

- Login**
- ◆ Request access at: <https://go.iconect.com/jfk-xera-access>
  - ◆ Choose a different language & check it out.
  - ◆ Works in Safari, Chrome, Firefox, Edge, supported versions of Internet Explorer, and on tablets.
  - ◆ Select the JFK files.

- Charts**
- ◆ The Dashboard shows summary information about your documents to help you get right to it.
  - ◆ Choose a time period or releasing agency.

- Navigate**
- ◆ Use the navigation arrows (located just beneath your user name) to move to a different View, or
  - ◆ Move to Table View using the breadcrumb bar.

- Sort**
- ◆ Change column widths by easily dragging them.
  - ◆ Click a column header to sort.
  - ◆ Thumbnails help you see more documents at once.

- Search**
- ◆ Just type a word in the Quick Search.

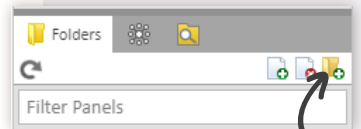
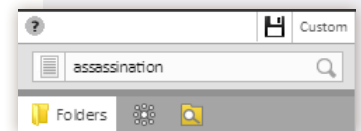
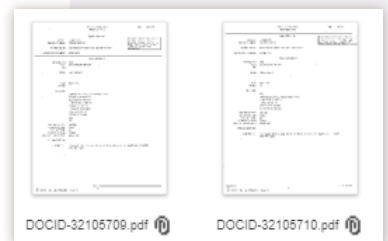
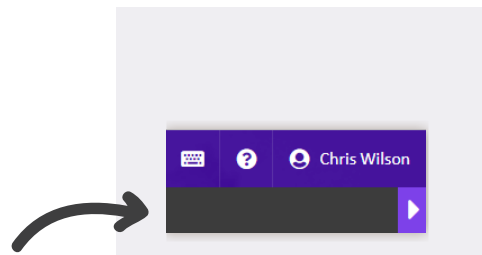
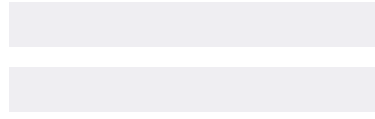
- Advanced Search**
- ◆ Click **Custom** to launch advanced search.
  - ◆ Type **Nix** into Dictionary Lookup. *See the next page for more examples.*

- Organize**
- ◆ Drag & drop files to folders.
  - ◆ Folders and subfolders and folders are just like tagging.
  - ◆ Create your own organizational folder.

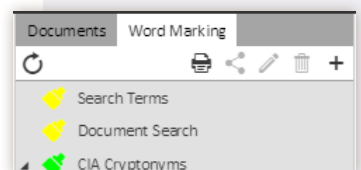
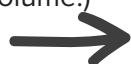
- View**
- ◆ Double-click any record to view it. (This opens Document View.)
  - ◆ Turn on 'markup' mode and make highlights.
  - ◆ Use the document tools to zoom in or out, rotate the document, and more.
  - ◆ Click on an MP3 file to hear an interview. (Turn up the volume.)
  - ◆ Check out word marking of CIA Cryptonyms.

- Share**
- ◆ Comment in a document and share your thoughts with a colleague.

- Print**
- ◆ Select one or several documents and create PDFs on the fly.

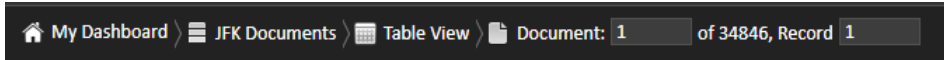


Create folder



# Creative Searches You Can Do:

- A) Using a range filter on the Page Count field in Table View, find the 413 page document that contains all the suspects.



Tip: For quick document retrieval, you can enter the document number or record number directly in the breadcrumb.

- B) Document **11** talks about the CIA assassinating Fidel Castro.
- ♦ Find it through searching for Castro AND poison.
- C) Move to Document View. In the Text tab, use Word Marking to hide the Castro hits, and then find the type of poison they were going to use.
- D) Return to Table View. A well-known mobster is talked about in documents that were released on November 17, 2017 that had no assigned agency. What are his children's names? (In Text View, search for **Lansky**.)
- E) Return to Table View and search for **Nixon AND Kissinger**.
- ♦ Can you find the document that originated from the White House (WH)?
  - ♦ What deal did Kissinger feel was screwed up?
  - ♦ Create a folder for this important document.
  - ♦ Share your theories and ideas about this document with others using Comments.
- F) Return to Table View and search in Dictionary Lookup (in Custom Search) for **Kenn**.
- G) Search for **Amthug**.
- ♦ Double-click on document **17127**.
  - ♦ Can you find related documents with the same date - 11/25/1963?
  - ♦ Select document **133** and click the right arrow to view it.
  - ♦ Mass Code all those documents.
- H) Return to Table View and click on **MP3-Audio Files** folder. Select one of them, double-click on it, and listen to it in Document View.
- ♦ Pause the file and create a new comment. The timestamp of your pause is saved. (You can do the same with videos.)
- I) Use the breadcrumb bar to navigate back to the Dashboard. Expand a chart tile by clicking on its name. Select a section and click **Go**.

## NOTES:

- ♦ Files have been OCR'd, however since there are many damaged and scanned originals, the OCR may not be accurate.
- ♦ MP3 files play right inside the viewer, without a plugin.
- ♦ iCONNECT-XERA's viewer handles over 800 file types. Contact us to see examples of Excel, Word, PowerPoint and other file types.
- ♦ If you'd like assistance, please contact [training@iconect.com](mailto:training@iconect.com).