# Case Notebook iCommand Installation and Quick Reference Guide
## (iManage DeskSite and iManage FileSite)

## Contents

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

For free reference materials, visit http://legalsolutions.thomsonreuters.com/law-products/support/user-guides.

Our products also contain comprehensive, searchable instruction available via the **Help** menu in the application.

Case Notebook iCommand allows you to send documents, pleadings, and research documents to Case Notebook using iManage DeskSite or iManage FileSite. To install Case Notebook iCommand, you must have the following:

- Case Notebook installed on your computer.
- User rights in Autonomy (iManage) WorkSite.
- Local administrator privileges for the desktop.

## iManage DeskSite

### Installing Case Notebook iCommand

To install Case Notebook iCommand, complete these steps:

1. Go to http://info.legalsolutions.thomsonreuters.com/software/iCommand/default.aspx. The Case Notebook iCommand Download page is displayed.
2. Click **Proceed with Download**.
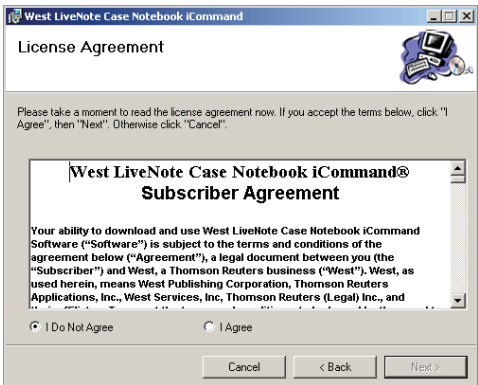3. Click **Next**. The **License Agreement** dialog box is displayed (Figure 1.



Figure 1. License Agreement dialog box

4.  Scroll to the bottom of the license agreement as you read it, then click **I Agree and click Next**. The **Select Installation Folder** dialog box is displayed (Figure 2).
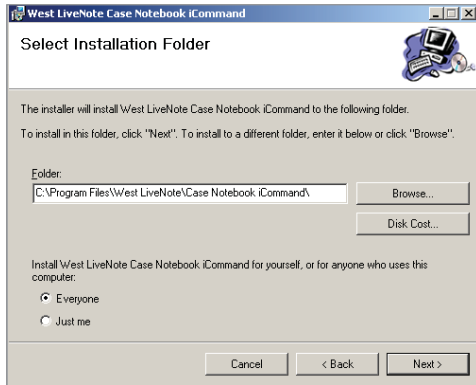


Figure 2. Select Installation Folder dialog box

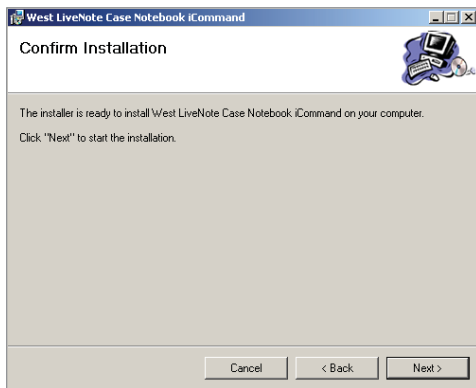5.  Click **Next**. The **Confirm Installation** dialog box is displayed (Figure 3).



Figure 3. Confirm Installation dialog box

6.  Click **Next**. The **Installation Complete** dialog box is displayed (Figure 4).
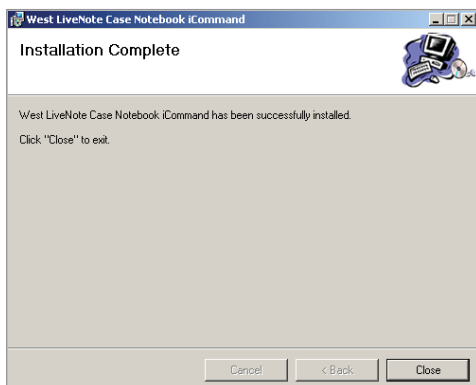


