

Preparing for TrialDirector Training: Technical Requirements & Software

This document is meant to help you prepare for your TrialDirector training sessions, and make you aware of some of the technical issues that can delay the lessons. All trainees will be using the software on their own computers and performing all the tasks as demonstrated by the instructor. It is important that the computers, the software, the conference room and the trainees are properly prepared well before the morning that training starts.

Sun	Mon	Tue	Wed	Th
		Prep for Training!		
		Training Day!		

DCM advises that these steps be taken at least one week before the scheduled training date. Setting up on the morning of training will almost certainly result in delays.

In the course of our many training sessions over the years, each of the items in this list have caused the start of training to be delayed or postponed to another day. To avoid possible delays or re-scheduling, please read these instructions and make sure everything is ready

at the start of the first training day.

Part 1: Prepare your Computers

To start with: **Do not** use old computers or the XP operating system. The computer will crash. If you are unsure about your computer's suitability, check the inData website for the current recommendations.

TrialDirector is a demanding suite of software; each trainee will need to have a relatively modern computer that is running Windows 7 or a later operating system. It should have a CPU and RAM that meets or exceeds the minimum requirements as described by inData. Not meeting the minimum requirements will cause the computer to crash during the most demanding sections of the training.



Part 2: Setup the Software

Do not train with the network version of TrialDirector. Certain tasks cannot be performed in a class setting with the network version. The demo version of TrialDirector is free, so please use that instead.

Do begin the process of downloading and installing the demo version of TrialDirector to every computer that will be used for training as soon as possible. The demo/trial version of the TrialDirector software can be downloaded from the inData website. Look for the "Try Before You Buy" link. (<http://www.indatacorp.com/TrialDirector.html>)

The website will only allow one download or install per email address. You must contact inData tech support (480-497-0066) and tell them of your plans to install several copies for training. They will provide instructions and also authorize multiple installs of the software. (This process will take some time.) (Note: DCM is not affiliated with inData Corp.)



(Preparing for Training: Setup the Software, cont.)

If you have a (single user) licensed version of TrialDirector, you can use that. Be sure you install and activate your license before training day, as technical issues may be revealed during this process.



Did you know? A TrialDirector License allows for two installs. The idea is to install it once on your workstation, and install it again on your laptop so you can take it to trial – or training.

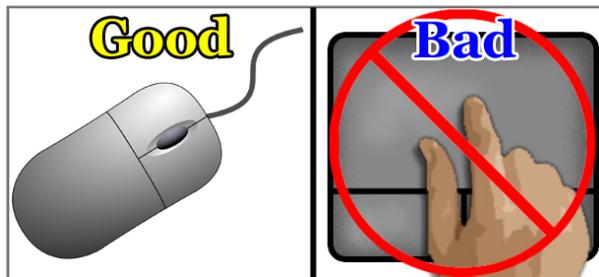
Step 3: Prepare the Conference Room

Please provide a conference room suitable for the number of trainees and the trainer, a **video projector** and **projection screen** or a large enough monitor for everyone to see the trainer’s actions clearly. If you do not have these, please advise us.

Recommended: For day two of training - if at all possible - please provide an external monitor for each trainee to use during the trial presentation section. (Dual-screen operation is how TrialDirector is used in court.)



Step 4: Prepare the Trainees

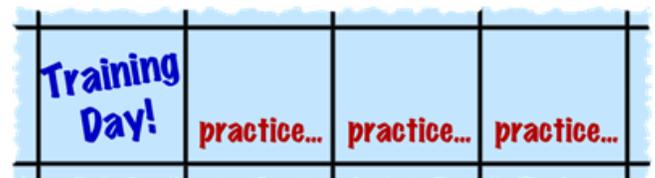


It is strongly recommended that each trainee use a **mouse** with their computer. Touchpads have proven to be not responsive enough for the fast pace of software.

Trainees should be prepared to devote their time to the training. Each lesson in the training builds upon the previous. If they have to leave the room and miss parts of the training, they may not catch up.

The training may easily go over the scheduled time. Allow for at least 30 minutes beyond the designated end time in your schedule. How long the class takes is highly dependent on the computer aptitude of the students as well as the size of the class.

Finally, the trainees should set aside time soon after the training session to **practice** what they learned. If trainees don’t use the skills they have learned they will not retain them. DCM recommends repeating the entire lesson the very next day.



Please contact **DCM – Digital Case Management** if you have any questions about the setup or for more information about any of our litigation technology services.