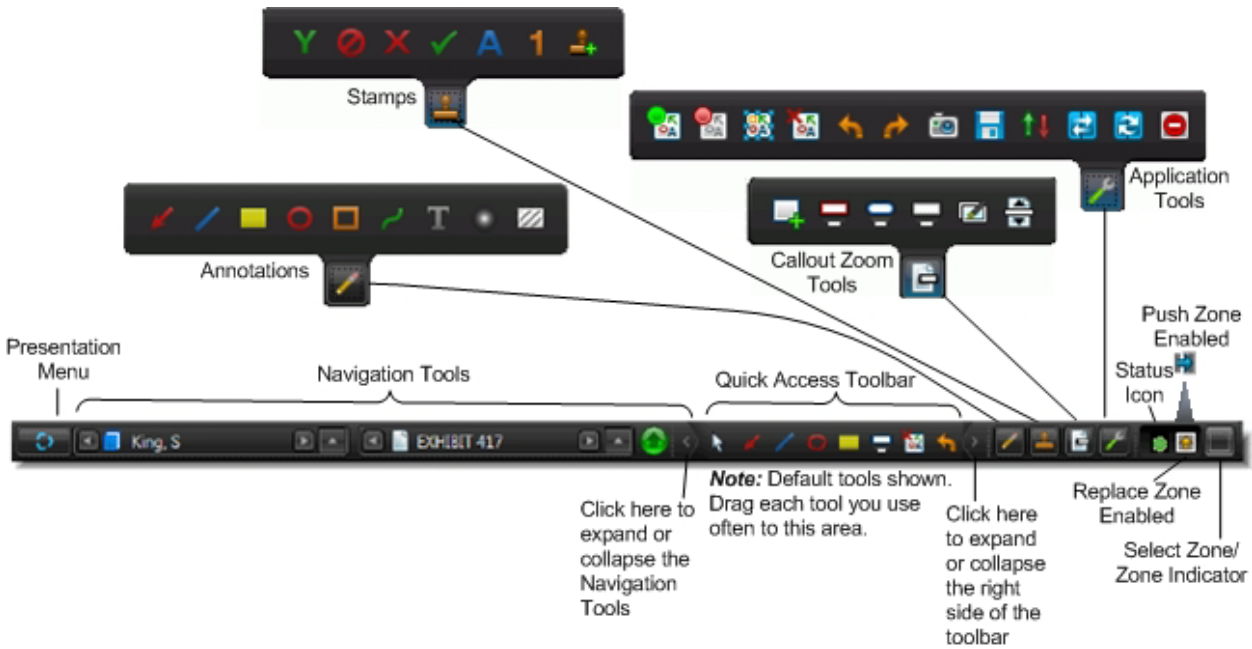
To close Presentation mode:

Click the button to open the Presentation Menu, and then click **Exit**. Click **Yes** to confirm you want to close the program.



Presentation Toolbar

The Presentation Toolbar enables you to annotate exhibits with arrows, highlights, callouts, and more. Many settings in [Presentation Preferences](#) influence how the tools work.












Topics:

- [Tool Descriptions](#)
- [Changing the Annotation Color](#)
- [Positioning the Toolbar](#)
- [Saving and Loading Toolbar Layouts](#)
- [Restoring the Default Toolbar](#)


Tool Descriptions

The following tables describe each of the tools available on the Presentation Toolbar.

Annotations

		Use to
Arrow		Click and drag to draw an arrow. The first point you click becomes the head of the arrow.
Line		Click and drag to draw a line. For example, you can use this tool to underline key information.
Highlight		Click and drag to highlight an area, such as text you want to emphasize.
Ellipse		<p>Click and drag to draw an ellipse.</p> <ul style="list-style-type: none"> •To draw a perfect circle, hold down SHIFT while you click and drag. •To ensure the point where you first click is in the center, hold down CTRL while you click and drag. <p>Note: You can use both of these options together.</p>
Rectangle		<p>Click and drag to draw a rectangle.</p> <ul style="list-style-type: none"> •To draw a perfect square, hold down SHIFT while you click and drag. •To ensure the point where you first click is in the center, hold down CTRL while you click and drag. <p>Note: You can use both of these options together.</p>
Pen		Click and drag to draw freeform with the pen.
Add Text Box		Click and drag to add a text box, sizing the default "Select text to edit" entry to the desired font size. Then use the Edit Annotations tool to delete the default text and add your own.
Blur		Click and drag to blur an area, such as a person's face in a photo or video.
Redaction		<p>Click and drag to draw a redaction box.</p> <p>Note: You can enable/disable borders and "redacted" text in Presentation Preferences > Tools.</p>



Stamps





		Use to
Yes Stamp		Click and drag to place the YES stamp and size it as needed.
No Stamp		Click and drag to apply the no symbol and size it as needed.
X Stamp		Click and drag to apply the X stamp and size it as needed.
Checkmark		Click and drag to apply the checkmark stamp and size it as needed.
Alphabet Stamp		Click and drag to apply the selected Alphabet stamp and size it as needed. To select a different letter, click and hold this button until the palette appears. Then, select the correct letter.
Number Stamp		Click and drag to apply the selected Number stamp and size it as needed. To select a different number, click and hold this button until the palette appears. Then, select the correct number.
Select Custom Stamp		Click and drag to apply the selected custom stamp and size it as needed. To select a different custom stamp, click and hold this button until the palette appears. Then, select the correct number.

