PROSECUTORS' ENCYCLOPEDIA
IN A NUTSHELL

Prosecutors' Encyclopedia: In a Nutshell

I. What's PE?

Prosecutors' Encyclopedia (PE) is an application developed by the New York Prosecutors Training Institute (NYPTI). Released in late 2010, PE has over 4,300 active prosecutors nationwide and contains over 4.6 million pages of information including: decisions, briefs, memos, transcripts, videos, audio, manuals, and black letter law written by prosecutors.

As new prosecutors sign up every day, PE is becoming an incredible directory of prosecutors throughout the United States.

PE is a secure "wiki" allowing users to add and edit content collectively. This means that almost all of the content of PE may be edited by any of its users, similar to the well-known Wikipedia. The major difference between the two wikis is that PE edits are not anonymous - every edit is attributed to the prosecutors who performed the edit.

II. Have an account?

Because NYPTI built PE using an intuitive and proven foundation (the same as Wikipedia) it should already look familiar when you sign in. But, PE is more than just a "wiki," because it is customized just for Prosecutors.

If you are a current prosecutor and haven't yet seen PE, create an account by going to www.MyProsecutor.com and click "Request an account." Be sure to use your agency e-mail address.

Note: The blue text and many of the images in this PDF outline are actually hyperlinks to specific articles in PE. You must have a PE account for them to work correctly. The outline is meant to be used on a computer, while logged in to PE.

III. Where do I start?

In PE, it all starts from the "Main page" and "Navigation" bar on left.

A key concept to **remember**: **Any text in BLUE is a hyperlink to something else or more substantive content.**

IV: It's all about the search - what are you looking for?

One of the best features in PE is the search engine. We've made it easy for users to find a needle in a haystack. There are four simple ways to search PE.

A. A simple search from the left tool bar:

On the left-hand side of your screen there is always a search box with two buttons "Search" and "Go to page." As you type, PE automatically suggests existing articles that match what you are typing.

Type a word or words in the search box.

Go to page - will take you automatically to an existing article.

Search - (or "Enter" on keyboard) Searches the text of all pages and files in PE (within the fields that you have selected in "user preferences." Default fields are "Main" and "Files")

If you do not get an exact match, you will see list of articles, files, and decisions that contain your search terms (or a message indicating that no matches were found).

> ➢ PE will search for articles that include whatever you've typed. It also searches common variations - for example, doctors and doctor are treated the same way.
> ➢ Search is not case-sensitive, so "Prosecutor," "prosecutor" and "PROSECUTOR" all give the same result.
> ➢ Titles, article text, and file contents are all part of the search.

B. Main Page Search Box

The Main Page search box was designed to be similar to the search boxes on today's most popular search engines. Type in a few words and PE will automatically do a basic search. For finding experts, just type the expert's name.
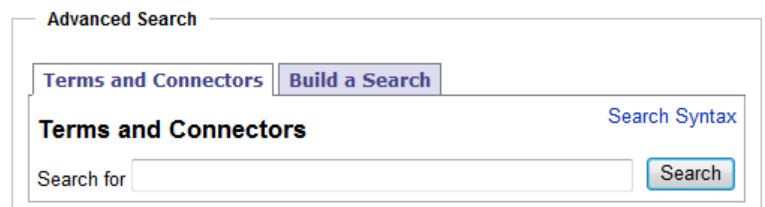
Search Tip: If you don't find *anything*, double check your spelling!

C. Advanced Search - where the magic really begins:

In Advanced search type words or terms you are looking for. Tap into PE's Search Syntax to help refine search terms using terms and connectors.

Select what areas of PE you want to search

*See the next page for further explanation

You can search specific fields when searching for decisions.

What jurisdiction do you want to search - helpful when searching for briefs or decisions from sister states. Your jurisdiction is selected by default.

D. Build a Search:

Build a search is for users who do not want to learn Search Syntax. Here you create your Search by typing words or phrases into at least one of the boxes and hitting Search. Use as many boxes as you need.

Search Tip: Expert Witnesses each have their own page in PE. Just type the expert's name to find the expert you are looking for.

V. Content types

Main – includes all pages/articles in PE

Files – anything uploaded to PE (transcripts, sound clips, etc.)

Decisions – U.S. case law from 1970-present

PExperts – **PE Users** who have expertise in a particular area

Users – search for PE users

Editorials – a space for users to share helpful information that is not necessarily substantive law
Ex: Editorial: Going Paperless

Discussions – each page has a discussion tab where users can comment

Categories – pages and files are tagged/grouped by category

Help – search PE Help

Unless you change your preferences, these content types will be searched by default.

