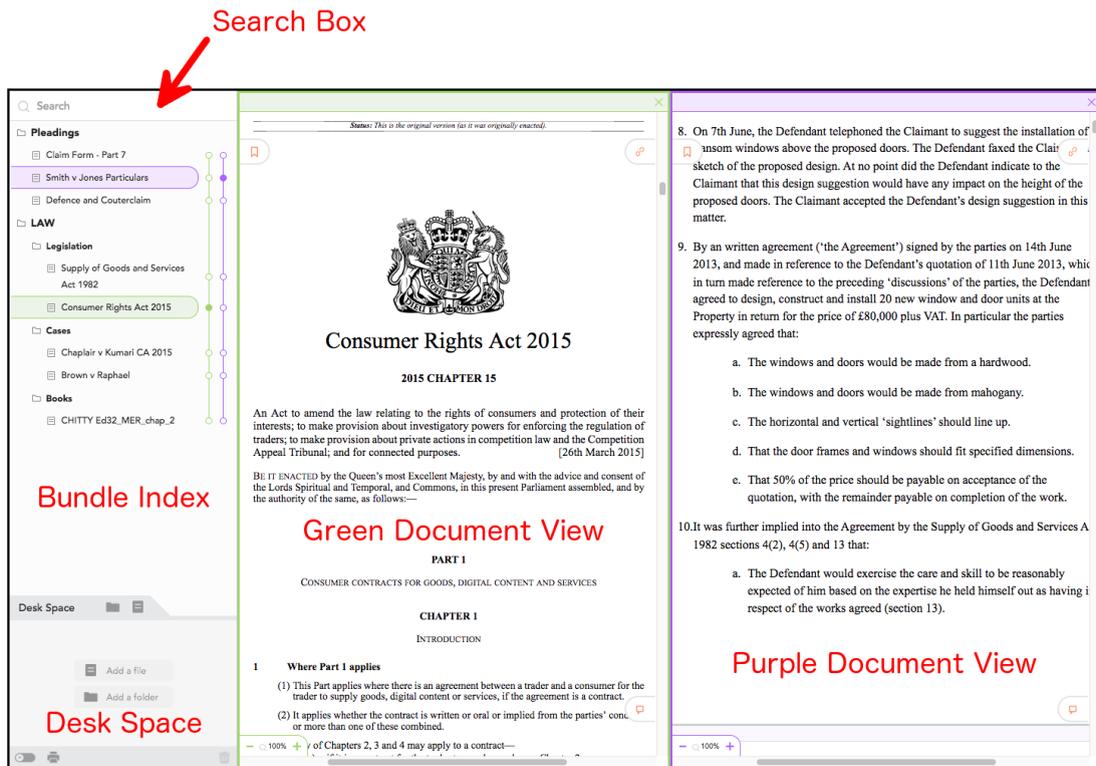# The Casedo Workspace

The default Casedo Workspace has five functional areas annotated in the following screenshot.


Areas

Working anti-clockwise from the top left, the boxes are:

- **Search Box** - Pretty self-explanatory, this is where you can search for terms in the imported bundle of documents showing in the right-hand Document Views

- **Bundle Index** - This is where you will organise your separately imported documents and folders from the Desk Space and organise them, with the help of bookmarks, into a coherent bundle.

- **Desk Space** - This is where newly imported documents are held. It's a holding space for documents and folders, a place for documents that are not yet ready to be put into the organised Bundle Index space. For more information see *More on the Desk Space* below.

- **Green Document View** - This is one of the two document views, and is where imported documents can be read and marked up. The orange icons are drag and drop tools to add bookmarks, links and comments.

- **Purple Document View** - This is the other document view. The relative size of the two Document Views can be adjusted by dragging the divider between them.

