Analyst's Notebook 8

i 2

Accelerating Your Mission.

CREATING CHARTS USER GUIDE

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About This Guide

This volume of the *i2 Analyst's Notebook 8 User Guide* introduces you to some of the basic features of *Analyst's Notebook*.

Intended audience

This guide is intended for users who have a basic knowledge of computers including the Microsoft Windows interface and use of the mouse. If you are not familiar with the Microsoft Windows environment, we recommend that you read the documentation relevant to that environment.

License and installation

This guide assumes that you have a licensed copy of *Analyst's Notebook* installed on your computer.

Book structure

This guide contains the following chapters:

Getting Started

Provides a brief overview of *Analyst's Notebook*. It also describes how to use the documentation and how to work through the examples in this guide.

Chapter 1, Introducing Some Basic Features

Introduces the basic features of *Analyst's Notebook*.

Chapter 2, Handling Chart Items

Contains a worked example that describes further features that can be used when adding information to a chart.

Chapter 3, Adding Cards and Attributes

Describes how to add cards and attributes to chart items.

Chapter 4, Combining Charts and OLE Objects

Shows how you can incorporate one chart into another and add OLE objects to a chart.

Chapter 5, Merging and Navigating Charts

Shows how you can merge more than one chart into one chart and explains how to navigate through large charts.

Chapter 6, Introducing Theme Lines

Describes some of the basic features of theme lines.

Chapter 7, Working with Theme Lines

Describes some of the more advanced features of theme lines.

Chapter 8, Ordered and Controlling Items

Describes how to add items to your chart that contain dates and times and order.

Chapter 9, Changing the Emphasis of a Chart

Describes how to change the representation of your chart.

Chapter 10, Working with Time Zones

Describes how *Analyst's Notebook* works with different time zones.

Appendix A, Features used in the Examples

Contains tables listing where various *Analyst's Notebook* features are demonstrated in the examples. These can be used to find the examples that best illustrate a specific feature.

Glossary

A glossary of terms to help you understand the terminology used within *Analyst's Notebook*.

Conventions

Throughout this guide the following conventions are used:

Style	Used for	Examples
Bold	Button names and options on dialogs.	**Open** command; **File** menu; **Options** button; **Label** check box.
Initial Capitals	Window names and dialog box names.	Tool window; Chart Properties dialog.
Italic	For emphasis, i2 product names and references to other i2 guides.	Start *Analyst's Notebook.*
`Courier`	User entered text.	Enter the name `SMITH`.

Dates and times

When entering dates and times, the format you use will depend on your computer's settings.

Dates throughout this guide are in the format dd MMM yyyy, for example 18 Oct 2006. You should enter the date corresponding to your computer's settings.

Times in this guide are all in the 24 hour clock, for example, 13:00. If your computer's settings are different then you should enter the time corresponding to your settings. For example 13:10 in the 24 hour clock equates to 1:10 PM.

Unless otherwise stated, all of the charts used in these examples are in Greenwich Mean Time (GMT).

i2 Services

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For customers in North and South America, e-mail support@i2inc.com.

For customers in the UK or the Rest of the World, e-mail support@i2.co.uk.

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Other i2 Publications

Analyst's Notebook 8

- *i2 Analyst's Notebook 8 Quick Start Guide*
- *i2 Analyst's Notebook 8 User Guide: Importing*
- *i2 Analyst's Notebook 8 User Guide: Customizing and Analyzing*

Chart Reader 8

- *i2 ChartReader 8 User Guide*
- *i2 ChartReader 8 Embedding in a Web Page*

Getting Started

This chapter introduces *Analyst's Notebook* and describes how to use the product documentation.

Contents

Using the Documentation

We recommend that before you start to use the documentation provided with *Analyst's Notebook* you familiarize yourself with the product by reading the *Analyst's Notebook 8 Quick Start Guide*, which introduces the basic concepts of creating charts.

Product documentation

The *Analyst's Notebook 8 User Guides* do not cover all of the features of the product. Instead, they comprise a series of worked examples to demonstrate how the features may be used in real situations. These guides are aimed at providing information about which features best suit different situations and how you might use them to approach specific problems.

The online help covers all of the features of *Analyst's Notebook*. It contains information on how to use the facilities. It also provides context specific help for all of the fields and options in each of the dialogs. It does not include any worked examples as these are provided in the *Analyst's Notebook 8 User Guides*.

The *Analyst's Notebook* product documentation comprises:

- *Analyst's Notebook 8 Quick Start Guide*

  This is a short guide that introduces the basic concepts of *Analyst's Notebook*. It is advisable to read this guide before you start to work through the examples in the *Analyst's Notebook User Guide*.

- *i2 Analyst's Notebook 8 User Guide: Creating Charts*

  The *Analyst's Notebook 8 User Guide* comprises three volumes. This volume is devoted to producing charts manually. It provides the building blocks for understanding the fundamentals of *Analyst's Notebook* and it would be beneficial for you to work through it regardless of whether you intend to create charts manually or import most of your data.

- *i2 Analyst's Notebook 8 User Guide: Importing*

  This volume describes how to import data from text files, including how to create import specifications.

- *i2 Analyst's Notebook 8 User Guide: Customizing and Analyzing*

  In this volume, you are introduced to more advanced features of the software. It describes how to create and maintain templates, including the ability to define new types and set other chart properties. This volume also covers the features that allow you to tidy up your chart for presentation purposes and allows you to learn all about the analysis tools available in *Analyst's Notebook*.

- *i2 Analyst's Notebook Online Help*

  For more information on using the online help, refer to *Using the online help* on page 15.

Using this guide

The examples in this guide are designed to help you use *Analyst's Notebook* in your work. In working through the examples, you will use many of the *Analyst's Notebook* features. The examples will be most useful to you if you work through them in the order in which they appear in the guide.

Structure of the examples

The main chapters of this guide consist of a series of worked examples that gradually introduce you to *Analyst's Notebook*.

User Guide
Example
Material

In some examples, the first thing you are asked to do is open an existing chart that we have provided for you. To access these charts, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

We have also provided you with a set of finished charts that can be accessed from the folder location described above. The charts reflect how your initial charts should look once you have worked through and completed each example. You may want to refer to these while you are working through the examples or at the end of a completed section.

Each example comprises several sections. The start of each section describes the concepts behind the feature that is being introduced. The remainder of each section consists of a series of steps.To complete a worked example you must follow each of these steps in order, without skipping any of the sections.

If at a later date you wish to work through an example without re-reading the conceptual information, just move from shaded heading to shaded heading in the chapter. Working through these headings will lead you through all of the steps in the example.

Main section

Shaded heading

If at any time, you need more help with a feature, refer to the online help. How to use the online help is described on page 15.

Storing the charts created in the worked examples

Analyst's Notebook saves charts to the `My Documents\i2\i2 Analyst's Notebook 8\Charts folder` as standard. We recommend that you create a subfolder within this folder to store the charts you create with this guide. If you need to refer to them at a later date, it will be easy to find them.

To create a subfolder in which to store your charts:

1. Double-click on the **My Documents** shortcut on your Windows desktop, and navigate to the `i2\i2 Analyst's Notebook 8\Charts` folder.

2. Right-click in the My Documents window, and from the shortcut menu, select **New ▶ Folder**.

3. Edit the name of this folder to be `Analyst's Notebook 8 User Guide - Creating Charts`.

Using the online help

We recommend that you familiarize yourself with the *Analyst's Notebook* online help and use it extensively in conjunction with this guide.

Viewing the help

You can view the *Analyst's Notebook* online help in the following ways:

- click the **Help** toolbar button
- from the **Help** menu, select **Contents**
- press the F1 key

You can display a help topic about a specific item by:

- clicking the **What's This? Help** toolbar button, then clicking a menu command or toolbar button
- holding your mouse over a toolbar button or menu command and pressing the F1 key to display help information relevant to the item you highlighted

In dialogs, you can display a help topic about a specific item by:
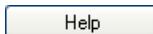
- clicking the **Help** button on a dialog to display information about that dialog
- clicking the **What's This? Help** button in the top right of the dialog and clicking on a dialog option
- clicking with the left mouse button on a dialog option and pressing the F1 key

Tooltips and the Search Bar

To see the name of a toolbar button, hold the mouse over it. A pop-up hint, referred to as a tooltip, appears.
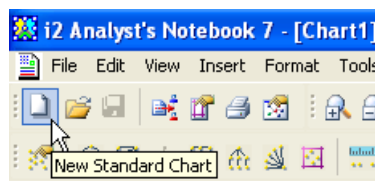
Note also that *Analyst's Notebook* displays a short description of the feature in the Status bar, which is located along the bottom of the application.

For further information on how to use the online help, refer to the online help topic *Using Analyst's Notebook Help*.

1

Introducing Some Basic Features

This chapter introduces some of the basic *Analyst's Notebook* features and how you can use them when creating charts.

Contents

Introduction

The features covered in detail in this example are:

- creating charts

- using event frames to represent happenings, usually over a period of time

- saving your charts, and completing a Cover Sheet to record information about your charts

- aligning and spacing items in your chart

- zooming in and out of the chart to see specific details more clearly or to obtain an overall view of the entire chart

- changing the event frame display to customize what parts of the information contained in an event frame are displayed on your chart

- using palettes to locate types easily, such as icon types or link types

- adding icons and links

- using the spelling checker

- fitting your chart within page boundaries for printing purposes

- printing your chart

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (Example 1 finished.anb) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the My Documents\i2\i2 Analyst's Notebook 8 folder, and double-click on the Creating Charts folder.

Scenario

Gary SPARKES has been suspected of drug supply for a number of years but it has not been possible to prove anything against him in the past. FARMER is believed to be one of SPARKES' dealers and the investigating team has decided to use undercover officers in an attempt to make a test purchase from FARMER.

An undercover officer makes initial contact with FARMER by telephone at 10:12 on 29 September 2006 and arranges a meeting for 12:00 the same day. The officer tells FARMER that he requires 25 grams of heroin and FARMER says he will contact his main supplier. He promises to have the drugs available the following day. This telephone conversation is recorded.

The meeting takes place around 12:00 on 29 September 2006, as arranged. When FARMER arrives at the meeting he does not have the drugs with him. He calls his supplier from a payphone at the local station. A few minutes after this call a package is delivered to him by an unknown male on a motorcycle. The license plate of this motorcycle is only partly visible but the officer notes that the partial license plate is 2*9WF*. The package (apparently containing 25 grams of heroin) is handed to the officer, shortly after which the meeting ends.

The officer returns to his office after the meeting where he bags up the drugs and sends them to a forensic laboratory for analysis.

The happenings that took place during this meeting have been recorded by the undercover officer and all of the details have been taken from his notebook.

Creating Charts

A chart is created using a *template.* A template contains properties such as entity and link types that you often use. Templates can be used to provide consistency across charts.

There are three different types of template that you can use when you create a new chart:

Standard template   The Standard template, provided with *Analyst's Notebook*, contains chart properties, such as *entities*, *links* and *attributes*. These properties are specified in *palettes*, each palette contains associated chart properties. For example, the Individuals palette contains all of the properties relating to people.

User template   You can create a user template that contains all of the types and styles that are regularly used by your organization. This provides consistency across all of your charts. You can create as many user templates as you wish, each containing different types and styles.

Empty template   An empty template does not contain any properties and will not contain any palettes. This is a good starting point if you want to set up a new template.

You can also open a chart that has already been created.

How do I create a new chart based on a template?

You have received information about the happenings relating to an undercover drugs operation involving Gary SPARKES and FARMER which you now want to chart. Create a new chart based on the User Guide Examples template. To do this:

1. Start *Analyst's Notebook*.

2. From the **File** menu, select **New From Template**. This displays the New From Template dialog:
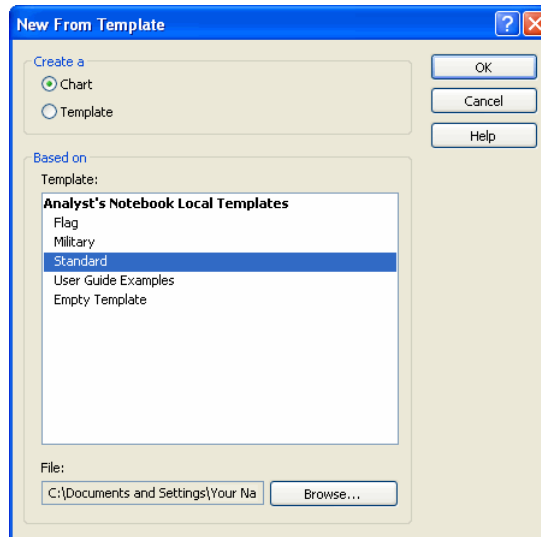
3. From the list of Analyst's Notebook Local Templates, select **User Guide Examples** and click **OK** to close the New From Template dialog.

A new empty chart is created based on the User Guide Examples template:
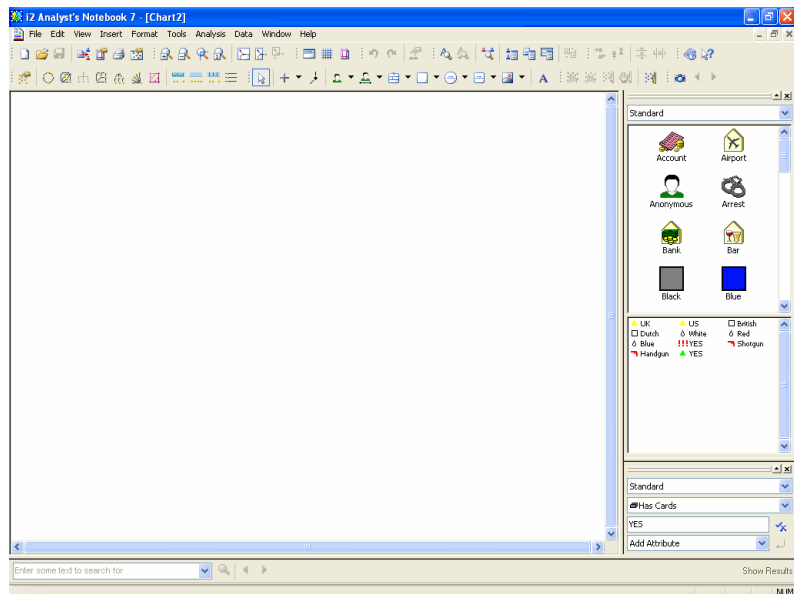
Representing Happenings Using Event Frames

Entities can represent, for example, individuals, locations, organizations or objects. When you start building your chart, you select an *entity type* (such as Male, Female) from a palette and drag it onto the chart. When you add it to the chart the entity type becomes an *entity*, for example:

Drag an entity type from the palette and drop it onto the chart, it becomes an entity

Anonymous 1

Entity
(on chart)

Entity Type
(in palette)
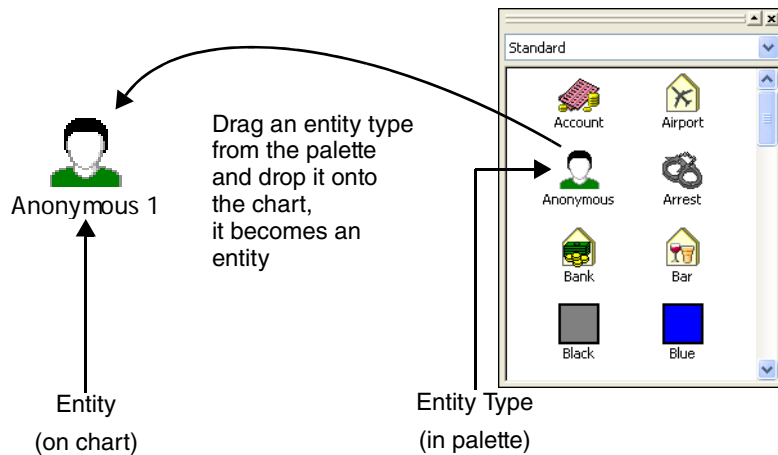
You can define your own entity types in charts and palettes, as you add information to the chart.

There are several *representations* of an entity in *Analyst's Notebook*:

- Icons
- Boxes
- Circles
- OLE objects
- Text blocks
- Event frames
- Theme lines

An event frame can be used to represent a happening, typically something that took place at a moment in time.

You can display all of the information that you added to an event frame or just parts of the information that is useful for your particular chart.

An example event frame, together with some of the information that you may wish to add to it, is shown below:

Pin

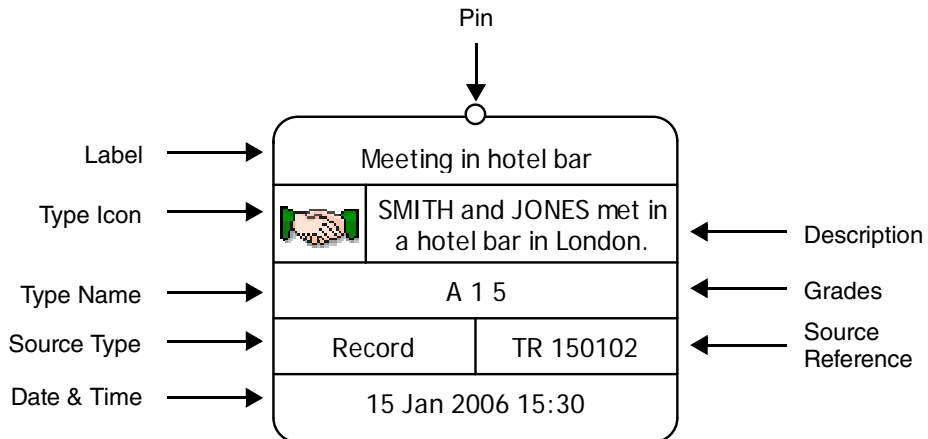| Label | Meeting in hotel bar |
Type Icon	SMITH and JONES met in a hotel bar in London. → Description
Type Name	A 1 5 → Grades
Source Type	Record │ TR 150102 → Source Reference
Date & Time	15 Jan 2006 15:30

You can choose which fields in an event frame to display on your chart:

Label	Short description of the event.
Description	Detailed description of the event.
Type Icon	Icon used to represent the type of the event.
Type Name	Entity type of the event.
Grades	The grading information for the event.
Source Type	A description of the source of the information. Examples of source types are Officer, Witness, Record.
Source Reference	A reference for the information. An example of a source reference is a document reference number.
Date & Time	The date and time that a happening took place. This can be the formatted date and time, for example 15 Jan 2006 15:30, or a description of the date and time, for example, when a happening took place, such as "in the afternoon".

Note: You can display the formatted date and time, or a description of the date and time, but you cannot display both at the same time.

How do I add an event frame?

On 29 September 2006 at 10:12, an undercover officer called FARMER and arranged a meeting for around 12:00 noon on the same day. The meeting was arranged to set up the controlled purchase of drugs in order to gather evidence against FARMER. Create two event frames to show the meeting being arranged by the undercover officer and the officer leaving for the meeting at 11:00 on 29 September 2006. To do this:

1. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Telecoms ▶ Telephone** to select the Telephone type from the Telecoms palette.

    The pointer changes to be an event frame:

2. Click on the chart to add the event frame.

How do I edit the contents of an event frame?

Add information to this event frame that shows the undercover officer calling FARMER on 29 September 2006 at 10:12 to arrange a meeting for the following day. To do this:

1. Double-click on the event frame that you have just added to the chart to display the Edit Event Frame dialog.

2. Select **Data\Identity** to display the Identity page:
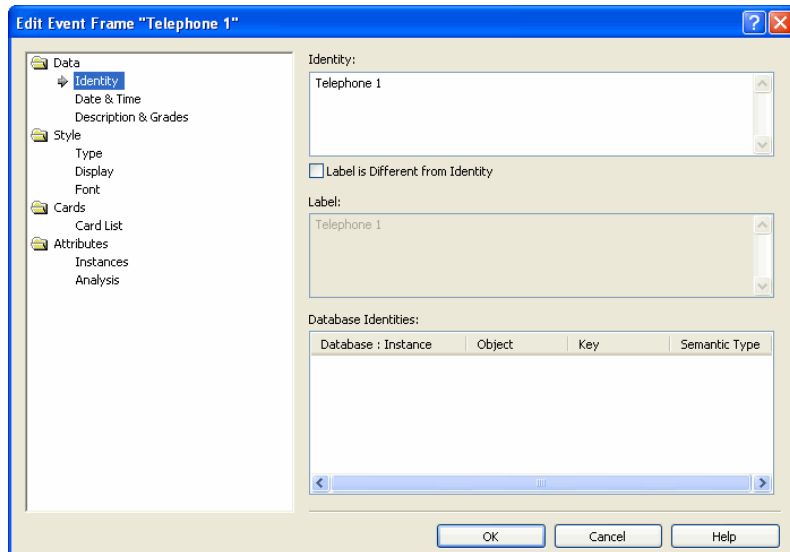
3. In the **Identity** box, replace the text Telephone 1 with `Meeting arranged`. This will be the name of the event frame that is shown on the chart.

    Do not close the Edit Event Frame dialog.

4. Select **Date & Time** to display the Date & Time page:
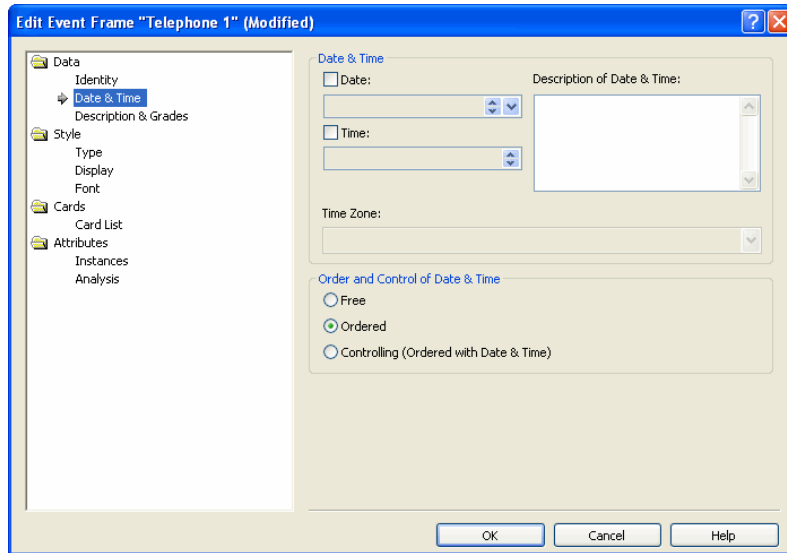
5. Turn on the **Date** check box so that you can enter the date that the meeting was arranged.

   Note: The format that you use when you enter the date will depend on your computer's settings. The date format used throughout this guide is in the format dd MMM yyyy, for example 24 Jun 2006.

6. Edit the date to be 29 Sep 2006. To do this:

   a. Click in the first section of the **Date** box.

   b. Use the up/down arrows to increase or decrease the value to be 29.

   c. Press the right arrow key on your keyboard to move to the next section of the **Date** box. Using the up/down arrows, increase or decrease the value to be Sep.

   d. Press the right arrow key on your keyboard to move to the final section of the **Date** box. Once again, use the up/down arrows to set the year to be 2006.

Note: You can also specify the date by clicking the drop-down arrow to the right of the **Date** box and selecting the appropriate date from the calendar.

7. Turn on the **Time** check box so that you can enter the time that the meeting was arranged.

8. In the same way that you added the date, edit the time to be 10:12.

   Note: The format that you use when you enter the time will depend on your computer's settings. The time format used throughout this guide is in the 24 hour clock, for example 13:10 is the same as 1:10 PM.

9. Select **Description & Grades** to display the Description & Grades page:
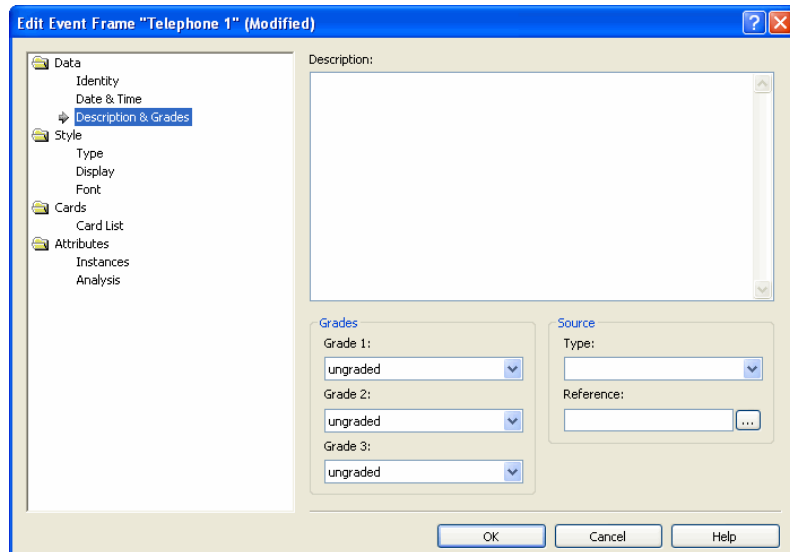
10. In the **Description** box type the following:

```
An undercover officer contacted FARMER (a local drug
supplier) to arrange a meeting. The officer was to set up
the controlled purchase of drugs in order to gather
evidence against FARMER.
```

11. Add grading information to this event frame. To do this:

    a. From the **Grade 1** drop-down list, select **A**.

    b. From the **Grade 2** drop-down list, select **1**.

    c. From the **Grade 3** drop-down list, select **5**.

    d. From the **Type** drop-down list, select **Officer**.

    e. In the **Reference** box type `DS 453/01`.

12. Click **OK** to close the Edit Event Frame dialog.

The event frame is displayed on your chart containing all of the information that you added:

Note: The date and time format displayed depends on your own computer's settings

How do I change the format of the date and time?

You want all dates and times in event frames to be displayed with the long date and time format, for example 10 September 2006 18:25. The date and time that you entered in the Meeting arranged event frame is not displayed in this format. Change the date and time format in this event frame and for all subsequent event frames that you will add to the chart. To do this:

1. Double-click on the Meeting arranged event frame to display the Edit Event Frame dialog and select **Style\Display** to display the Display page:
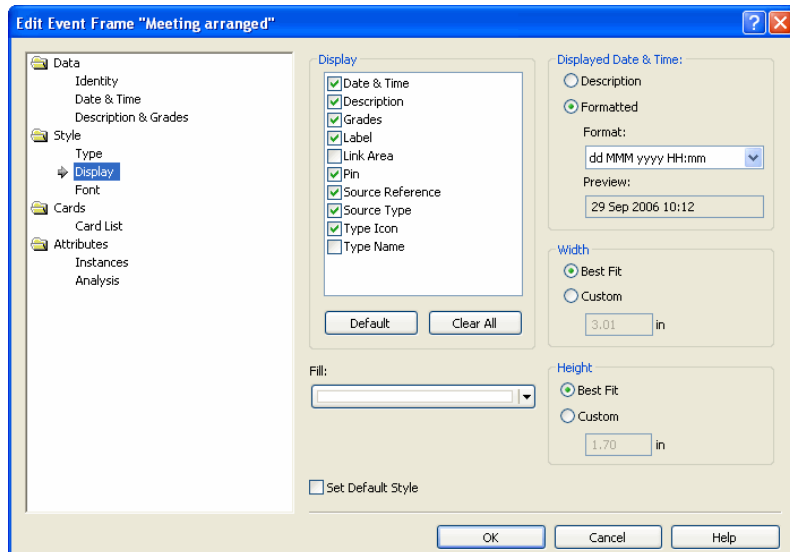
2. In the Displayed Date & Time area, make sure **Formatted** is selected and select **dd MMMM yyyy HH:mm** from the drop-down list.

3. Turn on the **Set Default Style** check box. Each event frame that you add to this chart from now on will use the same date and time format. This means that you will not have to set it each time you add an event frame.

4. Click **OK** to close the Edit Event Frame dialog.

The event frame is now displayed on your chart with the required date and time format:

Adding more event frames

On 29 September at 11:00, the undercover officer left for the meeting with FARMER. Add an event frame to show this information. To do this:

1. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Transport ▶ Car** to select the Car type from the Transport palette.

2. Place the event frame to the right of the Meeting arranged event frame and add the following information to it:

Identity	Leave for meeting
Date & Time	29 Sep 2006 11:00
Description	Undercover officer leaves for meeting.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 453/02

The two event frames are displayed on the chart:

| Leave for meeting	
🚗	Undercover officer leaves for meeting.
A 1 5	
Officer	DS 453/02
29 September 2006 11:00	

Meeting arranged	
☎	An undercover officer contacted FARMER (a local drug supplier) to arrange a meeting. The officer was to set up the controlled purchase of drugs in order to gather evidence against FARMER.
A 1 5	
Officer	DS 453/01
29 September 2006 10:12	

Saving Charts and the Cover Sheet

It is good working practice to save your charts at regular intervals as you add information to them. If there is a power failure or a problem with your computer you risk losing your work if you have not saved the chart.

If you have made changes to charts that have not been saved, you will be prompted to save these changes when you exit *Analyst's Notebook* or close the chart. If you have an existing chart that you want to use as the starting point for another chart, you can save it as another name so that you can add more information to it but not change the original chart.

When you save a chart, all of the information that you have defined, such as entities, links, attributes, cards, and descriptions, are saved. The next time you open the chart it will contain all of the information that you added to it.

You can also choose to save your charts automatically as you are working. *Analyst's Notebook* will save your chart after a specified interval of time, for example every 5 minutes. It is still good practice, however, to save your charts manually at regular intervals.

Cover Sheet When you save a chart, you can provide details about the chart in the form of a Cover Sheet. For example, you can include details about its subject matter and its confidentiality. Once you have completed the Cover Sheet details, you can decide to display the Cover Sheet every time an analyst starts to open a chart. Analysts can then view the details about the chart before they decide whether to open it or not. See the topic *Working with the Cover Sheet* in the Online Help.

The Cover Sheet contains a set of six summary properties which you can use to provide a full description of the chart. These file properties are the six Windows Explorer summary properties, which you can view by right-clicking on a file, selecting **Properties**, and selecting the **Summary** tab. These are:

- Title
- Subject
- Author
- Category
- Keywords
- Comments

When you complete the Cover Sheet for a new chart, you are providing additional details about the file that other Windows users can view.

If your organization or team uses specific classifications for your charts, such as document statuses, operational codes, and so on, these can be created on the Cover Sheet as custom properties and also saved with the chart. These can be viewed alongside the summary properties on the Cover Sheet when an analyst opens a chart.

The summary and custom properties that you enter on the Cover Sheet can also be printed in the headers and footers of your chart. See the section *How do I print headers and footers on my chart?* in the *i2 Analyst's Notebook 8 User Guide: Customizing and Analyzing*.

How do I save a chart for the first time?

Before you add further information to your chart it is a good idea to save it. To do this:

1. From the **File** menu, select **Save**.
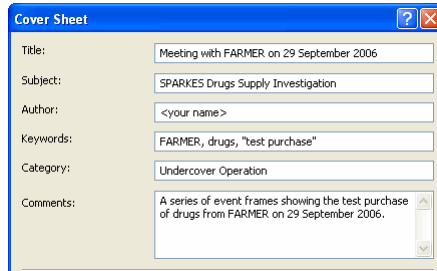
    This is the first time that you have saved your chart, and so you are prompted to complete a Cover Sheet. Complete the Cover Sheet properties to help other analysts determine what the chart contains, and to make the details available for printing in the headers and footers of your chart.

2. Add the following information:

Title	Meeting with FARMER on 29 September 2006
Subject	SPARKES Drugs Supply Investigation
Author	<your name>
Keywords	FARMER, drugs, "test purchase"
Category	Undercover Operation
Comments	A series of event frames showing the test purchase of drugs from FARMER on 29 September 2006.

Note: You can press the Tab key to move between the boxes on the Cover Sheet.

The summary properties should look like this when completed:

How do I edit custom properties?

When you create a new chart from the User Guide Examples template, custom properties called Case and Classification are created for you. You can choose to add values to these custom properties, or create your own custom properties. Add the text value SPARKES to the existing Case custom property, and Restricted to the existing Classification custom property.

1. In the Custom area of the Cover Sheet dialog, select the Case custom property and click **Edit** to display the Edit Case Property dialog.

2. Type SPARKES in the **Value** box, and click **OK**.

3. Select the Classification custom property and click **Edit** to display the Edit Classification Property dialog.

4. Type Restricted in the **Value** box, and click **OK**.

The Case and Classification custom properties have now been edited.

How do I create a custom property?

You want to create a new custom property to record the police operation to which the chart relates, which is called CREST. You also want to display the Cover Sheet when the chart is opened.

1. Click **New** to display the New Custom Property dialog.
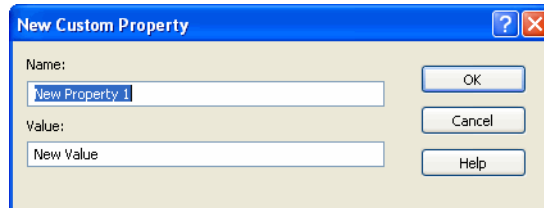
2. Delete the text in the **Name** box and type Operation.

3. Delete the text in the **Value** box and type CREST.

4. Click **OK** to close the New Custom Property dialog.

5. In the Prompt area of the Cover Sheet dialog, turn on the **On Open** check box.
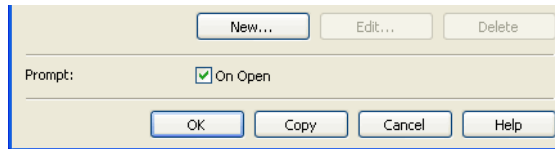
6. Click **OK** to close the Cover Sheet dialog and to display the Save As dialog.
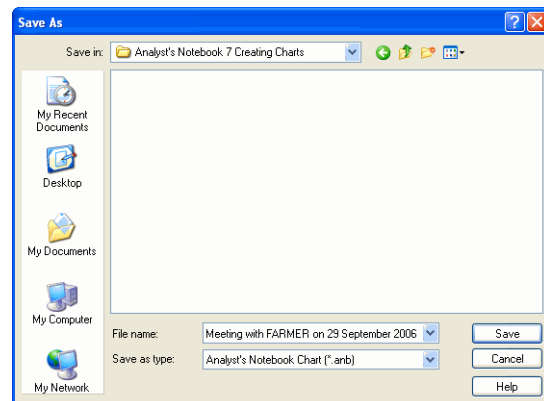
7. Save your chart to the folder that you created in the `My Documents\i2\i2 Analyst's Notebook 8\Charts` folder. How to create this folder is described in *Storing the charts created in the worked examples* on page 14.

8. Type a name for your file in the **File name** box, call it `Example 1 creating charts.anb`.

 Note: We recommend that you give your charts meaningful names.

9. Click **Save** to save your chart and the Cover Sheet details.

 Notice that the title bar displays the name that you saved your chart as:
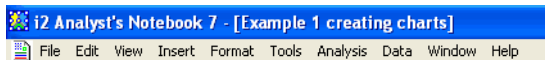
How do I save changes to a chart that has already been saved?

Once you have saved a chart for the first time, the next time you save the chart the Save As dialog and Cover Sheet will not be displayed. Any changes that you have made to the chart will be automatically saved.

Note: You can view and edit the Cover Sheet at any time by selecting **Cover Sheet** from the **File** menu.

If you have made changes to your chart, but not saved them, the **Save** toolbar button will be colored to indicate that you have unsaved changes. Click the **Save** toolbar button to save the changes.

When you have saved your changes, the **Save** toolbar button will become unavailable.

Aligning and Spacing Chart Items

It is important to construct and present your charts as clearly as possible so that trends and associations are easy to see. In *Analyst's Notebook* you can move pre-selected chart items automatically around your chart so that they can be aligned with each other or be evenly spaced. Aligning and spacing items on a chart can make it easier to read and is better for presentation purposes.

In *Analyst's Notebook* you can align or space items horizontally or vertically.

In the example chart below, the items on the chart are not aligned or evenly spaced:
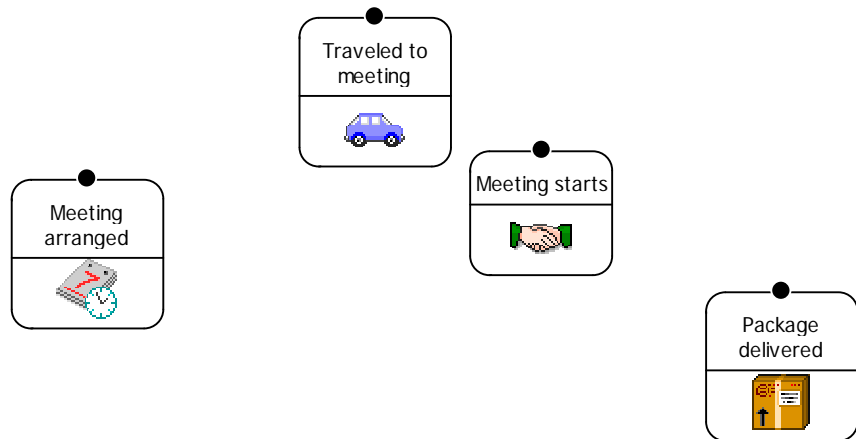
In the example chart below, however, the items have been aligned and spaced horizontally:
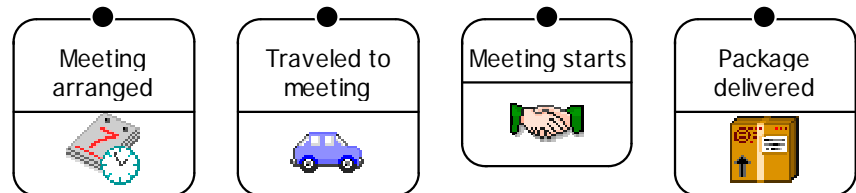
The toolbar can align or space any number of selected items from a minimum of two chart items.

How do I align chart items?

Align the event frames that you have added to your chart. To do this:

1. Select the event frames on your chart; select the first chart item, hold down the Ctrl key and click on each additional chart item.
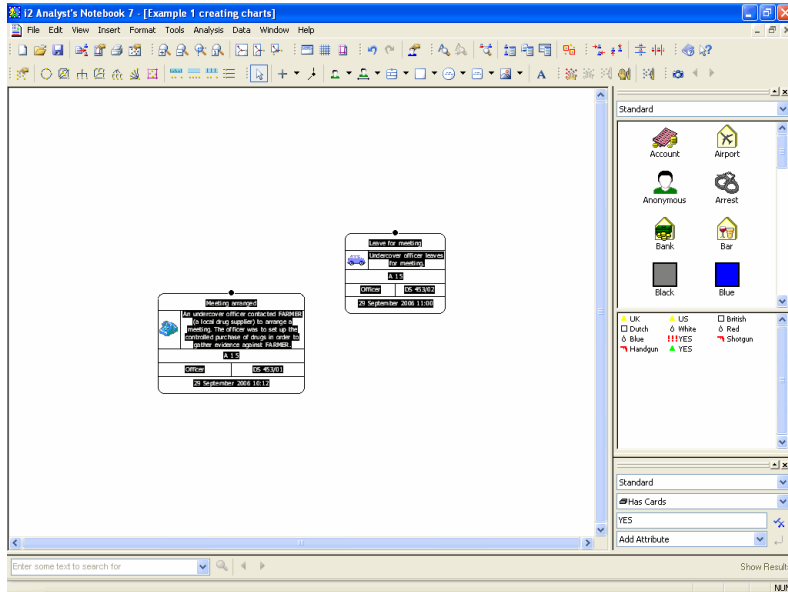
2. Click the **Align Horizontally** toolbar button.

    Notice that as soon as you click the **Align Horizontally** toolbar button, the event frames align themselves. Event frames are aligned by the top edge of the event frame.

Adding further event frames

The meeting between the undercover officer and FARMER started at 12:00 on 29 September 2006. During this meeting, the undercover officer recorded several happenings. Add the following information to your chart as event frames. To do this:

1. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Standard ▶ More Types** to display the Select Type to Insert dialog:
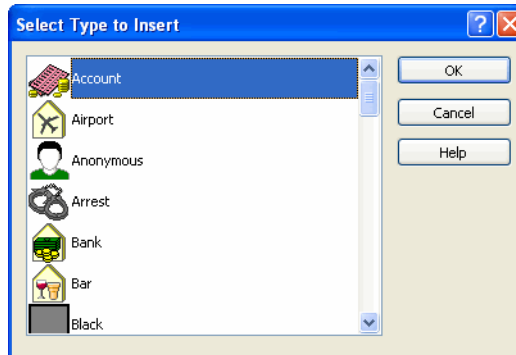
2. Scroll down the list of event frame types and select Meeting.

   Note: You can use the keyboard to search quickly for an entity type. For example, pressing the M key will take you to the first entity type that starts with the letter M. You can press the M key to cycle through these entity types in turn.

3. Click **OK** to close the dialog.

4. Place this event frame to the right of the Leave for meeting event frame and add the following information to it:

Identity	Meeting starts
Date & Time	29 Sep 2006 12:00
Description	Meeting between the undercover officer and FARMER starts. FARMER informs the officer that he will call his supplier and ask him to deliver a 'sample' of drugs.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 453/03

Note: The chart window does not have enough space to place any further event frames. Before you add the next event frame click with the left mouse button on the scrollbar button at the bottom right of the application window to move to the right of the chart window.

5. During the meeting FARMER called his supplier from a public payphone.

   Add an event frame of type Payphone, from the Telecoms palette. Place it to the right of the Meeting starts event frame and add the following information to it:

Identity	Supplier contacted
Date & Time	29 Sep 2006 12:55
Description	FARMER states that he will contact his supplier and uses the payphone situated in the station lobby.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 453/04

6. Shortly after FARMER called his supplier, an unknown person arrived on a motorcycle and handed a package to him before leaving the scene.

Add an event frame of type Commodity, from the Commodities palette. Place it to the right of the Supplier contacted event frame and add the following information to it:

Identity	FARMER receives package
Date & Time	29 Sep 2006 13:10
Description	An unknown person arrives on a motorcycle (only part of the license plate is visible). Talks to FARMER and hands him a package before leaving the scene.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 453/05

7. Shortly after FARMER received the package he handed it to the undercover officer. The undercover officer told him that he would get back to him when he had checked the drugs out.

Add an event frame of type Drugs, from the Commodities palette, to show the undercover officer receiving the drugs. Place it to the right of the FARMER receives package event frame and add the following information to it:

Identity	Drugs supplied
Date & Time	29 Sep 2006 13:15
Description	FARMER gives the package to the undercover officer, who says that he will get back to FARMER when he has 'checked it out'.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 453/06

8. The meeting ended at 13:30, after the undercover officer received the package from FARMER.

   Add an event frame of type Meeting, from the Standard palette. Place it to the right of the Drugs supplied event frame and add the following information to it:

Identity	Meeting ends
Date & Time	29 Sep 2006 13:30
Description	After a successful meeting, FARMER and the officer leave separately.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 453/07

9. The undercover officer returned to his office at 14:30, bagged up the drugs and forwarded them to a forensic laboratory for analysis.

   Add an event frame of type Car, from the Transport palette, place it to the right of the Meeting ends event frame and add the following information to it:

Identity	Return from meeting
Date & Time	29 Sep 2006 14:30
Description	Having returned from the meeting, the officer bags up the drugs to forward onto a forensic laboratory for testing.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 453/08

Note: As you click on the drop-down arrow on the **Insert Event Frame** toolbar button, notice that the Meeting type also appears near the top of the list. *Analyst's Notebook* remembers the last 10 most recently used types that you have added to the chart and lists them here. You can select these types and add them to the chart in the same way as choosing a type from a palette.

Zooming to See Parts of a Chart

When you open a chart it is displayed in its actual size but you can, for example, zoom out to see more of a chart and then zoom in on part of the chart. You can also view all of the chart or fit the height of the chart in the current window or in a set of four sub windows. Scroll bars on each of these windows or the arrow keys on your keyboard allow you to scroll horizontally or vertically to display the areas of your choice.

How do I zoom in and out of a chart?

You may not be able to see the entire chart as the event frames that you have added do not all fit in one window. You are now going to see how you can use the zoom tools.

1. Click the **Zoom Out** toolbar button until you can see the whole chart in the current window.

2. Click the **Zoom In** toolbar button until the chart no longer fits in the window.

3. Click the **Fit Chart in Window** toolbar button. This will display the whole chart in the current window.

How do I use the other zooming tools?

There are other zooming tools that are available on the toolbar:

	Zoom to Area	Click the **Zoom to Area** toolbar button and then drag a rectangle around the part of the chart that you want to zoom in on. The chart zooms in on the part of the chart that you click on.
	Actual Size	Click the **Actual Size** toolbar button. The chart displays the items on the chart at their actual size, enabling you to see their contents more clearly.
	Fit Selection in Window	Select the items that you want to zoom in on and click the **Fit Selection in Window** toolbar button. The selected items are displayed within the chart window.
	Fit Height in Window	Click the **Fit Height in Window** toolbar button. The items on your chart are displayed so that the height of the chart fits in the chart window.

Experiment with each of the toolbar buttons to see the effect they have on your chart, then click the **Fit Chart in Window** toolbar button so that you can see all of the event frames.

Your chart should now look similar to that below:

Click the **Save** toolbar button to save your chart.

Changing Event Frame Display

When you add an item to a chart you can add additional information to it, such as a date and time, description and grades. To make a chart more readable you can choose which parts of this additional information to display. If you choose not to display parts of the information, the information that you have added is still retained in the chart item but is not displayed on the chart.

This is particularly useful for event frames, for example you may only want to see the label and date and time of an event.

How do I change the display of an event frame?

When you added the Meeting arranged event frame to the chart you added information that gave more detail about the happening, such as a description, date and time, and grades. You only want to display the label of the event frame and the icon that is used to represent the telephone call from the undercover officer to FARMER. To do this:

1. Double-click on the Meeting arranged event frame to display the Edit Event Frame dialog and select **Style\Display** to display the Display page:
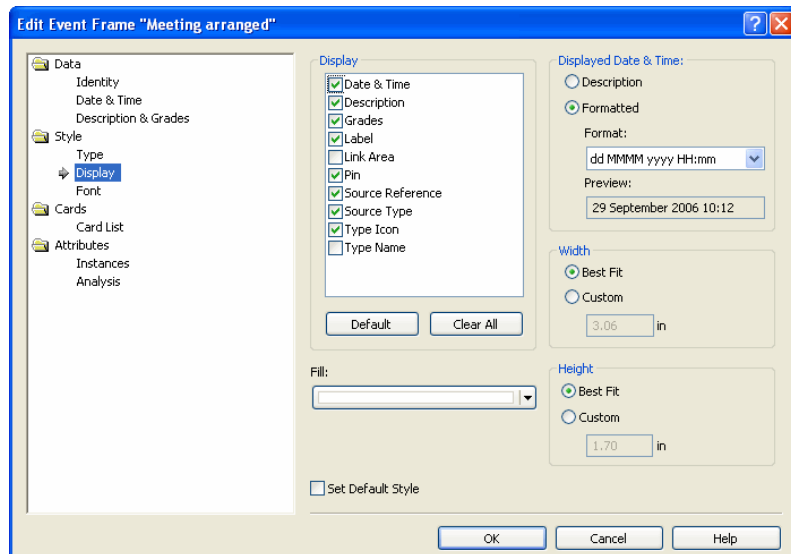
2. In the Display area, leave the **Label**, **Pin**, and **Type Icon** check boxes turned on, but turn off all of the remaining check boxes:
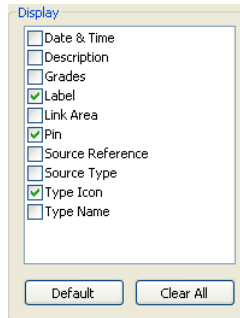
3. Click **OK** to close the Edit Event Frame dialog.

    The Meeting arranged event frame is resized and displayed with just its pin, label, and type icon:

4. You only want to display four parts of the information that you added to the Leave for meeting event frame: the label, date and time, the type icon, and the pin.

    Change the display properties of the Leave for meeting event frame so that only these elements are displayed:

5. Change the display properties of the following event frames so that they match the picture below:

Meeting starts

Meeting between the undercover officer and FARMER starts. FARMER informs the officer that he will call his supplier and ask him to deliver a 'sample' of drugs.

29 September 2006 12:00

Supplier contacted

FARMER states that he will contact his supplier and uses the payphone situated in the station lobby.

DS 453/04

29 September 2006 12:55

Meeting ends

After a successful meeting, FARMER and the officer leave separately.

29 September 2006 13:30

Return from meeting

Your chart should now look similar to that below:

Click the **Save** toolbar button to save your chart.

Linking Chart Items

A link represents an association between two entities on your chart. Relationships, meetings, and commodity transfers are all examples of links.

As with entity types, you can edit the properties of link types to make them more meaningful on your charts.

You can choose which parts of information about the link to display on your chart:

Label   Short description of the link, for example Married.

Formatted Date & Time   A specific description of the time that the link between two entities was recorded, for example 28 April 2006 13:03:22.

Description of Date & Time   A non-specific description of the time that the link between two entities was recorded, for example "in the afternoon".

Description   A longer description of the link.

Source Type   A description of the source of the information. Examples of source types are Officer, Witness, Record.

Source Reference   A reference for the information. An example of a source reference is a document reference number.

Grades   The grading information for the link.

You can specify the line strength of your link, for example, you can indicate the reliability of the link information using dashed or solid lines.

You can also edit the line width, color, and the font used for the link label.

How do I link items?

The event frames that you have charted so far have all concerned happenings that took place in sequence, flowing from the left of the chart to the right. Link all of the event frames and add an arrowhead to indicate the direction of the flow. To do this:

1. Click the drop-down arrow on the **Insert Link** toolbar button and select **Standard ▶ General** to select the General link type from the Standard palette.

   The pointer changes to be a cross:

2. While holding down the left mouse button, drag the link from the Meeting arranged event frame to the Leave for meeting event frame.

   Note: As you drag the link near to the Leave for meeting event frame the pointer changes to a cross with a small cross on the top right. This indicates that the link will be added to this event frame.

3. Release the left mouse button. A link is drawn between the Meeting arranged event frame and the Leave for meeting event frame:
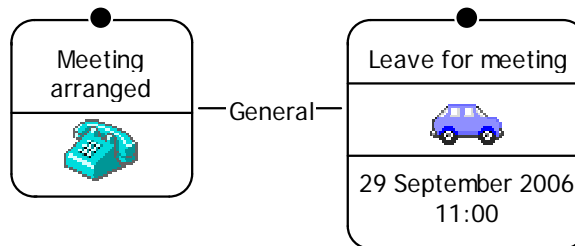
How do I add an arrowhead to show the direction of a link?

Add an arrowhead to the link to indicate that the flow is from the Meeting arranged event frame to the Leave for meeting event frame. To do this:

1. Right-click on the link between the Meeting arranged event frame and the Leave for meeting event frame.

2. From the shortcut menu, select **Add Arrow**.

The link is now displayed on the chart showing the direction of the flow from the Meeting arranged event frame to the Leave for meeting event frame:
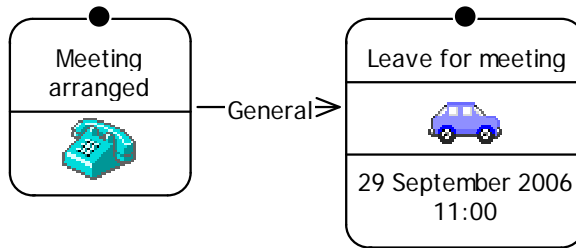
Note: If the arrowhead is drawn at the wrong end of the link, you can reverse it so that it is drawn at the other end. To do this, right-click on the link, and from the shortcut menu, select **Reverse Arrow**.

How do I remove a link label?

Link labels display the name of a link. You can edit or delete link labels. Delete the link label on the link that you have just added between the Meeting arranged and Leave for meeting event frames. To do this:

1. Double-click on the link to display the Edit Link dialog.

2. Select **Data\Identity** to display the Identity page:
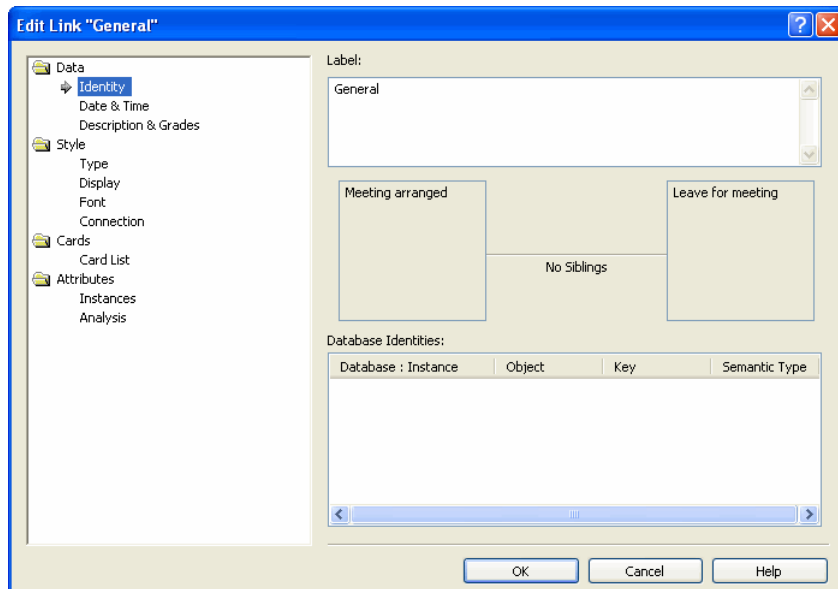
3. Click at the beginning of the text in the **Label** box with your left mouse button, and while still holding down the left mouse button, drag the mouse to the right to select the text.

4. Release the mouse button and with the text still selected, press the Delete key to delete the link label text.

5. Click **OK** to close the Edit Link dialog.

   The link is displayed on the chart with an arrowhead showing the flow of happenings but with no label:
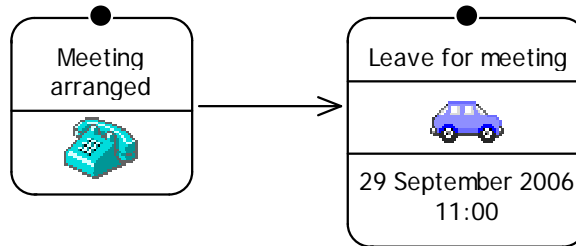
Adding more links

When you have added a link type to your chart, that link type remains the selected link type until you change it. This means that the General link type you added between the Meeting arranged and Leave for meeting event frames is still the selected link type. Add a General link type between all of the remaining event frames so that it looks similar to that below. To do this:

1. Double-click the **Insert Link** toolbar button. This will put *Analyst's Notebook* into Insert mode.

2. Add links between all of the event frames.

3. Click the **Select/Move** toolbar button to exit Insert mode.

4. Delete all of the link labels and add an arrowhead to show the order in which the happenings occurred, so that your chart looks similar to that below:
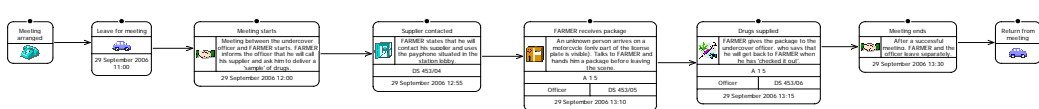
5. Click the **Save** toolbar button to save your chart.

Adding Chart Items Using Palettes

A palette contains the types that relate to an investigation, such as entities, links and attributes. *Analyst's Notebook* is supplied with a range of predefined palettes, but you can also define your own palettes.

The Standard palette contains all of the types that are used by your organization. When you specify a type it will always appear in the Standard palette but you can create subsets of the Standard palette. For example, you can create a palette called Drugs that contains the different types that you use during an investigation into drug smuggling. You can add the same type to any number of palettes.

There are a number of different ways that you can add an item to your chart from a palette:

- Click the drop-down arrow on a toolbar button and choose the type from the appropriate palette drop-down list:
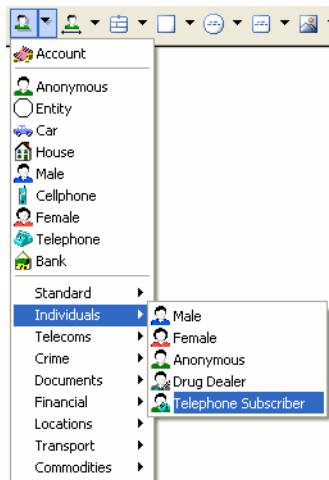
- Select an item from the palette bar and drag it onto the chart:
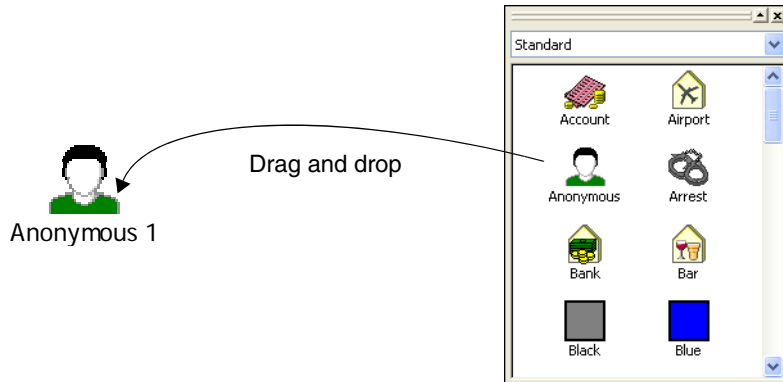
How do I add an icon to my chart?

In addition to the event frames that you have added to your chart, you also want to add further items to your chart to show that FARMER and the undercover officer attended the meeting on 29 September 2006. To do this:

1. Click the drop-down arrow on the **Insert Icon** toolbar button and select **Individuals ▶ Male** to select the Male type from the Individuals palette.

   The pointer changes to show the Male icon that you are about to add to the chart:

2. Click on the chart above the Meeting starts event frame. A Male icon is placed on the chart.

3. Edit the name of the icon to be FARMER. To do this:

   a. Press the F2 key.

   b. Type FARMER followed by the Enter key.

   c. Click on the chart background to deselect FARMER.

4. In the same way, drag another Male icon onto the chart to represent the undercover officer.

5. Edit the name of this icon to be Undercover officer.

The two icons are displayed on the chart above the Meeting starts event frame:

FARMER   Undercover officer

Meeting starts

Meeting between the undercover
officer and FARMER starts. FARMER
informs the officer that he will call
his supplier and ask him to deliver a
'sample' of drugs.

29 September 2006 12:00
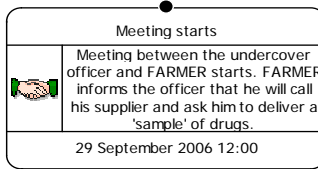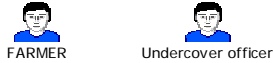
Click the **Save** toolbar button to save your chart.

How do I add an icon from a palette?

You also want to add an icon to represent the motorcycle that was used for the delivery of the parcel to FARMER. To do this:

1. Click the drop-down arrow on the palette bar and select the Transport palette:

    Standard

    Standard
    Individuals
    Telecoms
    Crime
    Documents
    Financial
    Locations
    Transport
    Commodities
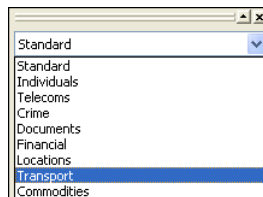
2. The palette bar area displays the icons specified in the Transport palette:

    Transport

    Car   Cruiser
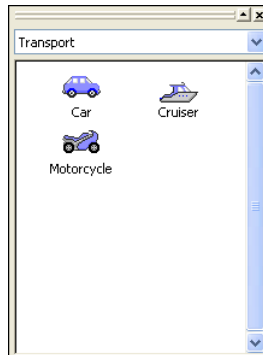
    Motorcycle

3. Select the Motorcycle icon, drag it onto the chart and place it above the FARMER receives package event frame.

4. Double-click on the Motorcycle icon to display the Edit Icon dialog and select **Data\Identity**.

5. Type the following information in the **Identity** box:

```
Motorcycle
Part License Plate
2*9WF*
```

6. Add an icon to represent the forensic laboratory that the drugs were sent to for analysis. To do this:

   a. From the drop-down list on the palette bar, select the Locations palette.

   b. Drag a Laboratory icon onto the chart and place it below the Return from meeting event frame.

   c. Edit the name of this icon to be `Laboratory`.

The icons for the motorcycle and the forensic laboratory are shown on your chart:
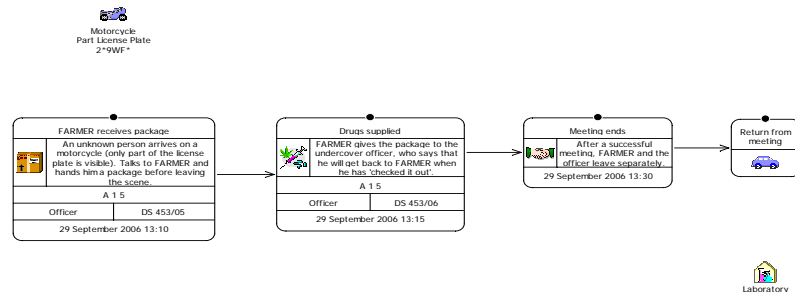
How do I link items using the Link Bar?

You need to link the icons that you have just added to your chart to the relevant event frames. Link FARMER and the undercover officer to the Meeting starts event frame and link the Motorcycle to the FARMER receives package event frame. You will also need to link the Laboratory to the Return from meeting event frame. Using the Link Bar, add an Attendee link type between FARMER and the Meeting starts event frame. To do this:

1. From the **View** menu, select **Toolbars ▶ Link Bar** to display the Link Bar.

Palette drop-down list

End style drop-down list

Wiring Height style

Line strength drop-down list

Insert Link button

Link type drop-down list
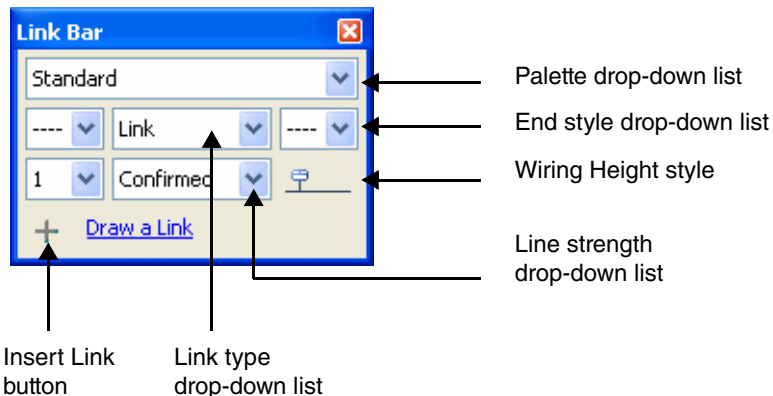
2. Before you can link two entities using the Link Bar you must first select the link type. To do this:

   a. From the **Palette** drop-down list, select **Individuals** to select the Individuals palette.

   b. From the **Link** drop-down list, select **Attendee**

   c. You do not want the link to be drawn with an arrowhead, from the End style drop-down list, select the line without an arrowhead

   d. Click **Draw a Link**.

3. Hold down the left mouse button, and drag the link from the FARMER icon to the Meeting starts event frame.

   Note: As you move your mouse close to the Meeting starts event frame the pointer changes to a cross with a small cross at the top right side. This indicates that the link will be added to this event frame.

4. Release the left mouse button.

5. Remove the label text on this link. To do this:

   a. Click the label on the link to select it.

   b. Press the F2 key. The text is highlighted.

   c. Press the Delete key, followed by the Enter key.

   d. Click on the chart background to deselect the link.

6. Using the same method, add an Attendee link type between the Undercover officer and the Meeting starts event frame. Remove the label from this link.

   The Undercover officer and FARMER are both linked to the Meeting starts event frame:
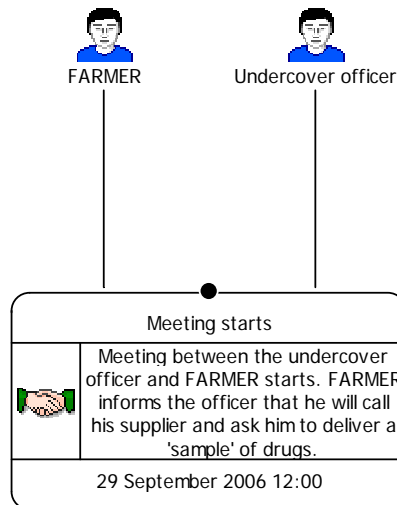
7. Using a General link type, from the Standard palette, add a link between the Motorcycle and FARMER receives package event frame. Remove the label from this link.

8. Add a General link type between the Laboratory and Return from meeting event frame and edit the link label to be `To forensic laboratory`.

9. Add an arrowhead to this link to show that the drugs were sent from the Return from meeting event frame to the Laboratory.

10. Click the button on the top right of the Link Bar to close it.

Your chart should now look similar to that below (`Example 1 finished.anb`):
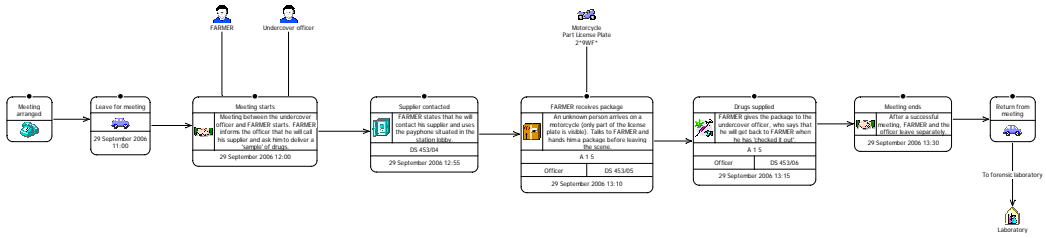
Click the **Save** toolbar button to save your chart.

Using the Spelling Checker

A spelling checker is provided with *Analyst's Notebook*. You can choose to run it:

- as you type

- when you have finished a chart, prior to printing or presentation

Before you run the spelling checker there are several options that you can set. These options determine the extent to which the contents of your chart will be checked for possible errors. For further information on these options, refer to the online help.

