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FTK Portable Cases

FTK Portable Cases enable the investigator to export or share specific items from FTK for review in a Portable case. However, only consists of a limited feature set. For example, quick searches will be available, but advanced search is not.

Creating a Portable Case

**Tip:** It is recommended to create the Portable Case with a more refined and filtered set of files for better reviewing experience. Portable Case created using all files in a case may affect the reviewing efficiency.

**To create a Portable Case:**

1. Navigate to **File > Reports** in the menu.
2. Select **Reports**.
3. In **Reports Options**, select the container that you will use to add files to the Portable Case.
4. As with any **Report** in FTK, select the options for the files and click **OK**.
5. In **Report Output** dialog provide the **Report Folder** location.

6. Select the **Portable Case** format.

7. The **Create Portable Case** dialog is displayed.

8. In **Export Name** provide a name for the Portable Case folder.

9. If you want to **Create Searchable Index** (using dtSearch index) and if it should also **Index Binary Content**, enable the corresponding options.

10. In **Max Single File Export Size (MB)** select the maximum file size for your exports which by default is 2048mb.

11. Selecting the **Include Email Attachments** option will provide data for the **Related** panel to be populated.

12. Upon configuring all the required fields, click **OK**.
Monitor Progress

To monitor the progress of Portable Case creation:

1. The **Data Processing Status** dialog will show progress along with a **Cancel** option.

2. Reviewing the Portable Case folder will allow access to the **portablecasecreation.log**.

3. Reviewing the log file will indicate initial processing choices, the source case and version.

4. The log will indicate the following information:
   - The number of files that were successfully copied to the SQLite database.
   - The number of files exported to the Files folder.
   - The number of files that were not exported along with reason.
   - The progress of file metadata being copied to the database.
   - The progress on the creation of the dtSearch index.

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Opening Portable Cases

To open a Portable Case:

Tip: When a Portable Case has been shared, ensure that the storage media being used has full read/write access to ensure full operability. It is advisable to copy the Portable Case to the system itself to ensure the best experience.

1. Navigate to the Portable Case folder location.
2. Double click on Launch FTK Portable Case.bat.

Note: The Portable Case will now attempt to install any additional software packages if required and verify other prerequisites.

3. The Portable Case will be opened with the default layout.
To open any Portable Case:

1. Navigate to a Portable Case folder.
2. Double click on Launch FTK Portable Case.bat.
3. Once the Portable Case UI is open, click on Explore Offline Data File.
4. Navigate to any another data.db file associated to a different portable case.
5. Click Open to view the portable case.
Panels

When a Portable Case has been opened, you can review data within it using multiple panels, providing a quick view of specific information pertaining to a case.

You can open panels and resize, split, or combine multiple panels into a single frame of the screen. The Portable Case UI will open to a default layout which can be adjusted to suit your review needs. The modification to the layout will be available when the Portable Case is closed and then reopened.

At any time if needed the default layout can be restored by clicking Restore Default Layout.

⚠️ Warning: You must select a case to open to be able to view Panel options.
Types of Panels

- **Viewer**: The Viewer panel will display the contents of the selected file. By default, the content of the selected file is displayed in its native file format and view with the best and most appropriate viewer automatically selected.

- **Bookmarks**: The Bookmarks panel provides the ability to create and control case bookmarks. You can apply more than one bookmark to a file and filter the required records by bookmarks.

- **Label Assignment**: The Label Assignment panel provides the ability to create and control case labels. You can apply more than one label to a file and filter the required records by labels.

- **Item List**: The Item list panel provides a grid view of the list of records present in the selected cases. This panel provides information such as File type, File name, path, etc. and when a record is clicked, the content of the file will be displayed in the Viewer panel.

- **Thumbnails**: The Thumbnails panel allows you to view thumbnails of the images and videos to help in reviewing larger numbers of graphic files.