VI. De-coding your search results

Your search results will likely contains several of the icons below:

PDF files		Videos	
You can easily edit these documents.		Audio	

VII. What does an article look like?

A. Articles:

Webguide for Prosecutors

○ Attach a file to this article

Contents [hide]

1 Introduction
   1.1 Links discussed during lectures
2 Basic Considerations for Electronic Research
   2.1 It's Easy to Get Overwhelmed
3 Free Legal Research Sites
4 Finding Information on Doctors and Experts
   4.1 Google Scholar
5 Information about the Foresic Sciences
6 Tapping Into Search Engines
   6.1 Always Use More Than 1 Search Engine!
   6.2 Additional Search Engines

Each article in PE typically contains a Table of Contents (TOC). From the TOC you can easily jump down to the relevant section by clicking the blue links.

Introduction [Attach a File] [Edit]

If you are putting a witness on the stand or cross examining a defense witness without running the witness name through Google, Dogpile, Yippy or another Internet search engine, you may get blindsided. With a few simple steps and less than ten minutes on a computer, you can easily eliminate or defuse some landmines that could potentially rock your trial.

Note: This page is adapted from:
▪ Smith's Webguide NYPTI Summer College 2011
▪ Smith's Webguide - for outside NY State

Links discussed during lectures [Attach a File] [Edit]

Technology at Work in the Casey Anthony Trial
Did Social Media Make Casey Anthony's Case?
10 Minute Video by Dorthy Ripka (Cordell and Cordell Law Firm) on Finding Evidence through Social Networking
Simplifying Technology

IACP Center for Social Media
IACP Social Media Survey Results Document 2010
Capitalizing on Free Software
Old Tricks for New Evidence - Coluzza
http://www.slaw.ca/2010/05/28/are-technophobes-negligent/ - lawyers who refuse to use technology are similar to doctors who refuse to use the latest in medicine

Internet Shortcut Keys

Basic Considerations for Electronic Research [Attach a File] [Edit]

Before discussing some basic general terms it is important to know that the old saying "what you say may come back to haunt you" has never been more true. Millions of people are e-mailing, posting to blogs, and using some form of electronic communication. Coupling these communications with inexpensive storage space, we are creating permanent records of our words and thoughts. Today, it has never been easier to tap into such a vast pool of information. Tapping into this information is nothing new – you can bet the defense bar has been doing it for years.

Credibility: Anyone can create a website for little or no cost and publish it to the world. This ease of publishing provides the pool of information that you should be tapping into to find information about any witness. This type of communication, however, bypasses the usual publishing channels and allows opinions or ideas to be expressed that may not be credible, so use caution - just because something is on the Web or in an e-mail doesn't mean that it is credible. Try to corroborate website information with information from other reliable sources.

It's Easy to Get Overwhelmed [Attach a File] [Edit]

According to figures from Netcraft.com, there well over 30 billion pages on the World Wide Web. As of April, 2011 there were at least 312,693,296 different Websites, with a growth of almost 14.7 million hostnames (the 10th consecutive month of growth). Sometimes finding a valuable piece of info is like finding a truly innocent person in the prison system. My goal is to give you tips on how to find what you are looking for.

Top US Internet Sites - April, 2011

Most articles will also contain links. These links are typically to other PE content, decisions in PE, external websites, or files.

B. File description pages:

| file | edit | history | delete | move | protect | watch | delete permanently |

File:Smith Webguide NYPTI SC 2011.pdf

— **Feedback / Summary** —
Tell us how this content helped you
Existing discussions
Subject:

Please contribute by adding short feedback/summary of what was helpful about the file.

Submit

Smith_Webguide_NYPTI_SC_2011.pdf
Origination: NYPTI
Tags:

Click on the link to open the file or "right click" and choose "save target as" download.

File history

Click on a date/time to view the file as it appeared at that time

	Date/Time	Dimensions	User	Comment
delete all current	12:19, July 14, 2011	(3 MB)	Sean Smith, New York Prosecutors Training Institute, Albany, New York (20244) (Talk | contribs | block)	{{FileFields	origination = NYPTI	date = Summer 2011	attachedTo = Webguide for Prosecutors	attachedToSection = 1 }}}

▪ Upload a new version of this file

File links

There are no pages that link to this file.
The following pages link to this file and their links are aliased
▪ Simplifying Technology/03 Technology Used as an Investigative Tool
▪ Webguide for Prosecutors

Some files may be linked to more than one page. Here you can see the other pages.

VIII. How do I help Prosecutors?

The best and easiest thing you can do is upload briefs, memos, transcripts, or other documents that would be helpful to other Prosecutors.

A. Attach files directly to a section of an article:

Transcripts   [Attach a File] [Edit]

Michael Welner testifying for the People at a Frye hearing in November 2009. People v. Lowery, NY, NY. File:Welner Testimony at Lowery Frye H___ ___ov 2009.pdf

Solomon Fulero testifying for the defense at a Frye hearing in November 2009. People v. Lowery, NY, NY. File:Fulero Testimony at L___ ___ring Nov 2009.pdf

Decision from the Frye Lowery Hearing where false confession testimony was excluded: File:People v Lowery Decision ___ ___xperts.pdf.

