

A Quick Tour of the

Martindale-Hubbell® LAW DIRECTORY ON CD-ROM™

Contents

Getting Acquainted with the <i>Martindale-Hubbell Law Directory</i>	1
Finding Information	7
Printing	9
Exporting	13
Concluding the Quick Tour	15
Getting Help.....	16

Getting Acquainted with the *Martindale-Hubbell Law Directory*

Starting the Quick Tour
The Home View
The Brief View
The Detailed View
Continuing the Tour

The best way to understand the basics of the *Martindale-Hubbell Law Directory* is to step through some simple examples. This guided tour will take you through the interface as you perform simple searches, review summaries in the Brief View, and examine additional information in the Detailed View.

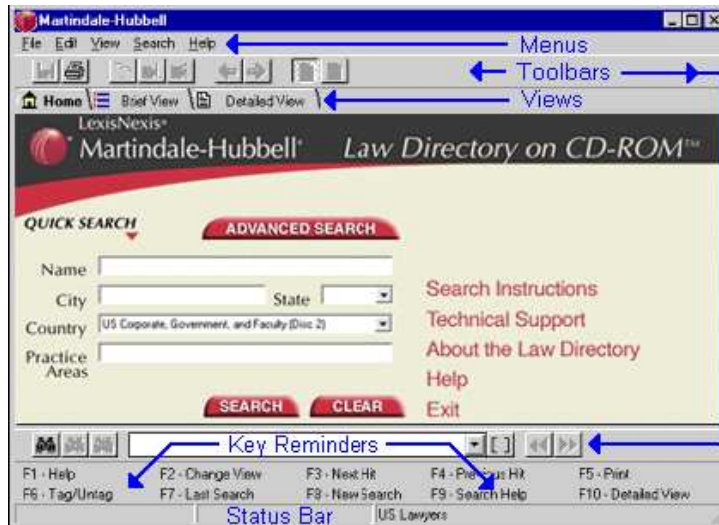
As you go through the tour, take the time to look around at the other available options. Not everything will be explained in this tour; some of the best learning can come from simple exploration on your own.

Starting the Quick Tour

Before you take the guided tour, you should install and start the *Martindale-Hubbell Law Directory on CD-ROM*. You may wish to consult the **Installing & Starting Martindale-Hubbell** link on www.martindale.com/techsupport if you have not already done so.

Also, the tour uses the US Lawyer CD. Please make sure the US Lawyer CD is in your CD-ROM drive before beginning the tour.

Once the *Martindale-Hubbell Law Directory* is running, you should see the Home view on your screen:



Take a moment to review a few of the key areas of the application. Some areas to note are:

Menus. Menus provide direct access to most functionality of the *Martindale-Hubbell Law Directory*. Only those menu options that are valid in a particular context are enabled; invalid menu options are dimmed. For example, the entire **View** menu should be dimmed when you look at the Home view (as shown in the figure above).

Toolbars. Toolbars at the top and bottom of the application provide quick access to core functionality in the *Martindale-Hubbell Law Directory*. Like menus, the toolbar buttons are enabled and disabled as necessary. Only those that are valid in a particular context are enabled. To find out what a toolbar button does, hold the mouse cursor over the button for 1-2 seconds. A tool tip appears beneath the button. For example, hold the cursor over the toolbar button. The tool tip **Print** should appear.



Views. The three tabs, which appear beneath the menus and main toolbar, represent different views of the *Martindale-Hubbell Law Directory*. By clicking on one of the tabs, the view of the directory changes. Please note that until you search the directory, the Brief View will be empty. At this point, you may click on the Detailed View to see the first listing in the directory. (This quick tour will explore each of the views in greater detail in the following sections.)

Key Reminders. Key reminders appear at the bottom of the *Martindale-Hubbell Law Directory*. Key reminders simply list the quick keys for several common actions. Important quick keys to note are for New Search (F8) and Change View (F2).

Status Bar. The Status Bar displays the listing number, the hit number, and the current directory that you are currently in (US Lawyers or International and Corporate Lawyers). The listing number shows the current listing that you are in as well as the total number of listing in the view. Similarly, the hit number shows the current hit that you are on as well as the total number of hits.

