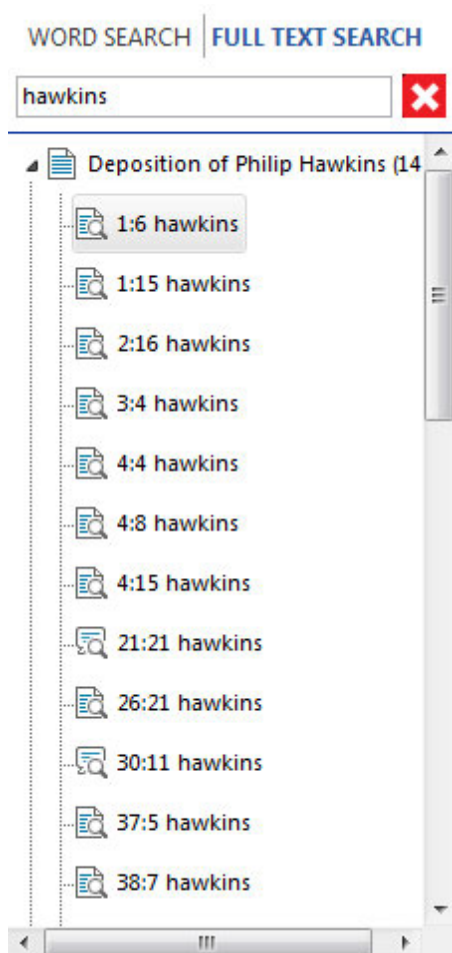




Once the search is canceled, the query is deleted from the Search box and the Full Text Search tab refreshes to display the Narrow Categories, Narrow Transcripts, and Narrow Annotations areas.

Related Topics

[About searching](#)

[Running full-text searches](#)

[Saving searches](#)

Adding terms to the case thesaurus

TextMap includes a global thesaurus that helps process advanced, full-text query searches using the LIKE operator. Search results will include synonyms found in the global thesaurus or synonyms you add to the case thesaurus that are specific to the current case. A synonym is a

word having the same or nearly the same meaning as another. Case synonyms have a maximum character limit of 30 and display in alphabetical order.

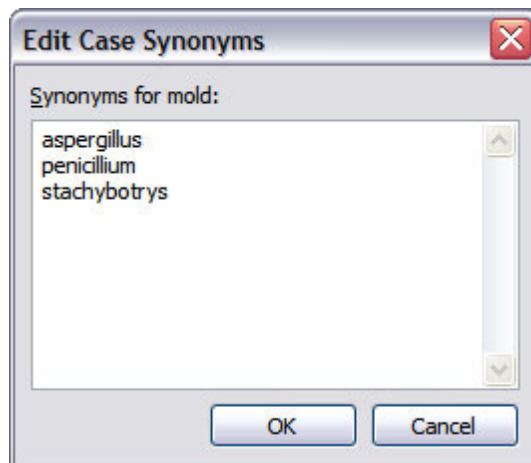
For more information, see [Learn about the LIKE operator](#).

To add synonyms to the case thesaurus

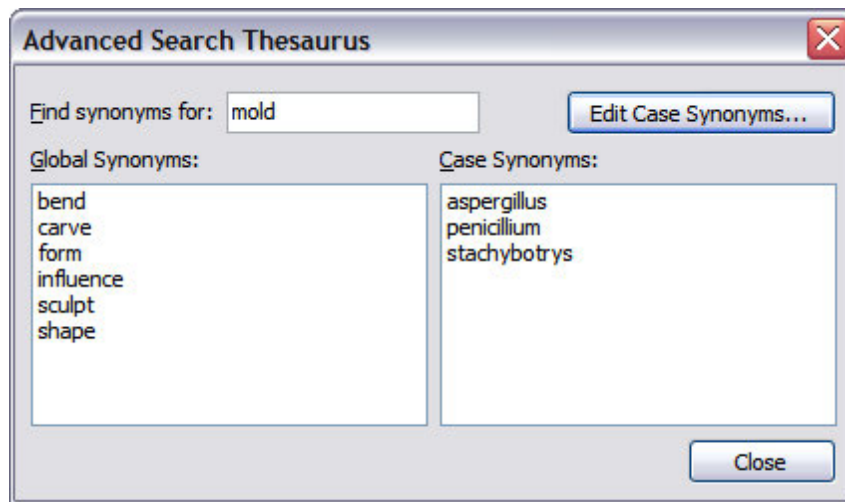
1. On the **Search** ribbon, click **Edit** to open the **Full Text Search** dialog box.
2. In the **Full Text Search** dialog box, click the **Thesaurus** button.
3. In the **Advanced Search Thesaurus** dialog box, type in a word in the **Find Synonyms for** box.

Synonyms from the global thesaurus display in the Global Synonyms box.

4. Click the **Edit Case Synonyms** button to add similar words to the case thesaurus.
5. In the **Edit Case Synonyms** dialog box, type a synonym that applies to transcripts in your case, then press **Enter**.



The new words now display in the Case Synonyms box.



6. Continue typing in synonyms until you are finished, then click **OK**.

Each time you type a synonym, press Enter to add a new word.

7. Click the **Close** button to save new words.
8. In the **Full Text Search** dialog box, click **Cancel**.

New searches will now capture the synonyms you added to the case thesaurus.

To edit case synonyms

1. On the **Search** menu, click **Full Text Search**.
2. In the **Full Text Search** dialog box, click the **Thesaurus** button.
3. In the **Advanced Search Thesaurus** dialog box, type the word in the **Find Synonyms for** box for which you want to edit synonyms.
4. Click the **Edit Case Synonyms** button.
5. In the **Edit Case Synonyms** dialog box, select the word you want and make any necessary edits.
6. Click **OK** to save your changes.
7. In the **Advanced Search Thesaurus** dialog box, click **Close**.
8. In the **Full Text Search** dialog box, click **Cancel**.

To delete case synonyms

1. On the **Search** menu, click **Full Text Search**.
2. In the **Full Text Search** dialog box, click the **Thesaurus** button.
3. In the **Advanced Search Thesaurus** dialog box, type the word in the **Find Synonyms for** box that you want to delete.

4. Click the **Edit Case Synonyms** button.
5. In the **Edit Case Synonyms dialog** box, select the word you want to delete and press **Delete** twice to remove the word and the space in the list.
6. Click **OK** to save your changes.
7. In the **Advanced Search Thesaurus** dialog box, click **Close**.
8. In the **Full Text Search** dialog box, click **Cancel**.

Related Topics

[About advanced searching](#)
[Using search operators](#)

About the Search report

TextMap can prepare a Search Report from any full-text search that you run. The Search Report includes the search and highlights the terms located in the transcript. To print a Search report, click the Reports ribbon or the Search ribbon and then click Search Report to open the Search Report Wizard. Complete the steps outlined in the wizard to complete the report.

For more information, see [Printing a Search report](#).

Related Topics

[Running full-text searches](#)
[Saving searches](#)
[Printing a Search report](#)

Annotating Transcripts

About annotations

After transcripts have been imported into TextMap, they are ready to be analyzed and annotated. During this process, you will select phrases, sentences and paragraphs, and comment on them. You will also use TextMap to categorize text selections and attach files.

Any note that you can put on a sticky note, you can create in TextMap. Add annotation notes to explain why a section is important, mark a section to research further, or flag a certain section as important to build or refute your case. You can create a list of claims and arguments related

to a case and then categorize notes related to the issues. You can also import an issues list that you created in CaseMap or import a list of opposing designations.

In TextMap, all issues are initially set to the default color yellow. You can assign each issue a color so that it can be easily identified when scrolling through the transcript. For instance, you could color code all research items red to be easily recognizable. See [About case issues](#) and [Creating case issues](#).

Annotations that overlap each other will display colored bars to the left of a transcript. Each color represents the issue color designated for the annotation and shows where each annotation begins and ends.

	10	A. Correct.
	11	Q. And your testimony is that the physical
	12	evidence showed the likelihood that water was running
	13	downward.
	14	A. It started in the master bathroom upstairs.
	15	Q. Okay. I'm going to ask you some questions on
	16	coverage issues. What type of policy was involved here;
	17	do you know?
	18	A. Elite II.
	19	Q. Okay. Can you give me a little education on
	20	that, what type of policy that is, how it works, briefly?
	21	A. I believe it was an Elite II. I said that
	22	pretty quick, but --
	23	Q. That's all right.
	36:1	A. Assuming that they had a homeowners association
		and not a condo association, it might have been a unit
	2	owners policy. Do you have that letter?
		Q. Yes.
	3	A. It's an Elite policy.
	4	Q. Okay. Can you just tell me what typically
	5	would be covered in that type of policy?
	6	A. It's an all-risk policy unless it's excluded
	7	specifically.
	8	Q. What type of water loss would be covered in
	9	Mr. Hawkins'?

Annotations also display in the Annotations pane where they can be sorted and filtered. You can also view annotations in the Annotation Detail pane. See [Viewing annotations](#) and [Filtering annotations](#).

Switch annotation modes to save time

TextMap offers three annotation modes to help you simplify the annotation process, depending on how you want to work. Each time you open a case in TextMap, the TextMap Default Annotation Mode dialog box displays, unless you select the Don't show again check box. You can change annotation modes at any time by clicking the Annotation menu and then clicking the desired mode. You can also click on the Annotations button on the Text & Video Tools Options ribbon or use the right-click menu. Manual Mode is the default annotation mode.

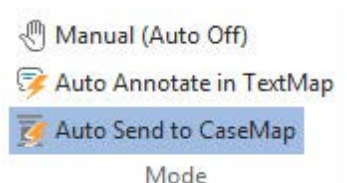
Annotation modes include:aw

- **Manual (Auto Off)** allows you to choose whether to apply the annotation in Annotate in TextMap or Auto Send to CaseMap mode.
- **Auto Annotate in TextMap** displays the New Annotation dialog box for entering notes or linking to issues or files before you choose to send the annotation as a new fact to CaseMap.
- **Auto Send to CaseMap** creates a new annotation and displays the Send to CaseMap dialog box, skipping the New Annotation dialog box.

To quickly determine what mode you are using, you can look at your mouse pointer indicator as you annotate text.

Annotation mode indicators include:

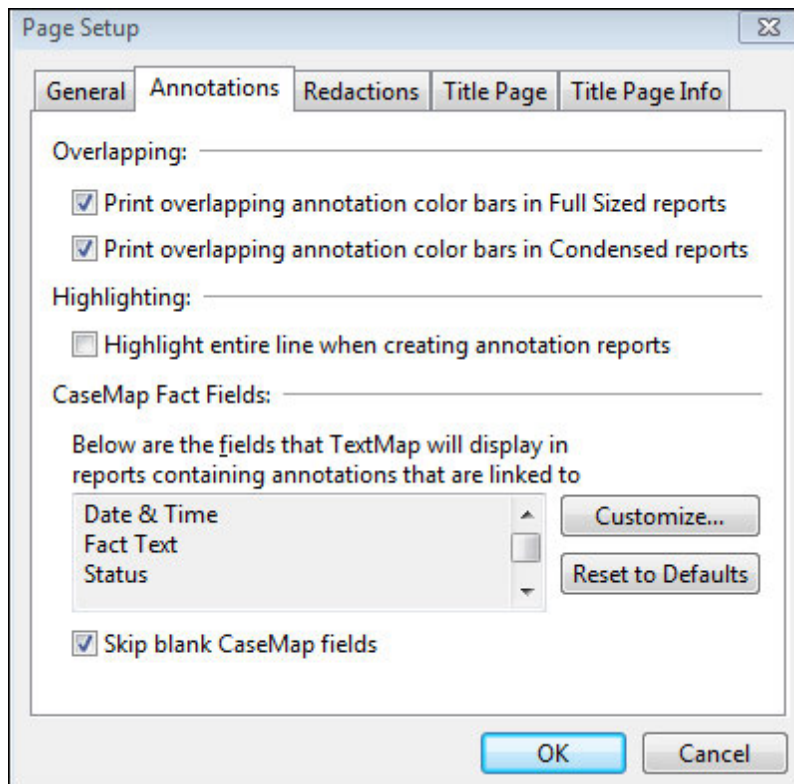
- **No Indicator** — Manual Mode
- **Text Balloon** — Auto Annotate in TextMap
- **Column** — Auto Annotate in CaseMap



 [Learn about annotations in reports](#)

When printing reports, the annotation will reference the line(s) where the partial annotation is created in the transcript.

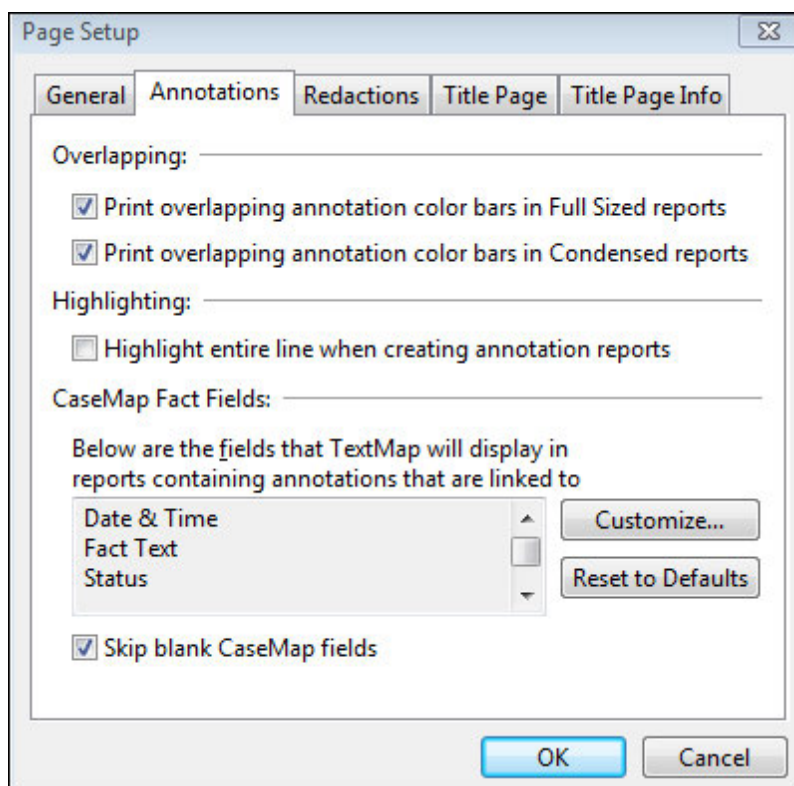
You also have the option to highlight the entire line in reports. Click **Print**, and then click **Page Setup**. Click the **Annotations** tab and in the **Highlighting** area, select the check box. This allows you to highlight the entire line when creating and printing annotation reports.



Learn about overlapping annotations in reports

Overlapping annotations bars print in full-size and condensed reports, single or multiple transcripts. In full-size reports, colored annotation bars display to the left of the transcript text up to one quarter of an inch or approximately six bars deep.

The overlapping annotation feature is turned on by default but can be turned off from the File menu by clicking **Print**, and then click **Page Setup**. Click the **Annotations** tab and clear the overlapping check boxes.



Related Topics

- [About case issues](#)
- [Creating case issues](#)
- [Creating annotations](#)
- [Viewing annotations](#)
- [Changing page setup options](#)
- [Sending annotations as Sanction media clips](#)

Creating annotations

Annotations are easily applied to transcripts simply by selecting the text you want highlighted. You can select and annotate the entire line in the transcript as well as select and annotate partial lines in the transcript. Annotating partial lines allows you to select the exact area of testimony as needed. See [Changing page setup options](#) for information on settings for highlighting the entire or partial line when printing annotation reports.

Annotated text displays in color on the transcript in the default color of yellow. If you want to add an annotation to text that is already highlighted, simply select text over an existing

annotation and continue dragging your mouse pointer until you have all text you want highlighted. The overlapping annotation will display in yellow (by default) unless you choose to link it to another color-coded issue. Annotations linked to issues display the color of that issue code.

Overlapping annotations display colored, vertical bars to the left of the transcript text with each bar spanning the length of the selected text. Each issue color bar stacks beside the next so you can easily see where one annotation starts and the next one begins. Issue color bars for the newest created annotation will display to the right, closest to the transcript text.

You can point to the issue color bar to display any linked notes and annotations.

A paperclip icon displays in the left margin of the transcript to indicate that those annotations have a linked file associated with them.

Overlapping annotation bars can also be printed in both full-size and condensed reports, as well as single or multiple transcript and end note options. In reports, colored annotation bars display to the left of the transcript text up to 1/4 inch. This feature is turned on by default, but can be turned off in the Annotations tab in the Page Setup dialog box.

If color annotations are too hard on your eyes during transcript review, you can hide the highlights during the review session. Issue color bars remain visible to easily identify where annotations occur in the transcript. Toggle this feature on or off from the View ribbon by clicking Highlight Annotations.

- ☑ If you color-code an issue black, the transcript text will appear as redacted in a printed hard copy. The text is still available for viewing in a PDF if the selection is copied to the Clipboard and pasted into another application for viewing.

To manually create annotations

1. Perform any necessary searches needed to locate transcript text.
2. In the **TextMap** window, highlight the transcript section you want to annotate.
3. Right-click the selected text and click **Annotate in TextMap**.

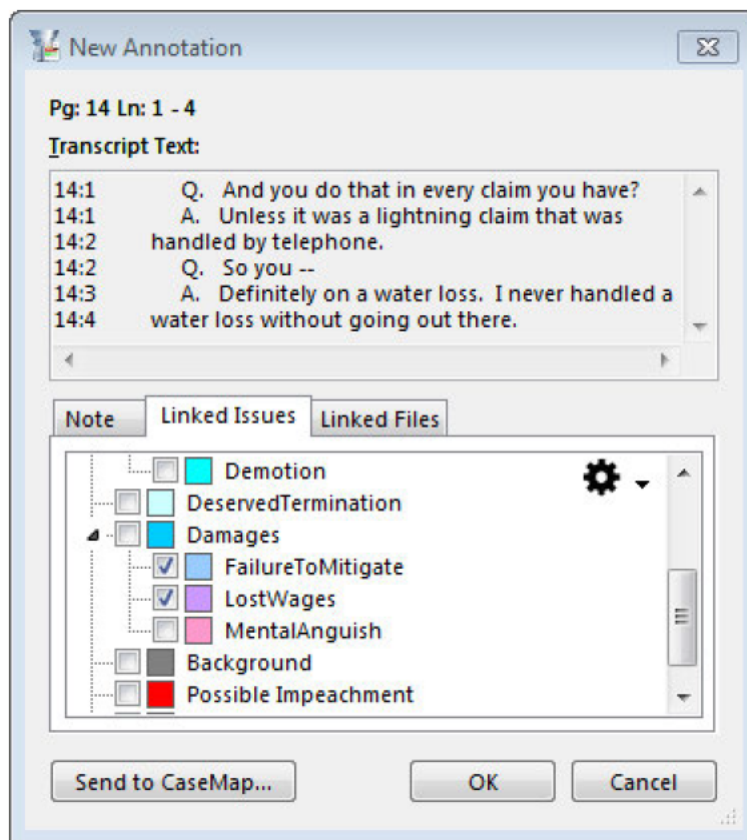
You can also click the **New Annotation** button located on the **Text & Video Tools** ribbon.

The New Annotation dialog box opens.

4. On the **Note** tab, type in any notes you have regarding the annotated text.
5. Click **OK** when you are finished or click on a tab to link the annotation to case issues or document files.

To link annotations to case issues

1. In the **New Annotation** dialog box, click the **Linked Issues** tab.



If you have closed this box, double-click on the annotation in the Annotations pane.

2. Select the issue check boxes for primary and sub-level issues you want to link to the annotation.

The Linked Issues tab automatically displays the last issue selections to minimize issue selection when creating annotations.

Click on the Issues Option button  to select one of the following:

- Select All Issues to place a check mark beside all issues
- Unselect All Issues to remove the check mark beside all selected issues
- Manage Issues to open the Case Issues dialog box.

-  If an annotation is linked to more than one issue, the color of the issue that's the highest in the issue outline hierarchy (that is not the default color) will be applied to the annotation.

3. Click **OK** to save your selections.

The selected issues now display in the Linked Issues column in the Annotations pane.

To link annotations to files

1. In the **New Annotation** dialog box, click the **Linked Issues** tab.

If you have closed this box, double-click on the annotation in the Annotations pane.

2. Click on the **Linked Files** tab, and then click the **Add** button.
3. On the **New Linked File Wizard's Welcome** page, click **Next**.
4. On the **New or Existing Document** page, choose whether to link to a new or existing document file.

To link to a new document

1. If you select **Yes, I want to link a new document to this case**, then the Document Type page displays.
2. In the **Document Type** page, select the type of document for which you want to link: **File**, **Web Address**, **Document linked in CaseMap**, or **Custom Link**.
3. Click **Next** to continue.
4. On the **New Exhibit Path** page, click **Browse**.
5. In the **Open** dialog box, navigate to the folder where the file is saved, select it and click **Open**.
6. Click **Next** to continue to open the New Document Name page.
7. In the **Name** field, type in or edit the document name.
8. Under the question **Is this document an exhibit?**, click **Yes** or **No**.
9. Click **Next** to continue.
10. On the **Completing the New Linked File Wizard** page, review the selected file, then click **Finish**.

To link to an existing document

1. If you select **No, I want to link to an existing linked document**, then the **Select Document** page displays.
 2. In the **Select Exhibit** box, click on the file for which you want to link the annotation, then click **Next**.
 3. On the **Completing the New Linked File Wizard** page, review the selected file, then click **Finish**.
5. In the **New Annotation** dialog box, click **OK** to save your selections.

To view annotation update history

1. In the **New Annotation** dialog box, click the **Update History** tab.

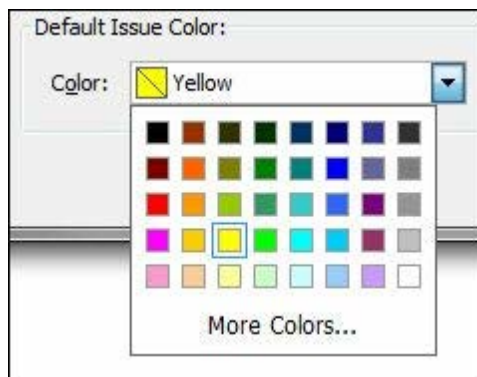
If you have closed this box, double-click on the annotation in the Annotations pane.

The tab lists who created the annotation and the date/time, as well as who updated the annotation and the date/time.

To change the annotation default color

The default annotation and case issue color are the same.

1. On the **File** menu, click **Case Setup** and then click **Case Issues**.
2. In the **Color** list, under **Default Issue Color**, click on the color you want.



3. Click **Close** to save your changes.

To turn off annotation highlights

On the **View** ribbon, click **Highlight Annotations** so that menu item displays as unchecked.

The Highlight Annotations feature is enabled when a check mark displays next to the menu option and is automatically turned on by default. The setting change only applies to the current TextMap session. The next time you open a case in TextMap, the annotation color highlights will display.

Related Topics

- [About annotations](#)
- [Viewing annotations](#)
- [Filtering annotations](#)
- [Editing annotations](#)
- [Moving annotations](#)
- [Changing annotation owner status](#)
- [Deleting annotations](#)

Viewing annotations

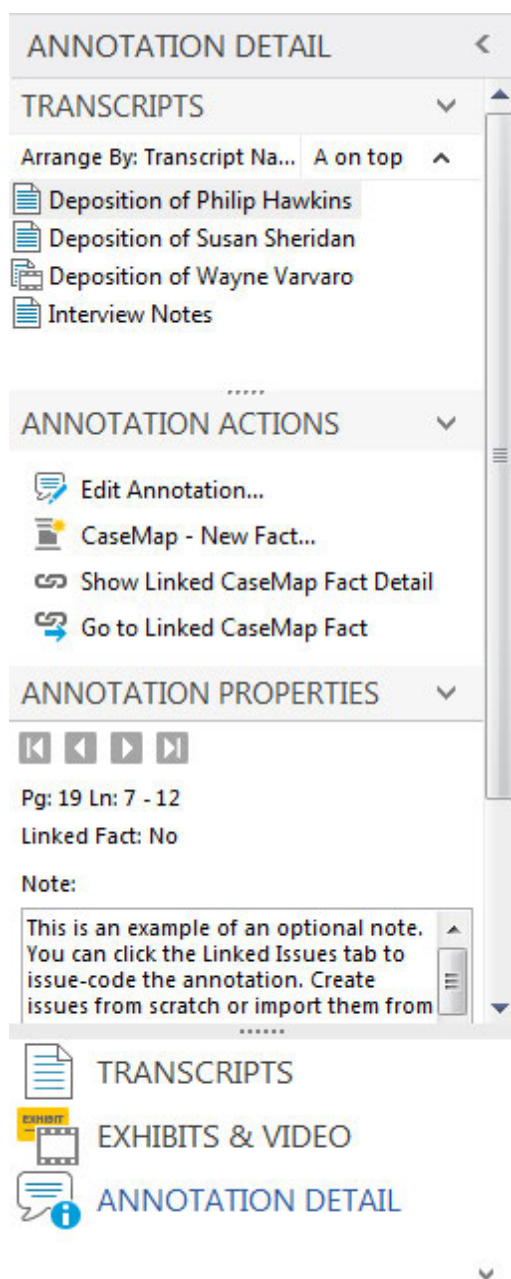
Annotations displays in the Annotations pane directly above the TextMap window where transcripts are viewed. For each annotation in the Annotation list, the page/line number, any notes, linked case issues, whether it was sent as a new fact to a corresponding CaseMap case,

the annotated text, who created it and the time stamp is displayed.

The Annotations pane also displays a count and filter status in the top right corner allowing you to see at a glance how many annotations exist for the current transcript and whether a filter is running. The count and filter status immediately update as you view different transcripts, run or cancel filters, and add or delete annotations.

DEPOSITION OF JOAN TURNER VOL 2						6 ANNOTATIONS	
Source	Note	Linked Issues	Linked Fact	Text	Created By	Creation Time Stamp	
Pg: 15 Lnc 14 - 18	I found this passage by re...	Background	No	Q. How would you de...	Chris Attorney	1/15/2008 12:03:12 PM	
Pg: 17 Lnc 6 - 13	Here we have testimony t...	Possible Impeachment	No	Q. And what happene...	Chris Attorney	1/15/2008 4:40:50 PM	
Pg: 17 Lnc 18 - 25		Pattern&Practice	No	Q. Okay. So someone...	Chris Attorney	1/15/2008 4:50:42 PM	
Pg: 22 Lnc 21 - Pg: 23 Lnc 3		Transfer	No	Q. Okay. And in your ...	Chris Attorney	1/15/2008 4:52:03 PM	
As: 23 Lnc 1 - 4	Right, because possible...	Enlightenment, Abolition	No	A. ...	Chris Attorney	1/15/2008 4:54:33 PM	

The Annotation Detail pane allows you to view the full note and all linked case issues. By using the navigation icons you can quickly navigate through all annotations in the selected transcript. An Annotation Actions pane contains links for editing annotations and quickly accessing the corresponding fact record in CaseMap. See [annotation details](#) below.



To navigate annotations

You can navigate a transcript's annotations in multiple ways:

- Click on an annotation to view, and then on the Create & Edit ribbon, click on the Navigation Annotation icons to navigate through all annotations in a selected transcript.
- In the Annotations pane, click on an annotation to view the applied annotation in the transcript.
- In the Annotation Detail pane, click on the navigation icons



Go to First Go to Prior Go to Next Go to Last

to navigate through all annotations in a selected transcript and view the applied annotation in the transcript. With the Annotation Detail pane open, you can also view the full note and all linked issues. See [annotation details](#).

To view annotation details

1. In the **Transcripts** pane, click on the transcript you want to review.
2. In the **Annotations** pane, click on the annotation for which you want to view details.
3. In the **Navigation** pane, click on the **Annotation Detail** button.

The Annotation Detail pane displays in the Navigation pane.

4. In the Annotation Properties pane, click on the applicable navigation icon(s)



Go to First Go to Prior Go to Next Go to Last

to navigate through all annotations in the selected transcript.

5. In the **Annotations Actions** pane, click on a link for the action you want.
 - **Edit Annotation** displays the Edit Annotation dialog box, where you can view notes or link to a case issue or file.
 - **CaseMap - New Fact** launches the Send to CaseMap tool, sending the selected annotation as a new fact to a corresponding CaseMap case. The new fact record in the CaseMap Facts spreadsheet will have a link to the current annotation in the TextMap case. By default, the text and page/line information is sent. The annotation will indicate Yes for the Linked Fact column in the Annotations pane and the Linked Fact section in the Annotation Properties task pane in the Annotation Detail pane.
 - **Show Linked CaseMap Fact Detail** displays the Fact Detail dialog box containing information about the fact linked to the selected annotation. You can edit this information and update the CaseMap case by clicking OK.
 - **Go to Linked CaseMap Fact** displays the CaseMap case in front of TextMap and selects the fact record linked to the selected annotation.
6. In the **Annotation Properties** pane, review the page/line reference number, whether the annotation is linked to a fact record in the corresponding CaseMap case, review the full annotation note, and review any linked case issues.

Related Topics

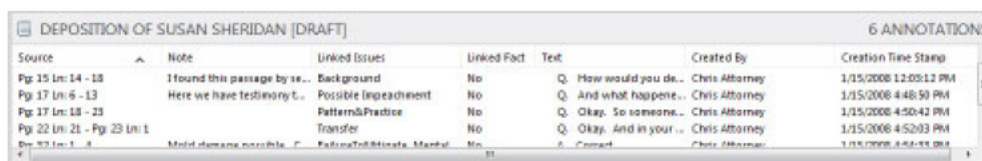
[About annotations](#)
[Creating annotations](#)
[Filtering annotations](#)
[Editing annotations](#)

Sorting annotations

The Annotations pane allows you to sort annotations by columns: Source, Note, Linked Issues, Linked Fact, Text, Created By, and Creation Time Stamp. The default sort order is by page/line number.

To sort annotations

1. In the **Transcripts** pane, click on the transcript for which you want to view annotations.
2. In the **Annotations** pane, click on the column you want to sort by.



Source	Note	Linked Issues	Linked Fact	Text	Created By	Creation Time Stamp
Pg 15 Ln 14 - 18	I found this passage by re...	Background	No	Q. How would you de...	Chris Attorney	1/15/2008 12:05:12 PM
Pg 17 Ln 6 - 13	Here we have testimony t...	Possible impeachment	No	Q. And what happene...	Chris Attorney	1/15/2008 4:48:50 PM
Pg 17 Ln 18 - 23		Pattern&Practice	No	Q. Okay. So someone...	Chris Attorney	1/15/2008 4:50:43 PM
Pg 22 Ln 21 - Pg 23 Ln 1		Transfer	No	Q. Okay. And in your ...	Chris Attorney	1/15/2008 4:52:03 PM
Pg 27 Ln 1 - 8	Medication possible. P...	RefuseToAffirmate, Mandat	No	A. Correct.	Chris Attorney	1/15/2008 4:54:11 PM

For example, if you want to sort all annotations by linked issues, click on the Linked Issues column.

All annotations now display by linked issues and in alphabetical order. An arrow displays in the column indicating which column annotations are sorted by.

Related Topics

- [About sorting](#)
- [About filtering](#)
- [Viewing annotations](#)
- [Filtering annotations](#)

Filtering annotations

TextMap now allows you to filter annotations by creator or linked issues. To apply an annotation filter, click the View ribbon and select Filter by Creator or Filter by Linked Issues. (No Filter is the default view, where all annotations display). The selected filter is then applied to all transcripts in the case for the current user session or until another filter option is selected. When you close or re-open a case, any previously applied filters are automatically cleared. The annotation filter status displays in the top right corner of the Annotations pane.

-  If you or another user deletes an annotation or issue while a filter is applied, it will be deleted regardless.

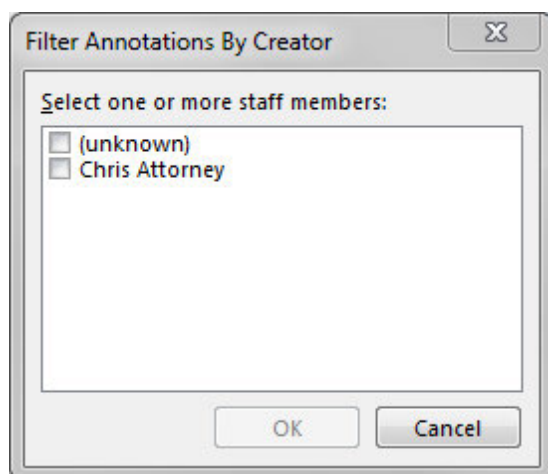
View filtering considerations

Reference the following table to learn about considerations that affect filtering.

Filtering Considerations	
Filters	Description
Filter by Creator	Any new annotations added by other case users when the filter is running only display if they match the current filter.
	If there are no annotations for selected users, the Annotations pane displays a message, Filter Excludes All Annotations.
	Case users who have been deleted will still display with that designation. If an annotation has "unknown" as the creator, you can assign it to another users. See Changing annotations' owner status .
	If the Filter by Creator menu item is grayed out, the case does not currently have any users.
Filter by Linked Issues	Annotations created or edited when the filter is running only display if they match the current filter.
	If you select a parent issue, all child issues are also selected. Clear the check box for any issue you do not want in the filter.
	If an issue filter is already applied, those issues will already be selected in the Filter Annotations by Linked Issues dialog box.
	If there are no annotations for selected issues, the Annotations pane displays a message, Filter Excludes All Annotations, and the Filter by Annotations by Linked Issues dialog box displays a message, There are no issues in this TextMap case.

To filter by creator

1. On the **View** ribbon, click **Filter by Creator** on the **Filter Annotations** tab.
2. In the **Filter Annotations by Creator** dialog box, select one or more users to filter by.



3. Click **OK** to apply the filter.

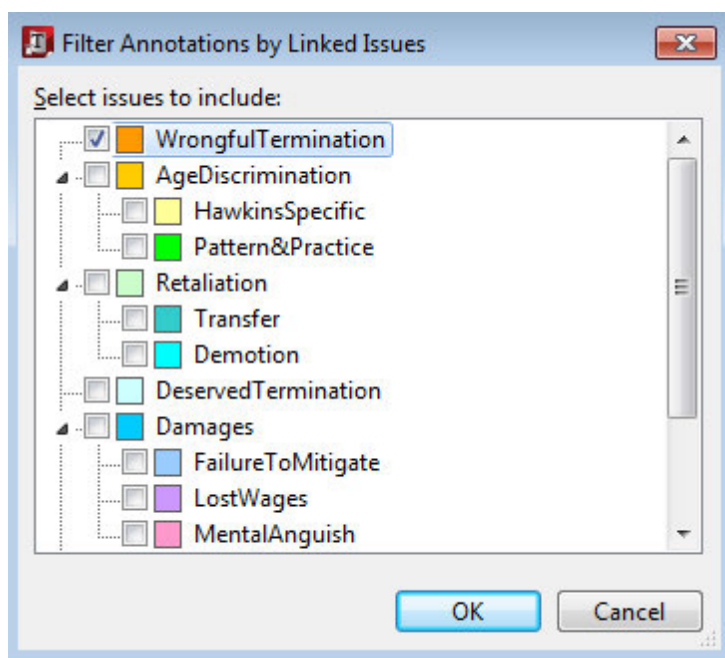
Only annotations by selected users now display in the Annotations pane.

The information bar in the top right corner of the Annotations pane now displays the number of annotations filtered and total annotations in the transcript.

To filter by linked issues

1. On the **View** ribbon, click **Filter by Linked Issues** on the **Filter Annotations** tab.
2. In the **Filter Annotations by Linked Issues** dialog box, select the check box for each issue you want included in the filter, then click **OK**.

You can also right-click to check or clear all issues.



Only annotations linked to the selected issues now display in the Annotations pane.

 To clear an annotation filter

1. On the **View** menu, click **No Filter** on the **Filter Annotations** tab.

The previous filter is now removed from all transcripts in the case.

If you select another filter option, the previous filter is cleared and the new filter is applied.

Related Topics

[About annotations](#)

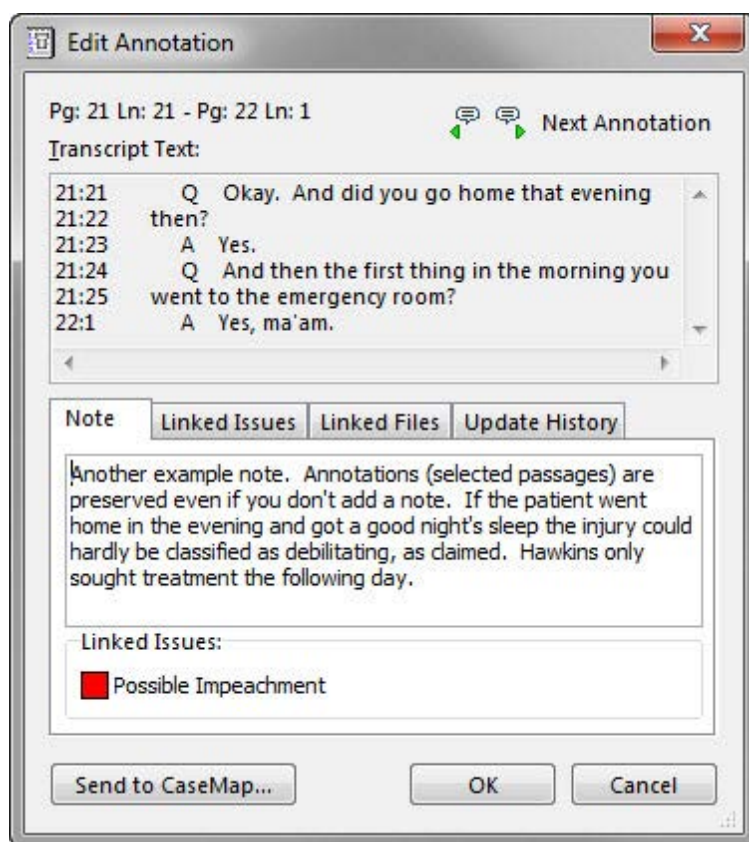
[Creating annotations](#)

[Viewing annotations](#)

[Sorting annotations](#)

Editing annotations

Annotations edits can made be in the Edit Annotations dialog box. You can edit notes, linked issues and files, and view update history. Click OK to save any changes.



You can access the *Edit Annotation* dialog box five ways:

- Double-click the annotation in the Annotations pane.
- Right-clicking an annotation in the Annotations pane or in the transcript and then click Edit Annotation.
- Click the Edit Annotation link in the Annotation Detail pane under Annotation Actions.
- Click the issue color bar in the Transcript window.
- Select the annotation in the Transcript window and click Edit Annotation on the Create & Edit tab located on the Text & Video Tools ribbon.

Related Topics

[About annotations](#)

[Creating annotations](#)

[Moving annotations](#)

Changing annotation owners

The Change Annotations' Owner wizard allows you to change the creator or owner of an annotation from one case user to another. This feature is helpful when a staff member is no longer working on the case or you have new a staff member and need to re-assign an annotation to new owner. It's also beneficial when you have imported new transcripts that display a Created By status of "unknown" in the Annotations pane. You can then assign the annotation to a case user for tracking purposes.

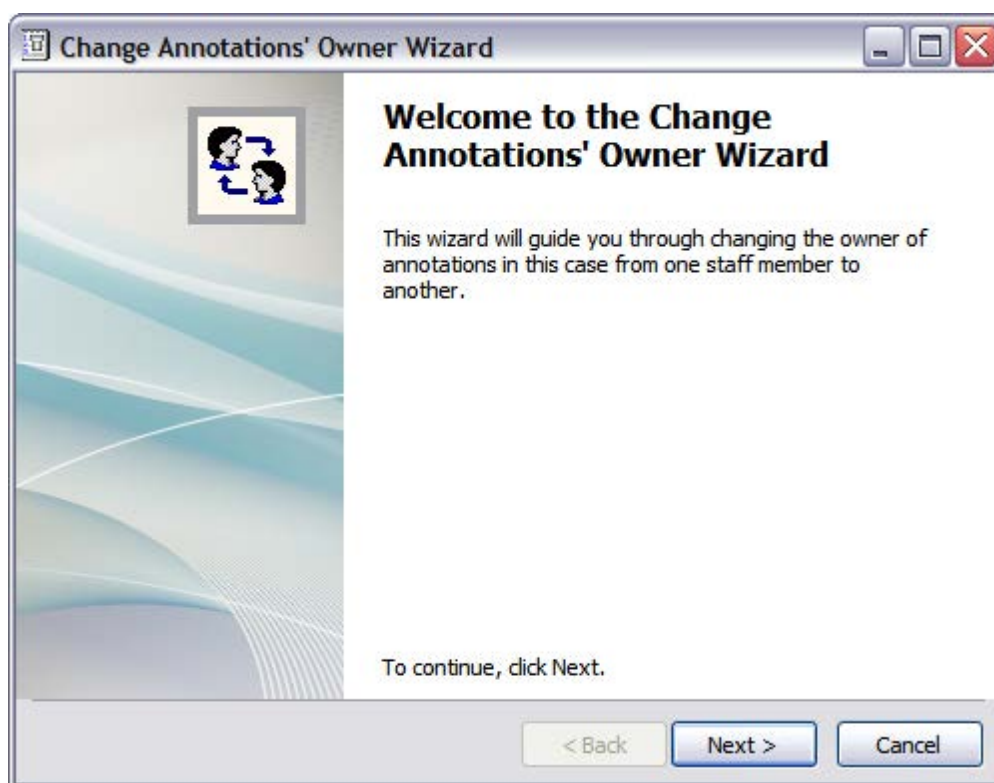
When you change the annotation owner status, the change affects the whole transcript. You cannot change the owner status for individual annotations within a transcript.

To change an annotation owner to another user

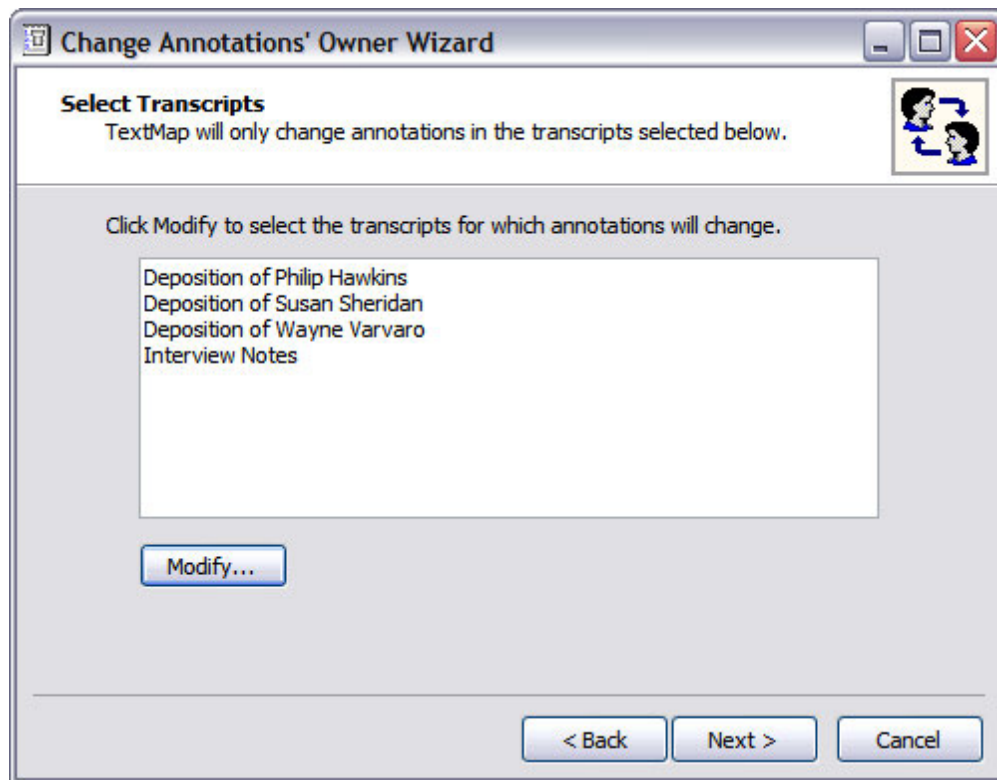
1. On the **Case Tools** ribbon, click **Change Annotations Owner**.

If this menu item is grayed out, you do not have permission to change annotation owner status or there are no users in the case.

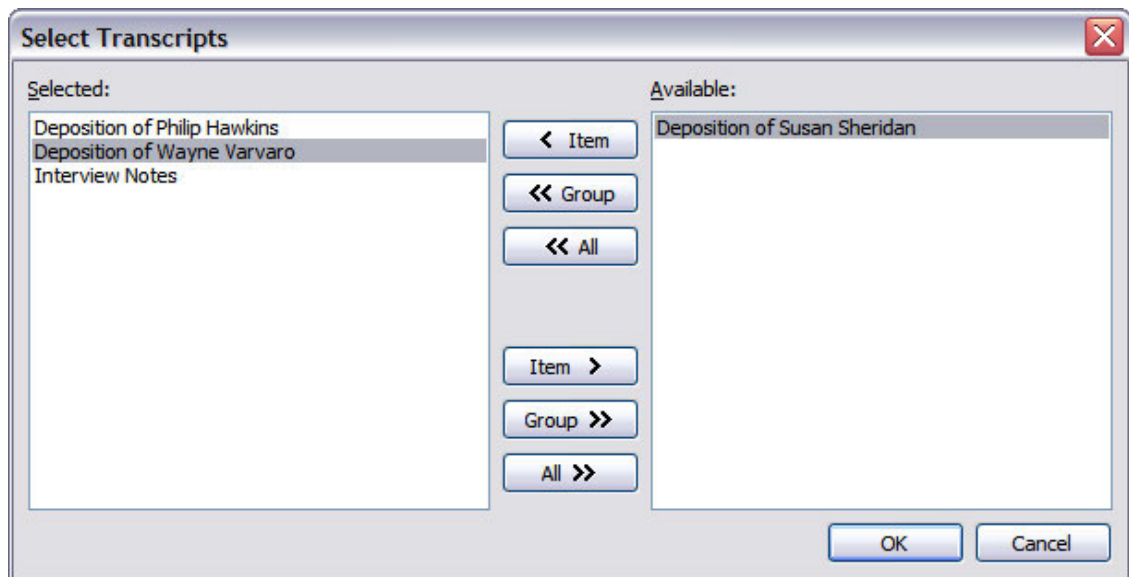
2. When the wizard launches, click **Next**.



3. On the **Select Transcripts** page, select the transcripts that include annotations you want to change.



4. Click the **Modify** button to select the transcripts for which annotations will change.



In the Select Transcripts dialog box, select the transcripts in the Available box that you want to add or select transcripts in the Selected box that you want to remove.

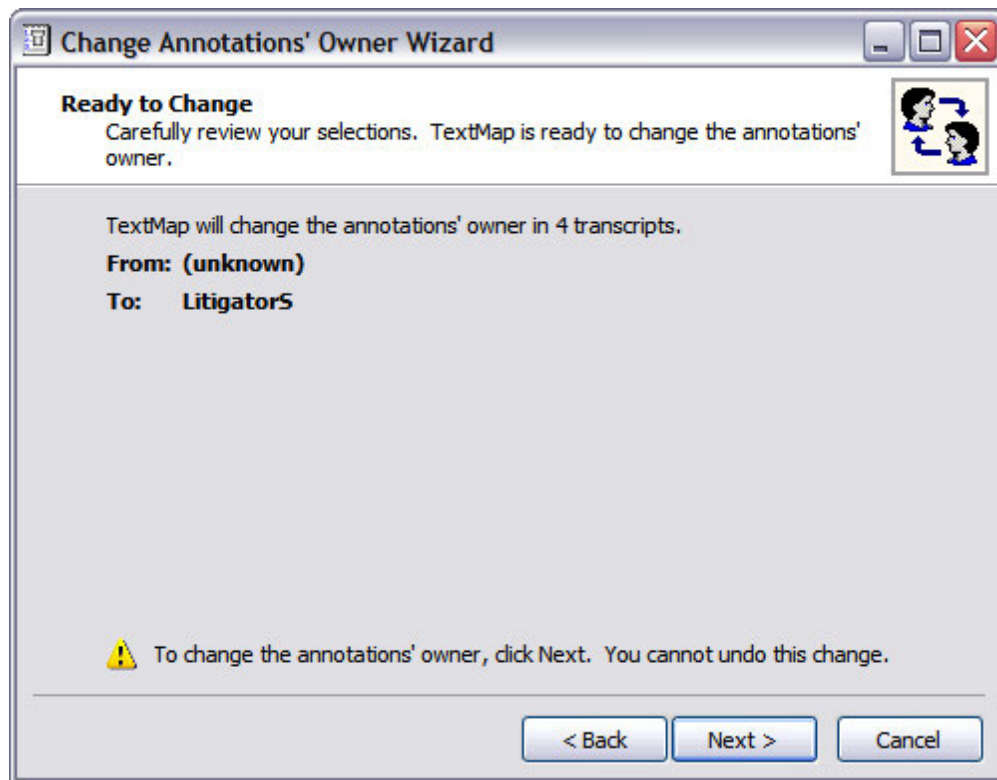
Use the Item button to move the transcripts accordingly, then click OK.

5. Click **Next** to open the **Select Staff Members** page.



The image shows a Windows-style dialog box titled "Change Annotations' Owner Wizard". The title bar includes standard minimize, maximize, and close buttons. The main content area has a header section with the title "Select Staff Members" and the question "Whose annotations do you want to change?". To the right of this header is a small icon depicting two people with arrows between them. Below the header, there are two dropdown menus. The first is labeled "Current annotations' owner:" and currently shows "(unknown)". The second is labeled "New annotations' owner:" and currently shows "LitigatorS". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

6. In the **Current annotations' owner** list, click the name of the person that created the annotation.
7. In the **New annotations' owner** list, click the name of the user you want to assign the annotation to.
8. Click **Next** to continue.
9. On the **Ready to Change** page, review your annotation owner change selections and how many transcripts are affected, then click **Next**.



10. On the **Completing the Change Annotations' Owner Wizard** page, review how many annotations were updated, then click **Finish**.



The annotation owner is now updated in the Created By column in the Annotations pane.

Related Topics

[Creating annotations](#)

[Editing annotations](#)

Importing annotations

The Import Annotations Wizard allows you to import annotations from a comma delimited text file (.csv) file saved from a Microsoft® Excel spreadsheet without having to do it manually. The Import Annotations Wizard can import multiple annotations into multiple, existing transcripts. The wizard imports page/line number and note designations, and allows the ability to link issues to imported annotations so they can be tagged.

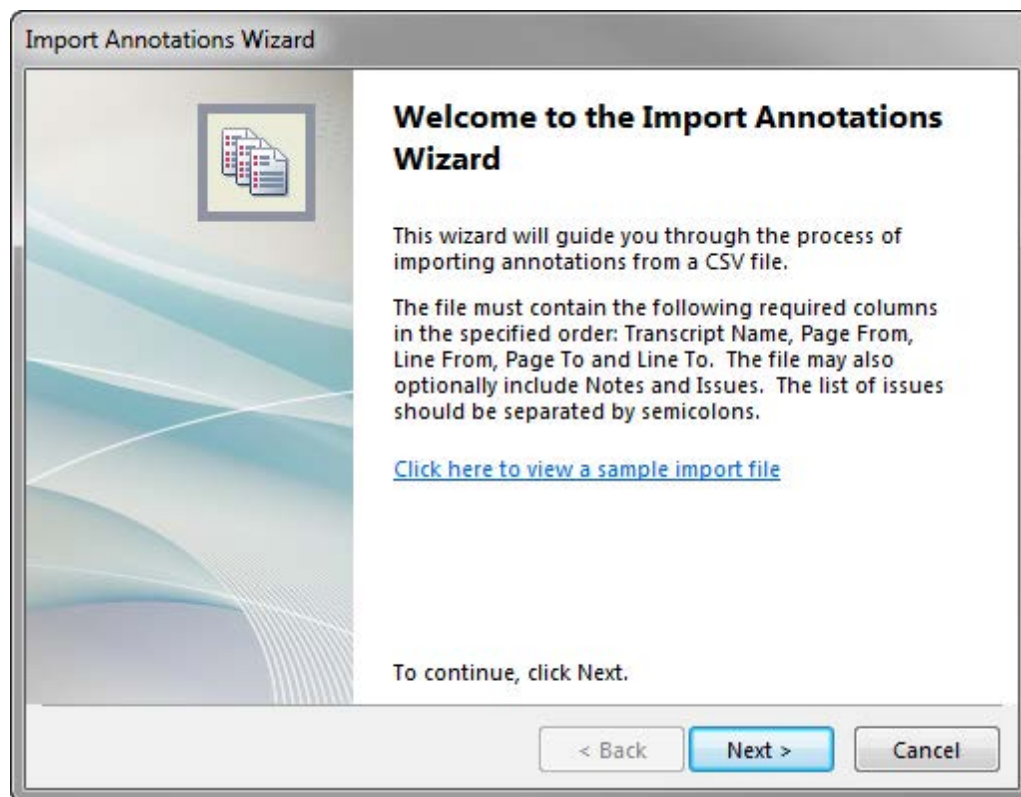
In order to successfully import annotations, the .csv file's columns must be in the following, specified order: Transcript Name, Page From, Line From, Page To, and Line To. The file may also include the Notes and Issues column (optional). This list of issues should be separated by semicolons. The wizard's Welcome page includes a link to view a sample import file (shown below).

Transcript	Pg From	Ln From	Pg To	Ln To	Notes	Issu
Deposition of P...	30	4	30	11	HawkinsP says t...	Wre
Deposition of P...	27	6	27	11	HawkinsP does ...	Ret
Deposition of P...	29	1	29	9	HawkinsP's sala...	Der
Deposition of P...	25	24	26	2	Date of surgery	Dar
Deposition of S...	35	15	35	18	Type of policy	Ret
Deposition of S...	36	1	36	7	Homeowner's a...	Der

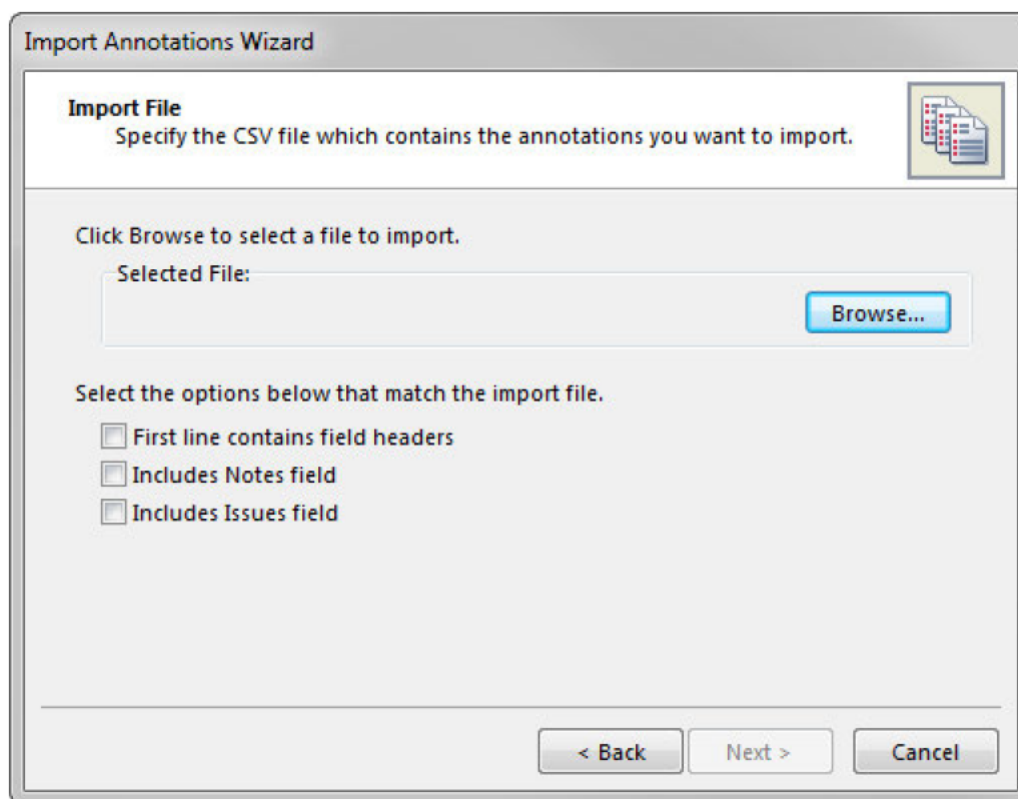
- ☑ If you import the same .csv file twice, you will duplicate content in the case. The Import Annotations Wizard will display an Import Errors page if some annotations fail to import. We recommend that you save this information to a file, resolve the errors, and then import the skipped annotations as a separate .csv file.
- ☑ If an annotation in has "Unknown" listed in the Created By column, it may be an imported annotation. These annotations can be assigned to a case user after the import. See [Changing annotation owner status](#).

To import annotations into existing transcripts

1. On the **Home** ribbon, click **More Import**, and then click **Import Annotations**.
You can also click Import on the File menu, and then click Import Annotations.
2. When the wizard launches, click **Next**.



