

MASTERFILE



QUICK START -- CONCEPTS & TUTORIAL

General Information

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Legal information

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Overview

Whether you're involved in:

- litigation,
- investigative journalism,
- environmental, criminal, fraud or other investigations,
- historical or scientific research,
- undergraduate or postgraduate research,
- hearings, tribunals, commissions or inquiries,
- arbitration,
- legal research,

MasterFile has been designed from the ground up to help you plan, set out and substantiate your case, whether it's for a court of law, for the court of public opinion or for your peers.

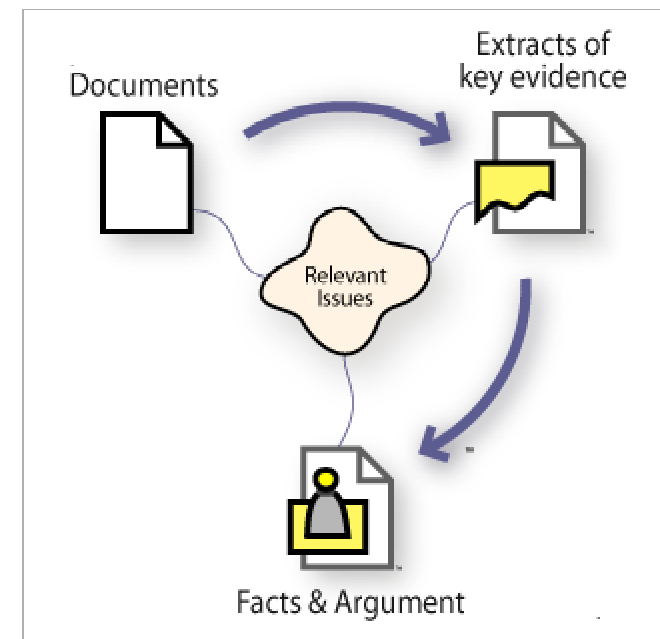
At its heart, making your case is about proving the facts related to each issue with concrete argument -- and substantiating that with key extracts from the evidence.

MasterFile's unique repository stores and manages not only your investigation, story or research project's documents (native or PDF format) and extracts of key evidence but also its facts. In fact, MasterFile is the only software that manages all three. Issues, players and events are also all right at your fingertips so you can explore relationships between everything fluidly, effortlessly.

More importantly, MasterFile is the only software that lets you actually set out your argument to prove your point and make your case. Plus, you'll be able to substantiate your argument with direct links to supporting documents and key evidence, point by point -- because a crucial piece of evidence has no value unless it's relied upon in argument to prove a point.

More than a "document database", MasterFile is designed around the simple concept illustrated to the right:

- a. Sifted from your documents and other evidence such as authorities, transcripts, photographs, and audio/video segments, etc., are the key extracts that you rely on in your argument to prove the facts. When you set out your



actual argument, you substantiate it point by point with direct links to supporting documents and key evidence.

- b. To help you organize and stay on top of mountains of documents, extracts and facts, MasterFile lets you link them to relevant issues, players or other topics (such as locations, suspects, etc.) and set follow up questions that need to be addressed.

More than a "document database", MasterFile features three novel integrated tools that work like, and are as easy to use as, your e-mail software to manage your key extracts of evidence, issues and facts, and, of course, your documents:

- i. A unique Document Repository to store evidentiary and other documents, including new word processing, spreadsheet, and other work product files, related to your case, investigation, research, project, etc.
- ii. An exclusive Extract Repository to manage extracts from your documents because extracts contain your key evidence and need to be constantly available and visible.
- iii. A novel Fact Management System which lets you not only define and manage the relevant facts, but more importantly, set out your argument and thoughts with respect to the facts and issues - as well as any counter-arguments, risks and exposures you face.

Information is entered using "profiles" which are simply forms you complete just like an e-mail message. MasterFile has three profiles, each corresponding to the above three tools.:

- **Document profiles** -- to store your case/project's evidence and work product - including translations in other languages. This eliminates the need for expensive third party document management systems.
- **Extract profiles** -- for critical passages or evidence extracted from large documents like depositions, journal articles, electronic transcripts, contracts or authorities and research. Extract profiles ensure critical evidence is not lost or forgotten and save you hours of rereading to locate it again.
- **Fact profiles** -- to set out each relevant fact, its sources, and your argument, point by point, with direct links to the supporting documents and key extracts,

These profiles are accessed through MasterFile's 50 different views, which like the in-box of your e-mail program, let you browse and quickly find the information you need without complex searches.

Our research has shown that in 90% of situations, when people know the document they are looking for, they are able to pinpoint it very quickly if the document database was **not** organized by mimicking a “filing cabinet” but was instead organized by date, by author, by recipient, by document type and by issue/topic, and they are able to simply browse these categories rather than being always required to do a search.

You can of course use MasterFile's sophisticated and comprehensive full text search whenever you need.

MasterFile's repository stores, organizes and indexes everything: scanned document images, transcripts, authorities, research, electronic evidence such as photographs, extracts, facts, notes, etc. You can store a document in native and PDF formats simultaneously, and using the optional OCR/PDF Evidence Cruncher, OCR images or convert other formats into PDF.

Comprehensive document management features let you create and edit your own files from within MasterFile. All your work -- reports, research, drafts, correspondence, pleadings, etc. -- is in one place in MasterFile, eliminating the need for conventional document management systems which:

- require extensive expertise to setup on workstations and servers,
- are complex and often restrict functionality to use when mobile, and
- are costly to purchase, install, train, support, backup, maintain and upgrade.

MasterFile has been specifically designed to allow rapid and cost efficient deployment for small and medium sized research, litigation or project files: those between a less than a hundred and 50,000 pages. It's also transparent. One user can start with key documents from one case or investigation file and incrementally expand its use, without disrupting technology infrastructure or current practices, to hundreds of files and users.

Quick Start -- Concepts

In this section, we'll first show you around MasterFile so you become familiar with its interface and concepts. The tutorial which follows, then walks you through the process of creating a new database, loading a document, and creating extracts and facts from it.

During MasterFile installation, the following two video tutorials are copied to your disk:

We suggest you watch the:

- Master File Concepts video and
- MasterFile Tutorial video

on our website at:

https://masterfile.biz/resources/videos/#quick_start

You'll also find the following videos helpful:

- Documents: a more detailed explanation about MasterFile's document repository.
- Extracts: demonstrates MasterFile's extract repository.
- Facts: an in-depth look at MasterFile's unique Fact Management System.

on our website at:

<https://masterfile.biz/resources/videos/#features>

Moving around in MasterFile

Using menu panels

MasterFile's main window, looks and works in the same manner as e-mail software; however, it lists documents, extracts and facts instead of e-mail messages.

All of MasterFile's document views and functions are found on two fly-out "menu panels": the "left" (which displays views of documents, facts, players, etc. of the case or research project) and the "right" has actions and functions you perform, as shown here.

All menu panels have a common appearance:

- Dark grey buttons group similar views or functions together.
- Light grey buttons, **all on the left panel**, open different views to its right; the views display a selection of profiles sorted and categorized according to the view, just as the in-box in your e-mail program lists e-mail you've received and the sent-box lists e-mail you've sent.
- Blue buttons, **all on the right panel**, perform commands or functions on the profiles or on the database itself.
- We refer to views on the left panel as [L+] and commands on the right panel as [R+].
- NOTE: If you have a narrow screen or prefer a wider view, you can move the right menu panel below the left menu panel and simply hide the right menu panel away using the option in [R+ Administration/User Settings].

Throughout MasterFile you will notice small triangles. These control visibility of sections. Click on them to expand and reveal a section. Click on it again collapse and hide the section.



Using the document views

Views are similar to e-mail folders, but instead of listing e-mails, views display MasterFile document, extract and fact profiles.

However unlike e-mail folders, where you drag e-mails into them yourself, views search the database for a set of documents and display them grouped and sorted in a specific way.

MasterFile's 50 views automatically keep evidence, research, correspondence, etc. and their extracts sorted and grouped by your own topics and issues, by document types, by author, by relevance, etc. Simply browsing the MasterFile database lets you find what you need quickly, although you can also search the database if you prefer.

To see one or more documents, select them and click on [R+ General/View documents].

The view on the right shows documents "by Document type". Under "Transcripts" and "Transcripts -- all", four documents are shown.

Doc Date	From --> To
03.Aug.2003	Lorie Woods
27.Jul.2003	Jeff Landenburg
07.Jul.2003	Debbie Varney
14.Jun.2003	Steven Doherty

Most views also organize documents into further sub-categories. For example, you can view documents grouped by author and then for each author:

- by recipient, and
- by relevant issues/topics/players.

At right is the "by From; To" view which groups documents by author, and then for each author, by recipient in descending date order.

