

# E-Courtroom Guide

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for Travis County Courts



**ATTORNEY GENERAL OF TEXAS**

**THE TECHNOLOGY COMMITTEE  
DECEMBER 2003**

## **DISCLAIMER**

The E-Courtroom Guide for Travis County District Courts was prepared by the Technology Committee for use by the Office of the Attorney General of Texas. The Office of the Attorney General makes no express or implied warranties about the Guide's accuracy or suitability for other persons.

## **ACKNOWLEDGMENTS**

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## **COVER PHOTOGRAPH**

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## Features and Operations of the E-Courtroom

### Lectern/Work Station

- Top:** Audio/video controller (video switcher); computer source selector (KVM switcher<sup>1</sup>); monitor; mouse.
- Second level:** Keyboard (retractable).
- Third level:** Electronic digital presenter (also known as a document camera & abbreviated “DOC”) (retractable).
- Fourth level:** Computer with CD & floppy diskette drives.
- Fifth level:** DVD/VCR player.

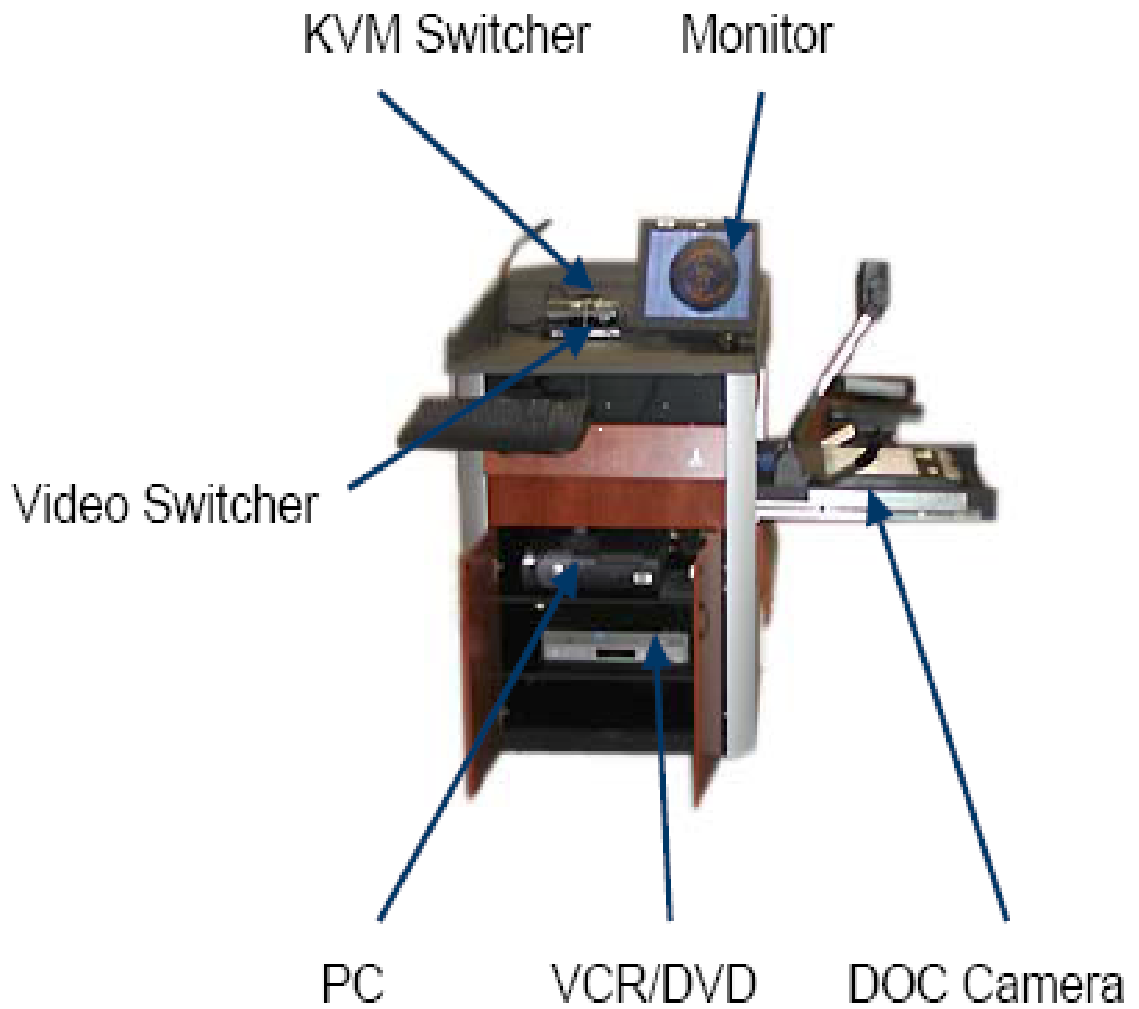
**TIP:** The DOC power must be on when the system is being operated because the system routes through the DOC to the Wall Display. The DOC can be partially or fully extended. When fully extended, it will fill the space between the podium and the counsel table to the right.