Callout Zoom Tools















Tip: After using one of these tools, you can quickly change the area that is projected by holding down the right mouse button and selecting a different part of the text, image, or video.

		Use to
Zoom Region		Click and drag to select an area that will be enlarged to fit the current zone.
Projection Zoom (formerly Projection Zoom and Color Callout Border)		Click and drag to project an enlarged area in a rectangular box with the original item remaining in the background. To change the border color, right-click this tool. Note: You can set several options for Projections in Presentation Preferences > Tools

Capsule Projection		Click and drag to project an enlarged area in an oval with the original item remaining in the background. To change the border color, right-click this tool.
Tear Out Projection		Click and drag to project an enlarged area in a box with ragged edges as if the area has been torn from the original. To change the border color, right-click this tool.
Signature Compare		Click and drag to select an area to display as a separate image. Then, repeat in another area (or as many areas as needed) for comparison purposes.
Moving Highlight		Click and drag to draw a highlighted area. As you scroll, the highlight appears to move as different parts of the text/image move into the area.

Application Tools

		Use to
Show Annotations		Display all annotations to items in all zones.
Hide Annotations		Hide annotations and stamps on items in all zones. Note: Callouts/Projections are not hidden.
Edit Annotations		Edit, move, or reshape annotations. After you select this tool, click on the annotation. A pale blue box appears that enables you to manipulate the annotation.
Remover		Delete annotations individually. After you select this tool, click on the annotation you want to remove.
Undo		Reverse the last action. You can continue clicking to step back through a series of steps.
Redo		Redo the previous action after using the Undo tool. You can continue clicking to step forward through a series of steps after multiple uses of Undo.

Take Screen Snapshot		Capture a static image of the entire Presentation display. The new image is automatically associated with the item that is active at the time of capture. See Using Screen Shapshot and Grab Screen Commands .
Save Stage		Save the dynamic layout of your presentation at any point in time. See Saving and Loading Stages .
Hide/Show Presentation (formerly Screen Blanker)		Temporarily hide all items in all zones, then click again when you are ready to display them.
Swap Zones		Switch the position of two items.
Rotate Zones		Move zones one counter-clockwise rotation.
Clear Screen		Close all items in all zones without saving any annotations.

Changing the Annotation Color



Tip: You can create multiple instances of tools on the Quick Access Toolbar with different color settings. For example, if you often use both black redactions and a custom color, you can drag each of these to your Quick Access Toolbar. As with the other annotations, redactions have unlimited color possibilities.

1. To change an annotation color, click the button to open to open the toolset. Then, right-click the tool to open the color palette.
2. Select the desired color from the palette, or click the last (striped) button to open a custom Color Selection dialog box and specify a color. You can also set the level of opacity.

The selected tool will display the new color until you change it, or until you open the Presentation menu, point to Toolbar, and click Restore Defaults.

Positioning the Toolbar (Floating/Detaching and Docking/Reattaching)

The Presentation Toolbar can be detached, repositioned, and expanded to display a tool palette. If a secondary monitor is enabled, consider detaching the toolbar and moving it to the secondary monitor to keep jurors' attention focused on the exhibits shown on the primary monitor.

To detach (float) the toolbar

1. On the Presentation menu, point to **Toolbar**, and then click **Detach Toolbar**.
2. Click on the left end of the toolbar and drag it to any location on the screen, or to a secondary monitor (if enabled).

To display or hide the expanded palette

1. While the toolbar is detached, click the button on the far right to display the expanded palette.
2. Click the button at the top right of the palette to hide it and return to the detached toolbar.

To reattach (dock) the toolbar

On the Presentation menu, point to **Toolbar**, and then click **Reattach Toolbar**.

Saving and Loading Toolbar Layouts

Presentation Mode automatically preserves your changes to tool settings (such as color), and the Quick Access Toolbar between sessions. However, if multiple users share one computer or you want to use different toolbar configurations with different cases, you should save the toolbar layout and load it when needed. You can save and load toolbar layouts from any file location.

To save a custom toolbar layout

1. On the Presentation menu, point to **Toolbar**, and then click **Save Toolbar Layout**.
2. In the **File name** box, type a name for this toolbar layout.
3. Click **Save** to save the current toolbar layout as a (*.ttb) file.

To load a saved toolbar layout

1. On the Presentation menu, point to **Toolbar**, and then click **Load Toolbar Layout**.
2. Select the saved toolbar layout (*.ttb) file.
3. Click **Open**.

