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TrialDirector® 6
Trial Presentation Software

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

System Requirements

Notes:

- You will have the best trial presentation experience with TrialDirector 6 on a PC that meets the Recommended System specifications below. TrialDirector will run on a PC that only meets the Minimum Requirements; however, performance (especially in Presentation mode) will not be as fast.
- You can run TrialDirector 6 on the same PC as TrialDirector 5.2.

Minimum Requirements

- Intel® Pentium® 4 Processor 3.0 Ghz
- Microsoft Windows® XP with Service Pack 2*
- 2GB System RAM
- Microsoft .NET Framework 3.5 (SP1) or later**
- 64MB Display Graphics Memory
- 1024 X 768 Display Resolution at 16-bit (or better) color palette
- 32x (or better) CD-ROM Drive
- Sound Card and Speakers/Headphones (Required for audio functions)

Recommended System

- Intel® Core™2 Duo Processor 2.0 Ghz (or better)
- Microsoft Windows® 7 operating system*
- 4GB System RAM
- 256MB Dedicated Display Graphics Memory***
- 1280 X 1024 Display Resolution at 32-bit color palette
- 8x DVD Recordable Drive
- Sound Card and Speakers/Headphones (Required for audio functions)

*TrialDirector 6 can be run on both 32-bit and 64-bit versions of Windows XP, Windows Vista, and Windows 7 operating systems.

**If you do not have the .NET 3.5 framework (SP1) or later, please visit the Microsoft website to download the distribution.

***Microsoft DirectX 10, DirectX 9, or OpenGL capable graphics card recommended. A Windows Experience Index graphics subscore of 4.0 (or higher) is recommended for best presentation performance.

Commands and Keyboard Shortcuts

Topics

- [Case Library and Document Manager Shortcuts](#)
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Tip: You can change existing shortcuts (hotkeys) and specify new ones for many Presentation features in Presentation Preferences > Hotkeys.

Case Library and Document Manager Shortcuts

Keystroke	Description
Tab	Shifts focus to different areas in the main window.
SHIFT + <Spacebar>	Tag/Untag the current item.
SHIFT + DELETE	Delete the selected annotation. The Annotation Tools and Image Viewer must both be active.
+	Zoom in on current image. Must use from 10-key pad.
-	Zoom out on current image. Must use from 10-key pad.
Up Arrow	Scroll up on zoomed image.
Down Arrow	Scroll down on zoomed image.
Left Arrow	Scroll left on zoomed image.
Right Arrow	Scroll right on zoomed image.
SHIFT + 5	Display full image. Must use 5 from numeric 10-key pad.
/	Rotate image 90 degrees clockwise. Must use from 10-key pad.
SHIFT + 5	Pause / Play multimedia stream when video window has focus from either *Clips* or *Media* tab. Must use from 10-key pad.

Coding Shortcuts

Keystroke	Description
Up Arrow	Move to previous coding record when focus is in the grid.
Down Arrow	Move to next coding record when focus is in the grid.
Home	Move to first coding record in Form View.
End	Move to last coding record in Form View.

Presentation - General Commands and Shortcuts

Tip: Where "User Defined" appears in the following table, you can specify custom hotkeys in Presentation Preferences > Hotkeys.

Command	Keys	Description
-AD or -AE	Alt + Insert	**Admit Exhibit** - admits the current exhibit to the Admitted workbook. An Admitted workbook is created based on the current date (i.e. *Admitted 04-10-2003*)
-BU	CTRL+Z	**Back Up** - Allows you to back up the presentation one command at a time up to thirty (30) commands, including those issued using a script (excluding Back Up commands)
None	Alt + B	**Blank (Hide)** - Hides the contents of the presentation screen
-CS	Escape or ALT + F12	**Clear Screen** - allows you to clear the Presentation display. *Note:* Using the –CL command on a clear Presentation display will prompt to exit TrialDirector.
-CZ	End	**Close Zone** - allows you to close the item in the active zone.
-X + zone no. (e.g., -X1)	None	**Close Specific Zone** - allows you to close the item in a specific zone.
None	Alt + S	**Create Snapshot**
-DD	Alt + Page Down	**Display Next Case Database Document** - Move to first page of next document
-DU	Alt + Page Up	**Display Previous Case Database Document** - Move to first page of previous document
None	Alt + Z	**Enable Rubber band Zooms**
-EX or -EXIT	Escape	**Exit** - allows you to exit Presentation mode. *Note:* Using the ESC key to exit Presentation mode will prompt for confirmation. The –EX and –EXIT commands will exit without confirmation.
-ZE	Shift + Insert	**Expand Active Zone** - allows you to enlarge the item in the active zone to fit the entire screen without clearing items in other zones.
-FA	None	**Fade Video On/Off**
-PG001	None	**First Page** - allows you to jump to the first page of a document.
-PG	None	**Goto Page** - allows you to go to a specific page by typing -PG followed by the page number (i.e., -PG051).
-NF	Control + Down Arrow	**Next Workbook** - loads the next workbook in the workbook list.
-NI	Control + Right Arrow	**Next Item** - loads the next item in a workbook.
-NR	*User Defined*	**Next Revision** - allows you to quickly move to the next revision of an item.

