

Upgrading Cases

Westlaw Case Notebook and Westlaw Case Notebook (Transcripts)

This guide describes how to

- upgrade LiveNote™ SR cases to Westlaw Case Notebook or Westlaw Case Notebook (Transcripts) cases. Westlaw Case Notebook and Westlaw Case Notebook (Transcripts) are both referred to in this guide as Case Notebook.
- upgrade West Case Notebook® version 1.0 or later or West LiveNote™ version 1.0 or later cases to Case Notebook cases.

For complete information on using Westlaw Case Notebook or Westlaw Case Notebook (Transcripts), download a free copy of the *Westlaw Case Notebook User Guide* or the *Westlaw Case Notebook (Transcripts) User Guide* at store.westlaw.com/support/user-guide/livenote-case-notebook.aspx.

For information on upgrading previous versions of your repository, download a free copy of the *Westlaw Case Notebook Application Suite Installation Guide* at store.westlaw.com/west-livenote-application-suite-installation-guide/1-6811-5/RM168115/productdetail?

For information on Importing RealLegal® Binder cases into Case Notebook, download a free copy of *Importing RealLegal Binder Cases into Westlaw Case Notebook or Westlaw Case Notebook (Transcripts)* at store.westlaw.com/importing-reallegal-binder-projects-into-west-livenote-case-notebook/1-6836-5/RM168365/productdetail?

If you sent transcript annotations from LiveNote version 8.3 or later to CaseMap®, you must use the Send to CaseMap from LiveNote Link Conversion Utility to view the full annotated transcript in West Case Notebook 2.6, West LiveNote 2.6, or Case Notebook. It is recommended that you use the utility after you upgrade your LiveNote version 8.3 or later cases to Case Notebook cases. For information about installing and using the utility, download a copy of the *Send to CaseMap from LiveNote: Link Conversion Utility* guide at store.westlaw.com/send-to-casemap-livenote-link-conversion-utility/1-7295-5/RM172955/productdetail?

For assistance using Westlaw Case Notebook call 1-800-290-9378 or e-mail westlaw.softwaresupport@thomsonreuters.com.

For free reference materials, visit store.westlaw.com/westlaw/guides.

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Upgrading Local Cases

UPGRADING LIVENOTE SR CASES

To upgrade LiveNote SR Cases to Case Notebook cases, complete these steps:

1. Access Case Notebook. The Open Case dialog box is displayed (Figure 1).

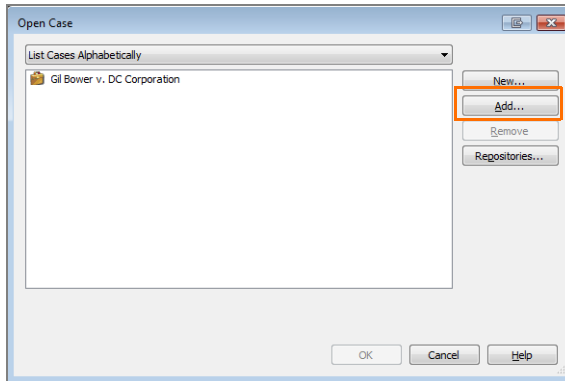


Figure 1. Open Case dialog box

2. Click **Add**. The Open dialog box is displayed (Figure 2).

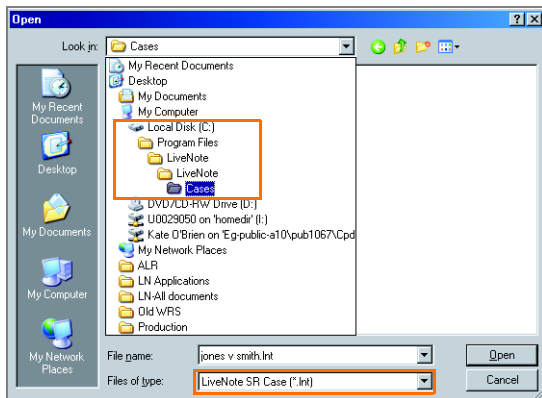


Figure 2. Open dialog box

3. In the **File of type** list, click **LiveNote SR Case (.Int)**.
4. Select the *.Int file for the case you want to open.

Note By default, the files are located in the LiveNote installation directory or the Public Documents directory.
5. Click **Open**. The message This case was created with an earlier version of LiveNote. It must be upgraded before it can be used. Do you want to continue? is displayed.
6. Click **Yes**. The Save As dialog box is displayed.
7. Click **Save**. The case is listed in the Open Case dialog box.
8. To open the case, select the case and click **OK**.

UPGRADING CASE NOTEBOOK CASES

When you install Case Notebook 3.0, previous versions of the software are automatically uninstalled. When you use version 3.0 to open cases that you created with previous versions, version 3.0 upgrades the cases as it opens them.