- **Properties**: The Properties panel provides detailed system information about the selected record and includes information such as timestamps, extension, file type, hash values, MFT record information, metadata information and disk geometry information.

- **Related**: The Related panel allows you to view data relating to emails in two subpanels relating to Family, and Similar.

- **Filters**: The Filters panel allows you to make use of different filter categories to view a specific set of files.

**Tip**: You can click on the Pin to pin the required panel to Portable Case window.
Viewer Panel

The Viewer panel will display the contents of the selected file.

By default, the content of the selected file is displayed in its native file format and view. The value for

Type drop-down will be automatically updated based on the file type selected in the Item list. You can also choose to view the file in different views by selecting from the Viewer drop-down:

- **Default**: The default view of the file in its actual representation is displayed.
- **Hex**: The content of the file is converted to its Hexadecimal equivalent.
- **Chat**: This view provides a logical mapping of the chat conversations between two or more individuals over a time period.
- **Contact**: The contact information found in a mobile device’s contacts are displayed. For example, the WhatsApp name and profile photo of a contact.
- **Web**: A web view of the file is displayed.
- **Video**: The videos within a case are displayed.
- **OCR Text**: The characters or words recognized from the images are displayed.
- **Text**: The actual characters or works from the native file are displayed.

**Note**: You can click **Previous** to view the previous document, **Next** to view the next document, and **Download** to download the document.
**Bookmarks Panel**

The **Bookmarks** panel provides the ability to create and control case bookmarks.

You can apply more than one bookmark to a file and use the column or **Filter** panel to sort by bookmarks.

You can perform the following operations in the **Bookmark** panel:

- Creating new bookmarks.
- Viewing/Editing existing bookmarks.
- Deleting Bookmarks.

Bookmarks can also be created from the **Item List** and assigned at the same time.
**Label Assignment Panel**

The **Label Assignment** panel provides the ability to create and control case Labels.

You can apply more than one label to a file and use the column or **Filter** panel to sort by labels.

You can perform the following operations in the **Labels Assignment** panel:

- Create new Labels.
- View/Edit existing Labels.
- Delete Labels.

Labels can also be created from the **Item List** and assigned at the same time.
**Item List Panel**

The **Item List** panel provides a grid view of the list of records present in the selected cases. and when a record is clicked, the content of the file will be opened in the **Viewer** panel.

![Item List Panel](image)

**Page Footer Details**

The page footer provides you with a summary of the counts such as the total records present in the list, number of records displayed in each page, and number of pages available in total.

<table>
<thead>
<tr>
<th>Icons</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="15708" /></td>
<td>The number files available to view.</td>
</tr>
<tr>
<td><img src="image" alt="Page Size 50" /></td>
<td>Provide a range of between 50-200 files to display the corresponding number results per page.</td>
</tr>
<tr>
<td>![&lt;</td>
<td></td>
</tr>
<tr>
<td>![&lt;</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Page 1 of 158" /></td>
<td>The current page. You can enter a page number manually to directly navigate to it.</td>
</tr>
<tr>
<td><img src="image" alt="Highlighted: 0, Checked: 6" /></td>
<td>The number of files highlighted or checked in the case.</td>
</tr>
<tr>
<td><img src="image" alt="Common - KFF" /></td>
<td>The column Lock, selection, and column selected options.</td>
</tr>
<tr>
<td><img src="image" alt="C" /></td>
<td>To refresh the Item List.</td>
</tr>
</tbody>
</table>
Thumbnails Panel

The **Thumbnails** panel allows you to view thumbnails of the images and videos to easily identify and review larger numbers of graphic files.

You can perform the following operations in the **Thumbnails** panel:

- Resize thumbnails for easier viewing.
- Manual Labeling and Bookmarking.
- Using Hot-Keys to Label and Bookmark.

