



FreeEed™ Manual for Windows (3/29/12)

Introduction

Thank you for downloading FreeEed™.

FreeEed™ is an enterprise-grade open source software platform for eDiscovery. Our goal with it, is to lower the costs of eDiscovery and make it available to smaller legal firms, pro-se litigants, and investigators. We hope FreeEed™ will be of great benefit to our customers who want to run eDiscovery on their corporate or home computer. After downloading the program, this guide will help you through all the steps you need to perform in order to process your next e-Discovery job using FreeEed™.

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Minimum System and Item Requirements

Minimum system requirements:

2 GB of RAM

5 GB Hard Drive Space

Java 6.0 and higher

Supported Operating Systems include:

Windows XP, Windows 7 and Vista

Linux

Mac OS X

Installation

1. [Download](#) and install FreeEed™ by unzipping it to an easy to find location. You will need a code key to perform the unzip action which you will get very quickly by sending an email to FreeEed-key@shmsoft.com and request a copy of the key. Please provide your name, company name, and telephone number in your email.

Figure 1.1 shows you what you should have inside your FreeEed™ Folder after the file is

unzipped.

Name	Date modif...	Type	Size
config		folder	drivers
freeeed_download		folder	freeeed-output
logs		folder	proprietary_drivers
pst_output		folder	scripts
target		folder	test-data
tmp		folder	derby
exoflop folder 2 test		file	for_developers_only
hadoop_test_s3		file	how-to-run
LICENSE		file	NOTICE
README		file	release_notes
run_gui		file	run_gui.sh
run_hadoop.sh		file	run_hadoop_enron.sh
run_hadoop_s3.sh		file	sample_freeeed_linux
sample_freeeed_macosx		file	sample_freeeed_windows
sample_hadoop		file	settings.properties
small_hadoop		file	small_hadoop_test_enron
small_test		file	

FIGURE 1.1

2. Run the FreeEed™ application by double-clicking on “run_gui”.

You will activate three screens which may be tiled on top of each other. Please note the “History” screen which will be running in the background during processing. This screen will give you useful information about your processing job. When FreeEed™ has completed processing, you will see the word, “Done” displayed at the bottom of the History Screen.

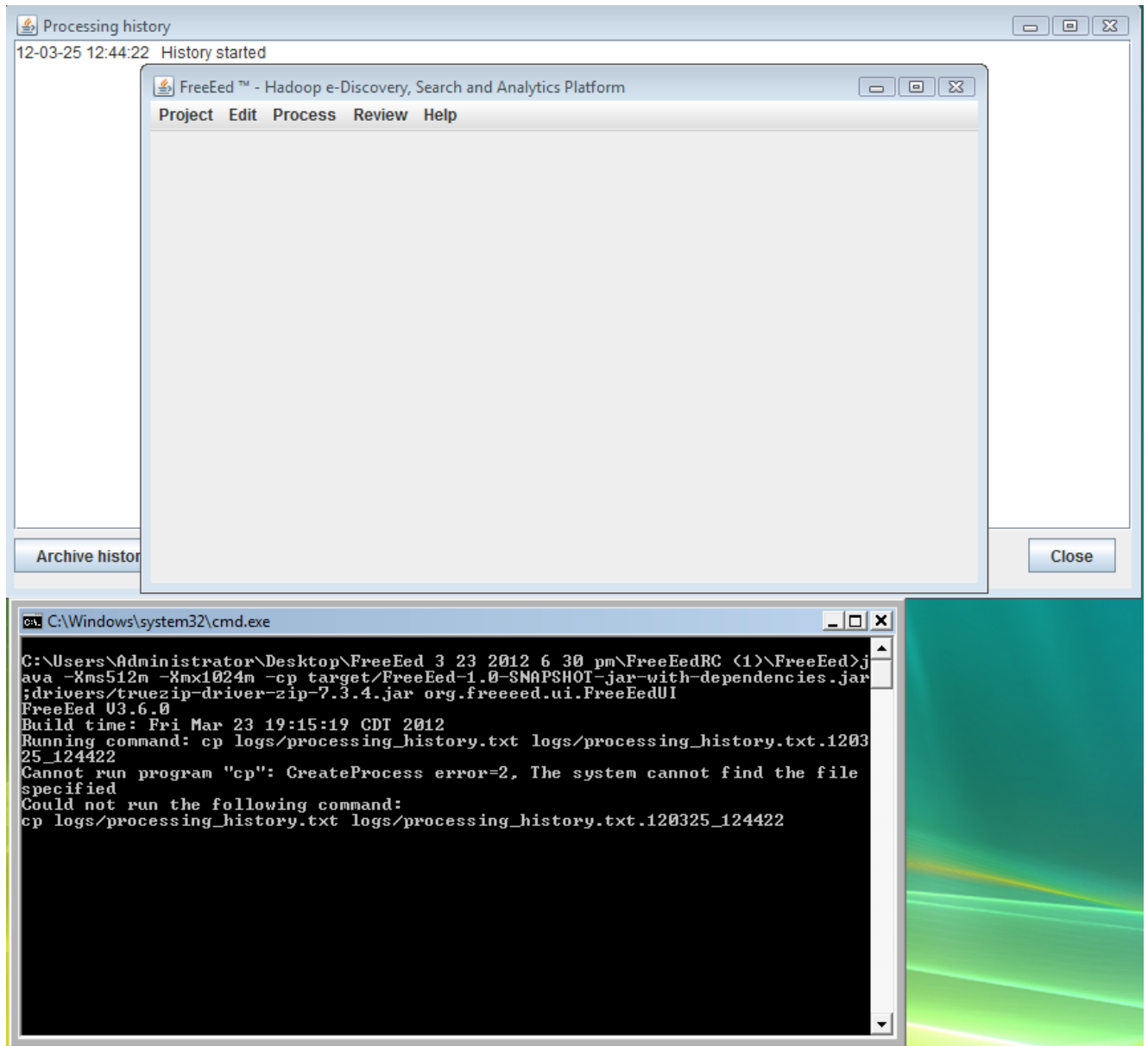


FIGURE 2.1

Getting Started

3. There is a test job supplied with FreeEed™ that you can run in order to assure that all the files transferred correctly to your machine and to verify your platform meets the minimum requirements. To perform the test supplied with the program, pull down the “Project” Menu and select “Open”.

