

# Using Sanction

## User Guide

Sanction®, Version 5.1

- **Getting Started**
- **Working with Cases**
- **Presentations**
- **Reports**
- **Keyboard shortcuts**

# Sanction User Guide

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CaseMap®  
CaseMap® Server  
TextMap®  
TimeMap®  
Sanction®

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Release Date: March 4, 2019

# Table of Contents

<b>Chapter 1 What's New in Sanction</b>	<b>6</b>
<b>Chapter 2 Using Sanction</b>	<b>9</b>
<b>1 Getting Started</b>	<b>9</b>
Quick Start Guide	9
Customizing the Layout	11
FILE Tab	15
HOME - Exhibits Area	17
HOME - Media Area	20
HOME - Transcripts Area	23
HOME - Presentations Area	26
VIEW Tab	29
IMAGE TOOLS Tab	30
Presentation Window	31
<b>2 Cases</b>	<b>37</b>
Create, Open, and Pin Cases	37
Practice with a Sample Case	38
Items & Folders	39
Default folders and item types	39
Deleting items	41
Editing item properties	42
User Folders	44
Importing files	45
Import Overview	45
Importing Exhibits	47
Importing Media	64
Importing Transcripts	69
Exporting files	72
Exporting Exhibits, Media Clips, Playlists, and Clip Lists	72
Exhibits	79
Add or Replace Exhibit Pages	79
Annotation Tools	80
Annotation Layers	85
Exhibit Stamps	87
Print Exhibits	90
Rotate Pages and Documents	92
Save as New Page	93
Screen Captures	94
Tear Out Tool	96
Text Clips	100
Video Stills	102
Wizards for Renaming, Renumbering, and Bates Numbering	105
Zoom and Page View Settings	109
Media	110
Importing Media	110
Media Clips	116

Playlists .....	121
Preferred Media Paths .....	130
Copy Video Files to the Case Media Folder .....	134
Video Stills .....	135
<b>Transcripts .....</b>	<b>137</b>
About Transcripts .....	137
Importing Transcripts .....	140
Synchronized Transcripts .....	143
Synchronizing Text and Video Files .....	154
Importing/Exporting clip lists .....	156
Creating Text Clips .....	159
Set Transcript Viewer Options .....	161
<b>Search .....</b>	<b>162</b>
Finding and Replacing Case Items .....	162
Searching transcript text .....	166
<b>3 Presentations .....</b>	<b>167</b>
<b>Create Presentations .....</b>	<b>167</b>
Create a Presentation .....	167
Adding or removing items .....	170
Find the Source Location of Items .....	172
<b>Manage Presentations .....</b>	<b>173</b>
Change Item Presentation Order .....	173
Set Options .....	174
<b>Run Presentations .....</b>	<b>177</b>
Annotate in Real Time .....	177
Displaying Items .....	182
Display Multiple Item Windows .....	186
Media Playback .....	195
Open and Close .....	197
Present on a Second Display .....	200
Use the Show Item Command .....	201
<b>4 Reports .....</b>	<b>203</b>
Duration List Reports .....	203
<b>5 Keyboard shortcuts .....</b>	<b>205</b>
Using keyboard shortcuts .....	205
 <b>Index .....</b>	 <b>214</b>



# Using Sanction

User Guide

## What's New in Sanction

Chapter



## What's New in Sanction

The following enhancements are included in the Sanction version 5 release. For more release information, see the Release Notes.

### Sanction v5

#### Data Integrity

Sanction now provides a way to create and manage multiple backup files. This new feature allows trial technicians to have multiple backups in case of corruption and helps prevent data loss.

See [About Backups and Backing up a case file](#) for more information.

#### Duplicating Files

Updated changes to the user interface allow users to easily detect and edit their files in their presentation before and during a trial. This immediately alerts the user of any duplicate imports of transcripts and exhibit files, as well as the ability to choose what to name duplicate files being imported into your case.

See [Import Overview](#) for more information.

#### Case Editor

Sanction now provides a built in Case Editor feature that provides a simpler way to manage data for presentations in Sanction. Users can easily make adjustments and bulk edits to the case using the new Find and Replace feature.

See [Finding and Replacing Case Items](#) for more information.

#### Transcript Manager

Sanction's updated Transcript Manager is now built-in and allows you to easily modify elements of your transcript as you build your presentation.

See [About Transcripts](#), [Importing Transcripts](#), and [Synchronized Transcripts](#) for more information.

#### Synchronization between Text Files and Video Files

Sanction has updated the methods to synchronize text and video files. This new feature allows users to easily set timestamps as well as export synchronized packages in various standard formats.

See [Synchronizing Text and Video](#) and [Exporting Exhibits, Media Clips, Playlists, and Clip Lists](#) for more information.

Related Topics

About Sanction  
Release Notes

# Using Sanction

User Guide

## Using Sanction

Chapter

2

# Using Sanction

## Getting Started

### Quick Start Guide

For those new to Sanction®, this topic provides a basic workflow you can use to put together and run your first presentation. Links to the main topics that represent each step in the workflow are provided. To try the main steps on your own, consider opening the sample case that comes with Sanction. Or create your own test case and populate it with documents, images, media, and transcripts of your choosing.

Tasks listed under *Other things to try*, represent suggested next steps to try after you have completed the major steps.

Step	Topics
<b>Step 1. Create your case.</b>	<a href="#">Create, Open, and Pin Cases</a>
<i>Other things to try out in this step:</i>	
<ul style="list-style-type: none"> <li>Open the sample case to practice.</li> </ul>	<a href="#">Sample Sanction Case</a>
<ul style="list-style-type: none"> <li>Change the default location where cases will be saved.</li> </ul>	Change the Default Case Path
<ul style="list-style-type: none"> <li>Create folders in your case to help keep exhibits and media organized.</li> </ul>	<a href="#">User Folders</a>
<b>Step 2. Import exhibits, media, and transcripts</b>	<a href="#">Importing Exhibits</a> <a href="#">Importing Media</a> <a href="#">Importing Transcripts</a>
<i>Other things to try out in this step:</i>	
<ul style="list-style-type: none"> <li>Configure Sanction to find media for your case in any folder path on your computer.</li> </ul>	<a href="#">Preferred Media Paths</a>
<b>Step 3. Prepare exhibits for presentation.</b>	<a href="#">Annotation Tools</a>
<i>Other things to try out in this step:</i>	
<ul style="list-style-type: none"> <li>Show layers of annotations to help reinforce your point.</li> </ul>	<a href="#">Annotation Layers</a>
<ul style="list-style-type: none"> <li>Create a screen capture, which is a new exhibit you make from an existing exhibit.</li> </ul>	<a href="#">Screen Captures</a>
<ul style="list-style-type: none"> <li>Create a video still, which is a new exhibit you make from a single frame of video.</li> </ul>	<a href="#">Video Stills</a>
<ul style="list-style-type: none"> <li>Rename or renumber your exhibits individually or in batches.</li> </ul>	<a href="#">Editing Item Properties</a> <a href="#">Wizards for Renaming, Renumbering, and</a>

	<a href="#">Bates Numbering</a> <a href="#">Exhibit Stamps</a>
<ul style="list-style-type: none"> <li>Stamp exhibits with page names, exhibit or trial numbers, or Bates numbers.</li> </ul>	
<b>Step 4. Prepare media for presentation.</b>	<a href="#">Media Clips</a> <a href="#">Playlists</a>
<b>Step 5. Prepare transcripts for presentation.</b>	<a href="#">Creating Text Clips</a> <a href="#">Synchronized Transcripts</a>
<ul style="list-style-type: none"> <li>Create a text clip, which is a new exhibit you make from the text of an exhibit.</li> <li>Create media clips from a synchronized transcript.</li> </ul>	
<i>Other things to try out in this step:</i> <ul style="list-style-type: none"> <li>Search for transcript text.</li> </ul>	<a href="#">Searching Transcript Text</a>
<b>Step 6. Create your presentation.</b>	<a href="#">Creating a Presentation</a> <a href="#">Adding and Removing Items</a>
<i>Other things to try out in this step:</i> <ul style="list-style-type: none"> <li>After adding items to your presentation, you can change the sequence in which they will be presented.</li> <li>Prior to running a presentation, review the options you can set for running presentations.</li> </ul>	<a href="#">Changing Item Presentation Sequence</a> <a href="#">Setting Presentation Options</a>
<b>Step 7. Run your presentation.</b>	<a href="#">Opening and Closing the Presentation Window</a> <a href="#">Controlling Item Presentation</a>
<i>Other things to try out in this step:</i> <ul style="list-style-type: none"> <li>Start, pause, and stop playback, of media, clips, and playlists.</li> </ul>	<a href="#">Media Playback</a>
<ul style="list-style-type: none"> <li>Add items to your presentation in real time.</li> </ul>	<a href="#">Using the Show Item Command</a>
<ul style="list-style-type: none"> <li>Display 2, 3, or 4 items at the same time in the presentation window.</li> </ul>	<a href="#">Displaying Multiple Item Windows</a>
<ul style="list-style-type: none"> <li>Annotate an exhibit in real time.</li> </ul>	<a href="#">Annotating in Real Time</a>

Related Topics

[Customizing the Layout](#)  
[Keyboard Shortcuts](#)

## Customizing the Layout

You can adjust the layout of the main program window to accommodate how you want to work.

- When working with exhibits, exhibit pages, and media, you can change the column width, move columns, and sort item lists by column value.
- When working with exhibits and exhibit pages, you can choose to show or hide columns that show the number of pages, exhibit number, trial exhibit number, admit date, begin Bates number, and end Bates number.
- When working with annotation tools, you can give yourself more screen space by hiding the exhibit details. If you decide to show exhibit details, you can position them either to the left or to the right of the exhibit page viewer.
- When working with exhibits and other items, you can further customize the workspace by collapsing and expanding navigation panels. Collapsing the panels hides the folder list and the navigation bars.
- Note that the layout customizations you make persist between sessions.

### **To change column width**

1. Position your mouse over margin of the column you want to resize.

The cursor changes.

Sanction Sample Case		Name	Pages	Exhibit #
Exhibits		P001232		1
Documents		P001233		1

2. Drag left or right to resize the column.

### **To show or hide exhibit and page list columns**

1. Right-click any column header for either the exhibit list or the page list.
2. Select the columns you want to be displayed.

Name	Pages	Exhibit #
P001232		1
P001233		1
P001234		1
P001235		1
P001401		1

Name	Page	Exhibit #	Trial Exhibit #
P001232		1	

Name  
 Page  
 Exhibit #  
 Trial Exhibit #  
 Admit Date  
 Bates #

Right-click exhibit list or exhibit page list

### **To move columns**

- Drag the column header left or right to its new position.

**To sort a list by column value**

1. Click the column you want to sort by.

A small sorting icon appears at the top of the selected column.

Name	Pages	Exhibit #
P001401	1	EX000005
P001235	1	EX000004
P001234	1	EX000003
P001233	1	EX000002
P001232	1	EX000001

Exhibit list sorted by Exhibit #

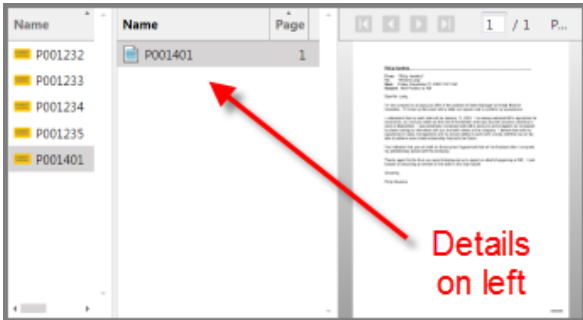
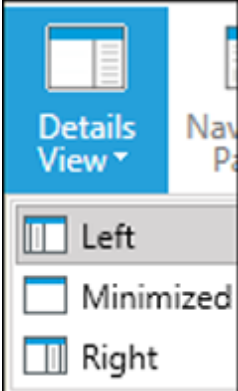
2. Click the column header.

The list is sorted on the values in that column.

**To control the item details panel**

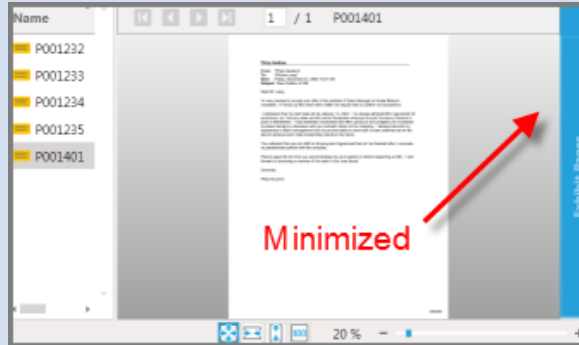
1. Click the **Exhibits** navigation bar.
2. Select one of the following options, depending on what you want to do:

Option	Steps
Position exhibit details to the left of the exhibit viewing window.	In the VIEW tab, in the Layout group, click <b>Details View</b> and then click <b>Left</b> .

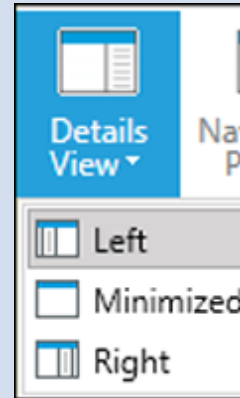





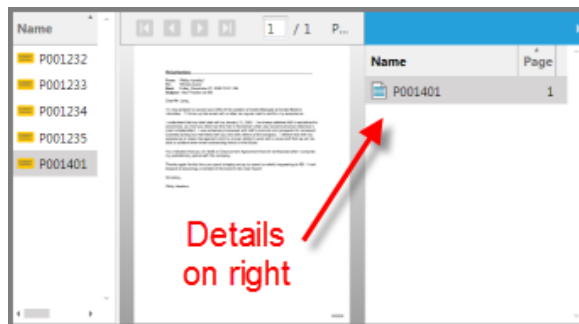
Minimize the details to the left of the exhibit viewing window.



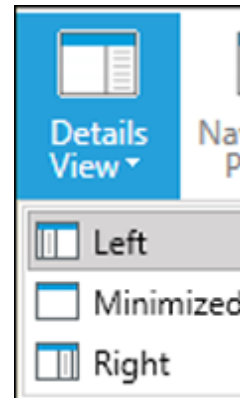
In the VIEW tab, in the Layout group, click **Details View** and then click **Minimized**.



Position exhibit details to the right of the exhibit viewing window.



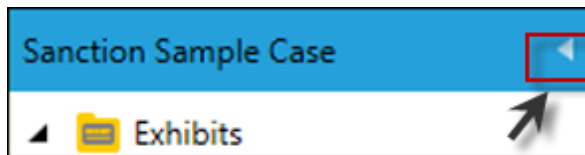
In the VIEW tab, in the Layout group, click **Details View** and then click **Right**.



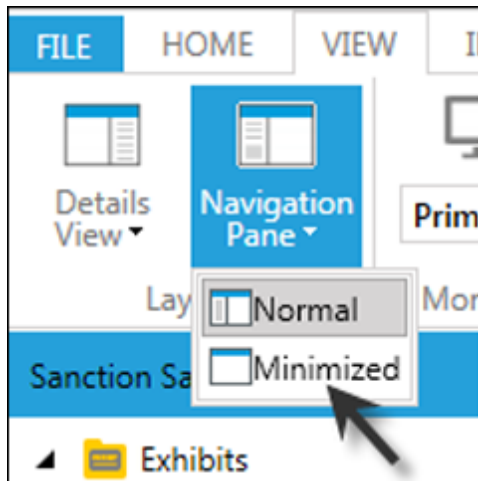
**To minimize the navigation pane**

Do one of the following:

- Click the navigation bar minimize button.



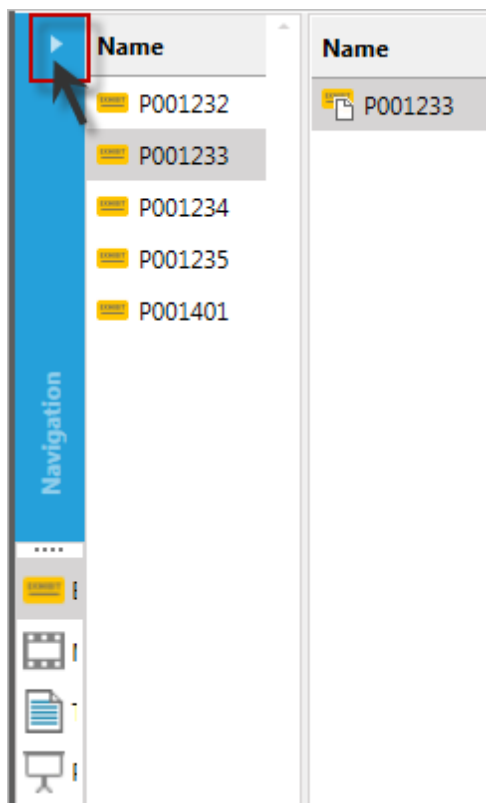
- On the VIEW tab, in the Layout group, click **Navigation Pane** and then click **Minimized**.



☐ To restore the navigation pane to its original size

Do one of the following:

- Click the navigation bar maximize button.



- On the VIEW tab, in the Layout group, click **Navigation Pane** and then click **Normal**.

Related Topics

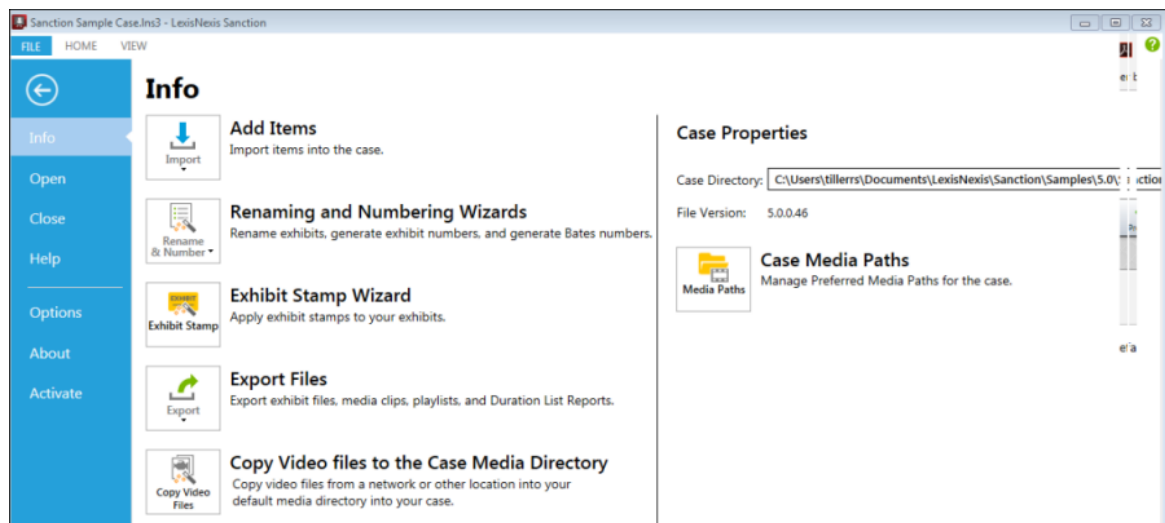
[Keyboard Shortcuts](#)

[Navigating Sanction](#)

[Presenting on a Second Display](#)

## FILE Tab

This topic describes the functional areas of Sanction having to do with the FILE tab. You can access many wizards from the FILE tab. You can also set the default behavior for tools and for the presentation window, as well as set many of the properties for the case, such as paths to media.



Interface element	Description
1. Program tabs	These provide access to other areas of the program: HOME, VIEW, and IMAGE TOOLS, which are described in the topics that follow.
2. Back button	This button collapses the FILE tab. It is only active when a case is open.
3. Info area	<ul style="list-style-type: none"> <li>• <b>Import -- Add Items.</b> Use this to import exhibits, media, transcripts, or exhibit load files. <a href="#">Overview of Importing</a></li> <li>• <b>Rename &amp; Renumber -- Renaming and Numbering Wizards.</b> Use this to rename exhibits, and to generate exhibit numbers and Bates numbers. <a href="#">Wizards for Renaming, Renumbering, and Bates Numbering</a></li> <li>• <b>Exhibit Stamp -- Exhibit Stamp Wizard.</b> Use this to apply exhibit stamps, which may include: page name, exhibit number, trial exhibit number, Bates number and case number. <a href="#">Exhibit Stamps</a>.</li> <li>• <b>Export -- Export Files.</b> Use this to export exhibits, media clips, and playlists. <a href="#">Exporting Exhibits, Media Clips, and Playlists</a></li> <li>• <b>Copy Video Files -- Copy video files to the case media directory.</b></li> </ul>

When you import video files, Sanction simply creates a link to the source location of the video. If you ever want to move your case, running the Copy Video Files wizard can help you to consolidate all the video for your case into the case folder. [Copy Video Files to the Case Media Folder](#)

- **Case Properties -- Case Directory.** Shows and allows you to change the default directory for your case file and case folder. Change the Default Case Path
- **File Version.** Shows the major and minor version number of your copy of Sanction.
- **Media Paths -- Case Media Paths.** Use this to add, remove, or change folder paths to media for the case. [Preferred Media Paths](#)

#### 4. Open case and Close case

##### Open

- Select a recently opened case, browse to an existing case, or open a new case. Also pin a case to the case list so you can quickly access it later on. [Create, Open, and Pin Cases](#)
- Access the sample case. [Sample Sanction Case](#)

##### Close

- Close the currently open case.

#### 5. Help, Options, Help About, and Activate

- Open product documentation.
- Access [How to Video Library](#)

##### Options

- Set the default case folder. Change the Default Case Path
- Set options for the media player.
- View the storage location for log files. annotations and for the presentation windows. [Setting Presentation Options](#)
- Set the default annotation tool.
- Change font settings for the annotation text tool.
- Set options for the tear out tool.
- Set the resolution for PDF files.
- Set options for the presentation of synchronized text.
- Set numerous options for the presentation window.

##### About

- View version information, product registration information, and the end-user license agreement (EULA).

##### Activate

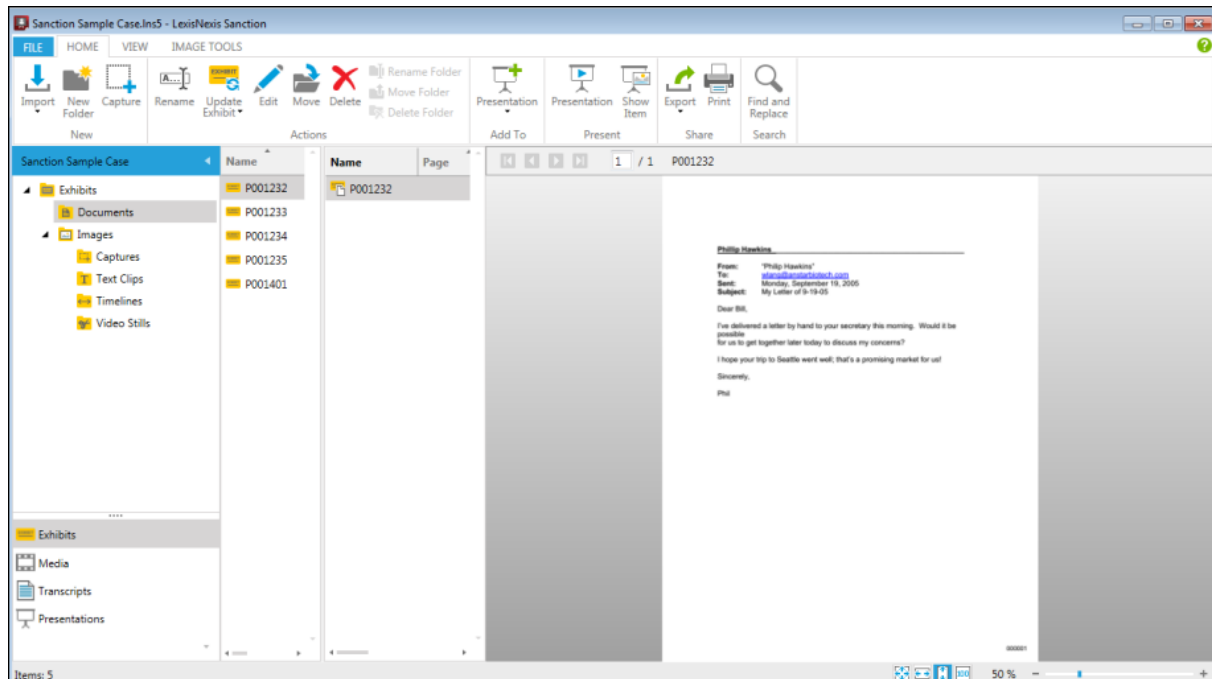
- Start the product activation wizard.

Related Topics

[Customizing the Layout](#)  
[Keyboard Shortcuts](#)

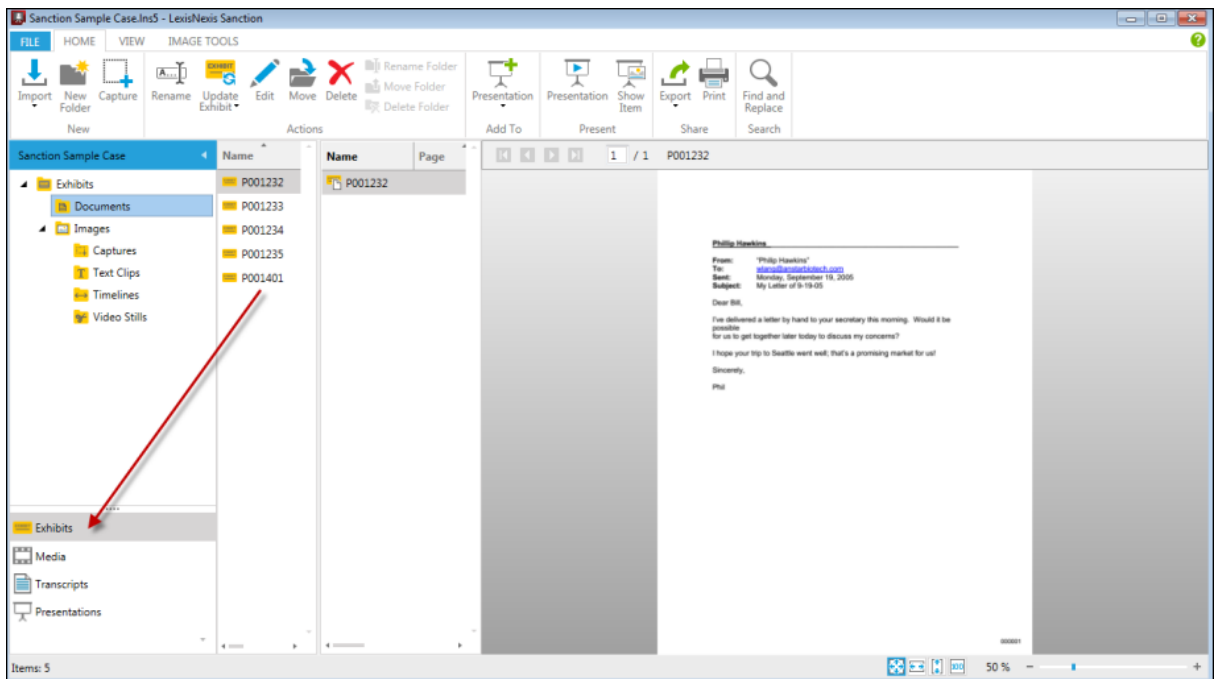
## HOME - Exhibits Area

You can access exhibits and related program functionality in the Exhibits area.

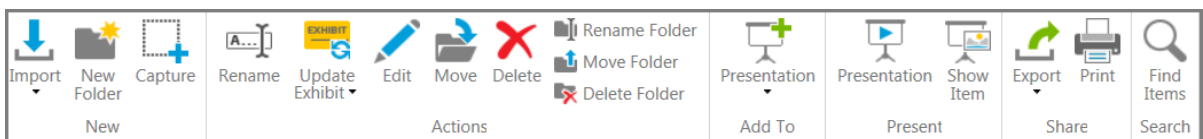


Interface element	Description
<b>Button groups for Exhibits</b>	These button groups provide functionality for working with exhibits.
<b>Case properties panel</b>	Right-click the panel to access the case media paths and case properties. For more information, see: <a href="#">Set Presentation Options</a> , <a href="#">Change the Default Case Path</a> , and <a href="#">Preferred Media Paths</a> .
<b>Default exhibit folders</b>	<p>These folders are created for you when you create a case. They cannot be moved, renamed, or deleted.</p> <ul style="list-style-type: none"> <li>• The Captures folder is where Sanction puts the screen captures that you make of exhibits. For more information, see: <a href="#">Screen Captures</a> and <a href="#">Default Folders and Item Types</a>.</li> <li>• The Text Clips folder is where Sanction puts images that you clip from sections of transcripts. For more information, see: <a href="#">Text Clips</a>.</li> <li>• The Timelines folder is a place where you can store images of timelines.</li> <li>• The Video Stills folder is where Sanction puts still images that you create from video frames. For more information, see: <a href="#">Video Stills</a>.</li> </ul>

<p><b>A user folder</b></p>	<p>In the screen capture above, <i>MyFolder</i> is an example of a user-created folder.</p> <p>User folders can be renamed, moved, or deleted as needed.</p> <p>For more information, see: <a href="#">User Folders</a>.</p>
<p><b>Navigation bars</b></p>	<p>These provide access to folders for exhibits, media, transcripts, and presentations.</p>
<p><b>Navigation Pane minimize button</b></p>	<p>This button minimizes the navigation pane. Use this as an alternative to the VIEW menu, Navigation Pane selection.</p> <p>See: <a href="#">Customizing the Layout</a></p>
<p><b>Exhibit list and Exhibit page list</b></p>	<p>The exhibits contained in the selected folder.</p> <p>The pages of the selected exhibit.</p>
<p><b>Exhibit viewer</b></p>	<p>Provides a view of the selected exhibit page.</p>
<p><b>Layout controls</b></p>	<p>Provide control over layout/magnification in the exhibit viewer.</p>



When you click the Exhibits navigation bar, the button groups of the HOME menu change to reflect options available when working with exhibits.



Home tab when Exhibits navigation bar is selected

☐ **Shortcut keys - HOME > Exhibits Area**

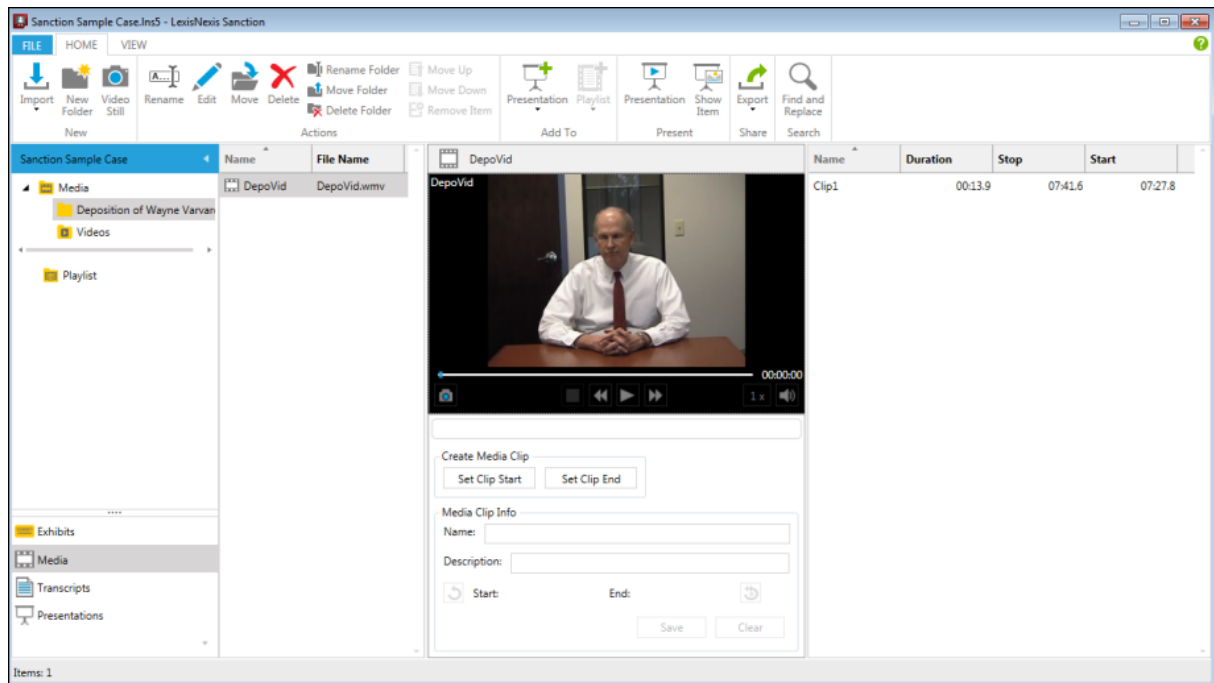
Group > Button	Task	Shortcut
<b>New &gt; Import</b>	Import exhibits, media, transcripts, exhibit load files, and clip lists.	<b>Ctrl+I</b>
<b>New &gt; New Folder</b>	Create a new folder.	<b>Ctrl+Shift+F3</b>
<b>New &gt; Capture</b>	Create a screen capture of the contents of the exhibit viewer.	<b>F7</b>
<b>Actions &gt; Rename</b>	Rename items and folders.	<b>F2</b>
<b>Actions &gt; Update Exhibit</b>	Add pages to an exhibit or update existing pages.	<b>Ctrl+U</b>
<b>Actions &gt; Edit</b>	Edit exhibit or page properties, such as the name, exhibit number, or Bates number.	<b>Ctrl+Shift+I</b>
<b>Actions &gt; Move</b>	Move the selected exhibit.	<b>Ctrl+Shift+F2</b>
<b>Actions &gt; Delete</b>	Delete the selected exhibit.	<b>Ctrl+D</b>
<b>Actions &gt; Rename Folder</b>	Rename the selected folder.	<b>Ctrl+Shift+F</b>
<b>Actions &gt; Move Folder</b>	Move the selected folder.	<b>Ctrl+Shift+M</b>
<b>Actions &gt; Delete Folder</b>	Delete the selected folder. (Folder must be empty.)	<b>Ctrl+Shift+D</b>
<b>Add To &gt; Presentation</b>	Add the selected page to the existing presentation of your choice. Or create a new presentation from a selected page.	<b>Ctrl+Shift A</b>
<b>Present &gt; Presentation</b>	Open the presentation window.	<b>Ctrl+Shift+F1</b>
<b>Present &gt; Show Item</b>	Immediately open the selected item in the presentation window.	<b>Ctrl+S</b>
<b>Share &gt; Export</b>	Export exhibits, clips, playlists, and duration list reports.	<b>Ctrl+Shift+E</b>
<b>Share &gt; Print</b>	Print exhibits.	<b>Ctrl+Shift+P</b>
<b>Search &gt; Find and Replace Items</b>	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description. Search for items by admit date or	<b>Ctrl+F</b>

Related Topics

- [Customizing the Layout](#)
- [Keyboard Shortcuts](#)

## HOME - Media Area

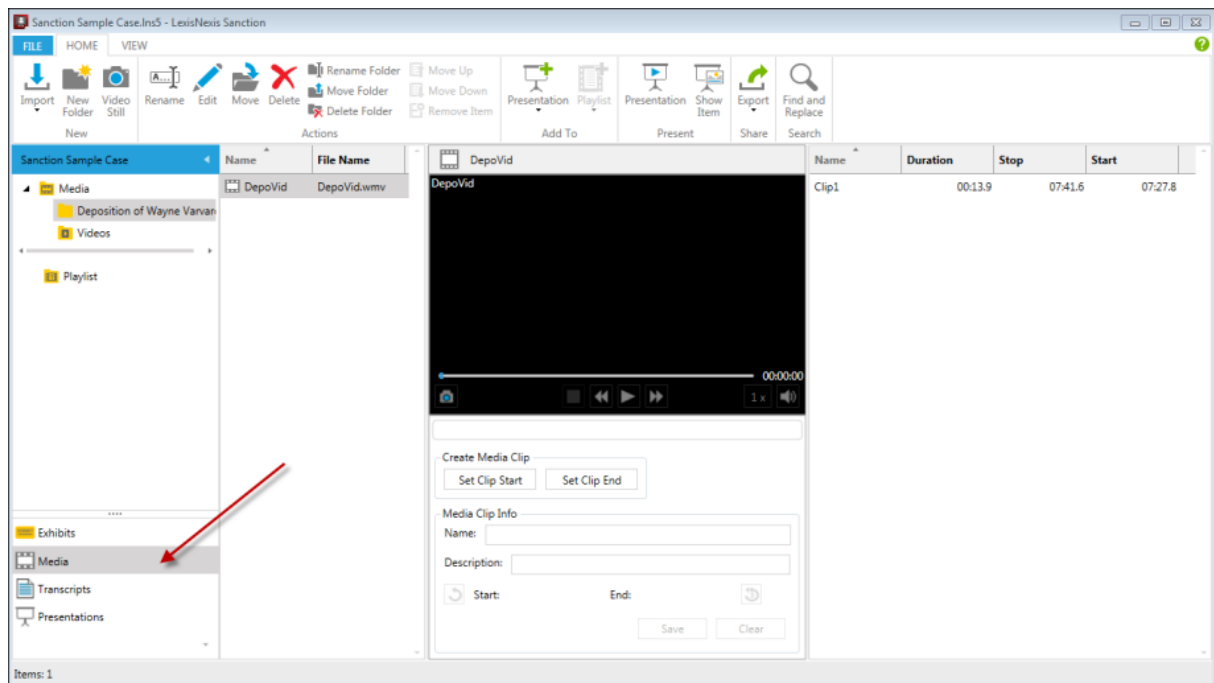
You can access media, playlists, clips, and related program functionality in the Media area.



Interface element	Description
<b>Case properties panel</b>	Right-click the panel to access the case media paths and case properties. For more information, see: <a href="#">Set Presentation Options</a> , <a href="#">Change the Default Case Path</a> , and <a href="#">Preferred Media Paths</a> .
<b>Media folders</b>	The Media folder and its Videos subfolder are created by default and cannot be moved or renamed. However, you can create new folders in the Media folder.
<b>Playlist folder</b>	This folder holds playlists.
<b>Navigation bars</b>	These provide access to exhibits, media, transcripts, and presentations.
<b>Navigation Pane minimize button</b>	This button minimizes the navigation pane. Use this as an alternative to options on the VIEW tab. For more information, see: <a href="#">Customizing the Layout</a> .

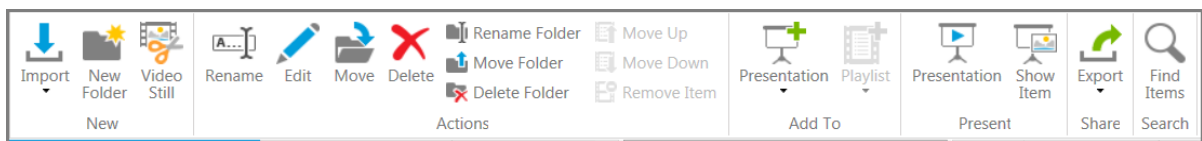


<b>Media item list</b>	Select an item to view it in the media player.
<b>Clip Creator</b>	Use this to create and edit media clips.
<b>Media player</b>	With the Media player, you can play media, clips, and playlists, and create video stills.
<b>Clip list</b>	Provides a list of any clips created from the selected media item. When clips are selected, the Playlist button becomes active. If no clips have been created for the selected media item, the list is empty.



**The Media navigation bar**

When you click the Media navigation bar, the button groups of the HOME menu change to reflect options available when working with media, clips, and playlists.



**HOME tab when Media navigation bar is selected**

**Shortcut keys - HOME > Media**

Group > Button	Task	Shortcut
----------------	------	----------

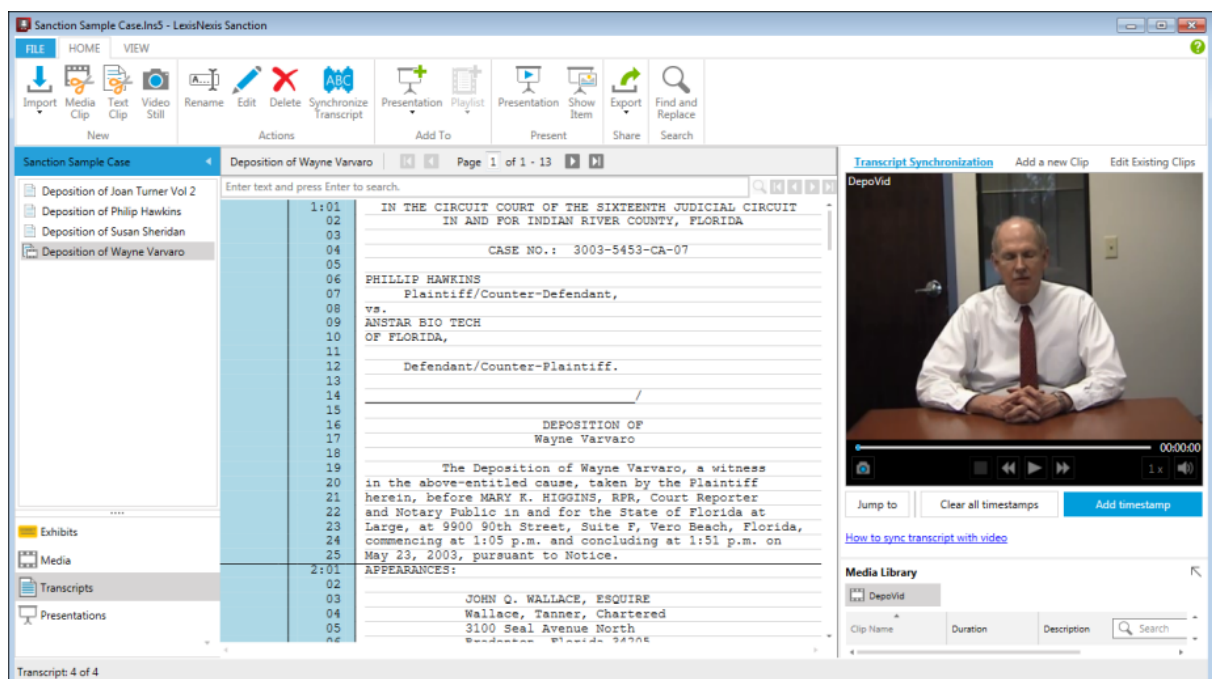
<b>New &gt; Import</b>	Import exhibits, media, transcripts, exhibit load files, and clip lists.	<b>Ctrl+I</b>
<b>New &gt; New Folder</b>	Create a new folder.	<b>Ctrl+Shift+F3</b>
<b>New &gt; Video Still</b>	Create a video still from a frame of video.	<b>Ctrl+Shift+V</b>
<b>Actions &gt; Rename</b>	Rename the selected media or clip.	<b>F2</b>
<b>Actions &gt; Edit</b>	Edit the properties of the selected media or clip.	<b>Ctrl+Shift+I</b>
<b>Actions &gt; Move</b>	Move the selected media item.	<b>Ctrl+Shift+F2</b>
<b>Actions &gt; Delete</b>	Delete the selected media or clip.	<b>Ctrl+D</b>
<b>Actions &gt; Rename Folder</b>	Rename the selected folder.	<b>Ctrl+Shift+F</b>
<b>Actions &gt; Move Folder</b>	Move the selected folder.	<b>Ctrl+Shift+M</b>
<b>Actions &gt; Delete Folder</b>	Delete the selected folder. (Folder must be empty.)	<b>Ctrl+Shift+D</b>
<b>Actions &gt; Move Up</b>	Move the selected clip up in the playlist.	<b>Ctrl+Alt+U</b>
<b>Actions &gt; Move Down</b>	Move the selected clip down in the playlist.	<b>Ctrl+Alt+U</b>
<b>Actions &gt; Remove Item</b>	Remove the selected clip from the playlist.	<b>Ctrl+Alt+R</b>
<b>Add To &gt; Presentation</b>	Add the selected media to the existing presentation of your choice. Or create a new presentation from a selected media.	<b>Ctrl+Shift A</b>
<b>Add To &gt; Playlist</b>	Add the selected clip to an existing playlist. Or create a new playlist from a selected clip.	<b>Ctrl+Y</b>
<b>Present &gt; Presentation</b>	Open the presentation window.	<b>Ctrl+Shift+F1</b>
<b>Present &gt; Show Item</b>	Immediately open the selected item in the presentation window.	<b>Ctrl+S</b>
<b>Share &gt; Export</b>	Export exhibits, clips, playlists, and duration list reports.	<b>Ctrl+Shift+E</b>
<b>Share &gt; Print</b>	Print exhibits.	<b>Ctrl+Shift+P</b>
<b>Search &gt; Find Items</b>	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description. Search for items by admit date or transcript date.	<b>Ctrl+F</b>

Related Topics

[Customizing the Layout](#)  
[Keyboard Shortcuts](#)

## HOME - Transcripts Area

You can access transcripts, synchronized transcripts, and related program functionality in the Transcripts area.



Interface element	Description
<b>Case properties panel</b>	Right-click the panel to access the case media paths and case properties. For more information, see: <a href="#">Set Presentation Options</a> , <a href="#">Change the Default Case Path</a> , and <a href="#">Preferred Media Paths</a> .
<b>Transcript list</b>	Lists all the transcripts that have been imported into the case.
<b>Navigation bars</b>	These provide access to exhibits, media, transcripts, and presentations.
<b>Navigation Pane minimize button</b>	This button minimizes the navigation pane. Use this as an alternative to options on the VIEW tab. For more information, see: <a href="#">Customizing the Layout</a> .

**Transcript highlighting\***

When a synchronized transcript is playing, the current line is highlighted with the color of your choice. Highlight color can be changed by opening the Sanction Options dialog box. For more information, see: [Set Presentation Options](#).

**Paging controls**

Using these controls, you can: page through the transcript one page at a time, go to the first or last page, or go to a page by typing.

**Search bar**

Use this to search for text within the selected transcript. Buttons allow you to move forward and back between search hits.

**Transcript window**

With the transcript window, you can select text and then right-click to create a text clip.

In addition, if the transcript has synchronized media, when you right-click a selection, you can create a media clip.

**Clip list\***

The list of clips created from the selected synchronized transcript.

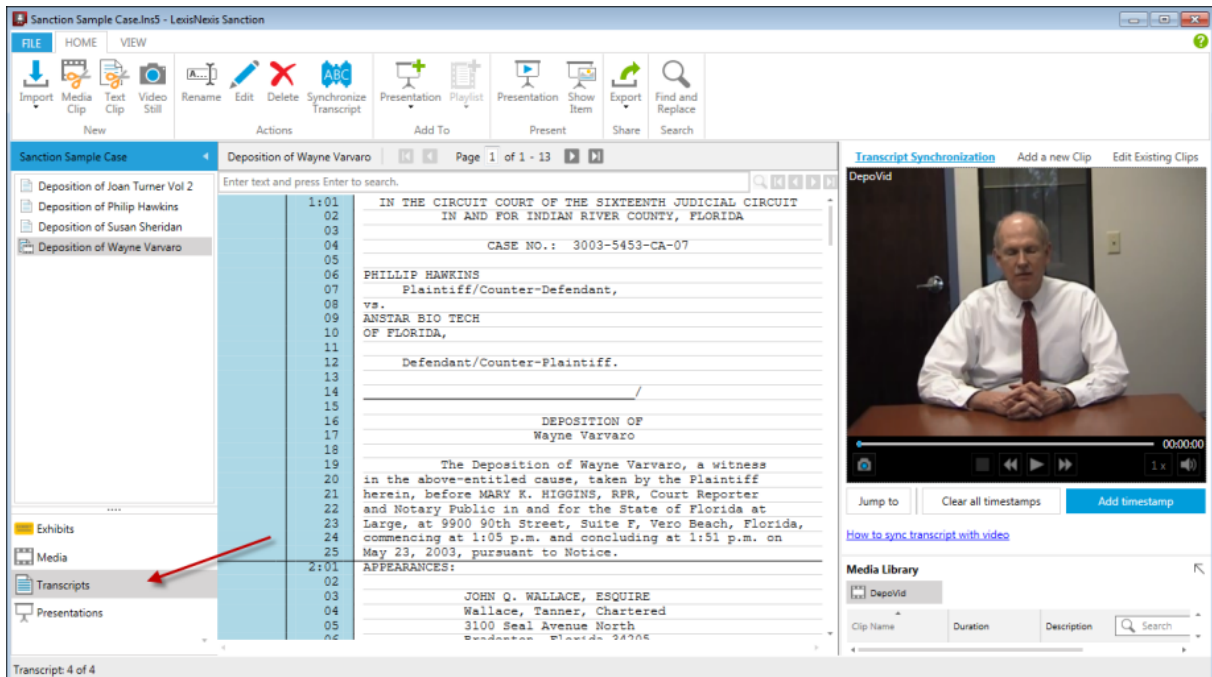
**Media player\***

Plays the video of the transcript. The transcript text remains in sync as you use the media player to go to different parts of the transcript.

**Clip Creator\***

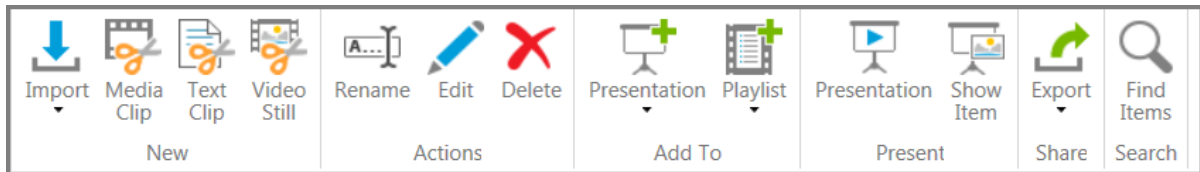
Use this to create and edit media clips from the selected synchronized transcript.

\* Feature becomes available when a synchronized transcript is selected.



The Transcripts navigation bar

When you click the Transcripts navigation bar, the button groups of the HOME menu change to reflect options available when working with transcripts and synchronized transcripts.



Home tab when Transcripts navigation bar is selected

#### ☐ [Shortcut keys - HOME > Transcripts](#)

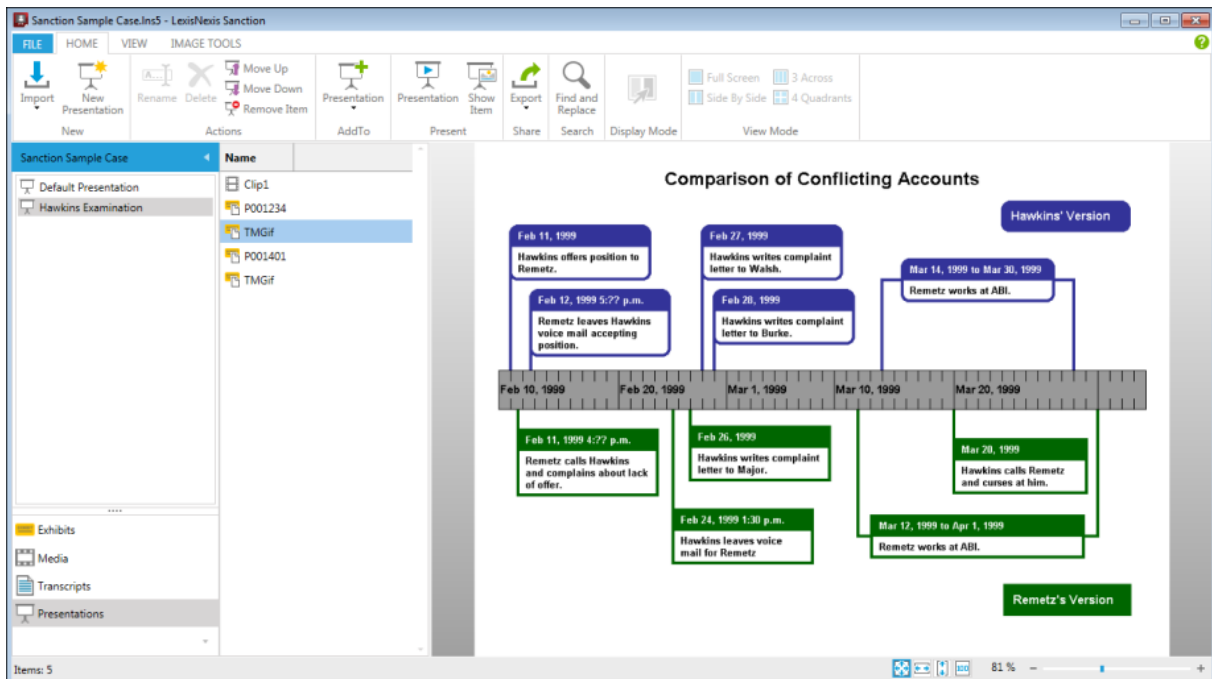
Group > Button	Task	Shortcut
<b>New &gt; Import</b>	Import exhibits, media, transcripts, exhibit load files, and clip lists.	<b>Ctrl+I</b>
<b>New &gt; Media Clip</b>	Create a new media clip from selected lines in a synchronized transcript.	<b>Ctrl+Alt+M</b>
<b>New &gt; Text Clip</b>	Create an image of the selected transcript text.	<b>Ctrl+Shift+X</b>
<b>New &gt; Video Still</b>	Create a new video still from a frame in a synchronized transcript.	<b>Ctrl+Shift+X</b>
<b>Actions &gt; Rename</b>	Rename the selected transcript.	<b>F2</b>
<b>Actions &gt; Edit</b>	Edit transcript properties.	<b>Ctrl+Shift+I</b>
<b>Actions &gt; Delete</b>	Delete the selected transcript.	<b>Ctrl+D</b>
<b>Add To &gt; Presentation</b>	Add the selected transcript to the existing presentation of your choice. Or create a new presentation from a selected transcript.	<b>Ctrl+Shift+A</b>
<b>Add To &gt; Playlist</b>	Add selected clip (from a synchronized transcript) to an existing transcript, or create a new transcript from the selected clip.	<b>Ctrl+Y</b>
<b>Present &gt; Presentation</b>	Open the presentation window.	<b>Ctrl+Shift+F1</b>
<b>Present &gt; Show Item</b>	Immediately open the selected transcript in the presentation window.	<b>Ctrl+S</b>
<b>Share &gt; Export</b>	Export exhibits, clips, playlists, and duration list reports.	<b>Ctrl+Shift+E</b>
<b>Search &gt; Find Items</b>	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description. Search for items by admit date or transcript date.	<b>Ctrl+F</b>

Related Topics

- [Customizing the Layout](#)
- [Keyboard Shortcuts](#)

## HOME - Presentations Area

You can access presentations and their contents in the Presentations area.



interface element	Description
<b>Case properties panel</b>	Right-click the panel to access the case media paths and case properties. For more information, see: <a href="#">Set Presentation Options</a> , <a href="#">Change the Default Case Path</a> , and <a href="#">Preferred Media Paths</a> .
<b>Presentation list</b>	The presentation list shows all of the presentations in your case. The Default Presentation is a blank presentation that is built into every case. In the screen capture above, Hawkins Examination is an example of a presentation created by a user.
<b>Navigation bars</b>	These provide access to exhibits, media, transcripts, and presentations.
<b>Navigation Pane minimize button</b>	This button minimizes the navigation pane. Use this as an alternative to options on the VIEW tab.

**Presentation item list**

This is the list of items in the selected presentation.

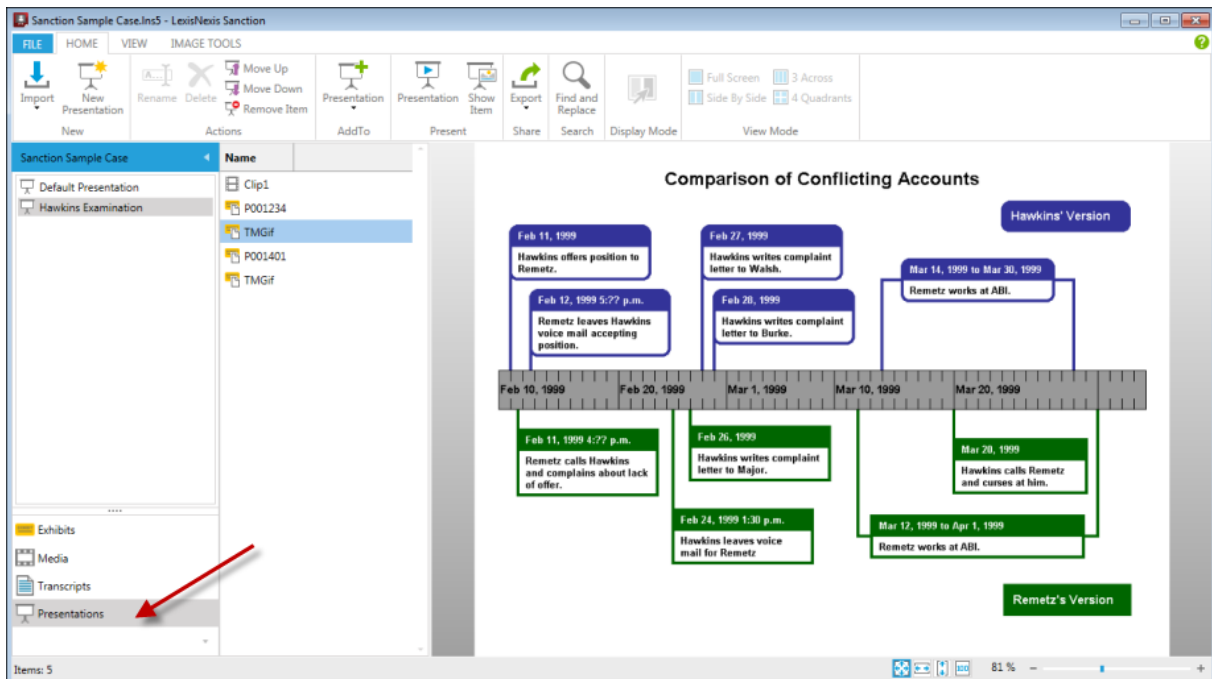
**Item viewer window**

Shows a preview of the currently selected item. Switches modes between exhibit viewer, media viewer, transcript viewer, or synchronized transcript viewer, depending on the item type selected.