Figure 4. Installation Complete dialog box

7.  Click **Close**.

## Using Case Notebook iCommand in iManage DeskSite

To send a document, pleading, or research document from iManage DeskSite to Case Notebook, complete these steps:
1. Access iManage DeskSite.
2. Right-click the document, pleading, or research document you want to send to Case Notebook and click **Send to Case Notebook as Document**, **Send to Case Notebook as Pleading**, or **Send to Case Notebook as Research** on the menu (Figure 5).
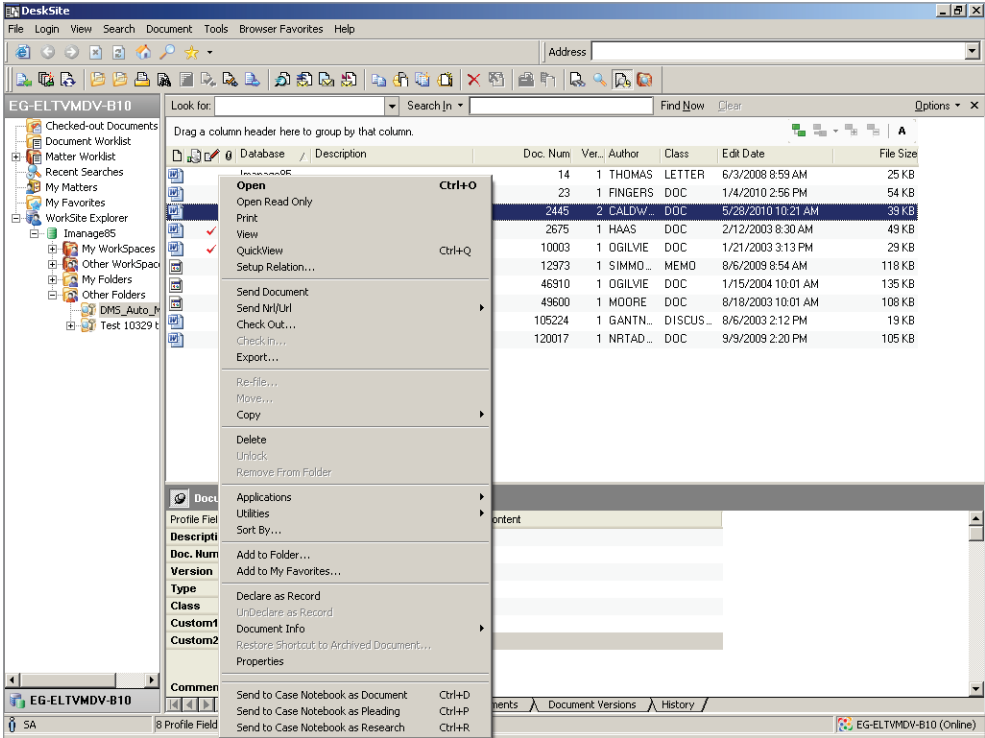


Figure 5. DeskSite window

Alternatively, on the **Documentation** menu, you can click **Send to Case Notebook as Document**, **Send to Case Notebook as Pleading**, or S**end to Case Notebook as Research**. The **Data Import Wizard–Load Files** dialog box is displayed (Figure 6).
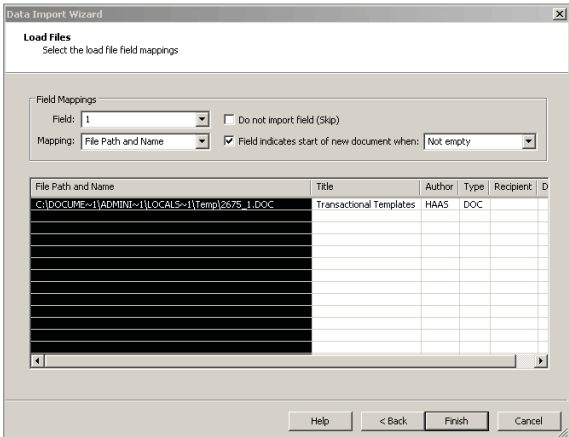