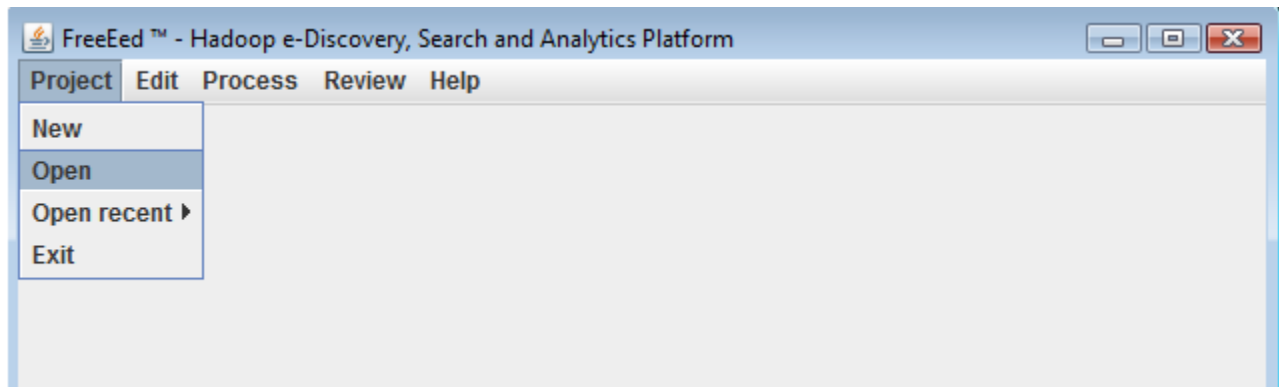


FIGURE 3.1

4. The Open command will bring up a window which looks like Figure 4.1 and you can select the project “sample_freeeed_windows.project” by double clicking on it.