How do I set up the spelling checker?

As you have been entering information for each of the chart items you may find that you have made typing mistakes. Before you can run the Spelling Checker you will need to specify which parts of the chart that you want to check. Set up the Spelling Checker so that each time you run it the entire contents of your chart are checked for spelling mistakes. To do this:

1. Click on the chart background to ensure no items are selected.

2. From the **Tools** menu, select **Options** to display the Options dialog and select **Options\Spelling** to display the Spelling page:
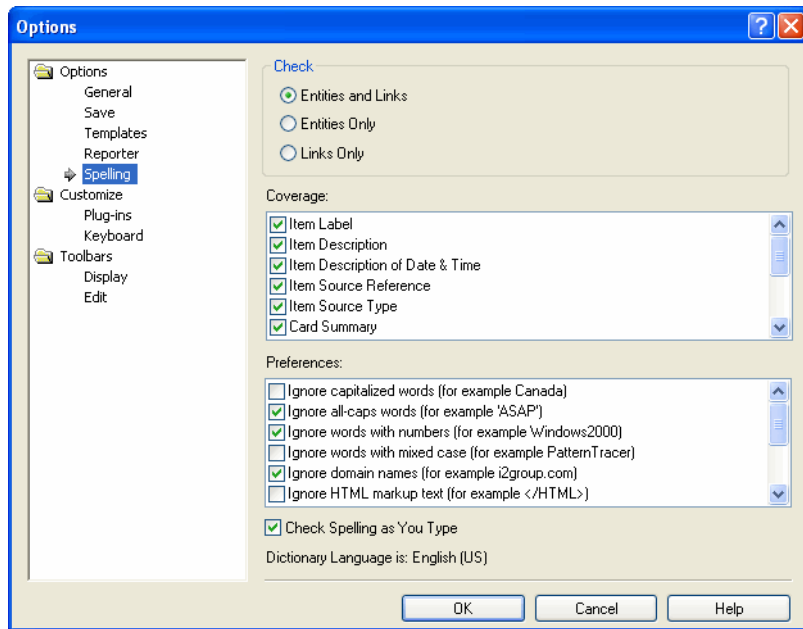
3. You want to run the Spelling Checker over the entire chart. In the Coverage area make sure that all of the check boxes are turned on.

4. The settings in the Preferences area are fine, so you can leave them as they are.

5. Click **OK** to close the Options dialog.

How do I run the Spelling Checker?

Now that you have set up the Spelling Checker you can run it. If any spelling errors are found the Spelling dialog is displayed. Press the F7 key to run the Spelling Checker.

The following demonstrates how you can correct any spelling errors highlighted by the Spelling Checker.

In the event frame below, there is a spelling mistake in the description, "The" has been typed incorrectly as "Teh":

| Meeting in hotel bar |
| Teh three suspects (KENT, SHARP and STEELE were observed in a hotel bar in Castries harbor. |
| A 1 5 |
| Officer | SL 908/98a |
| 01 Jan 2006 02:30 |

When the Spelling Checker is run it finds this spelling mistake and displays the Spelling dialog:
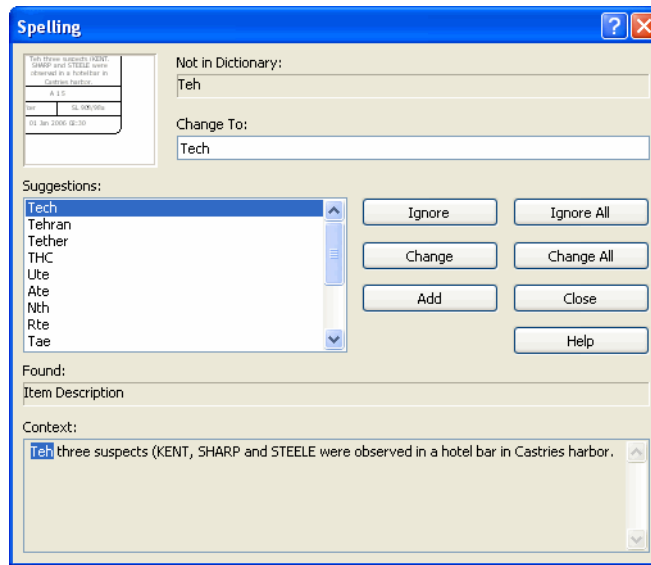
In the **Change to** box, an alternative word is suggested. You know that the word should be "The" and not "Tech" as suggested, to change this, select **The** in the Suggestions area.

To replace the text in the chart, click **Change**.

The spelling checker continues to check the contents of your chart, suggesting alternative spellings as it finds possible errors. When it can no longer find any possible errors, a message will be displayed that the Spelling Checker has finished checking your chart. Click **OK** to close this.

How do I check spelling as I type?

Rather than running the Spelling Checker over the entire chart, you can also check your spelling as you type. To do this:

1. From the **Tools** menu, select **Options** to display the Options dialog and select **Options\Spelling** to display the Spelling page:
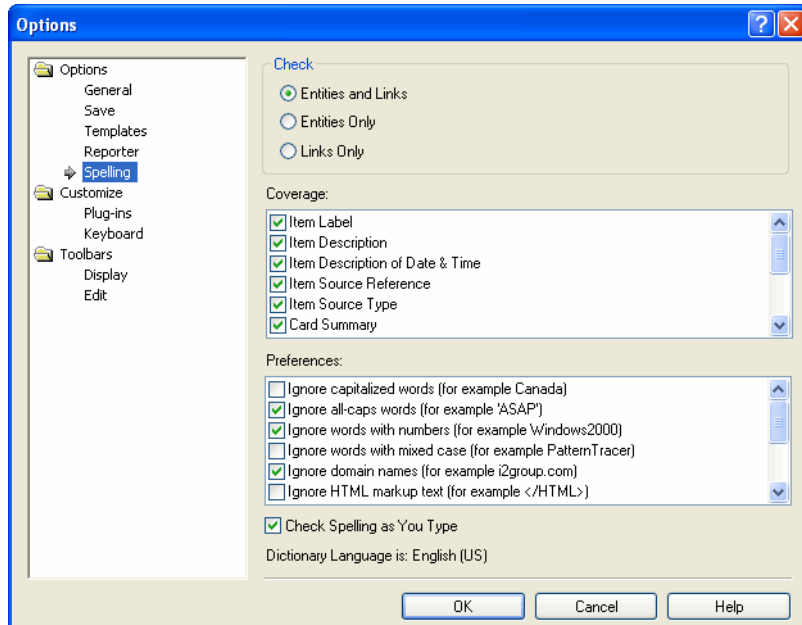
2. For the purposes of this example, you want to check the spelling of both entities and links. Make sure **Entities and Links** is selected.

3. In the Preferences area, make sure the **Report doubled words** check box is turned on.

4. To check your spelling as you type, make sure the **Check Spelling as You Type** check box is turned on and click **OK** to close the Options dialog.

Using the in-line Spelling Checker

The following demonstrates how the Spelling Checker works when you have specified to check spelling as you type.

As you type, any word that is seen as a possible spelling mistake is underlined with a red wavy line.
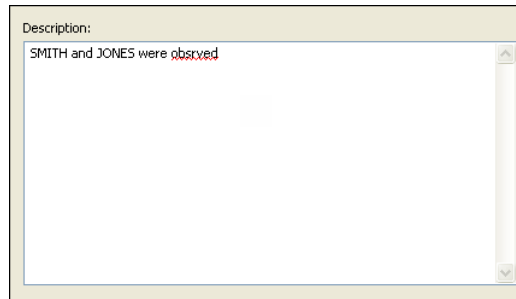
If you right-click on the underlined word, a shortcut menu is displayed suggesting alternative spellings:
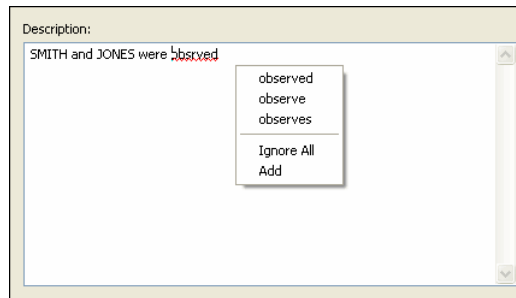
Choose the correct spelling from the shortcut menu. The red wavy underline is removed and the incorrectly-spelled word is replaced with the correct spelling.
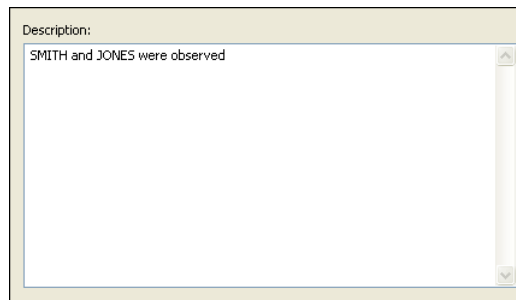
If the word that has been found by the Spelling Checker is not a spelling mistake select **Ignore** from the shortcut menu, the red wavy underline will be removed. If there is more than one occurrence of this word on the chart select **Ignore All** to specify that the spelling checker does not highlight this spelling.

If you frequently use a word, and this word is not displayed as an alternative in the shortcut menu, you can add it to the Spelling Checker's dictionary by selecting **Add** from the shortcut menu.

Viewing Page Boundaries and Printing a Chart

We recommend that you follow the steps below when printing a chart:

- specify the printer you wish to print the chart to

  Select a printer to print a chart to. When you select a printer you can also set the properties for the printer.

- specify the page settings

  The chart's printed appearance depends on the properties that you have set for the printer and the way in which the page is set up. Page setup allows you to set any of the following options when setting up a printer to print your chart to:

  - paper size, such as letter, A4 and so on
  - paper orientation, landscape or portrait
  - the number of pages the chart will be printed over (scaling)
  - center the chart on the page
  - items that span two separate pages are printed with an overlap
  - page margins
  - borders and background colors
  - print themeline names with a set width on every page
  - print the time bar on every page
  - print chart properties, including page numbers, in the headers and footers

  There are a number of reasons that you should set up your pages before printing a chart:

  - the page size varies between different printers
  - if you change your chosen printer you will have to setup pages again
  - if you receive a chart from someone else, you may have to set up the pages again to print on your chosen printer

- view page boundaries

  Page boundaries displays lines on your chart indicating the edges of each page. This enables you to check where your page breaks are located before printing your chart.

The page boundary is displayed on the chart as a gray rectangle. Chart items within the rectangle will be printed, chart items that are not within the rectangle will not be printed. If the page boundaries do not represent how you want to print your chart you should change the page setup settings.

Note: When you use the Page Setup dialog to specify the page settings, the page boundary is temporarily displayed to help you adjust the scaling so that all items are displayed within the page boundary.

In the example chart below, the page boundaries show how the chart will be printed. The chart will be printed on two landscape pages, the split between the two pages is shown on the chart as a broken line.
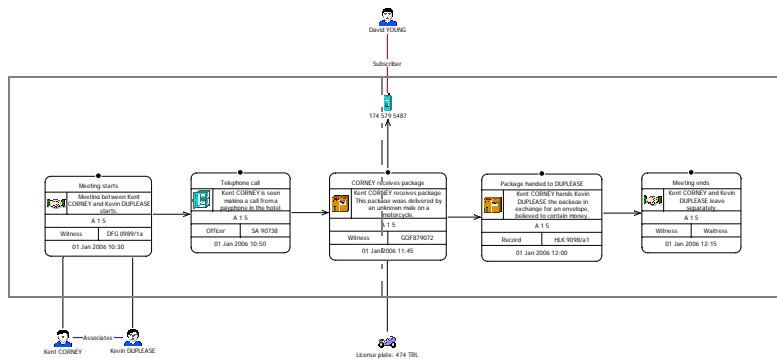
• print the chart

The chart is printed on your chosen printer. If it is not printed exactly as you want it, for example not all of the chart is printed, or it is printed on too many pages, you will need to change the printer setup and page layout settings.

When printing a chart it is important that you follow the above steps in order. If, for example, you receive a chart from another user who has used a printer that you do not have access to, you will need to choose another printer. You will then need to set the printer properties and the page setup, so that it is printed in the required style.

How do I choose a printer?

Before you print your chart you will need to choose a printer to print it on. To choose a printer:

1. From the **File** menu, select **Print**. This displays the Print dialog.
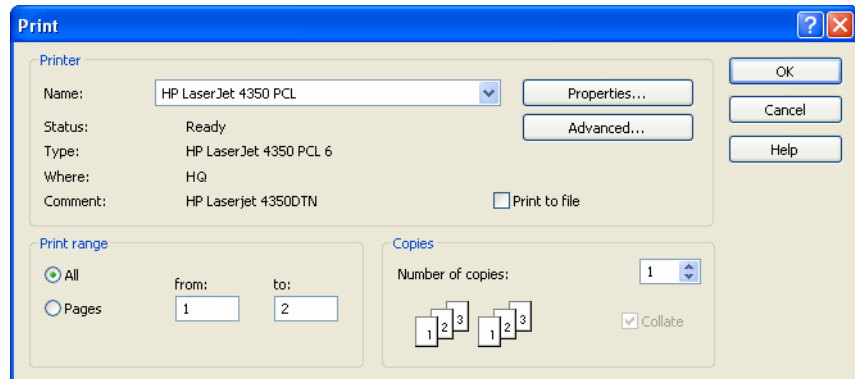
2. In the Printer area, from the drop-down list, select a printer.

3. Click **OK** to close the Print dialog.

How do I view page boundaries?

Before you specify the page settings, see how your chart will be positioned on the paper.

To do this, click the **Page Boundaries** toolbar button.

A gray box is displayed around an area of your chart, to show the page boundaries. You can see that most of the chart items do not fit within the page boundaries:
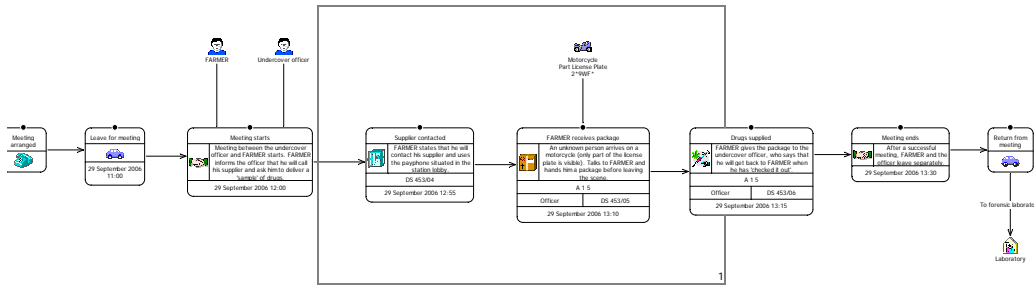
How do I reposition a chart within the page boundaries?

Before you print your chart you will need to set up the page boundaries so that it is printed on two landscape pages. To do this:

1. Click the **Edit Page Setup** toolbar button to display the Page Setup dialog:
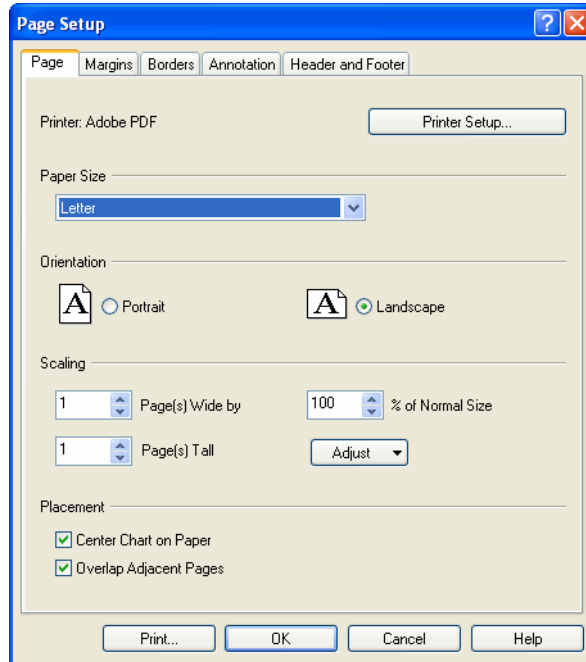
2. Make sure that Page is displayed.

3. In the Orientation area select **Landscape**.

4. To specify that you want the chart to be printed on two landscape pages, in the Scaling area:

   a. Set the value in the **Page(s) Wide by** box to be 2.

   b. Set the value in the **Page(s) Tall** box to be 1.

   c. Click **Adjust** and from the drop-down list, select **Scale**.

5. You want to print the chart in the center of the page, so make sure that in the Placement area the **Center Chart on Paper** check box is turned on.

6. When you print this chart you do not want to see the page borders. Click the **Borders** tab at the top of the Page Setup dialog to display the Borders page:
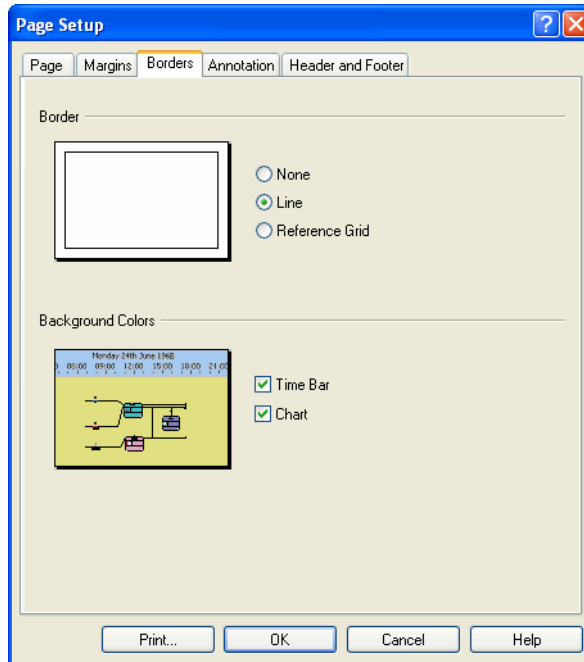
7. In the Border area, select **None**.

8. In the Background Colors area, turn off the **Time Bar** and **Chart** check boxes.

9. Click **OK** to close the Page Setup dialog.

Your chart is repositioned so that all of the chart items are displayed within the page boundaries:
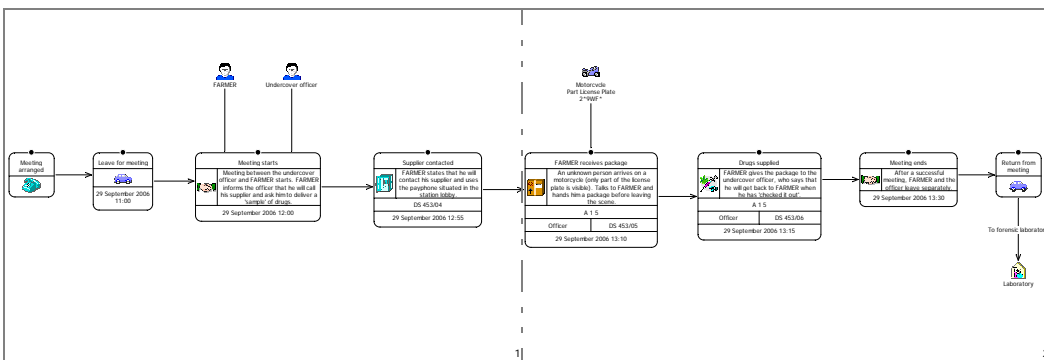
How do I print a chart?

When you have chosen a printer and set up your chart for printing you can print it. To do this, click the **Print** toolbar button.

Your chart is printed on the chosen printer. If the printed result is not as you expected, you will have to return to the Page Setup dialog and make the necessary changes.

How do I close a chart?

You have finished adding information to this chart so you can close it. To do this:

1. From the **File** menu, select **Close**.

   If you have made any changes since it was last saved, a dialog box will be displayed with the following message:
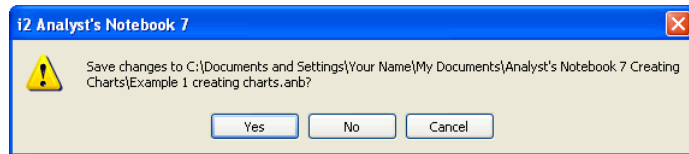
   Note: If you have made changes to your chart and saved them, the above dialog will not be displayed and the chart will be closed.

2. Click **Yes** to save the changes.

   Your chart is saved with your latest changes and closed.

Summary

In this example, you will have learned how to:

- create charts

- use event frames to represent happenings, usually over a period of time

- save your charts, and complete a Cover Sheet to record information about your charts

- align and space items on your chart

- zoom in and out of the chart to see specific details more clearly or to obtain an overall view of the entire chart

- change the event frame display to customize what parts of the information contained in an event frame are displayed on your chart

- use palettes to locate types easily, such as icon types or link types and add chart items

- add icons and links

- use the spelling checker to check the spelling in your chart

- fit your chart within page boundaries for printing purposes

- print your chart

2

Handling Chart Items

This chapter describes how to build up your chart using entity types in the form of icons and adding links. It also describes how to add grading information and how to label and uniquely identify chart items.

Contents

Introduction

The features covered in detail in this example are:

- adding grading information to chart items

- labeling and uniquely identifying entities

- using additional features of links

- using other representations to add information

- tidying up a chart by adding corners and rearranging links and link labels

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (Example 2 finished.anb) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the My Documents\i2\i2 Analyst's Notebook 8 folder, and double-click on the Creating Charts folder.

Scenario

It is suspected that FARMER is involved in drug dealing. An undercover officer sets up a meeting with him. During the meeting, FARMER makes a call from a payphone in the station lobby. From police observations and subsequent timings, it is found that the number called was 07786 162 534. It is ascertained that this is a cellphone, owned by Marc BAKER.

Information for cellphone 07786 162 534 shows that around the time FARMER called this cellphone, a call was made to another cellphone, number 07787 563 412. There are no subscriber details available for this second cellphone. Subsequently the police traced a series of telephone calls between the two cellphones.

Marc BAKER is on the board of directors of a company called Arcacia Investments. He owns a Black Saab 900, license plate 456 FGT. He also uses a mailing address of Box 518, Finchley Road, Crownsville. Arcacia Investments is the registered owner of a cruiser called MOONSHADOW.

An associate of Marc BAKER, Mr STEELE, is involved in another investigation concerning drugs importation, money laundering and forgery. He lives at 5 Silver Street, Crownsville, with another person believed to be S DIAMOND.

Another suspect, Stuart WRIGHT is believed to crew on board MOONSHADOW.

Adding Grading Information to Items

You can specify grades on any chart item to indicate the reliability of the information. You can also add grading information to cards. For further information on cards, refer to *Adding Information Using Cards* on page 121.

The grades that you use will depend on the grading system that has been adopted by your organization.

For the purposes of this guide, the grading system is made up of three grades:

Grade 1   The reliability ratings of the source: A, B, C, D, E, and ungraded.

Grade 2   The reliability ratings of the information:
                1, 2, 3, 4, 5, and ungraded.

Grade 3   The privacy ratings of the information:
                1, 2, 3, 4, 5, and ungraded.

In addition to this you can specify the source type for the information, for example the types of person providing the information. In this guide the source types have been defined as Informant, Officer, Record, Victim and Witness.

You can add a source reference for the information. This is typically a reference back to the record, statement or officer's notebook from which the information was originally retrieved, for example DS 765/01-a.

How do I add grades to an entity?

Create a new chart based on the User Guide Examples template and add an entity to represent the payphone from where FARMER called his supplier. To do this:

1. Create a new chart based on the User Guide Examples template. For more information on how to do this refer to *How do I create a new chart based on a template?* on page 20.

2. To save the chart, from the **File** menu, select **Save As**. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 2 handling chart items.anb` in the **File Name** box and click **Save**.

3. Click the drop-down arrow on the **Insert Icon** toolbar button and select **Telecoms ▶ Payphone** to select the Payphone icon from the Telecoms palette.

4. Place the Payphone icon onto your chart.

5. Double-click on the Payphone icon to display the Edit Icon dialog and select **Data\Identity** to display the Identity page:
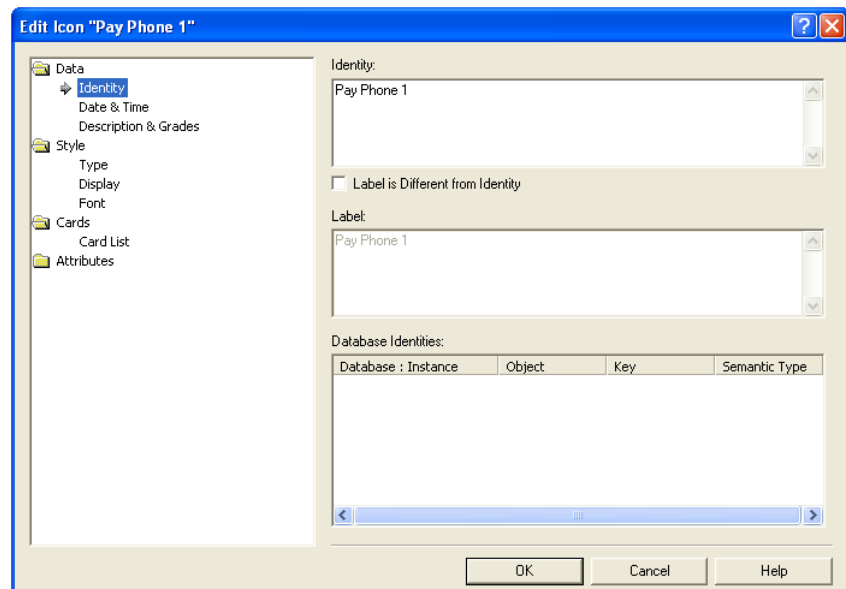
6. In the **Identity** box replace the text Payphone 1 with the following information:

```
02703 871 117
Station Lobby
Caledonian Road
```

Do not close the Edit Icon dialog

How do I add grading information to an icon?

You can add grading information to chart items such as entities and links. The information about the payphone that you have just added was taken from police observations and subsequent timings so you know that it has been obtained from a trustworthy source. Add grading information to the payphone to show this. To do this:

1. Select **Data\Description & Grades** to display the Description & Grades page:
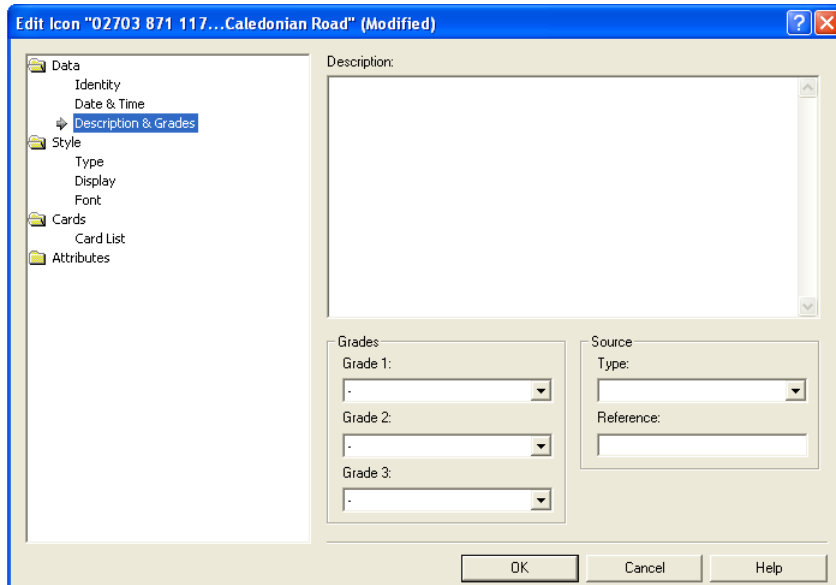
2. To set Grade 1, from the **Grade 1** drop-down list, select A.

3. To set Grade 2, from the **Grade 2** drop-down list, select 1.

4. To set Grade 3, from the **Grade 3** drop-down list, select 5.

    You have now finished adding grading information to the payphone.

5. The information about the payphone was obtained from police records. Use this as the source type by selecting **Record** from the **Type** drop-down list.

6. The information was obtained from a particular police record. In the **Reference** box type RZ/2.

7. Click **OK** to close the Edit Icon dialog.

The payphone is displayed on your chart:

02703 871 117
Station Lobby
Caledonian Road

8. Click the **Save** toolbar button to save your chart.

How do I add multiple entities of the same type?

You can easily add several icons of the same type to your chart without having to click the **Insert Icon** toolbar button each time you add an icon.

Records show that, when FARMER made a call from the payphone in the station lobby during his meeting with the undercover officer, he called a telephone (07786 162 534). This call was diverted to another telephone (07787 563 412) believed to be owned by Marc BAKER. Add two telephones to your chart, one for the number that FARMER called (07786 162 534) and one for the telephone belonging to Marc BAKER (07787 563 412). To do this:

1. Click the drop-down arrow on the **Insert Icon** toolbar button, select **Telecoms ▶ Telephone** to select the Telephone type from the Telecoms palette.

2. Before you place this icon on the chart, double-click on the **Insert Icon** toolbar button. This will put *Analyst's Notebook* into Insert mode.

3. Click on the chart below the Payphone to place a telephone on it.

4. Notice that your mouse pointer is still a Telephone icon. Click on the chart again, this time below the telephone that you have just added, to add a second telephone.

5. The pointer is still in Insert mode. To exit Insert mode, click the **Select/Move** toolbar button.

6. In the same way that you added information to the payphone, add the following information to the first telephone that you added:

Identity	07786 162 534
Grades	A 1 5
Source Type	Record
Source Reference	RZ/3

7. Add the following information to the second telephone that you added:

Identity	07787 563 412
Grades	A 1 5
Source Type	Record
Source Reference	RZ/4

Your chart should now look similar to that below:

02703 871 117
Station Lobby
Caledonian Road

07786 162 534

07787 563 412

Click the **Save** toolbar button to save your chart.

How do I change the type of an entity on a chart?

You have now received further information that the telephones you added to your chart are actually cellphones. Change the entity type for the Telephone entities to be Cellphone entities. To do this:

1. Click on the drop-down arrow in the palette bar area and select **Telecoms** to display the Telecoms palette.

2. Select the Cellphone entity type and while holding down the left mouse button, drag it over telephone number 07786 162 534. As you drag the Cellphone entity type over the Telephone entity the pointer changes to show that the Telephone entity will be replaced with a Cellphone entity:

3. Release the left mouse button. The Telephone entity is replaced with a Cellphone entity.

4. Replace the Telephone entity for telephone number 07787 563 412 in the same manner.

Your chart should now look similar to that below:

02703 871 117
Station Lobby
Caledonian Road

07786 162 534

07787 563 412

Click the **Save** toolbar button to save your chart.

How do I add links between entities?

You can add links between entities in the same way that you added links between event frames in Chapter 1, *Introducing Some Basic Features*. Add links to show that FARMER called Cellphone 07786 162 534 which was diverted to Cellphone 07787 563 412 and add grading information to these links. To do this:

1. Click the drop-down arrow on the **Insert Link** toolbar button, select **Telecoms ▶ Telephone Call** to select the Telephone Call link type from the Telecoms palette.

2. Add a link between Payphone 02703 871 117 and Cellphone 07786 162 534 in the same way that you added links between event frames in *How do I link items?* on page 49.

In the same way that you added grading information to icons, you can add grading information to links. Add grading information to the link that you have just added between the Payphone and Cellphone 07786 162 534. To do this:

1. Double-click on the link label to display the Edit Link dialog and select **Data\Identity** to display the Identity page:
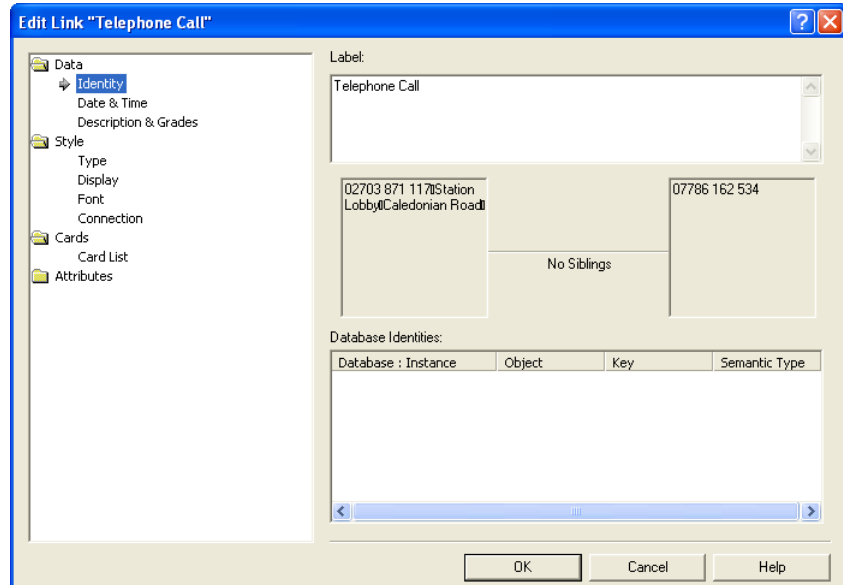
2. In the **Label** box edit the label to be 1 to represent a single telephone call between the Payphone and Cellphone 07786 162 534.

   Do not close the Edit Link dialog.

How do I add grading information to a link?

1. Select **Data\Description & Grades** to display the Description & Grades page:
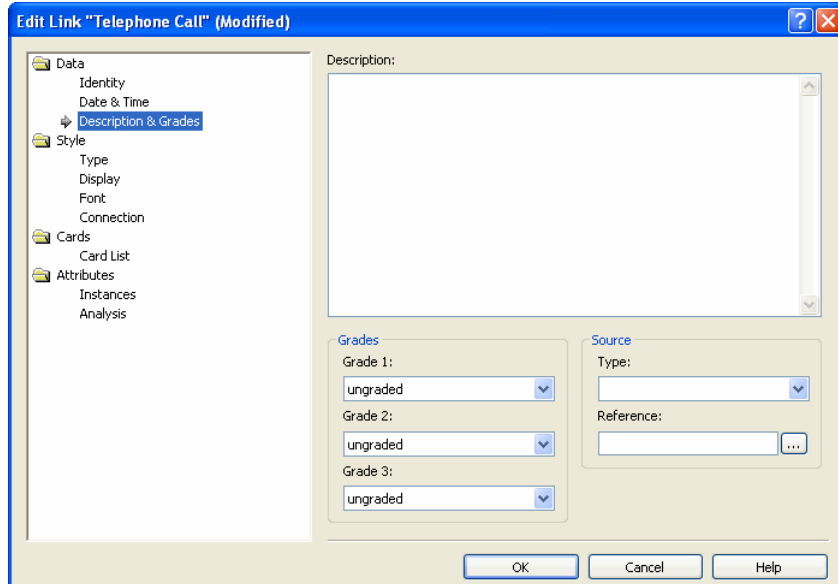
2. Add the following grading information:

Grades	A 1 5
Source Type	Record
Source Reference	RZ/5

3. Click **OK** to close the Edit Link dialog.

4. Using the same method, add a link of type Telephone Call, found on the Telecoms palette, between Cellphone 07786 162 534 and Cellphone 07787 563 412.

5. Edit the label of this link to be `Diverts to`. This link represents the information that the telephone call made from the Payphone was diverted to Cellphone 07787 563 412.

6. Add the following grading information to this link:

Grades	A 1 5
Source Type	Record
Source Reference	RZ/6

Your chart should now look similar to that below:

02703 871 117
Station Lobby
Caledonian Road

1

07786 162 534

Diverts to

07787 563 412
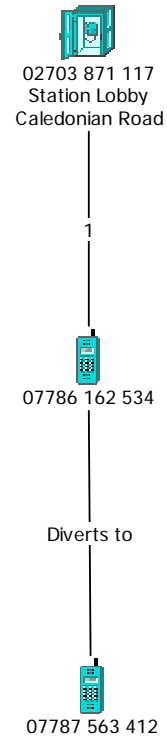
Click the **Save** toolbar button to save your chart.

Labeling and Uniquely Identifying Entities

Each entity in a chart has a label and an identity, both of which are textual. The label is displayed on the chart as part of the entity, whereas the identity is one of the properties of the entity stored inside the chart.

Displayed on chart ⟶ **Label**   Label Identity ⟵ Stored inside chart
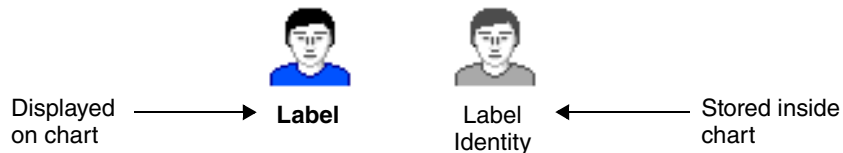
In general the label and identity are the same, and by default the label simply reflects the identity. For example, the Cellphone icon created previously has 07787 563 412 as its identity and label. In some cases, the label may differ from the identity and as a result, the identity is not apparent from the appearance of the chart.

Paul   Paul
Paul   **Mr X**   Mr X
Paul

An entity's identity is always unique within a chart. This enables entities to be copied back and forth between charts without unwanted duplication. It is important to choose something suitable for the identity, such as a person's name, a car's license plate, or a bank account number. If you attempt to set an identity for an entity that is the same as one already used in the chart, the identity text will change color to warn you that this will not be accepted.

In contrast to an identity, an entity's label does not have to be unique. Nevertheless, it is potentially confusing to have more than one entity on a chart with the same label, so you should be careful when using labels that are different from the identity. One instance where it is useful to have duplicate labels is for the purposes of annotation, for example you may have several entities with the label "No subscriber details".

Naming conventions

Every character of an entity's identity is significant, including its case. To avoid inadvertently duplicating entities, and to ensure that you can subsequently find entities in the chart, it is recommended that you adopt a consistent convention for identifying entities. Such a convention should cover:

- Character case. "Black Car" and "black car" are different because the case of the leading characters of the two words is different. The convention used for people's names within this guide is for the last name to be in upper case and any other names to have initial capitals; for example, "Marc BAKER".

- Word separators. "Black Car", "Black   Car" and "Black-Car" are all different, as are the telephone numbers "340 529 8114" and "340-529-8114", because the characters separating the words (or digit groups) are different. A common convention is to use a single space to separate words.

- Leading and trailing spaces. " Black Car", "Black Car " and "Black Car" are all different because the characters at the beginning and end are different. Avoid leading and trailing spaces.

It is, therefore, good working practice to maintain consistency within your charts for ease of use and presentation purposes.

Event frames

People, vehicles, and bank accounts are identifiable and distinct objects. Choosing identities for these types of objects is straightforward. A happening, however, can be indistinct, for example you could have more than one event frame on your chart called "Meeting in bar". This means that an event frame does not have an obvious identity. It is important that you follow a coherent naming scheme for event frames, so that identities are unique within a chart, and to permit automatic merging of entities when combining charts.

For example, an identity for an event frame could have three parts:

- a concise description, such as the entity type name, for example Meeting, Sighting

- the associated object(s), for example the theme line(s) to which the event frame is connected

- the date and time that the happening took place

The event frame below, shows a sighting of Sam STEELE in a bar in the harbor. Following the above naming convention, its identity could be "Sighting, Sam STEELE, 01 Jan 2006 13:20". This identity is unsuitable for the event frame's label so a different label, "Seen in bar in harbor", has been used.
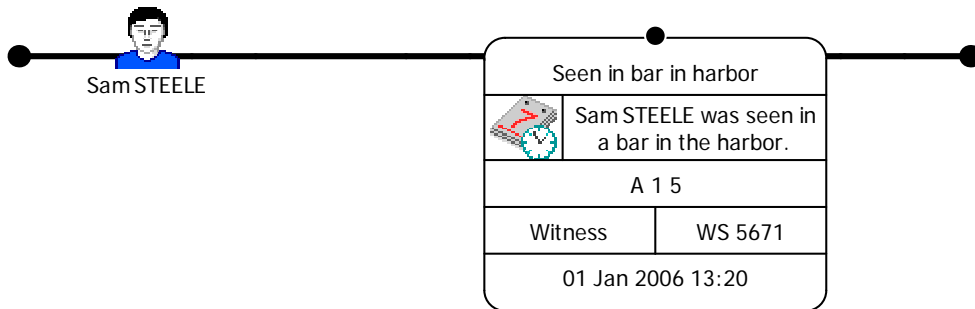
Label: Seen in bar in harbor

Identity: Sighting, Sam STEELE, 01 Jan 2006 13:20

How do I add an entity with a label that is different to its identity?

You have received information that Marc BAKER is the owner of Cellphone 07786 162 534. Add Marc BAKER to the chart. To do this:

1. Click the drop-down arrow on the **Insert Icon** toolbar button and select **Individuals ▶ Male** to select the Male type from the Individuals palette.

2. Place the Male icon to the left of Cellphone 07786 162 534 and add the following information to it:

Identity	Marc BAKER
Grades	A 1 5
Source Type	Record
Source Reference	RZ/7

3. Add a Subscriber link type from the Telecoms palette and place it between Marc BAKER and Cellphone 07786 162 534.

02703 871 117
Station Lobby
Caledonian Road

1

Marc BAKER ——Subscriber—— 07786 162 534

Diverts to
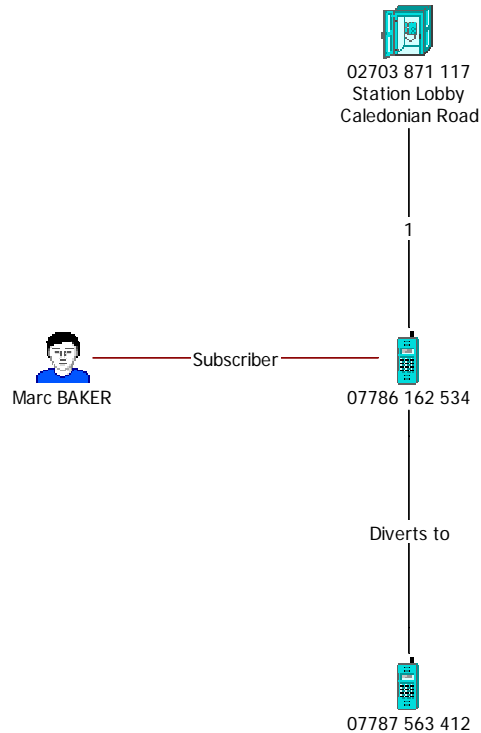
07787 563 412

You have no subscriber information for Cellphone 07787 563 412. Add an Anonymous icon to the chart and link it using a Subscriber link type to Cellphone 07787 563 412. To do this:

1. Add an Anonymous icon from the Individuals palette and place it to the right of Cellphone 07787 563 412.

2. Double-click on the Anonymous icon to display the Edit Icon dialog and select **Data\Identity** to display the Identity page:
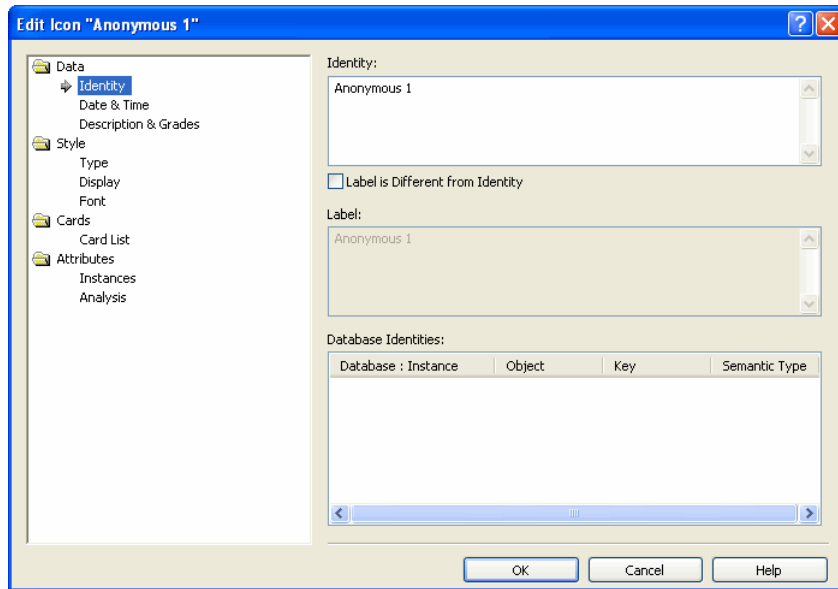
3. In the **Identity** box type `Subscriber - 07787 563 412`.

4. Turn on the **Label is Different From Identity** check box.

5. In the **Label** box type:

   ```
   No subscriber
   details available
   ```

6. Click **OK** to close the Edit Icon dialog.

7. Add a Subscriber link type, from the Telecoms palette, between "No subscriber details available" and Cellphone 07787 563 412 as shown below:
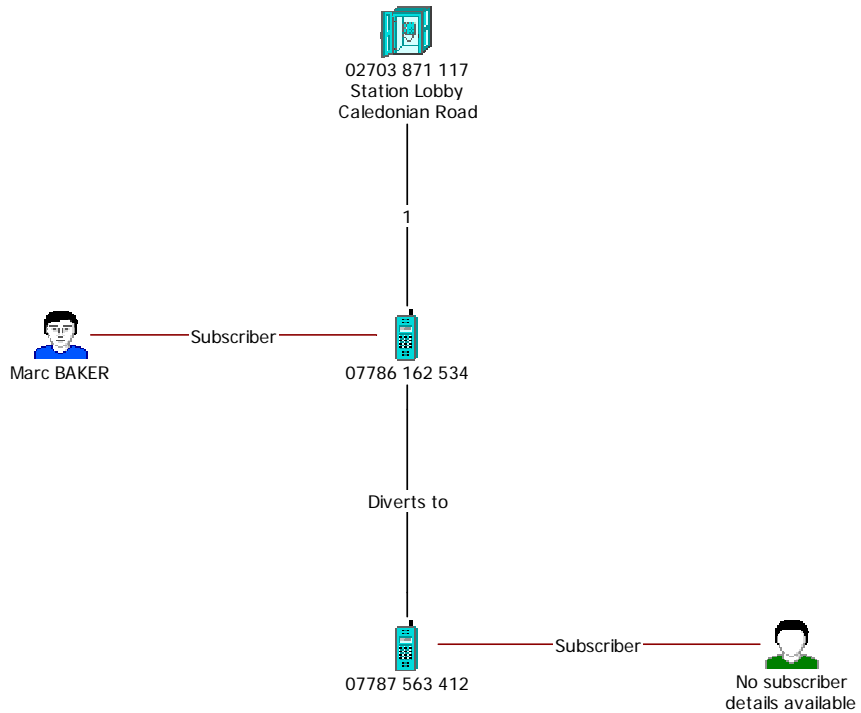
Adding further information

You have obtained further information relating to Marc BAKER. You know that he is the owner of a Black Saab 900 car and has an office address in Crownsville. Add this information to the chart and use appropriate link types to show the relationships. To do this:

1. Add a Car icon type, from the Transport palette and place it above Marc BAKER on the chart. Add the following information to it:

Identity	456 FGT Black Saab 900
Description	Marc BAKER's car.
Grades	A 1 5
Source Type	Record
Source Reference	RZ/8

2. Add an Owner link type, from the Individuals palette, between Marc BAKER and the Black Saab 900. Add the following grading information to this link:

Grades	A 1 5
Source Type	Record
Source Reference	RZ/9

3. Add an Office icon type, from the Locations palette, place it below Marc BAKER and add the following information to it:

Identity	Box 518 Finchley Road Crownsville
Grades	A 1 5
Source Type	Record
Source Reference	RZ/10

4. Add an Address link type, from the Individuals palette, between Marc BAKER and Box 518 Finchley Road.

5. Edit the name of the Address link to be `Mailing Address` and add the following grading information to it:

Grades	A 1 5
Source Type	Record
Source Reference	RZ/11

Your chart should now look similar to that below:
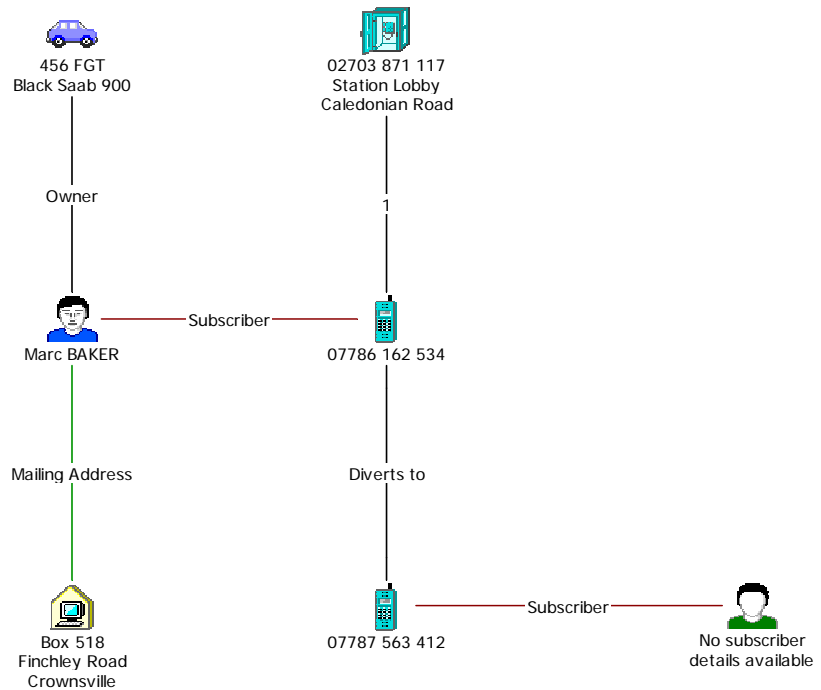
Click the **Save** toolbar button to save your chart.

Using Additional Features of Links

A link is a chart item representing a connection between entities, for example icons, boxes and event frames.

In the same way that you can specify the display settings for entity types you can specify the display settings for link types, so you can choose to display, for example a date and time, description, grades, pin, and so on.

A connection shows an association between two chart items, represented by one or more links. There are three styles of connection:

- single
- directed
- multiple

Single connection

A single connection contains only one link between two entities, that may or may not have one or more arrowheads.

The example below shows a single connection between John and Mary that shows that they are associated through marriage. The link has no arrowhead:
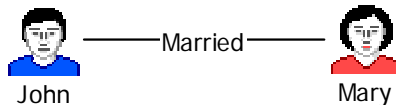
The example below, shows a single connection between two bank accounts showing a money transfer between them. This connection has an arrowhead:
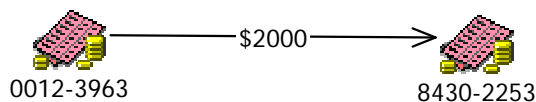
Directed connection

The connection between two entities is represented by one link for each possible direction. A directed connection can contain up to four links and can comprise up to one link without an arrowhead and three links with arrowheads.

Links with arrowheads can be:

- from Entity A to Entity B
- from Entity B to Entity A
- arrowheads at both ends
- no arrowheads

The example below illustrates a directed connection:
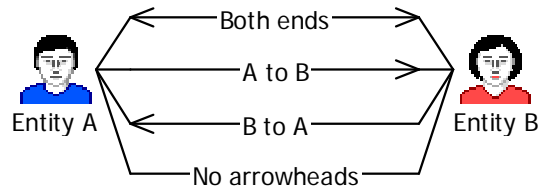
Note: A directed connection cannot have more than one link of each kind.

Multiple connection

A multiple connection can contain any number of links, with or without arrowheads. Each link between two entities is displayed individually.

The example below shows a multiple connection between two entities:
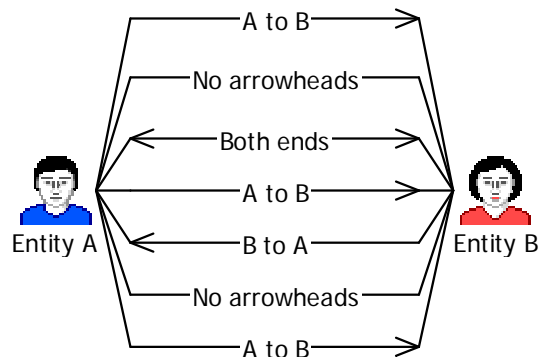
How do I add multiple links?

You have received telephone billing data that shows four calls were made between Cellphone 07787 563 412 and Cellphone 07786 162 534. Add these links to your chart and show the direction of the telephone calls. To do this:

1. Click the drop-down arrow on the **Insert Link** toolbar button and select **Telecoms ▶ Telephone Call** to select the Telephone Call link type from the Telecoms palette.

2. While holding down the Shift key, draw four Telephone Call links between Cellphone 07787 563 412 and Cellphone 07786 162 534.

   Note: Release the Shift key before you add the fourth link to the chart.

3. Edit the label of each of these links to be Called.

4. Select each of the Telephone Call links in turn and add the following information to them:

Grades	A 1 5
Source Type	Record
Source Reference (first link)	RP1
Source Reference (second link)	RP2
Source Reference (third link)	RP3
Source Reference (fourth link)	RP4

Your chart should now look similar to that below:
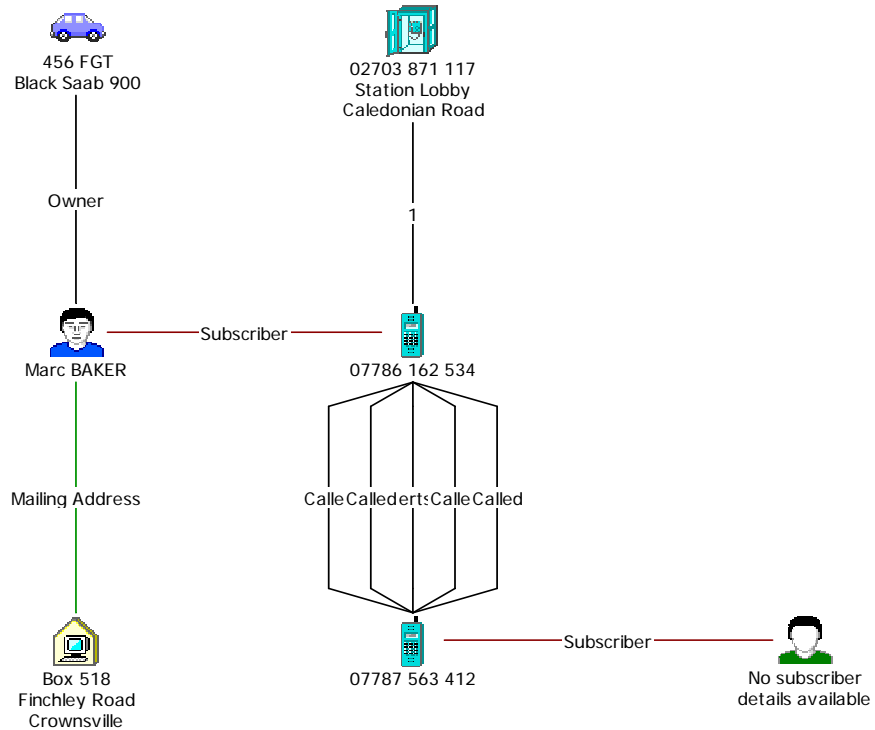
Click the **Save** toolbar button to save your chart.

How do I change the display properties of multiple links?

In addition to the link label, you want to show the source reference on each of the links between Cellphone 07787 563 412 and Cellphone 07786 162 534. You can edit the display properties of multiple links in one quick step. To do this:

1. Select all five links between the two cellphones.

   Note: To select all of the links, right-click on one of them, and from the shortcut menu, select **Select Sibling Links**.

2. Right-click on one of the selected links, and from the shortcut menu, select **Combined Properties**. This displays the Edit Chart Items dialog. The title bar shows that five chart items are selected. Select **Style\Links\Display** to display the Display page:
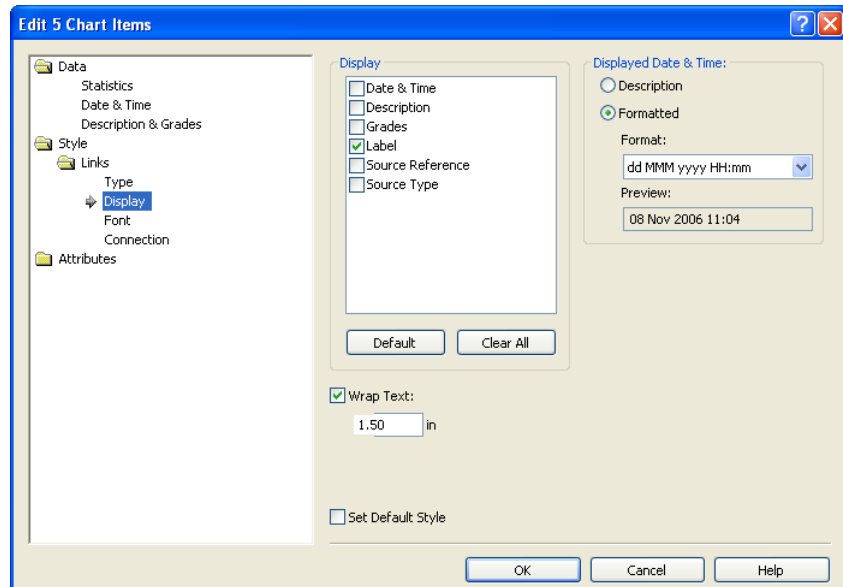
3. In the Display area turn on the **Source Reference** check box.

4. Click **OK** to close the Edit Chart Items dialog.

Your chart should now look similar to that below, with the source reference displayed on each of the links:
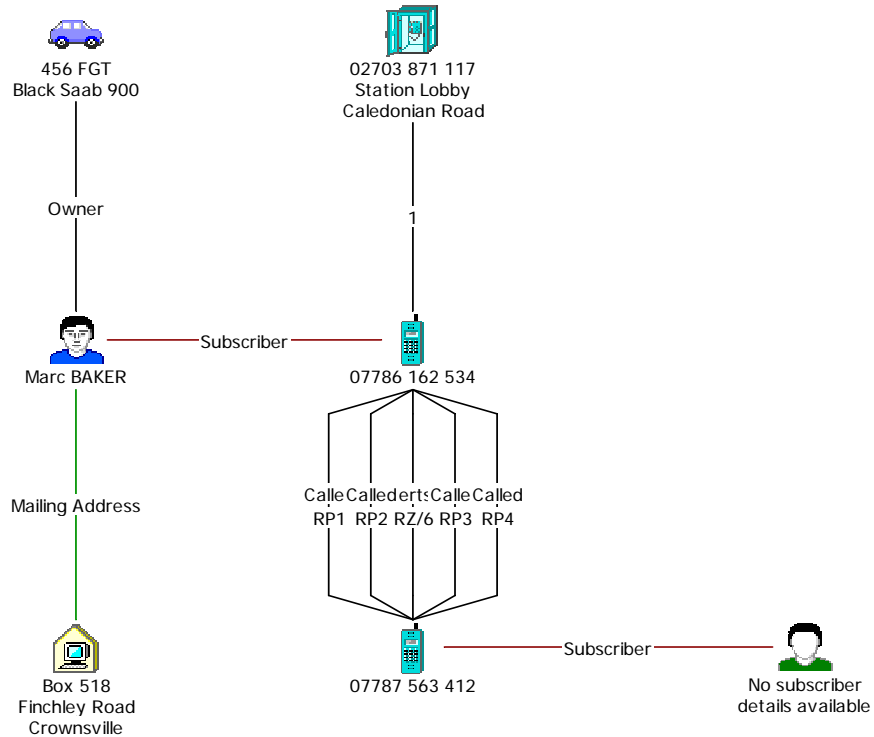
Click the **Save** toolbar button to save your chart.

How do I add direction to a link?

You want to show the direction of the calls between all of the telephones on your chart. To do this:

1. Right-click on the link between the Payphone and Cellphone 07786 162 534, and from the shortcut menu, select **Add Arrow**.

    Note: If the arrowhead points in the wrong direction (you want to show that the call was made from the Payphone to Cellphone 07786 162 534) you can reverse it so that it is points in the other direction. To do this, right-click on the link, and from the shortcut menu, select **Reverse Arrow**.

2. Right-click on the link with source reference RP1, between Cellphone 07786 162 534 and Cellphone 07787 563 412, and add an arrowhead so that the direction of the link flows from Cellphone 07787 563 412 to Cellphone 07786 162 534.

3. Add direction to the remaining links as follows:

Source Reference: RP2	From: 07787 563 412	To: 07786 162 534
Source Reference: RP3	From: 07787 563 412	To: 07786 162 534
Source Reference: RP4	From: 07786 162 534	To: 07787 563 412
Link Label: Diverts to	From: 07786 162 534	To: 07787 563 412

How do I rearrange labels on multiple links?

The Telephone Call links are difficult to read as their labels overlap. Rearrange the labels on the links between Cellphone 07786 162 534 and Cellphone 07787 563 412 so that you can read each label. To do this:

1. Right-click on one of the links between Cellphone 07786 162 534 and Cellphone 07787 563 412, and from the shortcut menu, select **Select Sibling Links**.

All of the links between the two cellphones are selected:
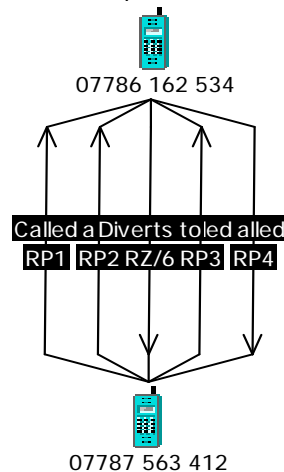
2. With all of the links still selected, from the **Tools** menu, select **Arrange Link Labels**.

The link labels are rearranged so that they no longer overlap.

Note: You may still not be able to clearly see the link labels. Move a label by selecting it and while holding down the Alt key, dragging it to a new position on the chart.

Your chart should now look similar to that below:
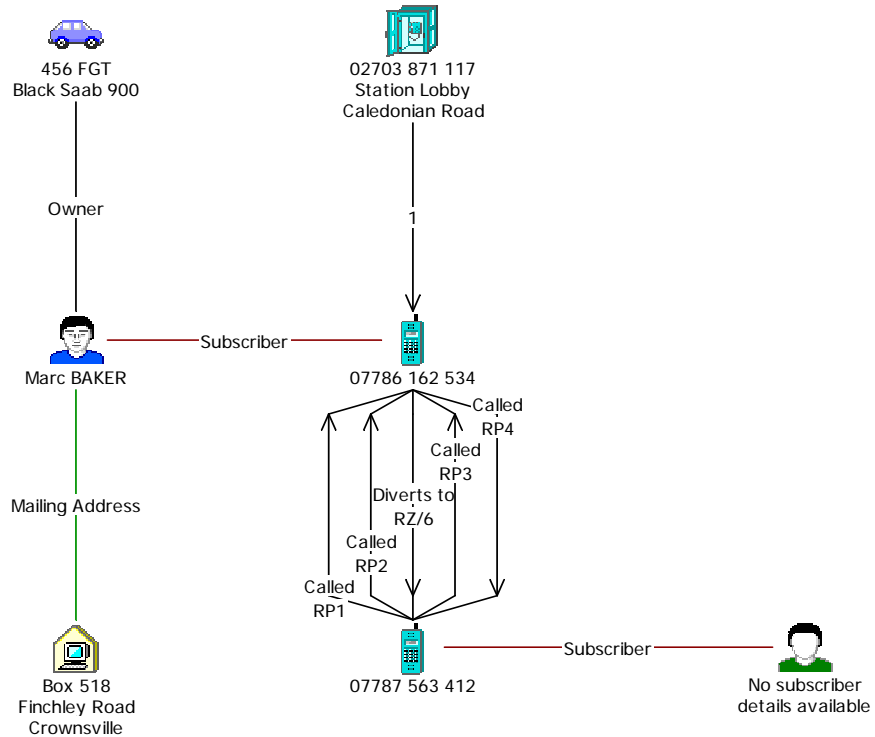
Click the **Save** toolbar button to save your chart.

Adding Information Using Other Representations

Entities can represent, for example, individuals, locations, organizations or objects. An entity can have any of the following representations:

Icon
: Often used to represent objects, for example people, places or commodities.

Theme line
: Represents one of the key elements of your investigation, for example a victim, witness, suspect or location. Theme lines provide a common thread, typically to represent a sequence of events over time.

Event frame
: Represents a happening on your chart, typically an event that happened at a specific time, for example a meeting or an appointment.

Box
: Typically used to enclose items of interest, for example a place, organization, or a group.

Circle, Text block
: Often used for annotation on a chart.

OLE object
: An object from another Windows application, for example a text file, audio file or video clip that you can add to your chart. For further information on OLE objects, refer to *Including Files in a Chart using OLE Objects* on page 160.

How do I add a box to my chart?

Records show that Marc BAKER is on the board of directors at Arcacia Investments. Add Arcacia Investments to your chart, represented as a box, using an Organization type and show that Marc BAKER is on the board of directors. To do this:

1. Click the drop-down arrow on the **Insert Box** toolbar button and select **Standard ▶ Organization** to select the Organization type from the Standard palette.

The Organization type may not be immediately visible on the Standard palette. If you cannot see it:

a. Select **Standard ▶ More Types** to display the Select Type to Insert dialog:
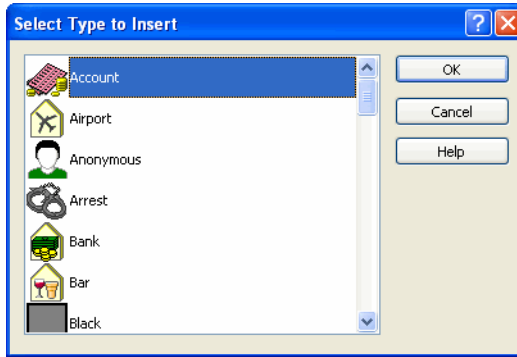
b. Scroll down the list of text block types and select Organization.

c. Click **OK** to close the dialog.