3. On the **Import File** page, click **Browse** to locate the file you want to import.



4. After the selected file and path of the file(s) being imported is displayed in the wizard, select/deselect all applicable options (e.g., First line contains field headers), to indicate what (i.e., notes, issues) is in the file(s) being imported):

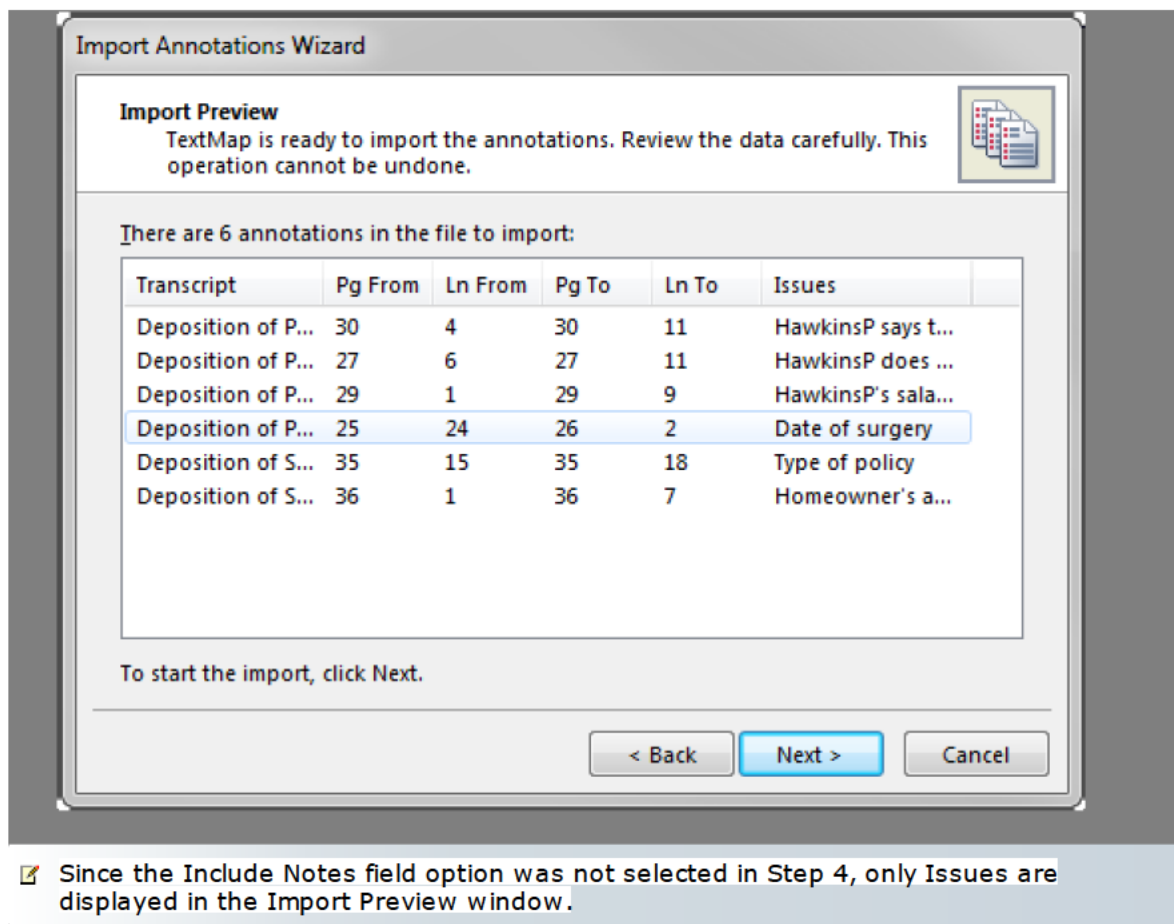
First line contains field headers -- The first line of the import file contains the field headers (i.e., Transcript, Pg From, Ln From, etc.) and not the first annotation.

Includes Notes field -- Import file includes a field to list the note(s) associated with each annotation.

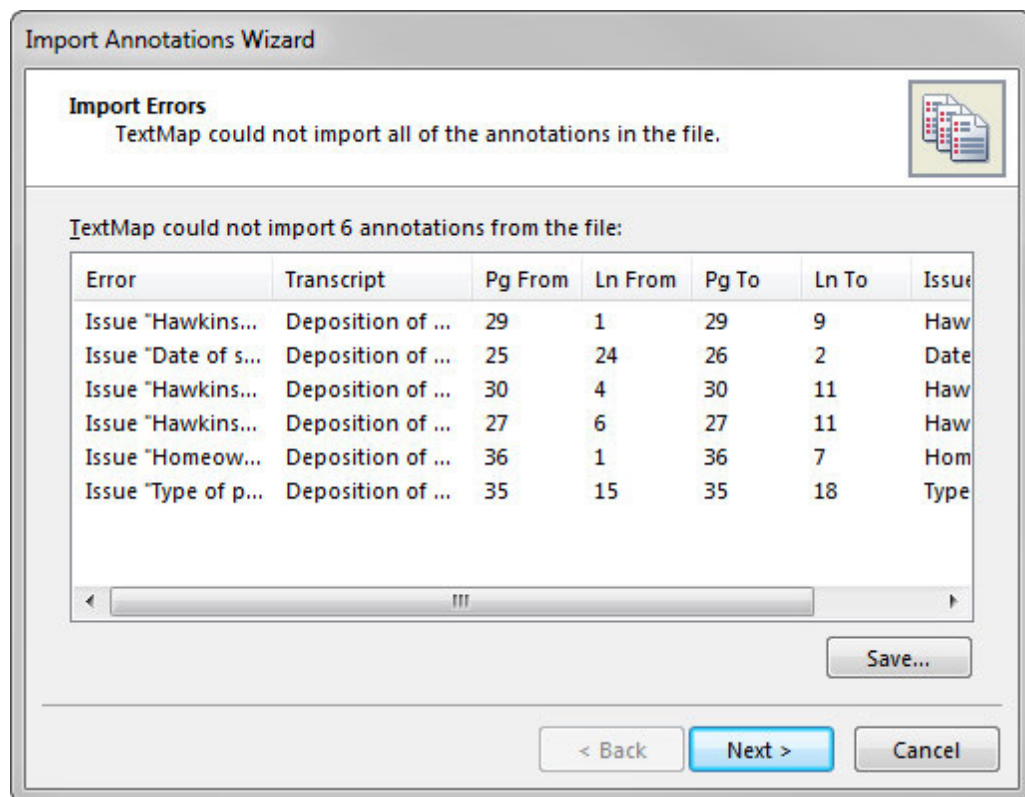
Includes Issues field -- Import file includes a field to list the issue(s) associated with each annotation.

-  These options must match what is in the import file in order for the annotations to import correctly. If a check box (e.g., Issues or Notes) is not selected, it will not be displayed in the Import Preview window.

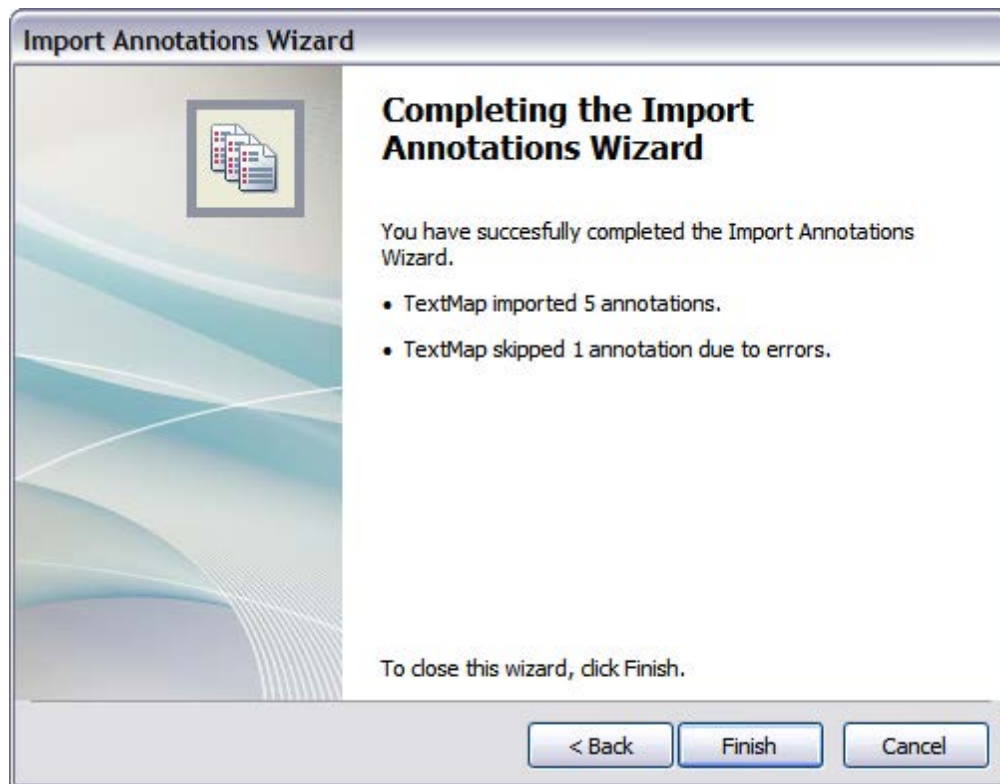
5. Click **Next** to display the Import Preview page.
6. On the **Import Preview** page, review the annotations selected for import, then click **Next** to start the import process.



If any annotations cannot be imported (e.g., transcripts with the same name), the wizard displays an Import Errors page listing all annotations that did not successfully import.



7. Optional: Click the **Save** button to save a list of the import error list for future reference.
8. Click **Next** to continue.
9. On the **Completing the Import Annotations Wizard** page, review the number of imported annotations and those skipped due to errors, then click **Finish**.



The imported annotations now display in the Annotations pane. When you click on an annotation in the Annotations pane, the transcript displays the annotated content with the applicable issue code color, if issues were included in the .csv file.

Related Topics

[About annotations](#)

[Creating annotations](#)

Printing annotation reports

You can create annotation reports from single or multiple transcripts' annotations. Or you can print Annotation Digest ReportBooks, which include the annotations and notes from a set of ReportBooks that can be filtered by issue. Using the Annotation Digest Wizard, you can also customize the order of annotations and decide whether to include linked CaseMap facts.

For more information, see the following topics:

- [Printing single transcripts](#)
- [Printing multiple transcripts](#)

- [Printing Annotation Digests](#)

Related Topics

[About annotations](#)

[Creating annotations](#)

[Viewing annotations](#)

Moving annotations

If an annotation was not applied properly, you can simply move it to the right page/line location in the transcript.

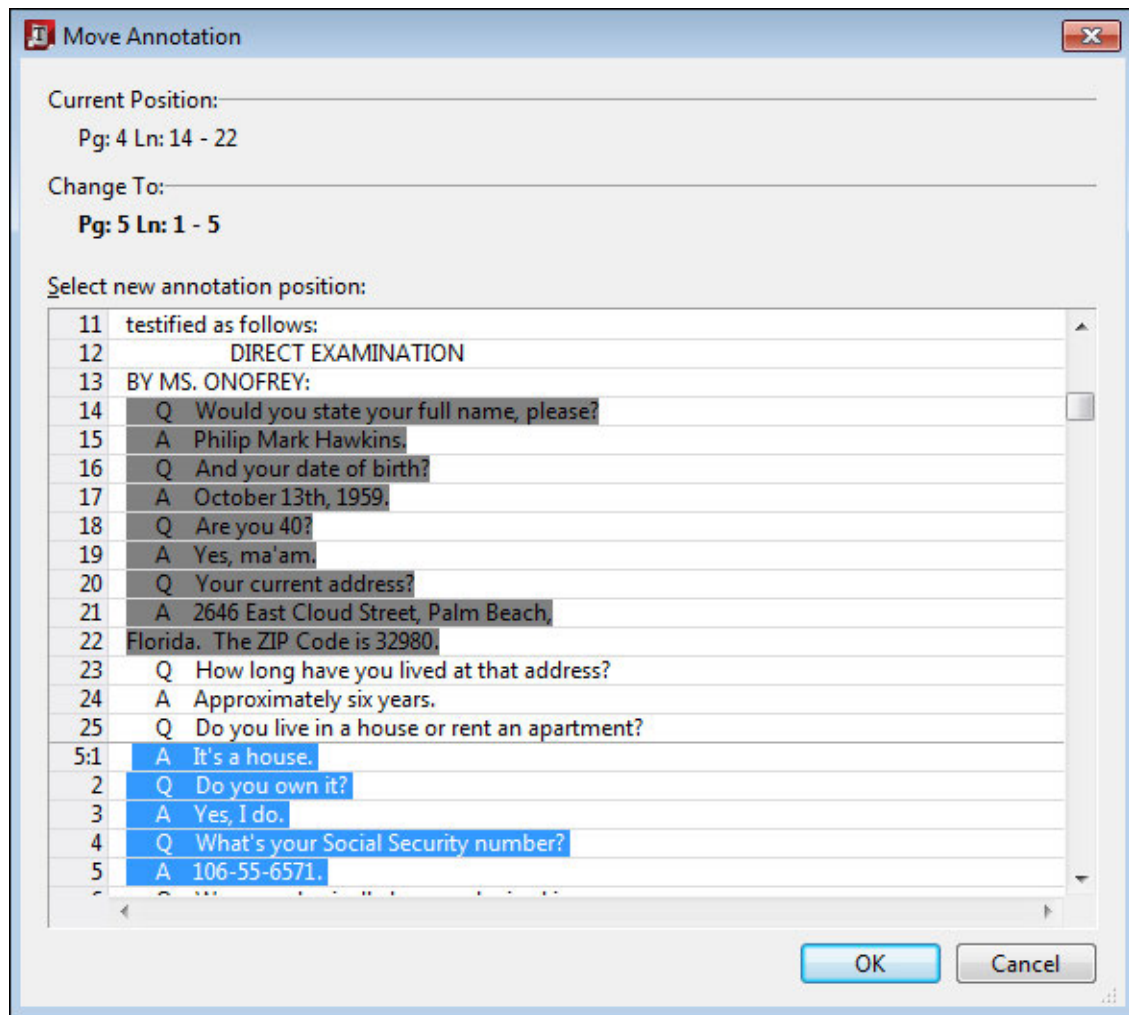
The issue color bar will display in the new location.

To move an annotation

1. In the **Transcripts** pane, click on the transcript for which you want to view annotations.
2. In the **Annotations** pane, right-click on the annotation you want to move.
3. On the sub-menu, click **Move Annotation**.

You can also click the  button located on the **Text & Video Tools** ribbon.

4. In the **Move Annotation** dialog, select the new text for annotation.



5. Click **OK** to move the annotation.

Related Topics

[Creating annotations](#)

[Editing annotations](#)

Deleting annotations

Once an annotation is deleted from a transcript, it is permanently removed from the case. Removing annotations from TextMap does not delete any corresponding fact records in CaseMap.

 To delete a single annotation

1. In the **Annotations** pane, click on the annotation(s) you want to delete.

Press the Shift key while clicking the annotations to select more than one.

2. Right-click the annotation and then click **Delete Annotation**.

You can also click the annotation in the transcript, click **Delete** in the **Text & Video Tools** ribbon, and then click **Delete Annotation**.

3. In the message box, click **Yes**.

All annotations are permanently deleted from the transcript.

 To delete all annotations in a transcript

1. Click **Delete** in the **Text & Video Tools** ribbon, and then click **Delete All Annotations**.

2. In the message box, click **Yes**.

All annotations are permanently deleted from the transcript.

 Related Topics

[Creating annotations](#)

[Editing annotations](#)

[About the case index](#)

Sending facts to CaseMap

Sending facts to CaseMap

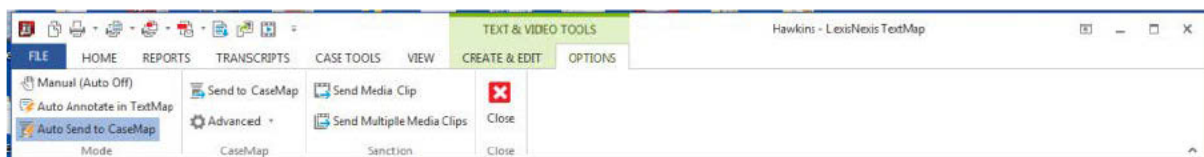
We encourage you to use CaseMap from the first day you begin working on a new matter. When you use CaseMap in conjunction with TextMap, you can enter new facts well in advance of having court-appropriate sources for these fact records. And you can always update the existing fact records while working in TextMap. Later, when you find a source for a given fact as you review a transcript, you can update the pre-existing fact.

TextMap is designed so you can optionally perform all basic data entry about a fact in the midst of sending a transcript passage to CaseMap. These options are available in the dialog boxes that display when you send a new fact to CaseMap or update an existing one. For each transcript passage sent to CaseMap, TextMap automatically creates a source that references the transcript and the page and line numbers of the selection. You must have the related CaseMap case already open in order to send transcript annotations from TextMap to CaseMap.

You can tell which annotations have already been sent to CaseMap by checking the Annotations pane at the top of the page. The Linked Fact column has a Yes/No status indicator for each annotation. Annotations with a Yes have been sent to CaseMap. The CaseMap fact automatically links back to the selected passage in the transcript. If the fact has already been

sent a message displays asking if you want to re-send the annotation (it replaces the link to the existing fact).

If you intend to send multiple annotations to CaseMap, consider switching to the Auto Send to CaseMap annotation mode. Click the arrow next to the Annotate in TextMap button or click the Annotations menu, and then click Auto Send to CaseMap. Each time you annotate transcript text the Send to CaseMap dialog box automatically launches, skipping the New Annotation dialog box.



✍ If your organization uses CaseMap, follow those established guidelines for creating short names in CaseMap. If you do not understand the concept of short names, please refer to the CaseMap Answer Center.

📍 Once you have sent annotations to CaseMap, you can use options on the Annotations menu to instantly jump to a selected annotation's associated fact in CaseMap or display a Fact Detail window with information about the associated fact. Right-clicking an annotation in the Annotations pane opens a shortcut menu with the same CaseMap-related options.

⚠ Some organizations install program files on servers, along with the case files. If your organization installs CaseMap and TextMap on a server, these programs must be installed on the same server in order for the links to hold. Additionally, if you move a TextMap case file that contains links to a CaseMap case, you could break the link to the CaseMap record. See [Moving cases](#) and Managing/changing file locations topic to plan the case file move beforehand.

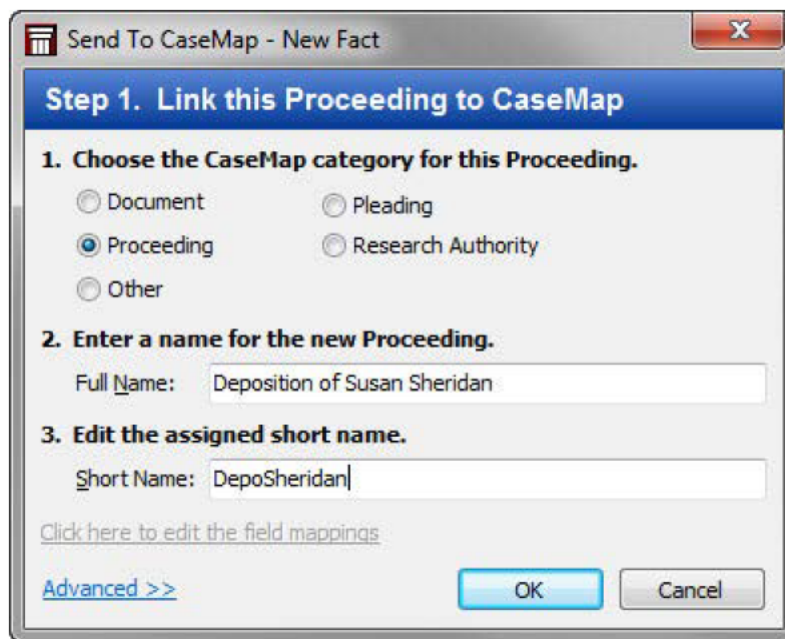
📖 To send annotations to CaseMap

1. In **CaseMap**, open the corresponding case.
2. In **TextMap**, select the transcript text you want to send as a new fact to CaseMap.
3. Select/highlight the annotations to be sent to CaseMap, and on the **Text & Video** ribbon, click the **Options** tab.
4. On the **Options** tab, click **Send to CaseMap**.

You can also right-click on the selected text and click **Send To**, and then click **CaseMap - New Fact**.

The Send to CaseMap - New Fact dialog box displays.

5. In the **Step 1. Link this Proceeding to CaseMap** dialog box, review the information that is automatically filled in for you, and then click **OK**.



Send To CaseMap - New Fact

Step 1. Link this Proceeding to CaseMap

1. Choose the CaseMap category for this Proceeding.

☐ Document ☐ Pleading
☒ Proceeding ☐ Research Authority
☐ Other

2. Enter a name for the new Proceeding.

Full Name: Deposition of Susan Sheridan

3. Edit the assigned short name.

Short Name: DepoSheridan

[Click here to edit the field mappings](#)

[Advanced >>](#)

Notice that the transcript content displays in the Text Selection box. Do not delete these brackets as they help link it to the source file. Fact Text is also selected in the Append Text Selection to list and the deposition is listed in the Source(s) field. Any annotation notes display in the Fact Text field.

If you have already sent an annotation from this transcript to CaseMap, the Step 1. Link this Proceeding to CaseMap dialog box does not display.

 You can also send note text to CaseMap after an annotation is already sent. Notes are added to the Fact Text field as mentioned above. If you add more than one note to an annotation, the annotation and its new note are added to the Facts spreadsheet as a new fact record.

5. Click the **Advanced** link if you also want to add the transcript as an object in CaseMap's All Objects and Proceedings spreadsheets.

Favorite Fields	
Full Name	Deposition of Wayne Varvaro
Short Name	DepositionOfWayneVarvaro
Type +	Deposition
Date	Fri 05/23/2003
Status +	Completed
Attendees	
Linked Issues	
Linked File	id=46 - (TextMap)

Issue Linker

Options ▼ OK Cancel

Click the Save & Edit button to open the Edit Proceeding dialog box and enter additional information about the new object record, such as the type and status of the document, and any attendees present.

6. In the **Step 2 Edit the CaseMap Fact** dialog box, review the information that is automatically filled in for you.

Send To CaseMap - New Fact

Step 2. Edit the CaseMap Fact

Text Selection: [Q. How would you describe the amount of water damage to the property that you saw? Light? Medium? Heavy? Substantial?
A. It was heavy. There was substantial water]

Append Text Selection to: Fact Text

Favorite Fields	
Date & Time	Fri 05/23/2003
Fact Text	I found this passage by searching using an Advanced Search for the phrase "water damage". A search for words enclosed in quotes returns hits for exactly what
Source(s)	Deposition of Susan Sheridan [%LF% pg=15 ln=14 -
Key	☒
Status +	Undisputed
Linked Issues	

Issue Linker

Options ▼ OK Cancel

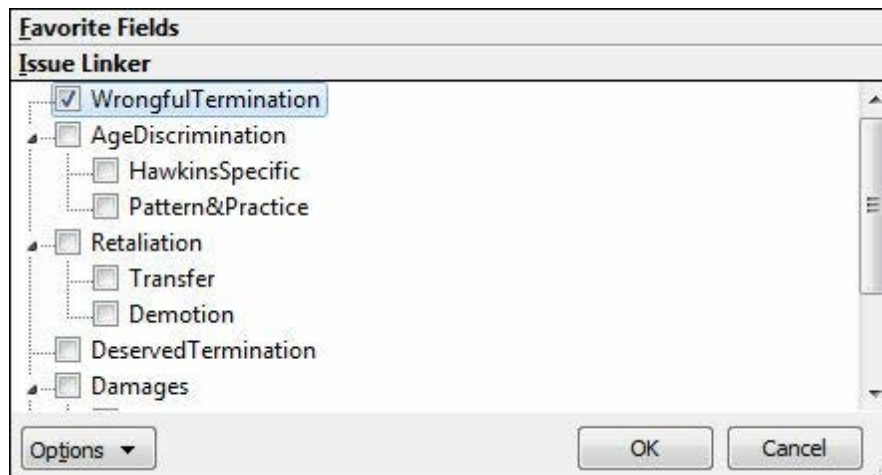
Notice that the transcript content displays in the Text Selection box. Do not delete these brackets as they help link it to the source file.

Also notice that the Append Text Select to box automatically lists the Fact Text field. You can select other columns on the spreadsheet to receive the text or click "Do Not Append" if you're entering a summary of the fact and simply want to refer back to the actual text when necessary.

Annotation notes display in the Fact Text box and will display in the Fact Text field in the Facts spreadsheet directly under the annotated text in brackets. You can turn this option off from the Tools menu by clicking Options and then clicking the Annotation tab. Next clear the Use Annotation Note for new Fact Text check box.

The deposition is listed in the Source(s) field.

7. Enter additional information about the new fact record, such as the date and time, whether the information is a key fact, and its current status.
8. Click the **Issue Linker** bar to link to case issues in the CaseMap case.



9. Click **OK** to continue.
10. In the message box, click **Yes** to view the new fact record in CaseMap.
11. In **CaseMap**, locate the new, highlighted fact record in the **Facts** spreadsheet.
12. In the **Facts** spreadsheet, click the **Paperclip** icon for the new fact record to view the linked path to the transcript in TextMap.

Facts 39 Records				
Date & Time	TEST +	Fact Text	Source(s)	Material +
05/23/03		I found this passage by searching using an Advanced Search for the phrase "water damage". A search for	Deposition of Susan.. Sheridan [%LF% pg=15	
		Wkins promoted to Anstar Biotech Industries VP	InterviewNotes	Yes
		DepoSheridan - TextMap [%LF% pg=15 ln=14 - ln=18]		
Fri 01/09/2004 to Wed 01/21/2004		Philip Hawkins negotiates <i>draft</i> Hawkins Employment.. Agreement with William Lang.	Hawkins Employment.. Agreement	Yes

13. Click the file path to review the TextMap transcript.

In TextMap, the transcript opens to the page/line number of the annotation.

14. In the **Annotations** pane, notice that the **Linked** Fact column now contains **Yes**, indicating that the excerpt is a linked fact in CaseMap.

To remove an annotation's fact link

You can remove annotation links to fact records in CaseMap. Annotations in the transcript will remain. Deleting the links in TextMap does not delete the fact records in the CaseMap case.

1. Select the annotation(s) in the transcript or in the Annotations pane.
2. Click **Options** on the **Text & Video Tools Options** ribbon, and then click **Advanced**.
3. On the submenu, click **Remove Fact Link**.
4. In the message to remove the CaseMap link, click **Yes**.

Related Topics

[About annotations](#)[Creating annotations](#)[Updating existing facts in CaseMap](#)

Updating existing facts in CaseMap

Once annotations have been sent as new facts to CaseMap, you can still update these existing fact records while working in TextMap. For example, when reviewing a transcript you might locate the source for the fact you already sent to CaseMap. You can easily update the fact record with this information.

You must have the related CaseMap case already open in order to update existing fact records in CaseMap. You must also select the fact record that you want to update.

To update existing fact records in CaseMap

1. In **CaseMap**, open the corresponding case for which you want to update fact text.
2. On the **CaseMap Facts** spreadsheet, select the fact record for which you want to add an additional source.
3. In **TextMap**, select the case transcript you are working with by clicking its name in the **Transcripts** list.

The transcript text you want to send to CaseMap must first be an annotation in TextMap. If it is not annotated text, highlight the transcript text and then right-click on it and click **Annotate** in TextMap. You can type in a note or link to case issues too. Click **OK** to save the annotation. See [Creating annotations](#).

4. Click **Options** on the **Text & Video Tools** ribbon, and then click **Advanced**.
5. On the submenu, click **Update Existing Fact in CaseMap**.
6. In the message to replace the existing link to the fact record, click **OK**.
7. In the **Send to CaseMap - Edit Fact** dialog box, verify that the transcript text displays in the **Text Selection** box.
8. Complete additional field information for the fact record, then click **OK**.

The fact record is now updated in CaseMap and a link back to the annotated text is now set to its page/line number in the transcript in TextMap.

 You can link multiple annotations to the same fact record in CaseMap using the procedures above.

Related Topics[About annotations](#)[Creating annotations](#)[Sending annotations to CaseMap](#)

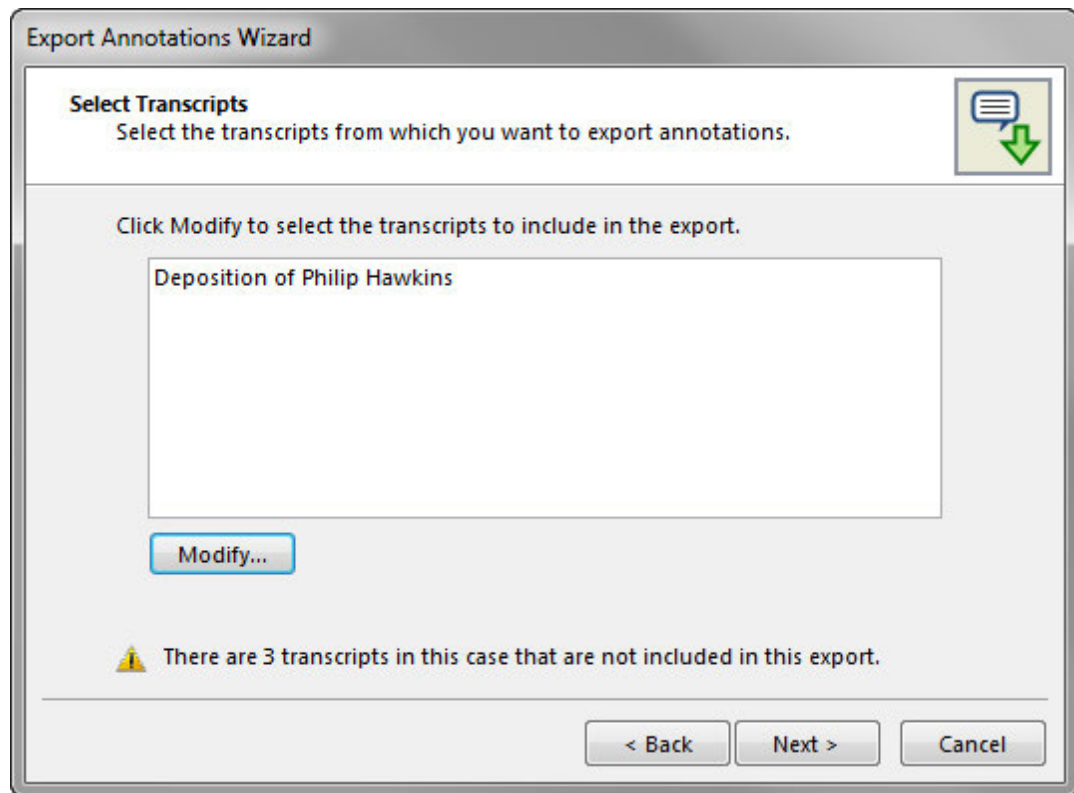
Exporting annotations

Using the Export Annotations Wizard, you can export annotations from one or more transcripts to a .csv file that can be viewed in Microsoft® Excel. Using the wizard, you can:

- Select the transcripts from which you want to export annotations
- Limit the annotations included by issue
- Choose the storage location/output file

To export annotations to a .CSV file

1. In the **Transcripts** pane, select a transcript, and then select the annotation you want to export.
2. Click **More Export** on the **Home ribbon**, and then click **Export Annotations**.
On the File menu, you can also click Export, and then click Export Annotations.
3. In the **Export Annotations Wizard**, click **Next**.
4. On the **Select Transcripts** page, select the transcripts that have annotations you want to export.

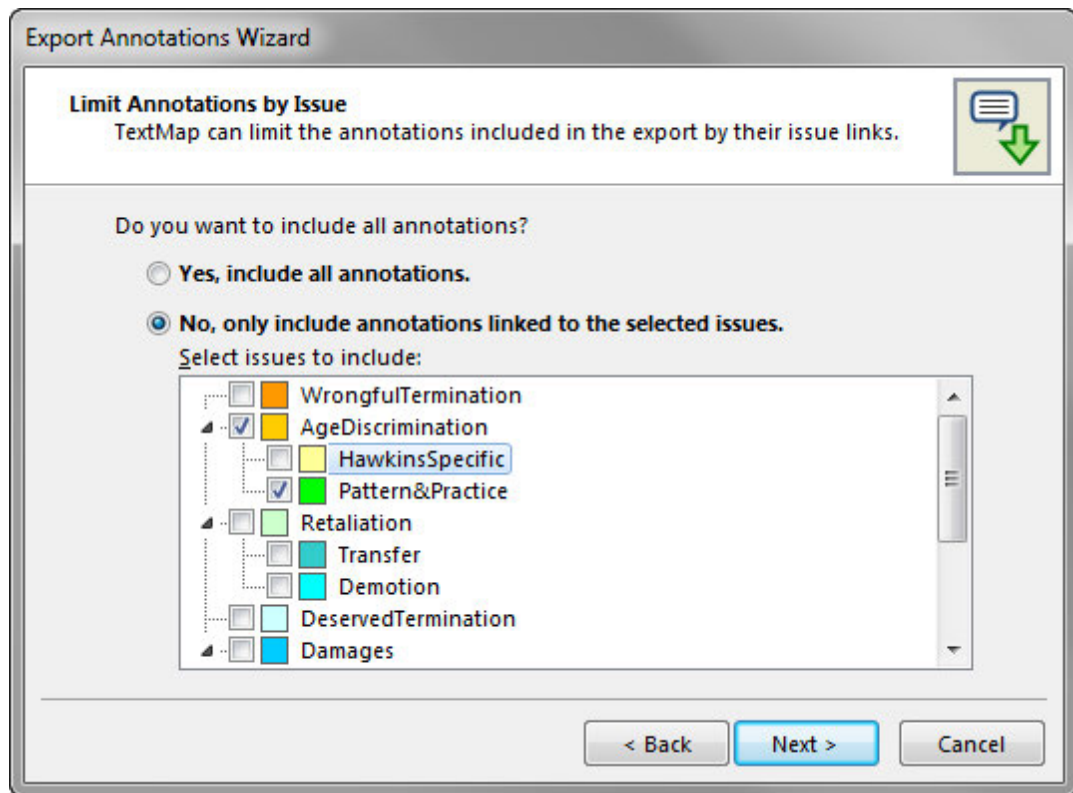


The transcript now displays in the Transcript pane now displays in the export wizard.

The default transcript is the current, active transcript.

4. Optional: To modify the transcript list:
 - a) Click the **Modify** button to add more transcripts to the export.
The Select Transcripts dialog box opens.
 - b) In the **Available Transcripts** box, select the check box beside the transcript you want to add.

When an item is selected, it is added to the Selected Transcripts area of the **Select Transcripts** dialog box.
 - c) Optional: Click the **Select All** check box to add all transcripts in the **Available** box.
 - d) Click **OK** to close the dialog box.
5. Click **Next** to display the Limit Annotation by Issue dialog box.



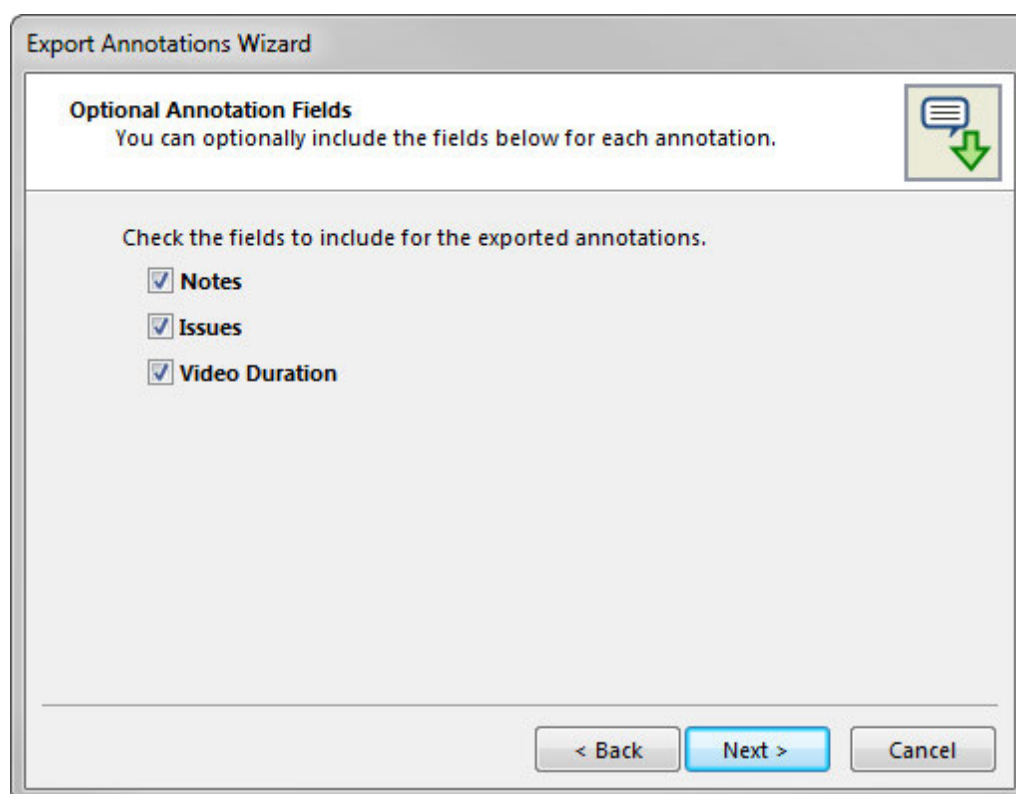
6. On the **Limit Annotations by Issue** page, select one of the following:

To include all annotations

- a. Select the **Yes, include all annotations** check box to export all annotations.
- b. Click **Next**.

To include only annotations linked to issues

- a. Select the **No, only include annotations linked to the selected issues** check box to include only the annotations that are linked to the issues that are selected here.
 - b. In the **Select issues to include** area, select the check box(es) for all annotations to be included in the export.
 - c. Click **Next**.
7. In the **Optional Annotations Fields** dialog box, select the field(s) to be included with the exported annotations:



Notes -- Include a field to list the note(s) associated with each annotation.

Issues -- Include a field to list the issue(s) associated with each annotation.

Video Duration -- Include a field to list the length of the video clip.

8. Click **Next** to continue.

The Output File dialog box opens.

9. Click the **Browse** button to choose a file name and storage location.

10. In the **Export Annotations** dialog box, navigate to the folder where you want to save the .CSV file.

This folder defaults to the export folder selected in the File Locations tab in the Tools > Options dialog box.

12. In the **File Name** field, type in a name for the .CSV file, and then click **Save**.

13. On the **Output File** page, click **Next** to initiate the export.

The Completing the Export Annotations Wizard displays the number of annotations exported.

14. Optional: Click the hyperlink to view the output file.

The exported annotations can be viewed in Microsoft Excel. Transcripts display in alphabetical order.

	A	B	C	D	E	F	G	H	I
1	Transcript	PgFrom	LnFrom	PgTo	LnTo	Notes	Issues	VideoDuration	
2	Depositio	17	18	17	23		Pattern&Practic	0:00:00	
3	Depositio	5	13	5	18	Varvaro expla	Pattern&Practic	0:00:25	

15. Optional: To calculate video clip duration, perform the following:

Calculating the total video duration is very beneficial when it comes to determining if you are within the allotted time when making presentations.

- a. In the **Completing the Export Annotations Wizard** dialog box, click the **Click here to open the output file** hyperlink.

The output file opens in Microsoft® Excel®.

- b. In the Excel spreadsheet, place the cursor below the last entry in the **Video Duration** column and click the **Auto Sum** button.

The total duration time is displayed.

- c. Save and close the Excel spreadsheet.

16. Click the **Finish** button to close the wizard.

Related Topics

[About exporting](#)

[Exporting transcripts](#)

[Exporting data to an iPad](#)

Exporting a Sanction clip list

The Export Sanction Clip List Wizard allows you to export a transcript's annotations by select issues to a Sanction clip list. TextMap skips any annotations that are not linked to a selected issue. Once the text file is exported, you can then import the clip list into Sanction. Annotations display in the text file in page/line order.

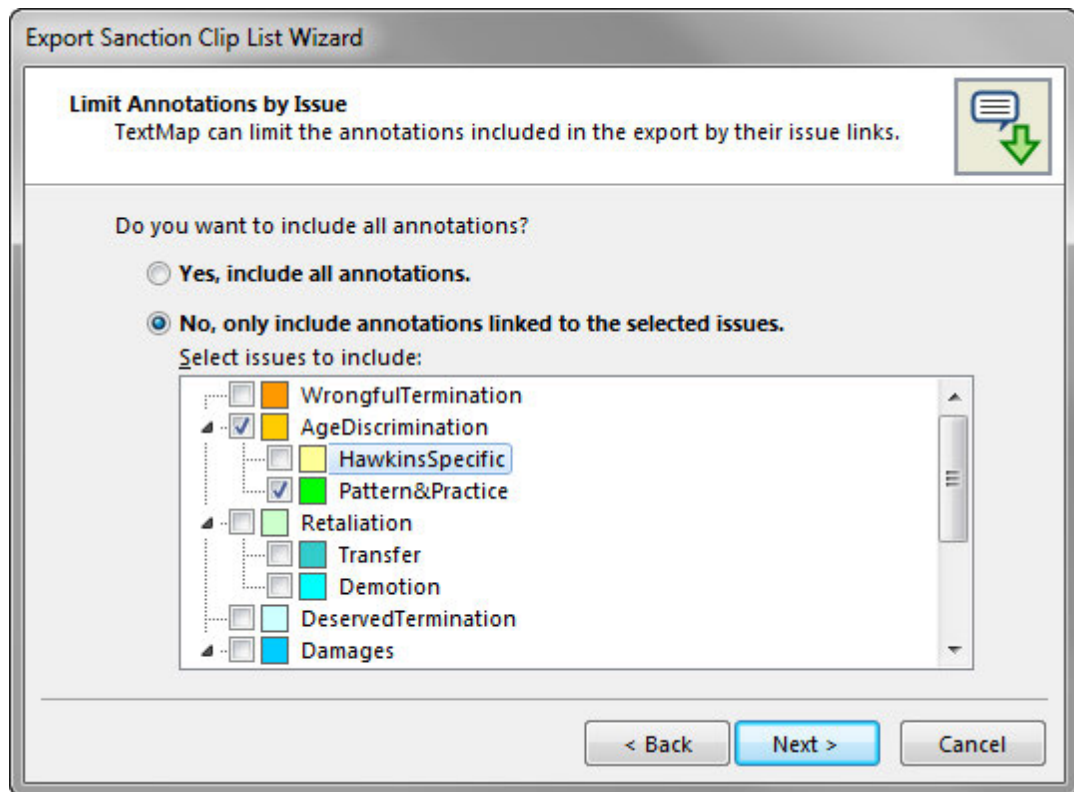
To export a Sanction clip list

1. In the **Transcript** pane, select the transcript for which you want to export annotations.
2. Click **More Export** on the **Home Ribbon**, and then click **Export Sanction Clip List**.

On the File menu, you can click Export, and the Export Sanction Clip List to open the wizard.

3. In the **Export Sanction Clip List Wizard**, click **Next**.

- On the **Limit Annotations by Issue** page, you can choose to only export annotations to the linked issues you select.



- Click **Next** to continue.
- On the **Output File** page, click the **Browse** button.
- In the **Export Sanction Clip List** dialog box, navigate to the folder where you want to save the file.

The default file type is a text file.

This folder defaults to the export folder selected in the File Locations tab in the Tools > Options dialog box.

- In the **File Name** field, type in a name for the text file, then click **Save**.
- On the **Output File** page, click **Next** to initiate the export.
- Click the hyperlink to view the output file.

The clip list now displays in a text file.

- Click the **Finish** button to close the wizard.

You can now import the text file into Sanction.

Related Topics

- [About exporting](#)
- [Exporting annotations](#)
- [Exporting videos](#)

Sending annotations as Sanction media clips

TextMap® allows you to send a single annotation, or bulk send all annotations that contains video to the LexisNexis® Sanction® application as media clips.

To send an annotation to Sanction as a media clip

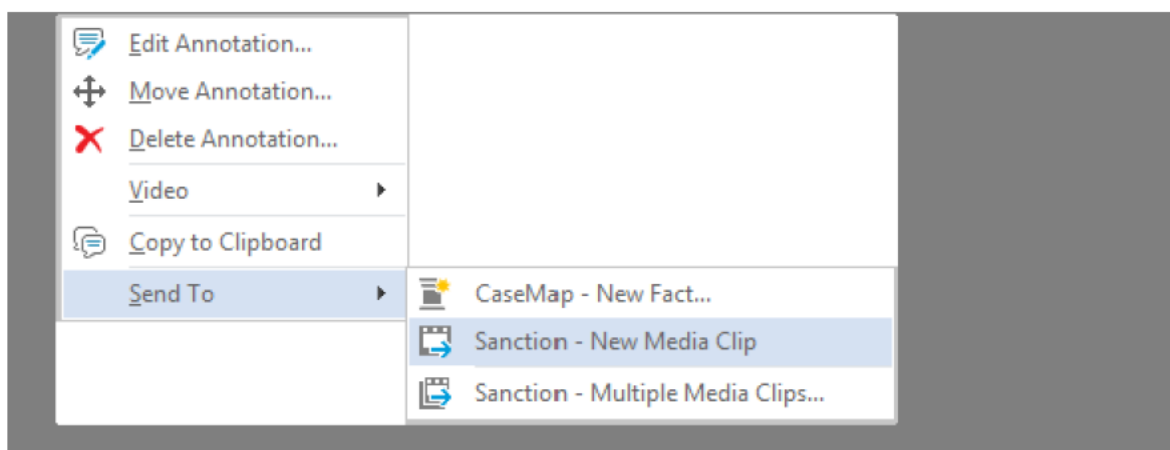
1. Open a case in **Sanction® 3.5** or later.
2. In the **Transcripts** pane, select a transcript from the list that has both annotations and video.

 The video icon  indicates a transcript with video.

TRANSCRIPTS		DEPOSITION OF WAYNE VARVARO						3 ANNOTATIONS	
Arrange By: Transcript Name Z on top		Source	Note	Linked Issues	Linked Fact	Text	Created By	Creation Time Stamp	
Interview Notes		Pg. 4 Lni 24 - Pg. 5 Lni 4	The county did repairs sev...	Damages	No	Q. During that time fr...	Chris Attorney	3/6/2009 7:47:13 AM	
 Deposition of Wayne Varvaro		Pg. 5 Lni 13 - 18	Varvaro explains the pro...	Pattern&Practice	No	Q. Okay. Thank you. ...	Chris Attorney	3/6/2009 7:47:59 AM	
 Deposition of Susan Sheridan (DRAFT)		Pg. 7 Lni 13 - 17	County does not turn indi...	Background	No	A. No, sir. We don't t...	Chris Attorney	3/6/2009 7:48:31 AM	
 Deposition of Philip Hawkins									
 Deposition of Joan Turner Vol 2									

3. Click on the annotation to be sent to Sanction.
4. On the **Create & Edit** tab of the **Text & Video Tools** ribbon, click **More**, and then click **Send Media Clip to Sanction**.

You can also right-click on the annotation to be sent, select **Send To**, and then click **Sanction - New Media Clip**.



💡 If adjustments have been made to the start and stop times of a video, those adjustments will be retained when the media clip(s) are sent to Sanction. See [Editing videos](#) for additional information.

To bulk send annotations as Sanction media clips

1. Open a case in **Sanction® 3.5** or later.
2. In the **Transcripts** pane, select a transcript from the list that has both annotations and video.

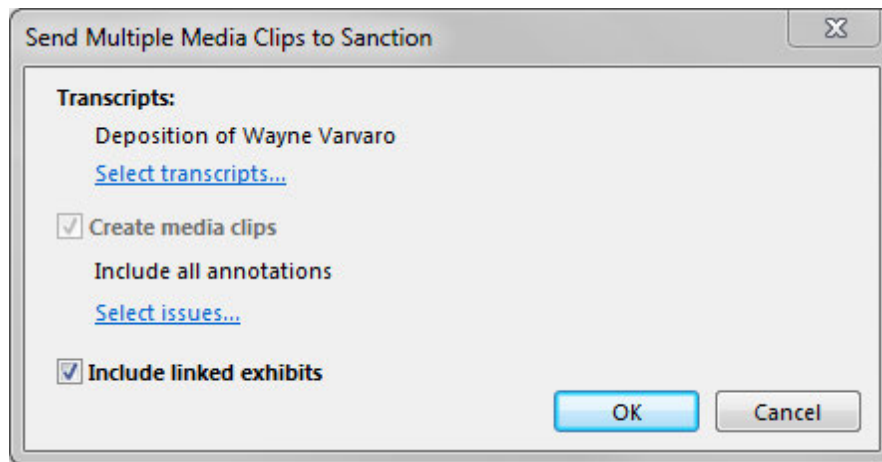
💡 The video icon indicates a transcript with video.

TRANSCRIPTS		DEPOSITION OF WAYNE VARVARO					3 ANNOTATIONS	
Arrange By: Transcript Name	2 on top	Source	Note	Linked Issues	Linked Fact	Text	Created By	Creation Time Stamp
Interview Notes		Pg. 4 Ln. 24 - Pg. 5 Ln. 4	The county did repairs sev...	Damages	No	Q. During that time fr...	Chris Attorney	3/6/2009 7:47:13 AM
Deposition of Wayne Varvaro		Pg. 5 Ln. 13 - 18	Varvaro explains the proc...	Pattern&Practice	No	Q. Okay. Thank you ...	Chris Attorney	3/6/2009 7:47:59 AM
Deposition of Susan Sheridan [DRAFT]		Pg. 7 Ln. 13 - 17	County does not turn indi...	Background	No	A. No, sir. We don't L...	Chris Attorney	3/6/2009 7:48:31 AM
Deposition of Philip Hawklorz								
Deposition of Joan Turner Vol 2								

3. Select the annotations to be sent to Sanction to display the Text & Video Tools ribbon.
4. On the **Options** tab, click **Send Multiple Media Clips**.

You can also right-click on the annotations to be sent, click **Send To**, and then click **Sanction - Multiple Media Clips**.

5. In the **Send Multiple Media Clips to Sanction** dialog box, perform all applicable steps:



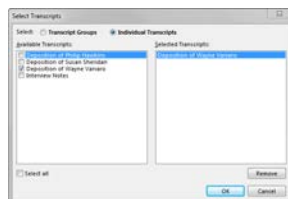
To select multiple transcripts

- a. In the **Select Transcripts** dialog box, click **Transcripts Groups** to list transcripts by groups, or click **Individual Transcripts** to list transcripts individually.

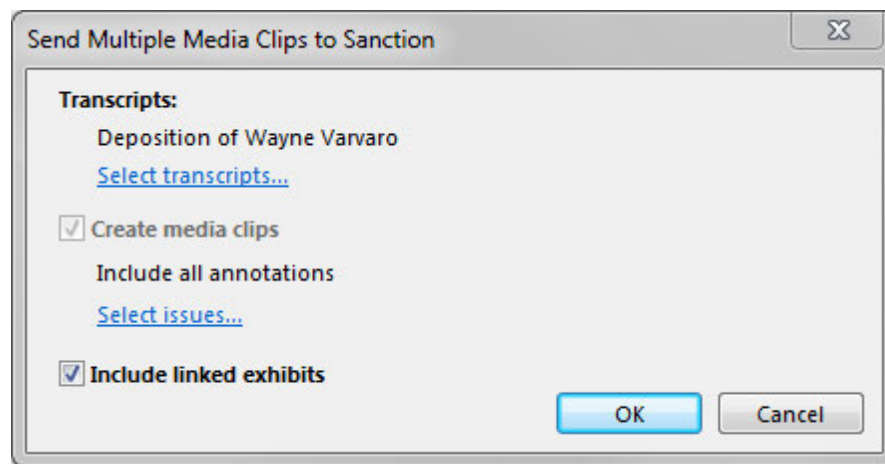
For this example, Individual Transcripts is selected.

- b. In the **Available Transcripts** column, place a check mark beside the transcript(s) to be sent to Sanction.

Optional: Place a check mark in the Select all check box to simultaneously select all transcripts.

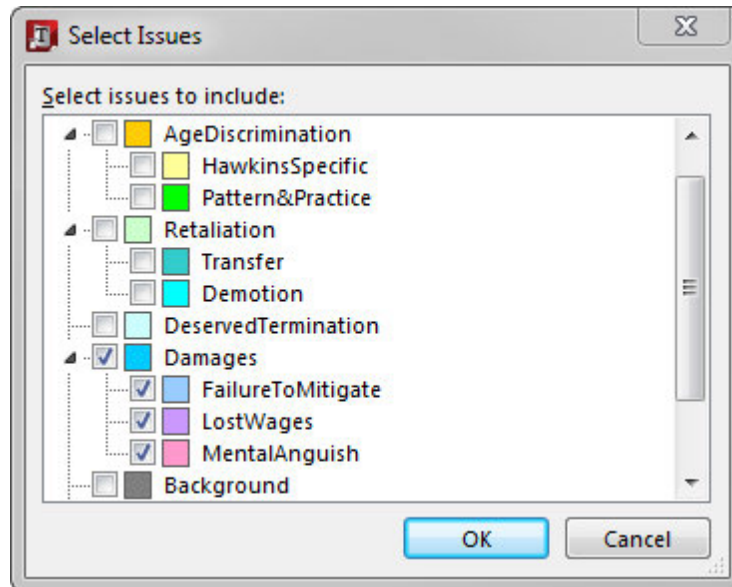


- c. Click **OK** to display the **Send Multiple Media Clips to Sanction** dialog box.

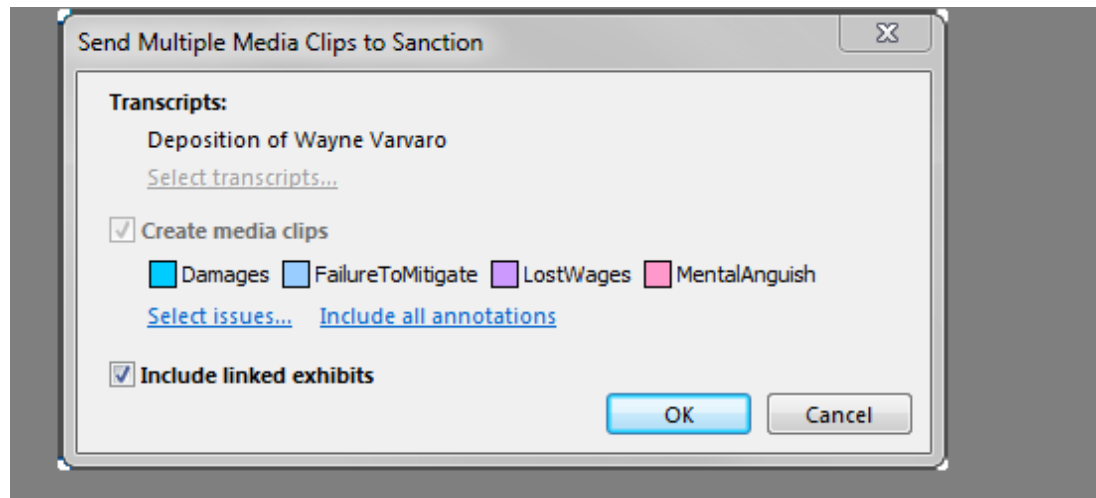


To send media clips by issue

- a. In the **Send Multiple Media Clips to Sanction** dialog box, click **Select issues** to open the **Select Issues** dialog box.
- b. In the **Select Issues** dialog box, select (place a check mark) beside the issue(s) associated with media clip(s) to be sent to Sanction.



- c. Click **OK** to display the information being sent to Sanction.



The issues selected here are recalled the next time the Send Multiple Media Clips to Sanction dialog box is opened, unless otherwise changed.

- d. Optional: Click **Include all annotations** to deselect the issues selected in the step above and to return to sending all annotations to Sanction.
- e. Click **OK** to continue.

Related Topics

- [About transcripts](#)
- [About annotations](#)
- [Sending transcripts to Sanction](#)
- [Editing videos](#)

Working with Exhibits

About exhibits

Exhibits can be files on your computer, web addresses, and custom links to other document management programs. When you have a file that has been referred to as an exhibit during a transcript, you want that file to be linked wherever that exhibit is referred to in the transcript. You can link to exhibits using either the TextMap Exhibit Linker or the Auto Link Exhibit Wizard.

Link Exhibit Wizards include:

- **TextMap Exhibit Linker** is used before importing transcripts into a TextMap case. This software is provided to court reporters, vendors, and law firm staff so that they can create TextMap Exhibit Packages (.xmef) which can then be imported into TextMap. These files already have the exhibit links embedded in the transcripts. TextMap also imports the linked exhibit PDFs during the import process.
- **Auto Link Exhibit Wizard** is used once a transcript is imported into TextMap. With the Auto Link Exhibit Wizard, you can create a hyperlink to a file on your computer, a web address, or a link to another document management system everywhere in the transcript where the exhibit is mentioned.

- ✓ The Exhibit Autolink Aliases tool is used to configure aliases on a per-case level to find automatic links within a transcript. Once the aliases have been created, you can bulk link exhibits to the selected transcript using the Auto Link Exhibit Wizard. See [Creating exhibit autolink aliases](#).

Hyperlinks for exhibit files display in the Exhibits and Video pane in the Exhibits pane for the selected transcript. When you click a page and line reference, TextMap displays that point in the transcript. You can view the exhibit by clicking the hyperlink in the transcript or by right-clicking on the exhibit link in the Exhibits pane and clicking Open. You must have the native application installed on your computer in order to view the file. See [Adding/changing file viewers](#).

Exhibit files that do not create transcript hyperlinks appear in the Exhibits and Video pane as non-hyperlinked exhibits and are copied to the case transcript exhibit folder. Hyperlinks can be created at a later time by updating the Exhibit Properties. See [Editing exhibits](#).

Exhibit files should be saved to a network folder to ensure that all case users have access to the files. For more information about file paths for both local and SQL cases, see [Changing the case exhibits path](#).

To link exhibits or any other files to a single passage in the transcript, use the New Hyperlink Wizard. See [Creating single hyperlinks in transcripts](#).

✎ If you move exhibit files linked to a transcript, you will need to change the file paths in TextMap in order to preserve the hyperlinks. See [Changing exhibit file paths](#).

💡 If you are working on a case while out of the office, create a replica case so you have access to all linked files and exhibits. Web sites and links to files in a document management systems will not transfer to a replica case. See [Creating replica cases](#).

Related Topics

[Using TextMap Exhibit Linker](#)
[Importing exhibit packages](#)
[Linking exhibits to transcripts](#)
[Viewing exhibits](#)
[Editing exhibits](#)
[Verifying linked exhibits](#)
[Changing exhibit file paths](#)
[Changing case exhibits path](#)
[Creating exhibit autolink aliases](#)

Using TextMap Exhibit Linker

Using TextMap Exhibit Linker

TextMap Exhibit Linker is tool used before you import transcripts into a TextMap case. This software is provided to court reporters, vendors, and law firm staff so that they can create TextMap Exhibit Packages (*.xmef), which can then be imported into TextMap. This simplifies the process of adding hyper-linked exhibit files to an ASCII or PTF text file of a deposition or other transcript.

TextMap Exhibit Linker creates a word index from the imported transcript file. You can then use the search pane to locate references to exhibits or other words. As you type a word, Exhibit Linker searches for and displays "hits" for the search along with page/line references that are hyperlinks to the word you're looking for. Place your mouse over a page/line reference and Exhibit Linker will give you a preview of the context you will find if you click the hyperlink.

TextMap Exhibit Linker must be installed before you can import transcripts into the case. To download TextMap Exhibit Linker, go to www.casemap.com/appsdownload. For more information about the product, see www.casemap.com/textmap.

[To use TextMap Exhibit Linker](#)

These steps are an overview of the import process. In TextMap Exhibit Linker, click the Help menu for complete instructions on how to use this software.

