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presentation.

- Create a text clip, which is a new exhibit you make from the text of an exhibit.
- Create media clips from a synchronized yeon yllse

6. Exhibit item list	Select an item to view it in the exhibit page viewer.		
	AI		

7. Show item



ion

iET9335cd(17278j14T6 Tcd(1727Bj1401-93a)(170jTLj)4T51Dcd(77)Tcl(e4)T6 130 Td(x)Tj 9 0 701 -1249j 4 ©

System Requirements			
Category	Minimum	Recommended	
	 Microsoft .NET Framework 4.5.1 (850 MB for x86 processor; 2 GB for x64 processor). 		
Monitor	1024 x 768	1280 x 800 or higher	
s Related Topic			

- 3. In the License Agreement dialog box, review the terms of the license agreement. Click Print if you want to print a copy of the license agreement.
- 4. If you accept the terms, click I accept the terms of the license

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User Guide

Cases

4

User Folders

Change the Default Case P

<u>Path</u>.

3. Use Windows Explorer to move or copy the case file and folder from the source computer to a removable drive and or other t

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User Guide

Items and Folders


User Folders

You can create folders in the Exhibits or Media folders, and then import or move items into the folders you created. You can also rename, move, or delete them as needed. You can create folders at the same level as, or nested within, the default folders that Sanction creates.

■ <u>To create a folder</u>

- 1. On the HOME tab, click either the Exhibits or Media navigation bar, depending on the type of item the folder will hold.
- 2. In the New group, click New Folder.



The Create New Exhibit Folder dialog box opens.



• Click Delete Folder.

Delete

To delete a folder, it must be empty.



If the folder options are shaded, it means that one of the default Sanction folders is selected. Default folders cannot be renamed, moved, or deleted.

s || Related Topic

Default Folders and Item Types Deleting Items Moving Cases and Media Files Moving E/ hibits and Media

To import exhibits



The Ready to Import dialog box opens.

Select Files	to Import	
	<u></u>	
	Add Folder	
 		Remove Files
. :	. b	D1-

3. Click Add Files or Add Folder, depe/ di/ g on whether you wa/ t to select files i/ dividually or mj the folder.

Optio/	Perform these steps
	1. Click Add Files.
Add files i/ dividually	2. Browse to the folder that has files you wa/t to add.
	3. Select one or more files, a/d then click Open.
Add a folder with or	1. Click Add Folder.
without its	2. Browse to the folder that has files you wa/t to add.
sunonjanensi la(a)t	3. Click Select Folder.

4. Add more items or remove items from the list as needed. When your list contai/s all the files you wa/t to import, click Next.

The Select Import Desti/ ation Folder dialog m Td(I)Tj 3 05d(e)Tj 9 0 Td()Tj 5 0 Td(f)Tj 5 0 Td(



5. Select a destination folder and then click Next. If necessary, you can click New Folder and then create a new folder as

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User Guide



Erase Erases annotations.

Highlight



The annotation tool gallery opens.

3. Select an annotation tool and then apply the annotation to the exhibit.

To set defaults for annotation tools

- 1. On the FILE tab, click Options.
- 2. Click Exhibits.



File > Options > Exhibits

3. Select options as needed.

ΤοοΙ	Options	
Image tool	Set the default as Highlight, Arrow, Line, Pen, Rectangle, Ellipse, Crop, or Tear Out.	
Annotation font	Font, size, and color of the annotation font.	

Tear Out	Size and position in the presentation window where the tear out will appear.
PDF Resolution	Adjust DPI if a PDF is fuzzy. The default value is 96 DPI, with stops at 150, 200, and 300.

- 4. Click OK.
- You can also access Sanction options from the presentation window. In the presentations window, select the presentation options button. n

then print them from an external application. To learn how to export exhibits and how to configure burn-in options, see: Exporting ${\sf E}$

Fit to page. The entire page view is scaled to the viewing window. Can be useful when looking for images, headings, and other large features.

