Installing, Exploring, and Personalizing LII Course Materials
(Full Documentation is Contained in the VIP Help File)

I. Installing the VIP Software and LII Course Materials

A. Windows Users

Insert the CD into your CD-ROM drive. Within Windows choose **Run** from the Program Manager **File** menu. Enter **d:\setup**. (If your CD-ROM drive is not your "d" drive but uses another letter substitute that letter.) Follow the instructions that appear on the screen.

B. DOS Users

Create a directory for the DOSVIP software on your hard drive (*e.g.*, c:\dosvip). Insert the CD into your CD-ROM drive and copy all files from its \dosvip directory to the one you have just created. You can leave the rest of the material on the CD although performance will be improved if you copy all the files whose names end in ".nfo" to your hard drive as well (in the same directory as dosvip). (Copy d:*.nfo c:\dosvip) . (If your CD-ROM drive is not your "d" drive but uses another letter or you named the new directory on your hard drive something other than \dosvip make the appropriate substitutions.)

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III. Opening an Infobase File

A. Windows Users

From the program groups on your Windows desktop choose the group called **Core Materials on Legal Ethics** and, from it, the menu most suitable for your work. (All menus provide access to the same material. They differ only in how the choices are arrayed. If you wish to eliminate menus you aren't likely to use, you can delete them using the Windows Program Manager.) A double-click on the menu icon will open the VIP software and an infobase that links to all others in the collection. (While the menus furnish access to all infobases on the disk, you can open any infobase directly by following the instructions on opening a file for DOS users set forth below.)

B. DOS Users

Once you have installed the VIP software, you begin by typing **dosvip** at the DOS prompt for the directory to which you have copied it. Within VIP, select the **File** pull-down menu on the "Main Menu Bar" and **Open** the "infobase" menu file corresponding to your interest. (If the software and the infobases have been copied into the same directory you will not have to change directories to do so.) For those generally interested in Legal Ethics this will be **genmenu.nfo**, for those focusing on California, D.C., Idaho, or Texas, it will be calmenu.nfo, dcmenu.nfo, etc. Choose an item from the menu by double-clicking.

IV. Working with an Infobase

A. Choosing Your Point of Entry from the Table of Contents and Exploring What You've Found

Table of Contents

Once you have opened one of the infobase files, choose the table of contents icon ("Contents") from the Toolbelt strip on the left side of the screen (Windows) or "Table of Contents" from the "**View**" pull-down menu (or simply Ctrl-T). The full structure of the code or statute published in LII format can be expanded and closed, allowing you to open parts to see their constituent chapters, to open chapters to see subchapters and so on. [**Final Note for DOS Users:** The DOS version of the software does not have a Toolbelt strip. All functions noted in the following sections as being available (in Windows) via that strip are also available from the Main Menu Bar across the top of the screen in both Windows and DOS versions. Many of those features (like Table of Contents) can also can be summoned by a function key or keystroke combination. Therefore, in reading this documentation DOS users should ignore references to the Toolbelt and focus on how each command or function can be accessed from the Main Menu or keyboard.]

Clicking on the + or - to the left of a table entry expands or contracts it. A double-click on the heading of a section (or a larger unit) will open the full document at that point.

You will want to experiment moving around in the dynamic table of contents, using it to enter the statute or code at different points. Observe how much more useful it is, both as a vantage point on the whole and as a means of gaining access to an appropriate starting point, than a print analog would be.

Moving

You may move the insertion point (cursor) with the mouse anywhere on the current screen simply by moving the mouse cursor to that position and clicking once.

You may move up and down through the infobase with the mouse by using the Vertical Scrollbar. To move a short distance up or down, click on the Up or Down arrows (located at the top and bottom of the scroll bar). To move a long distance through the infobase use the Slider on the scrollbar. Click on the slider and drag it up or down the scrollbar.

