

# LiveNote LEFMaker

## LiveNote Central 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 in LiveNote Central, complete these steps:

1. Go to [www.livenotecentral.com](http://www.livenotecentral.com). The LiveNote Central sign-on page is displayed.
2. Type your user ID and password in the text boxes and click **Login**. The LiveNote Central Welcome page is displayed.

**Note** If you do not have a LiveNote Central account, call West LiveNote Technical Support at 1-800-290-9378.

3. Click **LEF Maker Online** in the left frame.
4. Click **Create LEF** under *LEF Maker Online*. The Create LEF page is displayed in the right frame (Figure 1).

For assistance using West Case Notebook or West LiveNote, call 1-800-290-9378 or e-mail [west.livenote@thomson.com](mailto:west.livenote@thomson.com).

For free reference materials, visit [west.thomson.com/support/user-guide/livenote-case-notebook.aspx](http://west.thomson.com/support/user-guide/livenote-case-notebook.aspx).

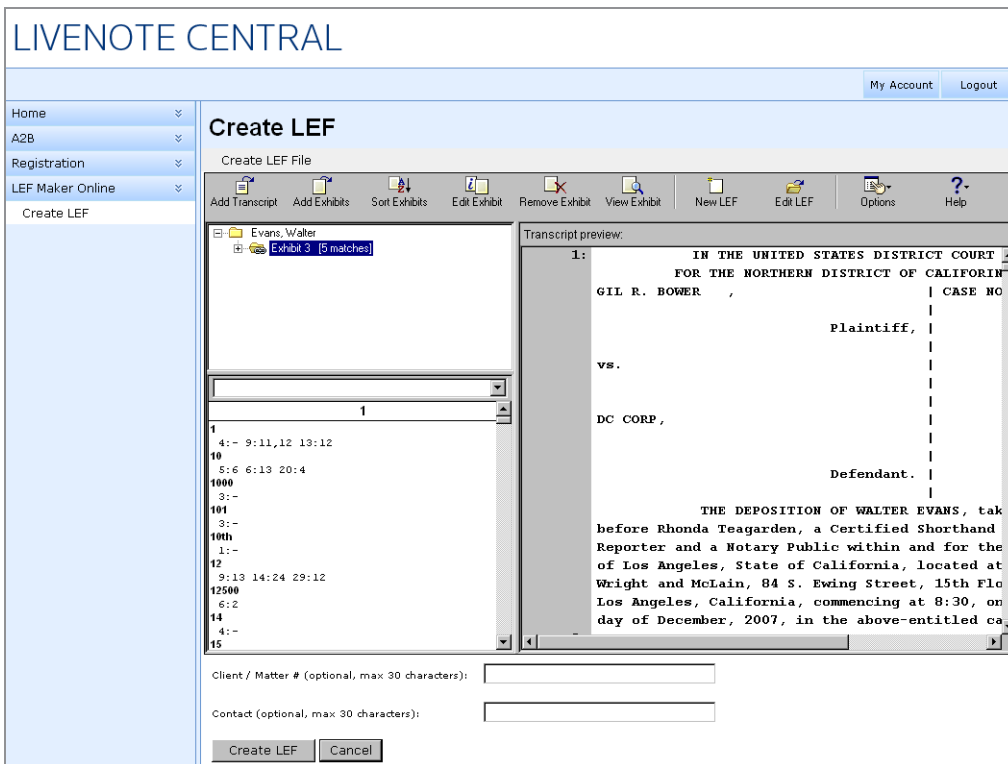


Figure 1. Create LEF page



## ADDING A TRANSCRIPT

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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), PTF (Portable Transcript Format), 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. The Select the Transcript dialog box is displayed.
2. Select the transcript file and click **Open**. The Transcript Properties dialog box is displayed.
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

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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. The Select the Exhibit Files dialog box is displayed.
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.

## LOCATING AND VERIFYING EXHIBIT NAMES

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Use the Word Wheel to find alternate names used for exhibits.

### To search for other exhibit names or references

1. Type the alternate exhibit name in the Word Wheel text box, e.g., **exh. 1** or **ex. 1**. The exhibit will be listed below the Word Wheel text box with its page and line references.
2. See “Adding and Editing Exhibit Names” below to associate alternate exhibit names with the appropriate exhibits.



## ADDING AND EDITING EXHIBIT NAMES

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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. The Exhibit Properties dialog box is displayed.
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. The Exhibit Properties dialog box is displayed.
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**.

## VIEWING EXHIBIT LINKS

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Each exhibit added to the transcript is listed in its own folder. The transcript is displayed in the *Transcript preview* box exactly as it will appear in West Case Notebook or West LiveNote.

### To verify and test exhibit links

1. Double-click an exhibit folder to open it.
2. Click an exhibit link in the folder to view the exhibit reference in the transcript.
3. Click the exhibit link in the transcript to view the exhibit.
4. Repeat steps 1 through 3 to test other links.



## SORTING EXHIBIT FILES

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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.

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Create LEF **CREATING THE LEF FILE**

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

**To create the LEF file**

1. Type the appropriate information in the *Client/Matter #* and *Contact* text boxes at the bottom of the page, if desired.
2. Click **Create LEF**. The Save LEF File As dialog box is displayed.
3. Select the location where you want to save the file.
4. Type the name of the file in the *File name* text box.
5. Click **Save**. A message confirming the LEF creation has been successful is displayed.
6. Click **OK**. The Create LEF page is displayed.
7. Click **Send Via A2B** to send an e-mail with the attached LEF file or click **Continue** to create another LEF file.

 **EDITING A LEF FILE**

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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. The Select the LEF dialog box is displayed.
2. Select the file you want to edit and click **Open**.
3. Edit the contents of the LEF file.
4. Click the **Create LEF** button to save the file.

