

West LiveNote Application Suite System Requirements and File Import Types

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For assistance using West Case Notebook or West LiveNote, call 1-800-290-9378 or e-mail west.livenote@thomson.com.

For free reference materials, visit west.thomson.com/support/user-guide/livenote-case-notebook.aspx.

System Requirements

SUPPORTED OPERATING SYSTEMS

West Case Notebook or West LiveNote

West Case Notebook or West LiveNote is installed on each user's computer.

- Microsoft Windows® XP Home Service Pack 3 or later
- Windows XP Professional Service Pack 3 or later
- Windows Vista® Business (32- or 64-bit)
- Windows Vista Home Premium Service Pack 2 or later (32- or 64-bit)
- Windows 7 Home Premium (32- or 64-bit)
- Windows 7 Professional (32- or 64-bit)
- Windows Server 2003 and Citrix CPS 4.5
- Windows Server 2003 and XenApp 5

West LiveNote Administration

West LiveNote Administration is installed on each West Case Notebook or West LiveNote administrator's computer and connects to a SQL server.

- Microsoft Windows XP Home Service Pack 3 or later
- Windows XP Professional Service Pack 3 or later
- Windows Vista Business (32- or 64-bit)
- Windows Vista Home Premium Service Pack 2 or later (32- or 64-bit)
- Windows 7 Home Premium (32- or 64-bit)

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- Windows 7 Professional (32- or 64-bit)
 - Windows Server® 2003 (32- or 64-bit)
 - Windows Server 2008 (32- or 64-bit)
 - Windows Server 2008 R2 (32- or 64-bit)

West LiveNote Repository

You must use West LiveNote Repository if you want multiple users to have access to West Case Notebook or West LiveNote cases. Install West LiveNote Repository on a Windows Server 2003 or Windows Server 2008 that is accessible to all West Case Notebook or West LiveNote users and administrators. Each user's computer must have a TCP connection to the West LiveNote Repository.

- Windows Server 2003 (32- or 64-bit)
- Windows Server 2008 (32- or 64-bit)
- Windows Server 2008 R2 (32- or 64-bit)

West Case Notebook Terminal Service or West LiveNote Terminal Service

West Case Notebook TS or West LiveNote TS provides remote access to West Case Notebook or West LiveNote through Microsoft Terminal Services, Microsoft Remote Desktop Services, Citrix Presentation Server, or Citrix XenApp (Citrix Presentation Server is now called XenApp). If you are using a remote access service, you can connect to a Realtime transcript using LiveNote Stream™. You cannot replicate cases offline. Additionally, the quality of streaming video for historical transcripts may vary substantially depending on your hardware and network capacity.

- Microsoft Windows Server 2003 Terminal Services
- Microsoft Windows Server 2003 with Citrix Presentation Server 4.5 with Feature Pack 1
- Microsoft Windows Server 2003 with XenApp 5
- Microsoft Windows Server 2008 Terminal Services
- Microsoft Windows Server 2008 with Citrix Presentation Server 4.5 with Feature Pack 1
- Microsoft Windows Server 2008 with XenApp 5
- Microsoft Windows Server 2008 R2 Remote Desktop Services
- Microsoft Windows Server 2008 R2 with Citrix Presentation Server 4.5 with Feature Pack 1
- Microsoft Windows Server 2008 R2 with XenApp 5

West LiveNote RAS (Remote Access Server)

- Windows Server 2003 (32-bit or 64-bit)
- Windows Server 2008 (32-bit or 64-bit)
- Windows Server 2008 R2 (32-bit or 64-bit)

Note When running Windows Server 2008 R2, Internet Information Services (IIS) must be in 6.0 compatibility mode. For further information about RAS, download a free copy of the *West LiveNote RAS Installation Guide* at west.thomson.com/support/user-guide/livenote-case-notebook.aspx.

HARDWARE

For Windows XP

- Personal computer with Pentium 4 processor (1 GHz recommended)
- 1 GB of RAM (2 GB recommended)
- 50 GB of available hard disk space (100 GB recommended)

For Windows Vista and Windows 7

- Personal computer with dual core processor
- 3 GB of RAM
- 50 GB of available hard disk space (100 GB recommended)

OTHER REQUIREMENTS FOR WEST CASE NOTEBOOK OR WEST LIVENOTE



- Microsoft Internet Explorer 6 or later
- Windows Media Player 9 or later
- one free serial port for Realtime connection

If you do not have a free serial port, you can connect to a Realtime session with a serial adapter connected to a USB port or through the Internet with LiveNote Stream. For more information on LiveNote Stream, download a free copy of the *West Case Notebook User Guide* or the *West LiveNote User Guide* at west.thomson.com/support/user-guide/livenote-case-notebook.aspx.

