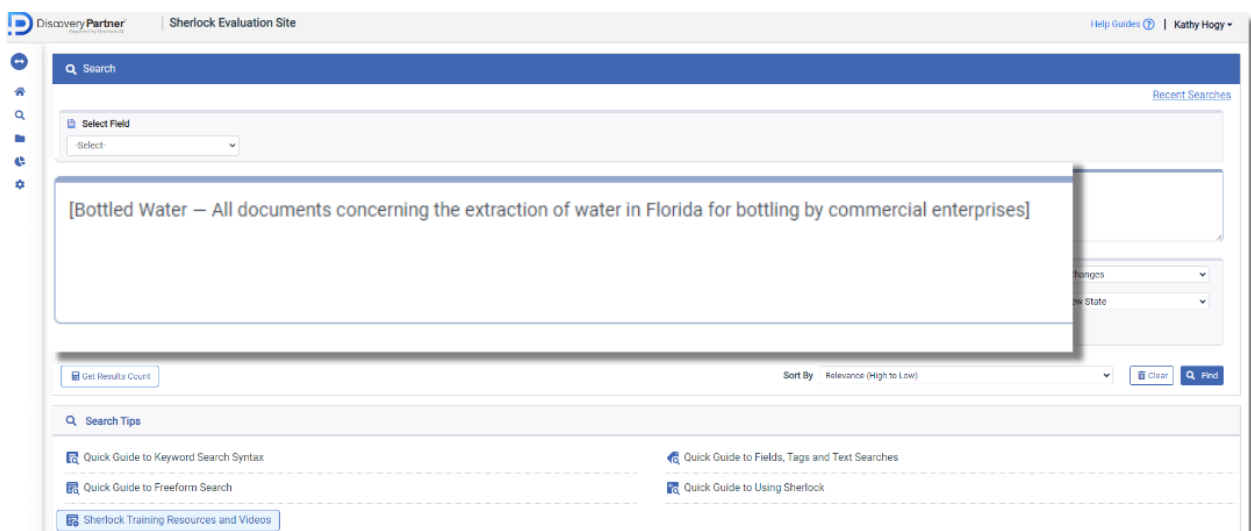


Quick Guide to Freeform™ Search

Freeform search is one of the simplest yet most powerful ways to conduct a keyword search in the DiscoveryPartner platform. This Quick Guide will show you how to use it.

1. Starting the Search

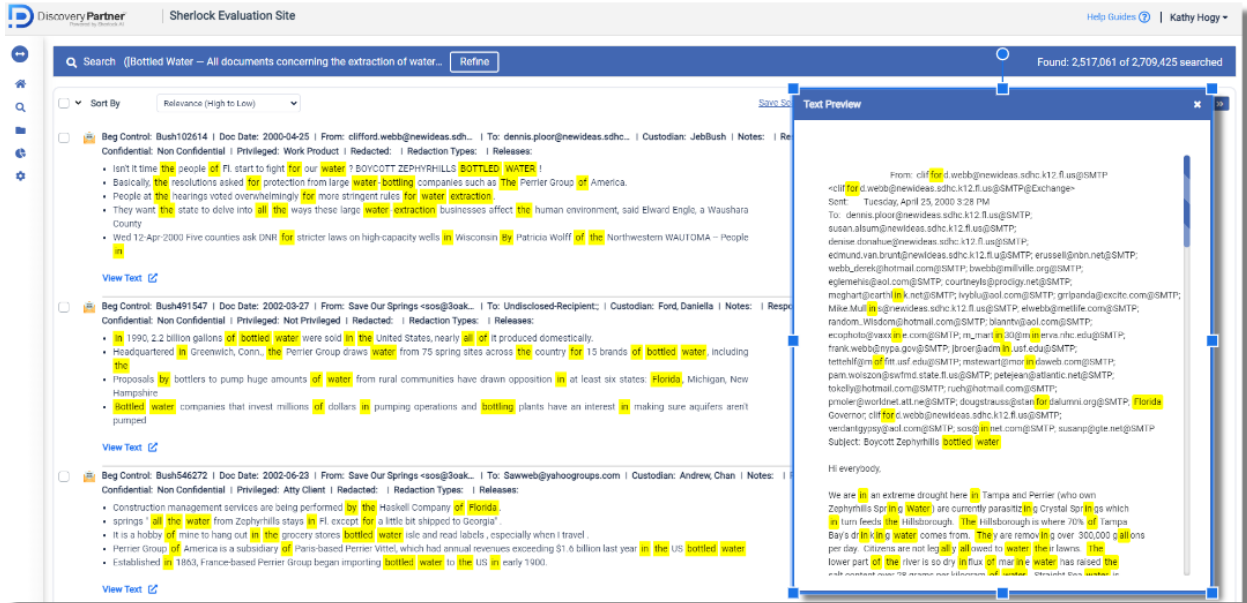
Freeform search is an alternative way to find documents without mastering complex Boolean search syntax. Rather than build a complicated search query, paste your topic request into the search box, and enclose it in square brackets. Like this:



When you enclose text in square brackets, DiscoveryPartner will ignore punctuation and the lack of Boolean syntax. Instead, it will look for documents containing your keywords. **Make sure you sort by Relevance (High to Low) so you see only the most likely relevant documents.**

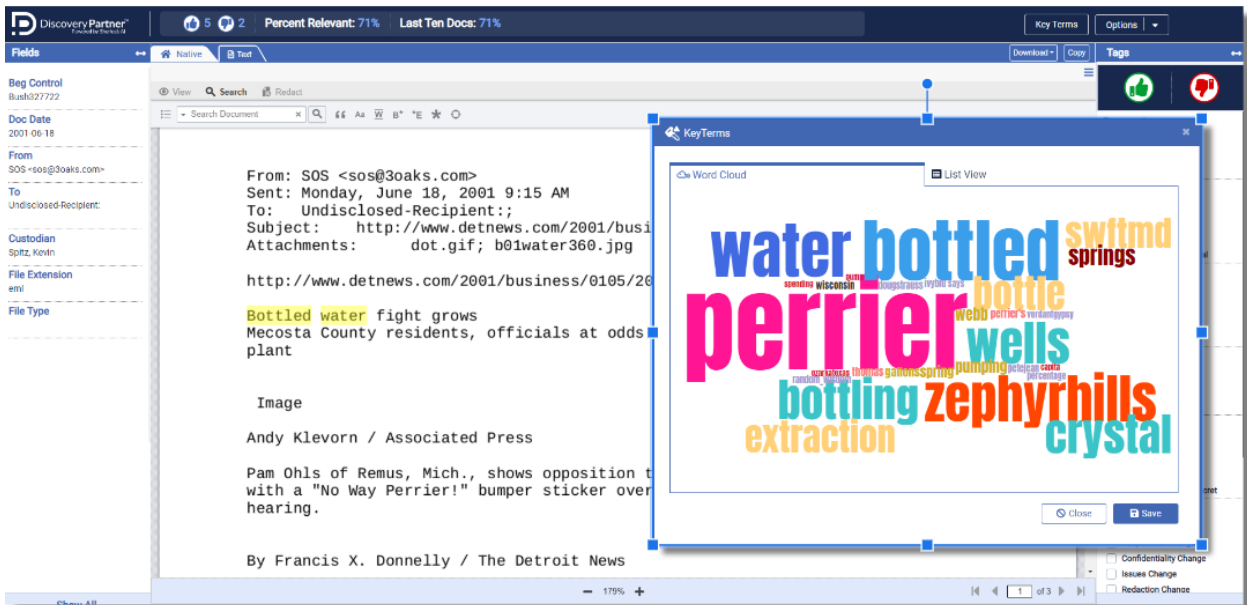
2. Use the Snippet View for Results

Change the results page to Snippet View. This will allow you to get a quick idea about the nature of your results.



3. Send One or More Documents to DiscoveryPartner

Select one or more documents and send them to DiscoveryPartner. From there, DiscoveryPartner will try to find more relevant documents using several powerful machine-learning algorithms. DiscoveryPartner can analyze and rank millions of documents in milliseconds, weighing thousands of keywords in the balance.