At right is the "everything: by Issue/Topic" view. This groups all documents, extracts and facts by the issues, topics, or players they are linked to.

The "Documents" section under "Sky High Elevators knew parts were defective" has been expanded to reveal the documents related to that issue.

	Doc Type	Doc Date		From --> To	Document/Extract/Player Summary of
▶					Customer liability
▼					Factual Issues
▶					Brake clamping bolts
▶					Brakes and cables were both defective
▶					Brakes were not maintained properly
▼					Sky High Elevators knew parts were defective
▼					Documents
	Affidavit	01.Jul.2003	Theirs	Steven Doherty	Affidavit stating that Sky High knew the directed the parts be used
	Report	21.Feb.2002	Theirs	Janice Braken	Brakes safety test - ORIGINAL report it didn't appear the brakes were safe
	Report	13.May.2001	Theirs	Janice Braken	Cables safety test - ORIGINAL report it didn't appear the cables were safe
▶					Extracts
▶					Facts -- by relevance
▶					Players
▶					Sky High Elevators provided fraudulent reports

Browsing extracts in views

Usually only small extracts of large documents are important to an argument. Keeping track of and managing every one of these extracts is vital since they have the most critical evidence.






The Extract Repository is a unique MasterFile feature which presents documents and summaries of their extracts together, letting you see what's important at a glance and saving you hours of rereading.

MasterFile views display extract profiles in several different ways:

- Under the main document from which the extract was taken.
- On a separate line in the "by Issue/Topic views" and
- In Extract views, which only list extract profiles.

For example, shown in blue, at right, are five key extracts taken from Steven Doherty's June 15, 2003 transcript.

The small yellow torn page icon at the beginning of the row tells you the row is an extract and not a document profile.

	Doc Date	From --> To	Whose	Summary
▶				Agreements
▶				Authorities
▶				Communications
▶				Court Documents
▶				Miscellaneous
▼				Transcripts
▶				Deposition
▶				Examination for discovery
▼				Transcripts -- all
▶	03.Aug.2003	Lorie Woods	Ours	Deposition to confirm that she took the minutes document is correct
▶	27.Jul.2003	Jeff Landenburg	Theirs	Deposition of Sky High's CEO
▶	07.Jul.2003	Debbie Varney	Theirs	Deposition of Sky High's production manager
▼	15.Jun.2003	Steven Doherty	Ours	Examination of Chief Engineer - He revealed that he was aware of the manufacturing defects, but he directed that the parts be used because there were no alternatives.
	0001.07 -- Doherty was asked what the internal test reports showed. He replied the tests showed that 89 brake sets were defective.			
	0002.20 -- Doherty asked what happened to the parts. He replied they were put into production instead of being discarded.			
	0004.03 -- Doherty asked why they were put into production. He replied senior management decided to use them because there was too much to discard.			
	0005.04 -- Doherty asked when the faulty parts were made -- replied 17.Feb.2002			
	0005.12 -- Doherty asked when was the decision to put the faulty parts in production made -- but perhaps while he was away on vacation between 18.Apr.2002 and 27.May.2002			

Folders

Besides views, MasterFile allows you to create private and public folders, similar to those in e-mail programs. These let you collect related material whether documents, extracts or facts.

Views automatically search a MasterFile database and list relevant profiles. Folders only display the profiles you specifically put in them grouped, categorized and sorted like views. Profiles placed in folders will still remain in all views.

Folders look and feel very similar to views and when you create a folder you must choose an existing MasterFile view on which to base the folder's design. Shown at right is the folder "Co-counsel" which was based on the design of the "everything: by Issue/Topic" view and mimics the view's organizational structure. For example, if you need to create a chronology from certain but not all chronology events, you can make a folder that is based on the chronology view design and drag those specific events in.

The screenshot displays the MasterFile interface. On the left, a folder tree is visible under the heading "Arcade v Sky High". The tree includes folders such as Documents, Research, Extracts, Facts, Chronologies, Everything, Evidence Cruncher, Near Duplicates, Pleadings : Disclosures, Things to do, Folders, Co-counsel, Deposition Kits, Janice Braken, Steven Doherty, Explore results, Z Admin, Keywords : Players, and Miscellaneous. On the right, the view for the "Co-counsel" folder is shown. It features a table with columns for "Doc Type" and "Doc Date or Evnt --> End". The table content is as follows:

Doc Type	Doc Date or Evnt --> End
Liability	
Customer	
Facts -- by relevance	
Fact	
Manufacturer	
Documents	
Statute	12.Oct.1999
Facts -- by relevance	

Full text searching

MasterFile's full text index and search capability lets you search for anything: documents, transcripts, OCR text, extracts or facts based on their content, your notes, argument, etc.

The full text engine is extremely quick and very easy to use with many features, as shown on the right. You can search:

- the content,
- for word variants created by suffixes or "fuzzy search" for similar matches,
- with logical, wild card, and proximity (paragraph or sentence) operators.

Shown at right is a search for documents containing the word "metallurgy". Note that although "metallurgy" has been misspelled as "metallry", fuzzy search is active and three documents containing "metallurgy" were still found and listed, sorted by relevance. The preview pane displays the word "metallurgy" highlighted in the document profile selected.

To update the index, click on [R+ General/Update full-text index]

Scanned document images must be OCR'd for searching using MasterFile's Evidence Cruncher. If images have not yet been loaded into MasterFile, you the also the option to OCR them with another product prior to loading.

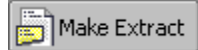
The screenshot shows the MasterFile search interface. At the top, a search bar contains the text "metallry" and a "Search" button. Below the search bar, there are several tabs for search conditions: "Date...", "Author...", "Field...", "Form...", "Multiple words...", and "Fill o...". Under the "Options" section, there are checkboxes for "Use word variants ('cat' will also find 'cats')", "Fuzzy search", and "Search in results". There are also buttons for "Save search...", "Load search", and "Max results...". The search results are displayed in a table with columns: "Doc Date", "Doc #", "Doc Type", "From --> To", "Whose", and "Summary". The results are sorted by relevance, with the top result being an "Expert Report" dated "04.May.2003" by "Rob Lee". Below the table, there is a toolbar with icons for "Add to Existing Fact", "Make Fact", "Make Extract", "Explore", and "La...". At the bottom, there is a section for "Additional Information" with a sub-section for "Related Documents". One of the related documents is an "Expert Report" dated "04.May.2003" by "Rob Lee" with the word "Metallurgy" highlighted in red.

Doc Date	Doc #	Doc Type	From --> To	Whose	Summary
04.May.2003		Expert Report	Rob Lee	Ours	Metallurgy rep
06.May.2003		Letter	Alfred --> Jim	Ours	Forwarding Le with the cables inspection rep inspected regu
01.Jul.2003		Affidavit	Rob Lee	Ours	Reaffirming rep

Understanding Extract Profiles

For critical extracts of documents, MasterFile provides the Extract profile.

To create an extracts from depositions, articles, transcripts, contracts, affidavits, etc., select the text in the "OCR/Transcript/Full Text of Document" field of the document profile and click on the "Make Extract" button



at the top of the document profile.

Once in MasterFile, extracts can be assigned issues, searched, etc. just like any other document. And they appear in all of MasterFile's views so critical evidence can always be found again quickly and not forgotten or lost amongst hundreds of "notes" or "annotations".

Extract -- 0002.20 -- Examination for discovery -- 15.Jun.2003 -- Author: Steven Doherty

0002.20 -- Doherty asked what happened to the parts. He replied they were put into the production runs and used instead of being discarded.

▶ Document Profile

▼ **Primary Information**

Extract [?]

2.20	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam
2.21	nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam
2.22	erat, sed diam voluptua. Lorem ipsum dolor sit amet, consetetur
2.23	sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore
2.24	et dolore magna aliquyam erat, sed diam voluptua. Lorem ipsum dolor
2.25	sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod

Required Information

? Segment type and number	Page.Line: 0002.20
? Summary	Doherty asked what happened to the parts. He replied they were put into the production used instead of being discarded.

Things to do

? To add to facts & why	<input type="radio"/> For us <input type="radio"/> Against us <input type="radio"/> To decide <input type="radio"/> No choice
? Questions raised	Sky High -- What were the locations where the faulty parts were used?
? Reminders	
? Reminder notes	

Links

? Links to issues, players or subject index topics	Factual Issues\Sky High Elevators knew parts were defective
--	---

The Argument Toolbox: Setting out and substantiating the facts and argument for your case or research

Using fact views -- the dashboard

With MasterFile, you can also keep all the facts, issues, players and events of your cases or research right at your fingertips, letting you explore the relationships between them effortlessly.

The facts of a case, research, thesis or investigation are set out and assessed by relevance (high, medium, low, etc.), impact (for or against you or parties/hypotheses of an investigation, etc.), status (disputed, stipulated, etc.), and so on. MasterFile's unique Fact Management System views, like the one shown at right, act as a dashboard showing you visually how your case is shaping up - where your argument is weak, where you're on solid ground and where you're exposed - i.e. more work is needed.