1. Open a transcript (ASCII text file).
2. Import linked exhibits to the file.
3. Save it in .xmef file format.
4. Email it to the user who imports the file into the TextMap case.

Related Topics

- [About exhibits](#)
- [Linking exhibits to transcripts](#)
- [Importing exhibit packages](#)
- [Changing exhibit file paths](#)

Importing exhibit packages

TextMap Exhibit Packages (created by TextMap® Exhibit Linker) include a transcript, hyperlinks to exhibits mentioned throughout the text, and the linked exhibit documents. You import an Exhibit Package file (*.xmef) just like any other transcript. All the exhibits and exhibit hyperlinks in the transcript are available instantly.

When you import an Exhibit Package file (*.xmef), the following occurs:

- It creates a folder and is stored in its own folder.
- If the name of the transcript is longer than 80 characters, the folder created will also be truncated at 80 characters.
- When TextMap imports a transcript with a name of one that already exists, it and the associated folder names are made unique by applying a number to the end.
- Invalid characters are not allowed in the transcript name, and will be removed.

You can also import TextMap Exhibit Packages (*.xmef files) with linked exhibits into a SQL case. During the import process, TextMap displays a message for you to select the exhibits path folder for the case, if it has not already been set.

Exhibit files should be saved to a network folder to ensure that all case users have access to the files. You can also set this path in the Case Properties dialog box, if you have permissions to do so. See [Changing exhibits file paths](#). If you choose not to set the exhibit folder path during the import, the transcript will be imported into the SQL case without the linked exhibit files.

To import exhibit packages with linked exhibits

1. On the **Home** ribbon, click **Import Transcript**.

You can also click Import on the File menu, and then click Import Transcripts.

2. In the **Select one or more Transcripts to Import** dialog box, select the exhibits package that you want to import, and then click **Select**.
3. In the **Transcript Import Preview** dialog box, review the transcript information and type in any comments you want to track regarding the imported files.

Transcript Import Preview

Import File: C:\Program Files (x86)\CaseSoft\TextMap 9\Samples\DepoTurner Vol 2 with Exhibits.xmef View...

Transcript Information:

Name: Deposition of Joan Turner Vol 2

Date/Time: 05/24/2003 11:14 AM ☒ Include Date & Time First Page: 1

Comments:

Transcript Preview:

1:1 IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA
2
CASE NO.: 2003-0004-CA-03
3
PHILIP HAWKINS,
4 Plaintiff/Counter-Defendant,
vs.
5 ANSTAR BIO TECHNOLOGY
OF FLORIDA,
6

Advanced... OK Cancel

TextMap searches the transcript and uses the first date it locates to automatically fill in the Date field. You can modify this date, if necessary.

4. Click the **Advanced** button if you want to modify page numbering or review transcript format details.
5. Click **OK** to continue.

When the import process is complete, the imported transcript displays in the Transcripts pane and the exhibit files are copied into the case exhibits folder.

4. In the **Navigation** pane, click the **Exhibits and Video** button to display linked exhibits and other documents included in the exhibit package.

Related Topics

[About exhibits](#)
[Using TextMap Exhibit Linker](#)
[Changing exhibit file paths](#)

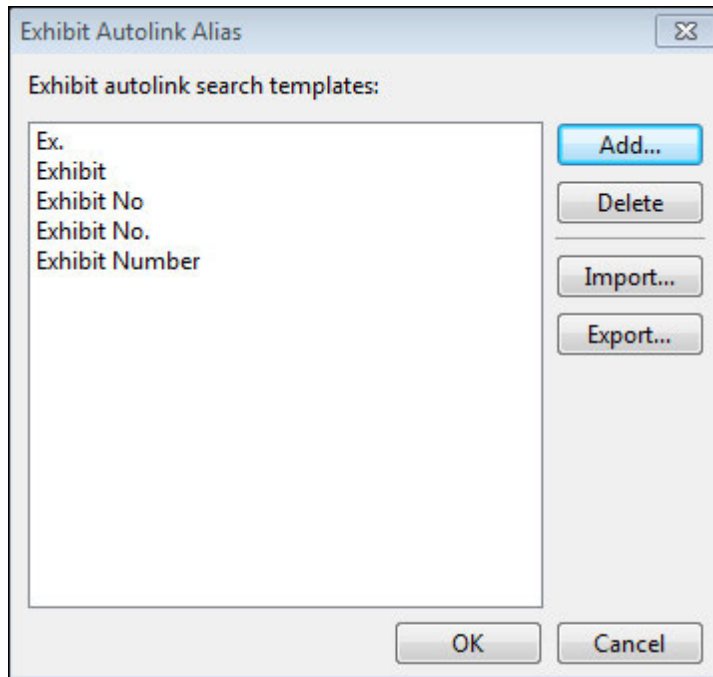
Creating exhibit autolink aliases

The Exhibit Autolink Aliases tool is used to configure aliases on a per-case level to find automatic links within a transcript. Once the aliases have been created, you can bulk link exhibits to the selected transcript using the Auto Link Exhibit Wizard.

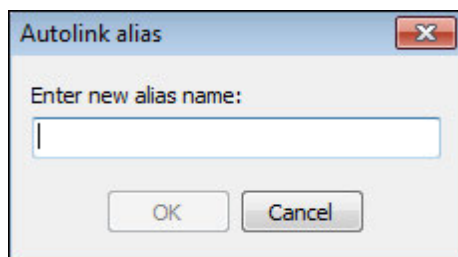
Aliases can be imported and exported using a text file, or added and deleted using the Exhibit Autolink Aliases tool.

To create exhibit autolink aliases

1. Click the **Case Tools** tab, and then click **Exhibit Autolink Aliases**.
2. In the **Exhibit Autolink Alias** dialog box, click **Add**.



3. Type the new alias name and then click **OK**.

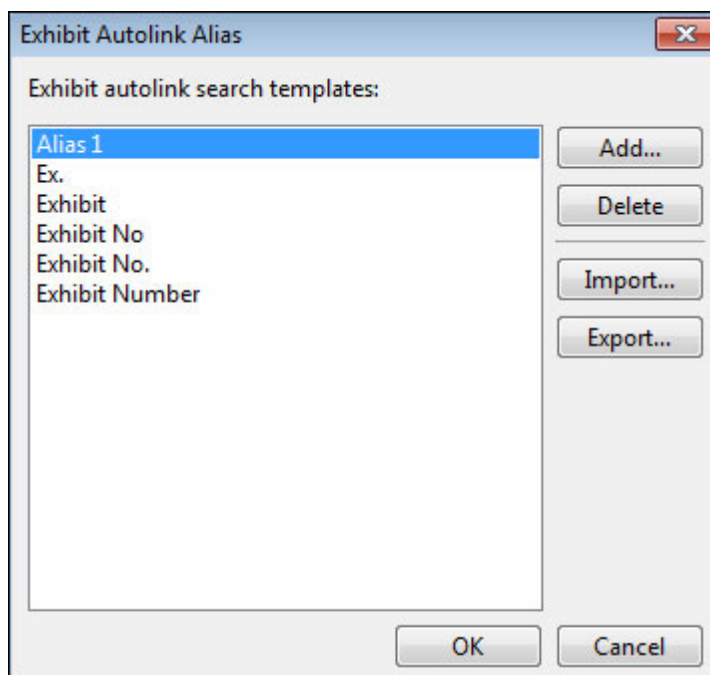


The alias is added to the list of Autolink search templates.

- Click **OK** to close the **Exhibit Autolink Alias** dialog box.

To delete exhibit autolink aliases

- Click the **Case Tools** tab, and then click **Exhibit Autolink Aliases**.
- In the **Exhibit Autolink Alias** dialog box, select the alias you want to remove, and then click **Delete**.



The alias is removed from the list of Autolink search templates.

- Click **OK** to close the **Exhibit Autolink Alias** dialog box.

 Existing hyperlinks are not removed when the alias name is deleted.

To import exhibit autolink aliases from a text file

- Click the **Case Tools** tab, and then click **Exhibit Autolink Aliases**.
- In the **Exhibit Autolink Alias** dialog box, click **Import**.
- Navigate to the folder of the existing text file, select the file you want to import and then click **Open**.

The imported alias names are added to the list of Exhibit autolink search templates.

- Click **OK** to close the **Exhibit Autolink Alias** dialog box.

To export exhibit autolink aliases to a text file

- Click the **Case Tools** tab, and then click **Exhibit Autolink Aliases**.

2. In the **Exhibit Autolink Alias** dialog box, click **Export**.
3. Navigate to the folder where you want to save the file and type the File name.

 The default name is AutolinkAliases.txt.

4. Click **Save**.

The alias names are exported to the text file.

5. Click **OK** to close the **Exhibit Autolink Alias** dialog box.

Related Topics

[About exhibits](#)

[Linking exhibits to transcripts](#)

Linking exhibits to transcripts

The Auto Link Exhibit Wizard is used once you have already imported a transcript into TextMap. With this wizard, you can add multiple files, web addresses, or link to another document management system anywhere in the transcript where the exhibit is mentioned. You can bulk link exhibit files on your computer and web addresses, as well as add custom links to other document management programs. You can even make a document in CaseMap a hyperlinked exhibit in TextMap.

 To link exhibits or any other files to a single passage in the transcript, use the New Hyperlink Wizard. See [Creating single hyperlinks in transcripts](#).

[To link a new exhibit to this case](#)

1. In the **Navigation** pane, click the **Exhibits and Video** button.
2. In the **Exhibit Tasks** pane, click **Link exhibits to this transcript** to open the Auto Link Exhibit Wizard.
3. On the **Auto Link Exhibit Wizard's Welcome** page, click **Next**.
4. On the **New or Existing Exhibit** page, select the option, **Yes, I want to link a new exhibit to this case**, and then click **Next**.
5. On the Document Type page, select the type of document you want to link, and then click **Next**:

[To add Files:](#)

To add Files, do the following:

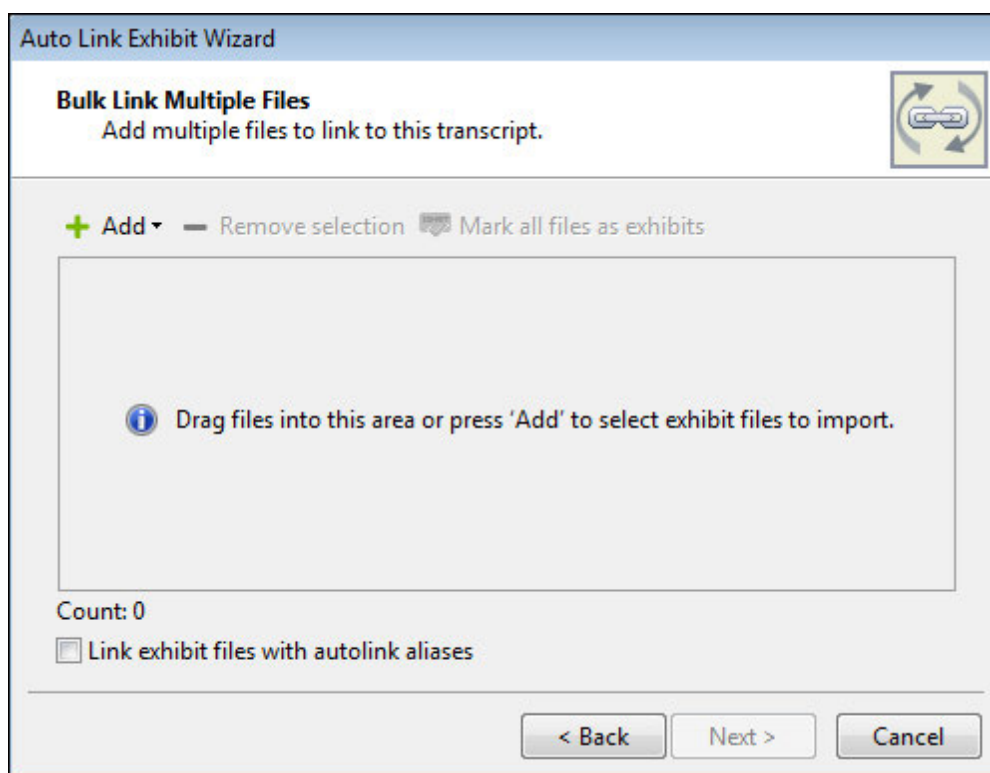
1. On the **Bulk Link Multiple Files** page, click the **Add** drop down arrow and then click **Add Files**.

2. Navigate to the folder location where the files are saved.
3. In the **Select One or More Exhibits** dialog box, select the file(s), and then click **Open**.

To Add URLs, do the following:

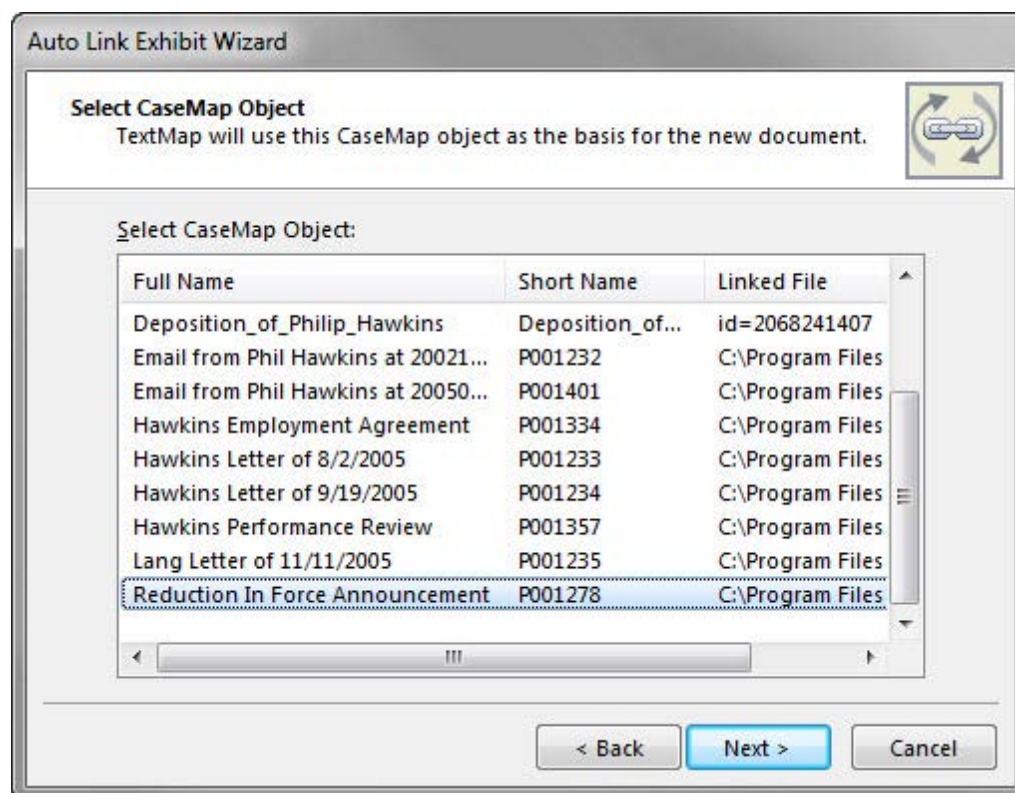
1. On the **Bulk Link Multiple Files** page, click the **Add** arrow and then click **Add URLs**.
2. Enter the address of the web page for the new exhibit and then click **OK**.

To add files via the drag-and-drop operation, drag your selected files into the specified area on the **Bulk Link Multiple Files** page.



To add a document linked in CaseMap:

1. On the **Connect to CaseMap** page, launch CaseMap and open the corresponding case (if you have not already done so), and then click **Next**.
2. On the **Select CaseMap Object** page, select the file(s) you want to link, and then click **Next**.



To add a custom link:

1. On the **New Exhibit Path** page, click **Open** or **Browse** to navigate to the folder location where the file is saved, and then click **Open**.

2. In the **File Viewer** list, click the type of viewer you need for the file, and then click **Next**.
3. On the **New Exhibit Name** page, type or edit the file name.

The contents of the Name box is automatically filled with the file name of the linked file. TextMap searches the transcript for the name and creates a hyperlink to the file at each location.

4. For the question, **Is this document an exhibit?**, click **Yes** or **No**.

If the document is not an exhibit it will display in the Exhibits pane under Other Linked Documents.

5. On the **Found References to Document** page, review the number of references found in the transcript.

If there are no references found, on the No References to Document Found page, type in a word or phrase to link to this document, then click **Next**. TextMap automatically creates links in the transcript where all instances of the word or phrase is located in the transcript.

6. Determine whether you want to add more words or phrases and select on one of the following:
 - Yes, I want to add more words or phrases to auto link.
 1. On the **Enter Words or Phrases to Auto Link** page, type in a word or phrase to auto link, and then click **Add**.

2. In the message box, click **OK**.
 3. Continue adding words or phrases until finished.
 - No, I do not want to add more words or phrases to auto link.
- Skip to **Step 7**.

By default, all files will be marked as exhibits. To change, click  **Mark all files as exhibits**.

 If the Exhibit name or Autolink ID need to be modified, click the **Exhibit Name** or **Autolink ID** fields to modify. The Autolink ID will update based on the exhibit name.

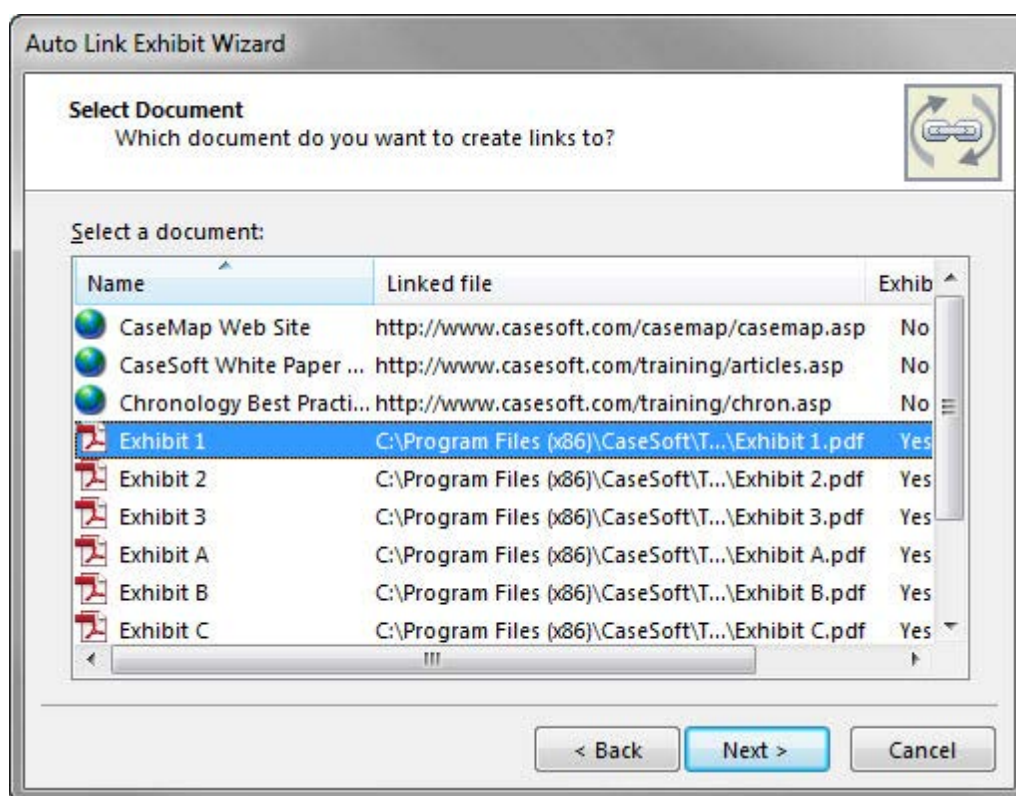
 Exhibit names and Autolink IDs must be unique and cannot be duplicated.

 If the **Link exhibit files with autolink aliases** check box is selected, the hyperlink will be created by pairing the [Autolink alias](#) with the Autolink ID. If the box is not selected, and there are no Autolink alias names defined, the hyperlink will be created from the Exhibit name.

6. Click **Next**.
7. On the **Completing the Auto Link Exhibit Wizard** page, click **Finish**.

☐ **To link an existing linked document to this case**

1. In the **Navigation** pane, click the **Exhibits and Video** button.
2. In the **Exhibit Tasks** pane, click **Link exhibits to this transcript** to open the Auto Link Exhibit Wizard.
3. On the **Auto Link Exhibit Wizard's Welcome** page, and then click **Next**.
4. On the **New or Existing Exhibit** page, select the option, **No, I want to link to an existing linked exhibit**, and then click **Next**.
5. On the **Select Exhibit** page, select the file for which you want to link, and then click **Next**.



6. On the **Completing the Auto Link Exhibit Wizard** page, click **Finish**.

When you click **Finish**, TextMap will open the **Exhibit Properties** dialog for the selected exhibit.

7. In the **Exhibit Properties** dialog box, enter a word or phrase to autolink to this document, and then click **Add**.

TextMap automatically creates links in the transcript where all instances of the word or phrase is located in the transcript.

8. Continue adding words or phrases until finished, and then click **OK**.

Related Topics[About exhibits](#)[Using TextMap Exhibit Linker](#)[Importing exhibit packages](#)[Creating single hyperlinks in transcripts](#)[Viewing exhibits](#)

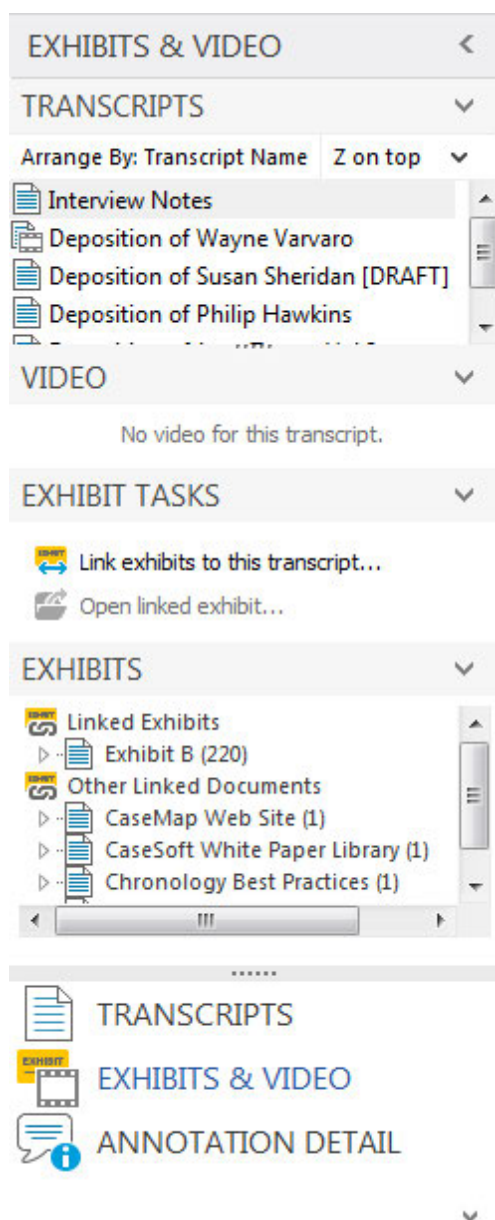
Creating single hyperlinks in transcripts

The New Hyperlink Wizard allows you to link an exhibit or other file anywhere in a transcript or annotation. Using this wizard is helpful, after you have used the Auto-Link Wizard or received files from your court reporter.

Linked files can be exhibit files on your computer, web addresses, and custom links to other document management programs. Linked exhibits or other files can be added to a transcript anywhere you want to link to them in the transcript. The document or file that you link to the transcript or annotation may be an existing document already linked or a new document. It may also be an exhibit. You can specify what type of document it is in the New Hyperlink Wizard.

Linked files display under Other Linked Documents in the Exhibits task pane of the Exhibits and Video pane, unless marked as an exhibit in the Exhibit Properties dialog box. See [Editing exhibits](#).

For more information on linking files when annotating, see [Creating annotations](#).



To link files to transcripts

1. Select the transcript text where you want to link to an exhibit.
2. Right-click on the text just selected, and on the menu, click **Hyperlink**, and then on the submenu, click **Insert**.
3. On **New Hyperlink Wizard's Welcome** page, click **Next**.
4. On the **New or Existing Document** page, select whether to link to a new or existing document, then click **Next**.

Yes, I want to link a new document to this case

On the **Document Type** page, select the type of document you want to which you want to link, and then click **Next**.

File

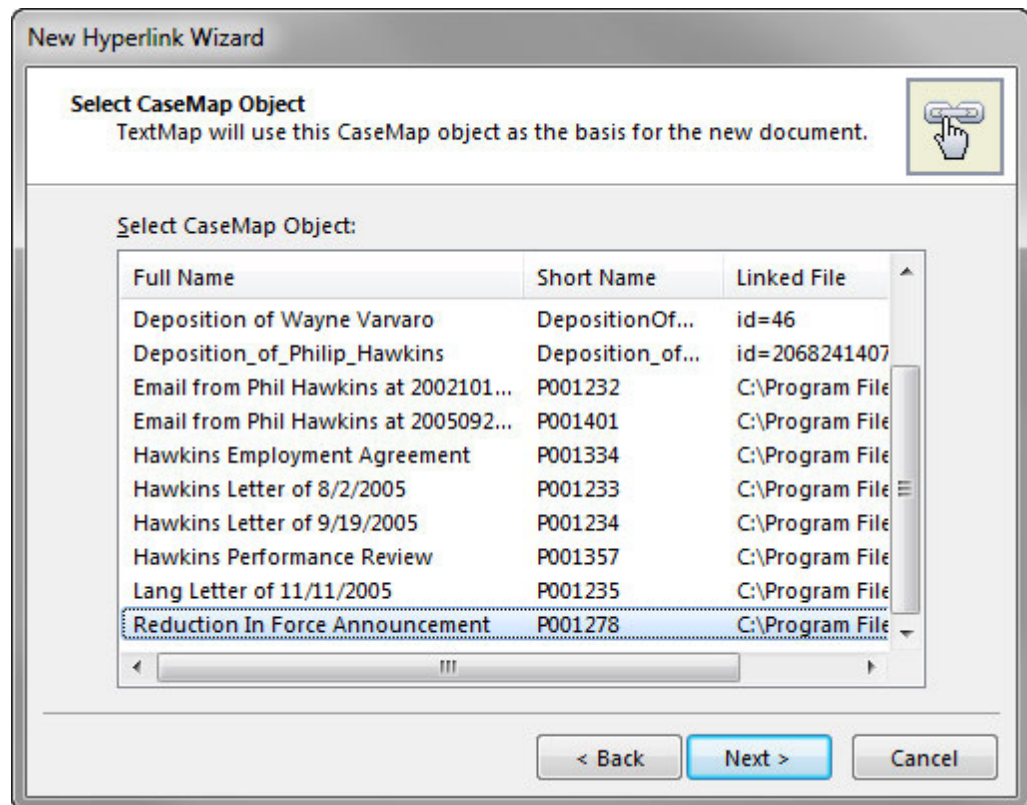
- a. On the **New Document Path** page, click **Browse** to navigate to the folder location where the file is saved.
- b. In the **Open** dialog box, select the file and then click **Open**.
- c. Click **Next**.

Web Address

On the **New Document Web Address** page, type in the web page address for the document, then click **Next**.

Document Linked to CaseMap

- a. On the **Connect to CaseMap** page, launch CaseMap and open the corresponding case (if you have not already done so), then click **Next**.
- b. On the **Select CaseMap Object** page, select the type of file for which you want to link, then click **Next**.



Custom Link

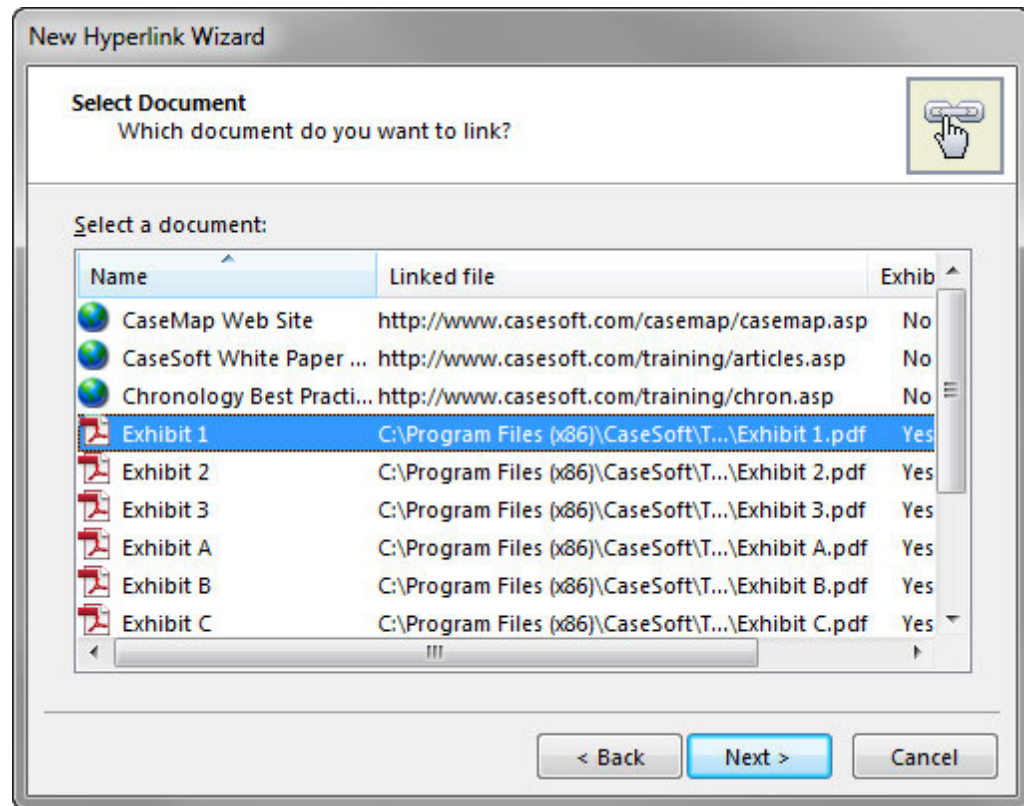
- a. On the **New Document Path** page, click **Open** or **Browse** to navigate to the folder location where the file is saved, then click **Open**.

The screenshot shows the 'New Hyperlink Wizard' dialog box, specifically the 'New Custom Document' step. The title bar reads 'New Hyperlink Wizard'. The main heading is 'New Custom Document' with a sub-instruction: 'You can specify any program, file or ID to associate with the new document and the file viewer used to open it.' There is a small icon of a hand pointing to a button in the top right corner. Below this, the text 'Enter a value for this linked document:' is followed by a text field labeled 'Value:' containing the path 'C:\Users\Desktop\TextMap_Fundamentals_Training\Plaintiff Plaintiff'. To the right of the text field are two buttons: 'Open...' and 'Browse...'. Below this, the text 'Select a file viewer to use when opening this document:' is followed by a dropdown menu labeled 'File Viewer:' with 'Windows Files' selected. To the right of the dropdown is an 'Edit...' button. At the bottom of the dialog are three buttons: '< Back', 'Next >' (highlighted in blue), and 'Cancel'.

- b. In the **File Viewer** list, click the type of viewer you need for the file, then click **Next**.

No, I want to link to an existing document

- a. On the **Select Document** page, select the file for which you want to link, then click **Next**.



b. Skip to **Step 7**.

- On the **New Document Name** page, type or edit the file name.

The contents of the Name box is automatically filled with the file name of the linked file. TextMap searches the transcript for the name and creates a hyperlink to the selected location.

- For the question, **Is this document an exhibit?**, click **Yes** or **No**.

If the document is not an exhibit it will display in the Exhibits pane under Other Linked Documents.

- On the **Completing the New Hyperlink Wizard** page, click **Finish**.

Related Topics

[About exhibits](#)

[Linking exhibits to transcripts](#)

[Creating annotations](#)

Viewing exhibits

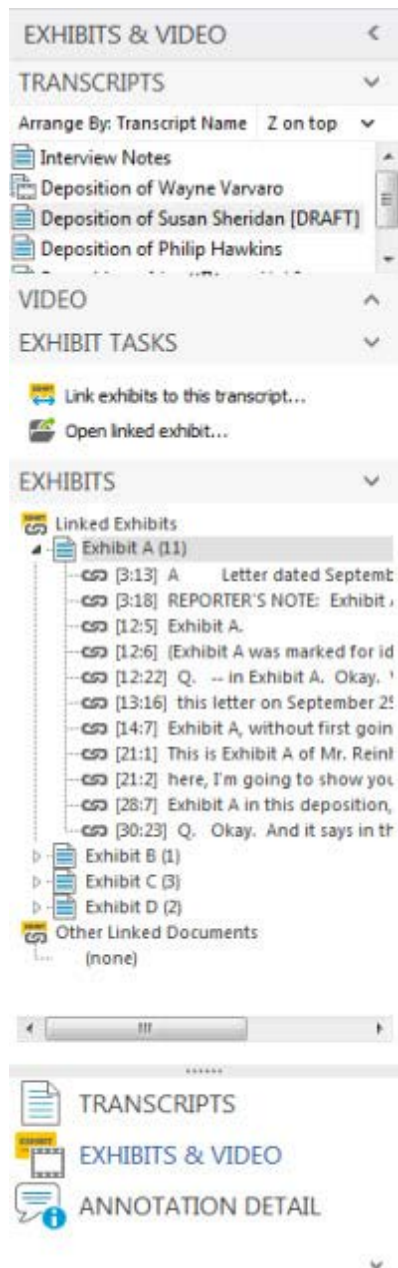
View and navigate to hyperlinked exhibits in the Exhibits panel of the Exhibits and Video pane. Linked files that are not exhibits display under Other Linked Documents in the same pane.

Exhibits automatically sort in alphabetical order, but you can also sort exhibits and video by exhibit number.

You must have the native application installed on your computer in order to view the files. To add an application as a file viewer in TextMap, see [Adding/changing file viewers](#).

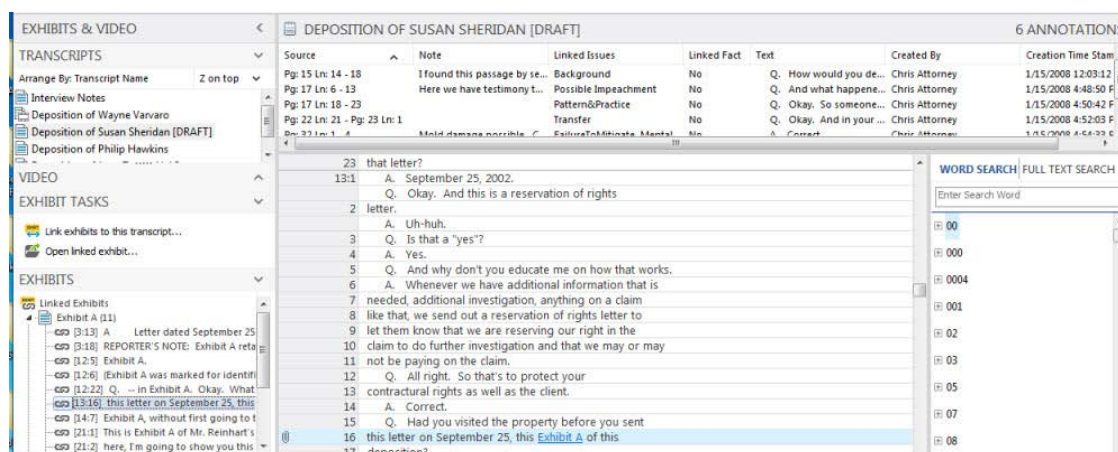
To view and open exhibits

1. In the **Navigation** pane, click the **Exhibits and Video** button.

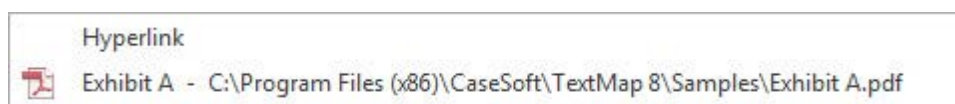


2. In the **Exhibits** pane under **Linked Exhibits**, click the **Expand** button beside an exhibit to view the list of transcript hyperlinks.
3. Click on a link to open the transcript to the page/line number where the text link is located.
4. In the **Transcript** window, notice that a Paperclip icon displays next to the page/line number.

You can also right-click on the Exhibit link and click Open.



- Click the **Paperclip** icon to view the hyperlink path for the linked file.



A pop-up window lists the exhibit location and the name and location of the linked file. The name and location is hyperlinked to the file.

You can also click Open linked document in the Exhibit Tasks panel.

- Click the hyperlink to view the file in its native application.
- When you are finished viewing the file, click **Close**.

Related Topics

[About exhibits](#)

[Linking exhibits to transcripts](#)

[Adding/changing file viewers](#)

[Importing exhibit packages](#)

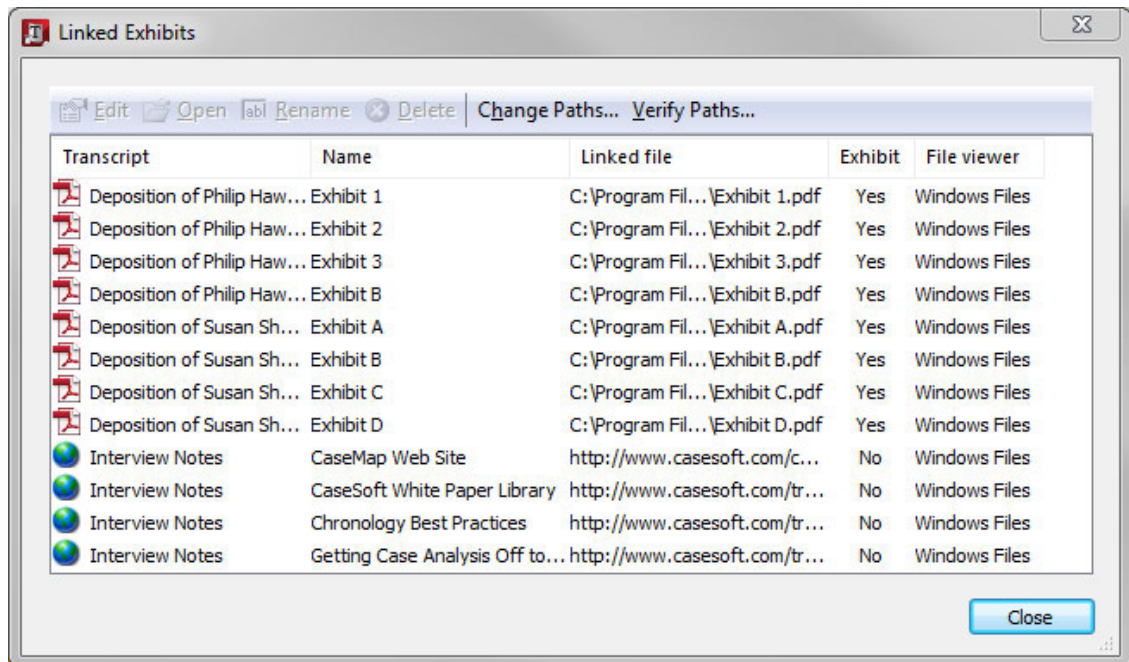
Editing exhibits

Editing exhibits involves editing exhibit properties, renaming a linked exhibit, adding words or phrases to automatically link to previously non-hyperlinked exhibits, deleting a linked exhibit, changing exhibit file paths, and verifying linked exhibits.

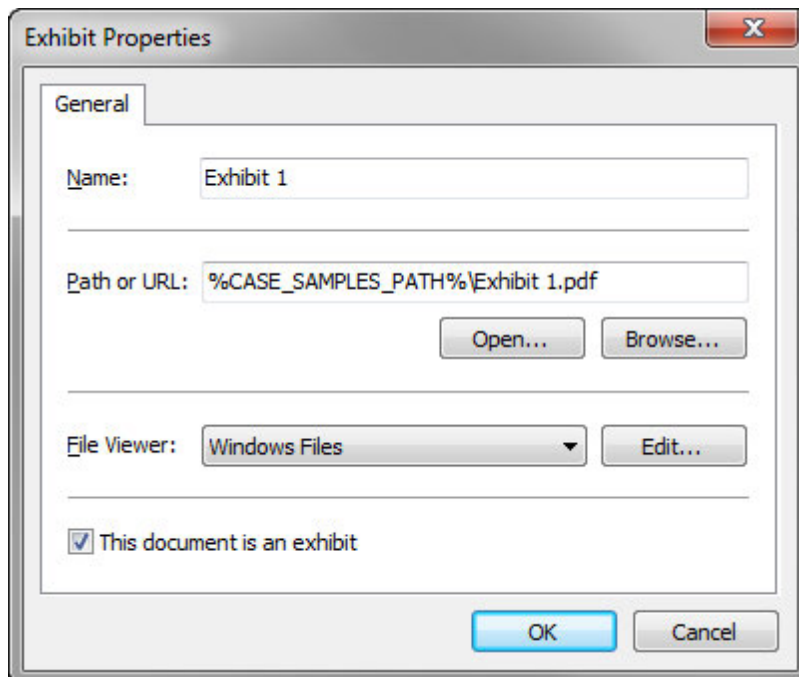
To edit a linked exhibit

- On the **Case Tools** ribbon, click **Linked Exhibits**.

2. In the **Linked Exhibits** dialog box, select the linked file you want to edit.



3. On the **Linked Exhibits** toolbar, click **Edit**.
You can also right-click on the linked file you want to edit, and then click Edit.
4. In the **Exhibit Properties** dialog box, edit the exhibit properties as needed.



5. In the **Name** field, edit the name of the linked exhibit.

6. Under **Path or URL**, click **Open** or **Browse** to view a linked exhibit file path.
7. In the **File Viewer** list, click on the file viewer you want to use to view the file.
8. Click the **Edit** button to add, remove, edit, or change the default file viewer.
9. Select or clear **This document is an exhibit** check box as needed.

If an exhibit is not marked as an exhibit, then it will display under Other Linked Documents in the Exhibits pane.

10. Click **OK** to save your changes.

To rename a linked exhibit

1. On the **Case Tools** ribbon, click **Linked Exhibits**.
2. In the **Linked Exhibits** dialog box, select the linked exhibit you want to rename.
3. On the **Linked Exhibits** toolbar, click **Rename**.
You can also right-click on the linked file you want to rename, and then click **Rename**.
4. In the **Rename Exhibit** dialog box, type in the new name, then click **OK**.
5. In the **Linked Exhibits** dialog box, click **Close**.

To delete a linked exhibit

1. On the **Case Tools** ribbon, click **Linked Exhibits**.
2. In the **Linked Exhibits** dialog box, select the linked exhibit you want to delete.
3. On the **Linked Exhibits** toolbar, click **Delete**.
You can also right-click on the linked file you want to delete, and then click **Delete**.
4. In the message box, review the number of hyperlinks and annotations affected.
5. Click **OK** to delete the exhibit.
6. In the **Linked Exhibits** dialog box, click **Close**.

Related Topics

[About exhibits](#)
[Linking exhibits to transcripts](#)
[Viewing exhibits](#)
[Verifying linked exhibits](#)
[Changing exhibit file paths](#)

Verifying linked exhibits

The Verify Paths tool checks that all linked exhibits are accessible in the selected file viewer. A message displays indicating files successfully verified and lists the number of linked exhibits and any linked files that were not checked because they are not local or network files.

TextMap cannot verify web site addresses. If there is a problem with the linked file path, the Status field will display "This file was not found".

To verify linked file paths

1. On the **Case Tools** ribbon, click **Linked Exhibits**.
2. In the **Linked Exhibits** dialog box, click **Verify Paths**.
3. In the message box verifying completion, click **OK**.

Related Topics

[Creating single hyperlinks in transcripts](#)

[Changing exhibit file paths](#)

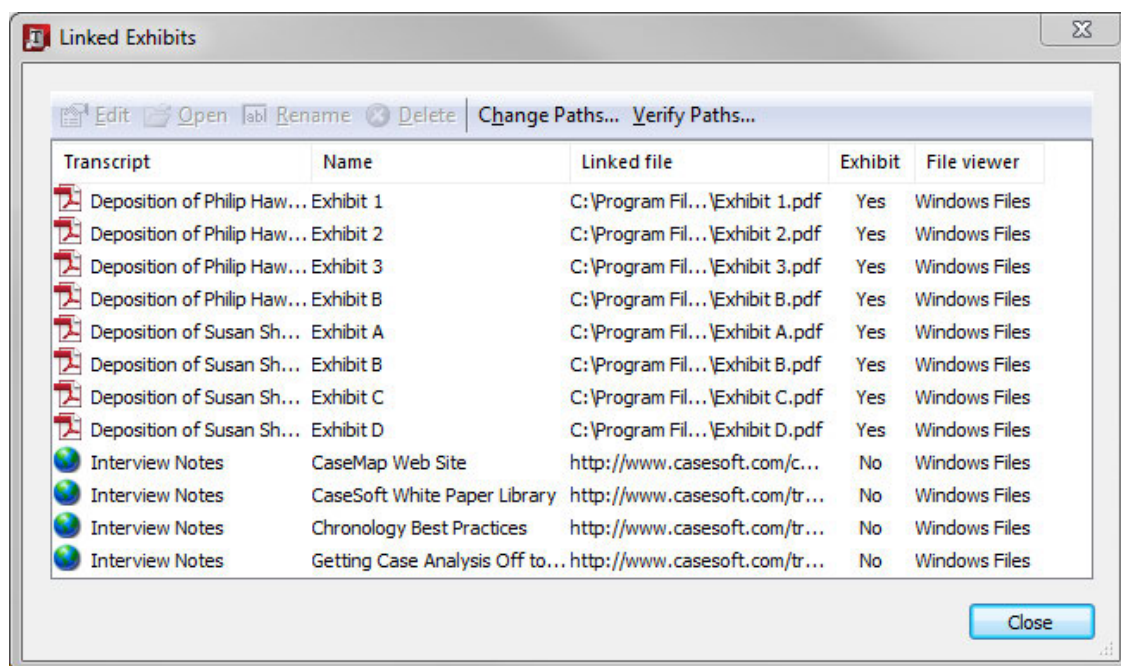
Changing exhibit file paths

Linked exhibits and other case files should be stored in a network folder so other case users can access them. You can change the file paths using the Change Path Wizard, which will change all matching paths to the new path so that links in the case will open specified documents.

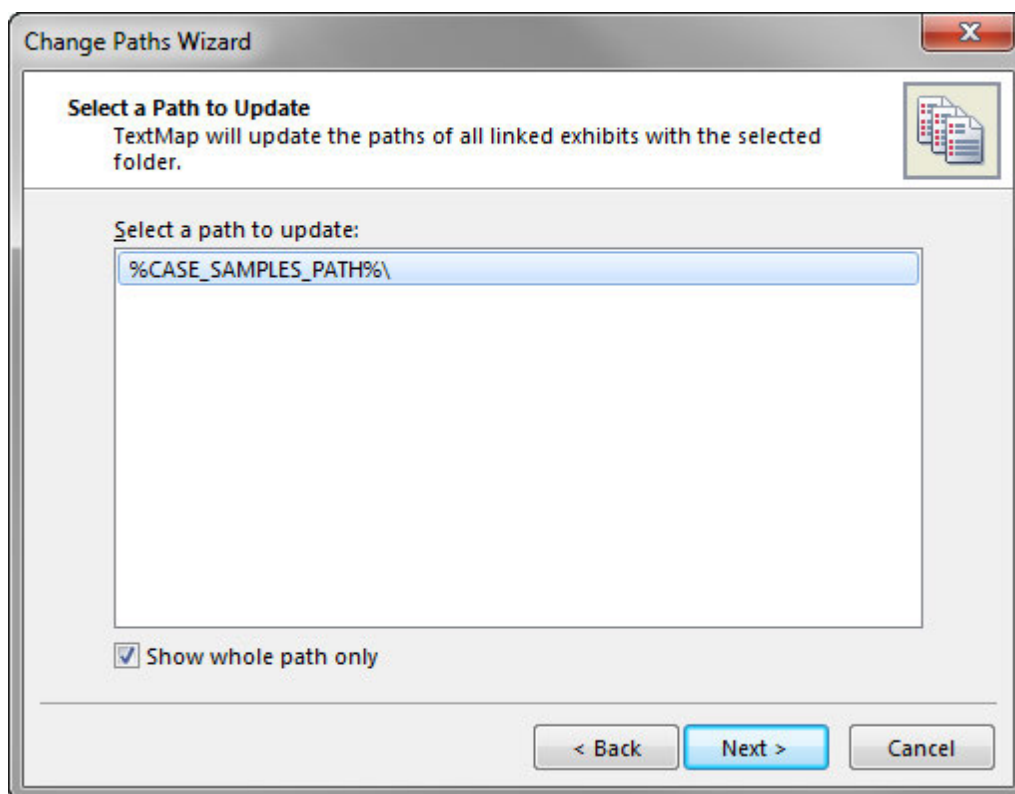
 We recommend you make a backup copy of the case before making any global changes, like changing linked file paths. Once the process is completed, you cannot undo the changes without restoring a backup copy of the case.

To change exhibit file paths

1. On the **Case Tools** menu, click **Linked Exhibits**.
2. In the **Linked Exhibits** dialog box, click **Change Paths**.



3. On the **Change Paths Wizard's Welcome** page, click **Next**.
4. On the **Select a Path to Update** page, select the path you want to update.



Select the Show whole path only check box if you prefer to change the whole file path at

once.

5. Click **Next** to continue.
6. On the **Enter a New Path** page, click **Browse** navigate to the folder where the files are now stored, then click **OK**.
7. On the **Enter a New Path** page, click **Next**.
8. On the **Completing the Change Paths Wizard** page, review the previous and new folder paths, then click **Finish**.
9. In the **Linked Documents** dialog box, click **Close**.

Related Topics

[About exhibits](#)

[Linking exhibits to transcripts](#)

[Creating single hyperlinks in transcripts](#)

[Changing the case exhibits path](#)

Changing the case exhibits path

Exhibit files and other case files should be stored in a network folder so other case users can access them.

For local cases, TextMap automatically imports exhibits files to a subfolder where the case file is stored. If you move the exhibits folder along with the case file, the imported exhibits link will still work. See [Changing exhibit file paths](#).

For SQL cases, you specify the network folder where you want to store exhibit files in the Case Properties dialog box. You must have permission granted in the CaseMap Admin Console to use this feature.

[To change the exhibits path folder for SQL cases](#)

1. On the **File** menu, click **Case Setup**, and then click **Case Properties** to open the **Case Properties** dialog box.

The current folder path for exhibits displays in the **Exhibits Path** box.

2. Click the **Modify** button to change the folder path.
3. In the **Browse for Folder** dialog box, navigate to the folder where you want to save exhibit files, then click **OK**.
4. Click **OK** to save your changes.

Related Topics

[Entering case properties](#)

[Importing exhibit packages](#)

[Changing exhibit file paths](#)

Working with Video

About videos

You can import video files like any other transcript in TextMap. When the import is complete the transcript displays in the Transcript List with a video icon that is different than the icon for text-only transcripts.

Videos play in TextMap with a cursor scrolling through the text in synch with the video because there are three components working at the same time: a video file (an .mpeg or .wmv), a text file, and a file with synchronization information.

You can search and annotate video transcripts just as you have done with other transcripts in the case. In addition, you can use the Edit Video dialog box to make a snippet associated with an annotation a little shorter or longer.

Before you can play back transcript video in TextMap, you must first have the transcript synchronized with the video. TextMap does not synchronize the video and the transcript for you. Usually your court reporter or videographer can perform the video synchronization service for you. When you schedule a video deposition with court reporters, make sure to ask if they can perform the video synchronization service and provide the synchronized transcript in a format that TextMap can import.

[Learn about video file types you can import](#)

Reference the following table for a list of the standard formats for importing transcripts with synchronized video that are supported by TextMap.

Import Video Files Types		
File Types	File Extensions	Description
Sanction (preferred)	.mdb	Most video synchronization service providers should be able to produce this format. *.mdb files have the text and synch information that TextMap needs. You will need the video file for the transcript too.

Import Video Files Types		
File Types	File Extensions	Description
YesLaw CDs (preferred)	*.mdb and *.vid	YesLaw CDs include both the *.mdb and *.vid files. TextMap looks automatically for video files to play on your CD drive.
LiveNote Portable Transcript Format with Video	*.ptf and *.vid	Most video synchronization service providers should be able to produce this format. You can also get this format from exporting from LiveNote or TextMap. *.ptf files have the text and a *.vid file with synch info for an individual transcript that TextMap needs. You will need the video file for the transcript too. *.ptf files can imported as you would import a text (.txt) file. TextMap automatically imports the video (.vid) format and the synchronization information.
TextMap Exhibit Packages	*.xmef	TextMap Exhibit Packages can be created from an *.mdb and *.ptf-sw with *.vid. *.xmef files made with TextMap Exhibit Linker from video transcript .mdb or .ptf files include transcript text, hyperlinked exhibits, and video synch data. You will need the video files for the transcripts too.
Portable Case Format	*.pcf	You can get this format by exporting from LiveNote or TextMap. *.pcf files have the text and synch info that TextMap needs for more than one transcript. You will need the video files for the transcripts too.
Esquire Video Project	*.evp	Esquire Video Project files include the following: transcript text with video time stamps, transcript videos, and exhibit links. The exhibit files are not stored in the *.evp file. If the *.evp file is on a CD, the exhibit files should be in an Exhibits folder on the CD. The exhibits can be imported into TextMap separately using the normal exhibit linking process. For more information on exhibit linking, see Auto Link Exhibit Wizard and TextMap Exhibit Linker.

TextMap does not support importing LiveNote Exhibit Format (*.lef).

💡 If you have a text file and a video that are not synchronized into a Sanction *.mdb file for import, you can contact a company that can combine the video recording of the deposition and the transcript into the Sanction format. Look for a company that advertises video depositions or multi-media depositions.

- ✎ It is not possible to simply import a video file from a camcorder. TextMap requires a video file, a text file, and time coding information in order to synchronize video with text. Sanction .mdb files contain each of these.

Related Topics

[Importing video files](#)

[Playing videos](#)

[Annotating videos](#)

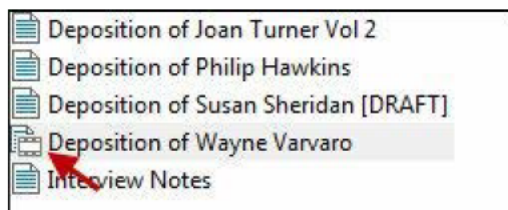
[Editing videos](#)

[Changing search options for videos](#)

[Changing video file paths](#)

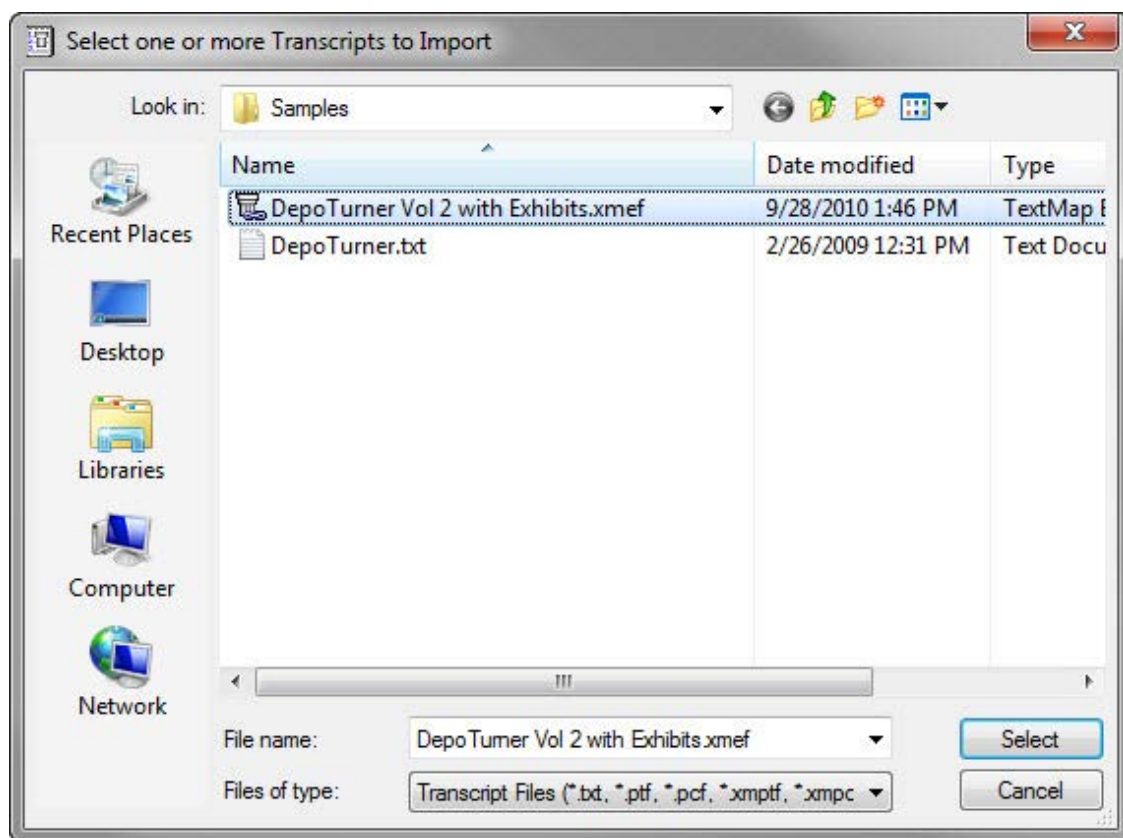
Importing video files

Import video files just as you would import a transcript or other file into your TextMap case. When the import is complete, the transcript displays in the Transcript List with a video icon that is different than the icon for text-only transcripts.