The Home View

Now that you are familiar with the basic look of the *Martindale-Hubbell Law Directory*, it is time to delve into some of the details. Our first stop on the tour is the Home view.

The Home view provides quick access into the *Martindale-Hubbell Law Directory*. The left side of the Home view provides a quick search form and access to the advanced search form. The right side provides quick access to basic information about the directory.

Exploring the Home View Menu

Look first at the right side of the Home view:



Move your mouse cursor over each of the options. Note that the text beneath the mouse cursor changes color. This tells you which item you are about to select.

To view any of the options, simply click on it.

All of the options, with the exception of **Exit**, open the help file in a separate application. **Search Instructions** takes you to additional information on searching the *Martindale-Hubbell Law Directory*. **Technical Support** displays contact information for receiving additional help in using the directory. **About the Law Directory** shows information about the directory. Finally, **Help** displays the contents page for the help system.

Feel free to explore these options. If you need more information on using the help system after it is open, choose **Infobase** from the **Help** menu. When you are finished browsing in the help file, choose **Exit** from the **File** menu in the help system to close help.

Searching from the Home View

While you could try to browse through all of the listings in the *Martindale-Hubbell Law Directory*, you will have better luck finding what you need by searching for it. While there are several ways to search the directory, the Quick Search is often the easiest.

Searching is also the portal into the other views, the Brief View and the Detailed View. So, let's do a quick search.

Assume you need to find a lawyer or law firm in Boston that specializes in antitrust law. In the Home page, you could enter the following search:



Note that **State** and **Country** provide a list of options to choose from. Click the down arrow next to each box and scroll to the option you wish to select.

The **Practice Area** allows you to enter areas that the lawyer or law firm offers services. For this example, enter Antitrust Law.

When you have entered the **City**, **State**, and **Practice Area**, click on **Search**. You are taken to the Brief View, which is the next stop on the tour.

The **Advanced Search** button in this view opens the Advanced Search dialog. This dialog gives you the greatest flexibility in the searches you perform and helps you focus on the information you need. We'll cover this dialog in greater detail later.

The Brief View

The Brief View displays summary information about lawyers and law firms that meet your search criteria. Use the Brief View to scan through your search hits and identify those that seem to best meet your needs.

Of course, if none of the listings in the Brief View meet your needs, you can go back to the Home view and modify the search. The Home view remembers your last search, even when you switch views.

Exploring the Brief View

Examine the Brief View for a moment. Get a feel for the type of information it displays and how it can help you.

Name/Organization	Rating	Born	Adm	Address
H. Glenn Alberich LeBoeuf, Lamb, Greene & Mac	AV	1945	1978	260 Franklin Street Boston MA 02110
Allison W. Allen		1966	1993	1 International Pl. Boston MA
Barbara B. Anthony	AV	1944	1977	Boston MA
Applegate Valauskas & Rosen	AV			185 Devonshire Street, Suite 250 Boston MA 02110

Name/Organization. Shows the name of the lawyer and/or law firm. Review the names for familiar attorneys or firms that you have worked with in the past.

Rating. Provides the two-character rating given to lawyers and law firms that have been rated by Martindale-Hubbell. See the appendix **Martindale-Hubbell Ratings** in online **Help** for more information on the rating system.

Born. Lists the year the lawyer was born. No information is displayed for law firms.

Adm. Lists the year the lawyer was admitted to the bar. No information is listed for law firms. Use this information to gauge the experience level for the lawyer.

Address. Shows the current address for the lawyer or law firm. Use the address to help identify lawyers or firms close to a location you wish to meet or work in. Also use it for initial contact information.

While you are in the Brief View, examine the status bar at the bottom of the application.

Listing: 0 / 71	Hit: 71 / 71	US Lawyers
-----------------	--------------	------------

Note that there is now information in the status bar. **Listing** lists the total number of listings displayed in the Brief View. In this example, there are **71** total listings. The **0** indicates that no listings are selected in the Brief View (we will cover selecting listings momentarily). Once you select a listing, the **0** will change to the listing number relative to all listings in Brief View (for example, **4/71** indicates the fourth listing is the last one you selected).

Hit displays the total number of listings with hits (which should match the number of listings displayed).