For example, at right in the "facts: by Relevance" view, facts shaded green are highly relevant and strongly for you. Facts shaded red are the opposite. Yellow facts are of medium relevance and may be for or against you.

Facts can also include event chronologies, hypotheticals, assumptions, conclusions and findings from authorities.

	%age	Impact Assessment	Status/Type	Fact
High				
	60%	For us	Our Authority	Section 123 of the Manufacturer's liability statute s accidents due to testing deficiencies is always the manufacturer's responsibility.
	70%	Against us	Hypothetical	The brake clamping bolts were too tight and that ca brake failures
	95%	The Smoking Gun	Disputed by them	The elevators are faulty and Sky High knew it.
	100%	Strongly for us	Our Authority	Jones vs InstaElevator -- InstaElevator found neglig even though they had generally been carefull in the process
	100%	Strongly for us	Disputed by them	Meeting when decision to put the faulty parts into p was made
	100%	Strongly for us	Disputed by them	They always knew they had faulty parts
Medium				
	100%	For us	Stipulated true	Doherty on vaction
	100%	For us	Stipulated true	Elevator at The Daily Chronical had an incident due brakes and cables.
	100%	For us	Unknown	Sky High advised one brake has failed and another be failing.
	100%	For us	Stipulated true	Sky High provided false internal test reports
Low				
	100%	Strongly against us	Their Authority	Westend Residential Towers v Global Elevator Co. manufacturer can't be held liable once a product ha maintained by the user, even if the user is trained by manufacturer
Neutral				
	100%	Not for or against us	Stipulated true	Arcade Tower elevator manufactured by Sky High
	100%	Not for or against us	Stipulated true	Contract between Sky High and Arcade towers sig
	100%	Not for or against us	Stipulated true	Elevator installed at Arcade Towers
	100%	For us	Stipulated true	Arcade Towers elevator failed
	100%	For us	Stipulated true	Parts used in Sky High elevators were manufacture

Chronological events are shown in a specialized view and are important in various hypothesis. These can be displayed in various calendar formats which let you see events in relation to each other.

Events that have a duration, i.e. a start and end date, are shown as repeating events on each day of their duration. The calendar format view can also be full text searched -- for example to show only the events relevant to a particular issue or player.

If you are using CaseSoft's TimeMap®, you can add facts to a TimeMap visual by selecting them in a view and clicking on [R+ Intake : Reporting : Send/Add facts to TimeMap]. The fact boxes created are linked back to MasterFile. To see the supporting evidence for a particular event, simply on fact box's "linked files indicator" to open the corresponding MasterFile fact profile.

Start -> End	Fact (chronology event)
Mon..07.Jul.2003	Sky High provided false internal test reports
Thu..03.Apr.2003	Elevator at The Daily Chronical had an incident due to failed brakes and cables.
? Sat..08.Feb.2003	Arcade Towers elevator failed
Wed..05.Feb.2003	Sky High advised one brake has failed and another appears to be failing.
± Wed..11.Sep.2002	Elevator installed at Arcade Towers
± Mon..06.May.2002 --> Fri..31.May.2002	Arcade Tower elevator manufactured by Sky High
Thu..02.May.2002	Meeting when decision to put the faulty parts into production was made
Thu..18.Apr.2002 --> Mon..27.May.2002	Doherty on vacation
Thu..04.Apr.2002	Contract between Sky High and Arcade towers signed
Sun..17.Feb.2002	Parts used in Sky High elevators were manufactured

Day	Week	Month	
Monday	Tuesday	Wednesday	Thursday
April 29	30	May 1	2
--> Mon..27.May.2002 Doherty on vacation	--> Mon..27.May.2002 Doherty on vacation	--> Mon..27.May.2002 Doherty on vacation	--> Mon..27.May.2002 Doherty on vacation
		Meeting when decision to put the faulty parts into production was made	
6	7	8	9
± --> Fri..31.May.2002 Arcade Tower elevator manufac	--> Mon..27.May.2002 Doherty on vacation	--> Mon..27.May.2002 Doherty on vacation	--> Mon..27.May.2002 Doherty on vacation
--> Mon..27.May.2002 Doherty on vacation			

Understanding Fact Profiles

Just as documents and extracts are stored in Document and Extract profiles, facts are stored in Fact profiles.

For every fact (including chronological events, hypothetical facts, assumptions and authorities) relevant to your case, investigation or research project, you create and complete the fact profile, shown at right. The fact profile manages the fact's key characteristics such as:

- arguments, etc. substantiated, point by point, with links to source and corroborating evidence as shown below,
- relevance and impact assessment, i.e. does it support or work against you,
- status, i.e. is the fact stipulated, disputed, hypothetical, an assumption, etc.,
- links to relevant issues or topics,
- event dates, if the fact is part of the event chronology, and
- questions raised or actions to be resolved.

Fact -- Relevance: High -- The Smoking Gun -- Disputed by them -- 95%	
The elevators are faulty and Sky High knew it.	
▼ Primary Information	
Required Information	
? Fact description	The elevators are faulty and Sky High knew it.
? Relevance	<input checked="" type="radio"/> 1 - High <input type="radio"/> 4 - Neutral <input type="radio"/> 7 - To decide <input type="radio"/> 2 - Medium <input type="radio"/> 5 - Not relevant <input type="radio"/> 3 - Low <input type="radio"/> 6 - Unknown
? Impact assessment	<input checked="" type="radio"/> 0 - The Smoking Gun <input type="radio"/> 3 - Not for or against us <input type="radio"/> 6 - Unknown <input type="radio"/> 1 - Strongly for us <input type="radio"/> 4 - Against us <input type="radio"/> 7 - To decide <input type="radio"/> 2 - For us <input type="radio"/> 5 - Strongly against us
? Status / type	<input checked="" type="radio"/> 1 - Disputed by them <input type="radio"/> 5 - Unknown <input type="radio"/> 9 - Our Authority <input type="radio"/> 2 - Disputed by us <input type="radio"/> 6 - Assumption <input type="radio"/> 10 - Their Authority <input type="radio"/> 3 - Stipulated true <input type="radio"/> 7 - Hypothetical <input type="radio"/> 11 - Other Authority <input type="radio"/> 4 - Stipulated false <input type="radio"/> 8 - Conclusion <input type="radio"/> 12 - To decide
? Disputed by who	
? %age	95%
Dates	
? Fact's (event) dates	-->
? Repeat in calendar view	<input type="radio"/> Yes <input type="radio"/> No
? Event dates are ...	<input type="radio"/> Exact <input type="radio"/> Approx <input type="radio"/> Guess
Things to do	
? Questions raised	

Understanding doc-links

Amongst the most important information with respect to a fact you need to manage is:

- the argument for your position
- counter-arguments, and
- any exposures you face.

Creating a fact, or adding detail to a fact, from any evidence is as simple as highlighting the relevant portions of a transcript, for example, and clicking on either the "Make Fact" or "Add to Existing Fact" button.

You can provide as much detail as you require for argument, or other responses, formatting it for clarity with advanced word processing features including tables, bullets, numbered lists, etc.

You can also insert doc-links (the yellow icons) to reference any other document, extract or even other fact profiles in MasterFile's repository which has the supporting or source evidence you need.

Inserting a doc-link is as simple as clicking on the "Insert doc-link" button in most shaded fields and choosing the document, extract or fact profiles you want from the pop-up list.

▶ Primary Information

▼ Sources / Argument / Counter-argument

Sources of fact. Arguments and counter-arguments. Corroborating evidence. [?]

• **Their own engineer confirmed the parts were faulty and the senior management aware of faulty parts**

Fact – Relevance: High – Strongly for us – Disputed by them – They always knew they faulty parts

Extract – 0001.07 – Examination for discovery – 15.Jun.2003 – Author: Steven Doherty – Doherty was asked what the internal test reports showed. He replied the tests showed that almost all of cables and 89 brake sets were defective.

Extract – 0004.03 – Examination for discovery – 15.Jun.2003 – Author: Steven Doherty – Doherty asked why they were put into production. He replied senior management directed them used because there was too much to discard.