Checking Computer Components

VERIFYING THE OPERATING SYSTEM, TYPE OF PROCESSOR, AND AMOUNT OF RAM

You can determine which operating system, type of processor, and amount of RAM you have by accessing the system information for your computer. Use one of the following methods to access the system information for your computer:

- Right-click the **My Computer** icon () on your desktop and choose **Properties** from the displayed menu.
- Right-click the **Computer** icon () on your desktop and choose **Properties** from the displayed menu.
- From the Start menu, right-click **My Computer** and choose **Properties** from the menu.

One of the following dialog boxes, containing the system information, is displayed.

Windows XP Service Pack 2 or Later

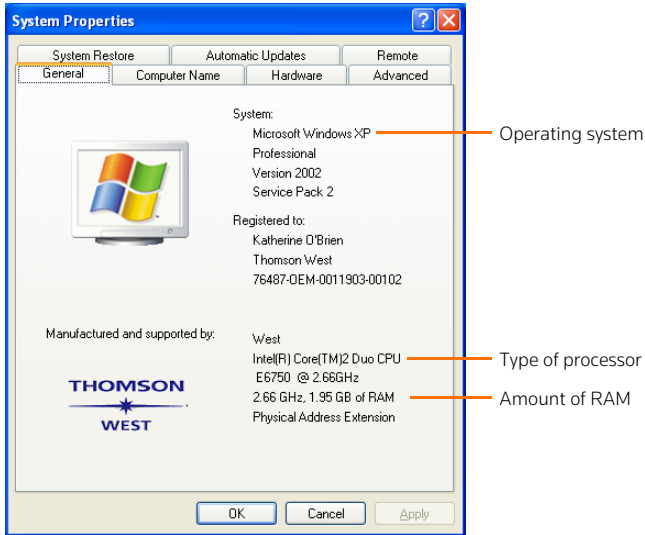


Figure 1. Windows XP System Properties dialog box

Windows Vista

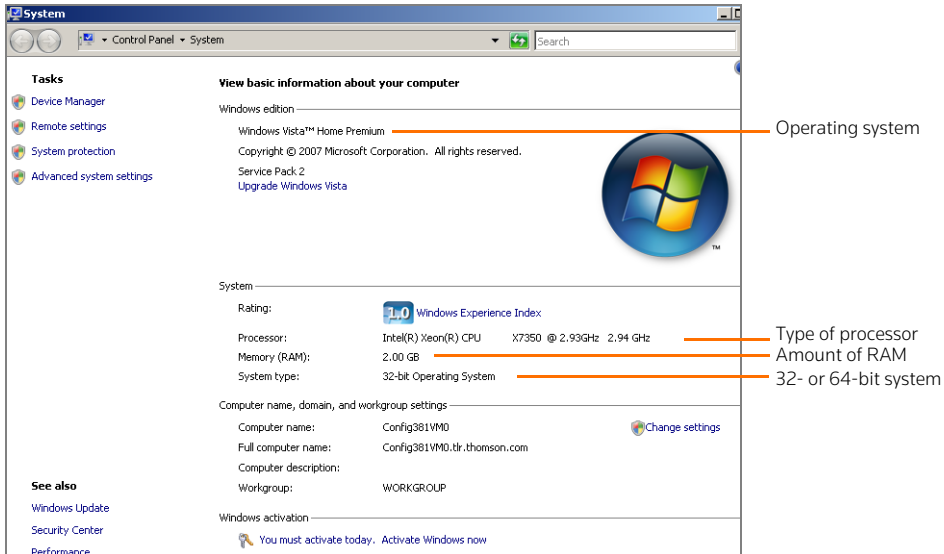


Figure 2. Windows Vista System dialog box

Windows 7

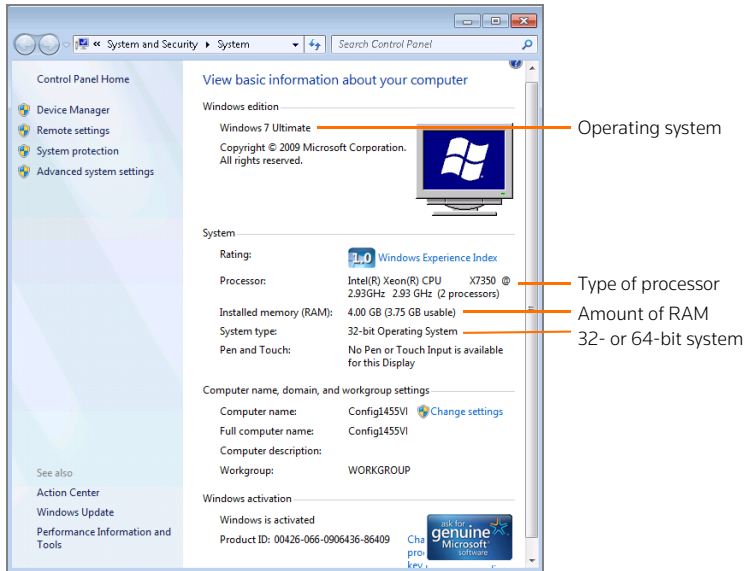


Figure 3. Windows 7 dialog box