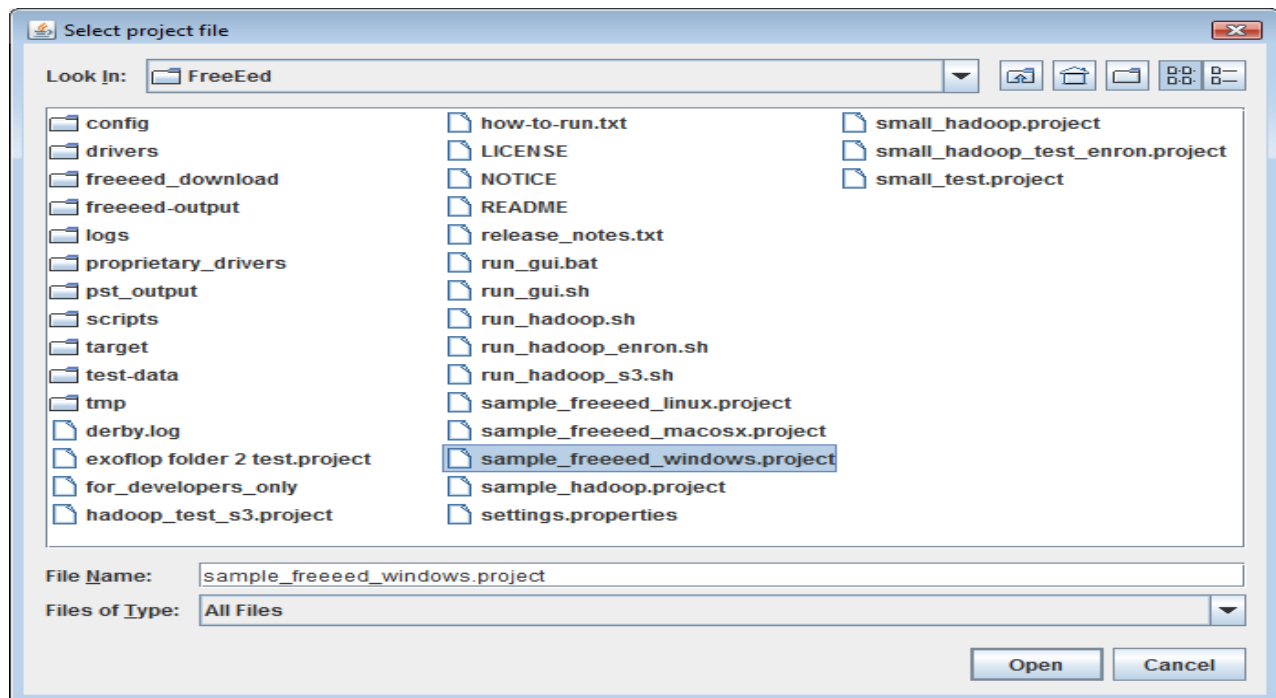


FIGURE 4.1

5. After you double click on the file “sample_freeeed_windows.project” a window which looks like Figure 5.1 will open:

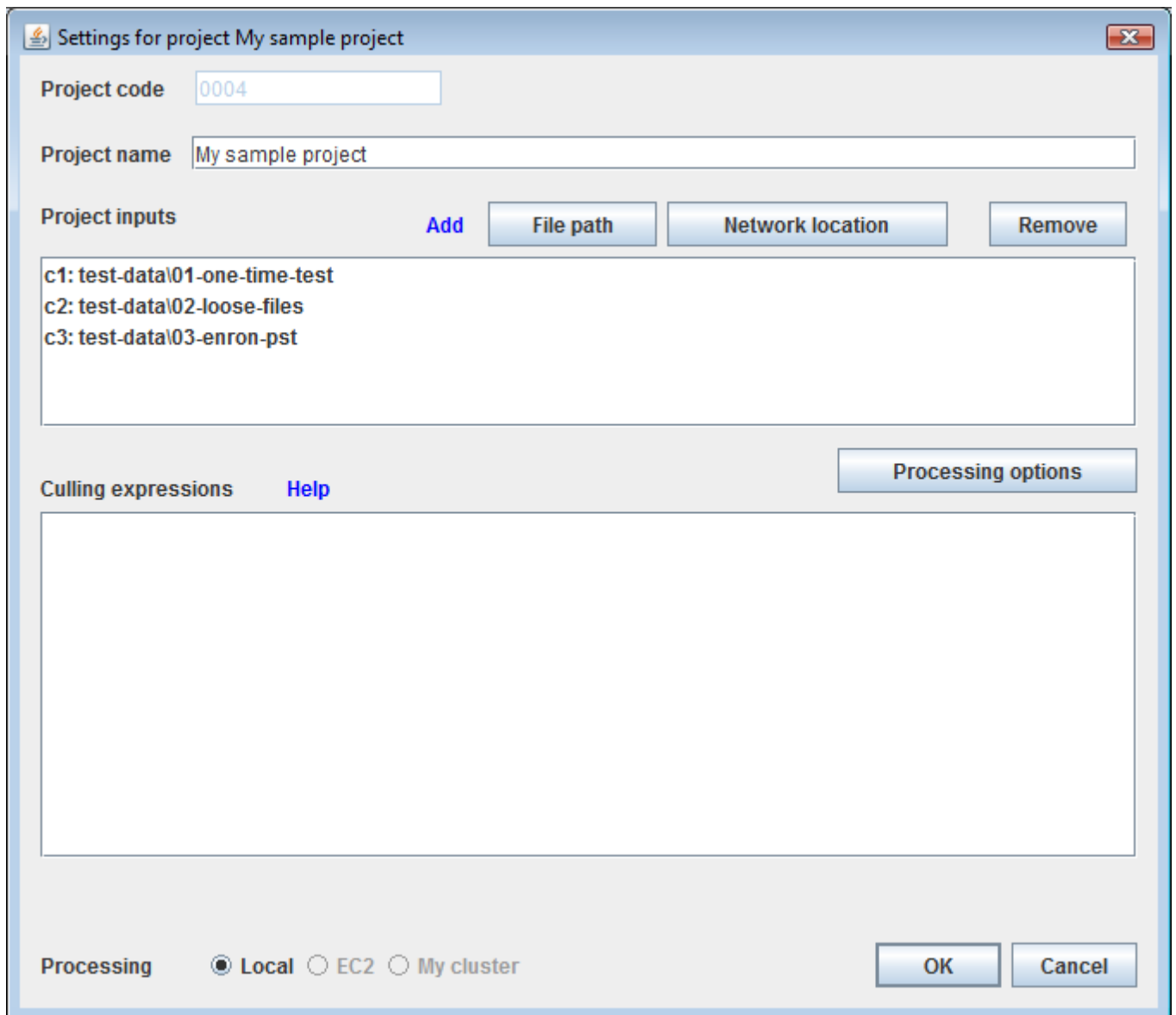


FIGURE 5.1

5.2 Click on the OK button on the bottom right of the window (see Figure 5.1) to load the sample windows project into FreeEed™.

Processing

6. Now you are ready to Process this test job. Click on the Process Tab and select the “Stage” option as shown in Figure 6.1.

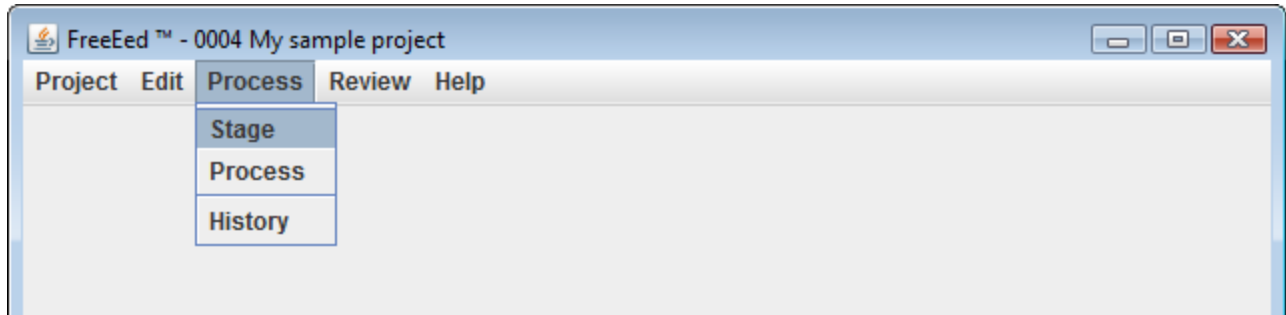


FIGURE 6.1

7. You will see activity in the History window, which when completed, will display “Done” and it should look similar to Figure 7.1.

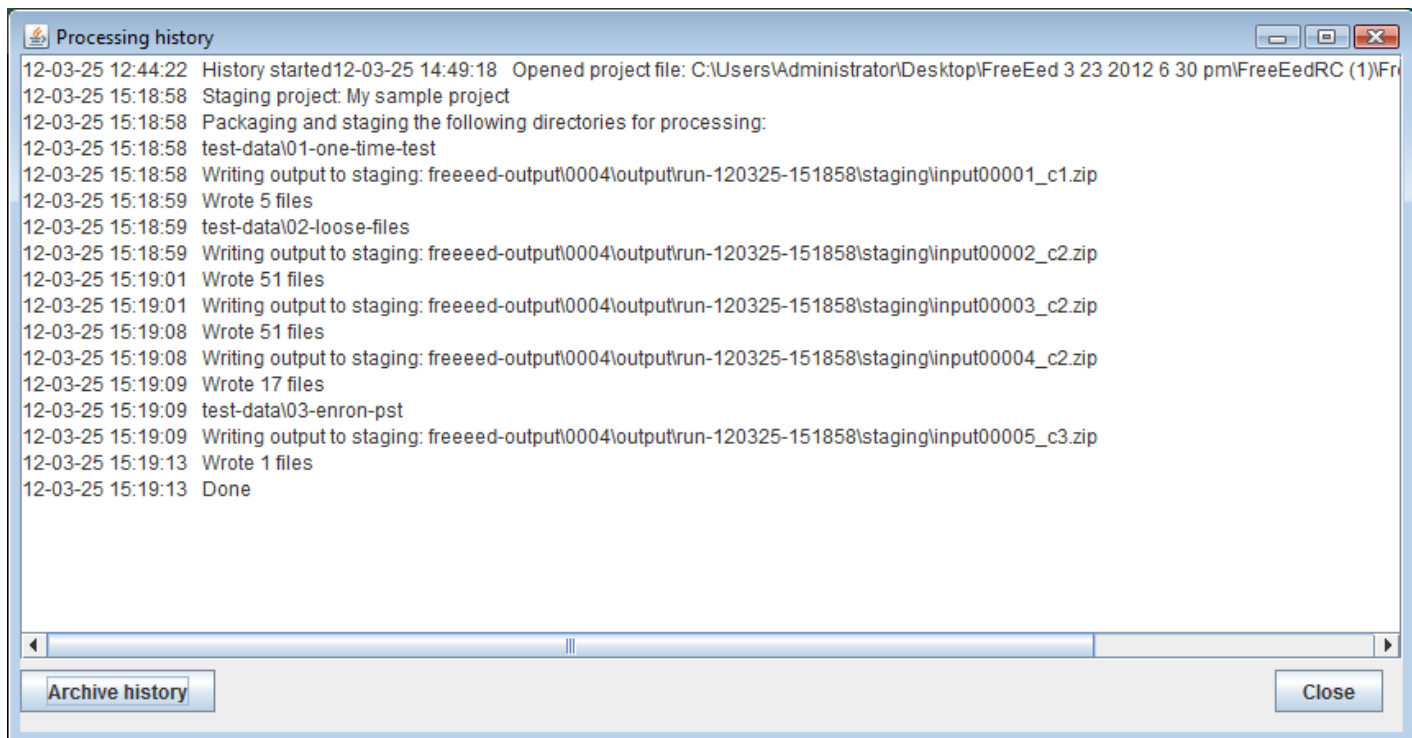


FIGURE 7.1

7.1 Now that the data has been “Staged” you are ready to process the data. Pull down the Process Menu and select Process as shown in Figure 7.1.1.