**Layout tools**

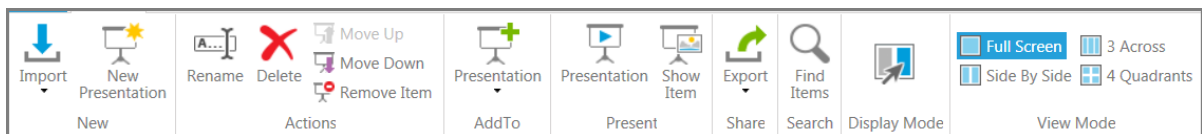
Provides options to fit and zoom the selected image in the viewer.

For more information on these controls, see: [Creating a Presentation](#) , [Adding and Removing Items](#) , and [Opening and Closing Presentations](#).



**The Presentations navigation bar**

When you click the Presentations navigation bar, the button groups of the HOME menu change to reflect options available when working in the presentations area of the main program window.

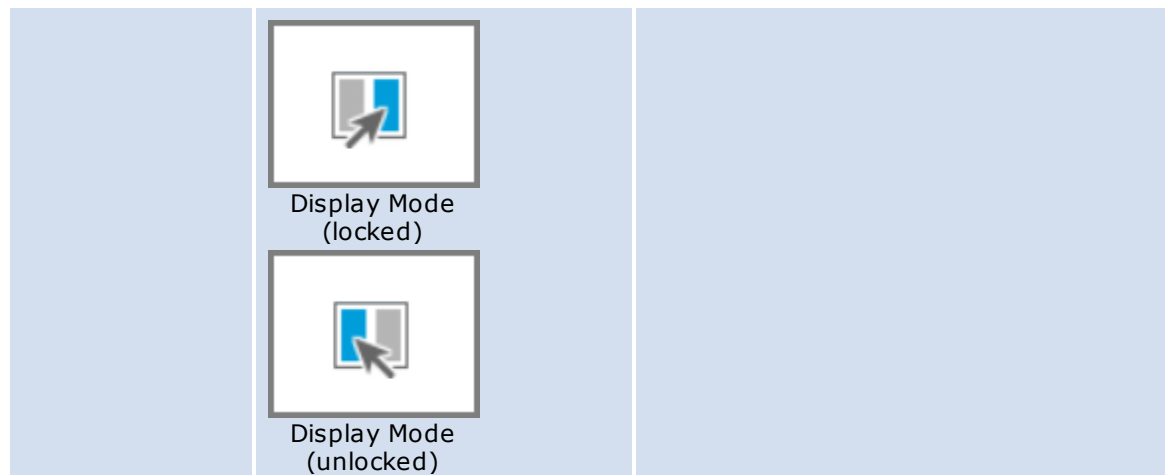


**Home tab when Presentations navigation bar is selected**

☰ [Shortcut keys - HOME > Presentations](#)

Group > Button	Task	Shortcut
<b>New &gt; Import</b>	Import exhibits, media, transcripts, exhibit load files, and clip lists.	<b>Ctrl+I</b>
<b>New &gt; New Presentation</b>	Create a new presentation.	<b>Ctrl+Shift+N</b>
<b>Actions &gt; Rename</b>	Rename selected presentation.	<b>F2</b>
<b>Actions &gt; Delete</b>	Delete selected presentation.	<b>Ctrl+D</b>
<b>Actions &gt; Move Up</b>	Move selected items up in the presentation.	<b>Ctrl+Alt+U</b>
<b>Actions &gt; Move Down</b>	Move selected items down in the presentation.	<b>Ctrl+Alt+D</b>
<b>Actions &gt; Remove Item</b>	Remove selected items from the presentation.	<b>Ctrl+Alt+R</b>
<b>Add To &gt; Presentation</b>	Add the currently selected item to a different presentation, or create a new presentation from a selected item.	<b>Ctrl+Shift+A</b>
<b>Present &gt; Presentation</b>	Open the selected presentation.	<b>Ctrl+Shift+F1</b>
<b>Present &gt; Show Item</b>	Open the selected item in the presentation window.	<b>Ctrl+S</b>
<b>Share &gt; Export</b>	Export exhibits, clips, playlists, and duration list reports.	<b>Ctrl+Shift+E</b>
<b>Display Mode</b>	<p>Only active when presentation window is open.</p> <p>When View Mode is set to Side By Side, 3 Across, or 4 Quadrants:</p> <ul style="list-style-type: none"> <li>• Allows you to move through your presentation using any item window.</li> <li>• Prevents new item windows from opening.</li> </ul>	<p><b>Ctrl+Shift+T</b> (Toggles on/off)</p>





Allows you to select between Full Screen, Side By Side, 3 Across, or 4 Quadrants.

Only active when presentation window is open.

Regardless of which View Mode is selected, when you open a presentation, the window opens as a Full Screen.

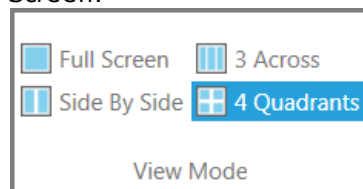
### View Mode

Full Screen: **Ctrl+Shift+Up Arrow**

Side By Side: **Ctrl+Shift+Left Arrow**

3 Across: **Ctrl+Shift+Right Arrow**

4 Quadrants: **Ctrl+Shift+Down Arrow**



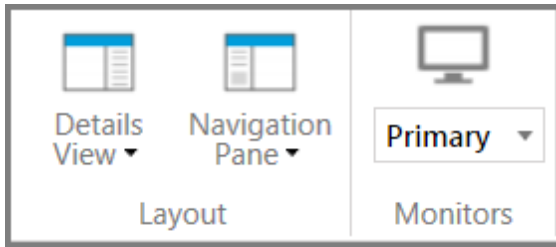
#### Related Topics

[Customizing the Layout](#)

[Keyboard Shortcuts](#)

### VIEW Tab

You can control the layout the main program window and send your presentations to a second monitor by using the options on the VIEW tab.



The VIEW tab

Group > Button	Task	Shortcut
Layout > Details View	Change the details view of exhibits to left, minimized, or right.	<b>Ctrl+Alt+V</b>
Layout > Details View	Show normal or minimize navigation panes.	<b>Ctrl+Alt+N</b>
Monitors	Show presentations on a second display, such as an external monitor or projector. For more information, see: <a href="#">Presenting on a Second Display</a>	<b>Ctrl+Alt+Y</b>

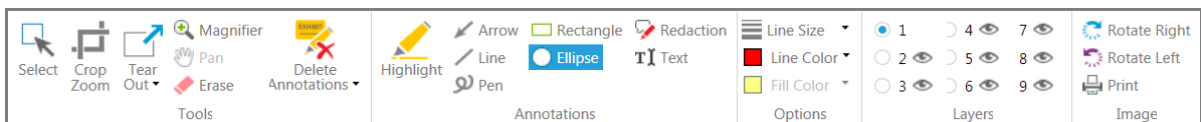
Related Topics

- [Customizing the Layout](#)
- [Keyboard Shortcuts](#)

### IMAGE TOOLS Tab

You can add sophisticated, multilayered annotations to exhibit pages by using the tools on the IMAGE TOOLS tab.

To access the IMAGE TOOLS tab, you need to first select an exhibit page, either in the Exhibits area or the Presentations area. When the IMAGE TOOLS tab is selected, the following button groups are available.



The IMAGE TOOLS tab

Group > Button	Task	Shortcut
Tools > Select	Selection tool.	<b>Ctrl+Shift+S</b>

<b>Tools &gt; Crop</b>	Crop and zoom.	<b>Ctrl+M</b>
<b>Tools &gt; Tear Out</b>	Magnify a selected part of the page and move the selection around.	<b>Ctrl+O</b>
<b>Tools &gt; Magnifier</b>	Drag a magnifier across the exhibit.	<b>Ctrl+Alt+G</b>
<b>Tools &gt; Pan</b>	Drag a zoomed page around in the exhibit viewer window.	<b>Ctrl+Alt+P</b>
<b>Tools &gt; Erase</b>	Erase annotations one at a time. Note -- in the presentation window, the shortcut key for Erase is Ctrl+D .	<b>Ctrl+Alt+S</b>
<b>Tools &gt; Delete Annotations</b>	Delete all of the annotations or exhibit stamps applied to selected exhibit pages. <b>IMPORTANT</b> In presentation window, Ctrl+Delete immediately deletes all visible annotations.	<b>Ctrl+Delete</b> (IMAGE TOOLS tab only)
<b>Annotations &gt; Highlight</b>	Create a transparent rectangle.	<b>Ctrl+H</b>
<b>Annotations &gt; Arrow</b>	Draw an arrow .	<b>Ctrl+W</b>
<b>Annotations &gt; Line</b>	Draw a line.	<b>Ctrl+L</b>
<b>Annotations &gt; Pen</b>	Draw a freehand line.	<b>Ctrl+N</b>
<b>Annotations &gt; Rectangle</b>	Create an unfilled ellipse.	<b>Ctrl+G</b>
<b>Annotations &gt; Ellipse</b>	Create an unfilled rectangle.	<b>Ctrl+E</b>
<b>Annotations &gt; Redaction</b>	Create a filled rectangle.	<b>Ctrl+R</b>
<b>Annotations &gt; Text</b>	Type text into the exhibit.	<b>Ctrl+Alt+X</b>
<b>Options &gt; Line Size</b>	Set the line thickness for: arrow, line, pen, rectangle, and ellipse.	<b>Ctrl+Alt+I</b>
<b>Options &gt; Line Color</b>	Set the line color for: arrow, line, pen, rectangle, and ellipse.	<b>CTRL+Alt+O</b>
<b>Options &gt; Fill Color</b>	Set the fill color for: highlight, redaction, and text box.	<b>Ctrl+Alt+F</b>
<b>Layers &gt; 1 - 9</b>	Select a layer and show it if it is hidden. For more information, see: <a href="#">Annotation Layers</a> .	<b>Ctrl+[Layer#]</b> (e.g. 2 - 9)
<b>Image &gt; Rotate Right</b>	Rotate page right.	<b>Ctrl+Period</b>
<b>Image &gt; Rotate Left</b>	Rotate page left.	<b>Ctrl+Comma</b>
<b>Image &gt; Print</b>	Print the selected exhibit page.	<b>Ctrl+Shift+P</b>

Related Topics

[Customizing the Layout](#)  
[Keyboard Shortcuts](#)

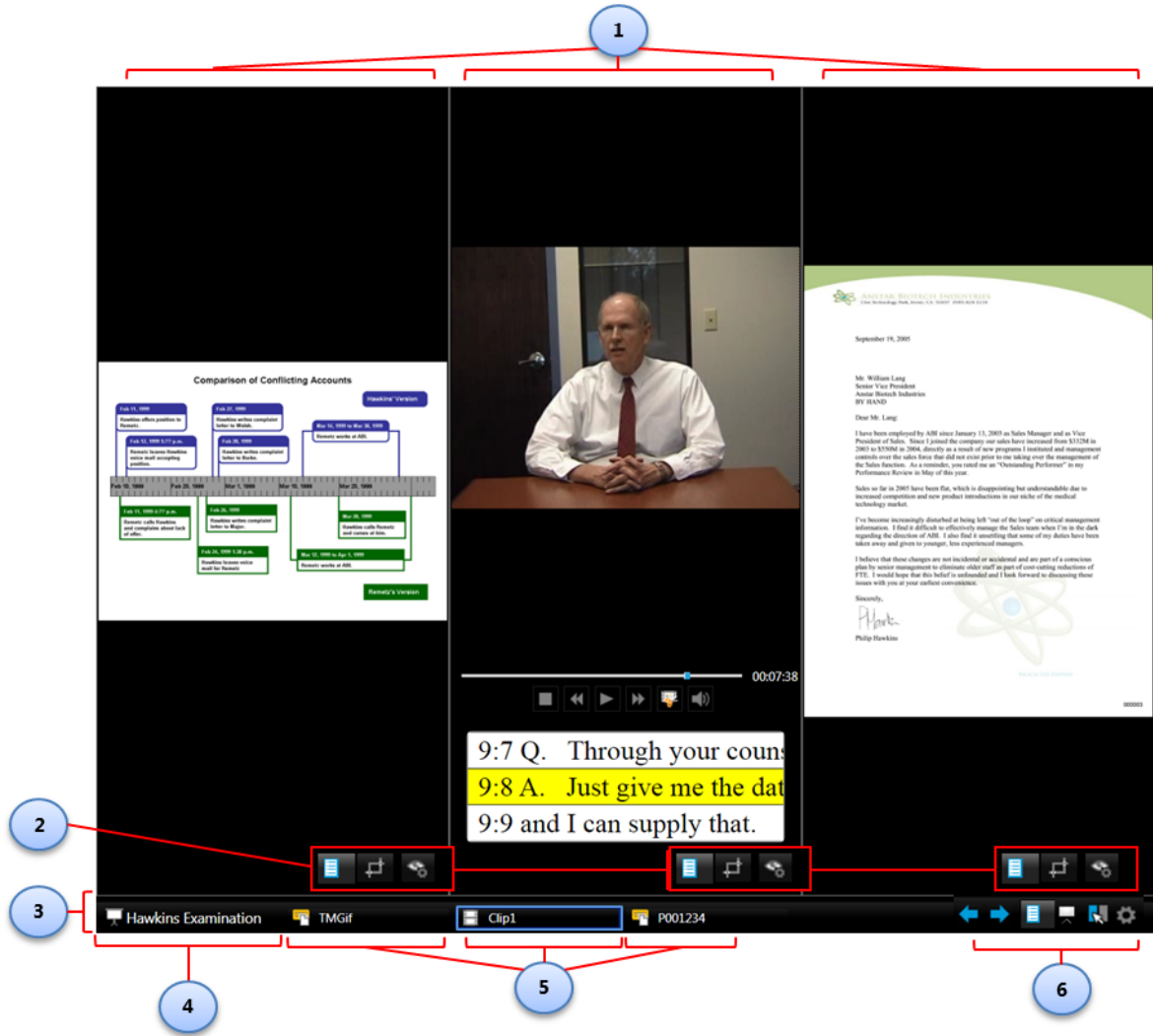
## Presentation Window

The presentation window is what your audience will see when you run your presentation. By default, the presentation windows opens a single item at a time, however, the presentation

window can be divided into multiple item windows. You can control the presentation window using tools available in the presentation task bar and in each item window. You can also control the presentation from the main program window, if the presentation is running on a second display.

This topic describes the functional areas and controls of the presentation window.

**Presentation window controls**



The Presentation Window

interface element	Description
-------------------	-------------

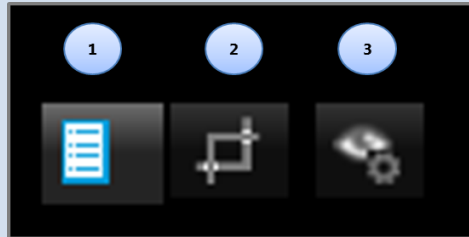
**1. Item windows**

The presentation window can show up to four item windows simultaneously. The screen shot above shows the presentation window hosting 3 item windows: a time line image on the left, a

synchronized transcript in the center, and a document exhibit on the right. For more information, see: [Displaying Multiple Item Windows](#).

## 2. Item window controls

Each item window is equipped with its own set of controls:



1. **Item selector.** Use this to open an item by typing its name or by selecting it from a list.

2. **Annotation tools.** Use this to access annotation tools.

3. **Page fit and layers.** Use this to adjust the page layout and work with the annotation layers of an exhibit.

For more information see: [Setting Presentation Options](#), and [Annotation Layers](#).

## 3. Presentation taskbar

The taskbar provides tools for you to control the presentation. The task bar can be hidden or otherwise configured. For more information, see: [Setting Presentation Options](#).

The taskbar has the following components: the presentation selector, task

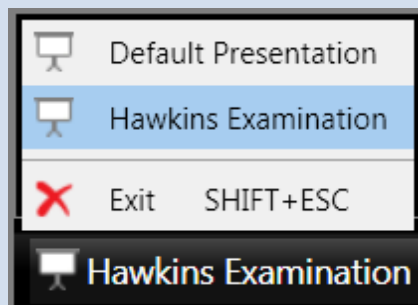
## 4. Presentation selector

Lists all the presentations in the case.

Select this to:

- Switch from presentation to presentation.
- Close the presentation window.

For more information see: [Opening and Closing Presentations](#).



## 5. Presentation window buttons

Each open item window gets its own button in the taskbar.

A blue border around the item name indicates the item is the one that is active in the presentation window.

## 6. Presentation window controls

The presentation window is equipped with a set of controls:



1. **Next item/Previous item.** Use these to move back and forward between items in the presentation.

2. **Item selector.** Use it to:

- Select items to display from a list of the items in the presentation.
- Access a search box for opening an item by typing a name, exhibit number, trial exhibit number or Bates number.
- Create screen captures.

3. **View Mode.** Use this to configure the presentation window to display as: Full Screen, Side-by-Side, 3 Across, and 4 Quadrants.

4. **Display Mode.** Works in conjunction with the View Mode. When unlocked, you can suspend new item windows from opening, regardless of the View Mode setting. It also allows you to select which item window you want to use to move through the presentation.



Display Mode locked



Display Mode unlocked

For more information, see: [Displaying Multiple Item Windows](#).

**5. Presentation options**

This button opens the Sanction Options dialog box, which contains settings that govern: item display, item borders, tear out borders, media playback, task bar options, and text appearance for transcripts.

For more information on these controls, see: [Controlling Item Presentation](#).

**Presentation window shortcut keys**

Action	Key combination
Full Screen view mode	<b>F11</b> or <b>Alt+Shift+Up Arrow</b>
Side by Side view mode	<b>Alt+Shift+Left Arrow</b>

3 Across view mode	<b>Alt+Shift+Right Arrow</b>
4 Quadrant View	<b>Alt+Shift+Down Arrow</b>
Rotate image counterclockwise	<b>Ctrl+Comma</b>
Rotate image clockwise	<b>Ctrl+Period</b>
Select	<b>Ctrl+Shift+S</b>
Crop/Zoom	<b>Ctrl+M</b>
Tear out (in presentation window)	<b>Ctrl+O</b>
Pan	In the presentation window, there is no shortcut key for the Pan tool.  In the main program window, <b>Ctrl+Alt+P</b> activates the Pan tool.
Erase	<b>Ctrl+D</b> in the presentation window.  In the main program window, <b>Ctrl+Alt+S</b> activates Erase tool.
Delete all visible annotations	<b>Ctrl+Delete</b>  In presentation window, this shortcut deletes all visible annotations.  In main program window, this shortcut activates the Delete Annotations menu item.
Highlight	<b>Ctrl+H</b>
Arrow	<b>Ctrl+W</b>
Line	<b>Ctrl+L</b>
Pen	<b>Ctrl+N</b>
Rectangle	<b>Ctrl+G</b>
Ellipse	<b>Ctrl+E</b>
Redaction	<b>Ctrl+Shift+R</b>
Play\Pause media	<b>Ctrl+P</b>

Show previous item	<b>Ctrl+Left Arrow</b>
Show next item	<b>Ctrl+Right Arrow</b>
Close all other item windows	<b>Ctrl+Shift+F4</b>
Display Mode lock/unlock	<b>Ctrl+Shift+T</b>
Zoom in/out exhibit page (using mouse)	<b>Ctrl+Mouse wheel forward</b> or <b>Ctrl+Mouse wheel back</b>
Zoom in exhibit page (using keyboard)	<b>Ctrl+Plus</b> or <b>Ctrl+Equal</b>
Zoom out exhibit page (using keyboard)	<b>Ctrl+Minus</b>
Next presentation	<b>Ctrl+Alt+P</b>
Previous presentation	<b>Shift+Alt+P</b>
Clear presentation window	<b>Esc</b>
Close presentation window	<b>Shift+Esc</b>
Close all item windows	<b>Shift+F4</b>
Select next item window	<b>Tab</b>
Select previous item window	<b>Shift+Tab</b>
Layer visibility	<b>Ctrl+[Layer#]</b> (e.g. 2 - 9) to toggle on/off
Show next hidden layer	<b>F12</b> (not available in main program window)
Hide last visible layer	<b>Shift+F12</b> (not available in main program window)
Capture	<b>F7</b>
Page up and page down through a multi-page exhibit	<b>Page Up</b> <b>Page Down</b>



Page forward like a book

**Ctrl+J**

Related Topics


[Customizing the Layout](#)

[Keyboard Shortcuts](#)

## Cases


### Create, Open, and Pin Cases

To get started in Sanction you create a case. It is highly recommended that when you create cases on your local computer, rather than saving them to a sever. Working on cases located on a network can corrupt case backup files.

 Sanction automatically creates backup files.


Once you create a case, the next time you open Sanction you can find your case listed in Recent Cases list, which is available from the Open area of the FILE tab. If you know you will be working on the case and you do not want it to be replaced on the Recent Cases list, you can pin cases to the Recent Cases list.

#### To create a case

1. Start Sanction.
  -  If a case already open, click the **FILE** tab to access the case file panel.
2. Click **Open**, and then click **New Case**.
3. Browse to the folder where you want to save the case, type a name for the case file, and then click **Save**.


The case is created and it opens in Sanction.

#### To open a case

1. Start Sanction.
  -  If you already have a case open, click the **FILE** tab item to access the case file panel.
2. Click **Open**.
3. Do either of the following:
  - Click **Recent** and then select a case from the **Recent Cases** list.

- Click **Browse**, click **Browse** again, click the Sanction case file (.Ins3), and then click **Open**.

#### ☐ To pin a case to the Recent Cases list

1. On the **FILE** tab, click **Open**, and then click **Recent**.
2. In the Recent Cases list, click the  next to the case that you want always to appear in the list.

If you want to remove the case from the pinned cases list, click the pin again.

#### Related Topics

##### [Sample Sanction Case](#)

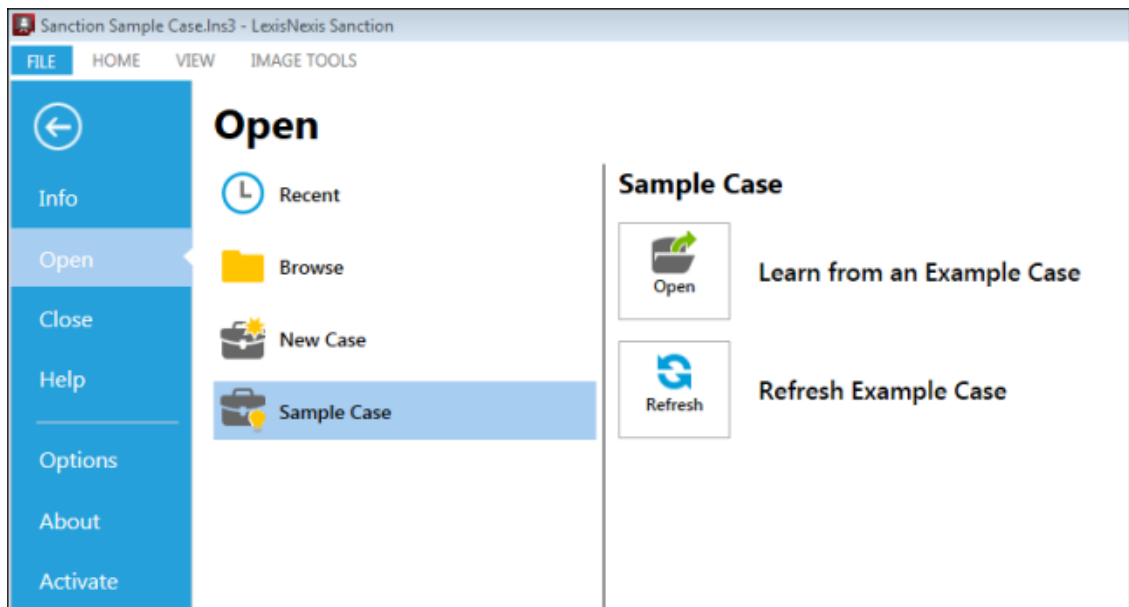
Change the Default Case Path

## Practice with a Sample Case

With the Sanction sample case, you can begin experimenting with the features of Sanction. You can reset the sample case to its original state whenever you want to.

#### ☐ To open or reset the sample case

1. On the FILE tab, click **Open**.



2. Select **Sample Case**.
3. Select one of the following depending on what you want to do:
  - **Open** opens the sample case in the state it was in when you last closed it.
  - **Refresh** opens the sample case in its original state.

#### Related Topics

- [Create, Open, and Pin Cases](#)
- [Quick Start Guide](#)
- [Navigating Sanction](#)
- [Customizing the Layout](#)
- [Preferred Media Paths](#)
- [Default Folders and Item Types](#)
- [User Folders](#)

## Items & Folders

### *Default folders and item types*

When you create a case, several default folders are visible in the folder list. This topic describes these folders and the kinds of items each can contain.

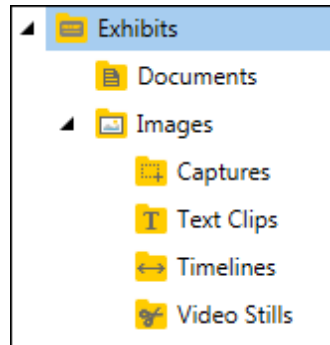
By default, Sanction creates the following high-level folders for each case: Exhibits, Media, Playlists, Transcripts, and Presentations.

- ✍ The folders described in this topic relate to the set of folders and subfolders that you see when you open a case in Sanction. For information about Sanction folder structure in the Windows file system, see: [Moving Cases and Media Files](#).

### [The Exhibits Folder](#)

You can add PDFs and image files to the Exhibits folder and its subfolders, either by importing files or by creating new screen captures, text clips and media stills from within Sanction.

The Exhibits subfolders are:



By default, the Exhibits folder contains a Documents folder and an Images folder.

- **Documents.** This folder is provided as an initial storage location for exhibit documents. You can create additional folders within the Documents folder.
- **Images.** This folder is provided as an initial storage location for images. However, the Images folder also contains several default subfolders of its own, with each serving a specialized purpose:
  - **Captures.** This folder is where Sanction puts any screen captures that you create. In Sanction, a screen capture is an image that you can create while viewing an exhibit either in the exhibit viewer or in the presentation window. For more information, see: [Screen Captures](#).
  - **Text Clips.** This folder is where Sanction puts any text clips that you create. A text clip is a kind of image that you create in Sanction from the text you select while viewing a transcript. For more information, see: [Text Clips](#).
  - **Timelines.** This folder is designated to hold timeline images, such as those created in LexisNexis TimeMap®.
  - **Video Stills.** This folder is where Sanction puts any video stills that you create. A video still is a kind of image that you can create in Sanction when using the video player. For more information, see: [Video Stills](#).

✍ The default folders do not enforce any file management scheme. For example, there is nothing to prevent you from putting image files into the Documents folder or PDF files into the Images folder.

✍ In addition to the default folders, you can create custom folders anywhere within the Exhibits folders.

✍ You can apply annotations to any item in the Exhibits folder and its subfolders.

### The Media Folder

The media folder may contain individual audio files and video files that you import, plus any clips that you make from them in Sanction after import. By default, the Media folder contains a Videos subfolder, which is provided to help you organize the media you import initially. Like the Exhibits folder, you can create your own folders under the Media folder. For information on getting media into your case, see: [Importing Media](#).

## Playlists

A playlist is a series of media clips that you assemble within Sanction to form a single media piece. For more information on creating media clips, see: [Media Clips](#). For information on assembling clips into playlists, see: [Playlists](#).

## [Transcripts](#)

Sanction supports many common transcript formats. After you import a transcript, it is accessible via the Transcripts navigation bar. For information on getting transcripts into your case, see: [Importing Transcripts](#).

## [Presentations](#)

This folder holds the presentations you create, as well as the Default Presentation, which is built into Sanction and contains no items initially. For information about creating presentations, see: [Create a Presentation](#).

### Related Topics

#### [User Folders](#)

Moving Exhibits and Media

#### [Screen Captures](#)

#### [Text Clips](#)

#### [Video Stills](#)

#### [Import Overview](#)

## **Deleting items**

Deleting an item removes it from the case. Here are some considerations to keep in mind, when deleting an item.

### **Deleting Exhibits**

- When you delete an exhibit, any annotations that you have applied to it are deleted as well, and the exhibit is removed from any presentations it was added to. However, any screen captures you may have created from the exhibit as well as any annotations made to the screen capture, are not deleted.
- Exhibit pages cannot be deleted independently from the exhibit to which they belong.

### **Deleting Media**

- Deleting a media item from within Sanction does not delete the media source file from the file system, it just breaks the link from the case to the media file.
- When you delete a media item from Sanction, any clip that you created from the media item is also deleted from the case. This includes clips already added to presentations and playlists. However, video stills created from the media item are not deleted nor are any annotations applied to the video stills.

### **Deleting Transcripts**

- When you delete a text transcript, it is removed from the case.

- The screen captures from exhibits and video stills from media, and any text clip made from the deleted transcript, remains as an exhibit in the case. When you delete a transcript from the case, it is removed from any presentations it was added to.
- When you delete a synchronized transcript, the transcript is removed from the case, but the video remains in its Sanction folder.

### Deleting Playlists, Presentations, and Folders

- If you delete a playlist, the items that were a part of it remain in the case.
- To *remove* an item from a presentation, select the item and use the **Remove Item** command. **Ctrl+Alt+R**. Do not use the Delete command when a presentation item is selected as doing so will delete the entire presentation.
- If you delete a presentation, the items that were a part of it remain in the case.
- You can delete any folder that you create, as long as the folder does not contain any items.

#### To delete items

1. On the HOME tab, click the **Exhibits, Media, Transcripts, or Presentations** navigation bar, depending on the type of item you want to delete.
2. Select the item you want to delete.
  - ⚠ Items, such as exhibit pages and transcripts, are not *deleted* from presentations, they are *removed*. Accordingly, if you want to remove an item from a presentation, you must select the item then then click **Remove Item**. Do not use the **Delete** command to remove items from presentations as doing so will delete the presentation.
3. Do one of the following:
  - In the Actions group, click **Delete**.
  - Right-click the item and then click **Delete**.
  - Press **Ctrl+D**.
4. In the confirmation dialog box, click **Yes**.

#### Related Topics

Moving Exhibits and Media

[Default Folders and Item Types](#)


### **Editing item properties**

A property is a type of information about an item. Item *name*, *exhibit number*, and *description* are all examples of properties.

Additionally, the following facts pertain to item properties:

- Each item type supports a different set of properties. For example, presentations have just the *name* property, whereas videos, in addition to the *name* property, have *exhibit number*, *trial exhibit number*, *admit date*, *description*, and *file name*.

- Certain item properties are editable and others are not. For example:
  - For videos, all properties but *file name* can be edited.
  - For transcripts, all but the *page count* property can be edited.
- The *name* property of most items can be edited by right-clicking the item and then selecting Rename or Edit. Note that exhibit names are editable, but not the names of individual exhibit pages.
- Other properties, when they apply, can be accessed via the Edit command. Select the item you want to change the property for, and then, on the HOME tab, click **Edit**.

 Individual exhibit pages cannot be edited.

- Several wizards are available for bulk renaming and renumbering exhibits. For more information see: [Wizards for Renaming, Renumbering, and Bates Numbering](#).

#### To rename an item

1. Select the item that you want to rename.
2. Do any of the following:
  - Right-click the item, and then click Rename.
  - On the HOME tab, in the Actions group, click Rename.
  - On the HOME tab, in the Actions group, click Edit.
  - Press F2.
3. Type the new name and then press Enter.

#### To edit or view other item properties

1. Select the item whose properties you want to view or edit.
2. Do one of the following:
  - On the HOME tab, in the Actions group, click Edit.
  - Right-click the item, and then click Edit.
  - Press Ctrl+Shift+I.The item properties dialog box opens.
3. View or edit properties as provided by the dialog box, and then click OK.

#### Related Topics

[Wizards for Renaming, Renumbering, and Bates Numbering](#)

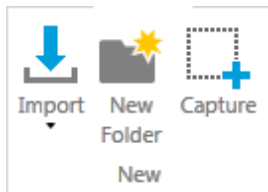
[Searching for Case Items](#)

### User Folders

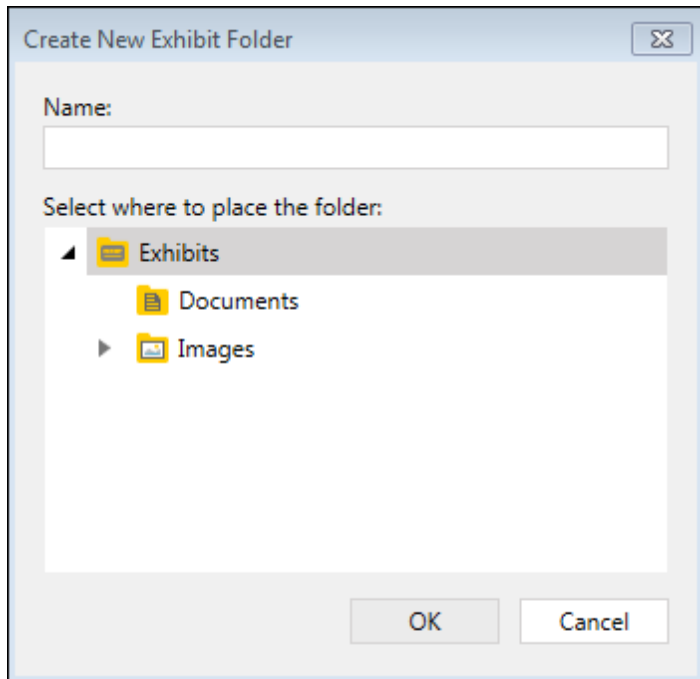
You can create new folders within the Exhibits or Media folders, and then import or move items into the folders you created. You can also rename, move, or delete the folders you create. The folders you create can be nested within other folders, including the default folders that Sanction creates.

#### To create a folder

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** or press **Ctrl+Shift+F3**.



The Create New Exhibit Folder dialog box opens.



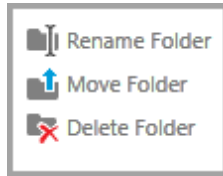
3. Type a name for the folder and then select a destination folder.
4. Click **OK**.

The new folder is created in the folder that you selected.

#### To rename, move, or delete a folder

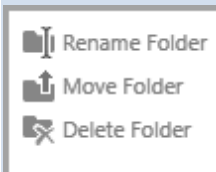


1. Select the folder.
2. Select an option, depending on what you want to do:



Option	Steps
<b>Rename</b>	<ol style="list-style-type: none"> <li>1. Click <b>Rename Folder</b>.</li> <li>2. Type the new name for the folder and then press <b>Enter</b>.</li> </ol>
<b>Move</b>	<ol style="list-style-type: none"> <li>1. Click <b>Move Folder</b>.</li> <li>2. Select the new folder location and then click <b>OK</b>.</li> </ol>
<b>Delete</b>	<ul style="list-style-type: none"> <li>• Click <b>Delete Folder</b>.</li> </ul> <p>To delete a folder, it must be empty.</p>

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



For more information on the default folders, see: [Default Folders and Item Types](#).

#### Related Topics

[Default Folders and Item Types](#)

[Deleting Items](#)

Moving Cases and Media Files

Moving Exhibits and Media

## Importing files

### *Import Overview*

With Sanction, you can import common file formats used in courtroom presentations for

exhibits, media, and transcripts.

☐ **Supported file formats and their destinations**

You can import many common file formats into your case by using the import utility from either **FILE > Info > Import**, or **HOME > Import**. You also have the option to drag and drop exhibits or media items directly on the folders where you want these items to go.

For each file format, a specific area of the item tree is reserved as a destination.

These file formats:	Can be imported into this folder:
<p><b>Bitmap .bmp</b>  <b>Gif .gif</b>  <b>Jpeg .jpg, .jpeg</b>  <b>Portable Document Format .pdf</b>  <b>Png .png</b>  <b>Tif .tif, .tiff</b></p>	<p><b>Exhibits and subfolders</b></p>

**Video .avi, .mpg, and .wmv.**

Note that the .mov format is also supported but requires Apple QuickTime® for replay.

**Audio .mp3, .wav, wma**

Media file formats other than those listed here, for example MP4 video, may also be imported. However playback of these files may require additional codecs to be installed on your computer. For more information about codecs for Windows® Media Player 12 and Windows 7, see the [Windows 7 Codec FAQ](#) page.

**Media and subfolders**

<p><b>Text .txt</b>  <b>Portable transcript .ptf</b>  <b>TextMap® Evidence Format .xmef</b>  <b>TextMap Portable Transcript .xmptf</b>  <b>Sanction MDB .mdb</b></p>	<p><b>Transcripts list</b></p>
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### What can prevent a file from being imported?

Sanction prevents incompatible file types from being imported. A file is prevented from import in cases where the file is:

- Corrupt.
- Password protected.
- Unsupported for the type of item you are trying to import.

If you try to import a set of files that contains incompatible files, Sanction will proceed with the import of compatible files and provide notification that some files were skipped. For example, if you run the Exhibit Import Wizard and include a folder that contains a mixture of PDFs, plain-text transcripts and media files, only the PDFs will imported into the Exhibits folder.


### What happens when I import duplicates?

If you import a file with the same file name as one you already imported, Sanction will alert you of the duplicate file name.

For duplicate file imports, you can do the following:

- Rename the file manually by using the Rename Duplicates feature in the File Import Wizard.
- Overwrite the existing file if no duplicate is desired.
- Accept the current naming convention in which Sanction adds "-dup" to the name of the newly imported item.

This rule holds across the entire case independently of file extension. For example, if a transcript file named MyFile.txt is imported as a transcript, it will appear in the transcript list as MyFile. After that, if a different transcript file named MyFile.mdb is imported, it will appear in the list as MyFile-dup. If a third file is then imported, this time an exhibit named MyFile.pdf, it would list in the Exhibits folder as SomeDeposition-dup(2).

 The File Name is the criteria used for the duplicate check.

#### Related Topics


[Importing Exhibits](#)

[Importing Media](#)

[Importing Transcripts](#)

### **Importing Exhibits**

To import exhibits, you can either drag and drop them into the Exhibits tree in Sanction, or you can run the Exhibit Import Wizard, which is available from **FILE > Info > Import** or from **HOME > Import**. To import a series of scanned files as one exhibit, use the Exhibit Import Wizard.

 Any files that are not PDF or image files are automatically omitted from being imported.

If you import folders, Sanction creates new folders in the Exhibits tree that mirror those you import.

- ✔ When you import files, Sanction copies the source files to your case. The import process does not move or change the source files in any way.

#### ☐ File and page naming conventions

When you import exhibits, Sanction assigns a name to each exhibit and exhibit page. It also numbers the exhibit pages. Naming and numbering are determined as follows:

- The exhibit name is drawn from the file name without the file extension. For example, a file named BalanceSheet.pdf, when imported would appear in the exhibit list as BalanceSheet.
- Page names consist of the exhibit name followed by a dash (-) separator and a page number. The exception to this is the first page, which is composed only of the name of the exhibit without the separator or number.
- Page numbering reflects the page count of the original document.
- After the import, you can change exhibit properties, such as name, page numbers, Bates numbers, and more. For more information about changing exhibit properties individually, see: [Editing Item Properties](#). For more information changing multiple exhibit properties at one time, see: [Wizards for Renaming, Renumbering, and Bates Numbering](#).

#### ☐ Combining multiple files into one exhibit

By default, when you import a set of image files, each file is imported as an individual exhibit. However, when you use the Exhibit Import Wizard, you are given the option to combine all the image files you are importing into a single exhibit.

- ⚠ The option to combine files is not available via drag and drop import.

Combining files is an all-or-nothing operation. When you run the Exhibit Import Wizard, and you select the option to combine files into one exhibit, all of the files imported in that import session are combined. When you use the option to combine files, take care to include only files that all belong to that one exhibit.

#### **Example**

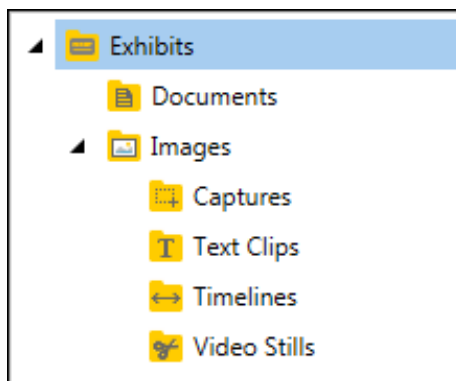
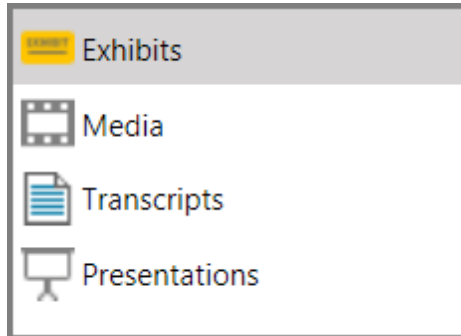
Suppose Alice wants to import 3 exhibits. Two of the exhibits are multi-page PDF files: Contract\_A.pdf and Contract\_B.pdf. The third exhibit, is a scanned report comprised of several TIF files. To be certain that each exhibit retains its identity as a separate exhibit in the case, Alice runs the import wizard twice.

The first time she runs the import wizard, she selects just the two PDFs. After the import, each PDF appears in the exhibit folder as a separate exhibit.

The second time she runs the import wizard, she selects the TIF files. Because all the TIF files belong to the same exhibit, in the import wizard she uses the option to combine all the files into one exhibit. After the import, all of the TIF files are combined into a single exhibit.

#### ☐ To import exhibits by using drag and drop

1. With a case open, click the **Exhibits** navigation bar.



The Exhibits folders are listed.

2. Drag and drop exhibit files or folders into a folder on the Exhibits tree.

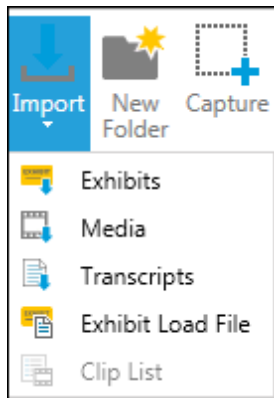
The **Drag & Drop File Import** dialog box confirms the file import by providing a count of the number of files that were imported and notes if any files were not imported. If you dropped folders, Sanction creates new folders in the Exhibits tree that mirror those you dropped.

3. Do one of the following:
  - To finish the import without numbering or renaming, click **Close**.
  - To renumber the exhibits, click **Launch Exhibit Numbering Wizard**, then follow the steps in the wizard.
  - To rename the exhibits, click **Launch Exhibit Renaming Wizard**, then and follow the steps in the wizard

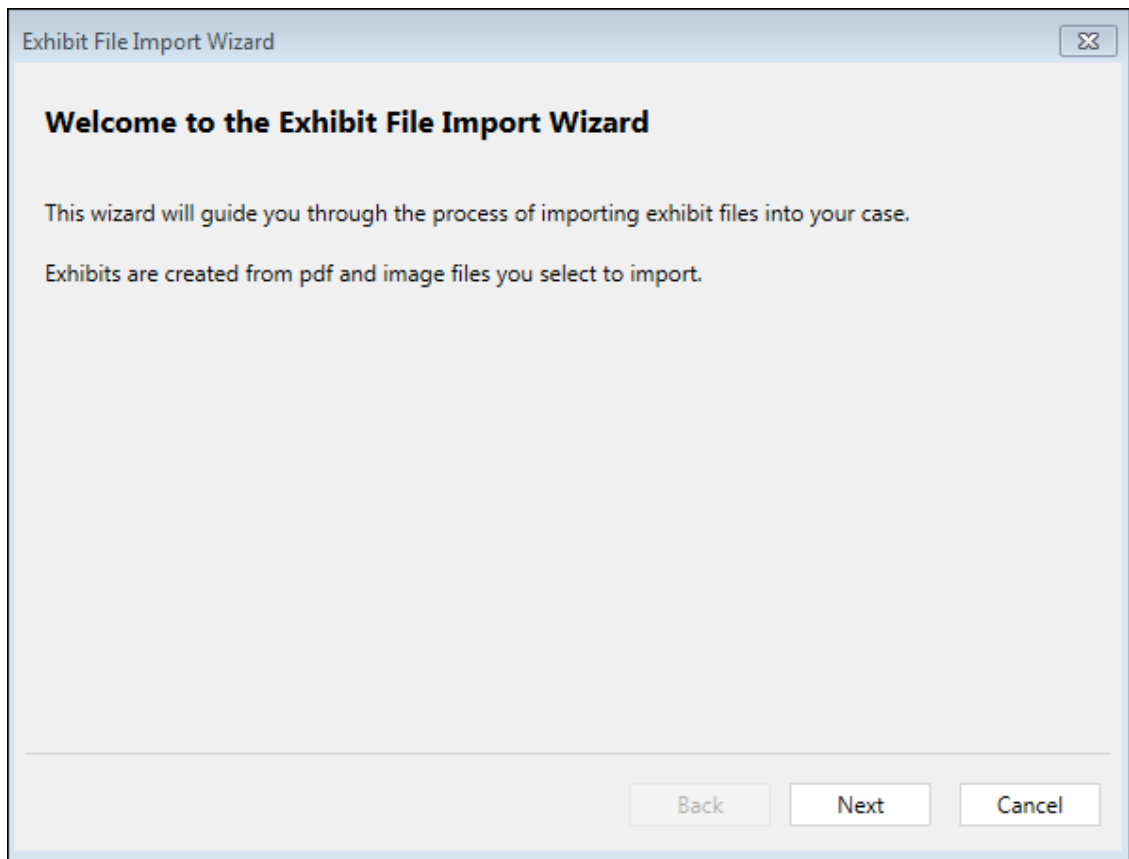
For more information on renaming and renumbering, see: [Wizards for Renaming, Renumbering, and Bates Numbering](#).

#### ☐ To import exhibits by using the import wizard

1. With a case open, do one of the following:
  - Press **Ctrl+I**.
  - On the FILE tab, click **Info**, click **Import**, and then click **Exhibits**.
  - On the HOME tab, click **Import**. and then click **Exhibits**.

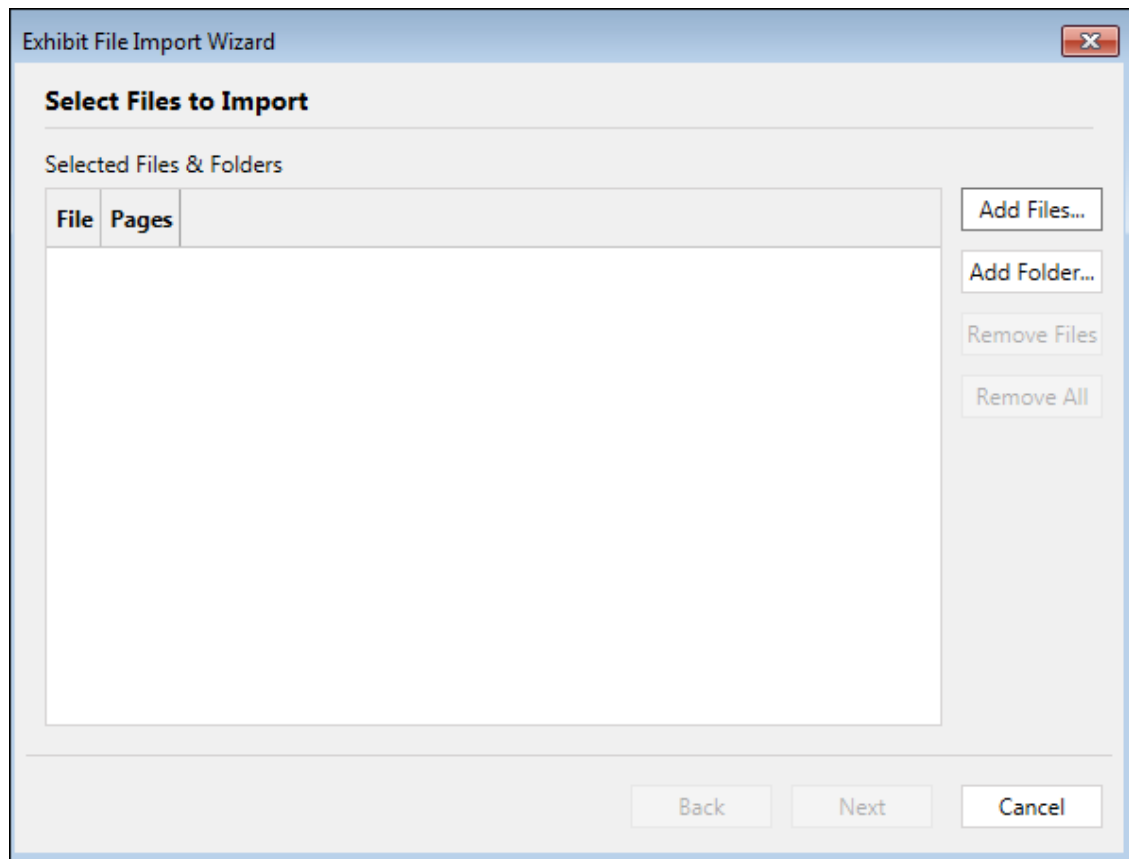


The Exhibit File Import Wizard starts.



2. Click **Next**.

The Select Files to Import dialog box opens.



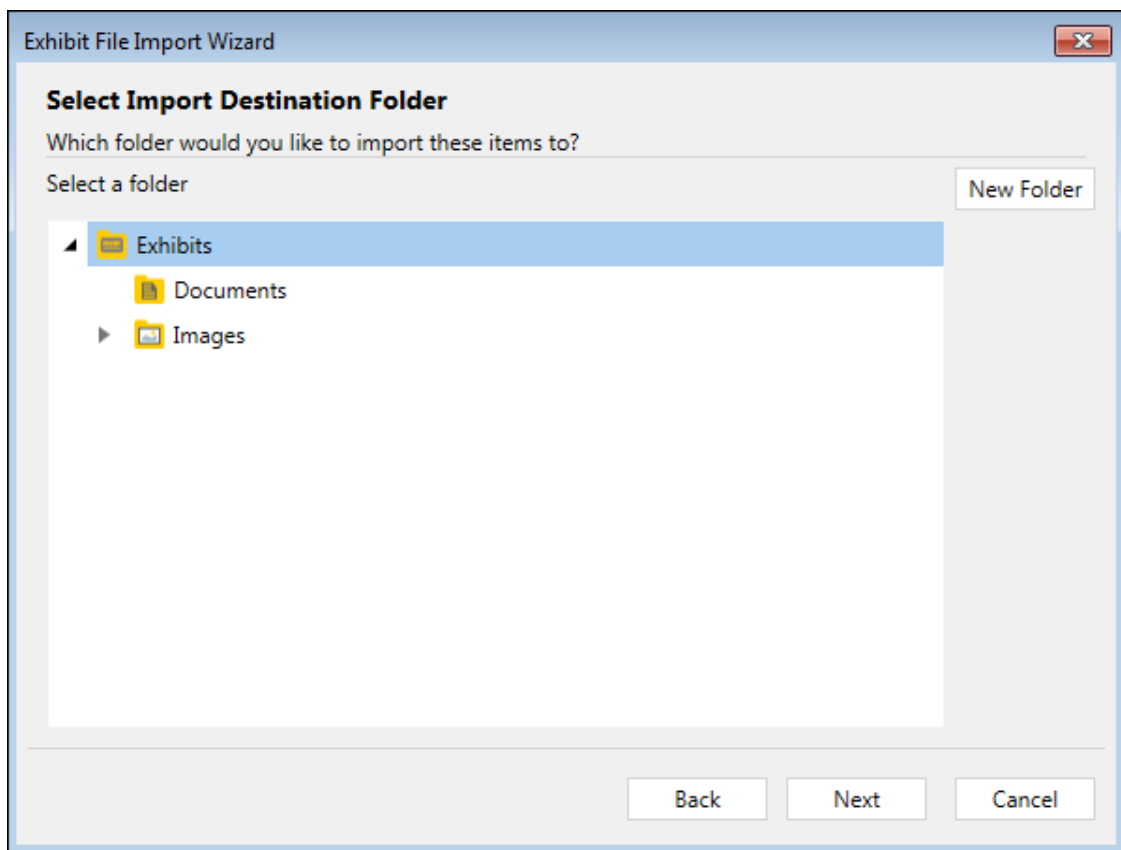
3. Depending on whether you want to add files individually or by the folder, do one of the following:
  - Click **Add Files** to add files individually.
  - On the Select Files to Import dialog box, browse to the folder that contains the files, select the files, and then click **Open**.or
  - Click **Add Folder** to add an entire folder and its contents.
  - Browse to the folder location, select the folder, and then click **Select Folder**.

Repeat the steps as needed to add more files.

- ✎ To remove one or more files, select the file(s) and then click Remove Files. To remove all files, click Remove All.

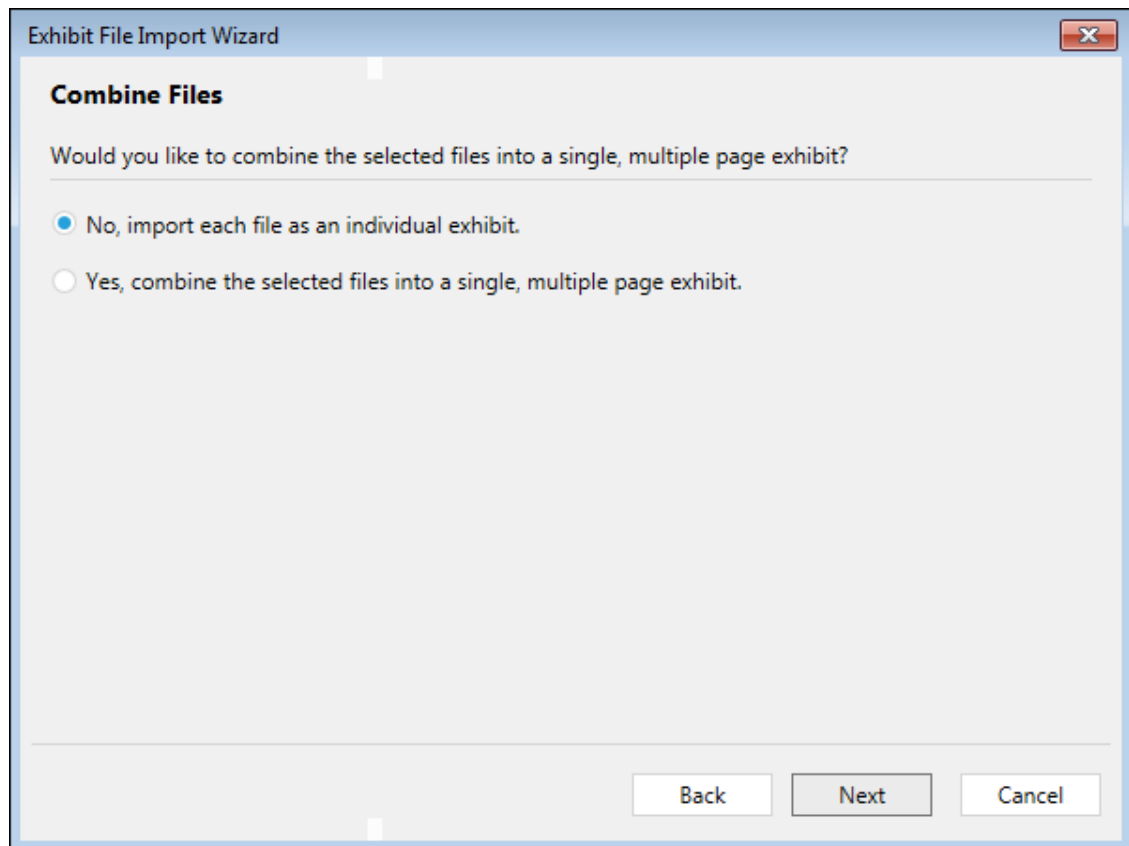
4. Click **Next**.

The Select Import Destination Folder dialog box opens.