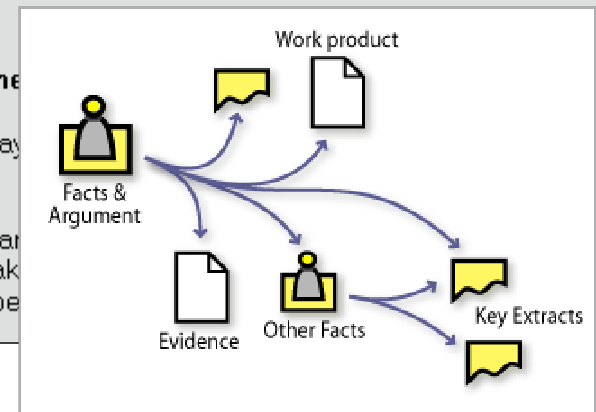
• **Sky High elevators provided with fraudulent test reports before providing the test reports**

Fact – Relevance: Medium – For us – Stipulated true – Sky High provided false internal reports

• **Following expert reports shows the**

Document – Expert Report – 04.May.2003 – Final conclusion is that the cables and brake stresses and so could not meet design specifications

Document – Expert Report – 03.May.2003 – Final conclusion is that the cables and brake stresses and so could not meet design specifications



Quick Start -- Tutorial

This tutorial will walk you through the process of creating a new database for a new case or project. For our purposes, let's assume we're doing a research project into global warming and we have a stack of magazines, some scientific journals, some legal cases, and some U.S. environmental statutes that we need to highlight information from for our argument. Since you don't actually have these reports handy, any magazines or articles will suffice for practice.

NOTE: The "Quick Start - Tutorial" video matches this section of the Quick Start guide. From the MasterFile program group on the Windows "Start" menu, select "QuickStart Video - Tutorial" to start the video.

Creating the new database

With MasterFile you typically create a new database for every case or project that you work on. The database stores all the information relevant to that project – documents, evidence, facts, scanned materials or images, audio/visual files, as well as your own arguments and thoughts pertaining to your thesis, case, or research – in one computer file on your hard-disk. This single-file-per-case design eliminates backup and portability complexities too.

1. Start MasterFile by choosing it from the MasterFile group on the "Start" menu.
2. Click on [R+ Create/Database]. You'll see the "Create Database" screen shown here.
3. Make sure "Keep Sample Data" is set to "No", then type a database filename. We'll name our file "Global Warming" after our project.

By default, the database is stored in the Notes data directory which you selected upon installation. If you wish to change this, simply prefix the filename with your drive and path.

Create Database	
? Keep sample data	<input type="radio"/> Yes <input checked="" type="radio"/> No
? Database filename	Global Warming
? Notes server	'
? Administration server	'

NOTE: If you're not sure where your Notes data directory is, from the "File/Preferences" menu choose "User Preferences" and look for the field titled "Local database folder".

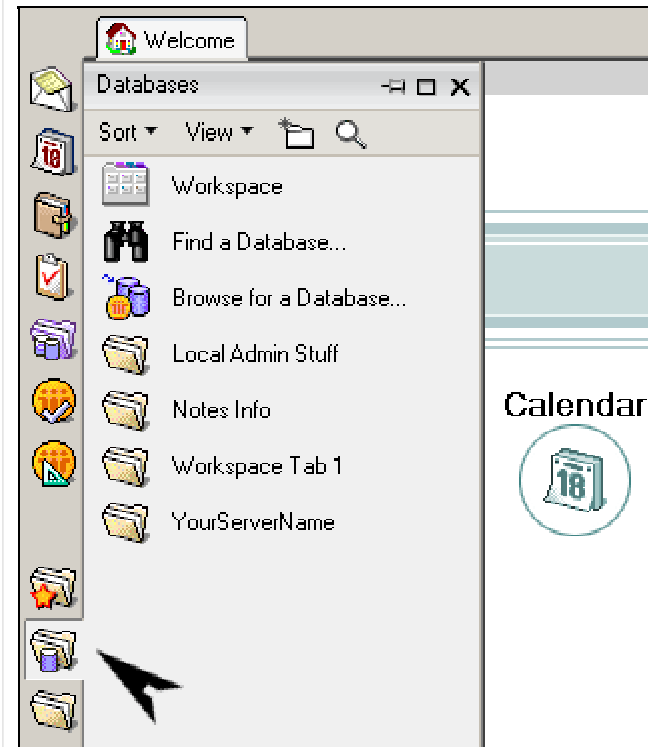
4. Click OK and close the "About this database" form.

Now that that's done, we're going to create document profiles for each of the articles, statutes, etc. that we have in our pile. Before we do so, we'd like to show you how to get to our database quickly in Notes itself.

The Workspace and Bookmarks

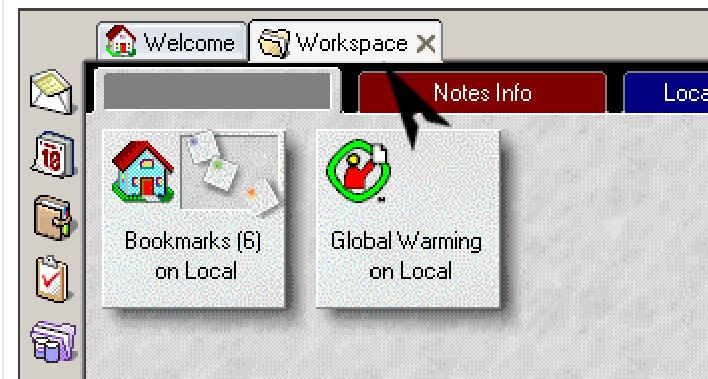
Notes has a tabbed workspace that holds and organizes all your databases. You get to it from the column of icons on the left side of the Notes window. These icons are bookmarks that also give you quick access to Notes databases and e-mail.

1. Click on the "Databases" folder icon pointed to in the screen-shot here, and you'll see the "Databases" panel open as shown. When you click on a folder icon, a bookmark fly-out panel opens to reveal its database bookmarks and other functions.



2. Click on "Workspace" at the top.

The "Workspace" tab opens, as shown here, with all the databases you created yourself (like our "Global Warming" database) or were created by Notes on installation. Simply double click the database icon to open it.



Creating Document Profiles

Now, let's take the top article on our pile of reports, a UN report on accelerated melting of the polar ice caps. The first thing we need to do is create a document profile for this article, and then we can extract the key portions.

1. Click on [R+ Create/Document] to create a blank document profile, as shown at right. We only have to complete the Required Information section.
2. Click "Select document type" and, since we are using an article, click the twisty called "Articles". However, we see that there is no option for UN Reports, so we need to create one. Click the "Cancel" button and let's create the new document type "UN Reports".

- a. Click the "Make Keyword" button on the top right of the screen.
- b. Select "Document_Type" from the list of keyword types and click "OK".

A blank keyword form opens.

You can click the twisty for help with syntax and categorization. Alternatively, you can also click "Show Existing Values" and choose one of the entries under a twisty to automatically insert its parent category. Let's do that here.

- c. Click "Show Existing Values", expand "Articles" and choose "Professional Journal" to automatically insert the "Article" category.
 - d. Type "UN Report" after the "\".
 - e. Click the "X" on the keyword window's tab to close and save the new keyword and return to the document profile.
3. We can now select the document type we just created from the menu mentioned above under the "Articles" twisty.
 4. Next is the date; select the appropriate date for the article.

Document -- -- Undated -- Author:

▼ Primary Information

Document

? Scanned document image or application file	⌵
? Attachments or related documents	Insert doc-link ⌵
? Redacted or alternate image for Evidence Cruncher	⌵

Required Information

? Document type	Select document type	Set additional document type	
? Document date	16	Seq # ⌵	
? Whose document	<input type="radio"/> Ours	<input type="radio"/> Privileged	<input type="radio"/> Not Applicab
	<input type="radio"/> Theirs	<input type="radio"/> Internal	<input type="radio"/> Unknown
	<input type="radio"/> Other	<input type="radio"/> FOEO	<input type="radio"/> No choice
? From/Author ---> Recipient	⌵ ⌵ ---> ⌵ ⌵		
? Summary	⌵		
? Locations of originals	⌵ ⌵		

- The "Whose" section pertains more to legal documents and lets you classify documents as "ours" or from the "other side". In this case, we can just choose "Other" since we didn't author this report.
- For the "From/Author" field, enter the author of the document. Let's assume it's John Bridges at the UN. If you've got many documents written by him, you can create a player keyword for him, as we created for the document type above, or simply enter his name directly in the "From/Author" field, which is what we'll do here.

Type "John Bridges\UN" into the "From/Author" field. By entering a slash and the person's organization, MasterFile will categorize this document by the organization the author belongs to as well as the author himself. The "Recipient" field may be left blank, as this document is a report and not a letter or other correspondence.

- In the Summary box, type in a quick summary of the article: "Polar Ice Caps – accelerated melting due to greenhouse effect."
- Under "Locations of Originals", enter "GW-004-UN". We'll assume this fictitious number tells us the storage location of the paper copy of this document -- which we may need in future if we need to get to it quickly.

For documents that you refer to regularly, you can also scan and store a copy in MasterFile so you have instant fingertip access to them. Or, if you're collecting research from the web, you can use MasterFile's PDF printer driver to print the web page to PDF. MasterFile will load the PDF itself and its text content automatically so you can easily create the extracts you need.