-OC	*User Defined*	**Open Case** – Displays the *Open a Case* dialog within Presentation mode.
-PU	Page Up	**Page Up** - allows you to page up in a multiple page item.
-PD	Page Down	**Page Down** - allows you to page down in a multiple page item.
-PF	Control + Up Arrow	**Previous Workbook** - loads the previous workbook in the workbooks list.
-PI	Control + Left Arrow	**Previous Item** - loads the previous item in a workbook.
-PR	*User Defined*	**Previous Revision** - allows you to quickly move to the previous revision of an item.
-RE	*User Defined*	**Remark Event Log** - allows user to add textual remark to Event Log. Type command then the remark you wish to add to the Event Log.
-ZR	Shift + Delete	**Retract Active Zone** - allows you to retract an expanded zone back to its regular size.
None	Alt + R	**Rewind Active Video Zone to Beginning**
-RL	*User Defined*	**Rotate Left** - allows you to rotate an item 90 degrees to the left.
-RR	*User Defined*	**Rotate Right** - allows you to rotate an item 90 degrees to the right.
-SI	None	**Script Item** – Use this command to jump to a specified item within a script. For example, type –SI9, then to jump to the 9th item within the script. If there are zone commands that occur prior to the script item, those commands will be executed. It is recommended to pause the script prior to using this command. If spaces occur between items within the script file, a <spacebar> keystroke is required to initiate the –SI command.
-SP	None	**Script Pause** - Pauses the script when it is set for automatic advancement.
-SD	Down Arrow	**Scroll Down** - allows you to move a zoomed item down in the zoom window. You can use the Down Arrow key instead of typing the command
-SL	None	**Scroll Left** - allows you to move a zoomed item to the left in the zoom window. You can use the Left Arrow key instead of typing the command.
-SR	None	**Scroll Right** - allows you to move a zoomed item to the right in the zoom window. You can use the Right Arrow key instead of typing the command
-SU	Up Arrow	**Scroll Up** - allows you to move a zoomed item up In the zoom window. You can use the Up Arrow key instead of typing the command.
None	Alt + I	**Select the Last Callout Projection Style Used -** Will enable last callout projection tool
-PA	None	**Set Party** - sets the value for the ADMIT BY field of an admitted exhibit
-WT	None	**Set Witness** - sets the value for the WITNESS field of an admitted exhibit.
-SS	Spacebar	**Step Script** - allows you to move to the next item in the script.
None	Alt + P	**Toggle Play/Pause of Multimedia**
None	Alt + T	**Toggle the Presentation Toolbar On/Off**
-ZI	Insert	**Zoom In** - allows you to enlarge an item relative to the center of the zone.
-ZO	Delete	**Zoom Out** - allows you to reduce an item relative to the center of the zone.
-ZB	*User Defined*	**Zoom to Bottom** - allows you to enlarge the item as much as possible within the zone relative to the bottom of the item.
-ZT	Alt + W	**Zoom to Top** - allows you to enlarge the item as much as possible within the zone relative to the top of the item.

Presentation - Zone Commands and Shortcuts

Command	Keys	Description
-Z1	[F1]	**Zone 1** - vertical split, left side of display
-Z2	[F2]	**Zone 2** - vertical split, right side of display
-Z3	[F3]	**Zone 3** - horizontal split, top of display
-Z4	[F4]	**Zone 4** - horizontal split, bottom of display
-Z5	[F5]	**Zone 5** - quadrant split, upper-left corner of display
-Z6	[F6]	**Zone 6** - quadrant split, upper-right side of display
-Z7	[F7]	**Zone 7** - quadrant split, lower-left corner of display
-Z8	[F8]	**Zone 8** - quadrant split, lower-right corner of display
-Z9	[F9]	**Zone 9** - full display
-XR	[F10]	**Transfer Zone Mode** - Allows you to transfer an item from one zone to another.
-RZ	[F11]	**Replace Zone Mode** - Allows you to replace an item in one zone with another item, leaving all other items in other zones in place.
-AZ	[F12]	**Push Zone Mode** - Allows you to add items into specified zones, moving items previously displayed into other zones or off the screen. It remains active until another zone command is used. Disables Replace Zone Mode.