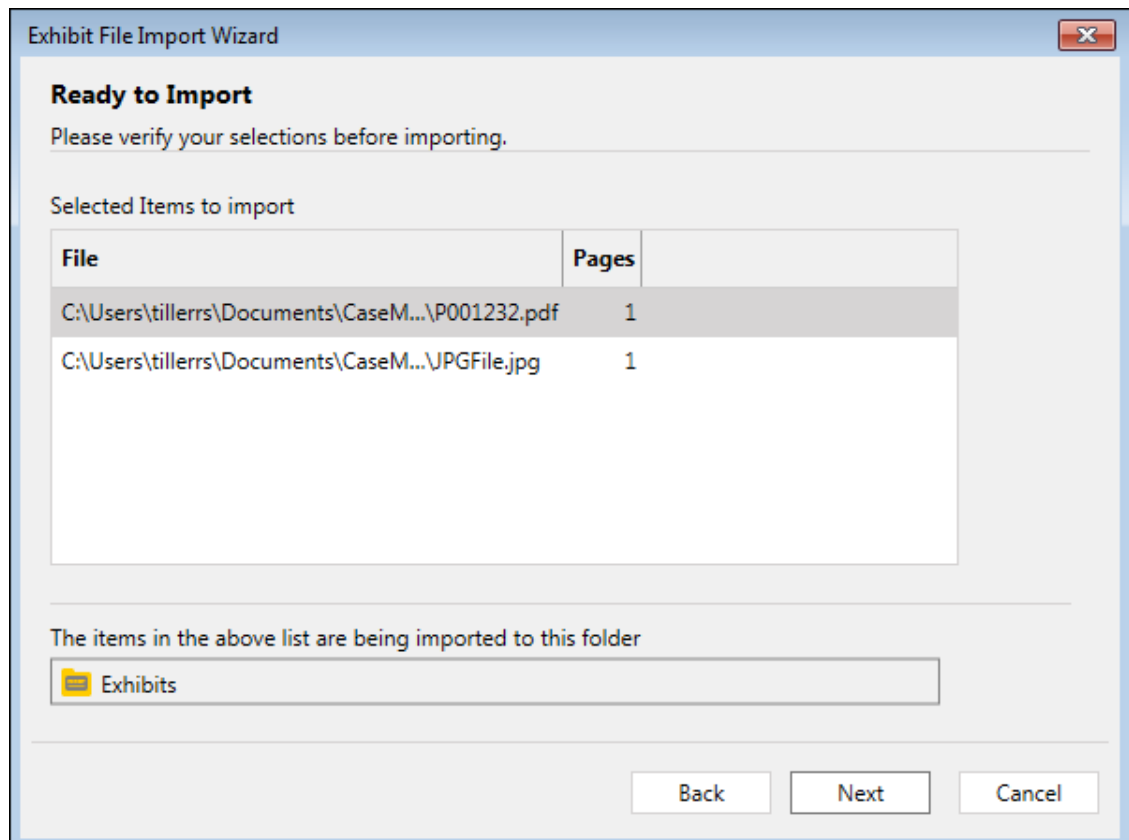


5. Select a destination folder and then click **Next**. If necessary, you can click **New Folder** and then create a new folder to use as the import destination.
6. This step depends on whether you have selected a single file for import or multiple files.  
If all of the files selected for import are image files, the **Combine Files** dialog box opens.  
Do one of the following, depending on whether the files should all be combined into a single exhibit.
  - Click **Yes** only if all the files belong to the same exhibit.
  - If each file represents a different exhibit, keep the default as **No**, and then click **Next**.
  - Click **Cancel** and then restart the wizard if some of the files should be combined and others should not.





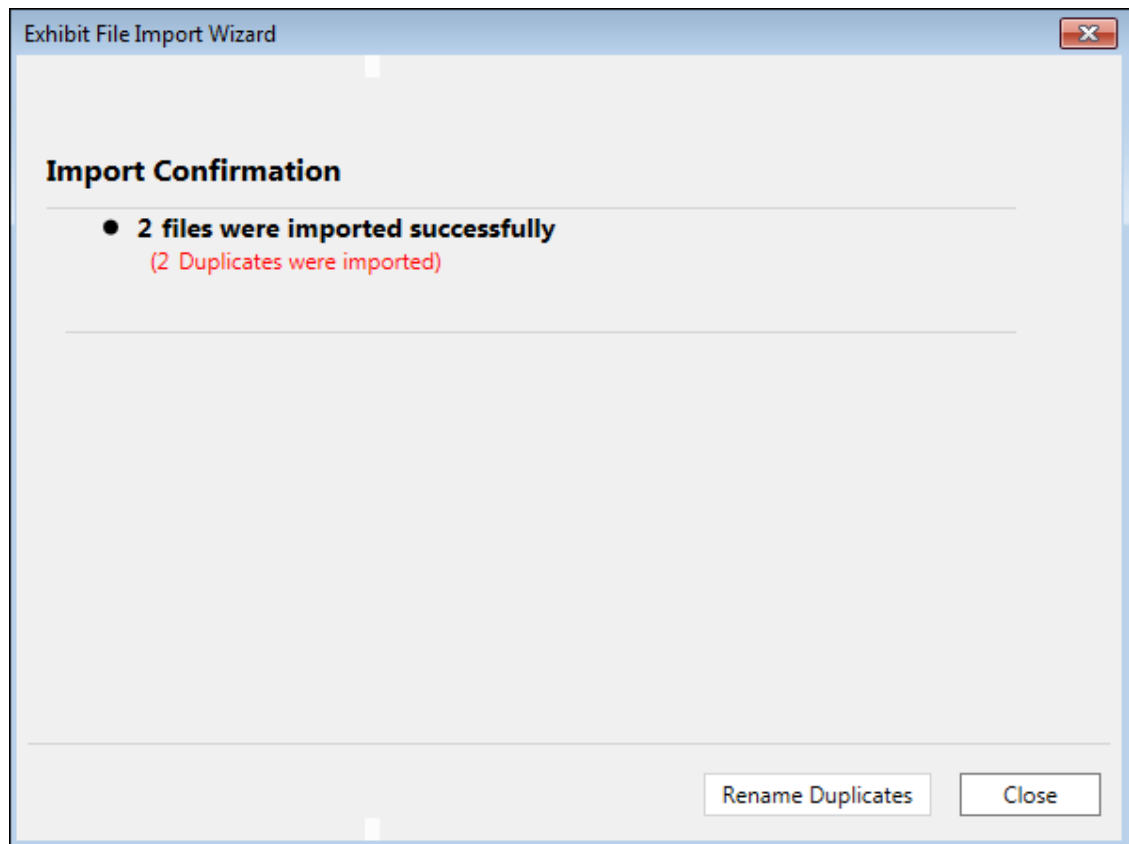
The Ready to Import dialog box opens.



7. Review the summary of your import selections and then click **Next**.

The import proceeds. When completed, the Import Confirmation dialog opens. If any error occurred during import, it is noted on the dialog box.

If any duplicates were imported, it is noted in the dialog box.



8. Do one of the following:
  - Click **Rename Duplicates**.
  - Click **Close** if you choose to not rename the duplicate files.

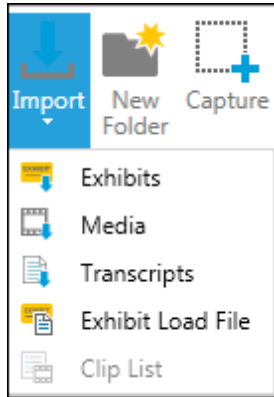
The files are added to the case in the folder you selected.

9. If you choose the option to Rename Duplicates, the Rename Duplicates dialog box opens and shows a list of the duplicate files imported.
10. To rename the duplicates, double-click the file name.  
You can also press F2 to rename the file.
11. After you have renamed your duplicates, click **Finish**.

#### **To import exhibits by using a load file**

With Sanction, you can bring exhibits into your case by importing load files formatted as Opticon .LOG or as IPro LFP.

1. With a case open, do one of the following:
  - On the FILE tab, click **Info**, click **Import**, and then click **Exhibits**.
  - On the HOME tab, click **Import**, and then click **Exhibits**.



2. In the Welcome dialog box, click **Next**.

The Select Files to Import dialog box opens.

3. Click **Add File** and then browse to the exhibit load file.
4. Select the load file and then click **Load**.

The Select Files to Import dialog box opens again.

5. Click **Add File** and then select a load file, or click **Next** to continue with the wizard.
6. Select the folder where you want to save the exhibits.

If you want to create a new folder, then click **New Folder**, type a name for the folder, select a destination folder, and then click **OK**.

The Ready to Import dialog box opens.

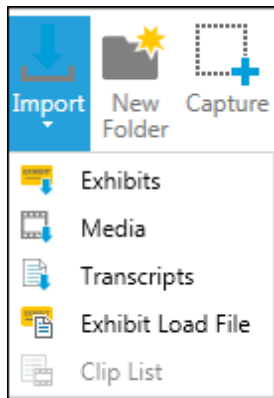
7. Verify your selection and then click **Next**.

The Import Confirmation dialog box opens, which provides a count of the files that were imported.

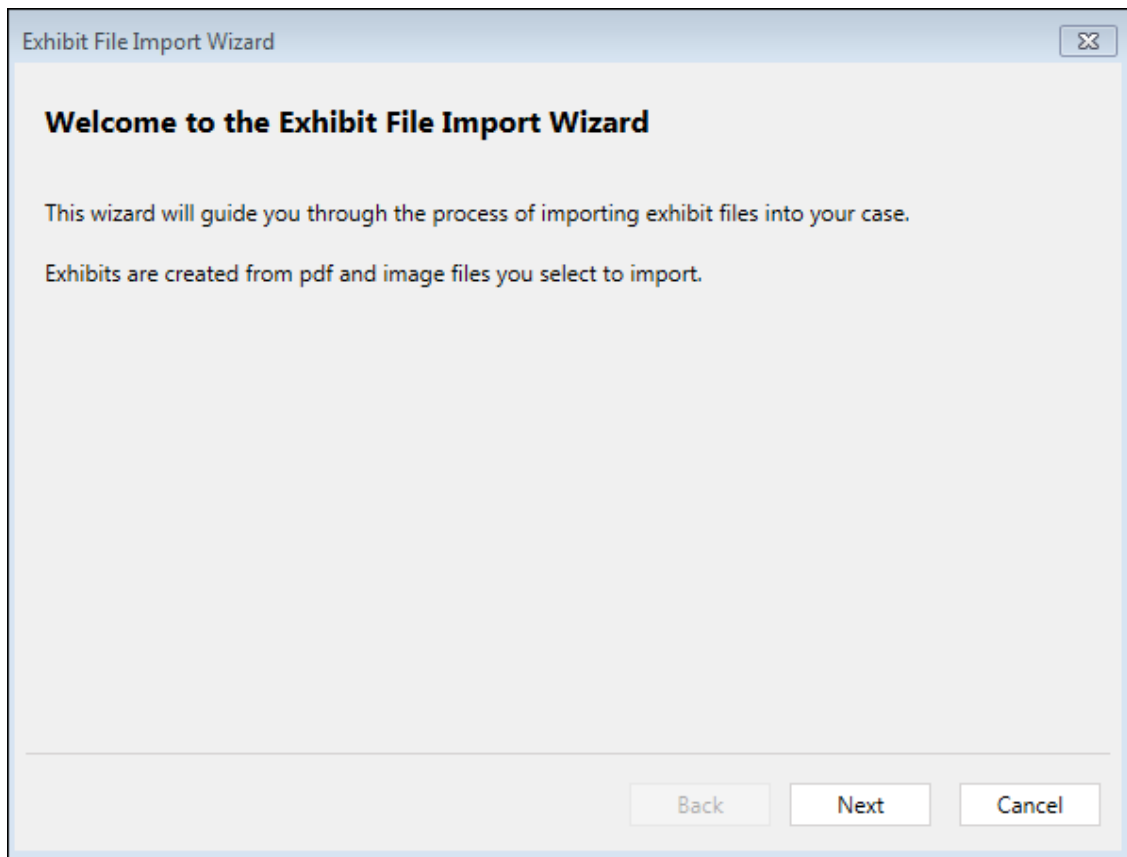
8. Click **Close**.

#### **To import multiple image files as a single exhibit**

1. With a case open, do one of the following:
  - On the FILE tab, click **Info**, click **Import**, and then click **Exhibits**.
  - On the HOME tab, click **Import**, and then click **Exhibits**.

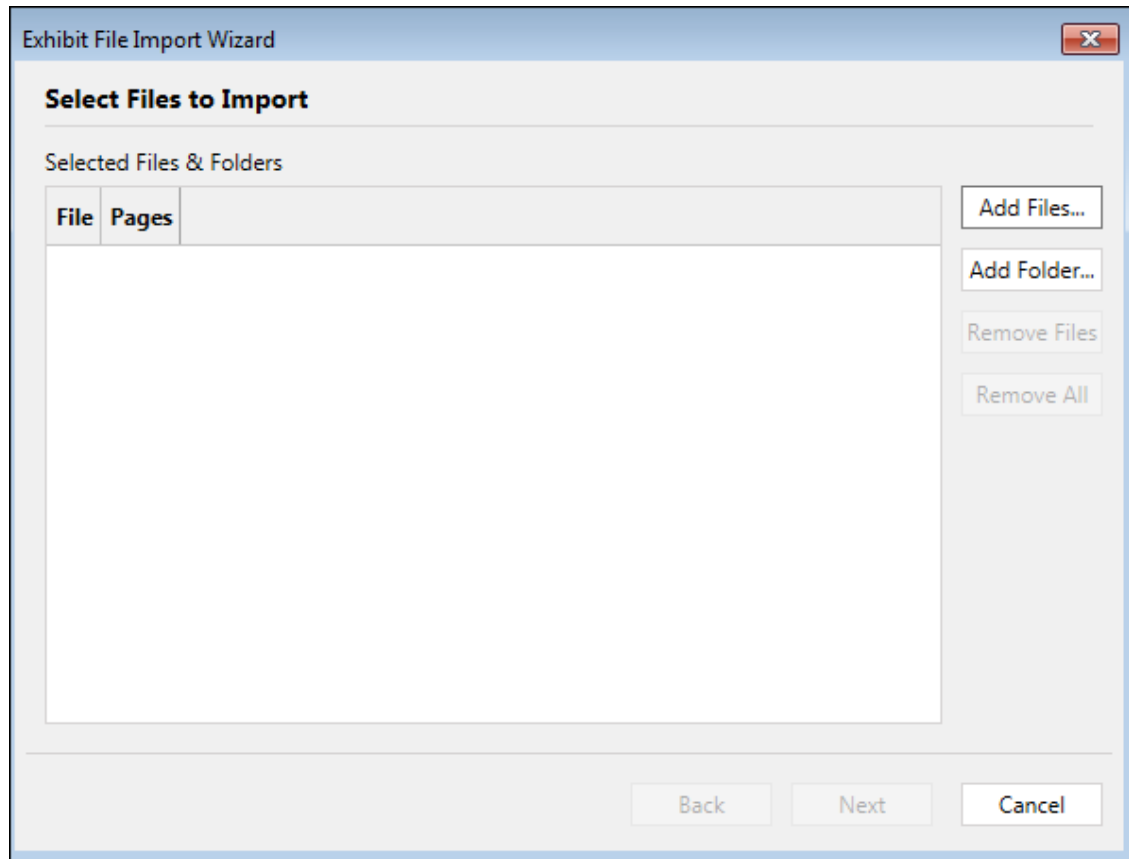



The Exhibit File Import Wizard starts.

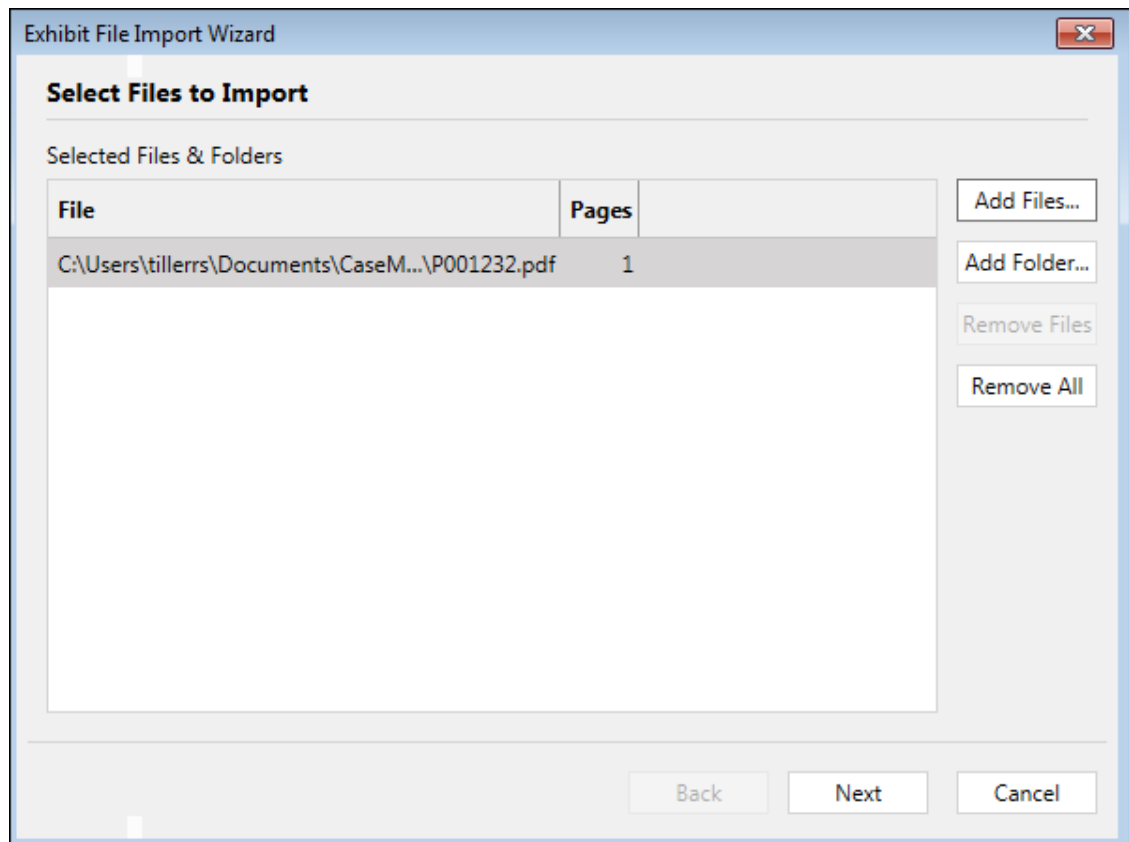


2. Click **Next**.

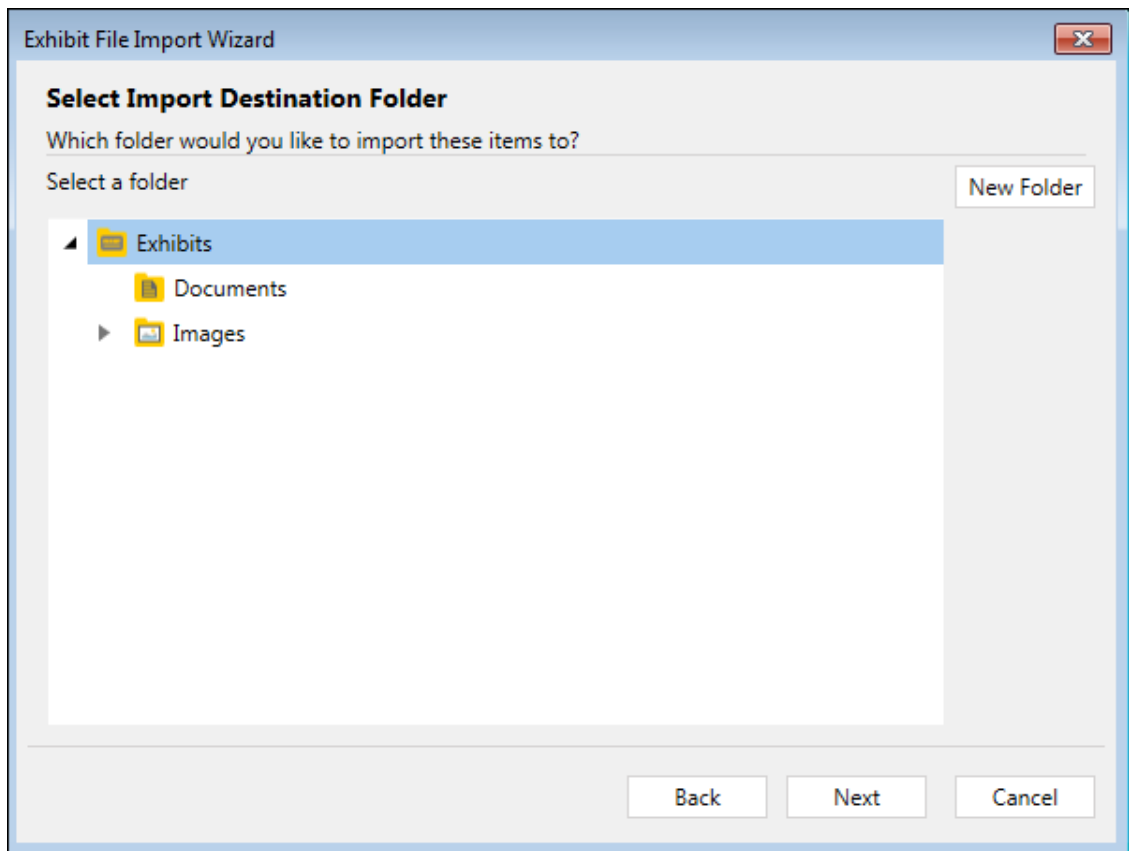
The Select Files to Import dialog box opens.



3. Click **Add Folder** to add an entire folder and its contents.
  4. Browse to the folder location that contains the image files that you want to import as a single exhibit, select the folder, and then click **Select Folder**.
-  After adding the items, you can add additional files and/or remove the ones added as needed from the queue. To remove one file, select the file and then click Remove Files. To remove all files, click Remove All.
5. Click **Next**.
  6. Add more items or remove items from the list as needed.

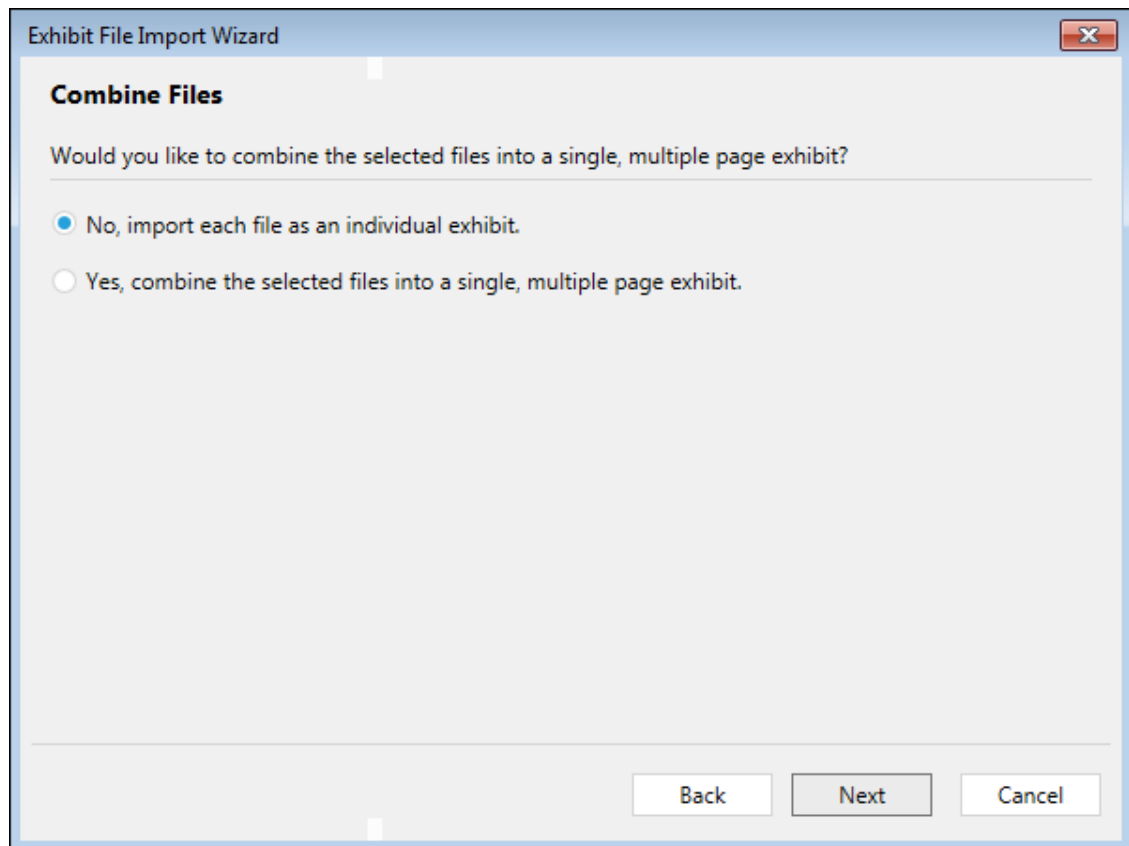


7. When your list contains all the files you want to import, click **Next**.  
The Select Import Destination Folder dialog box opens.



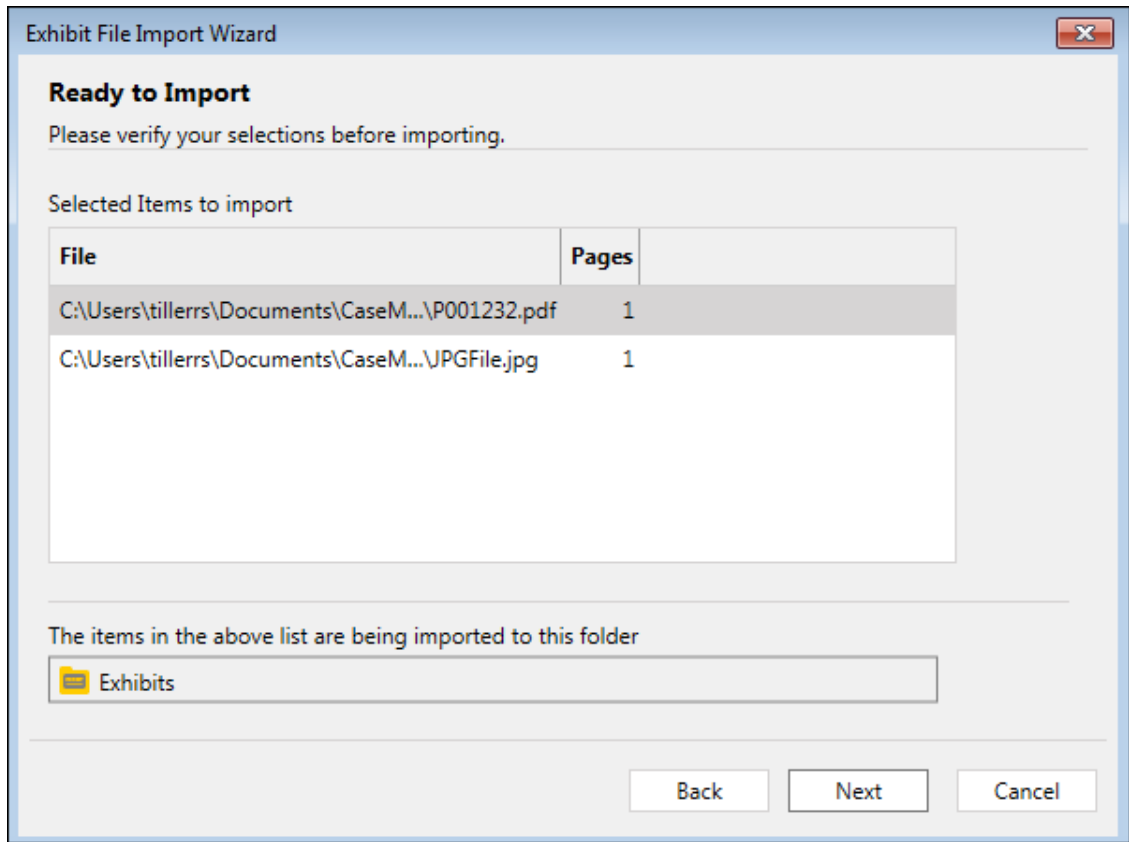
8. Select a destination folder and then click **Next**. If necessary, you can click **New Folder** and then create a new folder to use as the import destination.





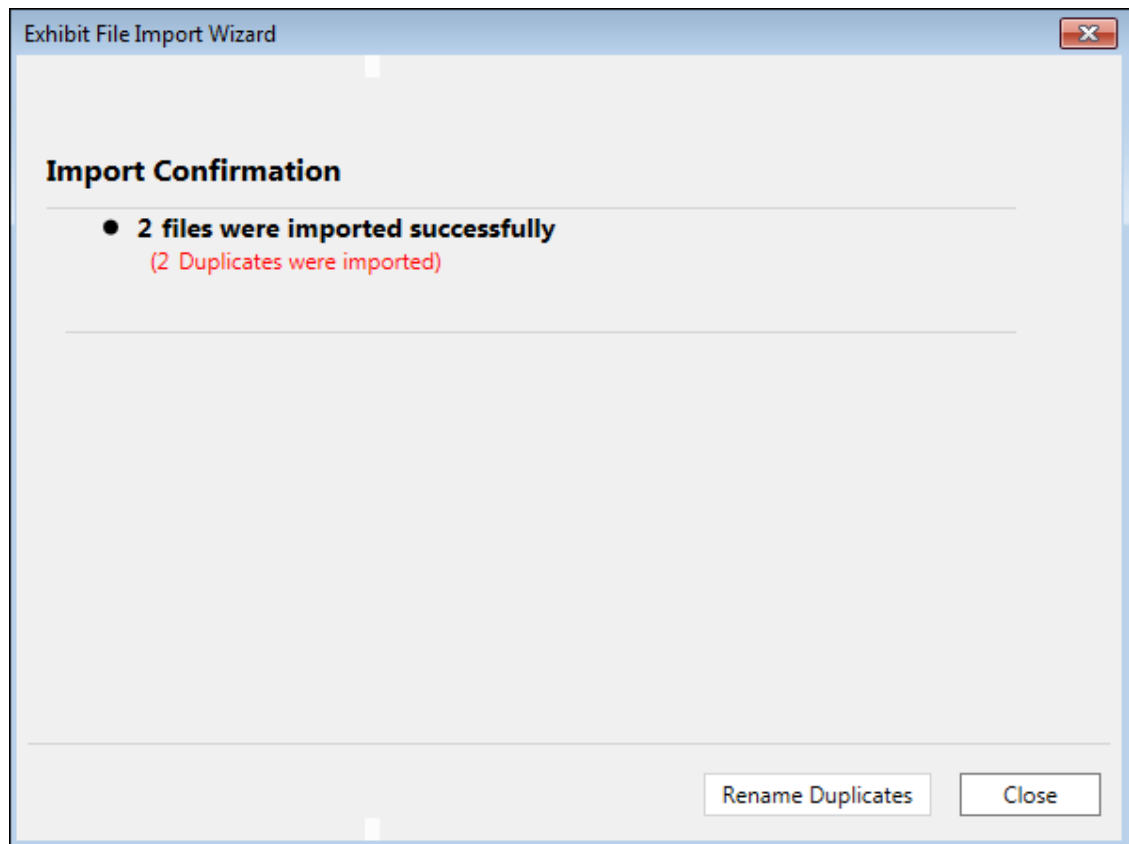
9. Click **Yes, combine the selected files...**, and then click **Next**.

The Ready to Import dialog box opens.



10. Review the summary of your import selections. If the file list and destination folder are all right, then click **Next**.

The import proceeds. When completed, the Import Confirmation dialog opens. If any error occurred during import, it is noted on the dialog box.



11. Do one of the following:

- Click **Rename Duplicates**.
- Click **Close** if you choose to not rename the duplicate files.

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

12. If you choose the option to Rename Duplicates, the Rename Duplicates dialog box opens and shows a list of the duplicate files imported.

13. To rename the duplicates, double-click the file name.

You can also press F2 to rename the file.

14. After you have renamed your duplicates, click **Finish**.

Related Topics

[Import Overview](#)

[Import Media](#)

[Import Transcripts](#)

[Wizards for Renaming, Renumbering, and Bates Numbering](#)

Moving Exhibits and Media

[Adding and Removing Items](#)

**Importing Media**

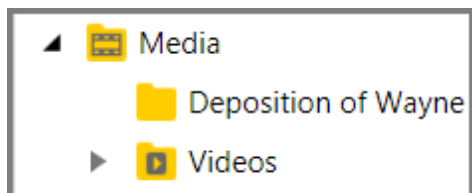
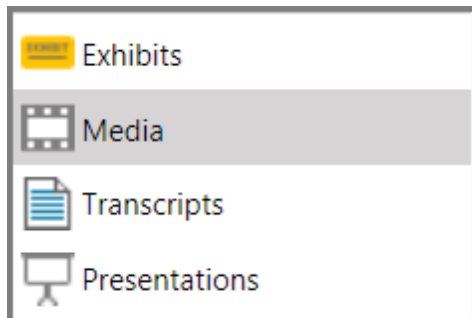
You can import video and audio files into your case.

There are two ways to import media. You can either drag and drop folders and files directly into a folder in the Media area, or you can run the Media Import Wizard, which is available from **FILE** > **Info** > **Import** or from **HOME** > **Import**.

If you import folders of media items, Sanction creates new folders in the Media tree that mirror those you import.

☐ **To import media items by using drag and drop**

1. With a case open, click the **Media** navigation bar.



**The Media folders are listed.**

2. Drag and drop files or folders into any folder in the Media tree, except Playlists.

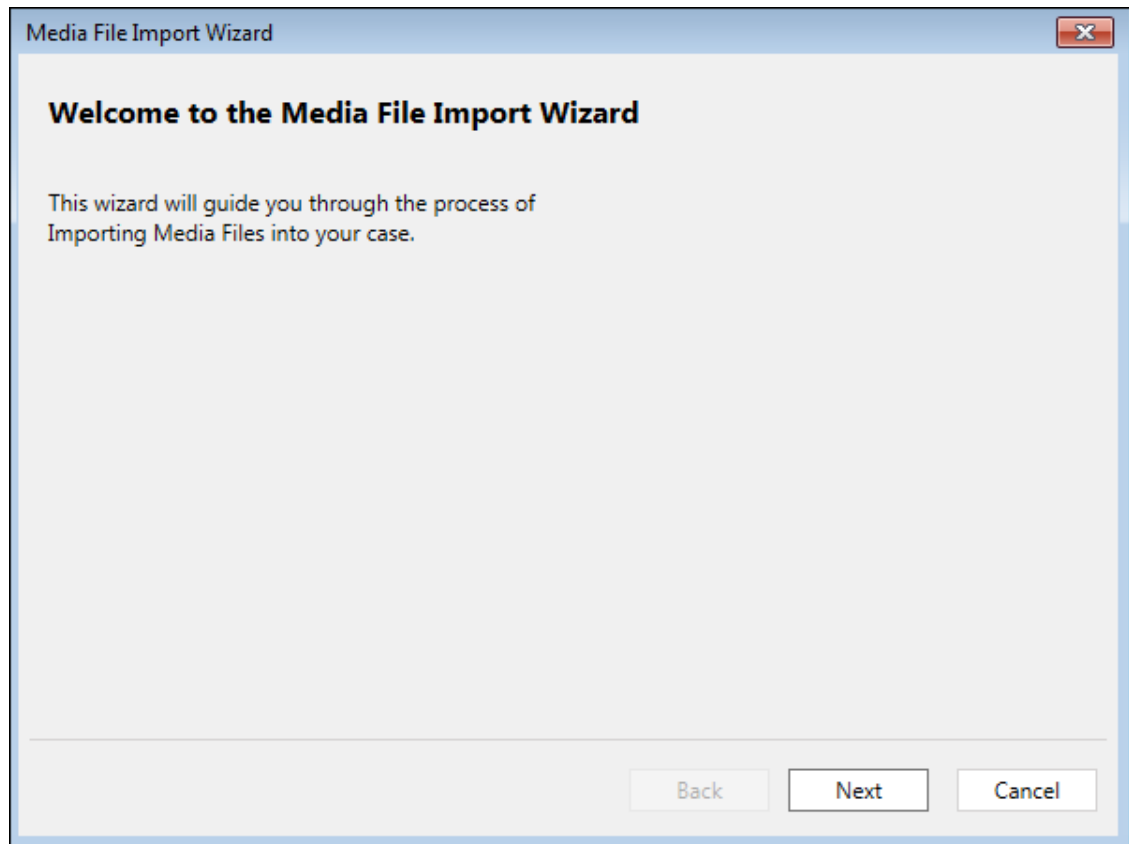
A dialog box confirms the file import by providing a count of the number of files that were imported and notes if any files could not be imported.

3. Click **Close** to finish the import.

☐ **To import media by using the import wizard**

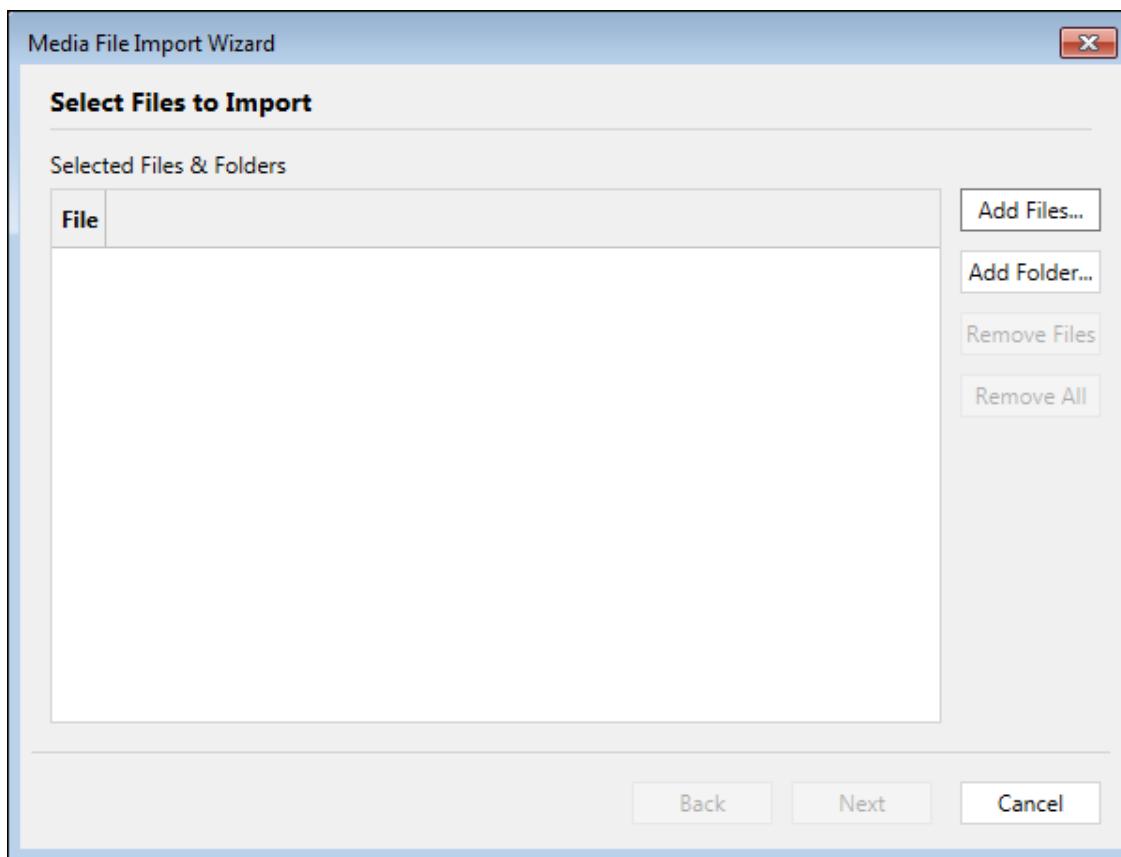
1. Do one of the following:
  - Press **Ctrl+I**.
  - On the FILE tab, click **Info**, click **Import**, and then click **Media**.
  - On the HOME tab, click **Import**. and then click **Media**.

The Media File Import Wizard starts.



2. Click **Next**.

The Select Files to Import dialog box opens.



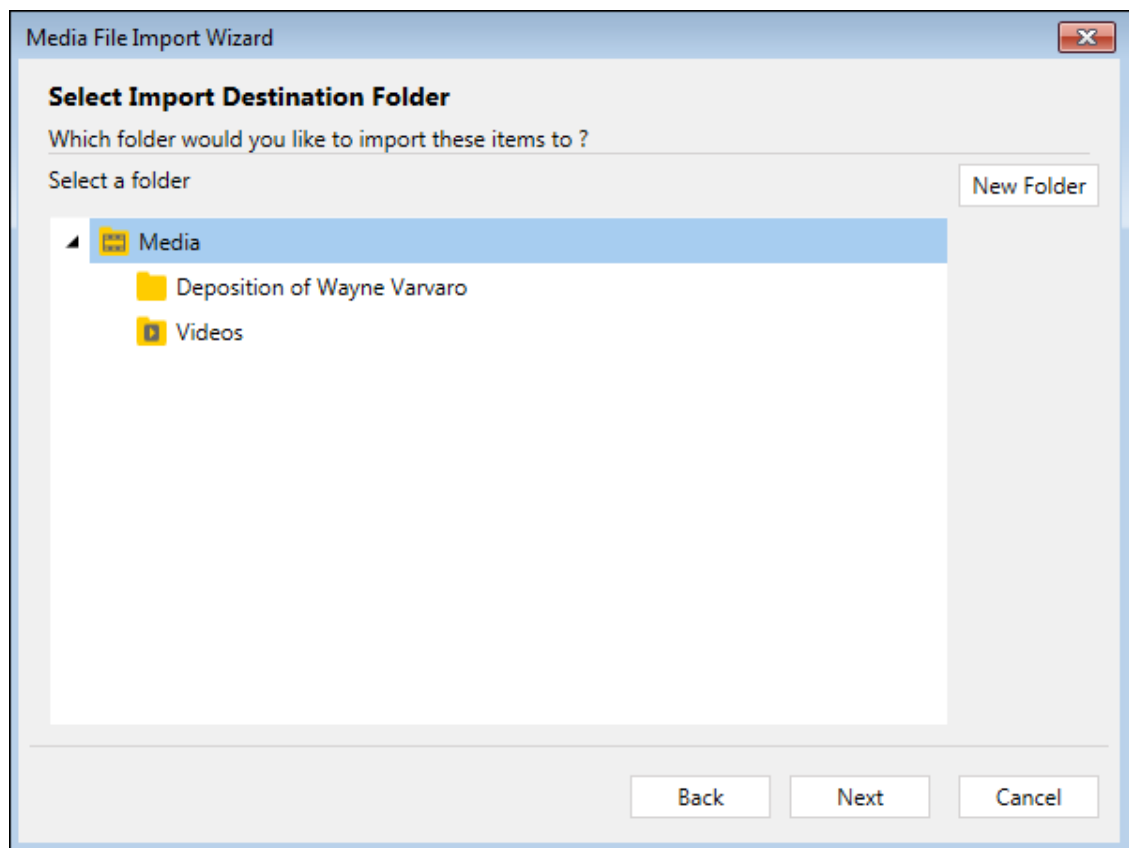
3. Depending on whether you want to add files individually or by the folder, do one of the following:
  - Click **Add Files** to add files individually.
  - On the Select Files to Import dialog box, browse to the folder that contains the files, select the files, and then click **Open**.or
  - Click **Add Folder** to add an entire folder and its contents.
  - Browse to the folder location, select the folder, and then click **Select Folder**.

Repeat the steps as needed to add more files.

- ✎ To remove one or more files, select the file(s) and then click Remove Files. To remove all files, click Remove All.

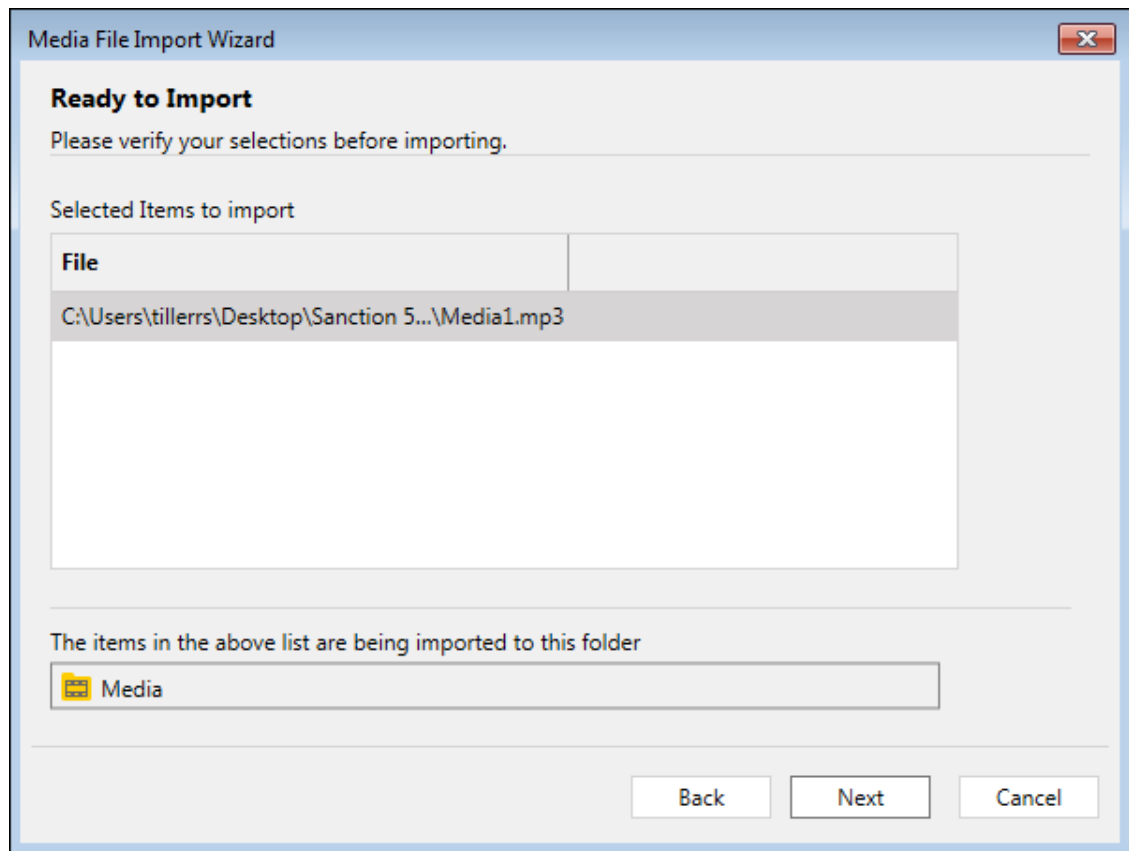
4. Click **Next**.

The Select Import Destination Folder dialog box opens.



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

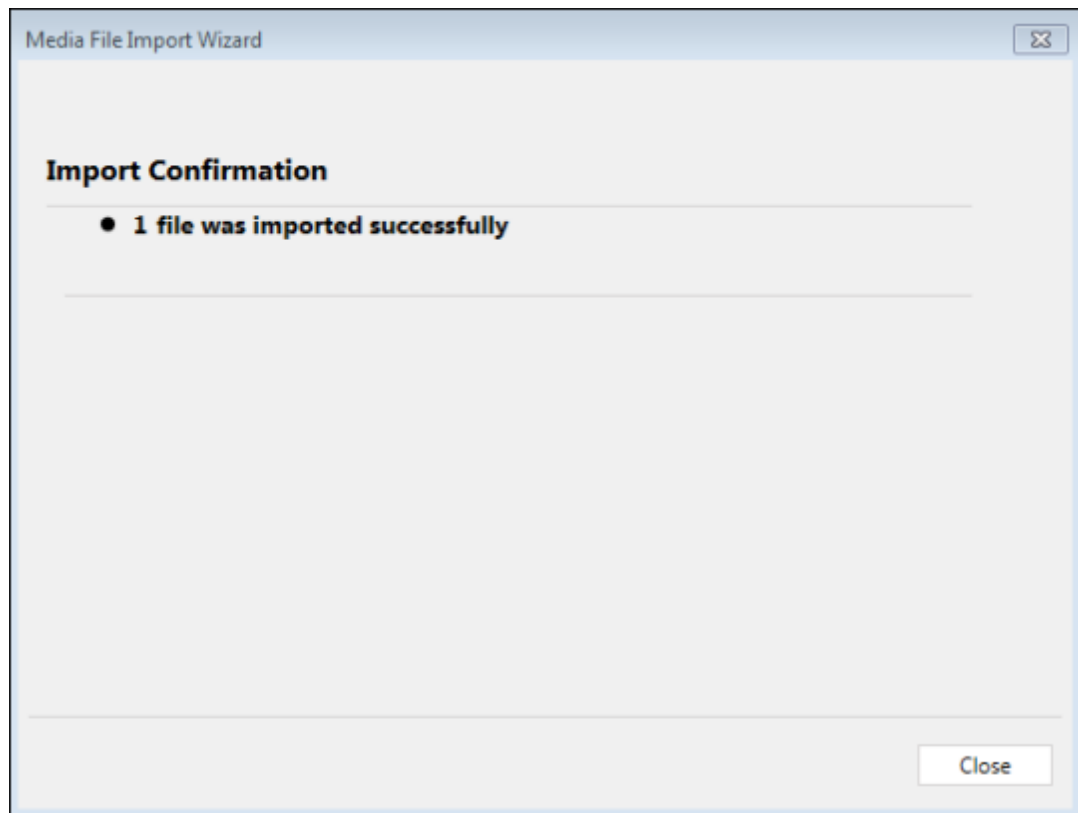
The Ready to Import dialog box opens.



6. Review the summary of your import selections. If the file list and destination folder are all right, then click **Next**.

The import proceeds. When completed, the Import Confirmation dialog opens. It provides a count of the number of transcripts that were imported. Any error that occurred during import is noted on the Import Confirmation screen.





7. Click **Close**.

#### Related Topics

[Import Overview](#)

[Import Exhibits](#)

[Import Transcripts](#)

Moving Exhibits and Media

[Preferred Media Paths](#)

[Adding and Removing Items](#)

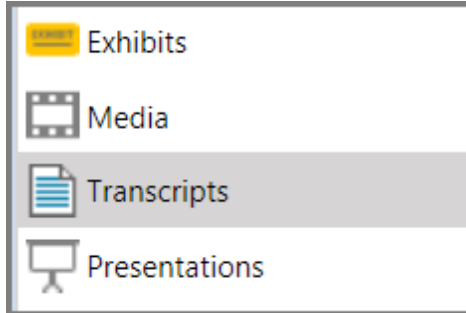
### ***Importing Transcripts***

You can import transcripts into your case.

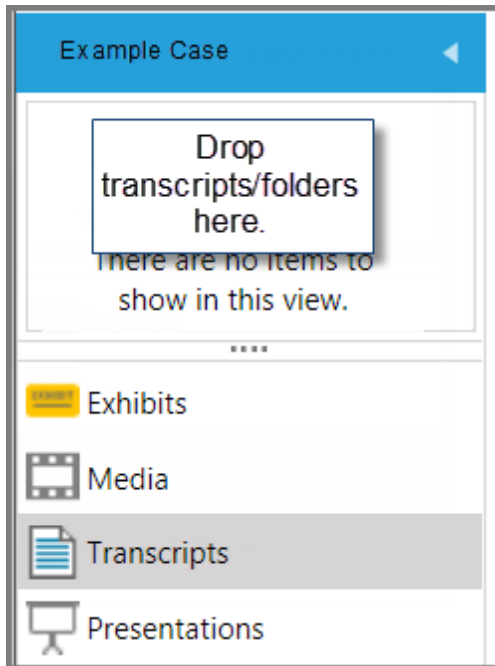
There are two ways to import transcripts into your case. You can either drag and drop transcripts directly into the transcripts list, or you can run the Transcripts Import Wizard, which is available from **FILE > Info > Import** or from **HOME > Import**.

- ☐ [To import exhibits by using drag and drop](#)

1. With a case open, click the **Transcripts** navigation bar.



2. Drag and drop transcripts individually or by the folder to the list area just above the navigation bars.



A dialog box confirms the file import by providing a count of the number of transcripts that were imported and notes if any were skipped.

3. Click **Close**.

☐ **To import transcripts by using the import wizard**

1. With a case open, do one of the following:
  - Press **Ctrl+I**.
  - On the **FILE** tab, click **Info**, click **Import**, and then click **Transcripts**.
  - On the **HOME** tab, click **Import**. and then click **Transcripts**.


The Transcript File Import Wizard opens.

2. Click **Next**.

The Select Transcript Files to Import dialog box opens.

3. Click **Add Files** and then browse to the folder where the transcripts are located. Select the transcripts you want to import and then click **Open**. The transcripts you selected are listed in the dialog box.

Repeat this step as needed to select more transcripts.

-  To remove one or more files, select the file(s) and then click Remove Files. To remove all files, click Remove All.

4. Click **Next**.

The Ready to Import dialog box opens.

5. Click **Next**.

The selected transcripts are imported and the Import Confirmation dialog opens displaying a count of imported transcripts.

6. Do one of the following:

#### For this condition:

#### Perform these steps:

None of the transcripts you imported were synchronized transcripts.

- Click **Close**.

One or more of the transcripts you imported are synchronized transcripts.

AND

The media files for the synchronized transcripts have not been added to the Media folder for the case in the Windows file system.

1. Click Select Media Paths. The Case Media Paths dialog box opens.
2. Review the list of paths.
3. Add paths as needed to make sure each media file can be reached along a path.
  - If a path already exists to a folder that is positioned higher in the file system hierarchy than the folder that contains transcript media, then click Edit, click Include Subfolders, and then click OK.
4. When finished adding paths, click OK to finish working in the Case Media Paths dialog box.
5. Click Close to complete the Transcript File Import Wizard.

Duplicates are imported.

1. Click **Rename Duplicates**.
2. Click **Close** if you choose to not rename the duplicate files.
3. The files are added to the case in the folder you selected.
4. If you choose the option to Rename Duplicates, the Rename Duplicates dialog box opens and shows a list of the duplicate files imported.

5. To rename the duplicates, double-click the file name.  
You can also press F2 to rename the file.
6. After you have renamed your duplicates, click **Finish**.

Related Topics

- [Import Overview](#)
- [Import Exhibits](#)
- [Import Media](#)
- [Preferred Media Paths](#)
- [Synchronized Transcripts](#)
- [Synchronizing Text and Video Files](#)

## Exporting files

### *Exporting Exhibits, Media Clips, Playlists, and Clip Lists*

You can share and work with various files from your case(s) outside of Sanction.

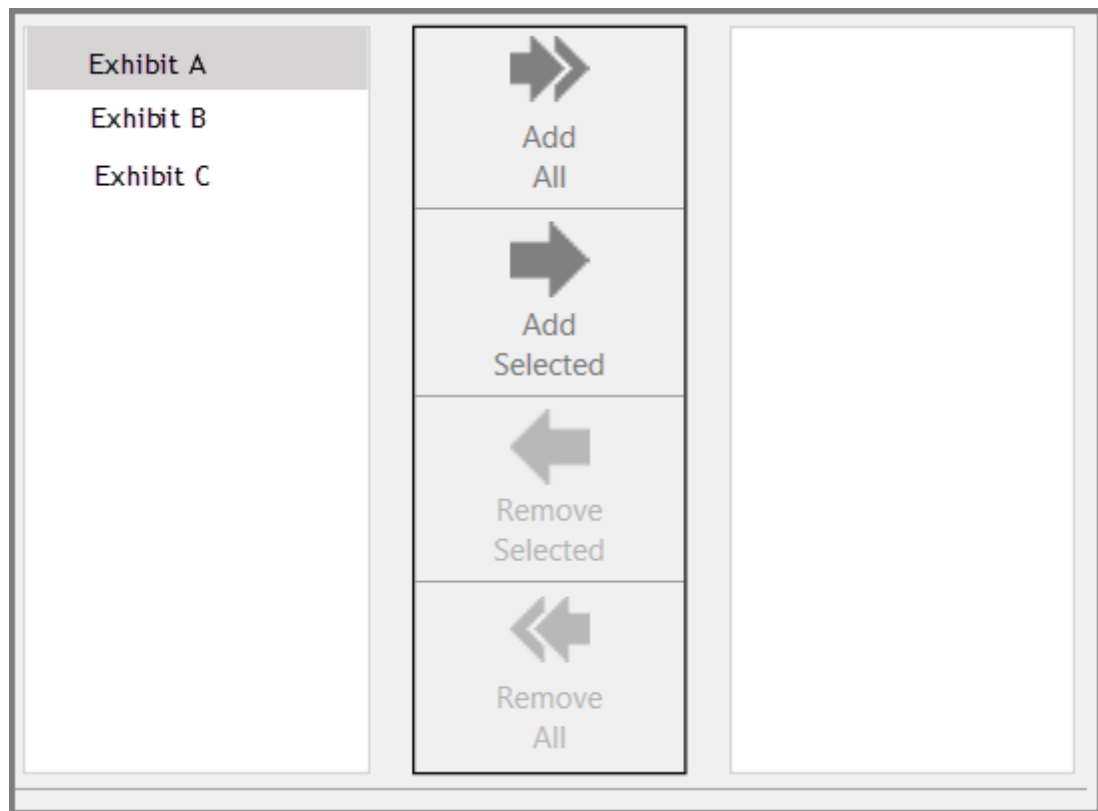
The following export options are available:

- Export Exhibits
- Export Media Clips
- Export Playlists
- Export Clip List (video or audio)
- Export Portable Transcripts

You also export duration list reports. For more information, see: [Duration List Reports](#).

#### To export exhibits

1. Do one of the following:
  - On the FILE tab, in the **Info** area, and then click **Export**.
  - On the HOME tab, click **Export**.
2. Click **Exhibits**.  
The Welcome dialog box opens.
3. Click **Next**.