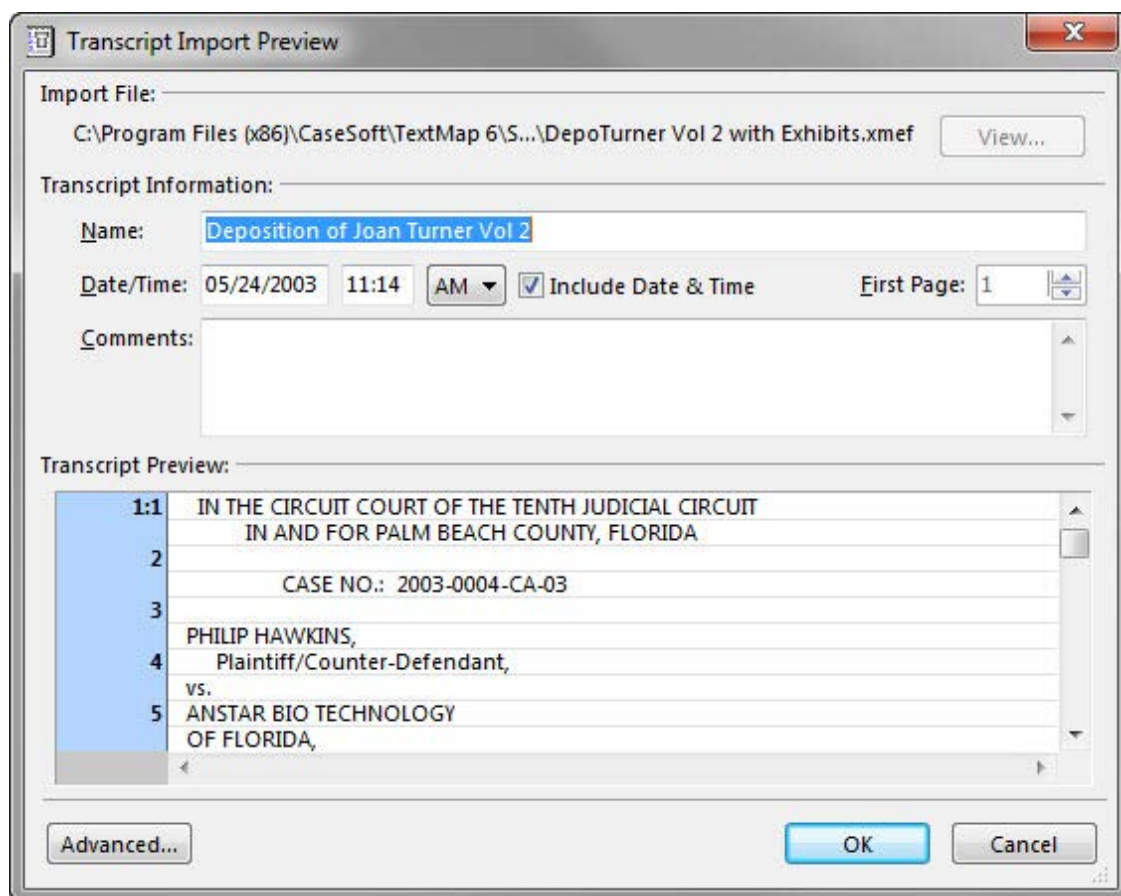


To import videos

1. On the **TextMap** toolbar, click the **Import Transcripts** button.
You can also click the File menu and then click Import, and then Import Transcripts.
2. In the **Select one or more Transcripts to Import** dialog box, navigate to the location where the files you want to import are saved.



3. In the **Files of type** list, select the file type you are importing.
4. In the **File name** box, type or edit in the name of the file.
5. Click **Select**.
6. In the **Transcript Import Preview** dialog box, review the file import information and type in any comments regarding the file.



7. Click **OK**.

Related Topics

- [About videos](#)
- [Playing videos](#)
- [Annotating videos](#)
- [Editing videos](#)
- [Changing search options for videos](#)
- [Changing video file paths](#)

Playing videos

Videos display in the Exhibits and Video pane in the Video task pane.

For imported .mdb, .ptf, and .pcf files, TextMap automatically looks on your CD drive for the

accompanying video file when you click the Play Video button. If it doesn't find the video on your CD drive, TextMap displays a Browse for Folder dialog box for you to navigate to the folder where the files are saved. Once the file is selected, the video and synched text are ready and the video will begin to play.

💡 If an annotation is applied to the transcript and video, you can quickly navigate to the location by right-clicking on the annotation in the Annotations pane or in the transcript text and then clicking Video and Play Video Snippet. See [Annotating videos](#).

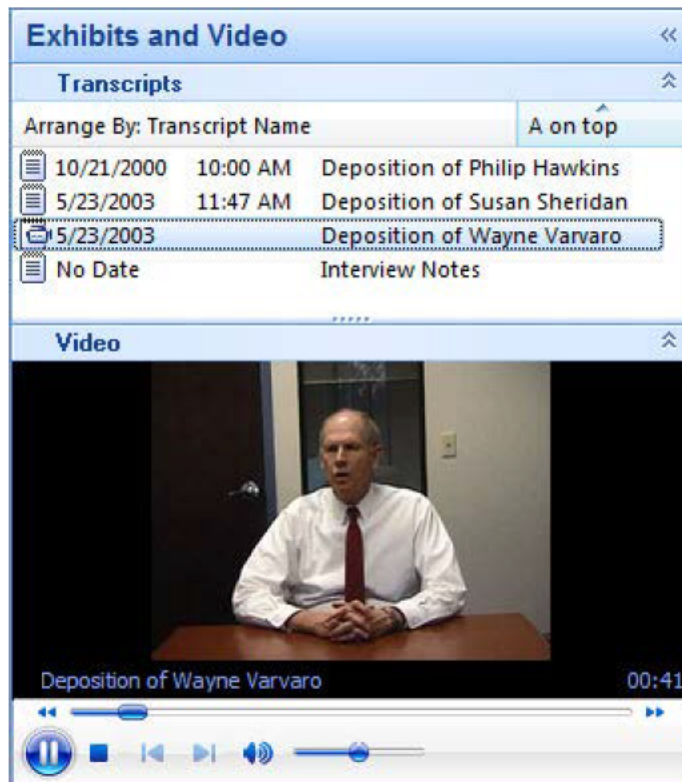
To play a video

1. In the **Navigation** pane, click on the **Exhibits and Video** button.



2. In the **Transcripts** pane, click on the video you want to play.
3. In the **Video** pane, click on the **Play** button.

You can also click the Play Video button on the TextMap toolbar.



Click on the buttons in the Video pane to stop the video or adjust the volume.

Related Topics

[About videos](#)
[Importing video files](#)
[Annotating videos](#)
[Editing videos](#)
[Changing video file paths](#)

Annotating videos

You can make annotations in the text accompanying a video transcript just as you would in a text-only transcript. Simply click and drag your mouse over the text you want annotated, then right-click on the highlighted text and select Annotate in TextMap.

Once an annotation is applied to the transcript and video, you can quickly navigate to the location by right-clicking on the annotation in the Annotations pane or in the transcript text and then clicking Video and Play Video Snippet.

For more information on annotating, see [Creating annotations](#).

Related Topics

[About videos](#)
[Playing videos](#)
[Editing videos](#)

Editing videos

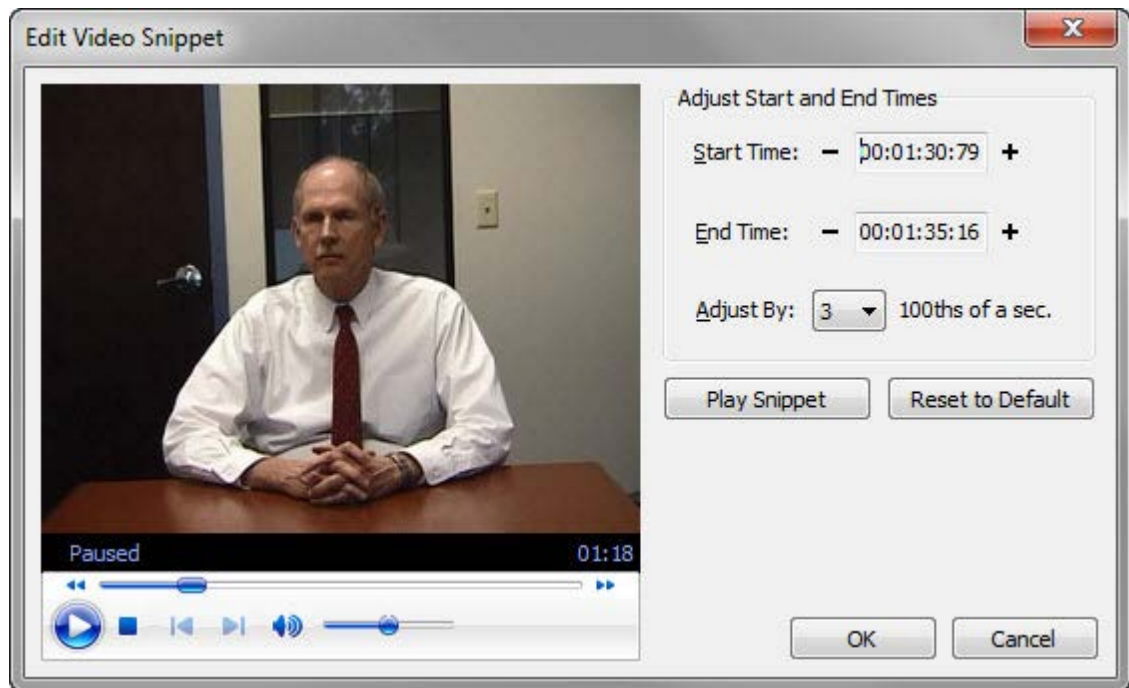
You can use the Edit Video dialog box to make a snippet associated with an annotation a little shorter or longer. You can adjust the video time in increments of one hundredths of a second. You can clear your edits from the video file any time you need to re-apply edits.

[To edit a video](#)

1. In the **Annotations** pane, right-click on the annotation associated with the video snippet and click **Video**, and then **Edit Video Snippet**.

You can also click Video and then Edit Video Snippet on the Annotations menu.

2. In the **Edit Video Snippet** dialog box, click the - and + buttons to increase or decrease the **Start Time** and **End Time** for the video.



3. In the **Adjust By** list, clicking on the arrow list to click on the time adjust you want to make.
4. Click **Play Snippet** to view the video excerpt to see the time adjustment.
Click Reset to Default if you need to clear your edits from the video and re-edit it.
5. Click **OK** to save your changes.

Related Topics

- [About videos](#)
- [Importing video files](#)
- [Playing videos](#)
- [Annotating videos](#)

Exporting videos

Export video files just as you would export a transcript or other file from your TextMap case.

To learn about files you can export

Reference the following table for a list of the standard formats for exporting transcripts with synchronized video that are supported by TextMap.

Import Video Files Types		
File Types	File Extensions	Description
LiveNote	*.pcf and *.ptf	Portable Transcript Format (*.ptf) is a file format for a single transcript that can be imported into LiveNote® Stream. Portable Case Format (*.pcf) is a file format for a single transcript or multiple transcripts that can be imported into LiveNote®. Both *.ptf and *.pcf files contain the text and all annotations. TextMap creates a *.vid file with associated video synchronization information to go along with the *.ptf and *.pcf files.
Sanction	*.mdb	*mdb is a file format for a single transcript that can be imported into Sanction®.
Amicus, Summation, and Page Image Format	text or *.txt	Text files are formatted for single transcript that contains all text. Amicus *.txt is a format that can be imported into Amicus® Attorney. Summation *.txt is a format that can be imported into Summation®.

To export a video

1. In the **Transcripts** pane, right-click the video transcript you want to export and then click **Export Transcript**.

You can also click More Export on the Home Ribbon, and then click Export to Portable Case Format.
2. In the **Select Name, Location, and Type for Exported Transcript** dialog box, navigate to the folder where you want to save the export file.
3. In the **File** name field, type or edit the name of the export file.
4. In the **Save as type** list, click the file type you want for the export (e.g., Portable Case Format (*.pcf)).
5. Click **Save**.
6. In the Export Case dialog box, if groups have been created, then select an applicable location/group, and then click **OK**.

7. In the message box, click OK to acknowledge the location of the saved file.

Related Topics

[About videos](#)

[Importing video files](#)

[Exporting video clips](#)

Exporting video clips

Video clips can be any selected text in a transcript or annotations made of video transcripts during review. To identify video clips you want to export, you can read the transcripts or search them using TextMap's Search functions. Or you can review the Annotations pane to find a desired passage by scanning your notes, linked issues, linked facts and text highlights for a selected transcript.

You can export the clip to a media file, insert it into an existing PowerPoint presentation, or put it into a new PowerPoint presentation. Exporting to PowerPoint requires version 2002 or higher. Although the default location for saved *.wmv, *.mpg and *.mp4 files are My Media\My Videos, TextMap also allows you to determine where you want to save exported video clips.

You will need Windows Media Encoder version 9 or higher to export clips. You may have installed the encoder as part of TextMap's Install Wizard. If not, TextMap will look for the encoder on your computer when you try to export a clip. If you don't have Windows Media Encoder, TextMap provides a link to a [Microsoft Downloads](#) page where you can get more information about the free component and download it.

TextMap can optionally use the FFmpeg encoder to export clips to the .wmv, .mpg, and .mp4 format. You can set the option to export to these formats in the Options tabs. See Changing case options for more information.



Please note that LexisNexis makes no warranty regarding, and is not responsible for the installation or use of FFmpeg or any other third-party product or software code.

If you are exporting a video clip to a Microsoft PowerPoint presentation, the video clip displays on a slide with a page/line reference and all text from the annotation, along with an image of the first frame of the video clip.

TextMap has options to export video clips to a new or existing PowerPoint file. You can select and preview the following presentation format preferences:

- Video Format (WMV, MPG or MP4)
- Video Position (Left, Right, Above or Below transcript text)
- Include Transcript Title

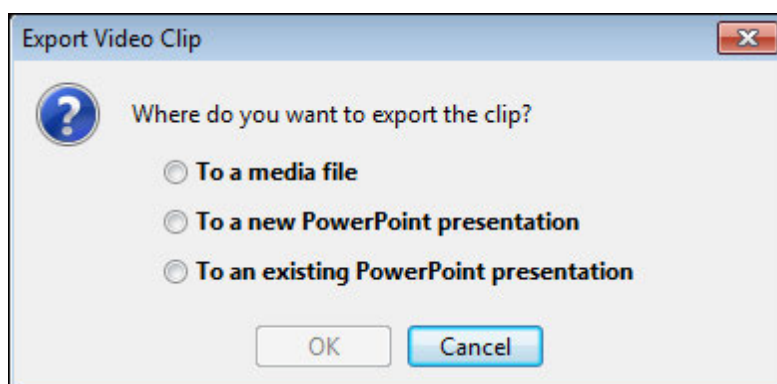
TextMap saves exported clips as media files in the same location as the presentation. Double-click the image in PowerPoint's Normal mode or click on it in Presentation mode to play the video.

To export video clips

1. In the **Annotations** pane, right-click the annotation that you wish to export, click **Video**, and then click **Export Clip**.

You can also right-click the color annotation in the transcript and then click **Video** and **Export Clip**.

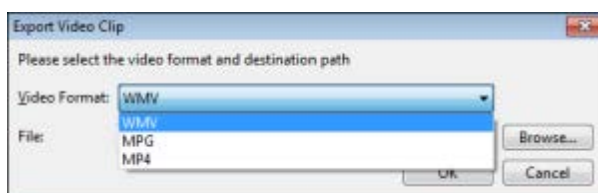
2. In the **Export Video Clip** dialog box, select the option you want.



3. Click **OK**.

To a Media File

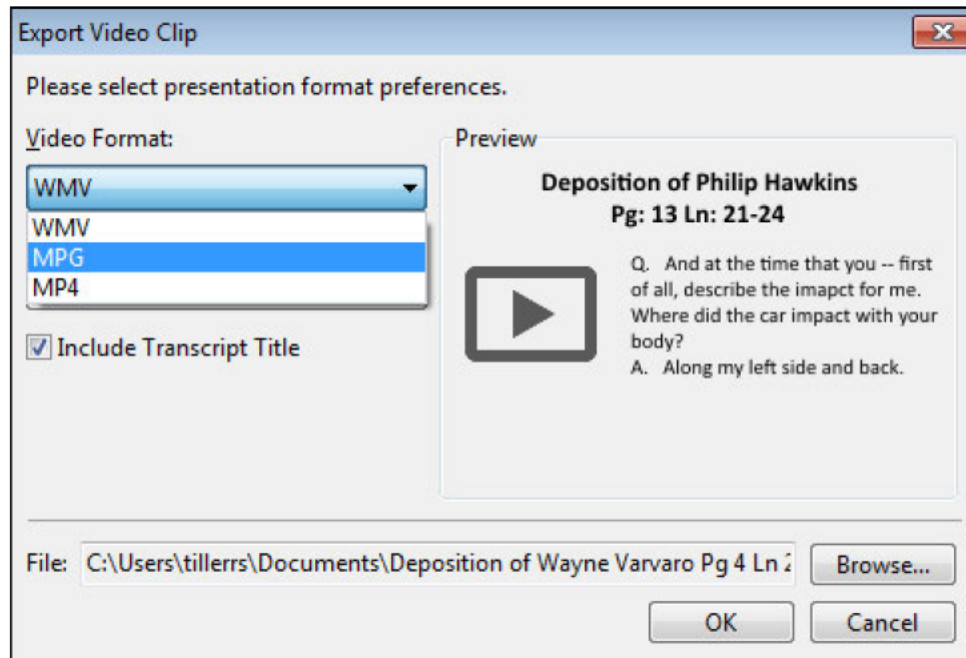
1. In the **Export Video Clip** dialog box, click the list under the **Video Format** header and select one of the options.



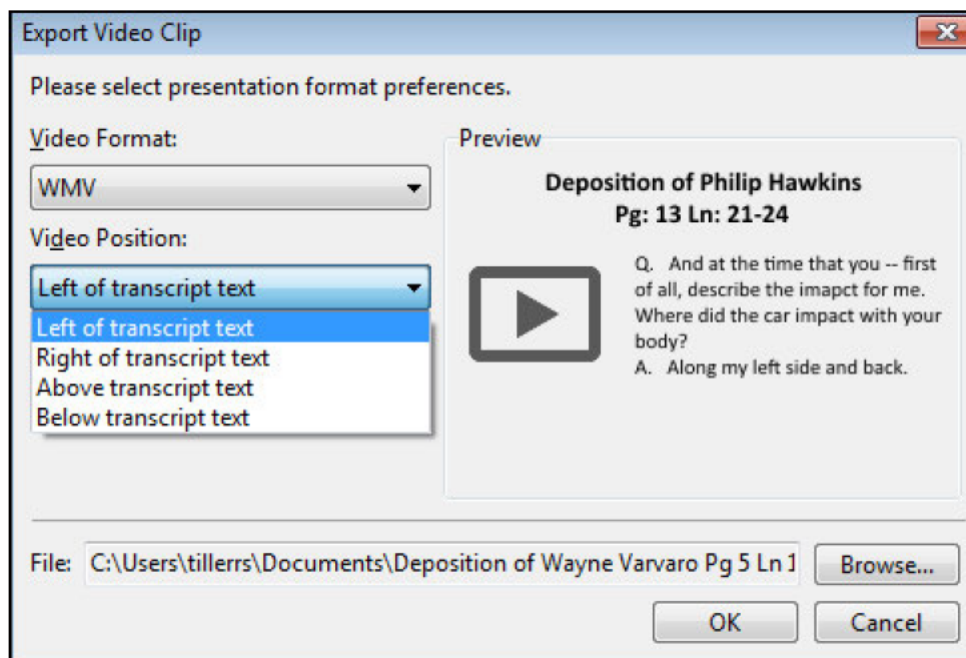
2. Click **Browse** and navigate to the folder where you want to save the file.
3. Click **Save**.
4. In the message box, click **OK**.

To a new PowerPoint presentation

1. In the **Export Video Clip** dialog box, click the list under the **Video Format** header and select one of the options.



2. In the **Export Video Clip** dialog box, click the list under the **Video Position** header and select one of the options.



3. Select or clear the option to **Include Transcript Title**.

If setting preference for the first time, this is selected by default.

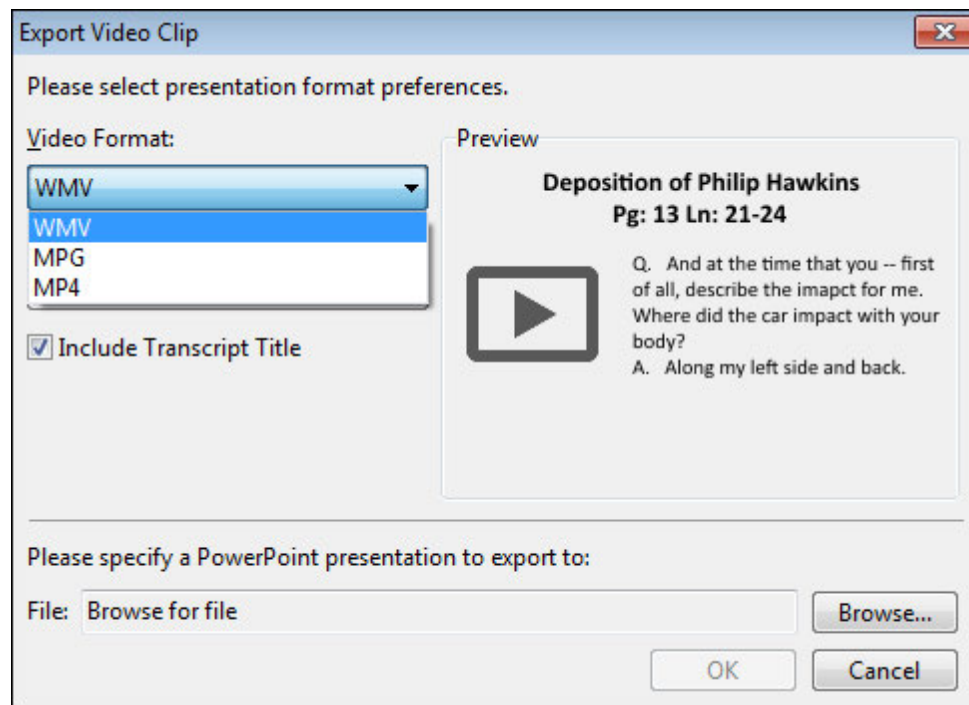
The selections will appear in the Preview area of the dialog box.

4. Click **Browse** and navigate to the folder where you want to save the file.
5. Click **OK**.

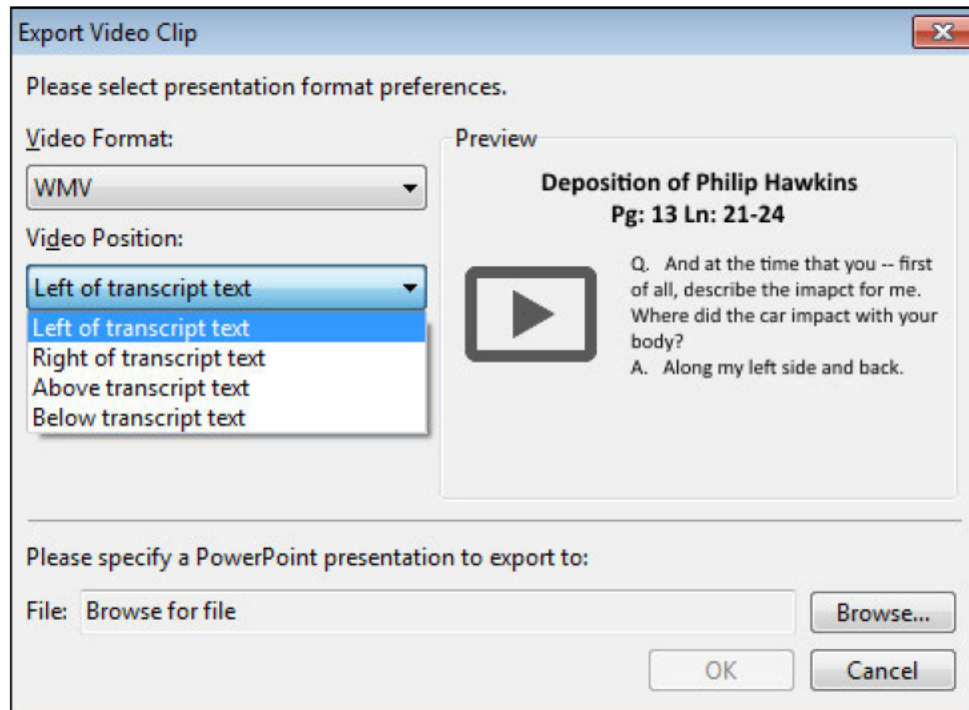
The exported clip is opened as a new slide in the PowerPoint presentation.

To an existing PowerPoint presentation

1. In the **Export Video Clip** dialog box, click the list under the **Video Format** header and select one of the options.



2. In the **Export Video Clip** dialog box, click the list under the **Video Position** header and select one of the options.



3. Select or clear the option to **Include Transcript Title**.

If setting preference for the first time, this is selected by default.

The selections will appear in the Preview area of the dialog box.

4. In the **Please specify a PowerPoint presentation to export to** area, click **Browse** and navigate to the folder of the existing PowerPoint file.
5. Select the file.
6. Click **Open**.

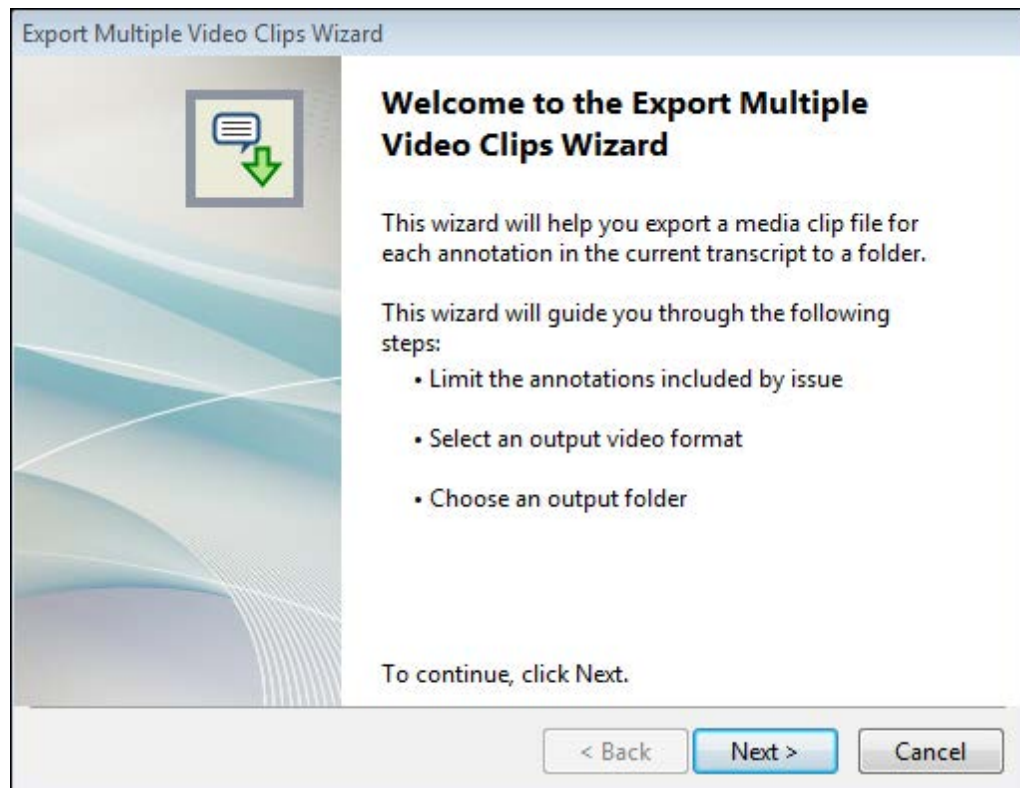
The exported clip is added to a new slide in the presentation.

To export multiple video clips all at once

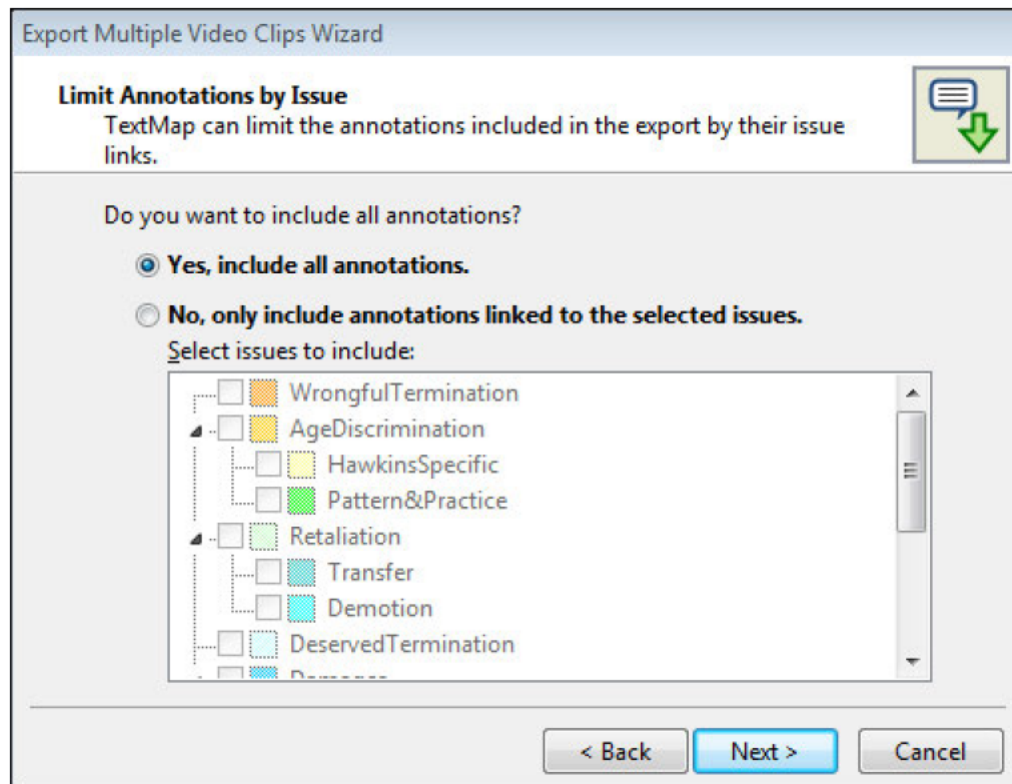
1. In the **Annotations** pane, right-click the annotation that you wish to export, click **Video**, and then click **Export Multiple Clips**.

You can also right-click the color annotation in the transcript, or click the Annotations menu, click Video, and then click Export Multiple Clips.

The Export Multiple Video Clips Wizard displays.



2. In the **Export Multiple Video Clips** wizard, click **Next** to open the **Limit Annotations by Issue** dialog box.



3. Select one of the following:

To include all annotations

- Select the **Yes, include all annotations** check box to export all annotations.
- Click **Next**.

To include only annotations linked to issues

- Select the **No, only include annotations linked to the selected issues** check box to include only the annotations that are linked to the issues that are selected here.
- In the **Select issues to include** area, select the check box(es) for all annotations to be included in the export.
- Click **Next**.

 If you have enabled the use of FFmpeg encoder to export multiple output formats, the following option is available. If not enabled, skip to step 6.

4. In the **Export Multiple Video Clips** wizard, select one of the following output formats for the video clips:

- Windows Media Video (.wmv)**

- **MPEG-2 (.mpg)**
- **MPEG-4 (.mp4)**

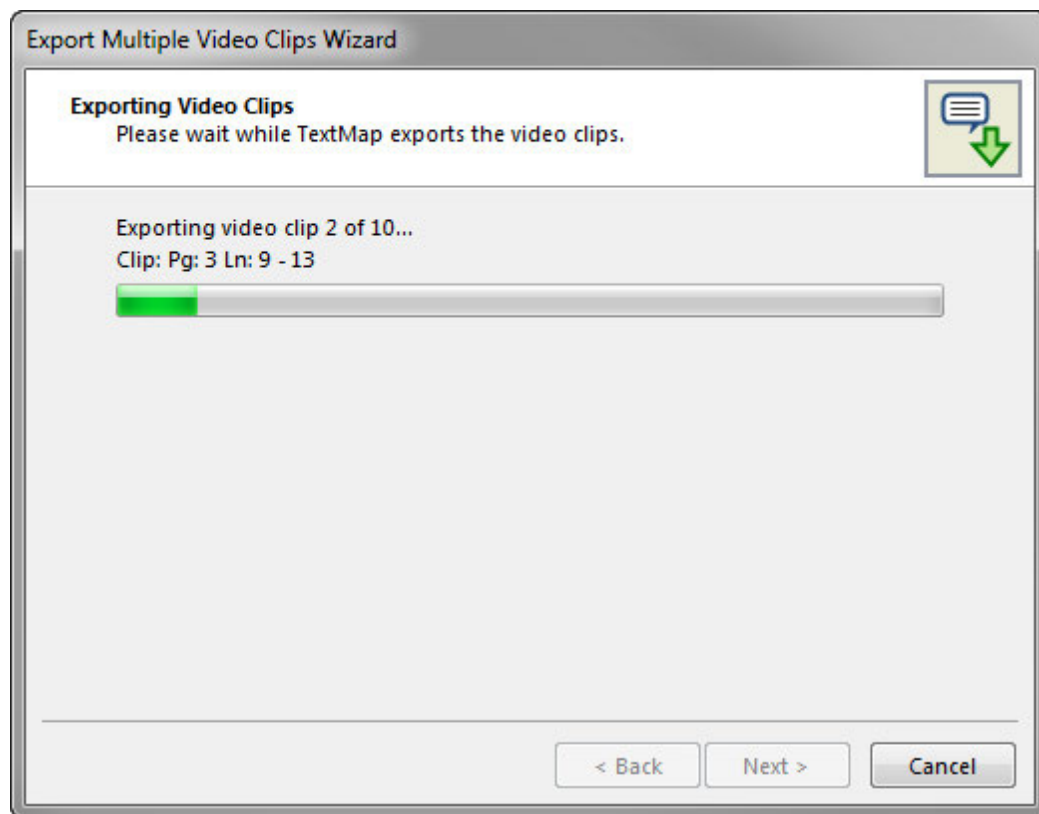
5. Click **Next**.
6. In the **Output Destination** dialog box, click **Browse** to locate a storage location/folder for the exported file.
7. In the **Browse For Folder** dialog box, click **OK**.

The Export Multiple Video Clips Wizard opens, displaying the location/path of the exported files.

8. Click **Next** to export the video clips.

The Exporting Video Clips screen displays.

Please wait while TextMap exports the video clips.



9. Optional: In the **Exporting Video Clips** window, click **Cancel** to stop the export.
10. In the **Completing the Export Multiple Video Clips** wizard, click **Finish**.

TextMap completes the export and stores the file(s) in the selected folder. It makes the name of each file unique by adding a number to the end of it (e.g., Deposition of Wayne Varvaro Pg 4 Ln 6 - 7 (2).wmv), where (2) is the unique identifier.

To save clips to a flash drive or CD

If you have a number of clips it may not be practical to email the presentation and clips. In that case, using a USB drive or burning the presentation and related *.wmv files to CD may be a better option for you. This options also allows you to transfer a PowerPoint presentation from your office computer to a laptop, if need be.

You can move saved *.wmv file clips by copying them onto portable storage media like a USB flash/thumb drive or CD. If you saved the files to the default location the clips will be in My Media/My Videos.

When you move a PowerPoint presentation with clips make sure you take along the exported video files (*.wmv) that are in the same folder with the presentation file. The video files will have names like "Deposition of Wayne Varvaro Pg 5 Ln 13 - 18.wmv". Save the presentation and associated videos in the same folder.

Your presentations and clips will play from a CD or USB drive.

Related Topics

[About videos](#)

[Importing video files](#)

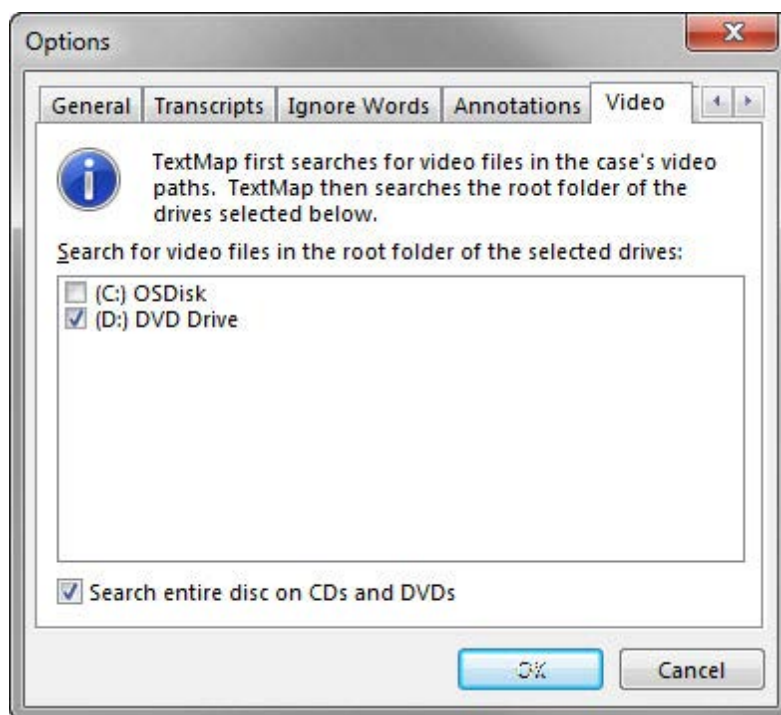
[Exporting videos](#)

Changing search options for videos

TextMap checks your CD drive by default for video files. You can change the drive that is first used to locate video files. TextMap remembers the location of the video (the file path).

To change the search options for videos

1. On the **File** menu, click **Options**.
2. In the **Options** dialog box, click the **Video** tab.



3. In the box, select the drive that you want TextMap to search first for video files, beginning with the root folder.
4. Select or clear the **Search entire disc on CDs and DVDs** option, depending on your needs.

This option is enabled by default.

5. Click **OK** to save your changes.

Related Topics

[About videos](#)

[Importing video files](#)

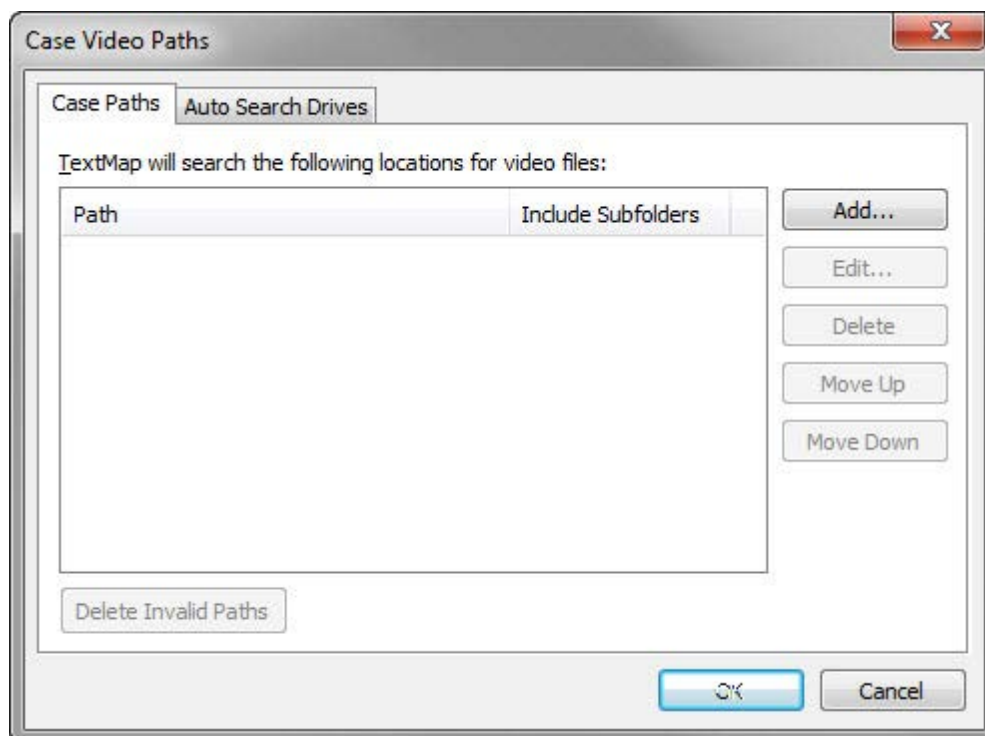
[Changing video file paths](#)

Changing video file paths

The video path is where TextMap looks for video files. The Case Video Paths dialog box allows you to add additional file paths to search other locations on your system or network where videos might be stored.

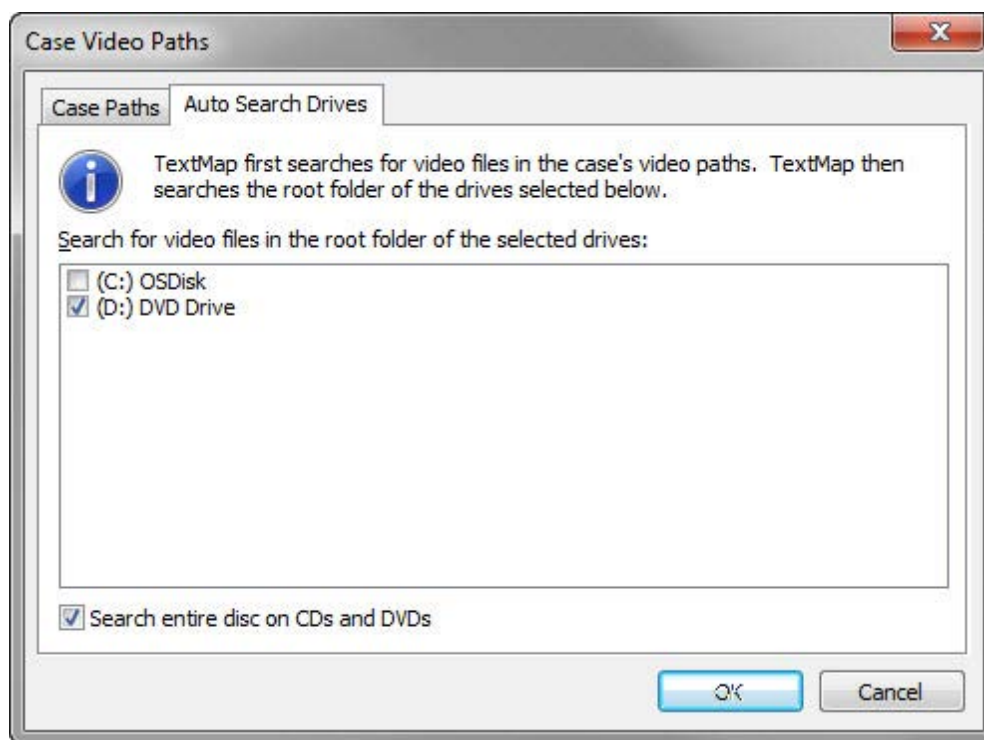
 To add or change video paths

1. On the **File** menu, click **Case Setup**, and then click **Case Properties**.
2. In the **Case Properties** dialog box, click **Video Paths**.
3. On the **Case Video Paths** tab, click **Add** to add another location for TextMap to search.



You can organize this list and edit it as needed.

4. On the **Auto Search Drives** tab, select or clear check boxes for drives you want to search for video files.



The DVD Drive and Search entire disc on CDs and DVDs check boxes are selected by default.

5. Click **OK** to save any changes.

Related Topics

[About videos](#)

[Changing search options for videos](#)

Editing Data

About editing data

TextMap offers a variety of ways you can edit case data. Once data is edited, it is saved and permanently changed in the case.

Editing field data involves:

- Spell checking annotation notes
- Finding words in transcripts

- Copying transcript text
- Locating the page/line number in a transcript
- Inserting and deleting data and transcripts
See [Deleting transcripts](#) and [Deleting annotations](#).
- Changing exhibit and linked file paths
See [Changing exhibit file paths](#) and [Changing linked file paths](#).

Related Topics

[Using spelling tools](#)
[Finding and replacing data](#)
[Copying data](#)
[Using the Go To feature](#)
[Changing exhibit file paths](#)
[Changing linked file paths](#)

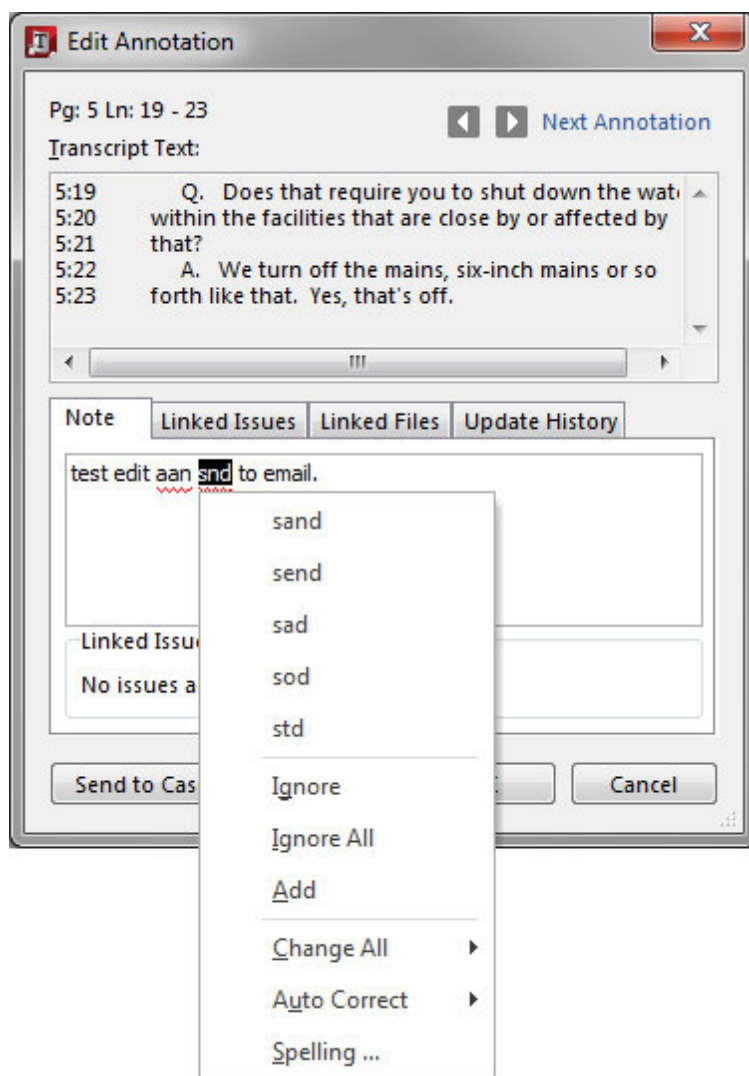
Using spelling tools

TextMap offers live spell checking when you type in annotation notes.

You can access Spelling options and settings in the Notes tab of the New Annotation or Edit Annotation dialog box.

To use the spelling tool

1. In the **New Annotation** or **Edit Annotation** dialog box, right-click on a misspelled word.
Misspelled words display with a red underline.

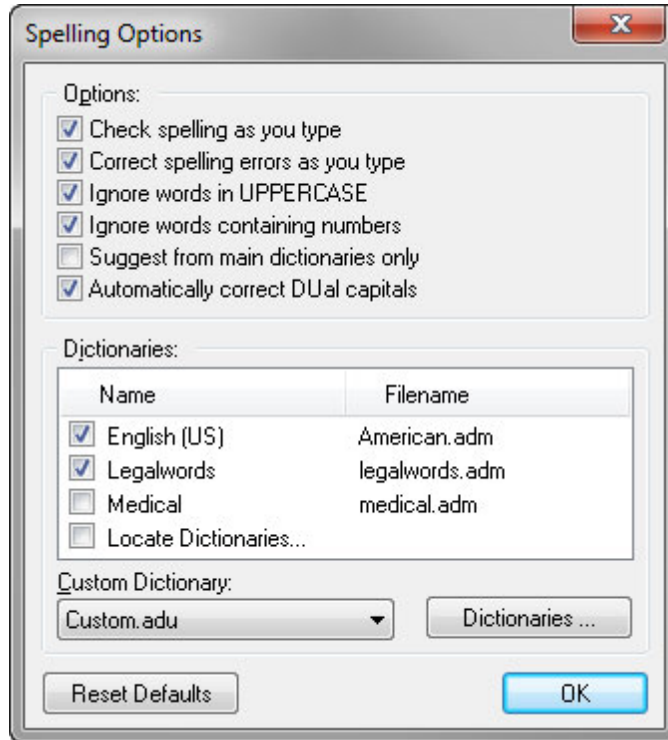


2. Right-click on the misspelled word and click the correct word from the list or choose one of the following:
 - Click **Ignore** to ignore one instance of the word as you have it spelled.
 - Click **Ignore All** to ignore all instances of the word as you have it spelled.
 - Click **Add** to add the word to the case dictionary.
 - Click **Change All** or **Auto Correct** and then click the correct spelling to change all instances of the word or automatically correct the word if misspelled in the future.
 - Click **Spelling** to access these options in the Spelling dialog box.
3. Click **OK** to save your changes.

To change spell check options

1. In the **New Annotation** or **Edit Annotation** dialog box, right-click on a misspelled word.
2. Right-click on the misspelled word and click **Spelling**.

3. In the **Spelling dialog** box, click the **Options** button.
4. In the **Spelling Options** dialog box, select or clear the check boxes for the options you want to include.



5. Click **OK** to save your changes.
6. Click the **Reset Defaults** button to reactivate spelling default settings.

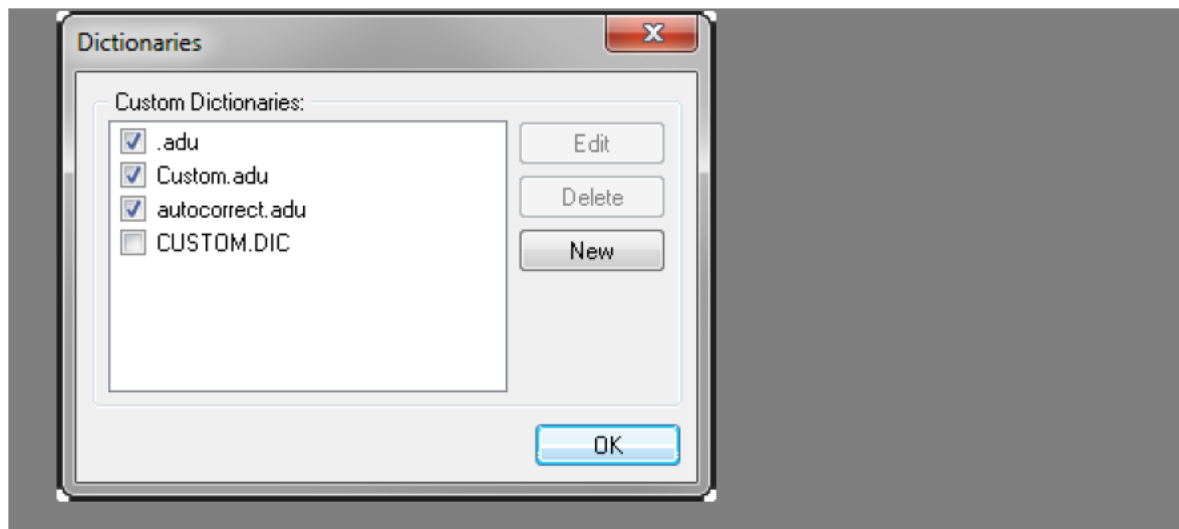
To change or add a new dictionary

TextMap is automatically configured to use a dictionary. You can also add additional dictionaries, like a medical dictionary, as needed.

1. In the **New Annotation** or **Edit Annotation** dialog box, right-click on a misspelled word.
2. Click **Spelling**.
3. In the **Spelling dialog** box, click the **Options** button.
4. In the **Spelling Options** dialog box under **Dictionaries**, select the check box for dictionaries you want turned on.



5. In the **Custom Dictionary** list, click on the dictionary you want to use as your default dictionary.
6. Click the **Dictionaries** button to add, edit, or delete a dictionary.
7. In the **New Custom Dictionary** dialog box, type in the name of the custom dictionary that is stored on your desktop or in a network folder, then click **OK**.



💡 To add new or updated dictionaries, visit www.addictivesoftware.com.

8. Click **OK** to save the dictionary in TextMap.

9. In the **Spelling Options** dialog box, click **OK**.

10. In the **Spelling** dialog box, click **Close**.

 To delete a word from the dictionary

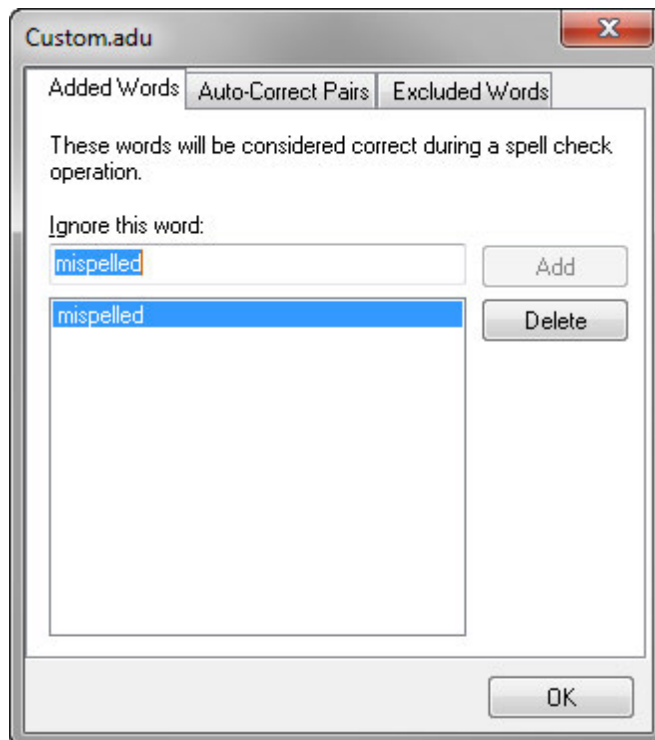
1. In the **New Annotation** or **Edit Annotation** dialog box, right-click on a misspelled word.

2. Click **Spelling**.

3. In the **Spelling** dialog box, click the **Options** button.

4. In the **Spelling Options** dialog box under **Dictionaries**, select the check box for dictionaries you want to edit.

5. In the dictionary dialog box, select the word you want to remove and click **Delete**.



6. Click **OK** to save your changes.

7. In the next four dialog boxes, click **OK** or **Cancel** until all dialog boxes close.

Related Topics

[About editing data](#)

[Finding and replacing data](#)

[Copying data](#)

Finding words in transcripts

When you need to locate records containing a specific word or phrase, use the Find feature to search case content.

You also have the option to search for text that is case sensitive or is a particular groups of words. Selecting case sensitive provides matches of the text when certain characters are capitalized. Selecting the Match whole word only option allows you to search for a particular word or phrase. For example, if you want to find every occurrence of the whole word "John" in a field, TextMap locates all instances of both "John" and "Johnson".

When searching for data using the Find feature, you are limited to searching one transcript at a time. TextMap retains the last search you used in the Find dialog box for one user session. When you close TextMap and reopen it, the Find dialog box will be empty.

To find a word in a transcript

1. On the **Home** ribbon, click the **Find** button, and then on the submenu, click **Find**.

You can also click the Find button on the Create & Edit tab located on the Text & Video Tools ribbon.



2. In the **Find** dialog box, type the word you want to locate in the **Find What** field.
3. Select the **Match whole word only** or **Match case** check boxes if you want to narrow the search.
4. Click **Find Next** to locate the next instance of the word in the transcript.

You can also click the Find button on the Create & Edit tab, and then click Find Next.

5. In the message box to search the next transcript, click **Yes**.
6. Continue until you have searched all necessary transcripts, then click **Cancel**.

Related Topics

[About editing data](#)

[Using the Go To feature](#)

Copying data

You can copy text from a transcript to paste into a text file or another application, like Microsoft Word. You have the option of copying just text or text with a page/line number included.

Copy

Q. I'm going to show you Exhibit B of the Reinhart deposition and ask you if you recognize that, and tell me where within that unit that would be.

A. That's underneath the stairs.

Copy with page/line numbers

21:8 Q. I'm going to show you Exhibit B of the Reinhart

21:9 deposition and ask you if you recognize that, and tell me

21:10 where within that unit that would be.

21:11 A. That's underneath the stairs.

You also have the option to include the citation when copying transcript text into another text file or another application, like Microsoft Word.

Copy with citation

Q. I'm going to show you Exhibit B of the Reinhart deposition and ask you if you recognize that, and tell me where within that unit that would be.

A. That's underneath the stairs.

(Deposition of Susan Sheridan, 21:8-21:11, 5/23/2003 11:47:00 AM)

Copy with citation/page/line numbers

21:8 Q. I'm going to show you Exhibit B of the Reinhart

21:9 deposition and ask you if you recognize that, and tell me

21:10 where within that unit that would be.

21:11 A. That's underneath the stairs.

(Deposition of Susan Sheridan, 21:8-21:11, 5/23/2003 11:47:00 AM)

The text will be cited with the selected customized preferences and can be copied with the

page/line numbers included.

To copy transcript text

1. Highlight the transcript text that you want to copy.
2. On the **Create & Edit** ribbon, click **Copy** or **Copy w/ page:line**.

You can also right-click the highlighted text, click Copy, and then select Copy or Copy w/ page:line.

3. Open the application for which you want to paste the text.
4. Right-click the document and click **Paste**.

To include source when copying transcript text

Once your case is created, you can standardize the appearance of the citation according to any internal guidelines, case needs, or user preferences. The preferences are customized using the Changing case options feature.

1. On the **File** menu, click **Options**, and then click the **Clipboard** tab.
 2. Click **Include source when copying transcript text**.
- If customizing for the first time, this is selected by default.
3. Select the format and position for copied transcript text, and then click **OK**.
 4. Highlight the transcript text that you want to copy.
 5. On the **Create & Edit** ribbon, click **Copy** or **Copy w/ page:line**.

You can also right-click the highlighted text and click Copy, and then select Copy or Copy w/ page:line.

6. Open the application for which you want to paste the text.
7. Right-click the document and click **Paste**.

Related Topics

[About editing data](#)

[Finding words in transcripts](#)

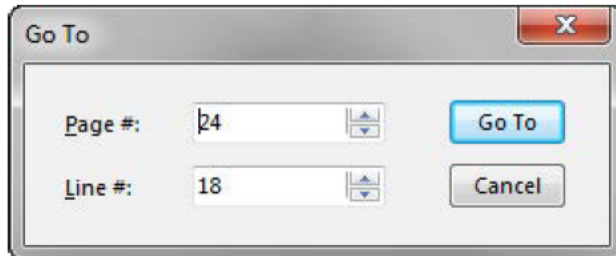
[Changing case options](#)

Using the Go To feature

The Go To feature allows you to instantly locate to a page/line number in a transcript.

To locate a page/line number

1. On the **Home** ribbon, click the **Find** button, and on the submenu, click **Go To: Page/Line**.
2. In the **Go To** dialog box, type in the page and line number you want to locate.



Use the list arrows to incrementally increase or decrease numbers.