Presentation - Annotation Commands and Shortcuts

Command	Key	Description
ALT + F1	Alt + A	Arrow Tool
ALT + F2	Alt + H	Highlight Tool
ALT + F3	Alt + L	Line Tool
ALT + F4	Alt + O	Ellipse Tool
ALT + F5	Alt +=	Rectangle Tool
ALT + F6	Alt + j	Freehand Draw Tool
None	Alt + Y	Redaction Tool
None	Alt + N	Text Tool
ALT + F7	None	Stamps Tool
ALT + F8	None	Stickers Tool
ALT + F9	None	Show/Hide Markups
ALT + F10	None	**Default Zoom Tool** (Toggles between the Rubber Band and Area Projection Zoom)
ALT + F11	Alt + U	Undo Last Action

Presentation - DVT Commands and Shortcuts

Tip: Where "User Defined" appears in the following table, you can specify custom hotkeys in Presentation Preferences > Hotkeys.

Command	Keys	Description
-CC0	None	Closed Caption Off
-CC1	None	Closed Caption On
-CC	None	Toggle Closed Caption On/Off
None	CTRL + TAB	Open Layout Options
-DVTO	*User Defined*	**No Override** - disables override of the option set in the DISPLAY OPTION Case Explorer field in Document Manager.
-DVT0/-DVT1	None	Classic Layout
-DVT2	None	Multimedia Only Layout
-DVT3	None	Transcript Only Layout
-DVT4	None	Multimedia Overlay 1 Layout
-DVT5	None	Multimedia Overlay 2 Layout
-NS	SHIFT+F12	**Segment Advance** – Advances to next or specified DVT Clip Segment. Using –NS only will advance to the next segment. Using –NS with a number (i.e. –NS5) will advance to that specified DVT clip segment
-PL	None	Play
-SD	None	Scroll Transcript/DVT Transcript Down
-SU	None	Scroll Transcript/DVT Transcript Up
-VR	None	Rewind Video to Beginning
-ZB	None	Zoom to Bottom of Current DVT/Clip Transcript Page
-ZT	None	Zoom to Top of Current DVT/Clip Transcript Page
-PG#	None	Go to Page # of DVT Transcript
-PD	None	Page Down of DVT Transcript
-PU	None	Page Up of DVT Transcript

Presentation - Carousel Commands

Command	Description
-CF	Go to First Item
-CL	Go to Last Item
-CN	Go to Next Item
-CP	Go to Previous Item
-CG#	Go to Specified Item

Sample Files

Topics:

Clip Creation Script File

Clip creation script files list segment ranges, sorted by clip, for automatic clip creation in Transcript Manager. The file also offers the ability to open a specific Digital Video Transcript and override the default clip identifier and description generated by Transcript Manager.

The following is a list of possible commands:

Command	Function
!Deposition	Opens the first matching Digital Video Transcript found.
C(Clip Identifier)	Overrides the default clip identifier.
D(Description)	Overrides the default clip description.
####	A series of four numbers separated by any non-numeric character represents the beginning page and line or ending page and line of a segment. The page or line specification can also be represented by a single digit number (e.g., 1:1=page 1, line 1).
Blank line	Indicates the end of a clip.

The format for a clip creation script is as follows:

!(Poli, Michael)
C(POLI0001)
D(Review of Exhibit 417)
12,15-12,20
15,1-15,23

First, the Digital Video Transcript with a description that most closely matches "r;Poli, Michael" will be opened. If there are multiple volumes with a similar description, you can further specify the volume by using an asterisk to indicate an unknown quantity of characters, as shown in the example below:

!(Poli, Michael*Vol. 02)

If the command to open a Digital Video Transcript is left out of the clip creation script, Transcript Manager will create the clips from whichever Digital Video Transcript is currently open.

Second, using the opened Digital Video Transcript, a new clip will be created containing two segments (page 12, line15 to page 12, line 20 and page 15, line 01 to page 15, line 23). The page and line numbers can be separated by any non-numeric characters, as illustrated in the variations shown below:

12 15 12 20
12:15 12:20

The new clip will have an identifier of "r;POLI0001" and a description of "r;Review of Exhibit 417". The default clip identifier and clip description will be assigned to the clip if none are specified.

For example, the following entry in the clip creation script would create a clip with the default clip identifier and clip description.