Michael Welner, M.D. is a psychiatrist and Chairman of the Forensic Panel. This transcript contains Dr. We___ ___ennsylvania State Legislature on March 18, 2002 regarding mental retardation ___

Dr. Michael Welner testifying before th___   ___or those who are mentally retarded. File:497H101743.d___

Dr. Michael Welner testifying for defen___   ___commit. On cross, People question Welner about why de___

Decision in People v. Teon Williams p___   ___vis, and Dr. Michael Welner in this Kings County case. File ___

Michael Welner is a forensic psychiatr___   ___mage, assessment of future risk for dangerousness. File:X23___

If you have a transcript or relevant document for a specific PE article you can upload it to the article by simply clicking "Attach a File" on the section where it belongs.

B. Create a new PE article and attach your files:

If you have files to contribute, but can't find a specific page in PE where they belong, you can create a new page in seconds.   It takes just a few steps:

Step One: Search

search

New Expert Witness

[Search] [Go to page]

Advanced Search

Step Two: Create the page:

Create the page "New Expert Witness" on PE!

Advanced Search

After verifying that the page (or one very similar) does not exist - click the RED link.

Step Three:

Type some text into the blank page. The page can be as simple or complex as you'd like. You can also cut and paste text from any word processor directly into PE.

New Expert Witness

Step Four: Click SAVE

C: Upload files without attaching them to an article:

From the "toolbox" on the left side of PE you can always upload a file. But uploading from here will not attach the file to a specific article. For really busy prosecutors this is an easy way to help, and PE's search engine will always find the files.

The downside to uploading files without attaching them to a specific article is that the files merely stand on their own without a supporting page, or full explanation other than the file description. PE's search engine will find them, but it may cause more search results to appear when another user tries to find the file.

navigation
- Main page
- Basic Editing
- Recent changes
- Random page
- PE Help
- Contact Us

search

[Search] [Go to page]
Advanced Search

toolbox
- What links here
- Related changes
- Upload file
- Special pages
- Printable version
- Permanent link
- Copy & Paste Converter

IX. Formatting text & editing.

When building PE we tried to make contributing as easy as possible, giving prosecutors a few different ways and options to edit the text on a PE page.

A. Copy and Paste Converter:

One of the easiest ways to contribute text to a page is to use PE's "Copy & Paste Converter." This tool allows you to:
- ✓ Copy text from virtually any source
- ✓ Paste it into the box on the top
- ✓ Click convert
- ✓ The original text is converted to the format used by PE (i.e. wiki-text).

HTML to Wiki Converter

Paste rich text below

- One of the easiest ways to contribute text to a page is to use PE's "Copy & Paste Converter." This tool allows you copy text from virtually any source

[Convert]

Wiki text version

"One of the easiest ways to contribute text to a page is to use PE's

"Copy & Paste Converter."

This tool allows you copy text from virtually any source

B. It's just text:

NYPTI has experimented with different tools to make editing easier.   But we have found that the more things the editing tool bar does, the more of a hindrance it is for end users.

The most important thing to remember is that edits are no more than text on a page. Virtually any question you could have about editing is answered in the one-page cheat sheet at the end of this nutshell – and is also available at any time in PE by clicking "Basic Editing" on the left.
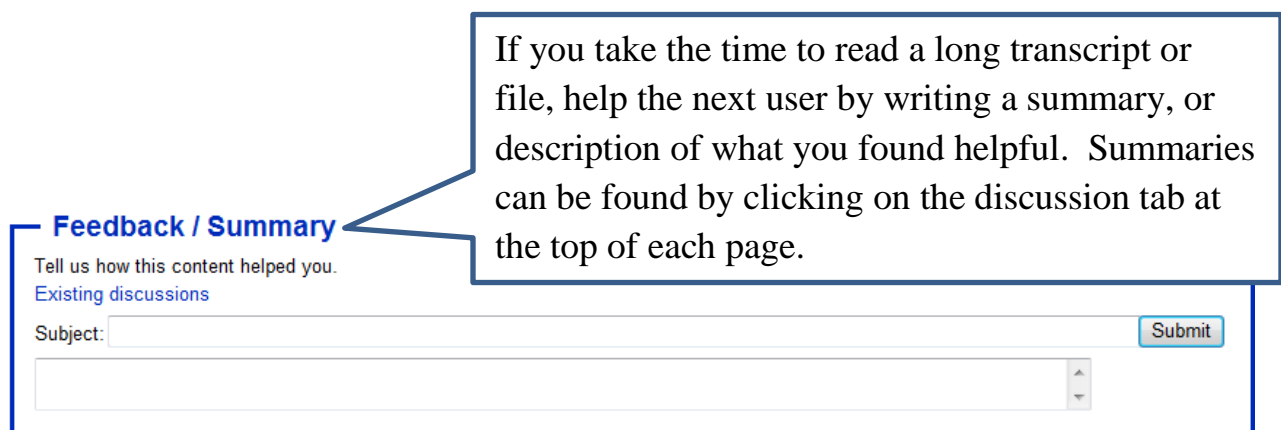
There is also a slightly more advanced tool bar that we've added as part of the WikiMedia user initiative, and we are currently working on a few other exciting changes to hopefully make editing even easier by Summer 2012. Feel free to change your "User Preferences" and use the editor that works for you.