US Lawyers is the current CD-ROM being used by the directory. It may also display **International and Corporate Lawyers**.

Keep an eye on the status bar. It will change to reflect the current state of both the Brief View and the Detailed View.

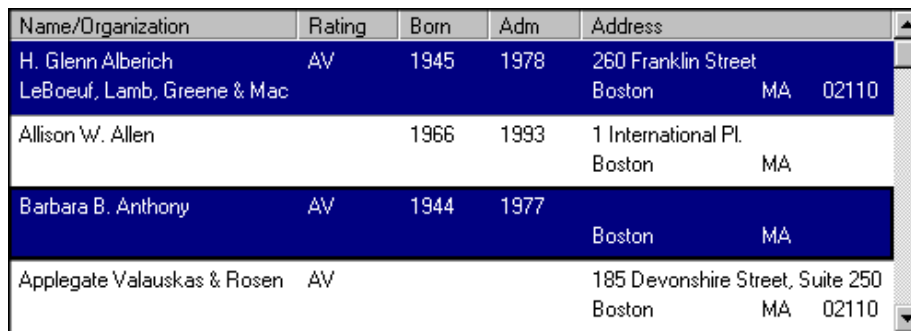
Now that you are familiar with the contents of the Brief View, what can you do with it? The short answer is that you can link to the complete listings that interest you.

Linking to the Detailed View

When you find a listing in the Brief View that you would like to see more information on, click on it. To select multiple listings, hold down the CTRL key while clicking on the listings. To select a range of listings, click on the first listing, hold down the SHIFT key, and click on the last listing in the range.

For example, click on the listing for **H. Glenn Alberich** (the first listing in the Brief View). This listing is now selected. Click on the listing for **Barbara B. Anthony**. The selection moves from the Alberich listing to the Anthony listing.

Now, hold down the CTRL key and click on the Alberich listing again. Both listings should now be selected, as shown in the image below:



Name/Organization	Rating	Born	Adm	Address
H. Glenn Alberich LeBoeuf, Lamb, Greene & Mac	AV	1945	1978	260 Franklin Street Boston MA 02110
Allison W. Allen		1966	1993	1 International Pl. Boston MA
Barbara B. Anthony	AV	1944	1977	Boston MA
Applegate Valauskas & Rosen	AV			185 Devonshire Street, Suite 250 Boston MA 02110

After selecting the listings you wish to view, press ENTER or click on the **Detailed View** tab. The Detailed View appears, with only the selected listings displayed (you will need to scroll to see all of the listings).

Additional Notes on the Brief View

1. You may link from a single listing in Brief View by double-clicking on it.
2. You may select listings in the Brief View using the keyboard. Scroll through the listings using the arrow keys. Press the SHIFT key and continue scrolling to select a range of listings. Note that you may not select non-contiguous listings with the keyboard.

The Detailed View

The Detailed View displays the complete listing information for lawyers and law firms. Use the Detailed View to review additional details about a lawyer or firm before contacting them.

Exploring the Detailed View

If you followed the guided tour through the Brief View, the Detailed View should now contain two listings – one each for Alberich and Anthony. To see both listings, you will need to scroll through the Detailed View.

Scroll down until you can see the **Practice Areas** for the Alberich listing:

Member
260 Franklin Street
Boston MA 02110
 Tel 617-439-9500

Suffolk Co.

Practice Areas: Complex Business Litigation, **Antitrust** Law,
 Constitutional Law

Notice that **Boston, MA** and **Antitrust** are highlighted. These were part of the search criteria that you specified in the Home view (to verify this, click on the Home tab; when finished, click back on the Detailed View tab).

Continue scrolling down and review the categories of information provided in this listing. In addition to the Practice Areas, this listing also has information on when the lawyer was admitted, a brief biography, educational information, when he was born, associations he is a member of, and the International Standard Lawyer Number (ISLN). All of these areas – and more – are searchable, so you could find members of the ABA who work in Cambridge if you needed to (as an example).