Figure 6. Data Import Wizard–Load Files dialog box

3. Click **Finish**. Case Notebook opens with the document, pleading, or research document listed under Documents, Pleadings, or Research in the left pane and the text of the document, pleading, or research document displayed in the right pane (Figure 7).
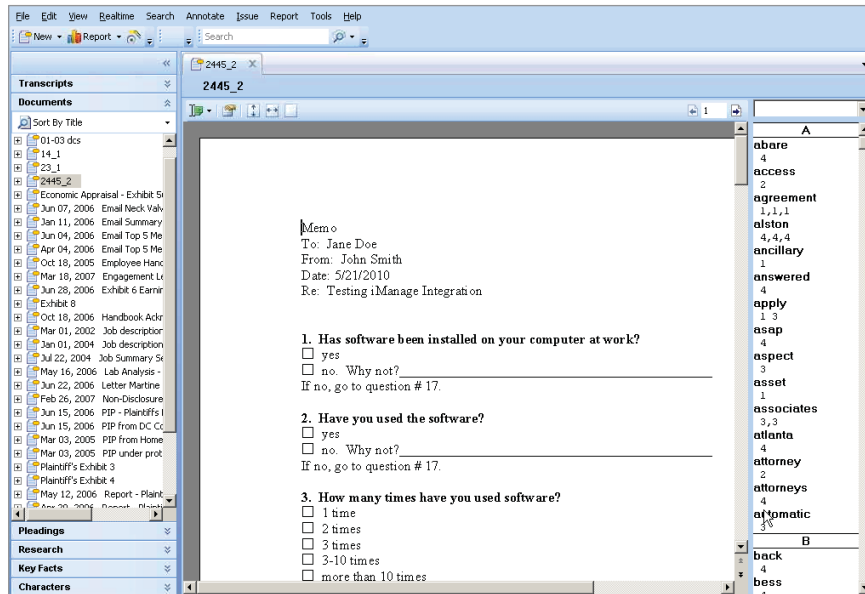


Figure7. Document in Case Notebook

## Performing a Silent Installation

It is recommended that an experienced information technology specialist execute a silent installation. To run a silent installation, type the following command at a command prompt:

`msiexec.exe /i C:\folderpath\cnbicommand_setup.msi /qn` where `C:\folderpath\` is the drive and folder location of the MicroSoft Installer (MSI) file.

### PERFORMING A SILENT UNINSTALLATION

To run the silent uninstallation for **Send to Westlaw Case Notebook iCommand**, type the following command at a command prompt:

`MsiExec.exe /x{700DD8A0-AED8-4C24-8250-163CD08C212E} /qn`

# iManage FileSite

## Installing Case Notebook iCommand

To install Case Notebook iCommand, complete these steps:
1. Go to http://info.legalsolutions.thomsonreuters.com/software/iCommand/default.aspx. The Case Notebook iCommand Download page is displayed.
2. Click **Proceed with Download**.
3. Open the **CNBiCommand_Setup.zip** file and double-click setup.exe. The **iCommand Setup Wizard** dialog box is displayed (Figure 8).
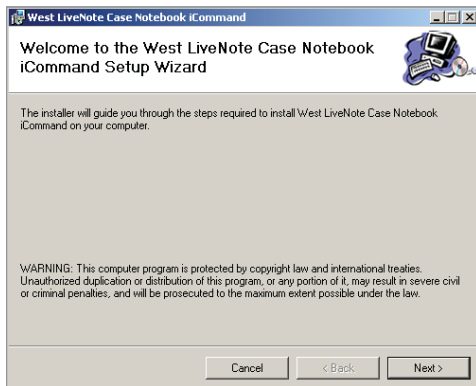


Figure 8. iCommand Setup Wizard dialog box

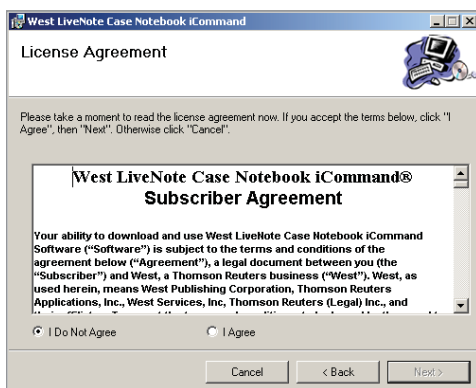4. Click **Next**. The **License Agreement** dialog box is displayed (Figure 9).



Figure 9. License Agreement dialog box

5. Scroll to the bottom of the license agreement as you read it, then click **I Agree and click Next**. The **Select Installation Folder** dialog box is displayed (Figure 10).
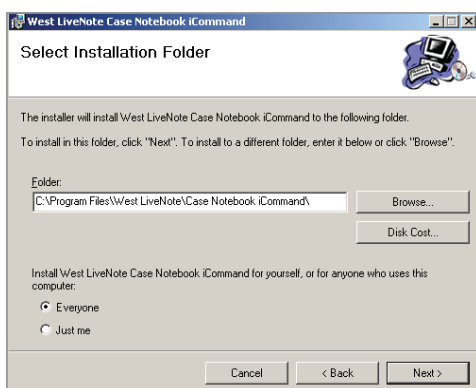