Buttons in and around the Desk Space

The bottom left hand corner of the Casedo Workspace contains a variety of tools:
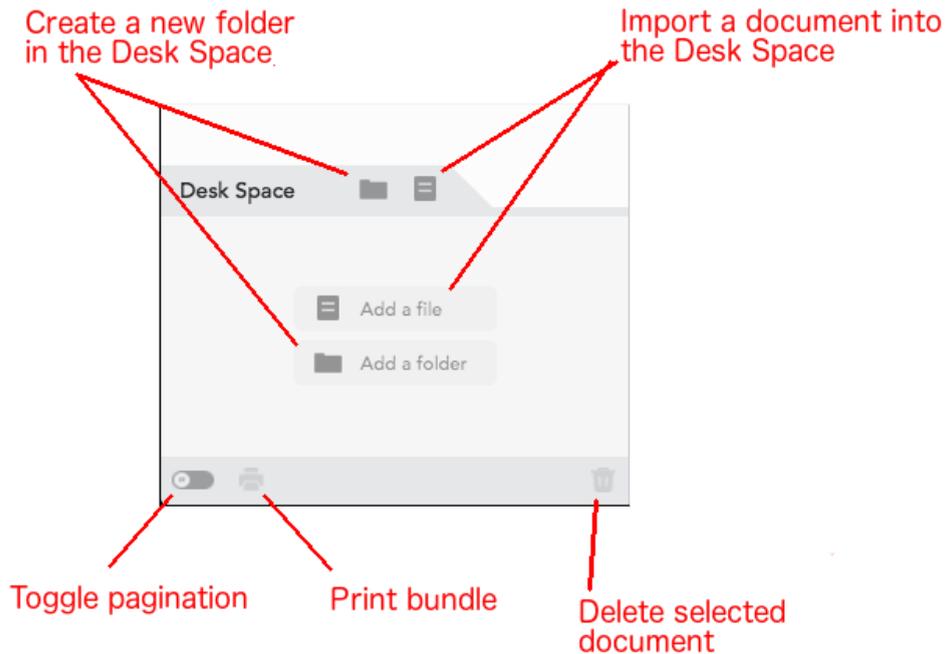
In this screenshot it can be seen that the "Print bundle" icon is faded out, this is because there are no documents in the bundle.

Here's a tabular summary of the buttons above:

Icon	Function
📁	Create a new folder in the Desk Space
☰	Import a document into the Desk Space. Documents can also be dragged and dropped in from the local file system.
⬤▭	Toggle pagination (create page numbers over the entire bundle in the Bundle Index)
🖨	Print entire bundle (not including items in Desk Space)
🗑	Delete selected item