The pointer changes to a crosshair:

2. While holding down the left mouse button click on the chart just above and to the left of Marc BAKER. With the left mouse button still held down, drag a box around Marc BAKER. When you have finished drawing the box, release the left mouse button. An Organization, represented as a box, is placed on the chart around Marc BAKER:
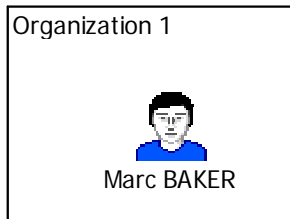
3. Add the following information to this box, in the same way that you added information to icons:

Identity	Arcacia Investments
Grades	A 1 5
Source Type	Record
Source Reference	RB/1

Your chart should now look similar to that below:
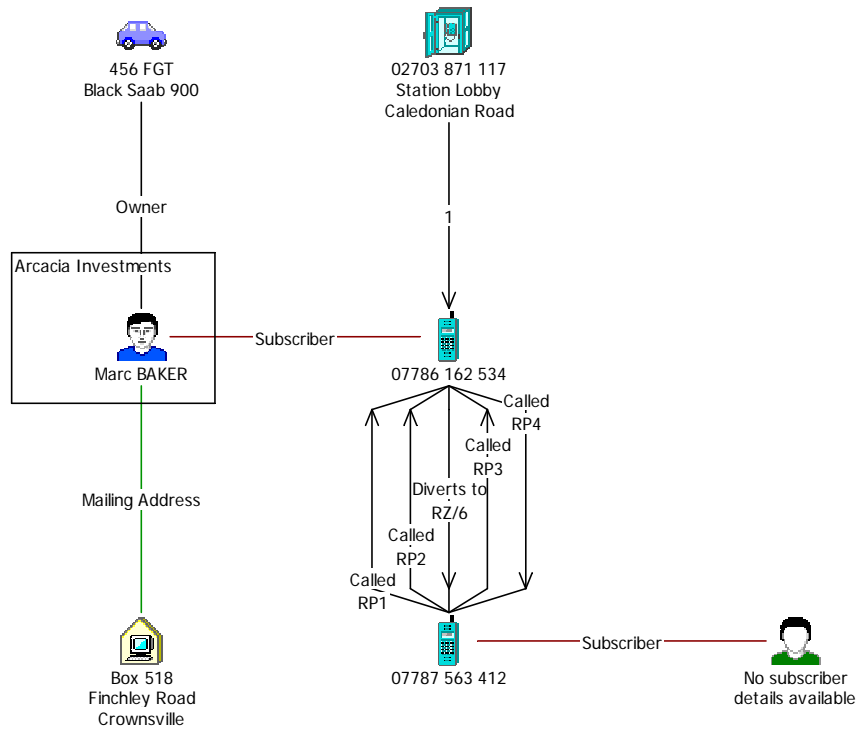
Click the **Save** toolbar button to save your chart.

Adding more entities and links

Arcacia Investments is the registered owner of a cruiser called MOONSHADOW. Add MOONSHADOW to your chart and a link to show that Arcacia Investments is the registered owner. To do this:

1. Click the drop-down arrow on the **Insert Icon** toolbar button and select **Transport ▶ Cruiser** to select the Cruiser type from the Transport palette.

2. Place the cruiser on your chart to the left of Box 518, and add the following information to it:

Identity	MOONSHADOW
Grades	A 1 5
Source Type	Record
Source Reference	RB/2

3. Add a link between Arcacia Investments and MOONSHADOW. To do this:

   a. Select the Owner link type from the Individuals palette.

   b. Draw the link from any part of the Arcacia Investments box to MOONSHADOW.

4. Add the following information to this link:

Label	Registered Owner
Grades	A 1 5
Source Type	Record
Source Reference	RB/3

5. You have obtained information about a Mr STEELE, an associate of Marc BAKER.

   Add a Male icon, from the Individuals palette and place it to the left of Marc BAKER and add the following information to it:

Identity	Mr STEELE
Grades	A 1 5
Source Type	Record
Source Reference	RB/4

6. Show that Marc BAKER and Mr STEELE are associates by adding a link of type Associates, from the Individuals palette, between Marc BAKER and Mr STEELE and adding the following information to it:

Grades	A 1 5
Source Type	Record
Source Reference	RB/5

7. Records show that Mr STEELE lives at 5 Silver Street, Crownsville.

   Add a House icon type, from the Locations palette, place it below Mr STEELE on your chart and add the following information to it:

Identity	5 Silver Street Crownsville
Grades	A 1 5
Source Type	Record
Source Reference	RB/6

8. Show that Mr STEELE lives at 5 Silver Street by adding an Address link type, from the Locations palette, between Mr STEELE and 5 Silver Street.

9. Add grading information to this link as follows:

Grades	A 1 5
Source Type	Record
Source Reference	RB/7

Your chart should look similar to that below:
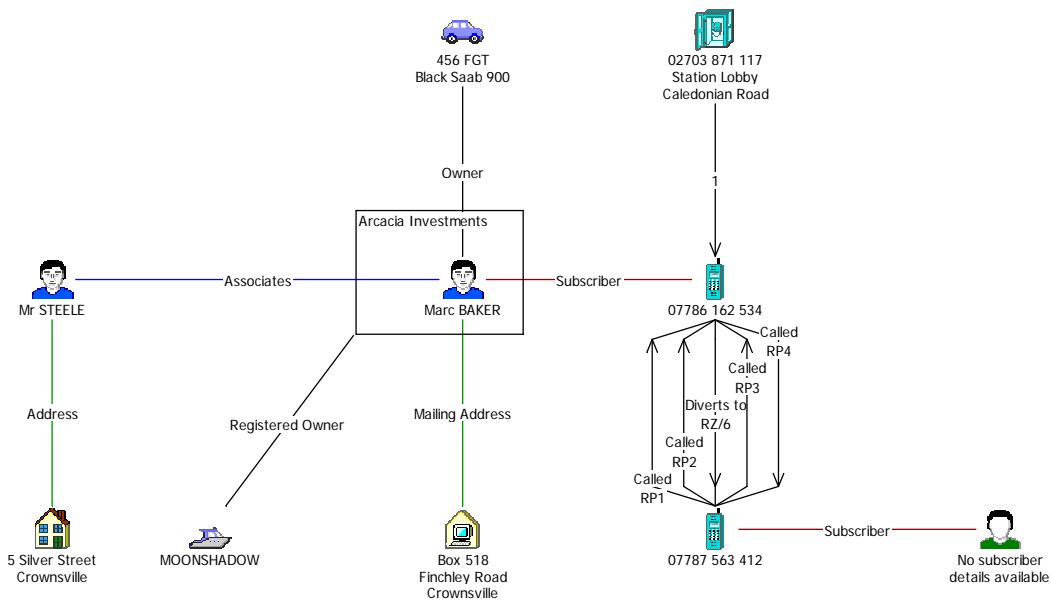
Click the **Save** toolbar button to save your chart.

How do I change the line strength of a link?

Unsubstantiated evidence has been obtained that a man called Stuart WRIGHT crews on board MOONSHADOW. Add Stuart WRIGHT to your chart and then show that the information that he crews on board MOONSHADOW is unconfirmed. To do this:

1. Add a Male icon, from the Individuals palette, place it below MOONSHADOW and add the following information to it:

Identity	Stuart WRIGHT
Grades	A 1 5
Source Type	Record
Source Reference	RB/8

2. Using the General link type, from the Standard palette, add a link between Stuart WRIGHT and MOONSHADOW and add the following information to it:

Label	Believed to crew on vessel
Grades	C 3 5
Source Type	Informant
Source Reference	Statement 213

3. Change the line strength of the link between Stuart WRIGHT and MOONSHADOW to show that the information that he crews on board the vessel is unconfirmed. To do this, right-click on the link between Stuart WRIGHT and MOONSHADOW and select **Strength ▶ Unconfirmed** from the shortcut menu.

The link between Stuart WRIGHT and MOONSHADOW is now dashed to indicate that it is unconfirmed information:

MOONSHADOW

Believed to crew
on vessel

Stuart WRIGHT
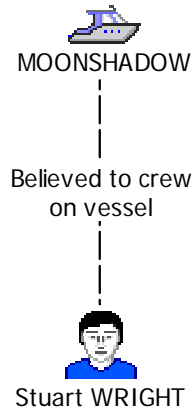
How do I add a text block to my chart?

Mr STEELE is the subject of another investigation by police and customs officers relating to the importation of drugs, money laundering and forgery. The information that has been received as part of their investigation may be linked to this investigation. Add a text block to your chart to show this information. To do this:

1. Click the drop-down arrow on the **Insert Text Block** toolbar button and select **Standard ▶ Blue** to select the Blue type from the Standard palette.

   The Blue text block may not be immediately visible on the Standard palette. If you cannot see it:

   a. Select **Standard ▶ More Types** to display the Select Type to Insert dialog:
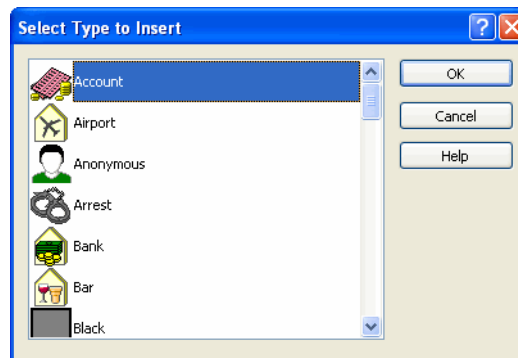
   b. Scroll down the list of Text Block types and select Blue.

   c. Click **OK** to close the dialog.

   Place the text block to the left of Mr STEELE.

2. Double-click on the label of the text block that you have just added to your chart to display the Edit Text Block dialog:
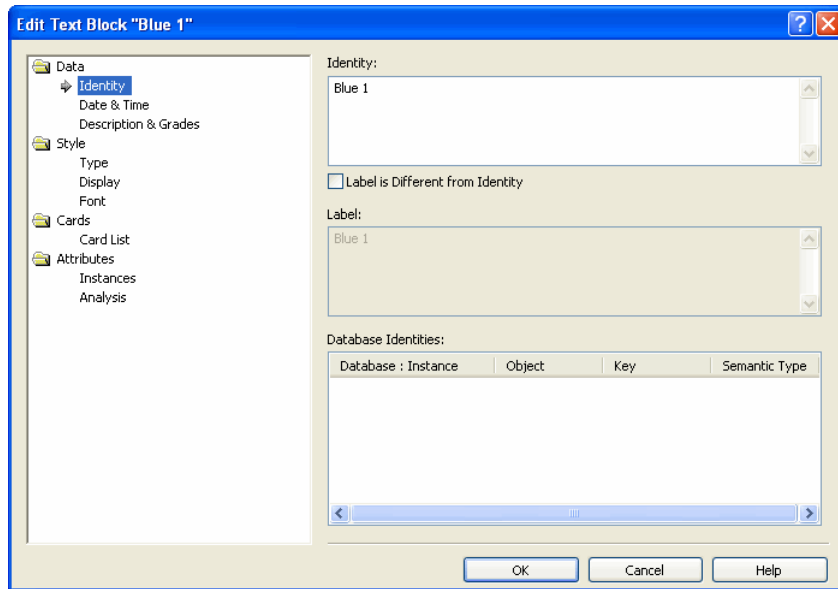
3. Select **Data\Identity** and edit the Identity of the text block to be:

```
Target in Operation Crest.
A joint police and customs investigation
into drug importation, money laundering and
forgery.
```

Do not close the Edit Text Block dialog.

4. Select **Data\Description & Grades** and add the following information:

Grades	A 1 5
Source Type	Officer
Source Reference	RB/11

Do not close the Edit Text Block dialog.

5. You do not know if the information from the investigation by the police and customers is relevant to this investigation, therefore this information is tentative. Select **Style\Type** and from the **Line Strength** drop-down list, select **Tentative**.

6. Select **3** from the **Width** drop-down list to change the line width to be 3.

7.   Click **OK** to close the Edit Text Block dialog.

The text block is displayed on your chart with a thick blue dotted line around it:

Target in Operation Crest.
A joint police and customs
investigation
into drug importation, money
laundering and
forgery.
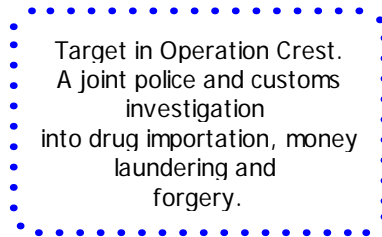
How do I resize a text block?

You may not be able to see all of the text in your text block. If this is the case, resize it so that the text fits. To do this:

1.   Click on the text block.

When the text block is selected the text is highlighted and eight small blue squares are displayed around the edges of the text block. These small blue squares are known as drag handles.

Target in Operation Crest.
A joint police and customs
investigation
into drug importation, money
laundering and
forgery.
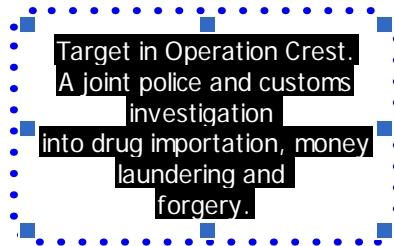
Move your pointer over one of the drag handles, the pointer changes to:

While holding down the left mouse button, drag the box until the text fits in it and then release the left mouse button.

2.   Add a General link, from the Standard palette, between Mr STEELE and the text block. Delete the label on this link.

3.   Right-click on the link label and from the shortcut menu, select **Strength ▶ Tentative**. The line strength of the link is shown as a dotted line on your chart.

4.   Add an arrowhead to the link to show direction from Mr STEELE to the text block.

Your chart should now look similar to that below:
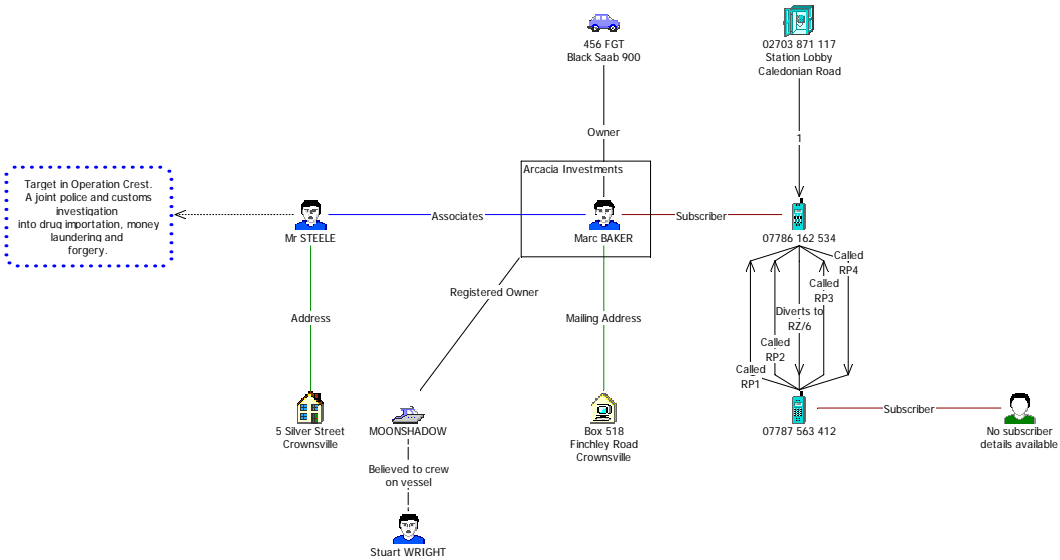
Click the **Save** toolbar button to save your chart.

How do I add a text label to a chart?

Text labels can be used to annotate your chart, for example you may want to display the title of your chart. Add a text label to your chart so that the chart is named after the event that triggered this investigation which was when FARMER made a call from the payphone. To do this:

1. Click the **Insert Label** toolbar button, the pointer changes to:

2. Click on the chart just above and to the left of the other items to add the label.

3. Edit the name of this label to be `Call made by FARMER`.

How do I change the font properties of a text label?

The text label that you have just added to your chart is not very easy to read. You want it to stand out from the other items on your chart. Change its font properties so that the text is displayed bold and underlined, and the font size is larger. To do this:

1. Double-click the text label to display the Edit Label dialog and select **Style\Font** to display the Font page:
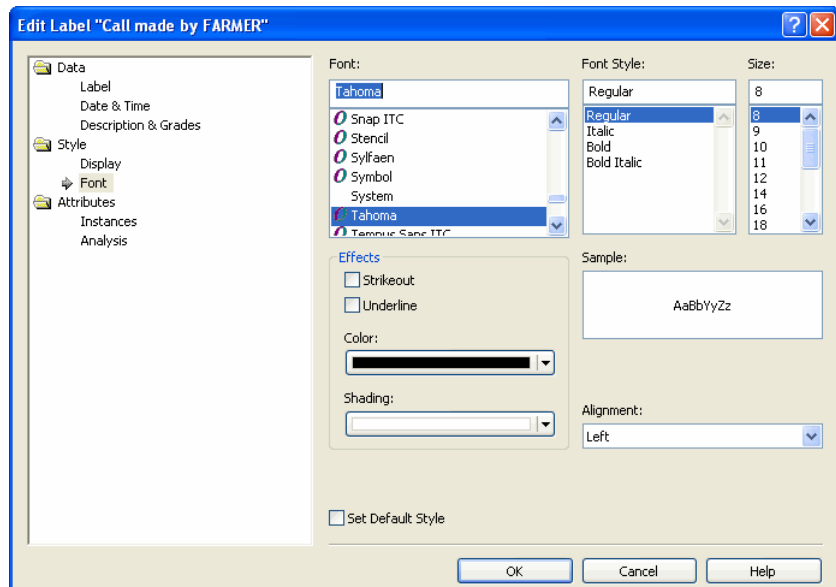
2. To change the font so that it is displayed bold and underlined:

   a. In the **Font Style** list, select **Bold**.

   b. In the Effects area, turn on the **Underline** check box.

3. Make the font size larger; select 14 from the **Size** list.

   Note: The **Sample** box displays a sample of the font as it will appear on the chart.

4. Click **OK** to close the Edit Label dialog.

Your chart should now look similar to that below:

Call made by FARMER
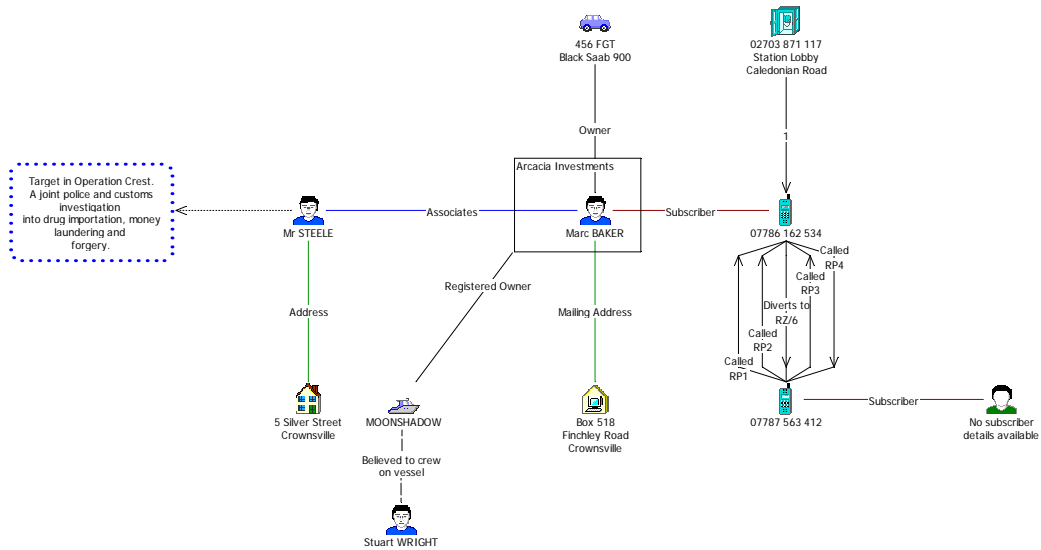
Click the **Save** toolbar button to save your chart.

Tidying up a Chart

If you have a large chart with many items on it, it may be difficult to read because links may be crossed or entities may overlap.

There are actions you can take to tidy up your chart; for example when you created the links between the telephone calls, you moved the link labels to make the information easier to read.

Corners can also be used to tidy up a chart. A small dot is placed on a link on your screen to divide the link into sections. A corner allows you to bend a link to improve the chart appearance and prevent overlapping of labels. Depending on the complexity of your chart, links may contain one or more corners.

How do I add corners to a link?

The chart that you have created so far is now looking cluttered. Tidy up your chart by adding corners to some of the links. To do this

1. Click the **Insert Corner** toolbar button. Your pointer changes to:

2. Position your pointer just below the link label on the link between Arcacia Investments and MOONSHADOW, and click with the left mouse button.

   A corner is placed on the link line represented by a small black diamond.
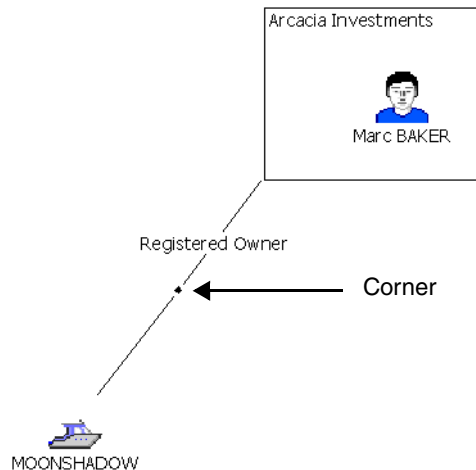
Note: You can remove a corner from a link line by selecting it and pressing the Delete key.

3. Click the corner and, while holding down the left mouse button, drag the link to reposition it so that the link looks similar to the example below:
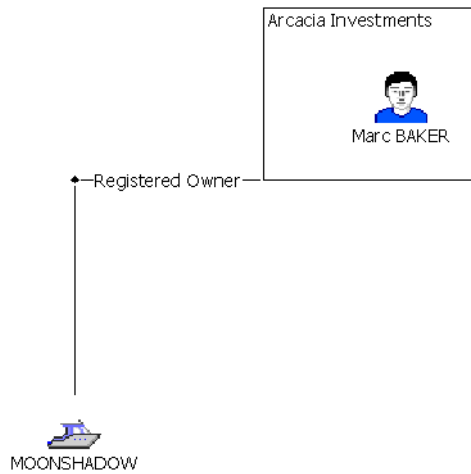
Note: You will have to drag the MOONSHADOW and Stuart WRIGHT icons to the left so that the link is at right angles to Arcacia Investments and MOONSHADOW.

How do I pull multiple links apart?

Some of the labels on the links are not easy to read as they are overlapped by other items on the chart. It would be easier to read these labels if you moved the links. To do this:

1. Click on one of the Telephone Call links between Cellphone 07786 162 534 and Cellphone 07787 871 117.

2. Hold down the Shift and Alt keys, and while holding down the left mouse button, drag the link to one side.

The link is moved. You should now be able to clearly see the link label.
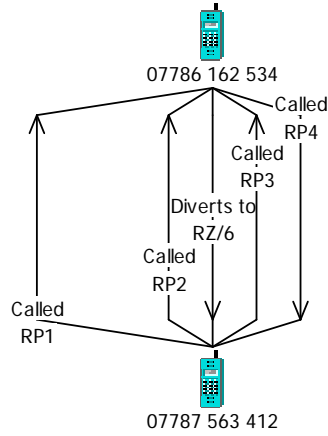
3. In the same way, move the remaining Telephone Call links.

When you have finished tidying up your chart it should look similar to that below (`Example 2 finished.anb`):

Call made by FARMER
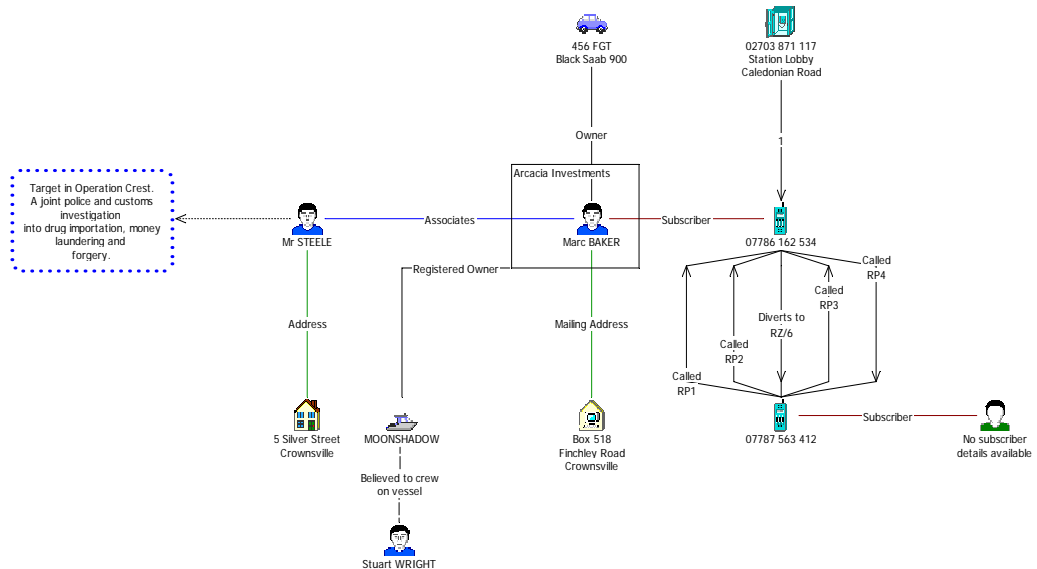
Click the **Save** toolbar button and close your chart.

Summary

In this example, you will have learned how to:

- add grading information to chart items

- label and uniquely identify entities

- use additional features of links

- use other representations to add information

- tidy up a chart by adding corners, rearranging link labels, and pulling links apart

3

Adding Cards and Attributes

This chapter describes how to add cards and attributes to items on your chart.

Contents

Introduction

The features covered in detail in this example are:

*   adding information using cards

*   adding information using attributes

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (Example 3 finished.anb) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the My Documents\i2\i2 Analyst's Notebook 8 folder, and double-click on the Creating Charts folder.

Scenario

You have already added information to a chart about the happenings that took place when FARMER called his supplier during the meeting with the undercover officer.

You now have further information relating to the people, addresses, telephones, and telephone calls that you want to add to your chart.

Adding Information Using Cards

As an investigation progresses, you will generally receive more information about suspects, locations or associations that you have added to your chart. This additional information can be added to chart items using *cards*. A card acts as a reference card, allowing you to enter information as you receive it. Cards can be added to links and entities but cannot be added to text labels.

The information you receive can be specific to one item on your chart. However there may be occasions when information is relevant to more than one item on the chart. It is very easy to copy cards from one item and add them to another item on the same, or a different, chart. You can add as many cards as you wish to each chart item. You can edit a card, for example to add more information to it and delete a card, for example if you have added the information in error.

You can add the following information to a card:

Summary	A single line of text summarizing the information in the card.
Date & Time	The date and time that an event occurred or the card was created.
Description of Date & Time	A non-specific date and time, for example a happening that took place after lunch.
Description	The main text of the card showing the information you wish to record on it.
Grades	The reliability of the information.
Source Type	A description of the source of the information. Examples of source types are Officer, Witness, Record.
Source Reference	A reference for the information provided. An example of a source reference is a document reference number.

How do I add a card to a single entity or link?

In Chapter 2, *Handling Chart Items*, you created a chart and added information to it. In this example you will continue to use this chart and add further information to it.

You have obtained information that the Black Saab 900 owned by Marc BAKER is often seen parked around the harbor in Poole. Add this information to the Black Saab 900 as a card. To do this:

1. Open the chart `Example 3 initial.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

Call made by FARMER
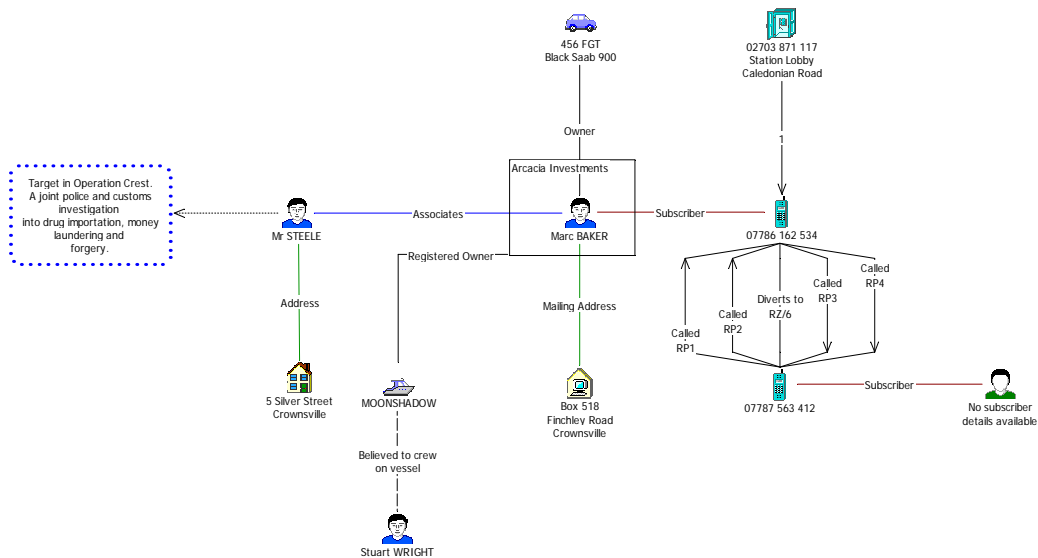
2. Save this chart; from the **File** menu select **Save As**. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 3 adding cards.anb` in the **File Name** box and click **Save**.

3. Double-click on the Black Saab 900 to display the Edit Icon dialog.

4. Select **Cards** to display the Cards page:
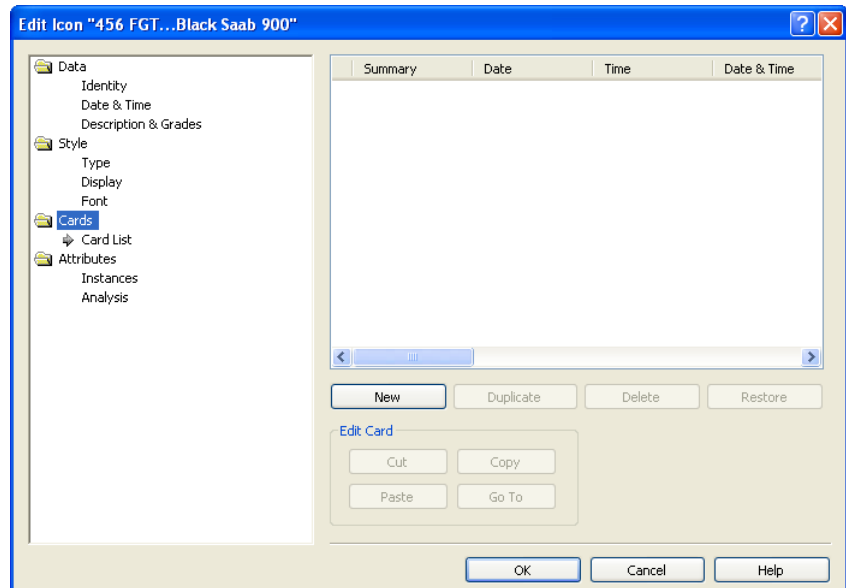
5. Click **New**. A new empty card is created for you to add information to:
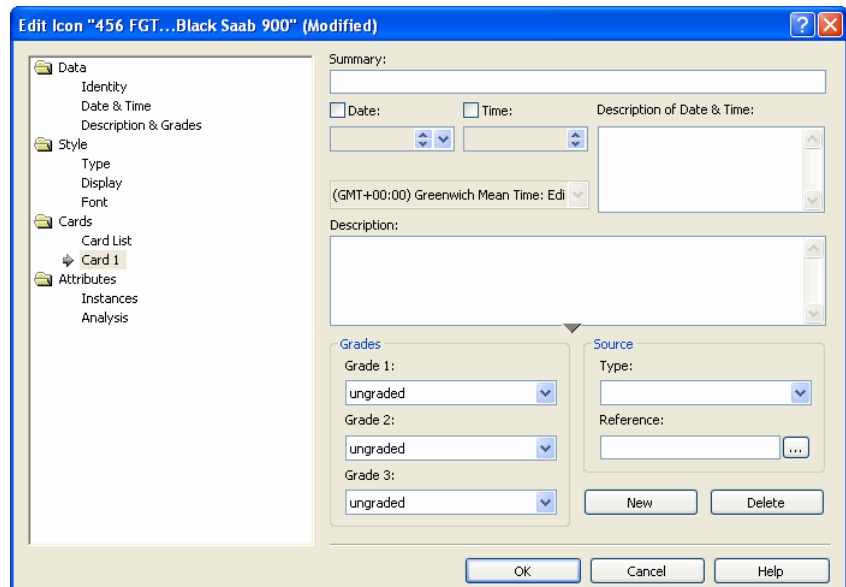
How do I access the online help?

Before you start adding information to this card it is useful to know what you can enter in each box. The online help provides procedural information about how to perform an action in *Analyst's Notebook* as well as information about specific dialogs. Open the online help to find out what you should enter in each box in this dialog. To do this:

1. Click **Help**.

    The online help topic that is associated with how to edit card properties is displayed:
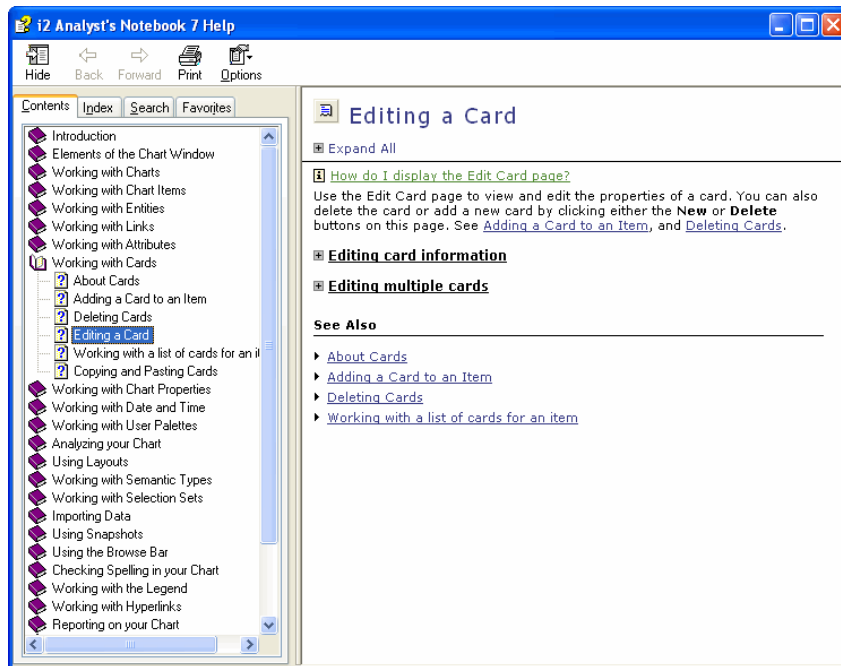
2. Using the text in the online help to assist you, add the following information to the card:

Summary	Seen parked
Date & Time	22 Aug 2006 (No time)
Description	Seen parked at Poole Harbor. Registered keeper, since new, Marc BAKER.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 9870/01

3. Click the small **Close** button at the top right of the Help window to close it.

4. Click **OK** to close the Edit Icon dialog.

How do I access the What's This Help?

When you created a card on the Black Saab 900 you did not add the license plate information. You know that the license plate of this car is 456 FGT. Edit this card to add the license plate information, use What's This? Help to find out how to add this. To do this:

1. Double-click on the Black Saab 900 to display the Edit Icon dialog.

2. Select **Cards\Card 1: Seen parked** to display the card that you have just added:
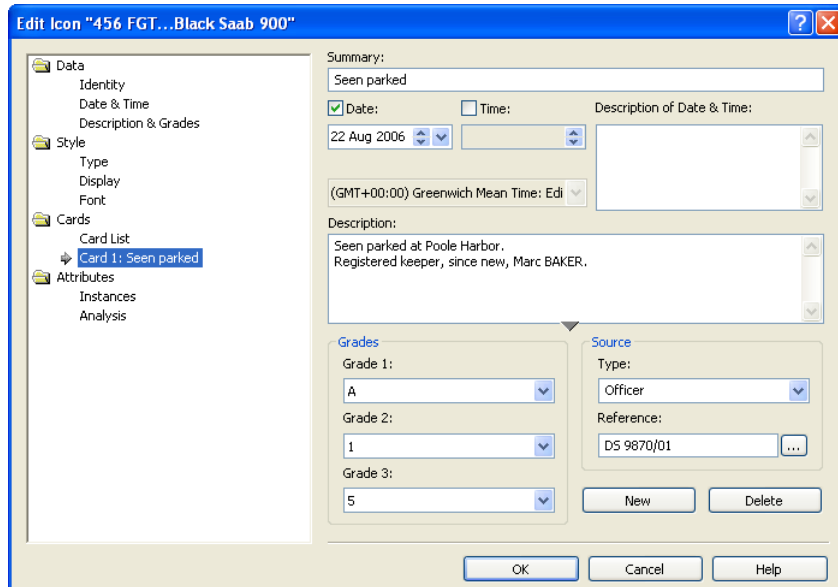
3. Click the **What's This? Help** button on the top right of the Edit Icon dialog and then click in the **Description** box. A popup window containing help for the **Description** box is displayed:

Provides a space in which you can type a detailed explanation of the information on this card. A card's description can be left blank.

To increase the size of the box so that there is more space into which you can enter the description, click the grey arrow.

You can paste text from the clipboard into the description box. Press Ctrl+V to paste the current contents of the clipboard into the description box.

4. Follow the online help instructions to edit your text and add the following information to the description: `License plate 456 FGT`.

5. Click **OK** to close the Edit Icon dialog.

6. Click the **Save** toolbar button to save your chart.

Create cards on each of the following chart items in the same way that you added a card to the Black Saab 900. Use a combination of the online help and the What's This? Help to assist you.

Adding more cards

1. Marc BAKER uses a Box number for his mail. Create a new card on the icon Box 518, Finchley Road, Crownsville and add the following information to it:

Summary	Known mailing address
Description	Known mailing address. Marc BAKER receives correspondence at this address. He collects it every Monday and Friday morning at 09:30.
Grades	A 1 5
Source Type	Record
Source Reference	DS 3451/02

2. FARMER called his supplier from the payphone in the station lobby. Add a new card to the Payphone and add the following information to it:

Summary	Call
Date & Time	29 Sep 2006 12:59
Description	FARMER was observed making a call to his supplier. He used the payphone sited near the ticket office at the station.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 3451/03

3. Add a card to Marc BAKER to show his connection with Arcacia Investments:

Summary	Company positions
Description	Records show Marc BAKER is on the board of directors of Arcacia Investments.
Grades	A 1 5
Source Type	Record
Source Reference	PR/023b

4. Add a card to the link between the Payphone and Cellphone 07786 162 534 to show that FARMER called this cellphone from the payphone and add the following information to it:

Summary	Call information
Date & Time	29 Sep 2006 12:59
Description	Call information from the payphone shows a call to this cellphone around the time FARMER called his supplier from the payphone.
Intelligence Grades	A 1 5
Source Type	Record
Source Reference	TK 318/01

5. Further information has been received that Mr STEELE lives with another person at 5 Silver Street. Add a new card to Mr STEELE and add the following information to it:

Summary	Living with S DIAMOND
Description	Mr STEELE is shown to be living at this address with someone named S DIAMOND.
Intelligence Grades	A 1 5
Source Type	Record
Source Reference	PR/890/01

How do I copy a card?

You have already added a card to Mr STEELE showing that he shares the house at 5 Silver Street with someone called S DIAMOND. Add this card to 5 Silver Street. To do this:

1. Double-click on Mr STEELE to display the Edit Icon dialog.

2. Click **Cards\Card List**.
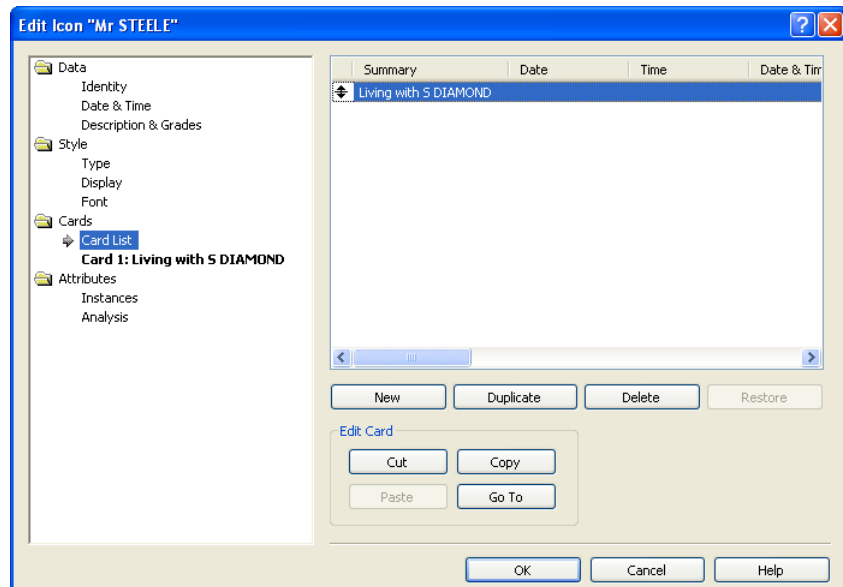
3. The Living with S DIAMOND card that you added to Mr STEELE is listed at the top of the table.

4. Click on this card to select it and click **Copy**.

   The card, along with all of its information is copied to the clipboard.

5. Click **OK** to close the Edit Icon dialog.

6. Double-click on 5 Silver Street to display the Edit Icon dialog and select **Cards\Card List** to display the Card List page.

7. Click **Paste**.

   The card that you copied from Mr STEELE is added to 5 Silver Street and is listed in the table.

8. Click **OK** to close the Edit Icon dialog.

Adding further cards

Stuart WRIGHT and Marc BAKER are known associates. Add cards to both of the suspects to illustrate this association. To do this:

1. Add a new card to Stuart WRIGHT, as you did before and add the following information to it:

Summary	Association
Description	Stuart WRIGHT and Marc BAKER are known associates.
Grades	B 2 5
Source Type	Informant
Source Reference	Statement 318

2. In the same way that you copied the Living with S DIAMOND card from Mr STEELE to 5 Silver Street, copy this card and paste it into Marc BAKER.

3. Click the **Save** toolbar button to save your chart.

How do I move a card to another item?

Some of the information that you have received has been incorrect. Stuart WRIGHT and Marc BAKER are not known associates; however, Mr STEELE and Marc BAKER are. Remove the card that you added to Stuart WRIGHT and add it to Mr STEELE. To do this:

1. Double-click on Stuart WRIGHT to display the Edit Icon dialog and select **Cards\Card List** to display the Card List page:
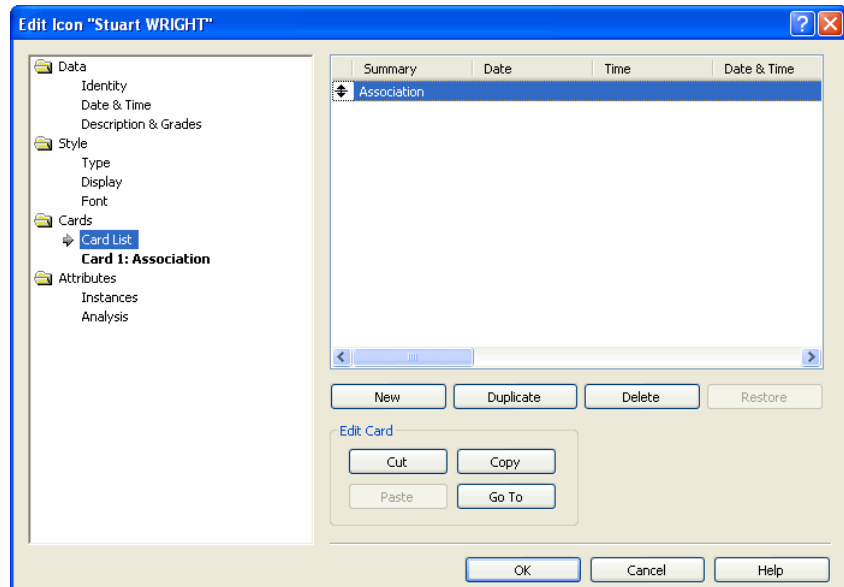
2. Select the Association card at the top of the table and click **Cut** to delete this card.

3. Click **OK** to close the Edit Icon dialog.

4. Paste this card onto Mr STEELE.

   The Description of this card needs updating: it incorrectly states that Stuart WRIGHT is an associate of Marc BAKER. To update the description:

5. Select **Cards\Card 2: Association** to display the card.

6. Select the **Stuart WRIGHT** text in the Description box and type Mr STEELE.

   Note: To select the text, position your pointer at the beginning of the text and, while holding down the left mouse button, drag it so that the Stuart WRIGHT text is selected.

7. Click **OK** to close the Edit Icon dialog.

8. In the same way that you updated the description in the Association card added to Mr STEELE, replace the name Stuart WRIGHT in the Association card added to Marc BAKER.

You have added the same card to Marc BAKER and Mr STEELE and updated them to show that they are known associates. The card that you added in error to Stuart WRIGHT has been removed from him.

How do I copy text from one card to another?

You know that Mr STEELE has been living at 5 Silver Street since May 1996 and that S DIAMOND started living at this address in April 1997. Edit the Living with S DIAMOND card on Mr STEELE and add this additional information. You should also add this additional information to 5 Silver Street. To do this:

1. Edit the Living with S DIAMOND card on Mr STEELE in the same way that you edited the card on page 125 and add the following information to the end of the description:

    ```
    Records also show that he has lived at this address since
    May 1996. S DIAMOND moved into this address in April 1997.
    ```

2. With the Edit Icon dialog still open, select the text that you have just added so that it is highlighted.

    Note: To select the text, position your pointer at the beginning of the text and while holding down the left mouse button, drag it so that all of the text that you have just added is selected.

3. Press Ctrl+C. The selected text is copied to the clipboard.

4. Click **OK** to close the Edit Icon dialog.

5. Double-click on 5 Silver Street and select **Cards\Card 1: Living with S DIAMOND** to display the Living with card.

6. Place your pointer at the end of the text in the **Description** box and press Ctrl+V.

    The text that you copied from the card on Mr STEELE is appended to the description.

    Mr STEELE is shown to be living at this address with someone named S DIAMOND.
    Records also show that he has lived at this address since May 1996. S DIAMOND moved into this address in April 1997.
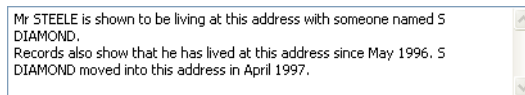
7. Click **OK** to close the Edit Icon dialog.

8. Click the **Save** toolbar button to save your chart.

How do I view a list of all of the cards on my chart?

As there are now several cards for Mr STEELE, it would be useful to review all of the information held for him in a single place. List Cards can be used to select chart items which contain cards of interest, sort and compare cards from different items, and to see all the properties of selected cards in report form. Use List Cards to review all of the cards held for Mr STEELE.

To do this:

1. From the **Analysis** menu, select **List Cards** to display the List Cards dialog:
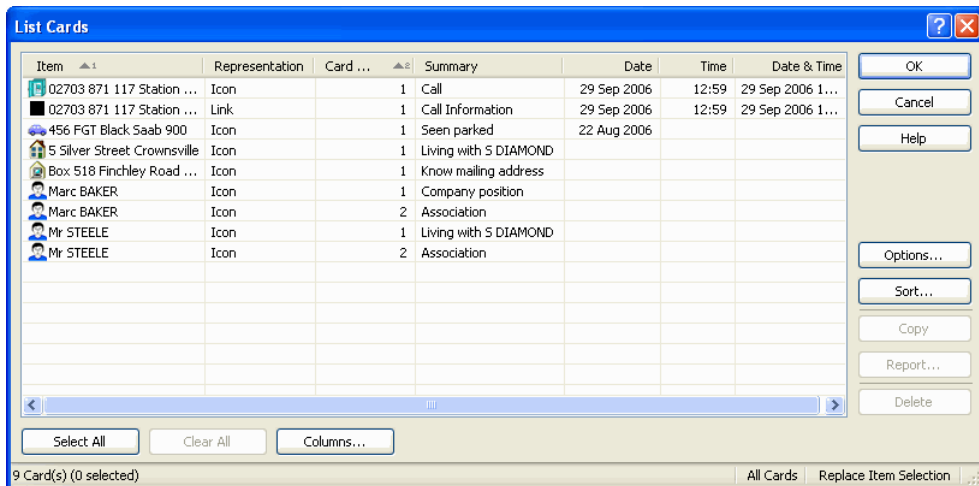
All of the cards that are held in items on your chart are listed.

2. Click the **Item** column heading so that the cards on Mr STEELE are displayed at the top of the list.

3. As you want to review all of the cards held for Mr STEELE, select both of the Mr STEELE rows in the dialog.

   Note: Select the first Mr STEELE row, and while holding down the Ctrl key, click on the second Mr STEELE row to select both.

Report...

4. You can now review a report of these selected cards. Click **Report** to display the Report dialog:
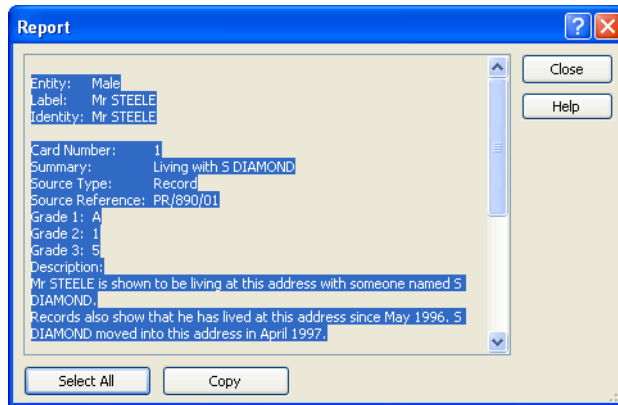
5. This report displays all of the cards held for Mr STEELE. The text in the report dialog is selected and it is not clear to read. To make it easier to read, click anywhere in the dialog to deselect the text.

6. Click **Close** to close the Report dialog.

7. Click **OK** to close the List Cards dialog.

How do I find text in a chart?

You have received information that Mr STEELE lives with someone called Sara DIAMOND. Some of the cards on this chart contain text that refers to S DIAMOND. Find all of the instances of S DIAMOND on the chart and change them to be Sara DIAMOND. To do this:

1. From the **Edit** menu, select **Find Text** to display the Find Text dialog:
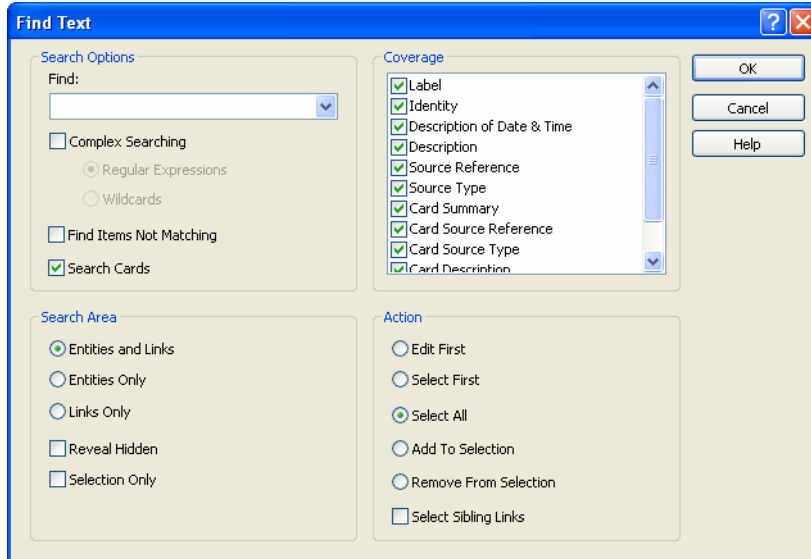
2. In the **Find** box type S DIAMOND.

3. You want to edit any occurrence of the text "S DIAMOND" to be "Sara DIAMOND". In the Action area select **Edit First**.

4. Click **OK** to close the Find Text dialog.

5. The first occurrence of S DIAMOND is contained in a card that you placed on Mr STEELE. The Edit Icon dialog for Mr STEELE is displayed with the text for S DIAMOND highlighted:
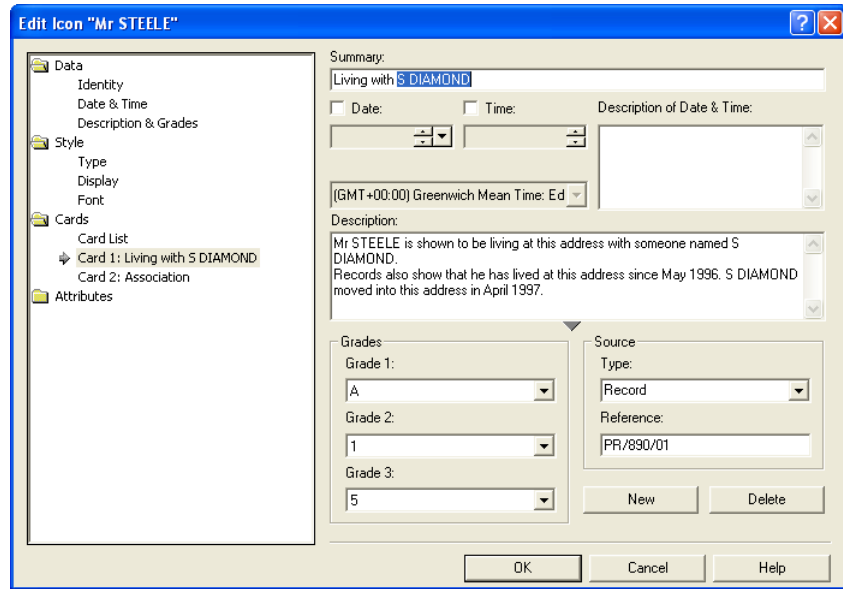
6. With the S DIAMOND text still selected type Sara DIAMOND.

7. Press the F3 key. Find Text finds the next occurrence of S DIAMOND. In the same way that you edited the first occurrence, change the next one to be Sara DIAMOND.

8. Continue finding all occurrences (six of them in total) of S DIAMOND and change them to be Sara DIAMOND.

9. When all occurrences have been found, a message is displayed that no further matches can be found. Click **OK** to close the message.

10. Click the **Save** toolbar button to save your chart.

How can I copy card information to other Windows applications?

You can copy the content of your cards into another Windows application, for example a Microsoft Word document. Copy the contents of the Company positions card on Marc BAKER into Microsoft Word. To do this:

1. Double-click on Marc BAKER to display the Edit Icon dialog and select **Cards\Card List** to display the Card List page:
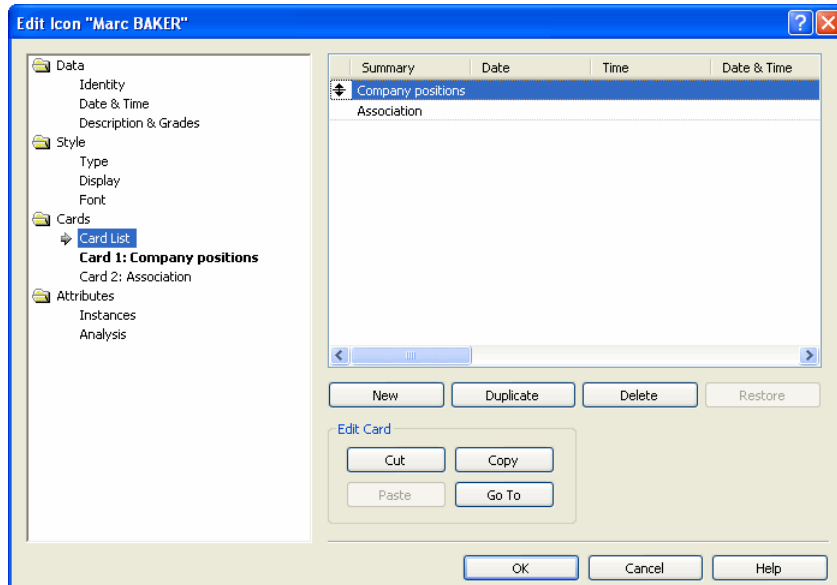
2. Select the Company positions card and click **Copy**. The contents of the card are copied to the clipboard.

3. Click **OK** to close the Edit Icon dialog.

4. Start Microsoft Word with a new empty document.

5. Press Ctrl+V to paste the contents of the card into Microsoft Word.

All of the details that were contained on the Company positions card, along with what the card was attached to (Marc BAKER), are pasted into the Microsoft Word document:
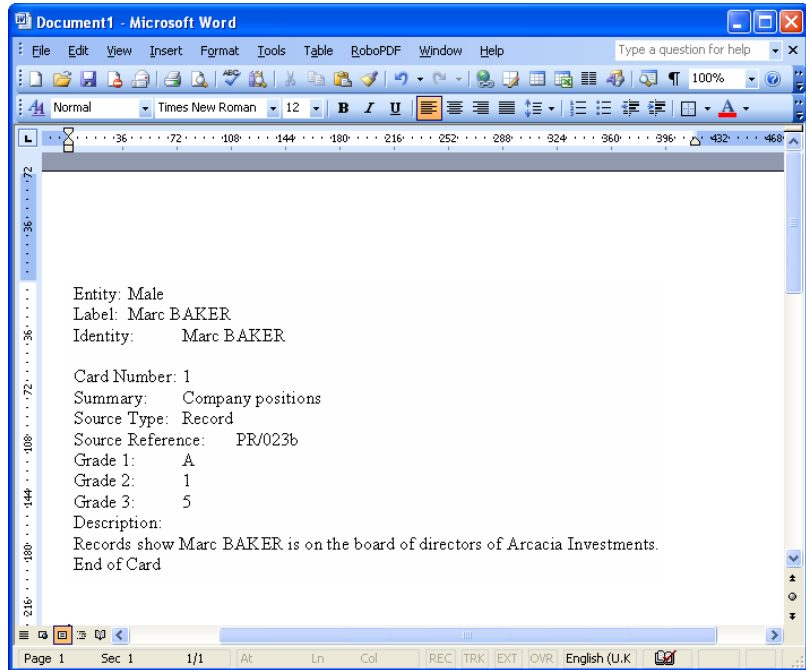
6. Close Microsoft Word without saving the document.

7. Click the **Save** toolbar button to save your chart.

Adding Information Using Attributes

Attributes allow you to show specific characteristics of items on your chart. Attributes can be added to all chart items. An attribute is typically shown below the chart item as a symbol with a value. In the example below, John and Mary both have blue eyes and have been married for ten years:
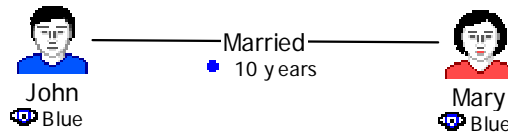
An *attribute class* is a category of attribute, for example Previous Convictions, that is available for use on your chart. Each attribute class has a name, a symbol and a type (the type defines the kind of information that the attribute can contain). By default, an attribute class is included in the Standard palette, but it can be contained in any number of other user palettes.

There are four types of attribute class:

|	
Text	Allows you to enter a textual description, for example the names of drugs seized, such as Cocaine, Heroin and Cannabis.
Number	Allows you to enter a value, for example a person's age, or a monetary amount.
Time	Allows you to enter a date and time, for example date of birth.
Flag	Allows you to enter a value of YES or NO, for example whether a person is a known drugs dealer.

An *attribute entry* comprises an attribute class with a preset value. Attribute entries are stored in palettes.

An *attribute instance* is a single use of an attribute on a chart item. You can create attribute instances by:

• adding an attribute class to an item and entering a value

• adding an attribute entry with a fixed value to an item

In the example below, John is British and Mary is Dutch and they have been married for ten years:
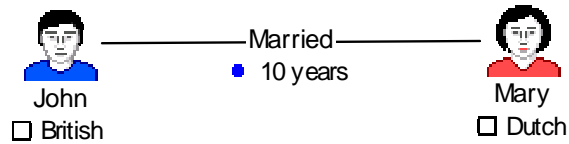
How do I add attributes to items on my chart?

You know that Box 518 Finchley Road and 5 Silver Street Crownsville are both addresses in the UK. Add attributes to each of these addresses to show this. To do this:

1. Select Individuals from the drop-down palette list. All of the entity types and attribute entries specified in the Individuals palette are displayed in the palette bar:

2. Hover your pointer over one of the attribute entries in the palette bar; a tooltip is displayed showing the attribute class name.
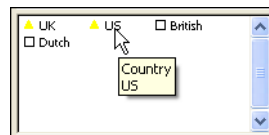
▲ UK 3. Drag the UK attribute entry from the lower pane of the palette bar and drop it on 5 Silver Street.

5 Silver Street is displayed with an attribute instance showing that it is a UK address:

5 Silver Street
Crownsville
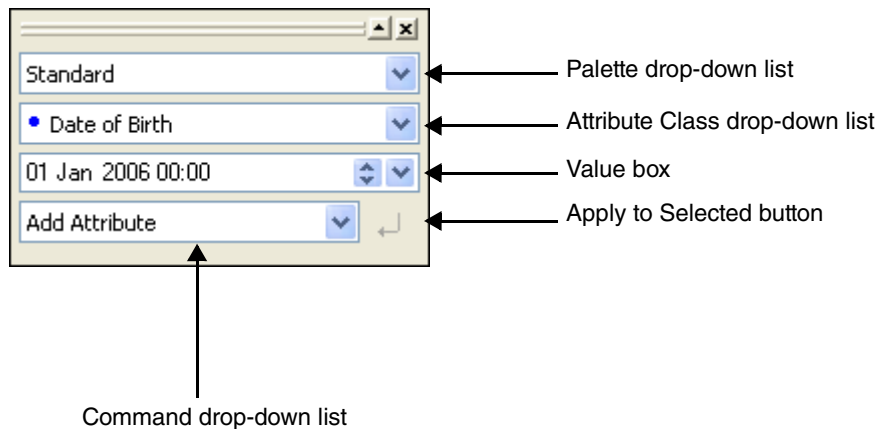▲ UK

4. Repeat step 3 to add a UK attribute to Box 518 Finchley Road.

How do I use the Attribute Bar?

You can quickly add attributes to chart items using the Attribute Bar. The Attribute Bar is displayed in the bottom right corner of the application window, below the palette bar.

Standard ──────────────→ Palette drop-down list

• Date of Birth ──────────→ Attribute Class drop-down list

01 Jan 2006 00:00 ────────→ Value box

Add Attribute ────────────→ Apply to Selected button

Command drop-down list

Add Nationality attributes to Marc BAKER, Mr STEELE and Stuart WRIGHT to show that they are British. To do this:

1. Select Marc BAKER, Mr STEELE and Stuart WRIGHT. To do this, select Marc BAKER and then, while holding down the Ctrl key, select Mr STEELE and Stuart WRIGHT.

2. From the **Palette** drop down list, select **Individuals**. This selects the Individuals palette.

3. From the **Attribute Class** drop-down list, select **Nationality**. This selects the Nationality attribute class.

4. In the **Value** box type British.

5. From the **Command** drop-down list, select **Add Attribute**.

   The Attribute Bar should now look like this:
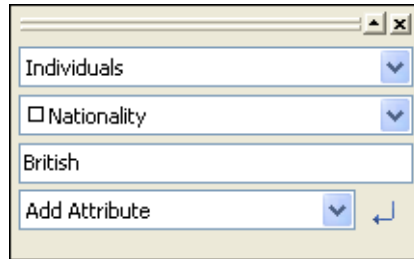
6. Click the **Apply to Selected** button to add the attribute to the selected items.

Mr STEELE, Marc BAKER and Stuart WRIGHT are displayed with an attribute to show that they are all British nationals. The two addresses are displayed with an attribute to show that they are both UK addresses:
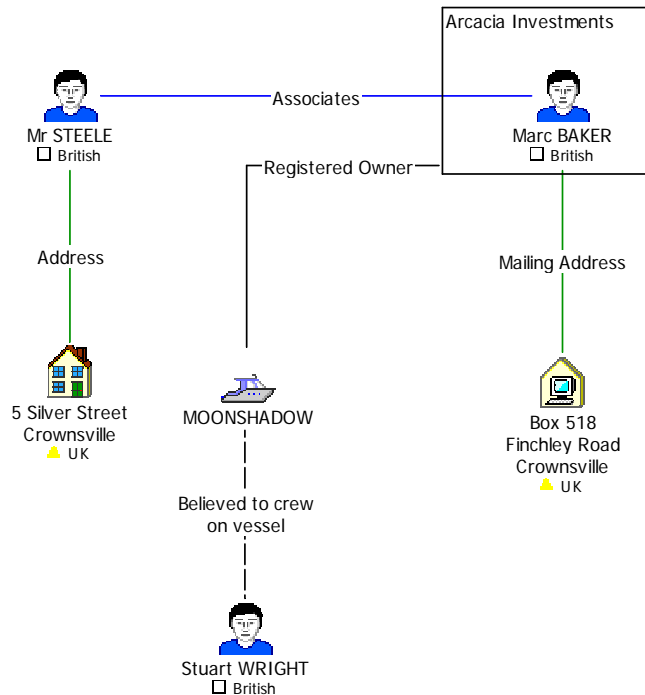
How do I add two attributes at the same time?

Records show that the cruiser MOONSHADOW is white and registered in the UK. Add attributes to MOONSHADOW. To do this:

1. Select **Standard** from the drop-down palette list. All of the attributes and entity types specified in the Standard palette are displayed in the palette bar.