Restoring the Default Toolbar

Presentation Mode automatically preserves your changes to tool settings (such as color), and the Quick Access Toolbar between sessions. However, if needed, you can restore the toolbar to the default settings.

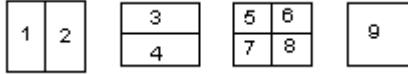


Caution: Unless you save the current toolbar layout first, all changes to tool settings and the Quick Access Toolbar will be lost.

On the Presentation menu, point to **Toolbar**, and then click **Restore Defaults**.
The toolbar is immediately reset.

Using the Presentation Zones

The Presentation area is divided into nine zones that you can use to display multiple case items at the same time in different positions, or one item on the full screen (called zone 9). The image below shows the available zones:



Before you begin displaying items in Presentation mode, keep the following in mind about zones:

- You can use any combination of zones as long as they do not overlap. For example, you could use zone 1 for a document, zone 6 for a surveillance video, and zone 8 for a related graphic.
- You can set the default zone to use and other zone settings in [Presentation Preferences > Stage > Zones](#).

To select a particular zone before you load an item, do one of the following:

- Move your mouse over the Select Zone/Zone Indicator icon at the far right end of the Presentation Toolbar until the rectangle appears over the zone you want to use, then click the mouse.





- Press the corresponding function key on the keyboard (i.e., F1= zone 1, F2=zone 2, and so on).
- Scan the barcode associated with the zone.


Once a zone is selected, you can load an item into that zone. Each zone is independent of the other zones, which means that you can load and annotate an item in any zone without affecting the items in the other zones.

Zone Modes

The active Zone Mode influences how items move around the screen as you load and close exhibits. The icon for the active Zone Mode appears on the far right end of the [Presentation Toolbar](#).

 **Tip:** In addition to using the function keys described in the table below, you can click the icon to toggle between Push Zone and Replace Zone.

Mode	Description
Push Zone [F12] 	<p>Push Zone Mode enables you to add an item to a specific zone. If you add an item to a zone that is already displaying an item, the old item is moved into another zone (unless you are adding an item into zone 9, which cannot be used concurrently with any other zone).</p> <p>For example, adding an item into zone 1 will automatically move the item previously in zone 1 into zone 2. Any item previously in zone 2 will be moved off the display. For more information, see Zone Activity in Push Zone Mode.</p>

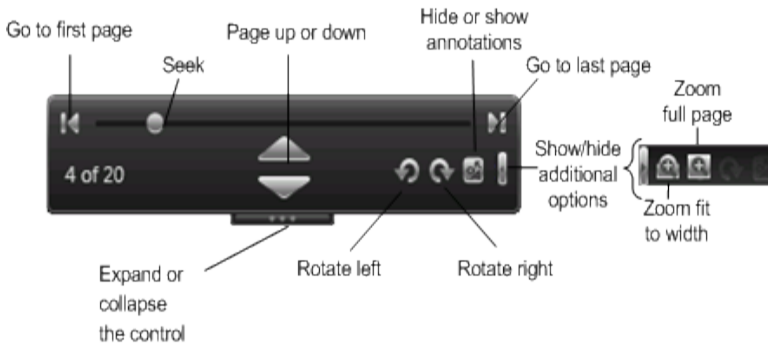
<p>Replace Zone [F11]</p> 	<p>Replace Zone Mode allows you to replace the item in the active zone with a new item while leaving items in other zones in place.</p> <p>Example:</p> <ol style="list-style-type: none">1. Load an item into zone 1 by pressing [F1] and then typing the Item ID or scanning the appropriate barcode.2. Then load an item into zone 2 by pressing [F2] and then typing the Item ID or scanning the appropriate barcode.3. Replace the item in zone 1 with a new item by pressing [F1] to make zone 1 active, pressing [F11] to select the Replace Zone Mode, and then typing the Item ID. <p>A small icon will appear on the right side of the toolbar to indicate you are in Replace Zone Mode.</p>
<p>Transfer Zone [F10]</p>	<p>The Transfer Zone Mode allows you to transfer the item in the active zone into another zone.</p> <p>Example:</p> <ol style="list-style-type: none">1. From a blank display, load an item into zone 9 by pressing [F9] and then typing the Item ID.2. Transfer the item into zone 3 by pressing [F10] to enter Transfer Zone Mode and then pressing [F3] to move the item into zone 3. <p>After one transfer is made in Transfer Zone Mode, TrialDirector reverts back to Push Zone Mode or Replace Zone Mode, depending on which one was most recently enabled.</p>

Presenting Documents and Images

When you load a document, a photo, or other graphic image on to the Presentation display, each image is displayed as large as possible in the selected zone.