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<sup>1</sup> “KVM” refers to “Keyboard-Video-Mouse.”

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**Figure 1: Lectern/Work Station**

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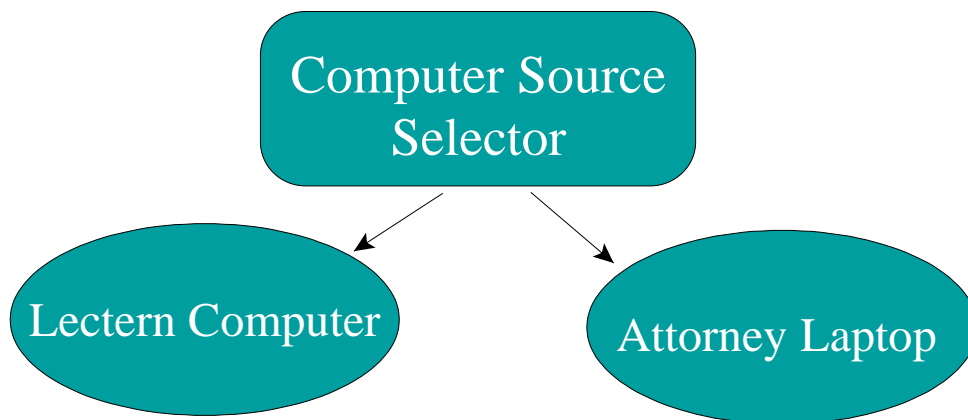
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## Computer Source Selector (KVM switcher)

Description: Connects outside laptops to e-Courtroom system.

Operation: The two left buttons control whether the e-Courtroom system is being operated through the court's dedicated computer or a laptop computer. The buttons are labeled "Lectern Computer" and "Attorney Laptop."

**Figure 3**  
Computer Source Selector  
(KVM switcher)



**TIP:** Currently there is one laptop cable per podium, but there will be two. The computer source selector buttons will be re-labeled: Plaintiff Laptop/ Lectern Computer/Defendant Laptop.

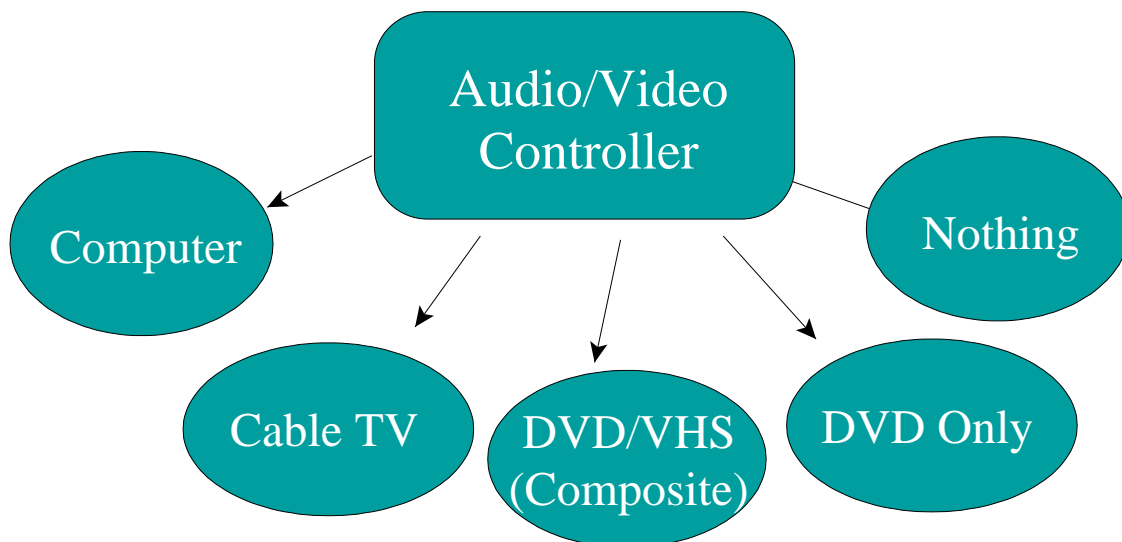
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## Audio/Video Controller (video switcher)

- Description: Toggles between audio-video sources; controls volume.
- Operation: Buttons on front. Remote control. Green light indicates that power is “on.”
- Cycle: From computer (hard drive, CD, floppy disk) to Cable TV to DVD/VHS player to DVD only to nothing.