2. While holding down the Shift key select the UK and White attribute entries in the lower pane of the palette bar and drag them onto MOONSHADOW.
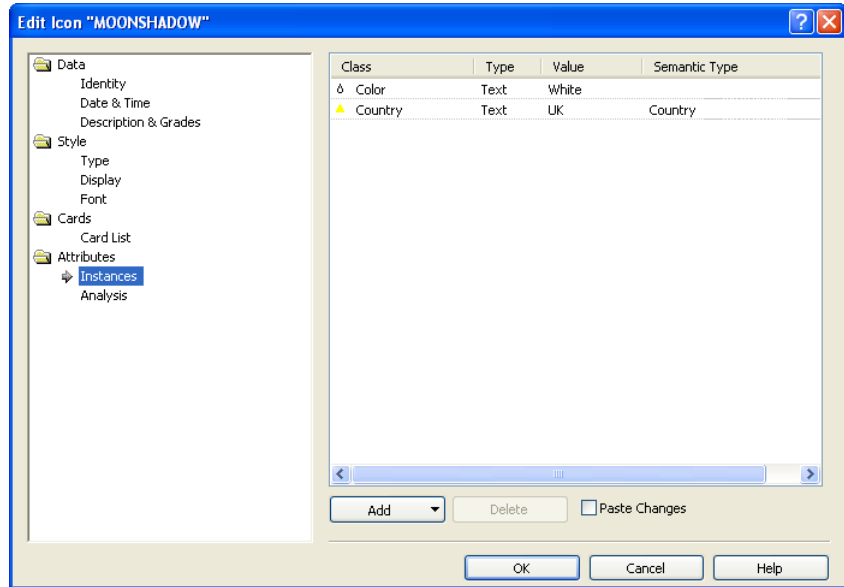
How do I change the value of an attribute instance?

MOONSHADOW is shown on the chart with values for the Country and Color attribute classes. Edit the UK attribute instance so that it is displayed as UK Registered on your chart. To do this:

1. Double-click on the MOONSHADOW icon to display the Edit Icon dialog and select **Attributes\Instances** to display the Instances page:

2. Select the Country attribute class, double-click in the **Value** column and edit the value to be UK Registered then press the Enter key.

3. Click **OK** to close the Edit Icon dialog.

    MOONSHADOW is now displayed with two attributes to show that it is white and UK registered:

How can I edit more than one attribute instance at the same time?

You want to show that Marc BAKER, Mr STEELE and Stuart WRIGHT are English, rather than British. Edit the nationality of each of them to be English. To do this:

1. Select Mr STEELE, Marc BAKER and Stuart WRIGHT.

   Note: Select Mr STEELE and while holding down the Ctrl key, click on Marc BAKER and Stuart WRIGHT to select them.

2. Right-click on one of the selected persons and from the shortcut menu, select **Combined Properties** to display the Edit Chart Items dialog, and select **Attributes\Instances** to display the Instances page:
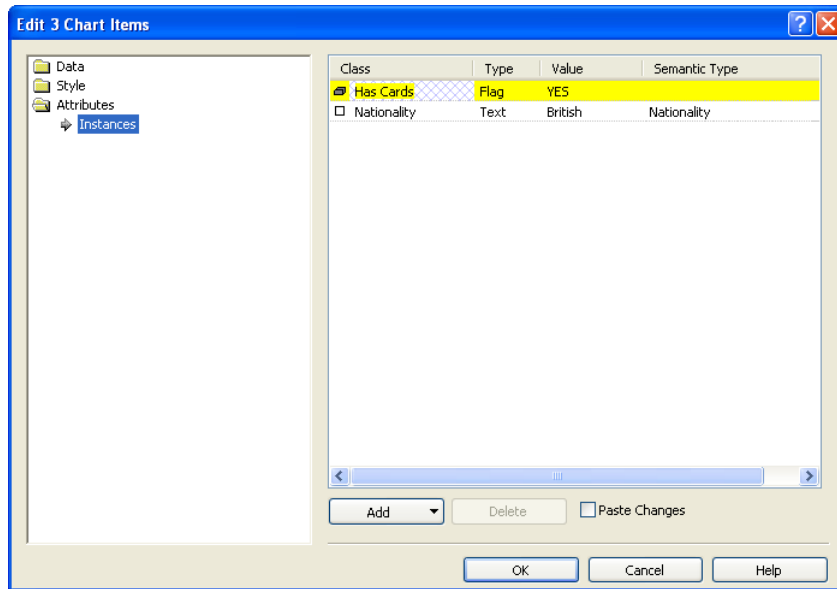
   Note: The **Combined Properties** command allows you to change the settings of several chart items at the same time. If you edit one setting this change is reflected in all of the selected items. If you have selected several chart items, and they have different settings, the corresponding field in the Edit Chart Items dialog is filled with cross-hatching. For example, Mr STEELE, Marc BAKER and Stuart WRIGHT all have different settings for the attribute class Has Cards.

3. Select the Nationality attribute class and double-click in the **Value** cell.

4. Edit the value to be English then press the Enter key.

5. Click **OK** to close the Edit Chart Items dialog.

Your chart should look similar to that below (`Example 3 finished.anb`):

Call made by FARMER
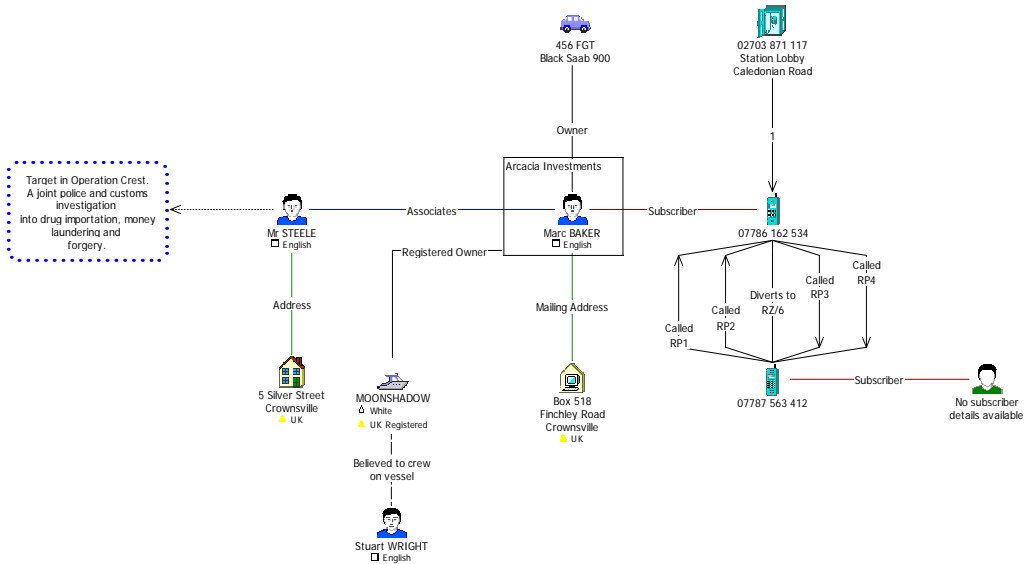
Click the **Save** toolbar button and close your chart.

Summary

In this example, you will have learned how to:

- add information using cards
- add information using attributes

4

Combining Charts and OLE Objects

This chapter explains how to combine two charts into one, how to add OLE objects to a chart, and how to use the Reporter to create a textual report from your chart.

Contents

Introduction

The features covered in detail in this example are:

- combining two charts into one

- adding external information into the chart using OLE objects

- linking to external information using hyperlinks

- producing a textual report from a chart

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (Example 4 finished.anb) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the My Documents\i2\i2 Analyst's Notebook 8 folder, and double-click on the Creating Charts folder.

Scenario

Information concerning two parts of a single drugs investigation has been charted in two separate charts. It is now necessary to combine this information onto a single chart so that you can perform further analysis.

Further material is available in the form of a textual narrative of one of the telephone conversations featured in the chart and a Microsoft Word document containing a laboratory report for the drugs involved in the investigation.

Incorporating One Chart into Another

You can transfer or copy items between charts using commands such as Cut, Copy and Paste. This can be useful if, during an investigation, you create more than one chart to analyze different elements of the investigation and you want to create a single chart to combine the information from all of the charts.

How do I copy an entire chart?

Information concerning two parts of a single drug investigation has already been charted for you in two charts, `Example 4 drug 1.anb` and `Example 4 drug 2.anb`. You want to create a single chart that contains the combined information from both charts. Copy the contents of `Example 4 drug 1.anb` into `Example 4 drug 2.anb`. To do this:

1. Open the charts `Example 4 drug 1.anb` and `Example 4 drug 2.anb` at the same time. To do this:

   a. From the **File** menu, select **Open**. The Open dialog is displayed.

   b. Find the two charts. To access the folder in which these charts are stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

   c. Select the first file in the list and then Ctrl+Click to select the second file.
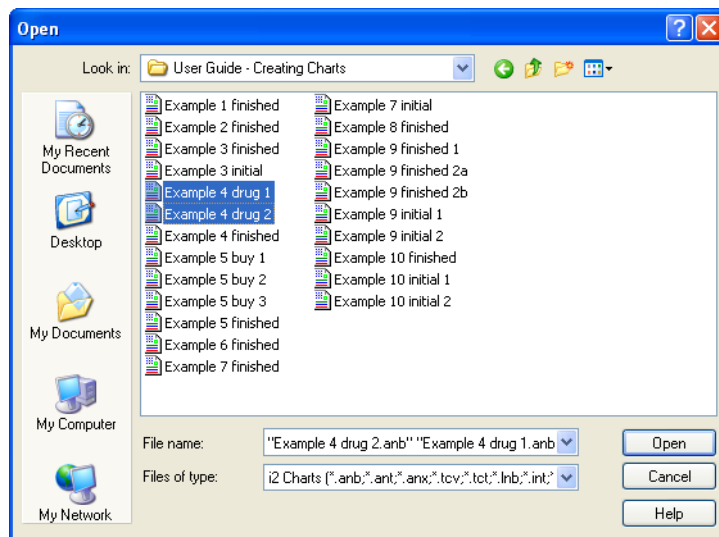
   d. With both files still selected, click **Open**.

2. Make the Example 4 drug 2 chart the active chart. To do this, from the **Window** menu, select **Example 4 drug 2**:

Call made by FARMER
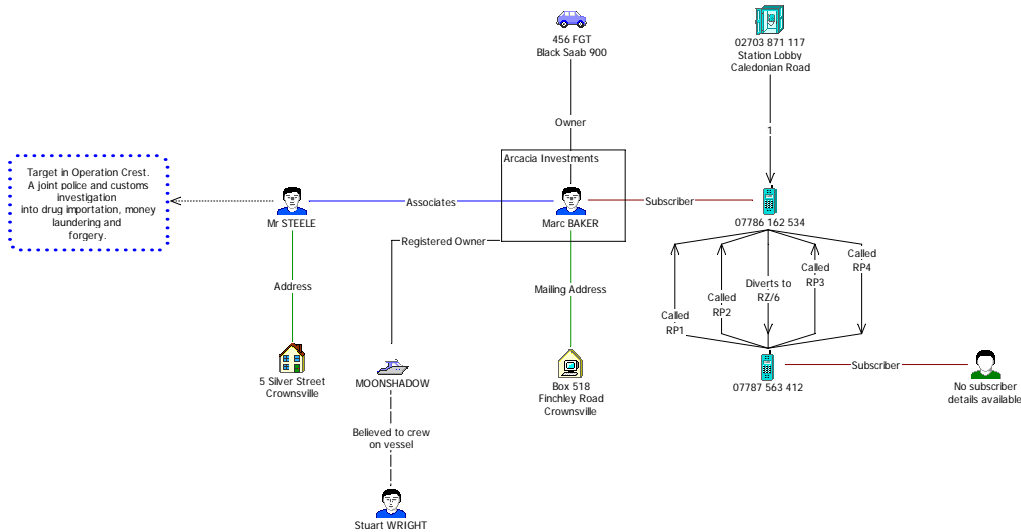
3. Make sure that nothing is selected by clicking on the chart background. From the **Edit** menu, select **Copy Chart**.

   The entire chart, including all of the entities, links, attributes, and labels is copied to the Windows clipboard.

4. Close the Example 4 drug 2 chart.

5. Save the Example 4 drug 1 chart using **Save As** from the **File** menu. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 4 combining charts.anb` in the **File Name** box and click **Save**.

6. Paste the contents of the Example 4 drug 2 chart into this chart; from the **Edit** menu, select **Paste**.

   Note: Do not click the mouse button. If you do this all of the selected items on this chart will be deselected.

7. With all of the items that you have just pasted into the chart still selected, drag them so that they are positioned just below the Supplier contacted event frame.

Your chart should now look similar to that below:

Adding further information

The chart items that you have pasted into your chart relate to the information gathered as a result of the call that FARMER made from the payphone in the station lobby during his meeting with the undercover officer. Add a box so that all of the pasted items are within it and link this box to the Supplier contacted event frame using a General link type. To do this:

1. Click the drop-down arrow on the **Insert Box** toolbar button and select **Standard ▶ Black** to select the Black type from the Standard palette.

2. Draw a box around the items that you have just pasted into this chart.

3. Edit the name of this box to be `Call made by FARMER`.

4. Turn off the box label display.

   Note: How to do this is described in *How do I change the display of an event frame?* on page 45.

5. Click **OK** to close the Edit Box dialog.

6. Click the drop-down arrow on the **Insert Link** toolbar button and select **Standard ▶ General** to select the General link type from the Standard palette.

7. Add a link between the box and the event frame Supplier contacted.

8. Edit the name of this link to be `FARMER calls contact`.

9. Turn off the link label display.

Your chart should now look similar to that below:

Click the **Save** toolbar button to save your chart.

Changing Fill Color and Background Text Color

As you have already seen in previous examples, when you add an event frame to a chart you can add as much information as you like and change its display properties. You can also change the fill color and background text color of an event frame so that it stands out from the rest of the event frames on the chart. This is particularly useful if you want to color code event frames containing the same type of information, for example to show that the information in an event frame is classified.

In the example chart below, all of the event frames on the chart containing top secret information have both their fill color and background text color set to be red.
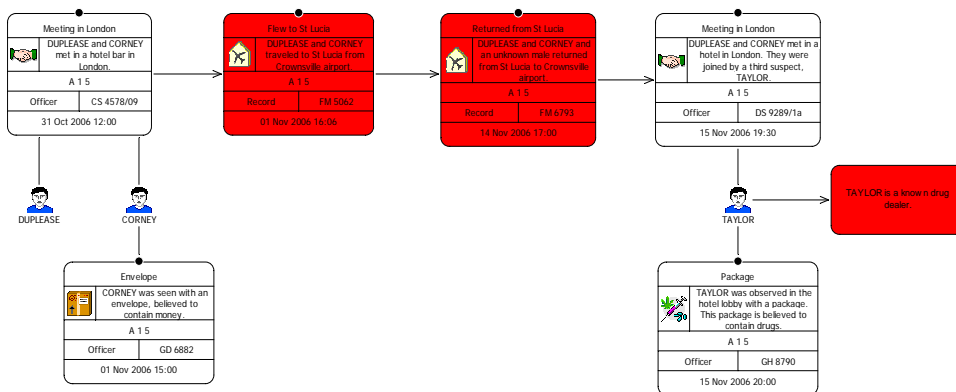
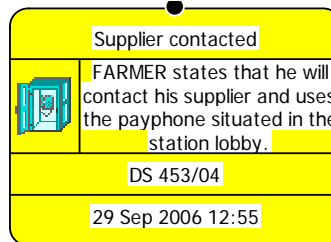## How do I change the fill color of an event frame?

When you combined the two charts, one of the event frames on the first chart links to the happenings on the second chart. Change the fill color of the Supplier contacted event frame to be yellow, so it is highlighted as being of interest on the chart. To do this:

1. Double-click on the Supplier contacted event frame and select **Style\Display** to display the Display page of the Edit Event Frame dialog:
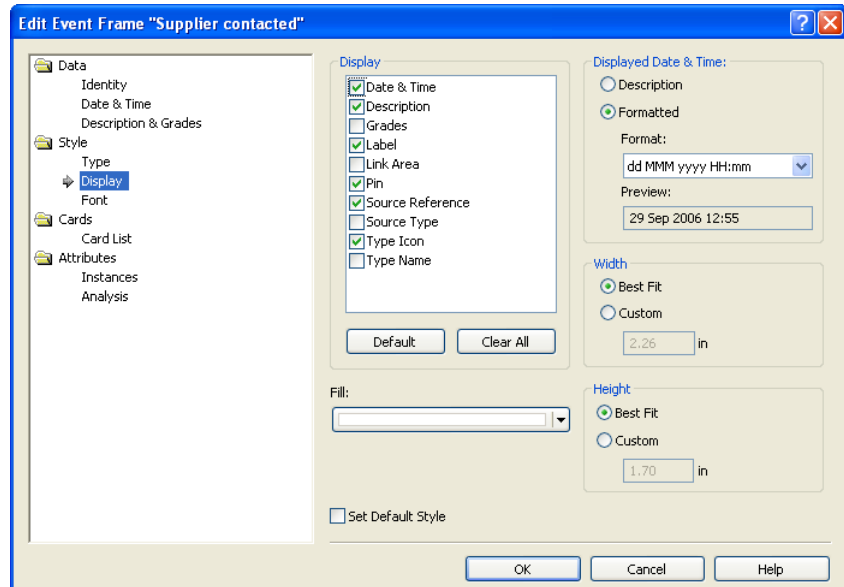
2. Click on the drop-down arrow on the **Fill** drop-down list and select Yellow.

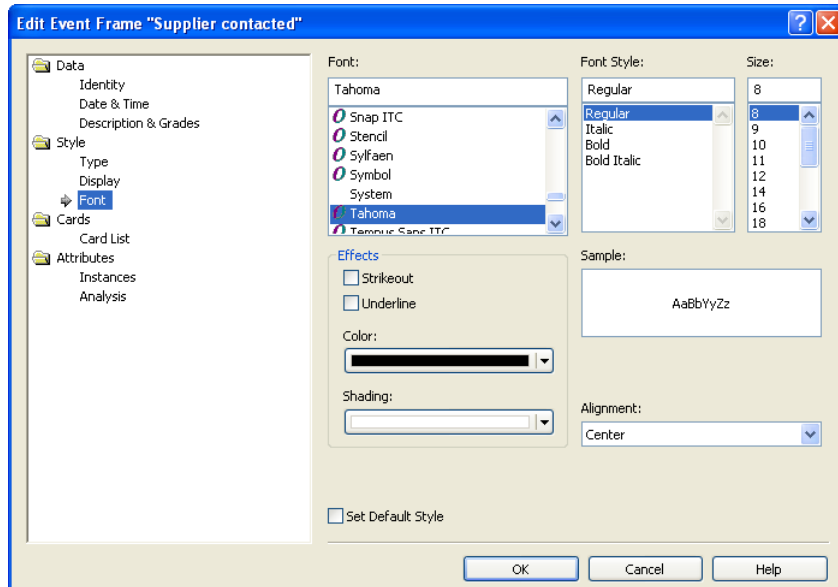3. Click **OK** to close the Edit Event Frame dialog.

The Supplier contacted event frame is displayed with a yellow fill color.

How do I change the background text color?

When you changed the fill color of the Supplier contacted event frame the text background color did not change to match. Edit the background text color so that it matches the event frame fill color. To do this:

1. Double-click on the Supplier contacted event frame and select **Style\Font** to display the Font page of the Edit Event Frame dialog:

2. Click on the drop-down arrow on the **Shading** drop-down list and select Yellow. to match the fill color.

3. Click **OK** to close the Edit Event Frame dialog.

The Supplier contacted event frame is displayed on your chart with both its fill color and text background color set to yellow:
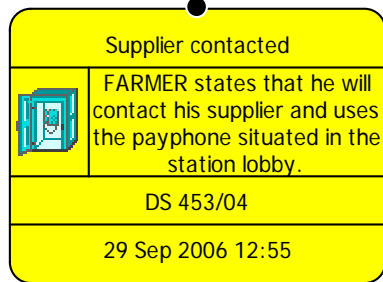

Click the **Save** toolbar button to save your chart.

Including Files in a Chart using OLE Objects

An OLE object is an object from another Windows application, for example a text file, audio file, picture, or video clip. You can link to the original object or embed the information directly into your chart.

Linked object   A linked object, retains a link between *Analyst's Notebook* and the document from which it originated. If the originating document is updated, the changes will be made in the OLE object in the chart. A linked object is a useful way of making sure that a document in a chart is up to date with the latest changes.
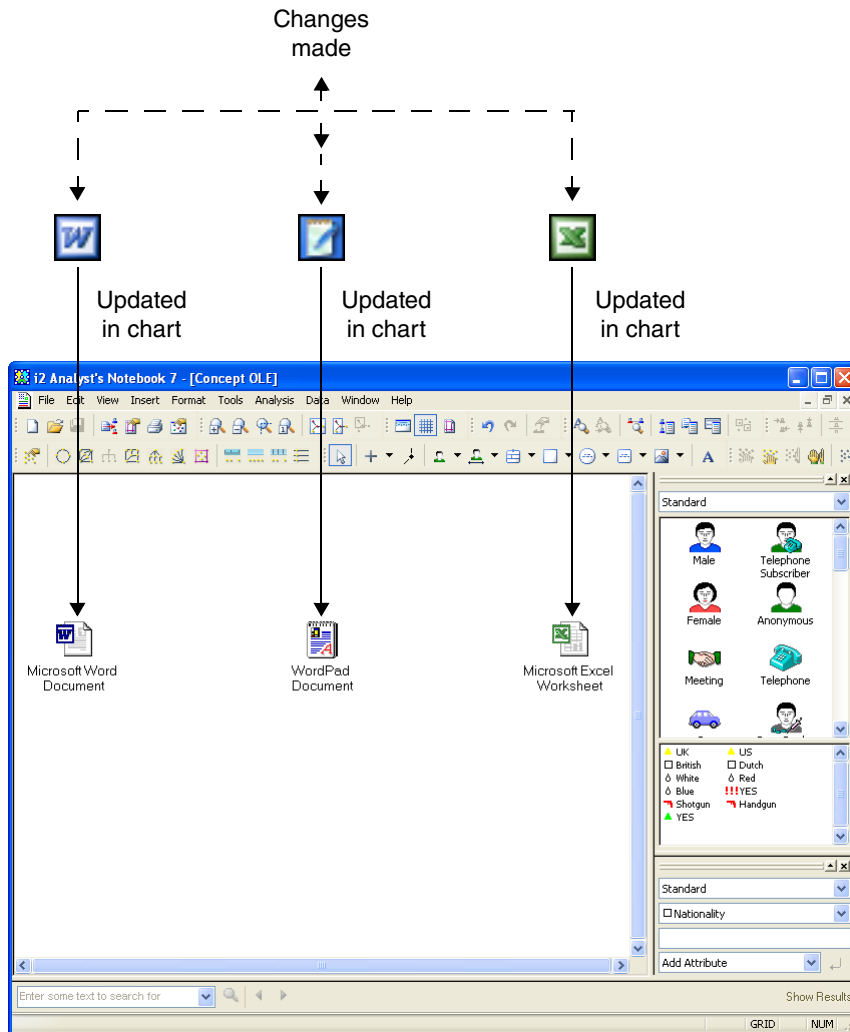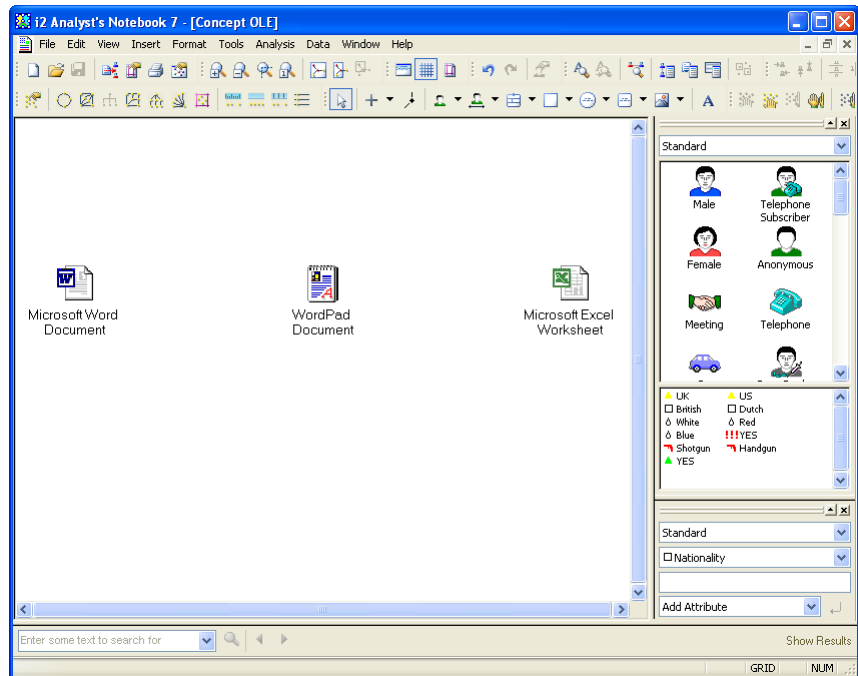
Embedded object

An embedded object is an object that is a copy of a document created in another Windows application. An embedded object is no longer connected to the originating document. If changes are made to the document they will not be made to the OLE object in the chart. Any updates will have to be performed manually.

Changes made
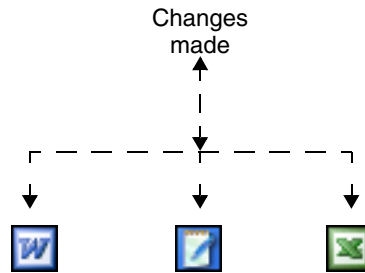
No updates made in chart

Linked versus embedded The table below illustrates the effects that actions have on linked and embedded OLE objects:

Action	Linked Object	Embedded Object
Edit	Updates.	Doesn't update.
File Size	Chart Size remains the same.	Chart Size increases.
Distribute	All files and charts.	Just the chart.

How do I add an OLE object to a chart as a linked item?

You have received a transcript of the conversation that took place when the undercover officer called FARMER to arrange the meeting. This transcript has been saved as a text file. Add the transcript to your chart and add a General link between the transcript and the event frame Meeting arranged. To do this:

1. Click the drop-down arrow on the **Insert OLE Object** toolbar button and select **Documents ▶ Document** to select the Document type from the Documents palette. This displays the Insert Object dialog:
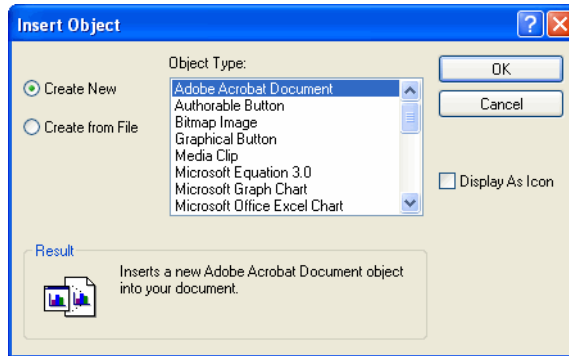
2. Select **Create from File**. The Insert Object dialog changes:
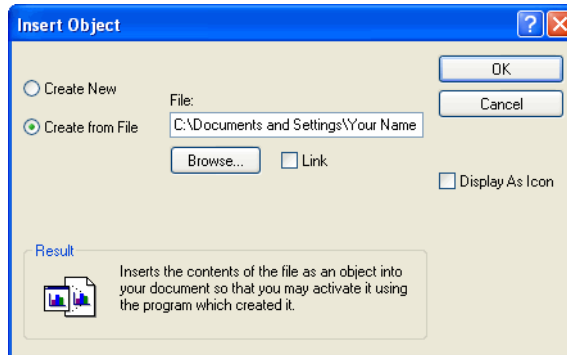
3. Click **Browse** to display the Browse dialog to find the Word document
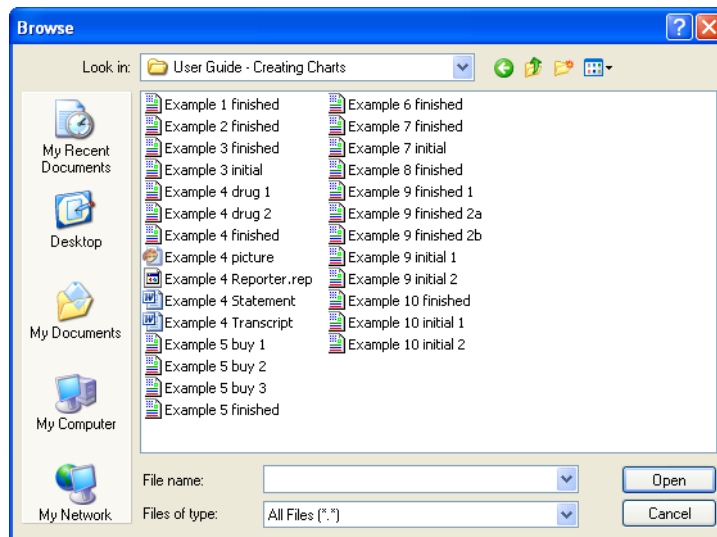   Example 4 Transcript.doc. To access the folder in which this document
   is stored, double-click on the **User Guide Example Material** shortcut in the My
   Documents\i2\i2 Analyst's Notebook 8 folder, and double-click on
   the Creating Charts folder.

4. Select Example 4 Transcript.doc, and click **Open** to add the selected file
   and return to the Insert Object dialog.

5. Turn on the **Display As Icon** check box to show the transcript as an icon.

   Note: If you do not turn on the **Display As Icon** check box the entire transcript
   will be displayed on your chart, which may be too large to view.

6. Turn on the **Link** check box. This will create a link between the original transcript and the document on the chart.

7. Click **OK** to close the Insert Object dialog.

   The transcript is added to your chart as an OLE Object:

Example 4
Transcript.doc

Document 1

> **Note:** The document in the chart is a linked object. Any changes made in the original document will also be made to the document on the chart.

8. Move the transcript above the Meeting arranged event frame and using a General link type from the Standard palette, add a link between the text file and the event frame Meeting arranged.

9. Remove the label on this link.

Your chart should now look similar to that below. You will learn how to open the transcript in *How do I open a linked OLE object?* on page 168.
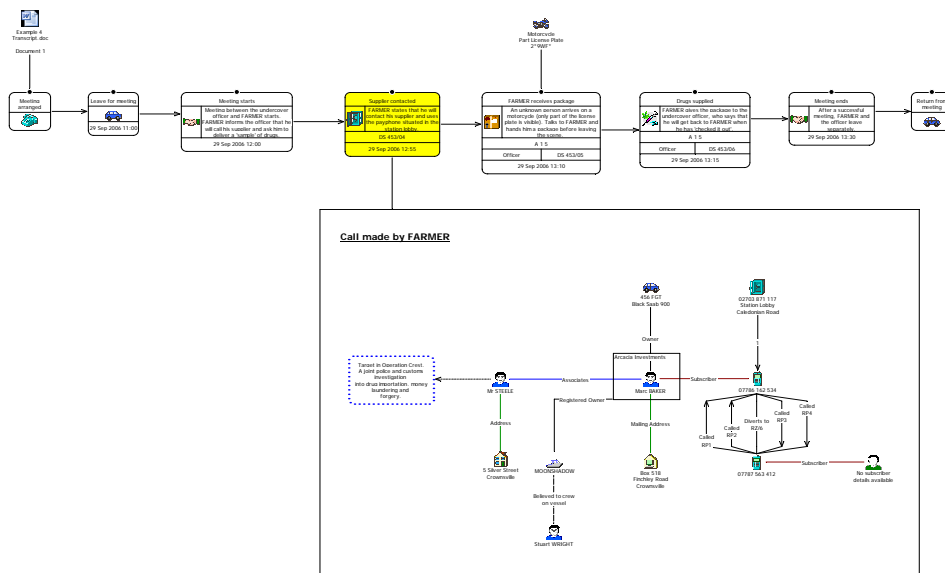
Click the **Save** toolbar button to save your chart.

## How do I add an OLE object to a chart as an embedded item?

A photograph of FARMER was taken as he was seen leaving the station lobby. Add this photograph to your chart as an embedded OLE object and add a General link between it and the Supplier contacted event frame. To do this:

1. Click the drop-down arrow on the **Insert OLE Object** toolbar button and select **Documents ▶ Picture** to select the Picture type from the Documents palette. This displays the Insert Object dialog:
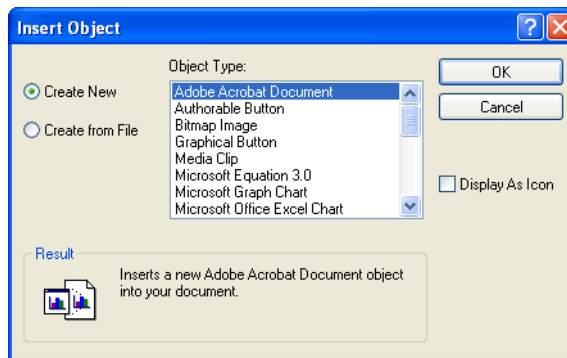
2. Select **Create from File**. The Insert Object dialog changes:
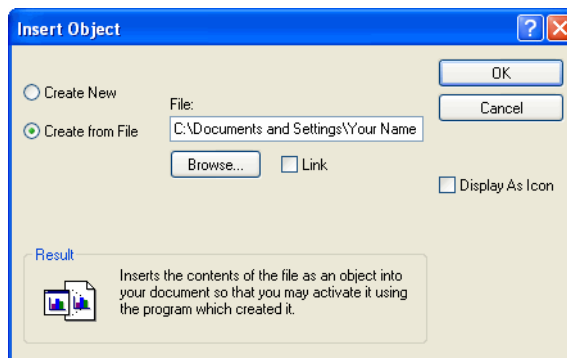
3. Click **Browse** and locate the picture `Example 4 Picture.bmp`. To access the folder in which this picture is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

4. Select `Example 4 Picture.bmp`, and click **Open** to return to the Insert Object dialog.

5. Click **OK** to add it to your chart.

6. The picture of FARMER is added to your chart. Edit the name of this picture to be `FARMER leaving station lobby`.

   Note: This is an embedded object. If changes are made to the original document they will not be made to this document. This is particularly useful if you are creating a chart showing the status at a given time.

7. Move the picture of FARMER so that it is positioned just above the Supplier contacted event frame.

8. You want this picture of FARMER to be framed with a border. Right-click on the picture and select **Display ▶ Border** to display a border.

9. Click on the drop-down arrow on the **Insert Link** toolbar button and select **Standard ▶ General** to select the General link type from the Standard palette.

10. Add a link between the picture of FARMER and the Supplier contacted event frame.

11. Remove the label on this link.

Your chart should now look similar to that below:

Note: The document in the chart is a linked object. Any changes made in the original document will also be made to the document on the chart.

How do I open a linked OLE object?

Open the Microsoft Word document of the conversation that took place when FARMER handed the drugs to the undercover officer. To do this:

1. Right-click on the Microsoft Word document, and from the shortcut menu, select **Linked Document Object ▶ Open**.

   The transcript is opened in Microsoft Word:
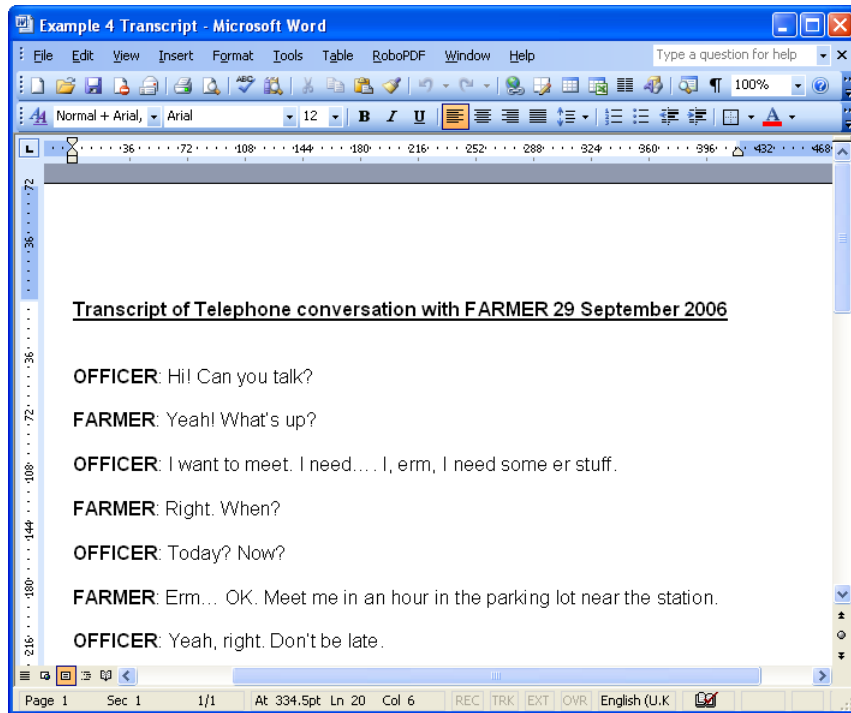
2. Close Microsoft Word without saving the document.

Including Files in a Chart using Hyperlinks

Analyst's Notebook allows you to create hyperlinks in your chart to external documents and Web sites that may have some relevance to the intelligence portrayed in your chart. For example, you can create a hyperlink to link directly to an eye witness statement.

Analyst's Notebook automatically converts the hyperlinks that you type into active hyperlinks as you type. Hyperlinks are saved with your chart for future use. See the topic *About Hyperlinks* in the Online Help for details about which hyperlinks you can create and where in your charts you can create them.

How do I create a hyperlink?

Add a hyperlink to the FARMER receives package event frame to reference a witness statement made by Ruby RIVERS, which contains additional details about a package that was seen in Sam STEELE's possession on 29 September 2006. Add a hyperlink to the **Description** box to reference the witness statement `Example 4 Statement.doc`.

1. From the Windows **Start** menu, select **All Programs ▶ Accessories ▶ Windows Explorer** to display Windows Explorer.

2. Use the **Address** drop-down list to navigate to the folder containing the witness statement `Example 4 Statement.doc`. To access the folder in which this document is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

3. Highlight the folder path in the **Address** box and, while holding down the Ctrl key, press the c key. Close Window Explorer.

4. In *Analyst's Notebook*, double-click on the event frame FARMER receives package to display the Edit Event Frame dialog.

5. Select **Data\Description & Grades** to display the Description & Grades page.

6. Move your mouse pointer to the end of the text in the **Description** box and click once. Press the Space Bar.

7. Paste the folder path containing `Example 4 Statement.doc` into the **Description** box. To do this, while holding down the Shift key, press the Insert key.

8. Type `\Example 4 Statement.doc` after the folder path.

9. Type `file://` before the file path and enclose the whole text with angle brackets (< >) to create the hyperlink.

The **Description** box should now look like this:
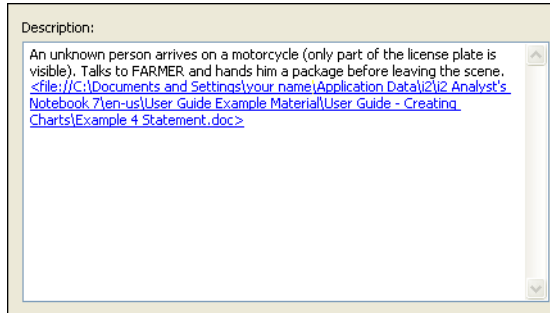
How do I activate a hyperlink?

Test the hyperlink you have created to make sure that it works, and to review the contents of the witness report in connection with the chart.

1. Move your mouse pointer over the hyperlink you have just created. A tooltip is displayed indicating that you must hold down the Ctrl key and click on the link to activate it.
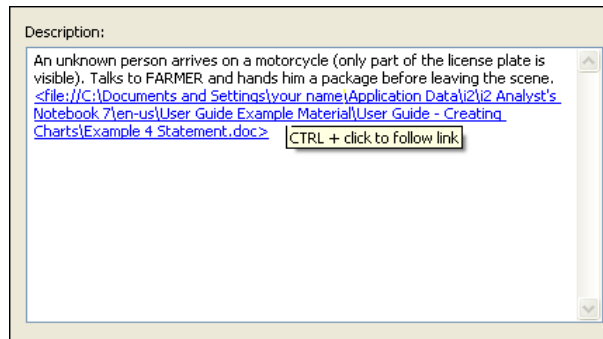
2. Hold down the Ctrl key and click on the hyperlink in the **Description** box to activate to link to the document `Example 4 Statement.doc`. Microsoft Word is started, and displays the contents of the statement.
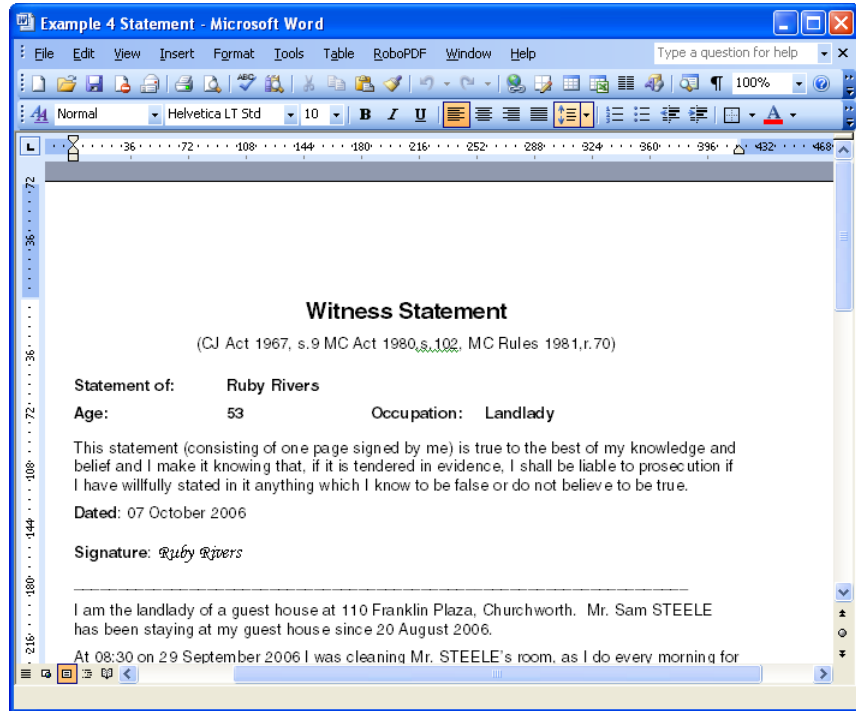
3. Close Microsoft Word.

4. Click **OK** to close the Edit Event Frame dialog.

5. Click the **Save** toolbar button to save your chart.

Producing a Textual Report from a Chart

You can export chart information regarding entities, links, associated attributes and cards to a report. It can be useful to create textual reports from your charts, for example if you want to prepare a report that includes all of the relevant intelligence included in your chart or part of your chart.

The Reporter allows you to define the content and destination of your report using a report specification. You can create several different specifications, and each can display different items of information in the style that you require.

Analyst's Notebook is distributed with some predefined report specifications for you to use.
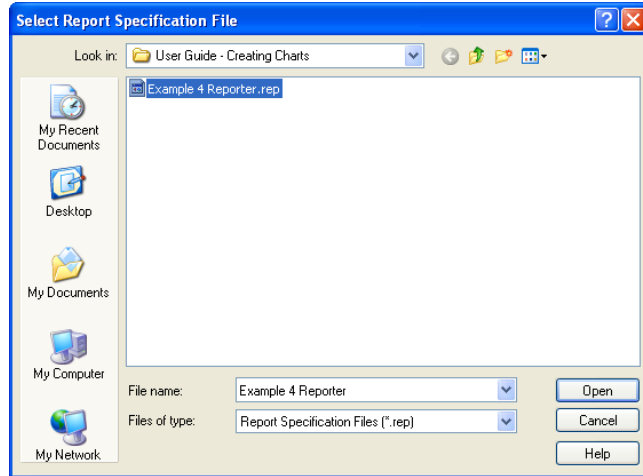
How do I use a specific report specification?

An example report specification has been created for you that will produce a complete report of all of the items on your chart. Before you can create a report using this report specification you will need to make sure that *Analyst's Notebook* is referencing it. To do this:

1. From the **Tools** menu, select **Options**, then select **Options\Reporter** to display the Reporter page of the Options dialog.
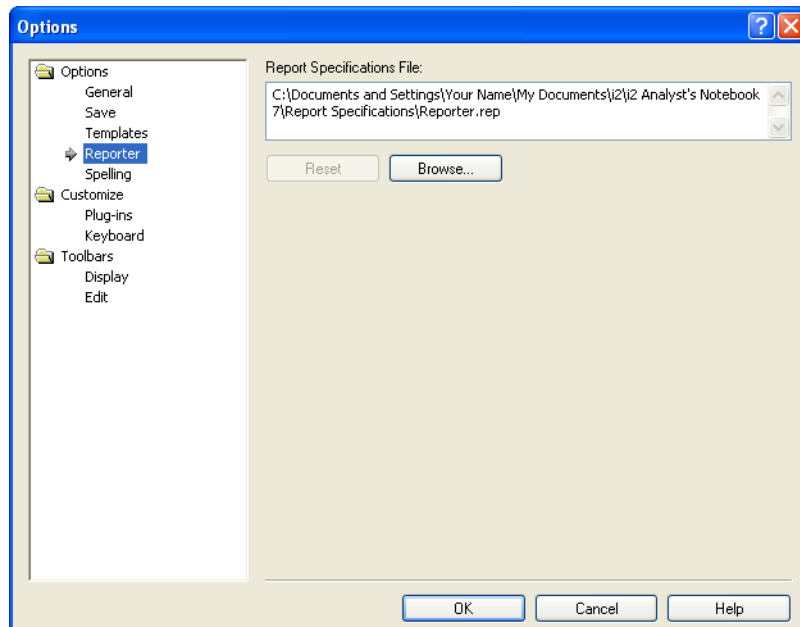
2. In the Report Specifications File area, click **Browse** and select the example report specification `Example 4 Reporter.rep`. To access the folder in which this document is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.


3. Click **Open** to return to the Options dialog. The path in the Report Specifications area is updated to reference the correct report specification.

4. Click **OK** to close the Options dialog and return to your chart.

How do I produce a textual report of a chart?

Create a report of this chart, containing a detailed description of the chart contents. To do this:

1. From the **Tools** menu, select **Report**. The Report On dialog is displayed:
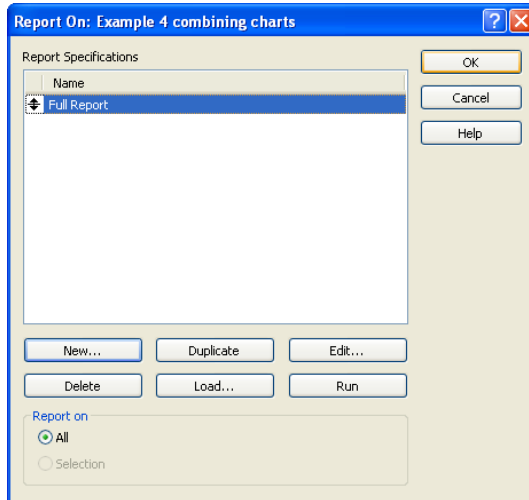
2. In the Report Specifications table, select **Full Report** and click **Run** to run the reporter.

   A textual report describing the contents of your chart is created. This report is copied to the Windows clipboard.
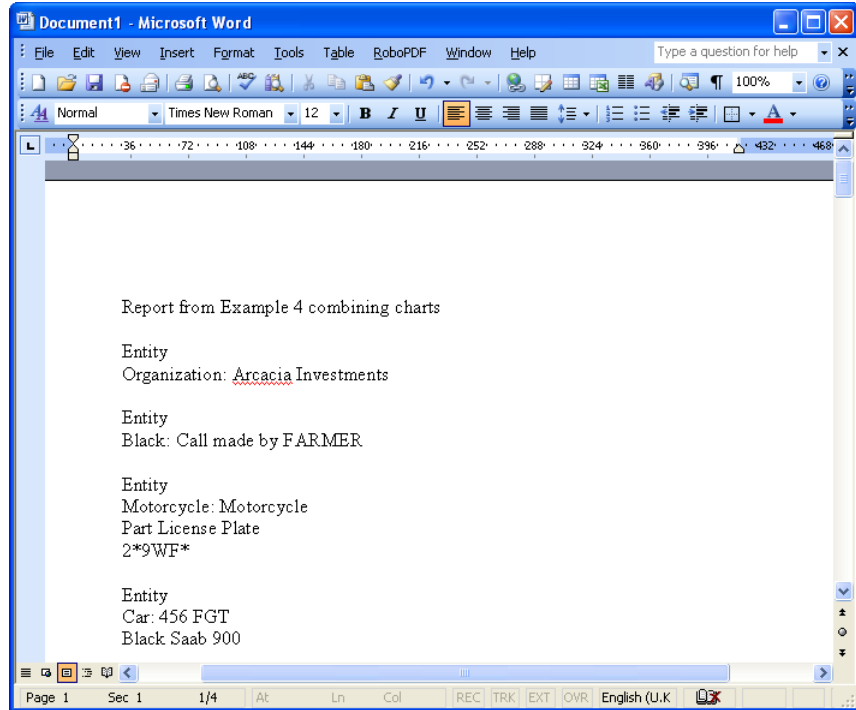
3. Click **OK** to close the Report On dialog.

4. Close your chart.

How can I view a report?

The report that you have just created was saved to the clipboard. View this report in Microsoft Word. To do this:

1. Start Microsoft Word.

2. From the **Edit** menu, select **Paste**.

The report is pasted into Microsoft Word:

3. Close Microsoft Word without saving the document.

Summary

In this example you will have learned how to:

- combine two charts into one

- include external information into the chart using OLE objects

- link to external information using hyperlinks

- produce a textual report of a chart

5

Merging and Navigating Charts

This chapter explains how to merge items from different charts, work with two charts open at the same time, navigate large charts, and link items on large charts.

Contents

Introduction

The features covered in detail in this example are:

- automatically merging items copied from different charts

- viewing two charts beside each other

- navigating large charts

- linking entities in large charts

- manually merging entities and links

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (Example 5 finished.anb) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the My Documents\i2\i2 Analyst's Notebook 8 folder, and double-click on the Creating Charts folder.

Scenario

Three charts providing information concerning the controlled purchase of drugs by three separate undercover officers already exist. The information in these charts needs to be combined into a single chart in preparation for a presentation.

Merging Items Pasted from Different Charts

When you copy an entity from one chart into another chart containing an entity with the same name, the entities are merged. The merged entity retains all of the information that the original entity had, added to the item as a card.

In the example chart below, Kevin DUPLEASE has been seen in a meeting in London:
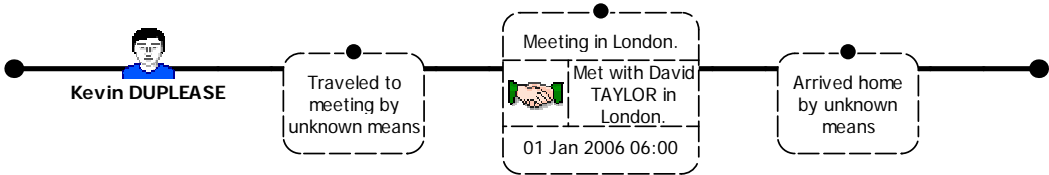
Further information is contained in a second chart that provides more information surrounding this meeting in London:
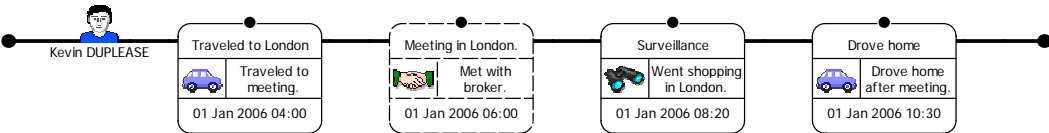
When the contents of the second chart are pasted into the first chart, any entities with the same name are merged. For example, both of the above charts have an event frame "Meeting in London". When the contents of the first chart are pasted into the second chart these event frames are merged to create one combined event frame. Any additional information that was stored on the original event frame is added to the merged event frame as a card.

## How do I merge items pasted from different charts?

Three charts have been created for you. Each of these charts contains information concerning the controlled purchase of drugs by undercover officers. You want to combine all three of these charts into one large chart. Copy the contents of the chart relating to the second purchase of drugs into the chart concerning the first drugs purchase. To do this:

1. Open the chart `Example 5 buy 1.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.
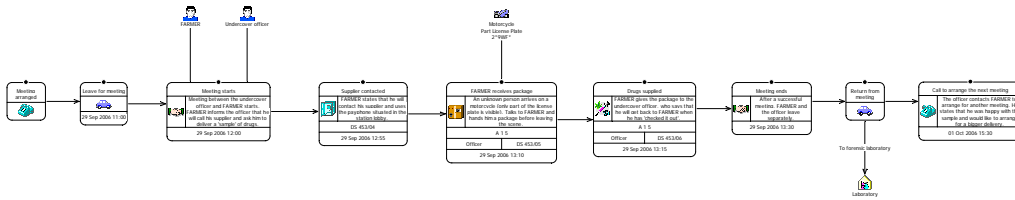
This chart will be the starting point when creating the single combined chart.

2. Save this chart using **Save As** from the **File** menu. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 5 merging.anb` in the **File Name** box and click **Save**.

3. Open the chart `Example 5 buy 2.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.
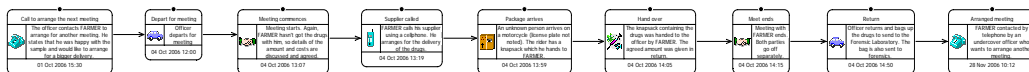

4. In the Example 5 buy 2 chart, from the **Edit** menu select **Copy Chart** to copy the entire chart.

5. Make the Example 5 merging chart the active chart; from the **Window** menu, select **Example 5 merging**.

6. From the **Edit** menu, select **Paste** to paste the contents of Example 5 buy 2 into this chart.

The first event frame of Example 5 buy 2 automatically merges with the last event frame of the Example 5 merging chart. This is because their identities are the same.

7. Click the **Fit Chart in Window** toolbar button. Your chart should now look similar to that below:
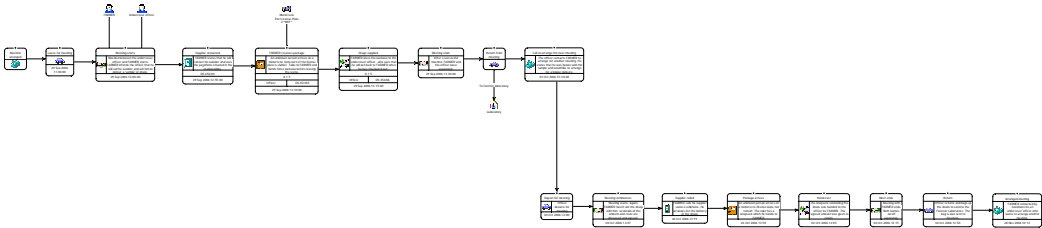
8. Close the Example 5 buy 2 chart, do not save any changes.

9. Click the **Save** toolbar button to save your chart.

Working With Two Charts Together

It is useful when you have more than one chart open, to be able to see each chart at the same time. To see all of your open charts in a single window, you can tile them horizontally or vertically. If you wish to copy or link chart items from separate charts you can simply drag items from one tiled window to the other.
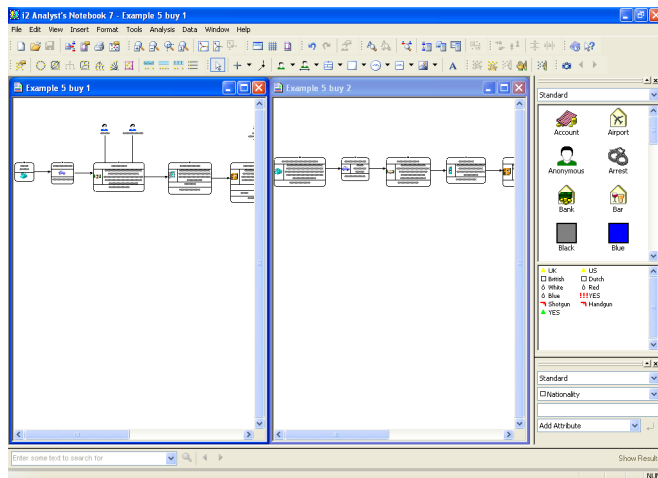
Horizontal tiling If you choose to tile your chart this way, the chart windows are arranged horizontally:
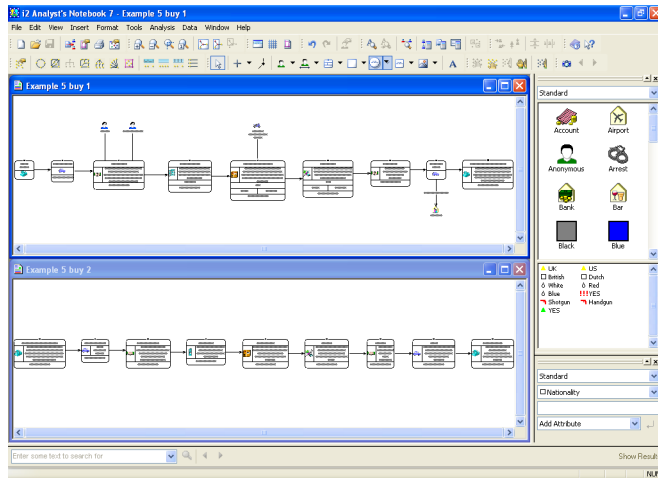
Vertical tiling If you choose to tile your charts this way, the chart windows are arranged vertically:


To show when a chart is the active chart its title bar is colored.

How do I work with two charts at the same time?

You have combined the happenings from the first two controlled purchases of drugs by the undercover officers into a single chart. A third chart exists, containing the happenings concerning a third controlled purchase of drugs by an undercover officer. Open this third chart, tile the open charts horizontally, and drag the contents of this third chart into the Example 5 merging chart. To do this:

1. Open the chart `Example 5 buy 3.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.
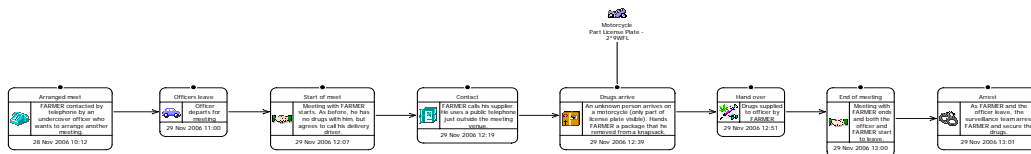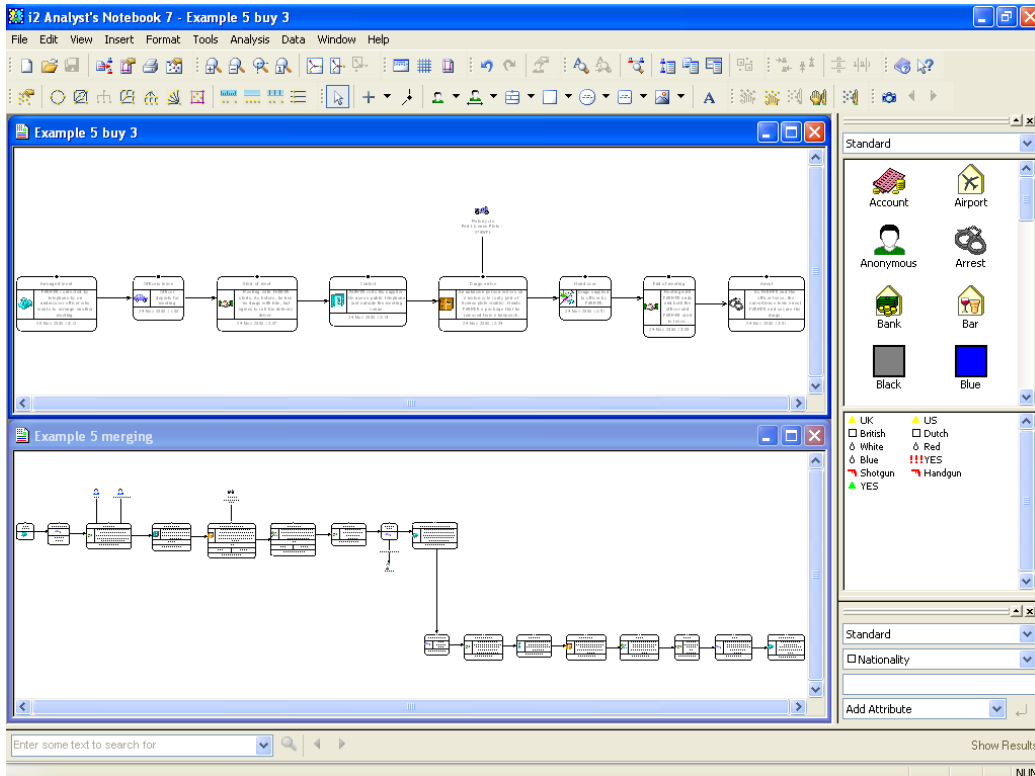

2. From the **Window** menu, select **Tile Horizontal**.

Each of the open charts are tiled horizontally in two separate windows:

3. Make Example 5 buy 3 the active chart; click on the chart title bar. The title bar of this chart will be colored to indicate that it is active. Click the **Fit Chart in Window** toolbar button to display the entire chart in the window:

4. Press Ctrl+A to select all of the chart items in Example 5 buy 3.

5. Drag the selected chart items from the Example 5 buy 3 chart into the Example 5 merging chart.

   Note: As you drag the chart items onto the Example 5 merging chart the pointer changes to indicate that they will be added to the chart.

6. Close the Example 5 buy 3 chart, do not save any changes.

7.   Click the **Maximize** button on the Example 5 merging title bar so that the chart is displayed within the entire application window.

8.   Click the **Fit Chart in Window** toolbar button so that you can see all of your working chart. Your chart should look similar to that below:

How do I manually merge items on a chart?

When you dragged the chart items from Example 5 buy 3.anb into your chart the event frames Arranged meeting and Arranged meet did not merge automatically. This is because, although they are similar, the identities of the event frames are different. On closer inspection the Arranged meet event frame and the Arranged meeting event frames both describe the same happening. Manually merge these two event frames. To do this:

1.   Select the Arranged meet and the Arranged meeting event frames, in that order.

   Note: Select the Arranged meet event frame and, while holding down the Ctrl key, select the Arranged meeting event frame.

2.   From the **Tools** menu, select **Merge Entities**. The event frames will be merged into one event frame:
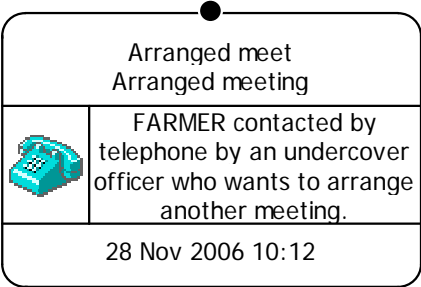
How do I edit the label of an event frame?

The merged event frame has a combined label displayed on two separate lines. Edit the label of this event frame to be `Arranged meet`. To do this:

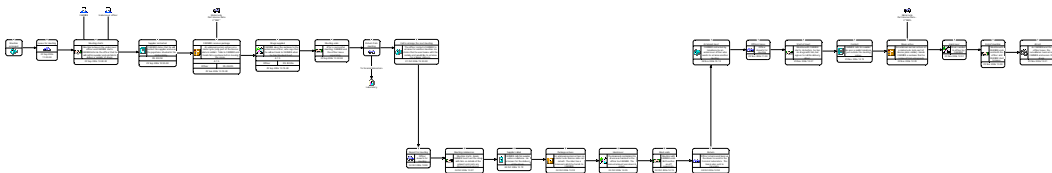1. Double-click on the event frame to display the Edit Event Frame dialog and select **Data\Identity** to display the Identity page:
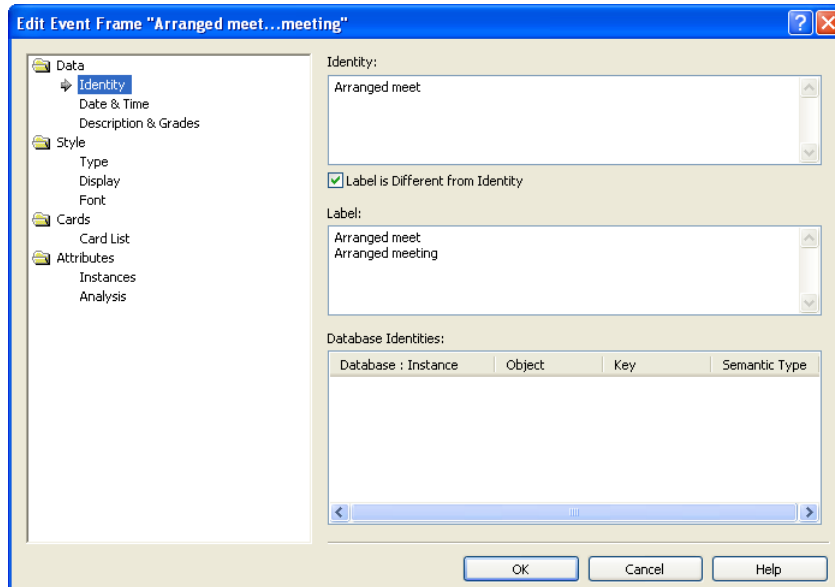
2. Turn off the **Label is different from Identity** check box and click **OK** to close the Edit Event Frame dialog.

3. Click the **Fit Chart in Window** toolbar button. Your chart should now look similar to that below:

4. Click the **Save** toolbar button to save your chart.

Navigating Large Charts

If you are working on a large chart you may not always be able to see all of the chart items. This may cause difficulties if you want to add a link between one part of the chart to another and you cannot quite see the detail on the chart.