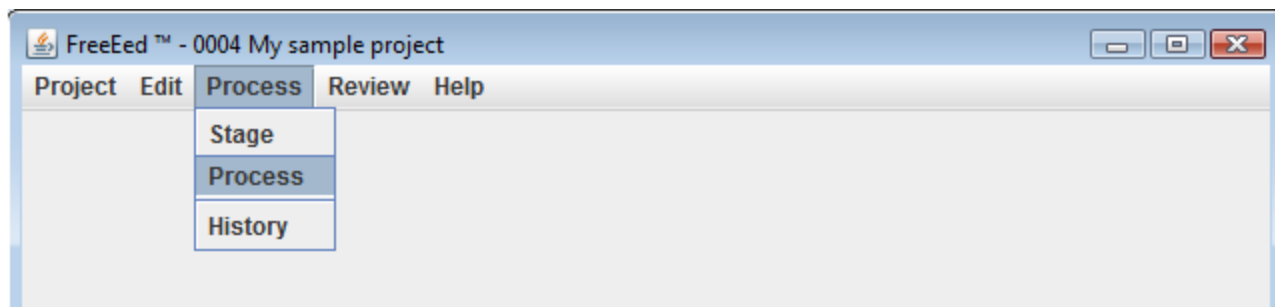


FIGURE 7.1.1

When the job is finished processing your history window will look similar to Figure 7.1.2.

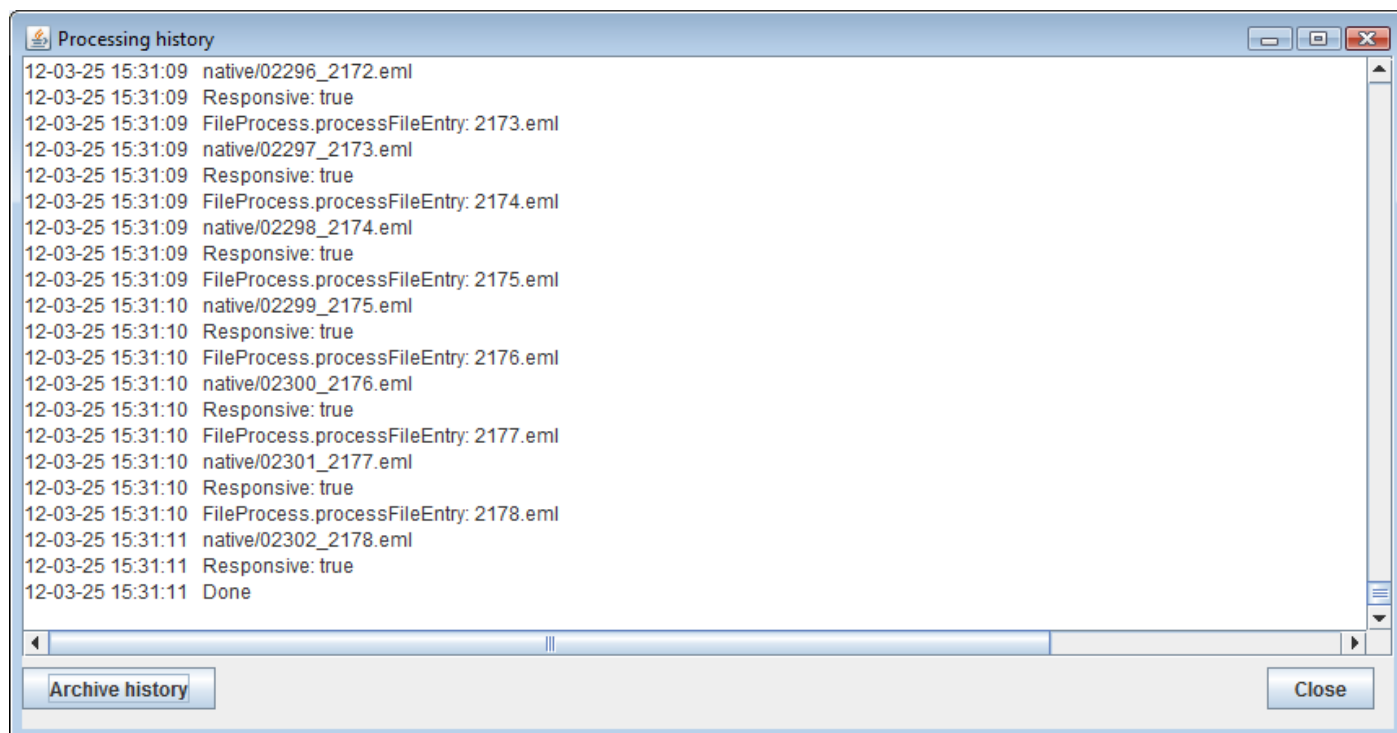


FIGURE 7.1.2

8. As you watched the job process you no doubt noticed that all the documents are returned as True (vs False) when evaluated for being responsive. This is because at this stage you have not entered any filtering for the data, but we will get to that soon.

Now we want to look at the data. To accomplish this task you will select “Open output folder” from the “Review” menu as shown in Figure 8.1.

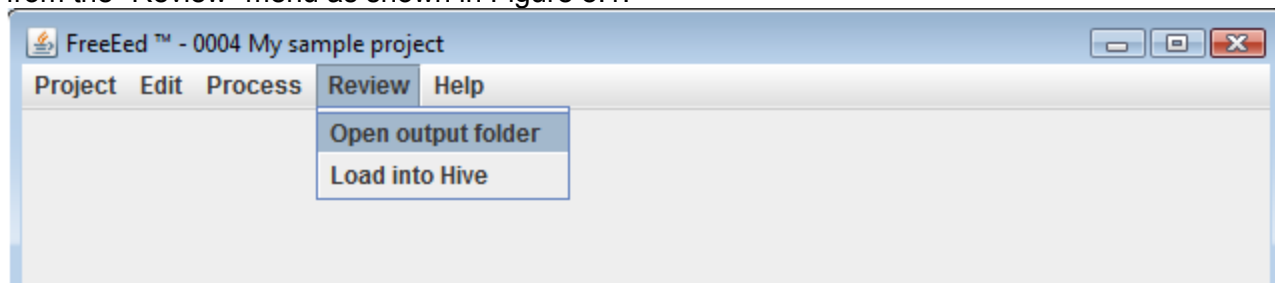


FIGURE 8.1

This action will bring up a window like Figure 8.1.1.

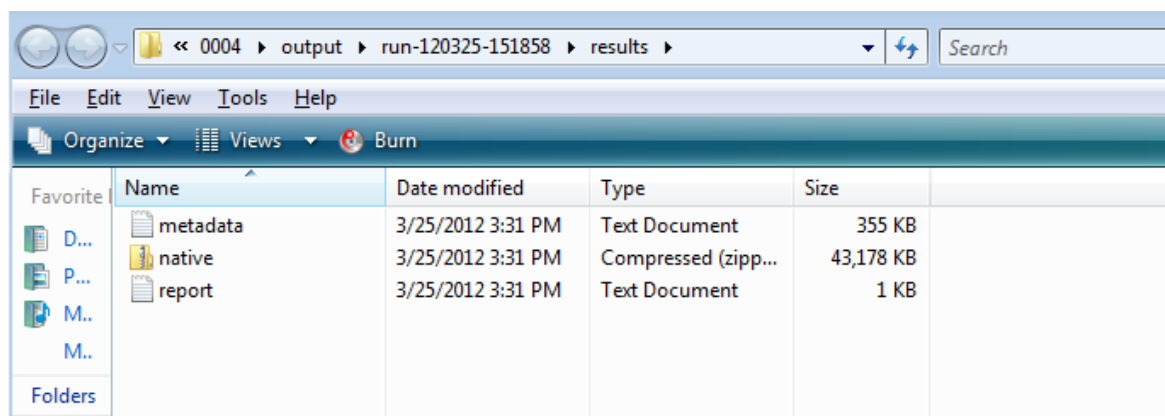


FIGURE 8.1.1

Note that you can manually drill down through the directories and get to the same data. The top folder is FreeEed-output. The rest of the file path is displayed in Figure 8.1.1 above. Folder 0004/output folder/run-XXX folder/results folder. Each time you process a job in FreeEed™ a new folder will be generated to store the data in. Note that if you open the zipped native folder you will find a variety of file types that were processed by FreeEed™ including mail, pdf, excel, power point etc.

