

# Merrill LTR (Lextranet® Transcript Repository)

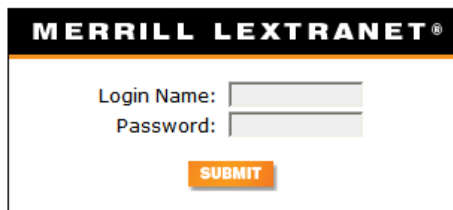
## Quick Start User Guide 5.15

### Getting Started

Browser: Internet Explorer

URL: <https://v5.lextranet.com/lcs/lextranet.lcs>

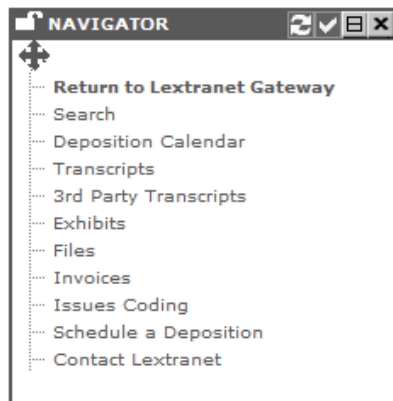
Type in Login Name and Password and click **Submit** to enter Merrill LTR.



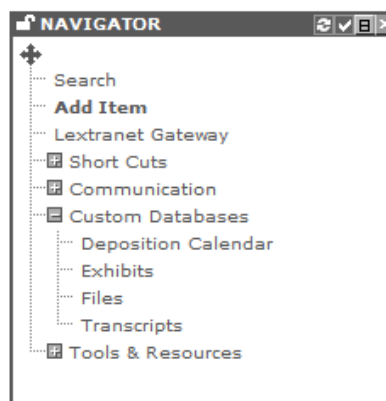
The login form features a black header with the text "MERRILL LEXTRANET®" in white. Below the header, there are two input fields: "Login Name:" followed by a text box, and "Password:" followed by a password box. At the bottom center of the form is an orange button with the word "SUBMIT" in white capital letters.

### The Navigator and Databases

The **Navigator** appears in two different formats, **Simple** and **Standard**. Users with the **Standard Navigator** must click on **Custom Databases** to see the **Calendar**, **Transcript**, **Exhibit** and **Files** databases. To access a database, click on the link in the **Navigator**.



Simple Navigator

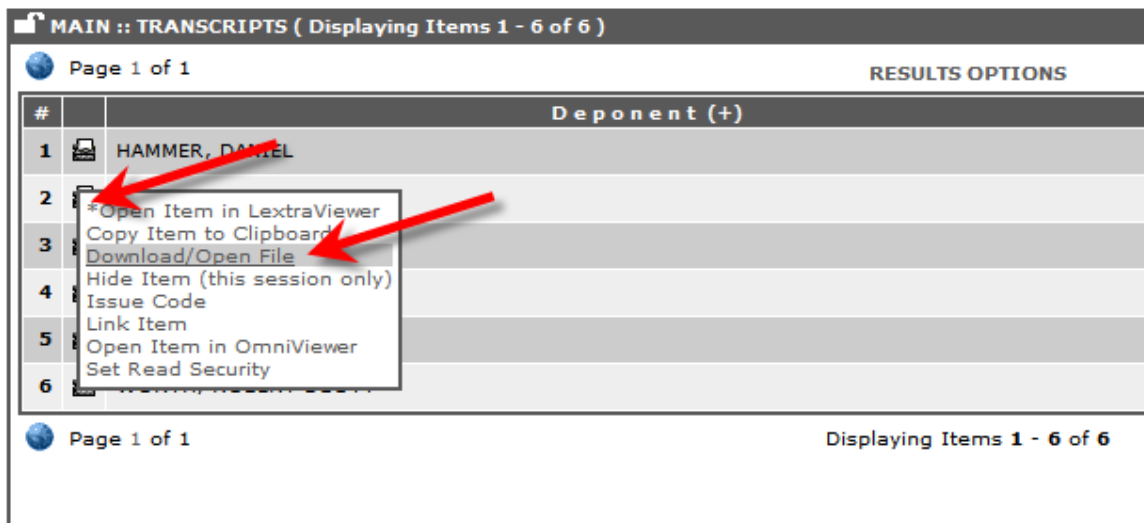


Standard Navigator

## Downloading Files

To download a transcript, exhibit or file from Merrill LTR, choose the appropriate database link in the **Navigator**.