B. Following Cross-References and Other Links

Cross-References

Legal statutes and codes are filled with cross-references (as annotations, decisions and legal memorandums are with citations). Open a section or rule and browse through it and its successors until you find a reference to one or more other sections. (Rule 2-200 of the California Rules of Professional Conduct, for example, contains references to Rules 4-200 and 2-300.) Notice that the cursor changes its shape as it crosses such a reference. (With a color monitor, all linked cross references appear against a gray background.) Double click on the reference to follow the link. Immediately you will be looking at the cited section or sections. To retrace that hypertext jump, you need only click on the "Backtrack" icon on the Toolbelt (or select Backtrack from **Search** on the Main Menu Bar or F-5). If you have followed several links you may wish to click on "Show Trail" instead and go back several steps at once (also accessible via the **Search** pulldown menu). In cases where one section contains a reference to a range of other sections (*e.g.*, section 106 of the Copyright Act refers to sections 107 through 120), the first double-click will present a list of section headings. Doing a second double-click on any of them will open up the section in question. Backtrack will return you to the list.

Defined Terms

Many statutes and codes contain definitions of key words and phrases. Anytime you encounter such a term in an LII publication you can refer to the definition with a double-click (and return via Backtrack). With a color monitor, all defined terms appear in blue and the link to the definition is also signaled by the change in cursor shape.

Other Links

Other links -- whether to commentary, editorial notes, or to the collection of comparable provisions from other jurisdictions -- are clearly marked in the text and shown in red or yellow.

C. Doing a Full Text Search of the Document(s)

One can do a search of a statute, code or set of rules published by the LII with all the sophisticated possibilities offered by the on-line systems and more. Once you have added annotation to an infobase (see below), your notes and highlighting also become searchable.

Entering a Query:

1. From the main menu choose **Search** and **Query**. The Query Dialog will appear.
   The Word List contains every word which has been indexed in the infobase. The Results Map shows you how many records in the infobase contain the word(s) you are looking for.

2. Enter a query by typing words into the Query Box. VIP will guess what word you are typing and fill in the rest of the letters for you. If VIP has guessed wrong, just keep trying. If VIP has guessed right, press ENTER once to accept the word as part of your query.

3. Press ENTER to see the results of your query (your search "hits") in the infobase.

Query Syntax:

Multiple words to be searched for may be separated by a space or an ampersand (&) or the word "and". All three have the same meaning, i.e., VIP will look for all the connected words within the same record. "Or", "not" and proximity operators can also be used. A phrase may be searched for by enclosing the phrase in quotes.

The Question Mark (?) is the Single Character Wildcard. The Single Character Wildcard is used to replace a single character in a word. For example, the query "t?p" would find words such as "tip" and "top".

The Asterisk (*) is the Multiple Character Wildcard. The Multiple Character Wildcard is used to replace 0 or more characters in a word. For example, the query "perform*" will find words such as "perform," "performer," and "performance."

See the VIP Quick Reference Sheets for a full summary of query syntax.

Search Results and Table of Contents

The Table of Contents Window can be used to help you analyze search results. Once you have performed a search, you may wish to choose **View** and inspect the query results in the Table of Contents. Next to each heading will be the number of records with hits in that section of the infobase. By selecting **View** and **Headings With Hits** or **Words Around Hits** (or both) you can bear down on the location and context of your hits.

D. Marking Up an LII Publication

The VIP software allows the user to place bookmarks, to place electronic notes in the margins, and to apply numerous highlighters, each with a different meaning. (You must have logged in as "Licensee", see below, in order to apply these tools directly to a course materials infobase.) The "Personal Notes" file accessible off all the menus has been specifically designed to receive such annotations and doesn't require a special login.

Shadow Files

In addition, by creating a "shadow file" for any of the infobases you can put annotations in a separate file. They will function as though they were part of the original infobase so long as you have opened that shadow file and are viewing the infobase through it. To create a shadow file, first open the infobase to which it will relate. Select **File** and then **New** from the Main Menu. Give your new shadow file an appropriate name, putting it in a directory on your hard drive or on diskette. Once a shadow file has been created it can be open directly just like an infobase, without opening the original infobase first. (And if you open the infobase directly or via one of the menus you will not see any of the material contained its shadow file(s).) Shadow files carry the suffix ".sdw".