- Close the document profile's tab and save the profile. You now see the document displayed in MasterFile's documents "by Date" view, as shown at right.

You'll find these steps are very quick once you're used to them.

Required Information	
? Document type	Select document type Set additional document type Articles\U.N. Report
? Document date	Thu..05.Jan.2006 16 Seq # 1
? Whose document	<input type="radio"/> Ours <input type="radio"/> Privileged <input type="radio"/> Not Applicab <input type="radio"/> Theirs <input type="radio"/> Internal <input type="radio"/> Unknown <input checked="" type="radio"/> Other <input type="radio"/> FOEO <input type="radio"/> No choice
? From/Author ---> Recipient	John Bridges\UN --->
? Summary	Polar Ice Caps -- accelerated melting due to greenhouse
? Locations of originals	GW-004-UN

	Doc Date	Doc #	Doc Type	From --> To
	05.Jan.2006		U.N. Report	John Bridges

Creating Extract Profiles

To create an extract profile:

1. Open a document profile and scroll down to the document's "OCR / Transcript/ Full Text of Document" section.
2. Select the text you want, including the page and line number of the first line.
3. Click the "Make Extract" button at the top of the profile form.

A new extract profile is created with the selected text inserted. If the start of the selected text included line numbers, or page and line numbers, then the "Segment type and number" fields will be automatically filled with the appropriate values.

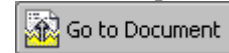
When an extract's profile is created, it is pre-filled with information from its parent document's profile.

Tips for working with Extract profiles

As for Document profiles, complete as much of the profile as you require. Typical extract profile information includes:

- an identification of the extract, such as a paragraph, page or question number, etc.,
- the extract and a brief description of it,
- links to relevant issues or topics,
- your own comments or notes.

While viewing an extract profile, to go to the parent or source document's profile, click the "Go to Document" button



at the top of the profile form.

The parent document's profile is opened and the first line of the extract, in the "OCR/Transcript/Full Text of Document" section, is highlighted. If there is no text in the source document's "OCR / Transcript/ Full Text of Document" section then the source document's image file is automatically launched for you.

Note that some information about the extract's source Document profile is copied into the Extract profile and if that information changes in the source document, the Extract profile needs to be "refreshed". See the section "Refreshing extract profiles" later in this guide.

In the view at right, we can see the UN report and its extracts along with a second document profile for the next item in our pile: an article from New Scientist on glaciers melting in Greenland. We've also created three extracts from it.

Notice that the extracts appear with their source document, and you can see at a glance what is important, saving yourself hours of rereading time hunting it down, or making notes on post-it stickers.

The UN report's second extract and the New Scientist article relate to Greenland's glaciers so we'll now create an issue/topic to classify them. As more information related to this topic is found, we link it to the topic so we can locate anything related to glaciers in Greenland without having to search the database and/or reread dozen's of articles.

For PDF or image documents which you have loaded along with their content as text, you can simply paint the text to create an extract. See the "Extracts" video for more information.

NOTE: The documents and articles referenced above do not actually exist and are for illustration purposes only.

	Doc Date	Doc #	Doc Type	From -> To
	▼ 05.Jan.2006		U.N. Report	John Bridges
		00003.05 -- Melting measurements		
		00007.05 -- Effects noticed in Greenland		
	▼ 05.Nov.2005		Popular magazine	New Scientist
		00076.03 -- Original glacier sizes in 1965		
		00078.05 -- Current glacier sizes		
		00084.02 -- Conclusions and recommendations		

Creating Issues and Topics

As you start accumulating several extracts from several reports related to the same topic, you can create a "Issue/Topic" keyword and assign that to them. Then you'll be able to view all extracts from all documents related to that issue/topic at one go.

Issues and Topics, are two more types of keywords. Both can be organized by category; if the category name has the word "Issue" in it, the Topic becomes an Issue; otherwise, it remains a Topic. Generally an issue is something you would use the data to debate or discuss.

First we'll create a topic "Glaciers\Greenland" so we can collect all information related to glaciers in Greenland together

1. Click on [R+ Create/Keyword : Player].
2. Click the down arrow and select "Issues_Topics" from the pop-up.
3. Under Keyword Value, type in "Glaciers\Greenland", as shown at right.

"Glacier" is the topic category and "Greenland" is the sub-topic. If needed you may add one more level under "Greenland"; that is a sub-sub-topic.

4. Close the tab and save the keyword.

Topic -- Greenland	
? Name of keyword list	Issues_Topics
? Keyword value	Glaciers\Greenland
? Further information	

Now we'll link the extract from the UN report and the New Scientist article to this topic

1. In the view, select the "Effects in Greenland" extract from the UN report.
2. Double click to open it, like opening an e-mail, and double click to switch it to edit mode so you can modify its contents.
3. Click the "Link to topics" button to display the list of topics.
4. Click on the twisty, the little grey triangle next to "Glaciers", to expand the section and reveal the sub-topics under it.
5. Select "Greenland" and click "OK".

"Glaciers\Greenland" is listed as a topic that this extract is linked to, as shown at right.

Unlike simple "file folder" organization, MasterFile lets you link documents and extracts to **several** issue/topics so you're able to classify your information many ways, just as book's index may refer to a specific page under several headings.

6. Close and save the extract.

Required Information	
? Segment type and number	Page.Para: 00007.05
? Summary	Effects noticed in Greenland

Things to do	
? To add to facts & why	<input type="radio"/> For us <input type="radio"/> Against us <input type="radio"/> To decide <input type="radio"/> No c F
? Questions raised	F
? Reminders	<input type="button" value="Set reminders"/> <input type="button" value="Undo set reminders"/>
? Reminder notes	F


Links	
? Links to issues, players or subject index topics	<input type="button" value="Link to issues"/> <input type="button" value="Link to topics"/> <input type="button" value="Link to players"/> Glaciers\Greenland

At right we've linked the New Scientist report to the "Glaciers\Greenland" topic and have switched to the "everything: by issue/topic" view. Notice how this view brings "everything" related to an issue/topic together.

We are collecting this information because we are eventually going to be involved in a case of some kind, whether it is a thesis, legal case, or report that we are preparing for. That case is going to require us to set out the argue the facts backed up with corroborating evidence. These extracts will be that evidence.


Note that although you can search by full content for any information in MasterFile, as we saw earlier, linking to issues and topics has several advantages over content searching::

- Searching for critical material is not always reliable as searches often return many dozen or hundreds of hits, all of which must be reviewed again for relevance.
- If you don't use the correct search terms, or if others search with different terms, many items may be missing from the results.
- If you've uncovered half a dozen or more important pieces of evidence on a topic, and have several dozen topics or issues under investigation, you will most likely forget many of the items and so critical evidence, although present in the database, is for all practical purposes "lost".

	Doc Type ↕	Doc Date ↕		
▼ Glaciers				
▼ Greenland				
▶ About this topic				
▼ Documents				
	Popular magazine	05.Nov.2005		Other
▼ Extracts				
	 U.N. Report	05.Jan.2006	00007.05	Other
▶ (Not Categorized)				

Creating Facts and setting out argument

Since this database is about the effects of global warming, we'll be setting out and substantiating the facts to make the argument to prove the various effects being noticed. So far, we've collected some evidence that the glaciers in Greenland are being affected, so let's create this fact, as an example, to see how MasterFile not only lets us marshal the evidence, but also lets us set out our argument and substantiate it point by point.

Facts can be created by clicking on [R+ Create/Fact]. Alternatively, they can be created directly from the documentary evidence as needed using the "Make Fact" button  at the top of the profile forms.

You may be wondering what does "Creating a fact profile from this extract" mean. When a fact profile is created from a piece of evidence, such as this extract, or a document or even from another fact, the new fact will have a doc-link back to the source evidence, so you're able to review the supporting evidence for a fact and substantiate your position quickly and easily

We'll make and update a fact using the "Make Fact" button.

1. Open the extract from the UN report dealing with Greenland.
2. Click on the "Make Fact" button at the top of the profile.

A blank fact profile is opened as shown at right. As with documents and extracts, you only need to complete the "Required Information" fields shaded pink.