After you load the file, the control bar appears collapsed beneath it: 

Click on it to expand the full controls:



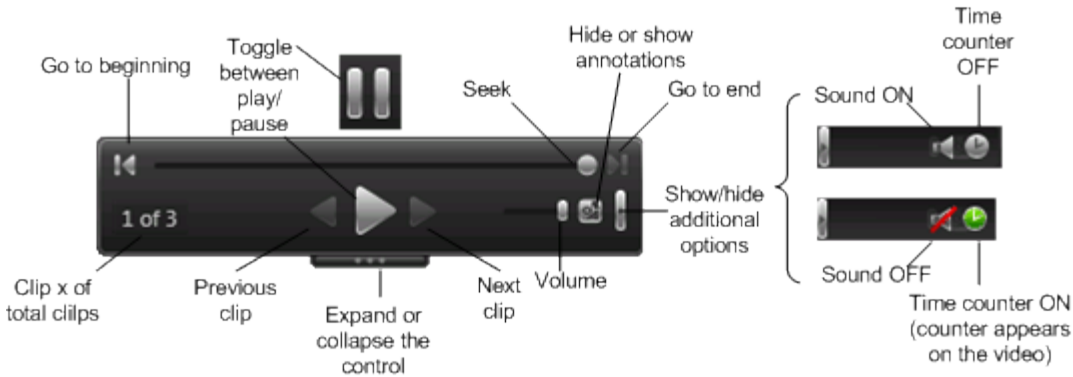
Keep the following in mind as you prepare a presentation that includes images:

- To keep the jury from seeing the control bar, use [Mirror Mode to control your presentation from behind the scenes](#).
- You can use the **[Page Up]** and **[Page Down]** keys on your keyboard instead of the buttons on the control bar to page through imaged documents.
- You can move images around the Presentation display (see [Controlling the Presentation Display](#)).
- You can use the tools on the [Presentation Toolbar](#) to annotate and emphasize images.
- Changes you make to an image in Presentation mode *are not* permanent. However, you can use the [Save Stage](#) tool to save the dynamic layout, or the [Screen Snapshot](#) tool to capture a static image of the entire screen with all annotations.

Presenting Digital Video Transcripts (DVTs)

When you load a DVT on to the Presentation display, the control bar appears collapsed beneath it: 

Click on it to expand the full controls:

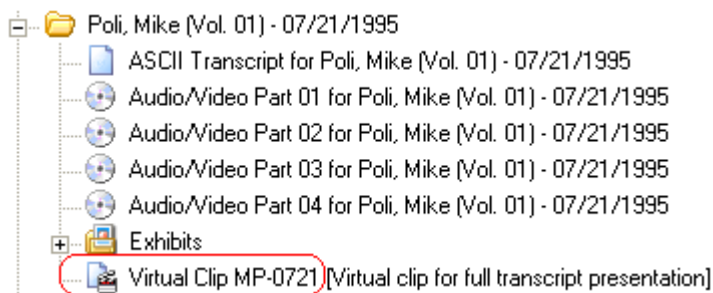


Controlling the DVT

- To keep the jury from seeing the control bar, use [Mirror Mode to control your presentation from behind the scenes.](#)
- When you load a DVT in Presentation mode, TrialDirector will either begin playing it immediately or wait for you to click the Play button, depending on the default preference selected (see [Presentation Preferences > Exhibits > Digital Video Transcripts > DVT Play Options](#)) and whether you set an override in the clip properties. You can also set options to control whether DVTs automatically close when they finish playing, or remain open and paused.
- To toggle between pause and play, double-click anywhere on the video.
- When you use the controls to move to different points in the video, the transcript text is automatically repositioned when the video resumes playing.

Displaying the Full DVT (Virtual Clip)

- Transcript Manager automatically creates a virtual clip for each DVT that enables you to play the entire DVT in Presentation mode. It appears as "Virtual Clip (ID)" in Transcript Explorer under the deponent's name. Example:



- To display the transcript only (no video), type the **Clip ID** followed by **:T** and press **ENTER**. Using the example above, you would type:
MP-0721:T
After the transcript appears, you can type **-pg##** and press **ENTER** to go to a specific page in the transcript. To go

to page 3, you would type:
-pg03




Setting the Layout of the Video and Transcript

- The options in [Presentation Preferences > Exhibits > Digital Video Transcripts](#) give you control over the default layout of the video and transcript text, how text is highlighted, fonts, and more. Spend some time experimenting with these settings, and expand the Information text in Presentation Preferences for more information.
- You can move DVTs around the Presentation display the same way you move images (see [Controlling the Presentation Display](#)).
- To change the layout position of the video and transcript on-the-fly during presentation, press **CTRL + TAB**. A popup selection box appears where you can select a different layout.

Viewing Attached Exhibits

- If you've attached exhibits to a transcript in Transcript Manager, each exhibit automatically appears at the right time when you present the DVT.
- You can specify whether attached exhibits open in Zone 1 (to the left of the DVT) or Zone 2 (to the right of the DVT) in [Presentation Preferences > Exhibits > Digital Video Transcripts > Linked Exhibits](#).
- You can annotate the exhibit just as if you loaded it yourself, though you may want to pause the DVT while you do so.
- Provided you specified when to clear the attached exhibit in Transcript Manager, it will close at the appropriate time. However, you can also hover over the top right corner to access the controls that enable you to close it, maximize it, or move it to a different zone. (See [Controlling the Presentation Display](#) for more information.)