Scroll down farther until the listing for Barbara B. Anthony appears. Note that even though the Alberich and Anthony listings were listed first and third in the Brief View, when you view them in the Detailed View, they are next to each other. When you select listings in the Brief View and then go to the Detailed View, only those listings you selected appear. (If you wish to see all of the listings, choose **All Listings** from the **View** menu; if you wish to see the complete listings that meet your search criteria, choose **Listings with Hits** from the **View** menu.)

Finally, go back to the top of the Alberich listing. Notice that office location Boston, MA is underlined:

H. Glenn Alberich (AV)
LeBoeuf, Lamb, Greene & MacRae
L.L.P.
Boston, MA ← Link to office listing

The underlined text is a link to the listing for the office where Alberich works. Click once on the underlined text to follow the link and review the office listing. Choose **Backtrack** from the

View menu to return to the Alberich listing (or click the  button on the toolbar).


For more information on the contents of the Detailed View, see **Understanding Your Search Results** and the appendix **Key to Information** in online **Help**.

Viewing Full or Short Listings


Full and Short Listings are the next stop on the tour. At this point, you should know the difference between the Brief View and the Detailed View. In summary, the Brief View displays an abbreviated listing and the Detailed View displays the complete listing.

Now you will learn that the Detailed View does not always display the complete listing. Within the Detailed View, you may display either the **full** (or complete) listing or a **short** listing.

Switching Between Full & Short Listings

So far, you have been looking at the full listing. The listing for Alberich that we explored earlier is the full listing. To view the short listing, choose **Short** from the **View** menu or use the short listing  button on the toolbar.

Where the full listing contained information on practice areas and biographical information, the short listing contains only admission, education, birth, and ISLN information.

To restore the full listing, choose **Full** from the **View** menu or use the full listing button  on the toolbar.

Reasons for Using the Short Listing

Use the short listing to:

- Scan for basic information about a lawyer or firm (beyond what is displayed in the Brief View).
- Reduce the size of your print jobs (you may choose to print only the short view of information).

Additional Notes on the Detailed View

From within the Detailed View, you may:

- **Scan through all listings in the directory.** Choose **All Listings** from the **View** menu.
- **Zoom in or out.** Increase the size of the text for easier reading or presentations or decrease it to fit more of a listing on the screen.
- **Tag listings for later action.** You may print, export, or view listings you have tagged. Press F6 to tag listings.

Continuing the Tour

At this point, you should be familiar with the basic workings of the *Martindale-Hubbell Law Directory* interface. You can perform a quick search from the Home view, you can review listings in the Brief View, and you can further study listings in the Detailed View.

Now, to continue the tour, you will be introduced to the Advanced Search dialog.

Finding Information

Becoming Familiar with the Advanced Search Dialog
Searching for Lawyers
Searching for Law Firms

If you have worked through the tour up to this point, then you are familiar with the Home, Brief, and Detailed views of the *Martindale-Hubbell Law Directory*. In addition, you have also performed a search from the Home view.

As you continue the tour, you will work through two searches using the powerful yet simple Advanced Search dialog.

Please keep in mind that this is a tour designed to expose you to the basic functionality of the directory. For additional information on searching, please see **Searching the *Martindale-Hubbell Law Directory*** in online **Help**.

Becoming Familiar with the Advanced Search Dialog

Start your search by opening the Advanced Search dialog. Choose **Advanced Search** from the **Search** menu. The Advanced Search dialog appears (a portion of which is shown below):

Take a moment to examine the dialog. The key areas to notice are the tabs at the top and the radio buttons below them.

The tabs allow you to select the primary scope for the search you will perform. They help you narrow down your search to a geographic or functional area.

The radio buttons set the secondary scope and help you further focus your search by selecting lawyers, firms, or both lawyers and firms as possible matches for the search.

Below the radio buttons are the fields where you provide the detail of what you want to search for. The fields that appear are different depending on the primary scope tab and secondary scope radio button that you select. Take a moment to select different tabs and radio buttons and watch how the rest of the dialog changes. For example, select the Corporate tab and then select, in turn, Lawyer/Law Depts, Lawyers Only, and Law Depts Only. The fields displayed in the dialog should change as you do so.

When you are ready, continue the tour by searching for a lawyer.

Searching for Lawyers

Assume, for this part of the tour, that you need to find lawyers who went to Yale and who are currently practicing law in Los Angeles specializing in entertainment law.