3. In "Fact description", type in "Greenland's glaciers are melting rapidly".
4. For "Relevance", select "High", and for "Impact Assessment", select "Strongly For Us", because this fact is both highly relevant and strongly supports our argument.
5. For "Status", select "Disputed by them" – meaning the people we are presenting to. Leave the "Disputed by who" field blank, and for

Fact -- Relevance: -- -- --	
▼ Primary Information	
Required Information	
? Fact description	<input type="text"/>
? Relevance	<input type="radio"/> 1 - High <input type="radio"/> 4 - Neutral <input type="radio"/> 7 - To dec <input type="radio"/> 2 - Medium <input type="radio"/> 5 - Not relevant <input type="radio"/> 3 - Low <input type="radio"/> 6 - Unknown
? Impact assessment	<input type="radio"/> 0 - The Smoking Gun <input type="radio"/> 3 - Not for or against us <input type="radio"/> 1 - Strongly for us <input type="radio"/> 4 - Against us <input type="radio"/> 2 - For us <input type="radio"/> 5 - Strongly against us
? Status / type	<input type="radio"/> 1 - Disputed by them <input type="radio"/> 5 - Unknown <input type="radio"/> <input type="radio"/> 2 - Disputed by us <input type="radio"/> 6 - Assumption <input type="radio"/> <input type="radio"/> 3 - Stipulated true <input type="radio"/> 7 - Hypothetical <input type="radio"/> <input type="radio"/> 4 - Stipulated false <input type="radio"/> 8 - Conclusion <input type="radio"/>
? Disputed by who	<input type="text"/>
? %age	<input type="text"/>

"Percentage", enter 90 which indicates we are 90% confident with our argument and evidence of "winning" this point.

6. Link the fact to "Glaciers\Greenland" topic, so as before when we're looking at the "everything: by issue/topic" view we'll see this fact listed along with the extracts and documents collected.

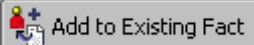
7. Click on the "Primary Information" title to collapse that section so the "Sources / Argument / Counter-argument" section appears. You could also scroll the window down till it is visible.

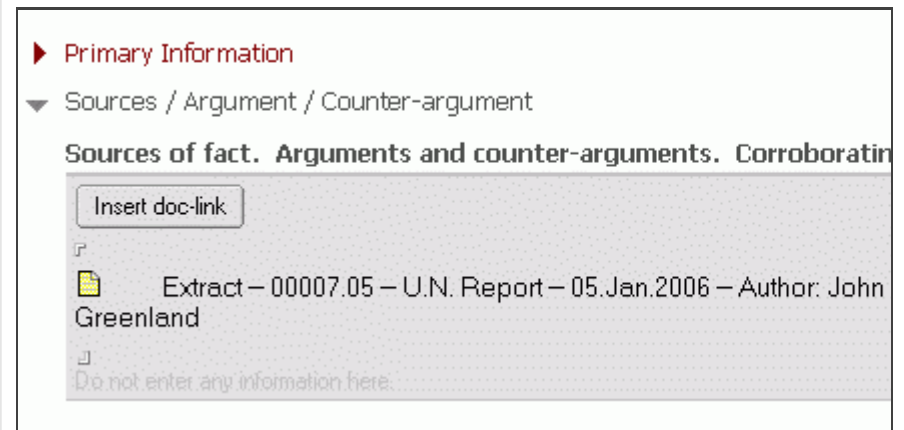
Notice that a doc-link to the extract from the UN report which we used to create this fact from has automatically been inserted, as shown at right. If we need we can add some text to elaborate further.

8. Save and close the fact profile.

Since we also have the New Scientist article as a major piece of evidence, we'd like to add it to the list of sources for this fact.

To do this we open its profile and click on the "Add to Existing Fact"

button  instead. MasterFile displays a list of facts. Choosing the fact we created above adds a new doc-link to the list of sources, as shown at right.



Primary Information

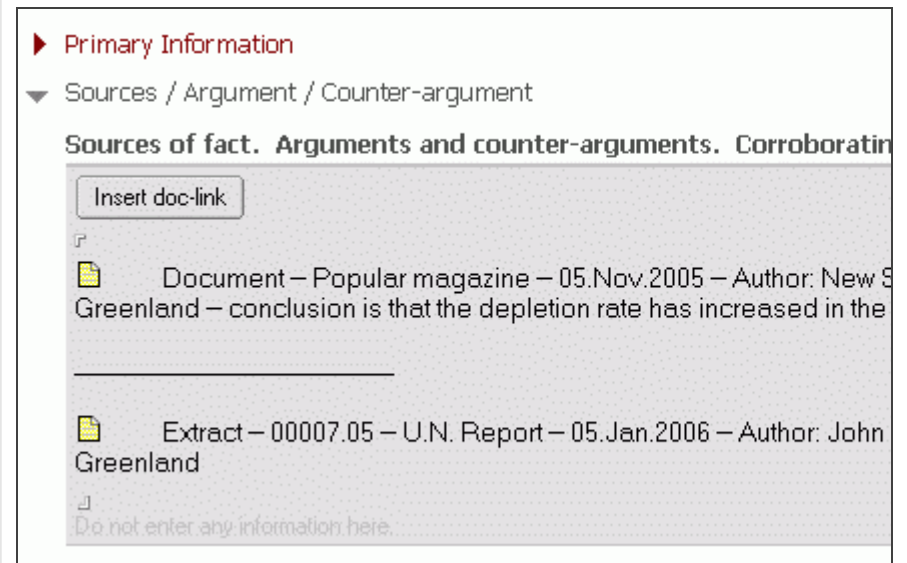
Sources / Argument / Counter-argument

Sources of fact. Arguments and counter-arguments. Corroborating

Insert doc-link

Extract – 00007.05 – U.N. Report – 05.Jan.2006 – Author: John Greenland

Do not enter any information here.



Primary Information

Sources / Argument / Counter-argument

Sources of fact. Arguments and counter-arguments. Corroborating

Insert doc-link

Document – Popular magazine – 05.Nov.2005 – Author: New Scientist
Greenland – conclusion is that the depletion rate has increased in the

Extract – 00007.05 – U.N. Report – 05.Jan.2006 – Author: John Greenland

Do not enter any information here.





Finally, using "Add to Existing Fact", let's link in the extracts from the New Scientist article and set out some argument, as shown as right.

► Primary Information

▼ Sources / Argument / Counter-argument

Sources of fact. Arguments and counter-arguments. Corroborating

Insert doc-link


- The UN has mentioned the issue in its reports. The relevant section is
 Extract – 00007.05 – U.N. Report – 05.Jan.2006 – Author: John Greenland
- Popular magazines, such as New Scientist are publishing major evidence
 Document – Popular magazine – 05.Nov.2005 – Author: New Scientist
Greenland – conclusion is that the depletion rate has increased in the last 40 years
- New Scientist's data shows a 15% reduction in glacier sizes in the last 40 years
 Extract – 00076.03 – Popular magazine – 05.Nov.2005 – Author: New Scientist
sizes in 1965
 Extract – 00078.05 – Popular magazine – 05.Nov.2005 – Author: New Scientist
sizes

Do not enter any information here.

Loading documents using the Watch Folder Monitor

The Watch Folder Monitor is designed to automatically load documents into MasterFile as you create them with your word processor or other applications, such as scanning software.

Any documents you save or drag into the Watch Folder, which is located under the MasterFile installation directory, will be automatically detected and loaded by MasterFile. Document profiles with the document files already attached will be created, leaving only the "Required Information" section, shaded red, to be completed.

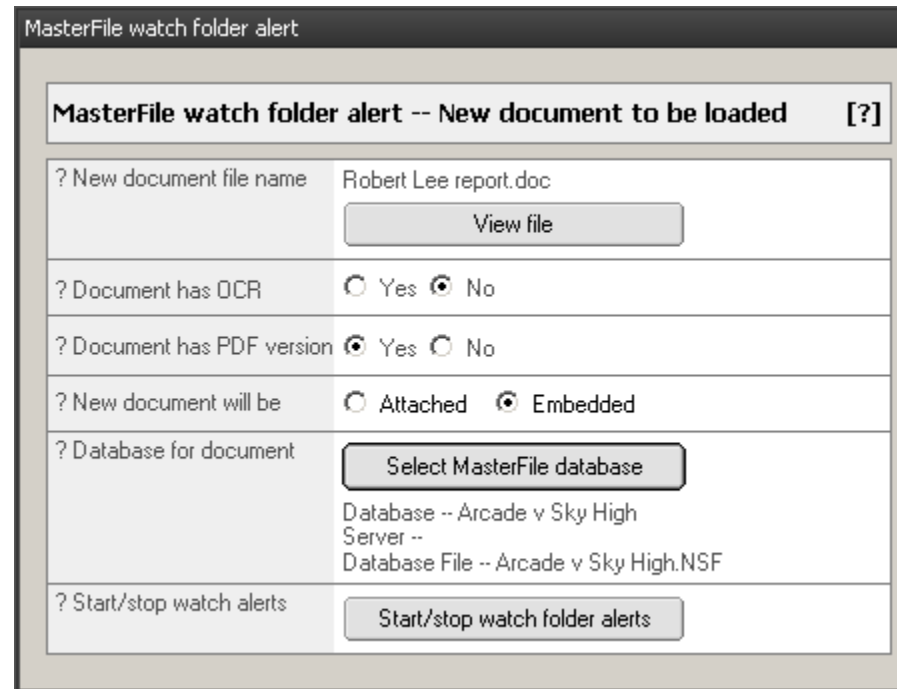
You'll also find the Watch Folder Monitor invaluable to quickly load paper documents received and scanned each day into the appropriate MasterFile case/investigation file databases. For documents from the web, simply print them to PDF using MasterFile's PDF printer. They'll be automatically saved directly into the Watch Folder for processing. Simply click on the "Launch" button  or, after selecting one or more in a view, on [R+ General/View documents].