!(Poli, Michael)
12:15 12:20
15:1 15:23

Multiple clips can be created by separating each clip with a blank line in the clip creation script, as shown in the example below:

12:15 12:20
15:1 15:23

17:3 17:16
17:19 17:25

Clips can be created from several Digital Video Transcripts using the same clip creation script, as shown in the example below:

!(Poli, Michael)
12:15 12:20
15:1 15:23

!(Technology News)
1:3 1:10

All errors, such as illegal page/line references, typos, segments that cross video boundaries, or unmatched Digital Video Transcripts will be sent to an error file for later quality control.

Cross-Reference File

Cross-reference files list the original Item IDs (Object IDs) with an arrow pointing to the corresponding new Item IDs for items that are renamed in a subset case.

ABC001 -> XYZ001-001
ABC002 -> XYZ001-001
ABC003 -> XYZ002-001
ABC004 -> XYZ003-001
ABC005 -> XYZ004-001
ABC006 -> XYZ005-001
ABC007 -> XYZ006-001

Load Files

- Object Load List (.oll)
- Generic Tiff Load File

Object Load List (.oll)

The load file establishes relationships for multiple page documents and determines which tab each item should be associated with.

The Object Load List format is as follows:

"r;Tab","r;DocumentID","r;PageID","r;Page No","r;Description","r;Volume","r;Path","r;Filename","r;"

Sample multiple page document lines in the load file might look like the following:

"1","TDX00008","TDX00008","1","","","Docs\001","0000001.tif",""
"1","TDX00008","TDX00009","2","","","Docs\001","0000002.tif",""

Sample multiple page TIFF lines might look like the following:

"1","EXH001","EXH001","1","","","Docs\001","0000001.tif",""
"1","EXH001","EXH002","2","","","Docs\001","0000001.tif",""
"1","EXH001","EXH003","3","","","Docs\001","0000001.tif",""
"1","EXH001","EXH004","4","","","Docs\001","0000001.tif",""

A sample photograph line might look like the following:

"2","MRI01","MRI01","1","MRI film","","Photo\001","0000003.jpg",""

A sample multimedia file line might look like the following:

"4","Gates1","Gates1","1","","","Video\001","gates1.mpg",""

The load file is an ASCII delimited file that contains the following nine fields:

Field	Description
Field 1	**Record Type** - Determines the tab with which the item will be associated. These are the available record types: 1 - B&W Image Documents 2 - Color Photographs 3 - Multimedia Files 4 - OLE Files
Field 2	**Document ID** - If there are multiple pages to an item, all will have the same Document ID, which is the same as the first page of the document. This field is limited to 20 alphanumeric characters and may include spaces.
Field 3	**Item ID** - This indicates the page number in a multiple page item. This number combined with the Document ID must be unique. This field is limited to 20 alphanumeric characters and may include spaces. For Video segment items, Document Manager adds four characters to the end of the Item ID. Keep this in mind so you do not exceed the 20-character limit.
Field 4	**Page Number** - The Document ID is the same for each page in the item. The page should be incremented by 1 for each following page. Items with no multiple page association (i.e., OLE links) are always page 1. Videos can have clips and multiple segments, but once a segment is created the number cannot be reused. *Note: Since long file names create long barcodes, which may not fit the print options, try to keep Item ID between 5 and 12 characters if you plan on printing barcodes.*

Field 5	**Description** - This field is not required and is editable within the Case Explorer.
Field 6	**Volume Label** - this field can be blank as long as the load file (.OLL) exists on the same volume as the files and images. The path is relative to the location (path) of the .OLL file. Paths are Volume label based so that on removable drive systems, the drives can change and Document Manager will continue to find the items.
Field 7	**Path** - Stores the exact location of the item with no leading or trailing backslash.
Field 8	**Filename** - The actual filename of the object (e.g., 001.TIF).
Field 9	**Special Field** - Used internally by Document Manager only. If you are creating a load file, leave this position empty. If you are editing an existing load file, do not modify this position.

Generic TIFF Load File

Several popular image production systems produce image volumes containing a load file in the following format:

```
G0010104,Y,E:\Sh03EX08\0101\01010001.tif
G0010105,,E:\Sh03EX08\0101\01010002.tif
G0010106,,E:\Sh03EX08\0101\01010003.tif
G0010107,,E:\Sh03EX08\0101\01010004.tif
G0010108,,E:\Sh03EX08\0101\01010005.tif
G0010109,,E:\Sh03EX08\0101\01010006.tif
G0010110,,E:\Sh03EX08\0101\01010007.tif
G0010111,,E:\Sh03EX08\0101\01010008.tif
G0010112,,E:\Sh03EX08\0101\01010009.tif
G0010113,,E:\Sh03EX08\0101\01010010.tif
```