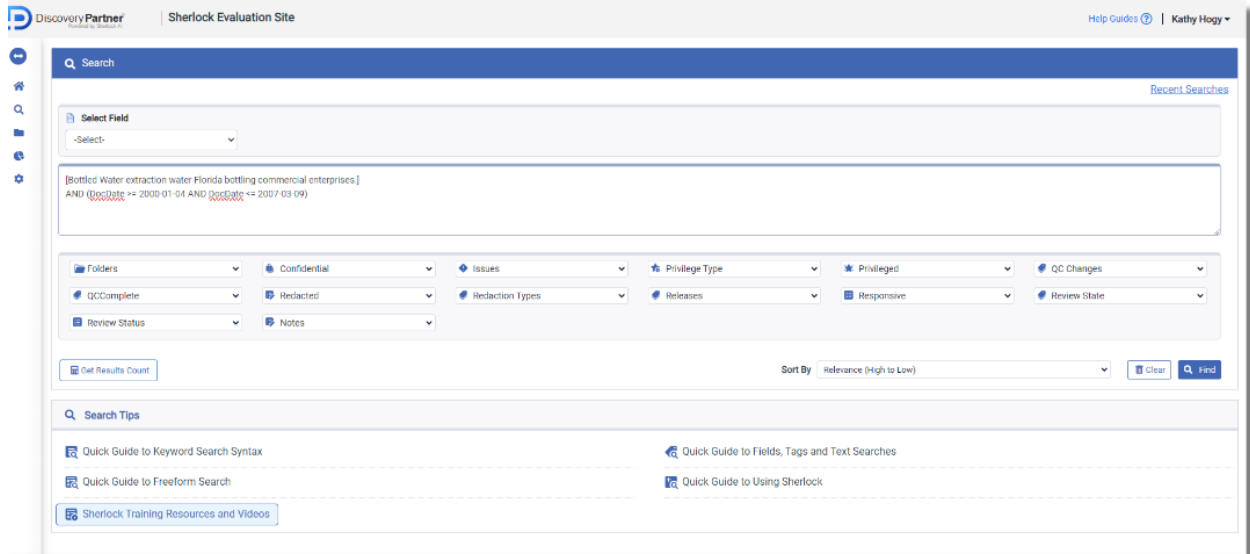


If you want to select more than a page full of records from your search, just put them in a folder. Send them to DiscoveryPartner from the folder.

4. Advanced Search

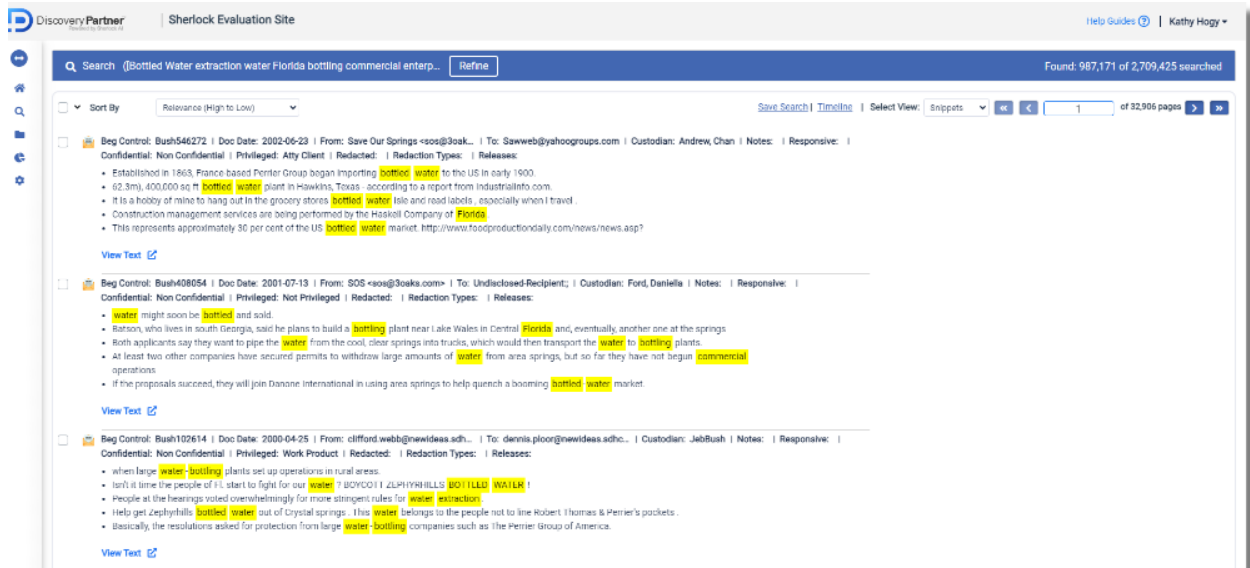
For more advanced needs, you can add boolean criteria to your search. Here is an example where we limit the search by date range (and also removing extraneous words):

**[Bottled Water extraction water Florida bottling commercial enterprises.]
AND (DocDate >= 2000-01-04 AND DocDate <= 2007-03-09)**



The screenshot shows the Discovery Partner search interface. The search bar contains the query: "[Bottled Water extraction water Florida bottling commercial enterprises.] AND (DocDate >= 2000-01-04 AND DocDate <= 2007-03-09)". Below the search bar, there are several filter categories: Folders, Confidential, Issues, Privilege Type, Privileged, QC Changes, QCComplete, Redacted, Redaction Types, Releases, Responsive, Review Status, and Notes. The interface also includes a "Get Results Count" button, a "Sort By" dropdown set to "Relevance (High to Low)", and a "Search Tips" section with links to various guides.

This search will only bring back documents from your stated date range, e.g. between January 1 of 2004 and March 3, 2009.



The screenshot shows the search results page for the query. It displays three document entries, each with a "View Text" link. The first entry is titled "Beg Control: Bush546272" and has a document date of 2002-06-23. The second entry is titled "Beg Control: Bush408054" and has a document date of 2001-07-13. The third entry is titled "Beg Control: Bush102614" and has a document date of 2000-04-25. Each entry includes a list of bullet points summarizing the document's content.

In building Freeform searches, you can paste in text or simply enter as many keywords as come to mind. The power of Freeform searching is that you find great starting documents and let DiscoveryPartner take over from there. That's the heart of DiscoveryPartner Integrated Search.