Here's how the Watch Folder Monitor works:

- Every few seconds, MasterFile checks the Watch Folder for new documents, and if any are found, the "Watch folder alert" dialog box, shown at right, is automatically displayed.
- Clicking "OK" will create and open a new document profile with the document attached or embedded, along with a PDF version of the file, if any is found, and any OCR text.

Note the following when using the Watch Folder Monitor:

1. Three sub-directories are created under the Watch Folder: "Completed", "Ignored" and "Error". Processed files are moved to the "Completed" sub-directory. Files you do not load when prompted are moved to the "Ignored" sub-directory. Files that could not be embedded or attached are moved to the "Error" sub-directory.



MasterFile watch folder alert -- New document to be loaded [?]	
? New document file name	Robert Lee report.doc <input type="button" value="View file"/>
? Document has OCR	<input type="radio"/> Yes <input checked="" type="radio"/> No
? Document has PDF version	<input checked="" type="radio"/> Yes <input type="radio"/> No
? New document will be	<input type="radio"/> Attached <input checked="" type="radio"/> Embedded
? Database for document	<input type="button" value="Select MasterFile database"/> Database -- Arcade v Sky High Server -- Database File -- Arcade v Sky High.NSF
? Start/stop watch alerts	<input type="button" value="Start/stop watch folder alerts"/>

2. Files remain in the watch sub-directories and you should delete them once they have been stored in MasterFile.
3. The Watch Folder Monitor is activated when:
 - Notes is the current application.
 - You have at least one MasterFile database open
 - A MasterFile database is the currently active database in Notes.
4. There can be a delay of a few seconds before a "Watch folder alert" appears.

Loading documents using drag and drop

Besides using the Watch Folder Monitor to load documents, you can also drag and drop document files directly into profiles, just like you attach them to e-mail messages.

Simply open an existing document profile, or create a new one using [R+ Create/Document], as we did earlier, and then drag the file from Windows Explorer into the "Scanned document image or application" field -- that is, the first field shaded grey at the top of the profile.

Storing and editing your Excel, Word, etc. files in MasterFile

Besides storing static, evidentiary documents, such reports, web pages, etc. in MasterFile, you can also store and edit documents you write, such as your own reports, theses, research data, etc. in MasterFile, rather than storing them scattered across the directories of your hard-disk.

In this way, you're able to store everything related to your project, including your notes and documents, in one place and be able to easily find anything by simply browsing MasterFile's views. And because MasterFile stores everything in one computer file, backup and recovery of all your evidence, documents, extracts, facts, argument, reports, thesis, notes, research data, etc. is as simple as backing up or copying one file.

For more information about and to see how easy it is to do all this, please see the "Document Management" video on our website at:

<http://www.masterfile.biz>

Incorporating MasterFile in your case/investigation or research

MasterFile was designed so you can incrementally expand its use within your organization. Therefore, we suggest you start by picking just one active case/investigation or research file. As you become familiar with MasterFile and incorporate it into your organization's work practice, you can expand its use to other client/research files.

The 6 step process

Once you have picked your first case/investigation file or research project, we suggest the following simple 6 step process to adopt MasterFile:

- i. Create the list of people - the players
Make a list of all the players (witnesses, lawyers, legal assistants, officials, experts, organizations, etc.) involved in the case/investigation and for each, create a player keyword. Include everybody who has authored a document or is relevant to some fact. Don't worry if you miss some players as you can add them later, but starting with a good list will greatly speed up loading documents and evidence.

For each player complete a brief summary of their role in the case/investigation so all members of your team understand the relevance of the player -- be brief.

Refer to "Keyword list set-up" for information about setting up players, their organizations and recording their details, such as their position with respect to your case/investigation, who represents them, whose witness they will be, etc.

- ii. Create the issue list and subject topic index
For each issue, including legal issues, that need to be addressed or can affect the outcome of your case/investigation, create an issue keyword.

Determine any other subject topics or classifications for documents, extracts and facts. For example if there are several locations that are relevant, such as branch offices, create keywords for each under a category called "Locations".

MasterFile allows issues and subject index topics to be grouped by category and sub-category, if needed. For example, issues can be grouped in categories such as "Engineering Issues" or "Legal Issues".

- iii. Set out the key facts and load the documents or evidence that substantiates them. As you develop the initial understanding of the case/investigation, create fact profiles setting out relevant facts and chronology events. Be sure to load key documents that substantiate these facts and events. Create any extracts so you can instantly locate key evidence.

You should also include facts which may not be part of the event chronology, such as hypotheticals, assumptions, disputed facts, facts from relevant authorities, research and facts that may need further investigation.

For each fact, be sure to:

- Assess and assign a relevance, impact assessment and status.
- Record event dates for facts that form part of the event chronology, indicating if the dates are correct, approximate or unknown.
- Record any questions raised or further research required.
- Assess either your confidence level in your position, or how complete your argument to establish the fact is, so critical facts with the least confidence or most research and/or work remaining are easily identified for action.
- Link the fact to relevant issues or topics so you can find all facts related to an issue.
- Record the fact's source(s). Note that if you use the "Make Fact" button from a document profile, a doc-link back to the source evidence for the fact is automatically inserted for you.

- iv. Set out the remaining facts. As you review each document or issue, or discuss the case/investigation with your team, record any relevant new facts that become apparent or are brought to your attention. Don't forget to set out any questions raised or research needed along with the fact's sources.

- v. Load the rest of the case/investigation file
Load as many of the remaining documents you feel are relevant, and review them for additional evidence and facts, creating extract and fact profiles as appropriate.
- vi. Complete the arguments for each fact
For each fact which has work outstanding, complete the arguments to make your case/investigation for that fact, providing doc-links to documents, extracts or other facts as necessary to substantiate each point in your argument.

Tips on how to load your documents into MasterFile

Once you have picked your case/investigation file or research project, you can either:

- a. Create document profiles for all key documents, and use MasterFile as a classified catalogue of your document/evidence inventory.

Creating document profiles without attaching scanned images allows you to:

- make extracts as needed,
- reference documents and extracts in facts,
- attach doc-links, etc.

This lets you easily organize and explore evidence, facts, people, and issues letting you develop your case/investigation, strategy and arguments. Key documents and evidence can then be attached to profiles later.

- b. Scan, OCR and load just your key documents and evidence, documents that will be referred to often, or those whose content needs to be searched, such as contracts, affidavits or depositions that are not available in electronic form.
- c. Scan and load all existing documents and evidence.

Regardless of which of these approaches you choose, key documents available in electronic form, such as deposition transcripts should be loaded into MasterFile.

We suggest you first load documents, such as depositions, electronic transcripts, contracts, affidavits, journal articles, research papers and authorities, which contain key evidence that substantiate the facts and your position, so they are immediately available.

The remainder of the case/investigation file and other documents can be loaded in parallel or as resources permit. (Note that you need to create keyword values for the "Locations of originals" field before profiling can begin).

Once preliminary profiling is complete, MasterFile is ready to support your work. You will be able to locate and display any document from the case/investigation file instantly, even though additional profiling tasks, such as entering less important profile information, may be ongoing.

Keeping MasterFile upto date with work product and new documents

Once a MasterFile database has been created and loaded with your existing documents, we suggest the following to keep it upto date with new documents as they are received or created.

- Newly authored documents by yourself should be created and stored directly in MasterFile, rather than in directories on your computers or servers. By creating them in MasterFile you can take advantage of all of MasterFile's features, such as profiling, security, support for mobile users, collaboration with team members, and so forth. Signed copies, filed (and stamped) official copies, or pleadings, should be scanned and attached to the profiles containing the word processing files.
- New documents you receive should be scanned and profiled before the documents are filed in paper files so they are not forgotten about or lost and also, immediately available to everyone working on the file. Once scanned, these should be marked so that they are not re-scanned and duplicated by mistake.

MasterFile's Watch Folder Monitor was specifically designed to let you accomplish both of the above automatically. Simply drag and drop or save new documents, as you scan or create them, directly to the watch folder, and the monitor automatically brings the document into MasterFile.

Also, if you're collecting research from the Internet, simply print web pages to PDF format using MasterFile's PDF print driver, saving them directly into the watch folder, so they can be loaded and catalogued in MasterFile databases.