Fit to width. The page view is scaled so that the entire width of the page is visible in the viewing window. This view ca
- Click the Transcripts navigation bar and then select a transcript.
- Open the transcript in the presentation window.
- 2. Select the text you want to use as a clip.
- 3. Right-click the selected text and then click New Text Clip. Alternatively

• If necessary, remove items from the right column, by selecting items there, and then clicking Remove Selected or Remove All. emo

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Media

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Media

Importing Media and Clip Lists

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2. Click Next.

The Select Files to Import dialog box opens.



7. Click Close.

The files are added to the case in the folder you selected.

To create a clip list

A cl

2. Click the

- 1. Select the HOME tab and then click the Media navigation bar.
- 2. Select an audio or video file from the media list.

The media player opens in the preview window.

3. Use the play buhton le oft Tarm # Fredt5aan an axi¹⁴



• On the HOME tab, in the Add To group, click Playlist and then select a playlist or click New NO Tc



• When importing transcripts, as ort

____L



Sanction puts video stills in Exhibit > Images > Video Stills

- To create a video still
 - 1. Do Td(i)Tj 4 0 d(I)Tj 4 0 Td(m)Tj 12 0 Td(a)Tj 8 0 Td(g)Tj 8 0 Td(e)Tj 8 0 Td(s)Tj 6 0 Td()Tj

Td

	AND		
	The media files for the		
	synchronized transcripts		
	have not been added to		
For each synchronized	the Media folder, for the sur	e there is a media path.	
If any noth that is miss	case in the Windows file		: 0 0 T d(a) T
Thany path that is this	System: Augulick Browse		j 9 0 iu(e) i j

Importing Media Preferred Media Paths Adding and Removing Items Integration with LexisNexis TextMap

Synchronized Transcripts

You can work with synchronized transcripts in the following ways to enrich presentations:

- Add them directly into presentations. There are several methods for accomplishing this. A common way to add synchronized transcripts is described in <u>Adding and Removing Items</u>. Other methods, more typically used to add synchronized transcripts during presentations. are described in <u>Using the Show Item Command</u>, and in <u>Controlling Item Presentation</u>.
- Create media clips with synchronized text playback.
- Add media clips taken from synchronized transcripts to playlists and presentations.
- Hide or show the synchronized text in presentations. If you choose to show synchronized text, you can specify its position on screen, font characteristics, the number of lines to display, and highlighting options. You can also modify the timing, name, and other properties of the clips you create from transcripts.
- Create text clips and video stills. For more information, see: Text Clips and Video Stills.
- To create a media clip from a synchronized transcript

This procedure describes how to create an individual media clip by using the Clip Creator utility. However, it is also possible to create mult e clips at a time by importing a clip list file. For more formation on creating and importing clip list files, see: Importing Media and Clip Lists.

- 1. On the HOME tab, click the Transcripts navigation bar.
- 2. Select the synchronized transcript that you want to create a clip from.

The media player and clip creator open next to the transcript.

3. Specify the start and stop times of the clip by using one of the following methods:

 Method
 Steps

 Select transcript 1. Select the lines of transcript that you want in the clip ta, idshad(s)igh/50@n/idd(

text

Use the play button and the mmm 3. In the clip list, do one of the


A name and range can be added to the top of the text clip

7. Click OK.

TheclipisvisblewithintheExhibits/15ddi(lia) 0 Td(o)Tj 10 0 Td(l)Tj 3 0 Td(d)Tj 9 0 Td(e)Tj TTj 3 0 r

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User Guide



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Search

Searching for Case Items

You can find items in your case by running searches based on item properties.

To find items by item1

Date Types:



-

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User Guide

Creating Presentations





Presentation options available in the Sanction Options dialog box from the presentation window or from FILE tab > Options > Presentations



4. On the HOME tab, in the Present group, click Show I tem.

The item opens as Besne

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Opening

Annotati

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Rectangle	CTRL+ G
Ellipse	CTRL+ E
Redaction	CTRL+ SHIFT+ R
Capture	F7
Delete all visible annota	

When you create a case, Sanction automatically creates a backup of the case file

- 7. Click OK and then click OK again.
- 8. Switch back to the presentation.
- 9. Reload the media item.
- Export of media-related items stops if Expression Encoder is not installed

Microsoft

s | Related Topic

Welcome

folders deleting 37 us