**Tip:** Labeled records are indicated with the icon against its Object ID (Item#). You can hide them by clicking the **Hide Labeled Items** option.
To label files via Thumbnails panel:

1. In the Thumbnails panel, select the files to be Labeled.

   **Note:** You can select multiple files by clicking on the files while pressing and holding the CTRL button.

2. Right-click on any of the files.
3. Select Labeling.
4. Select the appropriate All Checked / All Highlighted / All Listed / All option.

5. The Label Assignment prompt is displayed where you select the action to apply.

6. Click Submit Label Job to perform the operation, when complete the dialog box will close automatically.
To bookmark files via Thumbnails panel:

1. In the Thumbnails panel, select the files to be bookmarked.

   **Note:** You can select multiple files by clicking on the files while pressing and holding the CTRL button.

2. Right-click on any of the files.
3. Select **Bookmark Assignment**.
4. Select the appropriate **All Checked** / **All Highlighted** / **All** option.
5. Select **Bookmark Assignment**.

6. The **Bookmark Assignment** prompt is displayed.

7. Select the bookmarks to be assigned for the selected files.

8. Click **Save Bookmark Assignment** to perform the operation, the dialog box will close automatically.
Properties Panel

The Properties panel provides detailed system information about the selected record and includes information such as timestamps, extension, file type, hash values, MFT record information, metadata information and disk geometry information.

To view the Properties of a file:

1. In the Home page, click Panels on the top-right corner of the screen.

2. Select the Properties panel.

3. The ability to Search and Pin the panel exists.

   Warning: The Categorize and Sort icons are for future development and do not function in v7.6.0 SP5.
**Filters Panel**

The **Filters** panel provides you with a list of most useful filtering criteria using which you can drill down to a specific set of records.

You can also employ nested filters, i.e., multiple filters in combination with each other to drill down to specific records.
To filter the Item list:

1. From the Filters panel, expand the required filter category.
2. Select the checkbox of a filter once to include the corresponding files.
3. Select the checkbox of a filter twice to exclude the corresponding files.
4. Select the checkbox of a filter a 3rd time to remove it, or simply click the X button (Highlighted in red) in the Applied Filters box.
5. To remove applied filters delete them from the Applied Filters box.
Related Panel

The Related Panel allows you to view data relating to email data in two subpanels relating to Email Conversation and Similar.

**Warning:** The Portable case must have been processed with Include Email Attachments option (enabled while creating the Portable Case) for this panel to be available.

In the Email Conversation pane, the Emails that have been designated to be related are listed.

The information displayed in the two panels are listed below:

- **Email Conversation** – Displays the email messages sent and received in the selected email conversation.

- **Similar** - Displays the files which are similar to the content of the selected file. This similarity is based on the threshold value set for the Cluster Analysis processing.

*To view Similar Emails:*

1. In Item List click on any of the Item #’s to review the emails in the Viewer pane.

**Note:** You can view or hide any of the above two sub-panels by clicking on its name from the top of the Related Panel.
Panel Layout

Portable Cases provide you an option to organize your panels into layouts that fit your monitor or preferences. You can click on ▼ and select any of the following layouts to organize your panels:

- **Floating**: You can place the panel at any position or in front of any other panel. There will be no restrictions on the size or shape of the panel in this layout.

- **Dockable**: You can place the panel in any defined regions on the screen. Placing a panel over the defined areas will auto-size the panel to fit accordingly with any other visible panels.

- **Tabbed document**: You can arrange the panels as a tab and switch between the panels by clicking on the required tab. In this layout, you can view only one panel assigned as a tab at once.

- **Hide**: You can disable the panel and later click on the Panels icon to enable the required panel.

- **Auto Hide**: To minimize the panel into a tab when not in use.

**Note**: You can pin a panel and minimize it to a tab by clicking the Pin ▼ against the panel. Clicking on the tab will open the panel in full screen view.
To customize a layout:

1. In Home page, click on the Panel button.

2. The list of Panels is displayed.

3. Click and drag the title bar of the panel and place it on any of the docking icons.

4. Resize the panel as required by dragging any corner of the panel.

**Note:** The active panels placed by the user on screen will be saved and will become the default layout for this Portable Case.
Searching

Portable Cases provide an effective search functionality aimed to ease the process of searching and filtering the required set of records.