C. You can always roll-back a mistake.

Don't worry crashing the system, making a mistake, or causing a nuclear meltdown. Any mistakes can easily be fixed by rolling pages back to earlier dates. And everything is constantly backed up.

X. Other ways you can help:

A. Providing Feedback and Summaries to files:

If you take the time to read a long transcript or file, help the next user by writing a summary, or description of what you found helpful. Summaries can be found by clicking on the discussion tab at the top of each page.

Feedback / Summary
Tell us how this content helped you.
Existing discussions
Subject: [   ]   Submit
[   ]

B. Adding Categories and Tags:

CATEGORY ASSIGNMENT

Please enter the name of a category for this article. Use ; to separate multiple categories.

Categories: CDAA;NAPC;Publications

Categories and tags help keep PE organized, and are also very helpful when researching because you can always click the categories at the bottom of each page to find similar content.

Tags:

[   ] [Add]

XI. Tweaking My Preferences:

Depending on your "preference" you may want to immediately make two tweaks to the way PE works for you.

1. Search Options: if you would like decisions to be returned for all of your searches, make sure you have a check box next to Decision: ☑ Decision

2. Editing: Here you can choose which PE editor you'd like to use.

Preferences

| User profile | Appearance | Date and time | Editing | Recent changes | Watchlist | Search options | Misc |

XII. Take the PE Plunge!

There's no question - PE contains a lot of information, and has countless cool features. This Nutshell only cracks the surface of what PE has to offer. But whether you're looking for the latest development out of the U.S. Supreme Court or the latest development in tablet computing, PE contains something for every prosecutor. And it will continue to grow as prosecutors across the country begin contributing and collaborating. Take a few minutes to sign-in, add PE to your "favorites/bookmarks" and explore the hyperlinks that follow!

XIII. Quickly Experience The Power of PE!

- ✓ Glossary Of Terms Frequently Used In New York Criminal Practice - A new way of organizing material.

- ✓ NYPTI DWI Manual – A book-style format to bring manuals to life.

- ✓ New York Penal Law and Criminal Procedure Law – Interactive links that provide the latest case law for each statute.

- ✓ The Confrontation Clause After Crawford v. Washington 2011 Update - completely interactive outlines.

- ✓ The Daniel T. McCarthy School of Advocacy – Course pages with information, directions, materials and supplements.

- ✓ Law Enforcement Guides

- ✓ National Academy of Sciences Report: Strengthening Forensic Science in the United States: A Path Forward - Released 2009

- ✓ NDAA Capital Litigation Trainings See: NDAA Capital Litigation Project

- ✓ Talking Points for Wrongful Incarceration - Exoneration - Prosecutor Immunity

- ✓ Legal Writing

- ✓ Webguide for Prosecutors

- ✓ Simplifying Technology - A Multi-State Project

- ✓ Using PE for ApPEals

PE Cheat Sheet

Description	You type	You get
Italic text	''italic'' (2 single quotes)	*italic*
Bold text	'''bold''' (3 single quotes)	**bold**
Bold and italic	'''''bold & italic''''' (5 single quotes)	***bold & italic***

Sections Formatting – *only at the beginning of the line*

Headings of different levels	=level 1= ==level 2== ===level 3=== ====level 4==== =====level 5===== ======level 6======	Level 1 Level 2 **Level 3** **Level 4** **Level 5** **Level 6**
	An article with 4 or more headings automatically creates a table of contents.	

Bullet lists:	* one
	* two
	* three
	** three point one
	** three point two
	
	Inserting a blank line will end the first list and start another.
		▪ one
		▪ two
		▪ three
		   ▪ three point one
		   ▪ three point two

Numbered lists:	# one
	# two
	# three
	## three point one
	## three point two
		1. one
		2. two
		3. three
		   1. three point one
		   2. three point two

Linking:

Link to Article in PE:	[[Name of the Article]]
Link to file in PE:	[[File:Name of the File]]
Link to website outside of PE:	[http://www.MyProsecutor.com]