

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 create a LEF file, go to LiveNote Central (www.livenotecentral.com) and sign on. Click **link exhibits** under LEF Service on the left side of the page.



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 box in the upper-left corner of the page and displayed in the *Transcript preview* box.



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.

Locating and Verifying Exhibit Names

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

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.
2. Type the new name in the *Primary name* text box.
3. 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**.

For technical assistance, call LiveNote Customer Technical Support at 1-800-290-9378 or e-mail west.livenote@thomson.com

Viewing Exhibit Links

Once exhibits have been added to the transcript, each exhibit link is listed in its own folder.

The transcript is displayed in the *Transcript preview* box exactly as it will appear in LiveNote



Sorting Exhibit Files

The order in which exhibit files are listed in LEFMaker is the order in which they will be listed in LiveNote (in the case window) when the LEF file is imported.

You can change this order by changing the position of an exhibit file in the list.

To verify and test exhibit links

1. Double-click an exhibit link 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.

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.



Creating the LEF File

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, if desired.
2. Click **Create LEF** in the lower-right corner of the page.
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 Exhibits Linked 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

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 **Create LEF** to save the file.