



# Intella<sup>®</sup>

# Getting Started

# Guide



**Intella<sup>®</sup>**  
***evidence made visible***

Vound, LLC  
email investigation and eDiscovery software

Document version 1.5

# Contact

To learn more about Intella® please contact your Vound representative listed below or an Intella Channel Partner.

- **U.S. East, Latin & South America**

Natasha Lockhart

[natasha@vound-software.com](mailto:natasha@vound-software.com)

Skype: nlockhart09

Office: +1 801-0704-9140

Mobile: +1 801-367-2169

- **U.S. West, Canada**

George Pencak

[George.pencak@vound-software.com](mailto:George.pencak@vound-software.com)

Skype: computerforensicsales

Office: +1 818 570 3177

Mobile: +1 818 282 2994

- **Europe**

Curt Fall

[Curt.Fall@vound-software.com](mailto:Curt.Fall@vound-software.com)

Skype: curt.fall

Office: +31 (0)64 205 1264 (NL)

Mobile:

- **Asia-Pacific Region**

Peter Mercer

[Peter.Mercer@Vound-Software.com](mailto:Peter.Mercer@Vound-Software.com)

Skype: forensicsmatter

Office: +61 2 9451 3819

Mobile: +61 419 892 600

- **Major Accounts**

Tom Ballance

[tballance@vound-software.com](mailto:tballance@vound-software.com)

Skype: tballance

Office: +1 720-746-0408

Mobile: +1 303-919-0709

We will be pleased to provide additional information about Intella and schedule a demonstration at your convenience.

For user and technical support please visit our website at:

[www.vound-software.com](http://www.vound-software.com)

Vound, LLC

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Vound, LLC  
270 Presidential Drive  
Wilmington, Delaware  
19807 U.S.A.

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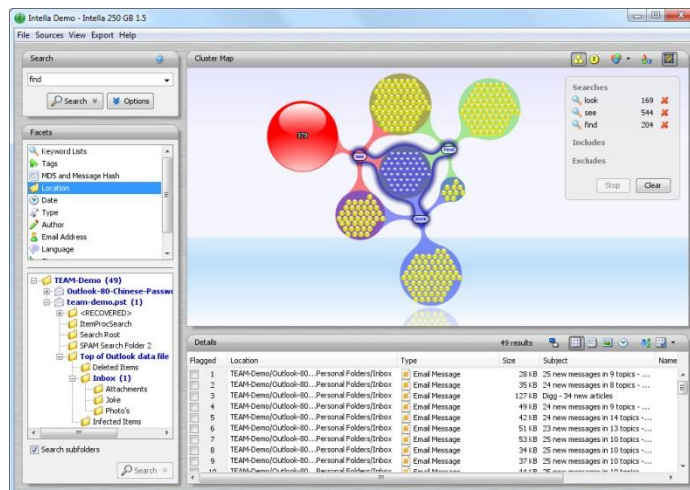
# Welcome to Intella®

Intella is an investigation and eDiscovery tool for email and electronically stored information. It is ideally suited for use by enterprise, law enforcement, regulatory agencies, and law firms in civil, criminal, or policy-related investigations. Intella is an excellent tool to use in the preparation of electronically stored information for discovery.

Intella's powerful indexing search engine and its unique visual presentation will enable you to quickly and easily search and review email and electronically stored information to find critical evidence and visualize relevant relationships.

With Intella, you can...

- Gain deeper insight through visualization
- Search email, attachments, archives, headers, and metadata
- Drill deeply using Intella's unique facets
- Group and trace email conversations
- Preview, cull, and de-duplicate email and data
- Export results in a variety of formats for reporting, follow-on investigation, e-discovery, or later use



# About this guide

The purpose of this guide is twofold:

1. To help you install Intella on your computer
2. To start a simple Intella case

We want your first experience with Intella to be positive and productive. Intella is exceptionally intuitive and easy to use. However, there are prerequisites and conditions necessary for a trouble-free and successful installation.

**WE RECOMMEND YOU READ THIS GUIDE CAREFULLY  
BEFORE YOU PROCEED.**

**PAY PARTICULAR ATTENTION TO THE IMPORTANT NOTICE  
ON THE NEXT PAGE.**

Following are the sections of this Getting Started Guide:



**Important:** Vound uses HASP Software Rights Management software and a USB dongle to protect its intellectual property. Vound offers, on a time-limited basis, a fully functional evaluation copy of Intella that does not require a dongle.