Windows Server 2003

For West LiveNote Repository and West LiveNote Administration.

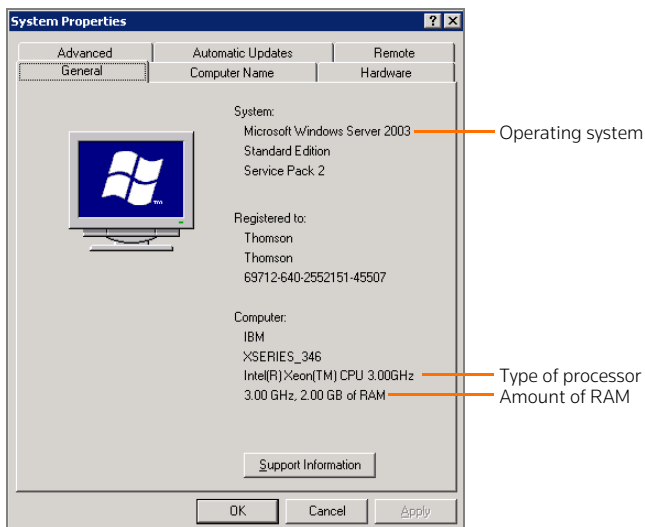


Figure 4. Windows Server 2003 System Properties dialog box

Windows Server 2008

For West LiveNote Repository and West LiveNote Administration.

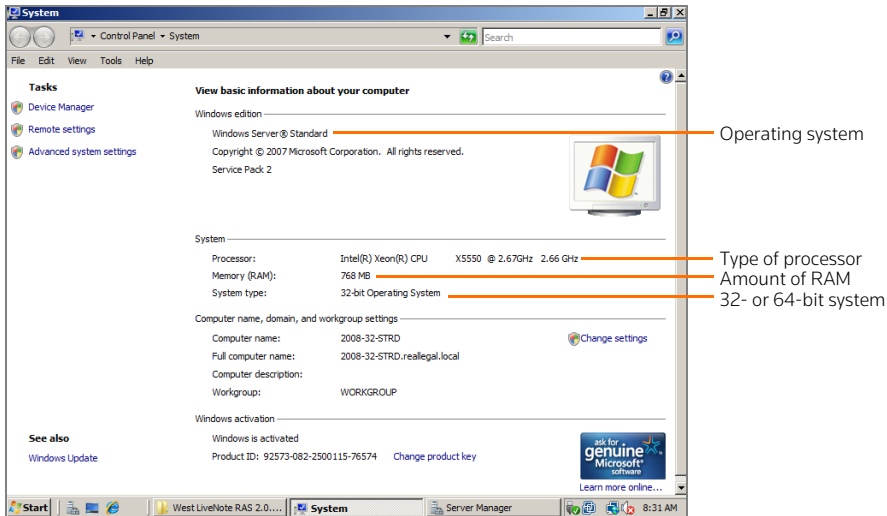




Figure 5. Windows Server 2008 System dialog box

VERIFYING AVAILABLE HARD DISK SPACE

To verify the available hard disk space on your computer, complete these steps:

1. Use one of the following methods to display the appropriate dialog box:
 - Double-click the **My Computer** icon () on your desktop to display the My Computer dialog box.
 - Double-click the **Computer** icon () on your desktop to display the Computer dialog box.
 - From the Start menu, click **My Computer** to display the My Computer dialog box.
2. In the dialog box, right-click **Local Disk (C:)** and choose **Properties** from the displayed menu. The Local Disk (C:) Properties dialog box, which indicates the free disk space, is displayed (Figure 6).