To create this search:

1 Open the Advanced Search dialog, if it is not already open.

•Choose **Advanced Search** from the **Search** menu.

2 Choose the **United States as the primary scope and **Lawyers Only** as the secondary scope.**

3 Enter the appropriate information into the fields.

•In the **City** field, enter **Los Angeles**. (You could enter CA for the state as well, if you were unsure if there were another city of angels in the United States.)

•In the **Practice Area** field, enter **Entertainment Law**.

•In the **Law School** field, enter **Yale**.

•Note that not all fields need to be filled to perform a search.

4 Click on **Search.**

•A status message appears, and then the Brief View appears with the matching listings displayed.

If you would like, explore the search hits in both the Brief View and Detailed View. If you need more information on doing so, please refer to **Getting Acquainted with the *Martindale-Hubbell Law Directory*** in online **Help**.

When you are finished exploring, continue on to **Searching for Law Firms**, below.

Searching for Law Firms

For this search, you are going to look for a particular law firm you have heard about. Suppose that during a conversation with a colleague, you learned that there is a firm in Chicago with a proven track record in civil litigation for insurance claims. You can't recall the entire name of the firm, but remember that one of the partners was Miller.

To search for this firm:

1 Open the **Advanced Search** dialog.

- Choose **New Search** from the **Search** menu. New Search opens the most recently used search dialog. In this case, since you used the Advanced Search dialog in the last example, it is the one that appears. Had your most recent search been in the Quick Search form on the Home Page view, that form would have appeared.
- You could also choose **Advanced Search** from the **Search** menu.

2 Choose the **United States** as the primary scope and **Law Firms Only** as the secondary scope.

- If you had not known that Miller was one of the named partners, you could have search for both lawyers and law firms. Since you do know this, then there is no reason to unnecessarily expand the scope of the search.

3 Enter the appropriate information into the fields.

- In the **Name** field, enter **Miller**.
- In the **City** field, enter **Chicago**.
- In the **Practice Areas** field, enter **civil litigation** and **insurance**.

4 Click on **Search**.

- A status message appears, and then the Brief View appears with the matching listings displayed.
- Since there are two matching listings, you will need to scan through the Brief View to find the most likely matches and then review the full listings in the Detailed View. For the purposes of this tour, assume that the firm you heard about was **Miller Faucher Cafferty and Wexler LLP**.

Now that you know how to navigate the directory, the next step is to extract information. The following sections show you how.

Printing

*What Should You Print?
Printing the Brief View
Printing Selected Listings
Printing Search Results
Printing Non-Contiguous Listings
Printing a Range of Listings
Print Options*

What Should You Print?

The *Martindale-Hubbell Law Directory* allows you to print either the Brief View or the Detailed View.

- ▶ Print the Brief View when you need to review summary information for a set of listings.
- ▶ Print the Detailed View when you need to review the complete information for a set of listings.

There are many different print options for the Detailed View.

When you print the Detailed View, you may also choose to print either the Full View or the Short View, depending on the level of detail you need. See Print Options (below) for more information.

Note: Printing is limited to a maximum of 200 listings at a time.

Printing the Brief View

You may print information in the Brief View. Do this when you need to review summary information for a set of listings.

To print the Brief View:

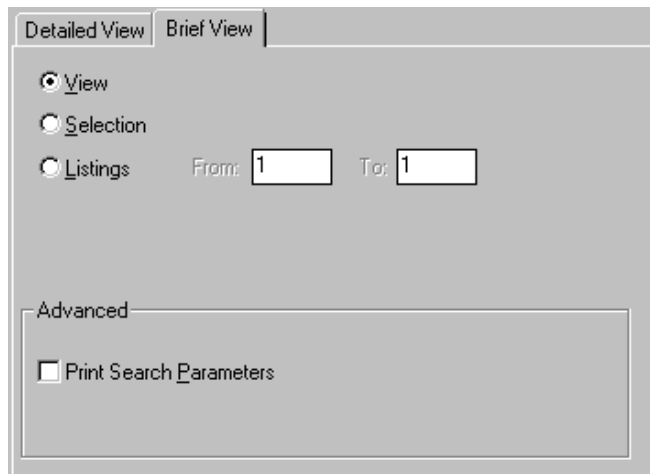
1 Perform a search on the *Martindale-Hubbell Law Directory*.