As a result, please be aware of the following restrictions and conditions when installing Intella:

### **Virtual machines**

The evaluation version of Intella WILL NOT run in a virtual machine (VM) environment. A “stand-alone” machine is required. This applies only for the evaluation version. **Intella will run in a VM environment using a dongle.**

### **EnCase and other HASP protected software**

Vound and Guidance Software (and others) protect their intellectual property rights using the same HASP SRM software. As a result, a conflict will occur if you attempt installing Intella while EnCase or other HASP protected software is running. Therefore, it is necessary to close EnCase or other HASP protected software before installing Intella. Once Intella is installed on your computer, both products can run at the same time.

### **Anti-virus software**

Certain anti-virus software, specifically AVG, have prevented or interfered with the installation of Intella. Therefore it is recommended that you disable any anti-virus software before installing Intella.

**If you encounter a HASP-related error or conflict and are unable to proceed with the installation, please contact a Vound Support at: [support@vound-software.com](mailto:support@vound-software.com).**

# 1 Before installation

Following are the minimum recommended hardware and software requirements for optimal performance of Intella:

- ***Operating systems***

Intella is supported on the following operating systems:  
Windows 2000, 2003, XP, Vista, Windows 7.

- ***Hardware configuration***

The minimum hardware configuration is Intel Pentium 4 CPU, 2 GHz with 2 GB RAM.

Recommended hardware configuration is Intel Core Duo CPU with 4 GB RAM.

- ***Handling NSF files***

In order to index IBM® Lotus Notes® NSF files, Lotus Notes 8.5 or higher is required. Simply download and install the Lotus Notes *trial version* and have it available on the computer, *unused*. When indexing, Intella will access the required portions of Lotus Notes.

Vound uses HASP Software Rights Management software and a USB dongle to protect its intellectual property. There are two types of HASP SRM licenses available with Intella:



- ***Evaluation License***

The evaluation version of Intella is a time-limited, fully functional version of Intella. It automatically expires after 14 days of use. The license is included in the evaluation copy download.

- ***Commercial License requiring a USB dongle***

At the purchase of Intella, an Intella dongle will be provided to enable use of Intella.

## 2 Downloading and installing Intella

A fully functional, current version of Intella can be obtained by visiting the Vound website at: [www.vound-software.com](http://www.vound-software.com). Complete the download request form at: <http://www.vound-software.com/download-request>

After review and approval of the request by Vound (for spam prevention and intellectual property protection purposes) you will be sent an email with the download link and instructions.

1. Download Intella from the provided link.
2. Double-click the downloaded .exe file to launch the Intella installer.
3. Accept the software license when prompted.
4. The default location to store Intella application files is:  
C:\Program Files\Vound\Intella. When prompted, either accept the default or make your own preferred assignment. All files will be extracted to that location and an Intella shortcut will (optionally) be placed on your desktop and in your Start menu.
5. The application folder contains an executable called “Intella.exe” that can be used to launch the application. The desktop icon and Start menu shortcut will also start the executable.
6. Intella will launch and open with the Case Manager window



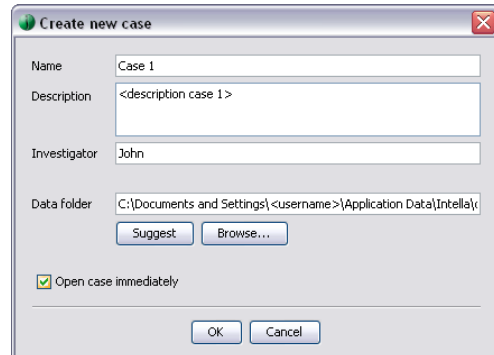
# 3 Setting up a case

The Case Manager window is the first window that appears when Intella is launched. Using the Case Manager window, you may:

- Add a new case
- Browse for previously created and saved cases and open them
- Remove and edit a case

To create a new case, in the Case Manager window:

1. Select “New...”
2. Assign the new case a name
3. Optionally, enter a description
4. By default Intella will place ALL case-specific data in a folder located here:  
C:\<username>\AppData\Roaming\Intella\cases\demo  
Alternatively, you may, using “Browse...” select another location (including a thumb drive, etc.)
5. Select “Open case immediately”
6. When you click “Ok” Intella will set up the case
7. The next screen will be the “Add New Source” screen