Search allows you to provide a search term and perform a search operation to list the results that match with the provided term. The results may contain the provided search term in either the content of the file or its metadata.

To perform a Basic Search for a single term:
1. Enter the keyword to be searched in the **Enter Search Term** field.
2. Press **Enter** or click **Search**.

To perform a Basic Search for multiple terms:
1. Enter the keywords to be searched in the **Enter Search Term** field.
2. Select any one of the Boolean **Operators** that should be performed for the keywords provided.
3. Press **Enter** or click **Search**.

**Note:** You can provide an asterisk * after any keyword to create wildcard searches.
**Wildcard Searching**

A search word or phrase can contain wildcards such as the asterisk `*` or a question mark `?` characters.

A `?` in a word matches any single character, and a `*` matches any number of characters.

The wildcard characters can be in any position in a string of characters.

<table>
<thead>
<tr>
<th>Wildcard Character</th>
<th>Search Type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>~</td>
<td>Stemming</td>
<td><code>kill~</code> matches <code>killed, killer or killing</code></td>
</tr>
<tr>
<td>#</td>
<td>Phonic</td>
<td><code>#smith</code> matches <code>smith</code> and <code>smythe</code></td>
</tr>
<tr>
<td>?</td>
<td>Matches any single character</td>
<td><code>appl?</code> matches <code>apply</code> or <code>apple</code></td>
</tr>
<tr>
<td>*</td>
<td>Matches any number of characters</td>
<td><code>appl*</code> matches <code>application</code></td>
</tr>
</tbody>
</table>

**Boolean Search**

A Boolean search consists of a group of words or phrases linked by connectors such as `and`, `and not`, `contains`, or and others that indicate the relationship between them. The following are some of the Boolean search examples:

- apple **and** pear – both words must be present.
- apple **or** pear – either word can be present.
- apple **w/5** pear – **apple** must occur within five words of **pear**.
- apple **not w/5** pear – **apple** must not occur within five words of **pear**.
- apple **and not** pear – only **apple** must be present, not **pear**.
- name **contains** smith – the field **name** must contain **smith**.
To review search results:

The Item List will display a HitCount column after successful searches.

Highlighting a file will display it in the Viewer when you can navigate between search hits using the right and left arrows to the right of the Hit#.

The Windows Find button is also available along with a Copy Text and Clear button.
Filtering

The Filters in Portable case provides you with a list of most useful filtering criteria which you can drill down to a specific set of records. You can also employ nested filters, i.e., multiple filters in combination with each other to drill down to specific files.

The following are the ways you can filter the files in the Portable Case:

- Quick Filters
- Hidden Filters
- Column Filters
- Filter Panel

Tip: You can employ multiple filters in combination with search queries to limit the search results.
Quick Filters

You can filter the records in a case with the help of a filter menu based on the supported file types in Portable Cases. You can select multiple filters to locate records efficiently.

The list of file types listed in Quick Filter are provided in the table below:

<table>
<thead>
<tr>
<th>Quick Filter Group</th>
<th>File Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
<td>● Adobe</td>
</tr>
<tr>
<td></td>
<td>● Word</td>
</tr>
<tr>
<td></td>
<td>● Presentations</td>
</tr>
<tr>
<td></td>
<td>● Spreadsheets</td>
</tr>
<tr>
<td>Emails</td>
<td>● Emails</td>
</tr>
<tr>
<td></td>
<td>● Contacts</td>
</tr>
<tr>
<td></td>
<td>● Appointment</td>
</tr>
<tr>
<td>Multimedia</td>
<td>● Audio</td>
</tr>
<tr>
<td></td>
<td>● Video</td>
</tr>
<tr>
<td></td>
<td>● Graphics</td>
</tr>
<tr>
<td>Internet</td>
<td>● Web Page Categories</td>
</tr>
<tr>
<td></td>
<td>● Browser History</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>● Chat Conversation</td>
</tr>
<tr>
<td></td>
<td>● SMS/MMS</td>
</tr>
<tr>
<td></td>
<td>● Contacts</td>
</tr>
<tr>
<td>Checked Items</td>
<td>● This filter will only display if there are checked items in the case</td>
</tr>
<tr>
<td>Clear All</td>
<td>● Removes all active Quick Filters.</td>
</tr>
</tbody>
</table>
To filter files using Quick Filters:

1. Click on the drop-down list for the required file type from the Quick Filters ribbon.

2. Select the required filter.

3. The data is displayed in all the selected formats.

Notes:

- The selected filters will be highlighted with an orange color.
- You can disable the selected filters by unchecking them or reset all the filters by clicking Clear All.
Hidden Filters

The **Hidden** filters control box is used to quickly filter out (hide) items that are not relevant to the current task.

You can enable the available options to hide containers, already labeled files, and duplicate files.

**Note:** The selected filters are highlighted with a light blue background.

**To hide files/folders:**

1. Click the **Hidden** drop-down.
2. Select the required option as described below:
   - **Hide Folders** - To hide all the folders containers (Folders, Placeholders, Email Folders) present in the case.
   - **Hide Labeled Items** - To hide the already labeled files. You can also configure to hide specific labeled files by clicking the **Settings** icon and selecting the labels.
   - **Hide Duplicate Items** - To hide the duplicate files which will leave only the unique files
3. Below is an example of **Hide Folders**, 11890 objects/files are in the Portable case, once the filter is applied 701 folders are hidden.
Column Filters

You can filter the details displayed in a Portable case by clicking the Filter icon in the required column’s header.

Upon clicking the Filter, a prompt will be displayed to configure the filtering details based on your preference.

To use Column filters:
1. Click the Column header you wish to filter.
2. In the drop-down menu, select the type of item to be filtered.
   
   **Tip:** To narrow down the number of available items in the column filter use the Filter panel or Quick filters to limit what is listed in the Item List.

3. Check the item or enter data as appropriate for your selection.
4. The column that is filtered will display as below in bold red:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Name</th>
<th>Labels</th>
<th>Bookmarks</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>10858</td>
<td>Toms Apt.mp4</td>
<td></td>
<td></td>
<td>MP4</td>
</tr>
<tr>
<td>11346</td>
<td>Toms Movies_(16).mov</td>
<td></td>
<td></td>
<td>MOV</td>
</tr>
</tbody>
</table>
Filter Panel

The **Filter panel** is another opportunity to limit the amount of data in the Portable case UI and quickly list what is important to you.

Filters are currently available for:

- Labels
- Bookmarks
- File Category
- Emails
- KFF
- Mobile
- Geo-Location
- File Attributes
- Internet Artifacts

**Warning:** The larger the case the longer it will take to expand the File Category container.

For a 1 million item case expect about 60 seconds.
To filter the Item list:

1. In the Filters panel, expand the required filter category.
2. Select the checkbox of a filter once to include the corresponding files.
3. Select the checkbox of a filter twice to exclude the corresponding files.
4. Select the checkbox of a filter a third time to remove it or click the close button in the Applied Filters box.
5. The filtered files list will be displayed in the Items List panel.

**Warnings:**

- The Clear button will compress any filter expansion back to the default.
- To retain the expansion, delete the individual filters from the Applied Filters dialog.
Hot Keys

Hot Keys make the review process easier by assigning different combinations of keyboard shortcuts intended to apply labels and assign bookmarks to the selected file.

To create a Hot Key:

1. Click on Settings from the top-right corner of the page.
2. Select Hot Keys.
3. The Create Hot Key pop-up is displayed.