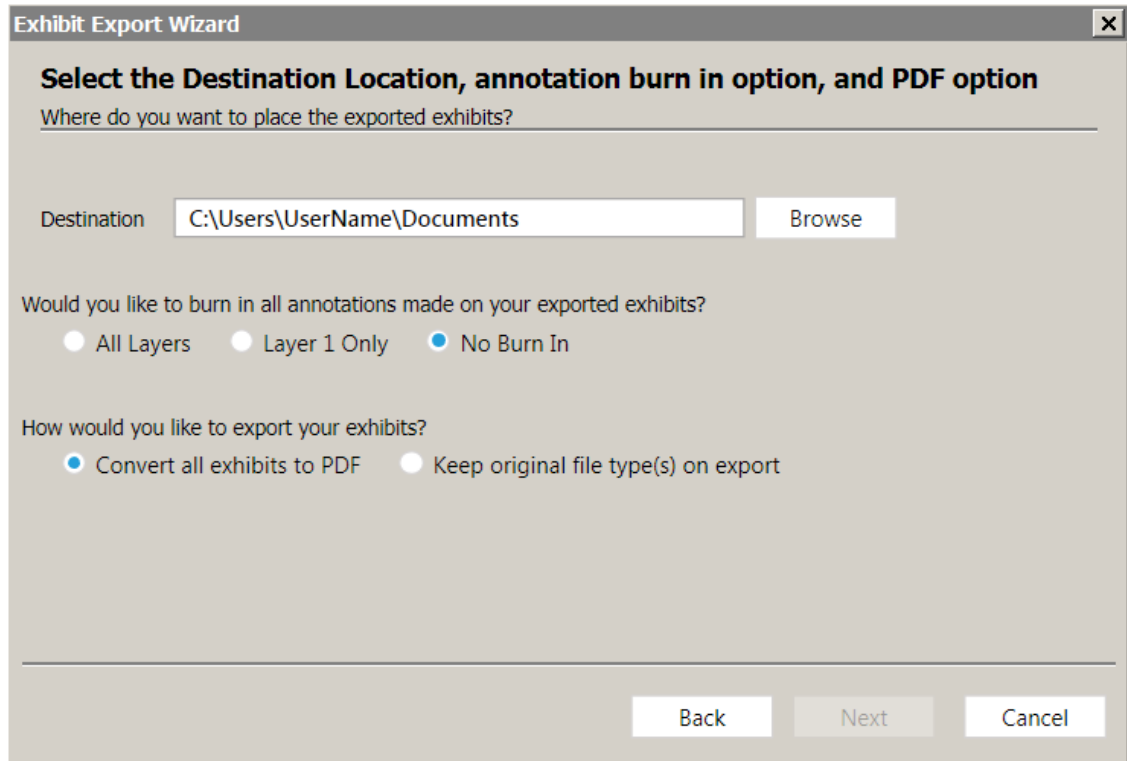


4. Open the folder that has the exhibits that you want to export.
5. Do either of the following, depending on what you want to export.
  - Click **Add All** to add all the listed items.
  - Select individual files or folders and then click **Add Selected**.
  - After adding items, you can remove them as needed from the queue. To remove one or more items, **CTRL+click** or **SHIFT+click** items and then click **Remove Selected**. To remove all items, click **Remove All**.

Items that are ready to be exported and are listed in the right panel of the dialog box.

6. Click **Next**.

The Select... dialog box opens.



7. Select options as follows:

- **Destination.** Select the default, which is to the Documents folder for the currently logged in Windows user, or click Browse and then select a different folder.
- **Burn-in options.** These options control whether annotations that have been applied to exhibits are saved to the page images on exported files.
  - **All Layers.** Saves all the annotations found on all layers to page images.
  - **Layer 1 Only.** Saves all exhibit stamps plus any the annotations found on layer 1 to page images.
  - **No Burn-In.** Prevents annotations and exhibit stamps from being saved on the image files. This is the default option.
- **Export to native or PDF.** This option is available in the section marked, "How would you like to export your exhibits?"
  - **Convert all exhibits to PDF.** Each exhibit in the export set is exported as a separate PDF file.
  - **Keep original file type(s) on export.** Each exhibit is exported using the file format it had when imported.

8. Click **Next**.

9. In the Ready to Export dialog box, review your selections and then click **Next**.

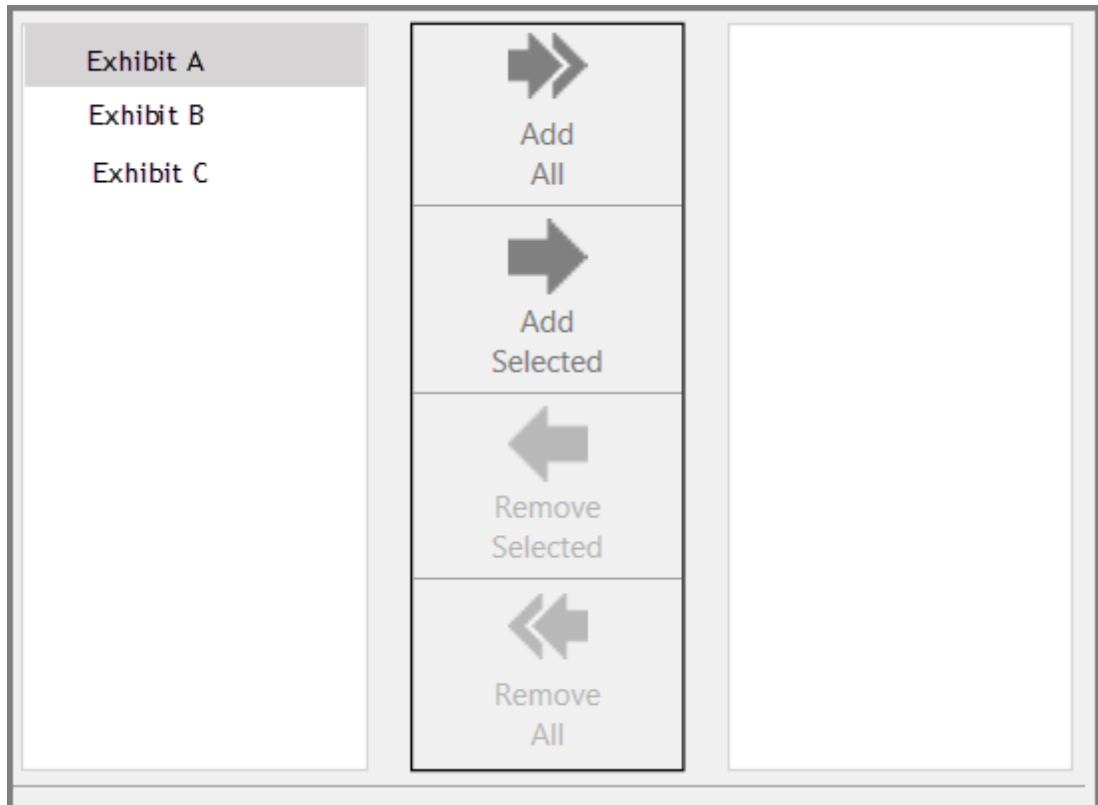
The export proceeds, and then the Export Confirmation dialog box opens.

10. Click **Close** to finish the wizard.

☐ [To export media clips](#)

1. Do one of the following:
  - On the FILE tab, click **Info**, and then click **Export**.
  - Select the HOME tab and then click **Export**.
1. To export exhibits, click **Exhibits**, to export media clips, click **Media Clips**.

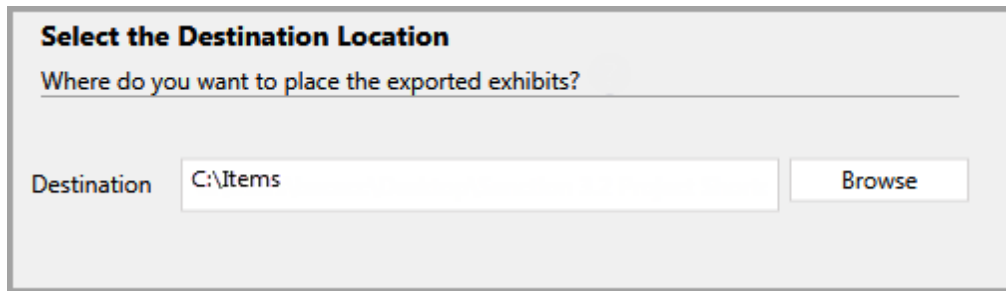
The Welcome dialog box opens.
2. Click **Next**.



3. Do either of the following, depending on what you want to export.
  - Click **Add All** to add all the listed items.
  - Select individual files or folders and then click **Add Selected**.

Items that are ready to be exported and are listed in the right panel of the dialog box.
4. Click **Next**.

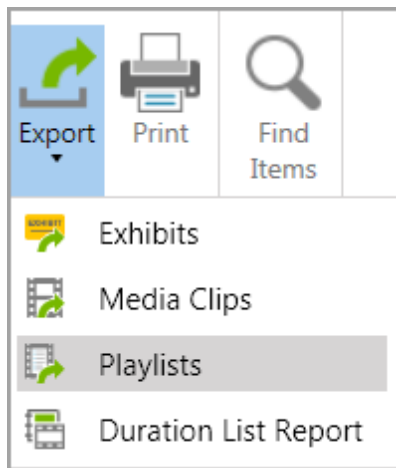
The Select Destination Location dialog box opens.



5. Accept the default export path or click **Browse** to select a different folder. When ready, click **Next**.
6. In the **Ready to Export** dialog box, click **Next**.  
The Export Confirmation dialog box opens.
7. Click **Close**.

#### To export playlists

1. On the HOME tab, in the Share group, click **Export**.
2. Click **Playlists**.



The export wizard starts.

3. Click **Next**.
4. Do either of the following, depending on what you want to export.
  - Click **Add All** to add all the listed items.
  - Select individual files or folders and then click **Add Selected**.
 Items that will be exported now appear in the right panel of the dialog box.
5. Click **Next**.
6. Accept the default export path or click **Browse** and then select a different folder.



7. Click **Next** and then click **Next** again to complete the export.
8. Click **Close**.

#### To export a clip list

You can share your work with your team by exporting a clip list to a csv file.

1. On the HOME tab, click the Transcripts navigation bar.
2. Select the synchronized transcript from the transcript list.
3. On the HOME tab, click **Export**.
4. Click **Clip List**.
5. The Clip list Export Wizard dialog box opens, click **Next**.
6. Click the folder that contains the video or audio clips that you want to export.
7. Do either of the following, depending on what you want to export:
  - Click **Add All** to add all the listed items.
  - Select individual files or folders and then click **Add Selected**.
  - After adding items, you can remove them as needed from the queue. To remove one or more items, **CTRL+click** or **SHIFT+click** items and then click **Remove Selected**. To remove all items, click **Remove All**.

Items that are ready to be exported and are listed in the right panel of the dialog box.

8. Click **Next**.

The Select the Destination file dialog box opens.
9. Click the Browse button to navigate to the location where you want the clip list(s) saved.
10. Type the file name, click **Save** and then click **Next**.

The default destination is now set for your clip list(s).

11. In the Ready to Export dialog box, verify your clip list selections before exporting and then click **Next**.

The clip lists are exported to the destination folder.

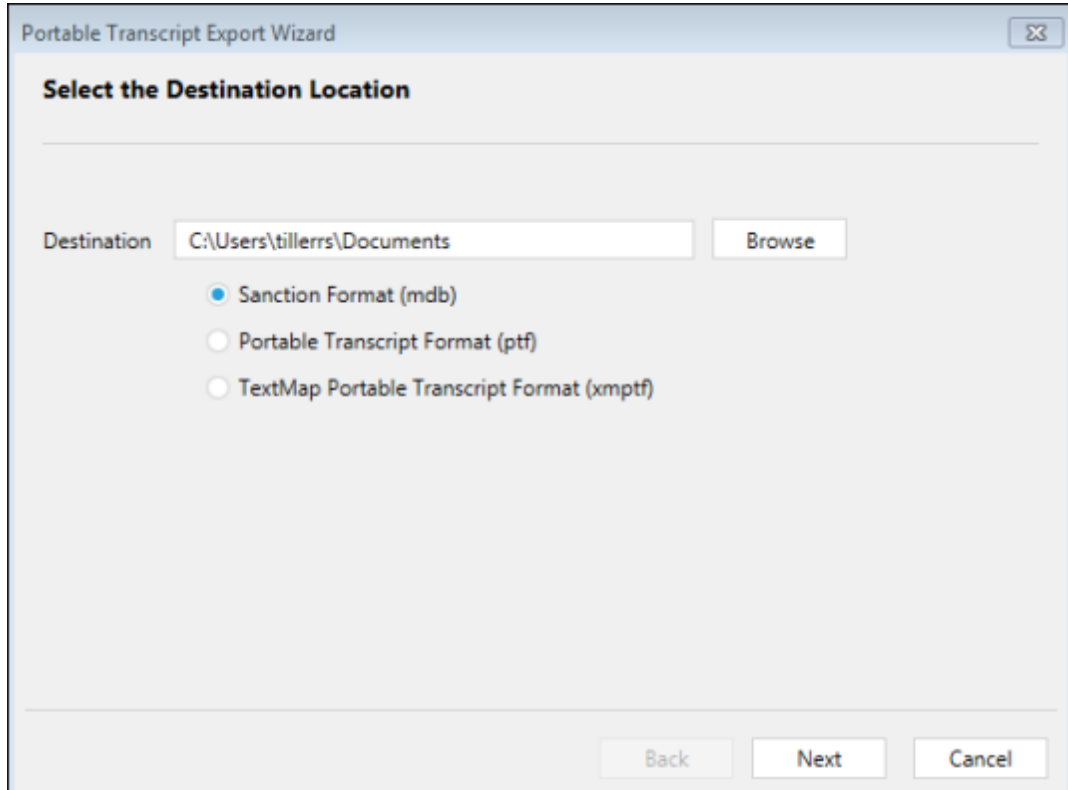
12. The Export Confirmation dialog box appears to confirm the number of clips successfully imported. Click **Close** to close the wizard.

#### To export synchronized transcript packages

1. On the HOME tab, click the Transcripts navigation bar, and then select the synchronized transcript you want to export.
2. On the ribbon on the Share group, click **Export**, and then click **Portable Transcript**.

The Portable Transcript Export Wizard welcome dialog box opens.

3. Click **Next**.
4. The Select Destination Location dialog box opens.



5. Click one of the following file types, depending on the type of synchronized package you want to export.
  - Sanction Format (mdb)
  - Portable Transcript Format (ptf)
  - TextMap Portable Transcript (xmptf)
6. Accept the default export path or click Browse to select a different folder.
7. Create a new folder or select the new folder name, and then click **Select Folder**.
8. Click **Next**.
9. The Export Confirmation dialog box opens.
8. Click **Close** to exit the wizard.

Related Topics

- [Annotation Tools](#)
- [Media Clips](#)

[Playlists](#)

[Duration List Reports](#)

## Exhibits

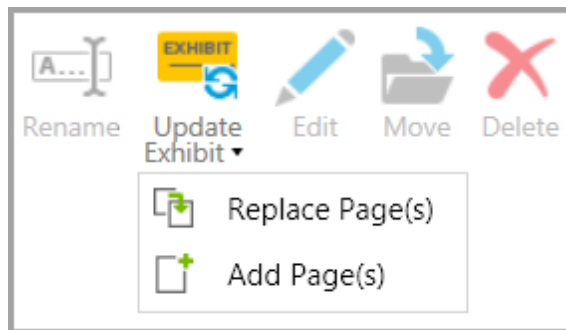
### **Add or Replace Exhibit Pages**

You can replace an existing exhibit with a different version of it. When replacing an exhibit, the replacement must be of the same file type as the original and must have the same number of pages.

You can also add pages to an exhibit or replace pages. When you add pages, the replacement pages must be the same file type as the original. Any annotations that you applied to the original page are transferred to the replacement.

#### **To add pages to an exhibit**

1. Navigate to the exhibit you want to change.
  - a. On the HOME tab, click the **Exhibits** navigation bar.
  - b. Open the exhibit folder that contains the exhibit.
2. Do either of the following:
  - Click the exhibit, and then on the HOME tab, click **Update Exhibit**, and then click **Add Page(s)**.



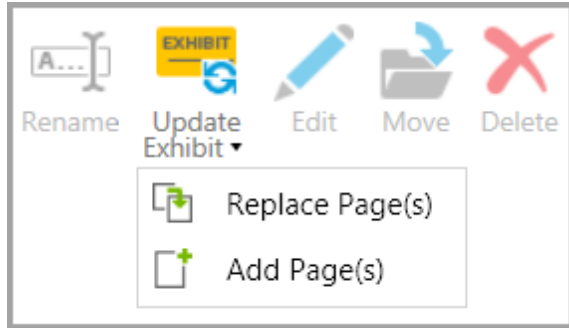
- Right-click the exhibit, click **Update Exhibit**, and then click **Add Page(s)**.
3. Navigate to the file that contains the exhibit pages you want to add.
  4. Select the file and then click **Open**.

In the Exhibit Viewer, the pages in the file that you selected are added to the end of the page list.

#### **To replace exhibit pages**

1. Navigate to the exhibit you want to change.
  - a. On the HOME tab, click the **Exhibits** navigation bar.

- b. Open the exhibit folder that contains the exhibit.
- 2. Select the exhibit, and then on the HOME tab, click **Update Exhibit**.
- 3. Click **Replace Page(s)**.



- 4. In the message box that says that all the images for the exhibit will be updated, click **OK**.
- 5. Navigate to the file that contains the exhibit pages you want to add.
- 6. Select the file and then click **Open**.

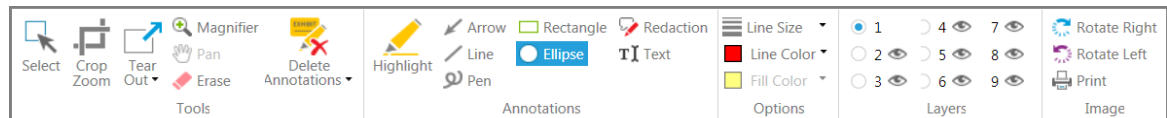
The exhibit pages are updated with the pages of the exhibit you selected.

Related Topics

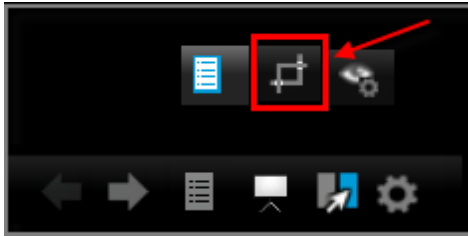
- [Importing Exhibits](#)
- [Editing Item Properties](#)

**Annotation Tools**

You can access annotation tools in the exhibit window via the IMAGE TOOLS tab, and from the Presentation window via the Annotation Tools Gallery button.



**In the main program window, annotation tools are available in the IMAGE TOOLS tab**



in the Presentation window, annotation tools are available via the Annotation Tools Gallery button

- ⚠ During a presentation, annotations made in the exhibit viewer of the main program window can be made to be immediately visible in the Presentation window. Conversely, annotations made in the Presentation window can be made to be immediately visible in the exhibit viewer. However, for this reciprocity to work consistently, the *annotation layer* to which the annotation was applied must be configured to be visible in both the exhibit viewer and the Presentation window. For more information about *annotation layers*, see: [Annotation Layers](#).

#### ☰ [List of annotation tools](#)

Annotation tools are available in the main window and in the presentation window. For a list of the Keyboard shortcuts for annotation tools, see: [Keyboard Shortcuts](#). The function of each annotation tool is described here:

Tool	Description
Select	Selects annotations that have been added to the exhibit. Allows you to resize, reposition, and delete annotations.
Crop/Zoom	Zooms in on a rectangular area of the exhibit. Use this tool to draw attention to a part of the exhibit or in conjunction with the Screen Capture tool to create a screen capture. For more information on screen captures, see: <a href="#">Screen Captures</a> .
Tear Out	Creates floating zoom areas that can be resized, repositioned, or closed as needed. Tear outs contains whatever annotations that were applied to the exhibit as well as any that are created as the tear out is open. Dragging the mouse across the face of a tear out creates a highlighted area on the exhibit. The edge of tear outs can be set to smooth or to a ripped effect. For more information see: <a href="#">Tear Out Tool</a> .
Magnifier	Creates a rectangular magnified area that can be moved around.
Pan	Moves the exhibit around in the exhibit window.
Erase	Erases annotations, one at a time.
Highlight	Creates a translucent highlighted rectangle. The default highlight color is

yellow but it can be changed by selecting a different color from the Fill Color control.

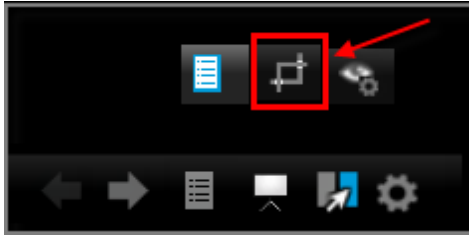
Arrow	Creates an arrow.
Line	Creates a line.
Pen	Creates a freehand line.
Rectangle	Creates an unfilled rectangle.
Ellipse	Creates an unfilled ellipse.
Redaction	Creates a filled rectangle.
Text	<p>Allows you to type text onto the exhibit. The text box is bordered and can be moved or resized. You can also set the default font and font style. To access font settings, on the FILE menu, click <b>Options</b>, and then click <b>Exhibits</b>.</p> <p>Note that this tool is available in the main program window only.</p>
Line size and Line color	Sets the line weight and color for arrows, lines, pens, rectangles, and ellipses.
Fill color	<p>Sets the fill color for the highlight, rectangle, and ellipse.</p> <p>Sets the background color for text.</p>
Layers	Provides control over the visibility of annotations. For more information, see: <a href="#">Annotation Layers</a> .

#### To annotate an exhibit from the IMAGE TOOLS tab

1. On the **HOME** tab, click the **Exhibits** taskbar.
2. Select the exhibit you want to annotate.
3. Do one of the following:
  - Double-click the exhibit.
  - Select the **IMAGE TOOLS** tab.
4. Annotate the exhibit by using the tools in the image toolbar.

#### To annotate an exhibit from within the presentation window

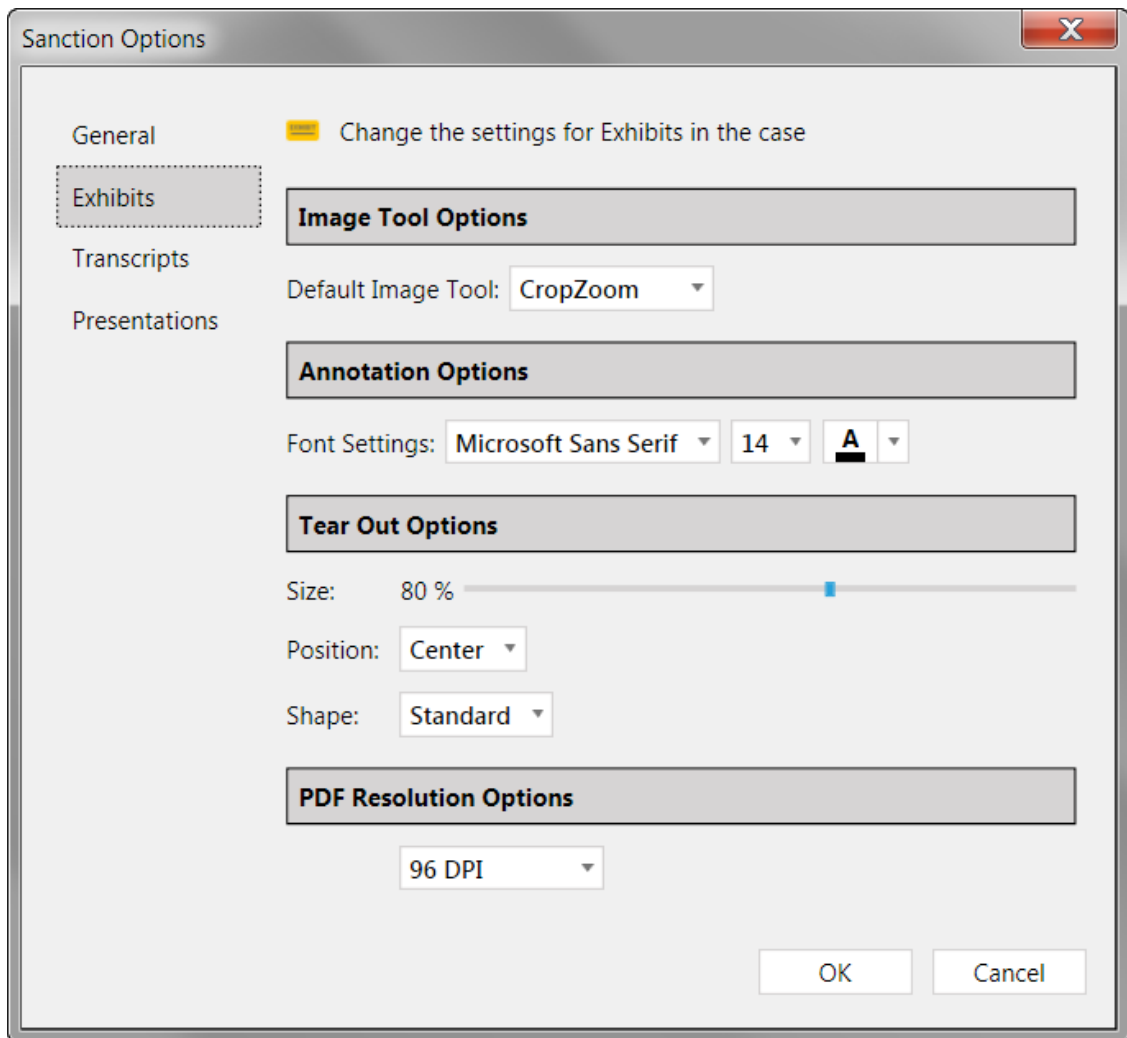
1. In the presentation window, open the exhibit you want to annotate.
2. Select the annotation tool gallery button.



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**.




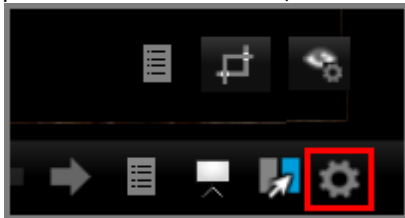
**File > Options > Exhibits**

3. Select options for annotation tools needed.

Tool	Options
Image Tool	Select the default image tool as: Highlight, Arrow, Line, Pen, Rectangle, Ellipse, Crop/Zoom, or Tear Out.
Annotation Font	Change the default font, font size, and color of text annotations.
Tear Out	Change the default screen position of tear outs. Change the default edge of the tear out from standard (smooth) to a ripped edge.
PDF Resolution	Increase the resolution of PDF pages. 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.



 **To delete all annotations**

You can delete all the annotations applied to exhibit pages in one operation. When you delete multiple annotations in this way, you can choose whether to include or exclude exhibit stamps in the delete operation.

Select the exhibit or exhibit pages that you want to remove annotations from.

- Do either of the following:
  - Right-click the selected exhibit or exhibit pages and then click **Delete Exhibit Page Annotations**.
  - Click the **IMAGE TOOLS** tab, and then click **Delete Annotations**.
- Click one of the following, depending on what you want to do:

Select this option:	To accomplish this:
<b>Delete All Exhibit Page Annotations</b>	Delete all annotations, including any exhibit stamps.
<b>Delete All Excluding Stamps</b>	Delete all exhibits, but keep exhibit stamps.
<b>Delete Only</b>	Delete all exhibit stamps, but keep all other annotations.



## Stamps

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

The annotations and/or stamps are deleted.

### Related Topics

[Annotation Layers](#)

[Tear Out Tool](#)

[Rotate Pages and Images](#)

[Annotating in Real Time](#)

## Annotation Layers

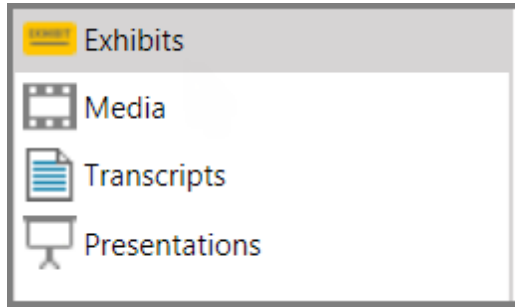
By applying annotations in layers, you can control the visibility of selected annotations, showing them or hiding them as needed to suit the particular needs of your presentation. Annotation layers can be controlled both from the main program window and from the presentation window. This topic describes concepts and procedures that apply mainly to working in the main program window. For more information about working with annotation layers while in the presentation window, see: [Annotating in Real Time](#).

When you want to apply annotations in layers, consider the following:

- **Number of layers = 9.** Each exhibit has 9 layers. Each layer may hold multiple annotations.
- **Layer 1 is always visible.** Layer 1 is the only layer that cannot be hidden. Annotations applied to Layer 1 is always visible in both the exhibit viewer and in the presentation window. Note that exhibit stamps are applied only on Layer 1 so they are always visible.
- **Layers 2-9 can be set to visible or hidden.** At any given time, Layers 2 through 9 can be set individually to visible or hidden.
- **You can control visibility in main window and presentation window.** Control over layer visibility is provided in both the main program window and in the presentation window. However, note that visibility of individual layers is set independently between the two windows. For example, you can set Layer 2 to be visible in the main program window and hidden in the presentation window.
- **Initial visibility of layers.** Initially, in the main program window, all layers are visible. But in the presentation window, Layers 2-9 are initially hidden.
- **Reciprocal visibility.** Annotations applied from either window are immediately visible in the other window as long as the layer to which the annotation is applied is set to visible in both windows.
- **Moving away from an exhibit.** In the presentation window, moving away from an exhibit hides all layers except Layer 1.

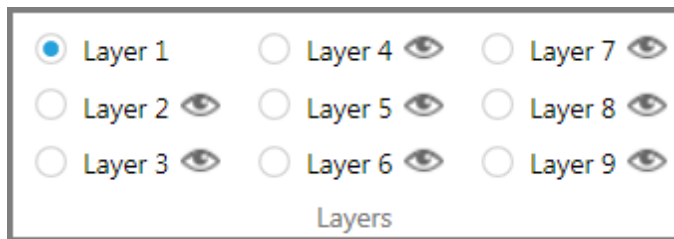
### [To use annotation layers from the main program window](#)

1. Select the **Exhibits** navigation bar.





2. Select the page of the exhibit you want to annotate.
3. Select the **IMAGE TOOLS** tab.

In the Layers area, Layer 1 is selected by default.



Until another layer is selected, all new annotations are applied to Layer 1.

4. Add any annotations you want to appear at all times to Layer 1.
  -  Annotations placed on Layer 1 cannot be hidden.
5. Select Layer 2 and then apply annotations to the exhibit. In the presentation window, these annotations will be hidden initially.
6. Select the eye icon next to the layer 2 to show or hide the layer.
7. Add more annotations to other layers as needed.
8. Practice presenting the exhibit, manipulating the visibility of layers until you are comfortable with how they look. Several keyboard shortcuts are available for use with annotation layers. For more information, see: [Keyboard Shortcuts](#).

 As an alternative to working with layers can also create multiple copies of the same exhibit page and then apply different annotations to each copy. For more information, see: [Save as New Page](#).

#### Related Topics

- [Annotation Tools](#)
- [Tear Out Tool](#)
- [Annotating in Real Time](#)

## [Keyboard Shortcuts](#)

### **Exhibit Stamps**

You can apply exhibit stamps to exhibit pages. Exhibit stamps can be configured in the following ways:

- **Color.** You can color your stamps as either blue, red, white, or yellow.
- **Optional fields.** You can add one of the following fields to exhibit stamps: page name, exhibit number, trial number, or Bates number. In addition, you can also add a case number of up to 25 characters.
- **Placement.** You can select where on the page margin to apply the stamps. After stamps are applied, they can be moved around on the page individually.
- **Size.** After stamps are applied, you can change their size individually.



FILE > Exhibit Stamp Wizard

After you have applied the stamps, you can move, resize, or delete them individually via the exhibit viewer or from within the presentation window.

Stamps are applied to Layer 1 so they cannot be hidden when presenting the exhibits. As with other annotations, exhibit stamps do not appear on exhibit printouts. However, exhibit stamps can be made to appear on exported exhibits. For more information on exporting exhibits see: [Exporting Exhibits, Media Clips, and Playlists](#).

#### **To apply exhibit stamps**

1. In the Info area of the FILE tab, click **Exhibit Stamp**.



2. In the Welcome dialog box, click **Next**.  
The exhibit selection dialog box opens.

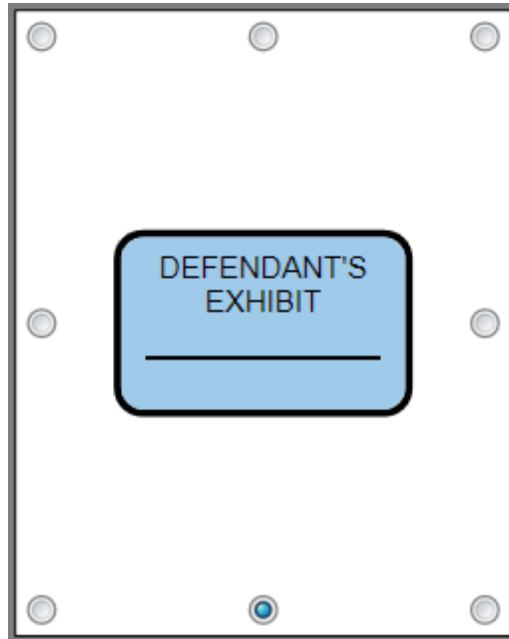
3. Select items to stamp.
  - Click **Add All** to add all the listed exhibits.
  - Select individual exhibits and then click **Add Selected**.
  - Double-click individual exhibits.
  - After adding exhibits, you can remove them from the queue as needed. To remove one or more exhibits, **CTRL+click** or **SHIFT+click** items and then click **Remove Selected**. To remove all exhibits, click **Remove All**.

The exhibits to be stamped are listed in the right panel of the dialog box.

4. Click **Next**.
5. Select options as needed:
  - **Stamp type**. This determines the title and color of the stamp.



- **Field**. The following fields are available: page name, exhibit number, trial number, or Bates number.
- **Case Number**. You can enter up to 25 characters in this field.
- **Placement**. Select a radio button to position stamp on the page.



The default placement is bottom edge of page, centered.

- Click **Apply Exhibit Stamp to the first page only** to have the stamp applied that manner.
6. When options have been selected, click **Next**.  
The Ready dialog box opens.
  7. Review your selections and then click **Next**.  
The exhibits are applied and the Exhibit Stamp Wizard Complete dialog box opens.
  8. Click **Close**.

☐ **To move, resize or delete exhibit stamps**

1. Open the exhibit in the presentation window or exhibit viewer.
2. Do one of the following:
  - To move the stamp, drag the stamp to a different part of the page.
  - To resize the stamp, select the stamp and then click and drag the exhibit stamp handles.
  - To delete a stamp, select it and then press the **Delete** key.

☐ **To delete all exhibit stamps**

1. Select the exhibit or exhibit pages that you want to remove stamps from.
2. Do either of the following:
  - Right-click the selected exhibit or exhibit pages, click **Delete Exhibit Page Annotations**,

and then click **Delete Only Stamps**.

- On the **IMAGE TOOLS** tab, click **Delete Annotations**, and then click **Delete Only Stamps**.
3. In the confirmation box, click **Yes**.

The exhibit stamps are deleted.

#### Related Topics

[Printing Exhibits](#)

[Exporting Exhibits, Media Clips, and Playlists](#)

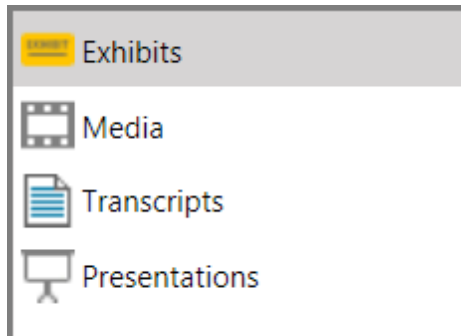
### Print Exhibits

You can print exhibits individually, in groups, or all at once.

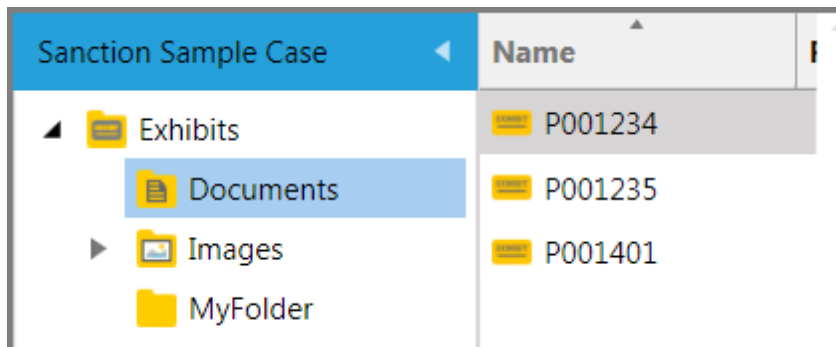
- ☑ Note that when you print exhibits, any annotations that have been applied to exhibits, including exhibit stamps, are not printed. To print exhibits with annotations showing, you can export them using one of the burn-in options, and then print them from an external application. To learn how to export exhibits and how to configure burn-in options, see: [Exporting Exhibits, Media Clips, and Playlists](#).

#### To print exhibits

1. Select the **Exhibits** navigation bar.



2. Open the folder that contains exhibits you want to print.



## 3. Do either of the following:

- Select an individual exhibit to print. Next, if the exhibit has more than one page, select the individual pages you want to print.

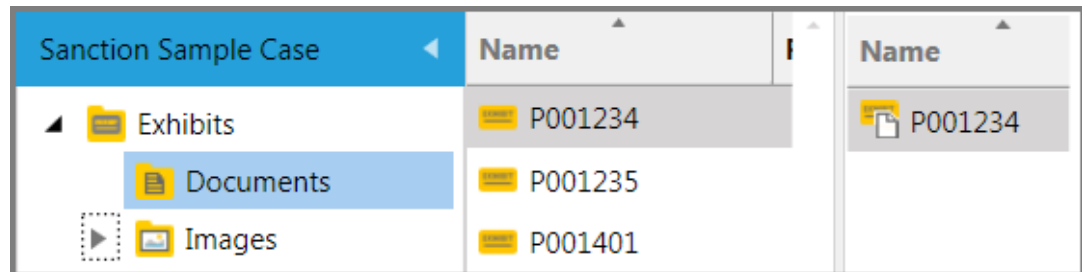
By default, when you select an individual exhibit, only the first page is selected to print. If the exhibit has multiple pages and you want to print any others in addition to the first page, you will need to select those pages in the page list.

You can select multiple pages in the list by pressing **Ctrl** and clicking pages, or by pressing **Shift** and clicking a range of pages.

- Select more than one exhibit to print.

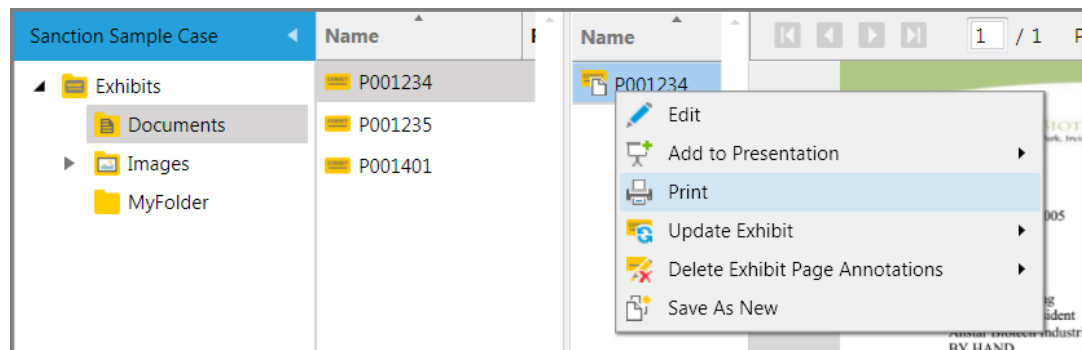
When you select multiple exhibits, all pages of each selected exhibit are automatically selected and will print.

You can select multiple exhibits in the list by pressing **Ctrl** and clicking exhibits, or by pressing **Shift** and clicking a range of exhibits.

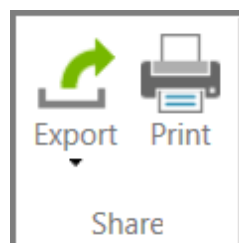


## 4. Do any of the following:

- Press **Ctrl+Shift+P**.
- Right-click any item that you selected to print and then click **Print**.



- On the HOME tab, in the Share group, click **Print**.

5. Select print options as needed and then click **Print**.

[Related Topics](#)

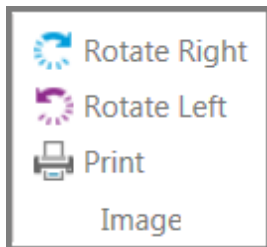
[Annotation Tools](#)  
[Exporting Exhibits, Media Clips, and Playlists](#)


**Rotate Pages and Documents**

You can rotate individual pages of one exhibit or all the pages of one or more exhibits at a time.

**To rotate an individual page**

1. Select the page you want to rotate.
2. Do either of the following:
  - On the IMAGE TOOLS tab, click **Rotate Right** or **Rotate Left**.

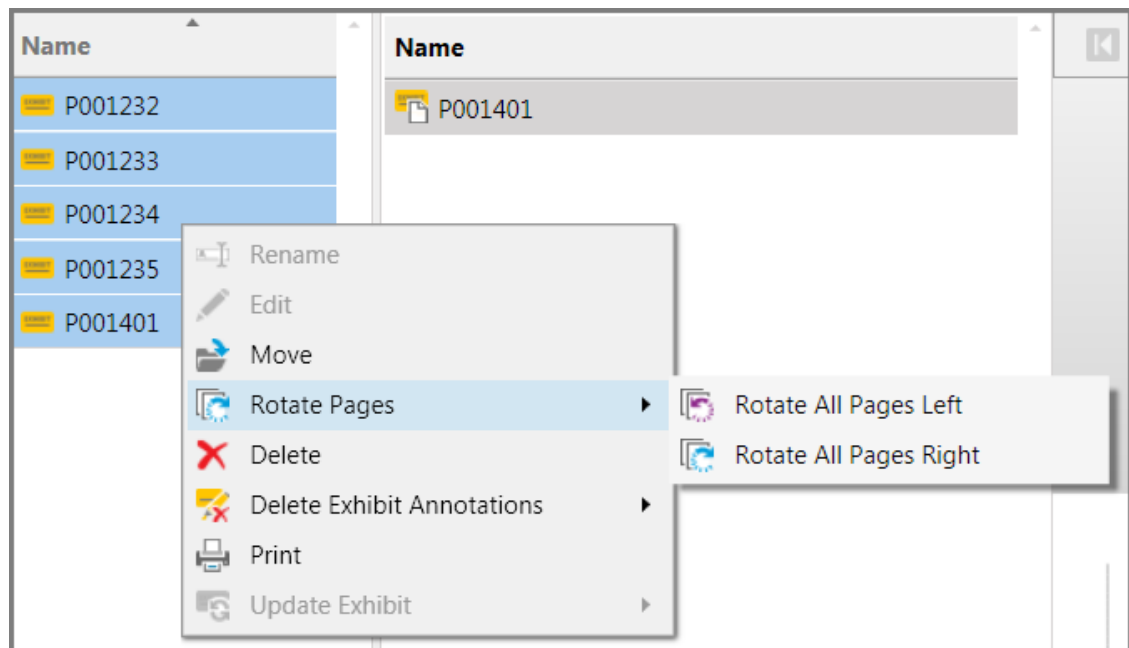


- Press **Ctrl+Period** to rotate right, or **Ctrl+Comma** to rotate left.
-  Use this procedure to change a single page. If you want to rotate all pages of one or more exhibits at a time, use the procedure described below.

**To rotate multiple exhibits at a time**

1. Select the exhibits that you want to rotate.
2. Right-click one of the exhibits that you selected.
3. Click **Rotate Pages** and then click either **Rotate All Pages Left** or **Rotate All Pages Right**.





For each selected exhibit, all of the pages will be rotated.

#### Related Topics

[Annotation Layers](#)

[Tear Out Tool](#)

[Annotating in Real Time](#)

#### **Save as New Page**

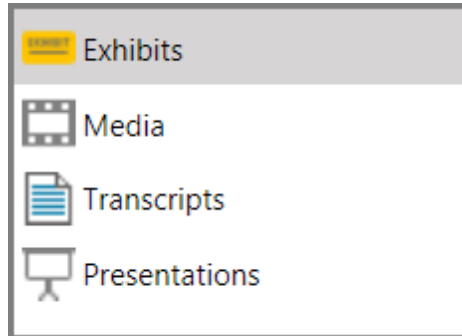
You can save a copy of an exhibit page or image and then apply annotations to the copy without changing the original exhibit.

Note the following:

- Annotations that were already applied to the original are also copied over.
- The name of the new page is the same as the existing page but it has 3 digits appended. For example, if a new page were to be created from an page named *ExhibitE*, the new page would be named *ExhibitE.001*.
- Page copies are ignored by wizards for renaming, renumbering, and applying Bates numbers.
- Page copies cannot be exported.
- The page count for the exhibit, as shown in the Pages column of the exhibit list, will reflect the number of original pages. Pages that were saved as new are not counted.

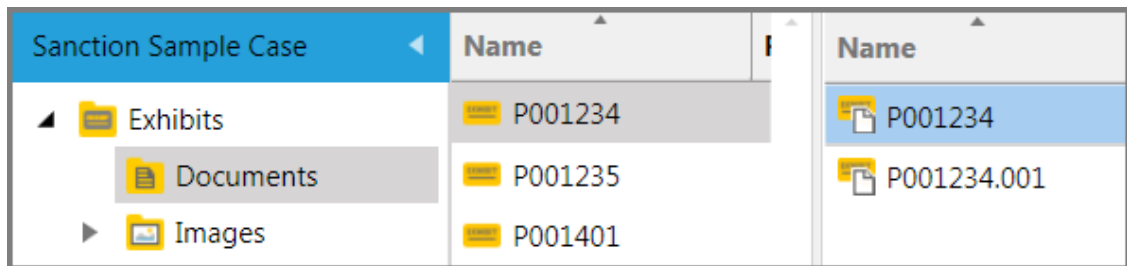
☐ **To save a page as a new page**

1. On the HOME tab, click the **Exhibits** navigation bar.



2. Select the exhibit that has the page you want to make a copy of.
3. Right-click the page and then click **Save as New**.

The new page is created in the page list above the original page. The new page will have a 3 digit number appended to the end of its name. For example, if you were to Save As New an exhibit page with the name, P001234, the new page will be named P001234.001.



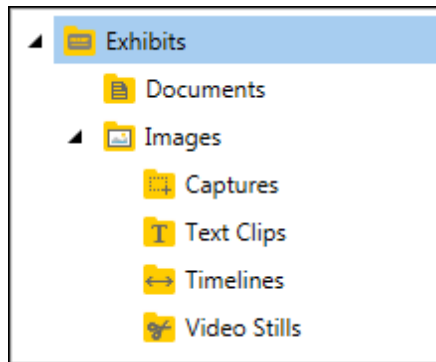
Related Topics

- [Annotation Tools](#)
- [Annotation Layers](#)
- [Setting Zoom and Page View](#)
- [Text Clips](#)
- [Video Stills](#)
- [Adding and Removing Items](#)

### Screen Captures

You can create screen captures of the exhibit display window. Screen captures are saved as new exhibits.

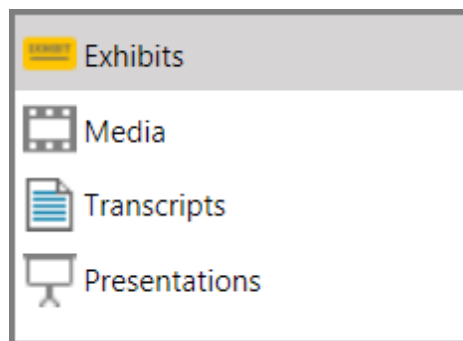
By default, screen captures are added to Exhibits > Images > Captures folder. From there, they can be added to presentations, moved, renamed, or deleted.



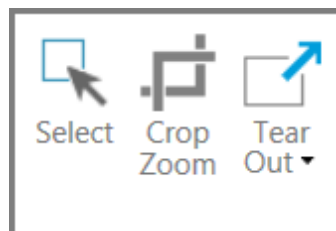
Sanction puts screen captures in Exhibit > Images > Captures

#### **To create screen captures**


1. On the IMAGE TOOLS tab, click the **Exhibits** navigation bar.



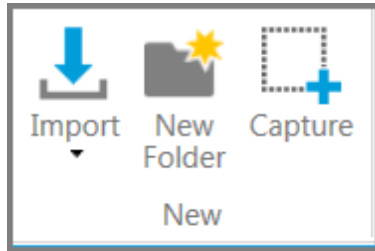
2. Select the exhibit page you want to make a screen capture of.
3. In the Tools group, click **Crop Zoom**.



4. Select part of the image you want to create a capture of.

 Note that only that part of the page or image that is shown in the exhibit viewer will be captured. As an alternative to using the Crop Zoom tool, you can use the scroll bars, magnification slider, and the page layout controls to size and position the window the way you want the capture to look.

5. Press **F7**, or on the HOME tab, click **Capture**.



6. Type a name for the capture and then click **OK**.

The capture is saved to the **Exhibits > Images > Captures** folder.

#### Related Topics

- [Annotation Tools](#)
- [Annotation Layers](#)
- [Setting Zoom and Page View](#)
- [Text Clips](#)
- [Video Stills](#)
- [Adding and Removing Items](#)

### ***Tear Out Tool***

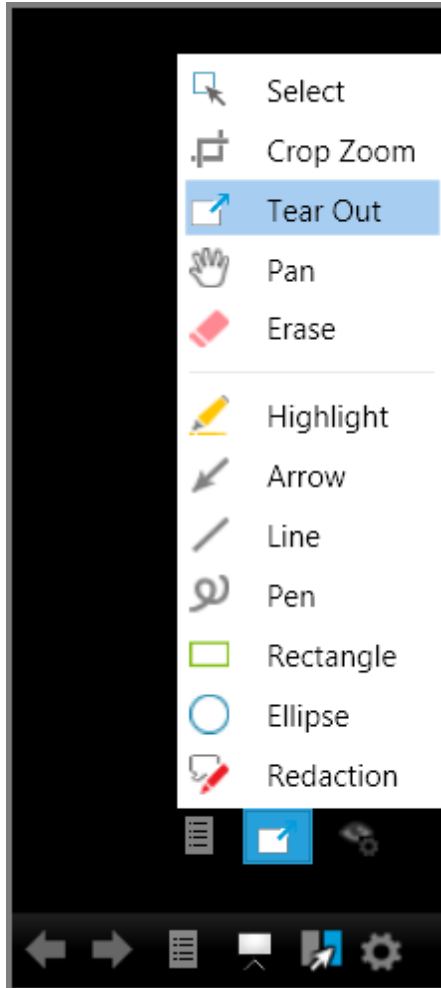
As you run a presentation, you can use the tear out tool to temporarily magnify one or more rectangular areas of an exhibit. Tear outs can be created from within the presentation window by accessing the annotation tools gallery, or they may be created in the main program window from the IMAGE TOOLS tab.

Note the following considerations when using the tear out tool:

- Tear outs can be annotated, resized, and moved.
- You can make multiple tear outs on an exhibit.
- Tear outs do not persist after moving to another item or closing the presentation.
- Tear outs display on Layer 1, which means that until you close a tear out, it remains visible regardless whether other layers are set to be visible or not.
- Dragging the mouse across a tear out creates a highlighted area on Layer 1 of the exhibit page. The highlight persists on Layer 1 after the tear out is closed. For more information on layers, see: [Annotation Layers](#).
- Unlike other image tools, tear outs created in the main window are not reflected in the presentation window. For this reason, tear outs created in the main window are typically used for practice purposes only.
- To access the tear out tool, open the tools gallery of the presentation window. Or click the IMAGE TOOLS tab in the Exhibits area of the main window.

#### **To create a tear out from the presentation window**

1. In the presentation window open the exhibit you want to use the tear out tool on.
2. Do either of the following:
  - Press **Ctrl+O**.
  - Click the annotation tools button located on the lower right corner of the item window, and then select the Tear Out tool.



**Tear Out tool in the presentation window**

3. To create the tear out, drag across the exhibit. When you release the mouse, the tear out displays on top of the presentation.

☐ **To create a tear out from the IMAGE TOOLS tab**

1. Select the exhibit you want to use the tear out tool on.
2. Select the IMAGE TOOLS tab.
3. Either press Ctrl+O, or click **Tear Out**.



4. Select **Standard** or **Ripped Edge**, depending on the effect you want.
5. Drag across the exhibit. When you release the mouse, the tear out displays on top of the presentation.

To close the tear out, double-click it.

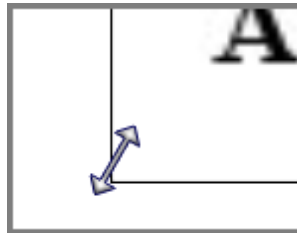
☐ **To manipulate a tear out**

1. Select the tear out tool and then drag across the exhibit.
2. A tear out window opens.


<b>To do this to the tear out:</b>	<b>Perform these steps:</b>
------------------------------------	-----------------------------

1. Move the mouse to the lower right or lower left corner of the tear out until the cursor changes to the resize cursor.

**Resize**



2. Drag to resize the tear out.

<b>Move</b>	<ol style="list-style-type: none"> <li>1. Move the mouse to the top of the tear out window. A gray bar appears at the top of the tear out area.</li> </ol>  <ol style="list-style-type: none"> <li>2. Drag to move the tear out.</li> </ol>
-------------	--

**Close**

Do either of the following:

- Double-click anywhere in the tear out.

- Move the mouse to the upper right corner of the tear out and then click the close window icon when it becomes visible.



**Draw a highlight**

Once the tear out is open, drag across it to create a highlight.


☐ **To access other annotation tools when a Tear Out is open**

1. Right-click the tear out area on the screen.  
The annotation gallery appears.
2. Apply annotations as needed.

☐ **To set the default size, position, and border of tear outs**

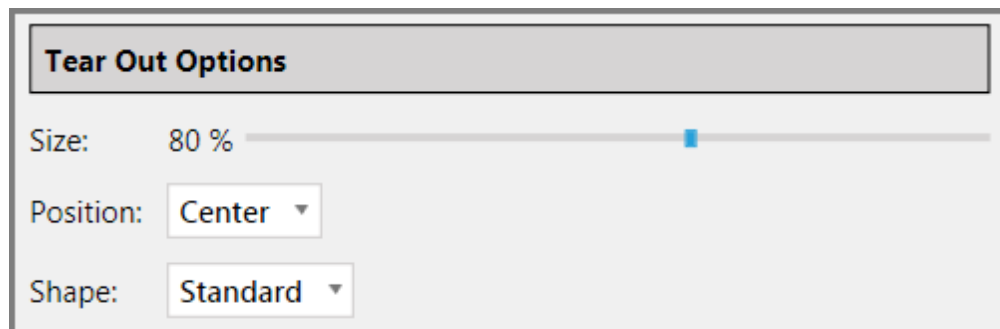
You can set the defaults for tear outs from the main window or from within the presentation window.

1. Do either of the following:
  - From the main window, on the FILE tab, click **Options**.

- From the presentation window, click .

The Sanction Options dialog box opens.

2. Click **Exhibits**.



3. In the Tear Out Options area, adjust the default tear out size, position, and shape as needed.
  - Size can be set to between 50 to 100 percent.
  - Position can be set to the top, center, or bottom of the screen.
  - Shape can be set to default, which is a smooth edge, or to a ripped edge.

4. Click **OK**.

Related Topics

[Annotation Layers](#)

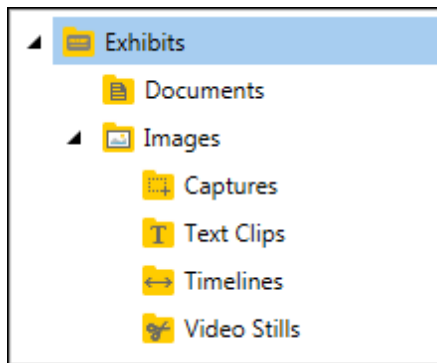
[Annotating in Real Time](#)

### **Text Clips**

A text clip is a screen capture of a transcript segment, which is saved as an exhibit.

The text clip can be added to a presentation to focus attention to an excerpt of a transcript. You create a text clip from either an open transcript in the Transcript area or from within the presentation window.

Sanction saves text clips to the **Exhibits > Images > Text Clips** folder.