Field	Description
Field 1	Item ID or Bates Number
Field 2	Y if it is the beginning of a new document
Field 3	Full path to image

Memo Batch File

Memo list files consist of two fields: the Item ID and the memo text. The fields can be enclosed by quotes and separated a comma, as shown in the first example below, or they can be enclosed by carrot and separated by a pipe, as shown in the second example below. If the memo text has quotes in it, the latter format may be preferred.

```
"r;ABC001","Payroll checks for December 1998"
"r;ABC002","Memo from J. Walker to A. Sanger"
"r;ABC006","S. Mahoney's letter of resignation"
```

OR

```
^ABC001^|^Payroll checks for December 1998^
^ABC002^|^Memo from J. Walker to A. Sanger^
^ABC006^|^S. Mahoney's letter of resignation^
```

You do not have to have an entry for each item in the case. Document Manager will simply attach notes to the items that are listed.

Print List File

Print list files can be in document entry or page range entry format.

A batch file must be in one format or the other and cannot be a mixture. Document Manager looks at the first line in the batch file to determine which format your file is in and it assumes that the rest of the file is in the same format.

Document Entries

If the first line in the batch file is in document format, Document Manager will assume the entire file is in document format. The document entry format simply lists the Document IDs of the documents.

ABC001
ABC002
ABC005
ABC007

When the batch file is in document entry format, Document Manager ignores everything after the first space in each entry (e.g., "r;ABC001 – ABC002" would be treated as "r;ABC001"). However, if the first line in the batch file has a range entry, Document Manager will assume the batch file is in page range entry format and will treat it as such.

Page Range Entries

If the first line in the batch file is in page range format, Document Manager will assume the entire file is in page range format. The page range entry format lists the beginning Page ID and the ending Page ID, separated by a space dash space.

ABC001 - ABC001
ABC002 - ABC004
ABC005 - ABC006
ABC007 - ABC007

Pages can also be listed as specific page numbers of a document. In this case, the Document ID is followed by a pipe (|) and then the page number of the document. For example, the same list from above could also look like this:

ABC001|1 - ABC001|1
ABC002|1 - ABC004|3
ABC005|1 - ABC006|2
ABC007|1 - ABC007|1

If a beginning Page ID is listed without an ending Page ID, it will be treated as a one page range (i.e., "r;ABC001" or "r;ABC001|1" would be treated as "r;ABC001 – ABC001" or "r;ABC001|1 – ABC001|1"). However, if the first line in the batch file does not have an ending Page ID, Document Manager will assume the batch file is in document entry format and will treat it as such.

Note: If video or deposition items are listed in the print list file, a placeholder image will be printed in place of the item. The footer and barcode will still be printed, if selected.

Problems List

Problems list files consist of a list of Item IDs (Object IDs) that have duplicate entries in the batch file or were not found in the case.

ObjId 'ABC020' was not found in the case.
ObjId 'ABC021' was not found in the case.
ObjId 'ABC022' was not found in the case.
Duplicate Record on -> ABC010 pg 1 ABC010
Duplicate Record on -> ABC010 pg 2 ABC011
Duplicate Record on -> ABC010 pg 3 ABC012

There is an entry for each occurrence of a duplicate or missing Item ID.

Subset Case Batch File

- Rename Items in a Subset Case
- Assign Exhibit Numbers or Trial Exhibit Numbers to Items in a Subset Case

The subset case batch file can be in document entry or page range entry format. Select the format your batch file is in from the **Create New Case From Batch File** dialog box.

Document Entries

The document entry format simply lists the Document IDs of the documents.

ABC001
ABC002
ABC005
ABC007

When the batch file is in document entry format, Document Manager ignores everything after the first space in each entry (e.g., "r;ABC001 – ABC002" would be treated as "r;ABC001").

Page Range Entries

The page range entry format lists the beginning Page ID and the ending Page ID, separated by a space dash space.

ABC001 – ABC001
ABC002 – ABC004
ABC005 – ABC006
ABC007 – ABC007

If a beginning Page ID is listed without an ending Page ID, it will be treated as a one-page range (i.e., "r;ABC001" would be treated as "r;ABC001 – ABC001").

Each page range entry in the subset case batch file will become a document in the new case, regardless of where the beginning and ending Page IDs fall in the original case.

For example, ABC002 will become the first page of a new document in the new case even if it was the second page of a document in the original case.

Rename Items in a Subset Case

There are two ways to rename items in a subset case:

- Enter a new beginning Item ID in the **Create New Case From Batch File** dialog box. All remaining items are renumbered sequentially.