Bundle Index & Tramlines

The Bundle Index is where documents imported into Casedo are ordered and reordered into a bundle. It displays all the folders, documents, and bookmarks added to the bundle, and allows you to navigate your bundle quickly. It might look like this:
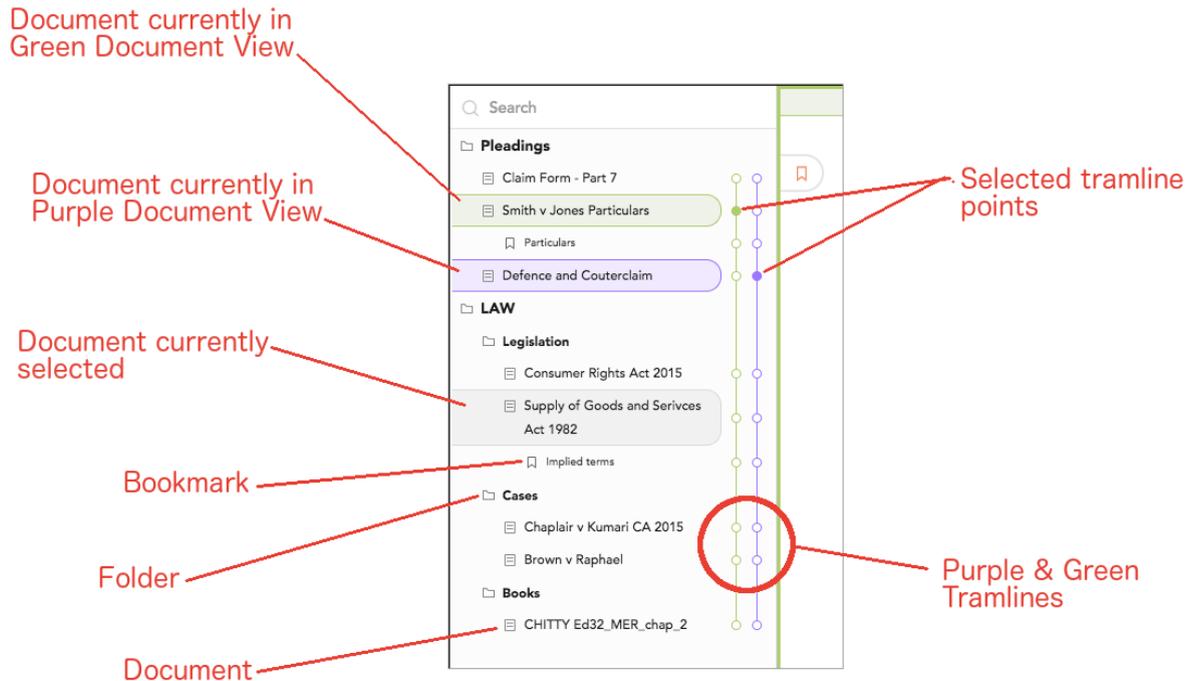
In the Bundle Index you can:

- **Rename** a document or folder by double clicking on its name.
- **Select** a folder, document or bookmark to delete it.
- **Reorder** you bundle by dragging and dropping folders or documents to a new position, or by moving either to the Desk Space.
- **Select** which part of your bundle you want to look at using the tramlines.

Tramlines

The tramlines help to navigate through a bundle using multiple Document Views. You can see that the tramlines match the colour of the Document Views themselves. To see a document in either the Green or Purple Document Views click on the corresponding tramline point.

As you scroll through a bundle in any of the Document Views, or use search or links to move around your bundle, the tramlines will update to show which document or bookmark is being viewed.

Annotations

There are four principal types of on-document annotations in Casedo: Bookmarks, Links, Comments and Highlights. For the first three use drag and drop to add the appropriate orange icons to the document:
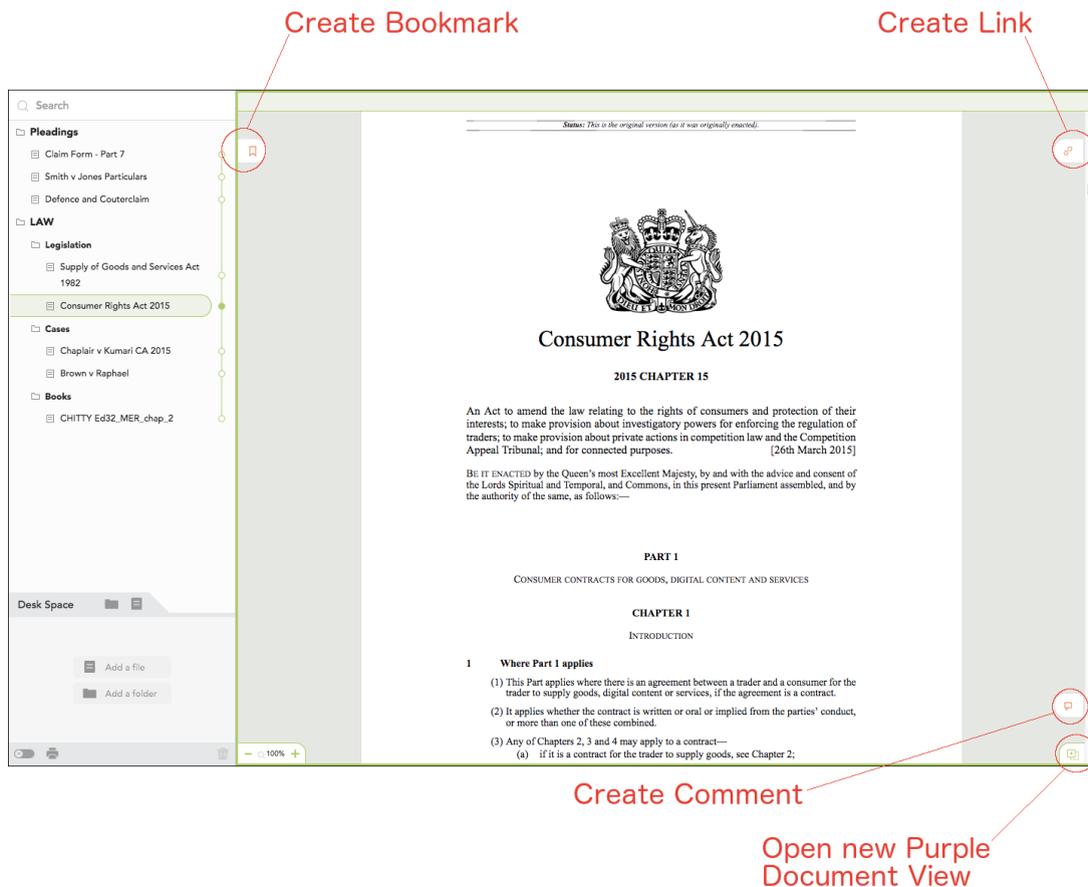
Bookmarks