Buttons on the controller: Power on/off; Input selection; Volume “+ or -”; Channel (cable TV) “+ or -.” Volume is adjusted on this Audio/Video controller because the e-Courtroom system tuner is routed through it.



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## E-Courtroom Computer

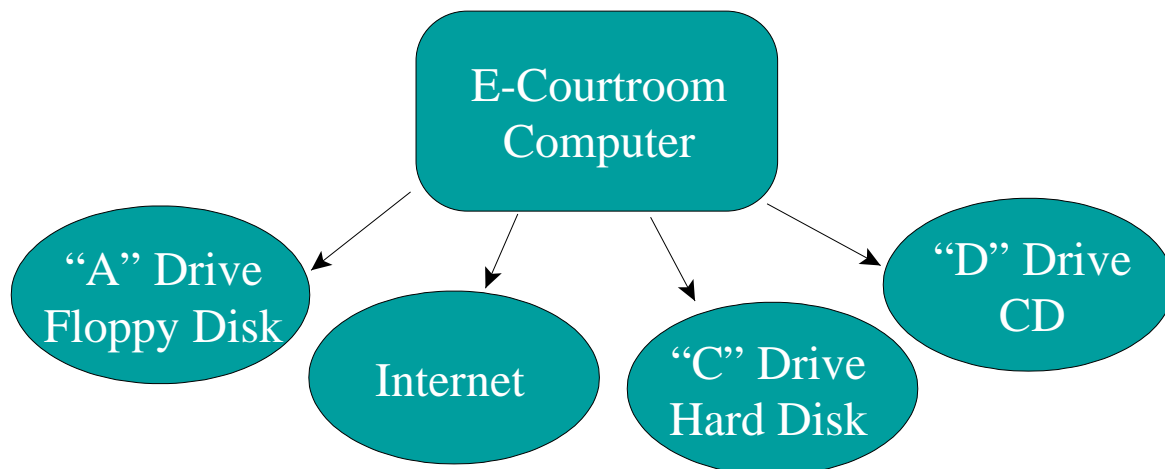
The computer is a central processing unit dedicated to operating e-Courtroom components. Installed software includes MS Word, Windows XP, Excel, e-Beam, Windows Explorer, Adobe Acrobat, and Power Point.

CD drive - top tray - "D" Drive

Floppy disk drive - lower tray - "A" Drive

Operation

1. Power "on."
2. Insert CD or floppy disk.
3. Use mouse or keyboard to run floppy disk on "A" drive, access Internet or Westlaw/LEXIS, open "C" drive files, or run a CD on "D" drive.





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## DVD/VCR Player

DVD - left tray.

VHS tape - right tray.

Operation:

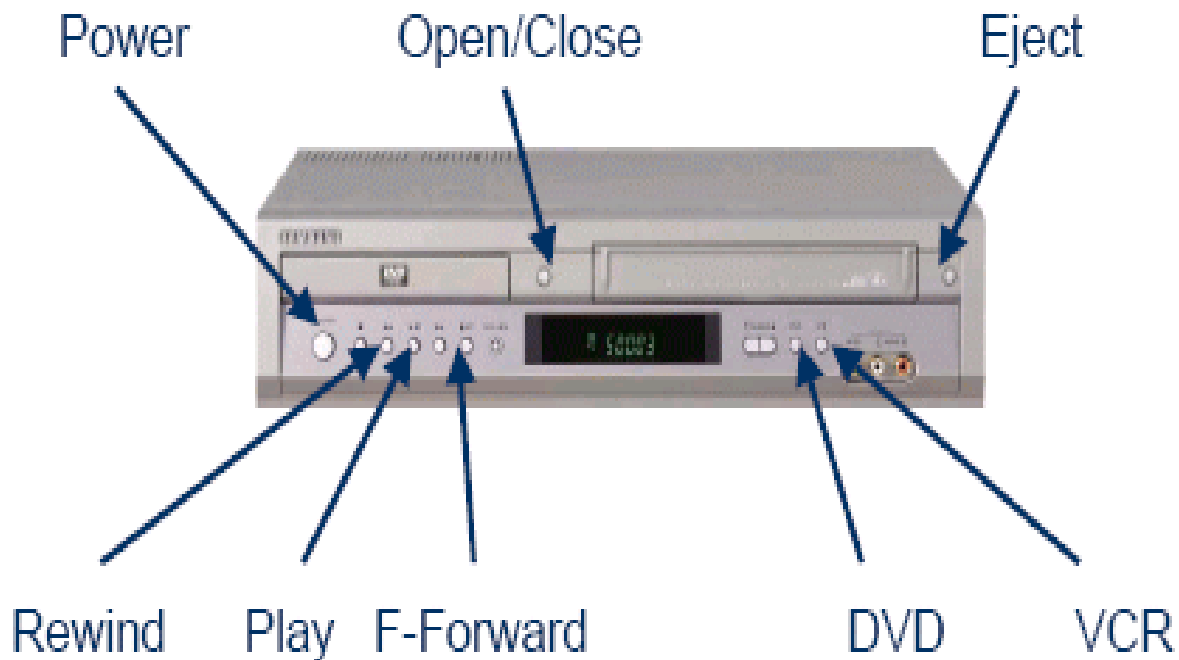
1. Power “on.”
2. Insert DVD or videotape.
3. Select DVD or VCR on right front panel or on remote.
4. Operate with DVD/VCR remote control or manually from front panel.

**TIP:** The controls on the computer & DVD/VCR player are somewhat difficult to see because they are on a low, enclosed shelf, and courtroom lights will be dimmed to maximize images on the Wall Display. A small flashlight could be useful.

5. Remote control buttons: We’ll use the middle row: Play, Pause, Stop, Fast Forward, and Rewind, and DVD/VCR (toggles between DVD and videotape).
6. The DVD player can play .jpg and many other types of image files.

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**Figure 4: DVD/VCR Player**

## Printer

Location: Bench.

Operation: Court staff.

Access: Print from Wall Display or courtroom computer.

## Monitors

Operation: Display the image from the E-Courtroom computer, attorney laptop, DVD/VCR payer, or the DOC onto the Wall Display, counsel table monitors, and judge's bench monitor.

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### 3M Wall Display

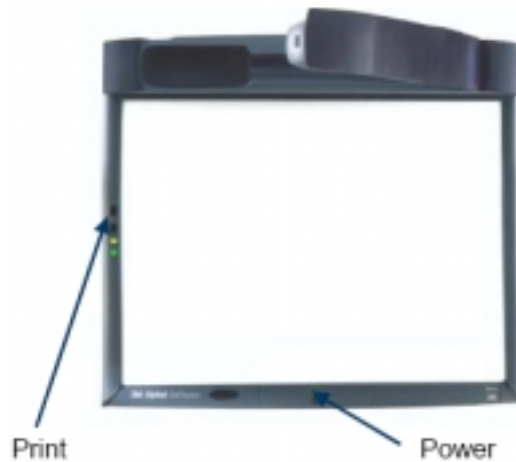


Figure 5: 3M Wall Display

#### The Wall Display As A Smart Whiteboard or Flip-Chart

The Wall Display is a 60” interactive screen or monitor that can operate as a smart whiteboard or flip-chart. Select the computer input on the Audio/Video controller and the computer/DVD/VCR input on the DOC. Open the e-Beam software. Select “File,” and “New,” or double-click the blank page icon. Draw images, write or type text, and erase marks using the electronic stylus as a pen, highlighter, and eraser. The computer’s mouse, keyboard, and the Wall Display remote control also function in this operating mode.

**TIP:** Theoretically, we could write on the Wall Display with whiteboard markers, but, in practice, the ink is extremely hard to clean from this expensive piece of equipment. Instead, bring paper that you can attach to the Wall Display. 3M makes a huge “post-it” sheet that works well.

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**Writing, highlighting, and erasing:** Select the pen, highlighter, or eraser icons from the lower toolbar. Select a color and width. Use the electronic stylus to apply the selected feature. Hold the stylus at a 90 degree angle to the Wall Display. “Double-tap” with the stylus when you would double-click with a mouse.

The Wall Display’s remote mouse will highlight, advance Power Point slides, select toolbar icons, and so forth.