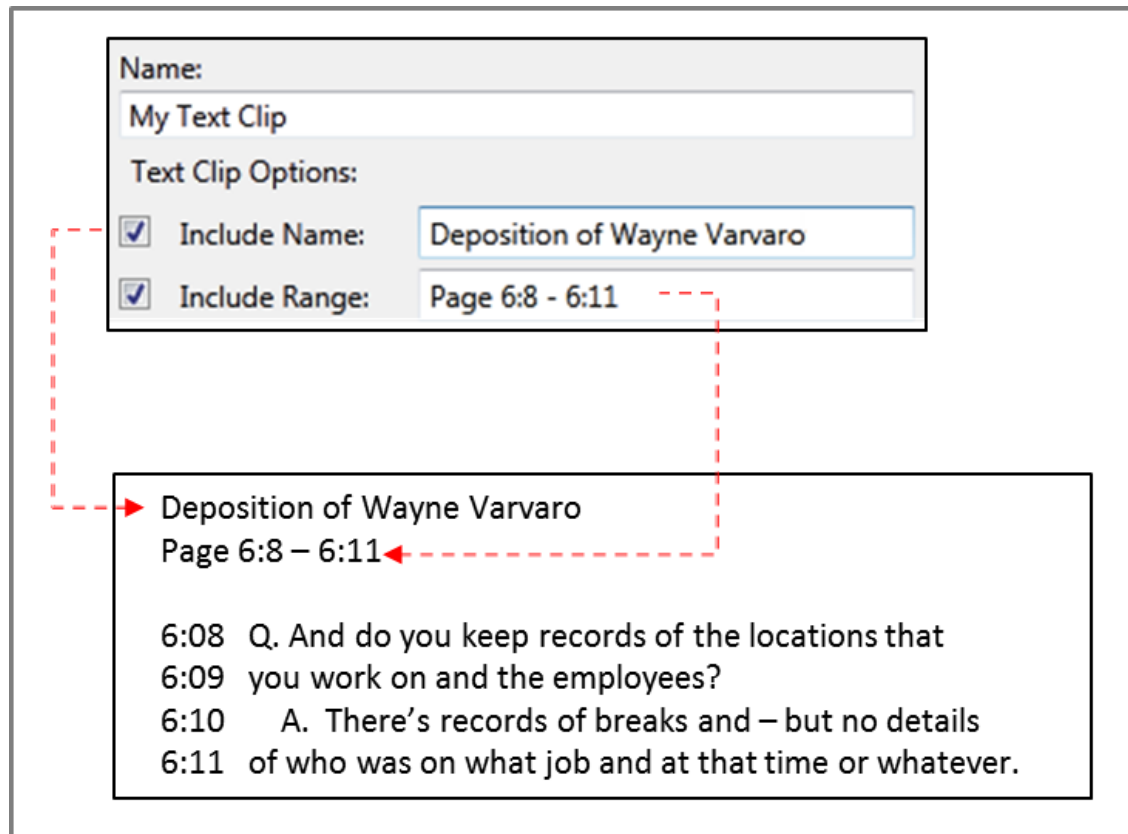
**Sanction puts text clips in Exhibit > Images > Text Clips**

#### **Text Clip options**

When you create a text clip, you can select whether to include the name of the transcript and/or the page and line range from where the text clip was drawn. These values can be edited as needed.

The screen shot below shows how the transcript title and page/line values look when included in the text clip.





A name and range can be added to the text clip

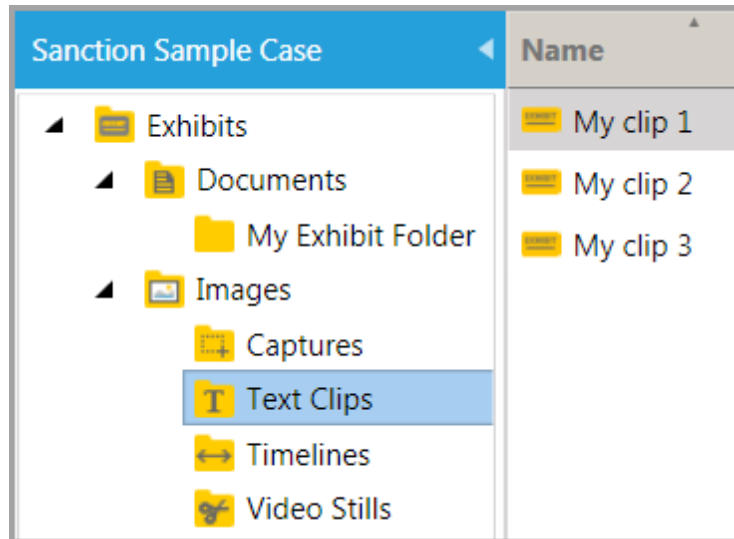
#### **To create a text clip**

1. Do one of the following:
  - 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 you are working in the Transcripts area, on the New group, click **Text Clip**.
4. In the **Create New Exhibit** dialog, type a name for the clip.
5. If you want, you can add a name and range to the top of the text clip.
  - Select **Include Name** to display the text as the top line of the text clip. You can edit this field as necessary. By default, the value for this field is the file name of the document.
  - Select **Include Range** to display the page and line number range as the top line of the text clip.
  - Select both fields if you want the name followed by the range above the clip text.
6. Click **OK**.

The clip is visible within the Exhibits folder, under the Images folder in Text Clips.

☒ **To view text clips**

1. Click the **Exhibits** navigation bar.
2. Expand the **Exhibits** tree and then expand **Images**.
3. Select the **Text Clips** folder.



**Text clips in the page list view**

4. Select the clip you want to view.

The text clip is visible in the exhibit viewer.

Related Topics

[Annotation Tools](#)

[Annotation Layers](#)

[Screen Captures](#)

[Video Stills](#)

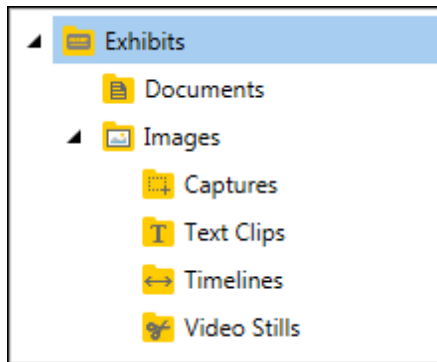
[Adding and Removing Items](#)

### **Video Stills**

A video still is a single frame from a video, which is saved as an exhibit.

You create a video still from an open video in the Media area or from a video open in the presentation window.

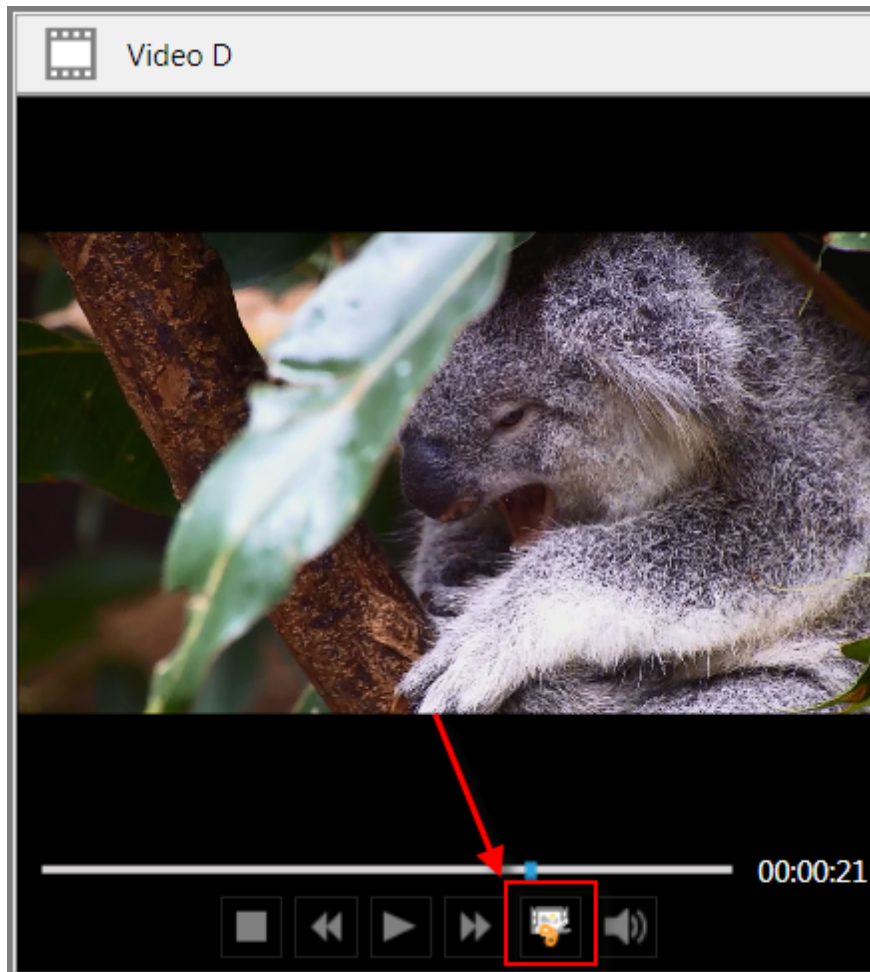
When you create a video still, Sanction puts it into the **Exhibits > Images > Video Stills** folder.



Sanction puts video stills in Exhibit > Images > Video Stills

#### To create a video still

1. Do one of the following:
  - In the main program window, click the **Media** navigation bar, and then select a video.
  - In the presentation window, open a video in the presentation.
2. Use the playback controls to move to the place in the video that you want to create a still of.
3. On the media player, click the **Video Still** button or press **Ctrl+Shift+V**.



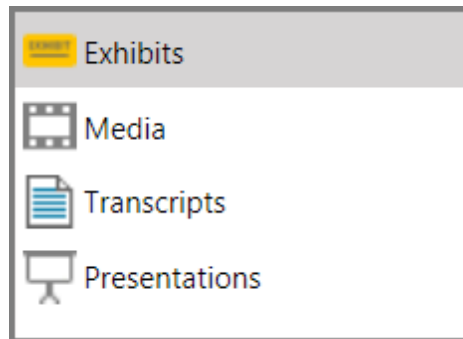
The video still button on the media player

4. In the Create New Exhibit dialog, type a name for the still and then click **OK**.

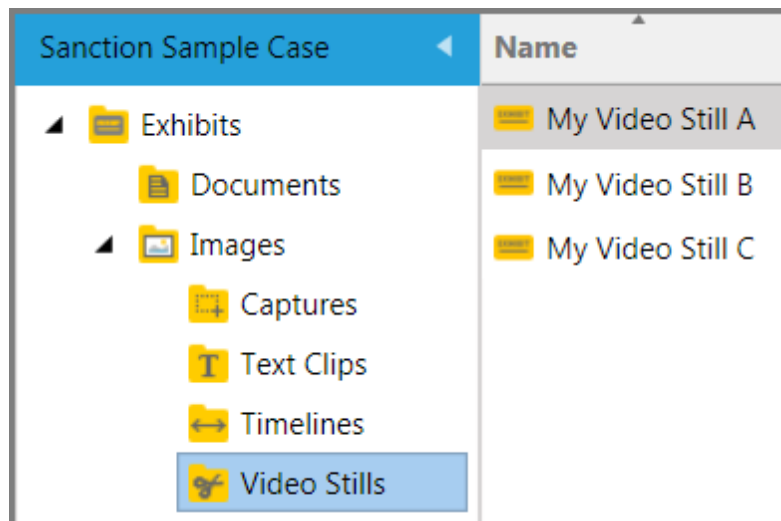
The new video still is visible within the Exhibits folder, under the Images folder in Video Stills.

☰ **To view video stills**

1. Click the **Exhibits** navigation bar.



2. Expand the **Exhibits** tree and then expand **Images**.
3. Select the **Video Stills** folder.



The video still is visible in the page preview window.

#### Related Topics

- [Annotation Tools](#)
- [Annotation Layers](#)
- [Screen Captures](#)
- [Adding and Removing Items](#)

#### ***Wizards for Renaming, Renumbering, and Bates Numbering***

Sanction provides wizards for renaming and renumbering exhibits, and for applying Bates numbers to them. These wizards are accessible from the Info area of the FILE tab. They are also available as a final, optional step when running the the exhibit import wizard.

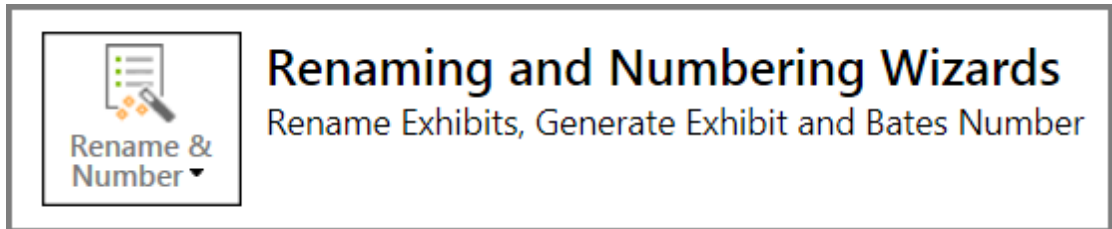
☰ **Options for each wizard**

Wizard	Options						
	Alphanumeric prefix and/or suffix	Number format for zero padding	Start number	Period separator	Comma separator	Dash separator	Number the first page
<b>Renaming*</b>	✓	✓	✓	✓	✓		
<b>Renumbering</b> Exhibit numbers or trial numbers.	✓	✓	✓	✓		✓	
<b>Bates numbering</b>	✓	✓	✓				✓

\* For multi-page exhibits, you can iterate the naming scheme on individual pages. You can also set the exhibit name as the name of the first page.

☰ **To renumber exhibits and exhibit pages**

1. On the FILE tab, click **Info**, and then click **Rename & Renumber**.



2. Click **Rename Exhibits**.

The Welcome dialog box for the Exhibit Renaming Wizard opens.

3. Click **Next**.

4. Select the folder that contains the exhibits you want to rename.

5. Move exhibits to the right column using the following options:

- Select individual items and then click **Add Selected**.
- Click **Add All** to select all items in the current folder.
- If necessary, remove items from the right column, by selecting items there, and then clicking **Remove Selected** or **Remove All**.

6. Repeat the selection process on exhibits in other folders as needed until all the exhibits you want to rename are listed in the right column.

7. Click **Next**

The Order Exhibits dialog box opens. The position of exhibits in the list reflects the order of the numerical sequence of the exhibit name.

8. Select items and then click **Move Up** or **Move Down** as needed to reposition exhibits in the order you want, and then click **Next**.

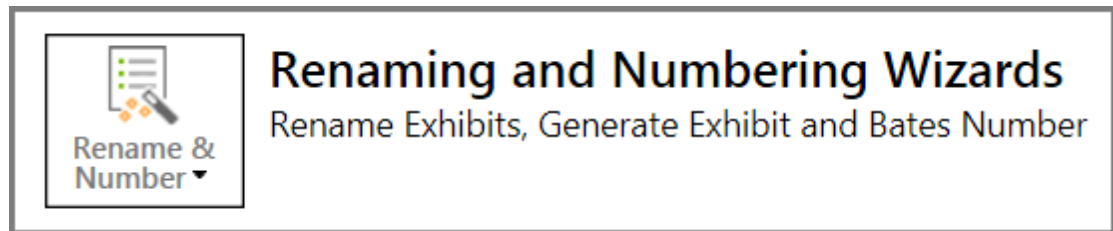
The Naming Options dialog box opens.

9. Select options as needed and then click **Next**. For more information on available options, see the table at the start of this topic.10. Review your selections. When ready, click **Next**.

The renaming process runs. When it finishes, a completion dialog box opens.

11. Click **Close**.

☐ **To update exhibit numbers or trial numbers**

1. On the FILE tab, click **Info**, and then click **Rename & Renumber**.2. Select **Exhibit Numbering**.

The Welcome dialog box for the Exhibit Renaming Wizard opens.

3. Click **Next**.

## 4. Select the folder that contains the exhibits you want to rename.

## 5. Move exhibits to the right column using the following options:

- Select individual items and then click **Add Selected**.
- Click **Add All** to select all items in the current folder.
- If necessary, remove items from the right column, by selecting items there, and then clicking **Remove Selected** or **Remove All**.

## 6. Repeat the selection process on exhibits in other folders as needed until all the exhibits you want to renumber are listed in the right column.

7. Click **Next**.

The Select Exhibit Numbers Field dialog box opens.

8. Select **Exhibit Numbers** or **Trial Numbers**, depending on the property you want to change, and then click **Next**.

9. Select items and then click **Move Up** or **Move Down** as needed to reposition exhibits in the order you want, and then click **Next**.

The Exhibit Numbering Options dialog box opens.

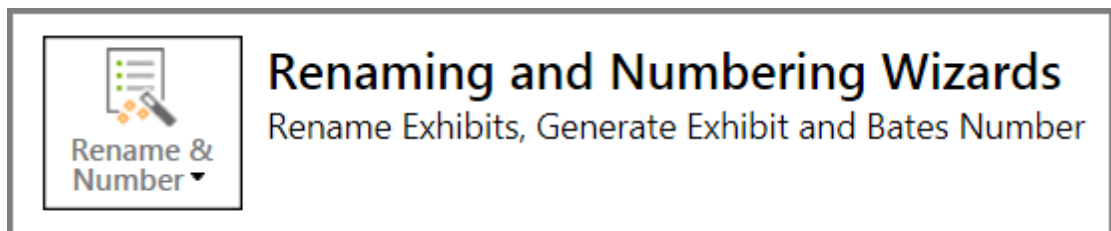
10. Select options as needed and then click **Next**. For more information on available options, see the table at the start of this topic.
11. Review your selections. When ready, click **Next**.

The renumbering process runs. When it finishes, a completion dialog box opens.

12. Click **Close**.

#### **To apply Bates numbering**

1. On the FILE tab, click **Info**, and then click **Rename & Renumber**.



2. Select **Bates Numbering**.

The Welcome dialog box for the Exhibit Renaming Wizard opens.

3. Click **Next**.
4. Select the folder that contains the exhibits you want to apply Bates numbers to.
5. Move exhibits to the right column using the following options:
  - Select individual items and then click **Add Selected**.
  - Click **Add All** to select all items in the current folder.
  - If necessary, remove items from the right column, by selecting items there, and then clicking **Remove Selected** or **Remove All**.
6. Repeat the selection process on exhibits in other folders as needed until all the exhibits you want to apply Bates numbers to are listed in the right column.
7. Click **Next**.

The Order Exhibits dialog box opens.

8. Select items and then click **Move Up** or **Move Down** as needed to reposition exhibits in the order you want, and then click **Next**.

The Bates Numbering Options dialog box opens.

9. Select options as needed and then click **Next**. For more information on available options, see the table at the start of this topic.



10. Review your selections. When ready, click **Next**.
11. The renaming process runs. When it finishes, a completion dialog box opens.
12. Click **Close**.

#### Related Topics

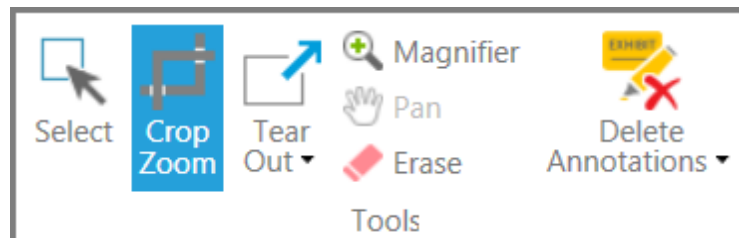
- [Importing Exhibits](#)
- [Editing Item Properties](#)

### Zoom and Page View Settings

You can adjust the page view in the exhibit viewer by either zooming in on an image, or by setting the layout of the page to one of several preset views.

#### **To zoom in or out**

1. Select the exhibit page you want to zoom in on.
2. Do one of the following:
  - On the **IMAGE TOOLS** tab, in the Tools group, click **Crop Zoom** or press **Ctrl+M**. Then select the area on the exhibit you want to zoom to. To return to the original view, double click anywhere within the zoomed region.



- On the bottom right of the exhibit viewer screen, move the slider to zoom in or out to zoom as needed.



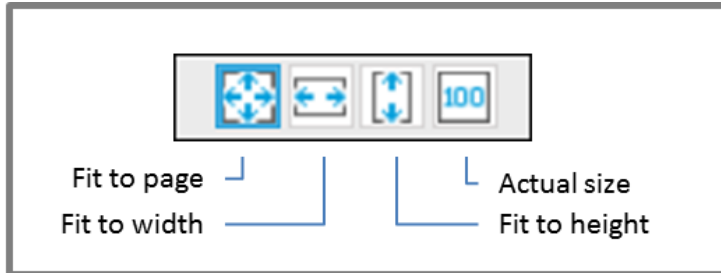
If you zoom in, you might need to re-center the image by using the scroll bars of the exhibit viewer.

#### **To set the view using presets**

1. Select the **Exhibits** navigation bar.
2. Select the exhibit you want to adjust the view on.

- On the bottom right of the exhibit viewer screen, select one of the preset views next to the slider.

These are the preset view options:



**Fit to page.** The entire page view is scaled to the viewing window. .

**Fit to width.** The page view is scaled so that the entire width of the page is visible in the viewing window. This view can be helpful when you want to more easily read the text of a letter- or legal-sized document

**Fit to height.** The page view is scaled so that the entire page can be seen in the viewing window. For wider documents, this view might require that you scroll left and right to view page content located toward the left and right margin of the page.

**Actual size.** The page view is not scaled. If the exhibit is larger than the viewing window, you will need to use scroll bars to see any page content outside the viewing window.

#### Related Topics

[Annotation Layers](#)

[Tear Out Tool](#)

[Annotating in Real Time](#)

## Media

### *Importing Media*

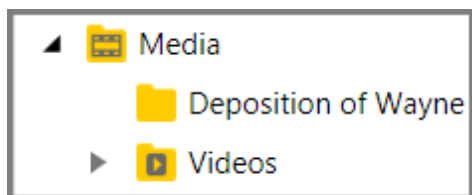
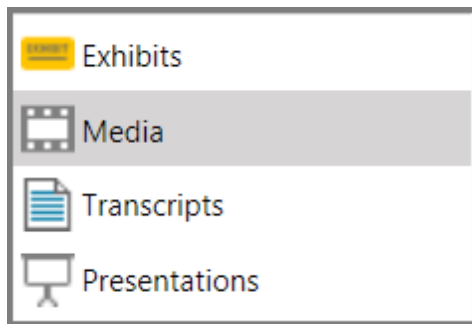
You can import video and audio files into your case.

There are two ways to import media. You can either drag and drop folders and files directly into a folder in the Media area, or you can run the Media Import Wizard, which is available from **FILE > Info > Import** or from **HOME > Import**.

If you import folders of media items, Sanction creates new folders in the Media tree that mirror those you import.

#### [To import media items by using drag and drop](#)

1. With a case open, click the **Media** navigation bar.



The **Media** folders are listed.

2. Drag and drop files or folders into any folder in the Media tree, except Playlists.

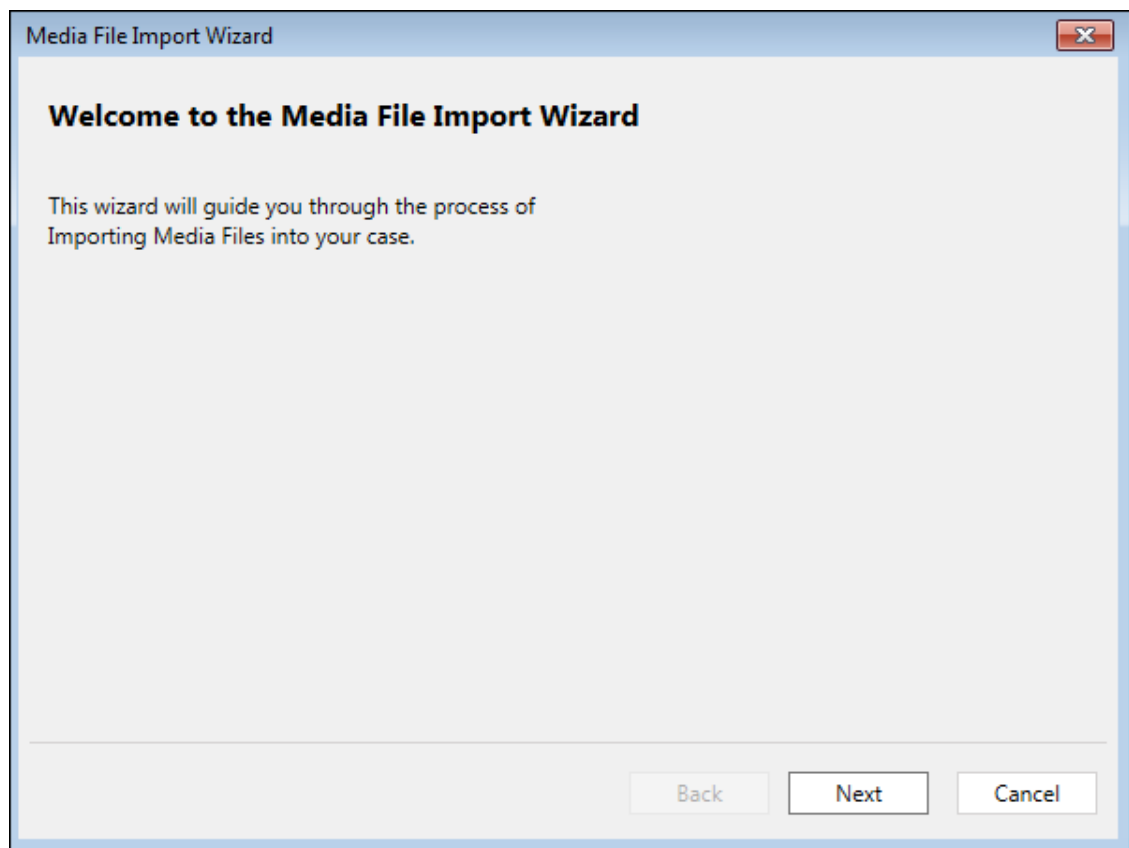
A dialog box confirms the file import by providing a count of the number of files that were imported and notes if any files could not be imported.

3. Click **Close** to finish the import.

#### **To import media by using the import wizard**

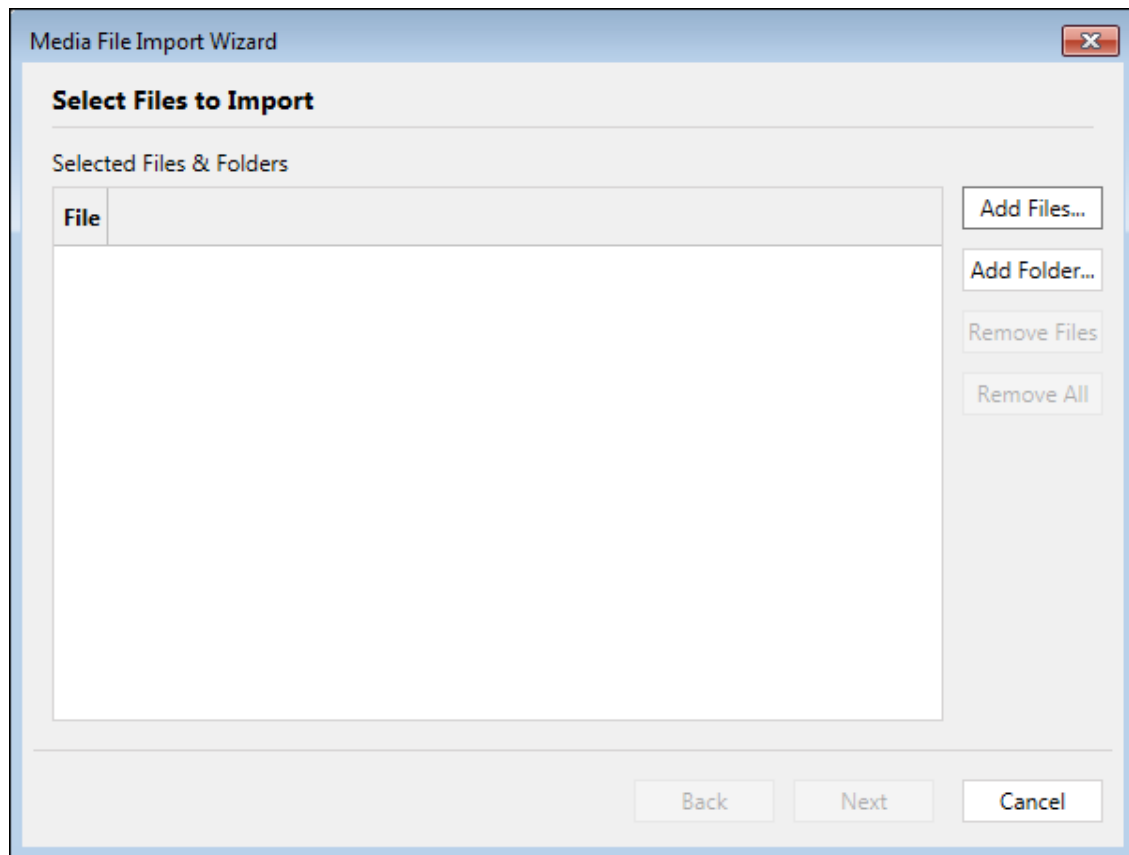
1. Do one of the following:
  - Press **Ctrl+I**.
  - On the FILE tab, click **Info**, click **Import**, and then click **Media**.
  - On the HOME tab, click **Import**, and then click **Media**.

The Media File Import Wizard starts.



2. Click **Next**.

The Select Files to Import dialog box opens.



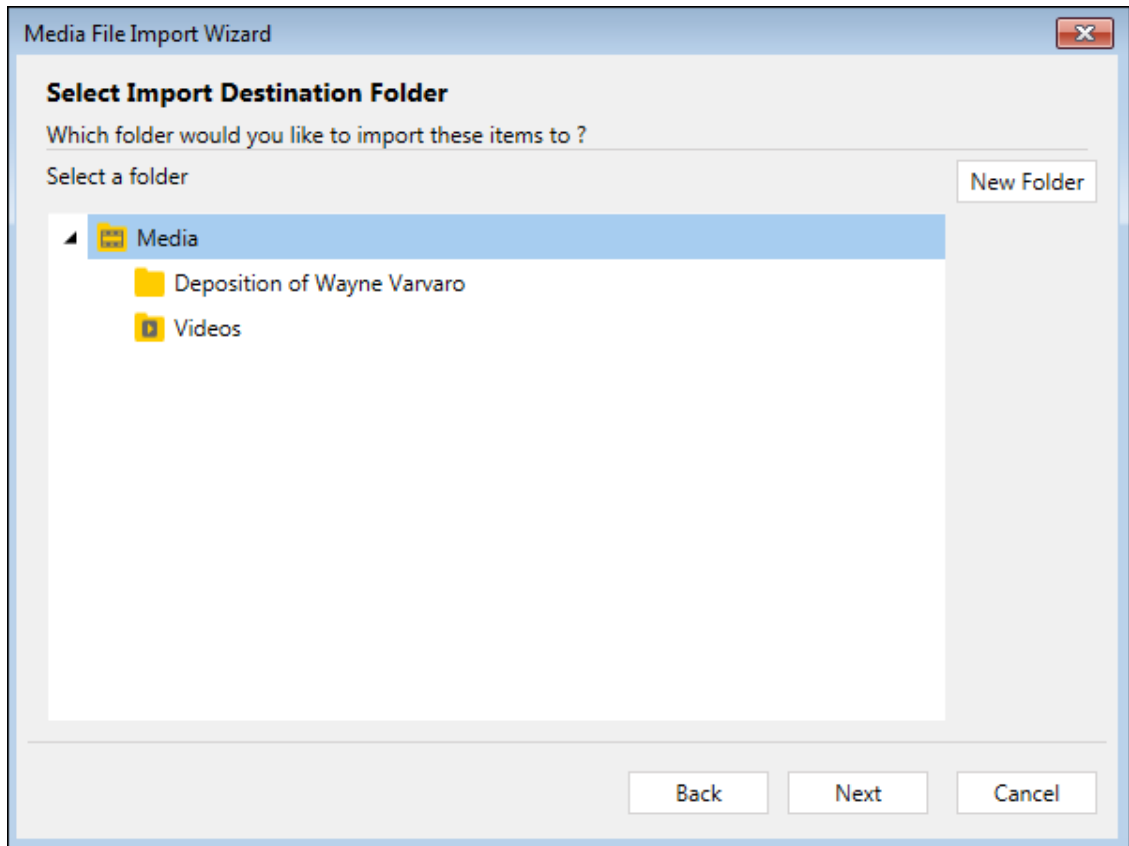
3. Depending on whether you want to add files individually or by the folder, do one of the following:
  - Click **Add Files** to add files individually.
  - On the Select Files to Import dialog box, browse to the folder that contains the files, select the files, and then click **Open**.or
  - Click **Add Folder** to add an entire folder and its contents.
  - Browse to the folder location, select the folder, and then click **Select Folder**.

Repeat the steps as needed to add more files.

- ✎ To remove one or more files, select the file(s) and then click Remove Files. To remove all files, click Remove All.

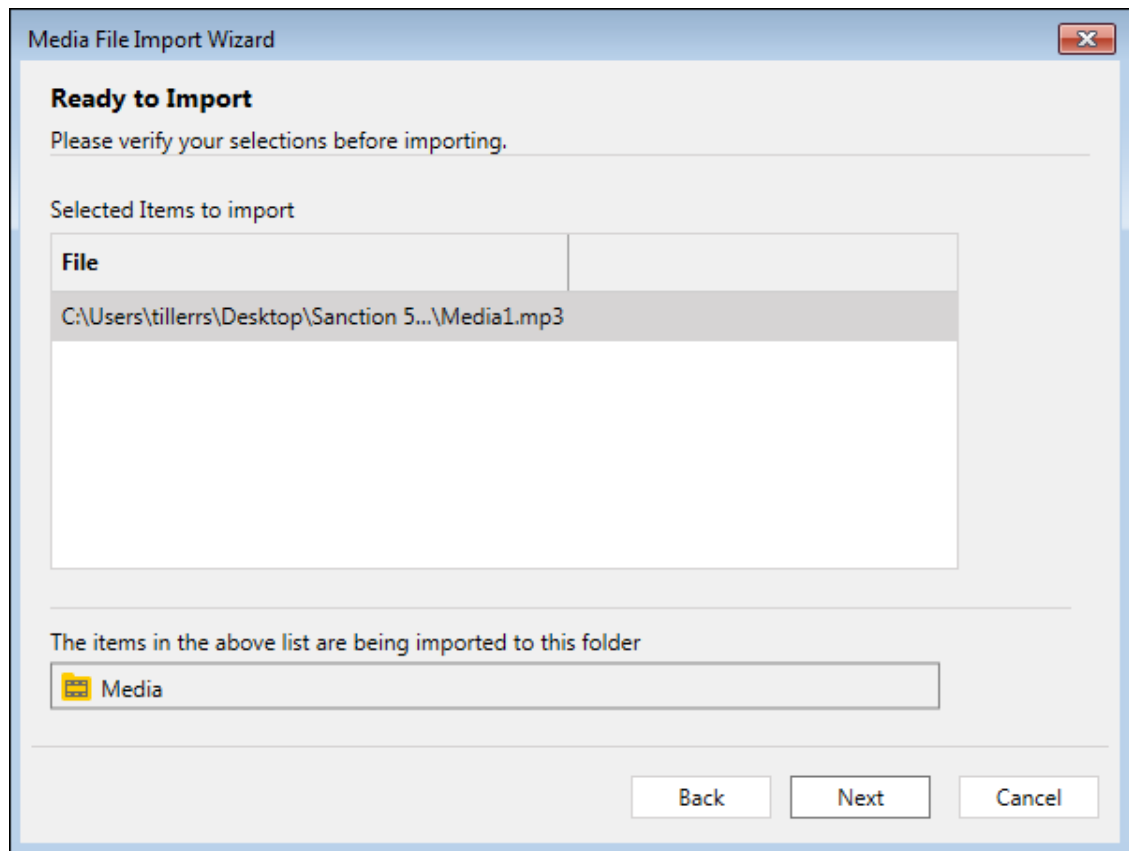
4. Click **Next**.

The Select Import Destination Folder dialog box opens.



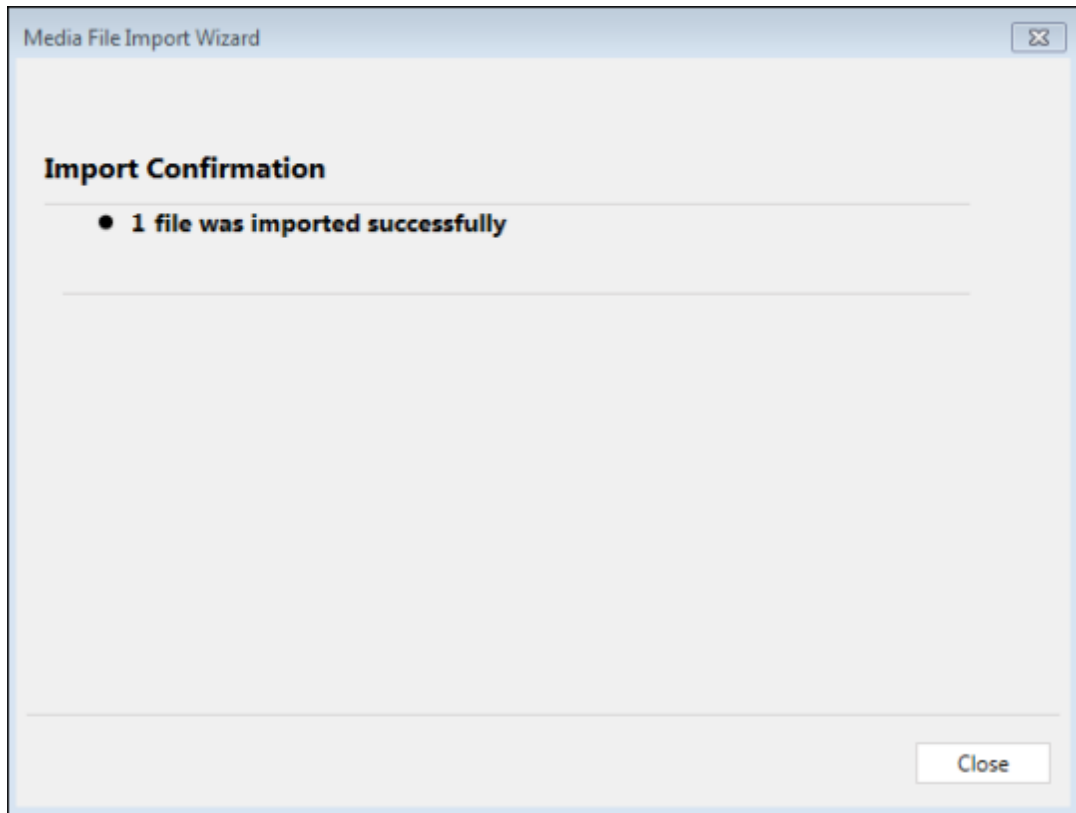
5. Select a destination folder and then click **Next**. If necessary, you can click **New Folder** and then create a new folder as a destination for the import.

The Ready to Import dialog box opens.



6. Review the summary of your import selections. If the file list and destination folder are all right, then click **Next**.

The import proceeds. When completed, the Import Confirmation dialog opens. It provides a count of the number of transcripts that were imported. Any error that occurred during import is noted on the Import Confirmation screen.



7. Click **Close**.

Related Topics

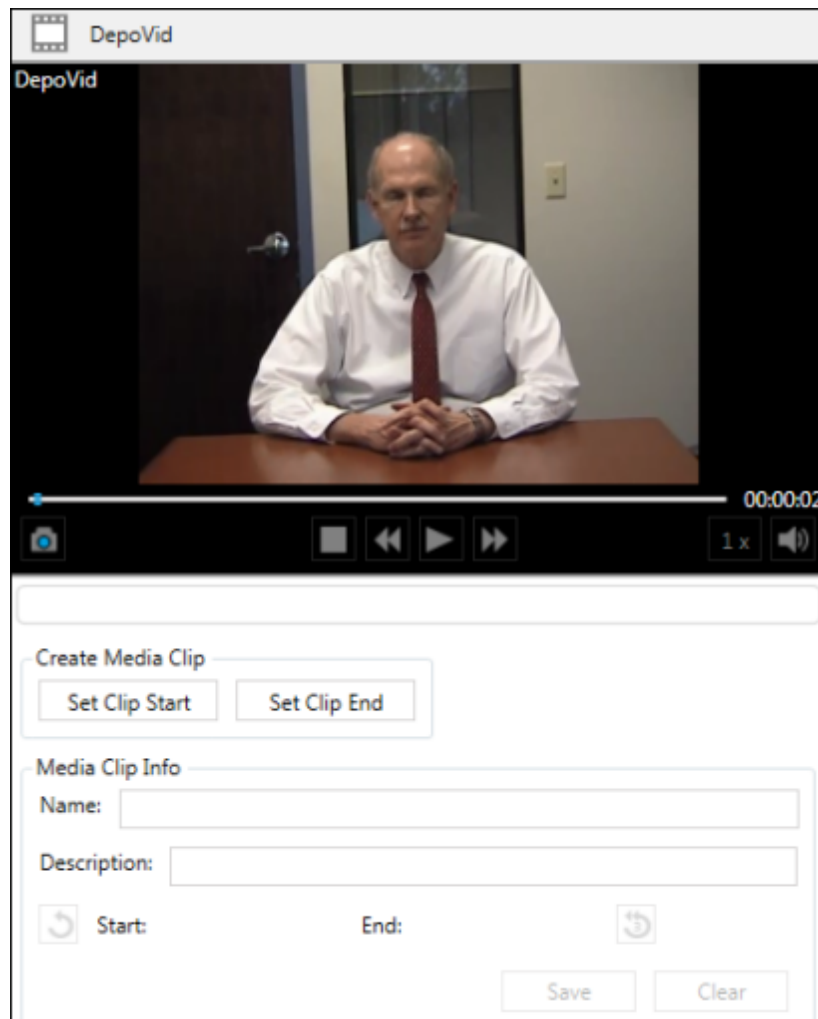
- [Import Overview](#)
- [Import Exhibits](#)
- [Import Transcripts](#)
- Moving Exhibits and Media
- [Preferred Media Paths](#)
- [Adding and Removing Items](#)

**Media Clips**

You can create a clip from an audio file, video file, or from a video deposition. Once a clip is created, it is ready to be added to a playlist or it can be added to a presentation directly. To create a clip, you use the media player and the clip creator. These tools become available whenever you select a video, audio item, synchronized transcript, or clip.

You can also create clips by selecting lines from a video deposition. For more information, see: [Synchronized Transcripts](#).



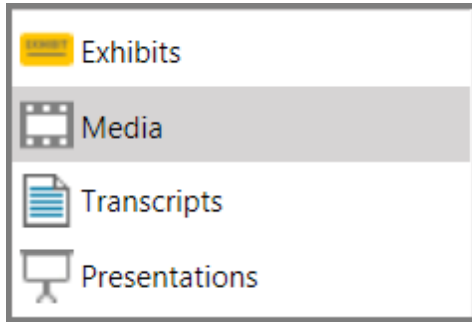


Media player with Clip Creator

Clips may be made from video transcripts by importing a clip list. A clip list is a text file that you can create with Notepad or other plain text editor. The list identifies page and line numbers of the transcript where you want clips to start and end. For more information, see:

☐ **To create a media clip from an audio or video file**

1. On the HOME tab, click the **Media** navigation bar.



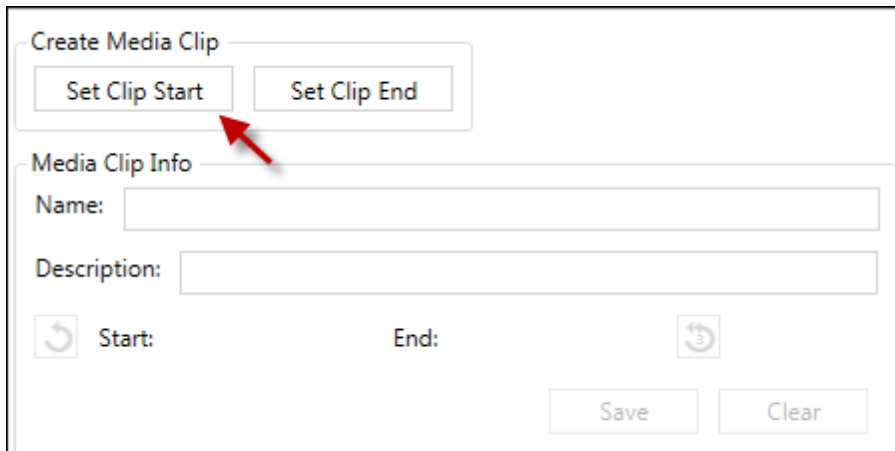
2. Select an audio or video file from the media list.

The media player opens in the preview window.

3. Use the play/pause button, and the slider on the media player to move to where you want your clip to start.



4. Click **Set Clip Start**.

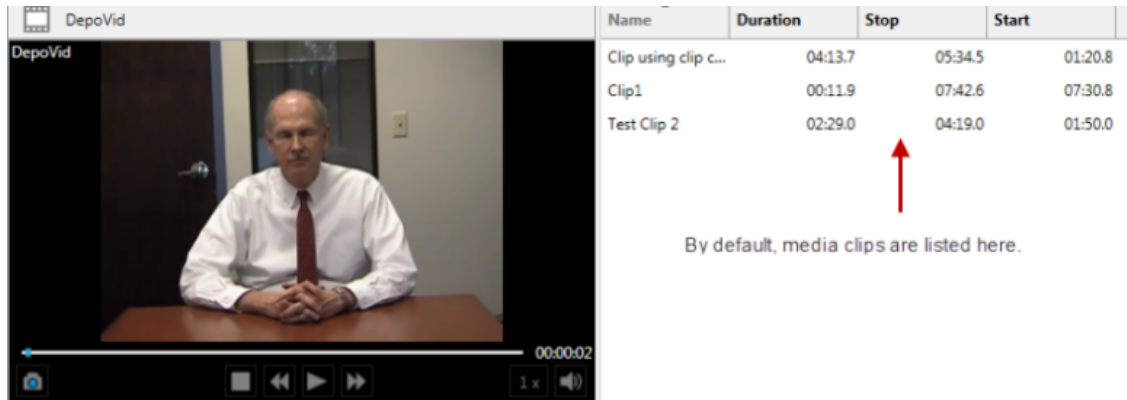


5. Use the play button and the slider on the media player to move to where you want your clip to end.

6. Click **Set Clip End**.

If necessary you can precisely edit the start and stop times. For more information, see the next procedure in this topic.

7. Type a name for the clip, add a description, then click **Save**.



Name	Duration	Stop	Start
Clip using clip c...	04:13.7	05:34.5	01:20.8
Clip1	00:11.9	07:42.6	07:30.8
Test Clip 2	02:29.0	04:19.0	01:50.0

By default, media clips are listed here.

The clip is now listed in the media clip list for that media item. From here, the clip may be added to presentations directly or combined with other clips into playlists. For more information on adding clips to a presentations, see: [Add and Remove Items](#). For more information on creating playlists, see: [Playlists](#). You can also return to the clip anytime to adjust its timing, rename it, or delete it.


#### ☐ [To precisely edit the timing of a clip](#)

You can precisely adjust the start and stop time of clips. This can be done either at the time you are creating clips or later, after they are saved.


1. Select the clip you want to edit.
2. Cue playback to begin a few seconds before the desired start time or end time.
3. Refine the start and stop times by using the tools described in the following table.
4. When you have cued playback to exactly where you want the clip to start or end, click the **Set Clip Start** or **Set Clip End** button.
5. Click **Save**.

#### Tools





Click  to start playing the clip again from the start.



Click  to start playing the clip 3 seconds before the end of the clip.

Depending on whether you want to change the start or the end time, perform the following mouse operations on the start time field or the end time field:

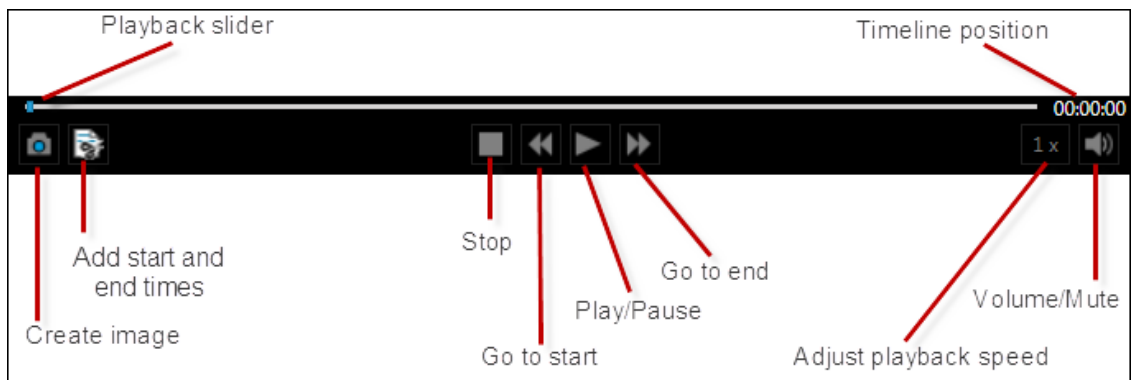
	Start: 00:01:50.0	End: 00:04:19.0	
		<input type="button" value="Save"/>	<input type="button" value="Clear"/>

- Click the left mouse button on the field to move the time back 1 second, or press Shift +left-click to move the time back 1/10th of a second.

- Click the right mouse button on the field to advance the time 1 second, or press Shift +right-click to advance the start time 1/10th of a second.
- Note that these actions cause playback to immediately resume.

☐ **To preview a media clip**

1. On the HOME tab, click the **Media** navigation bar.
2. Select the media item that has the clip you want to preview.
3. In the clip list, click the clip you want preview.
4. In the media player, click the play button.



☐ **To rename or edit the properties of a clip**

1. On the HOME tab, click the **Media** navigation bar.
2. Select the media item that has the clip you want to rename or edit.
3. In the clip list, do one of the following:

To do this:	Perform these steps
<b>Rename the clip</b>	<ol style="list-style-type: none"> <li>1. Do either of the following:                             <ul style="list-style-type: none"> <li>• On the ribbon, in the Actions group, click <b>Rename</b>.</li> <li>• Right-click the clip, and then click <b>Rename</b>.</li> </ul> </li> <li>2. Type the new name, and then press <b>Enter</b>.</li> </ol>
<b>Rename the clip or edit its properties</b>	<ol style="list-style-type: none"> <li>1. Do either of the following:                             <ul style="list-style-type: none"> <li>• On the ribbon, in the Actions group, click <b>Edit</b>.</li> <li>• Right-click the clip, and then click <b>Edit</b>.</li> </ul> <p>The clip properties dialog box opens.</p> </li> <li>2. Edit properties as necessary then click <b>OK</b>.</li> </ol>

☐ **To add clips to a playlist or presentation**

1. On the HOME tab, click the **Media** navigation bar.
2. Select the media item that has the clip you want to add to a presentation or playlist.
3. In the clip list, select the clips you want to add to a presentation or playlist.
4. Select from among the following options:

To do this:	Follow these steps:
Add clips to a presentation	Do one of the following: <ul style="list-style-type: none"> <li>• On the ribbon in the Add to group, click <b>Presentation</b>, and then select the presentation you want to add the clips to.</li> <li>• Right-click the clip selection, click <b>Add to Presentation</b>, and then select the presentation you want to add the clips to.</li> </ul>
Add clips to a playlist	Do one of the following: <ul style="list-style-type: none"> <li>• On the ribbon in the Add to group, click <b>Playlist</b>, and then select the playlist you want to add the clips to.</li> <li>• Right-click the selected clips, click <b>Add to Playlist</b>, and then select the playlist you want to add the clips to.</li> </ul>

#### Related Topics

[Importing Media](#)

[Media Playback](#)

[Adding and Removing Items](#)

## **Playlists**

You can use playlists to present multiple media items and clips back-to-back without any pause between them.

### **The process of creating playlists**

At a high level, the process of creating playlists involves the following steps:

1. Create media clips from media items. For more information on creating media clips, see: [Media Clips](#).
2. Create the playlist. There are several ways to create playlists. These ways are described in other procedures in this topic.
3. Add the media clips to the playlist.
4. Edit the playlist as needed. This can mean doing any of the following:
  - Change the sequence in which clips are played.
  - Remove or add clips.

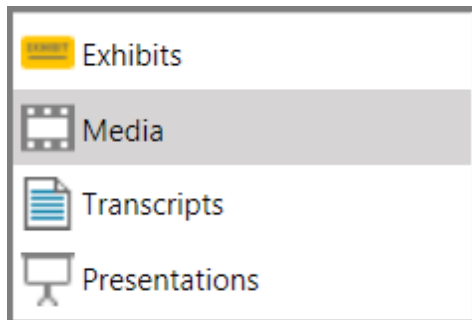
- Change the name of the playlist.
- Add or edit the playlist description.

These actions are described in this topic.

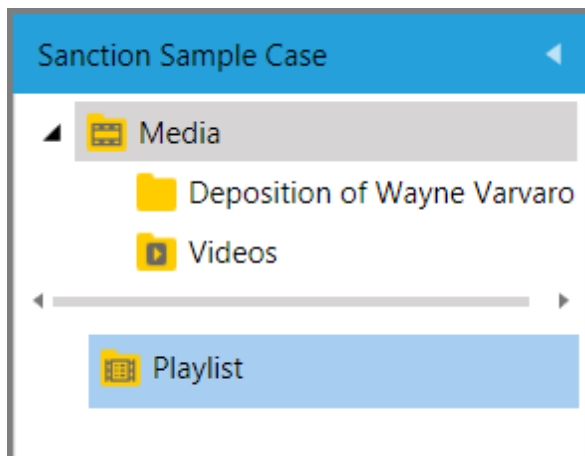
5. Add the playlist to a presentation. For more information on adding playlists and other items to a presentation, see: [Adding and Removing Items](#).

#### ☐ To create a playlist via Playlist folder

1. Click the **Media** navigation bar.



2. Click the **Playlist** folder.

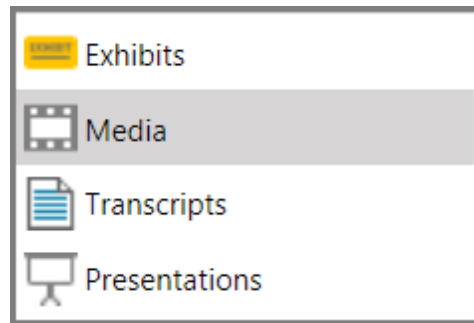


3. On the HOME tab, in the New group, click **New Playlist**.
4. Type a name for the playlist and then click **OK**.

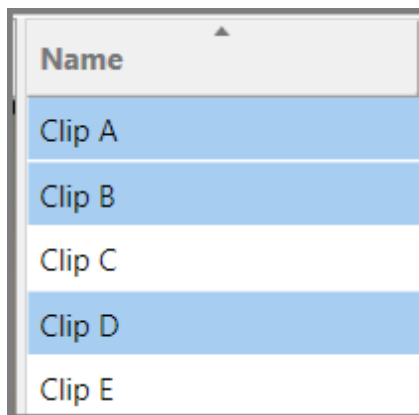
The new playlist is created in the Playlist folder.

#### ☐ To create a playlist via clip selection

1. Click the **Media** navigation bar.

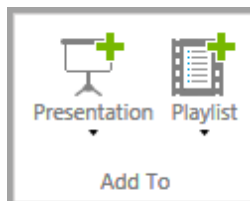


2. Browse to the media item that has clips you want to start a new playlist from.
3. Select the clips you want to create a playlist from.



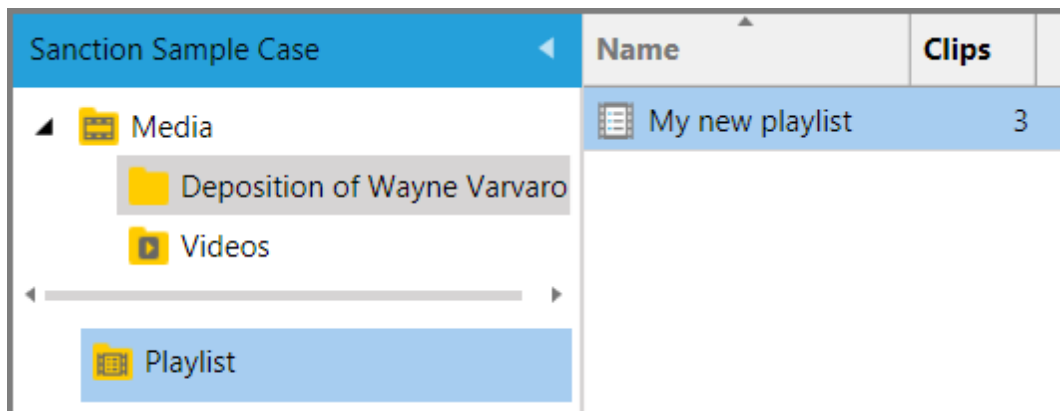
**You can use Ctrl+click or Shift+click to select multiple clips**

4. Do one of the following:
  - Right-click a selected clip, click **Add to Playlist**, and then click **New Playlist**.
  - On the HOME tab, in the Add To group, click **Playlist**. and then click **New Playlist**.



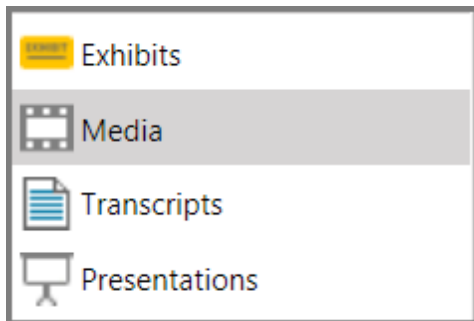
5. Type a name for the playlist and then click **OK**.

