

Jurisoft DirectConnect(TM)

The Quick Link to the Jurisoft Legal Toolbox(TM)

Reference Card

CheckCite(TM) -- *The Definitive Citation Checker*

CiteRite(TM) II -- *The Citation Expert*

CompareRite(TM) -- *The Instant Redliner*

FullAuthority(TM) -- *The Intelligent Table of Authorities Generator*

For WordPerfect(R) Version 5.1

Welcome To Jurisoft DirectConnect

Use the Jurisoft DirectConnect program to access any of the Jurisoft products without ever leaving your WordPerfect 5.1 for DOS application. It's easy to use:

- 1** From within WordPerfect 5.1, retrieve your document and then press the hotkey to access a menu of the Jurisoft products.
- 2** Make a menu selection to launch the CheckCite, CiteRite II, CompareRite or FullAuthority programs. Jurisoft DirectConnect prompts you to specify the required document information.
- 3** After your specified Jurisoft application has created your output document, the Jurisoft DirectConnect program returns you to WordPerfect and displays both the original file and the output document on the screen.

This reference card will provide all the information you'll need for setting up Jurisoft DirectConnect and putting it to work.

What You Need

To use the Jurisoft DirectConnect program, you'll need the following:

Word Processor: WordPerfect DOS version 5.1 dated 9/25/91 or later.

Jurisoft Products: CheckCite 3.0, CiteRite II 4.0, CompareRite 4.1, FullAuthority 3.0.

Memory: At least 90K needed after DOS and any memory-resident programs.

Disk Space: 300K

How to Install DirectConnect

These instructions assume that you have already installed the Jurisoft products and WordPerfect on your machine or network, and that the Jurisoft product directories are located on your DOS path. Refer to the appropriate user manuals for additional installation information.

To install the Jurisoft DirectConnect program:

- 1** Place the Jurisoft DirectConnect diskette in drive A (or B).

2 From the DOS prompt (for example C:\>), type **A:** (or **B:**) and press the **Enter** key.

3 Type **INSTALL** and press the **Enter** key.

4 Follow the instructions that appear. You'll need to indicate where you wish to place the Jurisoft DirectConnect program files and specify the location of each of your Jurisoft products in order to install the pre-programmed option sets. In addition, you must specify the **Alt** hotkey combination you will use to run the Jurisoft DirectConnect program (default **1**). You must also choose how you wish to view your results: (**0**) original/output documents in two full screens, or (**1**) original/output documents in one split screen (default).

Once installation is complete, you are ready to use Jurisoft DirectConnect:

* When running the CompareRite, CiteRite II and FullAuthority programs, Jurisoft DirectConnect uses your current option settings or you can choose from one of the option sets provided as described below.

* When running the CheckCite program, Jurisoft DirectConnect places you in the Session Information Screen, enabling you to choose an option set before continuing your session.

If you install additional Jurisoft products in the future and wish to load the pre-programmed option sets for those programs, type **WPJINST** at the directory containing your Jurisoft DirectConnect program files (e.g., C:\>WPJ\WPJINST).

How To Use Jurisoft DirectConnect

Follow these steps to access any of the Jurisoft products directly from WordPerfect:

1 Type **WPJ** from the DOS prompt to access WordPerfect 5.1.

2 From the WordPerfect screen, retrieve your working document (if you want to work with CheckCite, CiteRite II or FullAuthority) or revised document (if you plan to run CompareRite). Edit the word processor file in any way you choose.

3 To run a Jurisoft product, press the **Alt** and **1** keys, or the hotkey you've defined. The Jurisoft DirectConnect Main Menu displays. Make a selection from this menu as follows:

* Press **1** to access the CompareRite program. The Jurisoft DirectConnect program prompts you to **Enter the name of the original file**. Note that Jurisoft DirectConnect assumes you are working on the revised document. Type in full name of the original file (including path). To get a directory list, type **DIR** and press **Enter** at the prompt. Once you locate the file, press **1** to select it.

Jurisoft DirectConnect prompts you to **Enter the name of the output file**. You must confirm to overwrite an existing file. If you have installed option sets, a menu of available option sets appears after you provide the file names. Select an option set and confirm that you wish to run the CompareRite program.

The Jurisoft DirectConnect program saves the displayed revised file, runs CompareRite and returns you to WordPerfect. Within WordPerfect, your working document is displayed in the DOC2 screen, and the redlined output document is in the DOC1 screen.