•The Brief View only contains search results. You must perform a search in order for any information to appear in the Brief View.

2 Choose **Print from the **File** menu.**

•The Print dialog appears.

3 Select the **Brief View tab.**



4 Select the range of information you wish to print.

•Select **View** to print all listings in the Brief View (up to 200).
•Select **Selection** to print all selected listings in the Brief View (select multiple listings by pressing the CTRL key while clicking on the listings with the mouse).
•Select **Listings** to print a range of listings in the Brief View (you can see the listing number by clicking on it and the looking at the status bar at the bottom of the screen).

5 Set any other desired print options.

•See Print Options (below) for more information.

6 Choose **OK to start printing.**

Printing Selected Listings

You may select a small section of the *Martindale-Hubbell Law Directory* to print. Only the information you select (up to 200 listings) will be printed.

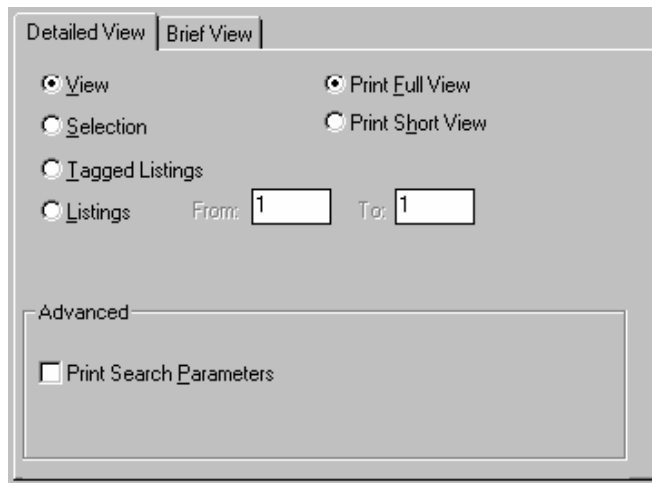
1 Select the listings you wish to print.

•Select text by dragging the mouse across the text. Only the information that you select will be printed.

2 Choose **Print** from the **File** menu.

- The Print dialog appears.

3 Select the **Detailed View** tab.



4 Select **Selection**.

- Only the selected text is printed, not the entire listing.

5 Set any other desired print options.

- See Print Options (below) for more information.

6 Choose **OK** to start printing.

Printing Search Results

You may print listings containing your search results. For example, if you have searched for lawyers who graduated from Harvard in 1974, you may quickly gather those listings into a temporary view for printing (subject to the 200 listing restriction).

1 Perform a search.

2 In the Detailed View, choose **Listings with Hits** from the **View** menu.

- This brings all of the listings that have matches to your search together.

3 Choose **Print** from the **File** menu.

- The Print dialog appears.

4 Select the **Detailed View** tab.

5 Select **View**.

- The view will contain only those listings that have search hits in them.

6 Set any other desired print options.

- See Print Options (below) for more information.

7 Choose **OK** to start printing.

To restore the view to all listings, choose **All Listings** from the **View** menu.

Printing Non-Contiguous Listings

There may be times when you need to print listings that you have found in several different locations throughout the directory. You may print these non-contiguous listings by first tagging them. Once the listings are tagged, you may print them. (Please note that they are printed in the order in which they appear in the directory, not in the order that you tagged them.)

To print non-contiguous listings:

1 Locate and tag the listings you wish to print.

- Tag listings by clicking in the listing and choosing **Tag Listing** from the **Edit** menu (or by pressing F6).

2 Choose **Print** from the **File** menu.

- The Print dialog appears.

3 Select the **Detailed View** tab.

4 Select **Tagged Listings**.

5 Set any other desired print options.

- See Print Options (below) for more information.

6 Choose **OK** to start printing.

Printing a Range of Listings

All of the listings in the *Martindale-Hubbell Law Directory* are numbered in the order in which they appear. You may print a range of listings based on those numbers. For example, you could print listings 100 to 150.