You can tile the same chart in more than one window, allowing you to display a different part of it in each open window. This makes it easier to navigate a large chart. If you make a change in one window that change is reflected in the other open windows. When you save your changes the chart will only be updated once.
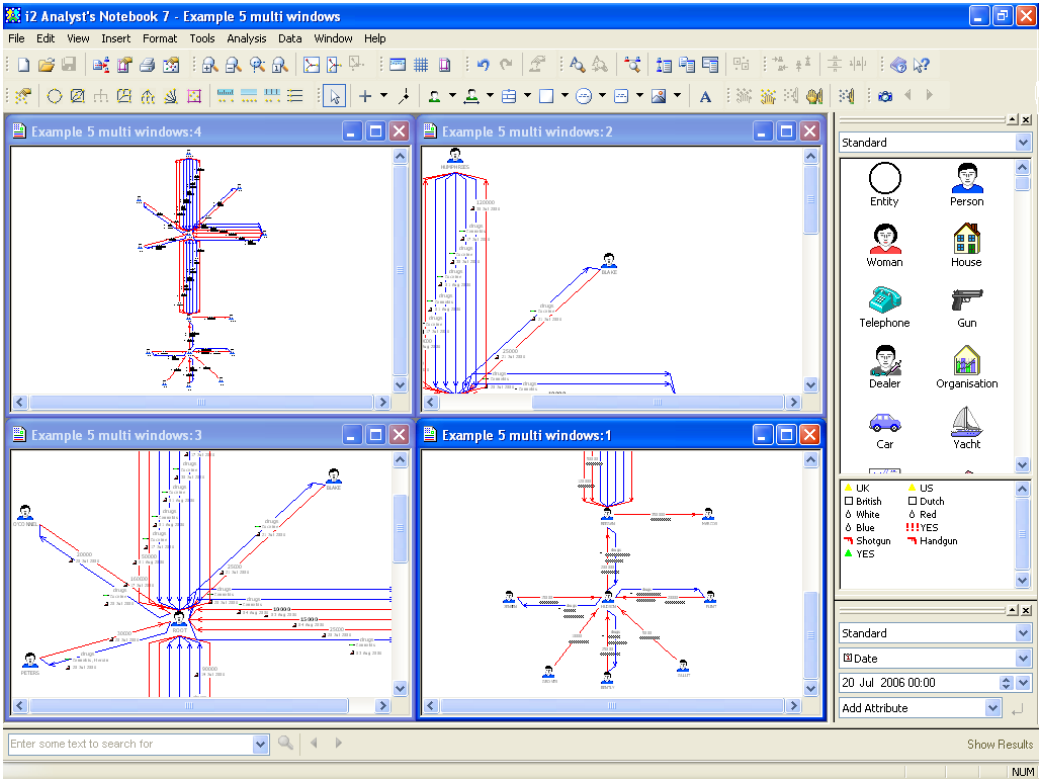
How do I view my chart in several windows?

The Example 5 merging chart that you have open is becoming too large to see all of the detail in it. You want to see the three controlled purchases of drugs that you have added to the chart, in separate windows. Open two new windows on the chart. To do this:

1. From the **Window** menu, select **New Window**.

   A second window is opened with a view of the same chart in it.

2. Open another new window in the same way.

   You now have three windows open containing the same chart.

3. Tile these windows horizontally; from the **Window** menu select **Tile Horizontal**.
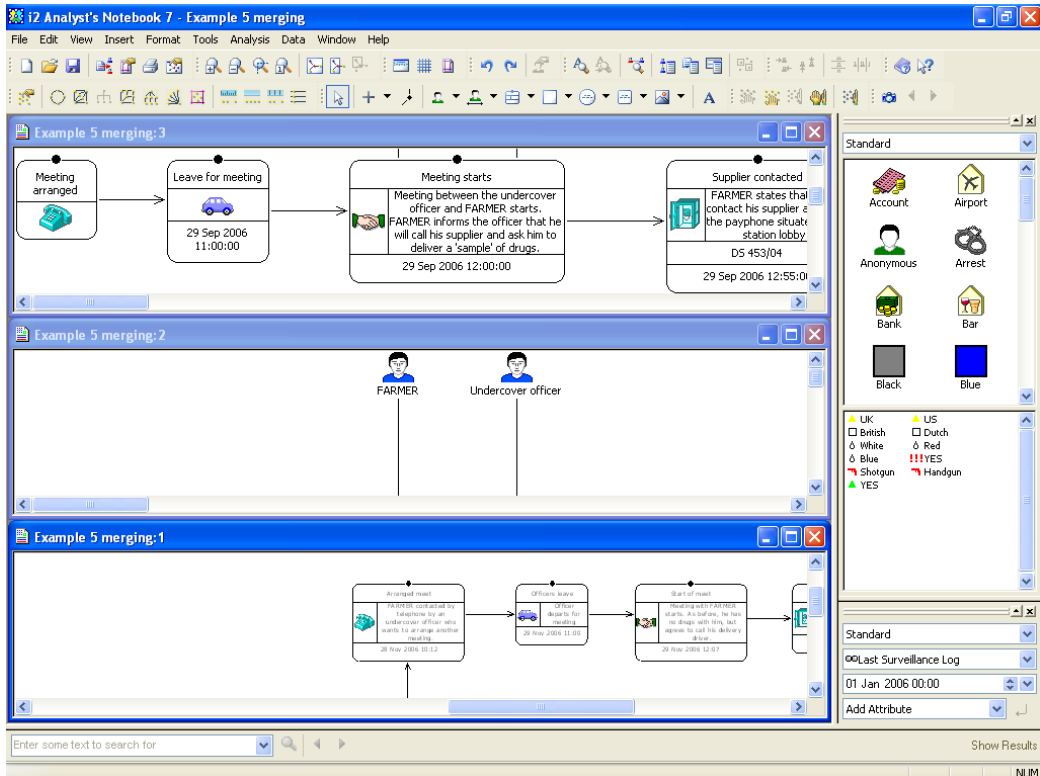
How do I navigate a chart displayed in several windows?

The three windows each contain a different view of the same chart. Change what is viewed in each window so that each of the controlled purchases of drugs are displayed in separate windows. To do this:

1. Make the window at the top of the tiled windows the active window and click the **Fit Chart in Window** toolbar button.

   The entire chart is displayed in the window.
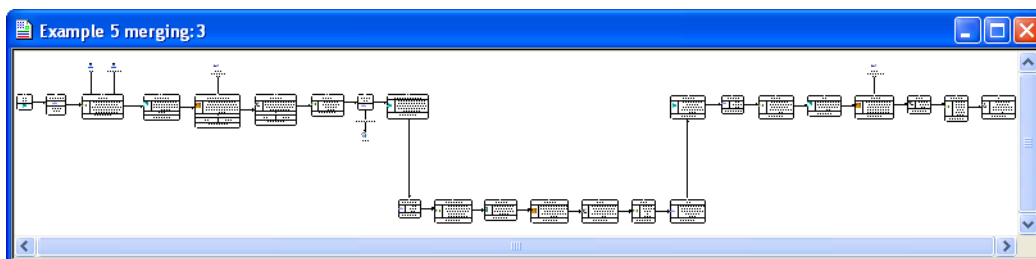
How do I just see a part of my chart in a window?

You only want to see the happenings surrounding the first meeting between an undercover officer and FARMER in the window. To do this:

1. Click the **Zoom to Area** toolbar button. The pointer changes to:

2. Click the Meeting arranged event frame, which is the first event frame displayed on the left of the chart. This part of the chart is now displayed in the window.

3. Using a combination of the **Zoom Out** toolbar button and the arrow keys on your keyboard, arrange the part of the chart that relates to the first undercover drug purchase so that it is displayed in one window.

The chart in the first window should look similar to that below:
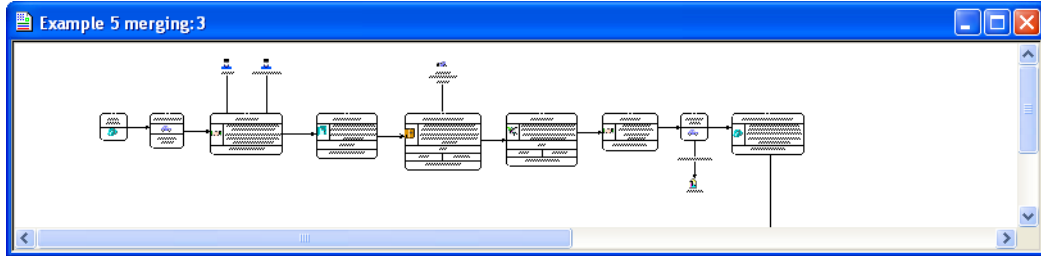
Other navigation tools

There are other navigation tools available in *Analyst's Notebook* that allow you to navigate your charts. In the second tiled window display the event frames concerning the second controlled purchase of drugs. These event frames are those that you copied from the Example 5 buy 2 chart. To do this:

1. Click the second window to make it active, then click the **Fit Chart in Window** toolbar button to display the entire chart in this window.

2. Click the **Zoom to Area** toolbar button and click on the Call to arrange next meeting event frame. This is the first in the series of event frames that describe the second controlled purchase of drugs.

3. Press the Page Up key on your keyboard. The window zooms in on the chart.

4. Press the Page Down key. The window zooms out of the chart.

5. Using a combination of the toolbar buttons and the keyboard, rearrange the items in this window so that just the part of the chart that relates to the second undercover drug purchase is displayed in one window.

   The second window should now look similar to that below:
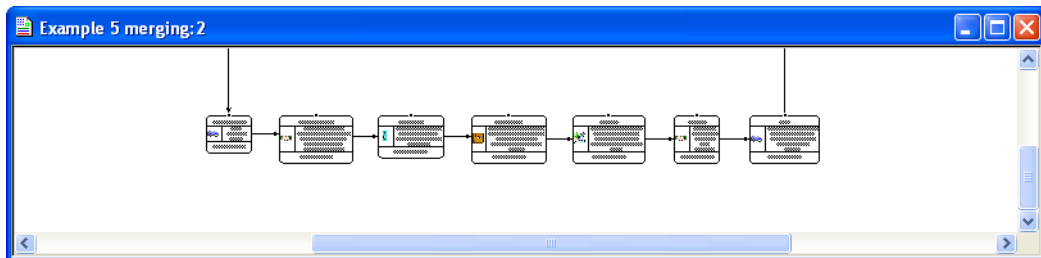
6. Using the different toolbar buttons and the keyboard, make the contents of the bottom window contain just those event frames that are concerned with the third controlled purchase of drugs.

7. The three tiled windows should now look similar to those below:
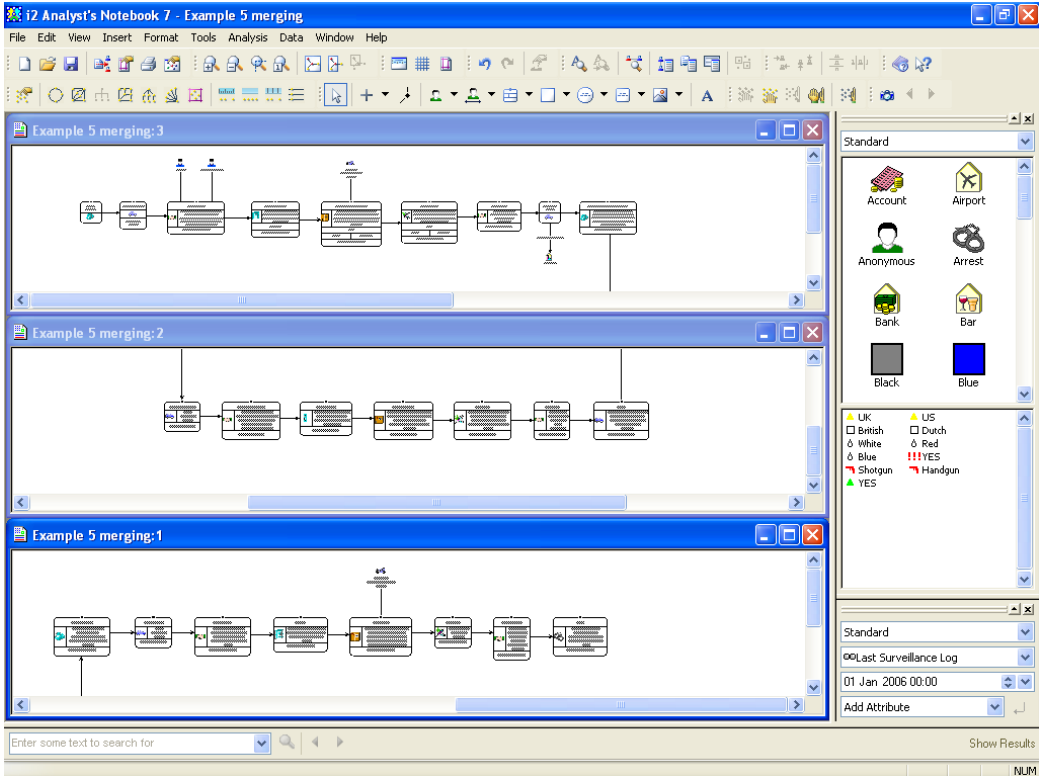
Searching for Items on a Chart

When you have a large chart that is fitted in the window, it can be difficult to identify the individual chart items. The Search Bar allows you to search through all of the information in your chart in one simple operation. Type in the word, phrase, number or date you are looking for and the Search Bar returns a list of all the items in the chart that match your request.

The Search Bar includes a close-up preview of each resulting item so that you can always locate your results no matter how large your chart is.

Locating and identifying the results of your analysis in heavily populated charts can be difficult. The highlighted results of your searches can get lost in the numerous chart items visible on your larger network charts. Zooming in on the selected items can prevent you from seeing their positions in the context of the whole chart.

How do I use the Search Bar to find items on my chart?

You are trying to find a motorcycle with a partial license plate of 2*9WF*. You can find a chart item using the Search Bar at the bottom of the application window. To do this:

1. In the Search Bar text box, type the partial license plate `2*9WF*`
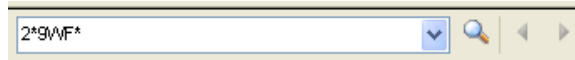
2. Click the **Find All Matches** button. All information for all items in the chart (not including the legend) is searched, including attributes, cards, semantic types, and data records.

   The results of the search are shown in a table in the Search Bar:

   The search results show that there are two items on the chart that contain the search text "2*9WF*". The results table shows where on the chart item the search text was found. In these results, the *Location* of the search text was found in the Label and in the Identity of the chart items.

3. Open the Edit Item Properties dialog for the first chart item in the Search Results. To do this, double-click on the first chart item in the search results table:
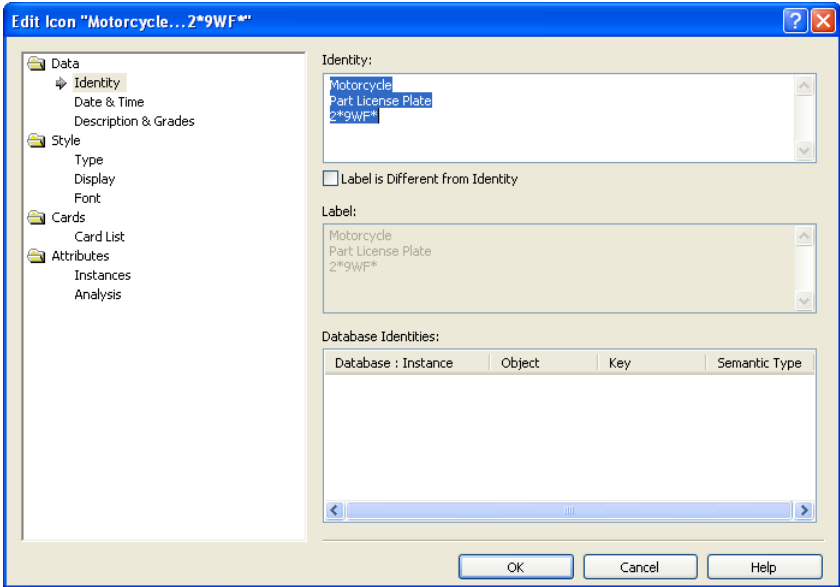
4. The Edit Item Properties dialog is opened at the page in which the search text has been found. Both the Identity and Label show the partial license plate that you searched for.

5. Click **Cancel** to close the Edit Item Properties dialog.

6. When items are selected in the Search Bar results, they are also selected on the chart. Select both of the results returned from your search. To do this:

   Select the first line in the search results, then hold down the Ctrl key and select the second line.

How do I highlight a selected item?

As your chart is quite large, it is difficult to identify the selected items. To emphasize selected items that would otherwise be lost in the detail of your chart, you can use the Highlight tool.

From the **View** menu, click **Highlight**. The selected items on your chart now appear with an animated red box around them and can be identified easily:
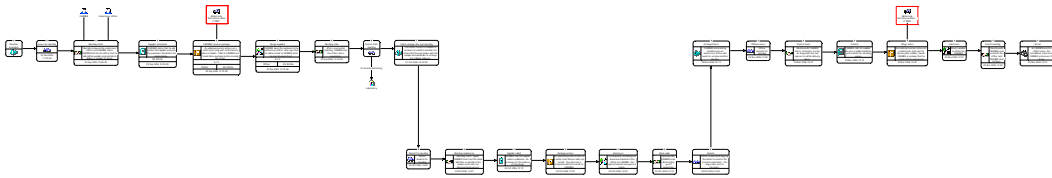
Linking Items on Large Charts

If you are working with large charts, you can split the display of the chart into two or four panes to enable you to work with smaller, more manageable areas of the chart. You can then display a different region of your chart in each of the panes and zoom in and out or scroll in each of the panes independently.

Splitting your chart into panes can make it easier to link items that are far apart.

You can remove a split from your window when you want to view the chart in one window again.

How do I split a chart window into two panes?

Split your chart so that it is displayed in two vertical panes. To do this:

1. Close two of the open windows by clicking the **Close** button at the top right of each window.

2. Maximize the remaining open window by clicking the **Maximize** button at the top right of the window.

3. From the **Window** menu, select **Split Window**.

   As you move your pointer over the chart window the pointer changes, and split lines appear showing how the screen will be divided. Do not click on the chart background.

4. To split the window into two vertical panes, drag the pointer down to the bottom of the chart until you cannot move the horizontal line down any further and click with the left mouse button:
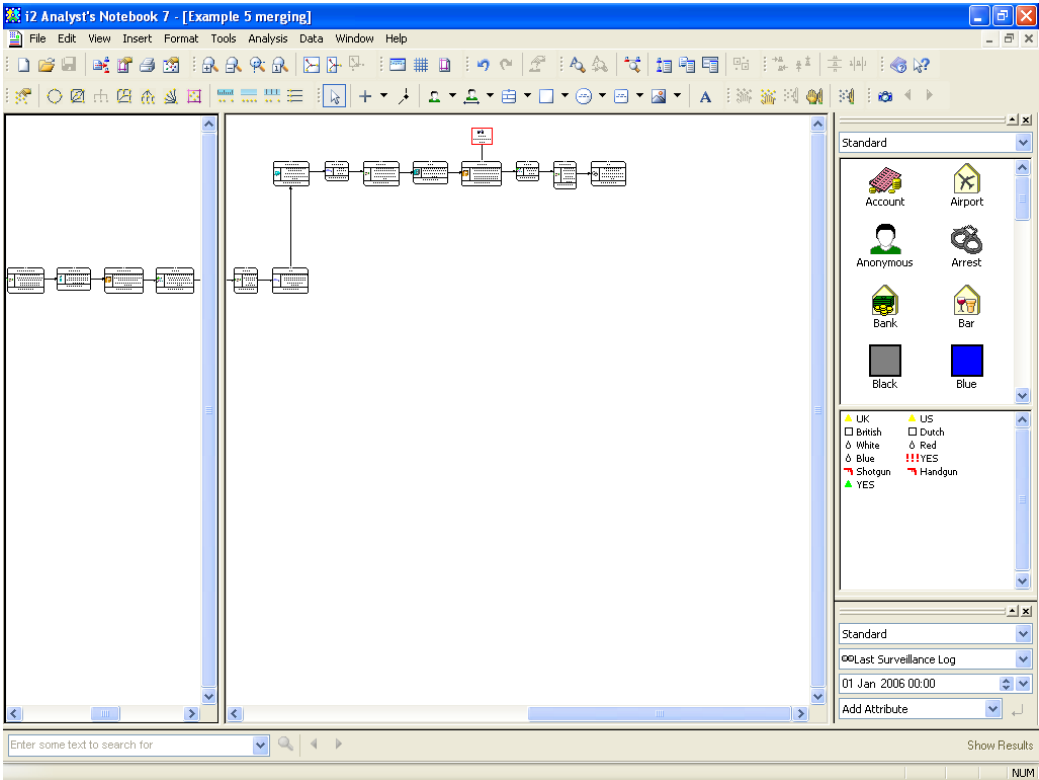
How do I add link entities in different panes?

The two motorcycle icons that you found by using the Search Bar, have been determined to be the same. Draw a link between them to show this. To do this:

1. In the left pane, select the highlighted motorcycle and click the **Fit Selection to Window** toolbar button.

2. In the right pane, select the second highlighted motorcycle and click the **Fit Selection to Window** toolbar button.

3. Click the **Highlight** toolbar button to turn the highlight tool off.

Your *Analyst's Notebook* window should now look similar to that shown below:
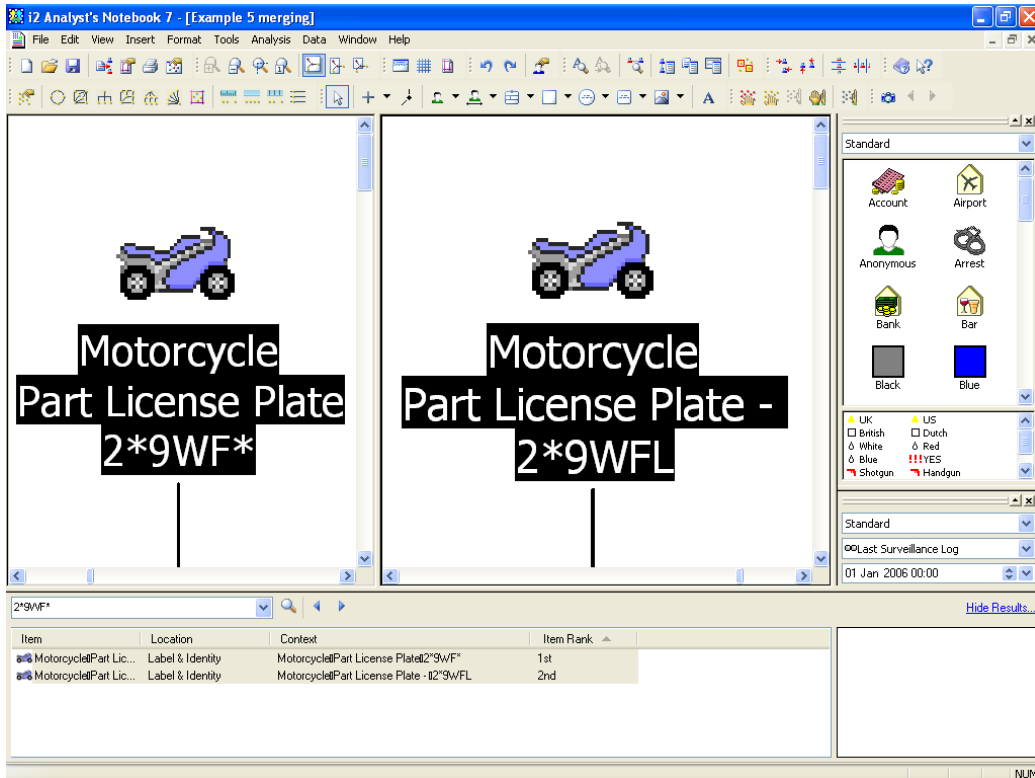
4. Select a link of type Same from the Standard palette.

5. Draw a link from the motorcycle in the left pane and drag it so that it links to the motorcycle in the right pane. As you draw the link from the left pane to the right pane the pointer changes to a large cross, to show that the link is being drawn between the two windows.

+

As you drag the link from the left pane to the right pane, notice that the view in the window on the left changes.

How do I remove a split window?

Now that you have linked items in different parts of your chart you no longer need to have split windows. Double-click on the vertical divider to remove it.

Click the **Fit Chart in Window** toolbar button to display the entire chart in the window.

Your chart should now look similar to that below (`Example 5 finished.anb`):
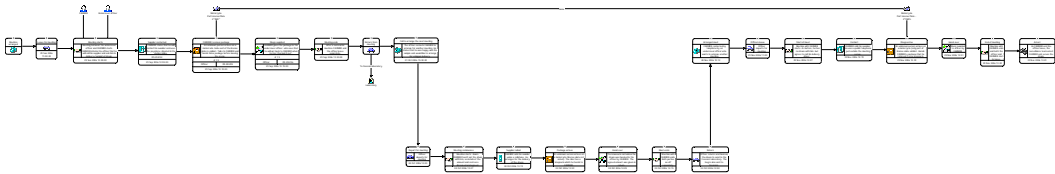
Click the **Save** toolbar button, and close the chart.

Summary

In this example you will have learned how to:

- automatically merge items pasted from different charts

- view two charts beside each other

- navigate large charts

- link items in large charts

6

Introducing Theme Lines

This chapter explains how you can add theme lines to your chart, link them to event frames, and add a legend and document summary information.

Contents

Introduction

The features covered in detail in this example are:

- introducing the time bar

- using theme lines

- linking event frames to theme lines

- varying the style of a theme line

- annotating a chart with a legend

- adding summary and custom property information to a chart using Chart Properties

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (`Example 6 finished.anb`) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

Scenario

Surveillance has been carried out on individuals of an organization suspected of being involved in drug smuggling activities. The method of importing the drugs appears to involve the use of a private motor cruiser named MOONSHADOW. Details have been acquired regarding the movement and location of MOONSHADOW, along with sightings of various members of the organization. Some of this information has come from officers who have witnessed the happenings and some of the information has been obtained from official records.

One of the members of the organization, STEELE, was also sighted previously in the UK, having a meeting with a man named Paul SHARP in a bar in London. SHARP is known to have crewed on MOONSHADOW on a sailing trip to St Lucia. Two days later, STEELE was seen in St Lucia on the boat. It is not known how or when he traveled.

Introducing the Time Bar

In *Analyst's Notebook* you can display a time bar that shows the date and time of the chart space. It is useful to display the time bar when you are charting happenings that have occurred over a period of time.

It is optional whether you display the time bar. In earlier examples you have charted happenings and other chart items that may have had dates and times but the time bar has not been displayed. The time bar may or may not be initially displayed depending on the template that you used to create your chart from.

You can change the following display properties of the time bar:

- the line, border or background color, and symbol color

- the alignment and font used in the labels on each of the intervals on the time bar

You can also choose which components of the time bar you wish to display.

For more information on using the time bar, refer to *Using the Time Bar* on page 266.

How do I display the time bar?

In this example you will add information to the chart that has taken place over a period of time. So that you can see when a happening took place in relation to another happening on the chart you will need to display the time bar. To do this:

1. Create a new chart based on the User Guide Examples template. For more information on how to do this, refer to *How do I create a new chart based on a template?* on page 20.

2. Click the **Time Bar Visible** toolbar button.

   The time bar is displayed at the top of your chart.
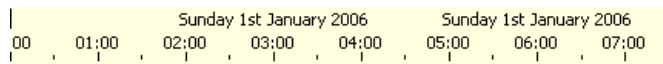
Adding Information to Charts Using Theme Lines

A theme line represents one of the key elements of your investigation, for example a victim, witness, suspect or location. Theme lines provide a common thread, typically to a sequence of happenings over time.

Analyst's Notebook draws a horizontal line (a theme line) on the chart to represent each element of your investigation. Once you have created a theme line you can add event frames, links or any other entity representations to it.
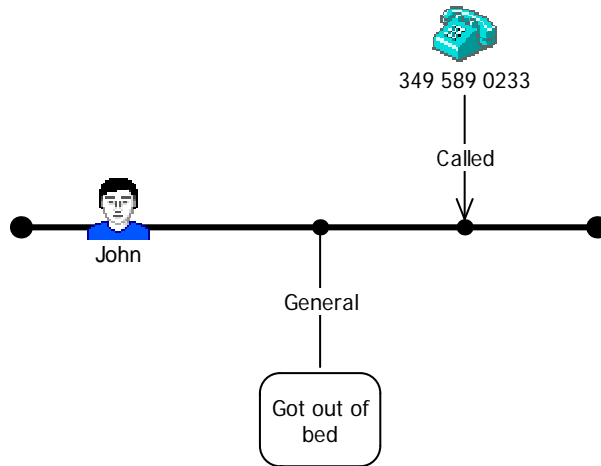
For analysis purposes, it is good practice to link event frames and other entity representations to theme lines if there is a relationship between them. This is particularly useful when using *Analyst's Notebook* analysis tools.

You may not always be able to see that an event frame is linked to a theme line if it is positioned directly on a theme line.
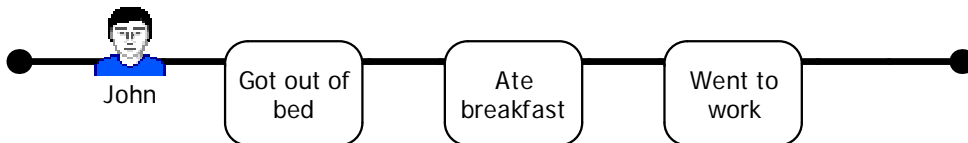
How do I add a theme line to a chart?

During this investigation there have been several sightings of Sam STEELE and the cruiser MOONSHADOW that you want to add to your chart. Create theme lines for Sam STEELE and MOONSHADOW so that you can add these sightings to the chart. To do this:

1. Click the drop-down arrow on the **Insert Theme Line** toolbar button and select **Individuals ▶ Male** to select the Male type from the Individuals palette. The pointer changes to:

2. Place the theme line onto the chart and edit its name to be Sam STEELE.

3. Click the drop-down arrow on the **Insert Theme Line** toolbar button again and select **Transport ▶ Cruiser** to select the Cruiser type from the Transport palette.

4. Place this theme line onto the chart above the Sam STEELE theme line and edit its name to be MOONSHADOW.

   You have added theme lines for Sam STEELE and the cruiser MOONSHADOW to your chart:

MOONSHADOW

Sam STEELE

5. Click the **Save** toolbar button to save your chart. Click **OK** on the Cover Sheet to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 6 theme lines.anb` in the **File Name** box and click **Save**.

> **Note:** For further information on how to save your chart, refer to *Saving Charts and the Cover Sheet* on page 32.

How do I link an event frame to a theme line?

You have received further information about the investigation. Create event frames for all of the happenings that were uncovered during the investigation concerning MOONSHADOW and Sam STEELE. You will then link these event frames to the appropriate theme lines. To do this:

1. A witness saw Sam STEELE on board MOONSHADOW as it sailed into the harbor at Castries.

   Add an event frame of type Surveillance from the Crime palette, and place it between the two theme lines. As you add the event frame to your chart, notice that the theme lines for MOONSHADOW and Sam STEELE both extend to the right.

   Add the following information to the event frame:

Identity	Observed
Date & Time	24 Feb 2006 13:15
Description	Sam STEELE was seen on board MOONSHADOW as it sailed into the harbor at Castries.
Grades	A 1 5
Source Type	Witness
Reference	WS 250

2. From the Standard palette, add a Sighting link type between the above event frame and the Sam STEELE theme line.

The Observed event frame is now linked to the Sam STEELE theme line with a Sighting link type:
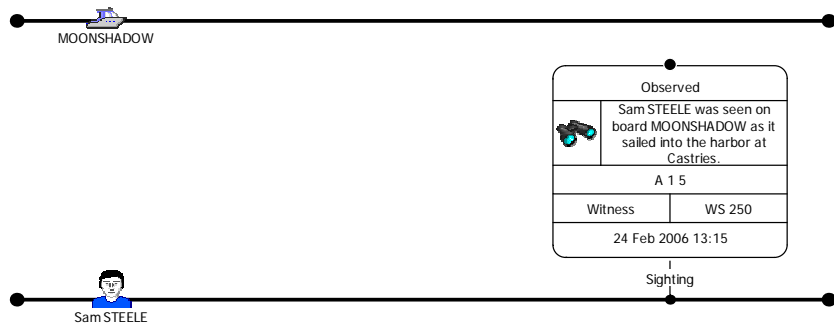
3. Add the following information to this link:

Description	The harbor master at Castries observed Sam STEELE on board MOONSHADOW as it sailed into the harbor.
Grades	A 1 5
Source Type	Witness
Reference	WS 251

4. Repeat the steps above to add a link of type Sighting between the Observed event frame and the MOONSHADOW theme line. Add the same information to this link that you added to the link between Sam STEELE and the Observed event frame.

5. Another witness saw MOONSHADOW moored in the port at Castries in the evening of 25 February 2006.

    Add an event frame of type Port, from the Locations palette, place it above the MOONSHADOW theme line, after the Observed event frame, and add the following information to it:

Identity	Moored in port
Date & Time	25 Feb 2006 19:00
Description	MOONSHADOW was seen moored in the harbor at Castries.
Grades	A 1 5
Source Type	Witness
Reference	WS 252

6. Add a link of type Sighting, from the Individuals palette, between the above event frame and the MOONSHADOW theme line:
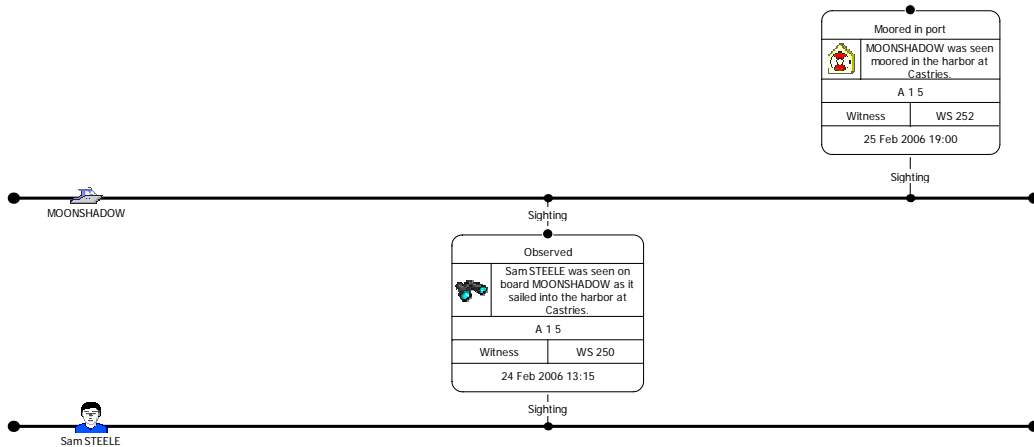
7. Add the following information to this link:

Description	MOONSHADOW was confirmed as being moored in the harbor at Castries by both the harbor master and an undercover officer.
Grades	A 1 5
Source Type	Witness
Reference	WS 253

8. A police officer saw Sam STEELE alone in the Liquide X bar in Castries harbor.

    Add an event frame of type Bar, from the Locations palette, place it below the Sam STEELE theme line and add the following information to it:

Identity	Seen in bar
Date & Time	25 Feb 2006 13:30
Description	Sam STEELE was seen in 'Liquide X', a bar in the harbor. He appeared to be on his own and was looking out at the boats moored on the pontoons.
Grades	A 1 5
Source Type	Officer
Reference	DS 682/01

9. Add a link of type Sighting, from the Individuals palette, between the above event frame and the Sam STEELE theme line.

10. You have received further information about a second suspect who is involved in the drugs smuggling operation.

   Add a third theme line of type Male, from the Individuals palette and place it on the chart below the Sam STEELE theme line. Edit the name of this theme line to be `Paul SHARP`.

11. On 20 February 2006, Sam STEELE and Paul SHARP were seen together at Tricksters Bar in London.
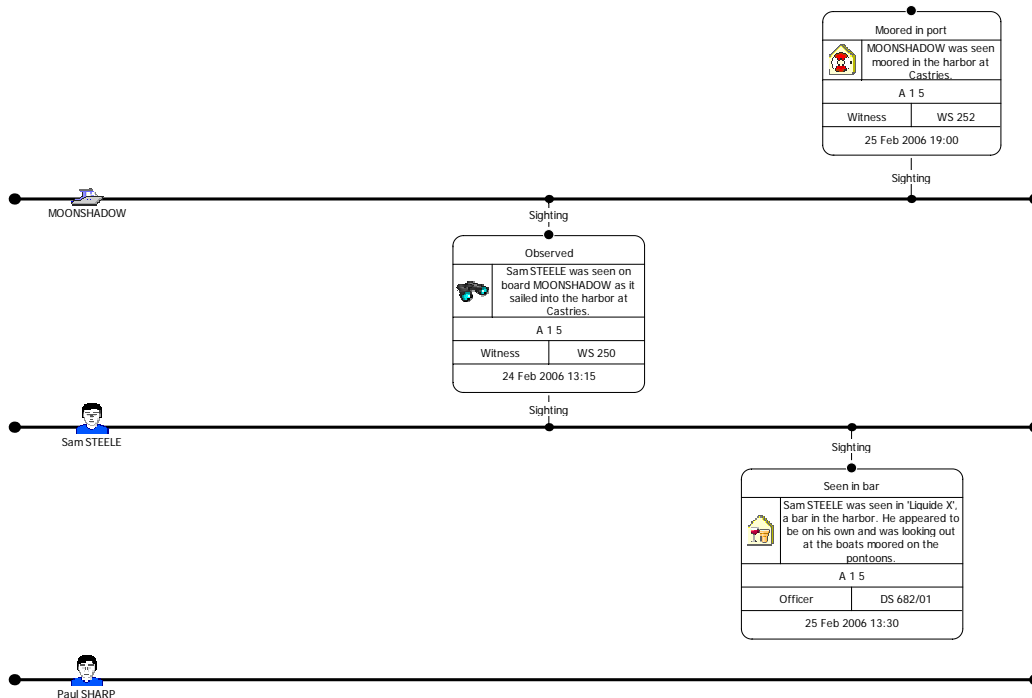
    Add an event frame of type Bar, from the Locations palette, place it between the Paul SHARP and Sam STEELE theme lines and add the following information to it:

Identity	Tricksters Bar
Date & Time	20 Feb 2006 18:10
Description	Sam STEELE and Paul SHARP were observed drinking together in Tricksters Bar in London. They seemed to be having a heated discussion about something.
Grades	A 1 5
Source Type	Officer
Reference	DS 685/01

12. Add links of type Sighting, from the Individuals palette, between the above event frame and both the Sam STEELE and Paul SHARP theme lines.

13. On 27 February 2006, MOONSHADOW was seen moored in a different location to its previous sighting in Castries harbor on 24 February 2006.

    Add an event frame of type Port, from the Locations palette, place it above the MOONSHADOW theme line, after the Moored in port event frame, and add the following information to it:

Identity	In port
Date & Time	27 Feb 2006 18:30
Description	MOONSHADOW was seen moored in a different location to its previous sighting in Castries harbor.
Grades	A 1 5
Source Type	Witness
Reference	WS 254

14. Add a link of type Sighting, from the Individuals palette, between the above event frame and the theme line MOONSHADOW.

15. Records show that Paul SHARP flew to St Lucia from Heathrow airport at 11:30 on 26 February 2006.

Add an event frame of type Airport, from the Locations palette, place it below the Paul SHARP theme line, after the Seen in bar event frame, and add the following information to it:

Identity	Heathrow
Date & Time	26 Feb 2006 11:30
Description	SHARP flew to St Lucia on the 11:30 flight from Heathrow.
Grades	A 1 5
Source Type	Record
Reference	FM AB163

16. Add a link of type Traveled, from the Transport palette, between the above event frame and the Paul SHARP theme line.
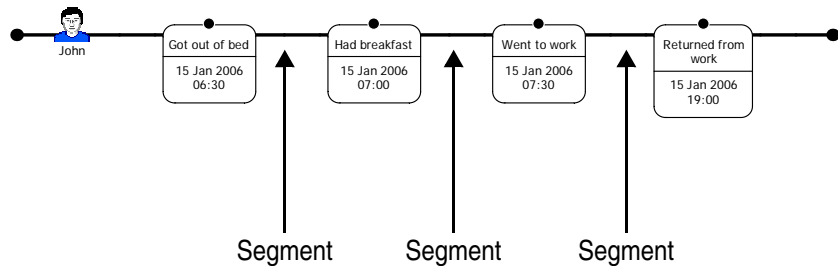
Your chart should now look similar to that below:
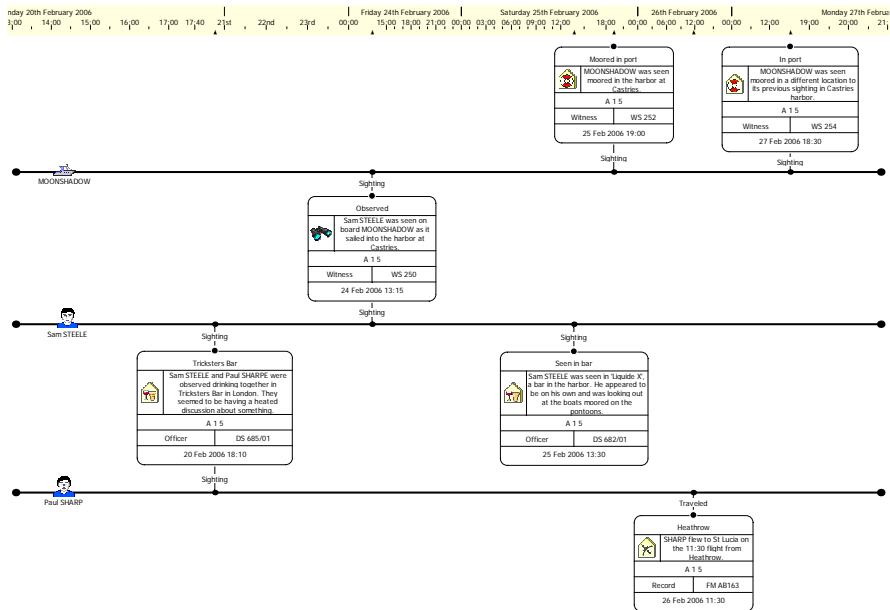
Click the **Save** toolbar button to save your chart.

Varying the Style of a Theme Line Segment

Theme line segments are created between connected items on a theme line, for example:

Sometimes your information concerning the time between connecting items on a theme line may be vague or tentative. You can change the style of the theme line segment to highlight that you do not know what happened over this period of time.

You can edit the style of a theme line segment so that individual segments of time are displayed differently on the theme line.

You can edit the following display properties of a theme line segment:

- line color
- line width
- line strength
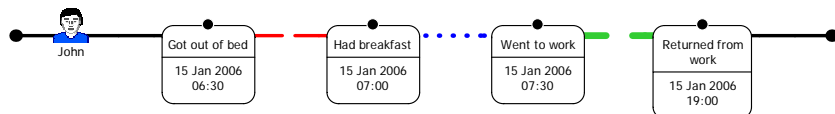
How do I change the style of a segment of a theme line?

You do not know what Sam STEELE did in the intervening period between him being seen entering Castries harbor on board MOONSHADOW on 24 February 2006 and being seen in the Liquide X bar on 25 February 2006.

Change this segment of the Sam STEELE theme line to indicate that this information is vague. To do this:

1. Right-click on the Sam STEELE theme line between the event frames Observed and Seen in bar and from the shortcut menu, select **Edit Item Properties**. This displays the Edit Theme Line dialog.

2. Select **Style\Segments** to display the Segment Properties page.
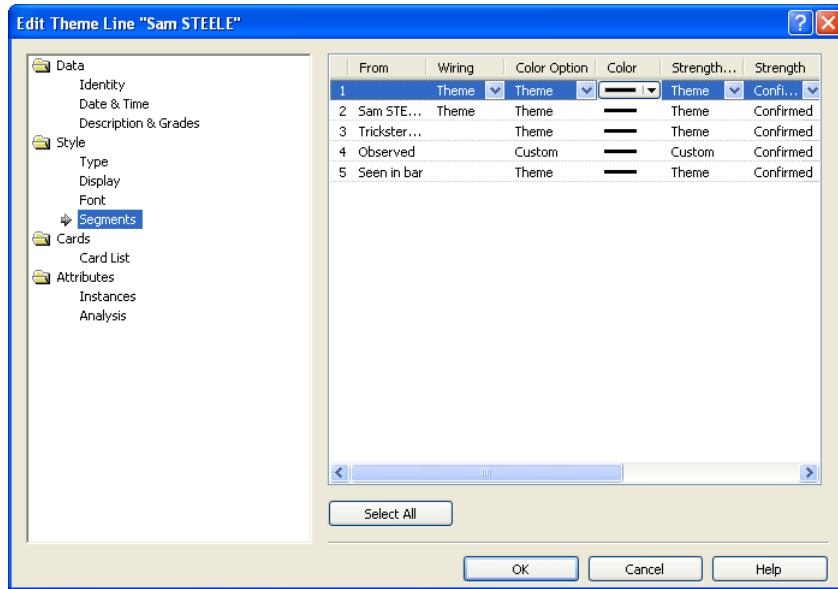
3. The theme line segment between the Observed and Seen in bar event frames is highlighted. In the **Color** column, click the drop-down arrow and select the color Red.

4. In the **Strength** column, click the drop-down arrow and select Unconfirmed from the drop-down list.

5. Click **OK** to close the Edit Theme Line dialog.

The Sam STEELE theme line between the Observed and Seen in bar event frames is now displayed on the chart as a red dashed line to indicate that the information is vague.
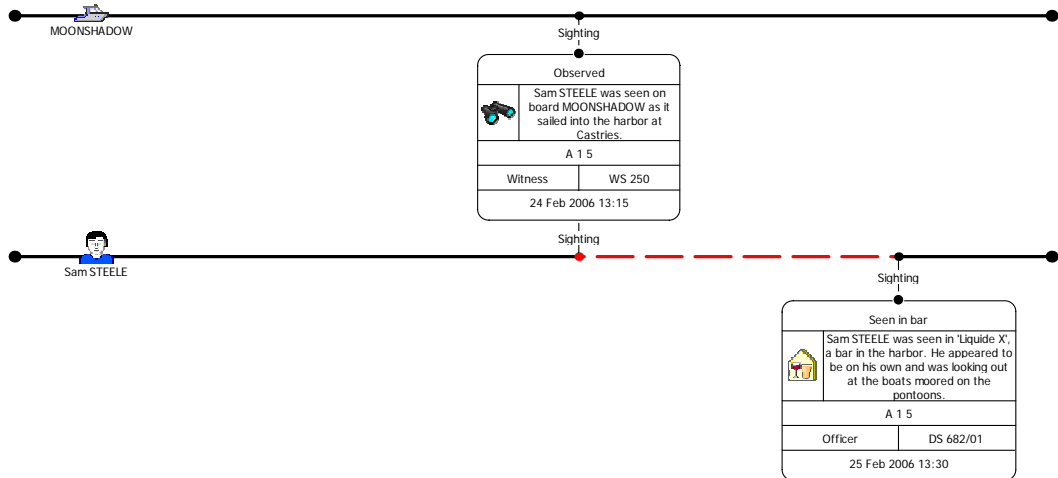
6. You also know that the intervening period between MOONSHADOW being seen entering the harbor at Castries on 24 February 2006 and being moored in the port on 25 February is vague. Double-click the MOONSHADOW theme line between the Observed and Moored in port event frames to display the Edit Theme Line dialog.

7. Using the same method that you used to change the segment style on the Sam STEELE theme line, set the line strength to be unconfirmed and its color to be red.

The MOONSHADOW theme line now has a segment between the Observed and Moored in port event frames that is unconfirmed and red.

Your chart should look similar to that below:
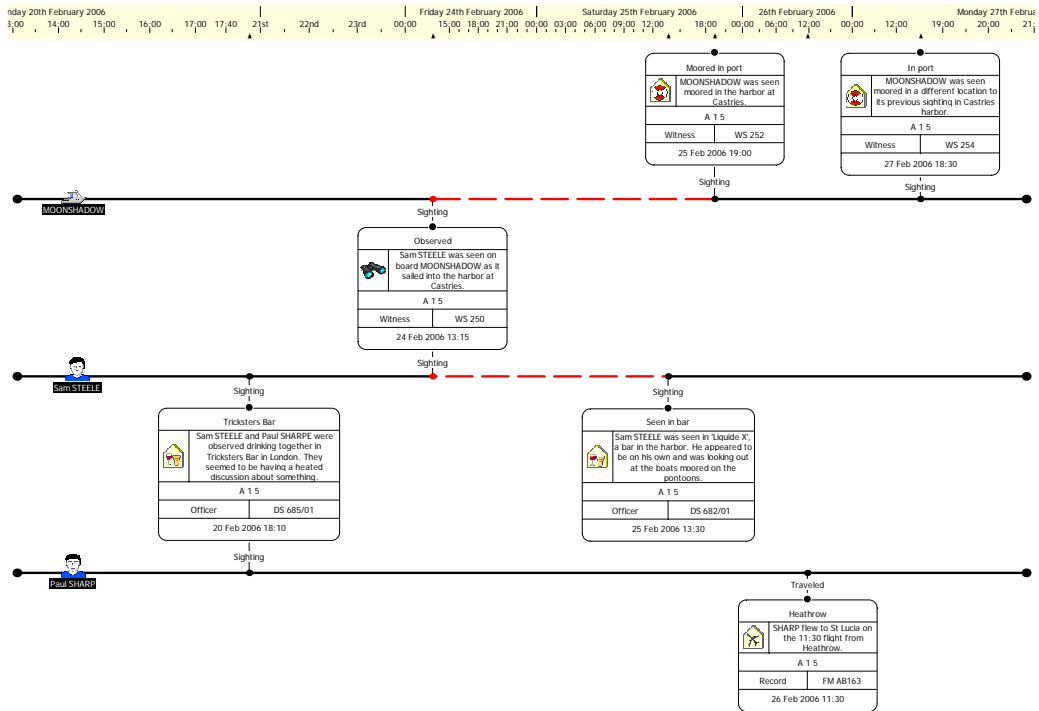
Click the **Save** toolbar button to save your chart.

Working with Theme Line Styles

There are a number of ways that you can change the way that a theme line is displayed on your chart.

You can change the symbol (or *terminator*) that is displayed at the beginning of a theme line (the left terminator) or the end of a theme line (the right terminator), for example a triangle, closed circle, open circle:
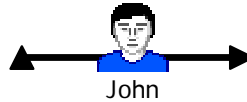
You can also choose not to have a terminator on your theme line:

You can extend the theme line so that it reaches to the leftmost and rightmost item on the chart, for example:

Alternatively, you can choose not to extend the theme line to the leftmost or rightmost items on the chart, for example:
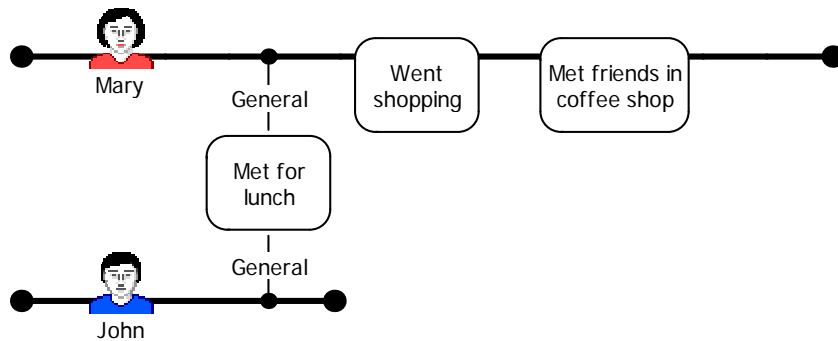
How do I change the terminator style of a theme line?

The theme lines are currently displayed on your chart with closed circles for both the leftmost and rightmost terminators. Set the terminator style for all of the theme lines on your chart so that the leftmost terminator is a filled triangle and the rightmost terminator is an open circle. To do this:
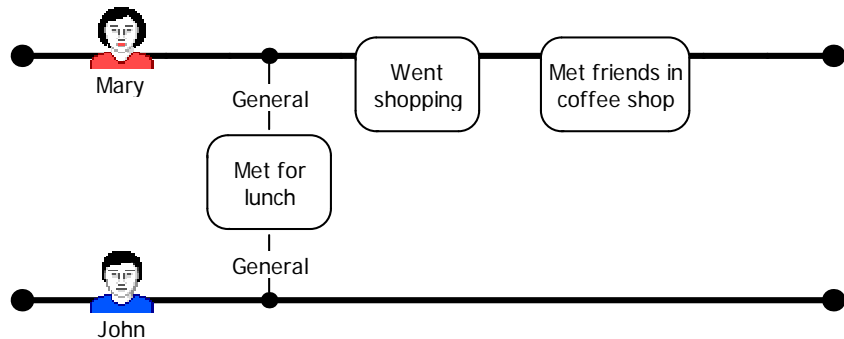
1. Position your mouse just above and to the left of the MOONSHADOW theme line, hold down the left mouse button and drag the mouse down and to the right so that the selection box extends to include all of the theme line icons. Release the mouse button, the selection box disappears but everything that was in it is selected.

    Note: Make sure that only the theme lines are selected.

2. With the theme lines selected, right-click on one of them, and from the shortcut menu select **Combined Properties**.

3. Select **Style\Theme Lines\Display** to display the Theme Line Display page:
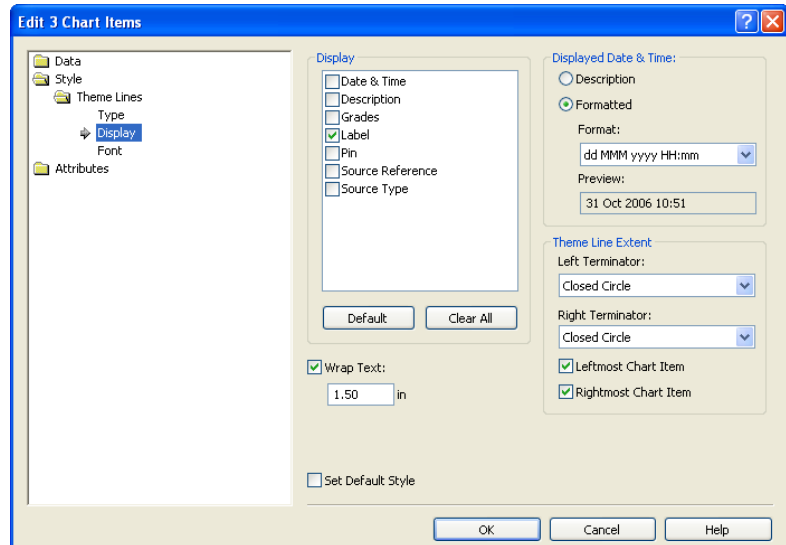
4. From the **Left Terminator** drop-down list, select Triangle.

5. From the **Right Terminator** drop-down list, select Open Circle.

6. Click **OK**.

The theme lines are now displayed on the chart with a triangle as the left terminator and an open circle as the right terminator.

Note: If you cannot see both ends of the theme line click the **Fit Chart in Window** toolbar button.

Your chart should now look similar to that below:
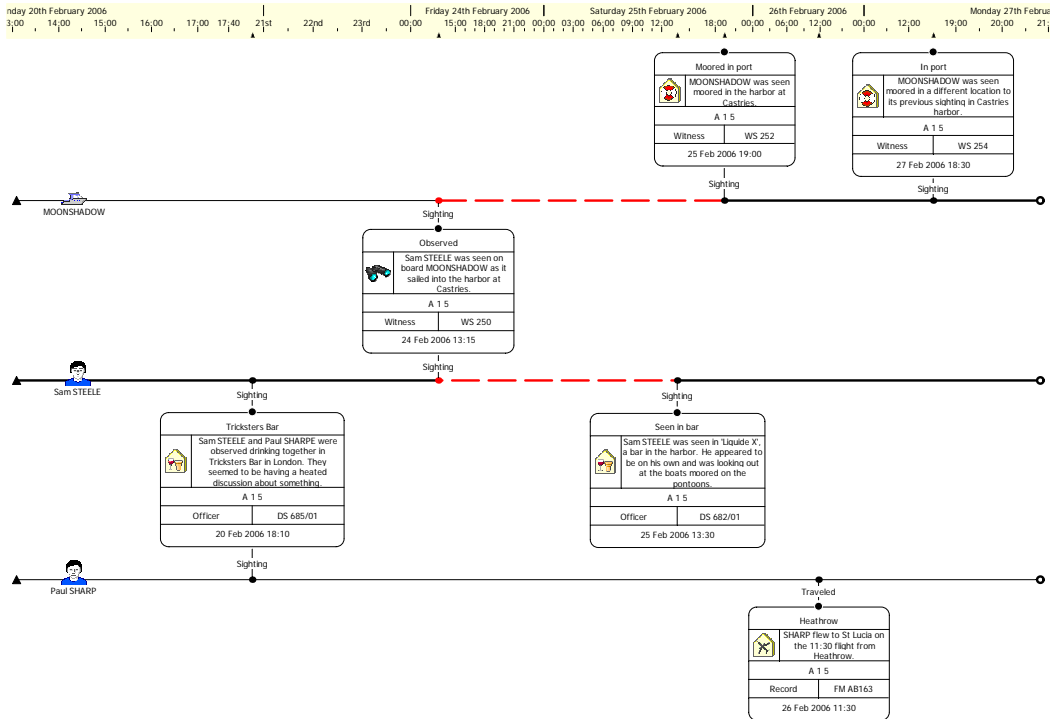
Click the **Save** toolbar button to save your chart.

How do I see the label of a chart item in a large chart?

The larger a chart becomes, the more difficult it is to see what each item represents, particularly if you are zoomed out to see the bigger picture. *Analyst's Notebook* displays the labels of chart items as you hover your mouse over them. To see this:

1. Scroll to the right side of the chart so you cannot see the beginning of any of the theme lines. Hover your pointer over one of the theme lines. A tooltip appears with the label of the theme line that your mouse is positioned over.
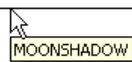
2. Hold your pointer over some of the event frames and the other theme lines on the chart to see the label of each item.

Annotating a Chart with a Legend

You can create a *legend* that is the key to the entity types, link types, attribute classes and fonts that you have used on your chart. For example, if you want to specify which link type has been used to represent a particular type of association you can display this link type together with descriptive text in the legend. A legend is also a good place to put information relating to version numbers and the date of printing.
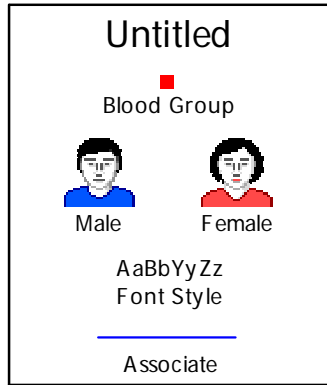
You can create legend entries for the following chart items:

- entity icons

- attributes

- bordered entities

- text labels

- links

You can specify the location of the legend on the chart and its size and style.

How do I add a legend to a chart?

Now that you have added all of the happenings that took place during the investigation you want to add a legend to summarize the contents of the chart. To add a legend to the chart:

1. From the **Format** menu, select **Legend**. This will display the Legend Population Option dialog:
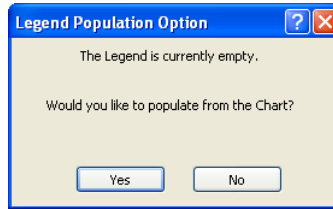
2. Click **Yes**. This will display the Edit Legend dialog:
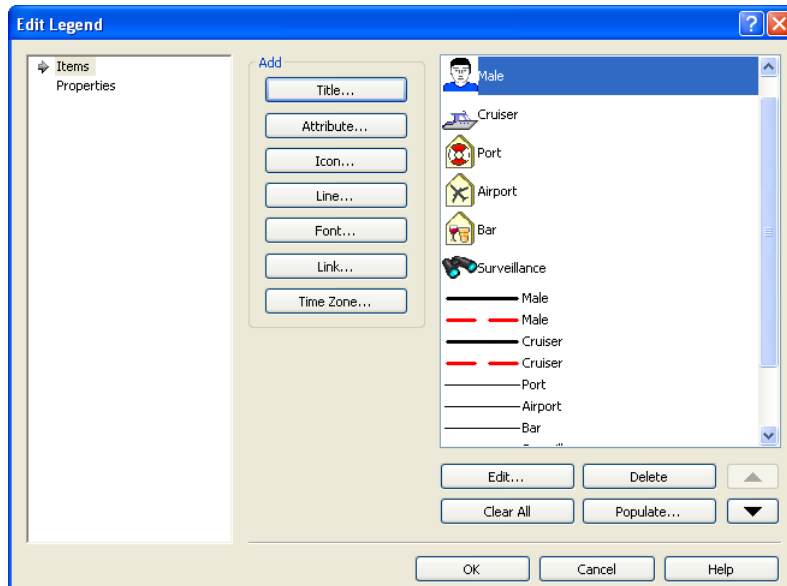
3. You are not interested in displaying any other information on the legend so delete each of the other entries. To do this, click **Clear All**.

4. Click the **Title** button. The Add Legend Title dialog is displayed. Enter the following information:

    ```
    Themes
    Operation Crest
    A chart showing segments and a legend.
    V 0.1
    7 Jun 2006
    Analyst Fitzwilliams
    ```

5. Click **OK** to close the Add Legend Title dialog.

Do not close the Edit Legend dialog.

How can I move the legend around a chart?

You also want to set your legend so that you can move it freely around the chart. To do this:

1. Select **Properties** to display the Legend Properties page.
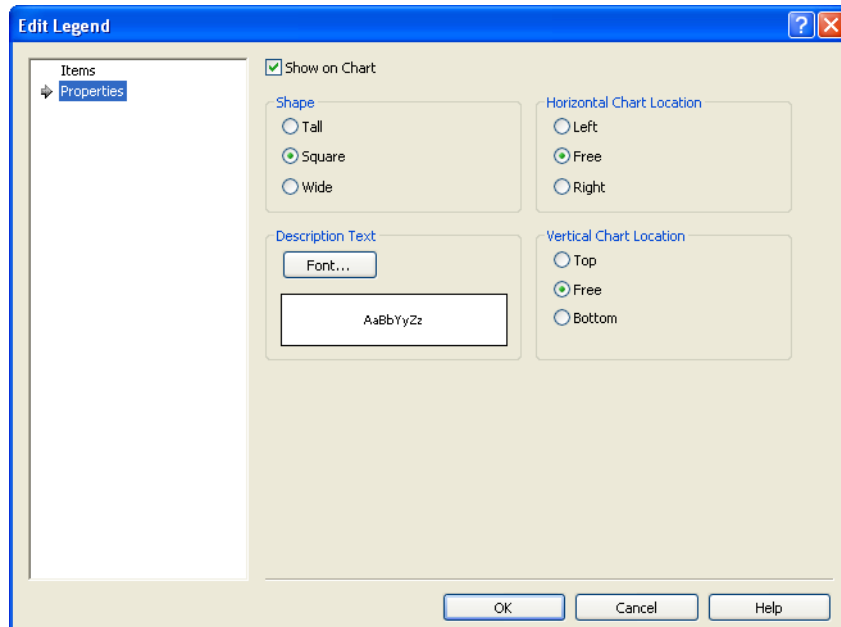
2. Make sure that the **Show on Chart** check box is turned on.

3. In the Shape area select **Square**.

4. In the Horizontal Chart Location and Vertical Chart Location areas select **Free**.

5. Click **OK** to close the Edit Legend dialog.

   The legend is now displayed on the chart.

6. Drag the legend to the bottom right of your chart.

Your chart should now look similar to that below
(`Example 6 finished.anb`):
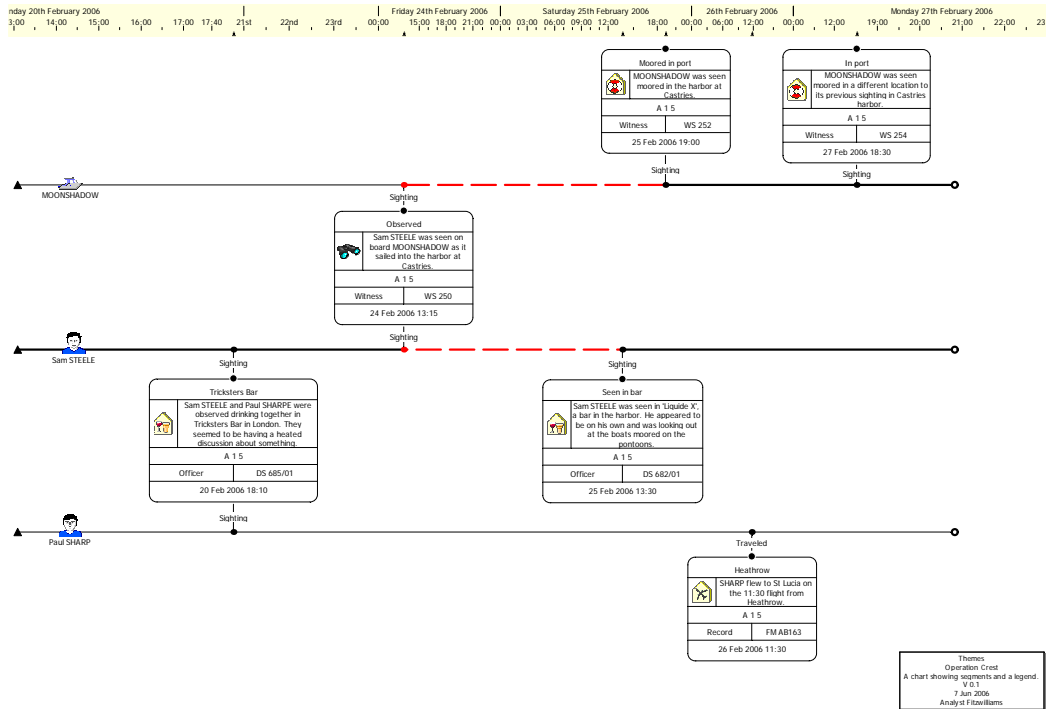
How do I print a chart with the time bar and theme line names?