4. Select the New Hot Key value.
5. Select whether the new hot key should be assigned to Label or Bookmarks.
6. Select the Label or Bookmark to which the Hot Key should be assigned.
7. Select if the Hot Key should automatically be assigned to all duplicates.
8. Click Add Hot Key.

Note: The list of already existing hot keys will be displayed in the Current Hot Keys section. You can remove the already existing hot key by click on the button to the far right of each Hot Key
Column

You can click on the required column header to sort the details in ascending (indicated as the Upwards Arrow \(\uparrow\) against the header) or descending (indicated as the Downwards Arrow \(\downarrow\) against the header) order.

To sort a column:

1. Click in the column header once to sort A-Z.
2. Click in the column header again to reverse the sort.

**Note:** Clicking on the column header a third time will disable the sorting.

---

**Warning:** Some of the files are incorrectly sorted upon performing the sorting operation for multiple columns in the 7.6.0 SP4 version of FTK Portable Case.
Custom Columns

To select the columns to be displayed:

1. In Item list panel, click Select Columns on the bottom-right corner of the panel.

2. The Select Columns prompt is displayed.

3. Remove the unnecessary columns from the Current Visible Columns section.

4. Select the required columns from the Select Additional Columns section.

5. Click Apply.

Note: You can click on New to add new custom column sets.
Bookmarks

During review, files can be bookmarked for further analysis or to include within a report at a later stage.

To create a new Bookmark:

1. In Item List right-click any file.
2. Select Bookmark Assignment
3. Select the appropriate All Checked / All Highlighted / All option.
4. In Bookmark Assignment right-click on the folder you want the bookmark created in.
5. Select New Bookmark.
6. In **New Bookmark** provide a **Bookmark Name** and highlight the folder the bookmark should be created under and add a **Bookmark Comment** if desired.

![New Bookmark Screen]

7. Click **Save** and then In **Bookmark Assignment** click **Close**.
To assign bookmarks to files:

1. In the Item List panel right-click on a file or group of files.
2. Select Bookmark Assignment and select the appropriate All Checked / All Highlighted / All.

3. The Bookmark Assignment prompt is displayed with the number of files selected.

4. Select the required Bookmark by enabling the appropriate checkbox against it.

Apply to all: No operation Assign All Bookmarks Un-assign all bookmarks
5. Select any **Advanced Options**.
   - **Keep Threads Together** – applies the Bookmark to files threaded to the selected file.
   - **Keep Similar Together** – applies the Bookmark to files similar by MD5.

6. Add a comment in the **Bookmark Comment** field and click **Save Bookmark Assignment**.
To remove bookmarks from files:

1. In the Item List panel right-click on a file or group of files.
2. Select Bookmark Assignment and the appropriate All Checked / All Highlighted / All Listed / All option.
3. In Bookmarks Assignment uncheck the box next to the bookmark to be unassigned.
4. Click **Save Bookmark Assignment**

```
<table>
<thead>
<tr>
<th>Item #</th>
<th>Name</th>
<th>Labels</th>
<th>Bookmarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>11106</td>
<td>1_Create Video Thumbnail Exercise_User Interface.mp4</td>
<td></td>
<td>Test Bookmark</td>
</tr>
<tr>
<td>11362</td>
<td>2_Create Video Thumbnail Exercise_Tennis.mov</td>
<td></td>
<td>Test Bookmark</td>
</tr>
<tr>
<td>11215</td>
<td>3_Create Video Thumbnail Exercise_Cassie.mov</td>
<td></td>
<td>Test Bookmark</td>
</tr>
</tbody>
</table>
```

**Note:** Alternatively, you can unassign bookmarks by accessing the bookmarks prompt by right-clicking, selecting **Bookmark Assignment** > **All Checked/All Highlighted / All** and selecting the **Un-assign all bookmarks** option. This will allow you to remove some or all bookmarks available.
To delete bookmarks:

1. In the **Item List** panel right-click on a file or group of files.
2. Select **Bookmark Assignment**
3. Select the appropriate **All Checked / All Highlighted / All** option.
4. In **Bookmark Assignment** panel, select the bookmark.
5. Right-click on it and select **Delete**.
   - The **Confirm** prompt is displayed.
6. Click **OK**.