9. Now it is time to take a look at the metadata file that FreeEd™ created. To view the data you can use Excel™ or Open Office Calc. I have chosen Open Office Calc to display the data. Right click on the “metada” file , slide down the menu that appears to select “Open with” then slide to the right and select the program to view the metadata file with, in my case I am using Open Office Calc as shown in figure 9.1.

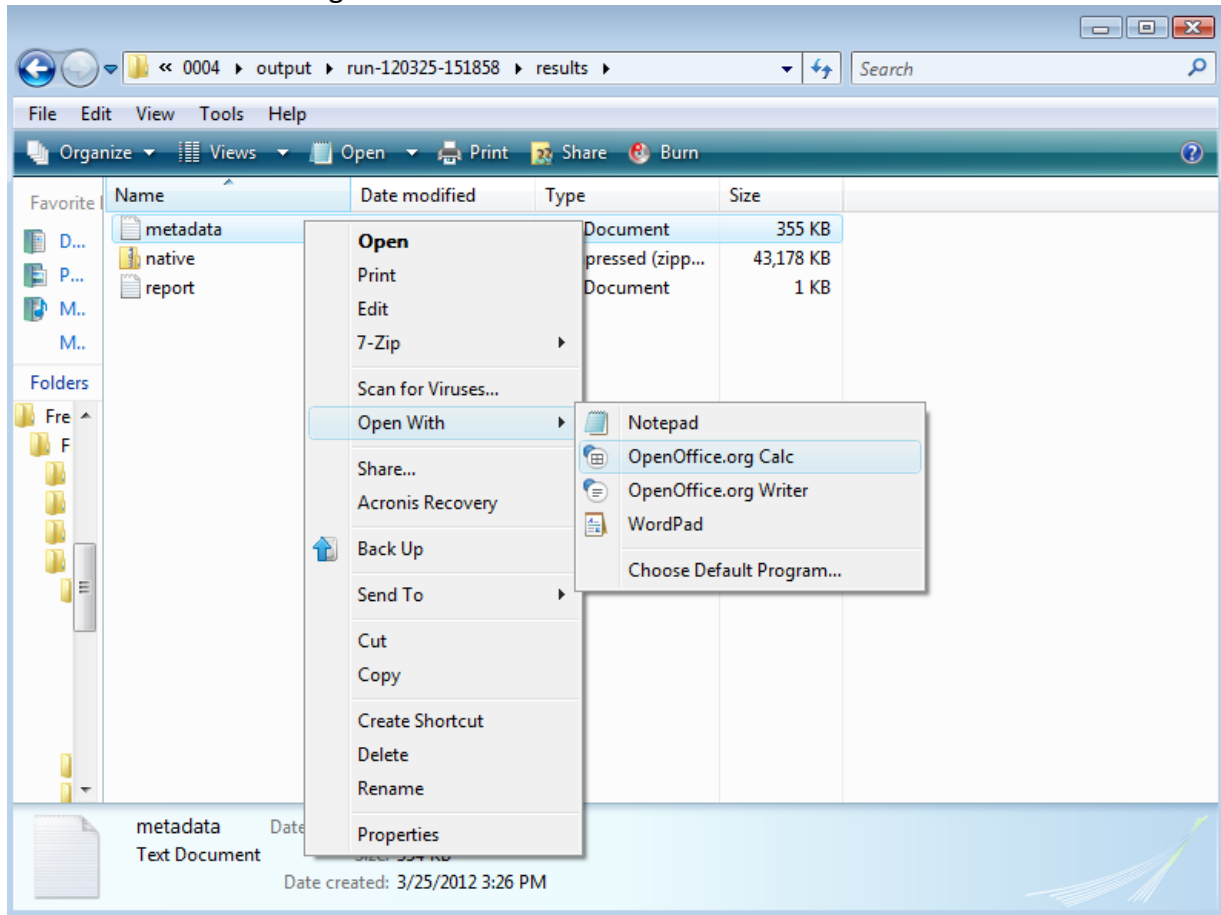


FIGURE 9.1

9.1 When you are opening the data you will need to select “Other” and the delimiter needs to be “pipe” which is the key above the “Enter” key on the keyboard which is entered while holding down the shift key, and will look like Figure 9.1.1.

Text Import - [metadata.txt]

Import

Character set: Western Europe (Windows-1252/WinLatin 1)

Language: Default - English (USA)

From row: 1

Separator options

☐ Fixed width

☒ Separated by

☐ Tab ☐ Comma ☒ Other

☐ Semicolon ☐ Space

☐ Merge delimiters

Text delimiter: "

Other options

☒ Quoted field as text

☐ Detect special numbers

Fields

Column type:

	Standard	Standard	Standard	Standard	St
1		UPI	File Name	Custodian	Sc
2		00001	1.eml	c3	
3		00002	1_copy.eml	c3	
4		00003	215.eml	c3	
5		00004	215_copy.eml	c3	
6		00005	putty.exe	c3	
7		00006	0d6b6b46d6219e57ac0da94682619713.htm	c3	

FIGURE 9.1.1

9.2 Now let us take a look at the metadata fields that FreeEed™ created. There are quite a few fields created so we are going to look at the top rows of the data. We will start at the upper left of the table and move across from left to right showing the various metadata fields in the next 5 figures.