  OR

- Enter a new Item ID for each entry in the batch file. This method allows you more control because entries do not have to be renamed sequentially and not all entries have to be renamed.

Entering a new beginning Item ID in the dialog box will override anything entered in the batch file.

Enter a New Beginning Item ID in the Dialog Box

The **Create New Case From Batch File** dialog box allows you to rename the items in the subset case by entering a beginning Item ID in the **Start Renaming With** field. The beginning Item ID will be incremented at each document or each page, depending on which option is selected in the dialog box. The results for each option are shown in Tables 1 and 2.

For example, if you entered XYZ001 in the **Start Renaming With** field, the items in the sample batch files below would be renamed as shown in Tables 1 and 2, respectively.

Document Entry Format
ABC001
ABC002
ABC005
ABC007

OR

Page Range Entry Format
ABC001 – ABC001
ABC002 – ABC004
ABC005 – ABC006
ABC007 – ABC007

Sequencing format when incremented at each document:

Document ID	Page ID	New Item ID
ABC001	ABC001	XYZ001-001
ABC002	ABC002 ABC003 ABC004	XYZ002-001 XYZ002-002 XYZ002-003
ABC005	ABC005 ABC006	XYZ003-001 XYZ003-002
ABC007	ABC007	XYZ004-001

Table 1

Sequencing format when incremented at each page:

Document ID	Page ID	New Item ID
ABC001	ABC001	XYZ001
ABC002	ABC002 ABC003 ABC004	XYZ002 XYZ003 XYZ004
ABC005	ABC005 ABC006	XYZ005 XYZ006
ABC007	ABC007	XYZ007

Table 2

Enter a New Item ID in the Batch File

For each entry in the batch file, you can enter a new Item ID. The format is as follows:

ABC001 as XYZ001
ABC002 as XYZ002
ABC005 as XYZ003
ABC007 as XYZ004

OR

ABC001 – ABC001 as XYZ001
ABC002 – ABC004 as XYZ002
ABC005 – ABC006 as XYZ003
ABC007 – ABC007 as XYZ004

The items would be renamed as shown in Table 1 above.

Assign Exhibit Numbers or Trial Exhibit Numbers to Items in a Subset Case

You can assign exhibit numbers or trial exhibit numbers to entries in a subset case batch file, regardless of whether or not you are renaming the entries. Simply add the exhibit number or trial exhibit number entry to the end of each batch file entry. The format is as follows:

Exhibit Number
ABC001 [EXNO=EXH001]
ABC002 [EXNO=EXH002]
ABC005 [EXNO=EXH003]
ABC007 [EXNO=EXH004]

OR

ABC001 – ABC001 [EXNO=EXH001]
ABC002 – ABC004 [EXNO=EXH002]
ABC005 – ABC006 [EXNO=EXH003]
ABC007 – ABC007 [EXNO=EXH004]

Trial Exhibit Number
ABC001 [TREXNO=EXH001]
ABC002 [TREXNO=EXH002]
ABC005 [TREXNO=EXH003]
ABC007 [TREXNO=EXH004]

OR

ABC001 – ABC001 [TREXNO=EXH001]
ABC002 – ABC004 [TREXNO=EXH002]
ABC005 – ABC006 [TREXNO=EXH003]
ABC007 – ABC007 [TREXNO=EXH004]

The items would be assigned exhibit numbers or trial exhibit numbers as shown in Table 3.

Document ID	Page ID	EXNO or TREXNO
ABC001	ABC001	EXH001-001
ABC002	ABC002 ABC003 ABC004	EXH002-001 EXH002-002 EXH002-003
ABC005	ABC005 ABC006	EXH003-001 EXH003-002
ABC007	ABC007	EXH004-001

Table 3

You cannot assign an exhibit number **and** a trial exhibit number to entries in a subset case file.

DDE Link Commands

DDE Link Commands allow you to pass commands to TrialDirector through DDE compatible applications.

Application Name=TrialDirector
Topic=DDImage

The following is an alphabetized list of DDE Execute Commands or Clipboard Messages that TrialDirector will recognize.

[DISPLAYIMAGE(*Item ID*)]

Displays the item associated with the specified Item ID.

Note: This command is preferable to the showimage command when you are not using CT Summation Enterprise or iBlaze.

[EXIT]

Closes TrialDirector.

[HASIMAGE(*Item ID*)]

Searches the current case for the specified Item ID. TrialDirector responds with a DDE execute of [HASIMAGE(FALSE)] or [HASIMAGE(TRUE)].

