# Welcome

V-Print is a software solution for any size Court Reporting Agency or court reporter to customize, format and deliver their work in several different formats. These formats include bound hard copy, PDF, Email, and VDF used with Visionary Viewer and Visionary's Discovery Management and Trail Presentation tool.

# Overview

-Print is available in 4 versions designed for any size Court Reporting Agencies or Independent Reporter

V-Print CR

- Capable of importing an ASCII text file with the extensions of .txt, .amc, .v1, and .prn.
- Ability to edit your transcript and also find and replace words.
- Formatting options such as bolding, margin adjustments, headers and footers, adding graphic files, adding watermarks.
- View and Print both condensed and full page mode.
- User can save, load, import, and export a custom template with your specific settings.
- User can add digital signatures to provide credibility and security to a document.
- Capable of password protecting, denying print request and copy request with PDF files.
- Ability to export and print full page or condensed page PDF file.
- Create a VDF (Visionary Deposition File) file which can viewed in our Visionary Viewer.
- Ability to export a VRF (Visionary Reporter File) file for Enterprise Edition.
- Ability to include exported files in your default E-mail client.
- Ability to import and export templates.

Professional Edition

- All of the features of Standard Edition are included in Professional Edition.
- Ability to scan/import exhibits.
- Hyperlink your exhibits to text.
- Create VIG (Visionary Image Group) load file used to view the exhibits in Visionary Viewer and in Visionary Discovery Management & Trial Presentation software.

Enterprise Edition

- All the Features of Professional Edition are also included in Enterprise edition.
- Ability to import, view and Deliver a VRF (Visionary Reporter File) file.
- Ability to for the court reporting agency to freely collaborate with field Reporters in a secure format.

Shuttle Edition

- The shuttle edition is special because it has to be used in concordance with the Enterprise edition.
- The shuttle edition has all the functionality of the Standard Edition except the shuttle version allows the user to create the VRF. The shuttle version does not allow the user to create any other deliverable formats.

# Register

To register your V-print software select "Help" then "Register". Fill in the requested information and your unique registration code. Ensure you have a good internet connection and select register.
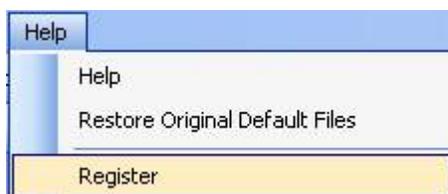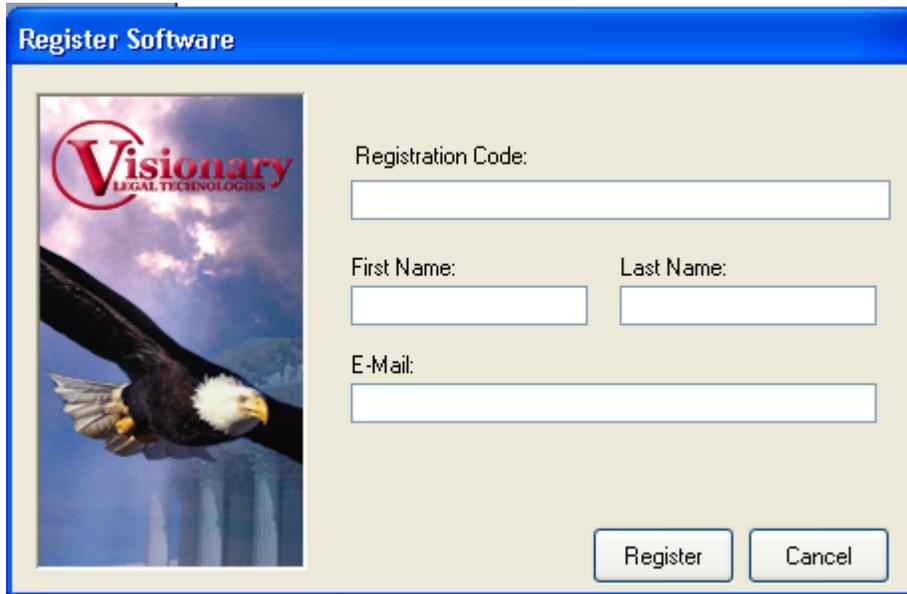
Note: If you have trouble registering your software you may need to off all antivirus and firewall software.

# Importing a transcript

When importing your transcript you must have the transcript in a location that allows for modified and have read and write permission.  If your transcript is located on a floppy disk or cd it must be copied to your hard drive (for example "My Documents or "Desktop") first before it is imported.
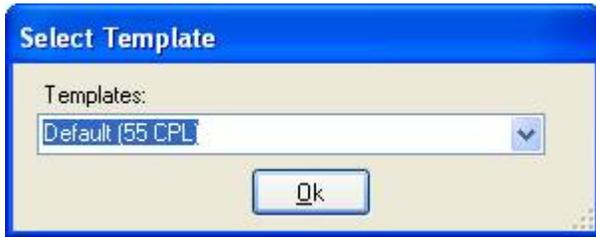
1.    To import a new transcript select "file/new" or the New button on your toolbar.
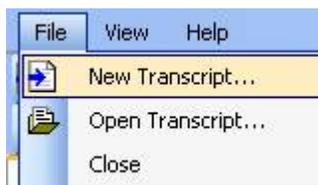