metadata.txt - OpenOffice.org Calc

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	A	B	C	D	E	F	
1		UPI	File Name	Custodian	Source Device	Source Path	Pro
2			1 1.eml	c3		1.eml	
3			2 1_copy.eml	c3		1_copy.eml	
4			3 215.eml	c3		215.eml	
5			4 215_copy.eml	c3		215_copy.eml	
6			5 putty.exe	c3		putty.exe	
7			6 0d6b6b46d6219e57ac0da94682619713.htm	c3		0d6b6b46d6219e57ac0da94682619713.htm	
8			7 11302b9e57003a83f6642c33e7ef2b44.html	c3		11302b9e57003a83f6642c33e7ef2b44.html	
9			8 3be92cddb1398f9bca8d013f45196d85.htm	c3		3be92cddb1398f9bca8d013f45196d85.htm	
10			9 43c6c7664a6367a2763081ae44140114.html	c3		43c6c7664a6367a2763081ae44140114.html	
11			10 615c8c566af063e891a3e28a62d10358.html	c3		615c8c566af063e891a3e28a62d10358.html	
12			11 6699cf239e872e170abb18b582675931.html	c3		6699cf239e872e170abb18b582675931.html	
13			12 7374bd84cf59cc7880e00ee69e48870d.html	c3		7374bd84cf59cc7880e00ee69e48870d.html	
14			13 74a1ff050366d52df8c4557d1df4f014.htm	c3		74a1ff050366d52df8c4557d1df4f014.htm	
15			14 75c21d913464a4dad8bfe6a18e7eeb6.html	c3		75c21d913464a4dad8bfe6a18e7eeb6.html	
16			15 86751c3ade05b0f4fb1f367e54516e9d.html	c3		86751c3ade05b0f4fb1f367e54516e9d.html	
17			16 88b2f135f2c3c401de8af58f75ce609a.html	c3		88b2f135f2c3c401de8af58f75ce609a.html	
18			17 93a0c4715b138539436032fb9c4cd3be.html	c3		93a0c4715b138539436032fb9c4cd3be.html	
19			18 a2136b2f231305075352dddc27e52b7.html	c3		a2136b2f231305075352dddc27e52b7.html	
20			19 aa0fb618e240b67c4d6e4c0350686665.html	c3		aa0fb618e240b67c4d6e4c0350686665.html	
21			20 ade925adba9362a061f16b13fd6819bc.html	c3		ade925adba9362a061f16b13fd6819bc.html	
22			21 cd8ff867bc6b207e015c5f2d3ca89fea.htm	c3		cd8ff867bc6b207e015c5f2d3ca89fea.htm	
23			22 dbdff74b758d3c5e8c7b8a6fb422356.html	c3		dbdff74b758d3c5e8c7b8a6fb422356.html	
24			23 ebed4ba65ffe9d8404132b95ced66f8.html	c3		ebed4ba65ffe9d8404132b95ced66f8.html	
25			24 f5346328f0a32cca145d800c7ea12b67.html	c3		f5346328f0a32cca145d800c7ea12b67.html	
26			25 ibm_letter.html	c3		ibm_letter.html	
27			26 index (another copy).html	c3		index (another copy).html	
28			27 index.html	c3		index.html	
29			28 MartinDecoteau.html	c3		MartinDecoteau.html	
30			29 516.pdf	c3		516.pdf	
31			30 004d60d86a944a5b1bf3f663118e0f3b.pdf	c3		004d60d86a944a5b1bf3f663118e0f3b.pdf	
32			31 142ec9d5b63e44fd0748350845840a51.pdf	c3		142ec9d5b63e44fd0748350845840a51.pdf	
33			32 1bc1cb5c45f88edab55ede5f0fccaf64.pdf	c3		1bc1cb5c45f88edab55ede5f0fccaf64.pdf	
34			33 28d8ffbd1f56491bd7f4d55af572b2c5.pdf	c3		28d8ffbd1f56491bd7f4d55af572b2c5.pdf	
35			34 3fdbc88795f5a466d1254b0aa1de84cf.pdf	c3		3fdbc88795f5a466d1254b0aa1de84cf.pdf	
36			35 4225699bfadb72021b4c130e8c7460cc.pdf	c3		4225699bfadb72021b4c130e8c7460cc.pdf	
37			36 463fbef726c680b91af27f89eb0a6ab6.pdf	c3		463fbef726c680b91af27f89eb0a6ab6.pdf	
38			37 4c18347a67h1e4cf763a10a112d82d56.pdf	c3		4c18347a67h1e4cf763a10a112d82d56.pdf	

FIGURE 9.2.1

metadata.txt - OpenOffice.org Calc

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	G	H	I	J	K
1	Production Path	Modified Date	Modified Time	Time Offset Value	processing_exception
2					
3					
4					
5					
6					
7					
8					
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38					

FIGURE 9.2.2

metadata.txt - OpenOffice.org Calc

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	P	Q	R	S	
1	CC	BCC	Date Sent	Time Sent	Subject
2					Do not delete Organizer note - Organizer Da
3					Do not delete Organizer note - Organizer Da
4	Anderson Diane <Diane.Anderson@ENRON.com>				RE: TOP TEN counterparties (for ENA) - No
5	Anderson Diane <Diane.Anderson@ENRON.com>				RE: TOP TEN counterparties (for ENA) - No
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					Repairing Aluminum Wiring
31					
32					
33					
34					
35					
36					
37					
38					

FIGURE 9.2.4

metadata.txt - OpenOffice.org Calc

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	U	V	W	X	Y	Z	AA	AB	AC
1	Date Received	Time Received							
2	1706-12-31T12:19:00Z								
3	1706-12-31T12:19:00Z								
4	2002-02-01T15:35:50Z								
5	2002-02-01T15:35:50Z								
6									
7									
8									
9									
10									
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FIGURE 9.2.5

9.3 Now we will cover the creation of a new project and get down to the business of processing your files.

We start at the Project Window and select New from the Project menu as seen in Figure 9.3.1.

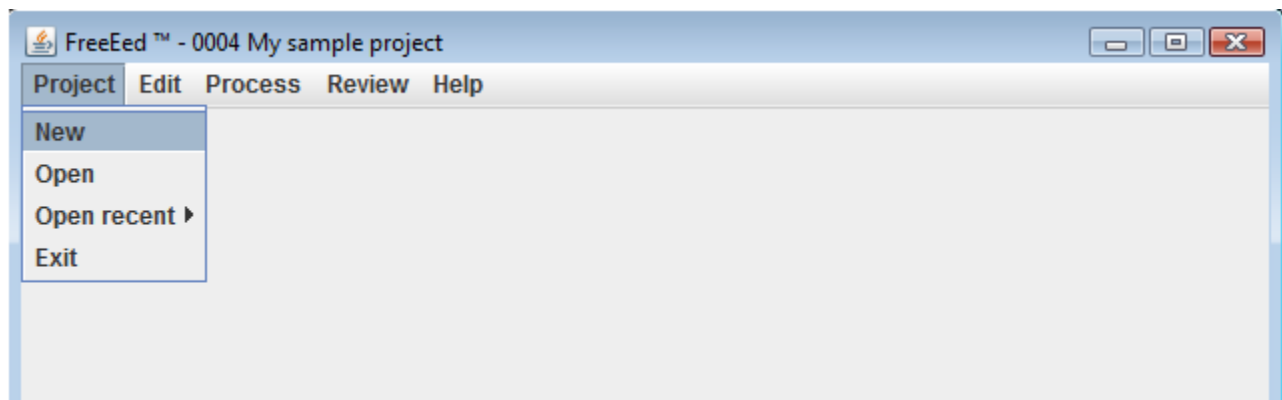


FIGURE 9.3.1

9.4 When new is selected you will have a window like Figure 9.4.1 and your first move will be to give your new project a unique name that will be useful for identification in the future. Then click on File path to select local documents or Select Network location for files located on an intranet or on the internet.