Right-click on the icon in the second column and choose **Download/Open File**.



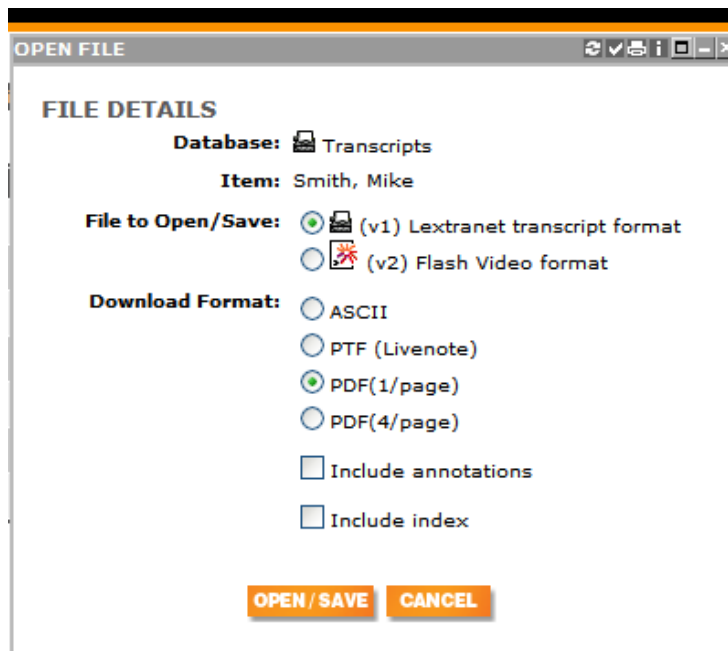
**Exhibits** will download as searchable PDF files; items in the **Files** database will download in their native format, and there are multiple choices when downloading transcripts.

LTR users have the following options when downloading transcripts:

- ASCII
- PTF
- PDF

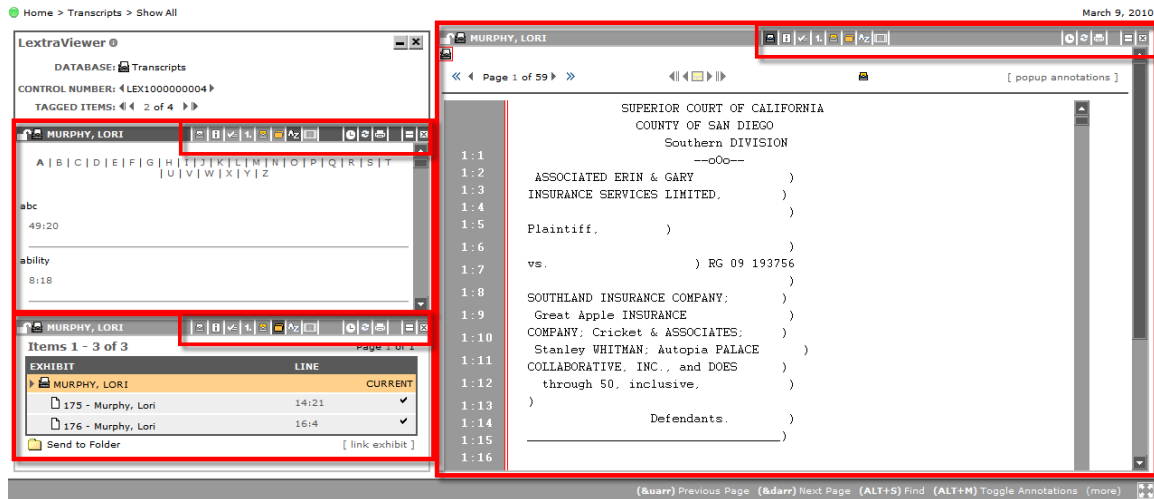
For PDF downloads:

- Include annotation highlights and/or index



## The LextraViewer

The **LextraViewer** is the main viewer for transcripts and exhibits in Merrill LTR. It is made up of a variety of **iScreens** and is highly configurable. Each **iScreen** has a toolbar at the top of the screen; each of the toolbars contains the same tool icons so that any of the tools can be utilized in any of the spaces



## Key Tools in the LextraViewer - Transcripts



**The Transcript Viewer** - used to view transcripts.



**Annotation Report** lists the issues, page: line numbers and notes associated with each annotation. The **Annotation Report** can be exported by clicking on **Print this iScreen**.



**Exhibits** – transcript exhibits linked to page: line where they are introduced into testimony.



**Word Index** – hyperlinks to page: line sites of words in the transcript.



**Video Clips** – lists clips associated with transcript. Video clips can be displayed (organized) by Issue, Owner, Line Number or Date Created. Click **change display** to choose display choice.



**Close this Screen** - close the individual **iScreen**.

## Key Tools in the LextraViewer - Exhibits



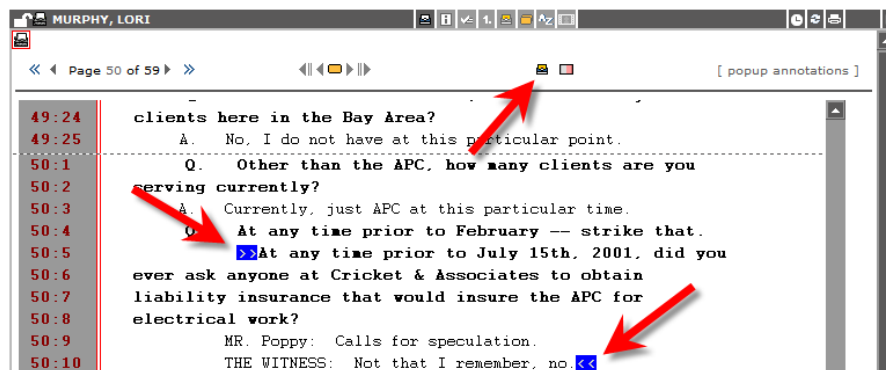
**Files** - used to view exhibits. When the **Files** icon is active, a PDF viewer toolbar will display below the **LextraViewer** toolbar.



**Hits-in-Context** - display text extracted from PDF that is responsive to a search. \*Note, the **Hits-in-Context** icon will only display in the toolbar after the user has performed a **Search**.

## Creating Annotations

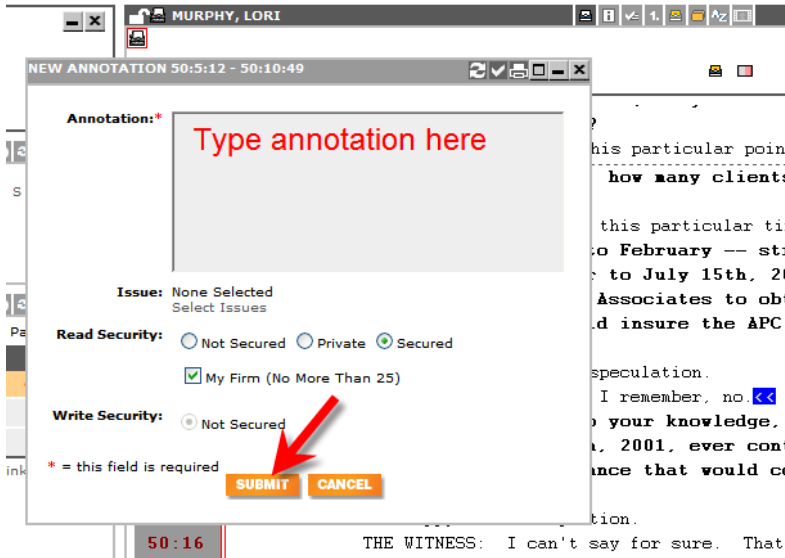
To create an annotation, double-click on the first word of the annotation and the last word. Blue anchor markers will appear to indicate the text you have selected. Next, click the **Create Annotation** button.