Figure 10. Select Installation Folder dialog box

6. Click **Next**. The **Confirm Installation** dialog box is displayed (Figure 11).
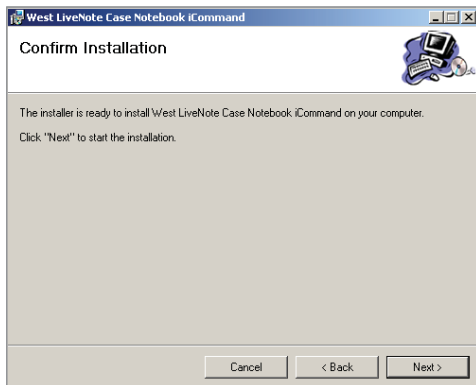


Figure 11. Confirm Installation dialog box

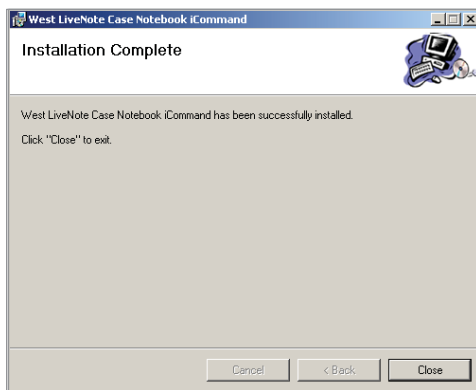7. Click **Next**. The **Installation Complete** dialog box is displayed (Figure 12).



Figure 12. Installation Complete dialog box

8. Click **Close**.

## Using Case Notebook iCommand in iManage FileSite

To send a document, pleading, or research document from iManage FileSite to Case Notebook, complete these steps:

1. Access Microsoft Outlook.
2. Right-click the document, pleading, or research document you want to send to Case Notebook and click **Send to Case Notebook as Document**, **Send to Case Notebook as Pleading**, or **Send to Case Notebook as Research** on the menu (Figure 13).
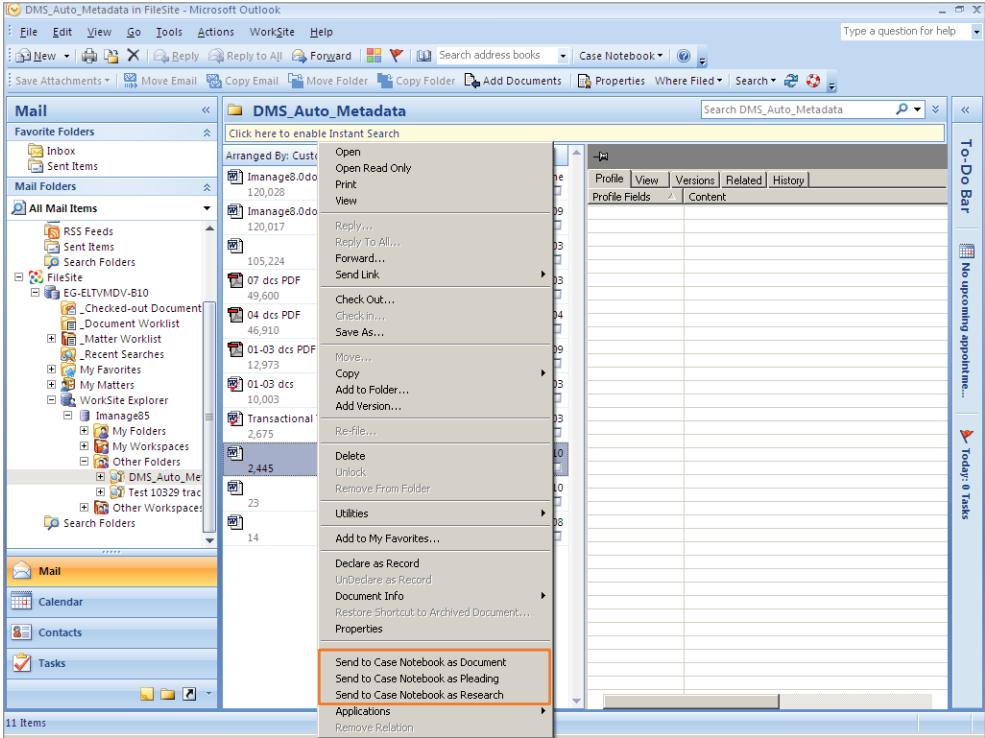