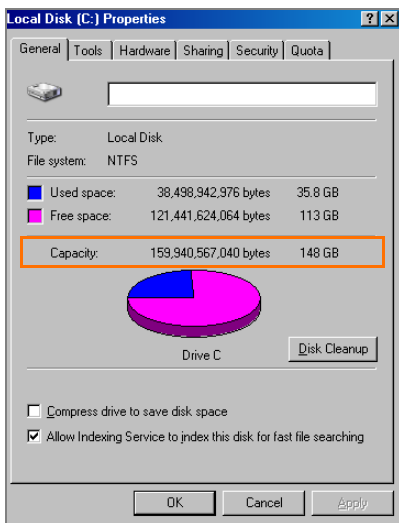


Figure 6. Local Disk (C:) Properties dialog box

VERIFYING THE MICROSOFT INTERNET EXPLORER VERSION

To verify the version of Internet Explorer on your computer, complete these steps:

1. Access Internet Explorer.
2. From the Help menu, choose **About Internet Explorer**. The About Internet Explorer dialog box, which indicates the version number, is displayed (Figure 7).



Figure 7. About Internet Explorer dialog box

VERIFYING THE WINDOWS MEDIA PLAYER VERSION

To verify the version of Windows Media Player on your computer, complete these steps:

1. Access Windows Media Player.
2. Click the **Access Application Menus** icon () in the upper-right corner of the window and choose **Help, About Windows Media Player** from the menu. The About Windows Media Player dialog box, which indicates the version number, is displayed (Figure 8).



Figure 8. About Windows Media Player dialog box

File Import Types

FILE TYPES FOR IMPORTING TRANSCRIPTS

You can import the following types of transcript files into West Case Notebook or West LiveNote:

- E-Transcript files (PTX or EXE)—transcript only format provided by court reporters; may include court reporter's signature
- ASCII (text only) files—transcript only format
- Portable Transcript (PTF) files—used to move a transcript with annotations to another program that will accept that file type or another West Case Notebook or West LiveNote computer
- LiveNote Evidence Format™ (LEF™) files—contain the transcript with linked exhibit files; may contain synchronized video
- Publisher Bundle (bundle.xml) files—contain the transcript with linked exhibit files; may contain synchronized video
- E-Transcript Bundle (PTZ) files—created with West Publisher version 5 or later; contain the transcript with linked exhibit files; may contain synchronized video
- Extensible Markup Language (XML) files—contain the transcript with linked exhibit files; may contain synchronized video
- CT Summation (TRN) files
- Timaro Technologies Post-Production Time-Stamp (PTS) files

FILE TYPES FOR IMPORTING DOCUMENTS AND PLEADINGS

You can import the following types of files for documents and pleadings into West Case Notebook:

- Images
 - TIF/TIFF (Tagged Image File Format)
 - BMP (Bitmap)
 - JPE/JPG/JPEG (Joint Photographic Experts Group)
 - GIF (Graphic Interchange Format)
 - PNG (Portable Network Graphics)
 - JFX
- PDF (Portable Document Format)
- DOC/DOCX (Microsoft Word file)
- WP/WPD (Corel® WordPerfect® file)
- MSG (Microsoft Outlook® file)
- HTM/HTML (Hypertext Markup Language)
- PEX (LiveNote™ document file)
- TXT (plain text file)
- RTF (Rich Text Format)
- Document review load files
 - CaseCentral ASCII Load File (TXT)
 - Concordance ASCII Load File (DAT)
 - IPRO ASCII Load File (LFP)
 - Lextranet ASCII Load File (TXT)
 - Opticon ASCII Load File (OPT)
 - Summation ASCII Load File (TXT)

Note If your load file is not one of the types listed, you still may be able to import it using the Custom options or by using conversion tools available for free on the Internet.

