Owl's Research Notes

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INSTALLATION INSTRUCTIONS

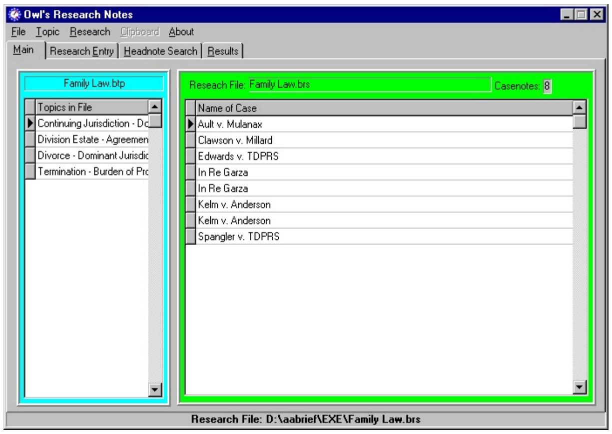
To install the program, follow these easy steps:

1. Place the CD in the appropriate drive;

2. If the installation program does not start, open **My Computer,** and then double click on the CDROM drive. If that fails to start the install program, open the CDROM drive and click on **Setup.exe**

3. After installation is complete, the program will place a program icon in the folder, Owl's Programs on the Start Menu and on the desktop.

PROGRAM OPERATION



Main Screen

Before you can begin using the program you must first create or select a Topic File and create or select a Research File. The required action is shown at the bottom of the dialog box and is color coded. If you need to activate a topic file, the color is blue. If you need to activate a research file, the color is green. If the Tabs are active, the color is grey and the name of the research file in use is shown.

The Menu across the top of the dialog contains choices which are active (dark) or inactive (grayed). This is normal as there are times when the actions indicated are not appropriate and will be disabled. Below the Menu are tabs which select different screens for your use. Additionally, there are some shortcuts which improve program usage. These will be discussed in the appropriate sections.

Under the **FILE** menu choice you can:

1. Copy Files Currently In Use: Copy the active files to another location or to another file name. Both the Topic File and the Research File will have the name you designate for the Research File.

2. Close Files Currently Used: This will close the files in use and return the program to inactive status.

3. Exit Program: This will close all files and exit the program correctly.

Under the **TOPIC** menu choice you can:

1. **Open Topic File**: Open an existing topic file.

2. **Create Topic File**: Create a new topic file. Initially there are no topics in the topic file. They can be added by choosing Edit Topic File or when entering data in the research notes.

3. **Delete Topic File**: This will delete the topic file, and associated index files.

4. **Combine Topic File**: This will combine another existing topic file with the topic file that is currently in use and shown in the blue box when the Main tab is selected.

5. **Edit Topic File**: To directly edit the topic file, select this choice. The edit topic file dialog will be displayed. At the bottom of the dialog box are two buttons. The “Return” button closes the box normally. The other button has a number of small buttons which allow you to add, edit and delete the various topics and sub-topics in the Topic File. As the mouse pointer hovers over the buttons, they will produce a hint which will show you what function each has. When adding or editing a topic and sub-topic, you must click on the “check-mark” to post and save information. Topics and Sub-Topics are added in the top edit controls. You must select the “check mark” to record additions or changes.

6. Below these choices are the names of the recently used topic files. If you click on these names, that file will automatically be selected and activated.

Under the **RESEARCH** menu choice you can:

1. **Open Research File**: Open an existing research file.

2. **Create Research File**: Create a new research file. The research file is edited and new research notes added under the tab, “Research Entry”.

3. **Delete Research File**: This will delete the research file, and associated index files.

4. **Add Topics From Research File**: This will add to the topic file which is currently in use the topics and sub-topics which are in the research file and do not exist in the topic file.

5. **Create Topic File From Research File**: This will create a new topic file which will have all of the topics and sub-topics which are in the research file.

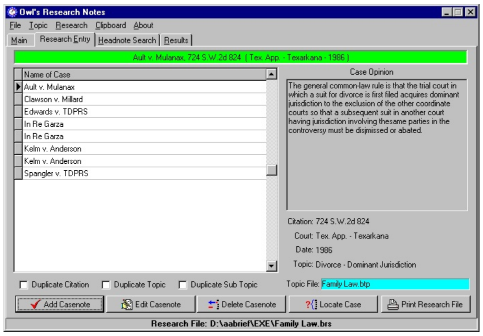
6. Below these choices are the names of the recently used research files. If you click on these names, that file will automatically be selected and activated.

The **CLIPBOARD** menu choice is only active when you have selected the “RESEARCH ENTRY” or the “RESULTS” Tabs. Under this choice you can:

1. **Citation**: Copy the selected research note’s citation to the windows clipboard and then paste that into another windows program.

2. **Summary and Citation**: Copy the selected research note’s citation and summary to the windows clipboard and then paste that into another windows program.

The ABOUT menu choice has information about the program and how to contact owl software if you need any assistance.