Annotated Wall Display pages can be printed, duplicated, and saved on the courtroom computer’s hard drive or a floppy disk.

**Printing:** (1) Press the print button on the left side frame of the Wall Display; (2) Select the “Printer” icon on the upper toolbar; or (3) Select “File,” “Print,” and appropriate options to print multiple, selected, or serial pages. Portrait/landscape and other options are available.

**Saving files:** Select “.wbd” when offered as a “Save As” file type because you can open and change these files with e-Beam.

**Duplicating Wall Display pages:** Select “Page” and “Duplicate.” The existing annotated image will be duplicated and can be re-annotated. The original image is retained and saved until you exit e-Beam. You can toggle between and among different versions of your annotated image by tapping on the 6-box icon on the e-Beam toolbar. To return to a one-page display, double-tap the Wall Display.

**Full screen:** Select “View” and “Full Screen” to obtain more writing/display space on the Wall Display. Select the full screen icon to return to normal view.

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## *Other e-Beam toolbar functions*

Erase  
Zoom  
Font size

File print  
File save  
Printer

## **The Wall Display As A Smart Whiteboard and Projection Screen**

In this mode, the Wall Display can be used to project, annotate, duplicate, and print pages from Word Perfect, Corel Presentation, Adobe Acrobat, Word, Power Point, and other common file formats. A laptop computer must be used to work with Word Perfect files and Corel Presentation slide-shows. The courtroom computer may be used to open Word and Adobe Acrobat files and Power Point slide-shows.

**Operation:** Select the computer input on the Audio/Video controller and the computer/DVD/VCR input on the DOC. Open the file you wish to project onto the Wall Display. Select the e-Beam icon in the lower right corner of the desktop. Select “Annotation toolbar” from the pop-up menu. Use the toolbar to annotate and print individual pages. Toolbar functions include: pen; highlighter; undo; redo; print; save; exit.

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It is important to understand that once the Screen Annotation toolbar appears, e-Beam Software is in a screen annotation mode, which means the following:

- You can annotate anywhere on the desktop using tools from the Screen Annotation toolbar.
- You can Save to a bitmap file, Print, or Copy to the system clipboard annotations that you have created.
- You cannot open applications or use any of your computer's other functions/features. This is because the screen annotation mode takes a snapshot of your desktop and then puts the snapshot on top of your computer desktop for you to draw on. You draw on the snapshot layer, and the desktop itself remains protected under the layer. To exit Annotation mode and go back to using your computer's other functions, you simply click the Exit button on the Screen Annotation toolbar.

Reference: eBeam Software Installation and User Guide for Windows 98SE/2000/ ME/XP v 2.2.2, p. 52 at [www.e-beam.com](http://www.e-beam.com).

### **The Smartest Wall Display**

Word and Power Point files can be imported as “background images” into the e-Beam software and more extensively manipulated on the Wall Display than Word Perfect or Adobe files can be. Entire files – not just individual screen displays – can be annotated, printed, duplicated, saved, rearranged, and otherwise embellished.

#### ***Operation***

1. Turn Wall Display power “on” (button is at front, center, & bottom of frame).
2. Select an input at the Audio/Video controller (computer or DVD/VCR player) and at the DOC (computer/DVD/VHS).

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3. Open e-Beam software by double-clicking on icon on the left center of the desktop.
4. Import (open) Word or Power Point files into the e-Beam software using one of these methods:

### *Importing Files: Method One*

- a) Start e-Beam.

**TIP:** Select “No” when the pop-up menu asks whether you want to run e-Beam hardware. The Wall Display’s interactivity function will temporarily halt if you select “Yes.” To restore the function, right-click the e-Beam icon in the lower right quarter of the Wall Display’s screen and select “Use with projector.”

- b) Select “Page” on the upper toolbar.
- c) Select “Background image.”
- d) Select a file to import.
- e) Select from options on pop-up menu.

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## *Importing Files: Method Two*

- a) Start e-Beam. Select “No” to hardware query.
  - b) Open “Start” menu at lower left corner of desktop.
  - c) Select “Windows Explorer.”
  - d) Select file to be imported.
  - e) Drag file to e-Beam screen.
5. The files you import into e-Beam will appear on the Wall Display and may be annotated with the white electronic stylus, the Wall Display’s remote control, the computer keyboard, or the computer mouse. (Note that the Wall Display’s remote control functions with or without e-Beam.)