3. Click **Go To**.

Related Topics

[About editing data](#)

[Finding words in transcripts](#)

Redacting Transcripts

About redactions

TextMap allows you to redact confidential and sensitive information provided in the transcript deposition testimony.

Setting up the redaction reasons during the initial case setup is a best practice that allows you to have existing reasons ready for redaction in the case.

Once a report on the transcript is printed, any text concealed by a redaction cannot be viewed, copied, or searched. See [Printing single transcripts](#) and [Printing multiple transcripts](#) for more information on printing reports with redactions.

-  If you are working with SQL cases, you can set permissions for restricting modifications to redactions, redaction reasons, as well as deleting redactions in the CaseMap Admin Console. For more information, see the following topic: Creating roles in the [CaseMap Server Answer Center](#).

Related Topics

[Managing redaction reasons](#)

[Redacting transcript text](#)

[Editing redactions](#)

[Overlapping existing redactions](#)

Managing redaction reasons

Redaction reasons are managed on a per-case level.

You can import and export redaction reasons using a text file, add and delete during the initial case setup, or when applying a redaction to selected text.

[To add a new redaction reason](#)

1. On the **File** menu, click **Case Setup**, and then click **Redaction Reasons**.
2. In the **Redaction Reasons** dialog box, click **Add**, and then type the redaction reason.
3. Click **OK** to close the dialog box.

The new reason is displayed in the Redaction Reasons list.

4. Optional: Click **Add** to enter additional redaction reasons.
5. Click **Close** to close the **Redaction Reasons** dialog box.

[To delete a new redaction reason](#)

1. On the **File** menu, click **Case Setup**, and then click **Redaction Reasons**.
2. In the **Redaction Reasons** dialog box, select the reason you want to remove, and then click **Delete**.

The reason is removed from the list of redaction reasons.

3. Click **Close** to close the Redaction Reasons dialog box.

[To remove a redaction reason using the Delete Redaction Reason Wizard](#)

The Delete Redaction Reason Wizard will appear when you delete redaction reasons that have been applied to transcript text.

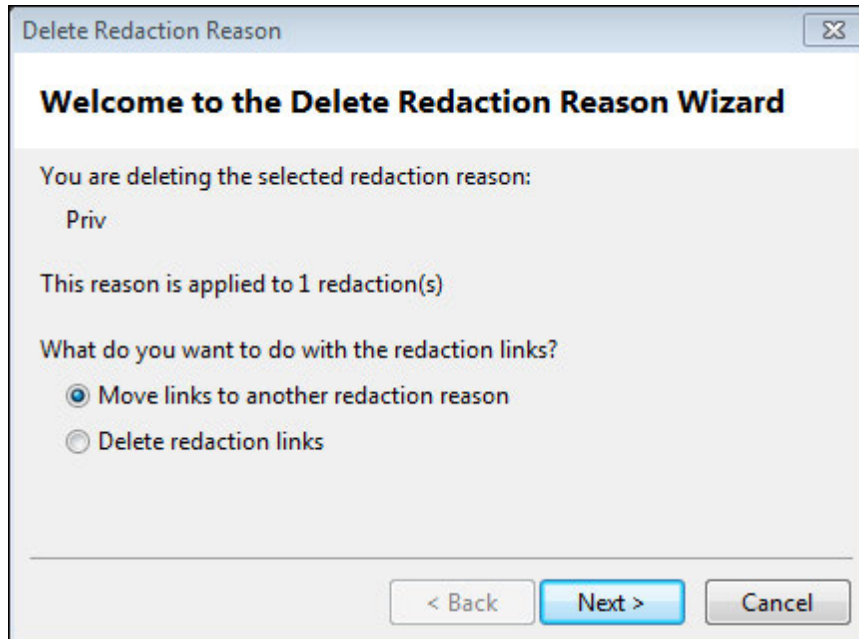
You can move the links to another redaction reason or delete the links from the transcript entirely.



Once a redaction reason is deleted, it is permanently removed from the case.

1. On the **File** menu, click **Case Setup**, and then click **Redaction Reasons**.
2. In the **Redaction Reasons** dialog box, select the reason you want to remove, and then click **Delete**.

The redaction reason and the number of applied redactions are listed in the **Delete**

Redaction Reason Wizard.**Move links to another redaction reason**

To move links to another redaction reason, do the following:

1. Select the option to **Move links to another redaction reason** and click **Next**.
2. Select the new reason where the redaction(s) will be moved to, and then click **Next**.
3. The **Confirm Reason Delete** dialog box lists a summary of the redaction reason that will be deleted and where it will be moved.
4. Click **Finish** to close the wizard, and then click **Close** to close the **Redaction Reasons** dialog box.

Delete redaction links

To delete redaction links, do the following:

1. Select the option to **Delete redaction links** and click **Next**.
2. The **Confirm Reason Delete** dialog box lists a summary of the redaction reason that will be deleted.
3. Click **Finish** to close the wizard, and then click **Close** to close the **Redaction Reasons** dialog box.

To import redaction reasons from a text file

1. On the **File** menu, click **Case Setup**, and then click **Redaction Reasons**.
2. In the **Redaction Reasons** dialog box, click **Import**.

3. Navigate to the folder of the existing text file, select the file you want to import, and then click **Open**.

The imported reasons are added to the list of redaction reasons.

4. Click **Close** to close the **Redaction Reasons** dialog box.

To export redaction reasons to a text file

1. On the **File** menu, click **Case Setup**, and then click **Redaction Reasons**.
2. In the **Redaction Reasons** dialog box, click **Export**.
3. Navigate to the folder where you want to save the file and type the File name.

 The default File name is RedactionReasons.txt.

4. Click **Save**.

The redaction reasons are exported to the text file.

5. Click **Close** to close the **Redaction Reasons** dialog box.

Related Topics

[About redactions](#)

[Redacting transcript text](#)

[Editing redactions](#)

[Overlapping existing redactions](#)

Redacting transcript text

A redaction is applied when confidential information that appears within transcript text needs to be removed.

The redaction tool allows you to select and highlight text within the transcript that contains sensitive information. The redaction appears transparent until printed. Once the transcript has been printed with redactions, the text will be concealed and cannot be viewed, copied, or searched.

To add a redaction

1. Highlight the transcript text you want to redact.
2. Right-click the selected text and then click **Redact in TextMap**.

You can also click the **New Redaction**  button located in the Home Ribbon or the Create & Edit Ribbon.

3. Select the redaction reason(s) or click the **Redaction Option** button  to select one of the following:

- **Select All Reasons** to place a check mark beside all redaction reasons
- **Unselect All Reasons** to remove the check mark beside all selected redaction reasons
- **Manage Redaction Reasons** to open the Redaction Reasons dialog box

A preview of the selected reasons appear as **Applied Reasons**.



If the redaction reasons were not added during the initial Case Setup, click the Redaction Option button  and then click **Manage Redaction Reasons** to define reasons for the case. See [Managing redaction reasons](#) for more information.

4. Click **OK** to save your selections.

To delete a single redaction

 Once the redactions have been deleted, the action cannot be undone.

1. Click the redaction you want to delete.
2. On the **Create & Edit** ribbon, click **Delete**, and then click **Delete Redaction**.

The redaction is deleted.

To delete all redactions

 Once the redactions have been deleted, the action cannot be undone.

1. On the **Create & Edit** ribbon, click **Delete**, and then click **Delete all Redactions**.
2. Click **Yes** to confirm deletion.

All redactions are deleted.

Related Topics

[About redactions](#)

[Managing redaction reasons](#)

[Editing redactions](#)

[Overlapping existing redactions](#)

Editing redactions

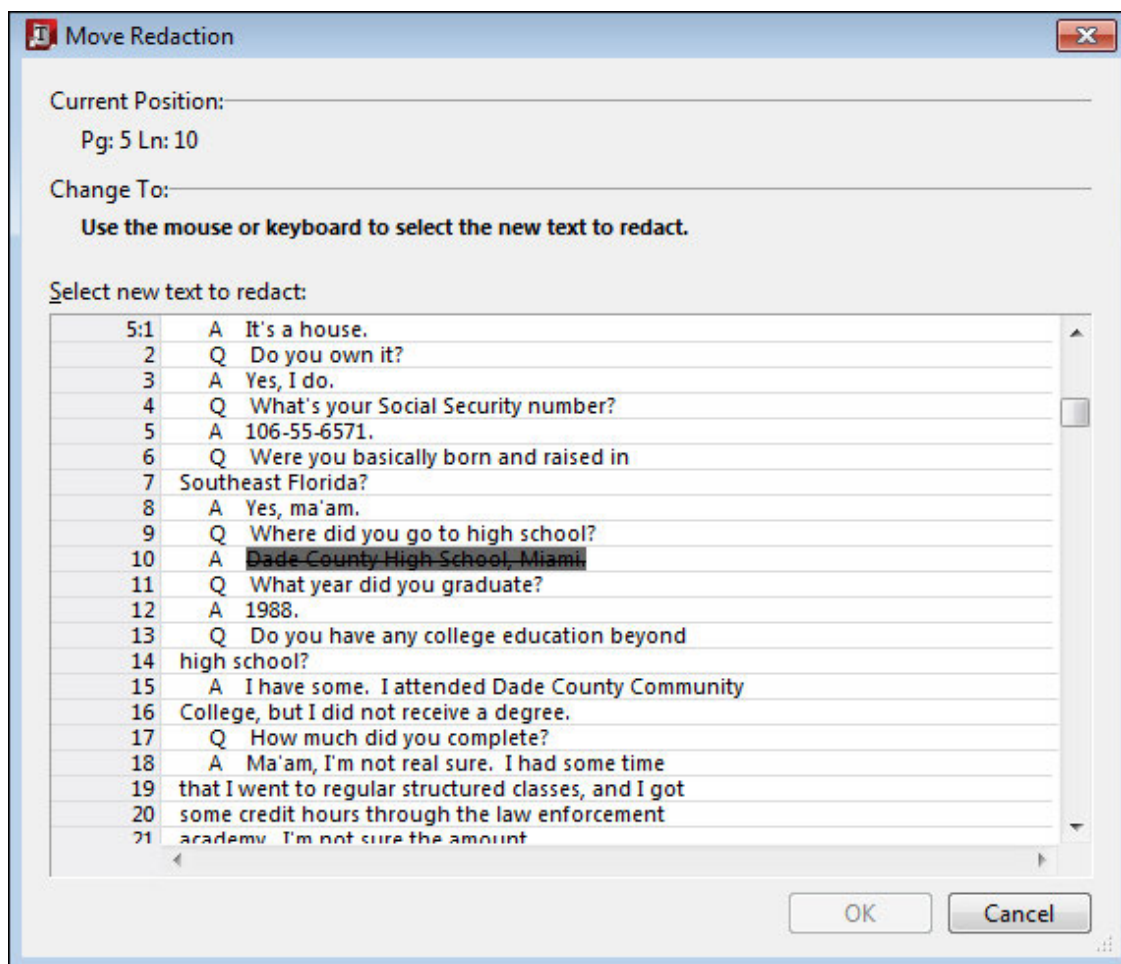
TextMap offers a variety of ways you can edit redactions.

Editing redactions involves moving the redactions or updating the reasons already applied to transcript text.

Once the redaction is edited, it is saved and permanently changed in the case.

To move a redaction

1. Click the redaction you want to move.
2. On the **Create & Edit** ribbon, click **Move** .
3. In the **Move Redaction** dialog box, select the new text that you want to move the redaction to in the transcript, and then click **OK**.



The redaction is moved to the newly selected text in the transcript.

To edit redactions applied to transcript text

1. Right-click the redaction you want to change and click **Edit Redaction**.
2. Select the redaction reason(s).

A preview of the updated selected reasons appear as **Applied Reasons**.

3. Click **OK**.

To view redaction update history

When a redacted area is selected, you can edit the redaction or view the update history.

1. In the transcript, right-click a redaction and then click **Edit Redaction**.
2. In the **Edit Redaction** dialog box, click the **Update History** tab.

The update history displays the name of the user, the original creation date and time as well as the name of the user and the updated date and time of the redaction.

Related Topics

[About redactions](#)

[Managing redaction reasons](#)

[Redacting transcript text](#)

[Overlapping existing redactions](#)

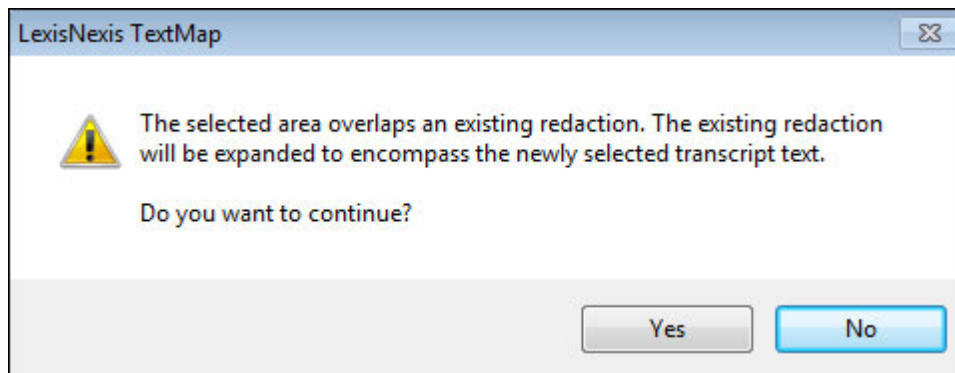
Overlapping existing redactions

The redaction tool overlaps existing redactions by selecting a portion of transcript text and applying a new redaction.

Overlapping existing redactions merges the new redaction to create a continuous redacted area.

To overlap a single redaction

1. Select the portion of text that overlaps a single existing redaction, right-click and then click **Redact in TextMap**.



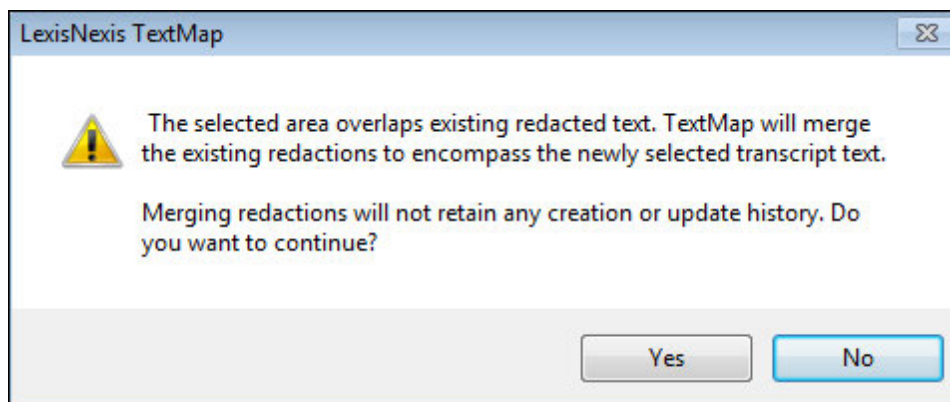
2. In the **Edit Redaction** dialog box, select the redaction reason(s) and then click **OK**.

The existing redaction is expanded to include the newly selected transcript text.

To overlap multiple redactions

1. Select the portion of text that overlaps multiple redactions, right-click and then click **Redact in TextMap**.

Once multiple redactions have been merged, they will not retain any creation or update history.



2. In the **Edit Redaction** dialog box, select the redaction reason(s) and then click **OK**.
The existing redactions are expanded to include the newly selected transcript text.

Related Topics

[About redactions](#)
[Managing redaction reasons](#)
[Redacting transcript text](#)
[Editing redactions](#)

Creating and Printing Reports

About reports

A report is a way to retrieve information that you imported or entered in your case. The TextMap Reports ribbon offers many useful reporting options for printing Current and Multiple Transcripts. Many of the reports have wizards to make creating useful work product quick and easy. Transcripts with annotations and linked issues have options for including the selected passages and filtering highlighted passages for desired issues. There are also options for including redacted transcript information. TextMap automatically creates a word index for all transcripts; you can include it with transcript reports or not.

You can print reports to PDF file or print directly onto paper. You can run reports of only the transcripts, just the annotations, or of both the transcripts and the annotations. Redactions can also be printed in reports which allows you to conceal sensitive information.

The date and time appears in brackets [] in front of the transcript name, and is included in all transcript reports (i.e., Multiple Transcript Report, Annotations Digest Report, etc.).

TextMap includes the following reports:

- **Current Transcript Report** — A simple report made from just one transcript. These reports provide you with the contents of the transcript arranged the way you specify, with the opportunity to select all annotations or annotations related to a specific issue. You can print the contents with or without annotations and can also choose to burn in redacted text. You also have the option of printing the word index for that transcript as part of your report. Redacted words are removed from the word index in the transcript if the option to exclude is selected.
- **Multiple Transcript Report (a.k.a ReportBooks)** — A report containing information from more than one transcript is also called a ReportBook. You have the opportunity to choose what transcripts to include in the ReportBook, as well as the option of including a Title Page, Table of Contents, and Introduction. You will have the option to organize transcripts in the order you want them. You also have the same options that you do with a single transcript report.

Annotation Digests are also ReportBooks that can be printed to Microsoft Word. Annotation Digests include the annotations and notes from a set of ReportBooks and can be filtered by issue. See [Printing Annotation Digests](#).

- **Search Report** — The Search Reports is based upon terms you type into the Full Text Search box. The report shows by transcript all locations that contain the search criteria.
- **Transcripts Listing** — A Transcripts Listing provides a list of the transcripts in the case.

✔ Single and multiple transcript reports can be printed as full-sized, condensed or note-taking versions. Transcripts with Annotations reports allow you to print with Footnotes or Endnotes (full-size or condensed). See [Understanding layout options](#).

✔ The Transcripts with Annotations report and Annotation Digest reports allow you to print to a PDF format that includes linked exhibits embedded in the transcript. See [Selecting print output options](#).

📍 Create transcripts groups to organize transcripts that are often included in reports. See [Creating transcript groups](#).

Customize title pages for polished reports

TextMap reports all print with a default title page to produce a polished work product. You can decide whether to include a title page for your reports. And you can customize the content and look of title pages to suit the needs of your organization.

Title pages can be customized within report wizards. However you can customize title pages and title page content in the Page Setup dialog box too. See [Adding/editing title pages](#).

Include linked CaseMap facts in reports

By default TextMap includes three of CaseMap's Facts spreadsheet fields (Date & Time, Fact Text, and Status) in Transcript with Annotations reports and Annotation Digests. To customize CaseMap fields included in TextMap reports, see the [Changing page setup options](#) topic, Steps 8-10.

Embed linked documents in reports

Embedding linked documents in reports and ReportBooks printed to PDF files allows you to share the report and supporting files with others who do not have access to TextMap or the case. Once the report or ReportBook is printed to a PDF file, transcripts with linked exhibits or files will display with the transcript text underlined in blue. Clicking the underlined text opens the linked document.

Exhibit A

To view all linked documents embedded in the PDF file, click the Attachments button (paperclip) in Adobe Acrobat or Reader to view the list. See also [Selecting print options](#).

Learn how un-numbered pages print in reports

Un-numbered pages display in many reports simply as "-". You will still see a colon and line number after the dash. In full-size transcript reports un-numbered page numbers display to the left of the line numbers.

Condensed transcripts do not display page numbers on front and back un-numbered pages. Page numbers in both transcript types display in the upper right corner of each page of testimony.

Related Topics

[Changing page setup options](#)

[Adding/editing title pages](#)

[Selecting print output options](#)

[Understanding report options](#)

[Modifying title pages](#)

Changing page setup options

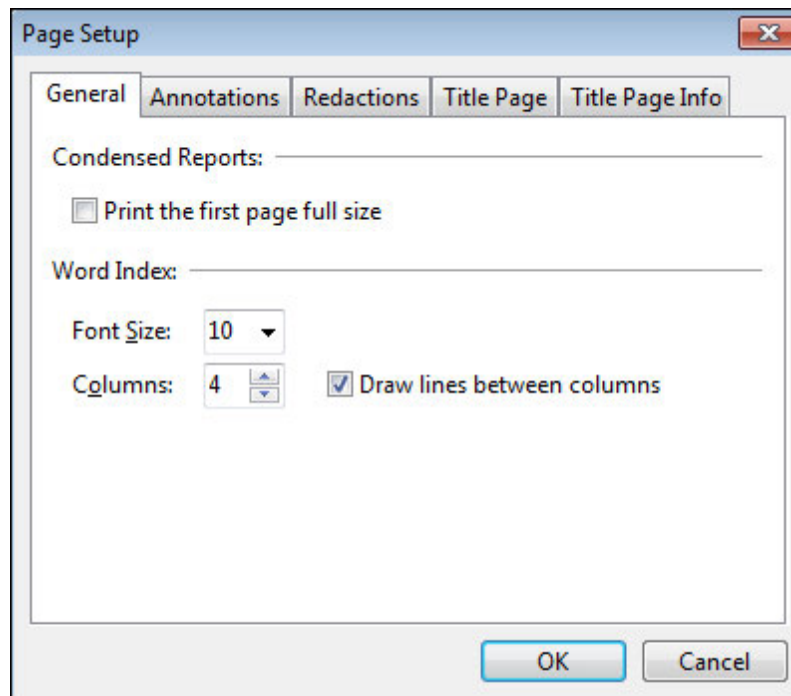
TextMap provides a variety of page setup options that include printing of overlapping and partial annotations, inclusion of CaseMap Fact fields, redaction settings, and more. Changes to these settings apply to all reports in the case.

To select or change page setup options

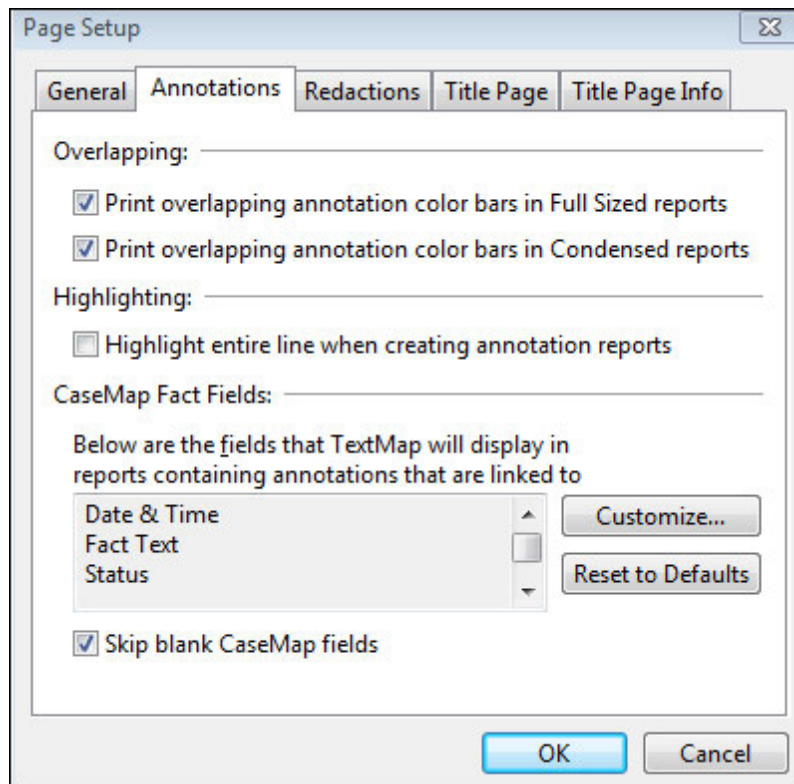
1. On the **File** menu, click **Print**, and then click the **Page Setup** link.

You can also click access Page Setup options from any Print Preview dialog box.

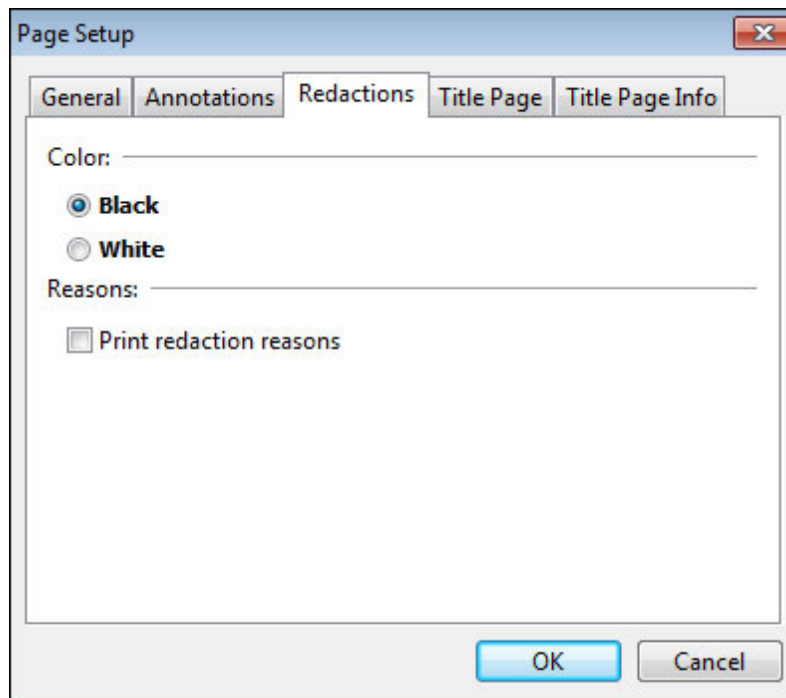
2. In the **Page Setup** dialog box, click on the **General** tab to adjust condensed reports and case index options.



3. In the **Condensed Reports** area, select the **Print the first page full size** check box if you want this option.
4. In the **Word Index** area, click in the **Font Size** and **Columns** boxes to adjust these settings incrementally.
5. Select or clear the **Draw lines between columns** check box. This option is selected by default.
6. Click on the **Annotations** tab.



7. In the **Overlapping** area, select or clear whether to print overlapping annotations in full-sized or condensed reports.
8. In the **Highlighting** area, check the box to highlight the entire line when creating annotation reports.
9. In the **CaseMap Fact Fields** area, select what CaseMap fields display in reports.
10. Click the **Customize** button to add or remove fields from reports.
11. Clear the **Skip blank CaseMap** fields check the box to print blank fields in reports.
12. Click on the **Redactions** tab.



13. In the **Color** area, select whether to print the redaction color in black or white. The default option is set to black.
13. In the **Reasons** area, select or clear the check box to toggle printing the redaction reasons in the report.
14. Click **OK** to save changes.

Related Topics

- [About reports](#)
- [Adding/editing title pages](#)
- [Selecting print output options](#)

Adding/editing title pages

You can add a title page to any report you print or save as an Adobe® Acrobat PDF file. Rather than creating a title page each time you generate a report, you can edit the default title page format that works for all reports. You can also decide whether to include a title page or remove it from the report. The title page feature is turned on by default when you create a new case. Changes to the report title page affect all reports in the case. These settings are accessible in the Page Setup dialog box on the File menu.

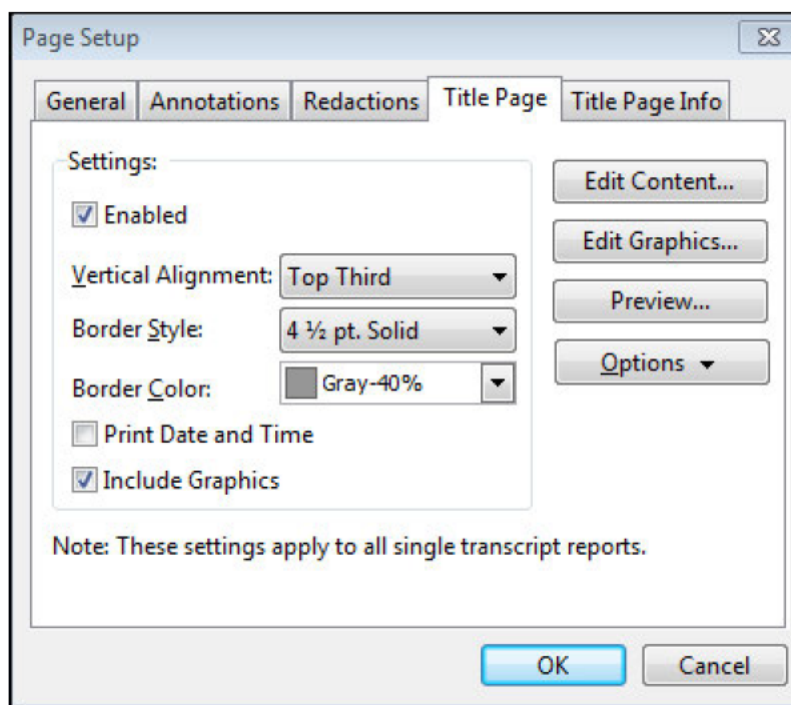
Title page settings include the following:

- Report titles and subtitles
- Text orientation and alignment
- Border styles and colors
- Graphics
- Date and time
- Page Number
- Organization and case name
- Confidentiality statement

Multiple transcript reports and Annotation Digests include a title page, confidentiality statement, table of contents, introduction, and transcript title page. Each of these can be modified according to your organization's needs on the ReportBook Wizard's Option page. For more information, see [Modifying ReportBook title pages](#).

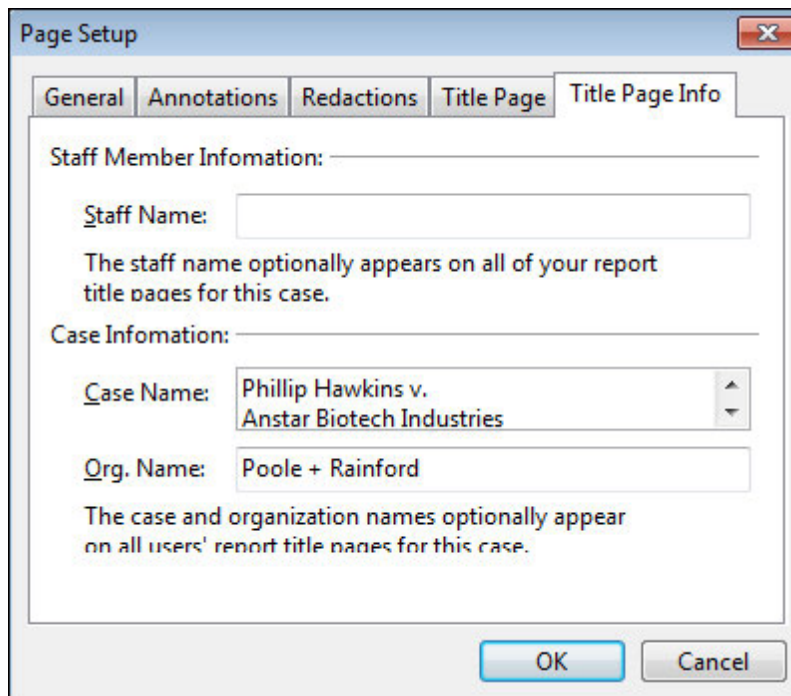
To add/edit report title pages

1. On the **File** menu, click **Print**, and then click the **Page Setup** link.
2. In the **Page Setup** dialog box, click the **Title Page** tab.



3. In the **Vertical Alignment** list, click on the alignment option you want: **Top**, **Top Third**, **Middle**, **Bottom Third**, **Bottom**.
4. In the **Border Style** listing, click the point size for the border width.
5. In the **Border Color** listing, click the color scale you want to use.

6. Select check boxes to include these options: **Print Date and Time**, **Print Page Number**, and **Include Graphics**.
7. Click the **Edit Content** button to modify the content that prints on each page, including typing or pasting text, modifying the font size and color, adjusting text alignment, inserting symbols or specific fields.
8. Click the **Edit Graphics** button to preview current graphics, and modify the header and footer graphic settings (like your organization's logo). You can also remove, load, and save graphics for title pages.
9. Click the **Preview** button to review your changes.
10. Click the **Options** button and then click **Load Defaults**, which changes all settings back to the default setting.
11. Click on the **Title Page Info** tab to modify staff, case, and organization names for reports.



The screenshot shows the 'Page Setup' dialog box with the 'Title Page Info' tab selected. The dialog has five tabs: 'General', 'Annotations', 'Redactions', 'Title Page', and 'Title Page Info'. The 'Title Page Info' tab contains two sections: 'Staff Member Information' and 'Case Information'. In the 'Staff Member Information' section, there is a text field for 'Staff Name' which is currently empty. Below it is a note: 'The staff name optionally appears on all of your report title pages for this case.' In the 'Case Information' section, there is a text field for 'Case Name' containing 'Phillip Hawkins v. Anstar Biotech Industries' and a text field for 'Org. Name' containing 'Poole + Rainford'. Below these fields is a note: 'The case and organization names optionally appear on all users' report title pages for this case.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

12. In the **Staff Name** field, type in a staff member name that you want to print on all reports.
13. In the **Case Name** field, edit the case name for how you want it to print on all reports.
14. In the **Org. Name** field, type or edit your organization's name for how you want it to print on all reports.
15. Click **OK** to save the settings.

[Related Topics](#)

- [About reports](#)
- [Changing page setup options](#)
- [Selecting print output options](#)
- [Understanding report options](#)
- [Modifying ReportBook title pages](#)

Selecting print output options

Printing transcript data or reports is as simple as selecting the printer destination or the export file type/program you want to use. Print options are accessible from the File menu and on the TextMap toolbar.

Printer output options include:

- Printer destination
- Print Preview mode
- Print to PDF (save or email)
- Print to Microsoft® Word

 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

 When you use TextMap's built-in PDF writer (which doesn't require an Adobe® Acrobat® license) to generate these reports, TextMap adds extra functionality to the PDF. For example, in the Endnotes report, TextMap creates links between each annotation and the associated endnote. TextMap also creates links from the case index to the pages on which each word in the index appears.

 The Transcripts with Annotations and Annotation Digest reports allows you to print to a PDF format that includes linked exhibits embedded in the transcript.

To print Annotation Digests to Microsoft Word

Each Annotation Digest report can be printed directly to Microsoft® Word. See [Printing to Microsoft Word](#).

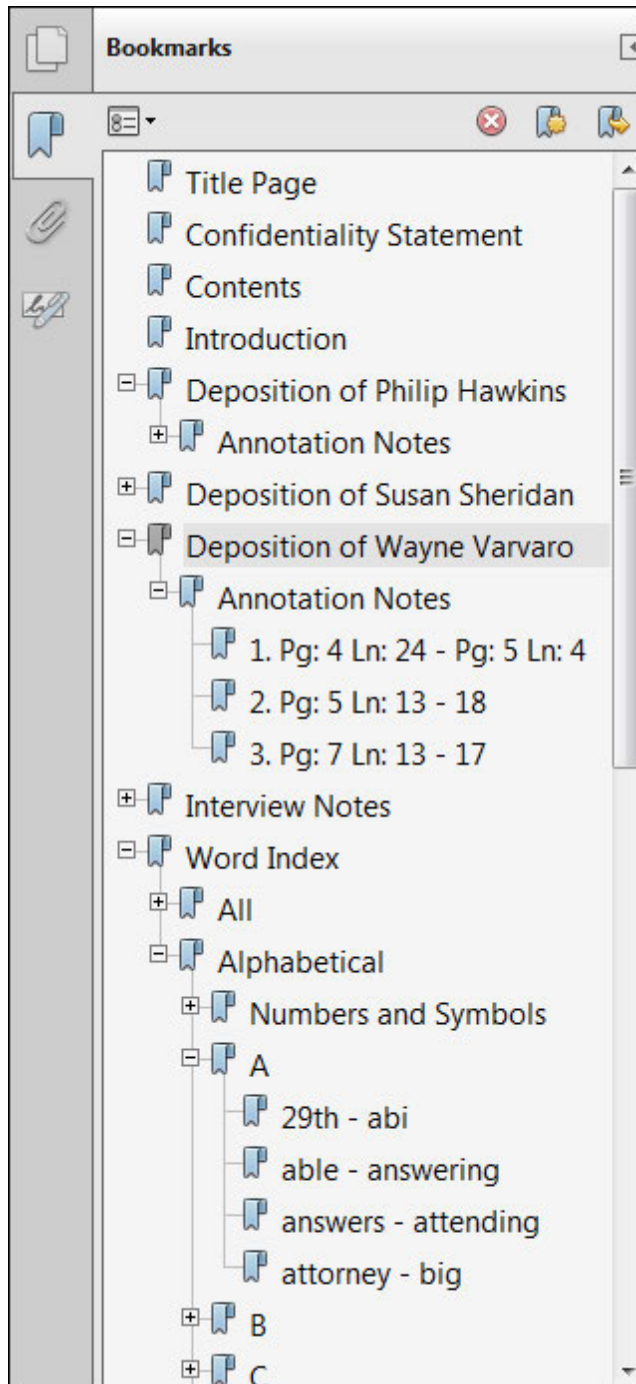
To print to PDF

All the report styles available in TextMap are available as PDFs, including ReportBook compilations of multiple transcripts.

When you use TextMap's built-in PDF writer (which doesn't require an Adobe® Acrobat® license) to generate these reports, TextMap adds extra functionality to the PDF. For

example, in the Endnotes report, TextMap creates links between each annotation and the associated endnote. TextMap also creates links from the case index to the pages on which each word in the index appears.

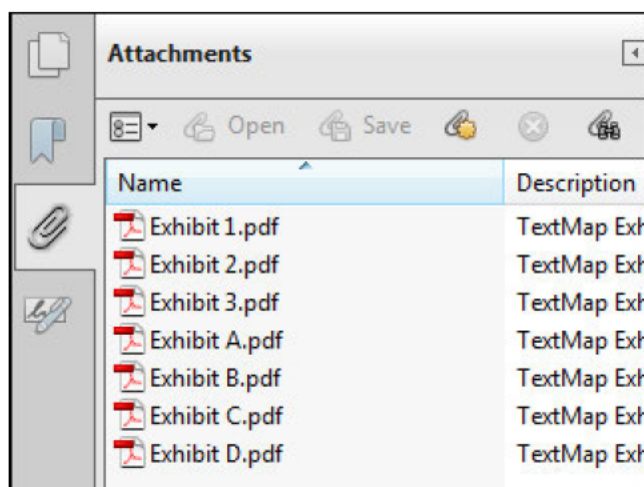
Additionally, PDF reports include bookmarks grouped by letter that make it easy to navigate to index pages containing words of interest. TextMap PDF reports automatically include a Title Page too.



TextMap also embeds exhibits and documents hyperlinked to transcripts in PDF reports. Exhibits and linked documents display as hyperlinks in the text. Click on the hyperlink to view the embedded file.

Exhibit A

To view all linked documents embedded in the PDF file, click the Attachments button (paperclip) in Adobe Acrobat or Reader to view the list.



To access PDF print options

Within TextMap, you can convert spreadsheet views, reports, and ReportBooks into PDF files — even if you don't have a license for Adobe® Acrobat (Standard or Professional) on your computer.

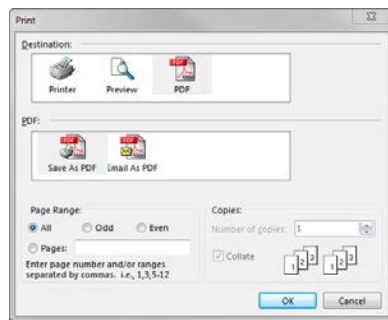
Access PDF print options from:

- File menu > Print > [select transcript(s) print options] > Print menu
- File menu > Print Preview > [select transcript print options] > Print menu
- PDF toolbar button > a selected report > Print menu
- Print to PDF toolbar button (save or email) > a selected report > Print menu
- Reports ribbon > [select transcript(s)] > Print menu

If you are selecting print options within Acrobat, refer to the Adobe Acrobat documentation for details.

To save or email a PDF report

1. On the **Reports** ribbon, click **Transcript Listing**, and then click the **PDF** icon.



2. In the Print dialog box, click one of the following:

[Save As PDF](#)

1. In the **Page Range** area of the **Print** dialog box, select the applicable pages (**All**, **Odd**, or **Even**).
2. Click **OK** to open the **Save As PDF** dialog box.
3. Select the file to be saved.
4. In the **File name** box, enter/verify the name of the file, and click **Save**.
5. In the message box, click **OK** to continue.

Your selected transcript(s) will be printed in report form to an Adobe Acrobat PDF file.

[Email As PDF](#)

1. In the **Page Range** area of the **Print** dialog box, select the applicable pages (**All**, **Odd**, or **Even**).
2. Click **OK** to open the **Save As PDF** dialog box.
3. Select the file to be saved.
4. In the **File name** box, enter/verify the name of the file, and click **Save**.
5. In the message box, click **OK** to open the default email application.
6. Complete the email form as appropriate, and click **Send**.

Your selected transcript(s) will be printed in report form as an attachment in a Microsoft Outlook email.

[Related Topics](#)

[About reports](#)

[Changing page setup options](#)

[Adding/editing title pages](#)

Printing Transcript Reports

Understanding layout options

TextMap offers a variety of layout options for printing reports and Annotation Digests. Reference the following section to understand each layout option, how annotations and notes print for each layout, how to embed linked exhibits in reports with annotations, and how reports print overlapping annotations.

[Select transcript report layout options](#)

Each single or multiple transcript report includes the following transcript layout options.

You have three layout options for printing transcripts:

- **Full-size** — A copy of the transcript with 25 lines per page (or the number of lines the court reporter included in the ASCII file).
- **Condensed** — The transcript prints "four-up", with four pages of text on each page. You have the option to print the first page as full-size. See [Selecting print output options](#).

Page 1 1 STATE OF FLORIDA 2 DEPARTMENT OF LABOR AND EMPLOYMENT SECURITY 3 OFFICE OF THE JUDGE OF COMPENSATION CLAIMS 4 DISTRICT "C" 5 6 CLAIM NO: 263-55-6571 7 EMPLOYEE: PHILIP M. HAWKINS 8 EMPLOYER: ABI 9 CARRIER: STATE OF FLORIDA 10 D/A: 12/10/00 11 12 STATE OF FLORIDA) 13 COUNTY OF DADE) 14 15 Deposition of PHILIP MARK HAWKINS, taken 16 on behalf of the Employer/Carrier, pursuant to 17 Amended Notice of Taking Deposition, on Thursday, 18 October 21, 2000, commencing at 10:00 a.m., at 19 4741 Atlantic Boulevard, Suite F, Miami, 20 Dade County, Florida, before Cindy Cooker, a Notary 21 Public in and for the State of Florida at Large. 22 --- 23 24 25	Page 3 1 TABLE OF CONTENTS 2 3 PAGE 4 PHILIP MARK HAWKINS 5 Direct Examination 6 by Ms. Onofrey 4 7 8 9 -- 10 11 (No Exhibits) 12 13 14 --- 15 16 17 18 19 20 21 22 23 24 25
Page 2 1 APPEARANCES 2 3 4 PETER S. ARNDT, ESQUIRE 5 Arndt & Arndt 6 One National Drive 7 Miami, Florida 32202 8 Attorney for Employee/Claimant. 9 10 SUSAN A. ONOFREY, ATTORNEY-AT-LAW 11 Onofrey & Straight, P.A. 12 4700 Ocean Boulevard 13 Miami, Florida 32207 14 Attorney for Employer/Carrier. 15 16 ALSO PRESENT: Mrs. Hawkins 17 18 19 20 21 22 23 24 25	Page 4 1 STIPULATION 2 It was stipulated and agreed by and between 3 counsel for the respective parties, and the witness, 4 PHILIP MARK HAWKINS, that the reading and signing 5 of the deposition not be waived. 6 --- 7 WHEREUPON, 8 PHILIP MARK HAWKINS, 9 having been produced and first duly sworn as a witness 10 on behalf of the Employer/Carrier, was examined and 11 testified as follows: 12 DIRECT EXAMINATION 13 BY MS. ONOFREY: 14 Q Would you state your full name, please? 15 A Philip Mark Hawkins. 16 Q And your date of birth? 17 A October 13th, 1959. 18 Q Are you 40? 19 A Yes, ma'am. 20 Q Your current address? 21 A 2646 East Cloud Street, Palm Beach, 22 Florida. The ZIP Code is 32980. 23 Q How long have you lived at that address? 24 A Approximately six years. 25 Q Do you live in a house or rent an apartment?

[10/21/2000 10:00 AM] Deposition of Philip Hawkins Pages 1 - 4

- **Note-taking** — The Note-Taking Report prints two condensed transcript pages on the left side of a printed page and adds lines for handwritten notes on the right.

Line	Text	Page
1		Page 1
2	STATE OF FLORIDA	
3	DEPARTMENT OF LABOR AND EMPLOYMENT SECURITY	
4	OFFICE OF THE JUDGE OF COMPENSATION CLAIMS	
5	DISTRICT "C"	
6		
7	CLAIM NO: 283-55-8571	
8	EMPLOYEE: PHILIP M. HAWKINS	
9	EMPLOYER: ABI	
10		
11	CARRIER: STATE OF FLORIDA	
12	D/A: 12/10/00	
13		
14	STATE OF FLORIDA)	
15	COUNTY OF DADE)	
16		
17	Deposition of PHILIP MARK HAWKINS, taken	
18	on behalf of the Employer/Carrier, pursuant to	
19	Amended Notice of Taking Deposition, on Thursday,	
20	October 21, 2000, commencing at 10:00 a.m., at	
21	4741 Atlantic Boulevard, Suite F, Miami,	
22	Dade County, Florida, before Cindy Cooker, a Notary	
23	Public in and for the State of Florida at Large.	
24	- - -	
25		
1		Page 2
2	A P P E A R A N C E S	
3		
4	PETER S. ARNDT, ESQUIRE	
5	Arndt & Arndt	
6	One National Drive	
7	Miami, Florida 32202	
8	Attorney for Employee/Claimant.	
9		
10	SUSAN A. ONOFREY, ATTORNEY-AT-LAW	
11	Onofrey & Straight, P.A.	
12	4700 Ocean Boulevard	
13	Miami, Florida 32207	
14	Attorney for Employer/Carrier.	
15		
16	ALSO PRESENT: Mrs. Hawkins	
17		
18		
19		
20		
21		
22		
23		
24		
25		

Deposition of Philip Hawkins

Pages 1 - 2

📍 Use the Note-taking option, if you or another trial team member prefers to work with paper to annotate depositions. This note-taking report option prints two condensed transcript pages on the left side of a printed page and adds lines for handwritten notes on the right. Once the deposition is marked up, someone can use TextMap to manually enter the annotations and related notes so everyone on the trial team can

share the knowledge.

 [Learn how annotation and notes print in each layout](#)

Reference the following report layouts to understand how annotations and notes print for each.

- **Footnotes** — The Footnote report places notes at the bottom of transcript pages. Two condensed pages print at the top of each page to leave room for the footnotes at the bottom of each page that has annotations. Each annotation is sequentially numbered. If you have more notes than will fit on the page, TextMap starts a new page and continues the notes so that all your work is included in logical sequence.

Page 17	Page 18
1 Vero Beach. 2 Q. That would have been after you left the 3 property? 4 A. I believe so. Without my log notes, I don't 5 recall the exact dates on these things. 6 Q. Have you reviewed your log notes? 7 A. Briefly, but not dates. 8 Q. And what happened when you called over to the 9 county? 10 A. I spoke to Tessa one time. Her name just 11 stands out because it was a unique name. And she had 12 indicated that they did not show any excessive water 13 usage or any water usage in September or prior to, at 14 that point, and I said that there has to be some water 15 usage because we have a water damage claim. 16 Q. In your discussions with Mr. Hawkins, did she 17 represent to you that she had shut the water main valve 18 off? 19 A. Yes, she did. 20 Q. Okay. So someone had to turn that valve back 21 on. 22 A. Apparently. 23 Q. And in your investigation of the case, have you 24 ever determined who did that? 25 A. No.	1 Q. Have you ever interviewed officials at the 2 county government as to whether they did that or not? 3 A. They had indicated that there was no -- 4 apparently they do some form or something when it's 5 requested that they go out and turn water off or on, and 6 there was no record of either being done by the county. 7 Q. Did you interview Beth Jordan? 8 A. No. I have no idea who that is. 9 Q. Do you know a gentleman, a black male named 10 James, that works there? 11 A. No. 12 Q. Have you ever interviewed Terry Southard? 13 A. No. 14 Q. Have you ever interviewed anyone from Meeks 15 Plumbing? 16 A. No. 17 Q. So other than talking to Chris Reinhart, 18 Laurence Remetz, and Mr. Hawkins, have you talked to 19 anyone else about this loss? 20 A. Tessa at the city, and there was one other 21 person at the city I spoke to at another time, but I 22 don't recall her name. 23 Q. That's it? 24 A. Uh-huh. 25 Q. That's a "yes"?
Notes:	
2. Pg: 17 Ln: 6 - 13	
Note: Here we have testimony that Sheridan consulted with the county on the excess water usage at the apartment. This clearly shows that either there was a leak that had been ignored or the occupants of the apartment were obsessive about bathing or perhaps engaged in an illegal agriculture operation and using the water for irrigation. Check police records.	
Linked Issues: Possible Impeachment	
3. Pg: 17 Ln: 18 - 23	
Note: No Note Provided	
Linked Issues: Pattern&Practice	
[5/23/2003 11:47 AM] Deposition of Susan Sheridan	
Pages 17 - 18	

- **Endnotes - Full-size Transcripts** — The Full-size Transcripts report places notes at the back of the transcript, before the case index. All annotations are numbered and organized with notes. Including a case index is optional.

Annotation Notes

1. Pg: 15 Ln: 14 - 18

Note: I found this passage by searching using an Advanced Search for the phrase "water damage". A search for words enclosed in quotes returns hits for exactly what you have in quotes. If you just type a term or terms then your results will be words that match the first letters of the term you typed.

Linked IssuesBackground

2. Pg: 17 Ln: 6 - 13

Note: Here we have testimony that Sheridan consulted with the county on the excess water usage at the apartment. This clearly shows that either there was a leak that had been ignored or the occupants of the apartment were obsessive about bathing or perhaps engaged in an illegal agriculture operation and using the water for irrigation. Check police records.

Linked IssuesPossible Impeachment

3. Pg: 17 Ln: 18 - 23

Note: No Note Provided

Linked IssuesPattern&Practice

4. Pg: 22 Ln: 21 - Pg: 23 Ln: 1

Note: No Note Provided

Linked IssuesTransfer

5. Pg: 32 Ln: 1 - 4

Note: Mold damage possible. Could have occurred over several weeks time, or maybe it was just highly aggressive mold growing over a short period of time. Sheridan is testifying as to something she heard from Reinhart. Has he been scheduled for deposition or has anyone contacted him?

Linked IssuesFailureToMitigate, MentalAnguish

6. Pg: 33 Ln: 11 - 13

Note: No Note Provided

Linked IssuesMentalAnguish

Deposition of Susan Sheridan

- **Endnotes - Condensed Transcripts** — The Condensed Transcript Report prints four pages of the transcript on each output page of the report and places notes at the back of the transcript (similar to the Full-size Transcripts report example).

If you are using both TextMap and CaseMap for your case and you want to make annotations first, review the results from TextMap in a PDF and then send selected

annotations to CaseMap later.

Embed linked exhibits in transcripts with annotations

The Transcripts With Annotations report wizard allows you to print to a PDF format that includes linked exhibits embedded in the transcript.

TextMap report wizard options include:

- Linked issues
- Linked CaseMap facts
- A case index
- Options for including report and transcript title pages, a confidentiality statement, table of contents, and introduction. (These options are not included in the Footnotes report; only in Endnotes reports.) See [Modifying title pages](#).

 If you print the transcript with a case index to a PDF file, each word's page and line reference in the index is a hyperlink to the page in the transcript where the word appears. TextMap also creates bookmarks in the PDF for the contents of the report or ReportBook and for the entire case index, if you choose to include one.

Learn about printing with overlapping annotations

Overlapping annotation bars print in both full-size and condensed reports, and single or multiple transcripts. In full-size reports, colored annotation bars display to the left of the transcript text up to 1/4 inch (up to approximately six bars deep). In condensed and note-taking reports, overlaps display to the left of the highlighted text, over the line numbers.

1 S T I P U L A T I O N

2 It was stipulated and agreed by and between
3 counsel for the respective parties, and the witness,
4 PHILIP MARK HAWKINS, that the reading and signing
5 of the deposition not be waived.

6 - - -

7 WHEREUPON,

8 PHILIP MARK HAWKINS,
9 having been produced and first duly sworn as a witness
10 on behalf of the Employer/Carrier, was examined and
11 testified as follows:

12 D I R E C T E X A M I N A T I O N

13 BY MS. ONOFREY:

14 Q Would you state your full name, please?

15 A Philip Mark Hawkins.

16 Q And your date of birth?

17 A October 13th, 1959.

18 Q Are you 40?

19 A Yes, ma'am.

20 Q Your current address?

21 A 2646 East Cloud Street, Palm Beach,

22 Florida. The ZIP Code is 32980.

23 Q How long have you lived at that address?

24 A Approximately six years.

25 Q Do you live in a house or rent an apartment?

[10/21/2000 10:00 AM] Deposition of Philip Hawkins

Page 1 1 STATE OF FLORIDA 2 DEPARTMENT OF LABOR AND EMPLOYMENT SECURITY 3 OFFICE OF THE JUDGE OF COMPENSATION CLAIMS 4 DISTRICT "C" 5 CLAIM NO: 263-55-6571 6 EMPLOYEE: PHILIP M. HAWKINS 7 EMPLOYER: ABI 8 CARRIER: STATE OF FLORIDA 9 DIA: 12/10/00 10 11 STATE OF FLORIDA) 12 COUNTY OF DADE) 13 14 15 Deposition of PHILIP MARK HAWKINS, taken 16 on behalf of the Employer/Carrier, pursuant to 17 Amended Notice of Taking Deposition, on Thursday, 18 October 21, 2000, commencing at 10:00 a.m., at 19 4741 Atlantic Boulevard, Suite F, Miami, 20 Dade County, Florida, before Cindy Cooker, a Notary 21 Public In and for the State of Florida at Large. 22 --- 23 24 25	Page 3 1 TABLE OF CONTENTS 2 3 PAGE 4 PHILIP MARK HAWKINS 5 6 Direct Examination 7 by Ms. Onofrey 4 8 9 10 -- 11 12 (No Exhibits) 13 14 15 --- 16 17 18 19 20 21 22 23 24 25
Page 2 1 APPEARANCES 2 3 4 PETER S. ARNDT, ESQUIRE 5 Amdt & Amdt 6 One National Drive 7 Miami, Florida 32202 8 Attorney for Employee/Claimant. 9 10 SUSAN A. ONOFREY, ATTORNEY-AT-LAW 11 Onofrey & Straight, P.A. 12 4700 Ocean Boulevard 13 Miami, Florida 32207 14 Attorney for Employer/Carrier. 15 16 ALSO PRESENT: Mrs. Hawkins 17 18 19 20 21 22 23 24 25	Page 4 1 STIPULATION 2 It was stipulated and agreed by and between 3 counsel for the respective parties, and the witness, 4 PHILIP MARK HAWKINS, that the reading and signing 5 of the deposition not be waived. 6 --- 7 WHEREUPON, 8 PHILIP MARK HAWKINS, 9 having been produced and first duly sworn as a witness 10 on behalf of the Employer/Carrier, was examined and 11 testified as follows: 12 DIRECT EXAMINATION 13 BY MS. ONOFREY: 14 Q Would you state your full name, please? 15 A Philip Mark Hawkins 16 Q And your date of birth? 17 A October 13th, 1959 18 Q Are you 40? 19 A Yes, ma'am. 20 Q Your current address? 21 A 2646 East Cloud Street, Palm Beach, 22 Florida. The ZIP Code is 32080. 23 Q How long have you lived at that address? 24 A Approximately six years. 25 Q Do you live in a house or rent an apartment?

[10/21/2000 10:00 AM] Deposition of Philip Hawkins

Pages 1 - 4

This feature is turned on by default, but can be turned off from the File menu by clicking Page Setup and then clicking the Annotations tab. Clear the Overlapping check boxes to prevent printing. See [Selecting print output options](#).

Related Topics

[About reports](#)

[Changing print options](#)

[Adding/editing title pages](#)

[Printing single transcripts](#)

[Printing multiple transcripts](#)

[Printing Annotation Digests](#)

Printing single transcripts

A Single Transcript Report is a simple report made from just one transcript. These reports provide you with the contents of the transcript arranged the way you specify, with the opportunity to select all annotations or annotations related to a specific issue. You can print the contents with or without annotations and redactions. You also have the option of printing the entire transcript word index as part of your report. If redactions are burned into the report, the redacted words will be excluded.

Page 29	Page 30
1 Q The same pay you were receiving at the time	1 under a special provision with Blue Cross & Blue
2 the accident occurred?	2 Shield where we do not pay anything out of our pocket.
3 A Yes, ma'am.	3 Q When you were -- and I may have asked you
4 Q Are you on salary?	4 this and I think you answered it, but between May 1st
5 A Yes, ma'am.	5 and June 18th, when you were doing light-duty work,
6 Q What was your salary at the time of the	6 you were receiving your regular pay?
7 accident?	7 A Yes.
8 A Ma'am, I'd have to -- my base salary is just	8 Q Were you working your regular hours?
9 over \$38,000 a year.	9 A Confidential
10 Q And then do you get something over and above	10 Confidential
11 your base salary?	11 Q But your schedule hadn't really changed
12 A Yes, ma'am. We have a state hire-back	12 since before the accident. I mean, you returned
13 program where I work overtime. Back then we were	13 working the same type of hours that you were doing
14 working roughly one day a week of that, which would be	14 before the accident?
15 a six-hour shift.	15 A No, ma'am. When you're on full duty, you
16 Q And those were the only elements of your	16 work shifts. When I was working light duty, I was
17 pay, salary plus overtime?	17 assigned to the office, and I worked basically 8:00 to
18 A Yes, ma'am.	18 5:00, Monday through Fridays, with Saturdays and
19 Q Was health insurance provided by the State,	19 Sundays off.
20 or did you pay for your own health insurance at the	20 Q What type of work were you doing in the
21 time? You know, around the time of the accident, were	21 office?
22 you paying out of your own pocket for health	22 A Clerical duties, answering telephone, legal
23 insurance, or was your employer paying for it?	23 questions.
24 A Well, it's a benefit package of the State.	24 Q Between the time of your last day of work on
25 Since my wife and I are both State employees, we fall	25 the 18th of January and when you returned on May 1st,

Notes:

17. Pg: 30 Ln: 11 - 19

Note: Here Hawkins talks about the difference between the kind of work he did prior to the accident then contrasts it to the work he's able to do now.