* Press **2** to run the CiteRite II program, or **3** to run the FullAuthority program.

Jurisoft DirectConnect prompts you to **Enter the name of the error/report file**. You must confirm to overwrite an existing file. If you have installed option sets, a menu of available option sets appears after you provide the file names. Select an option set and confirm that you wish to run the Jurisoft program.

Jurisoft DirectConnect saves the displayed file, runs the program and returns you to WordPerfect. Depending on the Jurisoft program you select, either the error report created by CiteRite II or the table of authorities created by FullAuthority is displayed in the DOC1 screen. Your working document is displayed in the DOC2 screen.

* Press **4** to run the CheckCite program.

The Jurisoft DirectConnect program prompts you to **Enter the output document name**. You must confirm to overwrite an existing file.

Confirm that you wish to run the CheckCite program. The CheckCite Session Information screen displays. Note that the **Working document**, **Output document name**, and **Send results to** fields are complete. Select an option set and press **G** to continue with your CheckCite session.

Note for CheckCite versions 3.01 and earlier: the **cClient name or number** field is dimmed. The LEXIS(R) service will prompt you to enter the client number before you log on. Also take note that the client verification feature does not function with the Jurisoft DirectConnect program.

After the CheckCite session is complete, Jurisoft DirectConnect returns you to WordPerfect. The CheckCite report is displayed in the DOC1 screen. Your working document is displayed in the DOC2 screen.

Adding Option Sets to the Option Set Menu

You can create your own CiteRite II, CompareRite or FullAuthority option sets and add them to the Jurisoft DirectConnect Option Set Menu. The Option Set Menu lists all the option sets you have created or installed, and a selection entitled Current settings, which are the settings used during your last session.

Note: Jurisoft DirectConnect accesses the CheckCite Session Information screen, enabling you to choose an option set as you would during any CheckCite session. Refer to the CheckCite User Manual for more information on defining CheckCite option sets.

To add CiteRite II, CompareRite or FullAuthority option sets to the Jurisoft DirectConnect Option Set Menu, follow these steps:

- 1** Use the **/MAKE** command to create CompareRite, CiteRite II or FullAuthority option sets, as described in the pertinent user manual.
- 2** Access WordPerfect and retrieve the **OST** file corresponding to the program option sets you wish to add (e.g., **COMPARE.OST** for CompareRite). These **OST** files are located in the directory containing your Jurisoft DirectConnect program files.

Type in the name of the option set as you wish it to appear on the Jurisoft DirectConnect Option Set Menu, then type a pipe symbol (|). To the right of the pipe symbol, type the file name of the option set as you defined it using the **/MAKE** command.

- 3** Once you have finished editing the file, press the **Ctrl** and **F5** keys (Text In/Out) from the WordPerfect editing screen. Press **1** to save **COMPARE.OST** as a DOS file. Press **1** and save the file as **COMPARE.OST** to the directory containing the Jurisoft DirectConnect program files. You must

confirm to replace the existing **OST** file.

Pre-Programmed Option Sets

Here are descriptions of the pre-programmed option sets for the CiteRite II, CompareRite and FullAuthority programs:

CiteRite Option Sets

Option Set A	Option Set B
Search * Bluebook Citation form * Search for all cites * Book titles are underlined	Search * California Citation form * Search for all cites * Book titles are underlined
Errors * State court of document: Blank * Parallel reporters: Official required only in state above * Error if case name not underlined * Warning if no ending punctuation * Error if more than one space between words * Warning on unabbreviated words	Errors * State court of document: California * Parallel reporters: Official required, Regional required * Error if case name not underlined * Warning if no ending punctuation * Error if more than one space between words * Warning on unabbreviated words
Preferences * WordPerfect 5.1 * Cites are underlined	Preferences * WordPerfect 5.1 * Cites are underlined