**TIP:** 18 point font is the minimum size that will project well from the Wall Display to the jury box.

6. **Save** annotated Word or Power Point files.

**TIP:** Save annotated images from imported files (Word and Power Point) before exiting e-Beam.



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7. **Print** images to the dedicated color printer on the judge's bench. Printed size will be 8 ½ x 11.
8. **Print screen:** Press "print" button on Wall Display frame. The printed page will display toolbars and anything else that is displayed on the Wall Display when the screen is printed. This is a pure "print screen" function.
9. **Print document:** Print from the "File" menu on e-Beam's upper left toolbar. This allows multiple and serial copies to be printed, and eliminates the toolbars from the printed page.

**TIP:** Note the difference between the Wall Display's "Print" function and the "File-Print" pull-down menu function. The former is a "print screen" feature and the latter is a "print page" or "print document" feature.

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## More About e-Beam Software

As illustrated above, the e-Beam software controls the Wall Display's interactive features. The e-Beam icon at the middle left of the Wall Display is used with Word and Power Point files. The e-Beam icon on the far right corner of the Wall Display allows you to open a toolbar that will annotate, print, and save Adobe, Word Perfect, and Corel Presentation files.

E-Beam is fully operational with Word and Power Point files, and partially operational with other commonly used software, such as Word Perfect.

**TIP:** You can install e-Beam on a laptop computer and use it with a mouse to annotate files, but you cannot annotate with the electronic stylus.

E-Beam allows users to dial up a Lexis/Nexis or Westlaw research service on-line through a hyper-link on a file that has been imported into e-Beam. Log in using your own account and password.

### *Avoiding some e-Beam toolbar options*

- ! “T” - This generates a screen keyboard, which is too slow unless you're typing only a few characters, such as a number on an exhibit.
- ! “↑” - The arrow icon turns the stylus into a mouse – but, because the stylus automatically senses the need to change to the mouse function, this icon is redundant.

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- ! “Share meeting”
- ! “Join meeting”
- ! Group icon (3 heads).
- ! Globe icon.
- ! **NEVER** change the mode from “Use as Projector” on the lower right e-Beam menu.

### *Using e-Beam software on a desktop computer.*

1. Open a Word Perfect or Adobe Acrobat file.
2. Select the e-Beam icon from your bottom, lower right toolbar. The icon looks like a white screen with a red line across it.
3. Select “eBeam Projection Tools” from the pop-up menu. At this point your mouse, keyboard, and toolbars will function normally in Word Perfect mode. For example, you can scroll to the next page or to the end of a document, save files, print from the “File” Menu, and so forth.



**Figure 6:** eBeam Projection Tools

4. Select the pen icon on the floating “eBeam Projection Tools” to open the “Screen Annotation Tools.” At this point what you see on your screen is frozen. Your desktop toolbars and software commands are largely unavailable.

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**Figure 7:** Screen Annotation Tools

5. Annotate with the pen, highlighter, and shape selection tools; use “eraser,” “undo/redo,” and “undo all” functions by selecting appropriate icons on the “Screen Annotation Tools.”
6. You can print the annotated screen using the printer icon.
7. You can save the annotated screen using the “save” icon, which looks like a floppy disk. Save the annotation to a .bmp file for best resolution.
8. Exit “Screen Annotation Tools” and “eBeam Projection Tools” to open other files into the desktop. Proceed from step 1, above, with a new file.

## **System Functionality with Word Perfect & Corel Presentation**

The e-Courtroom system does not include Word Perfect or Corel Presentation software. If you need either, they will have to be brought in on a laptop. You will connect the laptop by cable to the Laptop/Computer source selector and select “attorney laptop.”

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## **What you can do with your laptop.**

- Open file.
- Open e-Beam.
- Use keyboard and mouse.
- Annotate pages with keyboard or mouse.
- Capture screen.
- Play audio when your laptop is connected to the E-Courtroom system with audio and adapter cables.

## **What you can not do with your laptop.**

- Print to courtroom printer.
- Use electronic stylus on Wall Display.
- Play sound (without adapter and audio cable).