Annotating and Emphasizing the DVT

- You can use tools on the [Presentation Toolbar](#) to annotate and emphasize aspects of a running video and the transcript text.
- Consider using Callout Zoom tools , such as **Projection Zoom**  or **Capsule Projection**  to draw the jury's attention to the deponent's face.

Enabling Closed Captions


To enable closed captioning on-the-fly during presentation, type **-CC** and press **ENTER**. (Repeat this command to disable closed captioning.)



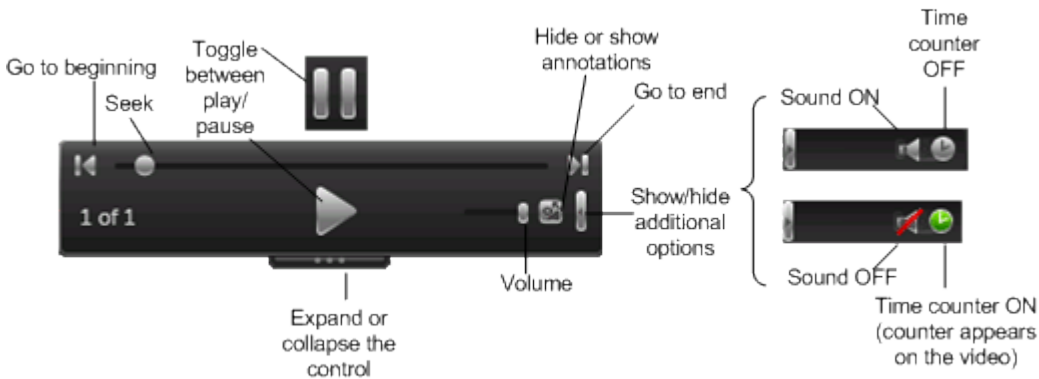
Closed Captioning

Presenting Multimedia Files

In TrialDirector, any audio or video file that is not associated with a transcript is referred to as a multimedia file. Surveillance videos and phone recordings are examples.

After you load a multimedia file, the control bar appears collapsed beneath it: 

Click on it to expand the full controls:



Keep the following in mind as you prepare a presentation that includes multimedia files:

- To keep the jury from seeing the control bar, use [Mirror Mode to control your presentation from behind the scenes](#).
- When you load a multimedia file in Presentation mode, TrialDirector will either begin playing it immediately or wait for you to click the Play button, depending on the preference selected (see [Presentation Preferences > Exhibits > Multimedia](#)). You can also set a preference to control whether multimedia files automatically close when they finish playing, or remain open and paused.
- You can display and play up to four videos simultaneously.
- You can move multimedia files around the Presentation display the same way you move images (see [Controlling the Presentation Display](#)).
- You can use tools on the [Presentation Toolbar](#) to annotate and emphasize aspects of a running video. For example, you could use the Blur tool to make a face unidentifiable, use the Ellipse tool to draw a circle around a key item, and use the Projection Zoom tool to enlarge a license plate.
- To toggle between pause and play, double-click anywhere on the video.

Presenting Native Files

TrialDirector displays native files, such as Microsoft Office files, in Presentation mode using the appropriate program or viewer. See Supported File Formats for a complete list of supported native file types.

When you load a native file in Presentation and click on it, the embedded program becomes active and you use its tools to manipulate the file. You can set options in [Presentation Preferences > Exhibits > Native Documents](#) to control some aspects of how native files appear.



Notes:

- With the exception of PDF files (see Advanced PDF Support Features), you cannot use TrialDirector tools to annotate native files. Annotate all other native files using the programs the files were created in.
- You cannot present carousels containing Microsoft Office files.

Controlling the Presentation Display

TrialDirector gives you complex control of the items on the Presentation display. By selecting specific [zones](#) and using different zone modes, you can control where items are displayed and how they move around the Presentation display.

You can also manually expand a zone, drag an item into another zone, or close an item using the controls that appear when you move your mouse over the top right corner of any exhibit.



Expand a Zone

To expand a zone, click the **Maximize Zone** button on the zone header controls.

To retract an expanded item, click the button again.

Drag an Item into Another Zone

1. To move an item into another zone, position the cursor over the **Click and Drag To Move Zone** button on the zone header controls until the four-sided arrow appears.
2. Click and drag the mouse pointer to the center of the zone where you want the item to be displayed.
3. Check the [Select Zone/Zone Indicator](#) to ensure that the target zone is selected, as indicated by a red outline.
4. Release the mouse.

The item will move to the selected zone.

Close an Item

To close an item, click the **Close Zone** button on the zone header controls.