Bookmarks are the primary tool for making a bundle easy to navigate and for finding again the parts of your document that are most important. They allow you to both divide a document up into chapters and to mark important passages so that they can be found again quickly.
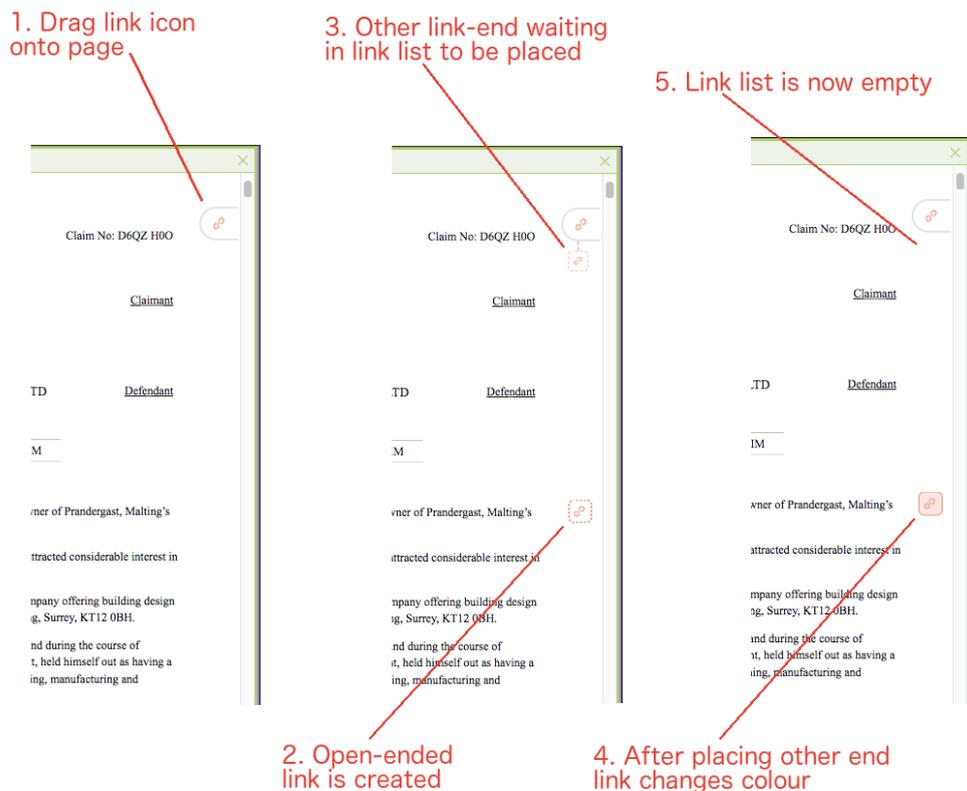
To add a bookmark, drag the bookmark icon onto the page and release. You can then name the bookmark by typing in a name. The bookmark will also appear in the Bundle Index under the document it is attached to.