[HIDEIMAGE]

Hides the TrialDirector application window behind other windows. When used with the [TOPMOST] and [MOVE] commands, third-party applications can have visual and positioning control of TrialDirector.

[IMAGE UPDATE(*Item ID*, *Path\Image List File*)]

Updates the document associated with the specified ItemID.

Path\Image List File is a fully qualified path\filename to a file that contains information on the item type and Path\Filenames for the image files. Valid item types are documents (indicated with a "1") and photographs (indicated with a "2").

An example of this information file for a three-page document would be:

"1"
E:\Images\Test0001.TIF
E:\Images\Test0002.TIF
E:\Images\Test0003.TIF

TrialDirector will delete this file after use.

[IMGFILE(*Path\Image File*, *Page Count*)]

This command should be sent to TrialDirector in response to TrialDirector sending a [GETDOCID] message.

Path\ImageFile is the path\filename to the requested image.

Page Count is the number or images for the requested document.

The typical sequence of commands is:

Command	Description
[SHOWIMAGE]	Host database application sends TrialDirector a command to show the requested image. The image is displayed if TrialDirector finds it in the current case. If not, the image information is requested from the host database application.
[GETDOCID]	TrialDirector requests the image information.
[IMGFILE]	Host database application responds with the image information. TrialDirector adds the image to the case so that it can be displayed.

[MINIMIZE]

Minimizes the TrialDirector application window to the task bar.

[PRINTBATCH(*BatchFileName*)]

Prints the images listed in the specified print list file.

BatchFileName is the filename (including extension) of the print list file you want to print.

[RESTORE]

When TrialDirector is minimized or maximized, this command restores it to a visible and resizable window.

[SETCASE(*CaseName*)]

Opens the specified case. If the case does not exist, TrialDirector creates it.

CaseName is the long name for the case (e.g., TrialDirector Demonstration Case).

[SHOWIMAGE(*Item ID*)]

Displays the item associated with the specified Item ID.

Note: For clipboard communications, TrialDirector will search the first three words pasted on the clipboard for a match to a known Item ID. If a match is found, TrialDirector displays the item.

Example:

The following text pasted to the clipboard causes TrialDirector to display the item "DOC001":

THIS IS DOC001 IN THE DATABASE

The following text pasted to the clipboard causes TrialDirector to display the Document for "DOC001" Page 2.

DOCUMENT DOC001/2

[TOPMOST]

Puts TrialDirector on top of all other application windows on the screen.

Custom Footer Commands

Document Manager allows you to customize the footers printed across the bottom of images.

There are four possible section designations in the footer:

Command	Function
LEFT=	Left justifies the text following the command.
CENTER=	Centers the text following the command.
RIGHT=	Right justifies the text following the command. This command is overridden by the BARCODE command.
BARCODE=	Prints a right justified barcode. This command overrides the RIGHT command.

Each of these commands must be upper case.

The section commands can be used in any combination. However, the RIGHT= and BARCODE= command should not be used together because the BARCODE= command will override the RIGHT= command.

If none of the section commands are used, the footer text will default to left justified. However, if any of the commands are used, any text not designated to a section will not be printed. For example:

<LEFT=Smith v. West><CENTER=12/28/99><RIGHT=Confidential>

The following variables can be used in the footer:

Variable	Function
%D%	Prints the Document ID for the image
%P%	Prints the Item ID for the image
%N%	Prints the Page Number for the image
%T%	Prints the Trial Exhibit Number for the image
%E%	Prints the Exhibit Number for the image
%DESC%	Prints the Description for the image
%RECNO%	Prints the Universal Record Number

The BARCODE= command must be followed by the Document ID variable or the Item ID variable to specify what the printed barcode will represent, for example:

<LEFT=Doc ID: %D%><CENTER=Page %N%><BARCODE=%P%>

The following font values allow you to customize the font:

Font Value	Function
/BOLD	Prints the text following the command in bold letters. The default is off.
/FONT[*font name*]	Sets the font face for the text following the command. The default is Arial.
/SIZE[*font size*]	Sets the font size for the text following the command. The default is 10.

Each of these commands must be upper case.

If none of the font values are specified, the default values are used, for example:

<LEFT=/FONT[Script] /SIZE[14] /BOLD Item ID: %P%>

The font values have no effect with the BARCODE= command.