The new playlist is created. Click the **Playlist** folder to see your new playlist.

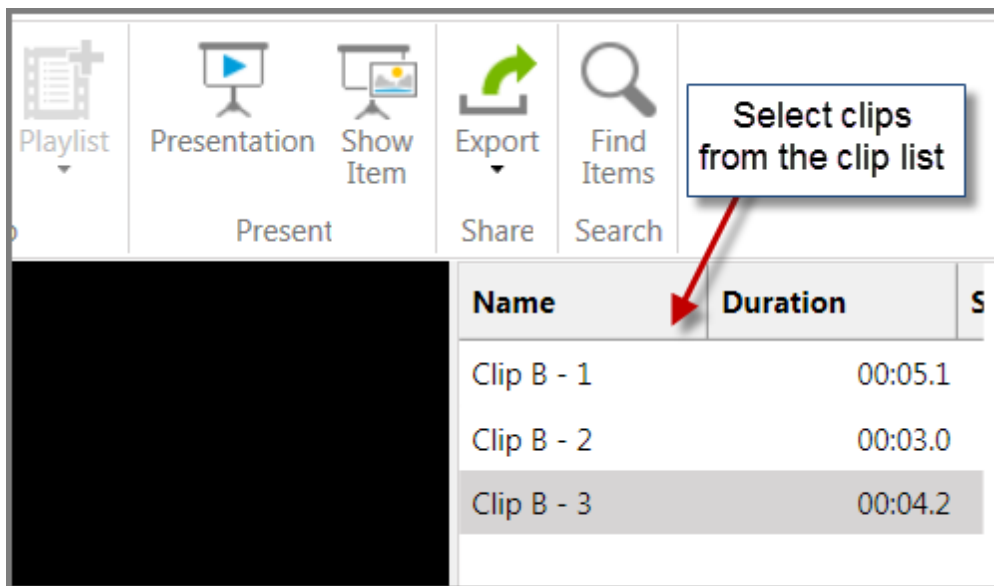


**To add clips to a playlist**

1. Click the **Media** navigation bar.



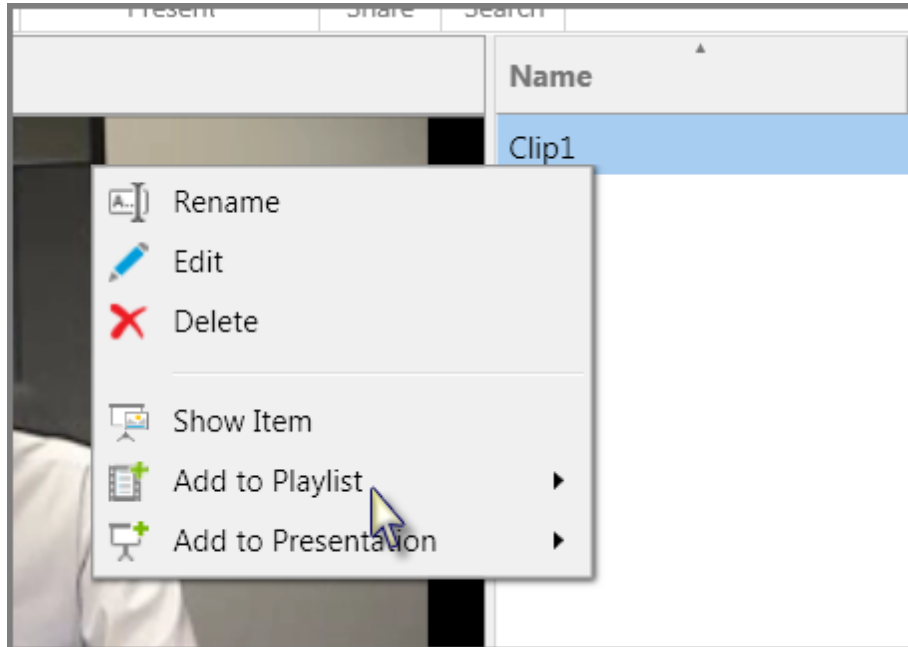
2. Browse through the media folders to select the media item that has the clip you want to add to the playlist. For information about creating media clips, see: [Media Clips](#).
3. In the clip list area of the workspace, select the clip you want to add to the playlist.



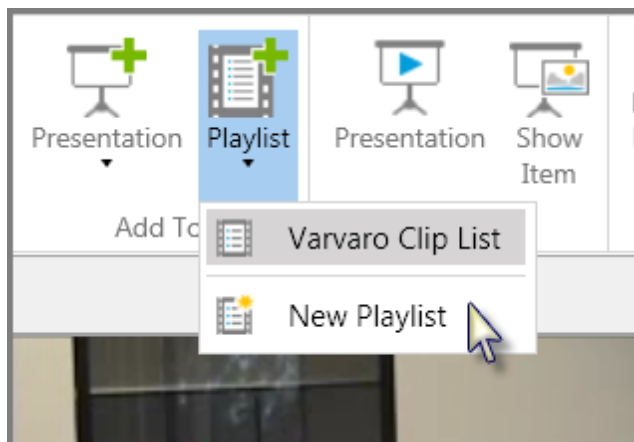


4. Do one of the following:

- Right-click the selected clips, click **Add to Playlist**, and then select an existing playlist or create a new one.



- On the HOME tab, in the Add To group, click **Playlist**, and then select an existing playlist or click **New Playlist** to add the clip to a new playlist.

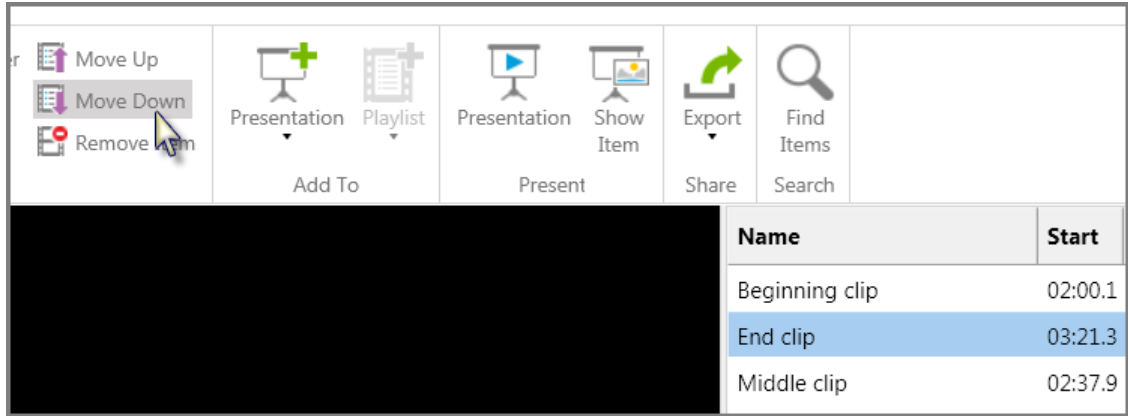


The clip is added to the playlist.

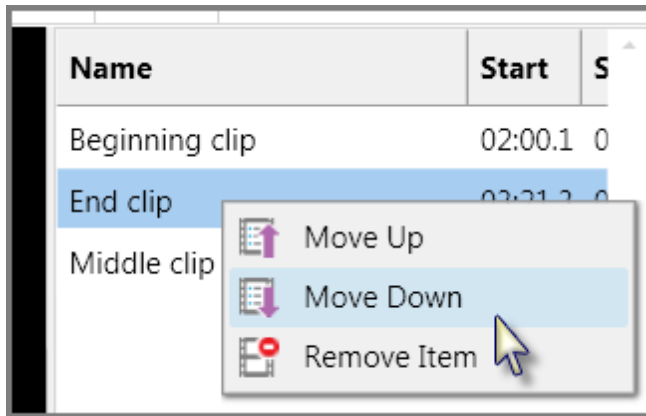
☐ **To change the presentation sequence of clips**

1. Select the **Media** navigation bar.
2. Select the **Playlist** bar and then select the playlist you want to change the clips for.
3. Select the clip that you want to change the sequence for and then do one of the following:

- On the HOME tab, in the Actions group, click **Move Up** or **Move Down**, depending on where you want to move the clip.

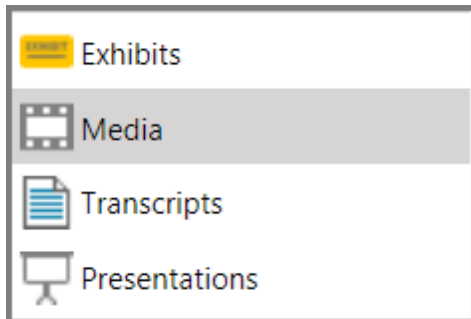


- Right-click the clip, and then click **Move Up** or **Move Down**, depending on where you want to move the clip.

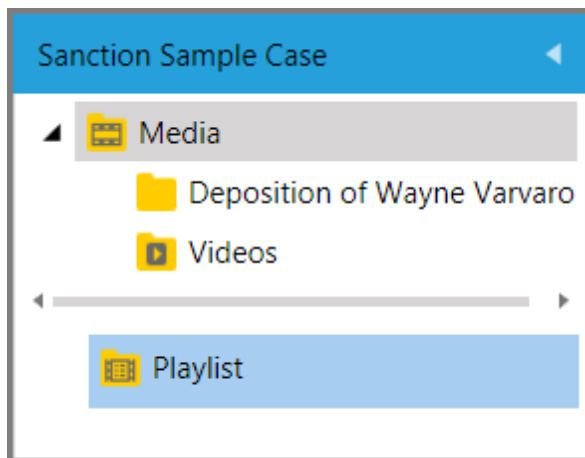


**To rename or add a comment to a playlist**

- Click the **Media** navigation bar.



- Click the **Playlist** folder.

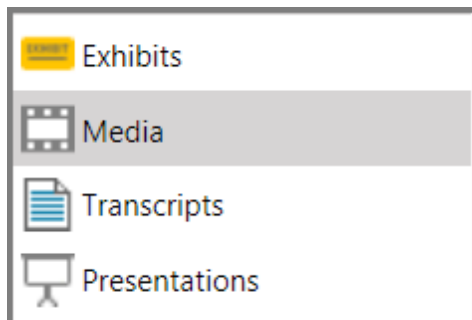


3. Follow steps as indicated in the following table:

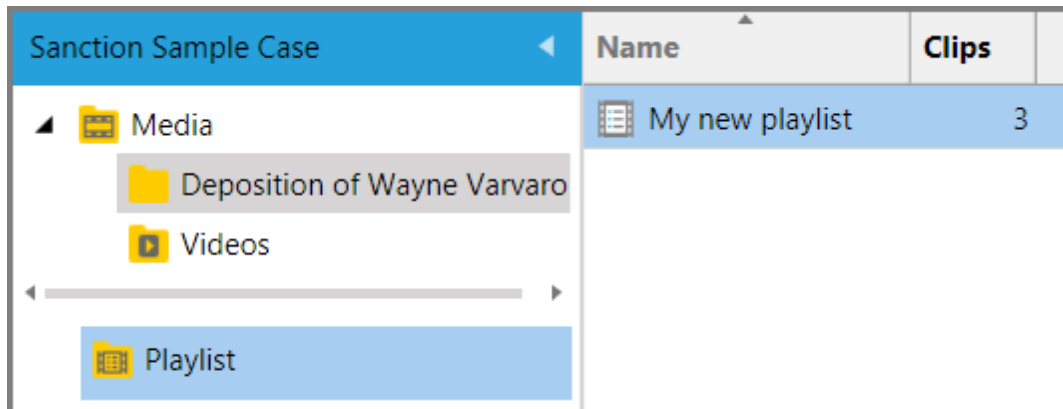
To accomplish this:	Do this:
Rename the playlist	Right-click the playlist, click <b>Rename</b> , type the new name, and then press <b>Enter</b> .
Rename or add a comment to the playlist	Right-click the playlist, click <b>Edit</b> , type a new name, and/or add a comment, and then click <b>OK</b> .

 **To remove media clips from a playlist**

1. Click the **Media** navigation bar.



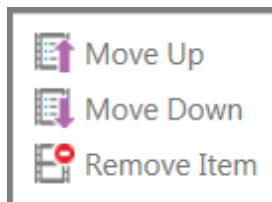
2. Click the **Playlist** folder.



3. Select the playlist you want to remove the clip from.
4. In the clip list, select the clips you want to remove from the playlist.

Name	Duration	Stop
Clip A	00:00.4	07
Clip B	00:00.8	07
Clip D	00:00.8	07

5. Do one of the following:
  - On the HOME tab, in the Actions group, click **Remove Item**.



- Right-click the clip, and then click **Remove Item**.

Name	Duration	Stop
Clip A	00:00.4	0
Clip B		0
Clip D		0

- Move Up
- Move Down
- Remove Item

The clip is removed from the playlist.

Name	Duration	Stop
Clip A	00:00.4	07
Clip D	00:00.8	07

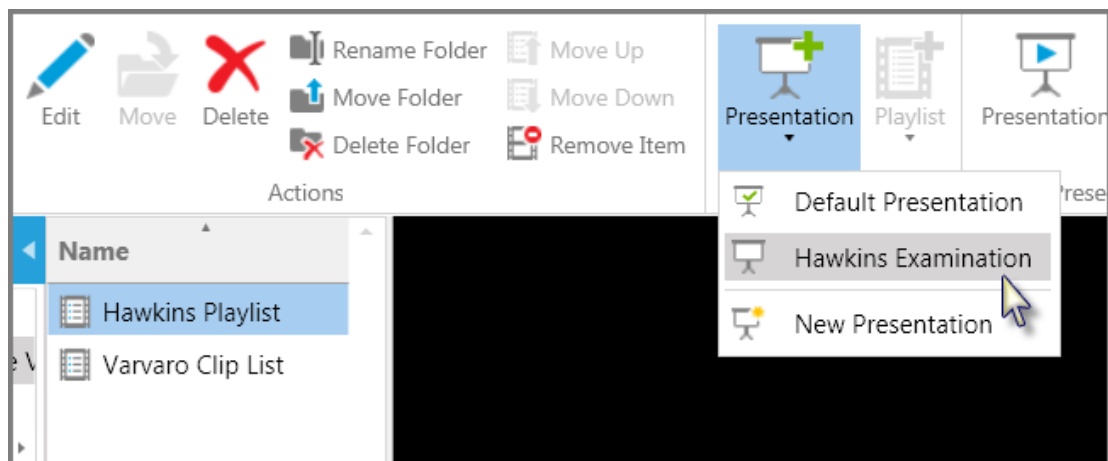
#### To delete a playlist

1. Select the **Media** navigation bar.
2. Select the **Playlist** button.
3. Select the playlist you want to delete.
4. Do one of the following:
  - Press **Ctrl+D**.
  - On the HOME tab, in the Actions group, click **Delete**.
  - Right-click the playlist and then click **Delete**.

The playlist is deleted and removed from presentations. However, the clips which comprised the playlist are not deleted and can still be used in other playlists.

#### To add a playlist to a presentation from the main program window

1. Select the **Media** navigation bar.
2. Select the **Playlist** button.
3. Select the playlist you want to add to a presentation.
4. Do one of the following:
  - On the HOME tab, in the Add To group, click **Presentation** and then select an existing presentation or click **New Presentation** to create a new one.



- Right-click the playlist, click **Add to Presentation**, and then select an existing presentation or click **New Presentation** to create a new one.
- On the HOME tab, in the Present group, click **Show Item**. The playlist opens in the presentation window and is added to the current presentation.

☐ **To add a playlist to a presentation from the presentation window**

- From the presentation window, type the name of the playlist and then press **Enter**.  
The playlist opens in the presentation window and is added to the end of the presentation.

Related Topics

[Media Clips](#)

[Adding and Removing Items](#)

### ***Preferred Media Paths***

A preferred media path is a folder location on your computer that is registered in a Sanction case. Sanction uses these paths to find media, the video for synchronized transcripts, and playlists.

By default, the Media folder within the case folder on the computer's file system is registered as a path.

When you import media, a new preferred media path is added to your case, which points to source folder for the media. Also, during the import process, you can optionally specify that all subfolders be added as preferred media paths.

Sanction will also register a preferred media path to the Transcripts folder if you import a synchronized transcript to the Transcripts folder. These paths are editable.


Note that merely copying media files to a preferred media path folder does not make them immediately visible from within the case. For a case to be visible, it must be imported. For more information on importing media, see: [Importing Media](#).

You can manually add, edit or delete preferred media paths by doing any of the following:

- On the FILE tab, click **Info**, and then click **Media Paths**.
- In the main program window, at the top of the folder list, right-click the case name and then click **Preferred Media Paths**.
- When importing transcripts, as of the last steps in the transcript import wizard, you can open the preferred media paths dialog box. You would normally use this method if the video for a synchronized transcript was kept in a folder other than the Transcripts folder.

Note the following considerations:

- If you move media to a folder location that is not registered as a preferred media path, you must add a preferred media path to the new media location. For more information on moving cases and media see: [Moving Cases and Media Files](#).
- When you try to play media that Sanction is unable to find, error conditions occur. For more information, see: [Managing issues with media playback](#).

 If you receive this error message: Media File Not Found, it means that a preferred media path has not been established to the media you are attempting to play. This condition can be the result of importing a synchronized transcript without also having established a media path to the video portion of the transcript.

To rectify this situation, you can do any of the following:

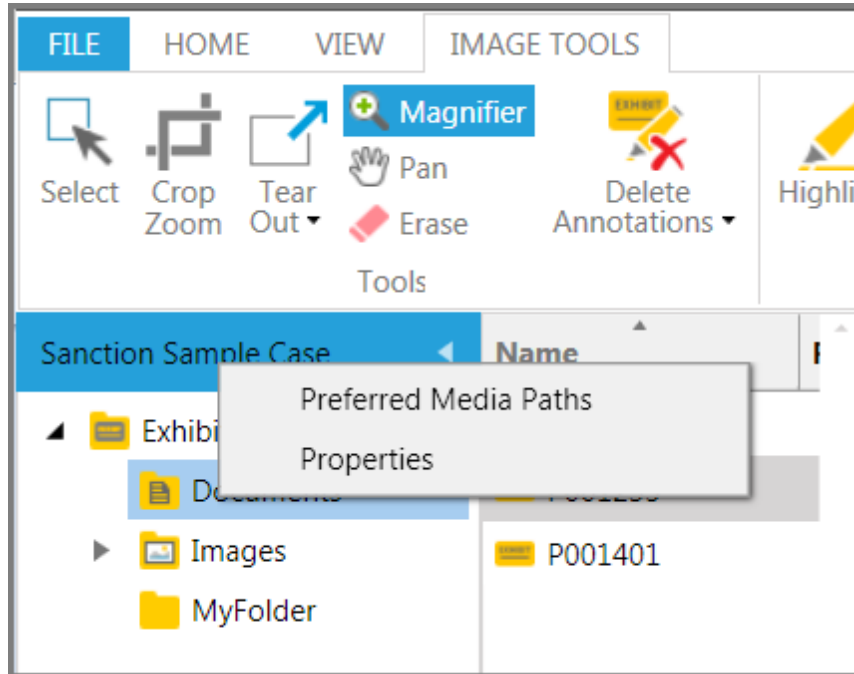
- Use the Media Import Wizard to re-import the audio or video. For more information, see: [Importing Media](#).
- Copy the media file to the Media folder in the case folder on the Windows file system. You can determine the folder location on the Windows file system. To do so, on the FILE tab, click **Info**. The folder path is provided in the Case Directory field.
- Manually establish a preferred media path to the media file, which is described in this topic.
- For more information, see: [Managing issues with media playback](#).

#### To manually add, edit, or delete a preferred media path

1. Open the case that you want to change the path for.
2. Do either of the following:
  - Select the **FILE** tab, click **Case Media Paths**, and then click **Add**.



- Select the **HOME** tab, in the task column heading, right-click the case name, and then click **Preferred Media Paths**.



3. Select an option.

Option	Steps
<b>Add a new path.</b>	Do one of the following: <ul style="list-style-type: none"> <li>• Type the path and then click <b>OK</b>.</li> <li>• Click <b>Browse</b>, select the updated folder, click <b>Select Folder</b>, and then click <b>OK</b>.</li> </ul>
<b>Edit an existing path.</b>	Select the path you want to edit, and then do one of the following: <ul style="list-style-type: none"> <li>• Type the new path over the existing one and then click <b>OK</b>.</li> <li>• Click <b>Browse</b>, select the updated folder, click <b>Select Folder</b>, and then click <b>OK</b>.</li> </ul>

Note that when adding a new path or editing an existing one, if you want Sanction to automatically include all folders under a selected path, then click **Include Subfolders**.

<b>Delete a path.</b>	Select the path and then click Delete.
-----------------------	--

4. Click **OK**.

You are returned to the Case Properties dialog box.

5. Click **OK**.

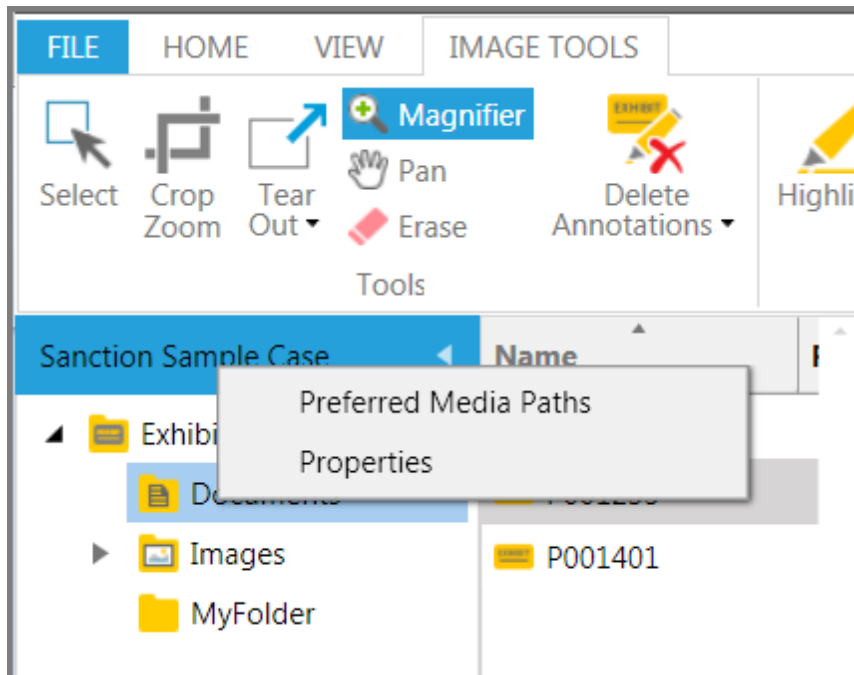
**To change the order of preferred media paths**



1. Open the case.
2. Do either of the following:
  - Select the **FILE** tab, click **Case Media Paths**, and then click **Add**.



- Select the **HOME** tab, in the task column heading, right-click the case name, and then click **Preferred Media Paths**.



3. Select a media path and then click **Move Up** or **Move Down** as needed to reposition it in the list. Repeat this step with any other media path that you want to reposition.
4. Click **OK**.

#### **To add a path when importing transcripts**

1. Start the process of importing transcripts into your case by doing either of the following:
  - On the **FILE** tab, in the Info area, click **Import**, and then click **Transcripts**.
  - On the **HOME** tab, click **Import**, and then click **Transcripts**.
2. Proceed with running the wizard to import transcripts, until the Import Confirmation step.

3. In the Import Confirmation dialog box, click **Select Media Paths**.
4. Click **Add**, and then click the folder that has media for your case in it.

Select **Include Subfolders** if you want Sanction to find media in any folders within the folder you selected.

5. Click **OK**.

Related Topics

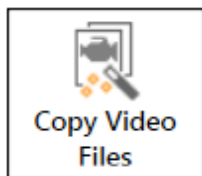
[Importing Media](#)

**Copy Video Files to the Case Media Folder**

You can use Sanction to copy all the video files for your case to the Media folder for the case. Media files are copied from each preferred media path registered for the case. Copying all the media files to the local media folder can help to ensure that if you move your case, the video files will be moved along with the case.

 **To copy video files to the case media folder**

1. On the FILE tab, in the Info area, click **Copy Video Files**.



The Copy Video Files wizard starts.

2. Click **Next**.
3. Navigate to videos you want to copy to the case media folder for your case and then do the following:
  - Click **Add All** to copy all the files in the selected folder.
  - Click **Add Selected** to copy just the selected videos.
  - Click **Remove Selected** to remove a video from the selection list.
  - Click **Remove All** to clear the selection list.
4. When the selection list has the files you want to move, click **Next**.
5. In the Ready page of the wizard, verify the list of files you want to copy and the folder path to the Media folder for the case.
6. Click **Next**.

7. In the confirmation screen, click **Close**.

#### Related Topics

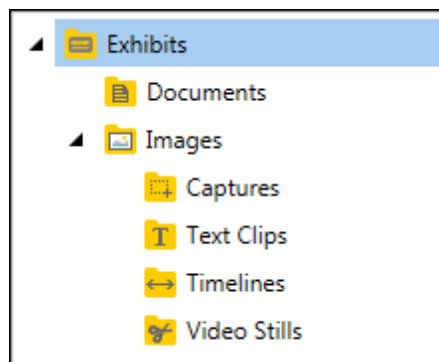
### [Importing Media](#)

#### **Video Stills**

A video still is a single frame from a video, which is saved as an exhibit.

You create a video still from an open video in the Media area or from a video open in the presentation window.

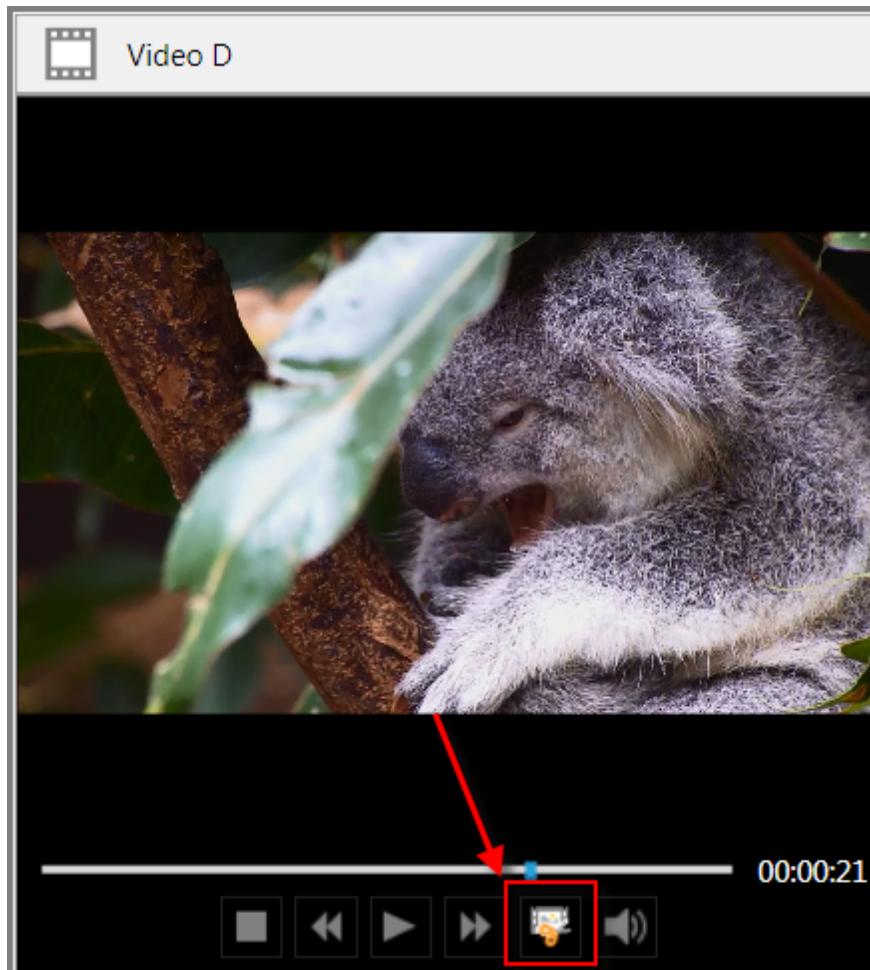
When you create a video still, Sanction puts it into the **Exhibits > Images > Video Stills** folder.



Sanction puts video stills in Exhibit > Images > Video Stills

#### **To create a video still**

1. Do one of the following:
  - In the main program window, click the **Media** navigation bar, and then select a video.
  - In the presentation window, open a video in the presentation.
2. Use the playback controls to move to the place in the video that you want to create a still of.
3. On the media player, click the **Video Still** button or press **Ctrl+Shift+V**.



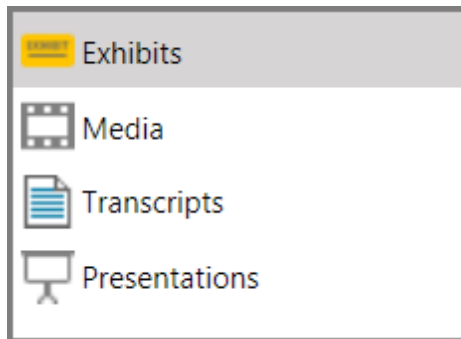
The video still button on the media player

4. In the Create New Exhibit dialog, type a name for the still and then click **OK**.

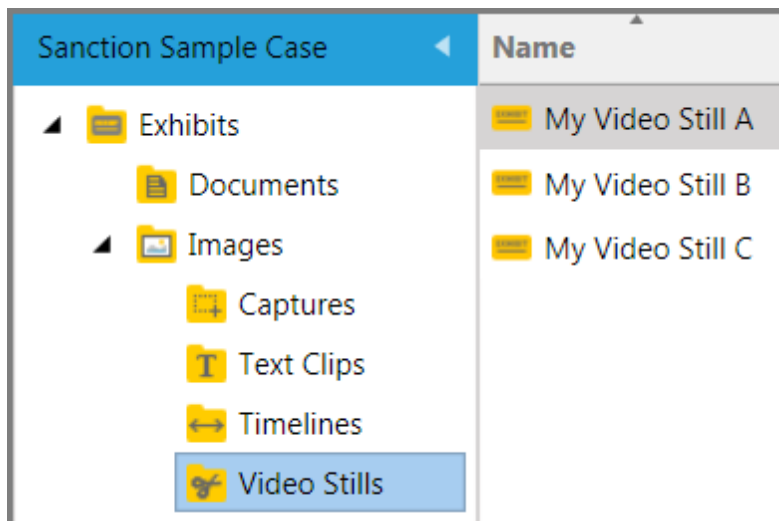
The new video still is visible within the Exhibits folder, under the Images folder in Video Stills.

☰ **To view video stills**

1. Click the **Exhibits** navigation bar.



2. Expand the **Exhibits** tree and then expand **Images**.
3. Select the **Video Stills** folder.



The video still is visible in the page preview window.

#### Related Topics

- [Annotation Tools](#)
- [Annotation Layers](#)
- [Screen Captures](#)
- [Adding and Removing Items](#)

## Transcripts

### ***About Transcripts***


You can import transcripts, including synchronized transcripts into your case.

After importing synchronized transcripts into your case, Sanction provides a way to easily navigate and manage transcript tasks.

You can also create individual clips from the same synchronized transcript by using a clip list.

***Benefits of importing synchronized transcripts into your case include:***

- Management of media clips via Transcript Synchronization
- Adding a new clip
- Editing existing clips
- Export clip lists
- Synchronize text and video files
- Export synchronized packages in various formats

If you have multiple media clips, you can undock your cliplist and media library into a separate window by clicking the undock control button  in the media pane. This allows you to see more clips at a time.

**Transcript Synchronization** Add a new Clip Edit Existing Clips

DepoVid

How to sync transcript with video

**Media Library**

DepoVid

Clip Name	Duration	Description
Clip1	00:13.9	Page 9:4 - 9:9

A red arrow points to the dock control button (a square with a downward-pointing arrow) in the top right corner of the Media Library pane.


Click the dock control button  to place the pane back to its original location.

**Media Library**

DepoVid

Clip Name	Duration	Description
Clip1	00:13.9	Page 9:4 - 9:9

A red arrow points to the dock control button (a square with a downward-pointing arrow) in the top right corner of the Media Library pane.

 The pane immediately goes back to its original location when you navigate to another tab.

Related Topics

[Importing Transcripts](#)

[Synchronized Transcripts](#)

[Synchronizing Text and Video Files](#)

[Clip Lists for Synchronized Transcripts](#)

[Text Clips](#)

[Set Transcript Viewer Options](#)

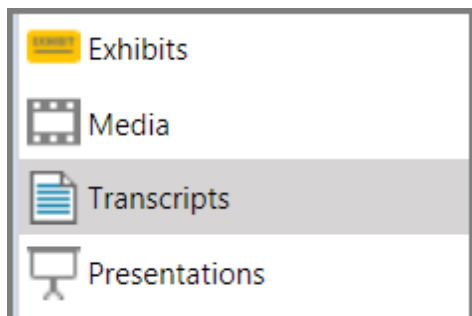
### ***Importing Transcripts***

You can import transcripts into your case.

There are two ways to import transcripts into your case. You can either drag and drop transcripts directly into the transcripts list, or you can run the Transcripts Import Wizard, which is available from **FILE > Info > Import** or from **HOME > Import**.

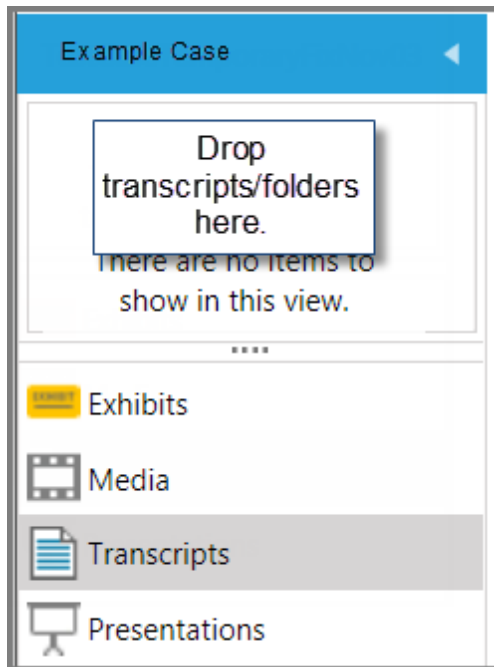
#### **To import exhibits by using drag and drop**

1. With a case open, click the **Transcripts** navigation bar.



2. Drag and drop transcripts individually or by the folder to the list area just above the navigation bars.





A dialog box confirms the file import by providing a count of the number of transcripts that were imported and notes if any were skipped.

3. Click **Close**.

#### **To import transcripts by using the import wizard**

1. With a case open, do one of the following:

- Press **Ctrl+I**.
- On the **FILE** tab, click **Info**, click **Import**, and then click **Transcripts**.
- On the **HOME** tab, click **Import**, and then click **Transcripts**.


The Transcript File Import Wizard opens.

2. Click **Next**.

The Select Transcript Files to Import dialog box opens.

3. Click **Add Files** and then browse to the folder where the transcripts are located. Select the transcripts you want to import and then click **Open**. The transcripts you selected are listed in the dialog box.

Repeat this step as needed to select more transcripts.

-  To remove one or more files, select the file(s) and then click Remove Files. To remove all files, click Remove All.

4. Click **Next**.

The Ready to Import dialog box opens.

5. Click **Next**.

The selected transcripts are imported and the Import Confirmation dialog opens displaying a count of imported transcripts.

6. Do one of the following:

For this condition:	Perform these steps:
None of the transcripts you imported were synchronized transcripts.	<ul style="list-style-type: none"> <li>• Click <b>Close</b>.</li> </ul>
<p>One or more of the transcripts you imported are synchronized transcripts.</p> <p>AND</p> <p>The media files for the synchronized transcripts have not been added to the Media folder for the case in the Windows file system.</p>	<ol style="list-style-type: none"> <li>1. Click Select Media Paths. The Case Media Paths dialog box opens.</li> <li>2. Review the list of paths.</li> <li>3. Add paths as needed to make sure each media file can be reached along a path.                             <ul style="list-style-type: none"> <li>○ If a path already exists to a folder that is positioned higher in the file system hierarchy than the folder that contains transcript media, then click Edit, click Include Subfolders, and then click OK.</li> </ul> </li> <li>4. When finished adding paths, click OK to finish working in the Case Media Paths dialog box.</li> <li>5. Click Close to complete the Transcript File Import Wizard.</li> </ol>
Duplicates are imported.	<ol style="list-style-type: none"> <li>1. Click <b>Rename Duplicates</b>.</li> <li>2. Click <b>Close</b> if you choose to not rename the duplicate files.</li> <li>3. The files are added to the case in the folder you selected.</li> <li>4. If you choose the option to Rename Duplicates, the Rename Duplicates dialog box opens and shows a list of the duplicate files imported.</li> <li>5. To rename the duplicates, double-click the file name.  You can also press F2 to rename the file.</li> <li>6. After you have renamed your duplicates, click <b>Finish</b>.</li> </ol>

Related Topics

- [Import Overview](#)
- [Import Exhibits](#)
- [Import Media](#)
- [Preferred Media Paths](#)

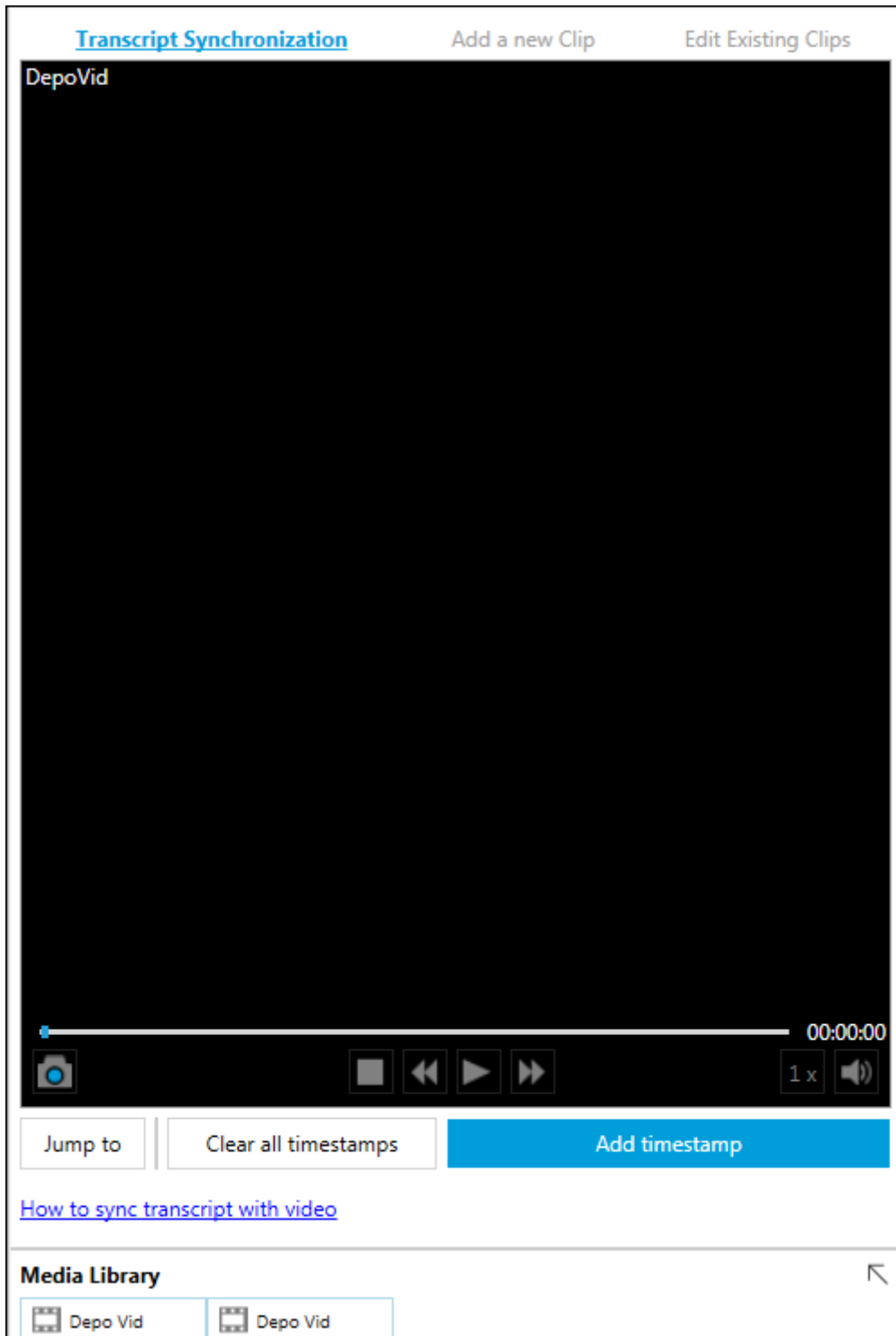
[Synchronized Transcripts](#)  
[Synchronizing Text and Video Files](#)

***Synchronized Transcripts***

After importing synchronized transcripts into your case, Sanction provides a way to easily navigate and manage transcript tasks.

You can easily navigate between the following panes:

- Transcript synchronization
- Add a New Clip
- Edit Existing Clips



- ☑ When you move from one tab to another, the last clip you worked on is selected. If no work has been done in the pane, nothing is selected. All tasks are kept separate from another.

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

- Add and clear timestamps as well as jump to specific locations in the media file in the transcript.
- Add information about editing clip properties as well as transcript properties.
- Add them directly into presentations. There are several methods for accomplishing this. A common way to add synchronized transcripts is described in [Adding and Removing Items](#). Other methods, more typically used to add synchronized transcripts during presentations, are described in [Using the Show Item Command](#), and in [Controlling Item Presentation](#).
- 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](#).

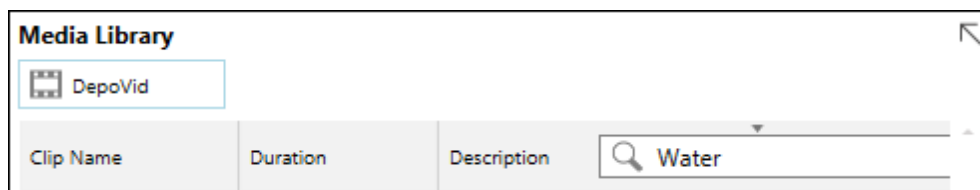
#### [Working with synchronized transcripts](#)

Sanction provides a built-in tool to search for clips, manage playback speed, and to manage timestamps.

#### [To search clips](#)

You can search, filter and navigate existing clips to find specific clip information.

1. On the HOME tab, click the Transcripts navigation bar.
2. On the **Transcript Synchronization** tab, enter a term in the clip list search box.



3. Click the magnifying glass in the search box.

A list of result(s) of your search term is displayed.

You can sort and navigate the clips by doing the following:

- Filter by clip name
- Filter by clip description
- Navigate to the next hit by using the mouse or the up and down arrows

#### [Managing playback speed](#)

Playback speed can be managed from all three tabs when working with synchronized

transcripts by clicking the  button.

The following playback speed options are available:

- .5 speed
- 1 x speed
- 1.5 x speed
- 2 x speed

### Managing timestamps

You can adjust timestamps in synchronized transcripts to prepare for video presentation.

Timestamps can be removed and added. You can also jump to a specific line in the transcript.

#### To remove timestamps

1. Click the **Clear all timestamps** button.
2. When the warning message appears to remove the timestamps, click **OK**.

The timestamps are removed from the transcript.

Once the timestamps have been removed, the clip(s) will need to be synchronized to the text once the timestamps have been reapplied.

#### To add a timestamp/sync transcript with video

1. Select the location in the text transcript to begin timestamping.
2. Set the video to the same location.
3. Click the **Add timestamp** button.  
You can also press the spacebar.
4. Play the video.
5. Click the **Add timestamp** button when the first word of each new line is spoken.  
You can also press the spacebar to add the timestamp.

#### To jump to a specific location in your media file

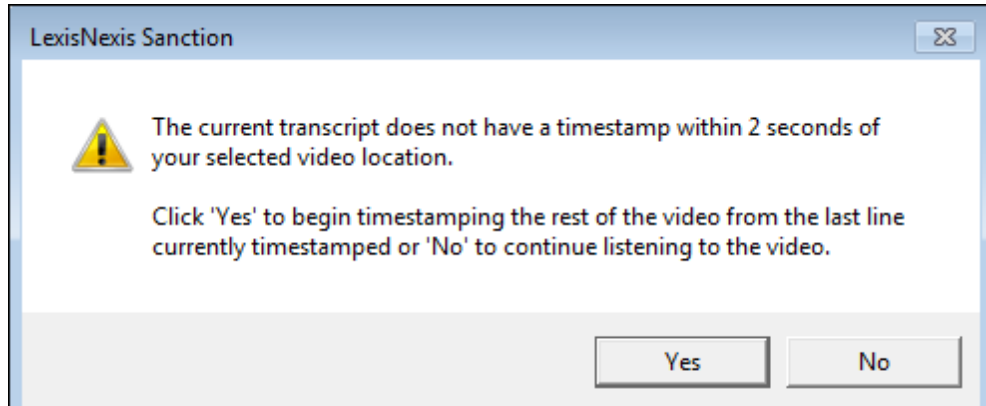
You can quickly jump to a specific location in your transcript that has timestamps applied.

The transcript has to be partially or fully timestamped to use the "Jump to" feature.

1. On the Transcript Synchronization pane, click the **Jump to** button.

The text associated with the timestamp is highlighted.

2. If there is no timestamp associated, you can begin timestamping the remainder of the video. Do one of the following:
  - Click **Yes** to begin timestamping from the last location
  - Click **No** to continue viewing the video at the last selected location

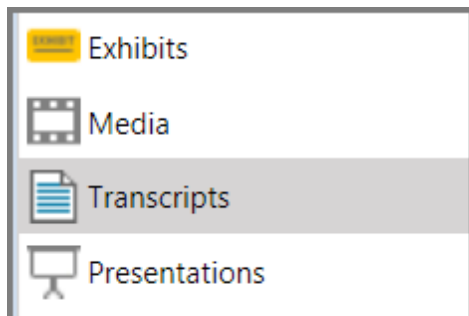


#### ☐ To add a new media clip from a synchronized transcript

You can create individual clips in your synchronized transcript. This allows you to set the start and end times for a clip(s).

It is also possible to create multiple clips at a time by importing a clip list file. For more information on creating and importing clip list files, see: [Clip Lists for Synchronized Transcripts](#).

1. On the HOME tab, click the **Transcripts** navigation bar.



2. Select the synchronized transcript that you want to create a clip from.

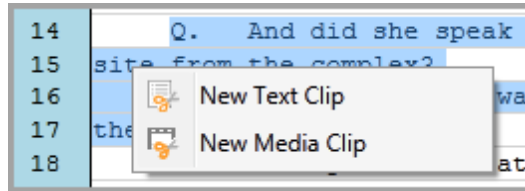
The media player and clip creator open next to the transcript.

3. Specify the start and stop times of the clip from the **Add a New Clip** tab by using one of the following methods:

Method	Steps
--------	-------

**By selecting transcript text**

1. Select the lines of transcript that you want in the clip.
2. Right-click the selection and then click **New Media Clip**.



The media player starts playing the video at the start of the selection and pauses playback when the end of the selection is reached. The Start and Stop times are also populated accordingly.

3. Type a name for your clip. Note that the description field is auto-populated with the page and line numbers of the clip.
4. Edit the description as necessary and then click **Save**.

The clip is visible in the media clip list.

**By typing the page and line numbers (Quick Clip)**

1. Type the page and line range of the clip into the Quick Clip field and then press **Enter**.

Quick Clip  Enter

The Start- and End time of the page and line range are populated in their respective fields. The Description field is populated with the Page and line range.

**Clip Information**

Start Time: 00:01:14.8 ↺ End Time: 00:01:30.6 ↻

Name:

Description:

2. If necessary, you can more precisely adjust the timing of your clip. For more information see the procedure **To precisely edit the timing of a clip** in this topic.
3. Type a name for the clip, and optionally, edit the clip description, and then click **Save**.

The clip is visible in the media clip list.

You can use any of the following formats to indicate the page/line range for the clip:

Pg . Ln+Pg . Ln



Pg : Ln+Pn : Ln

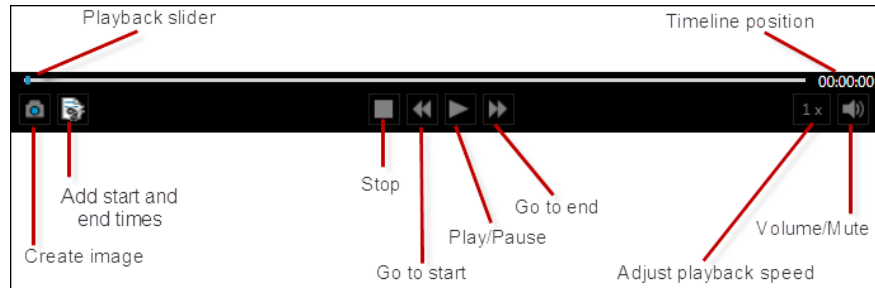
Pg . Ln-Pg . Ln



Pg : Ln-Pg : Ln

For example, 4:14-4:17 starts the clip on page 4, line 14 and ends it on page 4, line 17.

### By using the play button and the media slider

Use the play button and media slider to move to set the Start and End times.




1. Move the slider to the desired position or play the video and click the Clip icon  to set the Start time.
  2. Move the slider to the end point of the clip or continue to play the video and click the Clip icon  to set the End time.
  3. The Start- and End time of the page and line range are populated in their respective fields. The Description field is populated with the Page and line range.
1. Type a name for the clip, and optionally, edit the clip description, and then click **Save**.


The clip is visible in the media clip list.

### To precisely edit the timing of a clip

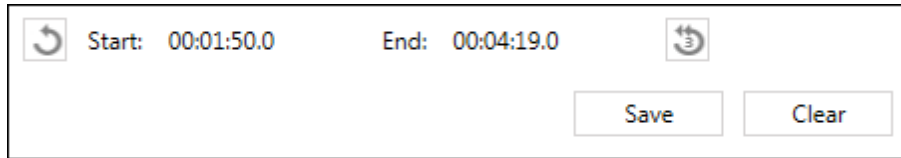
As you create a new clip or edit an existing clip, you can precisely adjust the start or end of the clip.

The method of accomplishing this is to begin playing the clip at a position slightly ahead of the desired start time or end time. Then, as playback proceeds, you click the left right or mouse buttons at the exact position where you want the clip to start or end.

1. Click  to start playing the clip again from the start.

2. Click the  to start playing the clip 3 seconds before the end of the clip.

- Depending on whether you want to change the start or the end time, perform the following mouse operations on the start time field or the end time field:



- Click the left mouse button on the field to move the time back 1 second, or press Shift +click to move the time back 1/10th of a second.
  - Click the right mouse button on the field to advance the time 1 second, or press Shift +right click to advance the start time 1/10th of a second.
  - Note that these actions cause playback to immediately resume.
- Click **OK** to save changes or Click **Cancel** if you do not want to save the changes.

You can view the instructions on how to edit a clip within application by clicking the link beside Clip Information.

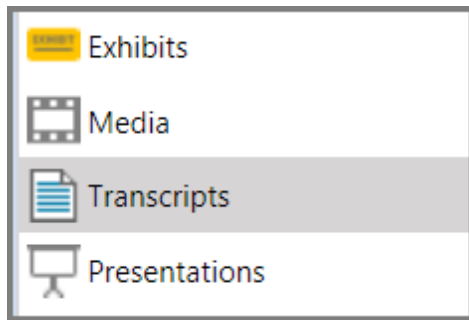
**To add clips from a synchronized transcript to a playlist or presentation**

- On the HOME tab, click the **Transcripts** navigation bar.
- Select the transcript that has the clip you want to add to a presentation or playlist.
- In the clip list, select the clips you want to add to a presentation or playlist.
- Select from one of the following options:

To do this:	Follow these steps:
<b>Add clips to a presentation</b>	Do one of the following: <ul style="list-style-type: none"> <li>On the ribbon in the Add To group, click <b>Presentation</b>, and then select the presentation you want to add the clips to.</li> <li>Right-click the clip selection, click <b>Add to Presentation</b>, and then select the presentation you want to add the clips to or add to a new presentation.</li> </ul>
<b>Add clips to a playlist</b>	Do one of the following: <ul style="list-style-type: none"> <li>On the ribbon in the Add to group, select <b>Playlist</b>, and then select the playlist you want to add the clips to.</li> <li>Right-click the selected clips, click <b>Add to Playlist</b>, and then select the playlist you want to add the clips to or add to a new playlist.</li> </ul>

**To preview a synchronized transcript clip**

- On the HOME tab, click the **Transcripts** navigation bar.



2. Select the transcript that has the clip you want to preview.
3. In the clip list, do one of the following:
  - Double-click the clip.
  - Select the clip you want preview and then click the play button on the media player.
 The clip video plays in the media viewer.

#### To rename or edit the properties of a clip

1. On the HOME tab, click the **Transcripts** navigation bar.
2. Select the synchronized transcript that has the clip you want to rename or edit.
3. In the clip list, follow steps of the changes you want to make:

Action	Steps
<b>Rename the clip</b>	<ol style="list-style-type: none"> <li>1. Do either of the following:               <ul style="list-style-type: none"> <li>▪ On the ribbon, in the Actions group, click <b>Rename</b>.</li> <li>▪ Right-click the clip, and then click <b>Rename</b>.</li> </ul> </li> <li>2. Type the new name, and then press <b>Enter</b>.</li> </ol>
<b>Edit clip properties</b>	<ol style="list-style-type: none"> <li>1. Do either of the following:               <ul style="list-style-type: none"> <li>▪ On the ribbon, in the Actions group, click <b>Edit</b>.</li> <li>▪ Right-click the clip, and then click <b>Edit</b>.</li> </ul>               The clip properties dialog box opens.             </li> <li>2. Edit properties as necessary then click <b>OK</b>.</li> </ol>

#### To rename or edit the properties of a synchronized transcript

You can edit the first and last pages (bookmark), as well as rename and edit additional properties of a synchronized transcript.



1. On the HOME tab, click the **Transcripts** navigation bar.
2. Select the synchronized transcript that you want to rename or edit.
3. Follow the steps of the changes you want to make:

Action	Steps
<b>Rename the transcript</b>	<ol style="list-style-type: none"> <li>1. Do either of the following:                             <ul style="list-style-type: none"> <li>▪ On the ribbon, in the Actions group, click <b>Rename</b>.</li> <li>▪ Right-click the selected transcript, and then click <b>Rename</b>.</li> </ul> </li> <li>2. Type the new name, and then press <b>Enter</b>.</li> </ol>
<b>Edit clip properties</b>	<ol style="list-style-type: none"> <li>1. Do either of the following:                             <ul style="list-style-type: none"> <li>▪ On the ribbon, in the Actions group, click <b>Edit</b>.</li> <li>▪ Right-click the selected transcript, and then click <b>Edit</b>.</li> </ul> <p>The clip properties dialog box opens.</p> </li> <li>2. Edit properties as necessary then click <b>OK</b>.</li> </ol>

☐ **To set presentation options for synchronized transcripts**

1. Open the Sanction Options dialog box using either of the following methods:

<b>To configure options from this window:</b>	<b>Follow these steps:</b>
---	----------------------------

**Main program window**

- On the FILE tab, click **Options**.

**Presentation window**

- In the presentation window, select the presentation options icon.



2. Click **Presentations**, and then scroll down to the **Synchronized Text** section of the dialog box.

The screenshot shows the "Sanction Options" dialog box with the "Presentations" tab selected. The "Synchronized Text" section is highlighted, and the following options are visible:

- Synchronized Text
  - Lines to Display: 3
  - Synchronized Line: 2
  - Lines to Highlight: 1
  - Font Settings: Times New Roman, 20, A
  - Background Color: [White]
  - Highlight Color: [Yellow]
- Synchronized Text As Overlay
  - Font Settings: Times New Roman, 20, A
  - Background Color: [Grey]
  - Opacity: 50%
- Hide Synchronized Text

Buttons for "OK" and "Cancel" are located at the bottom right of the dialog box.

3. Configure options as needed. These are described as follows:

Main option	Description
<b>Synchronized Text</b>	<p>Select this option to show synchronized text in the item window. Text appears below the media player.</p> <ul style="list-style-type: none"> <li>• <b>Lines to Display</b> controls the number of lines of text that are shown. The number can range from 1 to 10.</li> <li>• <b>Synchronized Line</b> specifies the line that holds the currently playing text.</li> <li>• <b>Lines to Highlight</b> specifies the number of lines to highlight.</li> <li>• <b>Font Settings</b> specify the font, size and color of the text.</li> <li>• <b>Background Color</b> specifies the background of the text field that displays the synchronized text.</li> <li>• <b>Highlight Color</b> specifies the color that is applied to the currently playing line of transcript.</li> </ul>
<b>Synchronized Text As Overlay</b>	<p>Select this option to overlay synchronized text on top of the media player.</p> <ul style="list-style-type: none"> <li>• <b>Font Settings</b> specify the font, size, color, background color and opacity of the text.</li> </ul>
<b>Hide Synchronized Text</b>	<p>Select this option to hide synchronized text so that it does not appear at all.</p>

4. Click **OK**.


#### Related Topics

- [Importing Transcripts](#)
- [Synchronized Transcripts](#)
- [Synchronizing Text and Video Files](#)
- [Importing/Exporting clip lists](#)
- [Text Clips](#)
- [Text Clips](#)
- [Media Clips](#)
- [Media Playback](#)
- [Adding and Removing Items](#)

### **Synchronizing Text and Video Files**

You can easily synchronize associated text and video files via the Transcript Synchronization Wizard.