FullAuthority Option Sets

Option Set A	Option Set B
Search * Bluebook Citation form * Book titles underlined * "Id." cites important * Any reference * Quoted citations valid	Search * California Citation form * Book titles underlined * "Id." cites important * Any reference * Quoted citations valid
Organize * Sort citations * Combine short & long forms * Divide state & federal cases * Alphabetize "In Re" by party name * Alphabetize "People" by defendant name * Alphabetize statutes by reporter	Organize * Sort citations * Combine short & long forms * Divide state & federal cases * Alphabetize "In Re" by party name * Alphabetize "People" by defendant name * Alphabetize statutes by reporter

name	name
Edit <ul style="list-style-type: none"> * Change cites and report all changes * Include subsequent history only * Expand abbreviations * Fix reporter abbreviations * Fix name underlining * Fix history underlining 	Edit <ul style="list-style-type: none"> * Change cites and report all changes * Include subsequent history only * Expand abbreviations * Fix reporter abbreviations * Fix name underlining * Fix history underlining
Preferences <ul style="list-style-type: none"> * WordPerfect 5.1 * Cites are underlined * Indent using tabs 	Preferences <ul style="list-style-type: none"> * WordPerfect 5.1 * Cites are underlined * Indent using tabs

CompareRite Option Sets

Option Set A	Option Set B
Additions <ul style="list-style-type: none"> * Full text * No surrounding characters * Bold printout format * Bright white screen format 	Additions <ul style="list-style-type: none"> * Full text * No surrounding characters * Bold/double-underline printout format * Bright white screen format
Deletions <ul style="list-style-type: none"> * Full text * No surrounding characters * Strikethrough printout format * Yellow screen format (inverse for monochrome monitors) 	Deletions <ul style="list-style-type: none"> * Carats * No surrounding characters * Normal printout format * Yellow screen format (inverse for monochrome monitors)
Method <ul style="list-style-type: none"> * Normal comparison style * Do not specially show moves * Do not skip text * Compare text and footnotes 	Method <ul style="list-style-type: none"> * Normal comparison style * Highlight moves * Do not skip text * Compare text and footnotes
Preferences <ul style="list-style-type: none"> * WordPerfect 5.1 * Include description page * Do not redline mark additions * Do not redline mark deletions 	Preferences <ul style="list-style-type: none"> * WordPerfect 5.1 * Include description page * Do not redline mark additions * Do not redline mark deletions

Final Notes

- * Jurisoft DirectConnect is intended to be used only with WordPerfect

DOS version 5.1 dated 9/25/91 and later.

- * On-line help may be accessed by typing **WPJ /H** at the Jurisoft DirectConnect program directory (e.g., C:\>WPJ\WPJ /H).
- * Jurisoft DirectConnect may not be used with document management systems.
- * Users who wish to print to an attached printer must print using WordPerfect -- Jurisoft DirectConnect does not send output files directly to a printer.
- * Technical support for Jurisoft DirectConnect, CheckCite, CiteRite II, CompareRite and FullAuthority: **1-800-543-6862**.
- * Orders and inquiries for Jurisoft DirectConnect: **1-800-321-4566**.
- * Orders and inquiries for CheckCite, CiteRite II, CompareRite and FullAuthority: **1-800-752-2640**.
- * This reference card is available as a WordPerfect 5.1 file **README.WPJ** in the Jurisoft DirectConnect program directory.

About The Products

- * **CheckCite** accesses the LEXIS service to allow you to validate citations through the Auto-Cite(R) citation verification service, retrieve citing references to each case through SHEPARD'S(R) Citations, locate the most current citing references to each case -- in context -- with the LEXCITE(R) feature, and retrieve fully formatted text of cases through the LEXSEE(R) feature.
- * **CiteRite II** checks your cites for proper Harvard Bluebook or California Style Manual form. CiteRite II was granted the "Certificate of Assurance" from the Harvard Law Review Association.
- * **CompareRite** compares two versions of a document and instantly creates a redlined draft. You can see all your changes in just seconds.
- * **FullAuthority** automatically locates the cites in your brief -- without markers -- then sorts and alphabetizes each one to build a formatted table of authorities. FullAuthority even corrects minor citation errors!

About The Company

Jurisoft, a division of Mead Data Central, Inc., was founded in 1984 and is headquartered in Cambridge, Massachusetts. Mead Data Central, a subsidiary of The Mead Corporation, has corporate offices in Dayton, Ohio.

Dedicated to developing innovative programs that streamline the practice of law, Jurisoft has earned a reputation as the software industry's leading purveyor of advanced solutions for legal professionals. Mead Data Central is well-known for its LEXIS and NEXIS(R) services, the acknowledged standards for computer-assisted legal research.

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