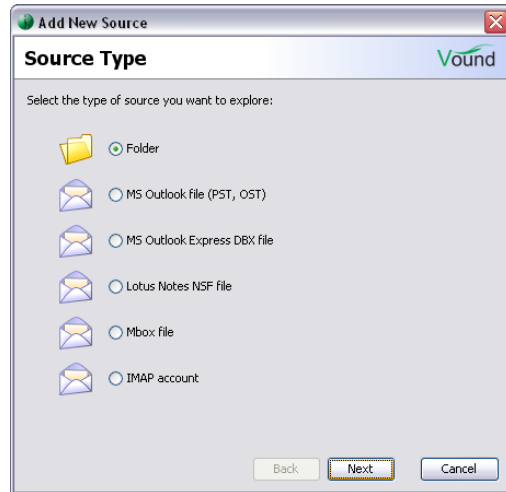
**Note:** The default location is: C:\<username>\AppData\Roaming\ Intella\cases\

## 4 Adding sources

Sources are added to Intella with the “Add New Source” wizard. You can start this wizard by clicking CTRL+N.

Select the source type you want to index from the following source types:

- Folder
- MS Outlook file (PST, OST)
- MS Outlook Express DBX file
- Lotus Notes NSF file
- Mbox file
- IMAP account



**Tip 1:** If you have a folder of *user created files*, such as MS Word documents, MS PowerPoint presentations, PDF's, and MS Excel spreadsheets, select “Folder”.

**Tip 2:** If you have multiple *email archive files*, for example a collection of PST files in a folder, select “Folder” and Intella will index the contents of the email archive files automatically.

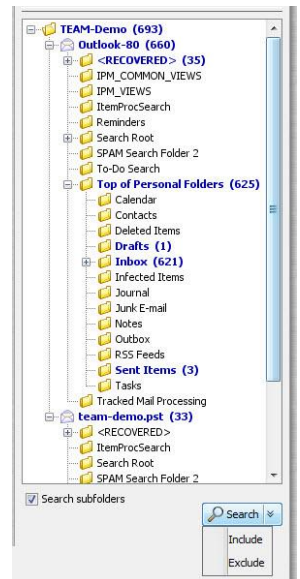
**Tip 3:** It is also possible to index a folder containing a combination of user created files and email archive files.

The wizard will ask you the following questions (example given for File source types):

1. *Specify Folder:* Enter the location and name of the file or folder that you want to investigate.

2. *Size Limit:* Specify the maximum allowable size for the files to be included.
  
3. *Source Name:* Next, you are requested to enter a name for the source.
  
4. *Hashes & Duplicates:*
  - a. MD5 hashes will enable Intella to filter duplicates from the search results.
  - b. The Calculate number of copies option lets you see the number of copies for each indexed item. It requires MD5 hashes to be calculated.
  - c. The Calculate near-duplicate hashes option lets you retrieve results that are very similar to a selected result.
  
5. *Options:*
  - a. Select *Index archives* if you want Intella to index files inside archives such as ZIP and RAR files.
  - b. Select *Index images inside documents* if you want to extract images embedded in MS Office and OpenOffice documents to make these images separately searchable and viewable.
  - c. Select *Cache images* if you want to see images in the Thumbnail viewer.
  
6. *Completed Source Definition:* You may optionally start indexing the source. This is required in order to be able to search and explore the files in this source.