**Note:** The deleted bookmarks will be removed from the corresponding files to which it was associated with.
Labeling

Portable Cases allow you to review and categorize files under a label for easier identification. You can apply more than one label to a file and filter the required files by labels.

To create a new label:

1. In the Item List right-click on the file(s) for which a Label is to be created.
2. Select Labeling
3. Select the appropriate All Checked / All Highlighted / All option.
4. In Label Assignment right-click on Labels and select New Label.

5. In New label provide a Name and click Save.

Note: Alternatively, you can access labeling options by using the Label Assignment Panel. This window will allow the same Label creation workflow.
To assign labels to files:

1. In the Item List right-click on the file(s) for which a Label is to be assigned.
2. Select Labeling and select the appropriate All Checked / All Highlighted / All option.
3. The Label Assignment dialog is displayed with the number of files selected.
4. Select the required Label by enabling the appropriate checkbox against it.
5. Select any **Advanced Options**.
   - **Keep Threads Together** – applies the Label to files threaded to the selected file.
   - **Keep Similar Together** – applies the Label to files similar (by MD5) to the selected file.

6. Select **Submit Label Job**.

   ![Label Assignment: 4 Items](image)

   **Note:** Alternatively, you can also assign labels using the **Hot keys** (keyboard shortcuts) assigned for a label.
To remove labels from files:

1. In the **Item List** right-click on the file(s) for which a **Label** is to be assigned.
2. Select **Labeling** and select the appropriate **All Checked** / **All Highlighted** / **All** option.

3. The **Label Assignment** dialog is displayed with the number of files selected.

```
Label Assignment: 3 Items
```

4. Select the required **Label** by enabling the appropriate checkbox against it.

```
Apply to all: [ ] No operation  [ ] Assign all labels  [ ] Un-assign all labels
```
5. Select **Submit Label Job**.

![Label Assignment: 3 Items](image)

- Apply to all: □ No operation  □ Assign all labels  □ Un-assign all labels

- Labels:
  - □ CART Review
  - □ Useful
  - □ Keep Similar Together

- Advanced Options

![Submit Label Job](image)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Name</th>
<th>Labels</th>
<th>Bookmarks</th>
<th>MD5</th>
</tr>
</thead>
<tbody>
<tr>
<td>11161</td>
<td>IMG_0789.JPG</td>
<td></td>
<td></td>
<td>274ab2ea356750de687cd4e46203cabc</td>
</tr>
<tr>
<td>11228</td>
<td>-7_Back Seat Driver.JPG</td>
<td></td>
<td></td>
<td>274ab2ea356750de687cd4e46203cabc</td>
</tr>
<tr>
<td>11455</td>
<td>Toms Special (332).jpg</td>
<td></td>
<td></td>
<td>274ab2ea356750de687cd4e46203cabc</td>
</tr>
</tbody>
</table>
To delete a label:
1. In the **Label Assignment** panel, select the label.
2. Right-click on it.
3. Select **Delete**.

- The **Confirm** prompt is displayed.

4. Click **OK**.
**Exporting Files**

Within the Item list, you can export files both natively and in PDF format. PDF conversion offers you the ability to convert unknown extensions to PDF, specify extensions to convert to PDF as well as keep files in their native format if the conversion process fails.

**To export files via Item list:**

1. In the Item list, right-click to export files.

   ![Item List](image)

2. Select Export.

3. Select the appropriate All Checked / All Highlighted / All Listed / All option.

4. In Export Native Files, note the number of files selected for export.

5. Select the Pdf Conversion options.
   - Convert unknown extensions to PDF.
   - Convert these extensions to PDF.
   - Export native file if PDF conversion fails.