Figure 13. Microsoft Outlook

If you choose to send as a document or pleading, the **Data Import Wizard—Load Files** dialog box is displayed. If you choose to send as research, the **Data Import Wizard—Research Properties** dialog box is displayed (Figure 14).
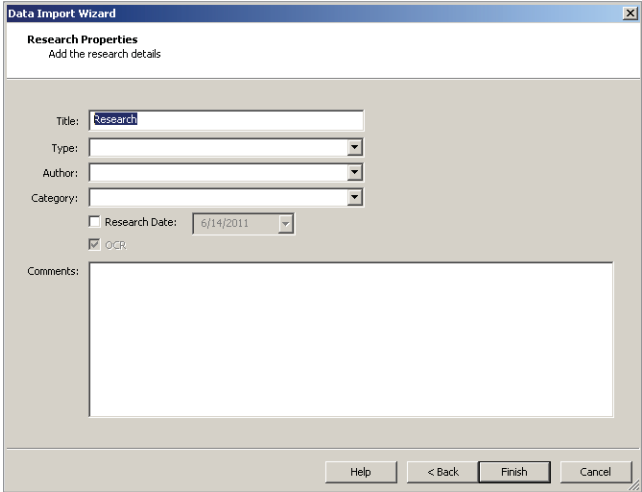


Figure 14. Data Import Wizard—Research Properties dialog box

3. Click **Finish**. Case Notebook opens with the document, pleading, or research document listed under Documents, Pleadings, or Research in the left pane and the text of the document, pleading, or research document displayed in the right pane (Figure 15).
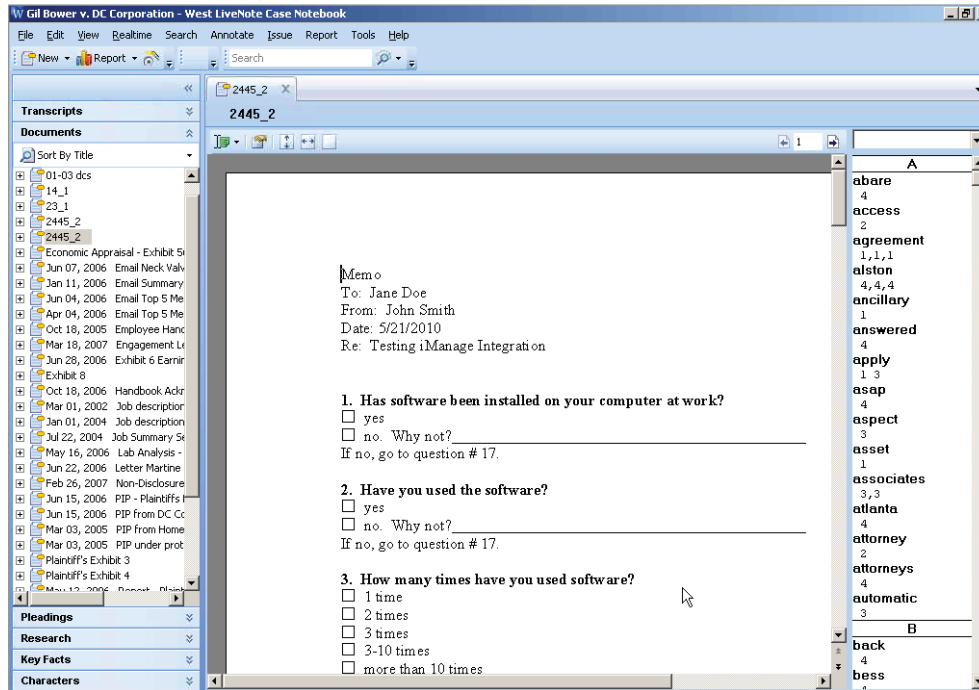


Figure 15. Document in Case Notebook

## Performing a Silent Installation

It is recommended that an experienced information technology specialist execute a silent installation. To run a silent installation, type the following command at a command prompt:

`msiexec.exe /i C:\folderpath\cnbicommand_setup.msi /qn` where `C:\folderpath\` is the drive and folder location of the MicroSoft Installer (MSI) file.

### PERFORMING A SILENT UNINSTALLATION
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