Settings for project New project

Project code: 1002

Project name: New project

Project inputs

Add File path Network location Remove

Culling expressions Help Processing options

Processing: ☒ Local ☐ EC2 ☐ My cluster

OK Cancel

FIGURE 9.4.1

Clicking on File path will bring up a typical navigation window for selecting files or folders and will resemble Figure 9.4.2 In the example below I have selected the folder “VAIO Entertainment” and all the files inside this folder represent the files I want to process using FreeEed™. I named my new project “My First Project 3 21 2012”.

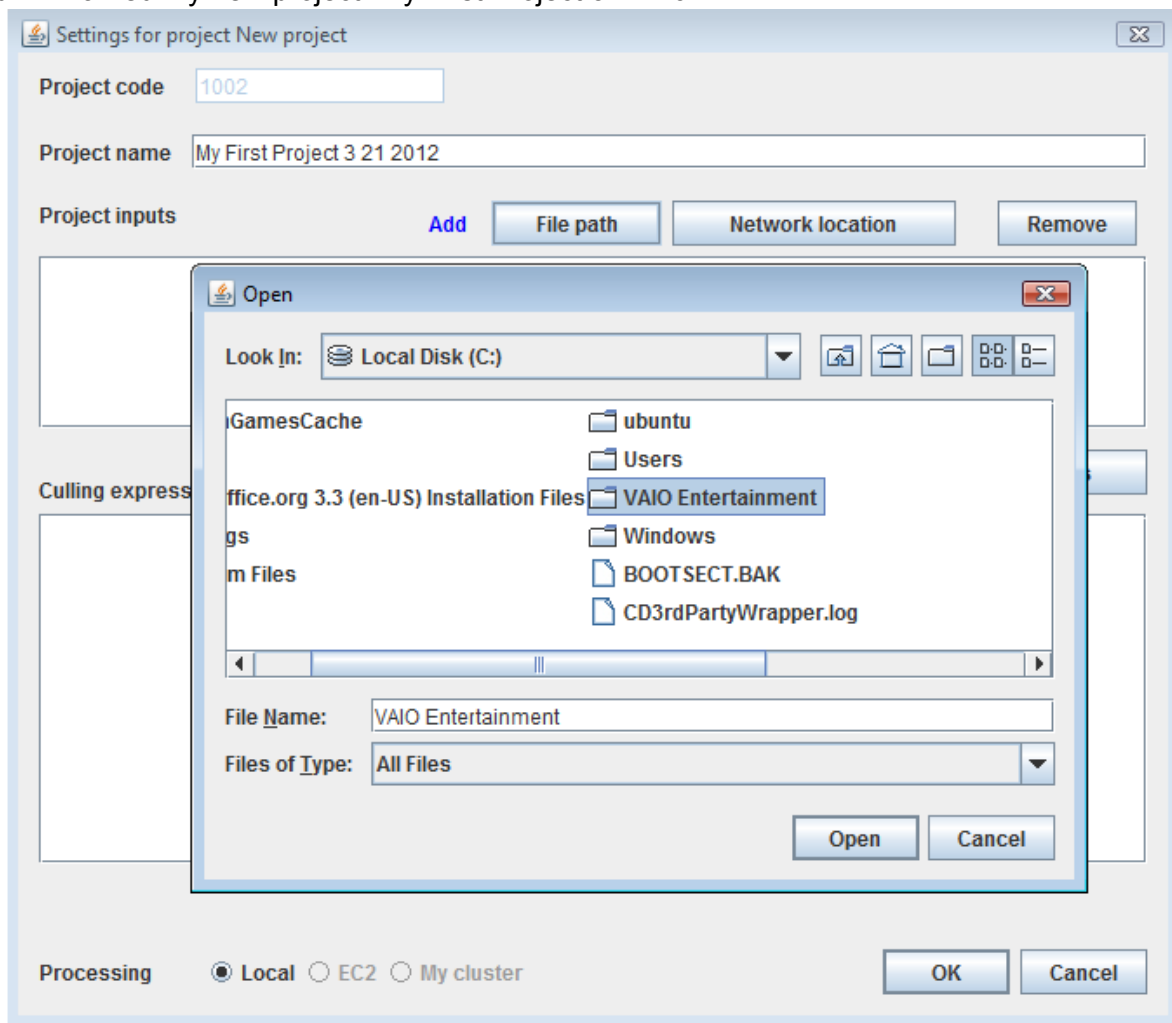


FIGURE 9.4.2

When you click on the “Open” button of Figure 9.4.2 a dialog box will ask you to assign the custodian’s name as shown in Figure 9.4.3 below.

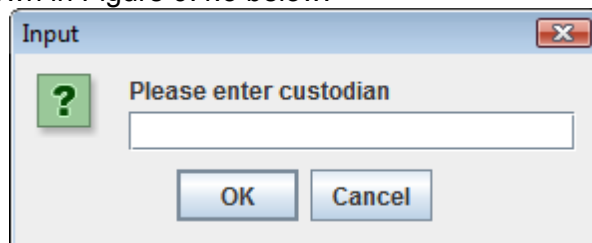


FIGURE 9.4.3

I entered "jimmy" as the custodian and note that the name of the custodian is inserted at the beginning of the file path as shown in Figure 9.4.4 below.