When you have finished adding information to your chart you can print it. You want to print this chart so that the legend is printed and theme line names are displayed on the left side of each printed page. To do this:

1. From the **File** menu, select **Page Setup** to display the Page Setup dialog:
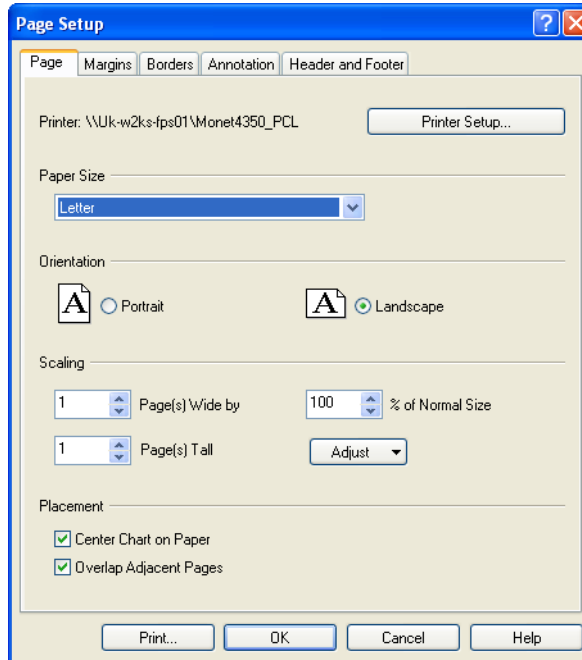
2. First of all, choose a printer. To do this, click the **Printer Setup** button to display the Printer Setup dialog:
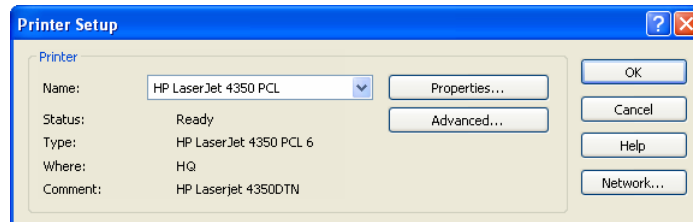
If the name of the printer displayed in the **Name** drop-down list is correct, click **OK**. If not, click the drop-down list and select the correct printer, then click **OK**.The Page Setup dialog will be displayed again.

3. You want to print this chart on two landscape pages.To do this:

   a. In the Orientation area, select **Landscape**.

   b. In the Scaling area, set the **Page(s) Wide by** to be 2 and the **Page(s) Tall** to be 1.
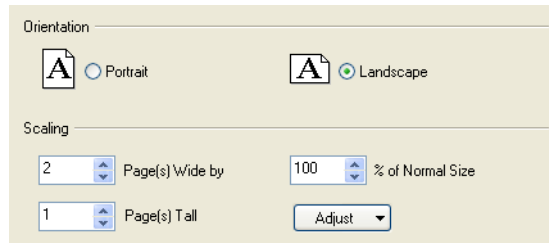
4. As you want the chart to be printed as large as possible on the two pages, click **Adjust**, and from the drop-down list select **Scale**. This option increases or decreases the size of the chart, so that it will fit on the number of pages you have specified.
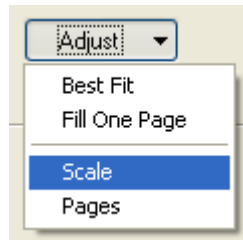
5. The display of the Time Bar, and Theme Line Names is set in the Annotation page. Click the **Annotation** tab to display the Annotation page:
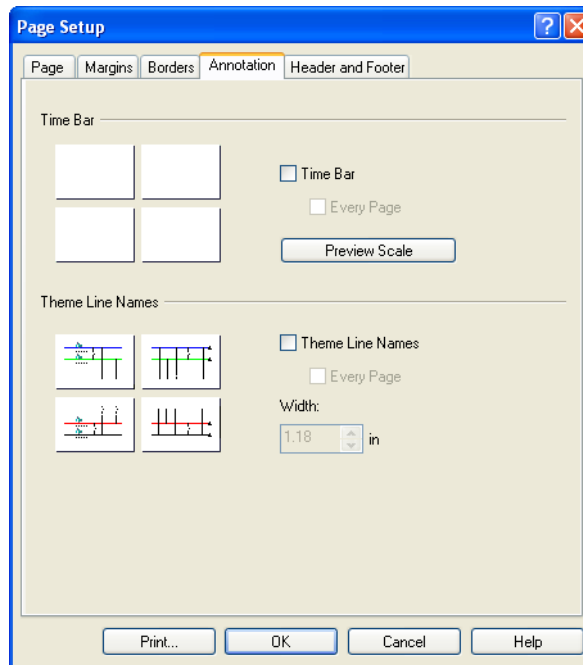
6. Turn on the **Time Bar** check box. You want the time bar to be printed on each page so turn on the **Every Page** check box.

7. You want the theme line names to be printed on each page; turn on the **Theme Line Names** check box, then turn on the **Every Page** check box.

8. Click **OK** to close the Page Setup dialog.

9. **Page Boundaries** will now be displayed on your chart, and should look similar to that shown below:
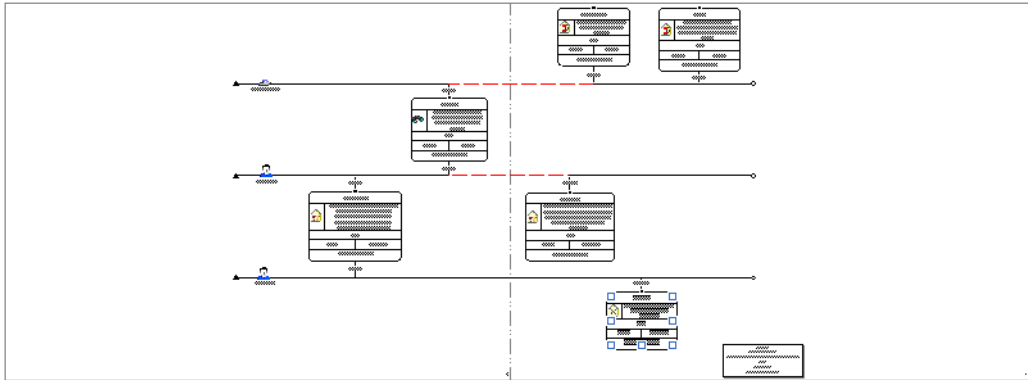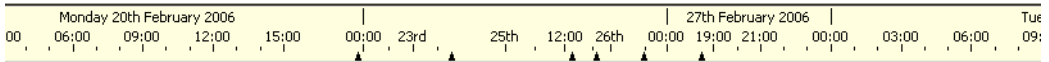
10. Print the chart; click the **Print** toolbar button.

11. Save the chart but do not close it. In the next part of this example you will be adding further information to it.

Note: Printing a chart is described in further detail in *Viewing Page Boundaries and Printing a Chart* on page 65.

Adding Summary Information to a Chart

When you have created a new chart you can add summary information to it that describes its contents. You can add:

- Title

- Subject

- Keywords

- Category

- Comments

- Author

Chart summary information is particularly useful for describing the contents and intended use of the chart, which analysts can read on the Cover Sheet when opening a chart. For example, the chart summary information is useful if the chart has not been used for some time and you, or another analyst, want to have some idea about what it contains before opening it. See *Cover Sheet* on page 32.

The summary information is also displayed as a tooltip when you hold your pointer over the chart name in Windows Explorer.

Some of the summary details are displayed in the Details section of Windows Explorer.

Summary properties are also displayed as a tooltip.
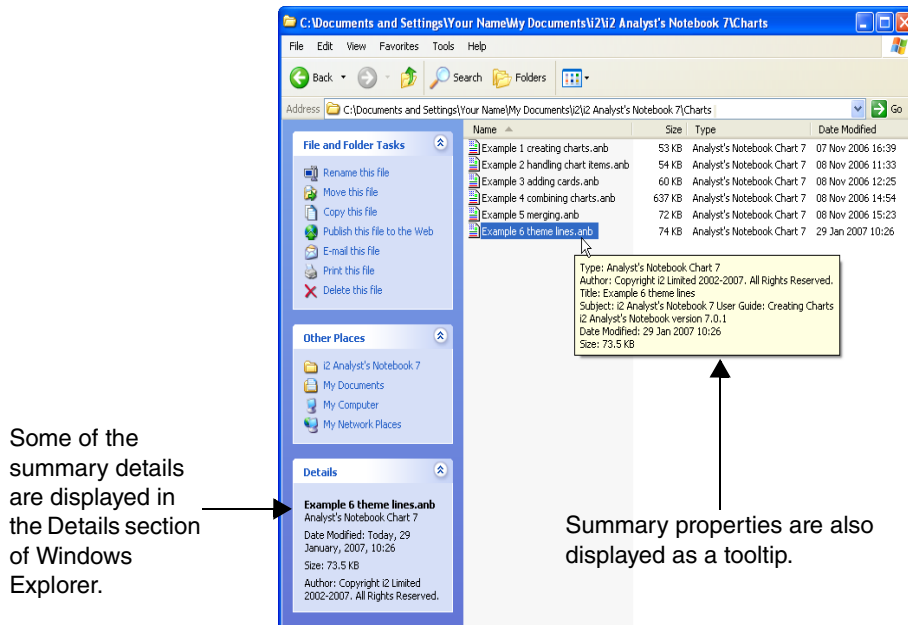
In addition to adding summary properties, you can also add custom properties to describe and classify the chart with terms or classifications that are specific to your team or organization. The Case and Classification custom properties are provided with every new chart that you create from the standard template to which you can add values, and add new custom properties.

Custom:	Name	Value	
	Case	REDHAND	
	Classification	Restricted	
	Draft Status	Final	
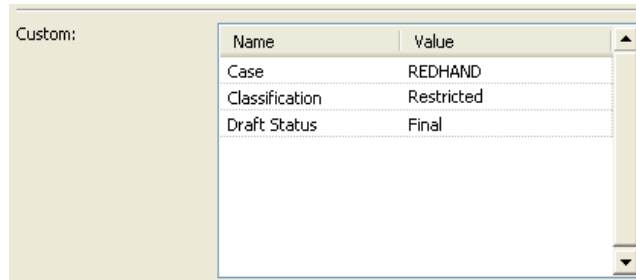
The custom properties are not displayed as a tooltip in Windows Explorer, however, they can be viewed on the Custom page of the Windows File Properties dialog.

Typically, you will add and amend your summary and custom properties in the Cover Sheet when you open and save your charts. See *Saving Charts and the Cover Sheet* on page 32. However, they can be created and amended at any time using the Chart Properties dialog.

How do I add a summary to a chart using Chart Properties?

Add summary properties to the chart to help other authors find the chart in the future and understand its contents.

1. From the **File** menu, select **Chart Properties**.

2. Select **Summary\Description** to display the Description page of the Chart Properties dialog.
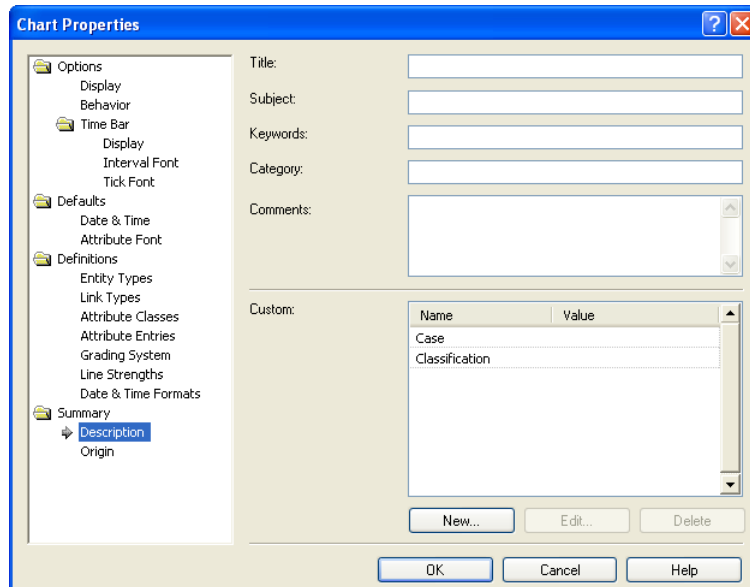
3. Enter the following information in the summary fields:

Title	Drug Smuggling Activities involving MOONSHADOW
Subject	St Lucia Drug Smuggling
Keywords	Drugs, "St Lucia", MOONSHADOW
Category	Surveillance
Comments	This is an example from the i2 Analyst's Notebook 8 User Guide.

Note: You can use the Tab key to move between the boxes on the Description page.

4. Select **Summary\Origin** to display the Origin page of the Chart Properties dialog.
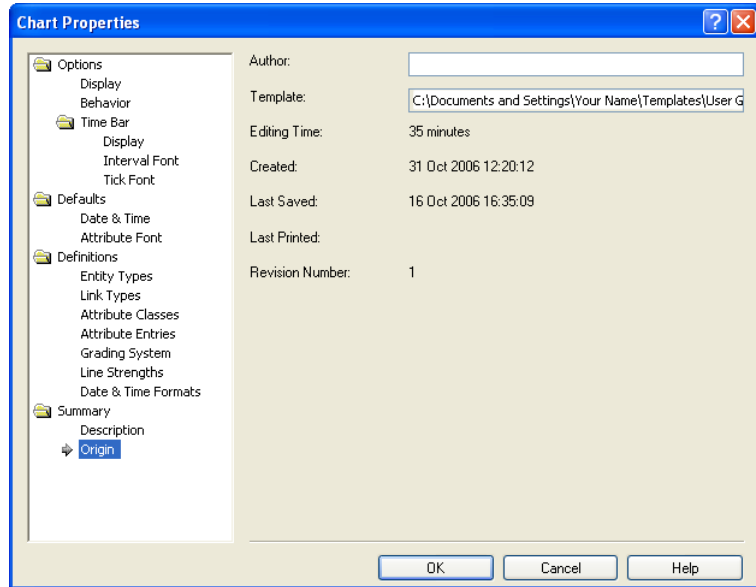
5. Type `<your name>` in the **Author** box.

You have now completed the summary properties.

Do not close the Chart Properties dialog.

How do I edit a custom property using Chart Properties?

When you create a new chart from the User Guide Examples template, custom properties called Case and Classification are created for you to add values. Add the text value St Lucia to the existing Case custom property, and Restricted to the existing Classification custom property.

1. Select **Summary\Description** to display the Description page of the Chart Properties dialog.

2. In the Custom area of the Description page, select the Case custom property and click **Edit** to display the Edit Classification Property dialog.
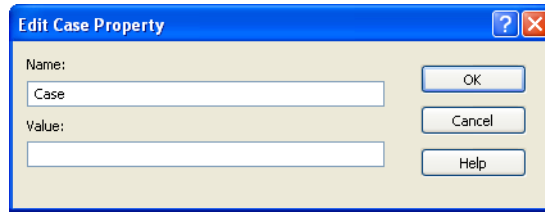
3. Type St Lucia in the **Value** box, and click **OK**.

4. Select the Classification custom property and click **Edit** to display the Edit Classification Property dialog

5. Type Restricted in the **Value** box, and click **OK**.

The Case and Classification custom properties have now been edited.

Do not close the Chart Properties dialog.

How do I create custom properties using Chart Properties?

Create an additional custom property to record the draft status of the chart.

1. Click **New** to display the New Custom Property dialog.
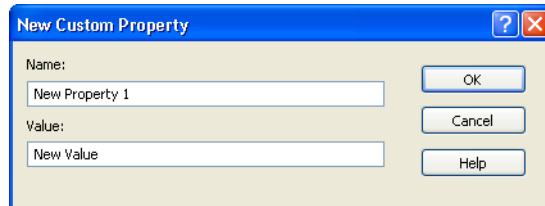
2. Delete the text in the **Name** box and type Draft Status.

3. Delete the text in the **Value** box and type Final.

4. Click **OK** to close the New Custom Property dialog, and to create the Case and Draft Status custom properties. The completed Chart Properties Description page should look similar to that below:
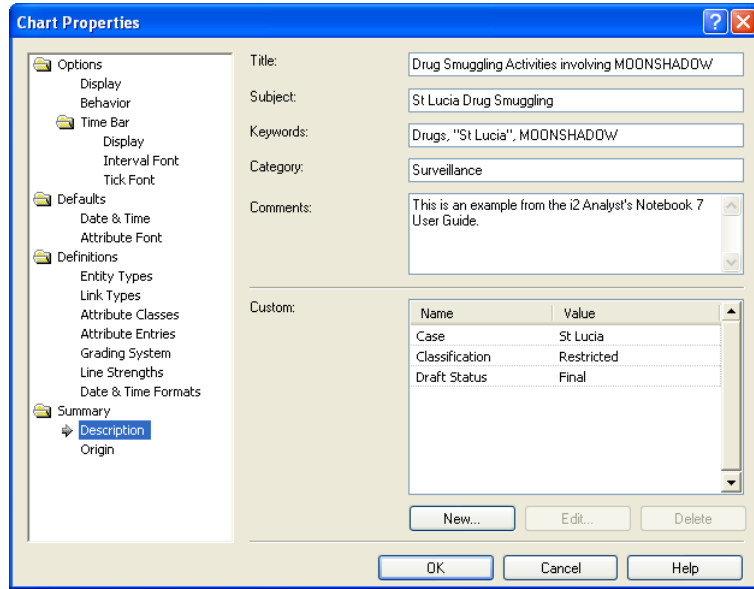
5. Click **OK** to close the Chart Properties dialog.

6. Click the **Save** toolbar button to save your chart.

Close the chart.

How do I find a chart using summary information?

You can search for a file using any summary information that you have added. To do this:

1. Start Windows Explorer from the Windows **Start** menu and select **All Programs ▶ Accessories ▶ Windows Explorer**.

2. Click the **Search** toolbar button. This displays the Search page of Windows Explorer:
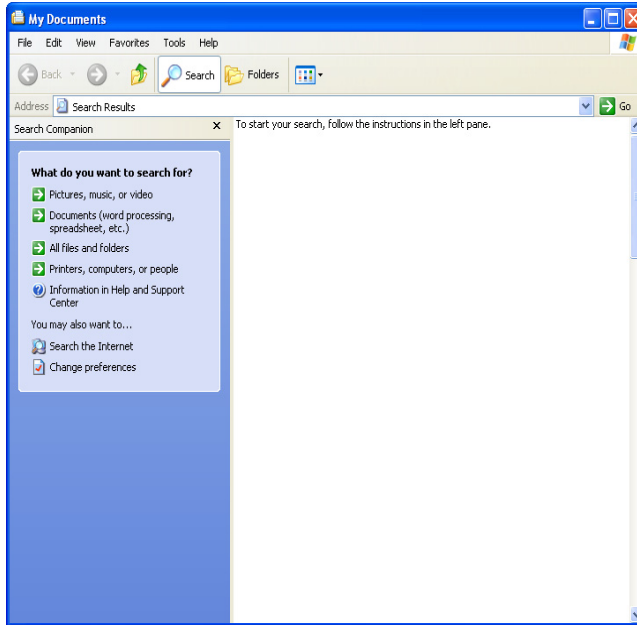
3. In the What do you want to search for? area, select **All files and folders**. This displays the following dialog:
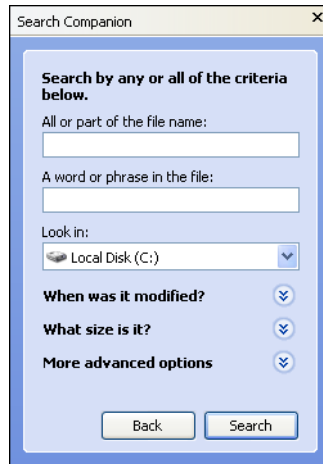
4. In the **A word or phrase in the file** box, type MOONSHADOW. This was one of the keywords you added as summary information to your chart.

5. In the **Look In** box, type `C:\Documents and Settings\My Documents`, or wherever you have saved the charts that you have created as you have been working through the examples in this guide.

6. Click **Search**.

   Windows Explorer searches for any files containing the text MOONSHADOW. The search results are displayed in the Search Results dialog:
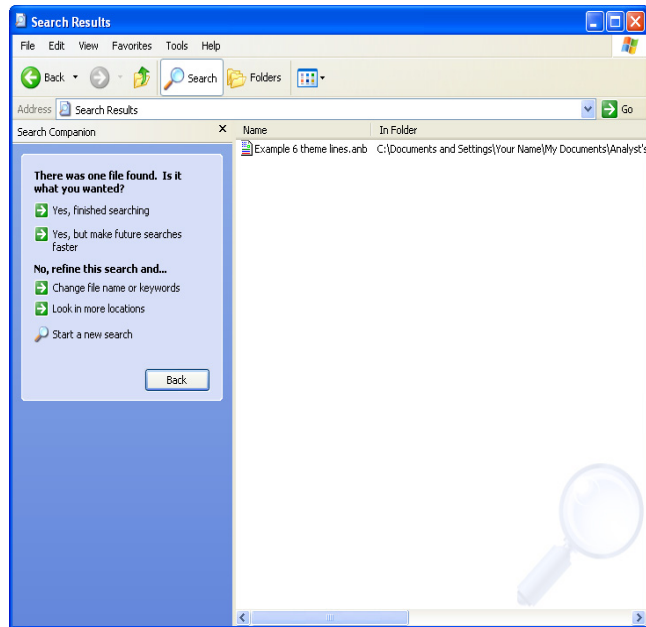
   Do not close Windows Explorer.

How do I see summary information?

When you have added summary information to your chart you can see this information in Windows Explorer. To do this:

Hold your pointer over this file in the file list; the summary information that you added to this chart is shown in a tooltip.
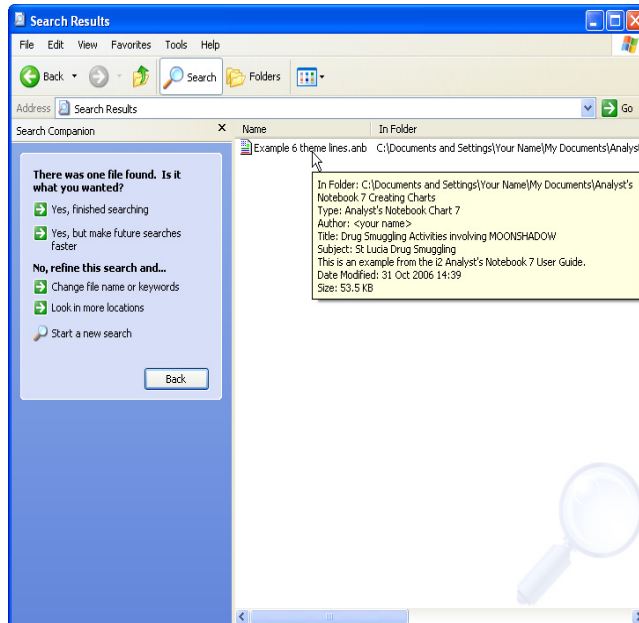
Summary

In this example you will have learned how to:

- display the time bar

- add theme lines to your chart

- link event frames to theme lines

- change the style of a theme line

- annotate a chart with a legend

- add summary and custom property information to a chart using Chart Properties

7

Working with Theme Lines

This chapter describes how to automatically link event frames to theme lines. It also explains how to edit the display properties of event frames and theme lines.

Contents

Introduction

The features covered in detail in this example are:

- automatically linking event frames to theme lines

- diverting theme lines through event frames

- showing link information on diverted event frames

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (`Example 7 finished.anb`) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

Scenario

In previous examples you have been charting information regarding drug smuggling activities involving a private motor cruiser called MOONSHADOW and its crew. Further information has been received about the suspects.

Information has been received that Paul SHARP returned from St Lucia to Heathrow on 23 February 2006.

Further information has been received that a third suspect, Danny KENT, traveled to St Lucia on a flight from Heathrow on 26 February 2006. Danny KENT is a known associate of Paul SHARP and Sam STEELE.

Two of the suspects, Paul SHARP and Sam STEELE, were seen drinking in Tricksters Bar in London on 20 February 2006. This information has already been charted on the existing chart.

Sam STEELE and MOONSHADOW were both observed in the harbor on 24 February 2006.

At some time after the meeting in Tricksters Bar on 20 February 2006, Paul SHARP traveled to St Lucia. You have details about his return journey but you do not have any information about how he traveled to St Lucia.

Paul SHARP and Sam STEELE were seen meeting in a hotel in London on 27 February.

All three suspects were observed acting suspiciously in the harbor on 25 February 2006.

Automatically Linking Event Frames

In Chapter 6, *Introducing Theme Lines* you added event frames to your chart and linked them manually to theme lines. In *Analyst's Notebook* you can also link event frames to theme lines automatically. This is useful if you have several theme lines on a chart and you want to link an event frame to all of them.

The link type that is used is the last used link type for your chart. If you want to use any link type other than the last used link type, select it before you add the event frame to the theme line, or change the link type as you automatically link an event frame to a theme line.

It is good practice to link event frames to theme lines if they are related.

How do I automatically link an event frame to a theme line?

Information has been received that Paul SHARP returned from St Lucia to Heathrow on 23 February 2006. Create an event frame to represent this information and automatically link it, using a link of type General, to the Paul SHARP theme line. To do this:

1. Open the chart `Example 7 initial.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

    In Chapter 6, *Introducing Theme Lines* you created a chart that contained several theme lines and event frames to represent the information that had been received about two suspects (Sam STEELE and Paul SHARP) and the MOONSHADOW cruiser. You then manually linked the event frames to the theme lines.

In this example you will continue to use the chart that you created in Chapter 6, *Introducing Theme Lines*, and add further information to it.
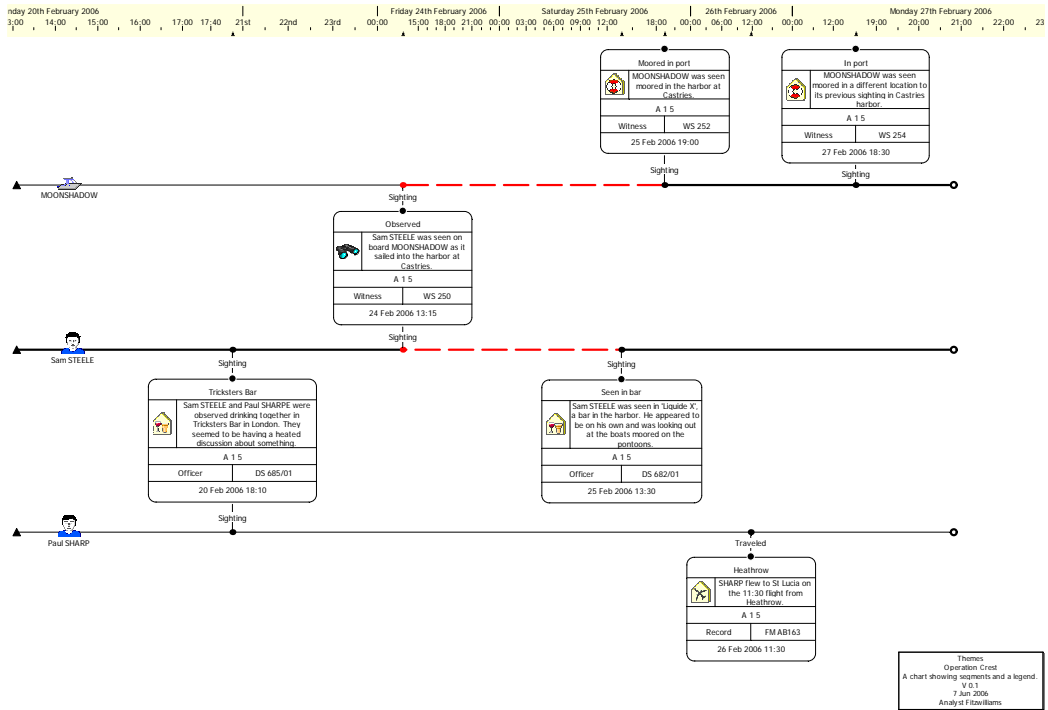
2. Save this chart using **Save As** from the **File** menu. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 7 more theme lines.anb` in the **File Name** box and click **Save**.

3. Click the drop-down arrow on the **Insert Link** toolbar button and select **Standard ▶ General** to select the General link type from the Standard palette.

   Note: Select the required link type before you automatically link an event frame to a theme line. This ensures that the event frame is linked to the theme line with the correct link type.

4. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Locations ▶ Airport** to select the Airport type from the Locations palette.

5. While holding down the Ctrl key, place the event frame on the Paul SHARP theme line.

> **Note:** When you drag the new event frame near to the Paul SHARP theme line the pointer changes to a cross and a tooltip displays the label of the theme line. When you place the event frame on the theme line it will automatically link to it.
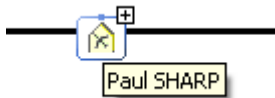
6. Click on the theme line and release the Ctrl key. Add the following information to this event frame:

Identity	Return
Date & Time	23 Feb 2006 12:30
Description	SHARP returned from St Lucia to Heathrow.
Grades	A 1 5
Source Type	Record
Source Reference	FM AB164

How do I change the link type while adding an event frame?

Further information has been received that a third suspect, Danny KENT, traveled to St Lucia on a flight from Heathrow on 26 February 2006. To represent this information on the chart add a new theme line for Danny KENT and then add a new event frame so that it is automatically linked to this theme line. To do this:

1. Click the drop-down arrow on the **Insert Theme Line** toolbar button and select **Individuals ▶ Male** to select the Male type from the Individuals palette. Place this theme line above the MOONSHADOW theme line and edit its identity to be `Danny KENT`.

2. Add a new event frame of type Airport and link it automatically to the Danny KENT theme line with a General link type. To do this:

   a. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Locations ▶ Airport** to select the Airport type from the Locations palette.

   b. Hold down the Ctrl+Alt keys.

c. Drop the event frame directly onto the Danny KENT theme line.

d. As you drop the event frame onto the theme line release the Ctrl and Alt keys. The Edit Link dialog is displayed.

3. Type `Flew to St Lucia` in the **Label** box.

4. Select **Style\Type** to display the Type page:
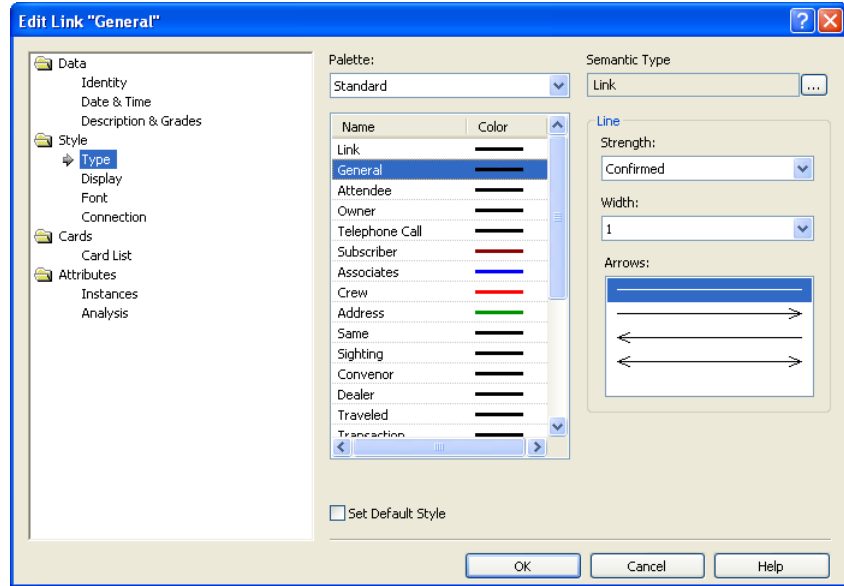
5. Select the Traveled link type.

6. Click **OK** to close the Edit Link dialog.

7. Add the following information to this event frame:

Identity	Departure
Date & Time	26 Feb 2006 08:30
Description	KENT boarded a flight to St Lucia. He traveled on a cash paid, open return ticket.
Grades	A 1 5
Source Type	Record
Source Reference	FM AB165

Your chart should now look similar to that below:
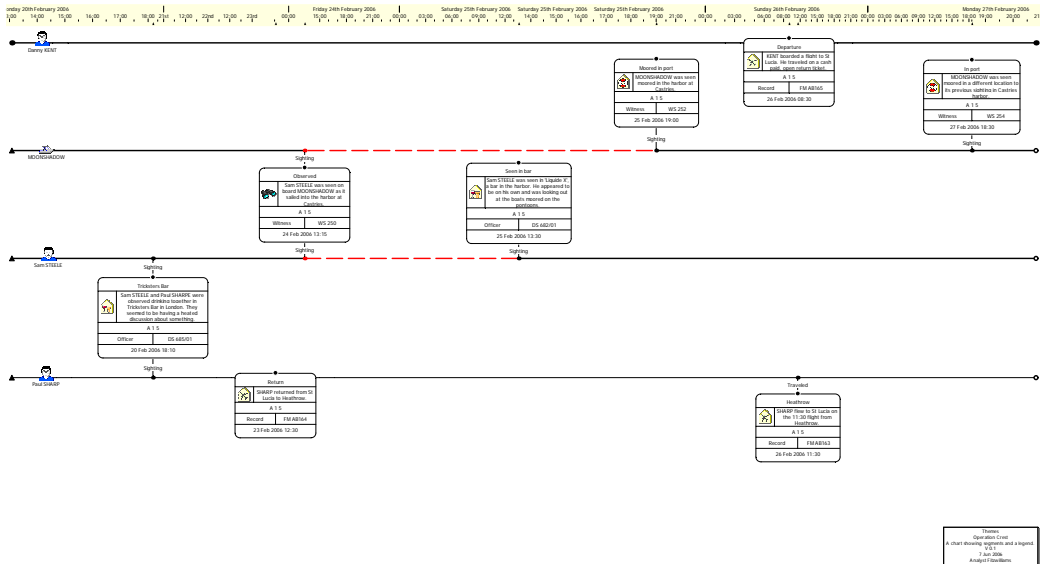
Click the **Save** toolbar button to save your chart.

Changing Theme Line Display Using Wiring

Theme line wiring describes the way that a theme line diverts to pass through an event frame and how it travels between event frames. It also describes the vertical location at which the end of the theme line is drawn.

You can specify three different wiring height styles:

• previous event frame

• next event frame

• theme line icon

Previous event frame
When theme line wiring is set to Previous Event Frame, it maintains the height of the theme line diverting through the previous event frame on the chart.

Theme line is at the same height as the theme line diverting through the previous event frame.
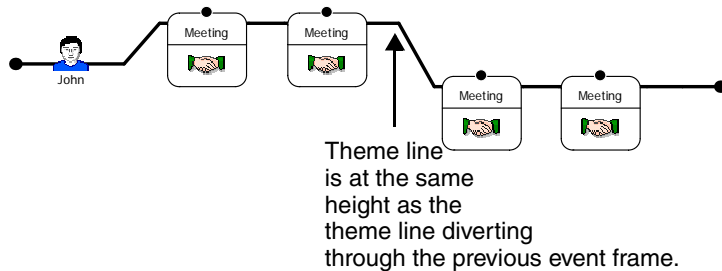
Next event frame
When the theme wiring height is set to Next Event Frame, it maintains the height of the theme line diverting through the next event frame on the chart.

Theme line is at the same height as the theme line diverting through the next event frame.
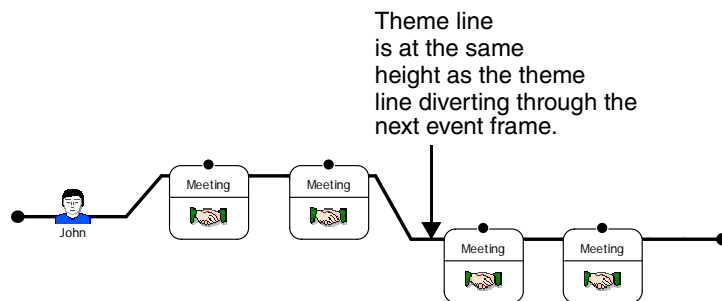
Theme Line icon   When the theme wiring height is set to Theme Line Icon, the theme line maintains the same height as the theme line icon.

Theme line is at the same height as the theme line icon.
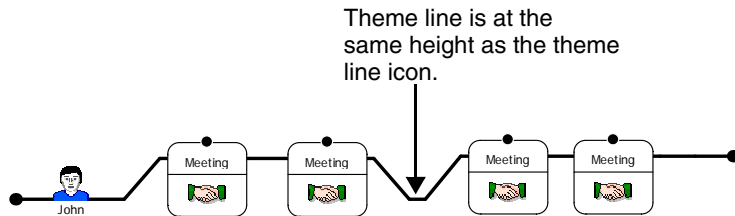
How do I divert a theme line through an event frame?

Two of the suspects, Paul SHARP and Sam STEELE were seen drinking together in Tricksters Bar in London on 20 February 2006. An event frame for this is already on the chart. You now want to divert the Paul SHARP and Sam STEELE theme lines through this event frame. To do this:

1. Right-click on the Tricksters Bar event frame and select **Divert Theme Line ▶ Paul SHARP** from the shortcut menu. The Paul SHARP theme line is diverted through the Tricksters Bar event frame:
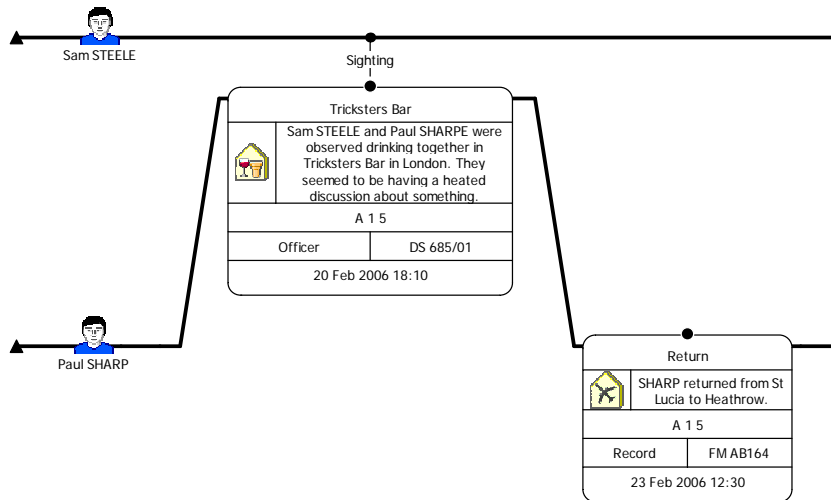
Note: An event frame must be linked to a theme line before you can divert the theme line through it.

2. Repeat the process and divert the Sam STEELE theme line through the Tricksters Bar event frame.

Both the Paul SHARP and Sam STEELE theme lines are diverted through the
Tricksters Bar event frame.
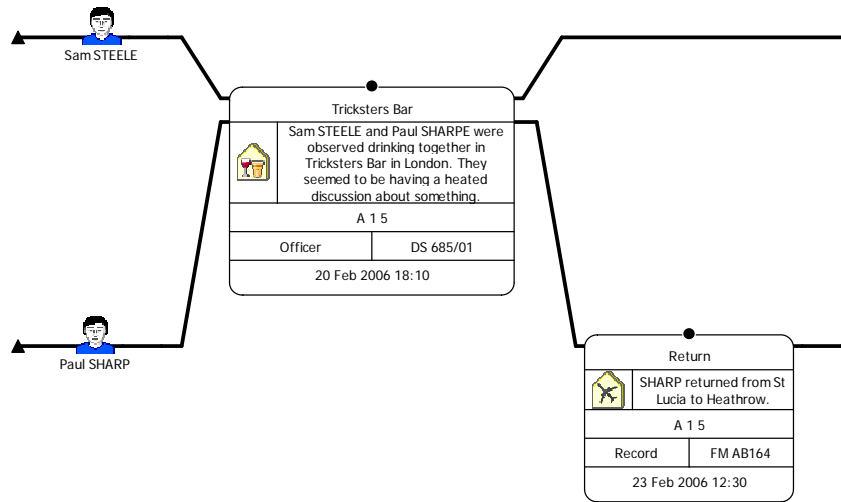
How do I change the wiring height of a theme line?

Sam STEELE and MOONSHADOW were both observed in the harbor on 24
February 2006. Divert the Sam STEELE and MOONSHADOW theme lines
through the Observed event frame and change the wiring height of the theme
lines. To do this:

1. Right-click on the event frame Observed and from the shortcut menu, select
   Divert Theme Line ▶ All Theme Lines.

Both the Sam STEELE and MOONSHADOW theme lines are diverted through the Observed event frame:
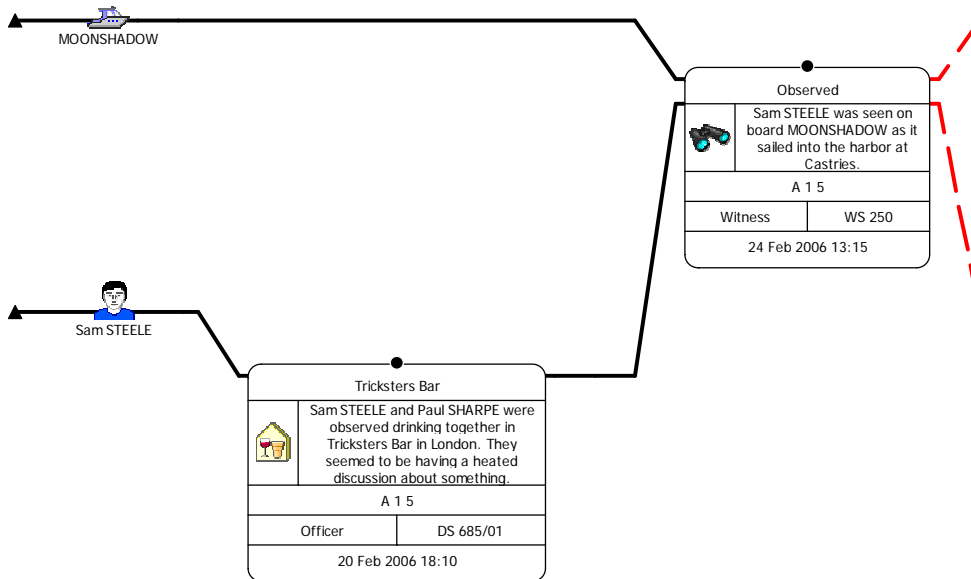
2. Right-click on the MOONSHADOW theme line between the Observed and Moored in port event frames, and from the shortcut menu, select **Wiring Height ▶ Previous Event Frame**.

The theme line segment between the Observed and Moored in port event frames is displayed at the same height as the previous event on the chart:
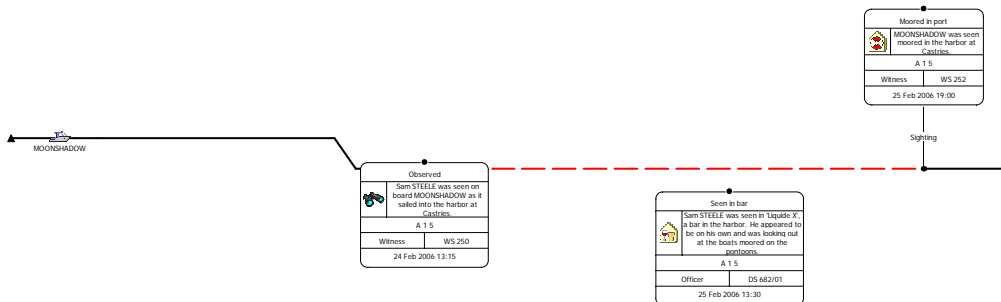
3. In the same way, make sure that the theme wiring height on the Sam STEELE theme line between the Observed and Seen in bar event frames is set to Theme Line Icon.

4. Divert the theme lines below through the event frames and change the wiring height of the theme line as indicated:

Theme Line	between Event Frame...	and Event Frame...	Wiring Height
MOONSHADOW	Observed	Moored in port	Theme Line Icon
Paul SHARP	Tricksters Bar	Return	Previous Event Frame
Sam STEELE	Tricksters Bar	Observed	Previous Event Frame

Tidy up the chart by dragging the event frames on the theme lines.

Your chart should now look similar to that below:
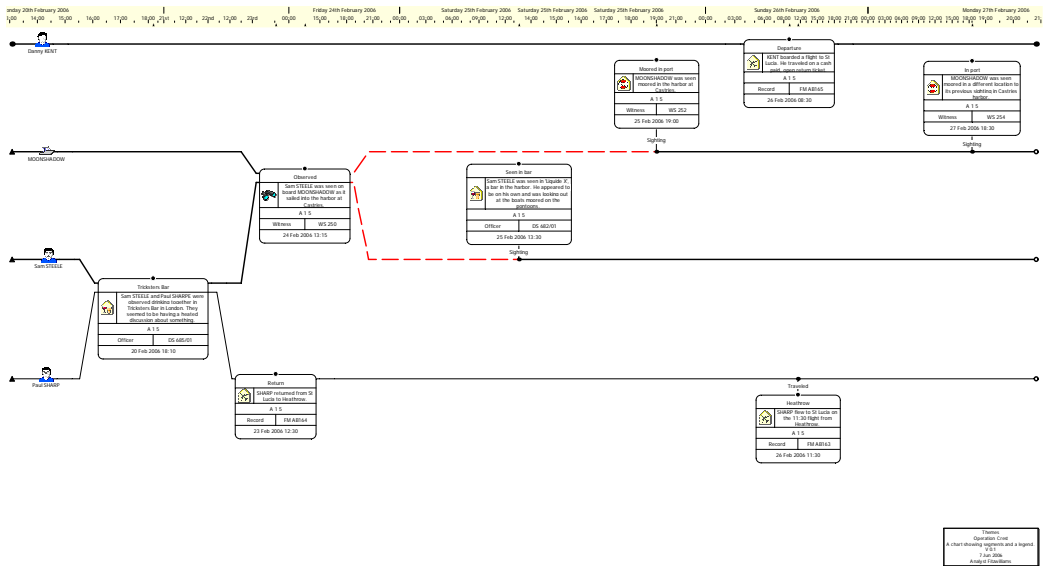
Changing the style of a theme line segment

At some time after the meeting in Tricksters Bar on 20 February 2006, Paul SHARP traveled to St Lucia. You have details about his return journey but you do not have any information about how he returned from St Lucia. On the Paul SHARP theme line, make the segment between the Tricksters Bar and Return event frames to be unconfirmed and red.

Note: For further information on how to change the style of a theme line segment, refer to *Varying the Style of a Theme Line Segment* on page 213.

Click the **Save** toolbar button to save your chart.

Automatically Linking to Multiple Theme Lines

You may want to add an event frame so that it links to more than one theme line. Rather than linking the event frame to each theme line in turn you can add an event frame and link it to more than one theme line automatically.

When you automatically add an event frame to more than one theme line the theme wiring will alter according to the theme lines that it is placed on and its position on the theme lines.

How do I automatically link to more than one theme line?

Paul SHARP and Sam STEELE were seen meeting in a hotel in London on 27 February. Add an event frame to the chart, linking it automatically to both the Paul SHARP and Sam STEELE theme lines. To do this:

1. Select the theme lines Paul SHARP and Sam STEELE, in that order.

2. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Standard ▶ Meeting** to select the Meeting type from the Standard palette.

3. While holding down the Alt and Ctrl keys, click on the chart, then release the Alt and Ctrl keys. The Edit Link dialog is displayed.
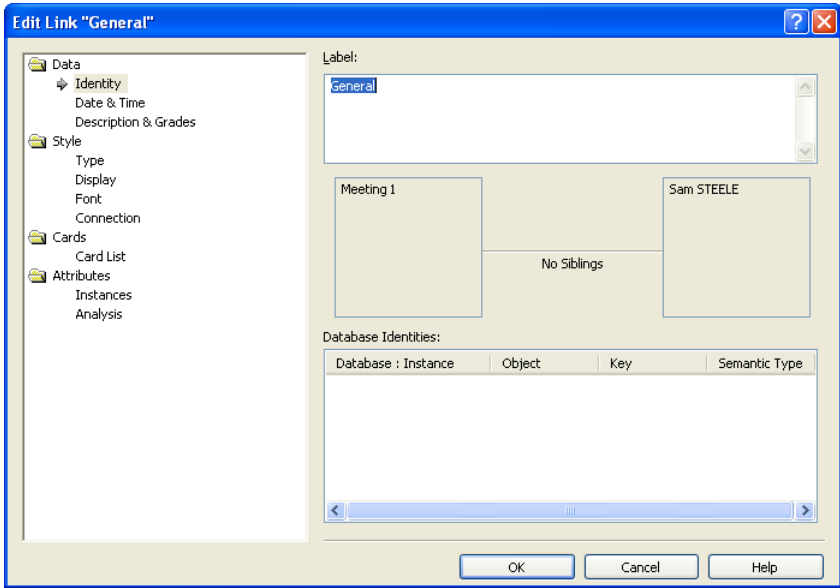
4. Type Attendee in the **Label** box.

5. Select **Style\Type** to display the Type page:
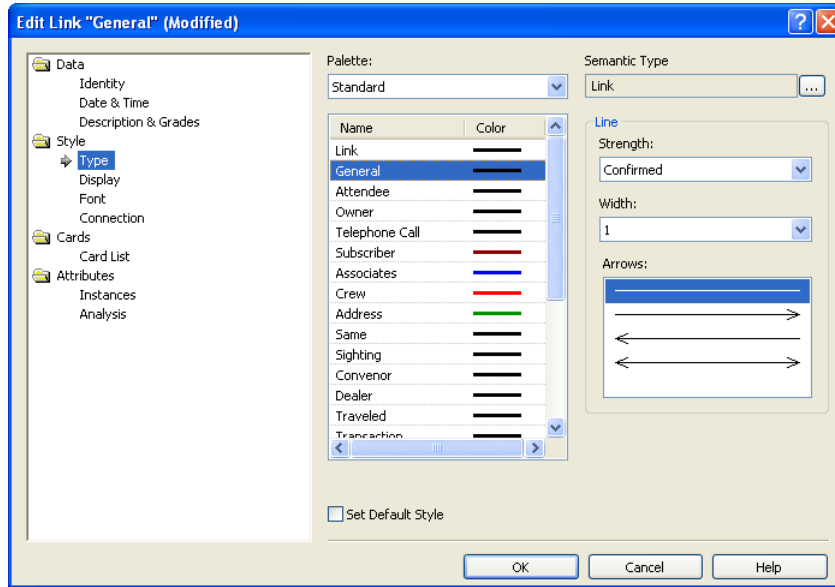
6. Select the Attendee link type and click **OK** to close the Edit Icon dialog.

   This will set the link type on the Paul SHARP theme line to be Attendee.

7. The Edit Link dialog is displayed once again so that you can edit the link on the Sam STEELE theme line. Repeat the steps above, edit the link label to be `Convenor` and select Convenor as the link type.

8. Click **OK** to close the Edit Link dialog.

9. Add the following information to this event frame:

Identity	Meeting in hotel
Date & Time	27 Feb 2006 17:30
Description	Both met in a hotel bar. Agenda unknown.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 487/01

The event frame is automatically linked to the Paul SHARP and Sam STEELE theme lines using the specified link types. It is also placed at its correct location on the chart, relative to its date and time.

Adding further information

All three suspects were observed acting suspiciously in the harbor on 25 February 2006. Add an event frame so that it is automatically linked to each of the theme lines. To do this:

1. Select the Sam STEELE, Paul SHARP and Danny KENT theme lines.

2. Click the drop-down arrow on the **Insert Link** toolbar button and select **Standard ▶ Sighting** to select the Sighting link type from the Standard palette.

3. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Crime ▶ Surveillance** to select the Surveillance type from the Crime palette.

4. While holding down the Ctrl key, drop the event frame directly onto the Danny KENT theme line. Release the Ctrl key. The event frame is automatically linked to each of the selected theme lines.

5. Add the following information to this event frame:

Identity	Seen in harbor
Date & Time	25 Feb 2006 18:20
Description	All three were seen walking in the harbor. They seemed very nervous, constantly checking around them as if to ensure that they were not being followed.
Grades	A 1 5
Source Type	Witness
Source Reference	WS 472

How do I reorder theme lines?

When you added the Seen in harbor event frame to the chart, the links between the theme lines and this event frame made the chart look untidy and difficult to read. Before you can present this chart you will need to remove any crossed links and rearrange the other items on the chart. To do this:

1. Right-click on the Danny KENT theme line, and from the shortcut menu, select **Select Connections**.

2. Right-click once again on the Danny KENT theme line and this time select **Select Ends**. The Danny KENT theme line and the Departure and Seen in harbor event frames are selected.

3. While holding down the Shift key drag the selected items down the chart and place them just below the Paul SHARP theme line.

4. Tidy the chart up further by dragging event frames on the theme lines so that the chart is easier to read.

Your chart should look similar to that below:
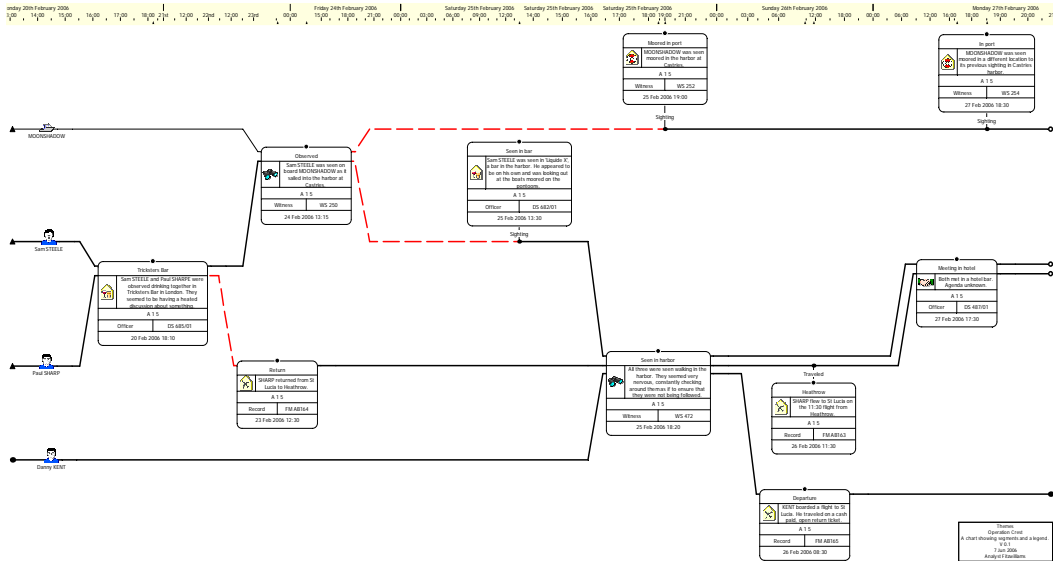
Click the **Save** toolbar button to save your chart.

Displaying Link Information in Event Frames

When you divert a theme line through an event frame it is not possible to see the links that are connected to it. In *Analyst's Notebook* you can change the display of the event frame to show the link area. This makes it easier to see which theme lines are diverting with which links.
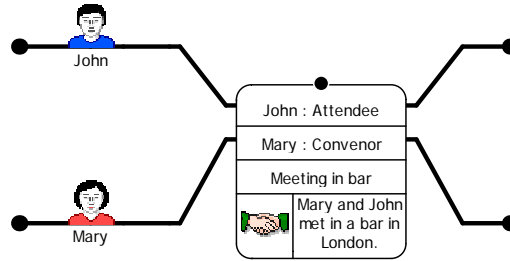
How do I display type names using the link area of an event frame?

If you have an event frame that is linked to more than one theme line (for example, in this chart the Seen in harbor event frame is linked to the Sam STEELE, Paul SHARP, and Danny KENT theme lines), it is possible to display information about the link on the event frame itself. To do this:

1. Right-click on the Seen in harbor event frame, and from the shortcut menu, select **Edit Item Properties**. This will display the Edit Event Frame dialog.

2. Select **Style\Display**.
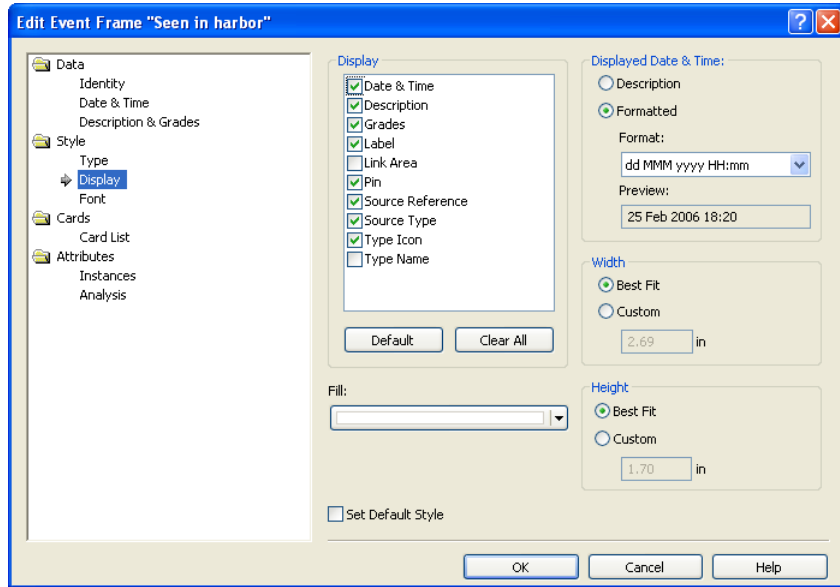
3. Turn on the **Link Area** check box and click **OK**.

   The event frame is now displayed on the chart with three link areas that describe each of the theme lines and how they are linked to the event frame:

Your chart should now look similar to that below (`Example 7 finished.anb`):

Click the **Save** toolbar button to save your chart.
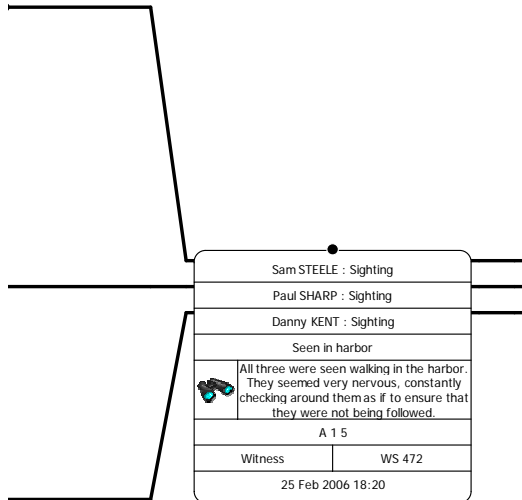
Summary

In this example you will have learned how to:

- change theme line display using wiring

- work with theme lines

- show link information on diverted event frames

8

Ordered and Controlling Items

This chapter describes how you can add date, time and order to items on your chart.

Contents

Introduction

The features covered in detail in this example are:

- using the time bar

- duplicating items

- ordering items using pins

- timed links

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (Example 8 finished.anb) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the My Documents\i2\i2 Analyst's Notebook 8 folder, and double-click on the Creating Charts folder.

Scenario

On 20 November 2006, an officer observed the three suspects, KENT, SHARP and STEELE meeting in a hotel in the US. At one point they were seen looking at a map on which KENT made some markings.

After the meeting in the US, the three suspects returned to the UK but it is not known how they traveled back.

On 26 November 2006, at 09:30, KENT was seen leaving his home in the UK. He walked to a local travel agent and booked a flight, after which he spent some time visiting other shops in town. There are witness statements from Tanya OLCOTT and Steve DESOUZA to corroborate the fact that he was in town at this time. While he was in town, KENT made a payment for an earlier flight booking.

That same morning, at approximately 10:30, KENT, STEELE and SHARP were seen meeting in a coffee shop in town. KENT arrived on foot and both STEELE and SHARP arrived together in STEELE's car.

Two days later, 28 November 2006 at approximately 11:00, SHARP and KENT were sighted meeting for a second time in a bar in London. Before this meeting two telephone calls took place within a few minutes of each other. A further telephone call was made shortly after this meeting.

We also have statements and credit card information relating to the flight that KENT booked in the travel agent.

Using the Time Bar

In *Analyst's Notebook* you can display the time bar at the top of your chart to show the date and time that happenings occurred. It is useful to display the time bar when you are charting happenings that have occurred over a period of time.

You can choose which components of the time bar are displayed on your chart. A typical time bar showing all of its components is shown below:
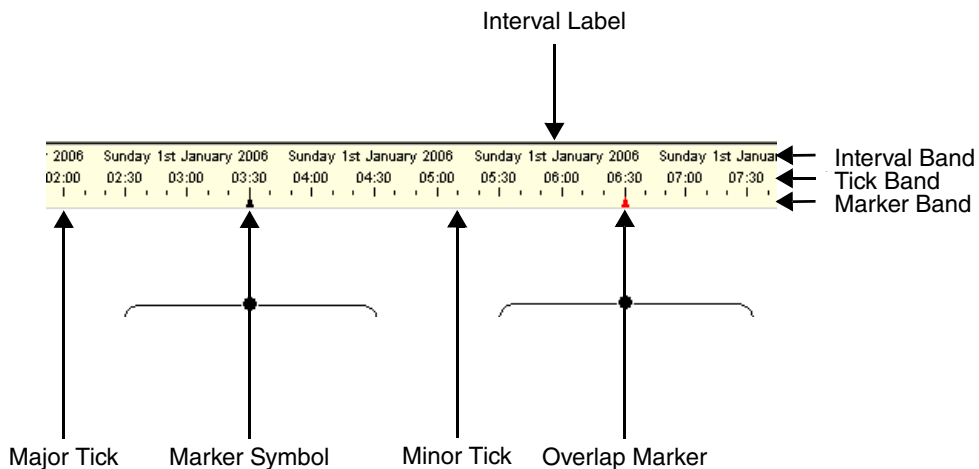
A time bar consists of the following components:

- Interval band

    The interval band shows you the intervals that the time bar is displayed in, for example hours, days, weeks.

    You can edit the line color of the interval band and specify a font for interval labels. You can also choose the alignment of the interval label within the interval band.

- Tick band

    The tick band consists of major ticks, for example hourly intervals. Each major tick may be labeled with the time. Minor ticks show intervals of time between the major ticks, for example minutes. Minor ticks do not have any labels but if you move your mouse over a minor tick a tooltip, containing the date and time at that point on the chart, will be displayed.

    As with the interval band you can edit the line color of the tick band and specify the font to be used for tick labels. You can also specify where the label is placed on the tick.

- Marker band

    The marker band contains marker symbols which indicate when there are items on the chart that have a time and order specified. Marker symbols appear in the time bar directly above any ordered items that have a date and time. An overlap marker is displayed if you have two or more chart items that are positioned in close proximity to each other on the chart.

    Overlap markers and marker symbols do not have any labels. If you hold your pointer over a marker symbol a tooltip will be displayed containing the label of the chart item and its date and time. If you hover your mouse over an overlap marker a tooltip will be displayed showing how many chart items are at that position on the chart.

    You can edit the line color of the marker band and the color to be used for the marker symbol and the overlap marker.

If you add an item to the chart that has a date and time and order specified and it is placed before the first item on the chart, or after the last item on the chart, the time bar will extend to either the left or the right to accommodate the item on the chart.

If you create a new chart with items that have no date and time or order, the time bar will use the default date and time from the chart properties and the time scale to control the flow of time across the chart.

There are a number of additional display options you can set for your time bar, for example, its background and border colors.

How do I display the time bar?

You have received information that an officer saw the three suspects, STEELE, SHARP and KENT together in a hotel in the US on 20 November 2006 at 22:48. On 26 November 2006, KENT was seen leaving his home and walking to a local travel agent where he booked a flight. At the same time STEELE was observed leaving his home and driving to collect SHARP, they both continued on to the meeting in STEELE's car. Display the time bar and add this information to the chart, so that you can see when the happenings occurred. To do this:

1. Create a new chart based on the User Guide Examples template. For more information on how to do this, refer to *How do I create a new chart based on a template?* on page 20.

2. Save this chart using **Save As** from the **File** menu. Click **OK** on the Cover Sheet to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 8 ordered and controlling.anb` in the **File Name** box and click **Save**.

3. Click the **Time Bar** toolbar button. The time bar is displayed at the top of your chart.
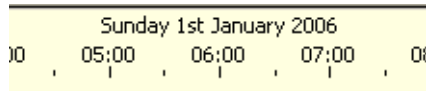
4. Click the drop-down arrow on the **Insert Theme Line** button and select **Individuals ▶ Male** to select the Male type from the Individuals palette.

5. While holding down the Shift key, drop three theme lines onto your chart.

    Note: Before you add the third theme line to your chart release the Shift key.

6. Edit the names of the theme lines to be STEELE, SHARP and KENT:

STEELE

SHARP

KENT
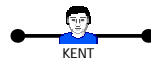
7. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Standard ▶ Meeting** to select the Meeting type from the Standard palette. Place it to the right of the theme lines and add the following information to it:

Identity	Seen in a hotel in the US
Date & Time	20 Nov 2006 22:48
Description	STEELE, SHARP and KENT were seen together in a hotel in the US. At one point they were all looking at a navigational map on which STEELE made some markings.
Grades	A 1 5
Source Type	Officer
Source Reference	CS 634/01

8. Click the drop-down arrow on the **Insert Link** toolbar button and select **Individuals ▶ Attendee** to select the Attendee link type from the Individuals palette.