Highlighters

Infobases come with four predefined highlighters named for their corresponding colors. You may change these names to ones more suitable to your needs and create additional highlighters.

Changing the Name of a Highlighter:

1. To change the name of a highlighter, choose **Customize** and **Highlighters** from the main menu. The Highlighter dialog will appear.
2. Select the name of the highlighter you wish to rename and choose **Rename**.
3. Enter the new name of the highlighter and choose **OK**.

Creating a New Highlighter:

1. From the main menu choose **Customize** and **Highlighters**. The Highlighter dialog will appear.
2. Select Highlighter Name and enter the name of the highlighter you wish to create.
3. Choose **Add**. The highlighter will be added to the Highlighter Name list.
4. Choose **Character**. When the Character dialog appears, add the attributes and colors you would like to associate with this highlighter. When finished, choose **OK**.

Applying Highlighters:

1. Select text. Move the insertion point to where you want to start selecting text. Click and hold the mouse button and drag the cursor to the end of the text to be selected. Release the mouse button. All selected text will appear in reverse video.
2. Choose **Customize** and **Highlighter** from the main menu. The Highlighter dialog will appear.

3. From the Highlighter Name list, choose the name of the highlighter you wish to apply. Choose **Apply**. The text to which the highlighter was applied will change color.

Bookmarks

Bookmarks help you keep your place within the infobase and can be used to mark numerous points of temporary or long-term interest. VIP allows an unlimited number of bookmarks, each with a distinct descriptive name. You may return to any one of your bookmarks from anywhere in the infobase.

To Create a Bookmark:

1. Position the insertion point (cursor) where you wish to add a bookmark.
2. From the main menu choose **Customize** and **Bookmark**.
3. Enter the name of the bookmark you wish to add and choose **OK**.

To Jump to a Bookmark:

1. From the main menu choose **Customize** and **Bookmark**.
2. Double click on the name of the bookmark you wish to jump to or select the name and choose **OK**. You will jump to that bookmark.

E. Linking to an LII Publication

While the VIP software that comes with this publication does not allow you to create new infobases, you can create your own links within this one, including links from your marginal notes and the Personal Notes file. In addition, with a licensed copy of the full Folio Views 3.x a user can link notes in another infobase to this one. In either case constructing such links to the right point in an LII publication is as easy as citing that point. All statutes and codes published by the LII have each unit named according to a scheme derived from its standard print citation. As a consequence, the appropriate jump destination can readily be pulled from the list shown at the time a jump link is being established. (To create a link to New York's Disciplinary Rule 2-103, for example, you would need simply to have that infobase open, select it as the destination of a "Jump Link" and choose 2-103 as the Jump Destination for the link.)

F. Other Details of LII Format

All section headings are linked to the statute or code at precisely that point. This means that if the section the user wants to inspect appears at the bottom of the screen, clicking on its heading will bring it to the top. This

approach also allows queries and query links to generate lists of sections that can be opened by a double-click.

All section numbers are held in a numerical fields so that searches and query links using them can pull in ranges of sections by means of the >=and <=symbols.

Different levels of hierarchy within the statute or code are presented by different paragraph styles. These cannot be adjusted with the VIP software, but users with full featured VIEWS 3.x can modify these styles to personalize the presentation of sections, subsections, and so on.

G. Security and Shadow Files

The course materials are set up to be "read only" unless the user opens a shadow file or logs in as "Licensee". If you login as "Licensee" and furnish the password "liicensee95" you can add notes, bookmarks, highlighters and links directly to the infobase file (rather than in a separate shadow file). Once logged in as "Licensee" you can change the associated password to one of your own devising. Bear in mind that to change any of the infobases in any way you will have to install them on your hard drive. On the CD-ROM they cannot be annotated, except via a shadow file that you have created on your hard drive or diskette.