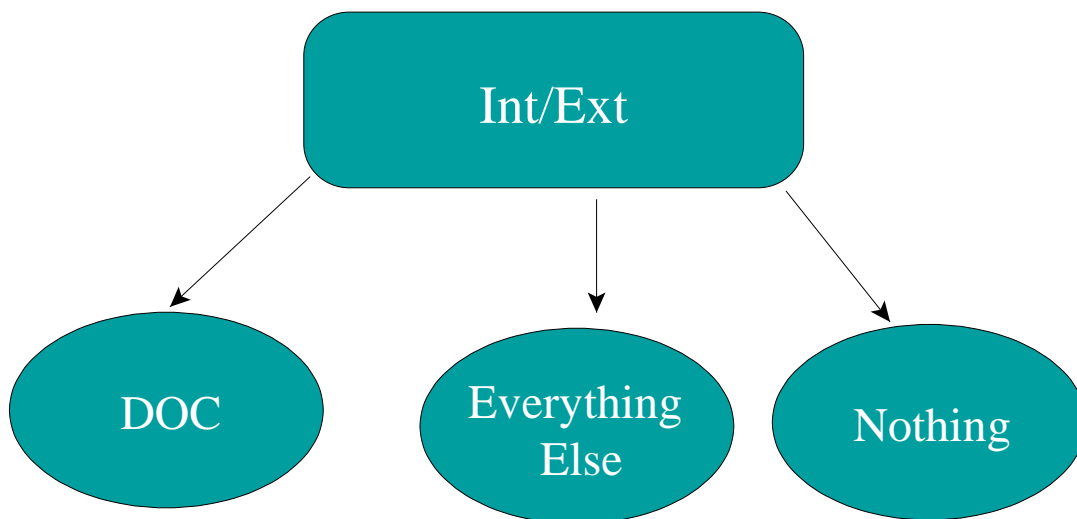
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## Electronic Digital Presenter (DOC)

**Features:** Projects images onto the 3M Wall Display and desktop monitors.

The DOC controls whether the Wall Display and desk top monitors display material from an “external” source – the computer/CD/floppy disk drive/DVD/VHS player – or the “internal” DOC source. The “Int/Ext” button toggles among the inputs.



The DOC is on a retractable shelf that extends to the right of the podium.

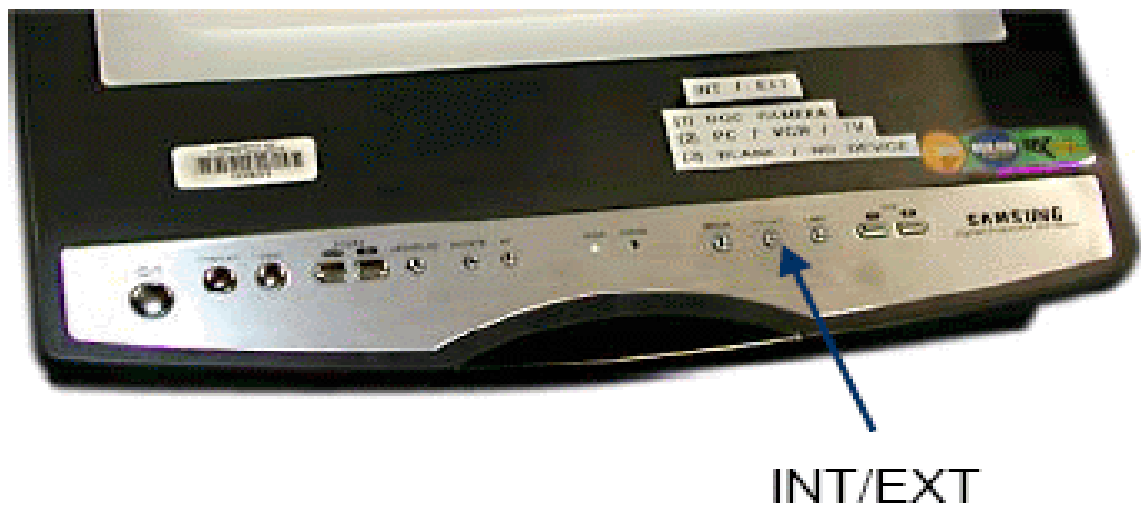
### Operation

1. Extend shelf.
2. Power “on.”
3. Push the button on the lens support arm to release the lens support.

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4. Adjust the viewing head so that it is perpendicular to the DOC's glass surface.
5. Remove the lens cap.
6. Push "Lamp" button. The button cycles through: upper lamp on, lower lamp (light-box) on, both on, or neither on.
  - Use upper lights for opaque documents or 3D objects.
  - Use lower light (light-box function) for transparencies such as x-rays.
  - Adjust upper lamp angles to minimize reflection.
  - Improve image quality by darkening room.
7. "Int/Ext" controls whether the projected image is from an internal (DOC) source or an external one, such as the computer/DVD/VHS player. The three Int/Ext settings cycle in this order: DOC; computer/CD/DVD/VHS; nothing.