To rename a bookmark, double click the name on the bookmark itself. To move it, drag it to a new position. To delete a bookmark, select it in either the Document View or the Bundle Index and click delete.

🔗 Links

Links connect two points in a bundle, forming a two way portal between pages.

To add a link, drag the orange add link icon onto a page and release. This lays down one end of the link. The other end appears in the link list under the add link icon, waiting to be connected. Navigate to another part of the bundle and drag that end of the link onto the page to complete the link.

1. Drag link icon onto page

3. Other link-end waiting in link list to be placed

5. Link list is now empty

2. Open-ended link is created

4. After placing other end link changes colour

To use a link, double click on one end to jump to the other. Double click again to jump back.

If you have two Document Views open, you can drag one end of a link into the other view to navigate that other view to the other end, allowing you to see both ends at once.

To delete a link end, select it and click delete.

Try this link now:

💬 Comments

Comments are a simple way of adding a note to the side of a page.

To add a comment, drag the comment icon onto the page and release. To delete a comment select the comment icon and click delete.

Highlights

Highlights allow you to pick out important passages or information so it can easily be spotted again.

To add a highlight, simply select some text and then choose the preferred colour from the pop up menu.

To delete a highlight, click on the highlight **once** and choose the right hand 'no colour' icon:
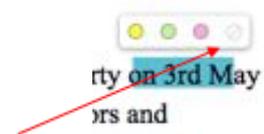
Like search, highlights only work if the pdf imported is searchable. For more information follow this link to the 'Preparing Documents for Casedo' document.
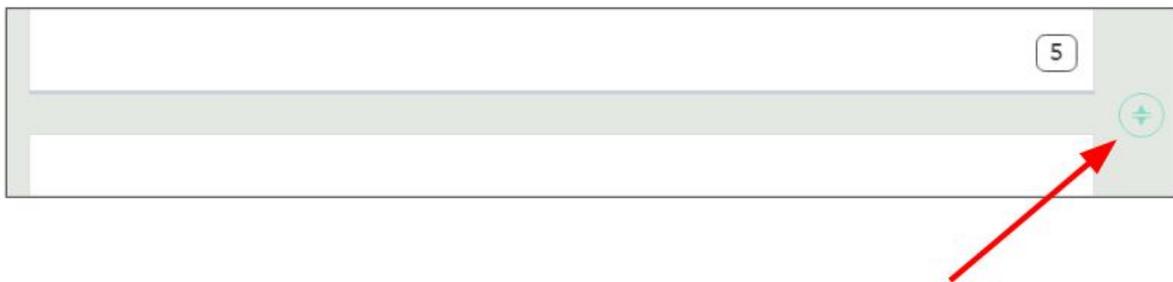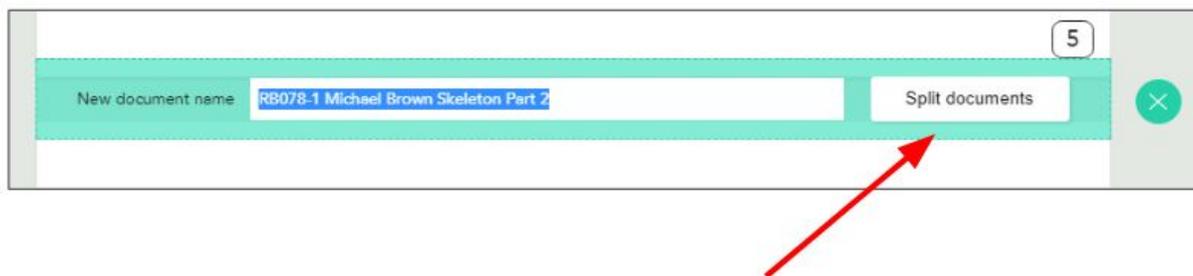
Splitting & Merging Documents

These features allow you to break apart large documents into individual sections, or to combine documents that belong together. It also allows you to remove sections of a document that are not needed by separating it off so that it can be deleted.