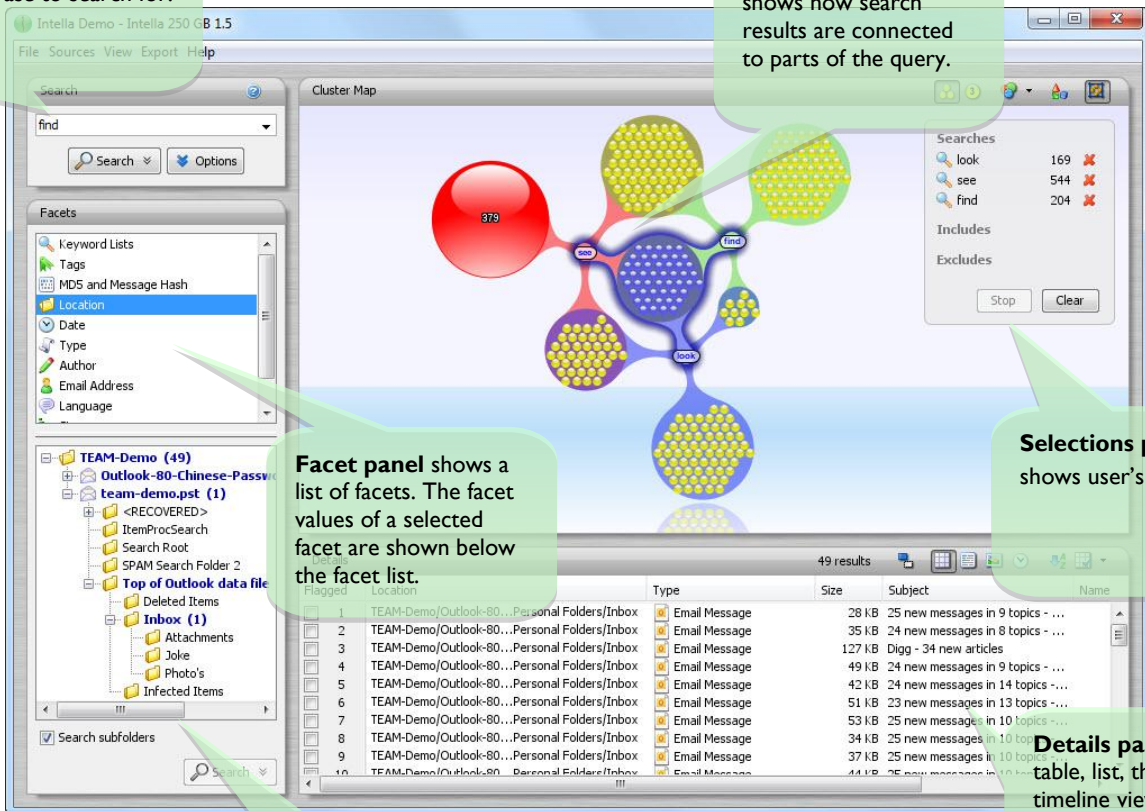
After completion, the source is added to the location facet. Each source or folder in the location facet can be included or excluded from the query using the search button options.