6. Select Export to zip, if not selected individual files will be exported.
7. Select **Create Manifest** and if **Include Original Path** is desired.

8. Click **Export**.

When an export has been completed, the export location will be opened automatically. The output folder will contain the files exported, a log file `FTKPortableCaseExport.log` and a `manifest.csv` file if requested.
Note: The exported files’ names are saved using the corresponding item numbers listed in the FTK Portable Case application. The actual file’s name will be listed in the Manifest.csv file.

Export Log

---- Begin Export 6/21/2023 5:36:13 PM ----
3 items selected for exporting to 'C:\Users\ediscovery.ADDEV\Desktop\Case Exports'.
Total item(s) exported: 3; Item(s) not exported: 0.
---- End Export 6/21/2023 5:36:15 PM ----

Manifest.csv

<table>
<thead>
<tr>
<th>ObjectId</th>
<th>Name</th>
<th>OriginalPath</th>
<th>MD5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2321</td>
<td>DEF1_AD_Lab_v7.4.2.350_Installer_instructions.doc</td>
<td>FBl_CAIR.E01\Partition 1\Mantooth_CAIR [NTFS](Root)\Users\Wes Mantooth\Desktop\DEF0_AD_Lab_v7.4.2.350_Installer_instructions.doc</td>
<td>5e94c4f16a59e66ce3ebf2d4f8083</td>
</tr>
<tr>
<td>2323</td>
<td>Enable Hyper-V and DEFOU Baseline.doc</td>
<td>FBl_CAIR.E01\Partition 1\Mantooth_CAIR [NTFS](Root)\Users\Wes Mantooth\Desktop\Enable Hyper-V and DEFOU Baseline.doc</td>
<td>53b017050038d99be2f4eed3753e6dc</td>
</tr>
<tr>
<td>2324</td>
<td>Building new IFF VM server.doc</td>
<td>FBl_CAIR.E01\Partition 1\Mantooth_CAIR [NTFS](Root)\Users\Wes Mantooth\Desktop\Building new IFF VM server.doc</td>
<td>a4b52c0414b72a571d333203ed6161f2</td>
</tr>
</tbody>
</table>
Exporting File List Info

The Export File List Info option allows you to export a CSV or TXT file consisting of the metadata details of all the files present in a case.

To export the file list info:

1. In the Item list panel, select the files to be exported.

   Notes:
   - Files can be checked or highlighted. Alternatively, all files can be exported.
   - You can select multiple files by clicking on the files while pressing the CTRL button.

2. Right-click once the required files are selected.

3. Select Export

4. Select the appropriate All Checked / All Highlighted / All Listed / All option.
5. In **Select destination folder** provide an output location.

6. In **File Name** enter a name for the export.

7. In **File Type** select either the **Tab Delimited** or **Commas Separated Values**.

8. Click **Export**.
**Sub Portable Case**

The **Create Sub Portable Case** will allow you to create a new Portable Case of just the selected items you have reviewed.

**To create a sub portable case:**

1. In the **Item list** panel, select the files to be exported.
   
   **Notes:**
   - Files can be checked or highlighted. Alternatively, all files can be exported.
   - You can select multiple files by clicking on the files while pressing the CTRL button.

2. Right-click once the required files are selected.

3. Select **Create Sub Portable Case**.

4. Select the appropriate **All Checked / All Highlighted / All Listed / All** option.

   ▪ The Sub Portable Case pop-up is displayed.
5. In **Export Path** provide an output location.
6. In **Portable Case Name** provide a name for the new Portable Case.
7. Click **Create Sub Portable Case**.

A message will be displayed indicating the successful creation of Sub Portable Case.
We’d love to hear from you

Our team will be happy to help you on any questions. Write to us!

support@exterro.com

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