To print a range of listings:

1 Identify the listings you wish to print from the **Detailed View**.

- You need to identify the first and last listing you wish to print.
- The listing number is located at the bottom left of the screen on the status bar. The status bar shows the current listing number and the last listing number. For example, **125 / 4983** indicates that you are in listing 125 out of a total of 4983 listings in the current view.

2 Choose **Print** from the **File** menu.

- The Print dialog appears.

3 Select the **Detailed View** tab.

4 Select **Listings** and select the starting and ending number for the listings you wish to print.

- Put the starting number in the **From** box; put the ending number in the **To** box.

5 Set any other desired print options.

- See Print Options (below) for more information.

6 Choose **OK** to start printing.

Print Options

In the Print dialog, you may set a few print options. Please note that these options are not printer dependent.

Print Full View

This option is available when printing the Detailed View. If selected, then the complete listing is printed rather than the abbreviated listing. See Viewing Full or Short Listings (above) for more information.

Print Short View

This option is available when printing the Detailed View. If selected, then the abbreviated listing is printed rather than the complete listing. See Viewing Full or Short Listings (above) for more information.

Print Search Parameters

When this option is selected, the current search parameters are printed at the top of the first page.

Please note that this option is only available if a search has been performed from the Quick Search or from the Advanced Search dialog. The printed page displays the name of the search form used to create the search, the tab and radio button selected (if in the Advanced Search dialog), and all fields used to create the search (empty fields are ignored).

Number of Copies

Use this option to print multiple copies. Copies are made sequentially; one copy will completely finish before another copy starts.

First Page Number

Use this option to set the first page number to be printed in the footer of every page. If this is left blank, the first page number will be 1. If you wish the print out to start with a different page number (such as 7), enter that number. The first page will start with the specified number; all subsequent page numbers will be incremented from the starting number (such as 7, 8, 9, etc.)

Exporting

*Export or Copy?
Exporting Search Results
Exporting Non-Contiguous Listings
Exporting a Range of Listings
The Comma Delimited Text Format*

Use Export to convert parts of the directory to a different file format.

The *Martindale-Hubbell Law Directory* allows you to export to Rich Text Format (RTF), Text, and Comma Delimited Text. The format for the comma delimited text format is discussed at the end of this section.

Export or Copy?

When you need to share information stored in the *Martindale-Hubbell Law Directory* with another application, you may either export it or copy it. The method that you choose depends on the amount of information you need share and the formatting attributes you need to retain.

Copy information to the clipboard when:

- You have a small amount of information to share.
- You are prepared to lose all formatting attributes for the information (such as colors, indents, and underlines)
- You do not have an export filter that supports the application you need to share information with.

Export information to a file when:

- You have a large amount of information to share (several listings).
- You want to try to retain as much formatting attributes as possible (the RTF filter retains formatting; the Comma Delimited and Text filters do not).

Note: Both exporting and copying to the clipboard are limited to 200 listings at a time.

Exporting Search Results

You may export listings containing your search results. For example, if you have searched for lawyers who graduated from Harvard in 1974, you may quickly gather those listings into a temporary view for exporting (subject to the 200 listing restriction).

1 Perform a search.

2 In the Detailed View, choose **Listings with Hits** from the **View** menu.

•This brings all of the listings that have matches to your search together.

3 Choose **Export** from the **File** menu.

•The Export dialog appears.

4 Choose **Save as type** and select the file format to which you want to export.

•The *Martindale-Hubbell Law Directory* allows you to export to Rich Text Format (RTF), Text, and Comma Delimited Text.

5 Type in the name of the new file you wish to create.

•Change the drives and directories as needed.

6 Under **Range**, choose **View**.

•The current view will contain only those listings that have search hits in them.

7 Choose **OK**.

To restore the view to all listings, choose **All Listings** from the **View** menu.

Exporting Non-Contiguous Listings

There may be times when you need to export listings that you have found in several different locations throughout the directory. You may export these non-contiguous listings by first tagging them. Once the listings are tagged, you may export them. (Please note that they are exported in the order in which they appear in the directory, not in the order that you tagged them.)

To export non-contiguous listings:

1 **Locate and tag the listings you wish to export.**

•Tag listings by clicking in the listing and choosing **Tag Listing** from the **Edit** menu (or by pressing F6).

