

LiveNote LEFMaker™

Software Version

You can use LEFMaker to create LiveNote Evidence Format™ (LEF™) files, which can contain transcripts, exhibits, exhibit links, and synchronized video. To access LEFMaker, choose **Programs** from the Start menu, then choose **LiveNote** and **LEFMaker** from the submenus. The LiveNote LEFMaker window is displayed (Figure 1).

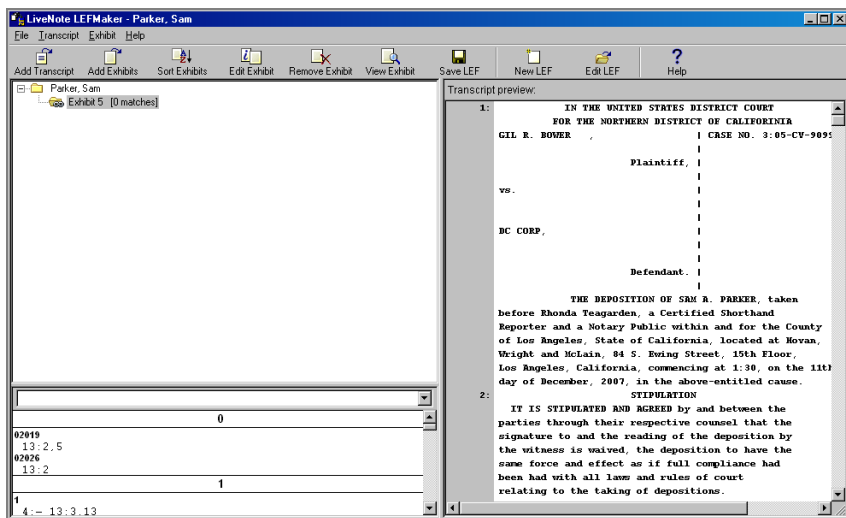


Figure 1. LiveNote LEFMaker window



ADDING A TRANSCRIPT

The first step in creating a LEF file is to add the transcript you want to include in the LEF file. Transcript files can be ASCII (text only), Portable Transcript Format (PTF), or MDB (synchronized file format of CT Summation) files. If you add a MDB file to LEFMaker, it will convert the file into a PTF file.

To add a transcript

1. Click the **Add Transcript** button on the toolbar.
2. Select the transcript file and click **Open** to display the Transcript Properties dialog box.
3. Type a name for the transcript in the *Name* text box.
4. If necessary, type a new date and time in the *Date/Time* text boxes.
5. Click **OK**. The transcript is listed in the upper-left corner of the window.



ADDING EXHIBIT FILES

Once you have added a transcript to LEFMaker, you can add exhibits to it.

To add exhibit files

1. Click the **Add Exhibits** button on the toolbar.
2. Select the exhibit file format from the *Files of type* drop-down list.
3. Select the exhibit files and click **Open**. The exhibits are listed under the transcript in the upper-left corner.

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.



ADDING AND EDITING EXHIBIT NAMES

You can change the primary name of the exhibit or add alternate names when the transcript refers to it different ways.

To change an exhibit's primary name

1. Select the exhibit to be edited.
2. Click the **Edit Exhibit** button on the toolbar to display the Exhibit Properties dialog box.
3. Type the new name in the *Primary name* text box.
4. Click **OK**.

To add alternate exhibit names to an exhibit

1. Select the exhibit to be edited.
2. Click the **Edit Exhibit** button on the toolbar to display the Exhibit Properties dialog box.
3. Type the new name in the *Add new name* text box and click **Add**.
4. To add more alternate names, repeat Step 3.
5. Click **OK**.



SORTING EXHIBIT FILES

The order in which exhibit files are listed in LEFMaker is the order in which they will be listed in West Case Notebook or West LiveNote (in the case window) when you import the LEF file. You can change this order by changing the position of an exhibit file in the list.

To automatically sort exhibit files

1. Click the **Sort Exhibits** button on the toolbar. Exhibit files are sorted alphanumerically.

To manually change the order of exhibit files

1. Drag the exhibit file to where you want it to be located in the list.



SAVING THE LEF FILE

Once you have added the transcript and added, edited and sorted the exhibit files, you can create the LEF file.

To save the LEF file

1. Click the **Save Lef** button on the toolbar.
2. Select the location where you want to save the file.
3. Type the name of the file in the *File name* text box.
4. Click **Save**. A message confirming the LEF creation has been successful is displayed.
5. Click **OK**.



EDITING A LEF FILE

You can edit LEF files that have been created in LEFMaker.

To edit a LEF file

1. Click the **Edit Lef** button on the toolbar.
2. Select the file you want to edit and click **Open**.
3. Edit the contents of the LEF file.
4. Click the **Save LEF** button to save the file.