# 5 Explaining the main window

**Search panel** is the place to enter a word or phrase to search for.

**Cluster Map panel** shows how search results are connected to parts of the query.



**Facet panel** shows a list of facets. The facet values of a selected facet are shown below the facet list.

**Facet Value** shows the values or setting of the facet chosen.

**Selections panel** shows user's queries.

**Details panel** shows a table, list, thumbnail or timeline view of the results in a selected cluster.

# 6 Explaining the previewer

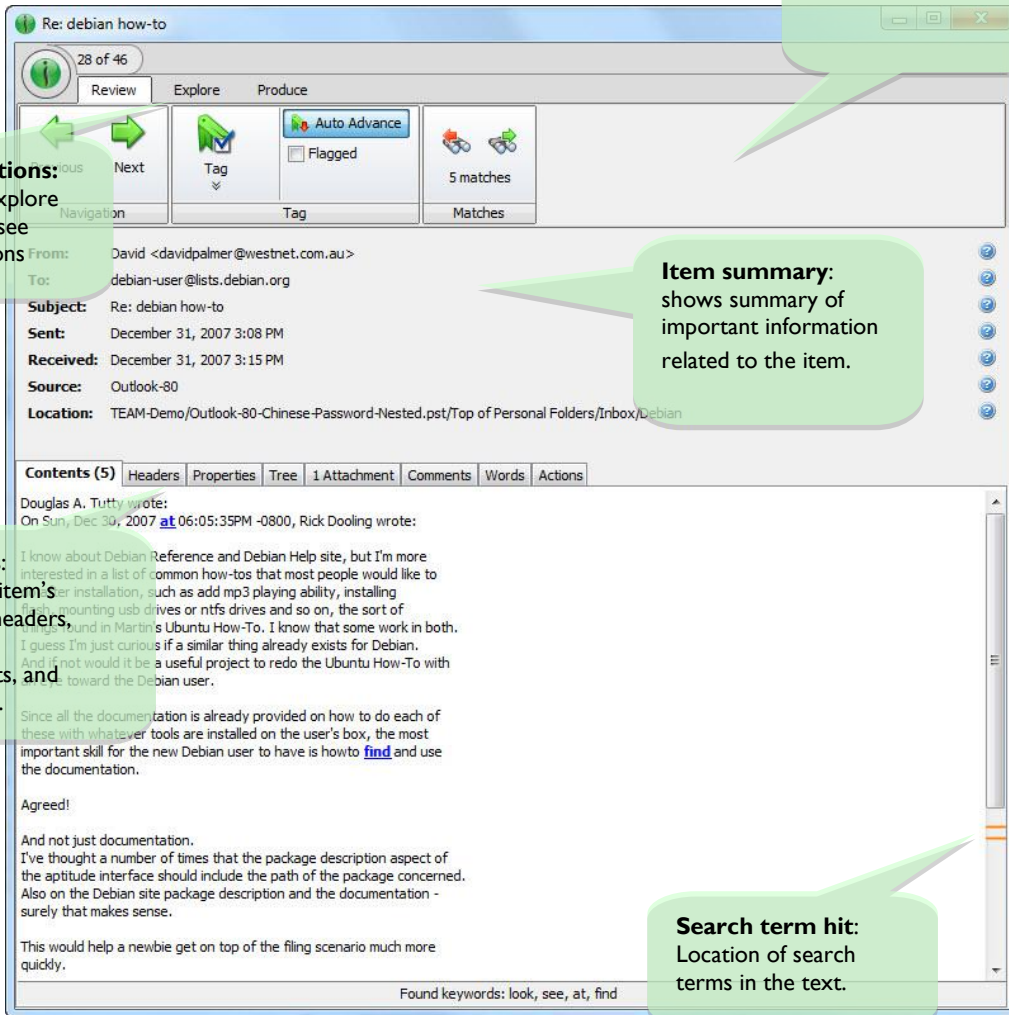
**Previewer window:** opens when item in table is double clicked.

**Previewer actions:** click Review, Explore or Produce to see Previewer actions

**Item summary:** shows summary of important information related to the item.

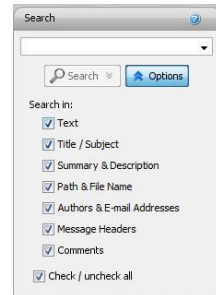
**Item tabs:** inspect an item's contents, headers, properties, attachments, and thumbnails.

**Search term hit:** Location of search terms in the text.



# 7 Searching data

1. To search for text, enter a query in the Search panel, and click the Search button.



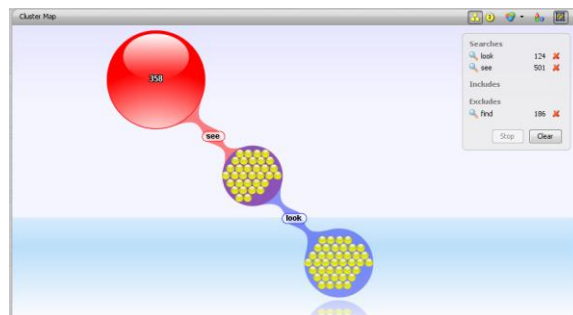
**Tip:** Click the blue question mark in the upper right corner of the panel, to see the "Keyword Search Quick Reference", an overview of all the operators (AND, OR, NOT, fuzzy, proximity and more) available to you.

2. Besides keyword searching, the indexed items can be browsed by facets, which represent specific item properties.

Every facet organizes the items into groups (possibly hierarchical) depending on a specific item property.



3. The Cluster Map shows search results in a graphical presentation. You see how results are related to parts of your inquiry. The overlap is usually shown in the center of the map.

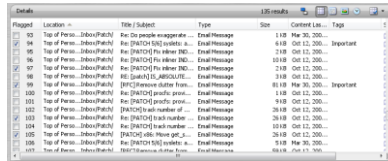


# 8 Browsing results

Intella's details panel allows you to show results in four different views: Table, List, Thumbnails and Timeline.



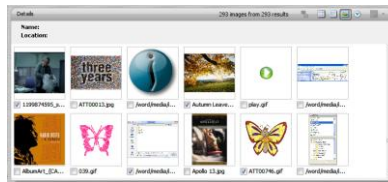
1. Table view: See results in a multi-column table. Add columns from a list, if you like.