Using Presentation Preview

As you organize your case and prepare for trial, you can use the Presentation Preview tab on the right side of the screen to see what any item in your case will look like when it is presented without having to stop and launch Presentation mode. Simply drag any item from Case Explorer or Document Manager to the Presentation Preview tab.

When you are ready to present your case, Presentation Preview becomes a powerful tool for controlling your presentation behind the scenes using dual displays (i.e. your laptop with TrialDirector running as the primary display, and a courtroom projector showing Presentation mode as the secondary display). You can use either of these methods, and switch between them as needed:



Present Preview (Mirror Mode Off) - Prepare and preview on-the-fly enhancements to your presentation on your laptop without impacting an ongoing presentation. At the proper moment, you simply click a button to insert the new information into the live presentation and the jury never sees you miss a beat. [More Information](#)




Mirror Mode - Make real-time changes and control your live presentation entirely from Presentation Preview. The jury sees your annotations as you make them, views a video as you click play, etc. but never sees the tools or controls. The Presentation Toolbar is automatically hidden in Presentation mode as soon you enable Mirror Mode. [More Information](#)

Regardless of the way you use it, Presentation Preview works just like Presentation mode and includes its own [customizable toolbar](#) that is saved separately from the toolbar in Presentation mode.

To push Presentation Preview over to the Presentation display



Notes:

- The Presentation Preview screen replaces the entire Presentation display when you click Present Preview. (For example, if an exhibit is open in zone 2 in Presentation mode, and you load a different exhibit in zone 1 in Presentation Preview, when you push it over the exhibit in zone 2 will close.)
 - Native file documents, such as Microsoft Word or PowerPoint, will open to page 1 when transferred to the active Presentation display. If a specific page is desired, be prepared to move to that page. This limitation does not apply to PDF files.
1. Ensure the secondary display is enabled in Windows. (See Windows **Start > Help and Support** for more information.)
 2. Ensure [Presentation Preferences > Stage > General > Display](#) is set to **Secondary Monitor**.
 3. Drag the item from Case Explorer or Document Manager to the Presentation Preview tab and prepare it as needed using any of the presentation tools.
 4. If needed, move the item to the appropriate [zone](#).
 5. Click  **Present Preview**

To clear Presentation Preview (discarding any annotations)

Click  **Clear Presentation**



Tips:

- If Mirror Mode is enabled, clicking **Clear Presentation** clears both the Presentation Preview tab and the actual Presentation.
- Consider using the [Save Stages](#) feature to preserve the display before you click **Clear Presentation**.

Using Mirror Mode to Control Your Presentation Behind the Scenes


When you enable Mirror Mode on the [Presentation Preview](#) tab, you take control of the active presentation from behind the scenes. Mirror Mode is designed for situations when you have dual displays connected to your computer (for example, your laptop with TrialDirector running as the primary display, and a courtroom projector showing Presentation mode as the secondary display). As you drag items on to the Presentation Preview tab and use the Presentation Toolbar to add annotations, the same changes appear simultaneously on the Presentation display without toolbars or controls to distract the jury.

Before Enabling Mirror Mode

- Ensure the secondary display is enabled in Windows. (See Windows **Start** > **Help and Support** for more information.)
- Ensure the [Presentation Preferences > Stage > General > Display](#) is set to **Secondary Monitor**. (Mirror Mode will work if both the main program and Presentation mode are using the same display, but for practical purposes Presentation mode should be configured to open on a secondary display.)
- Practice your presentation. Remember that when Mirror Mode is enabled, everything you do is live.

To Activate Mirror Mode

Click 

When Mirror Mode is enabled, the button looks like this: 

As soon as Mirror Mode is enabled, the Presentation Toolbar and all controls are hidden in Presentation mode. Click the button again at any time to turn Mirror Mode off. You can then work on the Presentation Preview tab independently from the live Presentation and [push the changes over](#) when you are ready.

Using Annotations in Presentation

TrialDirector gives you the flexibility to pre-treat items in Case Explorer or Document Manager, or to make annotations on-the-fly while you present your case. Use any of the tools on the [Presentation Toolbar](#) to apply annotations, regardless of whether you're working in Presentation Preview or in Presentation mode.

Most tools feature a color palette that appears when you right-click on the tool.



Tips:

- If you've used prior versions of TrialDirector, refer to the [Presentation Tool Changes](#) tables while you make the transition to the new interface.
- Hold your mouse over any tool to view a tooltip. Then, spend some time practicing using each tool.
- To quickly undo an annotation while drawing, press **ALT**.
- Drag the tools you use most often to the Quick Access Toolbar.
- Use the [Save Stage](#) tool to preserve your on-the-fly annotations. When you load the saved stage, you can resume working with the annotations right where you left off.