Splitting Documents

If you want to split an existing document into two (or more) documents, scroll to the end of the page where you want the document to be split and select the split icon on the right.
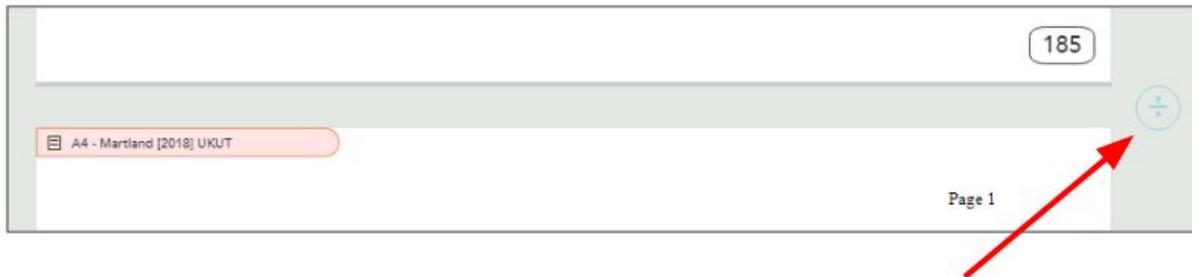

Once that has been selected, you will then be asked to confirm the split. At this point you have the option to rename the newly created document, or cancel the split altogether by clicking the cross (X) on the right hand side.

New document name: RB078-1 Michael Brown Skeleton Part 2   Split documents

Merging Documents

If you want to merge two existing documents, first arrange them next to each other in the correct order in the Bundle Index. Then scroll to the end of the first document and select the merge icon on the right.

Once that has been selected, you will then be asked to confirm the merge. At this point you have the option to cancel the split altogether by clicking the cross (X) on the right hand side.


The title of the lower merged document is used as a bookmark in the new single document.

Working with only one Document View

It is sometimes desirable to use only one Document View - for example because you are working on a small laptop. To do this simply click on the Close Document View icon at the top right of each Document View window.

Icon	Function
	Close Purple Document View
	Close Green Document View

You'll notice that at the bottom right of the open Document View a new icon has appeared. This will open a new Document View.
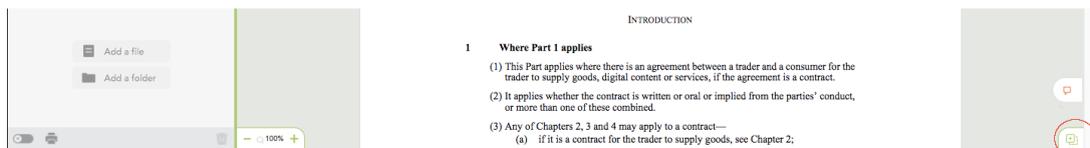
Open new Purple Document View

Icon	Function
	Open new Purple Document View

New Document Views open at the same place in your bundle as the one that is already open.

Resizing Document Views

With both Document Views open, you can resize the relative widths of the views. To do this simply hover the mouse anywhere over the 'join' between the two Document Views until a black icon appears with arrows pointing left and right, then drag the icon in either direction to resize the windows to the desired size.

The same is also true of the Desk Space / Bunde Index which can easily be resized vertically in order to make it larger to view a greater number of documents.

Zoom

You can zoom in and out of a Document View using the zoom controls in the bottom left of each Document View.