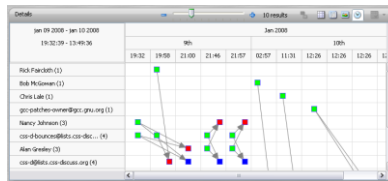
2. List view: See a conventional search results list.



3. Thumbnails view: See thumbnails of images in a selected cluster.

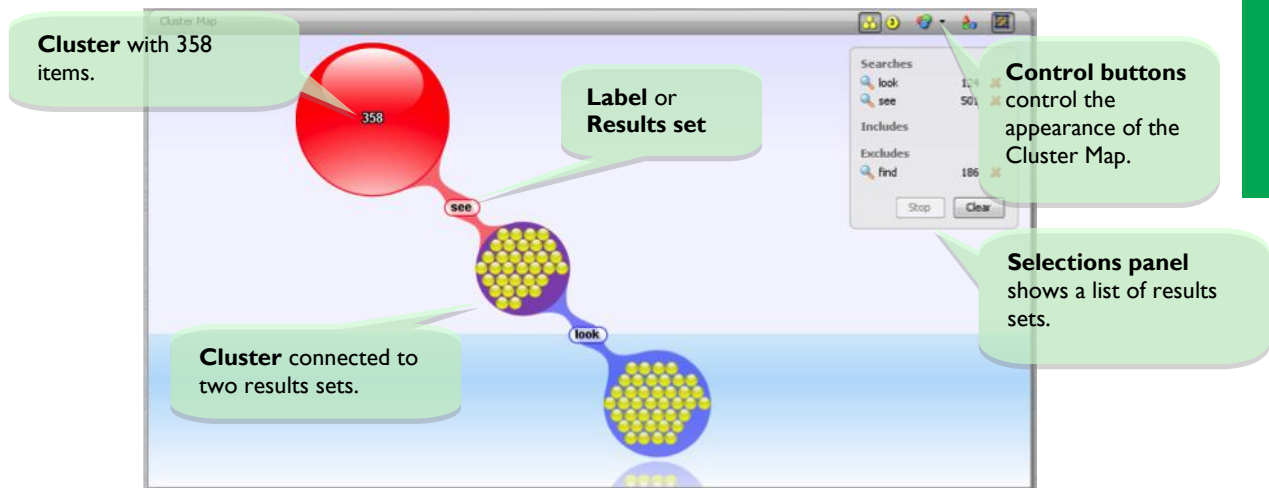


4. Timeline view: See email communication lines.



## 9 Seeing relations

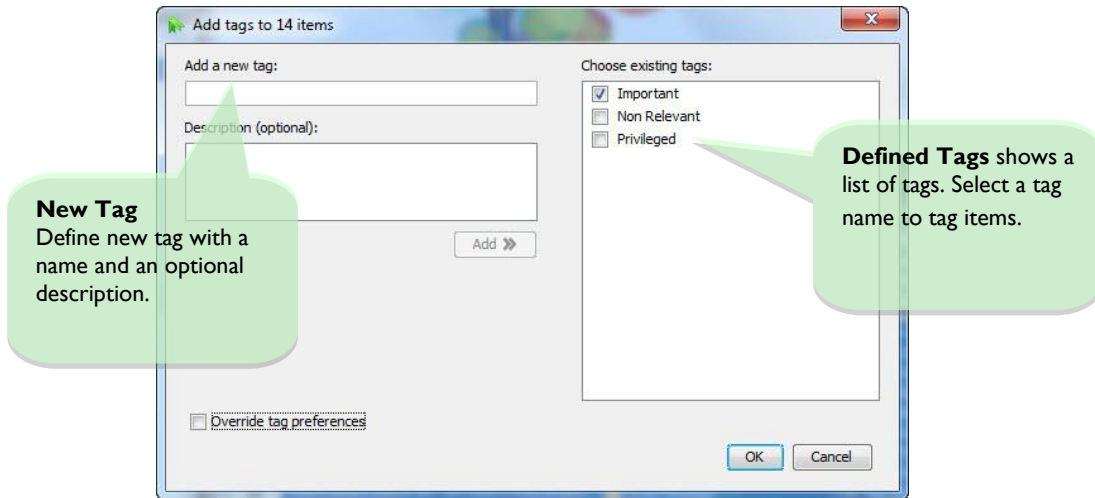
The Cluster Map shows search results in a graphical way. Since the Cluster Map is a rather new way of presenting search results, this chapter helps you understand it.