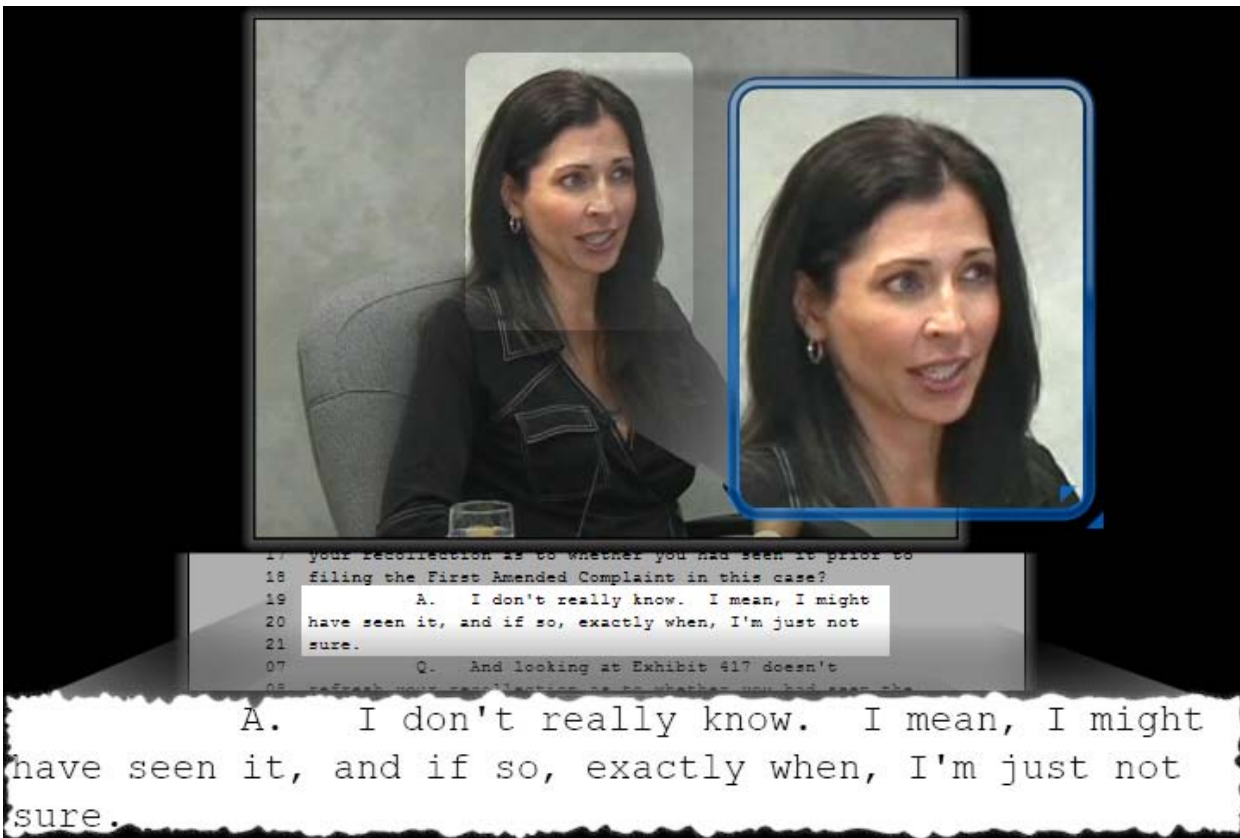
Using Callouts and Annotations in Transcripts and Video

Just as you can use callouts and annotations to emphasize text in documents, you can use them to emphasize graphic images, moving video, and moving transcript text.

Simply select a tool on the [Presentation Toolbar](#), then click-and-drag over the area you want to emphasize. Several examples are shown below.

 **Tip:** To quickly change the area that is projected, hold down the right mouse button and select a different part of the text, image, or video.

Video Transcript Emphasized with Projection Zoom and Tear Out Projection



Transcript Emphasized with Ellipse

13 Q. BY MR. Bond: 417 is the document
14 that's been produced to us by Greerborne as the Greerborne
15 phone log with respect to the Cave-Corp transaction.

16 Reviewing that document, does it refresh
17 your recollection as to whether you had seen it prior to
18 filing the First Amended Complaint in this case?

19 A. I don't really know. I mean, I might
20 have seen it, and if so, exactly when, I'm just not
21 sure.

07 Q. And looking at Exhibit 417 doesn't
08 refresh your recollection as to whether you had seen the
09 phone log prior to the time that you filed the First
10 Amended Complaint; is that correct?

11 A. Well, it's a pretty big document. So,
12 it's not like I've looked at it. I've glanced at the
13 first page or two and kind of skimmed through it here.

14 Doesn't really refresh my recollection.
15 You know, like I say, if it was in that batch of
16 documents that came over, then we would have looked at
17 it. We were told we got op. man.'s entire file.
18 Whether that's accurate, I don't know. But we were told
19 we had the entire file of op. man., which was the unit

Surveillance Video Emphasized with Projection Zoom

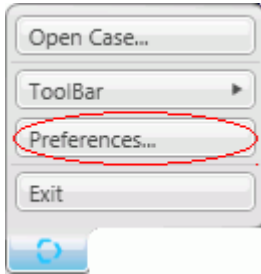


Presentation Preferences

Presentation Preferences enable you to customize the look and feel of your presentations, toolbar visibility, exhibit behavior, hotkeys, and much more.

