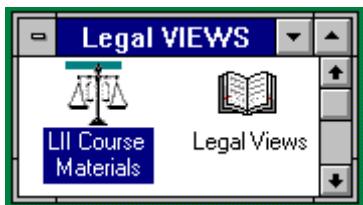


## Exploring and Personalizing the LII Course Materials in the Law School Network

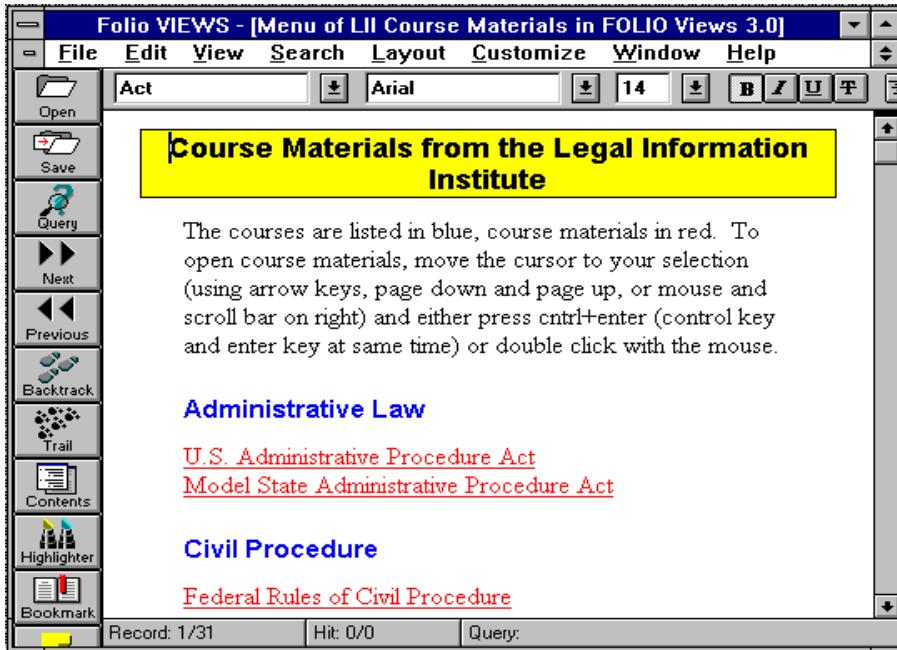
(Full Documentation is Contained in the Legal Views Help File)

### I. What Course Materials and How Do I Access Them?

The law school's Legal Information Institute publishes electronic versions of the Federal Rules of Civil Procedure and the Federal Rules of Evidence, the Administrative Procedure Act, the Rules of Professional Responsibility, GATT 94, Federal Securities and Civil Rights, the Copyright Act, U.C.C. (as well as the core statutes and selected cases in several other fields). It also publishes a guide to basic legal citation and some contracts materials. All are available in the Law School network, through the Windows "Legal Views" Program Group icon.



When the program group is opened it should look like this. A double-click on the LII Course Materials icon causes the LEGAL VIEWS software to open to a menu linked to all LII materials.



The LEGAL VIEWS software allows users to move through core statutes or codes -- entering at any point, following cross-references, checking definitions, moving to official comments (and back) -- all by means of a simple hypertext "point and click". The software also enables full text search. Beyond these "navigation" possibilities, the software allows print on demand of any section or rule and extraction of portions in the form of text files or a copy and paste for incorporation in your notes. More significantly the software permits users to add marginal comments, highlight text, create their own hypertext links -- with these elements of personal annotation residing in a separate file not shared with others.

## ***II. Opening an Infobase File***

From the menu of course materials a double-click on any entry should open the "infobase" containing the material identified by that entry. You can also open any infobase created for use with Legal Views by opening the \*.nfo file directly. To do so select "Open" from the "Toolbelt" on the left side of the screen and open the infobase of your choice. (All LII infobases are to be found in subdirectories off w:\liinfos.) Like all functions accessible through the Toolbelt, this one can also be reached via the "Main Menu Bar" across the top of the screen. Select the **File** pull-down menu on the Main Menu Bar and **Open** the infobase file corresponding to your interest.

## ***III. 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.

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.

## **D. 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. Views will guess what word you are typing and fill in the rest of the letters for you. If Views has guessed wrong, just keep trying. If Views 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., Views 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 attached Quick Reference Sheet 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.