2 Choose **Export** from the **File** menu.

•The Export dialog appears.

3 Choose **Save as type** and select the file format to which you want to export.

•The *Martindale-Hubbell Law Directory* allows you to export to Rich Text Format (RTF), Text, and Comma Delimited Text.

4 Type in the name of the new file you wish to create.

•Change the drives and directories as needed.

5 Under **Range**, choose **Tagged Listings**.

•Tagged Listings will only export those listings that you have tagged.

6 Choose **OK**.

Exporting a Range of Listings

You may select a specified range of the *Martindale-Hubbell Law Directory* to export. You may specify up to 200 continuous listings to export.

1 Identify the listings you wish to export from the Detailed View.

- You need to identify the first and last listing you wish to export.
- The listing number is located at the bottom left of the screen on the status bar. The status bar shows the current listing number and the last listing number. For example, **125 / 4983** indicates that you are in listing 125 out of a total of 4983 listings in the current view.

2 Choose **Export** from the **File** menu.

- The Export dialog appears.

3 Choose **Save as type** and select the file format to which you want to export.

- The *Martindale-Hubbell Law Directory* allows you to export to Rich Text Format (RTF), Text, and Comma Delimited Text.

4 Type in the name of the new file you wish to create.

- Change the drives and directories as needed.

5 Under **Range**, choose **Listings** and enter the starting and ending listing numbers.

- Put the starting number in the **From** box; put the ending number in the **To** box.

6 Choose **OK**.

The Comma Delimited Text Format

The comma delimited text format can be useful if you need to view the information from a set of listings in a traditional database or spreadsheet. The data will output as shown below with quotes around data elements and separated by commas. Note that if data is not present for a certain field or data element, the comma will output as a placeholder.

```
"NAME","TITLE","FIRM","ADDRESS 1","ADDRESS  
2","CITY","STATE","POSTAL CODE","COUNTRY","PHONE","FAX"<carriage  
return, line feed>
```

A sample exported listing appears below:

```
"Nicholas B. Angell","Member",,"230 Park Avenue",,"New  
York","NY","10169",,"212-697-0300",,<carriage return, line feed>
```

Concluding the Quick Tour

*Summary
Where to Go from Here*

Summary

After working through the Quick Tour, you should now be familiar with the *Martindale-Hubbell Law Directory* interface. The Home view allows you to link to information and to perform basic searches. The Brief View shows summary information for listings that meet your search requirements. And the Detailed View shows the complete listing for more detailed analysis.

You have used the Advanced Search dialog to perform two searches on the directory; this experience should help you formulate your own searches for information important to you. Finally, you have seen how to print and export information from the directory.

Where to Go from Here

Now that you have completed the Quick Tour, you may want to browse through online **Help** for more detailed information. The following sections are of particular interest:

- **Martindale-Hubbell Reference** provides help on every standard menu item in the *Martindale-Hubbell Law Directory*, including the item's purpose, steps for using that item, and any tips, suggestions or explanations about the item.
- **Searching the *Martindale-Hubbell Law Directory*** goes into additional detail on searching the directory and provides several examples after which to pattern your searches.
- **Appendices** provide important supplemental information about the directory, including a List of Searchable Fields; Peer Review Ratings; List of Practice Areas; Services, Suppliers and Consultants, and more.

Getting Help

Context-Sensitive Help

Access context-sensitive help anytime by pressing [F1]

General Help

Select **Contents** on the **Help** menu

Technical Support Via the Web

www.martindale.com/techsupport

Via Email

techsupport@martindale.com

Via Telephone

U.S. AND CANADA: 1-800-526-4902, ext. 8005

U.K. AND EUROPE: +44 (0)20 7911 1920

ALL OTHER LOCATIONS: 1-908-464-6800, ext. 8005



© 1996-2006 Martindale-Hubbell, a division of Reed Elsevier Inc.

All rights reserved.

Document Date: April 1, 2006

LexisNexis, the Knowledge Burst logo and Martindale-Hubbell are registered trademarks and Martindale-Hubbell Law Directory on CD-ROM is a trademark of Reed Elsevier Properties Inc, used under license. Other products and services may be trademarks or registered trademarks of their respective companies.