A **New Annotation** window will open. You must type in an annotation note, choose your **Read Security** setting:

- **Not Secured** - anyone with access to the case can see it.
- **Private** - only you can see it.
- **Secured** - assign to a security group you are a member of.

You can also assign your annotation to an issue (issue code).

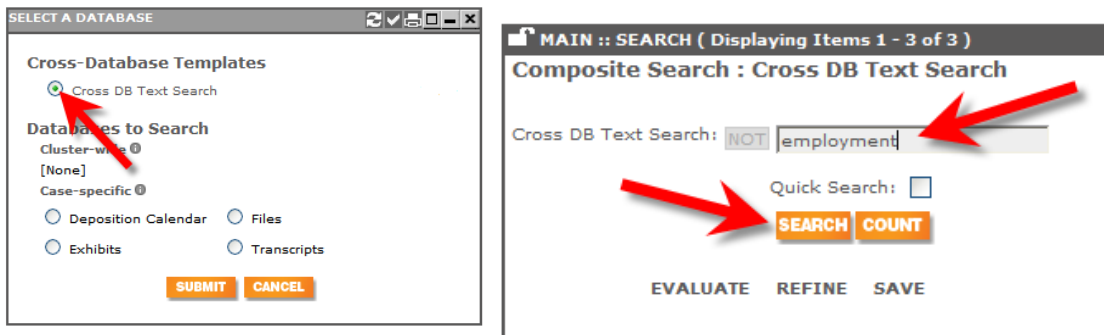


The annotation will appear highlighted in yellow in the **LextraViewer**.

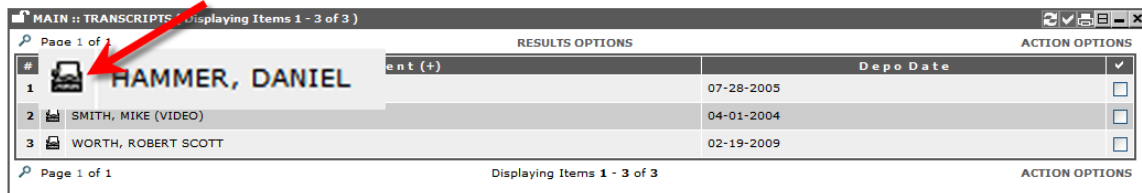
## Cross Database Searches

Click on **Search** in the **Navigator** or type “S” to bring up the search window.