Shadow files allow users to personalize an infobase by adding their own notes, applying highlighting, and creating links - without actually changing the master copy of the infobase. Each user may have one or more shadow files, thus users may share one infobase without affecting one another's work.

H. Printing

You can print an entire infobase, all selected or tagged text in the infobase, or a range of records from the infobase. You may specify the margins for the printed page as well as a header and footer for the printed text.

Printing the Entire Infobase:

1. From the main menu choose **File** and **Print**. The Print dialog will appear.
2. Under **Print Range** choose **View**.
3. Press ENTER or choose **OK**. The entire infobase will print.

Printing Tagged Records:

1. Tag the records you wish to print (press F6 when in the record you want tagged).
2. From the main menu choose **File** and **Print**. The Print dialog will appear.
3. Under **Print Range** choose **Tag**.
4. Press ENTER or choose **OK**. The tagged records in the infobase will print.

Printing a Range of Records:

1. Find the numbers of the records which you wish to print. Record numbers are displayed on the Status Line.
2. From the main menu choose **File** and **Print**. The Print dialog will appear.
3. Under **Print Range** select **Records**. Enter the starting record in the From field and the ending record in the To field.
4. Press ENTER or choose **OK**. The selected text will print.

I. Saving

To save any changes you have made to a file choose **File** and **Save** from the main menu.

J. Exiting

VIP may be exited by choosing **Exit** from the **File** menu or by pressing ALT+F4. All open infobases will be closed as well. If changes have been made to any open infobases, you will be prompted to save them.

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Folio VIP
Version 3.0 Quick Reference Sheets

These reference sheets are designed to help you get started as quickly as possible with the VIEWS Infobase Personalizer (VIP). VIP is a read-only product which allows you to browse, search, annotate, print, and export information in infobase format. Should you need additional help with VIP, please contact the publisher of the infobase.

The VIP Screen
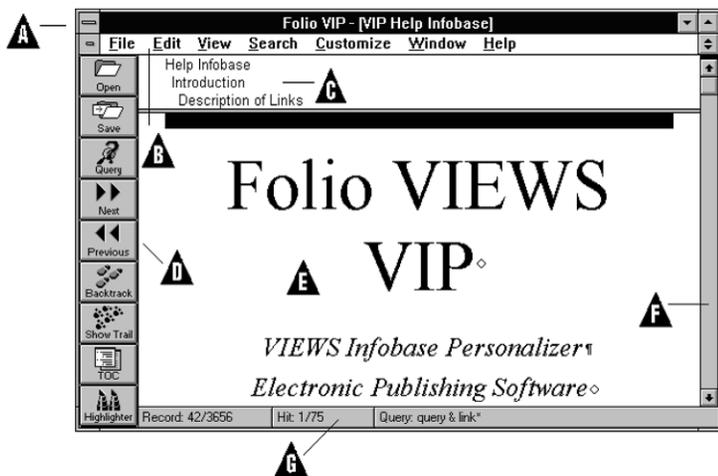
A - System Menu – Allows you to move, size, and close VIP from the keyboard.

B - Main Menu – Provides primary access to all of VIP features.

C - Reference Window – Shows you where you are in the infobase.

D - Toolbelt – Provides one-click access to common functions (user-modifiable).

E - Document Window – Displays the text of the infobase.

F - Vertical Scroll Bar – Lets you move up and down in the infobase with the mouse.

G - Status Line – Displays important information, including the number of query hits.

VIP Query Syntax Summary

Press F2 to open the Query dialog. For more details on Query, press F1 when in the Query dialog.

VIP Quick Keys

Select: Shift+Direction Key (arrows, PAGE UP, PAGE DOWN, etc.)
Note: Editing Quick Keys (such as Bold & Italics) are only available in Notes and Popups.