9. Add links between the Seen in a hotel in the US event frame and each of the theme lines:
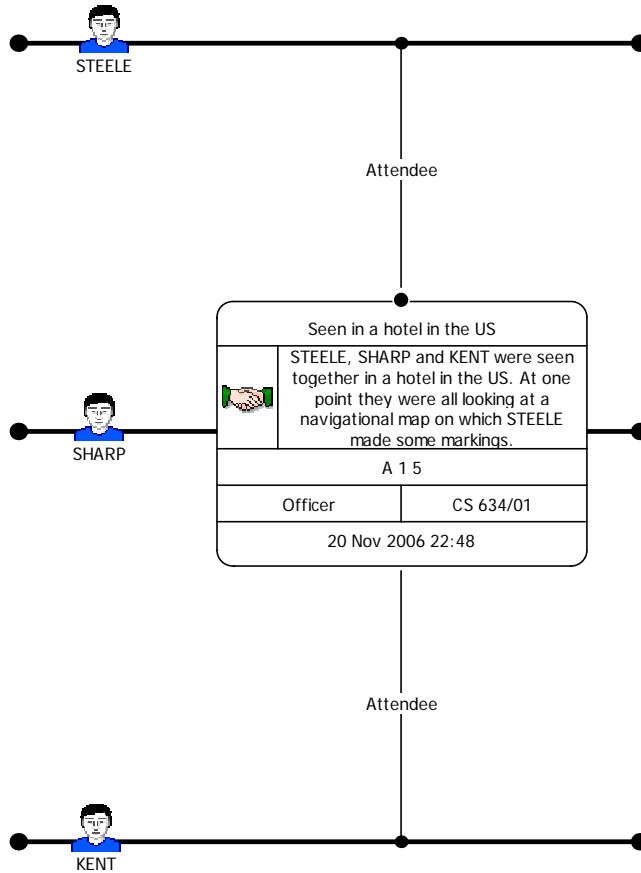
10. Add an event frame of type Surveillance, from the Crime palette. Place it to the right of the Seen in a hotel in the US event frame, just below the KENT theme line and add the following information to it:

Identity	Left home
Date & Time	26 Nov 2006 09:30
Description	KENT left home and walked to a local travel agent.
Grades	A 1 5
Source Type	Officer
Source Reference	UC 889/01

11. Add a link of type General, from the Standard palette, between the Left home event frame and the KENT theme line.

12. Add an event frame of type Car, from the Transport palette. Place it to the right of the Seen in a hotel in the US event frame, between the STEELE and SHARP theme lines and add the following information to it:

Identity	Left UK home
Date & Time	26 Nov 2006 (no time)
Description	STEELE left his home address and drove to collect SHARP.
Grades	A 1 5
Source Type	Officer
Source Reference	UC 789/01

13. Add links of type General, from the Standard palette, between the above event frame and the STEELE and SHARP theme lines.

Your chart should now look similar to that below:
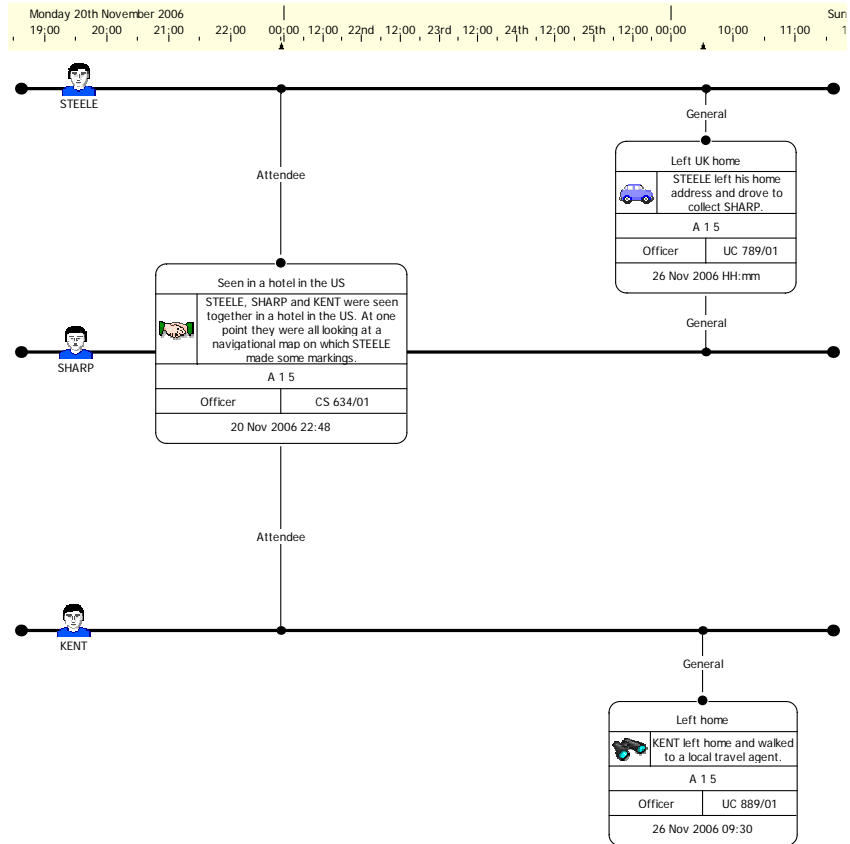
Click the **Save** toolbar button to save your chart.

How do I add a description of the time?

You know that STEELE and SHARP left home sometime before the meeting on 26 November 2006, but you do not know the exact time. Add a description of the time and display this in the Left UK home event frame. To do this:

1. Right-click on the Left UK home event frame, and from the shortcut menu, select **Edit Item Properties** to display the Edit Event Frame dialog.

2. Select **Data\Date & Time** to display the Date & Time page:
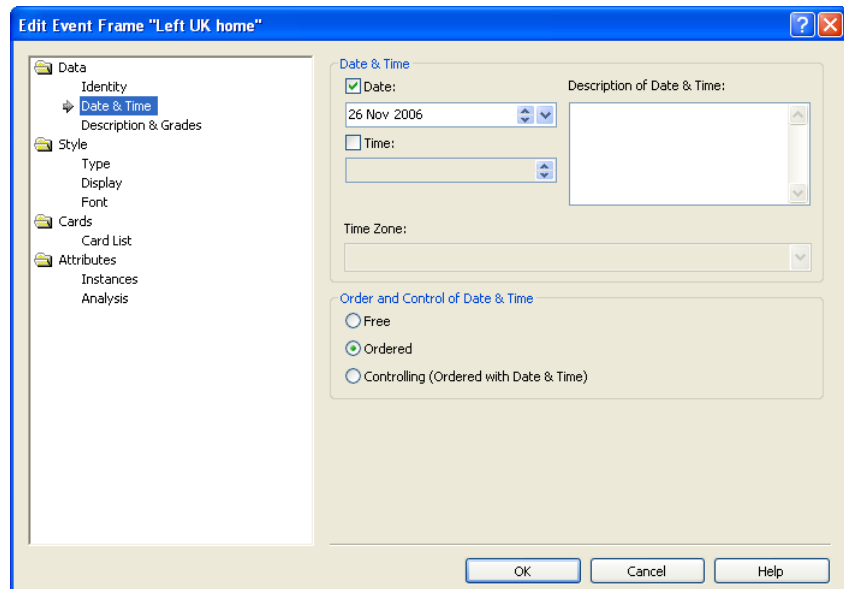
3. In the **Description of Date & Time** box type:

```
26 Nov 2006
In the morning.
```

Do not close the Edit Event Frame dialog.

4. The description of the date and time will not be automatically displayed on the chart so you will need to set the display properties of the event frame so that it is displayed. To do this, select **Style\Display** to display the Display page:

5. In the **Displayed Date & Time** area select **Description**.

6. Click **OK** to close the Edit Event Frame dialog.

   The event frame is displayed on the chart with a description of the time:
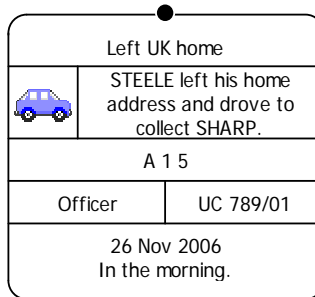
Your chart should now look similar to that below:
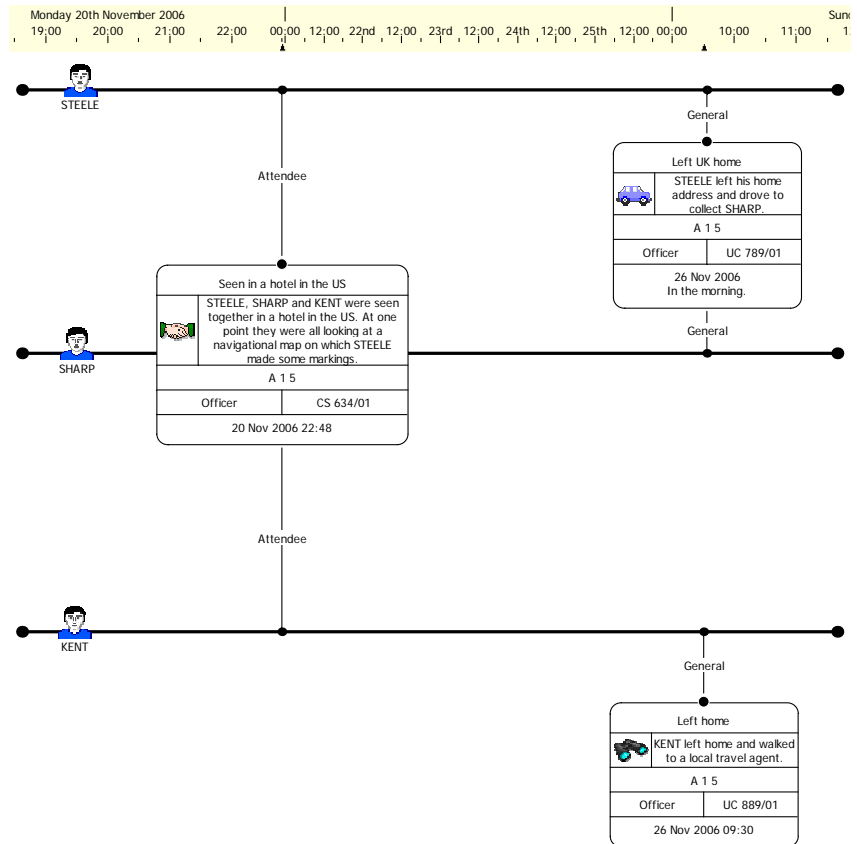
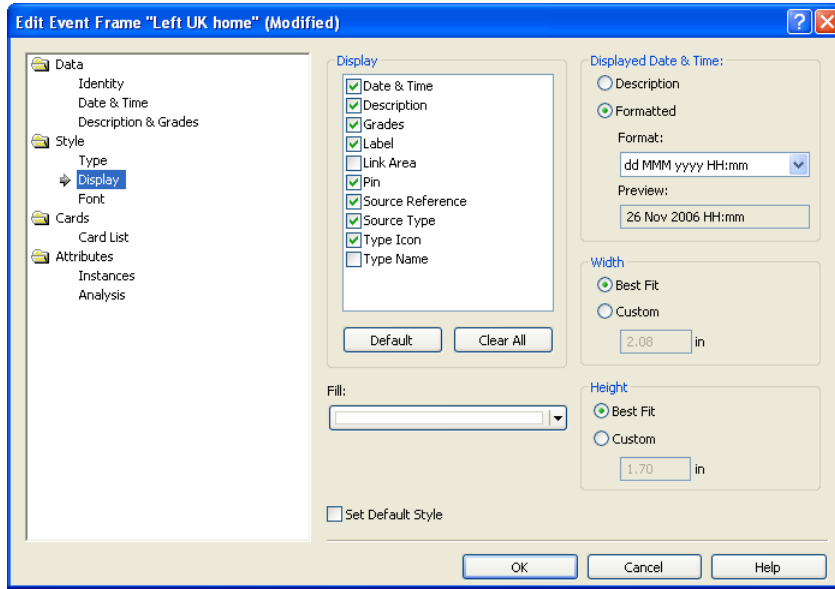Click the **Save** toolbar button to save your chart.

Duplicating Items

Duplicating an item is a quick way of creating an instant copy of that item within the same chart. You can duplicate entities and links.

A duplicated entity has a different identity to the original, but has all the same data style and display properties.

Duplicate is useful when you want to create a chart item with a similar appearance to an existing item, but do not want to change the default style for a representation.

How do I duplicate an entity?

You do not know when each of the three suspects returned to the UK. Add an event frame to each of the theme lines to show this information. Show that the time the three suspects returned to the UK is vague. To do this:

1. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Standard ▶ Event** to select the Event type from the Standard palette.

   The Event type may not be immediately visible on the Standard palette. If you cannot see it, refer to page 101.

   Place the event frame on the chart so that it is positioned above the STEELE theme line, between the Seen in a hotel in the US and Left UK home event frames.

2. Right-click on the event frame, and from the shortcut menu, select **Edit Item Properties** to display the Edit Event Frame dialog, and select **Data\Identity** to display the Identity page:
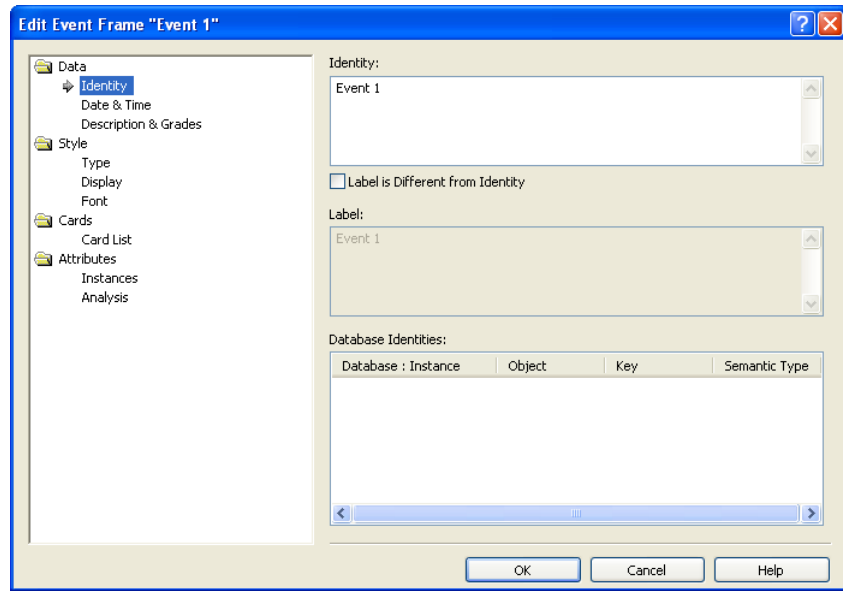
3. In the **Identity** box, type `Traveled back by unknown means`.

    Do not close the Edit Event Frame dialog.

4. Select **Style\Type** to display the Type page:
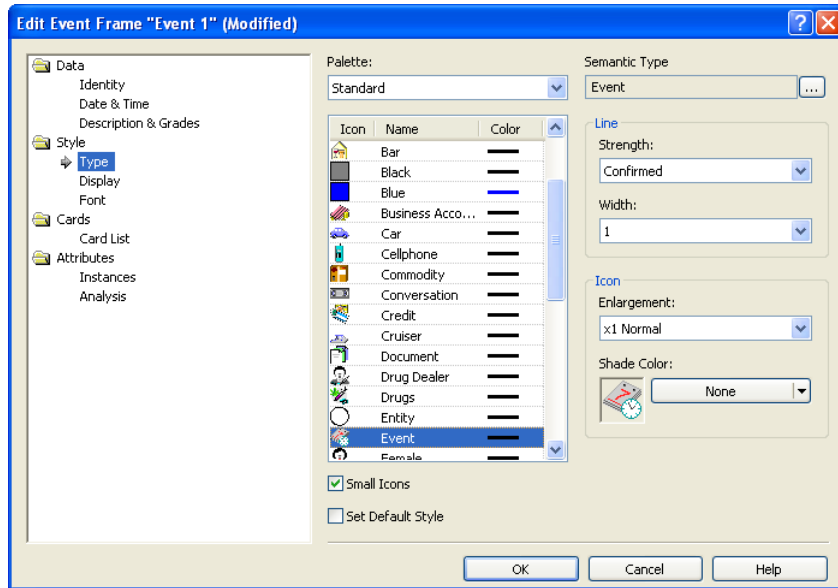
5. From the **Strength** drop-down list, select **Unconfirmed**. This will show that the happening about how STEELE returned to the UK is vague.

   Do not close the Edit Event Frame dialog.

6. Select **Style\Display** to display the Display page:
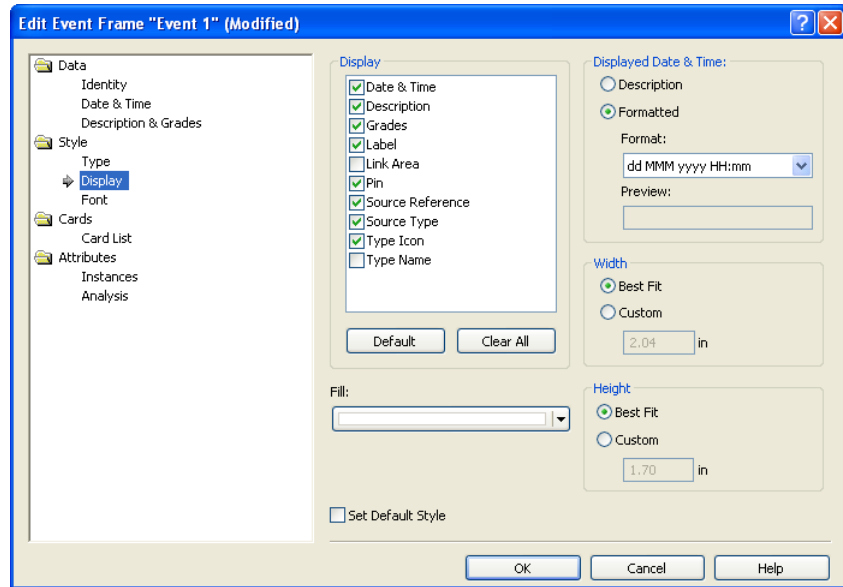
7. In the Display area, click **Clear All** to turn off all of the check boxes.

8. Turn on the **Pin** and **Label** check boxes.

9. Click **OK** to close the Edit Event Frame dialog.

10. Click on the event frame to select it, and from the **Tools** menu, select **Duplicate** to create a copy of it. A copy of the event frame is placed on the chart.

How do I set the entity label to be different to its identity?

Notice that the label of the event frame is "copy 1 of Traveled back by unknown means".
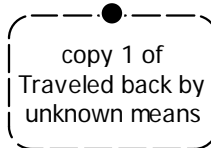
You want the label to be the same for each event frame that you duplicate. To do this:

1. Right-click on the copy of the event frame, and from the shortcut menu, select **Edit Item Properties** and select **Data\Identity** to display the Identity page of the Edit Event Frame dialog:
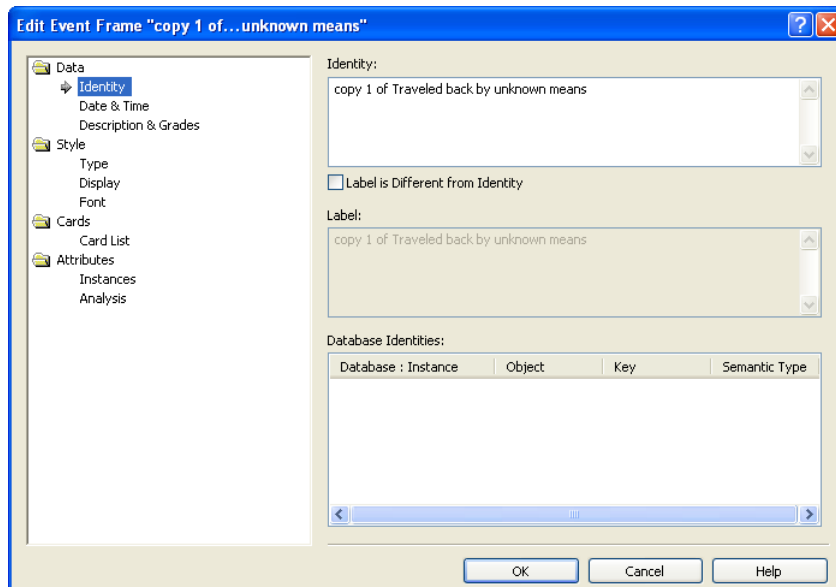
2. Turn on the **Label Is Different from Identity** check box.

3. In the **Label** box, replace the text with `Traveled back by unknown means`.

4. Click **OK** to close the Edit Event Frame dialog.

5. Click on this event frame, and from the **Tools** menu, select **Duplicate** to create a copy of it. Notice that this time the event frame has the correct label.

    There are now three copies of the event frame Traveled back by unknown means on the chart.

6. Using a General link type, link each of the event frames to a theme line and place them just after the Seen in a hotel in the US event frame:
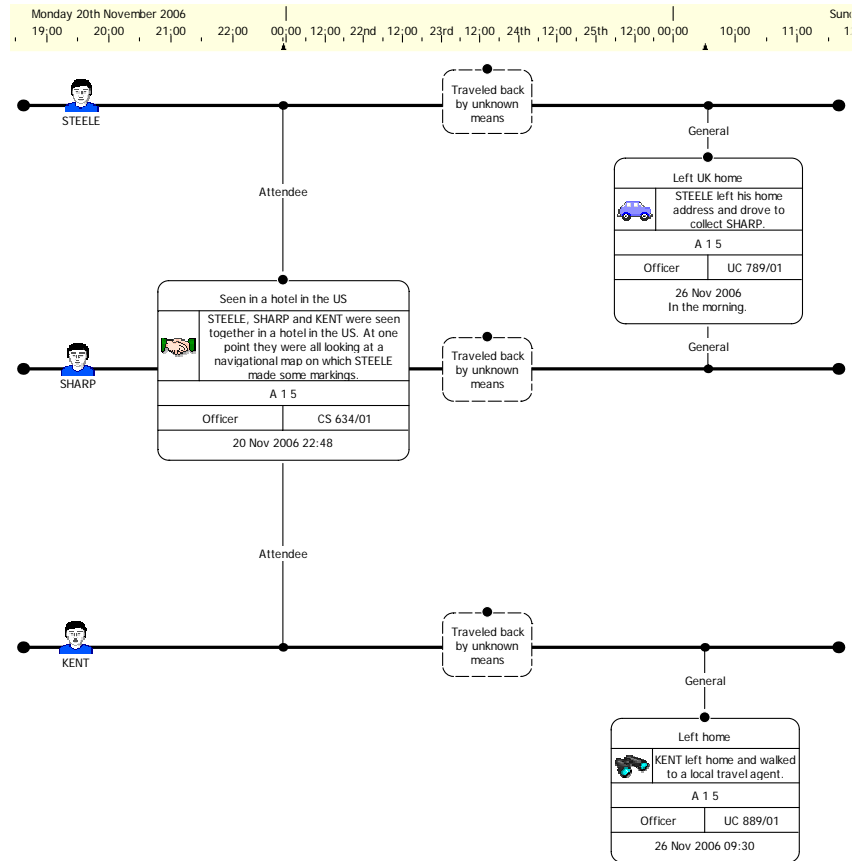
7. You also want to show the information that the three suspects traveled back to the UK is vague on the individual theme lines. Edit the theme line segments immediately before and after the Traveled back by unknown means event frames to be red and unconfirmed.

    Note: For further information on how to edit theme line segments, refer to *Varying the Style of a Theme Line Segment* on page 213.

Your chart should now look similar to that below:
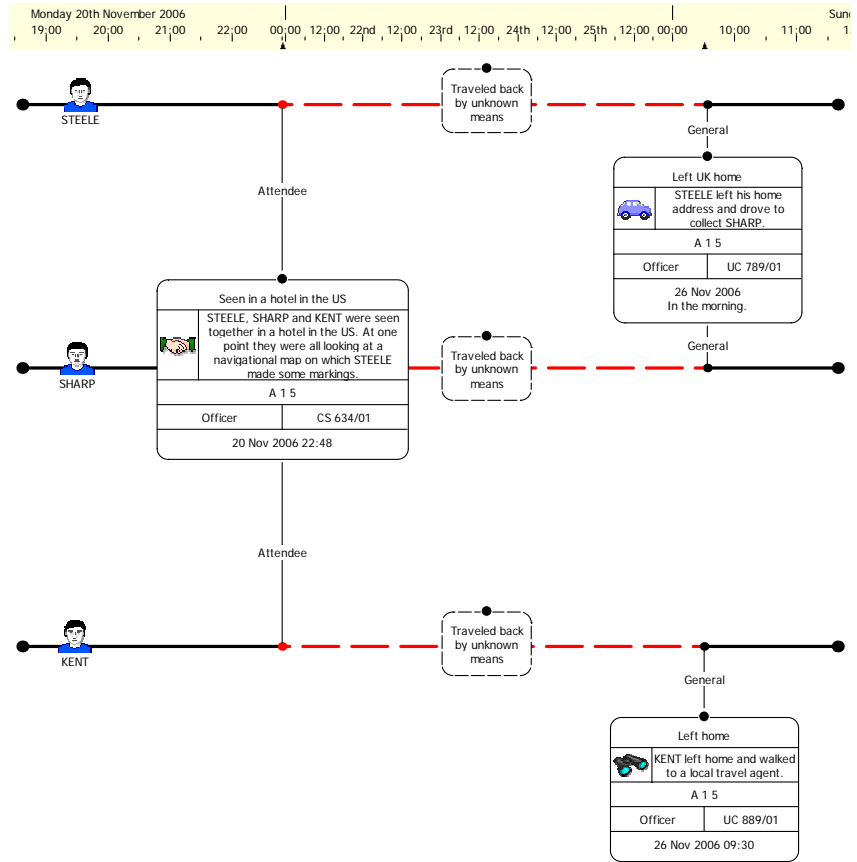
Click the **Save** toolbar button to save your chart.

Ordering Items Using Pins

A chart item can have four different behaviors depending on the type of information you are adding to the chart.

- It can have no date and time or order on the chart.

    This is used most often when you create a chart showing relationships between chart items.
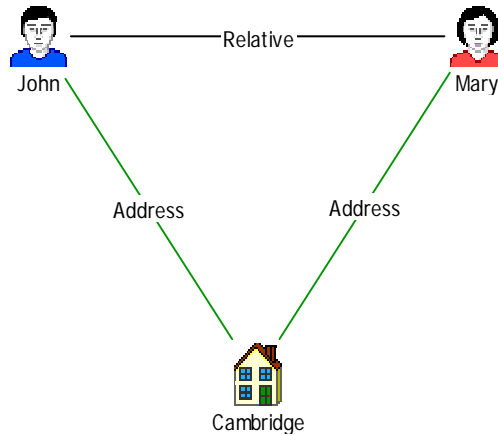
- It can have no date or time but a specific order.

    This may be used when you create charts where happenings occur in a particular order but do not have a date and time specified. An item that is constrained by order but not by date and time is known as *ordered*.

    An ordered item is displayed on the chart with its pin turned on, however, if the time bar is displayed, the item is not placed at any particular point on the chart as it has no date and time specified. An example of a chart containing ordered items is shown below:
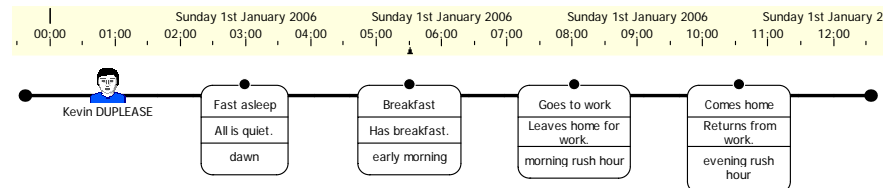
- It can have a date and time with no specific order.

  This is used when you create charts in which happenings have a date and time, but do not take place in any particular order. An item that has a date and time, but no order specified is known as *unordered*. Typically, this might be a timed chart item displayed in a chart showing associations. An unordered item is displayed on the chart with its pin turned off. An example of a chart containing unordered items is shown below:
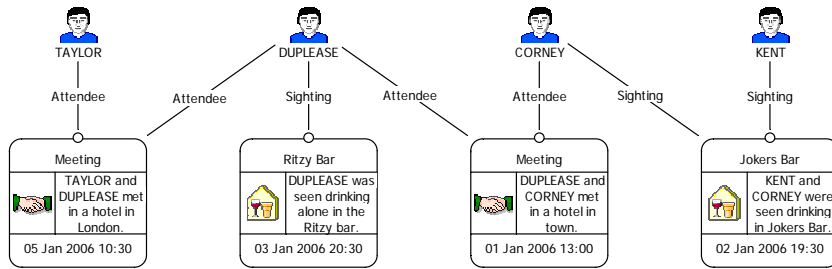
- It can have both date and time and order.

  This is used when you create a chart in which happenings take place in a particular order and date and time. An item that has both date and time and order is known as a *controlling item*. Controlling items are useful in sequence of event charts when you know both the date and the sequence in which the happenings occurred.

  If the time bar is displayed, the item is placed at the correct position on the chart relative to its date and time. If you move a controlling item on the chart, the time bar display will change so that it is still placed at the correct date and time on the chart. You cannot move a controlling item out of sequence as this will affect both the date and time and the order in the chart.

  If an item is controlling, a marker symbol will appear in the time bar indicating the date and time of the event. An example of a chart containing controlling items is shown below:
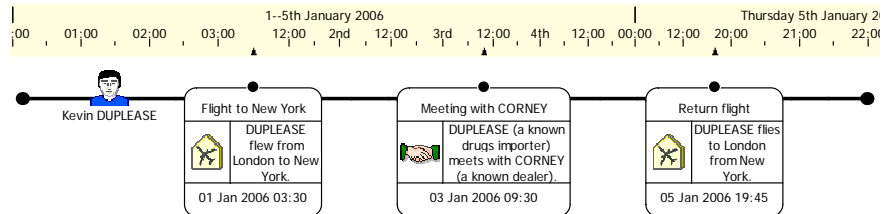
Order and time can apply to all chart items.

Order applies to:

- entities
- links between theme lines

Note: The only items that order and time do not apply to are links that connect entities other than theme lines.

You can mix all of the four behaviors described above in your charts. The example below contains ordered, unordered and controlling items in the same chart:
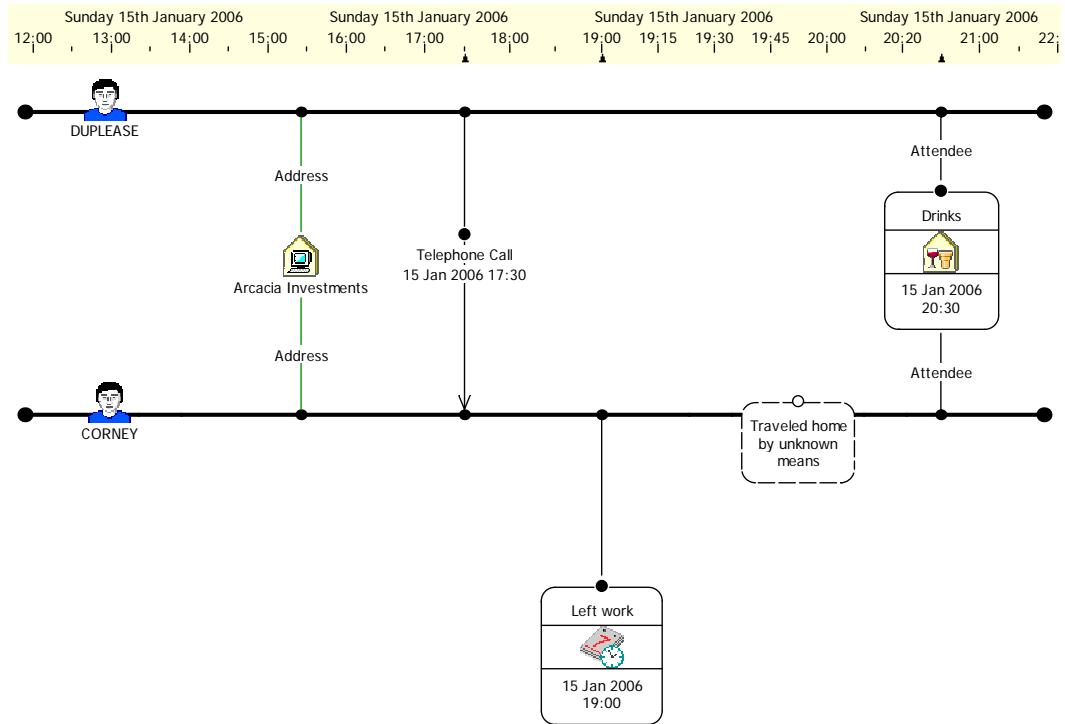
How do I order items on a chart?

On 26 November 2006, after KENT went to the travel agents he was seen going into various shops in the town. Shortly after this, at 11:30 all three suspects were seen meeting in a coffee shop. Add this information to your chart. To do this:

1. Click the drop-down arrow on the **Insert Event Frame** toolbar button and select **Standard ▶ Event** to select the Event type from the Standard palette.

   Note: Refer to page 102, if you cannot see the Event type in the Standard palette.

2. Place this event frame so that it is positioned after the Left home event frame below the KENT theme line, and add the following information to it:

Identity	Shopping
Date & Time	26 Nov 2006
Description of Date & Time	26 Nov 2006 After going to the travel agents.
Description	KENT went into various shops in town.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 467/10

   Note: You will have to set the display properties on the event frame so that you can see the description of the date and time. How to do this is described in *How do I add a description of the time?* on page 273.

3. From the Standard palette, add a link of type General, between the above event frame and the KENT theme line.

4. At 11:30 on 26 November 2006, the three suspects met in a coffee shop in London.

Add an event frame of type Meeting, from the Standard palette. Place it so that it is positioned after the Shopping event frame, between the three theme lines and add the following information to it:

Identity	Meeting in coffee shop
Date & Time	26 Nov 2006 11:30
Description	All three suspects met in a London coffee shop. SHARP and STEELE arrived in STEELE's car, KENT arrived on foot. At one point they were seen studying a map.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 467/11

5. Using Attendee link types, from the Individuals palette, link the event frame Meeting in coffee shop to all of the theme lines.

6. Two days later on 28 November 2006, at about 11 o'clock, an officer observed SHARP and KENT meeting in a bar in London.

Add another event frame of type Meeting, place it to the right of the Meeting in coffee shop event frame, between the KENT and SHARP theme lines and add the following information to it:

Identity	Meeting in bar
Date & Time	28 Nov 2006
Description of Date & Time	28 Nov 2006 About 11 o'clock.
Description	A meeting took place involving SHARP and KENT in a bar in London.
Grades	A 1 5
Source Type	Officer
Source Reference	DS 889/01

7. Using an Attendee link type, link this event frame to both the SHARP and KENT theme lines.

Your chart should now look similar to that below:
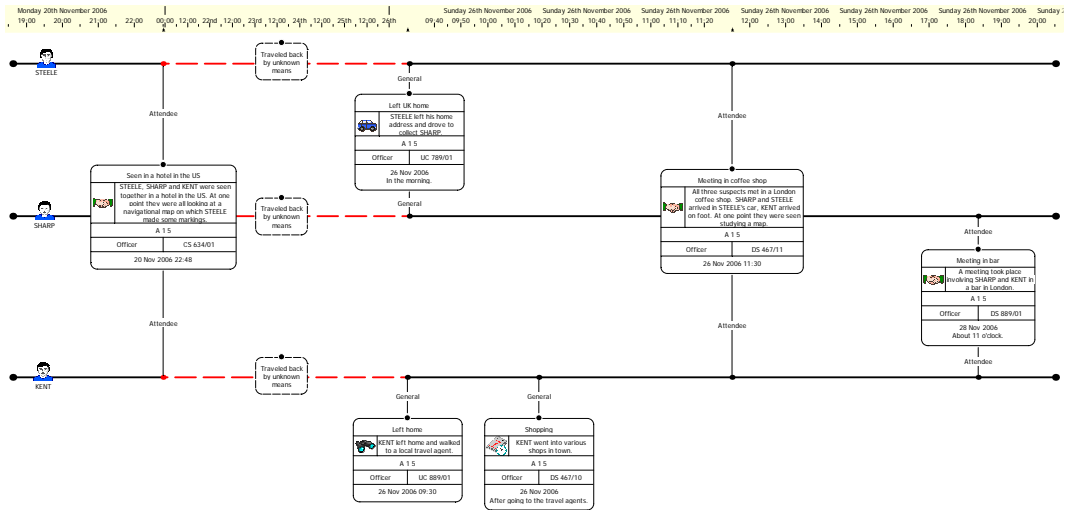
Click the **Save** toolbar button to save your chart.

How do I move an event frame that is pinned to a chart?

Now that you have added this extra information to your chart you will explore how the chart behaves as you move event frames.

1. Drag the event frame Meeting in bar to the right on the chart.

   As you drag the event frame to the right all of the theme lines extend. As you drag the event frame look at the time bar; this event frame has an order on the chart but no date and time, so the time bar remains unchanged.

2. Now drag the Meeting in bar event frame to the left on the chart.

   As you attempt to move the event frame to the left of the Meeting in coffee shop event frame a warning sign is displayed and you will be unable to move the event frame any further to the left. This is because the event frame is ordered. You cannot move it before the Meeting in coffee shop event frame as this would change the order in the chart.
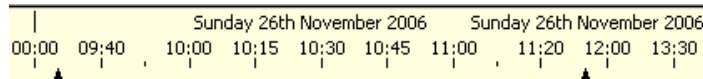
3. Click the pin on the Meeting in bar event frame. It switches from being a filled circle to an empty circle. This indicates that the event frame is no longer pinned to the chart and therefore has no order and is free.

4. Drag the Meeting in bar event frame and place it before the Meeting in coffee shop event frame. Notice that the time bar is unchanged because the Meeting in bar event frame is free.

5. Click the pin on the Meeting in bar event frame.

   The Meeting in bar event frame remains where you placed it, this is because you have now specified a new order in the chart.

6. Turn off the pin on the Meeting in bar event frame and move it so that it is positioned to the right of the Meeting in coffee shop event frame again. Turn on the pin so that the event frame is ordered again.

How do I move a controlling item?

You will now look at what happens when you move a controlling item on the chart.

1. Drag the Meeting in coffee shop event frame to the right. Notice that the event frames to the right of this event frame also move. This is because the Meeting in coffee shop has order, anything that happens after this event will also move.

2. As you drag the Meeting in coffee shop to the right look at the time bar, the number of interval markers on the time bar chart increases so that the event frame is still placed at the correct time on the chart.

3. Move the Meeting in coffee shop to the left and look at the time bar again, this time the number of interval markers decreases so that the event frame is still placed on at the correct time on the chart.
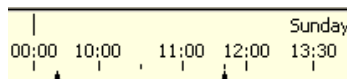
4. Click the pin on the Meeting in coffee shop event frame. This will turn off the pin. The pin is turned off and the event frame is unordered.

5. Move the Meeting in coffee shop event frame to the left, so that it is positioned to the right of the Seen in a hotel in the US event frame.

   Note: Notice that the time bar does not change. This is because the item is unordered.

6. Turn on the pin on the Meeting in coffee shop event frame again.

The event frame is automatically relocated to its correct position on the chart, dictated by its date and time.

Timed Links

In previous examples you have added links between items on the chart. You can also add timed links to the chart. This is particularly useful if you are analyzing, for example, telephone information and need to know the time that a call took place.

You can add a date and time to all entity types.

How do I add a timed link?

Shortly after the meeting in the coffee shop several telephone calls took place between the three suspects. At 10:05 STEELE called SHARP, SHARP then called KENT at 10:13. At 12:10, shortly after the meeting in the bar SHARP called STEELE. Add this information to the chart as three timed links. To do this:

1. Drag the Meeting in bar event frame to the right so that you can add the three telephone calls to the chart.

2. Add a link of type Telephone Call, from the Telecoms palette, between the STEELE and SHARP theme lines.

The telephone call between STEELE and SHARP took place at 10:05. Edit the link so that the date and time are displayed on the chart with an arrow to indicate that the call was from STEELE to SHARP. To do this:

3. Right-click on the Telephone Call link between STEELE and SHARP, and from the shortcut menu, select **Edit Item Properties** to display the Edit Link dialog and select **Data\Date & Time**.
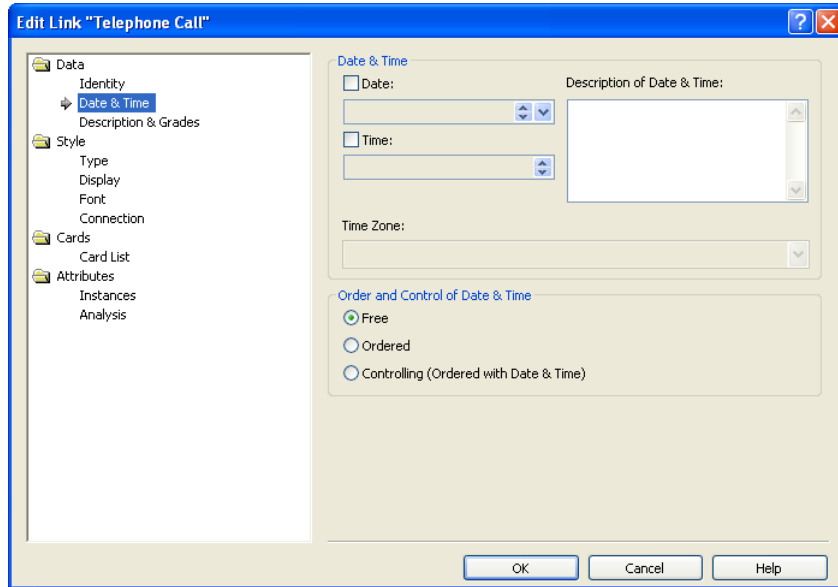
4. Edit the date and time to be 28 Nov 2006 10:05.

5. You want the links to be controlling. Select **Controlling (Ordered with Date & Time)** in the Order and Control of Date & Time area.
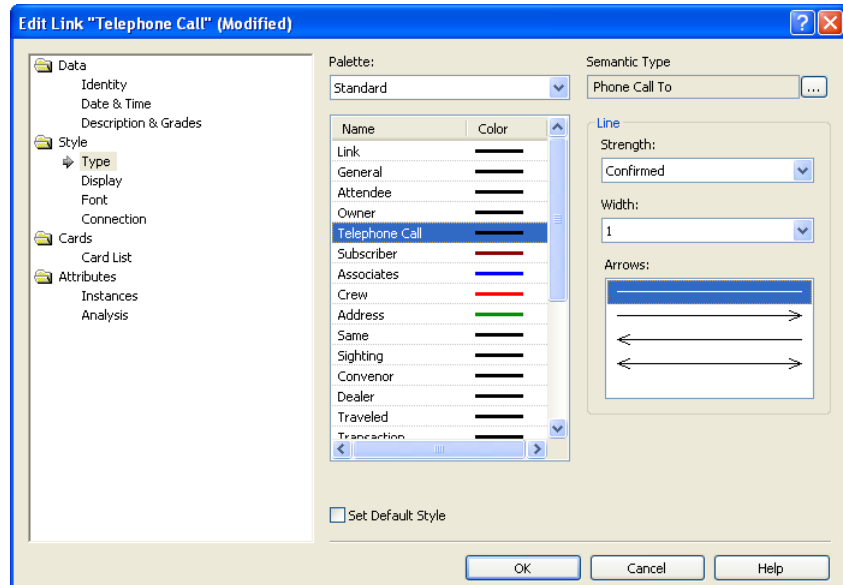
   Do not close the Edit Link dialog.

6. Select **Style\Type** to display the Type page:

7. In the Arrows area choose the line with an arrow pointing to the right.

8. Select **Display** to display the Display page.

9. In the Display area turn on the **Date & Time** check box.

10. Click **OK** to close the Edit Link dialog.

11. The link is now displayed on the chart with a date and time and an arrowhead indicating that STEELE called SHARP.

12. Add a further Telephone Call link from the SHARP theme line to the KENT theme line, just before the Meeting in bar event frame. Edit its date and time to be `28 Nov 2006 10:13`. Make this link controlling.

13. Add a third Telephone Call link from the SHARP theme line to the STEELE theme line, just after the Meeting in bar event frame. Edit its date to be `28 Nov 2006 12:10`. Make this link controlling.

14. Edit the display properties of all of the links so that the date and time is displayed on the chart and add an arrowhead to show the direction of the calls.

The three telephone calls are now displayed at their appropriate places on the chart:

Click the **Save** toolbar button to save your chart.

How do I display the pin on timed links?

In the same way that you can display the pin on event frames you can also display the pin on timed links. To do this: right-click on the Telephone Call link between SHARP and KENT, and from the shortcut menu, select **Display ▶ Pin**.

The Telephone Call link between SHARP and KENT is now displayed on the chart with a pin in addition to its label:

Telephone Call
28 Nov 2006 10:13

Click the **Save** toolbar button to save your chart.

How can I rearrange timed links?

You have already explored how event frames move around the chart, you are now going to look at the way that timed links move around the chart.

1. Drag the link between SHARP and KENT to the left and right on the chart.

   In the same way that you cannot drag ordered event frames to be in any other order than the defined order you will be unable to move this Telephone Call link out of sequence on the chart.

   As you move the link, notice that the time bar display changes to display the correct date and time.

Adding Unordered Chart Items

In this example you have added ordered and controlling items to your chart, however you can also add items to your chart that have no order.

These items do not affect the time bar when you move them around on the chart.

How do I add an unordered chart item?

Before KENT made his way to the meeting in the coffee shop he paid for a previous flight booking. Two witness statements obtained from Tanya OLCOTT and Steve DESOUZA both observed KENT shopping in the high street just before he met in the coffee shop with STEELE and SHARP.

Add these witness statements and the information about KENT paying for his previous flight to the chart. To do this:

1. Click on the drop-down arrow on the **Insert Icon** toolbar button and select **Documents ▶ Document** to select the Document type from the Documents palette.

2. Add two Document icons to the chart. Place them so that they are below the Shopping event frame.

3. Edit the name of these icons to be `Statement of Tanya OLCOTT` and `Statement of Steve DESOUZA`.

4. Add an event frame of type Credit, from the Financial palette and place it to the right of the Shopping event frame.

5. Add the following information to this event frame:

| Identity	Payment
Date & Time	26 Nov 2006 10:14
Description	Payment made by KENT for a previous flight booking.
Grades	A 1 5
Source Type	Record
Source Reference	CC3501/02

6. Turn off the pin on the above event frame so that it is not controlling.

7. Link each of the two document icons and the Payment event frame to the Shopping event frame with General link types.

8. Click the **Save** toolbar button to save your chart.

9. Move the Shopping event frame to the right.

   Notice that the Tanya OLCOTT icon remains where it is and the Payment event frame and Steve DESOUZA move with the Shopping event frame. The time bar changes so that the Shopping event frame is still shown at the correct time in the time bar.

10. Your chart should now look similar to that below (`Example 8 finished.anb`):
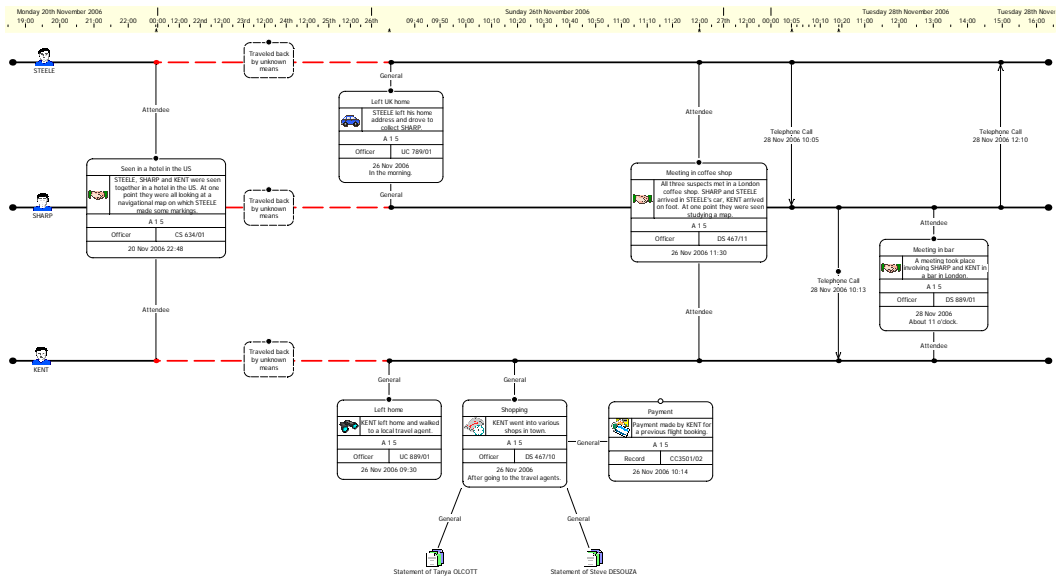
Close your chart.

Summary

In this example you will have learned how to:

- use the time bar
- duplicate items
- order items using pins
- add timed links

9

Changing the Emphasis of a Chart

This chapter explains how you can change the emphasis of a chart so that the way in which the information is represented is appropriate to the focus of your investigation.

Contents

Introduction

The features covered in detail in this example are:

- changing the emphasis of items on an event based chart

- changing the emphasis of items on an association chart

- merging multiple links on a chart

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished charts (`Example 9 finished 1.anb`, `Example 9 finished 2a.anb`, `Example 9 finished 2b.anb`) at any time while you are working through this example. To access the folder in which these charts are stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

Scenario

On 20 November 2006, three suspects, KENT, SHARP and STEELE were seen meeting in a US hotel.

Subsequently, on 26 November 2006 at 09:30, the man named KENT was observed leaving his home in the UK. He walked to a local travel agent to book a flight and then spent some time visiting various other shops. At 10:30 he was seen meeting with two other men SHARP and STEELE in a local coffee shop. SHARP and STEELE were observed arriving together at this meeting in STEELE's car.

Two days later, 28 November 2006 at approximately 11:00, SHARP and KENT were seen meeting for a second time in the same coffee shop, before which two telephone calls took place within a few minutes of each other. A further telephone call took place shortly after this meeting.

The happenings and the order in which they took place have already been charted for you. The focus of the investigation has changed to study the association between the people involved and the meetings that were held, rather than the time that these happenings took place.

Telephone data involving telephones for which KENT, SHARP and STEELE are subscribers has also been charted for you as an association chart. You now want to look at when the telephone calls took place.

Changing the Emphasis of a Timeline Chart

When you create a chart you generally chart the information using a representation that is relevant to the focus of the investigation, for example a timeline chart for event-based charts containing theme lines and event frames, and an association chart for those containing icons and the links between them. There may be times, however, when you need to look at the information on the chart from a different perspective, and change the emphasis on the information that you are interested in so that it is represented in a different way.

In *Analyst's Notebook* you can use the change representation tool to quickly change the way that the information is represented on a chart so that it is more appropriate to the type of investigation you are performing. For example, you may have charted items on your chart as a timeline chart containing event frames and theme lines, to show when happenings occurred; you can change the focus of your investigation to look at the associations between the chart items rather than the time they took place.

You can change the representation of chart items to the following:

- Icon
- Box
- Circle
- Text Block
- Theme Line
- Event Frame

You can also choose the order in which the items on the chart are displayed after you have changed their representation. This is particularly useful if you are changing between a timeline chart and an association chart.

How do I change the representation of an item?

Information that describes the order in which the meetings took place between the three suspects, KENT, SHARP and STEELE has already been charted. You now need to perform some analysis on this chart to investigate the relationships between the three suspects, rather than the time at which the meetings took place. Change the representation of any theme lines on the chart to be displayed as icons. To do this:

1. Open the chart `Example 9 initial 1.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.
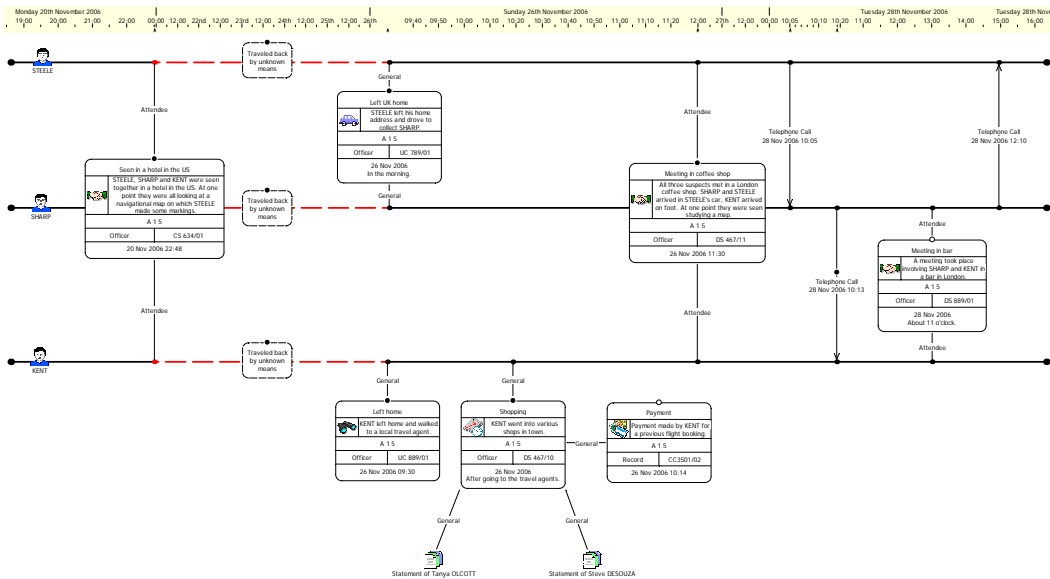
2. Save this chart; from the **File** menu, select **Save As**. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 9 change representation 1.anb` in the **File Name** box and click **Save**.

3. You are only interested in event frames that contain information about the meetings that took place between the three suspects, so delete the following event frames and icons from the chart:

   − Traveled back by unknown means

     Notice that each of the theme lines have this event frame, so select each of them and delete them.

   − Left home

   − Left UK home

   − Shopping

   − Payment

   − Statement of Tanya OLCOTT

   − Statement of Steve DESOUZA

   Your chart should now look similar to that below:
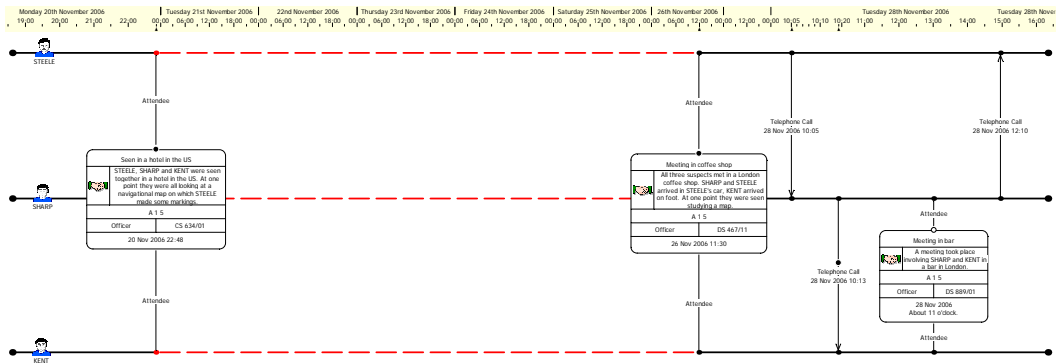
4. Select all of the theme lines by selecting the first theme line (STEELE) and while holding down the Ctrl key select the two remaining theme lines (SHARP and KENT). Release the Ctrl key.

5. From the **Tools** menu, select **Change Representation** to display the Change Representation dialog.
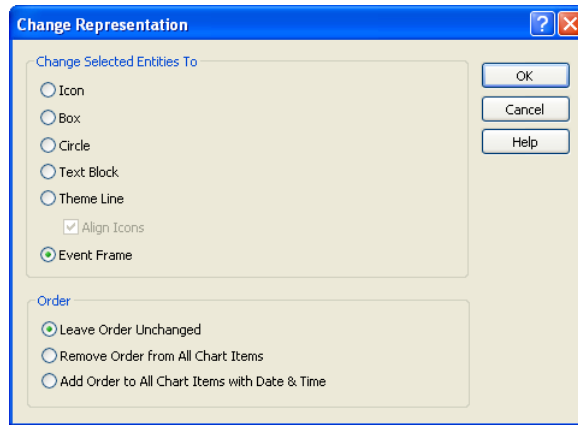
6. In the **Change Selected Entities To** area, select **Icon** and in the **Order** area select **Remove Order from All Chart Items**. Click **OK** to close the Change Representation dialog.

All of the theme lines have had their representation changed to icon and are displayed on the left of the chart as Male icons:
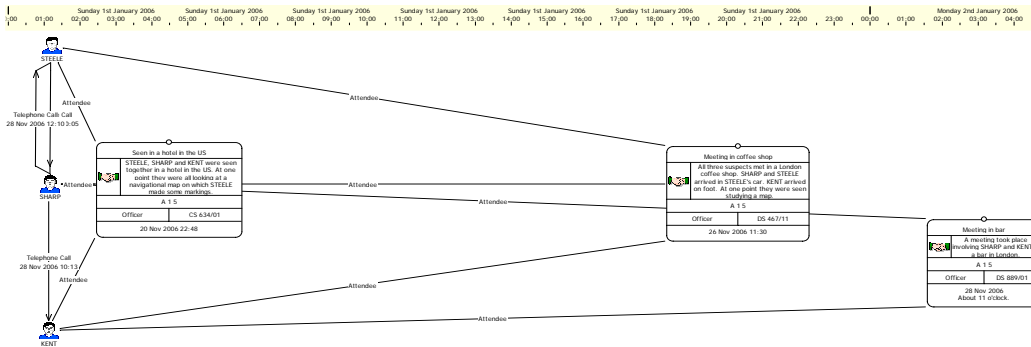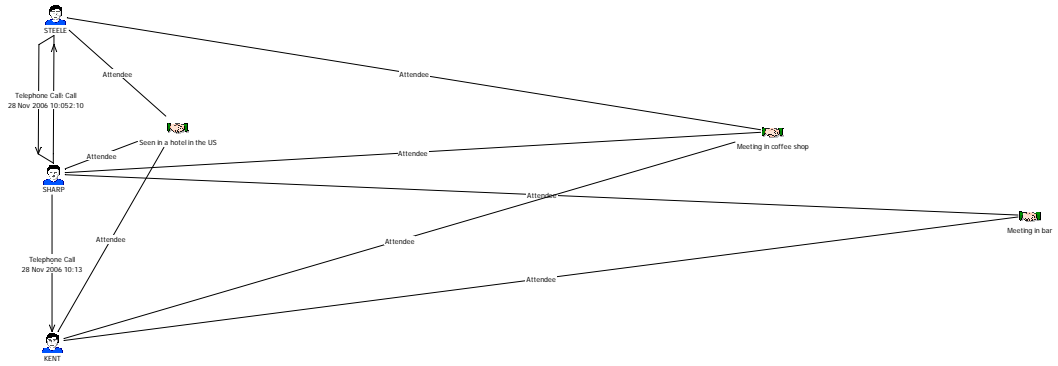

Note: When you change the representation of a chart item it retains its position on the chart.

7. Change the representation of all of the event frames on the chart to be icons using the same method.

Note: Do not forget to remove the order from the chart items.

The event frames are now displayed on the chart as Meeting icons:

8. Click the **Save** toolbar button to save your chart.

## How do I automatically remove crossed links from my chart?

When you changed the representation of the event frames to be Meeting icons they inherited their position on the chart and any other properties that were specified in the original chart. This has left the chart with many crossed links, and the associations between chart items are unclear.

The Minimize Crossed Links layout rearranges your chart to reduce the number of crossed links between entities as far as possible. This layout is useful when you have many linked entities, enabling you to arrange the entities into the clearest layout possible.
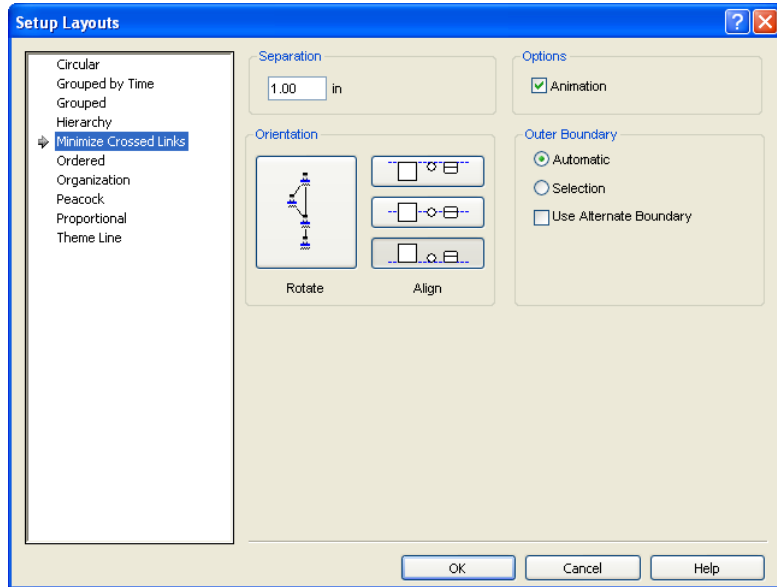
1. You can now apply the layout. Click the **Minimize Crossed Links Layout** toolbar button. While the rearrangement is taking place, the Status Bar displays a progress indicator.

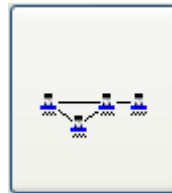Your chart should now look similar to that shown below:
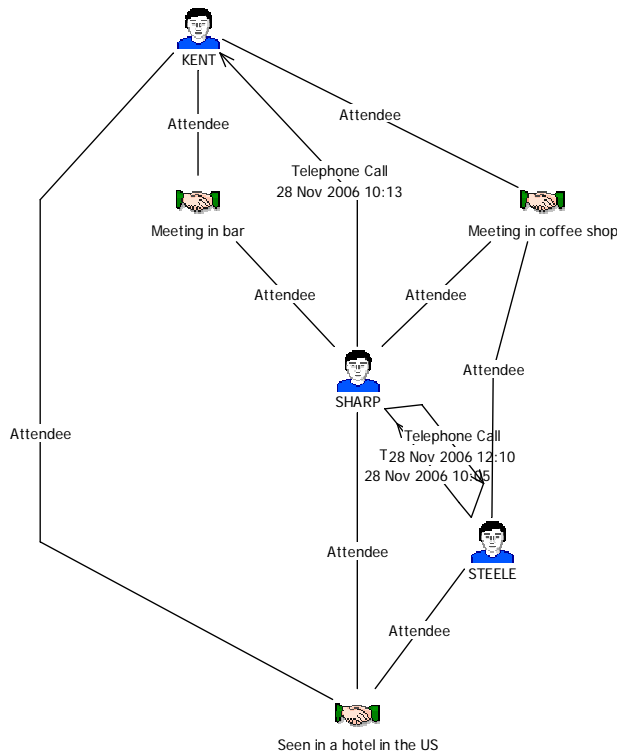
2. This layout is not particularly clear. You can adjust the layout setup for Minimize Crossed Links layout settings, for example, to change the orientation of the chart. To do this, click the **Layout Setup** toolbar button.

3. The Setup Layouts dialog is displayed. Select **Minimize Crossed Links** to display the Minimize Crossed Links page:

4. In the Orientation area, click the **Rotate** button until it matches that below:
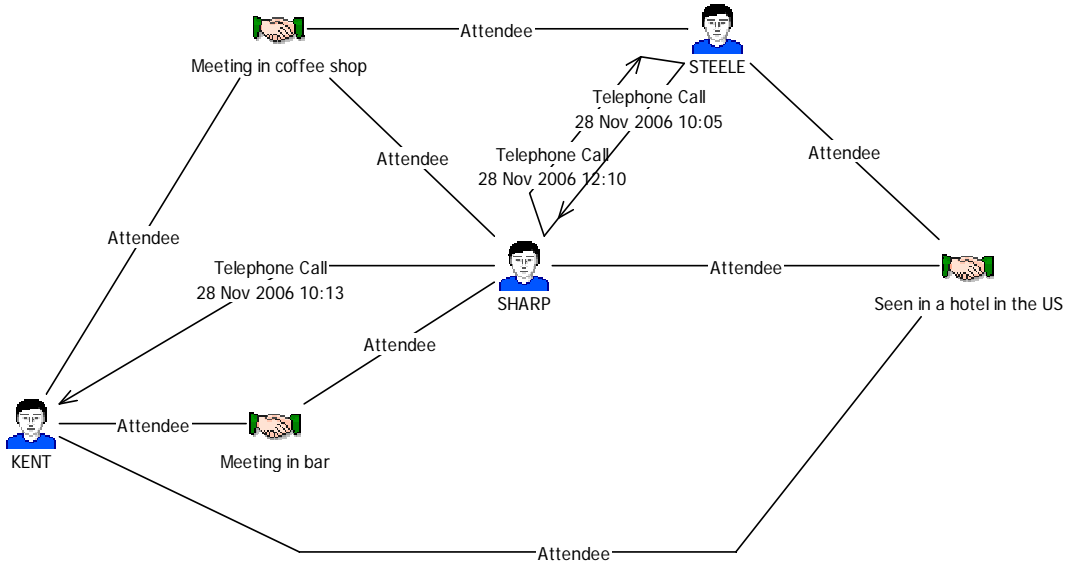

5. Click the **Align** centered button:
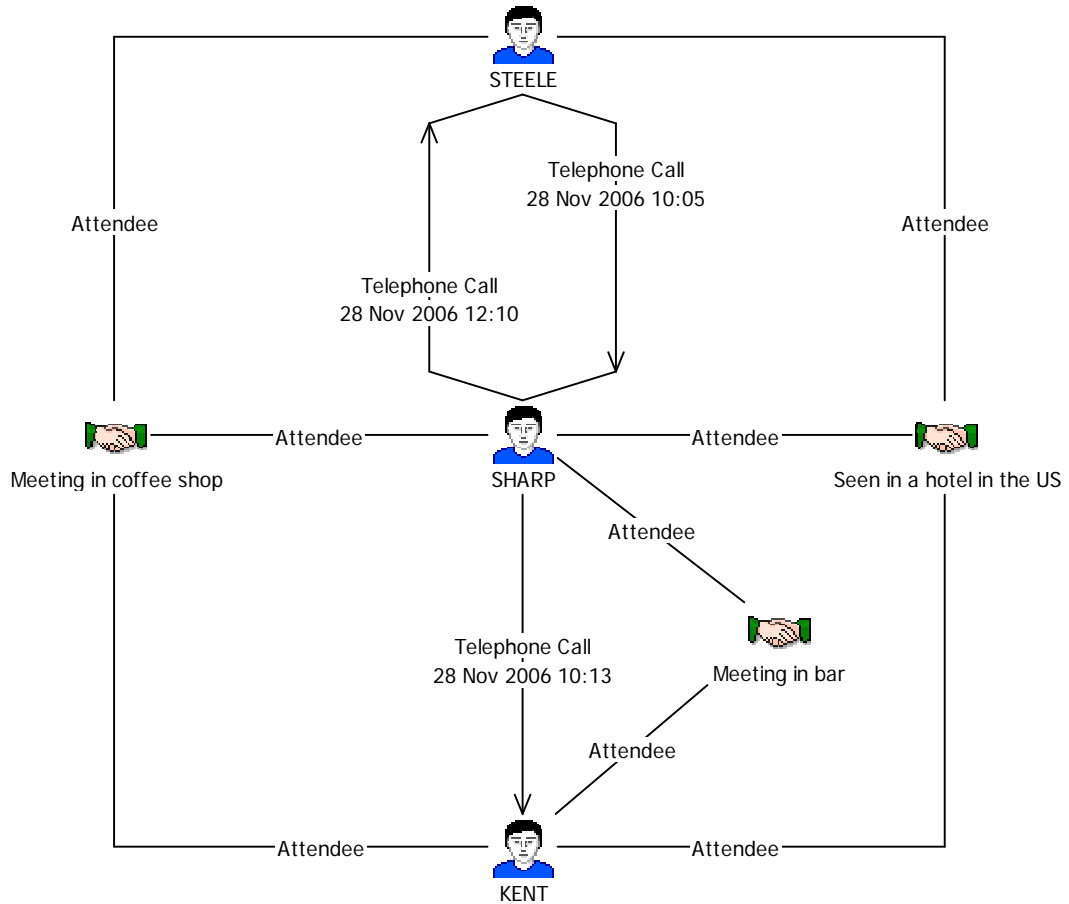

6. Click **OK** to close the dialog.

7. Click the **Minimize Crossed Links Layout** toolbar button to reapply the layout.

Your chart should now look similar to the one shown below:

8. It is now easy to see the relationships between STEELE, SHARP and KENT. Move the items on the chart so that it looks similar to that below (`Example 9 finished 1.anb`).