Miscellaneous tips and "how to" information

Tips for working with all profiles

- To open a profile displayed in a view, simply double click on its row, or select it and press the enter key, just like you do to open an e-mail message. Profiles may be in edit or view mode. To change to edit mode, double click anywhere in an open profile.
- Most of the fields in the profile are optional and don't need to be completed. However required fields are always located in the section, "Required Information", and have red field prompts next to them.
- Some fields have shaded backgrounds. Shaded fields are different from the others and are very similar to the body of an e-mail message. In these fields you can attach or embed computer files, such as word processing or image files, and you can also format the content using varying fonts and paragraph styles, bullets, tables, etc.
- If you have converted a scanned document image into text with OCR software, you can also save the OCR text generated in a special field at the end of the profile called "OCR/Transcript /Full Text of Document". You can also use MasterFile's own Evidence Cruncher OCR software - see details at <http://www.masterfile.biz>
- Once complete, simply choose "Save" from the "File" menu to save the profile.
- Move your mouse over any field prompt with a "?" next to it and hold your mouse button down to see an explanatory pop-up help window for the field.

Refreshing extract profiles

As mentioned earlier, some information on the extract profiles is copied from their associated parent document profile. However, if that information on the parent document profile is modified, then the extract profile will not be upto date with the latest information and it needs to be refreshed.

Document profiles whose extract profiles need to be refreshed will be flagged with a lightning bolt icon, in the "by Date", "by Last edit date" or "by Entered date" views, as shown below for the 15.Jun.2003 Examination for discovery document,.




	Doc Date	Bates Range & Doc #	Doc Type	From --> To	Whose	Summary
	01.Jul.2003		Affidavit	Rob Lee	Ours	Rea cab
	26.Jun.2003		Letter	Jim --> Alfred	Theirs	Rep rept and
	15.Jun.2003		Letter	Alfred --> Jim	Ours	Rec faile
	▶ 14.Jun.2003		Examination for Discovery	Steven Doherty	Ours	Exa reve awa but
	10.Jun.2003		Letter	Jim --> Alfred	Theirs	Doh 15,7

Individual extracts are refreshed when they are opened; however, to ensure all extracts of a document are updated, they need to be refreshed using the Extract Refresher agent. To refresh extracts, run the Extract Refresher agent by clicking on [R+ Profile Maintenance/Extract Refresher].

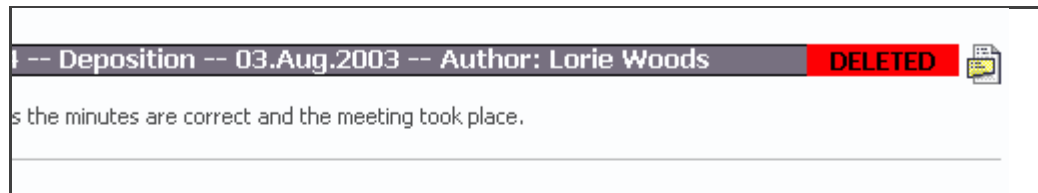
Deleting profiles

To avoid deleting important information or documents by mistake, MasterFile changes the way you normally delete information from Notes databases. If you try and delete a profile with the Del key you will receive a message warning you not to proceed.

To delete a profile, use the "Delete/Un-delete" button  , located at the top of the profile form that marks profiles for deletion and removes them from all views. However, the profiles remain in the database, so if you decide you do need them, you can restore them by un-deleting.

Furthermore, permanently deleting a document from the database will cause doc-links that reference it, either from the current or other MasterFile databases, to fail -- even if you later cut and paste the deleted documents from a backup database. This is another reason we suggest that you don't permanently delete documents unless you are absolutely sure and you know there are no references to it - for example you just created the document profile and immediately realized it wasn't what was needed.

If you open directly, or via a doc-link, a document that has been deleted you are advised it has been marked deleted by the red "Deleted" indicator at the top right of its banner as shown below.



PDF Printer Driver

The MasterFile PDF Printer Driver allows you to create PDF files from any application. The driver is integrated with MasterFile's Watch Folder Monitor and automatically creates an OCR file of the document's text so documents, web pages, etc. can all be loaded effortlessly into MasterFile.

Configuring the Printer Driver

If you have installed a demo version, the printer driver prints a watermark on every page, and allows exporting of the first 2 pages of the document's contents as OCR text.

Using the Printer Driver

To use the printer driver, you print from your applications as normal, but select the printer "MasterFile PDF Printer" as the printer to use.

After you click "Ok" to start printing, the PDF file is created in the Watch Folder Monitor's directory, along with a matching OCR file. After a few seconds, the Watch Monitor will detect the files and display a Watch Folder Alert. Simply click "OK" to create a new document profile with the PDF and OCR text pre-loaded.

Keyword list set-up

To help you complete profiles faster and with less errors, many fields have pop-up keyword lists from which you select the field value. Many of the keyword lists can be customized to meet your needs. Note that only "KeywordAdmin" or "Administrators" may make changes to the keyword lists.

You can define keywords for the following fields:

- document type,
- ways to identify extracts of documents (page, paragraph, etc.),
- issues and subject topics,
- reminder task descriptions,
- locations and/or files where paper copies of imaged documents are kept,
- players, i.e. individuals and/or organizations for the from/author, to/recipient, etc.
- methods by which documents are delivered (courier, mail, etc.),
- court actions in which a document has been used as evidence.

Although you can use MasterFile without customizing the keyword lists, we suggest that before you start profiling documents, you familiarize yourself with the profile fields and views. Creating some test profiles to try existing keyword values. This will help you understand how keywords affect the manner in which views categorize profiles and help you create keywords that group and classify the documents to meet your requirements.

To view all existing keywords, use the [L+ Keywords : Players/all Keywords] view. The keywords will be grouped according to the list they belong to.

Creating a new keyword

To create a new keyword, click on [R+ Create/Keyword : Player]. After completing the keyword form, save it by choosing "Save" from the "File" menu or click on the floppy disk icon in the tool bar.

Alternatively you can click on the "Make Keyword" button  at the top of the profile forms.

You will be asked for which keyword list you want to create a new keyword. A blank keyword form for that list will be displayed. If you had hi-lighted some text, such as a person's name, before clicking on "Make Keyword" the text will be placed on the clipboard for you to use as the keyword value if necessary.

If the new keyword does not appear in a pop-up keyword list, close the pop-up list, press <F9> to refresh the keyword list, and open the pop-up list again. Occasionally you may need to close the profile and reopen it to see the new keyword.

Completing the keyword form

The following is an example of the basic form used to create keywords. Additional fields may be revealed depending on the keyword list for which you are creating a keyword. Note also the "List description" area of the form will provide help and

instructions about how to create valid keywords for the particular list you have chosen.

Document_Type --	
? Name of keyword list	Document_Type
? Keyword list description	Document types such as affidavit, letter, transcript, patent, video, audio, etc. Note: You can assign more than one document type to a document profile. Use the following format: <category>\<name> Example: Court Document\Affidavit
? Keyword value	<input type="text"/> <input type="button" value="Show existing values"/> <input type="button" value="Revise database to new value"/>
? Further information	<input type="text"/>

Since some keyword lists may have dozens or even hundreds of entries, MasterFile lets you group them into categories, as explained in the "Keyword list description" information. This allows you to find a specific keyword value quickly when completing a profile, or when searching for a document, as these categories are used by views to further organize your documents.

When completing forms, keywords lists are displayed by clicking on a small icon next to the field. They appear in a pop-up list. Depending on the list, the keyword values are either displayed in alphabetic order or by a display sequence number that you can set for each value.

Changing an existing keyword

Before changing an existing keyword, note the following:

- If the original keyword value was used in document profiles, you will be able to update them all with the new value, however the MasterFile database full text index must be current.
- You can update the index manually by clicking on [R+ General/Update full-text index].

To change an existing keyword, just select it from [L+ Keywords : Players/all Keywords] , double click to open it, and double click anywhere in the window to edit it. After editing, do one of the following:

- If the original keyword value was used in profiles, you can update them all with the new value by clicking on "Revise database to new value" **instead** of saving the keyword form.

NOTE: Documents updated with the "Revise database to new value" function need to be "refreshed" with the Extract Refresher agent. If needed, you can run the Extract Refresher immediately by clicking on [R+ Profile Maintenance/Extract Refresher].

- Or, if the keyword, has not been used in any profiles choose "Save" from the "File" menu or click on the floppy disk icon in the tool bar.

Deleting a keyword value

If you decide you no longer require a keyword value, you can delete it. Select it in the [L+ Keywords : Players/all Keywords] view and then click on [R+ Profile Maintenance/Delete / Un-delete]. This does not delete the keyword value, but removes it from pop-up keyword lists.

If you decide you'd like to restore a deleted keyword, select it from the [L+ Miscellaneous/Deletions and Exclusions/deleted Keywords] view and then click on [R+ Profile Maintenance/Delete / Un-delete].