This feature allows you to partially or fully synchronize the transcript as well as add timestamps.

-  To synchronize, the text file transcript and video must already be imported into Sanction. See [Import Overview](#) for more information.

#### To synchronize text and video files

1. On the HOME tab, click the Transcripts navigation bar.
2. Select the transcript that you want to synchronize.
3. Do one of the following:
  - On the ribbon, in the Actions group, click **Synchronize Transcript**. Then click **Manually Synchronize**.
  - Right-click the selected transcript, and click **Synchronize Transcript**. Then click **Manually Synchronize**.
4. The Transcript Synchronization Wizard dialog box opens, click **Next**.
5. Click the folder that contains the video or audio clips that you want to export.
6. Do either of the following, depending on what you want to export:
  - Click **Add All** to add all the listed items.
  - Select individual files or folders and then click **Add Selected**.
  - After adding items, you can remove them as needed from the queue. To remove one or more items, **CTRL+click** or **SHIFT+click** items and then click **Remove Selected**. To remove all items, click **Remove All**.

Items are listed in the right panel of the dialog box.
7. Click **Next**.
8. Click **Move Up** or **Move Down** to set the order of the media files and then click **Next**.
9. Confirm the imported files on the Import Confirmation screen and then click **Close**.

#### To send files to vTestify

1. On the HOME tab, click the Transcripts navigation bar.
2. Select the transcript that you want to send to vTestify.
3. Do one of the following:
  - On the ribbon, in the Actions group, click **Synchronize Transcript**. Then click **Manually Synchronize**.
  - Right-click the selected transcript, and click **Synchronize Transcript**. Then click **Manually Synchronize**.
4. The DepoSync vTestify page opens. Type the necessary information on the Deposync Request form; check the **I'm not a robot** checkbox.
5. Click **Submit Order**.

**☐ To add a timestamp/sync transcript with video**

1. Select the location in the text transcript to begin timestamping.
2. Set the video to the same location.
3. Click the **Add timestamp** button.  
You can also press the spacebar.
4. Play the video.
5. Click the **Add timestamp** button when the first word of each new line is spoken.  
You can also press the spacebar to add the timestamp.

**Related Topics**[Importing Transcripts](#)[Synchronized Transcripts](#)[Clip Lists for Synchronized Transcripts](#)[Text Clips](#)[Set Transcript Viewer Options](#)***Importing/Exporting clip lists***

If you need to create many individual clips from the same synchronized transcript, using a clip list can save you time when compared to typing each clip individually into the Quick Clip field of the media player.

A clip list is a plain text file that contains a list of the clips that you want to create from a synchronized transcript. You can create a clip list by using any text editor, such as Notepad. After you create a clip list file, you can use Sanction to import it, which will create the clips.

You can also export clip lists to a csv file via the **Clip List Export Wizard**.

**☐ To create the clip list file**

1. Read over the transcript to identify the page and line numbers where you want each clip to start and end.
2. Open a plain text editor, such as Notepad.
3. For each clip you want to create, type the page and line number for the start of the clip followed by the page and line number for the end of the clip, using the following format:

Pg:Ln-Pg:Ln

For example, the following would create 2 individual clips:


4:14-4:17

5:2-6:20



The first clip would start on page 4, line 14 and end on page 4, line 17. The second clip would start on page 5, line 2, and end on page 6, line 20.

4. After each page and line range add a hard return.
5. Save the file.
6. Use Sanction to import the file. The import process is described in the next procedure of this topic.

 Any of following formats may be used to designate ranges for individual clips:

Pg . Ln+Pg . Ln

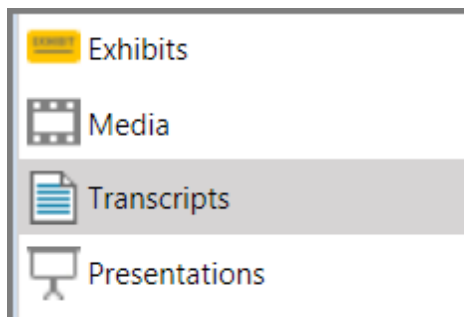
Pg : Ln+Pn : Ln

Pg . Ln-Pg . Ln

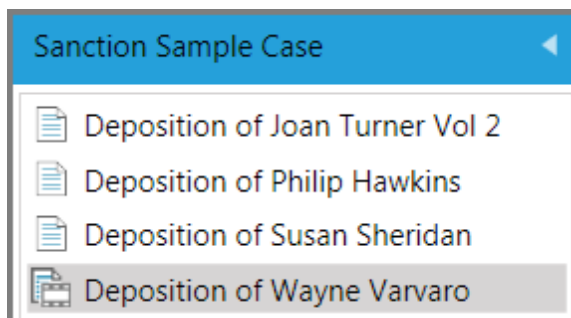
Pg : Ln-Pg : Ln

#### **To import the clip list**

1. On the HOME tab, click the **Transcripts** navigation bar.



2. Click the synchronized transcript that you want to create the clips for.



**Synchronized transcripts are marked with a film frame icon**

3. On the HOME tab, click **Import**, and then click **Clip List**.

The Welcome to the Clip List Import Wizard dialog box opens.

1. Click **Next**.

The Select Clip List File to Import dialog box opens.

2. Click **Add File**.

3. Navigate to the clip list file, select it, and then click **Open**.

The clips are listed in the Select Clip List to Import dialog box.

4. Click **Next**.

The Import Confirmation dialog box opens.

5. Click **Close**.

The clips are created for the synchronized transcript and ready to use.

#### To export a clip list

You can share your work with your team by exporting a clip list to a csv file.

1. On the HOME tab, click the Transcripts navigation bar.
2. Select the synchronized transcript from the transcript list.
3. On the HOME tab, click **Export**.
4. Click **Clip List**.
5. The Clip list Export Wizard dialog box opens, click **Next**.
6. Click the folder that contains the video or audio clips that you want to export.
7. Do either of the following, depending on what you want to export:
  - Click **Add All** to add all the listed items.
  - Select individual files or folders and then click **Add Selected**.
  - After adding items, you can remove them as needed from the queue. To remove one or more items, **CTRL+click** or **SHIFT+click** items and then click **Remove Selected**. To remove all items, click **Remove All**.

Items that are ready to be exported and are listed in the right panel of the dialog box.

8. Click **Next**.

The Select the Destination file dialog box opens.

9. Click the Browse button to navigate to the location where you want the clip list(s) saved.
10. Type the file name, click **Save** and then click **Next**.

The default destination is now set for your clip list(s).

11. In the Ready to Export dialog box, verify your clip list selections before exporting and then click **Next**.

The clip lists are exported to the destination folder.

12. The Export Confirmation dialog box appears to confirm the number of clips successfully imported. Click **Close** to close the wizard.

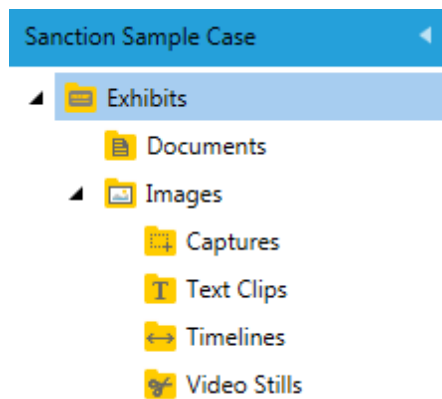
Related Topics

- [About Transcripts](#)
- [Creating Text Clips](#)

### Creating Text Clips

A text clip is a screen capture of a transcript segment, which is saved as an exhibit.

You create a text clip from either an open transcript in the Transcript area or from within the presentation window. Sanction saves text clips to the **Exhibits > Images > Text Clips** folder.



**Text clips made from transcripts are added to the Text Clips folder**

#### **To create a text clip**

1. Do one of the following:
  - 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. Do one of the following:
  - On the HOME tab, in the New group, click **Text Clip**.
  - Right-click the selected text and then click **New Text Clip**.
4. In the **Create new exhibit from text clip** dialog box, type a name for the text clip.
5. If you want, you can add a name and range to the top of the text clip.
  - Select **Include Name** to display the text as the top line of the text clip. You can edit this field as necessary. By default, the value for this field is the file name of the document.
  - Select **Include Range** to display the page and line number range as the top line of the text clip.

- Select both fields if you want the name to appear as the top line, followed by the range, and then the clip text.

**Name:**  
My Text Clip

**Text Clip Options:**

Include Name: Deposition of Wayne Varvaro

Include Range: Page 6:8 - 6:11

Deposition of Wayne Varvaro  
Page 6:8 – 6:11

6:08 Q. And do you keep records of the locations that  
6:09 you work on and the employees?  
6:10 A. There’s records of breaks and – but no details  
6:11 of who was on what job and at that time or whatever.

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

6. Click **OK**.

The clip is visible within the Exhibits folder, under the Images folder in Text Clips.

#### **To view text clips**

1. Click the **Exhibits** navigation bar.
2. Expand the **Exhibits** tree and then expand **Images**.
3. Select the **Text Clips** folder.

Any video stills created for the case are visible in the page list view.

4. Select the clip you want to view.

The text clip is visible in the page preview window.

Related Topics

[Screen Captures](#)

[Video Stills](#)


## [Adding and Removing Items](#)

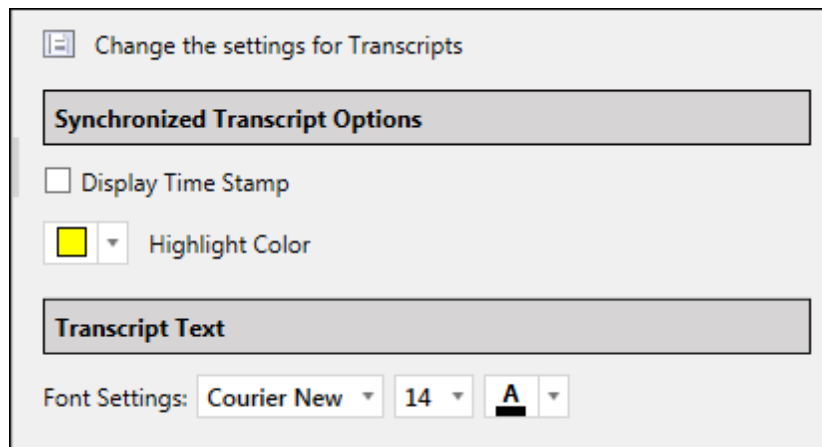
### **Set Transcript Viewer Options**

You can set the font, font size, and highlight color for transcript text. On synchronized transcripts, you can also show or hide the date stamp.

#### **To set transcript viewer options**

You can set the defaults for the transcript viewer from the main window or from within the presentation window.

1. Do either of the following:
  - On the **FILE** tab, click **Options**.
  - From the presentation window, click . The Sanction Options dialog box opens.
2. Click **Transcripts**.



3. Adjust transcript display settings as needed.
  - Synchronized transcripts can show or hide a date stamp.
  - The highlight color for synchronized transcripts can also change.
  - Transcript text font, size, and color can also be set.
4. Click **OK**.

For more information, see: [Set Presentation Options](#).

[Related Topics](#)

[Screen Captures](#)

[Video Stills](#)

[Adding and Removing Items](#)

## Search

### *Finding and Replacing Case Items*

Sanction allows you to edit data in your case using search and replace with a built-in Case Editor. This feature allows you to easily make adjustments to the information in the presentation by using find and replace.

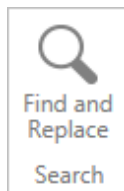
You can find and replace items in your case by running searches based on the following item properties:

- Item name
- Exhibit number
- Trial number
- Bates number
- Description
- Admit date or date range
- Transcript date or date range

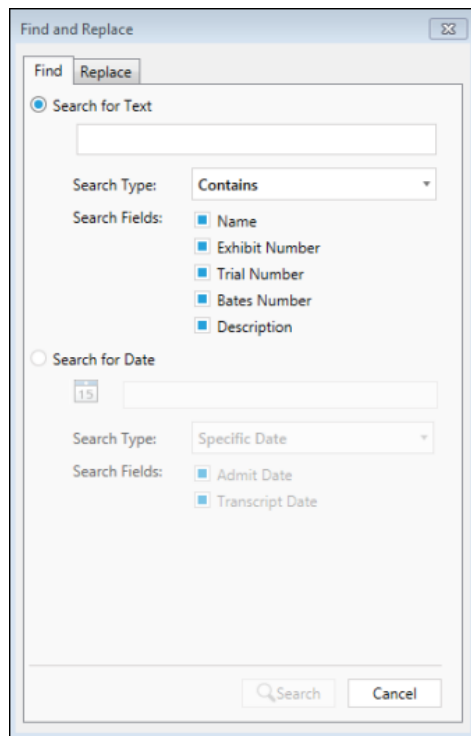
You can also search the text of a transcript. For more information, see: [Searching Transcript Text](#).

#### [To find text/properties and dates](#)

1. On the **HOME** tab, click **Find and Replace**.



2. Search for text or date using the options as needed.



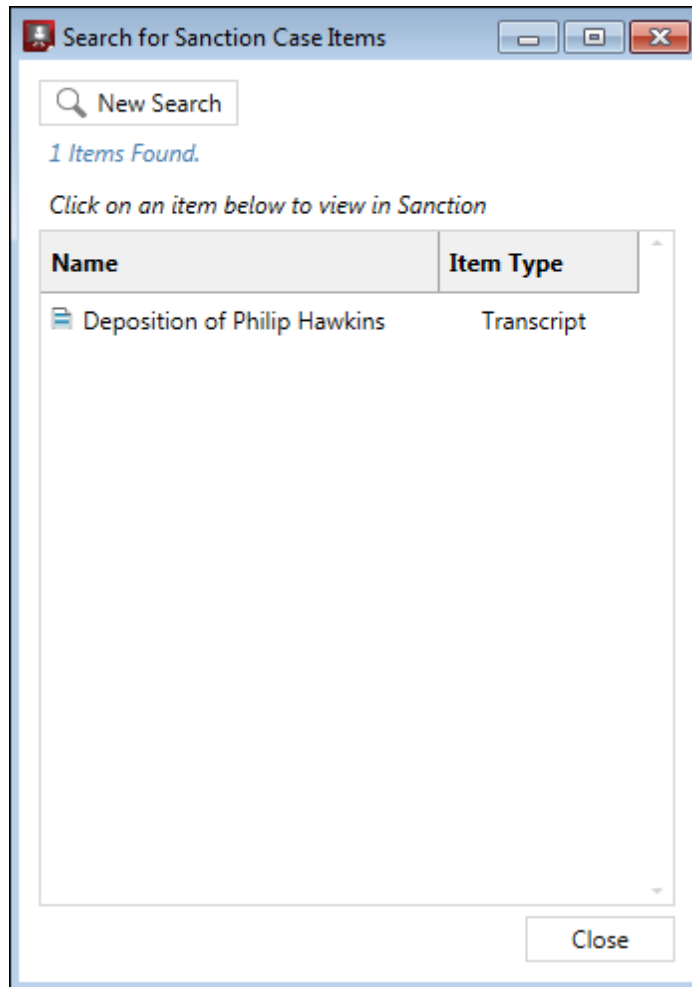
These options are listed as follows:

Search type	Description of options
Search for text and properties	Available properties: <ul style="list-style-type: none"> <li>• Name</li> <li>• Exhibit Number</li> <li>• Trial Number</li> <li>• Bates Number</li> <li>• Description</li> </ul>
	Description Operators: <ul style="list-style-type: none"> <li>• Contains</li> <li>• Equals</li> <li>• Starts With</li> <li>• Ends With</li> </ul>
Search by date	Available date fields: <ul style="list-style-type: none"> <li>• Admit date</li> <li>• Transcript date</li> </ul> Date types: <ul style="list-style-type: none"> <li>• Specific date</li> </ul>

- On or before
- On or after

3. Click **Search**.

The search results are listed.



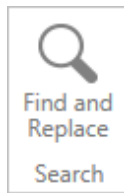
4. Click one of the following:

- Double click the item to open.
- Click **New Search**, which opens the search dialog box again.
- Click **Close** to close the **Search for Sanction Case Items** dialog box.

#### **To find and replace text/properties and dates**

1. On the **HOME** tab, click **Find and Replace**.





2. Click the Replace tab, and then search for text or date using the options as needed.

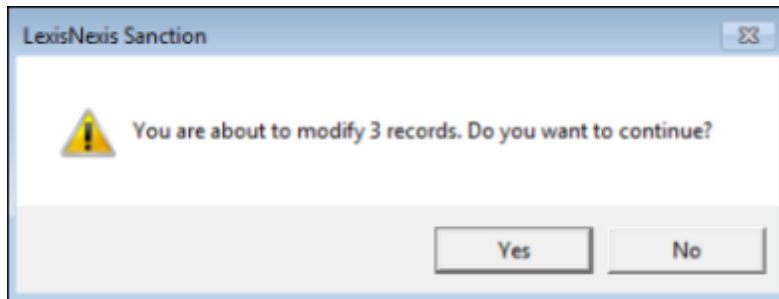
 A screenshot of the "Find and Replace" dialog box. The "Find" tab is selected. Under "Search for Text", the search text is "Hawkins", the search type is "Contains", and search fields are checked for Name, Exhibit Number, Trial Number, Bates Number, and Description. The "Replace with" field contains "Smith". The "Search for Date" section is unselected. At the bottom are buttons for "Replace", "Replace All", "Find Next", and "Cancel".

These options are listed as follows:

Search type	Description of options
Search for text and properties	Available properties: <ul style="list-style-type: none"> <li>• Name</li> <li>• Exhibit Number</li> <li>• Trial Number</li> <li>• Bates Number</li> <li>• Description</li> </ul>
	Description Operators: <ul style="list-style-type: none"> <li>• Contains</li> <li>• Equals</li> <li>• Starts With</li> <li>• Ends With</li> </ul>

Search by date	Available date fields: <ul style="list-style-type: none"><li>• Admit date</li><li>• Transcript date</li></ul> Date types: <ul style="list-style-type: none"><li>• Specific date</li><li>• On or before</li><li>• On or after</li></ul>
----------------	--

3. In the **Replace with** field, type the information to replace the text or date.
4. Click one of the following:
  - Replace to replace the information in the highlighted record.
  - Replace All to replace information in all records.
  - Find Next to go to the next record.
  - Click Cancel to close.
5. Click Yes in the warning dialog box if you **Replace All**.



6. Click **Cancel** close the Find and Replace dialog box.

#### Related Topics

[Editing Item Properties](#)

[Wizards for Renaming, Renumbering, and Bates Numbering](#)

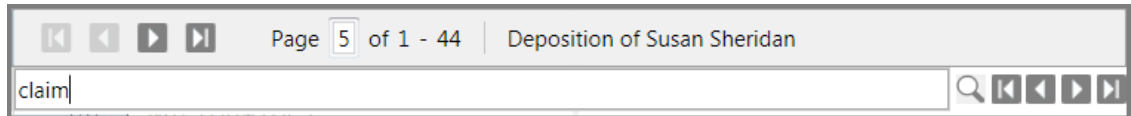
[Searching Transcript Text](#)

### ***Searching transcript text***

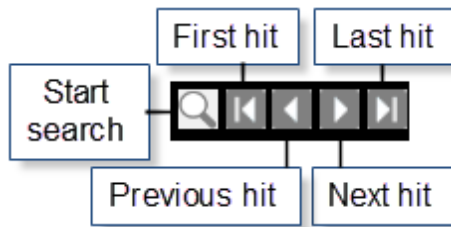
You can search for a word in a transcript that is open in either the main program window or the presentation window.

#### **To search a transcript**

1. Do either of the following depending on whether you are working in the main program window or the presentation window.
2. In the main program window, on the HOME tab, click the **Transcripts** navigation bar, and then select the transcript you want to search.
3. In the presentation window, open the transcript you want to search.
4. Click the search box, type a search term, and then press **Enter**.



5. Use the navigation buttons to move among search hits.



#### Related Topics

- [Text Clips](#)
- [Synchronized Transcripts](#)
- [Searching for Case Items](#)

## Presentations

### Create Presentations

#### Create a Presentation

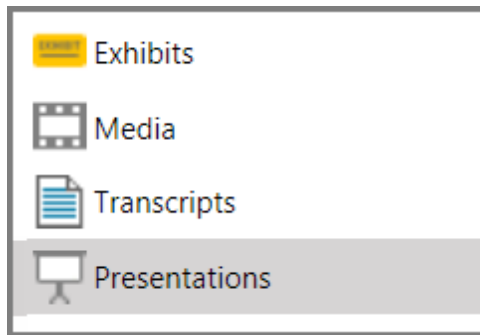
You can create a new presentation either:

- **HOME > Presentations** navigation bar > **New Presentation**.
- Right-click a single-page exhibit, image, or page > **New Presentation**.
- Right-click a media item or clip > **New Presentation**.

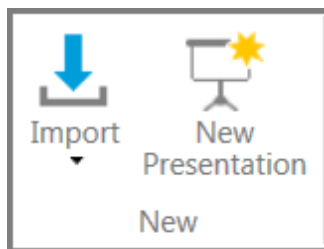
✍ A presentation name cannot contain any of the following characters: / \ : \* < > |

#### ☒ To create a presentation from the Presentations navigation bar

1. Click the **Presentations** navigation bar.



2. On the HOME tab, click **New Presentation** or press **Shift+Ctrl+N**.

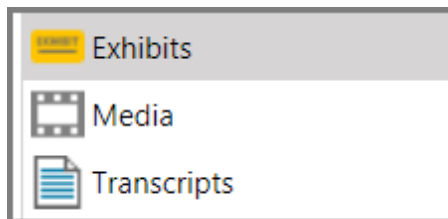


3. Type a new name for the presentation and then click **OK**.

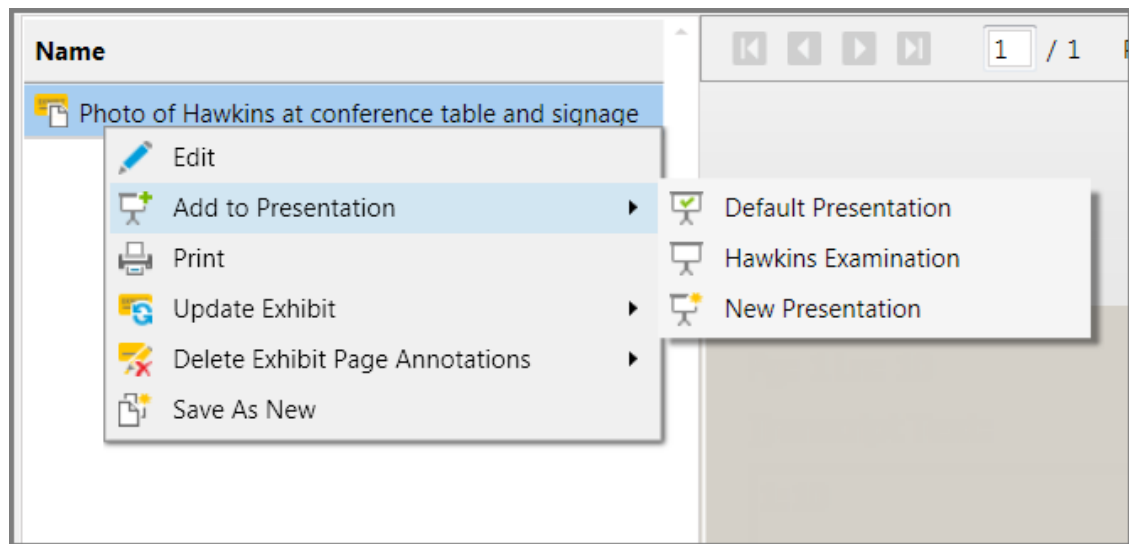
The new presentation appears in the presentation list.

☐ **To create a presentation by right-clicking an item**

1. Click either the **Exhibits** navigation bar, the **Media** navigation bar, or the **Transcripts** navigation bar.



2. Right-click any of the following kinds of items that you want to create a presentation from:
  - Exhibit page or image
  - Media item
  - Media clip
  - Transcript
3. On the right-click context menu, click **Add To Presentation**, and then click **New Presentation**.

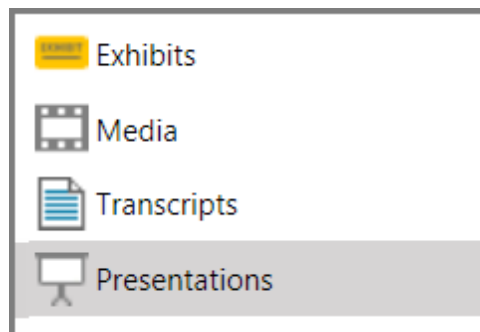


4. Type a new name for the presentation and then click **OK**.

The new presentation appears in the presentation list.

#### **To rename or delete a presentation**

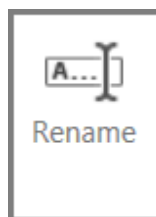
1. On the HOME tab the **Presentations** navigation bar.



2. Select the presentation you want to rename or delete.

#### **To do this:** Perform these steps:

Rename the presentation



- On the HOME tab, in the Actions group, click **Rename**, or right-click the presentation and then click **Rename**. Type a new name for the presentation and then click **OK**.

Delete the presentation 	<ul style="list-style-type: none"> <li>On the HOME tab, in the Actions group, click <b>Delete</b>, or right-click the presentation and then click <b>Delete</b>. Click <b>Yes</b> in the confirmation dialog box.</li> </ul>
--	--

Related Topics

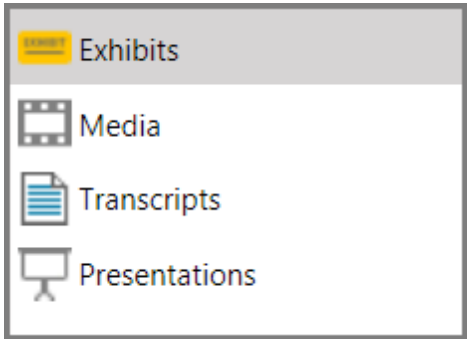
[Adding and Removing Items](#)

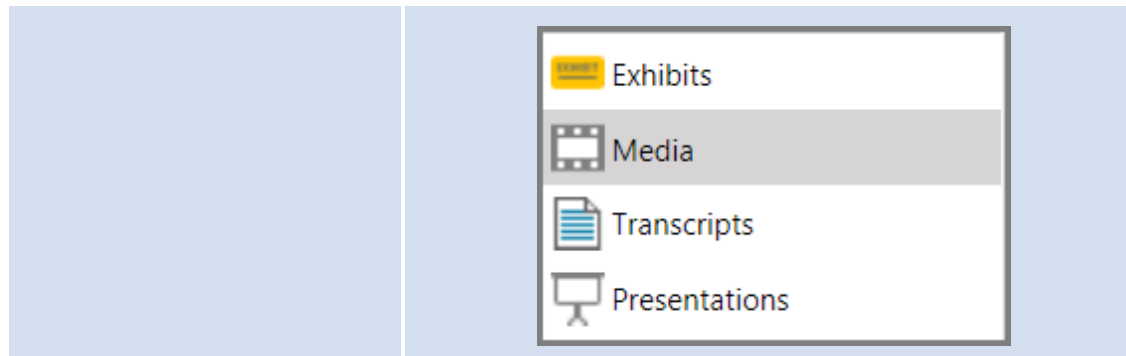
**Adding or removing items**

You can add items to presentations from the main program window or from the presentation window. This topic focuses on how to add items from the main program window. To learn how to add items while presenting, see: [Adding Items During the Presentation](#).

**To add items to presentations from the main program window**

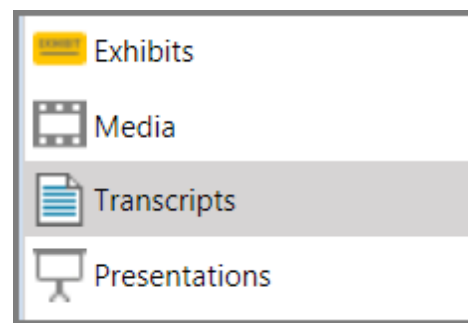
- Click the navigation bar that corresponds to the type of item you want to add to your presentation.

To add this type of item:	Select this navigation bar:
<ul style="list-style-type: none"> <li>An exhibit page</li> <li>Image</li> <li>Screen capture</li> <li>Text clip of a transcript</li> <li>Still image from a video</li> <li>Time line image</li> </ul>	<p><b>Exhibits</b></p> 
<ul style="list-style-type: none"> <li>Audio</li> <li>Video</li> <li>Media clip</li> <li>Playlist</li> </ul>	<p><b>Media</b></p>



- Plain text transcript
- Synchronized transcript

#### Transcripts

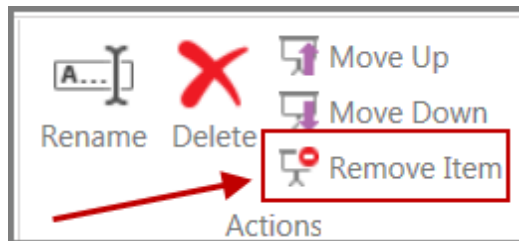


2. Select the item that you want to add.
3. Do one of the following:
  - On the HOME tab, in the Add To group, click **Presentation**, and then click the presentation that you want to add the item to.
  - Right-click the item, click **Add to Presentation**, and then click the presentation that you want to add the item to.
4. Optionally, to verify that the item was added to the presentation, click the **Presentations** navigation bar and then select the presentation.

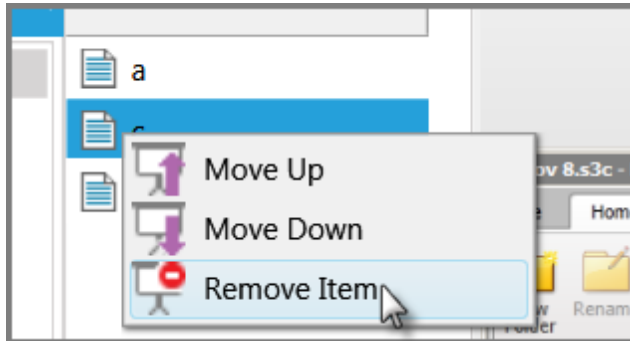
Items that were added appear in the presentation item list. After you add items, you can change their sequence in which they will appear in the presentation. For more information, see: [Changing Item Presentation Sequence](#).

#### **To remove items from a presentation**

1. On the HOME tab, click the **Presentations** navigation bar.
2. In the presentation list, click the presentation you want to remove items from.
3. In the item list, select items you want to remove and then do one of the following:
  - Press **Ctrl+Alt+R**.
  - On the HOME tab, in the Actions group, click **Remove Item**.



- Right-click the items and then click **Remove Item**.



The selected items are removed from the presentation.

- ⚠ Never use the Delete command to remove an item from a presentation. Attempting to do so will delete the entire presentation.

#### Related Topics

- [Annotating in Real Time](#)
- [Using the Show Item Command](#)
- [Controlling Item Presentation](#)
- [Displaying Multiple Item Windows](#)

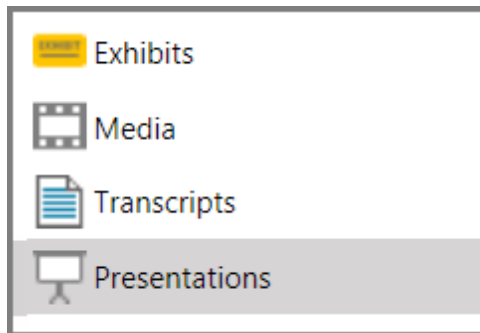
#### **Find the Source Location of Items**

After you add an item to a presentation, you can easily locate the source item in the case. This can help, for example, if you want to [update](#) an exhibit after you have added it. Or it can also help if you want to [create a new media clip](#) from a media item you already added to a presentation.

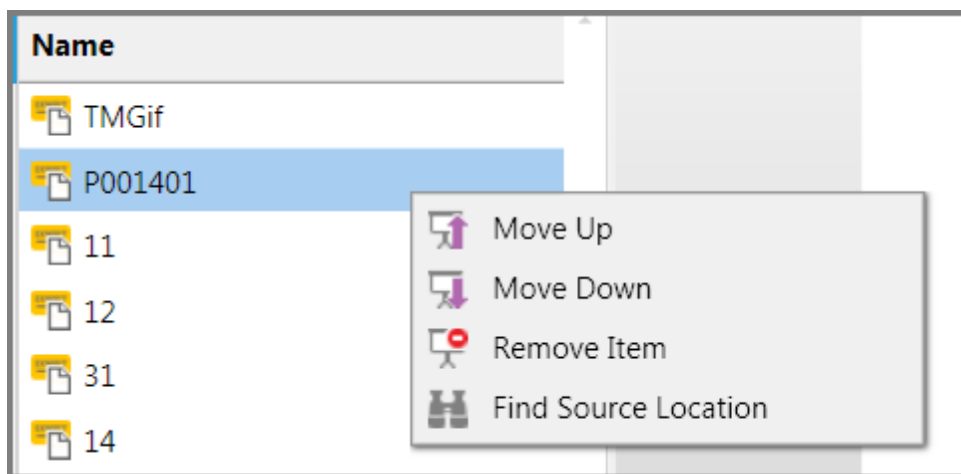
#### ☐ **To locate item sources**

1. Click the **Presentation** navigation bar, and then select the presentation that you want to work with.





2. In the item list of the presentation, right-click the item that you want to find the source location for, and then click **Find Source Location**.



Select the item > right-click > Find Source Location

Sanction opens the folder for the item with the item highlighted.

#### Related Topics

- [Annotating in Real Time](#)
- [Add or Replace Exhibit Pages](#)
- [Media Clips](#)
- [Displaying Multiple Item Windows](#)

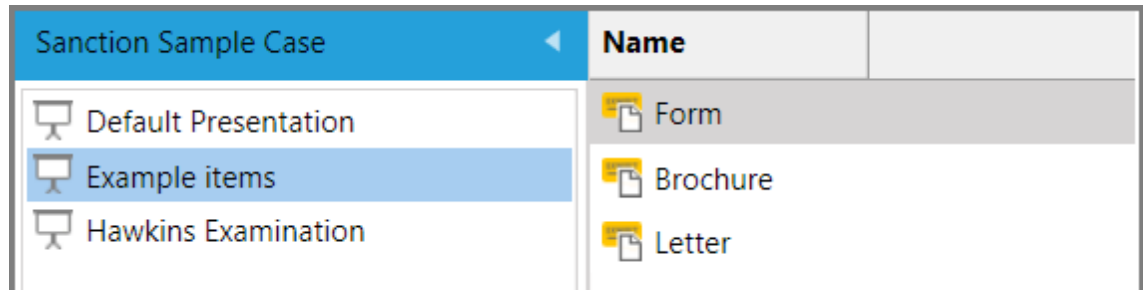
## Manage Presentations

### *Change Item Presentation Order*

By default, the order in which individual items are added to a presentation determines the order in which they are presented. However, after items are added, you can change their order of presentation.

The current presentation order can be determined by looking at the position of items in the item list for the presentation. The top item will be presented first, with all others following. For

example, in the following screen capture, when the *Example Items* presentation is started, *Form* will be the first item in queue, followed by *Brochure*, and then *Letter*.



#### **To change item presentation sequence**

1. Click the **Presentations** navigation bar.
2. Select the presentation you want to change the sequence of item presentation.
3. Select items you want to change the presentation sequence for and then do one of the following:
  - On the HOME tab, in the Actions group, click **Move Up** or **Move Down**, depending on where you want to place items.
  - Right-click and then click **Move Up** or **Move Down**, depending on where you want to place the items.

The selected items are removed from the presentation.

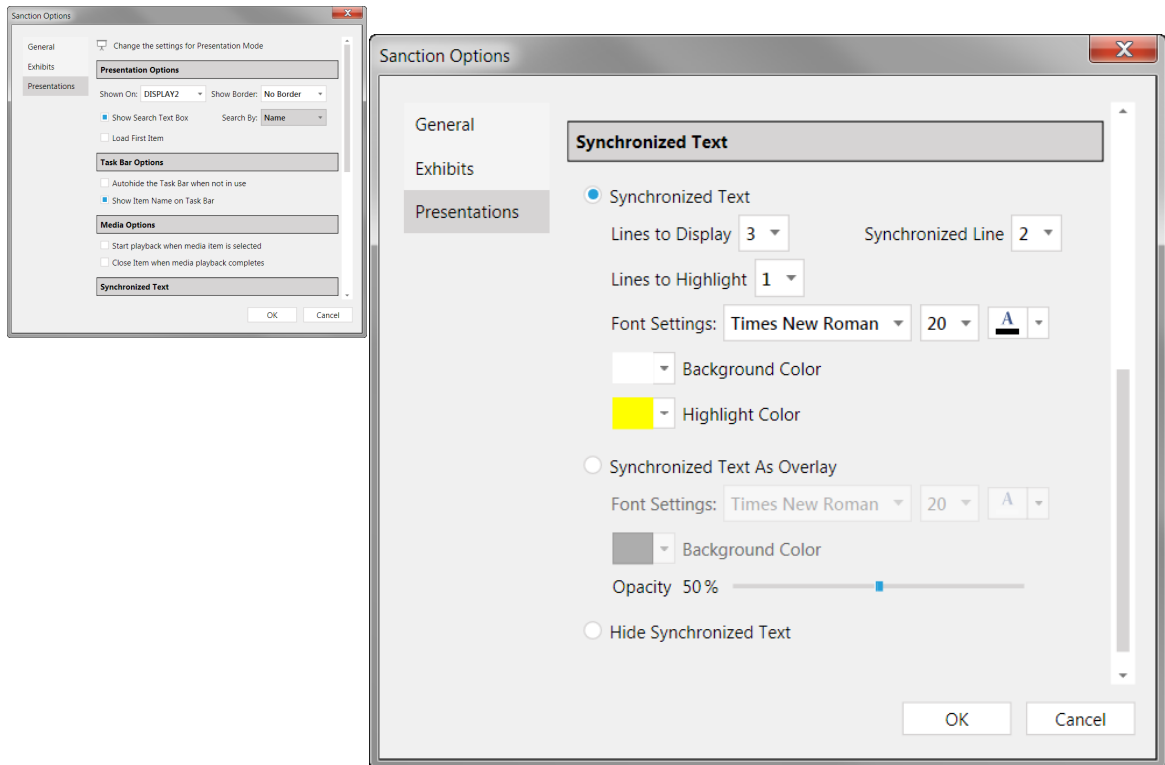
#### Related Topics

- [Annotating in Real Time](#)
- [Using the Show Item Command](#)
- [Controlling Item Presentation](#)
- [Displaying Multiple Item Windows](#)

### **Set Options**

There are many options in the presentation window that you can set to suit your needs as a presenter. The options that you select will apply to all presentations across all cases and will remain in effect until you change them.

The rest of this topic lists the presentation options that you can configure, as well as the procedures for configuring them from the FILE tab or from the presentation window.



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

**Presentation window settings**

Setting	Available Options	Description
Shown On	Primary Display2	If set to Primary, presentations open on the primary monitor. Otherwise, presentations open on a second display, such as a connected second monitor or projection device.
Show Border	No border Show borders Show borders on Selected	Controls whether a border appears around individual display panels in the presentation window. A border can help to improve the visibility of some items.
Search By	Name Exhibit number Trial exhibit number	Determines the item property for blind typing. The default property is Name.

	Bates number	
Show Search Text Box	Enabled or unchecked	If enabled, the search bar is always visible in the presentation task bar. Otherwise it is only visible when searching.
Load first item	Enabled or unchecked	If enabled, when you launch a presentation, the first item in the presentation is shown automatically. Otherwise the presentation opens with a black screen.
Autohide the Task Bar when not in use.	Enabled or unchecked	If enabled, the presentation task bar slides out of view during the presentation and slides into view when you move the mouse to the bottom of the presentation window. If unchecked, the presentation task bar remains visible.
Show Item Name on Task Bar	Enabled or unchecked	If enabled, shows the item name on the presentation taskbar. Otherwise, the item names do not appear.
Start media playback immediately when a media item is selected.	Enabled or unchecked	If enabled, when a media item is selected it starts playing immediately. Otherwise the media does not start until you click the play button or press Ctrl+P.
Synchronized Text	Synchronized Text	If set to Synchronized Text, synchronized transcript text scrolls below the player window. Options for this include:
	Synchronized Text As Overlay	<ul style="list-style-type: none"> <li>• Number of lines: 1 -10. This is the number of lines of text that appear onscreen.</li> <li>• Synchronized line: 1 - 3. This is the line number that is in sync with the video.</li> <li>• Lines to highlight: 1 - 3. The number of lines that are highlighted.</li> <li>• Font, font size, color. Font settings of the synchronized text.</li> <li>• Background- and highlight color. Color of the text background and of the highlight.</li> </ul>
	Hide Synchronized Text	<p>If set to Synchronized Text As Overlay, synchronized transcript text appears as overlay on the lower part of the video window. Options for this include:</p> <ul style="list-style-type: none"> <li>• Font, font size, and color of overlaid text.</li> <li>• Background color and opacity.</li> </ul> <p>If set to Hide Synchronized Text, synchronized text does not appear onscreen.</p>

For information on setting transcript font, font size, and font color in the presentation window and in the main program window, see: [Set Transcript Viewer Options](#).

### ☐ To access the presentation settings


You can configure presentation settings from the main window or from within the presentation window.

To configure options from this window:	Follow these steps:
--	---------------------

Main program window

1. On the FILE tab, click **Options**.  
The Sanction Options dialog box opens.
2. Select **Presentations**.
3. Configure options as needed and then click **OK**.

Presentation window

1. In the presentation window, click  the presentation options icon.  
The Sanction Options dialog box opens.
2. Configure presentation options as needed and then click **OK**.

#### Related Topics

- [Presenting on a Second Display](#)
- [Displaying Multiple Item Windows](#)
- [Annotating in Real Time](#)
- [Media Playback](#)

## Run Presentations

### *Annotate in Real Time*

While running a presentation, you can annotate exhibits from the main program window if Sanction is set to run on 2 displays. Alternatively, you can annotate by using annotation tools available in the presentation window.

For information on Annotation Tools, see: [Annotation Tools](#).

### ☐ To apply annotations from the main program window

1. Set the presentation to open on Display 2, add an exhibit to a presentation, and show

the exhibit in the presentation.

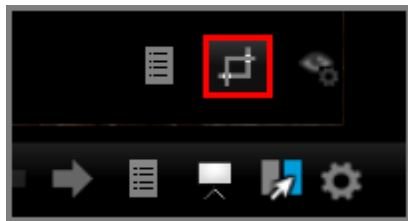
- For information on using a second display see: [Presenting on a Second Display](#).
  - For information on adding items to a presentation, see: [Add and Remove Items](#).
  - For information on showing an exhibit in a presentation, see: [Using the Show Item Command](#). See also: [Controlling Item Presentation](#).
2. In the main program window, on the HOME tab, click the **Exhibits** navigation bar.
  3. Click the exhibit page that is currently being presented.
  4. On the IMAGE TOOLS tab, select an annotation tool and apply your annotation. For more information, see: [Annotation Tools](#).

As you apply annotations, they are reflected in real time in the presentation window.

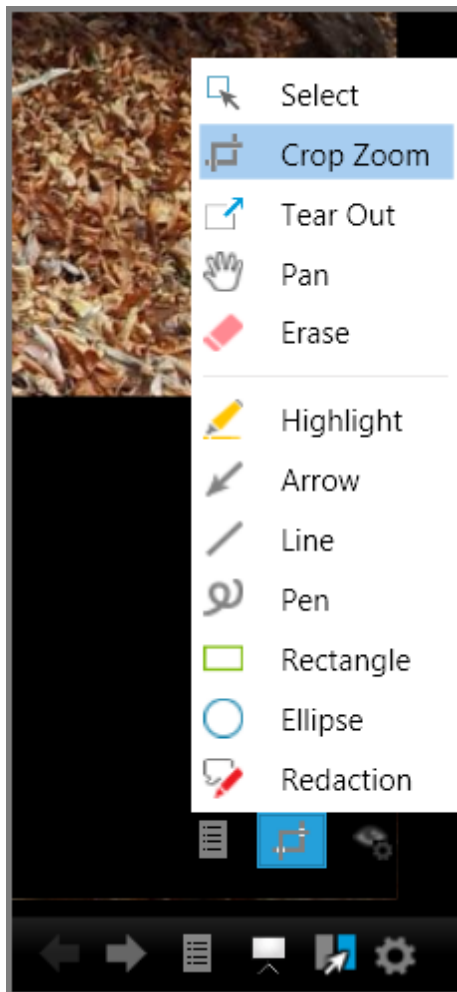
You can setup annotations ahead of time and then have them appear on cue in the presentation window by using annotation layers. For more information, see: [Annotation Layers](#).

☐ **To apply annotations from within the presentation window**

1. Open the exhibit you want to annotate in the presentation window.
2. In the item presentation window, click the annotation tool icon.



The annotation tools gallery opens.



Annotation tools gallery in the presentation window

3. Select an annotation tool and then apply it to the exhibit window as needed.

For descriptions of available annotation tools, including how to set certain defaults, see: [Annotation Tools](#).

#### **To add annotation layers from the presentation window**

You can apply your annotations in layers in the main program window or in the presentation window. This procedure describes how to add annotations in layers while working in the presentation window. For information on working with annotation layers while working in the main program window, see: [Annotation Layers](#).

1. In the presentation window, open the exhibit you want to work with.

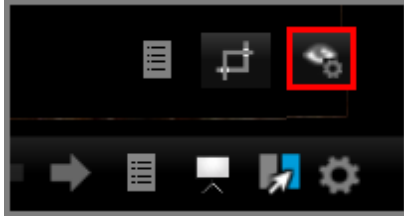
When you click the exhibit, Layer 1 is active by default.

2. Add annotations that you want to appear automatically each time the exhibit is opened.

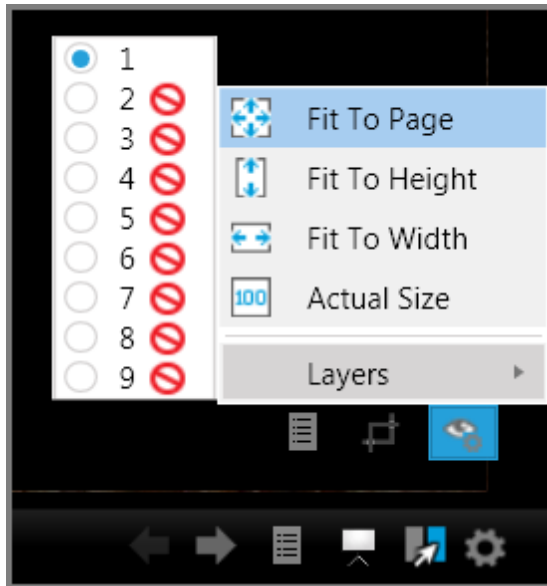
During a presentation, when you first open an exhibit, Layer 1 is selected and visible. All

other layers are hidden.

3. In the item window, click the tools icon.



4. Select **Layers**.



**By default, Layer 1 is selected and visible**


5. Select the radio button to the left of 2.

The Layers tool box closes. Layer 2 is visible and active in the presentation window. Any annotations added now are applied to Layer 2.

6. Add annotations to Layer 2 as needed.
7. If you want to add more layers, click the tools icon again. Then repeat the steps to select an annotation layer and add annotations to it.

#### **To show or hide annotation layers from the presentation window**

This procedure assumes that the exhibit you are presenting already has annotations applied to it on separate layers.

 The presentation window provides keyboard shortcuts to toggle whether layers are shown or not. For more information, see: [Keyboard Shortcuts](#).

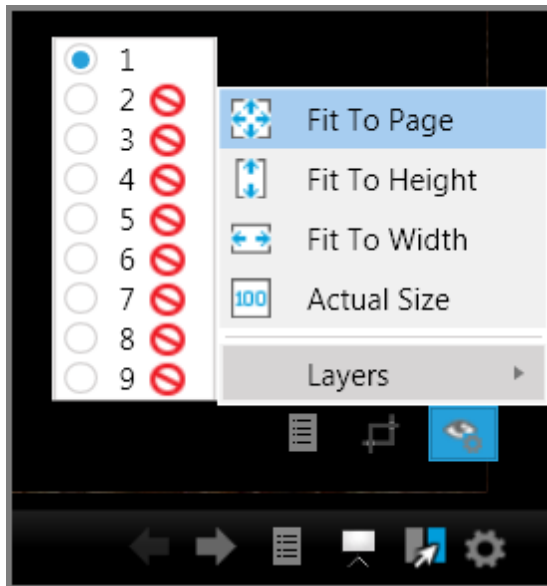
1. In the presentation window, open the exhibit you want to work with.



- In the item window, click the tools icon.





- Select **Layers**.



By default, Layer 1 is selected.

- Select the icon to the right of the layer number you want to become visible. Note that Layer 1 cannot be hidden.

The *universal no* icon  means that the layer is hidden. An eye icon  means that the layer is currently visible. In the following graphic, layers 1 and 2 are visible.



Layer 1 is selected, and layer 2 is visible as well as layer 1.

**Related Topics**


- [Setting Presentation Options](#)
- [Using the Show Item Command](#)
- [Controlling Item Presentation](#)
- [Displaying Multiple Item Windows](#)
- [Keyboard Shortcuts](#)

**Displaying Items**

From within the presentation window, you can select items for presentation in the following ways:

- Move between items in a linear sequence like a slide show.
- Pick items from a list.
- Type the item name, exhibit number, trial exhibit number, or Bates number. Using this method, you can type into a visible search box, or blind type the search. Either way, if the item that you type was not already included the presentation, it is added to the end of the presentation.

**To display items in a sequence**

- In the far right side of the presentation toolbar, click .

The presentation advances to the next item.

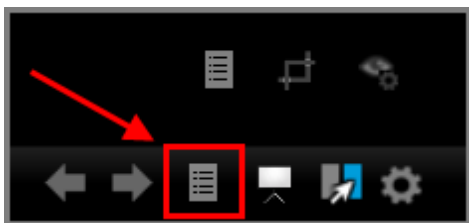
Note that at the start of the presentation, until the forward button is clicked, the previous button is inactive. When the last item in the presentation is reached, the forward button becomes inactive.

By default, when the presentation window is set to a display mode of Side By Side, 2 Across, or 4 Quadrants, the next item and previous item buttons focus on the most recently opened item window. However, you can configure the buttons to operate on whichever item window you want.

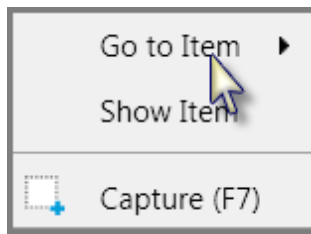
For more information, see: [Displaying Multiple Item Windows](#).

**To pick items from a list**

1. In the presentation window, click the item selector button.



2. Select **Go to Item**.

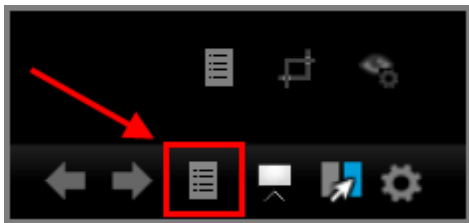


3. Select the item you want to display.
4. The item appears in the presentation window.

#### To display items by typing

In the presentation window, do either of the following:

- Type the item name, exhibit number, trial exhibit number, or Bates number, depending on which item property the search box is configured to accept and then press **Enter**.
1. In the presentation window, click the item selector button.



2. Select **Show Item**.

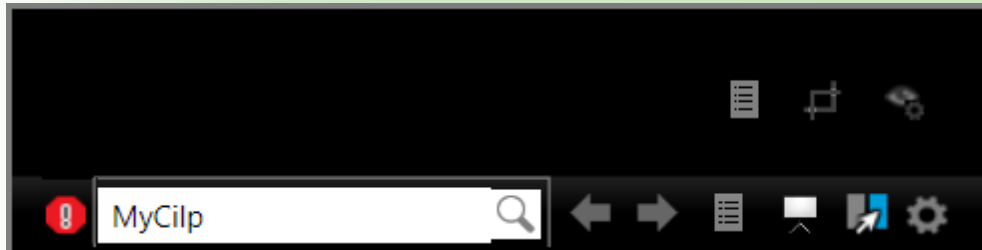
The search box opens in the presentation tool bar.



3. Type the item name, exhibit number, trial exhibit number, or Bates number, depending on which item property the search box is configured to accept, and then press **Enter**.

The item opens in the presentation window. If the item was not already a part of the current presentation, it is added to the end of the presentation.

- 💡 If a matching item is not found, a warning icon appears on the presentation task bar, but the state of the presentation window does not change otherwise.



To resolve this, here are some things to try:

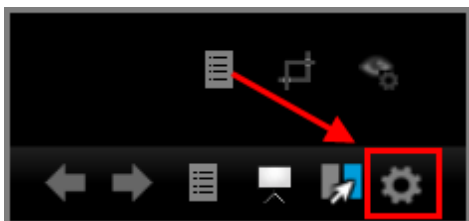
- Check the spelling of the item.
- Check the search properties to determine which field the search box is set to accept. For example, the search will probably yield an error if the search box is set to accept the item name and you type a Bates number. To access search box options, see: [Setting Presentation Options](#).

#### **To configure blind typing**

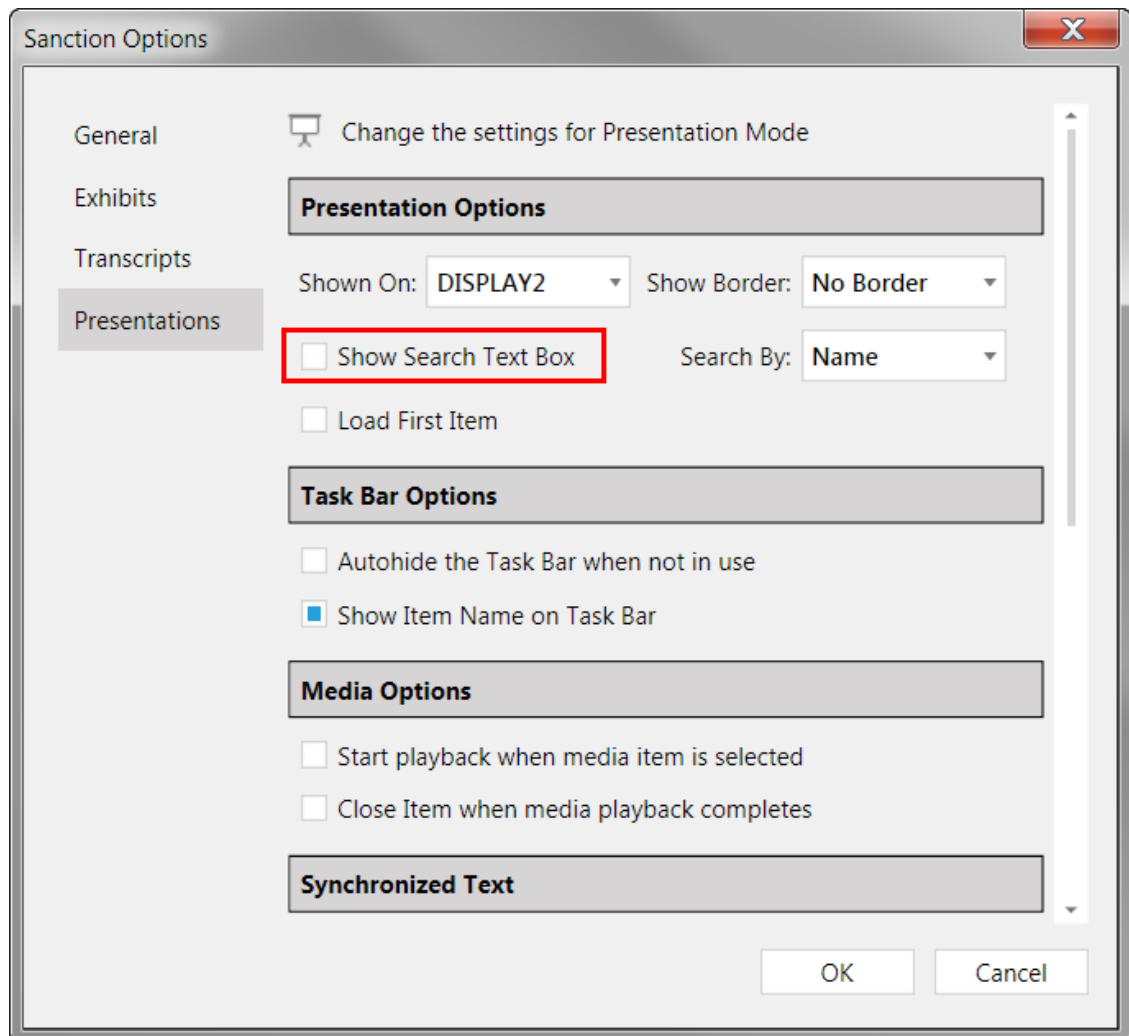
Blind typing is enabled by default. The following procedure tells you how to make sure that blind typing is enabled and that the search function is set to the item property you want to search by.

With blind typing, all you do to display an item is type its name, exhibit number, trial exhibit number, or Bates number, depending on which item property the search is configured to accept.