You will also need to add corners to some of the links and remove corners from others. Open the online help to find out how to do this. How to access the online help is described in *Using the online help* on page 15.

STEELE

Telephone Call
28 Nov 2006 10:05

Attendee

Attendee

Telephone Call
28 Nov 2006 12:10

Attendee

SHARP

Attendee

Meeting in coffee shop

Seen in a hotel in the US

Attendee

Telephone Call
28 Nov 2006 10:13

Meeting in bar

Attendee

Attendee

Attendee

KENT

Click the **Save** toolbar button, and close the chart.

Changing the Emphasis of an Association Chart

You can change the emphasis on any type of chart. You can also merge multiple links.

## How do I change the representation of an entity type?

You have received some data about the four telephones that are subscribed to by STEELE, SHARP and KENT. Each of the telephones are charted as icons and all of the calls that have taken place between the three telephones are displayed as Telephone Call links. To make it easier to see when the calls took place between the three suspects change the representation of the Telephone icons to be theme lines. To do this:

1. Open the chart `Example 9 initial 2.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.
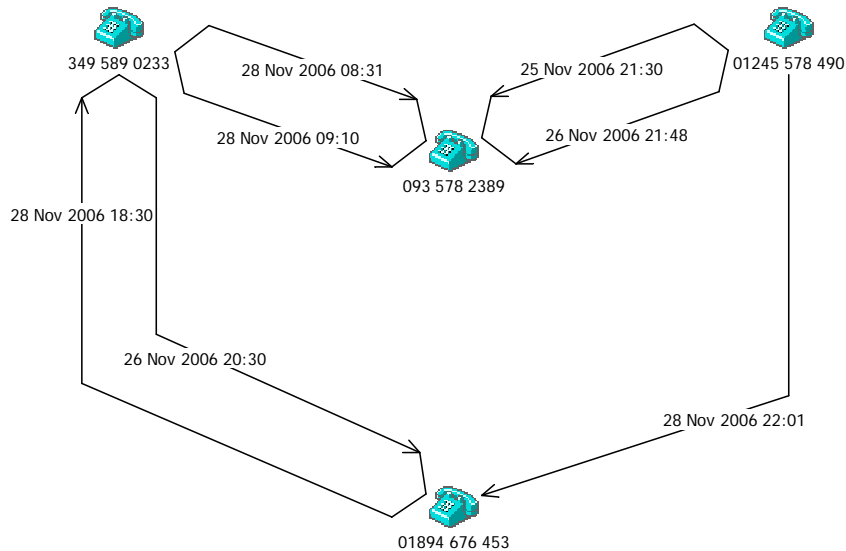
2. Save this chart; from the **File** menu, click **Save As**. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 9 change representation 2.anb` in the **File Name** box and click **Save**.

3. Select all of the Telephone entities on the chart.

4. From the **Tools** menu, select **Change Representation** to display the Change Representation dialog:
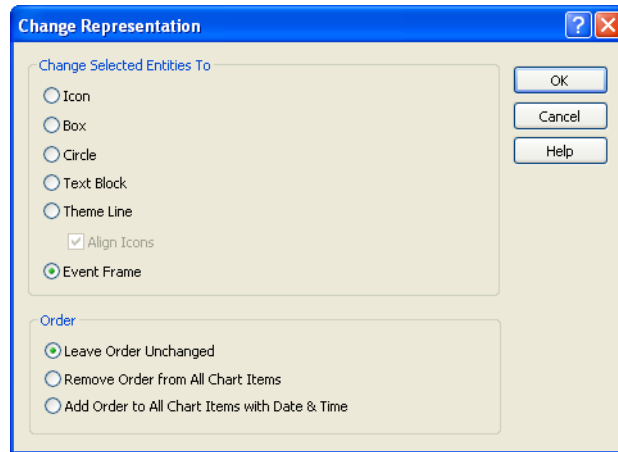
5. In the Change Selected Entities area, select **Theme Line** and turn on the **Align Icons** check box.

6. In the Order area, select **Add Order to All Chart Items with Date & Time**.

7. Click **OK** to close the Change Representation dialog.

The Telephone entities are displayed on the chart as theme lines.

How do I move a theme line and a theme line icon?

When you changed the representation of the Telephone entities you selected four entities, however, it looks like only three of those Telephone entities have changed their representation to be a theme line.

There are two theme lines at the top of the chart, one for telephone number 349 589 0233 and one for 01245 578490. Click on the chart background to deselect any selected items and drag the theme line for telephone number 349 589 0233 up, so that you can see the theme line for telephone number 01245 578490.

Drag the theme line icons to the left and move the links between the theme lines so that your chart looks similar to that below (`Example 9 finished 2a.anb`):
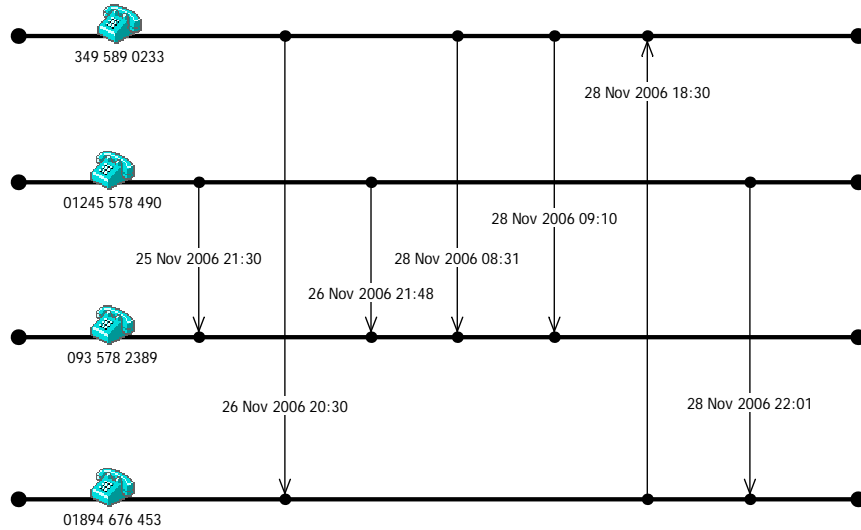
Click the **Save** toolbar button, and close your chart.

How do I merge multiple links?

The telephone data has been charted so that each of the telephone calls that took place between STEELE, SHARP and KENT is charted individually. You are not interested in how many or when the calls took place, you just want to demonstrate that there is a relationship between the telephones that are subscribed to by the three suspects.

To do this:

1. Open the chart `Example 9 initial 2.anb` again.

2. From the **File** menu, select **Save As** to save this chart. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 9 change representation 3.anb` in the **File Name** box and click **Save**.

3. Select all of the items on the chart (Telephone entities and links).

    Note: Right-click on the chart background, and from the shortcut menu, select **Select All**.

4. From the **Tools** menu, select **Merge Multiple Links**.

All of the Telephone Call links on the chart are displayed as single links.

Your chart should look similar to that below (Example 9 finished 2b.anb):
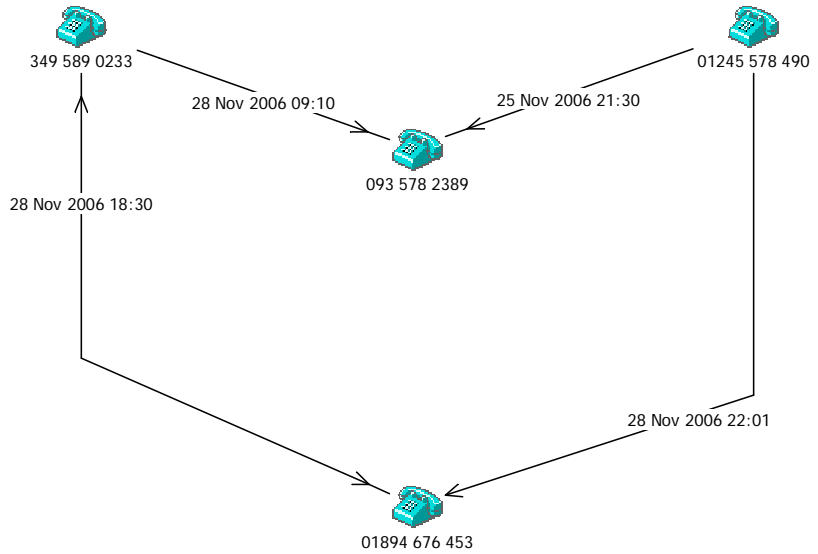
Note: If you were to change the representation of this chart to a timeline chart the links will still be merged; *Analyst's Notebook* will not unmerge them as you change the representation.

Click the **Save** toolbar button, and close the chart.

Summary

In this example you will have learned:

- how to change the emphasis of items on an event based chart

- how to change the emphasis of items on an association chart

- how to merge multiple links on a chart

10

Working with Time Zones

This chapter describes time zones and how you can use different time zones when creating charts.

Contents

Introduction

The features covered in detail in this example are:

- adding items with different time zones and displaying time zone information

- finding the time zone of a chart

- merging charts in different time zones

- sharing charts with users in different time zones

If you need more information or help with using a specific feature, refer to the online help. How to access the online help is described in *Using the online help* on page 15.

Finished chart

You can see the finished chart (`Example 10 finished.anb`) at any time while you are working through this example. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

Scenario

You have already charted the results of an undercover drugs operation regarding the whereabouts of the cruiser MOONSHADOW and several suspects Sam STEELE, Paul SHARP and Danny KENT. A report has been received that MOONSHADOW was seen at the mouth of Marigot Bay, early in the evening of 26 February 2006, at 18:25.

Adding Chart Items with Different Time Zones

If you are creating charts that contain happenings that took place in different time zones, you can specify in which time zone the happenings took place. *Analyst's Notebook* contains many predefined time zones.

The chart's time zone will usually be your local time, that is, the time where you are working. The local time zone is the time zone specified in your Windows settings. In *Analyst's Notebook*, you can specify that a chart uses a different time zone to that of your computer. Daylight saving rules are handled automatically by *Analyst's Notebook*.

The following items all have time zones:

- charts
- chart items
- cards

Chart items with a date and time always have a time zone. When you set the date and time on cards, the time zone is the same as the chart item's time zone.

Each item on a chart can have a date and time in a time zone different to that of the chart.

The chart's time zone is used:

- in the time bar
- as the time zone when you set the date and time of an item
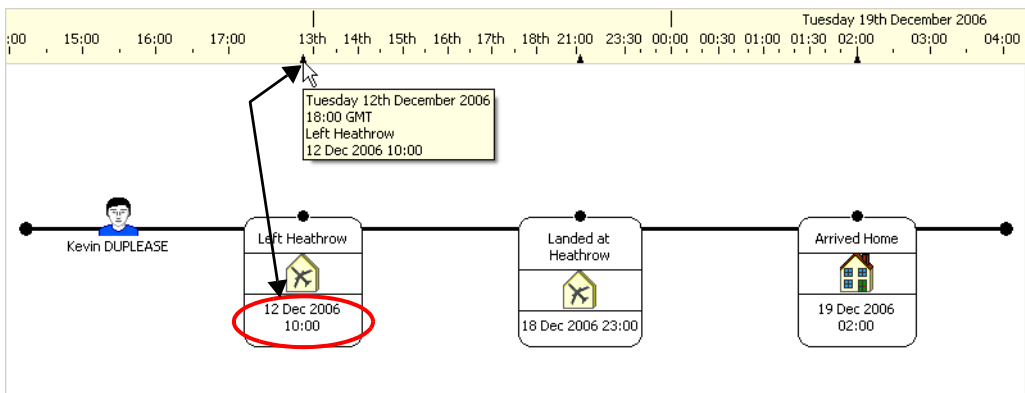- for dates and times specified when using *Analyst's Notebook* analysis tools

  For further information on how to use the analysis tools that are part of *Analyst's Notebook*, refer to *Analyst's Notebook 8 User Guide: Customizing and Analyzing*.

Note: Date and time attribute values do not have a time zone.

An item's date and time is displayed on the chart with its own time zone. However, if this item is in a different time zone to that of the chart, it will be placed on the chart according to the chart's time zone.

For example, in the chart below, an event frame with a time zone of Pacific Standard Time (GMT - 8 hours) is placed on a chart with a chart time zone of Greenwich Mean Time (GMT). The time bar marker shows the time of the event frame in the chart's time zone and the event frame is displayed with its correct time zone (PST).

Therefore, an event frame with a time of 10:00 PST, is placed on a chart with a time zone of GMT, at 18:00:

How do I find the time zone of a chart?

A chart already exists that contains information surrounding the happenings relating to MOONSHADOW and the three suspects Sam STEELE, Paul SHARP and Danny KENT. Find the time zone of this chart. To do this:

1. Open the chart `Example 10 initial 1.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.

2. Save this chart; from the **File** menu, select **Save As**. Click **OK** on the Cover Sheet dialog to display the Save As dialog. Select the folder you created to save your charts in. Type `Example 10 time zones.anb` in the **File Name** box and click **Save**.

3. Click the **Edit Chart Properties** toolbar button and select **Defaults\Date & Time** to display the Date & Time page:
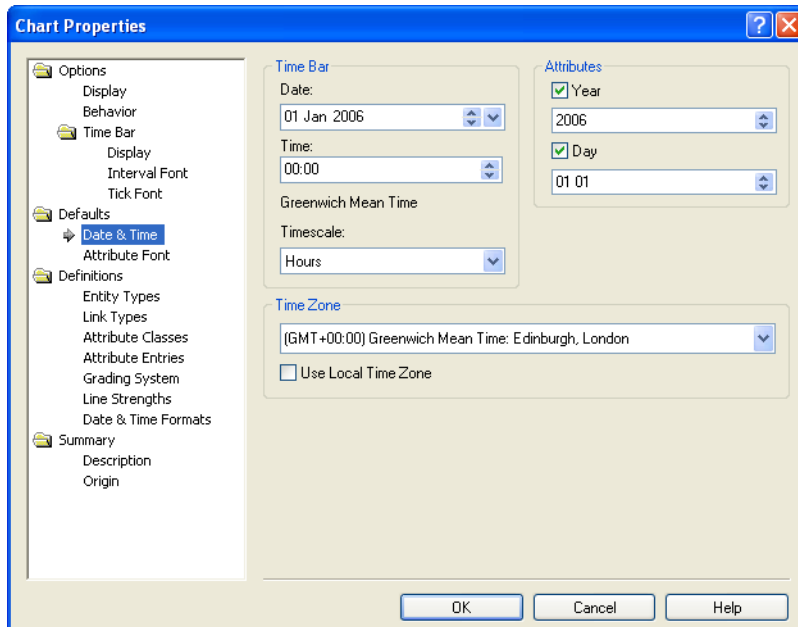
In the Time Zone area, notice that the time zone is (GMT+00:00) Greenwich Mean Time: Edinburgh, London. This is the time zone of this chart.

4. Click **Cancel** to close the Chart Properties dialog.

How do I add a chart item with a specific time zone?

There have been reports that MOONSHADOW was seen at the mouth of Marigot Bay in the early evening, at 18:25. The time zone of this chart is Greenwich Mean Time (GMT). However, St Lucia is in a different time zone, GMT -04:00: Caracas, La Paz. Add a new event frame to the chart to show this information, using the associated time zone. To do this:

1. Add an event frame of type Surveillance, from the Crime palette, and link it automatically to the MOONSHADOW theme line using a General link type, from the Standard palette. Place it between the Moored in Port and In port event frames.

2. Add the following information to this event frame, but do not close the Edit
    Event Frame dialog:

| Identity	Sighting
Description	The vessel was seen at the mouth of Marigot Bay in the early evening.
Grades	A 1 5

3. Select **Data\Date & Time** to display the Date & Time page:
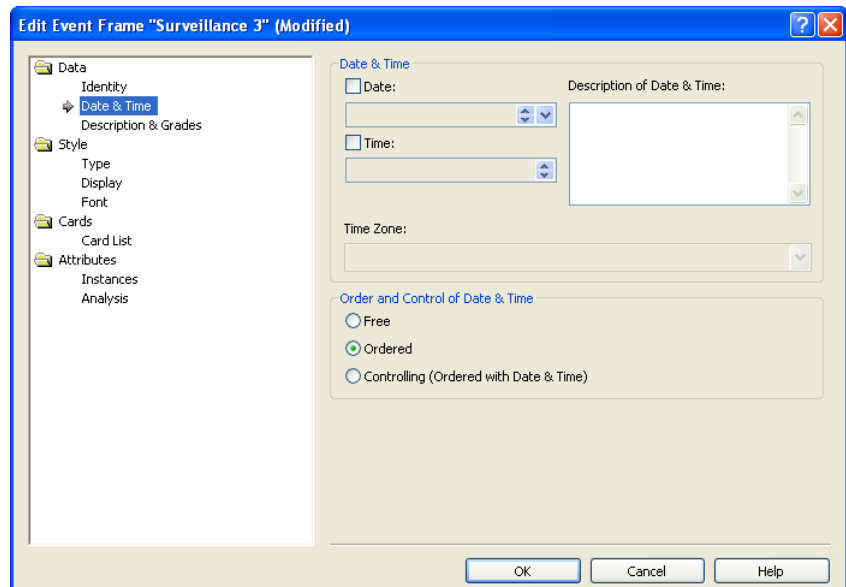
4. Set the date and time to be `26 Feb 2006 18:25`.

    Do not close the Edit Event Frame dialog.

5. From the **Time Zone** drop-down list, select **(GMT -04:00) Caracas, La Paz**.

The time zone displayed above the **Time Zone** drop-down list shows that this time zone is, SA Western Standard Time:
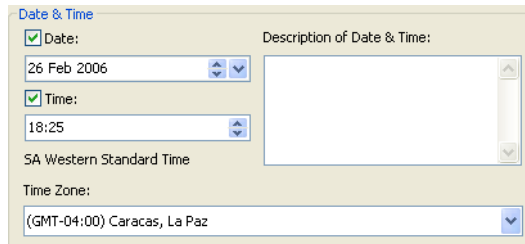
6. In the Order and Control of Date & Time area, select **Controlling (Ordered with date & time)**.

7. Select **Style\Display** to change the date and time format display in the Display page:
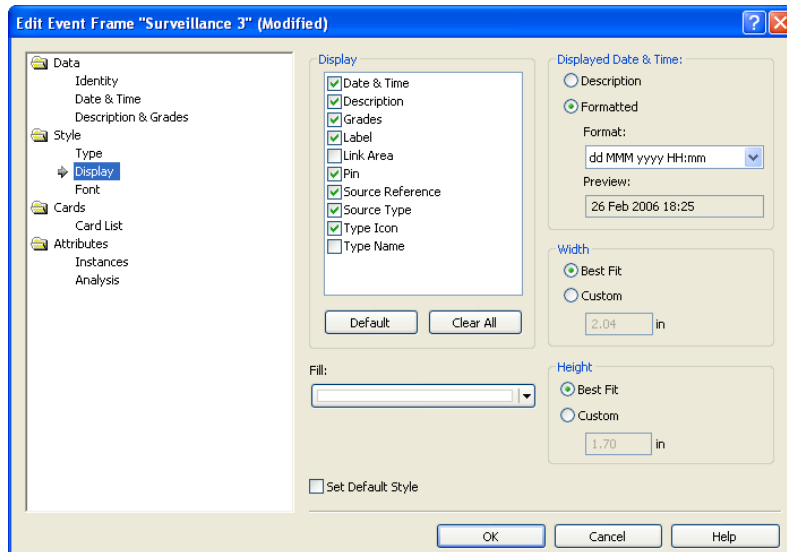
8. In the Displayed Date & Time area, from the **Format** drop-down list, select **dd MMM yyyy HH:mm Z**.

   Note: The time zone name, together with any daylight saving information, is displayed in the Preview area.

9. Click **OK** to close the Edit Event Frame dialog.

The event frame is displayed on your chart at 22:25. This is because the time difference between the time zone of the chart and the time zone of this event frame is 4 hours. Notice that it has the time zone displayed:

Sighting

The vessel was seen at the mouth of Marigot Bay in the early evening.

A 1 5

26 Feb 2006 18:25 SA Western

Your chart should now look similar to that below:

Click the **Save** toolbar button to save your chart.

Merging Charts with Different Time Zones

Analyst's Notebook synchronizes controlling chart items that have dates and times in different time zones so that they are positioned correctly relative to each other. It does this by representing dates and times internally using Universal Standard Time (UTC).

When you merge the contents of two charts that are in different time zones, the merged items are placed at the correct time relative to the time zone of the chart into which the items are merged.

The time zone of an item is only displayed if the time zone is included in the date and time format of that item. You can choose not to display the time zone of an item if it is the same as the time zone of the chart when you define the formats. For more information on defining date and time formats, refer to *i2 Analyst's Notebook 7 User Guide: Customizing and Analyzing*.

For example, chart 1, below, is in Greenwich Mean Time (GMT) and contains happenings observed in the UK:
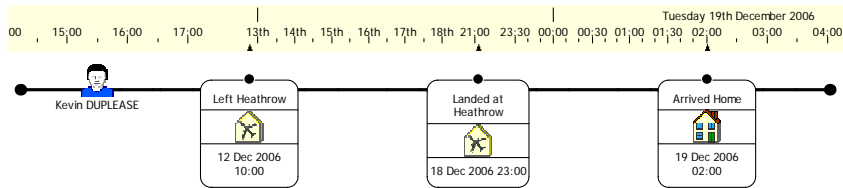
However, chart 2, below, is in Pacific Standard Time (PST) and contains happenings observed in the US:
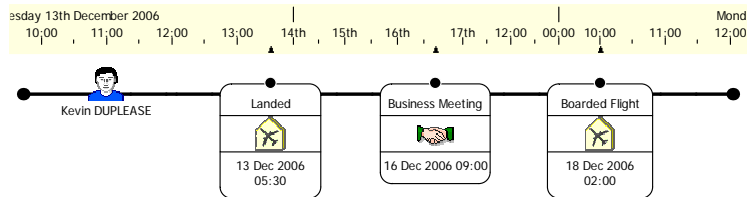
When the contents of chart 2 are pasted into chart 1, a combined chart is created. The items that you copied into chart 1 are displayed with Pacific Standard Time (PST) as their time zone. This is because the time zone of these items is different to the time zone of the chart.

For example, the Business Meeting event frame has a date of 16 December 2006 and a time of 09:00. This event frame has a time zone of Pacific Standard Time (GMT -08:00). It is displayed with a time of 09:00 PST but is positioned on the chart at 17:00 GMT, in accordance with the time zone of the chart.
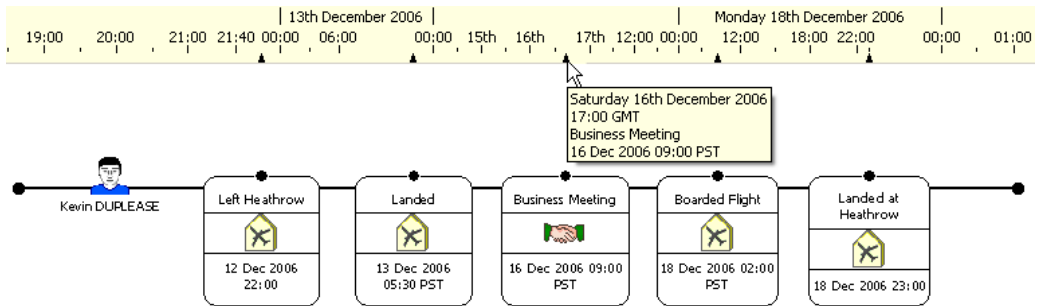
How do I merge two charts with different time zones?

A further chart exists, `Example 10 initial 2.anb`, containing information about telephone calls that took place in St Lucia. This chart has a time zone of Pacific Standard Time (PST). Copy the contents of this chart into the example 10 initial 1 chart. To do this:

1. Open the chart `Example 10 initial 2.anb`. To access the folder in which this chart is stored, double-click on the **User Guide Example Material** shortcut in the `My Documents\i2\i2 Analyst's Notebook 8` folder, and double-click on the `Creating Charts` folder.
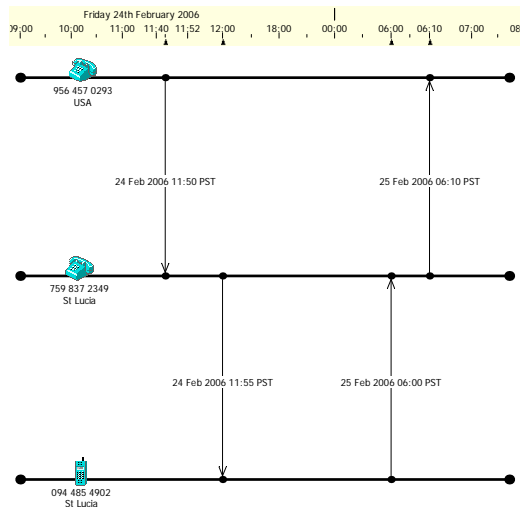
2. From the **Window** menu, select **Tile Horizontal** to tile the two charts.

3. In each of the windows, click the **Fit Chart in Window** toolbar button so that you can see the entire chart:
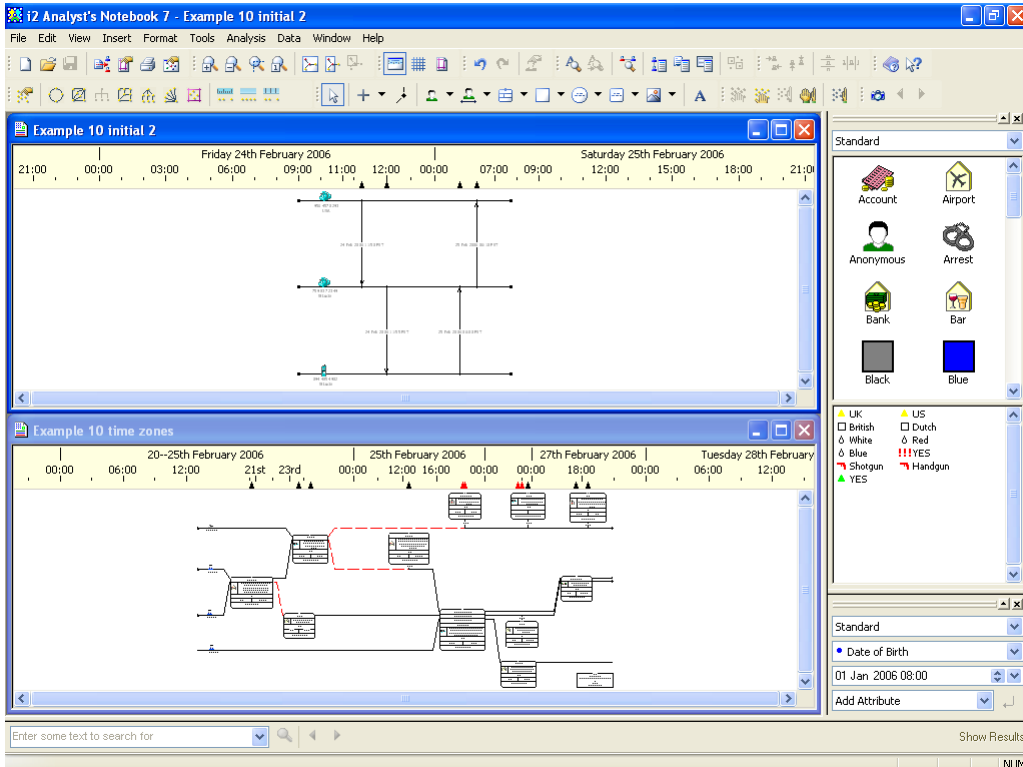
4. Make Example 10 initial 2 the active chart and press Ctrl+A to select all of the chart items, then press Ctrl+C to copy them.

5. Make Example 10 time zones the active chart and press Ctrl+V to paste the contents of the Example 10 initial 2 chart into this chart.

6. With the items that you have just pasted into the chart still selected, drag the telephone theme lines until they are above the MOONSHADOW theme line.

7. Close the Example 10 initial 2 chart, and click the **Maximize** button to fit the Example 10 time zones chart in the application window.

8. Click the **Fit Chart in Window** toolbar button to fit the Example 10 time zones chart in the window.

The items that you copied from the Example 10 initial 2 chart are displayed on the chart with their time zone (PST). A marker has also been placed in the time bar to show the time of the items in accordance with the time zone of the chart.

To tidy up your chart, drag the theme line icons for the telephone information that you have just added to the beginning of the theme lines. Your chart should now look similar to that below (`Example 10 finished.anb`):
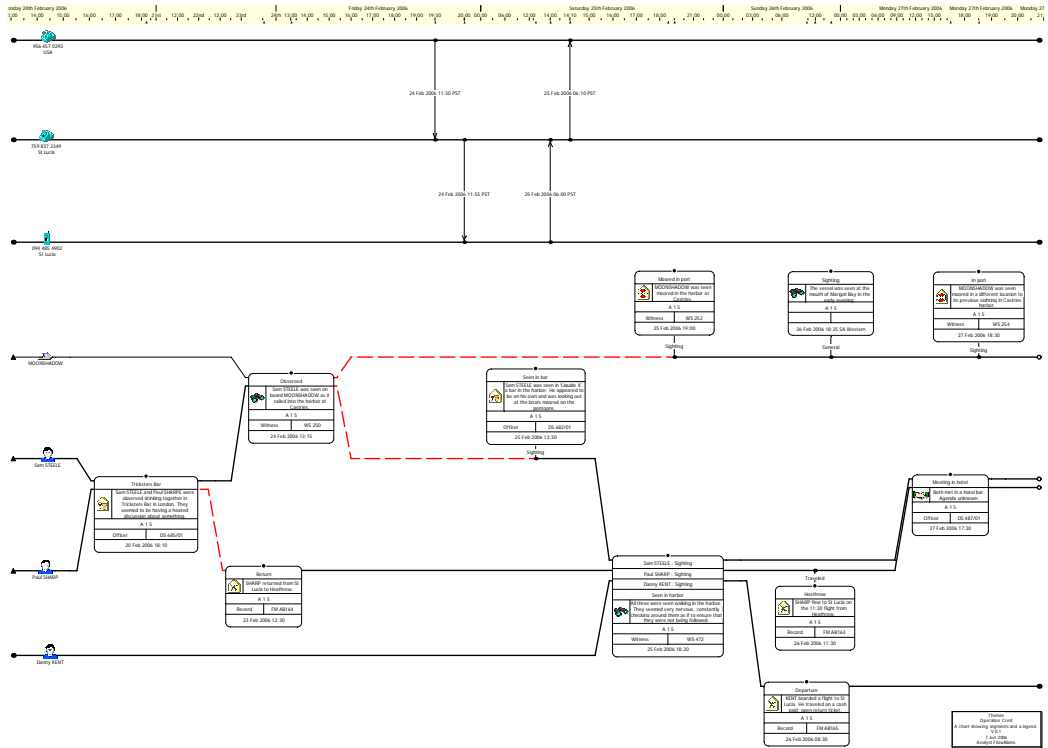

Click the **Save** toolbar button, and close your chart.

Sharing Charts with Users in Different Time Zones

When you create a chart, you can specify a particular time zone for that chart. If you share this chart with other users, in a different time zone, it will always be opened in the time zone that you specified.

User's Time Zone
(EDT)

User's Time Zone
(PST)

Chart Time Zone
(EDT)
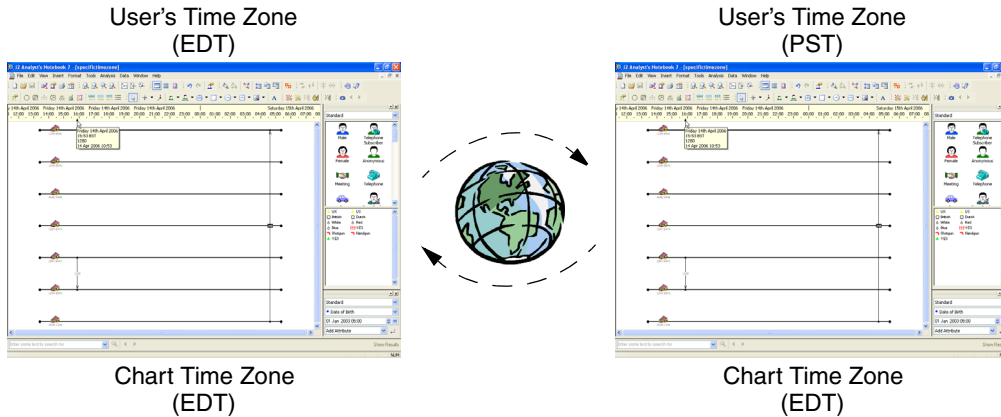
Chart Time Zone
(EDT)

If you do not specify a time zone *Analyst's Notebook* will use the local time zone when the chart is opened. The local time zone is the time zone in your Windows settings. When another user, in a different time zone, opens this chart it will use their local time zone to display the information.

User's Time Zone
(BST)

User's Time Zone
(SA Western)

Local Time Zone
(BST)

Local Time Zone
(SA Western)
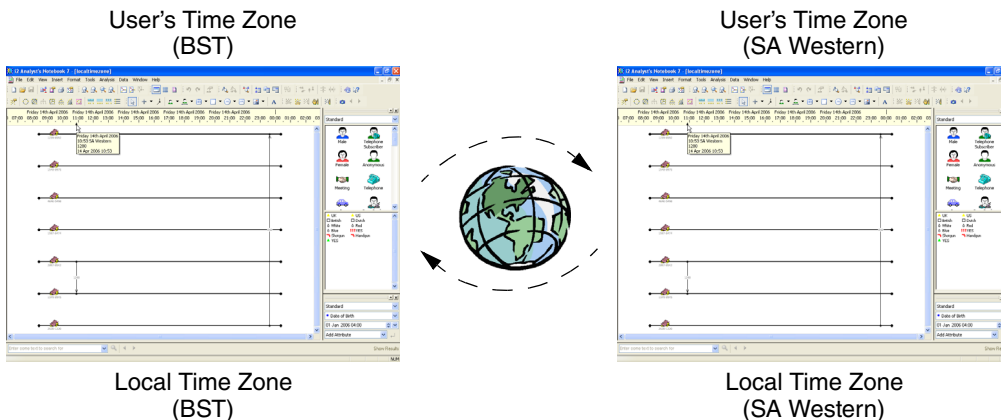
Summary

In this example you will have learned how to:

- add items with different time zones and display time zone information

- find the time zone of a chart

- merge charts in different time zones

- share charts with users in different time zones

A

Features used in the Examples

This appendix contains tables showing where the *Analyst's Notebook* features are demonstrated in the examples.

It is possible to use these tables as a way of finding the examples which best illustrate specific features.

Contents

Analyst's Notebook Features

The ■ symbol indicates in which example the feature is first used and explained.
The ● symbol indicates the feature is also used in the example.

Feature	User Guide - Creating Charts										User Guide - Customizing and Analyzing											
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12
Attributes																						
adding attribute entries to palettes											■											
analysis attributes																	■					
attribute instances			■																			
combining attribute classes																		■				
defining attribute classes											■											
merge and paste rules																		■				
showing attributes			■																			
the Attribute Bar			■																			
Background items																■						
Cards																						
adding information to cards			■																			
copying a card to another Windows application			■																			
copying cards			■																			
deleting cards			■																			
Change representation																						
of a timeline chart									■													
of an association chart									■													
Charts																						
combining charts			■							●												
creating a chart	■																					
creating a chart from a template											■											

Feature	User Guide - Creating Charts										User Guide - Customizing and Analyzing											
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12
merging charts					■													●				
opening a chart			■																			
printing a chart	■														●	●						
saving a chart	■																					
Chart Properties																						
default styles	■										●											
Cover Sheet	■					●																
Date and Time formats																						
choosing a date and time format	■																					
defining a date and time format													■									
Entity types	■																					
default styles													■									
defining entity types											■											
Entity Representations																						
box	■																					
event frame	■																					
icon	■																					
labeling and uniquely identifying chart items		■																				
OLE Object				■																		
text block			■																			
theme line					■																	
Event frames																						
adding event frames	■																					
background text color			■																			
display properties	■																					

Features used in the Examples

Feature	User Guide - Creating Charts										User Guide - Customizing and Analyzing											
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12
duplicating event frames																						
fill color			■																			
Find Text			■																●			
Find Path																						
between two chart items																			■			
in chronological sequence																						■
Find Linked																			■			●
Find Matching Entities																		■				
Grades																						
about grades		■																				
defining grades											■											
Grid																						
displaying	■																					
grid settings														■								
Icon																						
enlarging icons															■							
Label																						
merge and paste rules																		■				
Layouts																						
grouped by time layout																					■	
grouped layout																				■		
minimize crossed links								■														
ordered layout																					■	
peacock layout																				■		
print layout														■								
proportional layout																					■	
theme line layout																	■					

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Feature	User Guide - Creating Charts										User Guide - Customizing and Analyzing											
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12
Legend																						
editing the legend															■							
populating the legend					■																	
Line strengths			■								●											
Links																						
adding links between items	■				●																	
automatically linking theme lines and event frames						■	●															
connection styles		■																●				
default styles													■									
defining link types											■											
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List Items																	■					
Navigating charts	■				●																	
OLE objects																						
embedded OLE objects				■																		
linked OLE objects				■																		
opening an OLE object				■																		
Ordering chart items								■														
Palettes											■											
adding chart items from palettes	■																					
Print																						
preparing a chart for printing	■														●							
printing the time bar and theme line names															■							
Report				■																		

Feature	User Guide - Creating Charts										User Guide - Customizing and Analyzing											
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12
Show and Hide															■				●			
Selection Sets																						
adding to selection sets																		■				
defining																			■			
intersecting and deleting																			■			
restoring																			■			
Snapshots																■						
Spelling checker	■																					
Summary information						■																
Templates																						
creating a new template											■											
creating a template from an existing chart												■										
customizing a template														■								
merging templates														■								
sharing templates													■									
Theme lines																						
theme line segments						■																
theme line styles						■																
theme line wiring height							■															
Time bar		■				●	●						●									
Time zones										■												
Visual Search																						
for a single entity																			■			
for linked entities																				■		
for links with date and time																					■	

Note: A few *Analyst's Notebook* features are not used in the examples. Please refer to the online help for more information about these items.

Glossary

Abstract Semantic Type

A notional semantic type associated with the real world meaning of the data. For example, an Abstract Number semantic type refers to a property that is reasoned about as a number.

See also: **i2 Semantic Type**, **Data Type**, **Semantic Type**.

Active Chart

The chart on which you are currently working.

Active Window

The window which is currently displayed. It is identified by a check mark on the **Window** menu. When windows are tiled or cascaded, it is the window with the highlighted title bar.

Alignment

The positioning of text or objects with respect to each other or to a reference point, line, or object. For example, the alignment of lines of text can be:

* left
* right
* center

Analysis Attribute

An attribute that is never displayed on a chart and is used solely to obtain information about chart items and their relationships to other items, for example, the number of links on an entity. Analysis attributes are created by *Analyst's Notebook*. They do not display on the chart but are useful for analysis.

Ancestor

An item at a higher level in a hierarchy that is the basis for the next level below in a hierarchy.

In the example below, Property is the ancestor of Transport and Motor Vehicle. However, Transport is a child of Property because it is one level below.
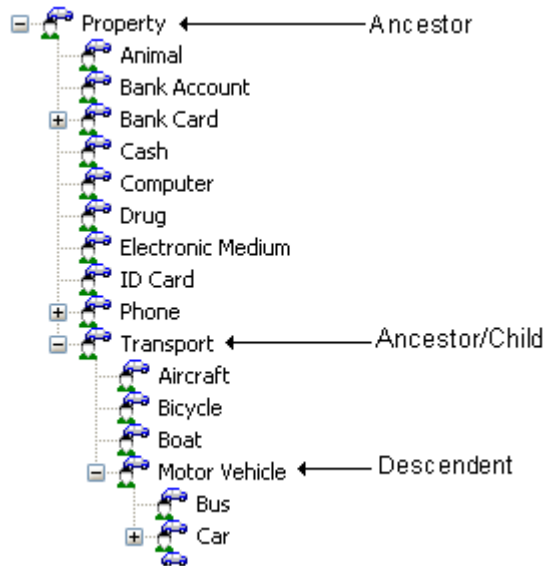
See also: **Child**, **Descendent**, **Parent**.

Association Chart

Chart showing relationships between entities to illustrate how they are interconnected, rather than describing a chronology of events. For example: associations between individuals; transactions between accounts; calls between telephone numbers.

See also: **Timeline Chart**.

Assumed Semantic Type

The default semantic type that is used for an entity in the absence of a specific semantic type having been assigned. The assumed semantic type is based on the icon. For example, the icon Arson may have the assumed semantic type Crime.

See also: **i2 Semantic Type**, **Semantic Type**.

Attribute

A piece of information that is associated with a chart item, such as date of birth or account number. It is represented by a symbol and/or value displayed with the chart item.

Attribute Bar

A special type of toolbar that allows you to add attributes to chart items and find chart items with a specific attribute value assigned to them.

Attribute Class

Characteristics of a specific attribute, including the type of its value, how it is displayed and the treatment of values when merged or pasted.

Attribute Entry

An attribute class together with a value. Attribute entries appear in palettes.

Attribute Instance

A single use of an attribute on a chart item. For an individual chart item there can be only one value for a particular attribute class. The display characteristics are controlled by the attribute class.

Attribute Type

An indication of the type of value which can be represented by an attribute. The four available types are Flag, Text, Number, and Time.

Auto Save

The ability of the application to save automatically a copy of your work on a regular basis. In the event of a power failure or abnormal closure of the application, the last automatically saved copy of your work is recovered when you restart the application.

Auto Scroll

The automatic vertical or horizontal movement across a window that occurs when you move or add a chart item close to the edge of the window.

Automatic (or Auto) Attribute

An attribute automatically created and assigned to chart items by the application. These attributes appear in the Attribute Classes page of the Chart Properties dialog with a yellow background.

Back Up

To copy data for safe keeping. For example, to copy a file onto a CD.

Background

A frozen layer of a chart behind other chart items forming a backdrop. In general, you cannot perform chart operations on chart items in the background.

See also: **Foreground**.

Background Item

An item placed in the background of a chart. In general, you cannot perform chart operations on chart items in the background.

Bitmap

A graphic composed of dots or pixels. A chart copied in this format can be pasted into a drawing program such as Microsoft Paint.

Box

An entity typically representing organizations or groups on the chart. It is often used to enclose other entities.

Card

A record of information attached to a chart item.

A chart item can have zero, one or many cards.

Case

Descriptive text used to categorize a particular investigation. Case is one of the custom properties.

Chart

A visual representation of real-world objects, such as organizations, people, events, or locations, and the relationships between them.

Chart Item

The representation of an entity or association between entities.

Chart Item Label

The text associated with a chart item.

Chart Properties

The chart definition of properties such as document summary, time zone, grid size, background color, and merge & paste rules. These properties are saved with the chart.

Child

An item that derives from the next level above in a hierarchy. A child is more specific than its parent. For example, the Cell Phone semantic type is a child of the Phone semantic type.
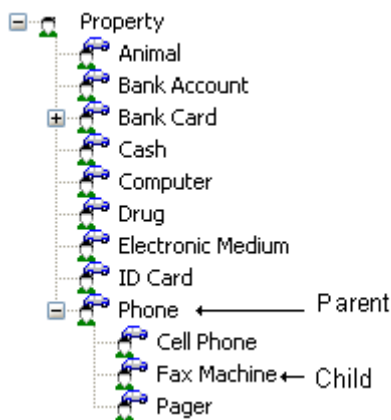
See also: **Ancestor**, **Descendent**, **Parent**.

Circle

An entity that is used as an alternative to an icon to represent information on the chart.

Clash

The name given to a link and attribute to signify that an entity charted from a database conflicts with another entity already on the chart.

Classification

The text used to describe the confidentiality of the content of a chart or document. Classification is one of the custom properties.

Clipboard

A Microsoft Windows temporary store for data you have copied or cut from a Windows application. It is used to transfer information between charts or between applications.

Cluster

A group of entities that is more interconnected within the group than to other entities.

Cluster Members

The entities in a cluster and the links between entities in the same cluster.

Column Separator

A character that separates a column of data in a file or clipboard read by the Import Editor. This may be a tab, a space, or any specified character.

Comment

A record that you want the Importer to ignore.

Connection

The association between a pair of entities on the chart, represented by one or more links.

Connection Style

The way in which the number of links is represented in a connection. There are three connection styles: single directed multiple

See also: **Single Connection**, **Directed Connection**, **Multiple Connection**.

Controlling Item

A chart item that defines the position of its date and time on the chart. A controlling item has a fully specified date and time and is also ordered.

See also: **Ordered Item**, **Dated and Timed Item**, **Free Item**.

Corner

A small dot placed on a link to divide the link into straight-line segments. A corner allows you to bend a link to improve your chart appearance and prevent overlapping of items.

Cover Sheet

A page that allows you to view and edit the summary properties of a chart, such as title, subject and author, and custom properties, such as case or classification.

See also: **Custom Properties**, **Summary Properties**.

Custom Properties

User-defined information about a chart and its contents, which is not covered in the summary properties. Custom Properties can be viewed and edited using the Cover Sheet, and printed in the header and footer of your chart.

See also: **Cover Sheet**, **Summary Properties**, **Case**, **Classification**.

Custom Semantic Type

A semantic type that has been created in addition to those types in the i2 Semantic Type Library.

See also: **Semantic Type**, **i2 Semantic Type**.

Custom Semantic Type Library

A collection of semantic types that are not in the i2 Semantic Type Library, typically defined by someone in your organization. Custom semantic types are stored in an `.mtc` file.

See also: **i2 Semantic Type Library**.

Data Column

A basic item of data manipulated by the Import Editor. The treatment of each column in a data file is defined by an Import Specification.

Data Provider

An organization providing or owning one or more data sources.

See also: **Data Source**.

Data Record

A record that is attached to a chart item that contains information from a data source.

Data Source

A source of data accessible using an i2 product. It can come from a database, files or any software route that can deliver data.

See also: **Data Provider**.

Data Type

A classification of a property semantic type to identify the particular kind of data the semantic type represents, such as a Number, Text, Date & Time, and Flag (Yes/No) value.

See also: **Abstract Semantic Type**.

Database Identity

An identity, used by the application, to identify whether or not two entities on a chart that originate from the same database should be regarded as the same.

Date and Time Attribute

An attribute that can have a value of a date and time.

Date Format

The way that a date is represented for input and display.

Dated and Timed Item

A chart item with both a date and time.

See also: **Free Item**, **Ordered Item**, **Controlling Item**.

Default Style

The style used for new items as they are added to the chart.

Descendent

An item at a lower level in a hierarchy that inherits its properties from something at a higher level.

In the example below, Transport and Motor Vehicle are both descendents of Property. However, Transport is also a child of Property because it is one level below.
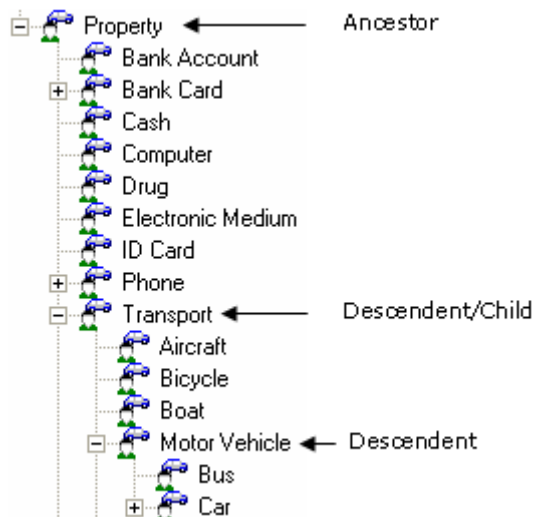
See also: **Ancestor**, **Child**, **Parent**.

Description

A property of a chart item, providing a detailed explanation of the information represented by the chart item.

Directed Connection

A connection in which all links in the same direction are represented as one on the chart. The possible directions for the link lines are:

- No direction
- Entity A to Entity B
- Entity B to Entity A
- Both directions

See also: **Connection Style**.

Diverted Theme Line

A theme line attached to an event frame such that when the event frame is moved, it maintains its vertical position with the event frame.

Diverting Event Frame

An event frame linked to a theme line that causes the theme line to change its vertical position.

Docked [Window]

A window, such as a toolbar, that is fixed in position relative to the application window.

See also: **Floating [Window]**.

Drag Handle

A small square that appears at the edge or corner of an event frame, box, OLE object, circle or text block when you select it. A filled handle may be dragged to resize the item.

Drop-down List

A list accessed from a dialog, from which you can select one or more items.

Click on the arrow to see the list:

Item 1
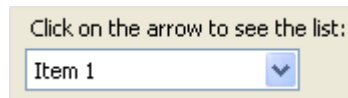
Entity

A set of details held in the application about a real-world object such as a person, location, or bank account.

Entity Semantic Type

A semantic type that can be assigned only to an entity or entity type.

See also: **Semantic Type**, **i2 Semantic Type**, **Link Semantic Type**, **Property Semantic Type**.

Entity Type

A category of like entities, for example organization, car, document, person or telephone.

Event Frame

A chart item representing a happening.

External Data

Information that has been retrieved via a connection to a data source.

See also: **Data Provider**, **Data Source**.

Fan Size

The angle at which several links between two entities emerge from and travel into those entities.

Flag Attribute

An attribute that can have a value of YES or NO.

Flat Look Mode

A mode that affects the appearance of the toolbars when the application is run on earlier versions of Windows, such as Windows 2000. Flat look mode gives toolbars the appearance of being flat rather than raised.

Floating [Window]

A window, such as a toolbar, that can be freely moved within the application window.

See also: **Docked [Window]**.

Foreground

The active part of a chart. You can perform all chart operations on items in the foreground.

See also: **Background**.

Free Item

A chart item that has no order. You can move free items anywhere on the chart.

See also: **Dated and Timed Item**, **Ordered Item**, **Controlling Item**.

Grade

A rating (typically a letter or number, for example A1) that can be used to indicate the accuracy of a piece of information and the reliability of the intelligence source.

Grading System

The use of a scale of code ratings for classifying the probability and reliability of intelligence for a document mark up, data or chart item; for example, the 4 x 4, or the 5 x 5 x 5 grading systems.

See also: **Grade**.

Grid

A feature that allows you to align chart items more easily on a chart. A grid can be displayed as rows and columns of dots.

i2 Semantic Type

A semantic type that is included in the i2 Semantic Type Library.

See also: **Custom Semantic Type**, **Semantic Type**, **Semantic Type Library**.

i2 Semantic Type Library

A collection of entity, link, and property semantic types. The purpose is to share these semantic types. There are two kinds of semantic type library: the i2 Semantic Type Library, and a Custom Semantic Type Library.

See also: **Semantic Type Library**, **Semantic Type**, **Custom Semantic Type**.

Icon

A pictorial representation of an entity.

Icon Shading

The ability to adjust the coloring of chart items and entity types that use icon representations.

Identity

A short textual description of an entity used to uniquely identify it in a chart.

Import

To incorporate information from a text file or the clipboard into a chart using the Import Editor or Import Manager.

Import Design

The blueprint that forms the basis on which data items are imported into a chart using the Import Editor.

See also: **Import**, **Import Editor**, **Import Specification**.

Import Editor

The tool used to create and edit an Import Specification.

See also: **Import**, **Import Manager**, **Import Specification**.

Import Manager

The tool used to run and maintain Import Specifications.

See also: **Import**, **Import Editor**, **Import Specification**.

Import Specification

A definition of how *Analyst's Notebook* interprets a data file or data in the clipboard.

Label

(1) A chart item, displayed as text, typically used for annotation.

(2) The textual name of a chart item, which appears on the chart.

Layout

The automatic arrangement of chart items.

Legend

A key to the content of a chart.

Legend Entry

An item within a legend, for example an icon type and its description.

Line Strength

The display of a line represented by solid, dashed or dotted lines on the chart. Line strength is typically an indication of the quality of the information for a particular chart item.

Line Style

A combination of the strength, color and width of a line. This may apply to the border of an entity, a theme line or a link.

Link

An association between two entities. For example, an owner link between a person and a vehicle.

Link Area

The display area of an event frame that provides access to the links to diverted theme lines.

Link Semantic Type

A semantic type that can be assigned only to a link or link type.

See also: **Semantic Type**, **i2 Semantic Type**, **Entity Semantic Type**, **Property Semantic Type**.

Link Separation

The distance between adjacent links in a connection.

Link Type

A category of similar links, for example Account Owner or Transaction.

Local Template

A template that is stored in your local template folder, typically on your computer's hard disk.

See also: **Template**, **Workgroup Template**, **Standard Template**.

Marker

A small triangle placed in the time bar to indicate a controlling item.

See also: **Controlling Item**.

Menu Bar

The horizontal bar across the top of the window which displays the menu headings.

Mergable

The name given to links to signify that an entity charted from a database could merge with two or more existing entities on the chart.

Merge

To combine two or more items into a single item. The merged item has properties (for example attributes and data records), which are an assemblage of the items that have merged.

Metafile

A picture file which may contain both bitmap and vector data. A chart may be pasted into another application as an OLE object or as a simple picture, depending on the settings in your Options dialog.

Multiple Connection

A connection in which individual links are represented as separate links.

See also: **Connection Style**, **Directed Connection**, **Single Connection**.

Multiple Undo

The ability to reverse a sequence of user operations.

See also: **Redo**, **Undo**.

Number Attribute

An attribute containing a numeric value.

OLE

The Microsoft Windows mechanism for transferring and sharing information between Windows-based applications. OLE stands for Object Linking and Embedding.

OLE Embedding

The incorporation of a copy of an OLE object within the chart. An embedded object is contained in the chart rather than referenced from it.

See also: **OLE Linking**.

OLE Linking

A reference to an external source representing the content of an OLE object.

See also: **OLE Embedding**.

OLE Object

An entity that has been created using another Windows-based application.

Online Help

Information about the program you are running, displayed in an extra window on your screen or as a pop-up window over the item you want help on.

Option

A setting that controls the behavior of the application. There are three types of option: application, chart and command. Application options apply throughout the application, for example which toolbars are displayed. Chart options are specific to a chart, for example grid spacing.

Option [Button]

One of a set of alternative settings on a dialog that can be selected. Its selection status may depend on the status of other options within the dialog.
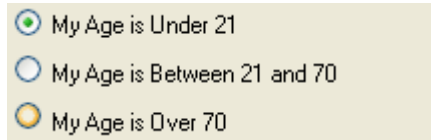
Ordered Item

A chart item whose position is maintained within a sequence. The movement of an ordered item is restricted such that it cannot be dragged beyond neighboring ordered items.

See also: **Dated and Timed Item**, **Free Item**, **Controlling Item**.

Palette

A container for entity types, link types, attribute classes and attribute entries.

Palette Bar

A window that displays the contents of a palette.

Palette Pane

A single portion of a palette bar that can contain entity types or attribute entries.

Pan

The vertical and horizontal movement across a window.

Parameter

A placeholder in a report specification, which is substituted for a specific value from the chart as the report is generated.

Parent

Something that is the basis for the next level below in a hierarchy. A parent is more specific than its child.

For example, the Phone semantic type is a parent of the Cell Phone semantic type.
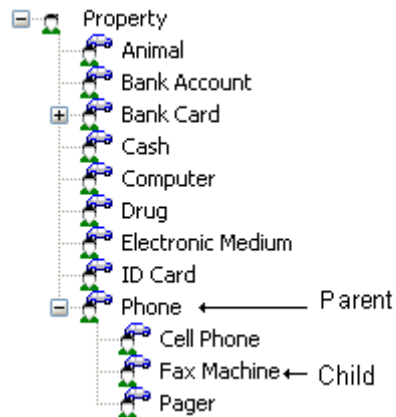
See also: **Ancestor**, **Child**, **Descendent**.

Paste Special

To copy information from the Clipboard into a chart, while maintaining data such as OLE information.

Path

Specific route between two entities on a chart, which may include intermediate entities.

Path Name

The full name of a file, including the hierarchy of folders in which it is located.

Pin

A small circle attached to a chart item that is used to indicate whether an item is Ordered (filled circle) or Free (unfilled circle). The visibility of a pin is part of a chart item's style.

Pixel

A single point on the screen. Pixel is short for picture element.

Plug-in

An external software component that extends the functionality of the application.

Property Semantic Type

A semantic type that can be assigned only to an attribute class or to a property in a data record.

See also: **Semantic Type**, **i2 Semantic Type**, **Entity Semantic Type**, **Link Semantic Type**.

Proportional

A description of an area of chart in which the horizontal distances between items is in the same proportion to the time differences between them.

Rank

The relative position of results in a list, arranged in order of how closely they match the search criteria.

See also: **Score**.

Record

The text between record separators consisting of one or more fields in a text file to be read by the Importer. A record typically represents two entities and a connecting link.

Redo

To restore the last Undo operation performed by the application.

See also: **Undo**.

Reference Grid

A grid that appears on a printed chart, allowing references to be made to the location of items.

Regional Options

A Windows control panel that controls how numbers and dates and times are displayed on your computer.

Regular Expression

A syntax that describes a pattern of characters. For example: address[0-9]*

A regular expression provides an advanced method for searching for text patterns, such as optional characters, using the Find Text facility.

Report

A textual description, generated by the application, containing information about entities, links, attributes and cards on a chart.

Reporter

The facility in the application used to generate pre-defined reports.

Representation

The form in which an entity is represented on a chart; for example, icon, event frame or theme line.

Reveal Hidden

A viewing mode that makes hidden chart items visible.

Score

An absolute value, used in Smart Matching, to indicate the probability of two entities being the same real-world object. The values range from 1 to 9, where 1 indicates a weak probability, and 9 indicates a strong probability.

See also: **Rank**.

Scroll Bar

A bar along the bottom or side of a window which allows you to move horizontally or vertically across that window.

Segment

Section of theme line. Segments can be Wiring Segments or Style Segments.

See also: **Wiring Segment**, **Style Segment**.

Selection Set

A set of chart items that were originally identified by being selected, and which can be selected again easily.

Semantic Matching

The capability to compare two entities or links to determine the extent to which they may be related, or refer to the same object in the real world.

Semantic matching applies various rules in making the comparisons. For example, it takes into account whether two items are of the same semantic type (such as Person) and that there can be spelling variations, for example Jim, James and Jimmy. Semantic matching can take these factors into account and provide a ranking for the similarity of items.

Semantic Path

The position of a semantic type in the i2 Semantic Type Library hierarchy. For example the path for the HTML Extract semantic type would be Entity\Annotation\HTML Extract as it includes the full path from the root semantic type down through the library hierarchy to the semantic type:
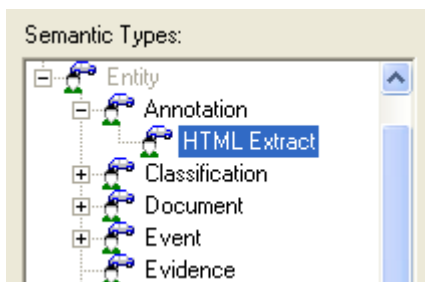
See also: **i2 Semantic Type Library**.

Semantic Type

A category that defines the real-world meaning of the data and therefore how applications should interpret that data.

For example, Person is a semantic type that could be assigned to entity types such as Male, Victim, and Witness. The semantic type allows the application to understand that each of those entity types are a different way of depicting people in the real world.

The semantic types are organized into three hierarchies:

- Entity semantic type
- Link semantic type
- Property semantic type

See also: **i2 Semantic Type**, **Entity Semantic Type**, **Link Semantic Type**, **Property Semantic Type**, **Semantic Matching**.

Semantic Type Library

A collection of entity, link, and property semantic types. The purpose is to share these semantic types. There are two kinds of semantic type library: the i2 Semantic Type Library, and a Custom Semantic Type Library.

See also: **i2 Semantic Type Library**, **Custom Semantic Type Library**.

Semantics

The way in which i2 products can analyze and manipulate data according to its real-world meaning.

Single Connection

A connection in which all the links are represented as a single link, preserving the direction.

See also: **Connection Style**.

Smart Matching

To compare the information content of a pair of entities to determine if they are likely to represent the same real world item. The comparison uses semantic types to:

- gauge how much reliance to place on a piece of information for the purposes of identifying the entity
- ensure like information is processed appropriately
- handle issues such as variants of names, spellings and phonetics

The results of a comparison is a score as to how closely the information content matches. For example Person Name: John SMITH, e-mail address: j.smith@somewhere.net, matches Name: Jack, Last Name: SMITH and e-mail address: j.smith@.

Snapshot

A view of a chart, preserving the position of chart items and display scale.

Source Reference

An identifier indicating the origin of the information such as a document reference number.

Source Type

A description of the information supplier such as Officer, Witness or Record.

Standard Template

The template used by the application when creating new charts.

See also: **Template**, **Workgroup Template**, **Local Template**.

Status Bar

The bar at the base of the application window, which displays information such as the current action, or the status of a tool.

Style

Visual properties of a chart item.

Style Segment

A portion of a theme line between adjacent items associated with the theme line to which you can apply color and strength.

See also: **Wiring Segment**.

Summary Properties

Standard information about a chart and its contents, which includes the title, subject, author, keywords and comments. Summary Properties can be viewed and edited using the Cover Sheet, and printed in the header and footer of your chart.

See also: **Cover Sheet**, **Custom Properties**.

Symbol

A small image that can be used as part of the attribute display.

Template

A container for all the properties that are required to produce a new chart or workspace by the application.

See also: **Local Template**, **Workgroup Template**, **Standard Template**.

Terminator

See **Theme Line Terminator**.

Text Attribute
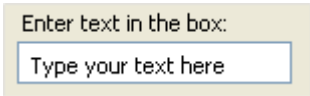
An attribute containing a textual value.

Text Block

An entity represented on the chart as a rectangle with rounded corners within which the label is contained.

Text Box

An area of a dialog in which you can enter or edit text.

Enter text in the box:

Type your text here

Text File

Any file containing unformatted text. A text file can be edited using Windows Notepad, or referenced within an Import Specification in order to visualize its contents.

Theme Line

An entity represented as a line with terminating symbols and an icon. Theme lines are often used to provide a common thread to events.

See also: **Timeline Chart**.

Theme Line Extent

The distance between the beginning and end of a theme line.

Theme Line Icon

An image displayed on a theme line used to represent that theme line.

Theme Line Terminator

The symbol that is used at the beginning or end of a theme line.

Theme Line Wiring

The display of the way in which a theme line diverts from the horizontal to pass through event frames and travel between event frames.

Tick

A mark on the time bar indicating a specific time.

Ticking Rate

The frequency of ticks that appear on the time bar, which show the rate of time across a chart.

Time Bar

The display, using ticks and labels, of the time flow from left to right across the chart.

Time Format

The way that a time is represented for input and display.

Timeline Chart

A chart or portion of a chart showing a chronology of events over a period of time. For example, a series of meetings occurring over several days, a set of transactions occurring over a period of time.

See also: **Association Chart**, **Theme Line**.

Toolbar

A set of buttons that allow you to carry out operations within the application. They provide shortcut ways of selecting commands.

Toolbar Area

The area below the menu bar in which toolbars can be docked.

Type

A means of classifying entities and links, for example account, car, and person. All entities and links have a type, which influences their appearance.

Type Icon

The icon used to represent an entity type. Type icons appear in many representations of an entity, for example theme line, event frame, icon.

Undo

To reverse the last operation performed by the application.

User Palette

A user defined palette containing entity types, link types, attribute classes and attribute entries.

Vector

Graphical data represented using lines.

Visual Search

A graphical search facility within *Analyst's Notebook*, which allows you to find entities and links according to their properties such as labels, types, attributes and interconnectivity.

Watch

An option to display how the Importer reads each record in the input as it updates the chart.

Wiring Segment

The length of theme line between adjacent diverting event frames linked to a theme line for which you can control the height of the theme line.

See also: **Style Segment**.

Workgroup Template

A template which is stored in your workgroup template folder, typically somewhere on a network.

See also: **Template**, **Workgroup Template**, **Standard Template**.

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