Linked Issues: AgeDiscrimination, Demotion

[10/21/2000 10:00 AM] Deposition of Philip Hawkins

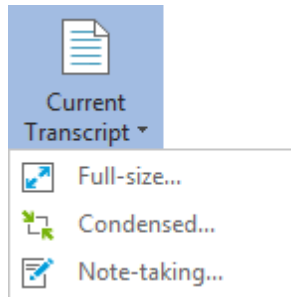
Pages 29 - 30

All single transcript reports can be saved, printed, or emailed as PDFs. Transcript reports can also be saved as Microsoft Word files.

 [To print a single transcript report](#)

1. In the **Transcripts** pane, click on the transcript you want to use in the report.
2. On the **Reports** ribbon, click **Current Transcript**.

You can also click Print on the File menu, and then click Current Transcript.



3. On the **Current Transcript** submenu, click **Full-size**, **Condensed**, or **Note-taking**.
See [Understanding layout options](#) for details.
4. On the **Transcript Report Wizard's Welcome** page, click **Next**.
5. On the **Highlight Annotations** page, choose one of the following:
 - No, do not highlight annotations.
 - Yes, highlight all annotations.
 - Yes, highlight annotations linked to selected issues.In the Select issues to include box, select the check box next to each issue you want to include.
6. Click **Next**.
7. On the **Include Redactions** page, choose one of the following:
 - Yes, to burn in redacted text to the printed report.
 - No, to not include burned redactions into the printed report.See [Changing page setup options](#) for details on applying the redaction color and reasons.
8. Click **Next**.
9. On the **Include Word Index** page, choose one of the following:
 - Yes, include a word index.
 - No, do not include a word index.
10. Click **Next**.
11. On the **Completing the Transcript Report Wizard** page, click **Finish** to generate the report.
12. In the **Print** dialog box, under **Destination**, click the print output you want.

The print options will change depending on your selection. See [Selecting print output options](#).

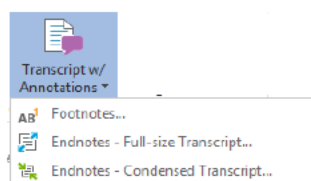
 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

13. Select additional print options, then click **OK**.

To print a single transcript with annotations

1. In the **Transcripts** pane, click on the transcript you want to use in the report.
2. On the **Reports** ribbon, click **Transcript w/ Annotations**.

You can also click Print on the File menu, and then click Current Transcript.



3. On the **Transcript with Annotations** submenu, click **Footnotes**, **Endnotes - Full-size Transcript**, or **Endnotes - Condensed Transcript**.

See [Understanding layout options](#) for details.

4. On the **Transcript Report Wizard's Welcome** page, click **Next**.
5. On the **Limit Annotations by Issue** page, choose one of the following:
 - Yes, include all annotations.
 - No, only include annotations linked to the selected issues.

In the Select issues to include box, select the check box next to each issue you want to include.
6. Click **Next**.
7. On the **Include Redactions** page, choose one of the following:
 - Yes, to burn in redacted text to the printed report.
 - No, to not include burned redactions into the printed report.

See [Changing page setup options](#) for details on applying the redaction color and reasons.
8. Click **Next**.
9. On the **Linked CaseMap Facts** page, choose one of the following:
 - Yes, include linked facts.
 - No, do not include linked facts.

To include facts from CaseMap, you must first have the corresponding case open in CaseMap.

 By default TextMap includes three of CaseMap's Facts spreadsheet fields in reports: Date & Time, Fact Text, and Status. To customize CaseMap fields included in TextMap reports, see the [Changing page setup options](#) topic, Steps 8-10.

10. Click **Next**.

11. On the **Include Word Index** page, choose one of the following:

- Yes, include a word index.
- No, do not include a word index.

12. Click **Next**.

13. On the **Completing the Report Wizard** page, click **Finish** to generate the report.

14. In the **Print** dialog box, under **Destination**, click the print output you want.

The print options will change depending on your selection. See [Selecting print output options](#).

 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

15. Select additional print options, then click **OK**.

Related Topics

[About reports](#)

[Selecting print output options](#)

[Understanding layout options](#)

[Printing multiple transcripts](#)

[Printing Annotation Digests](#)

Printing multiple transcripts

Any time a report is created based on multiple transcripts, you are creating a ReportBook. A ReportBook is a compilation of any number of TextMap reports packaged with optional elements such as a title page, table of contents, confidentiality statement, introduction, and report-specific title pages. Each of these is customizable.

You have the same options that you do with a single transcript report. Your report can include the full transcript with or without annotations or just the annotations alone, and options to print with redactions. See also [Printing Annotation Digest Reports](#).

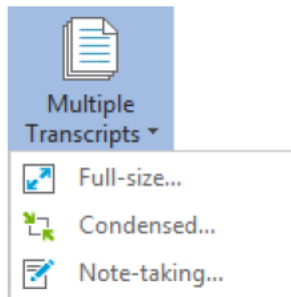
All ReportBooks reports can be saved, printed, or emailed as PDFs. See [Selecting print output options](#).

💡 To view a complete listing of all possible TextMap report and ReportBooks examples, click the link on the ReportBook wizard's Welcome page. Scan the report listing by topic and then click the link for the report example you want to view.

To print a multiple transcript report

1. On the **Reports** ribbon, click **Multiple Transcripts**.

You can also click Print on the File menu, and then click Multiple Transcripts.

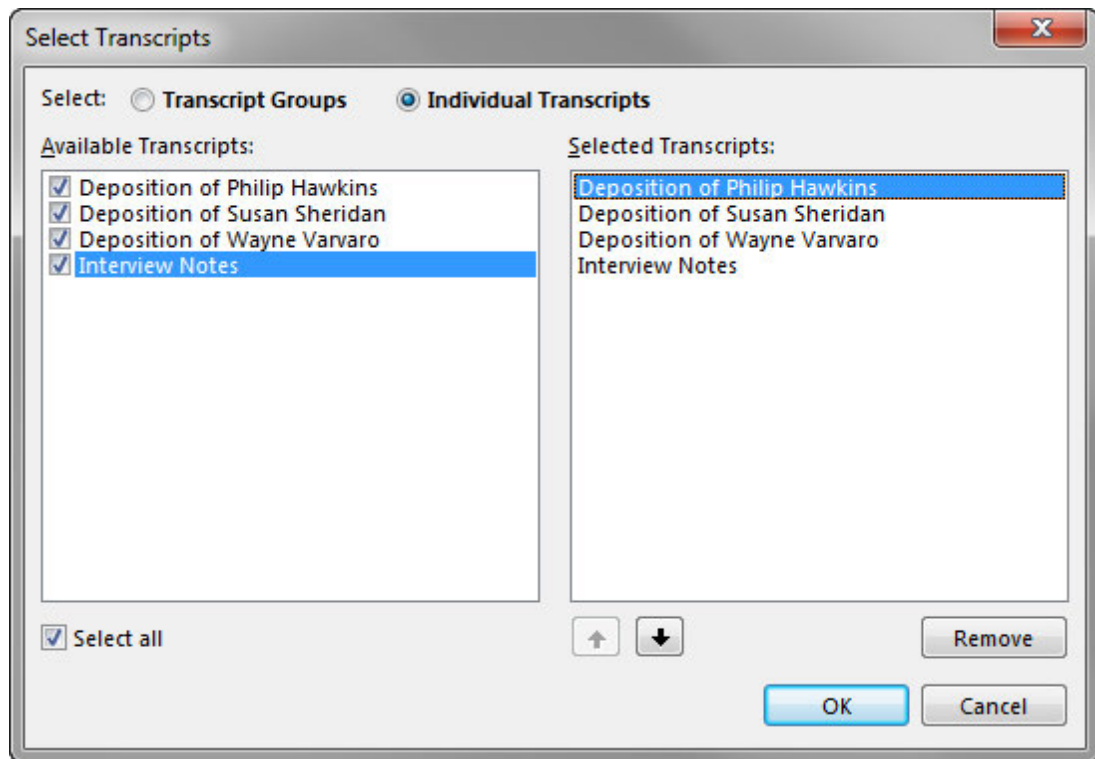


2. On the **Multiple Transcripts** submenu, click **Full-size**, **Condensed**, or **Note-taking**.

See [Understanding layout options](#) for details.

3. On the **Transcripts ReportBook Wizard's Welcome** page, click **Next**.
4. On the **Select Transcripts** page, review the transcripts and transcripts groups you want to include in the report.

Click the Modify button to select or remove transcripts/groups from the report, or change the order that selected transcripts/groups will print in the report.



In the Selected Transcripts dialog box, click Transcripts Groups or Individual Transcripts.

In the Available Groups box, select or clear the check boxes for the transcripts or groups you want to include or remove.

In the Selected Transcripts box, click the Up/Down   buttons to organize transcripts in the order you want. Click OK to save your changes, then click OK to save your changes.

5. On the **Select Transcript** page, click **Next**.
6. On the **Options** page, select or clear the ReportBook options you want to include, or highlight an option in the list and click the edit button to make applicable changes and then click **Next**.

See [Modifying ReportBook title pages](#).

7. On the **Highlight Annotations** page, choose one of the following:
 - No, do not highlight annotations.
 - Yes, highlight all annotations.
 - Yes, highlight annotations linked to selected issues.

In the Select issues to include box, select the check box next to each issue you want to include.
9. Click **Next** to continue.
10. On the **Include Redactions** page, choose one of the following:
 - Yes, to burn in redacted text to the printed report.

- No, to not include burned redactions into the printed report.

See [Changing page setup options](#) for details on applying the redaction color and reasons.

11. On the **Completing the Transcripts ReportBook Wizard** page, click **Finish** to generate the report.
12. In the **Print** dialog box, under **Destination**, click the print output you want.

The print options will change depending on your selection. See [Selecting print output options](#).

 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

12. Select additional print options, then click **OK**.

To print multiple transcripts with annotations

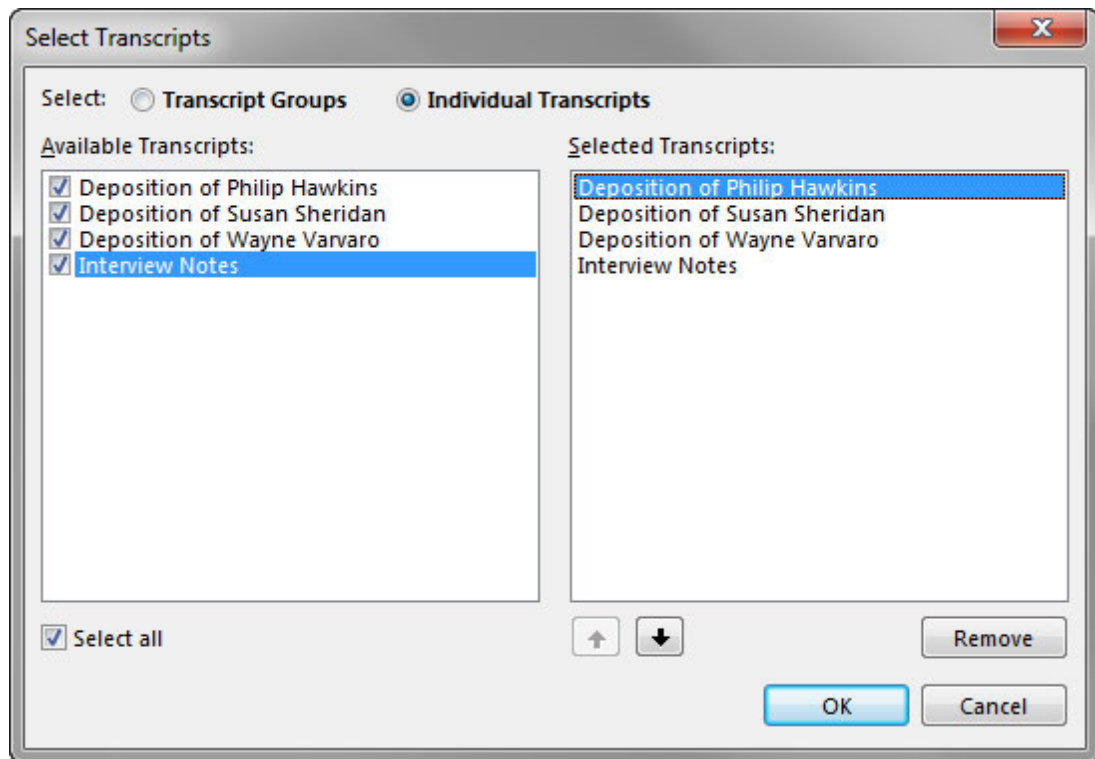
1. On the **Multiple Transcript Report** tab of the **Reports** ribbon, click **Transcripts w/ Annotations**.
2. On the **Transcripts w/ Annotations** submenu, click **Footnotes**, **Endnotes - Full-size Transcript**, or **Endnotes - Condensed Transcript**.

You can also click Print on the File menu, and then click Multiple Transcripts.

See [Understanding layout options](#) for details.

3. On the **Transcripts ReportBook Wizard's Welcome** page, click **Next**.
4. On the **Select Transcripts** page, review the transcripts and transcripts groups you want to include in the report.

Optional: Click the Modify button to select or remove transcripts/groups from the report, or change the order that selected transcripts/groups will print in the report.



In the Selected Transcripts dialog box, click Transcripts Groups or Transcripts.

In the Available Groups box, select or clear the check boxes for the transcripts or groups you want to include or remove.

In the Selected Transcripts box, click the Up/Down   buttons to organize transcripts in the order you want. Click OK to save your changes, then click OK to save your changes.

5. On the **Select Transcript** page, click **Next**.
6. On the **Options** page, select or clear the ReportBook options you want to include, then click **Next**.

See [Modifying ReportBook title pages](#).

7. On the **Limit Annotations by Issue** page, choose one of the following:
 - Yes, include all annotations.
 - No, only include annotations linked to the selected issues.

In the Select issues to include box, select the check box next to each issue you want to include.
9. Click **Next**.
10. On the **Include Redactions** page, choose one of the following:
 - Yes, to burn in redacted text to the printed report.
 - No, to not include burned redactions into the printed report.

See [Changing page setup options](#) for details on applying the redaction color and reasons.

11. On the **Linked CaseMap Facts** page, choose one of the following:

- Yes, include linked facts.
- No, do not include linked facts.

To include facts from CaseMap, you must first have the corresponding case open in CaseMap.

 By default TextMap includes three of CaseMap's Facts spreadsheet fields in reports: Date & Time, Fact Text, and Status. To customize CaseMap fields included in TextMap reports, see the [Changing page setup options](#) topic, Steps 8-10.

11. Click **Next**.

12. On the **Completing the Report Wizard** page, click **Finish** to generate the report.

13. In the **Print** dialog box, under **Destination**, click the print output you want.

The print options will change depending on your selection. See [Selecting print output options](#).

 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

14. Select additional print options, then click **OK**.

Related Topics

[About reports](#)
[Selecting print output options](#)
[Understanding layout options](#)
[Printing single transcripts](#)
[Printing Annotation Digests](#)
[Modifying ReportBook title pages](#)

Printing Annotation Digests

Annotation Digests are ReportBooks that include various components: annotation transcript text, annotation notes, linked issues, and linked files.

TextMap offers three Annotation Digest Reports:

- **All Annotations** — includes all annotations and notes from a set of ReportBooks and can be filtered by issue.
- **Search Notes** — includes search hits located in transcripts included in the ReportBook. The ReportBook can be filtered by issues linked to the annotations that have notes matching your search.
- **What's New** — includes annotations that have been created on or after a date that you specify. There's an option to include annotations updated since the chosen date.

TextMap Annotation Digest with Facts Report

Case Name: Phillip Hawkins v. Anstar Biotech Industries

Transcript: [5/23/2003] Deposition of Wayne Varvaro

Pg: 4 Ln: 24 - Pg: 5 Ln: 4

Annotation:

4:24 Q. During that time frame, had the county done any
25 work in that area?
5: 1 A. There was -- I don't have specific dates, but
2 there was times that the water main within the Waverly
3 Place did have breaks in it that required shutting down
4 the water and doing repairs.

Note: The county did repairs several times in Waverly Place that required turning off water for repairs.

Linked Issues: Damages

Pg: 5 Ln: 13 - 18

Annotation:

5:13 Q. Okay. Thank you. And what would the county
14 have been doing out there to begin with?
15 A. The county would get a call saying that there
16 was water coming up out of the ground, and we would go in
17 and shut the main off and cut the asphalt or concrete and
18 make repairs and turn the water service back on.

Note: Varvaro explains the process re how the county handles reports of water main leaks.

Linked Issues: Pattern&Practice

CaseMap Fact:

Date & Time: To Be Determined

Fact Text: Varvaro explains the process re how the county handles reports of water main leaks.

[Q. Okay. Thank you. And what would the county
have been doing out there to begin with?

A. The county would get a call saying that there
was water coming up out of the ground, and we would go in
and shut the main off and cut the asphalt or concrete and
make repairs and turn the water service back on.]

Pg: 7 Ln: 13 - 17

Annotation:

7:13 A. No, sir. We don't touch the individual
14 service. We just shut the main itself, because when we
15 shut the main, it shuts any water that's flowing into the
16 homeowner's, so we don't touch the individual valve for
17 the homeowner's.

Note: County does not turn individual homeowner water valves on or off during repairs.

Linked Issues: Background

TextMap Annotation Digest with Facts Report

Case Name: Phillip Hawkins v. Anstar Biotech Industries
 Transcript: [10/21/2000 10:00 AM] Deposition of Philip Hawkins
 What's New Since: 1/10/2014

Pg: 4 Ln: 14 - 24

Annotation:

Created: 1/17/2014 2:05 PM

4:14 Q Would you state your full name, please?
 15 A Philip Mark Hawkins.
 16 Q And your date of birth?
 17 A October 13th, 1959.
 18 Q Are you 40?
 19 A Yes, ma'am.
 20 Q Your current address?
 21 A 2646 East Cloud Street, Palm Beach,
 22 Florida. The ZIP Code is 32980.
 23 Q How long have you lived at that address?
 24 A Approximately six years.

Note: Basic information about the witness

Linked Issues: Background

Linked Files: [Exhibit 1](#)

CaseMap Fact:

Date & Time: To Be Determined

Fact Text: Basic information about the witness

[Q Would you state your full name, please?
 A Philip Mark Hawkins.
 Q And your date of birth?
 A October 13th, 1959.
 Q Are you 40?
 A Yes, ma'am.
 Q Your current address?
 A 2646 East Cloud Street, Palm Beach,
 Florida. The ZIP Code is 32980.
 Q How long have you lived at that address?
 A Approximately six years.]

Pg: 33 Ln: 22 - 25

Annotation:

Created: 1/17/2014 2:02 PM

33:22 Q Okay. Do you know, have you actually filed
 23 a lawsuit, or are you trying to settle without filing
 24 lawsuit?
 25 A Without; trying to settle.

Linked Issues: Background

1/17/2014 2:06 PM

Page 6 of 6

Using the Annotation Digest ReportBook Wizard, you can select the transcripts or transcript groups you want to include in the report and modify the order in which you want them to print. You can also customize the order in which you want annotation sections to print, as well as choose whether to include linked CaseMap facts in the report. The default is for all sections to be included in the report. Clear the sections you do not want in your report. Default settings will be restored the next time you want to print the report. Page and line numbers print for all annotations in all reports.

You can also choose to burn in redactions. This allows you to print the Annotation Digest Reports without disclosing sensitive, redacted, information.

- ✍ Annotation Digests automatically skip any transcripts that do not include annotations. No title page or annotation page will be printed for these transcripts. This functionality does not apply to Microsoft Word report options.

Each digest report can be printed or saved as a PDF file using TextMap's built-in PDF writer (does not require a full Acrobat license). Or you have the option to print the reports directly to Microsoft® Word. See [Printing to Microsoft Word](#).

- 📍 To view a complete listing of all possible TextMap report and ReportBooks examples, click the link on the ReportBook wizard's Welcome page. Scan the report listing by topic and then click the link for the report example you want to view.

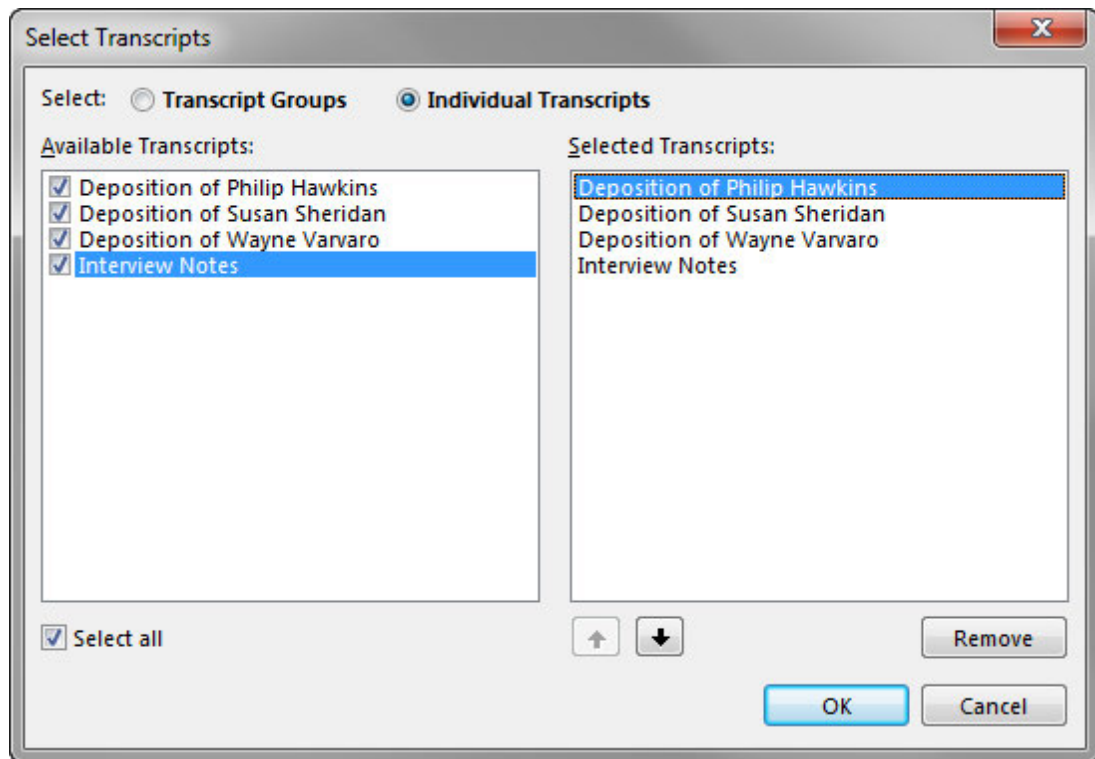
- 📍 If you are using both TextMap and CaseMap for your case and you want to make annotations first, review the results from TextMap in a hard copy of the PDF and then send selected annotations to CaseMap later.

To print an Annotation Digest Report with All Annotations

1. On the **Reports** ribbon, on the **Current or Multiple Transcripts Report** tab, click **Annotation Digest**.

You can also click Print on the File menu, and then click Current Transcript.
2. On the **Annotation Digest - All Annotations ReportBook Wizard's Welcome** page, click **Next**.
3. On the **Select Transcripts** page, review the transcripts and transcripts groups you want to include in the report.

Click the Modify button to select or remove transcripts/groups from the report, or change the order that selected transcripts/groups will print in the report.



In the Select Transcripts dialog box, click Transcripts Groups or Transcripts.

In the Available Groups box, select or clear the check boxes for the transcripts or groups you want to include or remove.

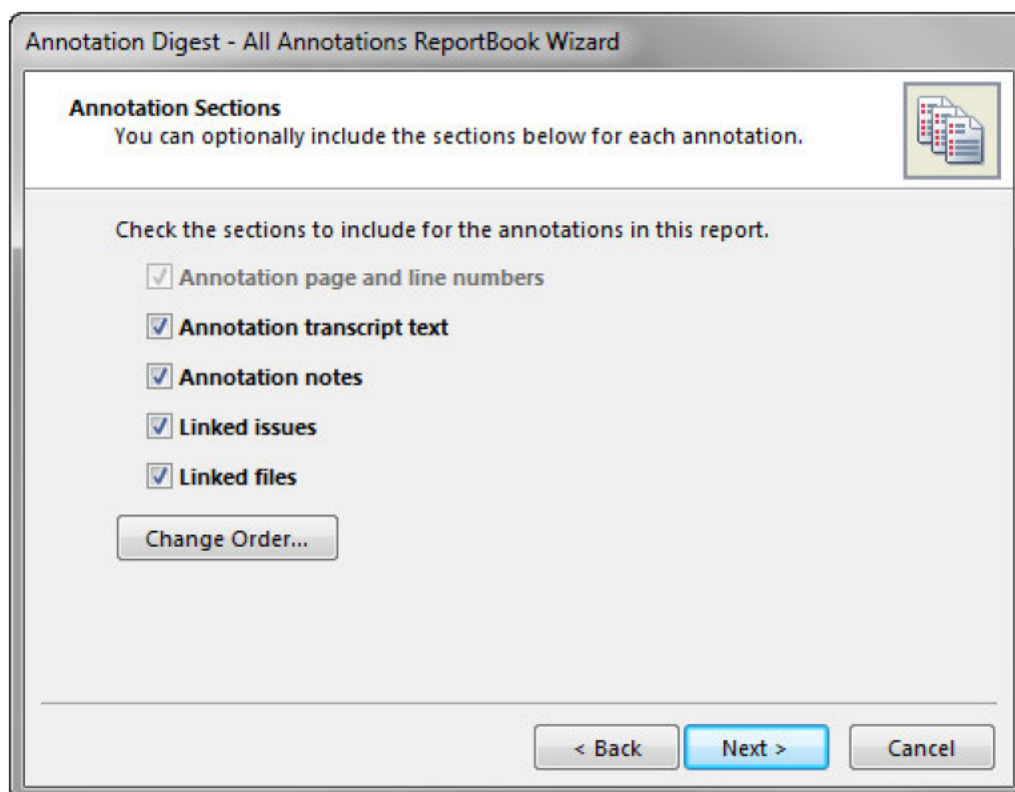
In the Selected Transcripts box, click the Up/Down   buttons to organize transcripts in the order you want. Click OK to save your changes, then click OK to save your changes.

4. On the **Select Transcripts** page, click **Next**.
5. On the **Options** page, select or clear the ReportBook options you want to include.

See [Modifying ReportBook title pages](#).

6. Click **Next**.
7. On the **Limit Annotations by Issue** page, choose one of the following:
 - Yes, include all annotations.
 - No, only include annotations linked to the selected issues.

In the Select issues to include box, select the check box next to each issue you want to include.
8. Click **Next**.
9. On the **Annotation Sections** page, select or clear the check boxes for the annotation sections you want to include.



Click the Change Order button to modify the order that sections print in the report.

In the Change Order dialog box, click the Move Up and Move Down button to organize the sections in the order you want them to print, then click OK. The Annotation page and line number section cannot be re-organized and will always print as the first section.

10. On the **Annotation Sections** page, click **Next**.

11. On the **Include Redactions** page, choose one of the following:

- Yes, to burn in redacted text to the printed report.
- No, to not include burned redactions into the printed report.

See [Changing page setup options](#) for details on applying the redaction color and reasons.

12. Click **Next**.

13. On the **Linked CaseMap Facts** page, choose one of the following:

- Yes, include linked facts.
- No, do not include linked facts.

To include facts from CaseMap, you must first have the corresponding case open in CaseMap.

 By default TextMap includes three of CaseMap's Facts spreadsheet fields in reports: Date & Time, Fact Text, and Status. To customize CaseMap fields included in TextMap reports, see the [Changing page setup options](#) topic, Steps 8-10.

14. Click **Next**.

15. On the **Completing the Annotation Digest - All Annotations ReportBook Wizard** page, click **Finish** to generate the report.

16. In the **Print** dialog box, under **Destination**, click the print output you want.

The print options will change depending on your selection. See [Selecting print output options](#).

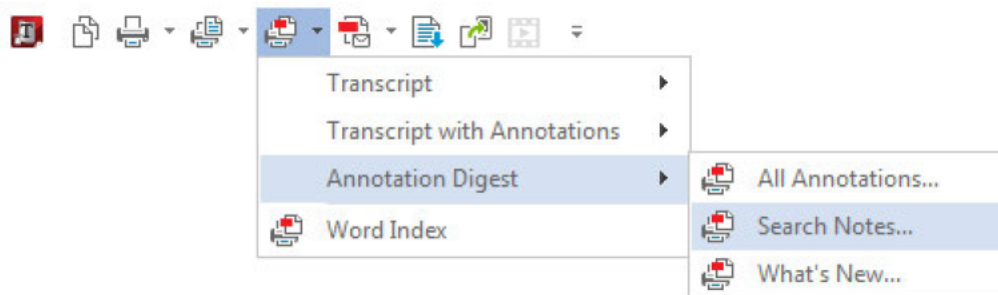


We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

17. Select additional print options, then click **OK**.

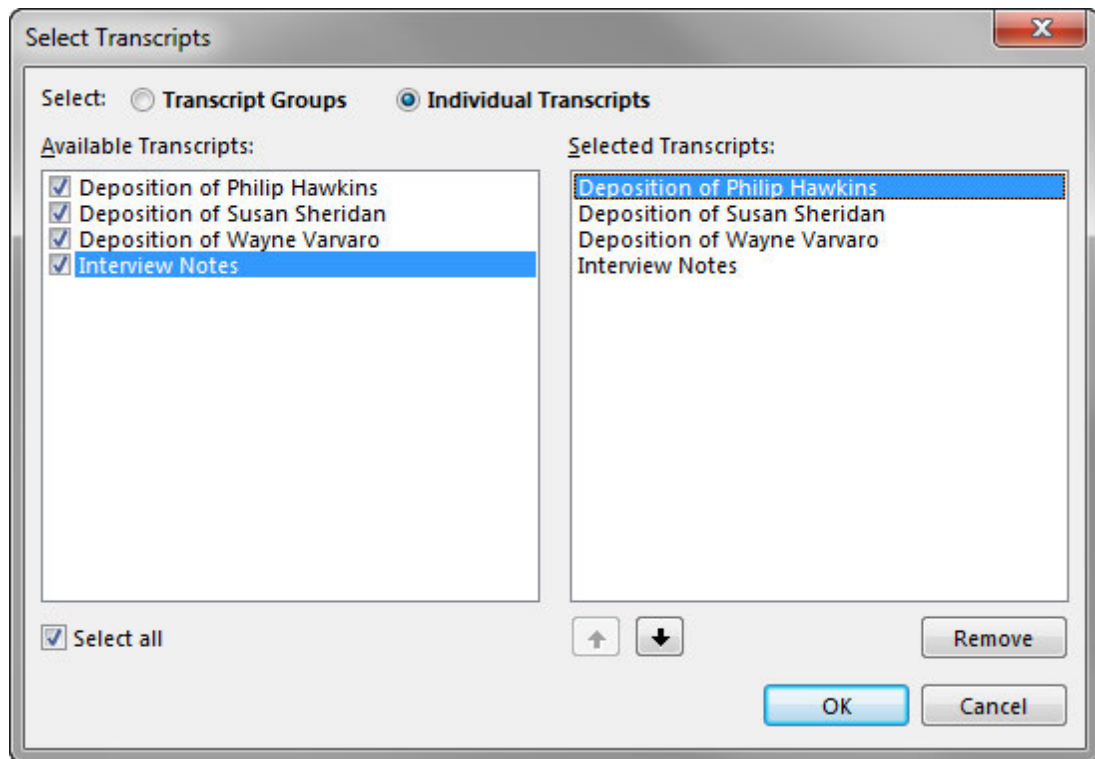
To print the Annotation Digest Report with Search Notes

1. On the **Quick Access** toolbar, click **Print to PDF (File)**  icon, and then click **Annotation Digests**.
2. On the **Annotations Digests** submenu, click **Search Notes**.



3. On the **Annotation Digest - Search Notes ReportBook Wizard's Welcome** page, click **Next**.
4. On the **Select Transcripts** page, review the transcripts and transcripts groups you want to include in the report.

Click the **Modify** button to select or remove transcripts/groups from the report, or change the order that selected transcripts/groups will print in the report.



In the Selected Transcripts dialog box, click Transcripts Groups or Transcripts.

In the Available Groups box, select or clear the check boxes for the transcripts or groups you want to include or remove.

In the Selected Transcripts box, click the Up/Down   buttons to organize transcripts in the order you want. Click OK to save your changes, then click OK to save your changes.

1. On the **Select Transcripts** page, click **Next**.
5. On the **Options** page, select or clear the ReportBook options you want to include.

See [Modifying ReportBook title pages](#).

6. Click **Next**.
7. On the **Search Annotation Notes** page, type in your search query in the **Search For** field.

Annotation Digest - Search Notes ReportBook Wizard

Search Annotation Notes
This ReportBook will only include annotations with notes matching your search.

Enter search criteria.

Search For:

How do you want to handle multiple terms?

☒ **AND** - All search terms must appear in the note.

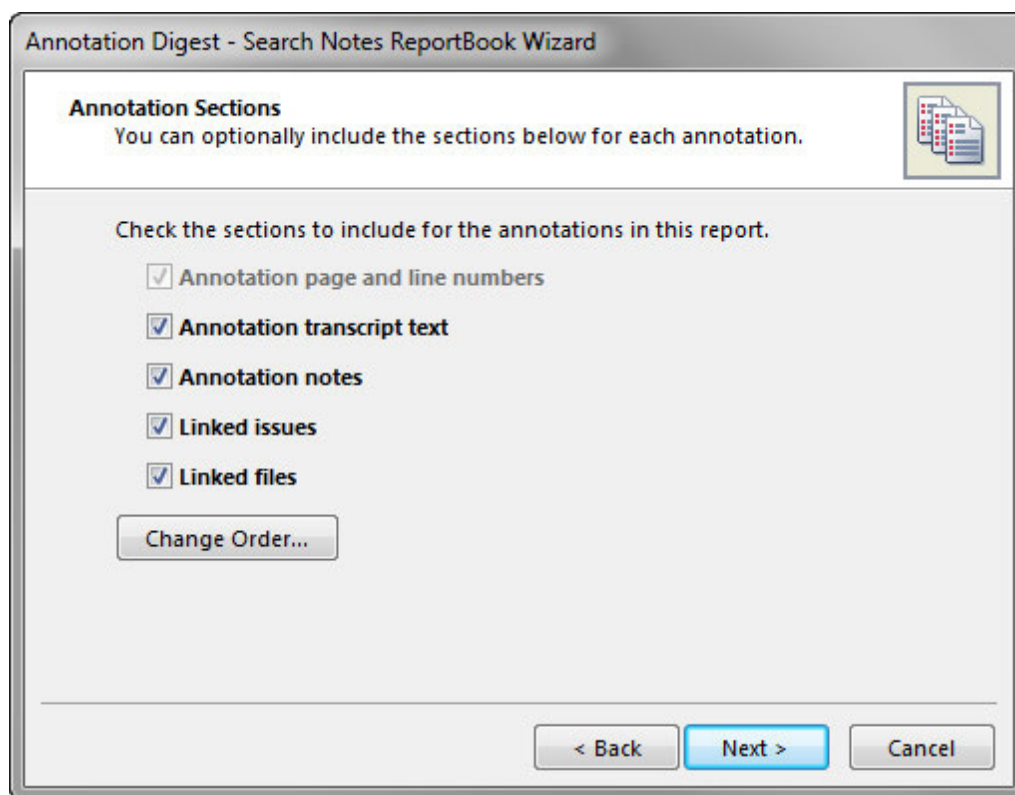
☐ **OR** - At least one of the search terms must appear in the note.

To search for whole words or phrases, put quotes around them. Terms without quotes will search for any word that starts with those letters. Search terms are not case sensitive.

Example: accident "Philip Hawkins"

< Back Next > Cancel

8. Select the type of search you want:
 - AND - All search terms must appear in the note.
 - OR - At least one of the search terms must appear in the note.
9. Click **Next**.
10. On the **Annotation Sections** page, select or clear the check boxes for the annotation sections you want to include.



Click the Change Order button to modify the order that sections print in the report.

In the Change Order dialog box, click the Move Up and Move Down button to organize the sections in the order you want them to print, then click OK. The Annotation page and line number section cannot be re-organized and will always print as the first section.

11. On the **Limit Annotations by Issue** page, choose one of the following:

- Yes, include all annotations.
- No, only include annotations linked to the selected issues.

In the Select issues to include box, select the check box next to each issue you want to include.

12. Click **Next**.

13. On the **Include Redactions** page, choose one of the following:

- Yes, to burn in redacted text to the printed report.
- No, to not include burned redactions into the printed report.

See [Changing page setup options](#) for details on applying the redaction color and reasons.

14. On the **Linked CaseMap Facts** page, choose one of the following:

- Yes, include linked facts.
- No, do not include linked facts.

To include facts from CaseMap, you must first have the corresponding case open in CaseMap.

15. Click **Next**.
16. On the **Completing the Annotation Digest - Search Notes ReportBook Wizard** page, click **Finish** to generate the report.
17. In the **Print** dialog box, under **Destination**, click the print output you want.

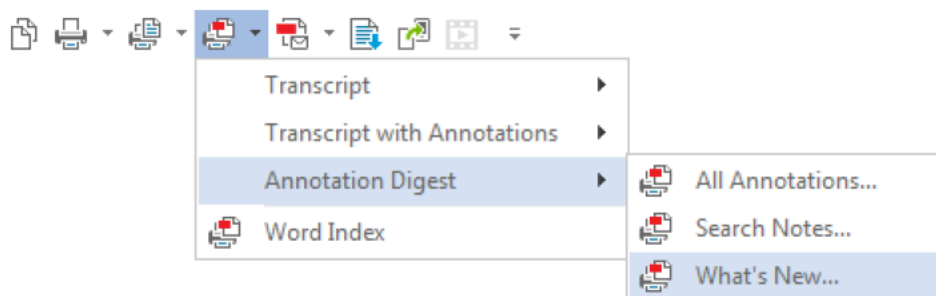
The print options will change depending on your selection. See [Selecting print output options](#).

 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

18. Select additional print options, then click **OK**.

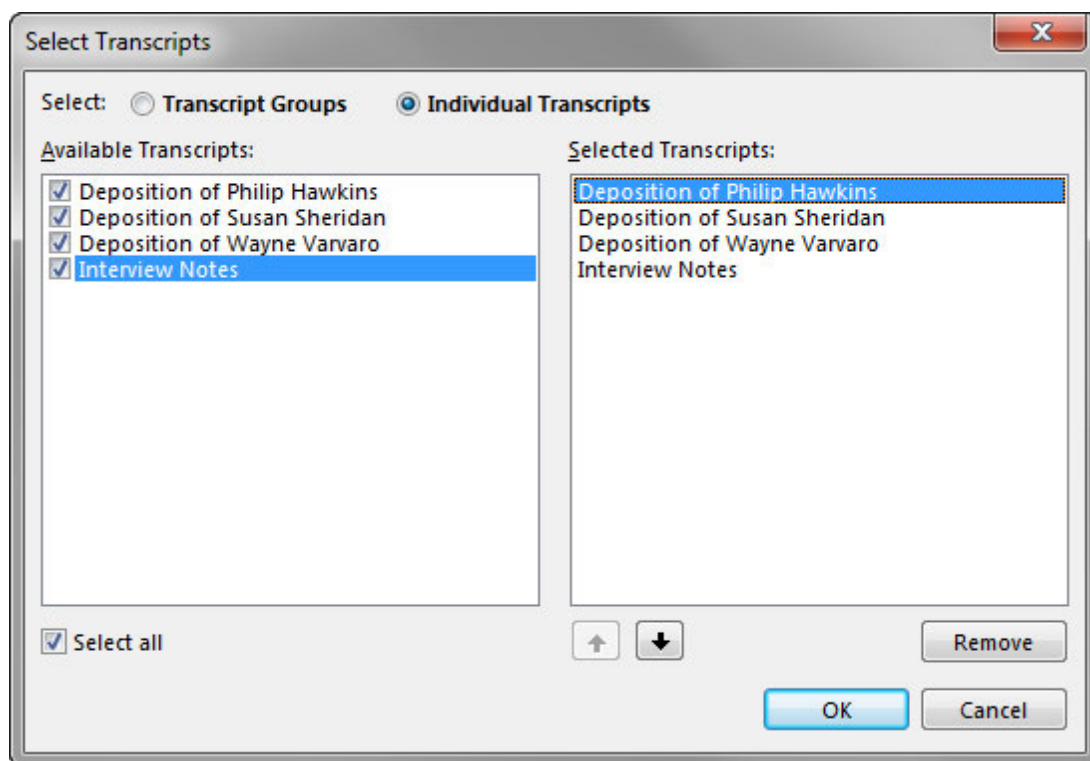
To print the Annotation Digest Report with What's New

1. On the **Quick Access** toolbar, click **Print to PDF (File)**  icon, and then click **Annotation Digests**.



2. On the **Annotation Digests** submenu, click **What's New**.
3. On the **Annotation Digest - What's New ReportBook Wizard's Welcome** page, click **Next**.
4. On the **Select Transcripts** page, review the transcripts and transcripts groups you want to include in the report.

Click the **Modify** button to select or remove transcripts/groups from the report, or change the order that selected transcripts/groups will print in the report.



In the Selected Transcripts dialog box, click Transcripts Groups or Transcripts.

In the Available Groups box, select or clear the check boxes for the transcripts or groups you want to include or remove.

In the Selected Transcripts box, click the Up/Down   buttons to organize transcripts in the order you want. Click OK to save your changes, then click OK to save your changes.

5. On the **Select Transcripts** page, click **Next**.
6. On the **Options** page, select or clear the ReportBook options you want to include.
See [Modifying ReportBook title pages](#).
7. Click **Next**.
8. On the **What's New Since** page, type on the calendar arrow for the **Date** field to select the date you want.

Annotation Digest - What's New ReportBook Wizard

What's New Since
This ReportBook will only include annotations created on or after a specified date.

Enter a date below. The report will include annotations created on or after this date.

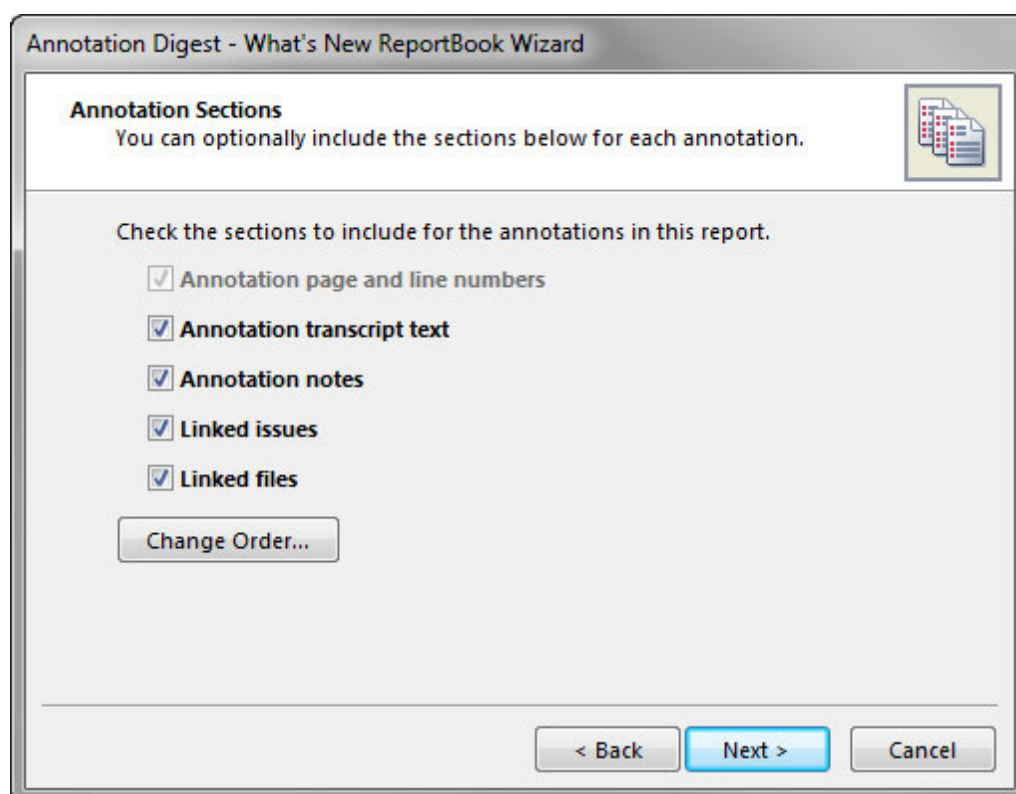
Date: 

Do you also want to include annotations updated since the date above?

☐ Yes, include updated annotations.

☒ No, do not include updated annotations.

9. Select whether to include updated annotations:
 - Yes, include updated annotations.
 - No, do not include updated annotations.
10. Click **Next**.
9. On the **Annotation Sections** page, select or clear the check boxes for the annotation sections you want to include.



Click the Change Order button to modify the order that sections print in the report.

In the Change Order dialog box, click the Move Up and Move Down button to organize the sections in the order you want them to print, then click OK. The Annotation page and line number section cannot be re-organized and will always print as the first section.

12. On the **Limit Annotations by Issue** page, choose one of the following:

- Yes, include all annotations.
- No, only include annotations linked to the selected issues.

In the Select issues to include box, select the check box next to each issue you want to include.

13. Click **Next**.

14. On the **Include Redactions** page, choose one of the following:

- Yes, to burn in redacted text to the printed report.
- No, to not include burned redactions into the printed report.

See [Changing page setup options](#) for details on applying the redaction color and reasons.

15. On the **Linked CaseMap Facts** page, choose one of the following:

- Yes, include linked facts.
- No, do not include linked facts.

To include facts from CaseMap, you must first have the corresponding case open in CaseMap.

16. Click **Next**.
17. On the **Completing the Annotation Digest - What's New ReportBook Wizard** page, click **Finish** to generate the report.
18. In the **Print** dialog box, under **Destination**, click the print output you want.

The print options will change depending on your selection. See [Selecting print output options](#).

 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

19. Select additional print options, then click **OK**.

Related Topics

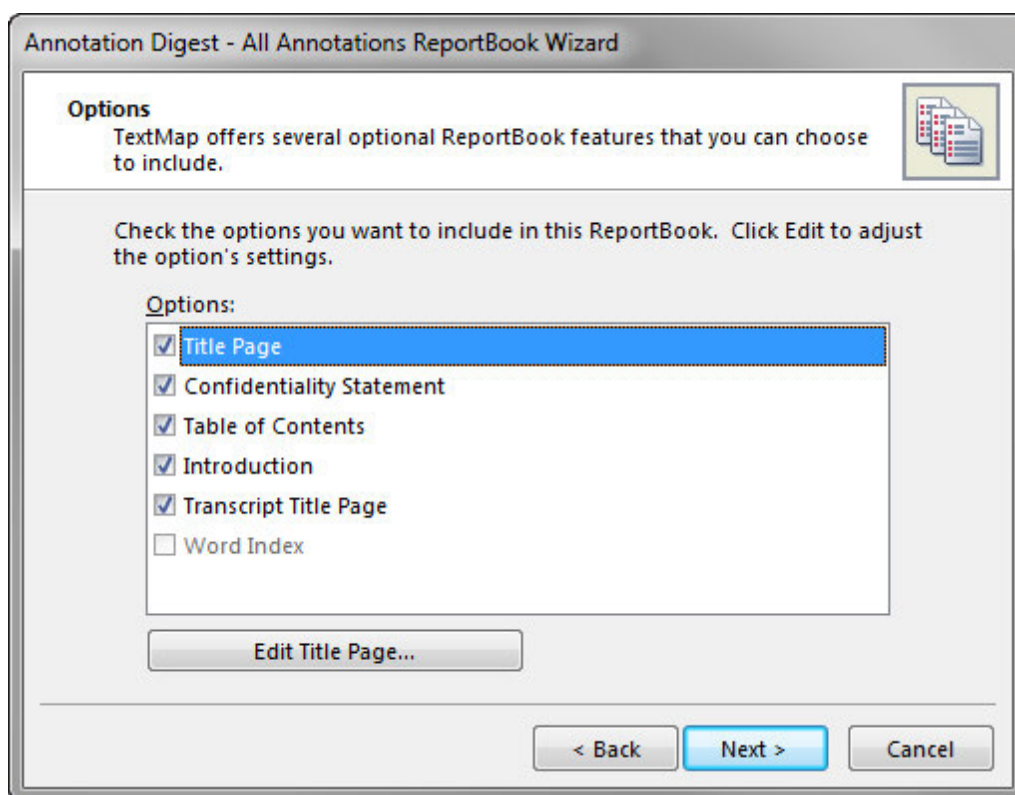
[About reports](#)

[Selecting report options](#)

[Printing to Microsoft Word](#)

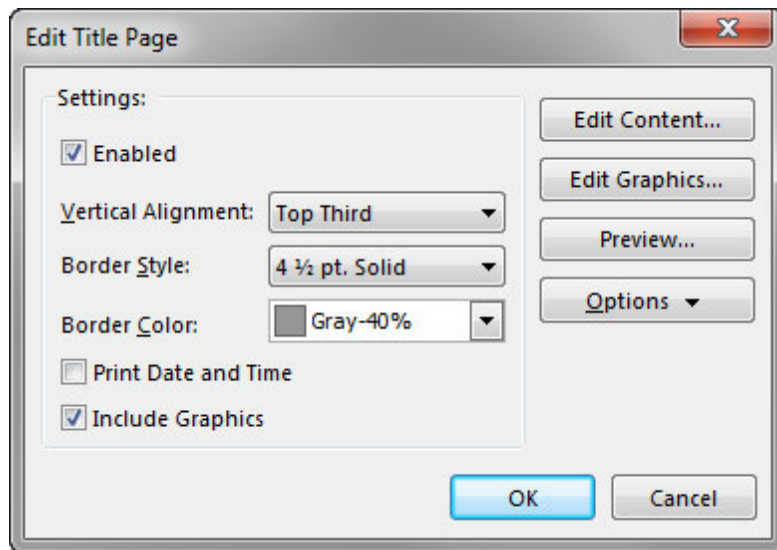
Modifying ReportBook title pages

Multiple transcript reports and Annotation Digests include a title page, confidentiality statement, table of contents, introduction, and transcript title page. Each of these can be modified according to your organization's needs on the ReportBook Wizard's Option page.



To modify the title page

1. On the **Reports** ribbon, click **Multiple Transcripts**.
You can also click Print on the File menu, and then click Multiple Transcripts.
2. On the **Multiple Transcripts** submenu, click **Full-size**, **Condensed**, or **Note-taking** to open the wizard.
3. Click **Next** to continue.
4. In the **Select Transcripts** dialog box, click **Next** to continue.
5. On the **Options** page, ensure **Title Page** is selected.
6. Click the **Edit Title Page** button.
7. In the **Edit Title Page** dialog box, under **Settings**:



- Select the **Enabled** check box to use TextMap's default title page layouts.
 - In the **Vertical Alignment** list, click on the alignment option you want: **Top, Top Third, Middle, Bottom Third, Bottom**.
 - In the **Border Style** list, click the point size for the border width.
 - In the **Border Color** list, click the color scale you want to use.
 - Select check boxes to include **Print Date and Time** and **Include Graphics**.
8. Click the **Edit Graphics** button to preview current graphics, and modify the header and footer graphic settings. You can also remove, load, and save graphics for title pages.

Changes to graphics affect all users and reports in the case.

9. Click the **Preview** button to review changes you make before saving and printing the report, then click **Close**.
10. Click the **Options** button if you want to load TextMap's default settings.
11. Click **OK** to save the settings.

To modify the confidentiality statement

1. On the **Options** page, click **Confidentiality Statement**.
2. Click the **Edit Confidentiality Statement** button.
3. In the **Edit Confidentiality Statement** dialog box, under **Settings**:
 - Select the **Enabled** check box to use TextMap's default page layout.
 - In the **Vertical Alignment** list, click on the alignment option you want: **Top, Top Third, Middle, Bottom Third, Bottom**.
 - In the **Border Style** list, click the point size for the border width.
 - In the **Border Color** list, click the color scale you want to use.
 - Select check boxes to include **Print Date and Time** and **Include Graphics**.

 Settings made here only affect the confidentiality statement and not changes made to the same settings when you click the Title Page or Introduction buttons.

4. Click the **Edit Content** button to modify text as well as font size and style, symbols, and fields using the toolbar buttons, then click **OK**.
5. Click the **Edit Graphics** button to preview current graphics, and modify the header and footer graphic settings. You can also remove, load, and save graphics for title pages.

 Changes to graphics affect all users and reports in the case.

6. Click the **Preview** button to review your changes, then click **Close**.
7. Click the **Options** button if you want to load TextMap's default settings.
8. Click **OK** to save the changes.

To modify the table of contents

1. On the **Options** page, click **Table of Contents**.
2. Click the **Edit Table of Contents** button.
3. In the **Edit Table of Contents** dialog box, under **Settings**:
 - Select the **Enabled** check box to use TextMap's default settings.
 - In the **Border Style** list, click the point size for the border width.
 - In the **Border Color** list, click the color scale you want to use.
 - Select check boxes to include **Print Date and Time**.

The Vertical Alignment and Include Graphics options are disabled for editing.

4. Click the **Edit Content** button to modify text as well as font size and style, symbols, and fields using the toolbar buttons, then click **OK**.
1. Click the **Preview** button to review your changes, then click **Close**.
2. Click the **Options** button if you want to load TextMap's default settings.
3. Click **OK** to save the changes.

To modify the introduction

1. On the **Options** page, click **Introduction**.
2. Click the **Edit Introduction** button.
3. In the **Edit Introduction** dialog box, under **Settings**:
 - Select the **Enabled** check box to use TextMap's default page layout.
 - In the **Vertical Alignment** list, click on the alignment option you want: **Top**, **Top Third**, **Middle**, **Bottom Third**, **Bottom**.

- In the **Border Style** list, click the point size for the border width.
 - In the **Border Color** list, click the color scale you want to use.
 - Select check boxes to include **Print Date and Time** and **Include Graphics**.
4. Click the **Edit Content** button to modify text as well as font size and style, symbols, and fields using the toolbar buttons, then click **OK**.
 6. Click the **Edit Graphics** button to preview current graphics, and modify the header and footer graphic settings. You can also remove, load, and save graphics for title pages.

 Changes to graphics affect all users and reports in the case.

7. Click the **Preview** button to review your changes, then click **Close**.
8. Click the **Options** button if you want to load TextMap's default settings.
9. Click **OK** to save the changes.

To modify the transcript title page

1. On the **Options** page, click **Transcript Title Page**.
2. Click the **Edit Transcript Title Page** button.
3. In the **Edit Transcript Title Page** dialog box, under **Settings**:
 - Select the **Enabled** check box to use TextMap's default page layout.
 - In the **Vertical Alignment** list, click on the alignment option you want: **Top**, **Top Third**, **Middle**, **Bottom Third**, **Bottom**.
 - In the **Border Style** list, click the point size for the border width.
 - In the **Border Color** list, click the color scale you want to use.
 - Select check boxes to include **Print Date and Time** and **Include Graphics**.
4. Click the **Edit Content** button to modify text as well as font size and style, symbols, and fields using the toolbar buttons, then click **OK**.
6. Click the **Edit Graphics** button to preview current graphics, and modify the header and footer graphic settings. You can also remove, load, and save graphics for title pages.

 Changes to graphics affect all users and reports in the case.

7. Click the **Preview** button to review your changes, then click **Close**.
8. Click the **Options** button if you want to load TextMap's default settings.
9. Click **OK** to save the changes.

Related Topics

[About reports](#)

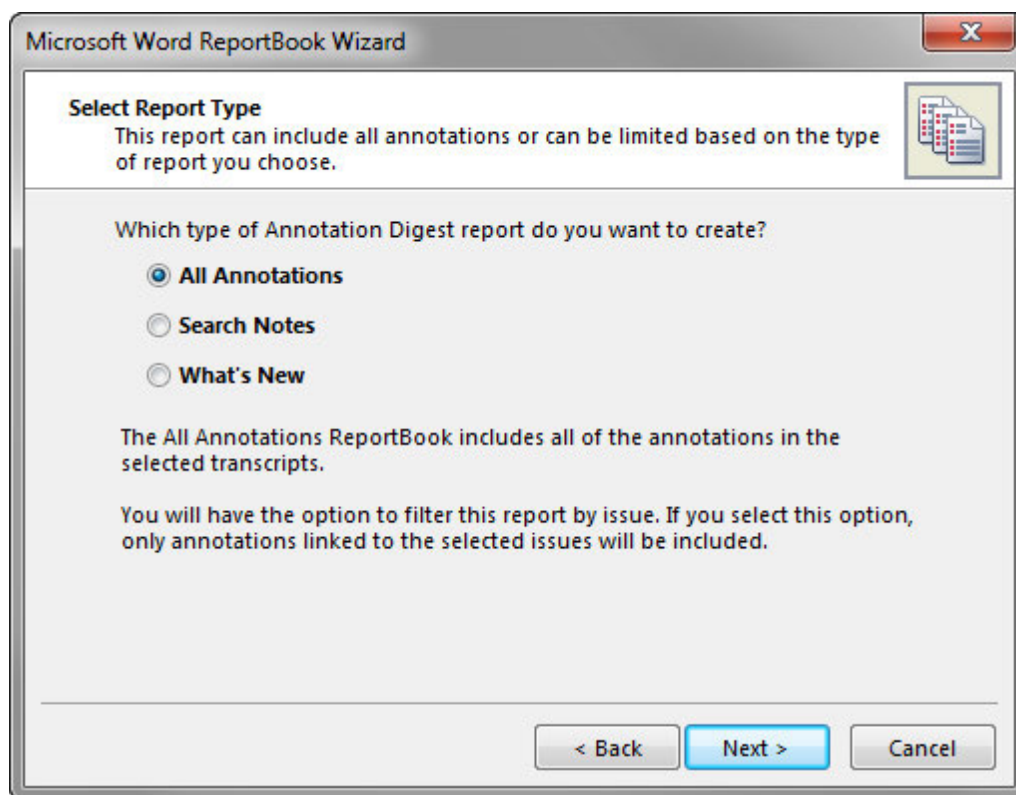
[Adding/editing title pages](#)
[Printing multiple transcripts](#)
[Printing Annotation Digests](#)

Printing to Microsoft Word

The Print to Microsoft Word feature prints any Annotation Digest report directly into a Word document.

To print Annotation Digests - All Annotations to Word

1. In the **Transcripts** pane, click on the transcript you want to print to Word.
2. On the **Reports** menu:
For Current Transcript: Click Annotation Digest, and then click Print to Microsoft Word.
For Multiple Transcripts: Click Annotation Digest, and then click Print to Microsoft Word.
3. On the **Microsoft Word ReportBook Wizard's Welcome** page, click **Next**.
4. On the **Select Report Type** page, verify that **All Annotations** is selected, then click **Next**.