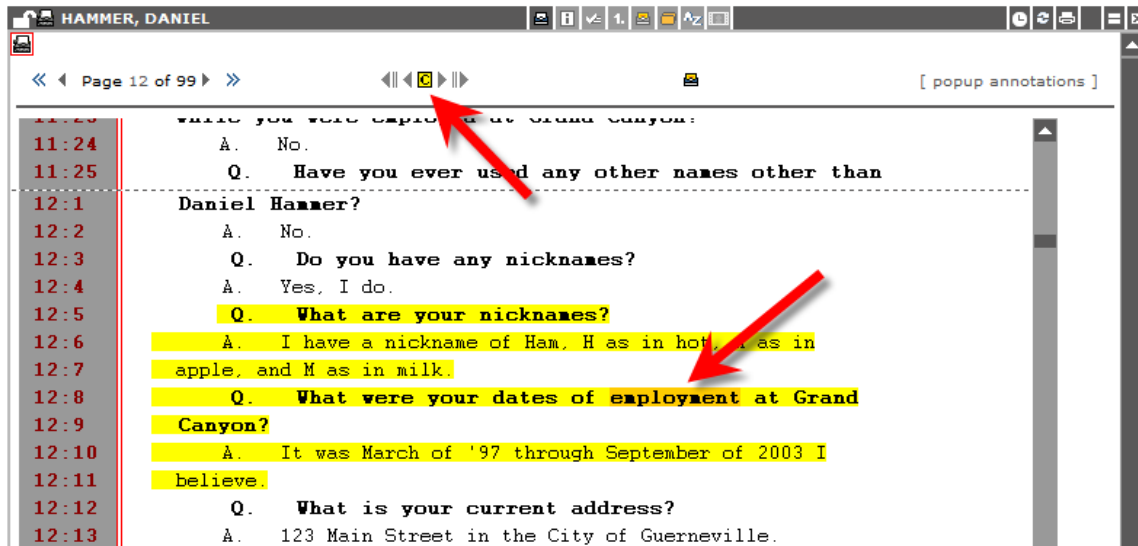
To **Search** across databases, choose **Cross DB Text Search**. The **Composite Search** windows will open with a text search field; type in your keyword or terms and click **Search**.



A window showing the documents that match your search term will appear. Click on the icon button next to a transcript or exhibit to see the **Search Hits**.



The document will open in the **LextraViewer**. Click on the **Navigate by Search Hits** button to advance through your search hits.



## The Calendar Database

MERRILL LTR Lextranet® Transcript Repository

Active Cluster: Merrill Deposition Services  
Active Case(s): LTR - Demo/Training Case

Welcome, David Perry | Logout

Home > Deposition Calendar > Show All

February 4, 2010


MAIN :: DEPOSITION CALENDAR ( Displaying Items 1 - 20 of 28 )


Cancel	Edit	Deposition Date/Time	Deponent	Deposition Location	Deposition Status	Schedule Log	Files
X		02-12-2011 02:30pm	Amy Jones	Gillette Stadium Foxboro, MA	Scheduled	2011-02-12 14:30 (ltries)	Adobe PDF (500 Bytes) -- Indexed File
X		01-25-2011 02:00pm	Tim Basset	175 Federal Street, Boston MA	Scheduled	2011-01-25 14:00 (jchang)	
X		01-25-2011 01:00am	Less than two hrs	135 Main Street, San Francisco, CA (4105)	Scheduled	2011-01-25 01:00 (jchang)	
X		01-30-2011 05:17pm	Arthur Wright	135 Main Street, San Francisco, CA (4105)	Cancelled	2011-01-30 17:17 (ltries)	
X		01-28-2011 01:46pm	Vince Vaughn	135 Main Street, San Francisco, CA (4105)	Scheduled	2011-01-28 13:46 (ltries)	Rich Text Format (51.3 KB) -- Indexed File
X		01-25-2011 10:00am	Bellatrix Lestrage	135 Main Street, San Francisco, CA (4105)	Scheduled	2011-01-23 10:00 (TerDuff) 2011-01-25 10:00 (MCR_coder1)	Word 2007 XML Document (15.1 KB)

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## Rescheduling or Canceling a Deposition

The **Calendar** can be used to cancel or reschedule depositions with a 48-hour lead time or more. If you would like to make a change to a deposition that is scheduled to take place in less than 48 hours, you must call your Merrill Case Manager or local Merrill office.

To edit a deposition setting, click on the **Edit button**  in the calendar **List View**; a form will appear and you can make any necessary change to the deposition including time, date and service offerings.

To cancel a deposition, click the Cancel button  next to the deposition you wish to cancel. You will be asked to confirm your cancelation.

## **Tech Support**

**Contact your case manager or dial 866.560.9829 for the Merrill Lextranet Support Team**