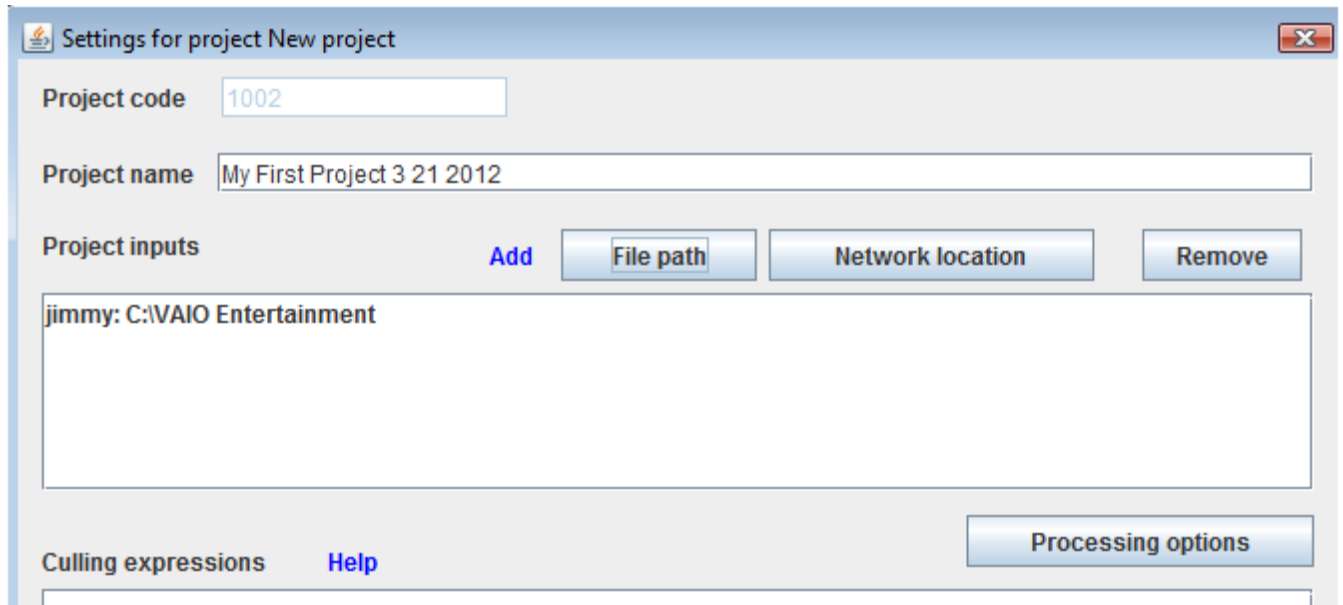


Figure 9.4.4

10. Clicking OK in the lower right hand corner prepares your files to be processed. The next step is saving the new Project. You are prompted to do this when you click OK in the previous step.

You need to give your project a name at this point, the save Project window will look similar to Figure 10.1 below.

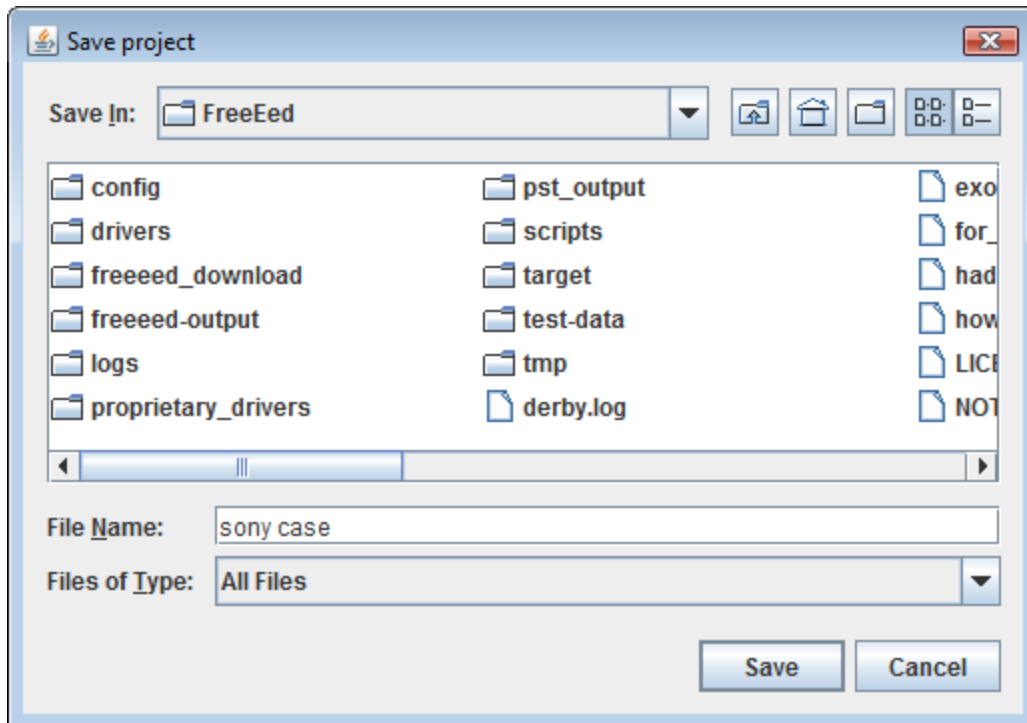


FIGURE 10.1

Now the steps going forward will be a repeat of what you did when you were checking the functionality of the program with the sample data earlier.

First you will Stage the new Project as shown in Figure 10.1.2



FIGURE 10.1.2

Note that the Project Window now displays the name of your new project in the Title bar. When the processing History indicates this step is Done you can do the next step which is processing your staged data. Select Process from the Process pull down menu as shown in Figure 10.1.3.

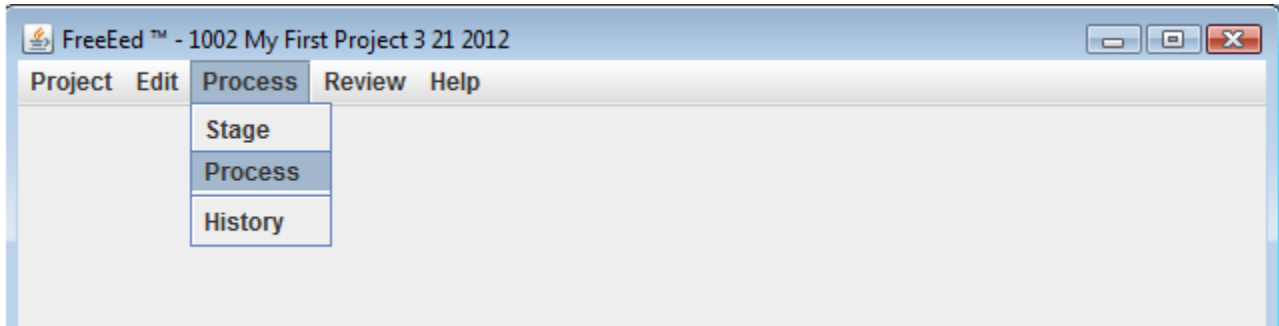


FIGURE 10.1.3

You are now ready to go to the Review Menu and pull down "Open output folder" and view your results.

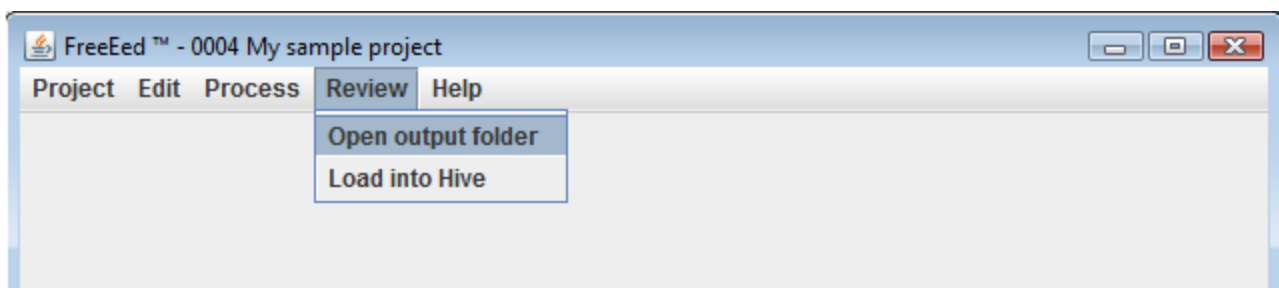


FIGURE 10.1.4

Thank you for using FreeEed™. If you have any questions or would like additional information, please email info@shmsoft.com.