1. To enable blind typing, from the presentation window, click the Presentation Options button.




2. In the Sanction Options dialog box, uncheck **Show Search Text Box**.
3. Verify whether the property type that is selected in the **Search By** list is the one that you want to search by.



4. Click **OK**.
5. In the presentation window, type the item name, exhibit number, trial exhibit number, or Bates number, depending on which item property the search box is configured to accept.
6. Press **Enter**.

The matching item is displayed in the presentation window. If the item is not already part of the presentation, it is added to the end.



If a matching item is not found, a warning icon  appears on the presentation task bar, and the state of the presentation window does not change.

To resolve this, here are some things to try:

- Check the spelling of the item.
- Return to the Sanction Options dialog box and then verify the property type is set to the one you want to search by.

Related Topics

- [Annotating in Real Time](#)
- [Using the Show Item Command](#)
- [Displaying Multiple Item Windows](#)

**Display Multiple Item Windows**

You can split the presentation window into multiple item windows to simultaneously present up to 4 different items at a time. The setting that determines this number is called the **View Mode**.

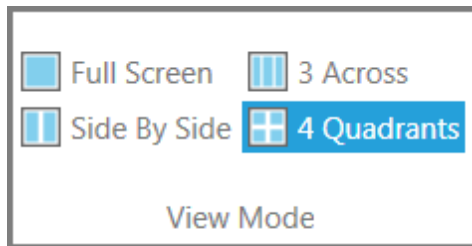
**View Modes**

You can set the View Mode to:

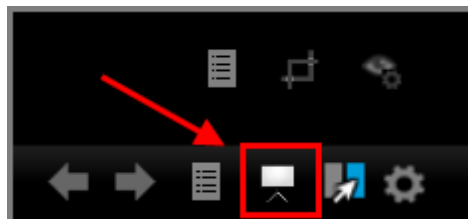
- Full Screen
- Side By Side
- 3 Across
- 4 Quadrants.

**Where can the View Mode be set?**

You can change the View Mode either from the main program window (HOME > Presentations > View Mode button group, which is active only when a presentation is showing). Or you can change the View Mode from within the presentation window itself.



View Mode can be set in HOME > Presentations > View Mode button group.



View Mode can also be set in the Presentation Window

The View Mode determines the behavior of the presentation window in these ways:

- View Mode sets the upward limit to the number of item windows that can open. This term, *upward limit* is used here because the presentation screen always opens in Full Screen. If a different View Mode (Side By Side, 3 Across, or 4 Quadrant) is selected, the presentation window only divides into Side By Side, 3 Across, etc., each time you click the next item button. However, you can override this behavior by unlocking the Display Mode, which is discussed later in this topic.
- As more item windows open, View Mode locks the action of the next and previous item buttons onto the most-recently opened item window. For example, if you set the View Mode to 3 Across, once the third item window is opened, the next and previous item buttons only act upon the third item window.

It is possible to override this behavior and move between items in a different item window by unlocking the Display Mode. This is discussed next in this topic.

### Overriding the View Mode by unlocking the Display Mode

When the View Mode is set to Side By Side, 3 Across, or 4 Quadrants, you can temporarily suspend new item windows from opening before you have reached the maximum allowed for that View Mode setting. You can also page through items in whichever item window is open, not just the most recently opened item window.

The setting you use to make these changes during your presentation is called the Display Mode.

### How the Display Mode works

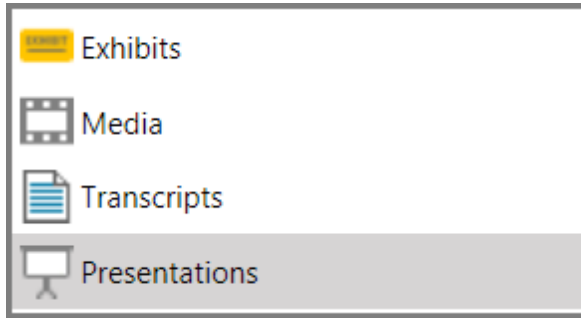
The Display Mode can be set to locked or unlocked. By default, it is set to locked. Unlocking the Display Mode has the immediate effect of preventing new item windows from opening. Unlocking the Display Mode also allows you to change the focus of the next and previous item buttons, so that clicking these buttons will effect whichever item window you select.

### Where can the Display Mode be set?


Like the View Mode, you can control the Display Mode either from the main program window (**HOME > Presentations > Display Mode** button group) or from within the presentation window itself.


#### To split the screen from the main program window

1. Open the presentation on a second display.
2. In the main program window, on the HOME tab, click the **Presentations** navigation bar.



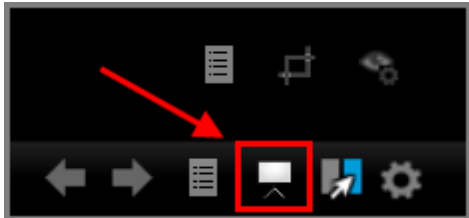
In the View Mode button group, by default Full Screen mode is selected.

3. Click the View Mode that you want your presentation to display.
4. Switch to the presentation window.
5. Click .

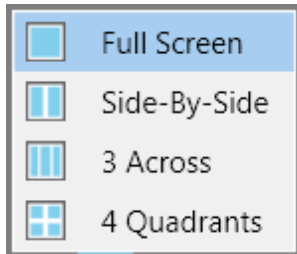
Each time  is clicked, a new item window opens, populated with the next item in the presentation.

**To split the screen from within the presentation window**

1. Open your presentation.
2. In the presentation window, click the View Mode button.

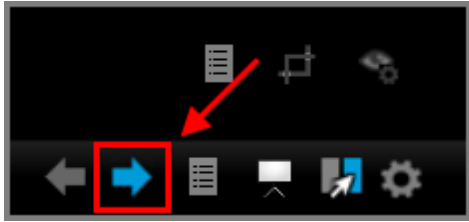



3. Click the View Mode that you want your presentation to display.



4. Click .

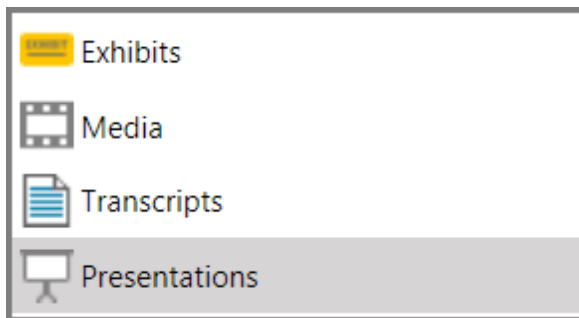




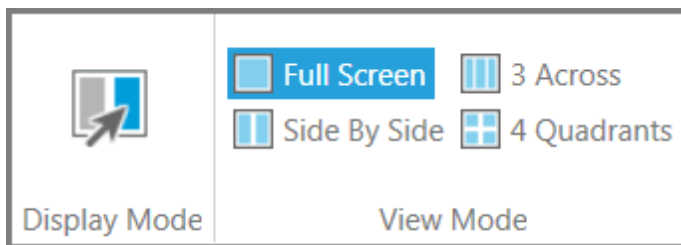
Each time  is clicked, a new item window opens, populated with the next item in the presentation.

☐ **To unlock Display Mode from the main program window**


1. Open a presentation on a second display.
2. In the main program window, on the HOME tab, click the **Presentations** navigation bar.

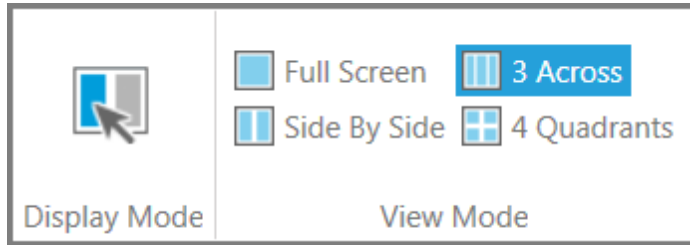


In the View Mode button group, by default Full Screen mode is selected.



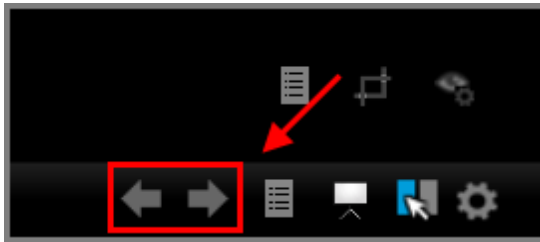
**The Display Mode is locked**

3. Set the View Mode to either **Side By Side**, **3 Across**, or **4 Quadrant**.
4. Switch to the presentation window.
5. Click  until you have the number of item windows you want open.
6. Switch to the main program window.
7. Click **Display Mode**.



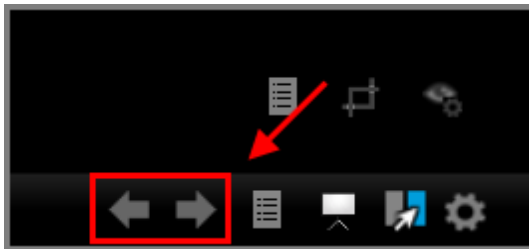
The Display Mode is unlocked

8. Return to the presentation window.
9. Click any item window.
10. On the presentation toolbar, click the next or previous item button.



The next or previous item is displayed in the selected item window.

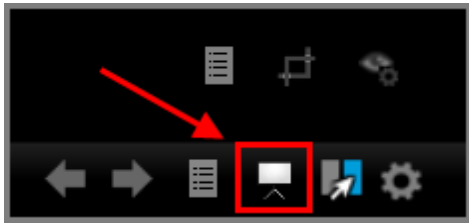
11. Click any other item window.
12. Click the next or previous item button.



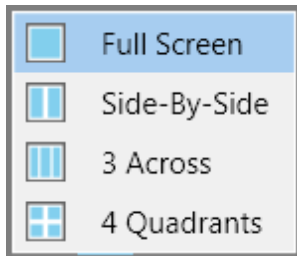
The next or previous item is displayed in the selected item window. If needed, return to the main program window and then click Display Mode again to lock it.


☐ **To set the Display Mode from the presentation window**

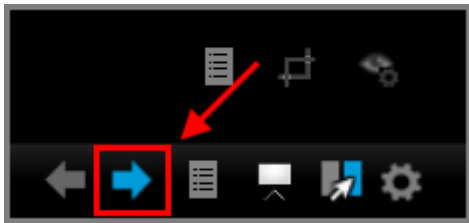
1. Open a presentation.
2. In the presentation window, click the View Mode button.




3. Click the View Mode that you want your presentation to display.



4. Click  until you have the number of item window open that you want.



Each time  is clicked, a new item window opens, populated with the next item in the presentation. Note that in the screen capture above, the Display Mode is locked.

5. Click the Display Mode button to unlock the Display Mode.



**Display Mode is unlocked**


6. Click any item window.
7. Click the next or previous item button.

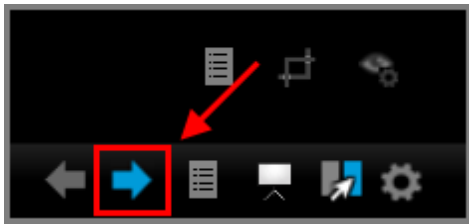
The next or previous item, relative to the item window, opens in the selected item window.

#### **Example: showing 3 items simultaneously**

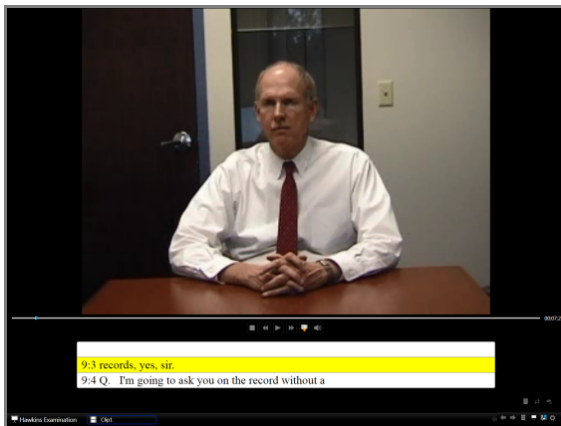
These steps illustrate how to present 3 items simultaneously. The screen captures in the procedure are provided as examples.

1. Open a new presentation that has 3 or more items in it.

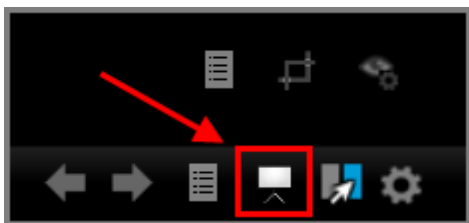
2. In the presentation window, click .



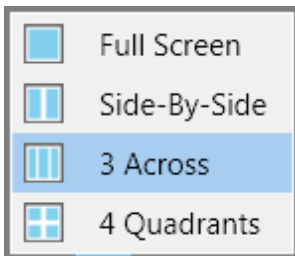
The first item in the presentation opens.



3. In the presentation window, click the View Mode button.

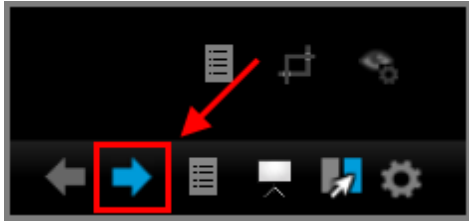


4. Select **3 Across**.

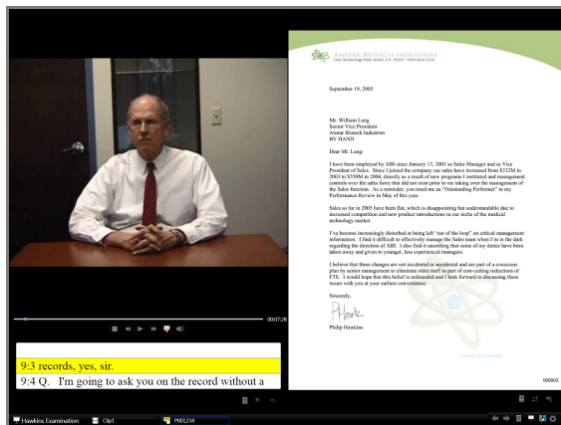


The maximum number of item windows that can be open at one time will be 3

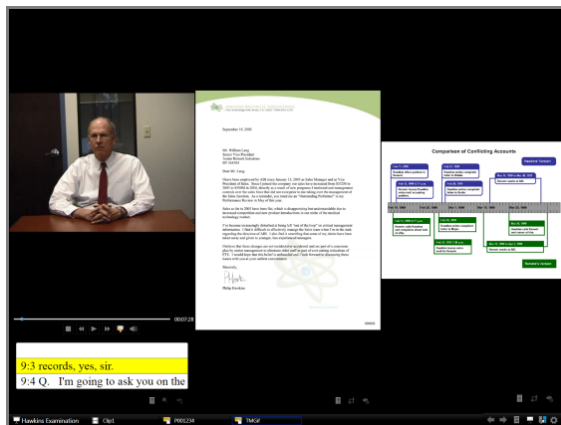
5. Click .




The presentation window is now divided into 2 item windows. The newly opened item window shows the second item in the presentation.




6. Click  again.

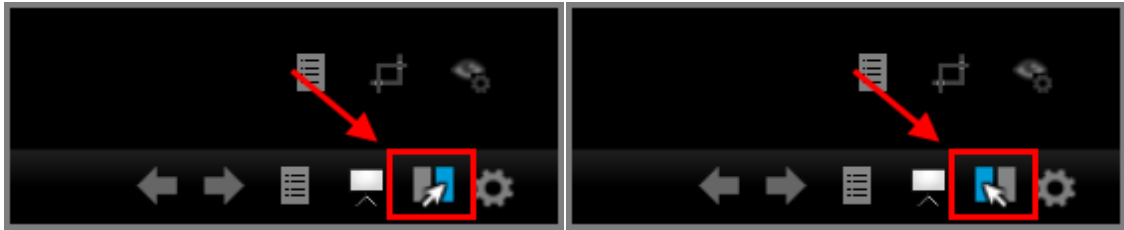


The presentation window is now divided into 3 item windows, the maximum that can be opened with the 3 Across view mode. This third item window shows the third item in the presentation.

Each time you click  again, the next item in the presentation will load in the third item window. For example, in the screen shot above, if the next item arrow is clicked again, the timeline image will be replaced by the next item in the presentation. The item windows showing the synchronized transcript and the letter will not change.



 **To reassign the next and previous item buttons to a different item window**


1. In the presentation window, set the View Mode to **Side By Side, 3 Across, or 4 Quadrants**.
2. Repeatedly click  to open multiple item windows until the maximum number of item windows is open.
3. Click the Display Mode button so that it is unlocked.




Display Mode is locked

Display mode is unlocked.

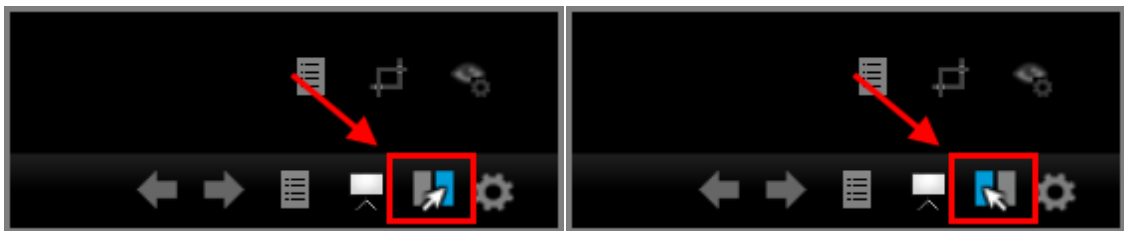
4. Select the item window you want to use the next and previous item buttons on.
5. Click  and  to move between items in the selected item window.

 If the Display Mode is unlocked, it is possible for the same item in the presentation to be shown in two different item windows at the same time.

In this situation, clicking  will effect the window that first opened the shared item, regardless of which item window is selected.

 **To suspend the maximum number of item windows that can open**

1. Click the Display Mode button so that it is unlocked.



Display Mode is locked

Display mode is unlocked.

The maximum number of item windows that may be opened is set to the current number of item windows open.

 **Using book paging**

You can flip through the items in your presentation like flipping through the pages of a book. This can be helpful when presenting the pages of a deposition or other multi-page print documents.

1. Open the presentation you want to flip through.

2. Press **Ctrl+J**.

The first item in the presentation is displayed.

3. Press **Ctrl+J**.

The presentation window changes to side-by-side view mode. The first item is in the left item window, the second in the right.

4. Press **Ctrl+J**.

The presentation continues to flip forward, page by page.

#### Related Topics

[Annotating in Real Time](#)

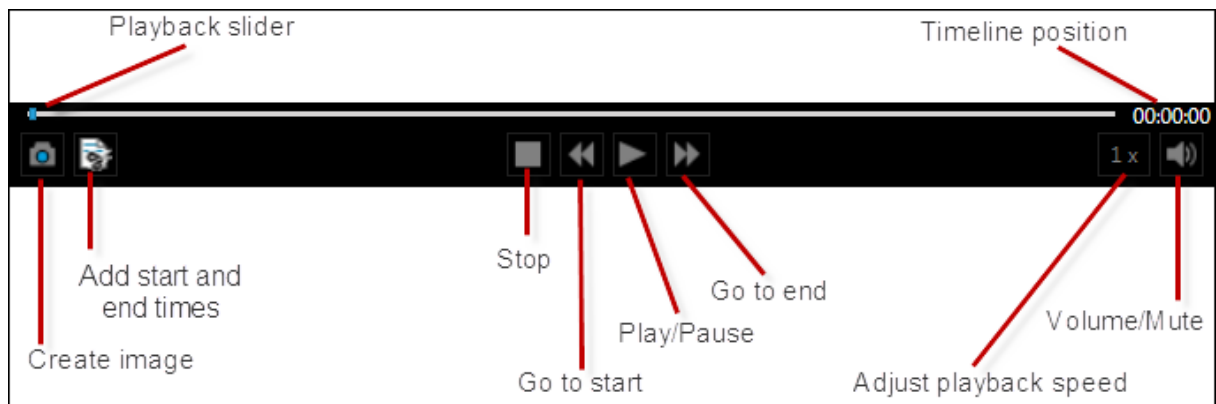
[Showing Items](#)

[Controlling Item Presentation](#)

[Displaying Multiple Item Windows](#)

### Media Playback

Media playback controls are available within the presentation window when media is loaded. The controls allow you to start, pause, return to the start, and go to the end of the media. In addition, you can control the volume or mute the playback.














#### Media playback controls

- While the media is loaded in the presentation window, you can save a video frame in real time as a video still. Sanction saves the video still as an exhibit. When saved as an exhibit, the video still can be annotated as needed and added to presentations. For more information on creating video stills, see: [Video Stills](#).

#### [To control playback](#)

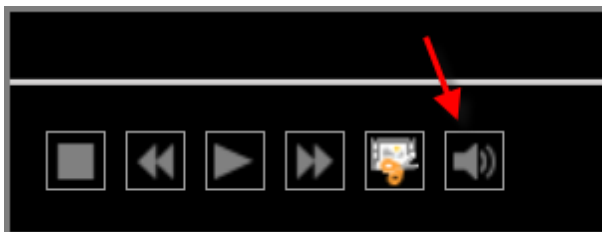
1. With the media, clip, or playlist open in the presentation window.
2. Control playback using the following options:

To do this:	Click these buttons:
Start playback of the current clip.	
Skip forward to the next clip. The clip starts playing.	
Skip to the previous clip. The clips starts playing.	
Cue to the start of the next clip without starting playback. The player screen is black.	 then 
Cue to the start of the previous clip without starting playback. The player screen is black.	 then 
Stop playback and return the play head to the first frame of the current clip.	
Skip several seconds forward.	Click and hold: 
Skip several seconds backward.	Click and hold: 

 If you reach the end of the playlist, playback stops and the playing position returns to the beginning of the first clip in the playlist. The player screen goes black.

 **To adjust the volume or to mute audio**

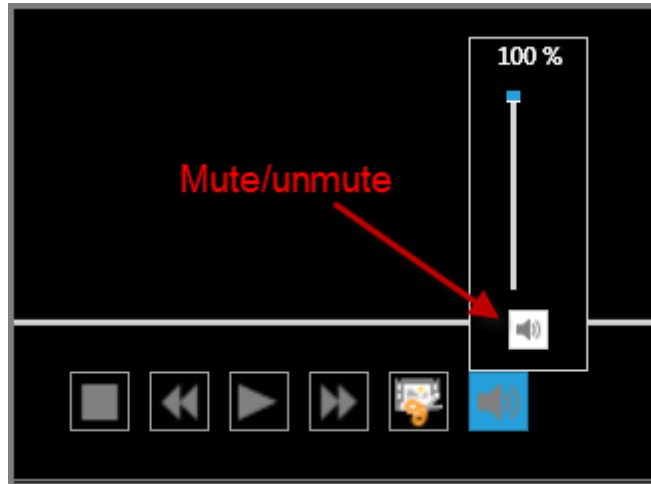
1. Select the Volume/Mute button on the media player.



2. Do either of the following:
  - To increase or decrease the volume, move the slider.



- To toggle the audio on or off, click the **Mute/unmute** button.



You can tell if the audio is muted by examining the Mute/unmute button.



**Audio is on**



**Audio is muted**

#### Related Topics

- [Setting Presentation Options](#)
- [Annotating in Real Time](#)
- [Using the Show Item Command](#)
- [Controlling Item Presentation](#)
- [Displaying Multiple Item Windows](#)

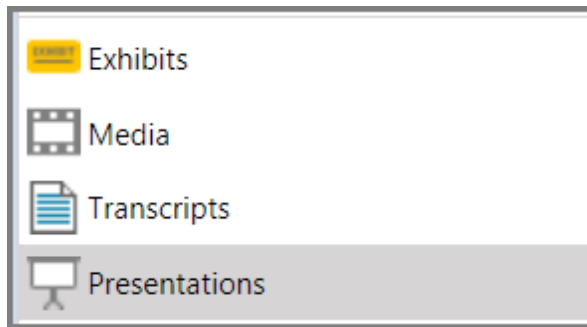
### **Open and Close**

You can open presentations from the main program window or from the presentation window. This topic covers basic procedures for opening and closing presentations.

For information on an alternative way to open presentations, see: [Using the Show Item Command](#).

#### ☐ **To open a presentation from the main program window**

1. Click the **Presentations** navigation bar.



2. Select the presentation you want to open.
3. On the HOME tab, in the Present group, click **Presentation**.

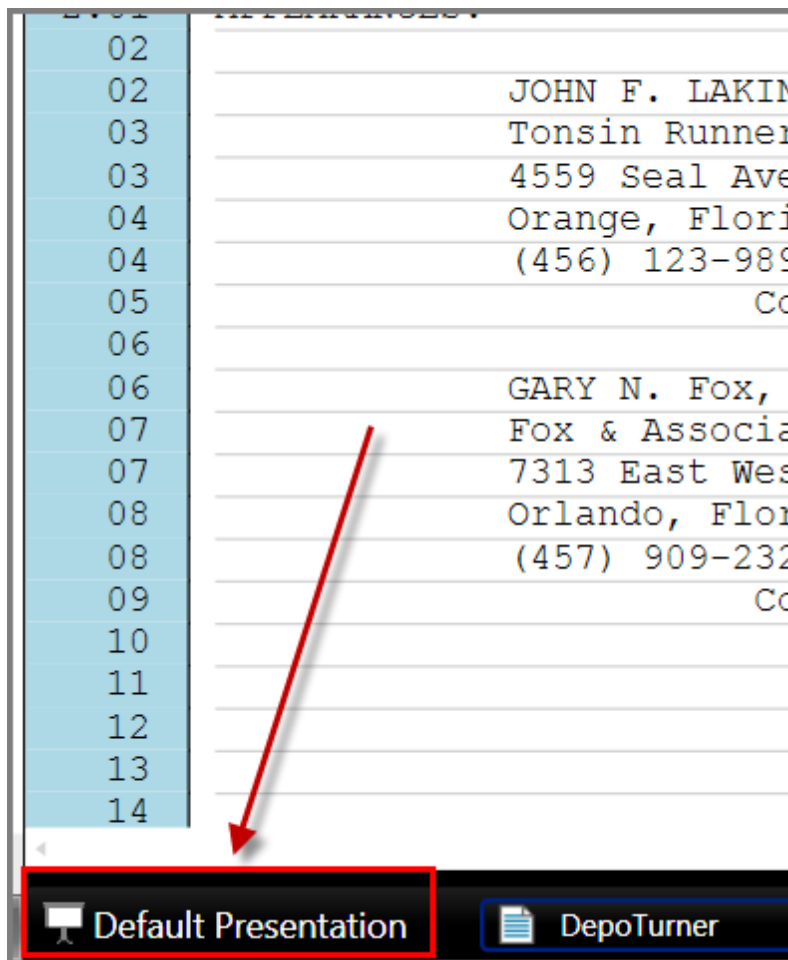
The presentation window opens with the selected presentation ready to start. The presentation window opens with no item displaying.

You can configure the presentation window to load the first item when the presentation is started instead of opening to a blank screen. For more information, see: [Setting Presentation Options](#).

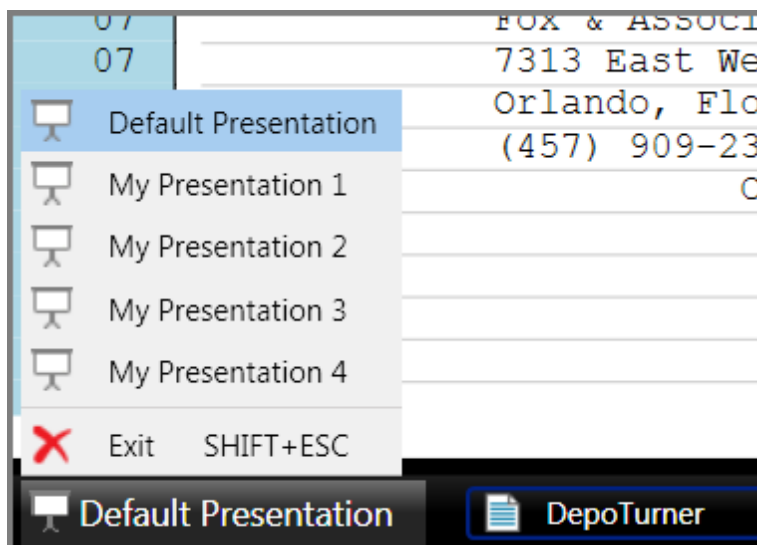
4. Click  or press **Ctrl+Right Arrow** to show the first item.

#### **To open a presentation from the presentation window**

1. On the presentation tool bar, click the presentation selection button.



2. Select the presentation you want to open.



- ☐ [To close a presentation](#)

Do one of the following:

- Click the presentation selection button, located at the left corner of the presentation taskbar, and then click **Exit**.



- If an image is loaded in the presentation window, then right-click a section of the presentation window to the left or right of the image and then click **Exit**.
  - If media is loaded in the presentation window, then right-click anywhere in the presentation window and then click **Exit**.
  - Press **Shift+Esc**.
- ✍ In the presentation window, you can press Esc to cause the presentation window to go blank. The presentation will remain open in the presentation window but no item will be showing.

#### Related Topics

- [Annotating in Real Time](#)
- [Using the Show Item Command](#)
- [Controlling Item Presentation](#)
- [Displaying Multiple Item Windows](#)

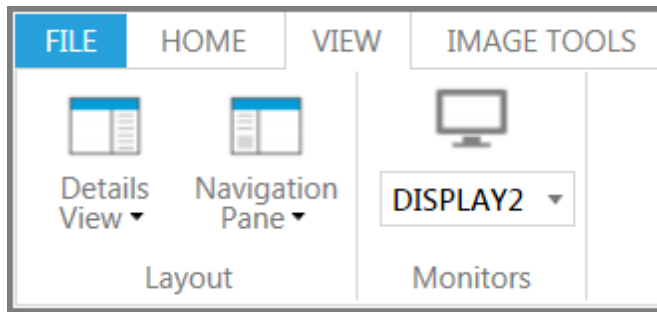
### ***Present on a Second Display***

If your computer is configured to use the extended desktop feature in Windows, you can show your presentation on the second display, such as a monitor, flat screen TV, or projector.

On Windows 7 computers, to extend display to a second monitor, press the **Windows logo key +P**, and then click **Extend**. Another way to access the setting is by opening the Display control panel in Windows (**Start > Control Panel > Display > Connect to a Projector**).

#### ☐ **To select between displays**

1. Make sure extended desktop is enabled on your computer.
2. Click the **VIEW** tab.
3. Select either **Primary** or **Display2** from the list.



- When Primary is selected, presentations open in the main monitor.
  - When Display2 is selected, presentations open in the second display.
- ✎ If Display2 is not listed in, here are some things to try:
- Make sure the second monitor is powered on.
  - Verify the physical connection to the second monitor.
  - Check the Windows display setting or video card application setting. The option to extend the desktop to the second monitor should be enabled. On Windows 7 computers, to extend display to a second monitor, press the **Windows logo key+P**, and then click **Extend**. Another way to access the setting is by opening the Display control panel in Windows (**Start > Control Panel > Display > Connect to a Projector**).
  - If you enabled extended desktop after opening the case, try closing the case and then opening it again.

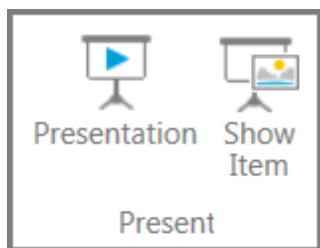
#### Related Topics

- [Annotating in Real Time](#)
- [Using the Show Item Command](#)
- [Controlling Item Presentation](#)
- [Displaying Multiple Item Windows](#)

#### **Use the Show Item Command**

You can immediately show in the presentation window any exhibit page, media item, media clip, playlist, or transcript, even if the item has not been previously added to a presentation and even if the presentation window is not open.

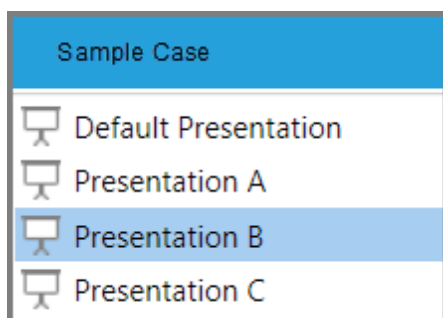
To accomplish this, you run the Show Item command.



HOME > Present > Show Item

When you run the Show Item command, the following conditions apply:

- The presentation that is selected in the presentation list will open. If the presentation window already has a different presentation showing, the selected presentation will take its place.

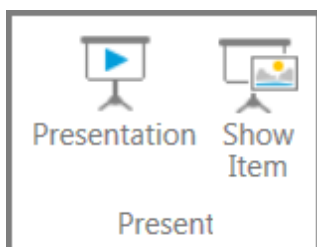


**Show Item opens the item in the currently selected presentation**

- The item you used the Show Item command on will be added to the end of the presentation.
- If the item you show was already a part of the presentation, a second instance of the item will be added to the end of the presentation, except when the item is selected from a the item list of a presentation.

**To show an exhibit, media item, or transcript from the main program window**

1. Select the item that you want to show.
2. Do either of the following:
  - Press **Ctrl+S**.
  - On the HOME tab, in the Present group, click **Show Item**.

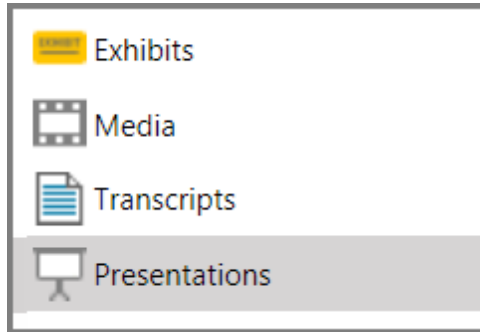


The item opens in the presentation window. If a presentation is not already open, the

item opens in the presentation that is selected in the presentation list.

☐ **To show an item selected from a presentation item list**

1. Select the **Presentations** navigation bar.



2. Select the presentation that has the item that you want to show.
3. In the item list for the presentation, select the item you want to show.
4. From the main program window, do either of the following:
  - Press **Ctrl+S**.
  - On the HOME tab, in the Present group, click **Show Item**.

The item opens in the presentation window.

Related Topics

- [Annotating in Real Time](#)
- [Controlling Item Presentation](#)
- [Displaying Multiple Item Windows](#)

## Reports

### Duration List Reports

A duration list report totals the running time of individual clips and playlists that you select. Optionally, you can create reports that list the clips, playlists, or presentations in your case. Reports may be formatted in Rich Text Format (RTF) or plain text.

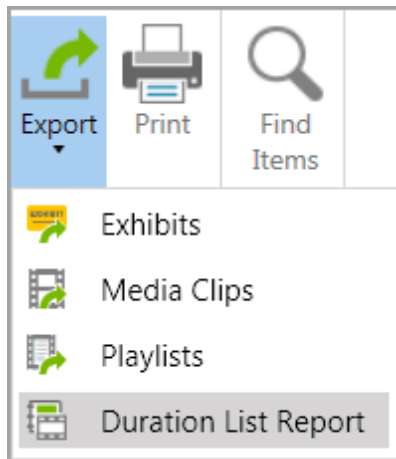
You can choose from among several fields to include in your report:

- Media Clip Name
- Description
- Page and Line Range
- Transcript Text
- Total Duration
- Start and End Times
- Title

- Duration
- Media file Name

☐ **To export duration list reports**

1. Do one of the following:
  - On the FILE tab, in the Info area, click **Export**, and then click **Duration List Report**.
  - On the HOME tab, in the Share group, click **Export**, and then click **Duration List Report**.



The Duration List Report Export Wizard starts.

2. Click **Next**.

The Select Media Clips and/or Playlists dialog box opens.

3. In the drop-down list, select **Media**, **Playlists**, or **Presentations**.
4. Select clips or playlists from the folders positioned in the dialog box below the drop-down list.

The clips and playlists that you select are listed in the left panel. Note that if you select a playlist, all the clips that constitute the playlist are automatically added to the report.

5. To add an individual item listed in the left list panel to the report, select the item and then click **Add Selection**. To add all the items in the left list panel, click **Add All**.

After adding items, you can remove them as needed from the queue. To remove one or more items, **CTRL+click** or **SHIFT+click** items and then click **Remove Selected**. To remove all items, click **Remove All**.

6. Click **Next**.

The Select the Destination File dialog box opens.

7. Select either **RTF** for Rich Text Format or **TXT** for plain text format.
8. Click **Change**.



The Select the Destination File dialog box opens.

9. Select the folder where you want to save the report, type a file name for the report, and then click **Save**.
10. In the Select the Destination File dialog box, review your selections and then click **Next**.

The Ready To Export dialog box opens.

11. Review your selections. When ready, click **Next**.
12. In the Export Confirmation dialog box, click **Close**.

#### Related Topics

[Annotation Tools](#)

[Media Clips](#)

[Playlists](#)

## Keyboard shortcuts

### Using keyboard shortcuts

Download a [PDF of Sanction 5 Keyboard Shortcuts](#).

#### Keyboard Shortcuts - HOME > Exhibits Area

Group > Button	Task	Shortcut
<b>New &gt; Import</b>	Import exhibits, media, transcripts, exhibit load files, and clip lists.	Ctrl+I
<b>New &gt; New Folder</b>	Create a new folder.	Ctrl+Shift+F3
<b>New &gt; Capture</b>	Create a screen capture of the contents of the exhibit viewer.	F7
<b>Actions &gt; Update Exhibit</b>	Add pages to an exhibit or update existing pages.	Ctrl+U
<b>Actions &gt; Edit</b>	Edit exhibit or page properties, such as the name, exhibit number, or Bates number.	Ctrl+Shift+I
<b>Actions &gt; Move</b>	Move the selected exhibit.	Ctrl+Shift+F2
<b>Actions &gt; Delete</b>	Delete the selected exhibit.	Ctrl+D
<b>Actions &gt; Rename Folder</b>	Rename the selected folder.	Ctrl+Shift+F
<b>Actions &gt; Move Folder</b>	Move the selected folder.	Ctrl+Shift+M

<b>Actions &gt; Delete Folder</b>	Delete the selected folder. (Folder must be empty.)	Ctrl+Shift+D
<b>Add To &gt; Presentation</b>	Add the selected page to the existing presentation of your choice. Or create a new presentation from a selected page.	Ctrl+Shift A
<b>Present &gt; Presentation</b>	Open the presentation window.	Ctrl+Shift+F1
<b>Present &gt; Show Item</b>	Immediately open the selected item in the presentation window.	Ctrl+S
<b>Share &gt; Export</b>	Export exhibits, clips, playlists, and duration list reports.	Ctrl+Shift+E
<b>Share &gt; Print</b>	Print exhibits.	Ctrl+Shift+P
<b>Search &gt; Find Items</b>	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description. Search for items by admit date or transcript date.	Ctrl+F

☐ **Shortcut keys - HOME > Media**

Group > Button	Task	Shortcut
<b>New &gt; Import</b>	Import exhibits, media, transcripts, exhibit load files, and clip lists.	Ctrl+I
<b>New &gt; New Folder</b>	Create a new folder.	Ctrl+Shift+F3
<b>New &gt; Video Still</b>	Create a video still from a frame of video.	Ctrl+Shift+V
<b>Actions &gt; Rename</b>	Rename the selected media or clip.	F2
<b>Actions &gt; Edit</b>	Edit the properties of the selected media or clip.	Ctrl+Shift+I
<b>Actions &gt; Move</b>	Move the selected media item.	Ctrl+Shift+F2
<b>Actions &gt; Delete</b>	Delete the selected media or clip.	Ctrl+D
<b>Actions &gt; Rename Folder</b>	Rename the selected folder.	Ctrl+Shift+F
<b>Actions &gt; Move Folder</b>	Move the selected folder.	Ctrl+Shift+M
<b>Actions &gt; Delete Folder</b>	Delete the selected folder. (Folder must be empty.)	Ctrl+Shift+D
<b>Actions &gt; Move Up</b>	Move the selected clip up in the playlist.	Ctrl+Alt+U

<b>Actions &gt; Move Down</b>	Move the selected clip down in the playlist.	Ctrl+Alt+U
<b>Actions &gt; Remove Item</b>	Remove the selected clip from the playlist.	Ctrl+Alt+R
<b>Add To &gt; Presentation</b>	Add the selected media to the existing presentation of your choice. Or create a new presentation from a selected media.	Ctrl+Shift A
<b>Add To &gt; Playlist</b>	Add the selected clip to an existing playlist. Or create a new playlist from a selected clip.	Ctrl+Y
<b>Present &gt; Presentation</b>	Open the presentation window.	Ctrl+Shift+F1
<b>Present &gt; Show Item</b>	Immediately open the selected item in the presentation window.	Ctrl+S
<b>Share &gt; Export</b>	Export exhibits, clips, playlists, and duration list reports.	Ctrl+Shift+E
<b>Share &gt; Print</b>	Print exhibits.	Ctrl+Shift+P
<b>Search &gt; Find Items</b>	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description.  Search for items by admit date or transcript date.	Ctrl+F



☐ **Keyboard Shortcuts - HOME > Transcripts**

Group > Button	Task	Shortcut
<b>New &gt; Import</b>	Import exhibits, media, transcripts, exhibit load files, and clip lists.	Ctrl+I
<b>New &gt; Media Clip</b>	Create a new media clip from selected lines in a synchronized transcript.	Ctrl+Alt+M
<b>New &gt; Text Clip</b>	Create an image of the selected transcript text.	Ctrl+Shift+X
<b>New &gt; Video Still</b>	Create a new video still from a frame in a synchronized transcript.	Ctrl+Shift+V
<b>Actions &gt; Rename</b>	Rename the selected transcript.	F2
<b>Actions &gt; Edit</b>	Edit transcript properties.	Ctrl+Shift+I
<b>Actions &gt; Delete</b>	Delete the selected transcript.	Ctrl+D
<b>Add To &gt; Presentation</b>	Add the selected transcript to the existing presentation of your	Ctrl+Shift A

	choice. Or create a new presentation from a selected transcript.	
<b>Add To &gt; Playlist</b>	Add selected clip (from a synchronized transcript) to an existing transcript, or create a new transcript from the selected clip.	Ctrl+Y
<b>Present &gt; Presentation</b>	Open the presentation window.	Ctrl+Shift+F1
<b>Present &gt; Show Item</b>	Immediately open the selected transcript in the presentation window.	Ctrl+S
<b>Share &gt; Export</b>	Export exhibits, clips, playlists, and duration list reports.	Ctrl+Shift+E
<b>Search &gt; Find Items</b>	Search for items by item properties, such as name, exhibit number, trial number, Bates number, or description.  Search for items by admit date or transcript date.	Ctrl+F

#### Keyboard Shortcuts - HOME > Presentations

Group > Button	Task	Shortcut
<b>New &gt; Import</b>	Import exhibits, media, transcripts, exhibit load files, and clip lists.	Ctrl+I
<b>New &gt; New Presentation</b>	Create a new presentation.	Ctrl+Shift+N
<b>Actions &gt; Rename</b>	Rename selected presentation.	F2
<b>Actions &gt; Delete</b>	Delete selected presentation.	Ctrl+D
<b>Actions &gt; Move Up</b>	Move selected items up in the presentation.	Ctrl+Alt+U
<b>Actions &gt; Move Down</b>	Move selected items down in the presentation.	Ctrl+Alt+D
<b>Actions &gt; Remove Item</b>	Remove selected items from the presentation.	Ctrl+Alt+R
<b>Add To &gt; Presentation</b>	Add the currently selected item to a different presentation, or create a new presentation from a selected item.	Ctrl+Shift+A
<b>Present &gt; Presentation</b>	Open the selected presentation.	Ctrl+Shift+F1

<b>Present &gt; Show Item</b>	Open the selected item in the presentation window.	Ctrl+S
<b>Share &gt; Export</b>	Export exhibits, clips, playlists, and duration list reports.	Ctrl+Shift+E
<b>Display Mode</b>	<p>Only active when presentation window is open.</p> <ul style="list-style-type: none"> <li>Allows you to change the focus of the next item button and previous item button to different item windows when View Mode is set to Side By Side, 3 Across, or 4 Quadrants.</li> <li>Prevents new item windows from opening when View Mode is set to Side By Side, 3 Across, or 4 Quadrant.</li> </ul> <div style="text-align: center;">  <p>Display Mode (locked)</p>  <p>Display Mode (unlocked)</p> </div>	Ctrl+Shift+T (Toggles on/off)
<b>View Mode</b>	<p>Sets a maximum to the number of item windows that can be opened at one time in the presentation window.</p> <p>Only active when presentation window is open.</p> <p>Regardless of which View Mode is selected, when you open a presentation, the window opens as a Full Screen.</p>	<p>Full Screen: Ctrl+Shift+Up Arrow</p> <p>Side By Side: Ctrl+Shift+Left Arrow</p> <p>3 Across: Ctrl+Shift+Right Arrow</p> <p>4 Quadrants: Ctrl+Shift+Down Arrow</p>

☐ **Keyboard Shortcuts - Presentation window**

Action	Key combination
<b>Full Screen view mode</b>	F11 or Alt+Shift+Up Arrow
<b>Side by Side view mode</b>	Alt+Shift+Left Arrow
<b>3 Across view mode</b>	Alt+Shift+Right Arrow
<b>4 Quadrant View</b>	Alt+Shift+Down Arrow
<b>Rotate image counterclockwise</b>	Ctrl+Comma
<b>Rotate image clockwise</b>	Ctrl+Period
<b>Select</b>	Ctrl+Shift+S
<b>Crop/Zoom</b>	Ctrl+M
<b>Tear out (in presentation window)</b>	Ctrl+O
<b>Pan</b>	In the presentation window, there is no shortcut key for the Pan tool. In the main program window, Ctrl+Alt+P activates the Pan tool.
<b>Erase</b>	Ctrl+D in the presentation window. In the main program window, Ctrl+Alt+S activates Erase tool.
<b>Delete all visible annotations</b>	Ctrl+Delete In presentation window, this shortcut deletes all visible annotations. In main program window, this shortcut activates the Delete Annotations menu item.
<b>Highlight</b>	Ctrl+H
<b>Arrow</b>	Ctrl+W
<b>Line</b>	Ctrl+L
<b>Pen</b>	Ctrl+N

<b>Rectangle</b>	Ctrl+G
<b>Ellipse</b>	Ctrl+E
<b>Redaction</b>	Ctrl+Shift+R
<b>Play\Pause media</b>	Ctrl+P
<b>Go to page</b> (when multiple pages from the same exhibit have been added to a presentation)	<ol style="list-style-type: none"> <li>1. Press <b>CTRL</b></li> <li>2. Press \</li> <li>3. Type the page number</li> <li>4. Press <b>ENTER</b></li> </ol>
<b>Show previous item</b>	Ctrl+Left Arrow
<b>Show next item</b>	Ctrl+Right Arrow
<b>Close all other item windows</b>	Ctrl+Shift+F4
<b>Display Mode lock/unlock</b>	Ctrl+Shift+T
<b>Zoom in/out exhibit page (using mouse)</b>	Ctrl+Mouse wheel forward or back
<b>Zoom in exhibit page (using keyboard)</b>	Ctrl+Plus or Ctrl+Equals
<b>Zoom out exhibit page (using keyboard)</b>	Ctrl+Minus
<b>Next presentation</b>	Ctrl+Alt+P
<b>Previous presentation</b>	Shift+Alt+P
<b>Clear presentation window</b>	Esc
<b>Close presentation window</b>	Shift+Esc
<b>Close all item windows</b>	Shift+F4
<b>Select next item window</b>	Tab
<b>Select previous item window</b>	Shift+Tab
<b>Layer visibility</b>	Ctrl+[Layer#] (e.g. 2 - 9) to toggle on/off
<b>Show next hidden layer</b>	F12
<b>Hide last visible layer</b>	Shift+F12

	(not available in main program window)
<b>Capture</b>	F7
<b>Page up and page down through a multi-page exhibit</b>	Page Up Page Down
<b>Page forward like a book</b>	Ctrl+J

☐ **Keyboard Shortcuts - VIEW tab**

Group > Button	Task	Shortcut
<b>Layout &gt; Details View</b>	Change the details view of exhibits to left, minimized, or right.	Ctrl+Alt+V
<b>Layout &gt; Details View</b>	Show or minimize navigation panes.	Ctrl+Alt+N
<b>Monitors</b>	Show presentations on a second display, such as an external monitor or projector.	Ctrl+Alt+Y

☐ **Keyboard Shortcuts - IMAGE TOOLS tab**

Group > Button	Task	Shortcut
<b>Tools &gt; Select</b>	Selection tool.	Ctrl+Shift+S
<b>Tools &gt; Crop</b>	Crop and zoom.	Ctrl+M
<b>Tools &gt; Tear Out</b>	Magnify a selected part of the page and move the selection around.	Ctrl+O
<b>Tools &gt; Magnifier</b>	Drag a magnifier across the exhibit.	Ctrl+Alt+G
<b>Tools &gt; Pan</b>	Drag a zoomed page around in the exhibit viewer window.	Ctrl+Alt+P
<b>Tools &gt; Erase</b>	Erase annotations one at a time. Note -- in the presentation window, the shortcut key for Erase is Ctrl+D .	Ctrl+Alt+S
<b>Tools &gt; Delete Annotations</b>	Delete all of the annotations or exhibit stamps applied to selected exhibit pages.	Ctrl+Delete

**IMPORTANT**

In presentation window, Ctrl+Delete



immediately deletes all visible annotations.

<b>Annotations &gt; Highlight</b>	Create a transparent rectangle.	Ctrl+H
<b>Annotations &gt; Arrow</b>	Draw an arrow.	Ctrl+W
<b>Annotations &gt; Line</b>	Draw a line.	Ctrl+L
<b>Annotations &gt; Pen</b>	Draw a freehand shape.	Ctrl+N
<b>Annotations &gt; Rectangle</b>	Create an unfilled ellipse.	Ctrl+G
<b>Annotations &gt; Ellipse</b>	Create an unfilled rectangle.	Ctrl+E
<b>Annotations &gt; Redaction</b>	Create a filled rectangle.	Ctrl+R
<b>Annotations &gt; Text</b>	Type text into the exhibit.	Ctrl+Alt+X
<b>Options &gt; Line Size</b>	Set the line thickness for: arrow, line, pen, rectangle, and ellipse.	Ctrl+Alt+I
<b>Options &gt; Line Color</b>	Set the line color for: arrow, line, pen, rectangle, and ellipse.	CTRL+Alt+O
<b>Options &gt; Fill Color</b>	Set the fill color for: highlight, redaction, and text box.	Ctrl+Alt+F
<b>Layers &gt; 1 - 9</b>	Select a layer; show it if it is hidden. For more information, see: <a href="#">Annotation Layers</a> .	Ctrl+[Layer#] (e.g. 2 - 9)
<b>Image &gt; Rotate Right</b>	Rotate page right.	Ctrl+Period
<b>Image &gt; Rotate Left</b>	Rotate page left.	Ctrl+Comma
<b>Image &gt; Print</b>	Print the selected exhibit page.	Ctrl+Shift+P

Related Topics

[Quick Start Guide](#)  
[Customizing the Layout](#)

# Index

## - A -

- adding
  - exhibit pages 79
- annotation layers
  - in main program window 85
  - in presentation window 177
- annotations
  - creating during presentations 177
  - deleting all 80
  - highlighting 80
  - layers 80
  - redactions 80
  - tools 80

## - B -

- Bates numbering
  - multiple exhibits (wizard) 105
- blind typing 182
- buttons 15, 17, 20, 23, 26, 29, 30, 31

## - C -

- case
  - practice case 38
- cases
  - creating 37
  - opening 37
  - pinning to recent cases 37
- Clip Creator 15, 17, 20, 23, 26, 29, 30, 31, 116
- clip lists
  - creating 156
  - importing 156
- creating
  - cases 37
  - folders 44
  - media clips 116
  - playlists (multiclips) 121
  - preferred media paths 130
  - presentations 167
  - screen captures 94
  - tear outs 96

- text clips 100, 159
- video stills 102, 135

## - D -

- defaults 80
- deleting
  - folders 44
  - items 41
  - presentations 167
- display to a projector or monitor 200
- drag and drop import
  - exhibits 47
  - media 64, 110
- duplicates
  - importing 45

## - E -

- editing item properties 42
- exhibit pages
  - add or replace 79
- Exhibit stamps 87
  - delete all 89
- exhibits
  - Bates numbering a single exhibit 42
  - Bates numbering multiple via wizard 105
  - file formats 45
  - importing 47
  - page view controls 109
  - printing 90
  - renaming a single exhibit 42
  - renaming multiple via wizard 105
  - renumbering a single exhibit 42
  - renumbering multiple via wizard 105
  - rotate 92
  - saving as new page 93
  - screen captures 94
  - stamps 87
  - text clips 100
  - video stills 102, 135
- Exhibits navigation bar 15, 17, 20, 23, 26, 29, 30, 31
- extended desktop 200

**- F -**

FILE tab 15, 17, 20, 23, 26, 29, 30, 31  
 folders  
   deleting 41  
   user 44

**- H -**

HOME tab 15, 17, 20, 23, 26, 29, 30, 31  
 hotkeys 205  
 How-to training videos 15

**- I -**

IMAGE TOOLS tab 15, 17, 20, 23, 26, 29, 30, 31  
 images  
   rotate 92  
 importing  
   clip lists 156  
   exhibits 47  
   how duplicates are handled 45  
   media 64, 110  
   overview 45  
   supported file formats 45  
   transcripts 69, 140  
 IPro .LFP files 47  
 item properties  
   main article 42  
 item types 39  
 items  
   deleting 41  
   searching 162

**- K -**

keyboard shortcuts 205

**- L -**

layers  
   exhibit stamps on Layer 1 87  
 load files for exhibits 47

**- M -**

media  
   adding to playlists 121  
   copying video to the Media folder 134  
   file formats 45  
   importing 64, 110  
   media clips 116  
   mute during presentations 195  
   preferred media paths 130  
   set volume during presentations 195  
 media clips  
   adding to playlists 116, 121  
   adding to presentations 116  
   creating 116  
   deleting 41  
   from synchronized transcripts 143  
 Media File Not Found message 130  
 Media navigation bar 15, 17, 20, 23, 26, 29, 30, 31  
 media paths 130  
 menu items 15, 17, 20, 23, 26, 29, 30, 31  
 multiclips -- see playlists 121  
 multiple displays 200  
 mute media 195

**- N -**

navigating 15, 17, 20, 23, 26, 29, 30, 31  
 navigation bars 15, 17, 20, 23, 26, 29, 30, 31

**- O -**

Opticon .LOG files 47

**- P -**

pages  
   rotate 92  
 playlists  
   adding a media clip to 116  
   adding one to a presentation 121  
   creating 121  
   deleting 41, 121  
   editing 121  
 preferred media paths 130  
 presentation window 15, 17, 20, 23, 26, 29, 30, 31

presentation window 15, 17, 20, 23, 26, 29, 30, 31  
 searching transcript text 166

#### presentations

adding a media clip to 116  
 adding items 170  
 adding playlists 121  
 adjust volume 195  
 annotation tools 177  
 blind typing 182  
 changing item sequence 173  
 closing 197  
 creating 167  
 deleting 167  
 display selection 200  
 finding item sources 172  
 layout 186  
 media playback 195  
 monitors 200  
 multiple item windows 186  
 mute 195  
 Next and Previous Item buttons 186  
 opening 197  
 paging between items 182  
 removing items 170  
 renaming 167  
 selecting items from a list 182  
 setting defaults 174  
 showing items 201  
 unmute 195

Presentations navigation bar 15, 17, 20, 23, 26, 29, 30, 31

printing  
 exhibits 90

## - Q -

Quick Clips 116

## - R -

#### recent cases

pinning 37

redactions 80

#### renaming

folders 44

items 42

multiple exhibits (wizard) 105

presentations 167

renumbering  
 multiple exhibits (wizard) 105

#### replacing

exhibit pages 79

#### reports

Duration List Report 203

## - S -

sample case 38

#### Sanction

navigating 15, 17, 20, 23, 26, 29, 30, 31

practice case 38

user interface 15, 17, 20, 23, 26, 29, 30, 31

#### saving

cases 37

#### screen captures

how to create 94

where stored 94

#### search

by item date 162

by item properties 162

for case items 162

for transcript text 166

Show Item command 201

#### synchronized transcripts

main article 143

Media File Not Found 130

using clip lists to create clips 156

## - T -

tabs 15, 17, 20, 23, 26, 29, 30, 31

#### tear out tool

how to use 96

on annotation toolbar 80

setting the default 96

#### text clips

from synchronized transcripts 143

how to create 100

main article 159

where stored 100

#### transcripts

creating text clips from 100

file formats 45

importing 69, 140

transcripts  
    searching the text of 166  
    viewer options 161  
Transcripts navigation bar 15, 17, 20, 23, 26, 29,  
30, 31

## - U -

user folders 44  
user interface guide 15, 17, 20, 23, 26, 29, 30, 31

## - V -

video  
    copying to the Media folder 134  
video stills  
    from synchronized transcripts 143  
    how to create 102, 135  
    where stored 102, 135  
VIEW tab 15, 17, 20, 23, 26, 29, 30, 31

## - W -

what's new 6  
window layout 11  
wizards  
    Bates numbering 105  
    renaming 105  
    renumbering 105