5. On the **Select Transcripts** page, review the transcripts you want to include in the report.

Click **Modify** to change the order of the transcripts in the Select Transcripts dialog box or add more transcripts to the report.

On the **Select Transcripts** page, click **Next**.

7. On the **Limit Annotations by Issue** page, choose one of the following:

- **Yes, include all annotations.**
- **No, only include annotations linked to the selected issues.**

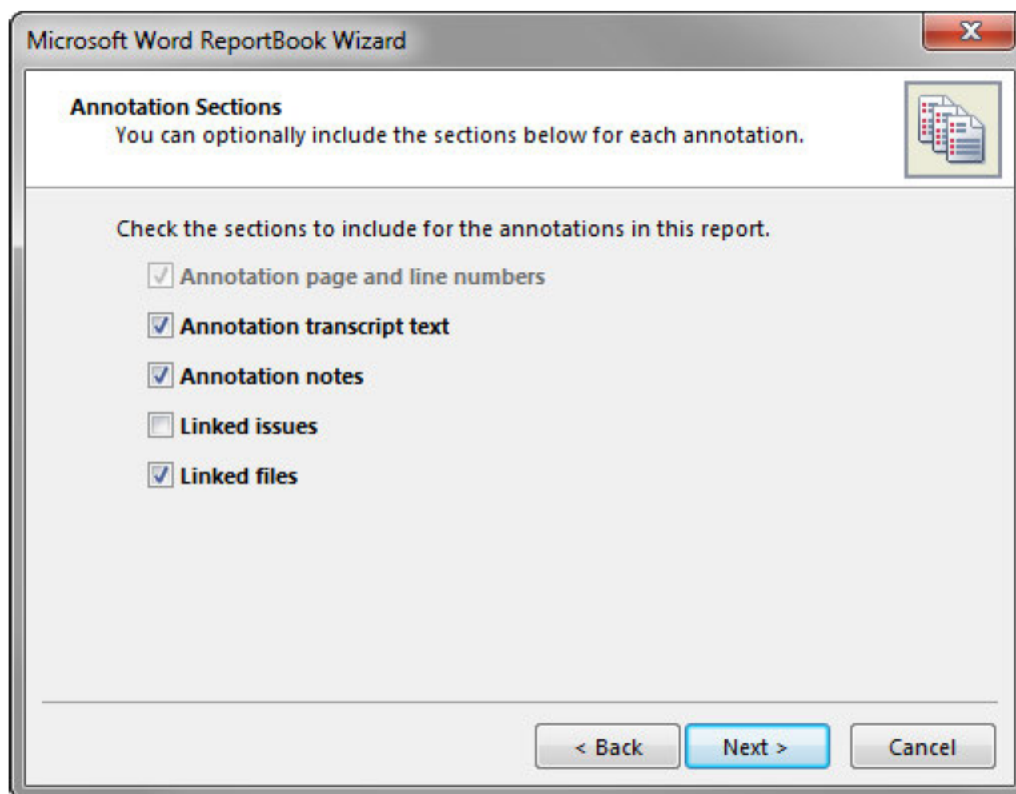
In the Select issues to include box, select the check box next to each issue you want to include.

8. Click **Next**.

9. On the **Group Annotations by Issue** page, select whether to group annotations by issue or to sort by page and line number, then click **Next**.

 The Group Annotations by Issue is the default option and will group annotations on the report by their linked issues. This may result in an annotation being on the report multiple times. If you do not want to group annotations by issue select No, only sort by page and line number.

10. On the **Annotations Sections** page, select or clear the sections you want in the report.



1. On the **Include Redactions** page, choose one of the following:

- Yes
- No

See [Changing page setup options](#) for details on applying the redaction color and reasons.

12. On the **Linked CaseMap Facts** page, choose one of the following:

- **Yes, include linked facts.**
- **No, do not include linked facts.**

To include facts from CaseMap, you must first have the corresponding case open in CaseMap.

13. Click **Next**.

14. On the **Completing the Microsoft Word ReportBook Wizard** page, click **Finish** to generate the report.

15. Preview the report in Word.

16. On the **File** menu, click **Save As** to name and save the report.

[To print Annotation Digests - Search Notes to Word](#)

1. In the **Transcripts** pane, click on the transcript you want to print to Word.

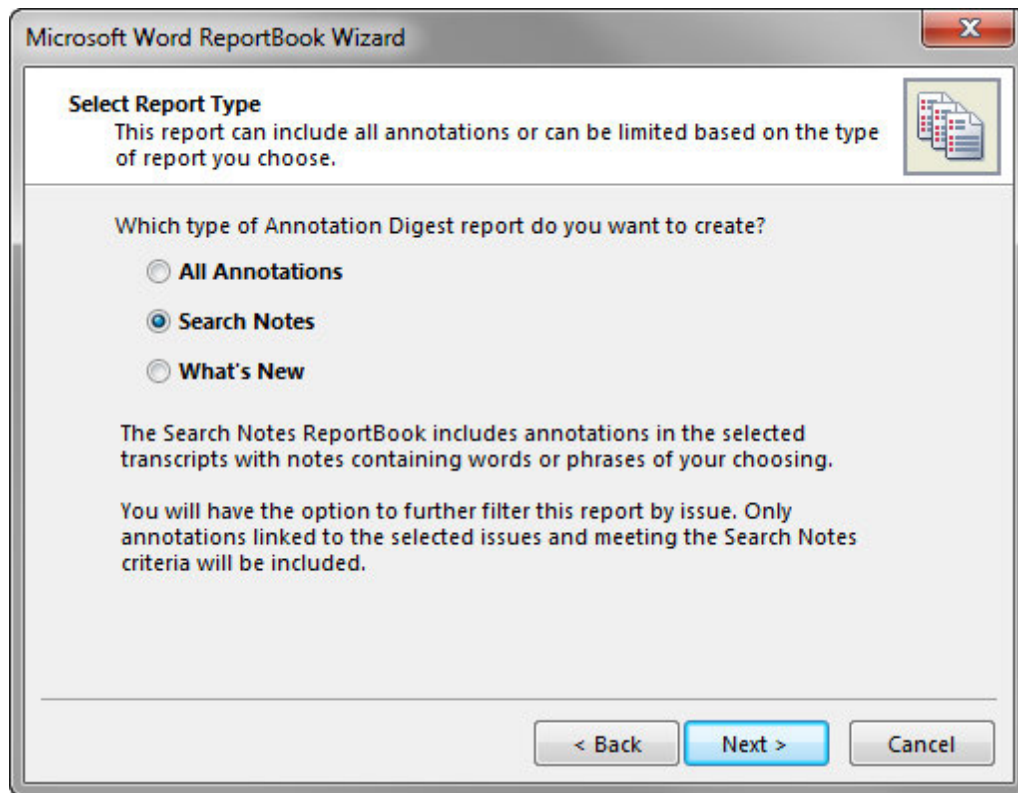
2. On the **Reports** menu:

For Current Transcript: Click Annotation Digest, and then click Print to Microsoft Word.

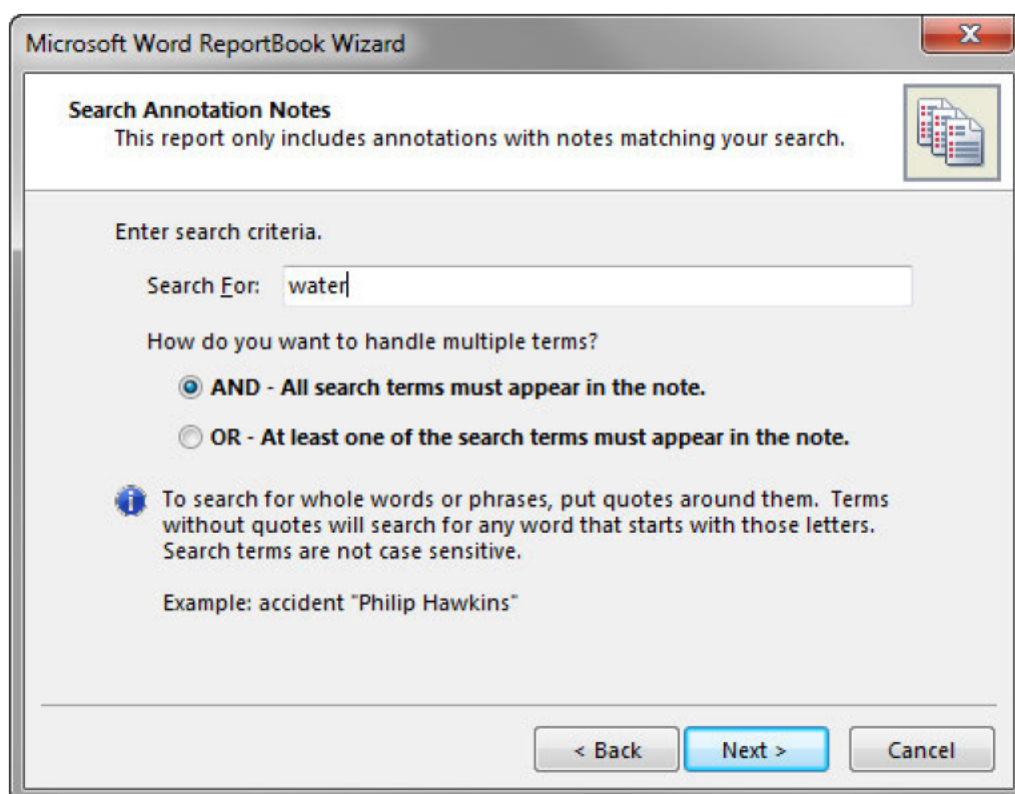
For Multiple Transcripts: Click Annotation Digest, and then click Print to Microsoft Word.

3. On the **Microsoft Word ReportBook Wizard's Welcome** page, click **Next**.

4. On the **Select Report Type** page, verify that **Search Notes** is selected, then click **Next**.



5. On the **Select Transcripts** page, review the transcripts you want to include in the report.
Click Modify to change the order of the transcripts in the Select Transcripts dialog box or add more transcripts to the report.
6. On the **Search Annotation Notes** page, type in your search criteria in the **Search For** box.



7. Under **How do you want to handle multiple items?**, select the search operator you want to use:
 - AND - All search terms must appear in the note.
 - OR - At least one of the search terms must appear in the note.
8. Click **Next**.
9. On the **Group Annotations by Issue** page, select whether to group annotations by issue or to sort by page and line number, then click **Next**.

The Group Annotations by Issue is the default option and will group annotations on the report by their linked issues. This may result in an annotation being on the report multiple times. If you do not want to group annotations by issue select No, only sort by page and line number.

10. On the **Annotations Sections** page, select or clear the sections you want in the report, then click **Next**.
13. On the **Include Redactions** page, choose one of the following:
 - Yes
 - No

See [Changing page setup options](#) for details on applying the redaction color and reasons.

14. On the **Limit Annotations by Issue** page, choose one of the following:

- **Yes, include all annotations.**
- **No, only include annotations linked to the selected issues.**

In the Select issues to include box, select the check box next to each issue you want to include.

15. Click **Next**.

16. On the **Linked CaseMap Facts** page, choose one of the following:

- **Yes, include linked facts.**
- **No, do not include linked facts.**

To include facts from CaseMap, you must first have the corresponding case open in CaseMap.

17. Click **Next**.

18. On the **Completing the Microsoft Word ReportBook Wizard** page, click **Finish** to generate the report.

19. Preview the report in Word.

20. On the **File** menu, click **Save As** to name and save the report.

To print Annotation Digests - What's New to Word

1. In the **Transcripts** pane, click on the transcript you want to print to Word.

2. On the **Reports** menu:

For Current Transcript: Click Annotation Digest, and then click Print to Microsoft Word.

For Multiple Transcripts: Click Annotation Digest, and then click Print to Microsoft Word.

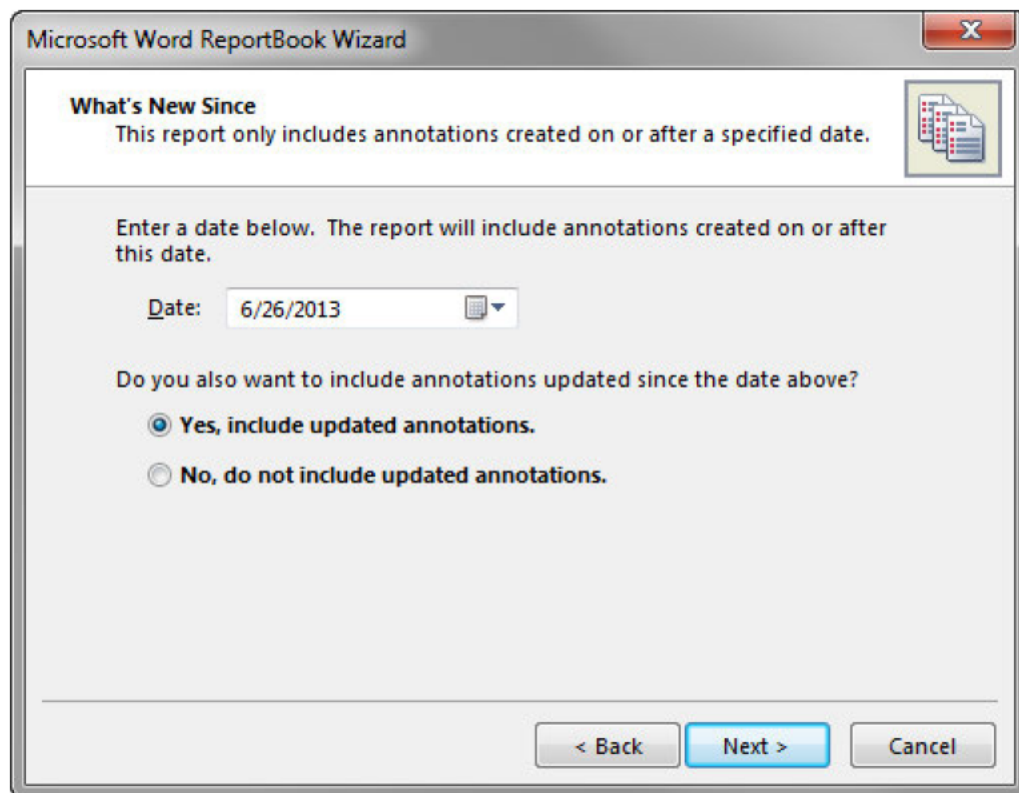
3. On the **Microsoft Word ReportBook Wizard's Welcome** page, click **Next**.

4. On the **Select Report Type** page, verify that **What's New** is selected, then click **Next**.

5. On the **Select Transcripts** page, review the transcripts you want to include in the report.

Click Modify to change the order of the transcripts in the Select Transcripts dialog box or add more transcripts to the report.

6. On the **What's New Since** page, type in a date for the report in the **Date** field.



7. Under **Do you also want to include annotations updated since the date above?**, select one of the following:
 - Yes, include updated annotations.
 - No, do not include updated annotations.
8. Click **Next**.
9. On the **Group Annotations by Issue** page, select whether to group annotations by issue or to sort by page and line number, then click **Next**.

 The Group Annotations by Issue is the default option and will group annotations on the report by their linked issues. This may result in an annotation being on the report multiple times. If you do not want to group annotations by issue select No, only sort by page and line number.

1. On the **Annotations Sections** page, select or clear the sections you want in the report, then click **Next**.
11. On the **Include Redactions** page, choose one of the following:
 - Yes
 - No

See [Changing page setup options](#) for details on applying the redaction color and reasons.

12. On the **Limit Annotations by Issue** page, choose one of the following:

- **Yes, include all annotations.**
- **No, only include annotations linked to the selected issues.**

In the Select issues to include box, select the check box next to each issue you want to include.

13. Click **Next**.

14. On the **Linked CaseMap Facts** page, choose one of the following:

- **Yes, include linked facts.**
- **No, do not include linked facts.**

To include facts from CaseMap, you must first have the corresponding case open in CaseMap.

15. Click **Next**.

16. On the **Completing the Microsoft Word ReportBook Wizard** page, click **Finish** to generate the report.

17. Preview the report in Word.

18. On the **File** menu, click **Save As** to name and save the report.

Related Topics

[About reports](#)

[Selecting print output options](#)

[Printing Annotation Digests](#)

Printing a Search report

Search reports can be created after a full-text search is run. The Search report is organized by transcript and contains search results from transcripts and/or linked exhibits that include search terms in your query. The search query run before generating the report prints at the top left of each report page in addition to the transcript name and date, and page/line number.

Search terms are highlighted in gray so you can easily locate them. You can adjust the number of lines that print before and after each transcript text or exhibit hit included in the report. Additionally, you can choose whether to include Q & A pairs in the report.

Search reports print in ReportBook format, which include a title page, statement of confidentiality, and table of contents. You can customize the report's title page settings.

TextMap Search Report

Transcript: [5/23/2003 11:47 AM] Deposition of Susan Sheridan
 Search: water and mold

Pg 19 Ln 1 - 14 continued...

19:12 Q. All right. And so when you interviewed
 13 Mr. Hawkins, did you take any notes of that interview?
 14 A. Yes.

Pg 19 Ln 23 - Pg 20 Ln 14

19:23 Q. So you were doing those notes in the normal
 20: 1 course and scope of your job?
 A. Correct.
 2 Q. And those notes, what did you write down?
 A. That I spoke to her. She had indicated that
 3 when she left for the summer, she had shut the water
 4 valve off, had not asked for the assistance of the county
 5 in doing so -- because had she asked for their
 6 assistance, there would have been a lock put on it --
 7 that her brother was to check her residence for her
 8 weekly, and as far as she knew, he had been checking it
 9 weekly, and then she found out that there was water
 10 damage to the unit.
 11 Q. Okay. Other than the discussion that you had
 12 prior to September 25 with Mr. Remetz, did you have any
 13 subsequent discussions with him after the 25th?
 14 A. I don't believe so.

Pg 21 Ln 16 - Pg 24 Ln 2

21:16 Q. And Exhibit D of the Reinhart deposition, do
 17 you know where that is located?
 18 A. The stairwell downstairs, underneath the
 19 stairs.
 20 Q. Okay. Can you indicate to me what this black
 21 is, if you know?
 22 A. Mold.
 23 MR. Walsh: Are you referring to Exhibit C?
 22: 1 MR. THORN: I'm sorry. Exhibit C.
 BY MR. THORN:
 2 Q. That's mold?
 A. Mold.
 3 Q. Okay. As well as in Exhibit D?
 4 A. Correct.
 5 Q. Okay. And was that mold present when you were
 6 in the unit?
 7 A. Yes, it was.
 8 Q. Okay. And had that unit been altered in any
 9 way? And what I mean by altered, had someone taken the
 10 rugs up or removed any items?
 11 A. When I was there?
 12 Q. Yes.
 13 A. No, nothing had been touched.

1/21/2014 1:21 PM

Page 8 of 15

 [To print a search report](#)

1. In the **Search** pane, on the **Full Text Search** tab, run a search if you have not already done so.

See [Running full-text searches](#).

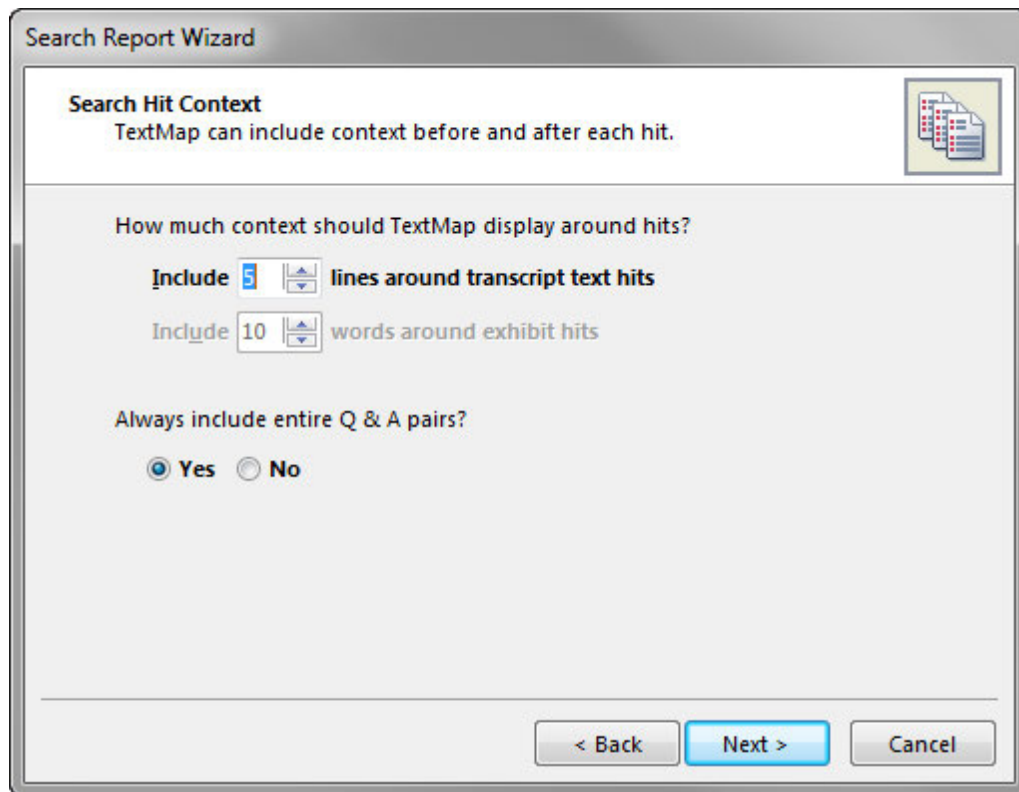
2. On the **Reports** ribbon, click **Search Report**.

You can also click the Search Report on the Search ribbon.

3. On the **Search Report Wizard's Welcome** page, click **Next**.
4. On the **Optional Features** page, select or clear the ReportBook options you want to include, or highlight an option in the list and click the edit button to make applicable changes.

See [Modifying ReportBook title pages](#).

5. On the **Search Hit Context** page, accept the default number of lines around the transcript and exhibit text hits, or use the up/down arrows to adjust the number of lines.



The screenshot shows the 'Search Report Wizard' dialog box, specifically the 'Search Hit Context' page. The title bar reads 'Search Report Wizard'. The main heading is 'Search Hit Context' with a subtitle 'TextMap can include context before and after each hit.' and a document icon. The question is 'How much context should TextMap display around hits?'. There are two settings: 'Include 5 lines around transcript text hits' and 'Include 10 words around exhibit hits', both with up/down arrows. Below is the question 'Always include entire Q & A pairs?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

The default number of lines around transcript text hits is 5.

The default number of words around exhibits hits is 10.

6. Under **Always include entire Q & A pairs?**, select **Yes** or **No**.
7. Click **Next** to continue.
8. On the **Completing the Search Report Wizard** page, click **Finish**.
9. In the **Print** dialog box, select your print options, then click **OK**.

The print options will change depending on your selection. See [Selecting print output](#)

[options.](#)

 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

Related Topics

[About searching](#)

[Running full-text searches](#)

[About reports](#)

[Modifying ReportBook title pages](#)

Printing the Transcript Listing

Any time you need a listing that shows all the transcripts within your case, you can use the Transcripts Listing report. This report helps you to track your transcripts. The Transcripts Listing includes the case name, the date that the report was produced, and the names of each transcript currently in the TextMap case. You can print directly to a printer or to a PDF file.

TextMap Transcript Listing

Case Name: Phillip Hawkins v. Anstar Biotech Industries
Produced On: 5/3/2013 3:45 PM
Page: 1 of 1

Transcript Name	Transcript ID
Deposition of Philip Hawkins	1
Deposition of Susan Sheridan	45
Deposition of Wayne Varvaro	46
Interview Notes	4

 Some organizations choose to add the date to the file name and run the report every

week so that they have a historical accounting of the Transcripts Listing.

To print a Transcript Listing

1. On the **Reports** ribbon, click **Transcripts Listing**.
2. In the **Print** dialog box, select your print options.
3. In the **Destination** area, select **Printer**, **Preview**, or **PDF**.

The print options will change depending on your selection. See [Selecting print output options](#).

 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

4. In the **Printer** area, review and adjust your printer options, which depend on your print destination.
5. In the **Page Range** area, select the pages you want to print.
6. In the **Copies** area, type in the number of copies you want and whether to collate.
7. Click **OK** to print the report.

Related Topics

[About reports](#)

[Changing page setup options](#)

Printing the case index

The transcript word index is a listing of all words in a transcript. Single transcript and multiple transcript reports both offer case index reports. The Case Index report includes a cover sheet for the transcript(s). You have the option to include a title page, statement of confidentiality, and introduction. You also have the option to have TextMap exclude the redacted words in the transcript when printing the case index reports.

The font size and column settings can be customized in the Page Setup dialog box. See [Changing page setup options](#).

Transcript Word Index

[& - arndt]

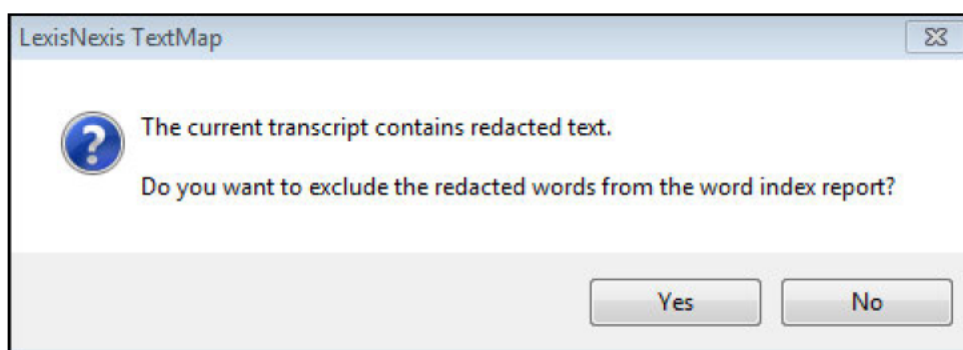
&	2	4700	accredited
8	2/29	2:11	6:7
2:5,11 25:12 26:15 30:1	28:10	4741	action
1	2000	1:19	38:13,14
10:00	1:18 13:7 31:11,15 37:8	5	actively
1:18	38:15 39:20	5:00	27:21
10:45	20th	30:18	activities
36:5	17:16 19:7,20	6	20:10
106-55-6571	21	606	additional
5:5	1:18	39:24	31:9
10th	21st	66	address
19:23	23:13	31:7	4:20,23
11	22	7	administering
35:24	7:11	75	11:14
12	22nd	11:10 12:5	affirmatively
18:4	25:7	7th	26:3
12/10/00	23rd	6:17	affixed
1:9	25:7	8	39:16
12/10/99	24th	8:00	agreed
39:4	23:11,14	30:17	4:2
13	25	800	alachua
8:8	12:14	20:2	33:9
13th	263-55-6571	81	ambulance
4:17 16:4	1:5 39:4	6:1	11:24 15:16
1400	2646	82	amended
32:4	4:21	6:1	1:17
14th	29th	84	amount
16:5,8 17:1,4 37:7 38:15	26:1,5 34:22	7:4	5:21 31:20
1500	3	9	angle
32:4	30	904	12:16
15th	8:21 12:14	39:25	ankle
28:13,20 32:10	32202	99	15:3,4
16th	2:6 39:25	13:7	annually
30:5	32207	a	31:21
17	2:12	a.d.	answered
35:24	32980	38:15 39:20	30:4
18th	4:22	a.m.	answering
17:3,5,8,13 19:3,3,4 30:25	35	1:18 36:5	30:22
1959	13:11	abi	apartment
4:17	353-7706	1:7	4:25
1976	39:25	able	apparently
6:24 7:13	36,000	14:18 17:15 21:18	25:2
1980	29:9	academic	appeared
5:25	4	8:6	37:5
1984	3:6	academy	apprehend
6:25 7:13,24	40	5:21,23 6:2,17 8:2,8	9:24
1985	4:18	accident	approximate
6:17	32:7	8:25 10:10,13,14 13:19	23:11
1988	45	18:25 25:22 28:4 29:2,7,21	approximately
5:12 9:20 10:2	13:11	30:12,14 34:5,8,11	4:24 6:22 7:13 8:19 14:7
19th	460	accidents	16:2 25:6,25 26:18 31:16
19:5,8	32:9	34:10	april
1st			27:11,15 31:17
9:20 27:11,15 28:13,16,20			arndt
30:4,25			2:4,5,5 13:13 25:12,12,14
			26:22 33:6 36:2

Deposition of Philip Hawkins

- 💡 If you print the transcript with a case index to a PDF file, each word's page and line reference in the index is a hyperlink to the page in the transcript where the word appears. TextMap also creates bookmarks in the PDF for the contents of the report or ReportBook and for the entire case index.

To print an index for a single transcript

1. In the **Transcripts** pane, click on the transcript for which you want to print an index.
2. On the **Reports** ribbon, under **Current Transcript Report**, click **Word Index**.
3. Click **Yes** or **No** to exclude or include redacted text in the current transcript.



4. In the **Print** dialog box, select your print options, then click **OK**.

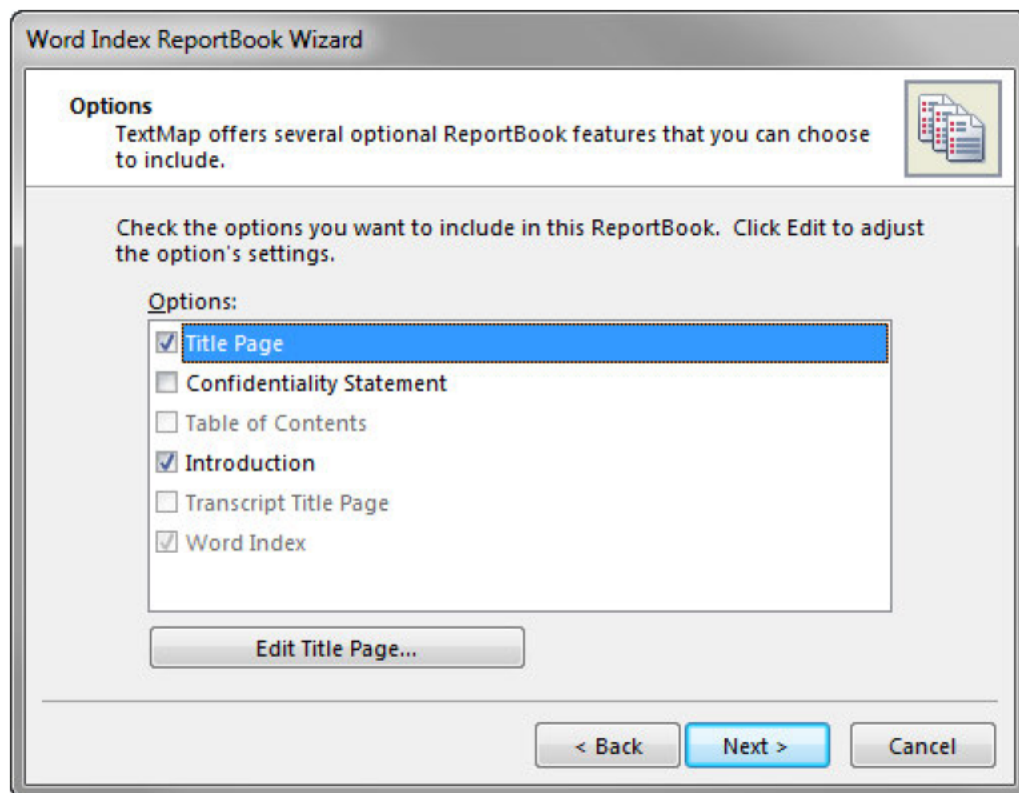
The print options will change depending on your selection. See [Selecting print output options](#).

- 💡 We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

To print a word index ReportBook

1. On the **Reports** ribbon, in the **Multiple Transcripts Report** area, click **Word Index**.
2. On the **Word Index ReportBook Wizard's Welcome** page, click **Next**.
3. On the **Select Transcripts** page, review the transcripts you want to include in the report.

Click Modify to change the order of the transcripts in the Select Transcripts dialog box or add more transcripts to the report.
4. On the **Select Transcripts** page, click **Next**.
5. On the **Options** page, select or clear the ReportBook options you want to include.



See [Modifying ReportBook title pages](#).

7. On the **Options** page, click **Next**.
11. On the **Include Redactions** page, choose one of the following:
 - Yes, to exclude redacted words.
 - No, to include redacted words.
8. On the **Completing the Word Index ReportBook Wizard** page, click **Finish** to generate the report.
9. In the **Print** dialog box, under **Destination**, click the print output you want.

The print options will change depending on your selection. See [Selecting print output options](#).

- ✍ We recommend you select Preview first to verify your report before printing a hard copy or saving the report as a PDF file. You can select your print options from the Print Preview toolbar.

8. Select additional print options, then click **OK**.

Related Topics

[About reports](#)[Selecting print output options](#)[Understanding layout options](#)[Printing single transcripts](#)[Printing multiple transcripts](#)[Printing Annotation Digests](#)

Exporting Data

About exporting

TextMap allows you to extract case data to save in a variety of file formats, export directly to another application like AccessData® Summation®, or into a companion product like TextMap App for iPad®, CaseMap®, or Sanction®. In order to view the exported data, you must have a license of the native application installed on your computer.

Export data to the following programs and formats:

- TextMap portable case format
- TextMap portable transcript format
- TextMap App for Apple® iPad®
- LexisNexis CaseMap and Sanction
- Amicus® Attorney
- AccessData® Summation®
- Text file (including comma or tab delimited)

[Review file format options](#)

Reference the following table to understand the file format options that you can export TextMap data into.

Export File Format Options	
File Format	Description
TextMap	Portable Transcript Format (*.ptf) is a file format for a single transcripts.
	Portable Case Format (*.pcf) is a file format for a single transcript or multiple transcripts.
	TextMap Portable Transcript Format (*.xmptf) a file format for a single transcript or multiple transcripts.

Export File Format Options	
File Format	Description
	TextMap export files contain the transcript text and all annotations. TextMap also creates a *.vid file with associated video synchronization information to go along with these files. See Exporting videos .
TextMap App for iPad	*.xmme is a file format for transcripts and annotations that can be imported into the TextMap App for iPad.
CaseMap	Using the Send to CaseMap tool, transcript text can be imported into a CaseMap case as a new fact record in the Facts spreadsheet.
Sanction	*.mdb is a file format for a single transcript that can be imported into LexisNexis Sanction®.
Amicus, Summation and Page Image Format	Text files are formatted for single transcript that contains all text. Amicus *.txt is a format that can be imported into Amicus® Attorney. Summation *.txt is a format that can be imported into Summation®.

Related Topics

- [Exporting transcripts](#)
- [Exporting annotations](#)
- [Exporting data to an iPad](#)
- [Exporting videos](#)
- [Sending facts to CaseMap](#)
- [Exporting a Sanction clip list](#)

Exporting transcripts

TextMap offers several options for exporting transcripts, depending on how needs. If you want to export one or more case transcripts at a time, you need to export using the portable case format (*.pcf) option. When you export transcripts to a portable case format, you can choose whether to export all transcripts in the case or select individual transcripts.

You can also export a transcript to several other file formats. When choosing from these formats, you can only export one transcript at a time.

Transcripts can also be exported to the following other file formats:

- Portable Transcript Format (.ptf)
- Amicus Format (.txt)
- Page Image Format (.txt)
- Summation Format (.txt)
- Sanction Format (.mdb)
- TextMap Portable Transcript Format (.xmptf)

For information on all export options, see [About exporting](#).

To export a transcript to a select file format

1. In the **Transcripts** pane, select the transcript you want to export.
2. Click **More Export** on the **Home ribbon**, and then click **Export Transcript**.

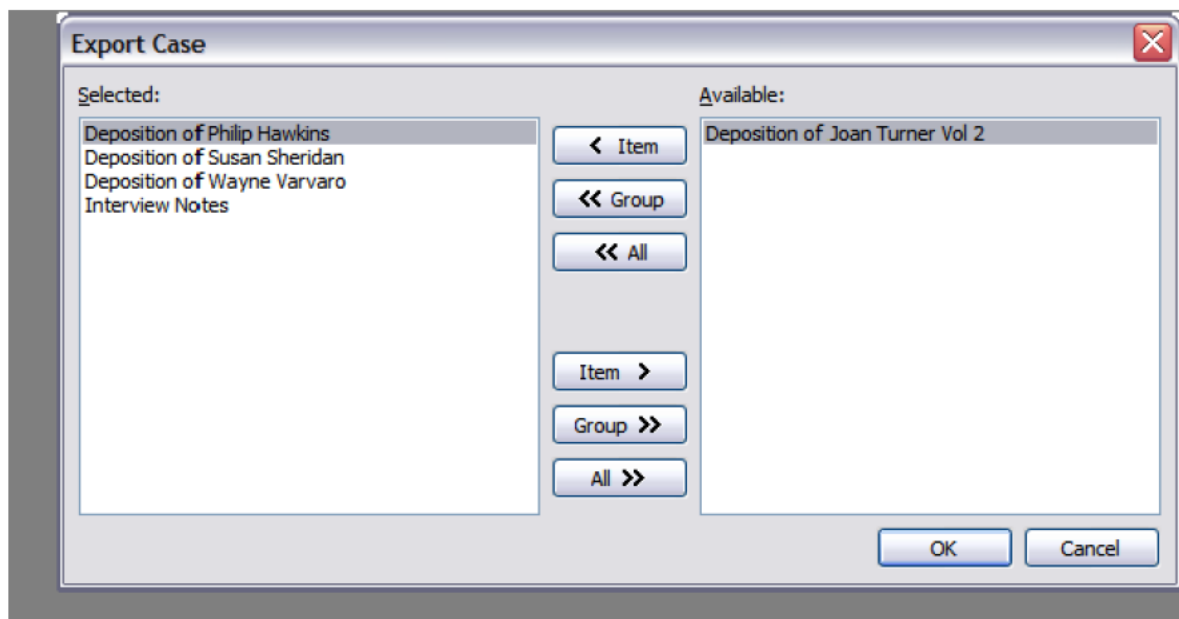
You can also click on the File menu and then click Export and Export Transcripts.
3. In the **Select Name, Location, and Type for Exported Transcript** dialog box, select the folder where you want to save the file.
4. In the **Save as type** field, select the file format you want, then click **Save**.
5. In the message box to confirm the export, click **OK**.

The exported transcript is now saved to the selected folder location.

You can import this transcript into another case, if needed.

To export transcripts to a portable case format

1. On the **File** menu, click **Export** and then click **Export to Portable Case Format**.
2. In the **Select Name, Location, and Type for Exported Transcript** dialog box, select the folder where you want to save the file, then click **Save**.
3. In the **Export Case** dialog box, select transcripts in the **Selected** box that you do not want to include in the export and click the **Item >** button to move them into the **Available** box.



- 💡 Press the CTRL key and hold it while selecting individual, multiple transcripts.
Press SHIFT and hold the keys while selecting a consecutive set of transcripts.

4. Click **OK** to continue.
5. In the message box to confirm the export process, click **OK**.

The exported case with selected transcripts is now saved to the selected folder location.

This file can be imported into a TextMap case, if needed.

Related Topics

- [About exporting](#)
- [Exporting annotations](#)
- [Exporting data to an iPad](#)

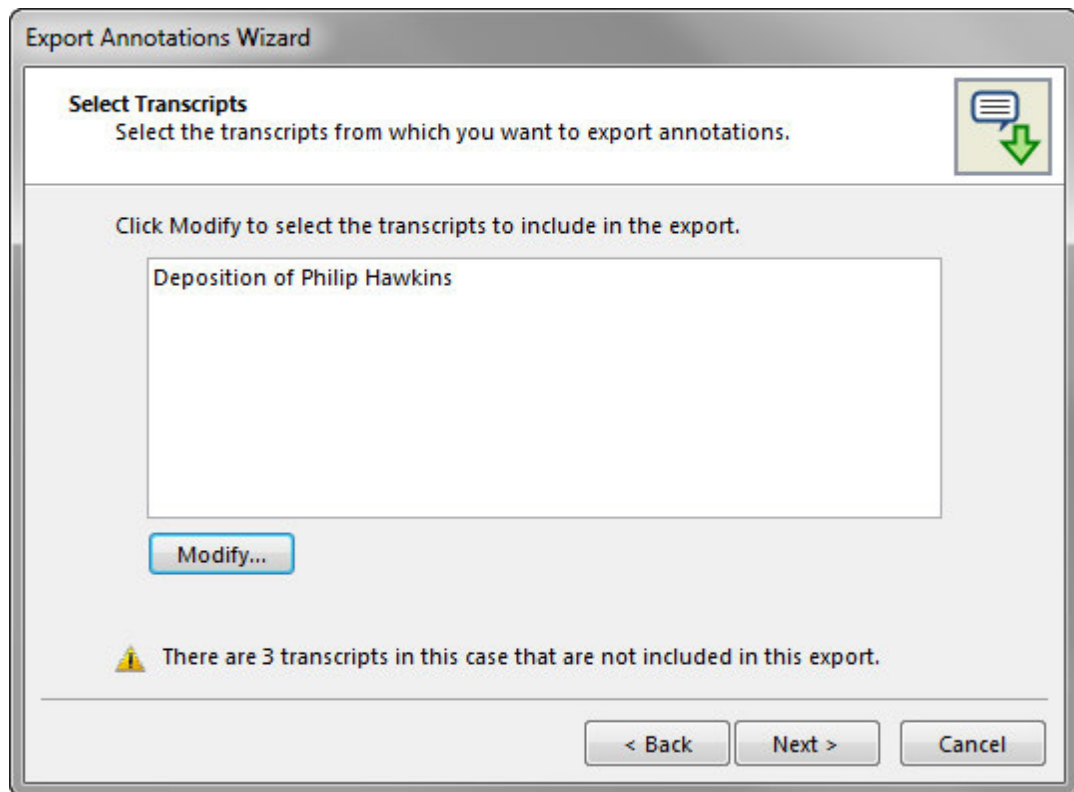
Exporting annotations

Using the Export Annotations Wizard, you can export annotations from one or more transcripts to a .csv file that can be viewed in Microsoft® Excel. Using the wizard, you can:

- Select the transcripts from which you want to export annotations
- Limit the annotations included by issue
- Choose the storage location/output file

To export annotations to a .CSV file

1. In the **Transcripts** pane, select a transcript, and then select the annotation you want to export.
2. Click **More Export** on the **Home ribbon**, and then click **Export Annotations**.
On the File menu, you can also click Export, and then click Export Annotations.
3. In the **Export Annotations Wizard**, click **Next**.
4. On the **Select Transcripts** page, select the transcripts that have annotations you want to export.



The transcript now displays in the Transcript pane now displays in the export wizard.

The default transcript is the current, active transcript.

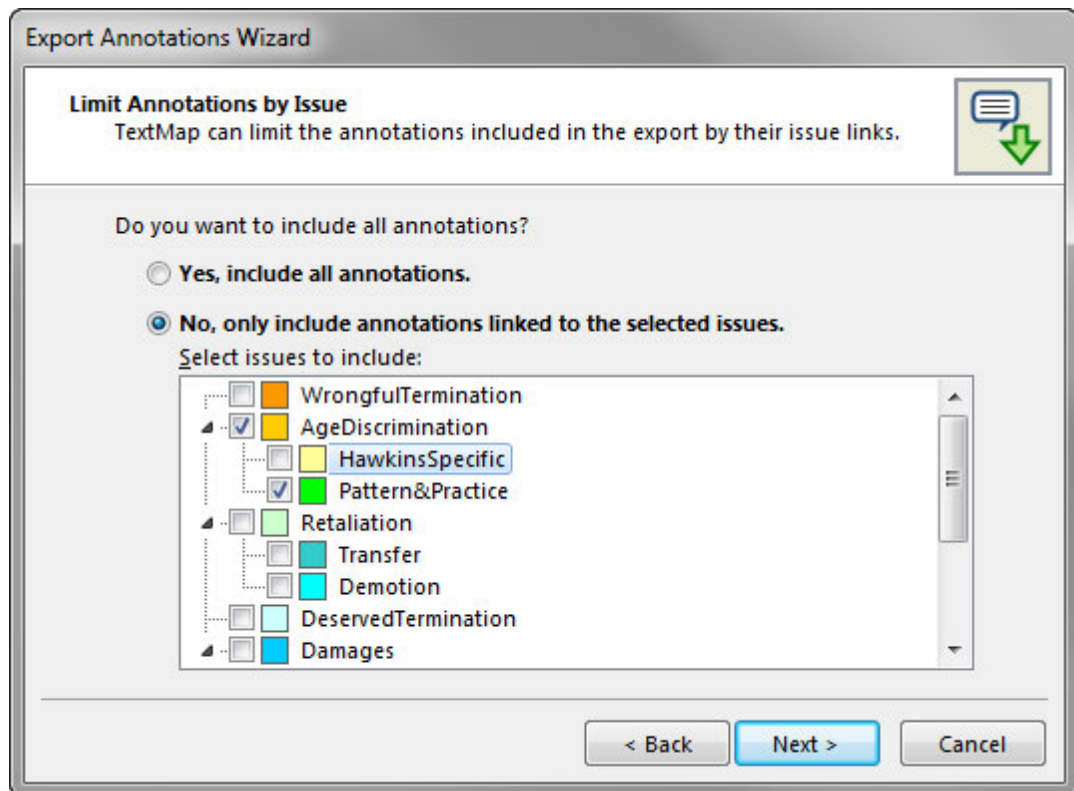
4. Optional: To modify the transcript list:
 - a) Click the **Modify** button to add more transcripts to the export.

The Select Transcripts dialog box opens.

- b) In the **Available Transcripts** box, select the check box beside the transcript you want to add.

When an item is selected, it is added to the Selected Transcripts area of the **Select Transcripts** dialog box.

- c) Optional: Click the **Select All** check box to add all transcripts in the **Available** box.
 - d) Click **OK** to close the dialog box.
5. Click **Next** to display the Limit Annotation by Issue dialog box.



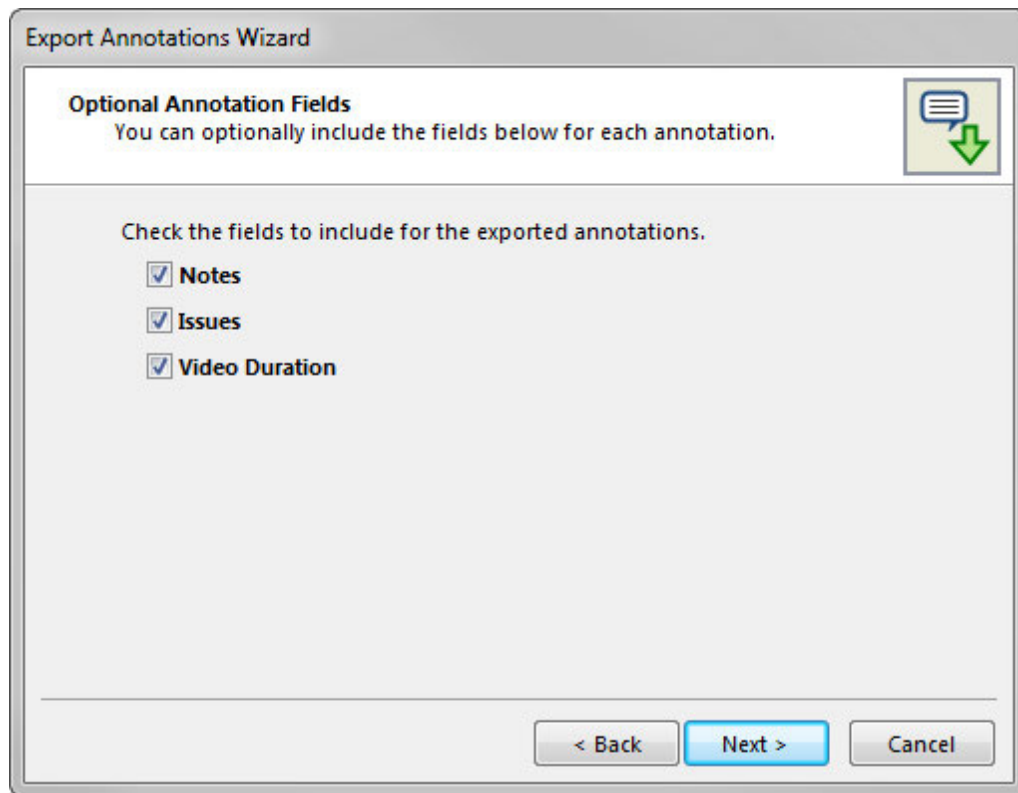
6. On the **Limit Annotations by Issue** page, select one of the following:

To include all annotations

- a. Select the **Yes, include all annotations** check box to export all annotations.
- b. Click **Next**.

To include only annotations linked to issues

- a. Select the **No, only include annotations linked to the selected issues** check box to include only the annotations that are linked to the issues that are selected here.
 - b. In the **Select issues to include** area, select the check box(es) for all annotations to be included in the export.
 - c. Click **Next**.
7. In the **Optional Annotations Fields** dialog box, select the field(s) to be included with the exported annotations:



Notes -- Include a field to list the note(s) associated with each annotation.

Issues -- Include a field to list the issue(s) associated with each annotation.

Video Duration -- Include a field to list the length of the video clip.

8. Click **Next** to continue.

The Output File dialog box opens.

9. Click the **Browse** button to choose a file name and storage location.

10. In the **Export Annotations** dialog box, navigate to the folder where you want to save the .CSV file.

This folder defaults to the export folder selected in the File Locations tab in the Tools > Options dialog box.

12. In the **File Name** field, type in a name for the .CSV file, and then click **Save**.

13. On the **Output File** page, click **Next** to initiate the export.

The Completing the Export Annotations Wizard displays the number of annotations exported.

14. Optional: Click the hyperlink to view the output file.

The exported annotations can be viewed in Microsoft Excel. Transcripts display in alphabetical order.

	A	B	C	D	E	F	G	H	I
1	Transcript	PgFrom	LnFrom	PgTo	LnTo	Notes	Issues	VideoDuration	
2	Depositio	17	18	17	23		Pattern&Practic	0:00:00	
3	Depositio	5	13	5	18	Varvaro expla	Pattern&Practic	0:00:25	

15. Optional: To calculate video clip duration, perform the following:

Calculating the total video duration is very beneficial when it comes to determining if you are within the allotted time when making presentations.

- a. In the **Completing the Export Annotations Wizard** dialog box, click the **Click here to open the output file** hyperlink.

The output file opens in Microsoft® Excel®.

- b. In the Excel spreadsheet, place the cursor below the last entry in the **Video Duration** column and click the **Auto Sum** button.

The total duration time is displayed.

- c. Save and close the Excel spreadsheet.

16. Click the **Finish** button to close the wizard.

Related Topics

[About exporting](#)

[Exporting transcripts](#)

[Exporting data to an iPad](#)

Exporting data to an iPad

The Export to iPad Wizard allows you to export case issues, one or more selected transcripts, annotations, and linked exhibits to the iPad. You have the option to email case data to an iPad or save it to a file so you can send it later. Refer to the [iPad Export Considerations](#) table for details about exporting transcripts, case issues, linked files, and exhibits.

[To view data export considerations](#)

Reference the following table for considerations when exporting case data to your iPad.

iPad Export Considerations

General

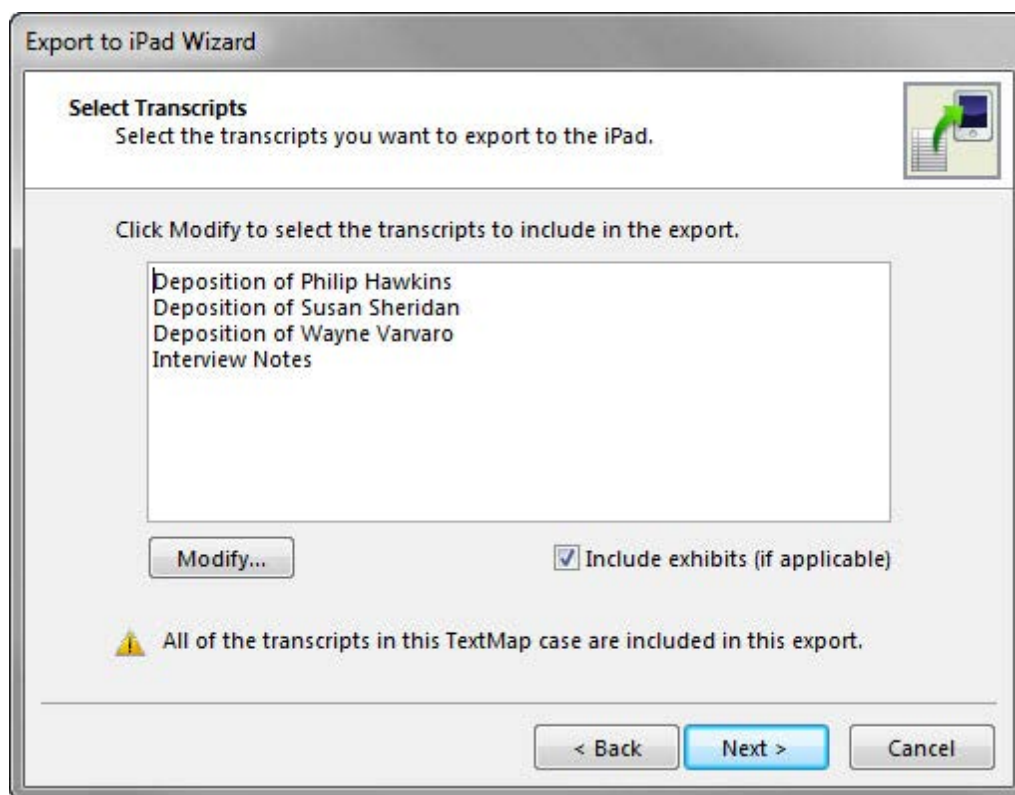
You can export the same transcripts to your iPad more than once.

iPad Export Considerations	
Case Issues	The entire case issues outline is sent to the iPad during the export.
Annotation Linked Files	Files linked to annotations are not exported to the iPad.
Exhibits	TextMap will not export exhibits that it cannot make a copy of, including links to a document management database. Only exhibits linked to selected transcripts are included in the export.

To export case data to an iPad

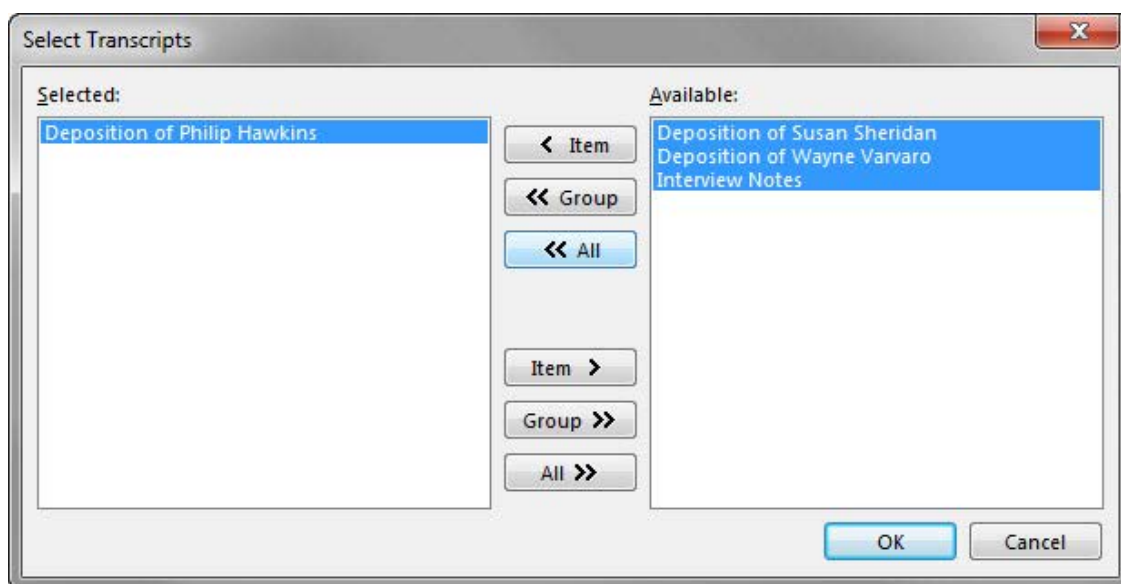
1. Open the case that contains the case data you want to export.
2. On the **Home Ribbon**, click the **Export to iPad** button.

On the File menu, you can also click Export, and then click Export to iPad .
3. On the **Export to iPad** wizard's **Welcome** page, click **Next**.
4. On the **Select Transcripts** page, select the transcript(s) you want to include in the export.



The Include exhibits check box is selected by default to export all exhibits linked to these transcripts. If you want to exclude all exhibits from the export, clear the check box.

5. Click the **Modify** button to add additional transcripts to the export.
6. In the **Select Transcripts** dialog box, in the **Available** box, select the transcripts or files you want to include and then click the **< Item** button.



To include all files, click the << All button.

To include all of the transcripts from a group, select the transcript group and then click the << Group button.

The transcripts now display in the Selected box.

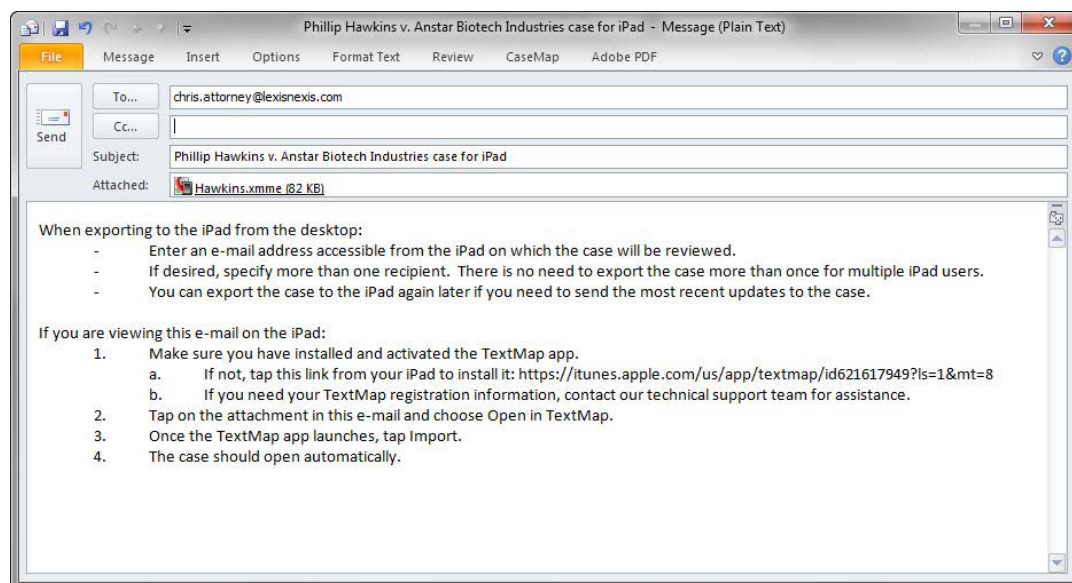
7. Click **OK** to close the dialog box.
8. On the **Select Transcripts** page, click **Next**.
9. On the **Ready to Send** page, select whether to email the file now or to save it to a folder to send later.