Research Entry Tab

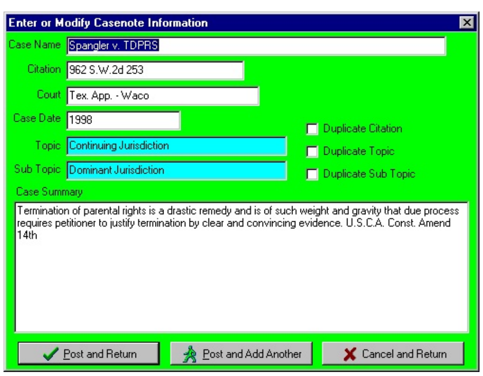
THE RESEARCH ENTRY TAB

This is the screen from which you add, edit, or delete the research notes in the research file by use of the appropriate buttons at the bottom of the screen. Additional choices are to locate a specific case by typing in the name or partial name of the case and to print out the entire research file in the order of its topics and sub-topics. Just above the bottom row of buttons are three check boxes. These are helpful when adding casenotes in that they will copy the appropriate items of the selected casenote to the new file when selecting the “Add Casenote” button. This is handy when you have several of the same topics and sub-topics or when you have several different notes from the same legal decision.

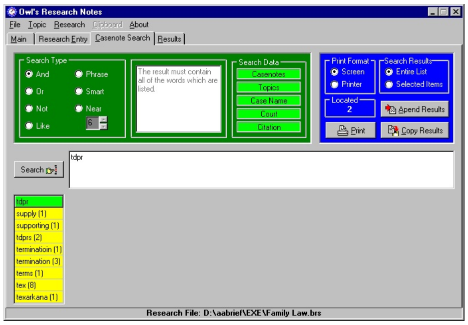
As you move the cursor up and down the case list, all of the information concerning that casenote is displayed on the right side of the screen. When choosing add or edit, the edit casenote screen will be displayed for the casenote entry or correction.

The buttons at the bottom allow you to post the information you entered and return to the preceeding screen, or to post the information and enter another casenote. The same three checkboxes as are on the previous screen are available when adding a new casenote. You must return to the previous screen to edit another casenote. Cancel and return will cancel and changes you have made without posting and return to the previous screen.

When entering citations, you can right click in the citation control and display a list of reporter citations to be inserted. Also you can while entering the citation press the following function keys: F1 - S.W.; F2 - S.W. 2d; F3 - S.W. 3d ; F4- F 1st; F5 - F. 2d; F6 - F. SUPP.; F7 - S. Ct.; You will see two edit controls which have a light blue color. Here you can enter the topic and the sub-topic for your casenote. If you enter a topic and sub-topic that is not in the Topic File which is in use, you will be allowed to add that to the topic file. If you double click on the blue controls you will be able to choose the topic and sub-topiic from a list of the available items. As you type in the top edit control, the list will scroll to the choice that is nearest the topic you are typing. When the topic, sub-topic is selected that you want, choose the button labled “Use Topic Selected”. Selecting the other button will return without using any topic from the topic list. If you right click in the case summary field, you will be able to cut and paste from the windows clipboard.



Casenote Edit Screen

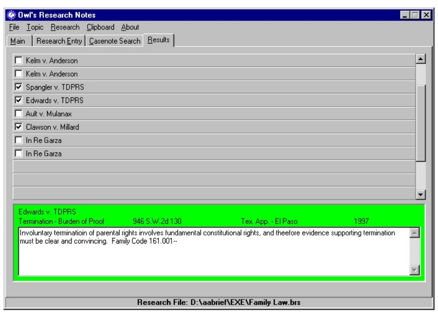


Casenote Search Screen

CASENOTE SEARCH

This screen is the center of the casenote searches. On the right hand side of the green block are five light green buttons. If they are colored light green, they are on and indicate that the search fields named will be included in the search. To turn them on or off, double click on one of them and then uncheck the box on the popup display. The left side of the green block is a checklist of the type of searches you can perform on the research files. As each one is checked, the window in the middle will give some indication as to what kind of search will be attempted.

As you type in the memo control in the middle of the dialogbox, you will see hints as to the number of words included are shown. You may also use the "*" as a universal wildcard character. After typing the query, click on the search button. All casenotes meeting the search query will be displayed under the RESULTS tab.



Search Result Screen

RESULTS

As you go down the results screen, the casenote information will be displayed in the green box. You may further refine your search by checking the box to the left of the name of the case to select the case for a sub-list of the cases located. After doing this, click on the CASENOTE SEARCH tab and look at the blue box. Here you can choose to print or save the entire list or just the selected list, by choosing which list you want to work with. Also you can choose to have the report printed directly to the printer, or displayed on the screen prior to printing. When displaying on the screen, you have the option of changing the print format to save to a file or for email rather than printing. If you choose to append the result, the result will be appended to the research file of your choice as long as it is not the research file that is currently in use. You can copy the results which will overwrite the file with the new data rather than appending it.

We at Owl Software Inc. hope that you will find this program productive in your use of it. If we can be of assistance, do not hesitate to contact us.