The figure above shows labels, clusters and items. The larger spheres are clusters. They represent groups of items. Clusters contain smaller spheres that represent individual items, like emails and files. Parts of the query, shown as labels, organize the map. Every cluster is connected to one or more labels.

**Note:** When a cluster contains more than 250 items, it is displayed as a single sphere labeled with the number of items. The individual items are hidden. This prevents clusters with large number of items from disturbing the usability of the Cluster Map.

# 10 Tagging results



When you select one or more items from the results table and open the context menu (right mouse click), you can tag these items by selecting “Add tags...”. You can also tag an item directly in the previewer window: go to the Review tab and use the Tag button.

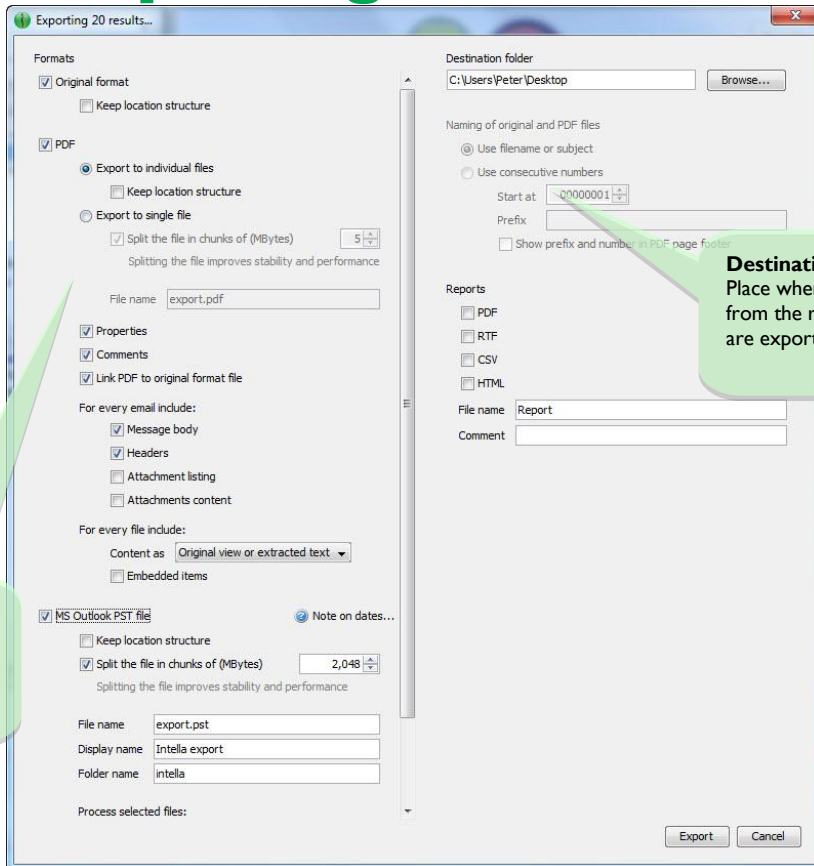
In the “Add tags” dialog you can select already defined tags, or define a new tag with optional description. By clicking “OK” the marked tags are linked to the selected items.

The tag functionality is also available in the Cluster Map: right-click on a cluster or label and select “Add tags...” from the context menu.

**Tip 1:** You can find all your tagged items in the "Tag" facet in the facet panel on the left hand side of the screen. Select the desired tag name, click the Search button and a cluster with items that have the selected tag is displayed.

**Tip 2:** You can find all the items that are tagged in the “Features” facet in the facet panel. Select “Tagged”, click the Search button and all the items that are tagged are displayed.

# 11 Exporting results



**Options**  
Export to folder, to a PST file or to a PDF file..

**Destination folder**  
Place where items from the results list are exported to.

1. When you right-click selected items in the table, you can export the complete result of your search (including all the documents in the table) to a location (a file) by selecting “Export Result List” in the context menu (also available in the menu: Export > Export Result List...).
2. Select a location for the file in the file selector dialog and/or select that you want to export the results to a PST file for transport.
3. Specify whether you want to create a report for this export. You must specify a file name and select a file type and you can add a comment.