Supported File Formats

File Extension	Description
Image Formats	
.TIF	Tagged Image File Format
.BMP	Windows Bitmap
.JPG	Joint Picture Experts Group (JPEG)
.GIF	CompuServe Graphics Interchange
.PCX	Zsoft Paintbrush
.PCD	Kodak Photo CD
.PNG	Portable Network Graphics
.TGA	Truvision Targa
.PSD	Adobe Photoshop
Multimedia Formats	
.MPG	Motion Picture Experts Group (MPEG-1 and MPEG-2)
.MP4	Motion Picture Experts Group (MPEG-4)
.MPA	MPEG Elementary Audio Stream
.M1V	MPEG Elementary Audio Stream
.MP3	MPEG Audio Layer-3
.MP2	MPEG Audio Layer-2
.AVI	Audio Video Interleave/Microsoft DV-AVI Video
.VOB	DVD-Video/DepoView DVD[1]

.WMA	Microsoft Windows Media Audio[2]
.WMV	Microsoft Windows Media Video[2]
.ASF	Microsoft Advanced Streaming Format
.WAV	Windows Waveform Sound
.MOV	Apple Quicktime
.AIF/.AIFF	Macintosh AIFF Resource
.AU	Unix Audio
Native (OLE) File Formats	
.PPT/.PPTX	Microsoft PowerPoint Presentation[3]
.DOC/.DOCX	Microsoft Word Document[3]
.XLS/.XLSX	Microsoft Excel Spreadsheet[3]
.PDF	Adobe Portable Document format[4]
.HTM	Internet Explorer Web page
.HTML	Internet Explorer Web page
.TXT	ASCII Text Transcript
.ASC	ASCII Text Transcript
.V1	ASCII Text Transcript
.AMI	Amicus Text Transcript
.CO	Cult 3D Object
.FLV	Adobe Flash Video container format
.SWF	Adobe Flash Movie[5]

1 Raw DVD-Video (non-copyright protected) must be transcoded to MPEG-1 or MPEG-2 with the inData Digital Video Disc (DVD) Extractor. If you have a DepoView DVD, you can import the .CMS file through Transcript Manager, and then use all Transcript Manager and Presentation mode features to create and present clips.

2 Requires Media Player 7.1 or later.

3 Requires the appropriate Microsoft product or suite.

4 Support is built-in (Adobe Acrobat/Reader no longer required; see Advanced PDF Support Features).

5 Requires Adobe Flash Plug-in.

Clip Naming Customization Commands

These commands are for use in the Options Menu in the Transcript Manager.

Custom clip identifier masks are applied when a new case is created. The mask is then maintained on a per-case level. Changing this mask and deploying an updated INI to client installs will allow an organization to set an 'initial' mask for all clients. Further management is done via the Transcript Manager Options dialog (on a per case basis).

Name Formatting

\<FI\> = First Initial (one Character)

\<LI\> = Last Initial (one Character)

Date Formatting

\<D\> = Unpadded Day (ex. 5 or 12)

\<DD\> = Padded Day (ex. 05 or 12)

\<M\> = Unpadded month (ex. 2 or 11)

\<MM\> = Padded Month (ex. 02 or 11)

\<YY\> = Short Year (ex. 97 or 03)

\<YYYY\> = Long Year (ex. 1997 or 2003)

Starting Page Formatting

\<SP\> = Unpadded start page (ex. 1 or 15 or 273) (same as \<SP0\> or \<SP1\>)

\<SP1\> = Padded to at least 1 digit (ex. 1 or 15 or 273)

\<SP2\> = Padded to at least 2 digits (ex. 01 or 15 or 273)

\<SP3\> = Padded to at least 3 digits (ex. 001 or 015 or 273)

(and so on, up through SP9)

\<SP9\> = Padded to at least 9 digits (ex. 000000001 or 000000015 or' 000000273)

Starting Line Number Formatting

\<SL\> = Unpadded start line (ex. 2 or 15) (same as \<SL0\> or \<SL1\>)

\<SL1\> = Padded to at least 1 digit (ex. 2 or 15)

\<SL2\> = Padded to at least 2 digits (ex. 02 or 15)

Volume Number Formatting

\<V\> = Unpadded Volume Number (ex. 1 or 24)

\<VV\> = Padded Volume Number (ex. 01 or 24)

Barcode Equipment

TrialDirector accepts a broad range of industry standard barcode equipment. When selecting your barcode reader, the following three items are necessary for proper function:

1. Ability to read "Code 128".

2. Ability to read "Code 3 of 9" (sometimes listed as "Code 3-9", "Code 3/9", or "Code 39").

3. Ability to issue an "add a Carriage Return Suffix" command.

We recommend the following as "nice to have" items:

1. Gun style instead of pen/wand style.

2. USB connection, instead of Serial (RS232) or PS2 wedge.

If you have questions or concerns regarding barcode equipment, please contact inData Technical Support.