**Figure 8:** DOC Control Panel

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8. “**Freeze**” freezes the DOC-projected image on the Wall Display and desktop monitors. Press “freeze” again to unfreeze an image. A frozen image can not be saved or printed from the Wall Display. Freeze the image when you are placing or removing an object or document on or from the DOC glass.
9. “**AWC**” controls color.
10. “**Zoom**” controls the size of the projected image.
11. “**Aperture**” controls the focus.
12. “**Rotate**” rotates the projected image 90 degrees per tap.
13. “**AF**” adjusts the focus.
14. “**Mode**” controls resolution.
15. “**Iris**” controls the brightness of the image from 1-120 degrees.

### **TIPS**

- Experiment with Int/Ext, zooming, aperture, iris, and mode before your hearing or trial. It is hard to know how something will center on the Wall Display when it is magnified or minimized.
- Remember that opposing counsel may change the settings during the trial/hearing; you may have to re-set them.

DOC-projected images can not be imported into e-Beam files or annotated, saved, and printed from the Wall Display.



## **Additional Resources**

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The Travis County Information Technology and District Judges Information Technology staff will support the e-Courtrooms.

E-Beam software and tutorials can be down-loaded free from [www.3m.com/Wall Display](http://www.3m.com/WallDisplay). There is a downloadable e-Beam tutorial and other information, including a user's guide for the Wall Display, at [www.3m.com/us/office/meetings/tech/wall/walldisplay/software.jhtml](http://www.3m.com/us/office/meetings/tech/wall/walldisplay/software.jhtml). There is an e-Beam software user's guide at [www.ebeam.com](http://www.ebeam.com).

User's manuals for the Samsung DOC (presenter) and DVD/VCR player are at [www.samsungpresenter.com](http://www.samsungpresenter.com) and [www.samsungvcr.com](http://www.samsungvcr.com).

E-Courtroom news and the Travis County Civil Courts E-Courtroom Guide are available at [www.co.travis.tx.us](http://www.co.travis.tx.us).

You may send comments and suggestions about this Guide to Christine Monzingo, Assistant Attorney General and Chief Comptroller Trial Attorney, Taxation Division, at [cjm@oag.state.tx.us](mailto:cjm@oag.state.tx.us).

# E-Courtroom Checklist

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## Equipment

- DOC “on.”
- 3M Wall Display “on.”
- Check Wall Display stylus batteries by pressing tip and listening for buzz.
- Locate Wall Display remote control.
- Courtroom computer “on.”
- Attorney laptop, if any, is plugged into the computer source selector (KVM switcher).
- Select “courtroom computer” or “attorney computer” on computer source selector.
- Audio/Video controller “on.”
- DVD/VHS player “on.”
- Locate DVD/VHS player remote control.
- Printer “on” (court staff).

## Audio/Video Controller

“Input” button cycles among these sources:

- Computer (courtroom or attorney laptop);
- Cable TV;
- DVD/VHS combined (“Composite” appears in upper right corner of monitors);
- DVD only;
- Nothing.

## Displaying & managing files

- Insert floppy disk into computer’s lower tray and run “a:\” from Start menu or browse files and double-click “a:\” folder. Select file. Use keyboard and mouse.
- Access Internet by double-clicking on Internet Explorer desktop icon. Use keyboard and mouse.
- Access Westlaw or LEXIS with keyboard and mouse. Login using your password for your Westlaw or LEXIS account.
- Insert CD into computer’s top tray and run “d:\” from Start menu. Select file. Use keyboard and mouse.

- Insert DVD into DVD/VHS player, select “DVD,” and play, pause, stop, rewind, or fast forward with remote control.
- Insert videotape into DVD/VHS player, select “VHS,” and play, pause, stop, rewind, or fast forward with remote control.

### **Displaying DOC images**

- Push button and raise lens arm.
- Remove lens cap.
- Angle lens head perpendicular to glass.
- Set “Int/Ext” to “Int” (DOC).
- Turn on lamps.
- Place document or object on glass.

### **e-Beam software**

- Tap or double click e-Beam icon on Wall Display desktop.
- Select left, middle icon to use Wall Display as a whiteboard or to work with Word & Power Point files.
- Select right, bottom icon to work with Adobe, Corel Presentation & Word Perfect files.