Yes, I want to email the exported file to the iPad now

A Microsoft Outlook email displays on-screen with the exported file automatically attached.

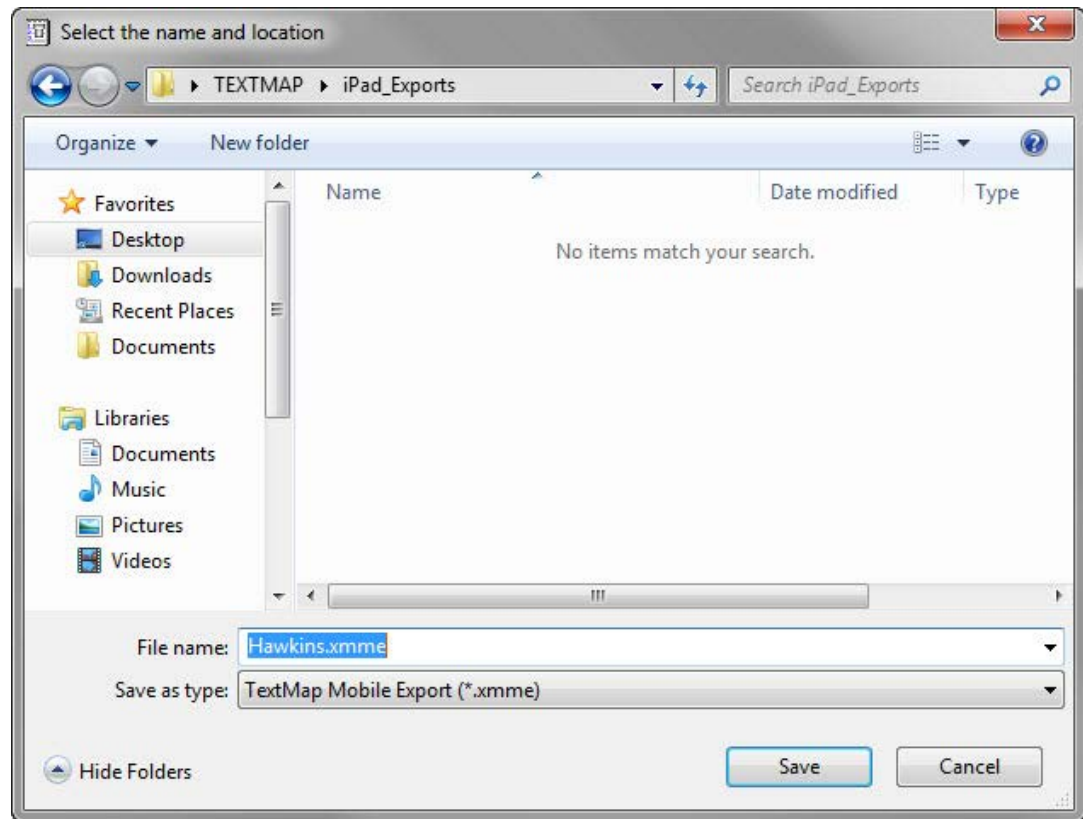
You can now type in one or more email addresses to send the case to the appropriate staff members.



Notice that the email includes pre-written content identifying that the attachment is for the TextMap iPad app. The message includes directions for how to import the file using the Mail app on your iPad. You must have the TextMap iPad app installed in order to import the case.

No, I want to save the exported file to a folder to send later

1. Once this option is selected, click the **Browse** button.
2. In the **Select the name and location** dialog box, navigate to the network folder where you want to store the exported file.



3. In the **File name** box, type in a name for the file.

The default export file name is the case file name. You can modify the name as needed.

4. Click **Save** to continue.
5. On the **Ready to Send** page, click **Next**.

The export file is now saved until you are ready to send it to the iPad.

10. On the **Completing the Export to iPad Wizard** page, click **Finish**.

Related Topics

[About exporting](#)

About the TextMap iPad app

[Importing data from an iPad](#)

Exporting videos

Export video files just as you would export a transcript or other file from your TextMap case.

To learn about files you can export

Reference the following table for a list of the standard formats for exporting transcripts with synchronized video that are supported by TextMap.

Import Video Files Types		
File Types	File Extensions	Description
LiveNote	*.ptf and *.pcf	Portable Transcript Format (*.ptf) is a file format for a single transcript that can be imported into LiveNote® Stream. Portable Case Format (*.pcf) is a file format for a single transcript or multiple transcripts that can be imported into LiveNote®. Both *.ptf and *.pcf files contain the text and all annotations. TextMap creates a *.vid file with associated video synchronization information to go along with the *.ptf and *.pcf files.
Sanction	*.mdb	*mdb is a file format for a single transcript that can be imported into Sanction®.
Amicus, Summation, and Page Image Format	text or *.txt	Text files are formatted for single transcript that contains all text. Amicus *.txt is a format that can be imported into Amicus® Attorney. Summation *.txt is a format that can be imported into Summation®.

To export a video

1. In the **Transcripts** pane, right-click the video transcript you want to export and then click **Export Transcript**.

You can also click More Export on the Home Ribbon, and then click Export to Portable Case Format.
2. In the **Select Name, Location, and Type for Exported Transcript** dialog box, navigate to the folder where you want to save the export file.
3. In the **File** name field, type or edit the name of the export file.
4. In the **Save as type** list, click the file type you want for the export (e.g., Portable Case

Format (*.pcf)).

5. Click **Save**.
6. In the Export Case dialog box, if groups have been created, then select an applicable location/group, and then click **OK**.
7. In the message box, click OK to acknowledge the location of the saved file.

Related Topics

[About videos](#)

[Importing video files](#)

[Exporting video clips](#)

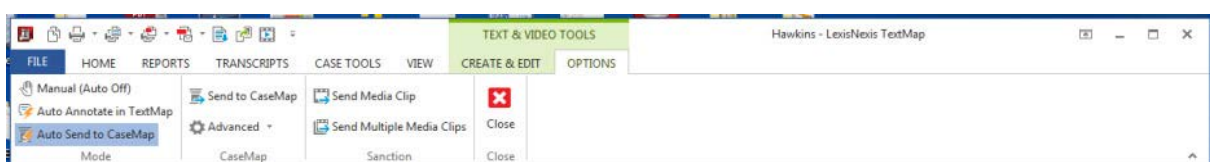
Sending facts to CaseMap

We encourage you to use CaseMap from the first day you begin working on a new matter. When you use CaseMap in conjunction with TextMap, you can enter new facts well in advance of having court-appropriate sources for these fact records. And you can always update the existing fact records while working in TextMap. Later, when you find a source for a given fact as you review a transcript, you can update the pre-existing fact.

TextMap is designed so you can optionally perform all basic data entry about a fact in the midst of sending a transcript passage to CaseMap. These options are available in the dialog boxes that display when you send a new fact to CaseMap or update an existing one. For each transcript passage sent to CaseMap, TextMap automatically creates a source that references the transcript and the page and line numbers of the selection. You must have the related CaseMap case already open in order to send transcript annotations from TextMap to CaseMap.

You can tell which annotations have already been sent to CaseMap by checking the Annotations pane at the top of the page. The Linked Fact column has a Yes/No status indicator for each annotation. Annotations with a Yes have been sent to CaseMap. The CaseMap fact automatically links back to the selected passage in the transcript. If the fact has already been sent a message displays asking if you want to re-send the annotation (it replaces the link to the existing fact).

If you intend to send multiple annotations to CaseMap, consider switching to the Auto Send to CaseMap annotation mode. Click the arrow next to the Annotate in TextMap button or click the Annotations menu, and then click Auto Send to CaseMap. Each time you annotate transcript text the Send to CaseMap dialog box automatically launches, skipping the New Annotation dialog box.



✍ If your organization uses CaseMap, follow those established guidelines for creating short names in CaseMap. If you do not understand the concept of short names, please refer to the CaseMap Answer Center.

📍 Once you have sent annotations to CaseMap, you can use options on the Annotations menu to instantly jump to a selected annotation's associated fact in CaseMap or display a Fact Detail window with information about the associated fact. Right-clicking an annotation in the Annotations pane opens a shortcut menu with the same CaseMap-related options.

⚠ Some organizations install program files on servers, along with the case files. If your organization installs CaseMap and TextMap on a server, these programs must be installed on the same server in order for the links to hold. Additionally, if you move a TextMap case file that contains links to a CaseMap case, you could break the link to the CaseMap record. See [Moving cases](#) and Managing/changing file locations topic to plan the case file move beforehand.

📄 To send annotations to CaseMap

1. In **CaseMap**, open the corresponding case.
2. In **TextMap**, select the transcript text you want to send as a new fact to CaseMap.
3. Select/highlight the annotations to be sent to CaseMap, and on the **Text & Video** ribbon, click the **Options** tab.
4. On the **Options** tab, click **Send to CaseMap**.

You can also right-click on the selected text and click **Send To**, and then click **CaseMap - New Fact**.

The Send to CaseMap - New Fact dialog box displays.

5. In the **Step 1. Link this Proceeding to CaseMap** dialog box, review the information that is automatically filled in for you, and then click **OK**.

Send To CaseMap - New Fact

Step 1. Link this Proceeding to CaseMap

1. Choose the CaseMap category for this Proceeding.

☐ Document ☐ Pleading
☒ Proceeding ☐ Research Authority
☐ Other

2. Enter a name for the new Proceeding.

Full Name: Deposition of Susan Sheridan

3. Edit the assigned short name.

Short Name: DepoSheridan

[Click here to edit the field mappings](#)

[Advanced >>](#) **OK** **Cancel**

Notice that the transcript content displays in the Text Selection box. Do not delete these brackets as they help link it to the source file. Fact Text is also selected in the Append Text Selection to list and the deposition is listed in the Source(s) field. Any annotation notes display in the Fact Text field.

If you have already sent an annotation from this transcript to CaseMap, the Step 1. Link this Proceeding to CaseMap dialog box does not display.

- You can also send note text to CaseMap after an annotation is already sent. Notes are added to the Fact Text field as mentioned above. If you add more than one note to an annotation, the annotation and its new note are added to the Facts spreadsheet as a new fact record.

- Click the **Advanced** link if you also want to add the transcript as an object in CaseMap's All Objects and Proceedings spreadsheets.

Favorite Fields	
Full Name	Deposition of Wayne Varvaro
Short Name	DepositionOfWayneVarvaro
Type +	Deposition
Date	Fri 05/23/2003
Status +	Completed
Attendees	
Linked Issues	
Linked File	id=46 - (TextMap)

Issue Linker

Options ▼ OK Cancel

Click the Save & Edit button to open the Edit Proceeding dialog box and enter additional information about the new object record, such as the type and status of the document, and any attendees present.

6. In the **Step 2 Edit the CaseMap Fact** dialog box, review the information that is automatically filled in for you.

Send To CaseMap - New Fact

Step 2. Edit the CaseMap Fact

Text Selection: [Q. How would you describe the amount of water damage to the property that you saw? Light? Medium? Heavy? Substantial? A. It was heavy. There was substantial water]

Append Text Selection to: Fact Text

Favorite Fields	
Date & Time	Fri 05/23/2003
Fact Text	I found this passage by searching using an Advanced Search for the phrase "water damage". A search for words enclosed in quotes returns hits for exactly what
Source(s)	Deposition of Susan Sheridan [%LF% pg=15 ln=14 -
Key	☒
Status +	Undisputed
Linked Issues	

Issue Linker

Options ▼ OK Cancel

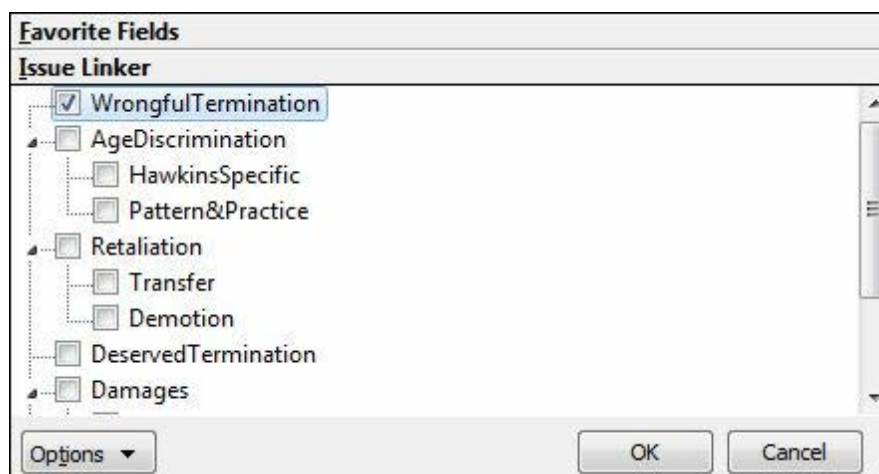
Notice that the transcript content displays in the Text Selection box. Do not delete these brackets as they help link it to the source file.

Also notice that the Append Text Select to box automatically lists the Fact Text field. You can select other columns on the spreadsheet to receive the text or click "Do Not Append" if you're entering a summary of the fact and simply want to refer back to the actual text when necessary.

Annotation notes display in the Fact Text box and will display in the Fact Text field in the Facts spreadsheet directly under the annotated text in brackets. You can turn this option off from the Tools menu by clicking Options and then clicking the Annotation tab. Next clear the Use Annotation Note for new Fact Text check box.

The deposition is listed in the Source(s) field.

7. Enter additional information about the new fact record, such as the date and time, whether the information is a key fact, and its current status.
8. Click the **Issue Linker** bar to link to case issues in the CaseMap case.



9. Click **OK** to continue.
10. In the message box, click **Yes** to view the new fact record in CaseMap.
11. In **CaseMap**, locate the new, highlighted fact record in the **Facts** spreadsheet.
12. In the **Facts** spreadsheet, click the **Paperclip** icon for the new fact record to view the linked path to the transcript in TextMap.

Facts 39 Records				
Date & Time	TEST +	Fact Text	Source(s)	Material +
05/23/03		I found this passage by searching using an Advanced Search for the phrase "water damage". A search for	Deposition of Susan.. Sheridan [%LF% pg=15	
		Hawkins promoted to Anstar Biotech Industries VP	InterviewNotes	Yes
		DepoSheridan - TextMap [%LF% pg=15 ln=14 - ln=18]		
Fri 01/09/2004 to Wed 01/21/2004		Philip Hawkins negotiates <i>draft</i> Hawkins Employment Agreement with William Lang.	Hawkins Employment Agreement	Yes

13. Click the file path to review the TextMap transcript.

In TextMap, the transcript opens to the page/line number of the annotation.

14. In the **Annotations** pane, notice that the **Linked** Fact column now contains **Yes**, indicating that the excerpt is a linked fact in CaseMap.

To remove an annotation's fact link

You can remove annotation links to fact records in CaseMap. Annotations in the transcript will remain. Deleting the links in TextMap does not delete the fact records in the CaseMap case.

1. Select the annotation(s) in the transcript or in the Annotations pane.
2. Click **Options** on the **Text & Video Tools Options** ribbon, and then click **Advanced**.
3. On the submenu, click **Remove Fact Link**.
4. In the message to remove the CaseMap link, click **Yes**.

Related Topics[About annotations](#)[Creating annotations](#)[Updating existing facts in CaseMap](#)

Exporting a Sanction clip list

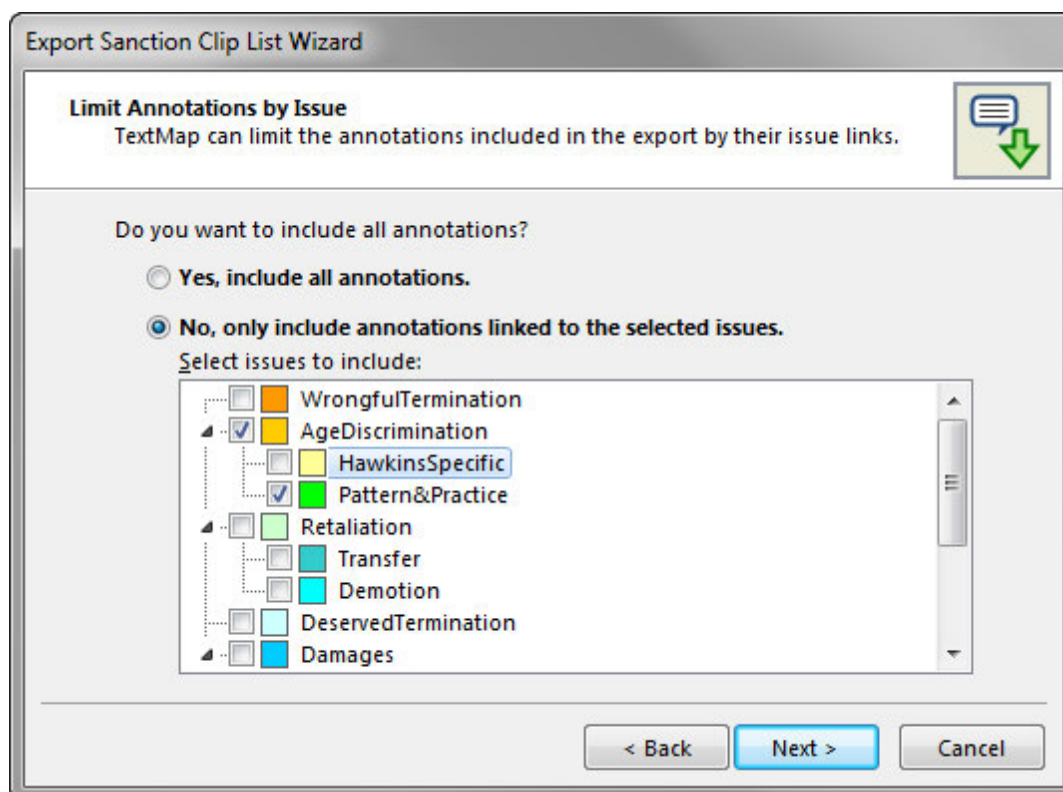
The Export Sanction Clip List Wizard allows you to export a transcript's annotations by select issues to a Sanction clip list. TextMap skips any annotations that are not linked to a selected issue. Once the text file is exported, you can then import the clip list into Sanction. Annotations display in the text file in page/line order.

To export a Sanction clip list

1. In the **Transcript** pane, select the transcript for which you want to export annotations.
2. Click **More Export** on the **Home Ribbon**, and then click **Export Sanction Clip List**.

On the File menu, you can click Export, and the Export Sanction Clip List to open the wizard.

3. In the **Export Sanction Clip List Wizard**, click **Next**.
4. On the **Limit Annotations by Issue** page, you can choose to only export annotations to the linked issues you select.



5. Click **Next** to continue.
6. On the **Output File** page, click the **Browse** button.
7. In the **Export Sanction Clip List** dialog box, navigate to the folder where you want to save the file.

The default file type is a text file.

This folder defaults to the export folder selected in the File Locations tab in the Tools > Options dialog box.

8. In the **File Name** field, type in a name for the text file, then click **Save**.
9. On the **Output File** page, click **Next** to initiate the export.
10. Click the hyperlink to view the output file.

The clip list now displays in a text file.

11. Click the **Finish** button to close the wizard.

You can now import the text file into Sanction.

Related Topics

[About exporting](#)

[Exporting annotations](#)

[Exporting videos](#)

Sending transcripts to Sanction

To assist in organizing presentations of key evidence for trial, you can connect to a case in Sanction® 3.5 and send information from TextMap to Sanction. Please refer to the [Sanction Answer Center](#) for additional information.

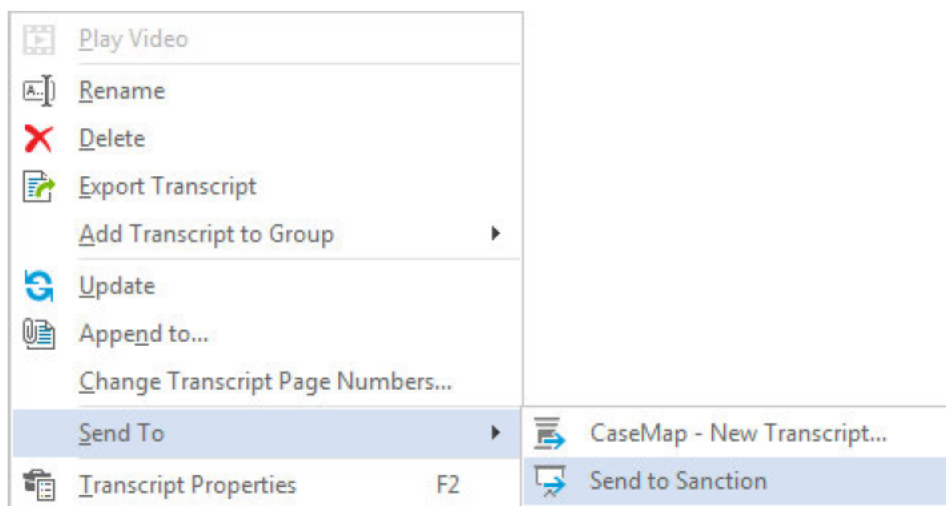
To send a transcript to Sanction

1. Open a case in **Sanction 3.5** or later.

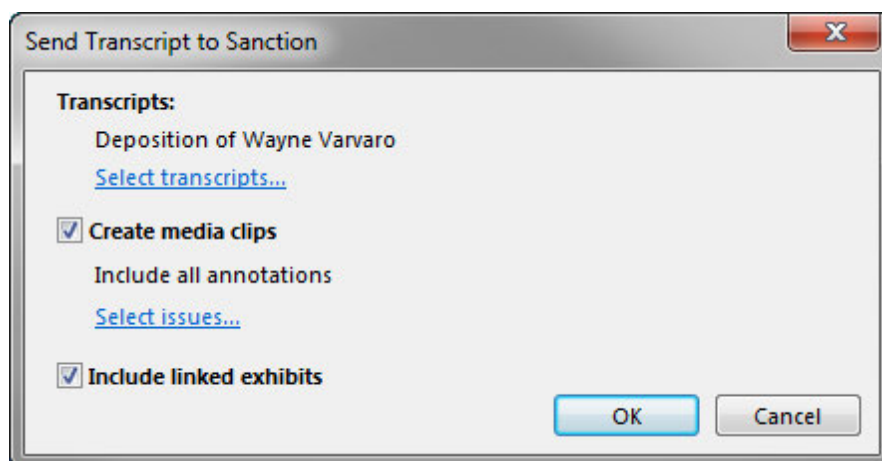
 It is necessary to have a case open in Sanction for the Send Transcript to Sanction option to be successful.

2. In the **Transcript** pane, select/highlight the transcript you want to send to Sanction.
3. On the **Transcript** menu, click the **Send To Sanction** button.

You can also right-click on a transcript in the list, click Send To, and then click Send to Sanction.



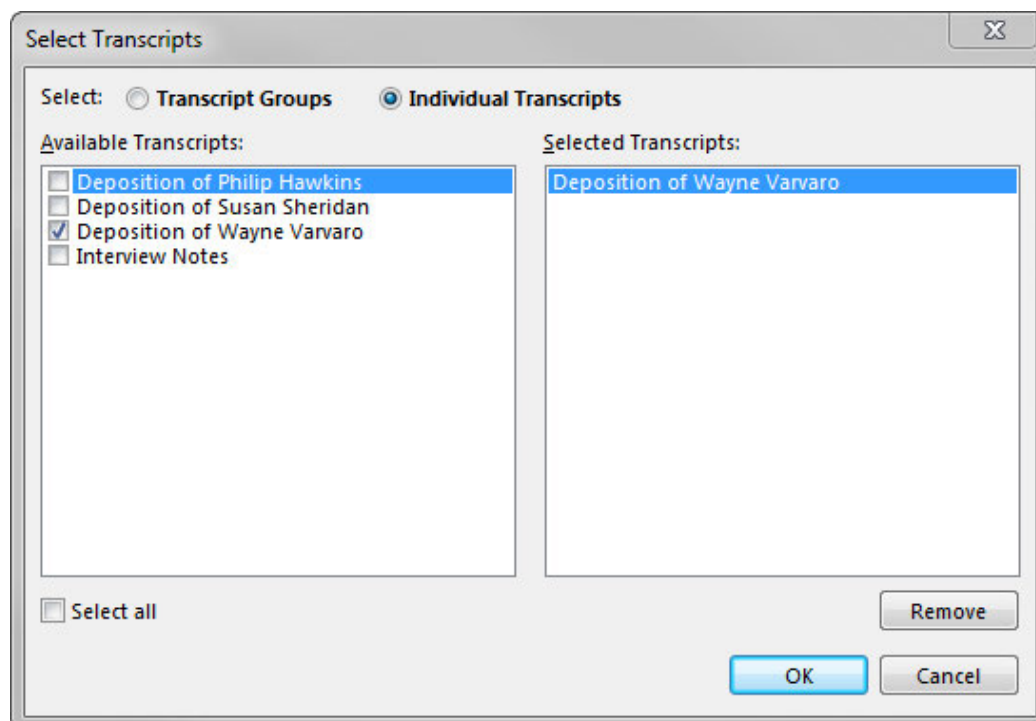
The Send Transcript to Sanction dialog box opens.



To select multiple transcripts

- a. In the **Send Transcript to Sanction** dialog box, click **Select transcripts**.
- b. In the **Select Transcripts** dialog box, click **Transcripts Groups** to list transcripts by groups, or click **Individual Transcripts** to list transcripts individually.

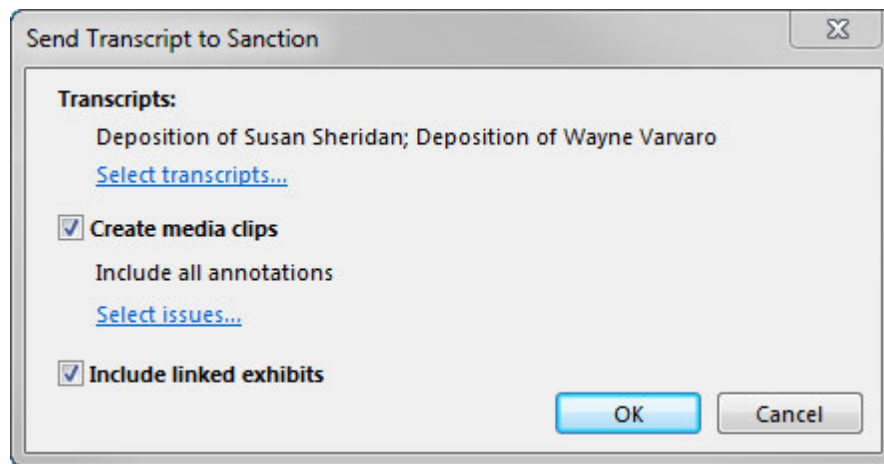
For this example, Individual Transcripts has been selected.



- c. In the **Available Transcripts** column, place a check mark beside transcript(s) to be sent to Sanction.

Optional: Place a check mark in the Select all check box to simultaneously select all transcripts.

- d. Click **OK** to display the **Send Transcript to Sanction** dialog box.



To include media clips when sending transcripts to Sanction, see [Sending annotations as Sanction media clips](#).

4. In the **Send Transcript to Sanction** dialog box, click **OK**.

Related Topics

- [About transcripts](#)
- [About annotations](#)
- [Sending annotations as Sanction media clips](#)
- [Editing videos](#)

Sending annotations as Sanction media clips

TextMap® allows you to send a single annotation, or bulk send all annotations that contains video to the LexisNexis® Sanction® application as media clips.

To send an annotation to Sanction as a media clip

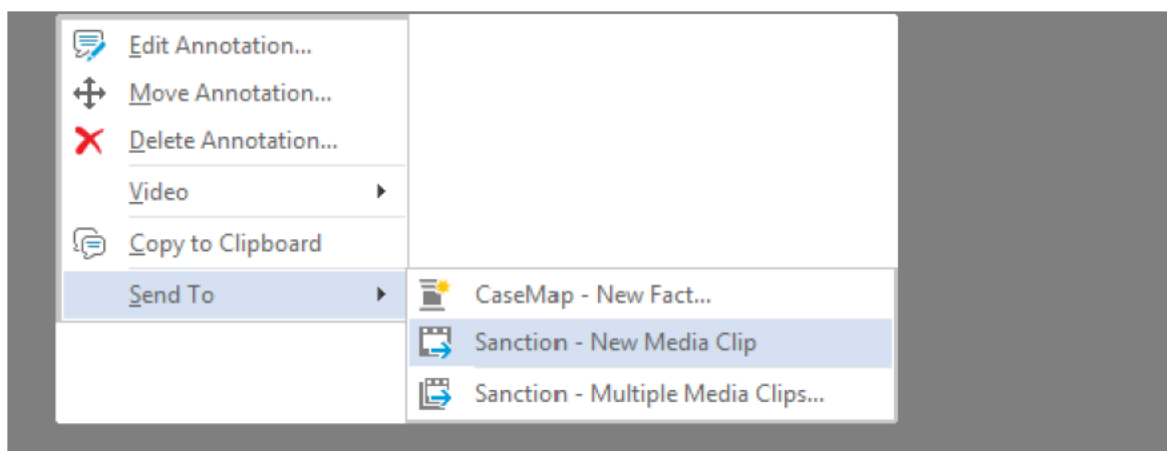
1. Open a case in **Sanction® 3.5** or later.
2. In the **Transcripts** pane, select a transcript from the list that has both annotations and video.

The video icon  indicates a transcript with video.

TRANSCRIPTS		DEPOSITION OF WAYNE VARVARO						3 ANNOTATIONS	
Arrange By: Transcript Name	Z on top	Source	Note	Linked Issues	Linked Fact	Text	Created By	Creation Time Stamp	
Interview Notes		Pg. 4 Ln: 24 - Pg. 5 Ln: 4	The county did repairs sev...	Damages	No	Q. During that time fr...	Chris Attorney	3/6/2009 7:47:13 AM	
Deposition of Wayne Varvaro		Pg. 5 Ln: 13 - 18	Varvaro explains the proc...	Pattern&Practice	No	Q. Okay, Thank you ...	Chris Attorney	3/6/2009 7:47:19 AM	
Deposition of Susan Sheridan (DRAFT)		Pg. 7 Ln: 13 - 17	County does not turn indi...	Background	No	A. No, sir. We don't...	Chris Attorney	3/6/2009 7:48:31 AM	
Deposition of Philip Hawkins									
Deposition of Joan Turner Vol 2									

- Click on the annotation to be sent to Sanction.
- On the **Create & Edit** tab of the **Text & Video Tools** ribbon, click **More**, and then click **Send Media Clip to Sanction**.

You can also right-click on the annotation to be sent, select **Send To**, and then click **Sanction - New Media Clip**.



If adjustments have been made to the start and stop times of a video, those adjustments will be retained when the media clip(s) are sent to Sanction. See [Editing videos](#) for additional information.

To bulk send annotations as Sanction media clips

- Open a case in **Sanction® 3.5** or later.
- In the **Transcripts** pane, select a transcript from the list that has both annotations and video.

The video icon  indicates a transcript with video.

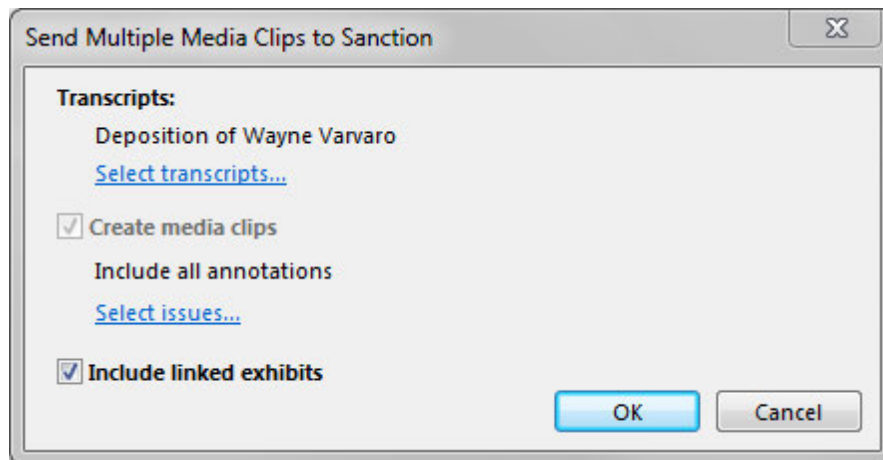
TRANSCRIPTS		DEPOSITION OF WAYNE VARVARO						3 ANNOTATIONS	
Arrange By: Transcript Name	Z on top	Source	Note	Linked Issues	Linked Fact	Text	Created By	Creation Time Stamp	
Interview Notes		Pg. 4 Ln: 24 - Pg. 5 Ln: 4	The county did repairs sev...	Damages	No	Q. During that time fr...	Chris Attorney	3/6/2009 7:47:13 AM	
Deposition of Wayne Varvaro		Pg. 5 Ln: 13 - 18	Varvaro explains the proc...	Pattern&Practice	No	Q. Okay, Thank you ...	Chris Attorney	3/6/2009 7:47:19 AM	
Deposition of Susan Sheridan (DRAFT)		Pg. 7 Ln: 13 - 17	County does not turn indi...	Background	No	A. No, sir. We don't...	Chris Attorney	3/6/2009 7:48:31 AM	
Deposition of Philip Hawkins									
Deposition of Joan Turner Vol 2									

- Select the annotations to be sent to Sanction to display the **Text & Video Tools** ribbon.

4. On the **Options** tab, click **Send Multiple Media Clips**.

You can also right-click on the annotations to be sent, click Send To, and then click Sanction - Multiple Media Clips.

5. In the **Send Multiple Media Clips to Sanction** dialog box, perform all applicable steps:



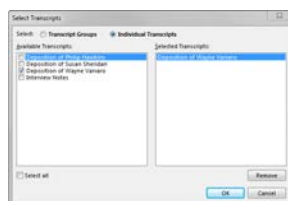
To select multiple transcripts

- a. In the **Select Transcripts** dialog box, click **Transcripts Groups** to list transcripts by groups, or click **Individual Transcripts** to list transcripts individually.

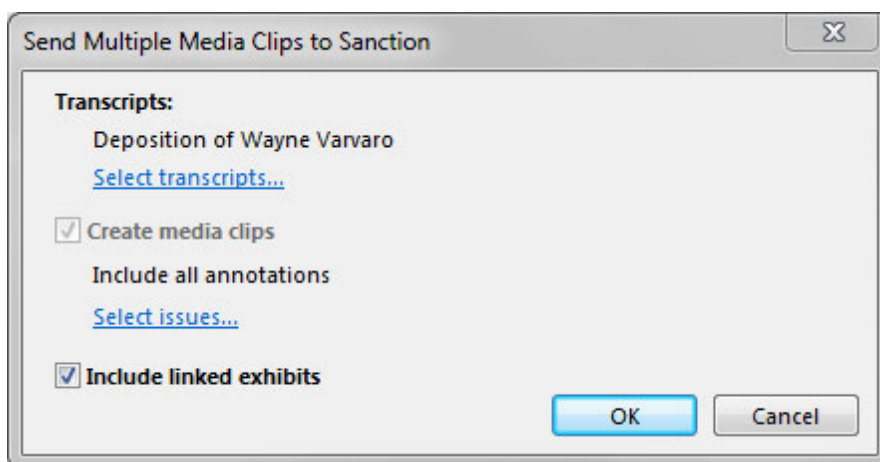
For this example, Individual Transcripts is selected.

- b. In the **Available Transcripts** column, place a check mark beside the transcript(s) to be sent to Sanction.

Optional: Place a check mark in the Select all check box to simultaneously select all transcripts.

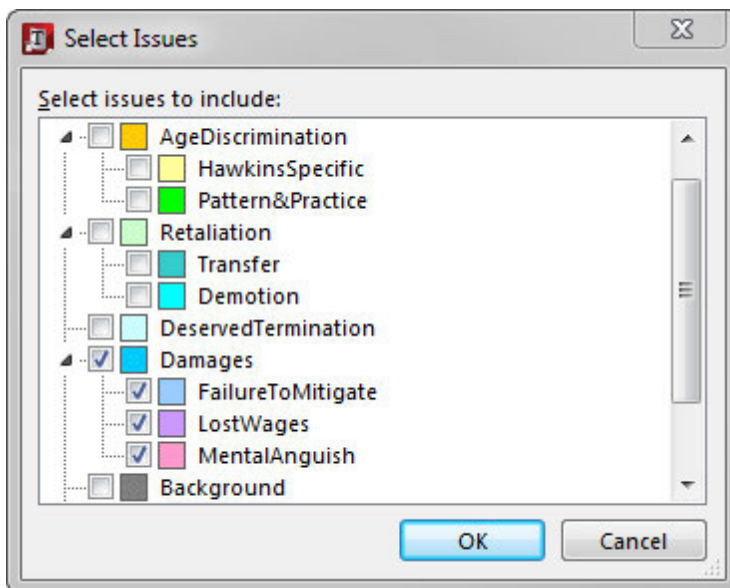


- c. Click **OK** to display the **Send Multiple Media Clips to Sanction** dialog box.

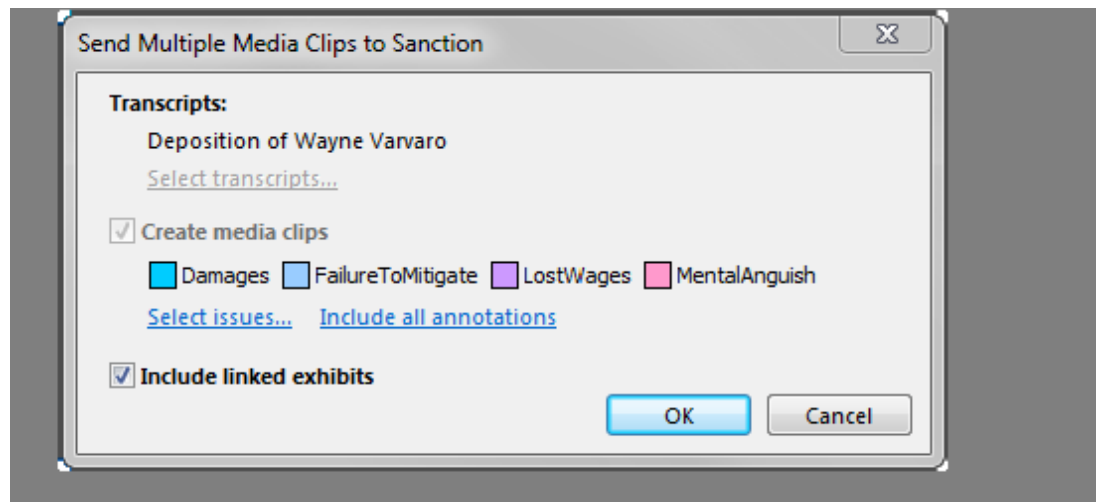


To send media clips by issue

- a. In the **Send Multiple Media Clips to Sanction** dialog box, click **Select issues** to open the **Select Issues** dialog box.
- b. In the **Select Issues** dialog box, select (place a check mark) beside the issue(s) associated with media clip(s) to be sent to Sanction.



- c. Click **OK** to display the information being sent to Sanction.



The issues selected here are recalled the next time the Send Multiple Media Clips to Sanction dialog box is opened, unless otherwise changed.

- d. Optional: Click **Include all annotations** to deselect the issues selected in the step above and to return to sending all annotations to Sanction.
- e. Click **OK** to continue.

Related Topics

[About transcripts](#)
[About annotations](#)
[Sending transcripts to Sanction](#)
[Editing videos](#)

Keyboard Shortcuts

Using keyboard shortcuts

TextMap offers numerous keyboard shortcuts for the application, transcripts, annotations, dialog boxes, and lists, and for searching and editing transcripts. You can also create your own keyboard shortcut and edit existing shortcuts.

You can print a hard copy of the keyboard shortcuts for reference by printing the [TextMap Quick Reference Card](#).

Available Keyboard Shortcuts:

General

The following list includes the default keyboard shortcuts you can use in TextMap for the software application.

Keyboard Shortcuts: General	
Shortcut Keys	Use
F1	Opens online help.
F2	Opens Transcript Properties dialog box.
Alt + F1	View or hide the Navigation pane when transcript is open.
Ctrl + 2	Opens the Exhibits and Video pane in the Navigation pane.
Ctrl + 3	Opens Annotation Detail in the Navigation pane.
Ctrl + 6	Opens and closes the Annotations pane.
Shift + F10	Displays the shortcut (right-click) menu that includes the Send Transcript to CaseMap, Hyperlink, Send To, and Annotation Mode functions.
Ctrl + N	Creates a new case. Closes your current case.
Ctrl + O	Opens a message box to register a CaseMap Server.

Dialog Box

The following list includes the default keyboard shortcuts you can use in TextMap for dialog boxes.

Keyboard Shortcuts: Dialog Boxes	
Shortcut Keys	Use
Spacebar	Toggles the state of check boxes or option boxes.
Esc	Cancels out of dialog boxes.
End	Moves cursor to the last item in a list.
Tab	Moves cursor left to right and top to bottom.

Keyboard Shortcuts: Dialog Boxes

Shortcut Keys	Use
Shift + Tab	Moves cursor right to left and bottom to top.
Ctrl + Left or Right Arrow	Moves cursor one word at time left or right.
Ctrl + Shift + Left or Right Arrow	Selects one word at a time to the left or right of cursor.
Delete	Deletes the characters or contents of a text box.

 List

The following list includes the default keyboard shortcuts you can use in TextMap for lists.

Keyboard Shortcuts: Lists

Shortcut Keys	Use
Home	Moves cursor to the first item in a list.
End	Moves cursor to the last item in a list.
Tab	Moves cursor to the left or right of an item in a list.

 Annotations and Redactions

The following list includes the default keyboard shortcuts you can use in TextMap for annotations and redactions.

Keyboard Shortcuts: Annotations and Redactions

Shortcut Keys	Use
Ctrl + F7	Displays first annotation in the Annotations pane.
F7	Displays previous annotation in the Annotations pane.

Keyboard Shortcuts: Annotations and Redactions

Shortcut Keys	Use
Ctrl + F8	Displays last annotation in the Annotations pane.
F8	Displays next annotation in the Annotations pane.
Alt + H	Toggles the state of check boxes or option boxes for the Highlighting section in the Annotations pane.
Ctrl + R	Opens the New Redaction dialog box.

Transcript

The following list includes the default keyboard shortcuts you can use in TextMap for transcripts. You can also customize keyboard shortcuts.

Keyboard Shortcuts: Transcripts

Shortcut Keys	Use
Home	Moves cursor to the beginning of a line.
End	Moves cursor to the end of a line.
Ctrl + Home	Moves cursor to the beginning of the transcript.
Ctrl + End	Moves cursor to the end of the transcript.
Insert	Open the New Annotation dialog box when text is selected.
Ctrl + F	Opens the Find dialog box.
Ctrl + G	Opens the Go To dialog box.
Ctrl + I	Sends information to CaseMap when text is selected.
Ctrl + K	Opens new hyperlink wizard when text is selected.
Shift + F10	Displays the right-click menu when text is selected.
Left or Right Arrow	Moves cursor to left or right.
Up or Down Arrow	Moves cursor up or down.

Keyboard Shortcuts: Transcripts

Shortcut Keys	Use
Ctrl + Shift + Left or Right Arrow	Selects letters to left or right of cursor.
Ctrl + Shift + Up or Down Arrow	Selects lines to the left or right of the cursor to the beginning or the end of the line.
Ctrl + Left or Right Arrow	Moves cursor one word at time left or right.

 Transcripts pane

The following list includes the default keyboard shortcuts you can use in TextMap for navigating transcripts in the Transcripts pane. You can also customize keyboard shortcuts.

Keyboard Shortcuts: Transcripts pane

Shortcut Keys	Use
Left Arrow	Collapses a selected transcript group when the group name is selected.
Right Arrow	Expands a selected transcript group when the group name is selected.
Up or Down Arrow + Enter	Navigates transcripts within the Transcript pane. Press Enter to display the selected transcript in the Transcripts window.

 Search

The following list includes the default keyboard shortcuts you can use in TextMap for searching. You can also customize keyboard shortcuts.

Keyboard Shortcuts: Search

Shortcut Keys	Use
Ctrl + 2	Cancels out of message boxes.

Keyboard Shortcuts: Search

Shortcut Keys	Use
Ctrl + S	Moves cursor to the last item in a list.

Search Results

The following list includes the default keyboard shortcuts you can use in TextMap for search results. You can also customize keyboard shortcuts.

Keyboard Shortcuts: Search Results

Shortcut Keys	Use
Ctrl + F4	Moves cursor to first result.
F4	Moves cursor to previous search result.
Ctrl + F5	Moves cursor to last result.
F5	Moves cursor to next search result.

Editing

The following list includes the default keyboard shortcuts you can use in TextMap for editing. You can also customize keyboard shortcuts.

Keyboard Shortcuts: Editing

Shortcut Keys	Use
Ctrl + A	Selects all the text in a transcript.
Ctrl + C	Copies selected text in a transcript to the clipboard.
Ctrl + Alt + C	Copies selected text in a transcript, including page line to the clipboard.
Ctrl + V	Pastes text from the clipboard.

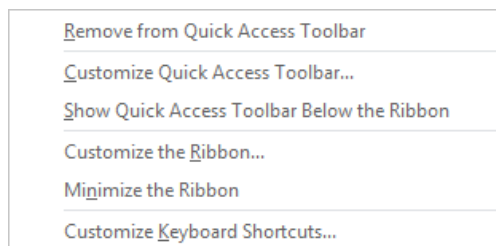
[Related Topics](#)[Creating or editing keyboard shortcuts](#)

Creating or editing keyboard shortcuts

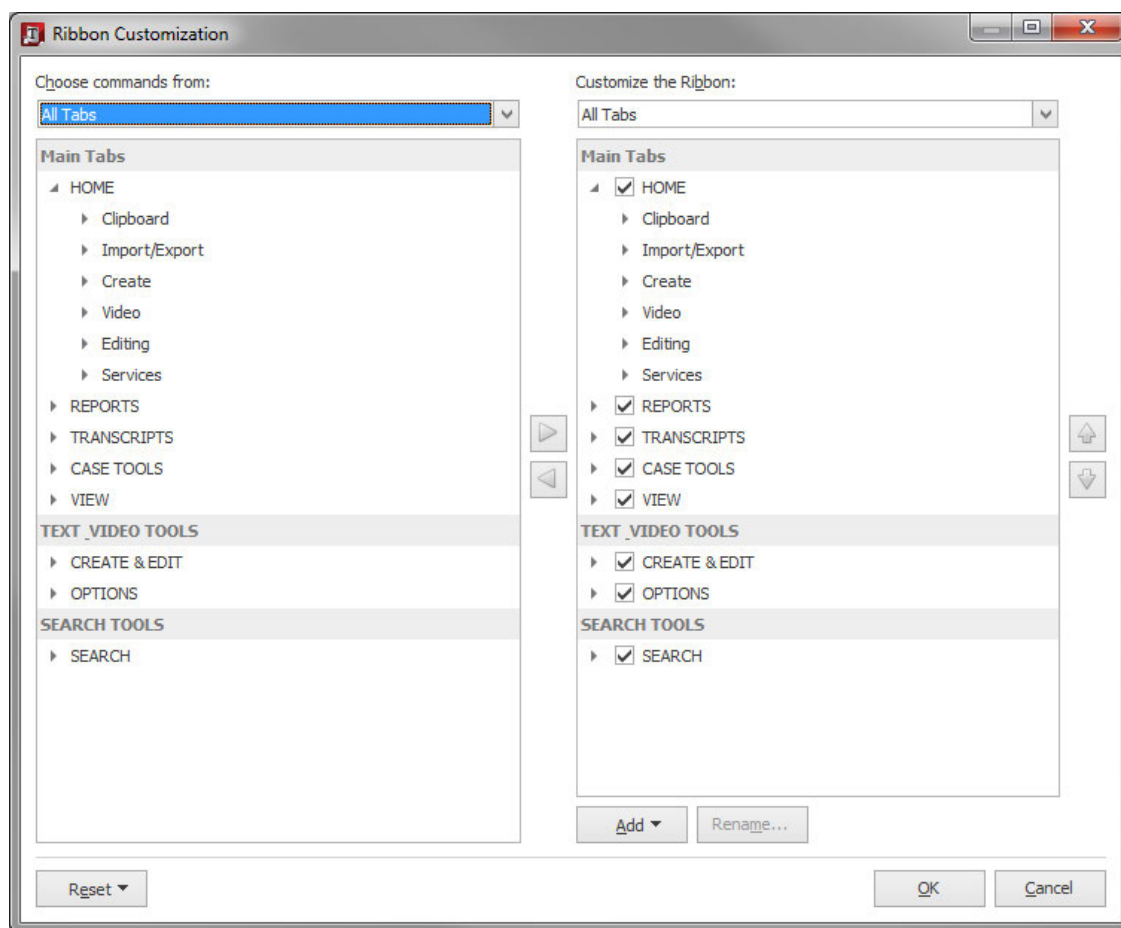
TextMap offers numerous keyboard shortcuts to address most all of your needs. You can add or edit a shortcut key, if the need arises.

[To customize ribbons](#)

1. In **TextMap**, right-click on the **Quick Access** toolbar or on any ribbon to display the set of menu options.



2. Click **Customize the Ribbon**.
3. In the **Ribbon Customization** dialog box, in the **Choose commands from** box, select an applicable option from the list.



4. Under the **Customize the Ribbon** heading, place a check mark next to the tab(s) to be displayed.
5. Use the applicable up  or down  arrow to place appropriately.
6. **Optional: To add a new tab**
 - a. Under the **Customize the Ribbon** heading, select the tab/area where the new tab is to be added.
 - b. Click the **Add** button and then click **Add New Tab**.
A new tab is added.
 - c. Click the **Rename** button.
 - d. In the Display name box, enter a new name for the tab.
 - e. Click **OK**.
The new name is displayed.
 - f. Click **OK** to close the **Ribbon Customization** dialog box.

7. **Optional: To reset customized ribbon settings**

- a. Click the **Reset** button in the bottom left-hand corner and select:

Reset on selected tab to reset only settings for the selected tab.

Reset all customizations to reset all customized settings back to the default system settings.

- b. Click **OK**.

8. Click **OK** to close the Ribbon Customization dialog box.

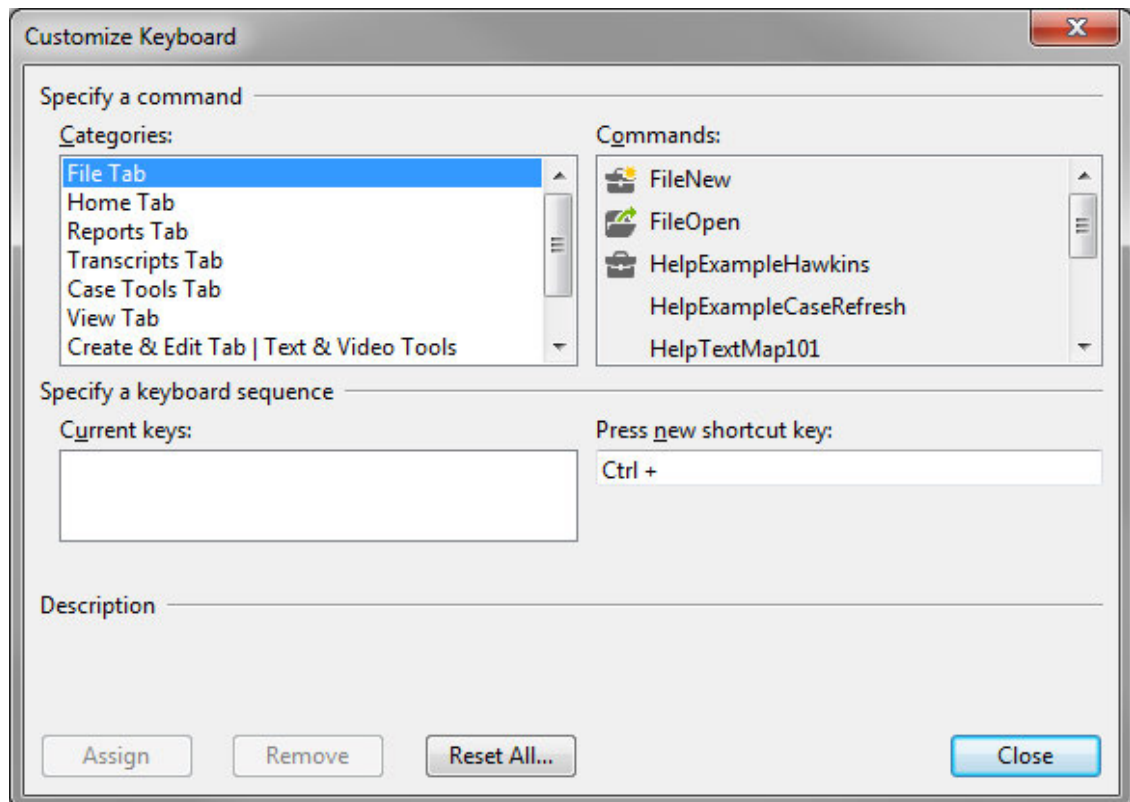
An updated toolbar displays.

 To create or edit keyboard shortcuts

1. Right-click on the **Quick Access** toolbar or any ribbon, and on the menu list, select **Customize Keyboard Shortcuts**.

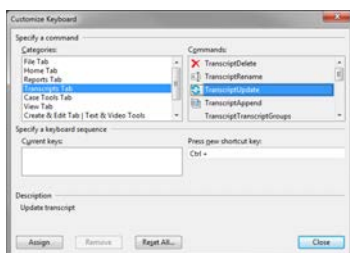
You can also right-click on any ribbon.

2. In the **Categories** list of the **Customize Keyboard** dialog box, select the menu for which you want to assign a command.



4. In the **Commands** list, select the command (or action) you want to use.

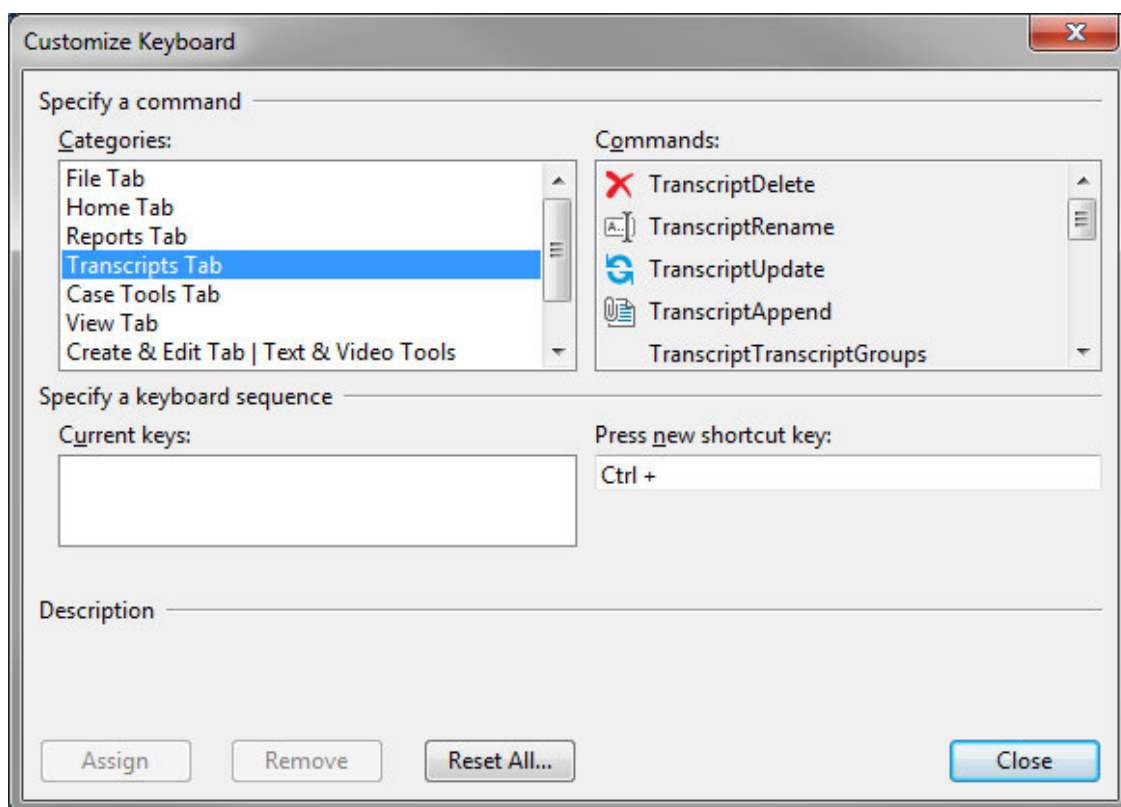
If there is already a keyboard shortcut for this category or command, it will display in the Current keys box with a description below indicating its current use.



5. In the **Press new shortcut key** box, type in the shortcut key you want to use (ex: Ctrl + D).
6. Click the **Assign** button to save the custom shortcut key.
7. Click **Close** twice to return to TextMap.

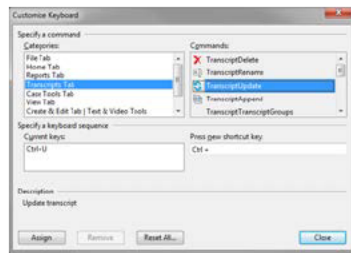
To unassign an existing keyboard shortcut

1. Right-click on the **Quick Access Toolbar**, and then select **Customize Keyboard Shortcuts**.
2. In the **Categories** list of the **Customize Keyboard** dialog box, select the menu for which you want to unassign a command.



3. In the Commands list of the **Customize Keyboard** dialog box, locate the associated

command for the keyboard shortcut.



4. In the **Current keys** box, highlight the keyboard combination and click the **Remove** button.
5. Click **Close** to return to TextMap.

 If you click the Reset All button, all key commands return to their original default settings.

Related Topics

[Using keyboard shortcuts](#)

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