To open Presentation Preferences, do one of the following:

- From Presentation mode, click the Presentation menu button (far left), and then click **Preferences**.



- From the main TrialDirector window, open the **View** menu and click **Presentation Preferences**.

Spend some time viewing the available options before you plan your next presentation. As you do this, click to expand or collapse groups of options as needed, and expand the Information text to learn more about specific options.



The following table lists some of the commonly used settings and where to locate them in Presentation Preferences.

To do this...	Set this option...
Look & Feel	
Change the background color (theme)	Stage > Appearances > Select a Theme
Change the type of information that appears at the top left corner of exhibits (or hide it completely)	Stage > Zones > Caption Boxes
Make Presentation Mode open on your secondary monitor or projector	Stage > General > Secondary Monitor
Change the font of transcript text and closed captions	Exhibits > Digital Video Transcripts > Fonts and Exhibits > Transcripts > Fonts
Line thickness of all annotations (arrows, ellipses, etc.)	Tools > Annotations
Stop the lines from appearing when you use Projection Zoom	Tools > Projections > Show Projection Lines (disable)
Action	
Make videos start playing immediately after they're loaded	Exhibits > Multimedia > Startup Behavior and Exhibits > Digital Video Transcripts > DVT Play Options > Startup Behavior
Make videos close automatically after they finish playing	Exhibits > Multimedia > Shutdown Behavior and Exhibits > Digital Video Transcripts > DVT Play Options > Shutdown Behavior
Make exhibits open in a certain zone even if you don't select it first	Stage > Zones > Default Zone Placement
Make all linked exhibits open in a certain zone when DVTs are playing	Exhibits > Digital Video Transcripts > Linked Exhibits
Set up custom keystrokes to control your presentation	Hotkeys

Saving and Loading Stages

As you work in Presentation mode loading exhibits into zones and using tools as needed, your work area serves as a stage that shows jurors everything you do. Setting up this stage and saving it prior to your courtroom presentation can prevent mistakes and save time. Unlike screen snapshots, this feature saves the layout of the actual exhibits. Simply load a saved stage and begin playing video, page through a transcript, or do anything else you would normally do in your presentation.

You can save as many stages as needed and load the stage you need at the right time from a list in Presentation mode. This feature also comes in handy when your presentation is interrupted. For example, if court breaks for lunch, use Save Stage so that you can quickly return to where you left off when court resumes.



Tips:

- Because a saved stage retains the history of actions that you did prior to saving it, you can use the Undo and Redo buttons to step backward and forward in the presentation.
- Consider setting the folder prefix (in [Presentation Preferences > Tools](#)) to the current date at the beginning of each trial day. This will enable you to locate the stages saved for each day of the trial more easily.

To save a stage

1. Load, position, and annotate your exhibits and/or other items in Presentation mode.
2. From the Application Tools, click the **Save Stage** button.



The stage is automatically saved to a SaveStage folder in the location where the case is saved. (You can find this path in Case Properties.) Each saved stage is assigned a name with a prefix and the next number in sequence (i.e. SaveStage-000001, SaveStage-000002, etc.) You can set the prefix in [Presentation Preferences > Tools](#) and you can rename the folder in Windows Explorer if needed.

To load a saved stage

1. Use the Navigation Tools to select the SaveStage folder.
2. Select the stage you want to load, and then click the green button.



Note: If you load a saved stage and display it on a screen with a different display aspect ratio (such as a projector in the courtroom), you may notice some visual differences. Although this has been minimized, inData recommends you view it on the alternate display prior to a live presentation.

Using Screen Snapshot and Grab Screen Commands



Use the Screen Snapshot tool or the Grab Screen (**-GS**) command to capture a static image of the entire Presentation display. The new image is automatically associated with the item that is active at the time of capture. It appears under the original item in Case Explorer/Document Manager with **-GS** and an incremental number appended to the name, as well as in a Snapshots workbook.

This feature is helpful when you need to save an exhibit marked up during trial by a witness as a new exhibit, or if you want to use it as part of another presentation or PowerPoint project. However, if you want to save the dynamic layout of your presentation (and walk back through the annotations using the Undo and Redo tools), use the [Save Stage](#) feature instead.



Note: You can specify the location where Screen Snapshots are stored in [Presentation Preferences > Tools > Snapshots/Save Stage > Screen Snapshots](#).

To capture the Presentation display

1. On the Presentation toolbar, open the Application Tools 
2. Click the Screen Snapshot tool 

-or-

1. Type **-GS**
2. Press **ENTER**



Tip: To specify your own name for a screen snapshot, type it immediately after the **-GS** command. For example, to name it EX003, type:

-GSEX003

As an alternative, you can rename any item you capture with the Screen Snapshot tool or the command after the fact in Case Explorer/Document Manager.