## **E. Marking Up an LII Publication**

The 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, however, have created a

personal "shadow file", see below, in order to apply these tools to materials shared by others in the law school network

## **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. Select shadow file as the type of new file you wish to create. Give your new shadow file an appropriate name, putting it in your network directory space 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. Views 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.

### **F. Linking to an LII Publication**

The Legal Views software in the law school network not only allows you to work with LII publications. You can create new infobases starting with a word processor file. From such an infobase, say one containing notes for a course, you can create links to the LII course materials. You can also, by using a shadow file (see above) create links within the LII materials themselves and any marginal notes you have added to them. 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.)

### **G. 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 can be adjusted with the Legal Views software, using a shadow file, to personalize the presentation of sections, subsections, and so on.

### **H. Security and Shadow Files**

The course materials are set up to be "read only" unless the user opens a shadow file. 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.

## I. 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.

## J. Saving

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

## K. Exiting

Legal Views 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.

#### ***IV. Ordering Your Own Copy of an LII Title***

All LII publications for 1995-96 are licensed together with the FOLIO VIP software necessary to run them. They are offered on an individual title basis for \$20 per copy.

To order or for further information you should contact Linda Majeroni, LII Administrative Manager, by e-mail or phone:

**MAIL:** Ms. Linda Majeroni  
Legal Information Institute  
Cornell Law School  
Myron Taylor Hall  
Ithaca, NY 14853

**PHONE:** 607-255-6536  
**E-MAIL:** majeroni@law.mail.cornell.edu  
**FAX:** 607-255-7193

## Legal Views Query Syntax Summary

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

Operator or Scope	Example		
And	one two one & two    one and two		
Or	me   you    me or you		
Not	^him    not him    her ^ him		
Exclusive Or (XOr)	apples ~ oranges apples xor oranges		
Phrase	"to be or not""fourscore and seven"		
Single Character Wildcard	wom?n	g??b?r	
Multiple Character Wildcard	work*	h*t*	
Ordered Proximity	"united states of america"/10		
Unordered Proximity	"uncle sams army"@7		
Stem (Word Form)	run%	great%	
Thesaurus (Synonym)	flying\$	alteration\$	
In Highlighters	[highlighter humor: marx   stoogel]		
In Fields	[field weapon: knife gun (club   bat)]		
In Notes	[note: "have a phrase" & word]		
In Popups	[popup: ^popsicles]		
In Groups	[group animal: horse ~ cow & pig] [group desserts] and "ice cream"		
In Levels	[level chapter: mary & joseph & jesus] [level scene/act iii:arrows & noble]		

## Legal Views Quick Keys

<b>By Name</b>	<b>By Keystroke</b>
Backtrack	F5
Bold	CTRL+B
Bookmark	CTRL+M
Copy	CTRL+C
Cut	CTRL+X
Destination	CTRL+D
Go To	CTRL+G
Help	F1
Highlighter	CTRL+H
Italic	CTRL+I
Jump Link	CTRL+J
Link	CTRL+ENTER
Next Record/Link	CTRL+↓
Next Window	CTRL+TAB
Note	CTRL+N
Open	CTRL+O
Paste	CTRL+V
Popup Menus	F10
Prior Record/Link	CTRL+↑
Refresh	F7
Save	CTRL+S
Search	F2
Search Next	F3
Search Previous	F4
Strikeout	CTRL+K
Tag/Untag	F6
TOC Window	CTRL+T
Underline	CTRL+U
Word Left	CTRL+←
Word Right	CTRL+→
	CTRL+B
	CTRL+C
	CTRL+D
	CTRL+ENTER
	CTRL+G
	CTRL+H
	CTRL+I
	CTRL+J
	CTRL+K
	CTRL+M
	CTRL+N
	CTRL+O
	CTRL+S
	CTRL+Tab
	CTRL+T
	CTRL+U
	CTRL+V
	CTRL+X
	CTRL+→
	CTRL+←
	CTRL+↑
	CTRL+↓
	F1
	F2
	F3
	F4
	F5
	F6
	F7
	F10
	Bold
	Copy
	Destination
	Link
	Go To
	Highlighter
	Italic
	Jump Link
	Strikeout
	Bookmark
	Note
	Open
	Save
	Next Window
	ToC Window
	Underline
	Paste
	Cut
	Word Right
	Word Left
	Next Record/Link
	Previous Record/Link
	Help
	Search
	Search Next
	Search Previous
	Backtrack
	Tag/Untag
	Refresh
	Popup Menus

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.