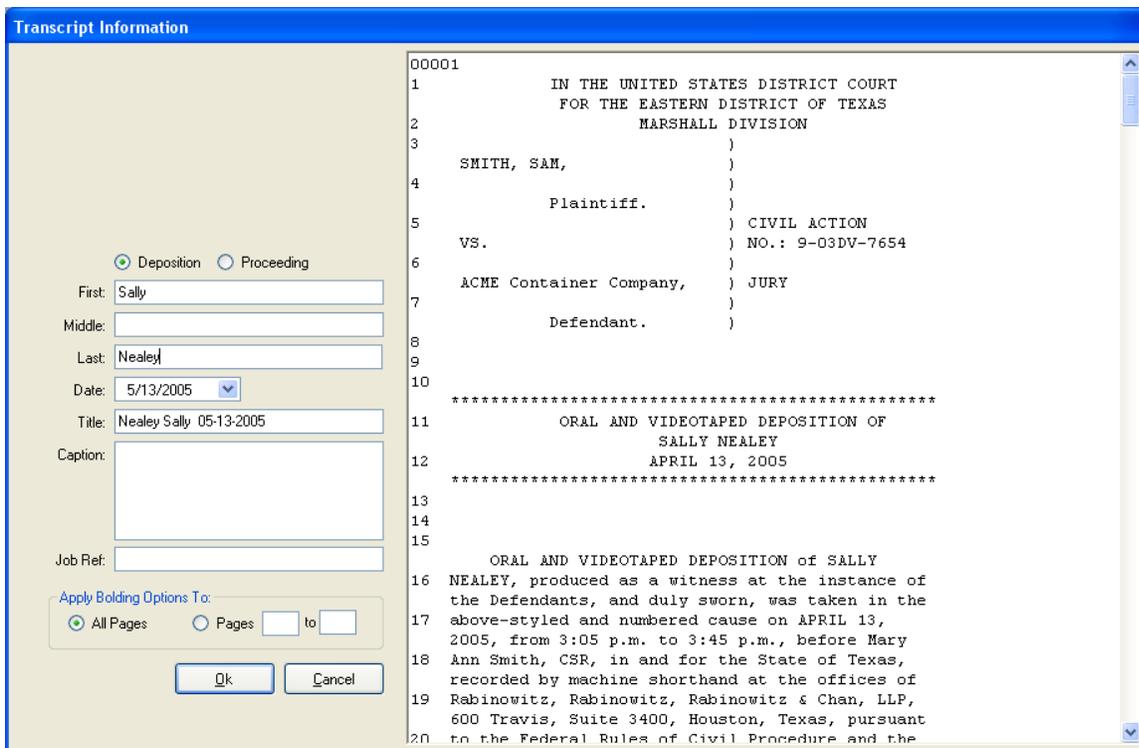2.    Next locate the text file and select open
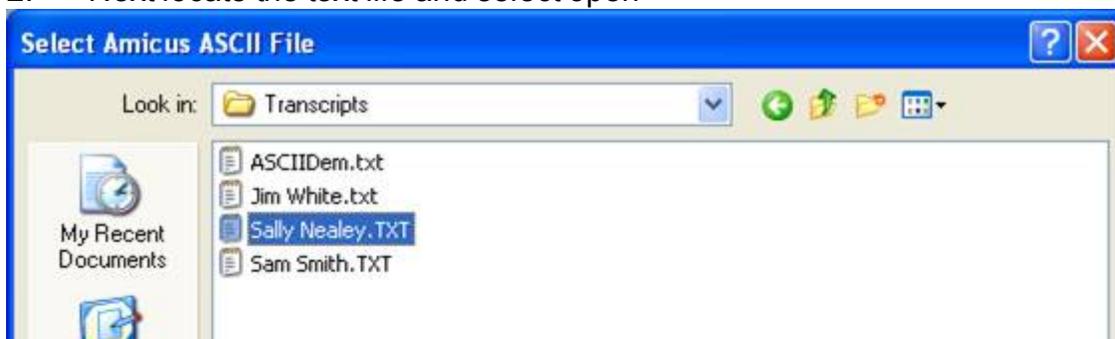
3. Select your template to apply your settings

**Select Template**

Templates:
Default (55 CPL)

Ok

Note: you should have your own template that you have set up or that has been set up by the visionary staff. For more information on creating your template see the page layout section.

4. Enter the First name, Last name and Date then select "OK" to complete the import process.

**Transcript Information**

○ Deposition  ○ Proceeding

First: Sally
Middle:
Last: Nealey
Date: 5/13/2005
Title: Nealey Sally 05-13-2005
Caption:

Job Ref:

Apply Bolding Options To:
⊙ All Pages    ○ Pages [    ] to [    ]

Ok    Cancel

```
00001
1              IN THE UNITED STATES DISTRICT COURT
           FOR THE EASTERN DISTRICT OF TEXAS
2                     MARSHALL DIVISION
3                              )
      SMITH, SAM,               )
4                              )
            Plaintiff.         )
5                              ) CIVIL ACTION
      VS.                      ) NO.: 9-03DV-7654
6                              )
      ACME Container Company,   ) JURY
7                              )
            Defendant.         )
8
9
10
      ***************************************************
11        ORAL AND VIDEOTAPED DEPOSITION OF
                  SALLY NEALEY
12              APRIL 13, 2005
      ***************************************************
13
14
15
      ORAL AND VIDEOTAPED DEPOSITION of SALLY
16  NEALEY, produced as a witness at the instance of
      the Defendants, and duly sworn, was taken in the
17  above-styled and numbered cause on APRIL 13,
      2005, from 3:05 p.m. to 3:45 p.m., before Mary
18  Ann Smith, CSR, in and for the State of Texas,
      recorded by machine shorthand at the offices of
19  Rabinowitz, Rabinowitz, Rabinowitz & Chan, LLP,
      600 Travis, Suite 3400, Houston, Texas, pursuant
20  to the Federal Rules of Civil Procedure and the
```

Note: The program auto-generates a title, you may wish to change it at this point and you may also wish to add your case caption as well as a job reference.

# Transcript Information

Transcript info – Select "File" then "Transcript info" to open the dialogue box
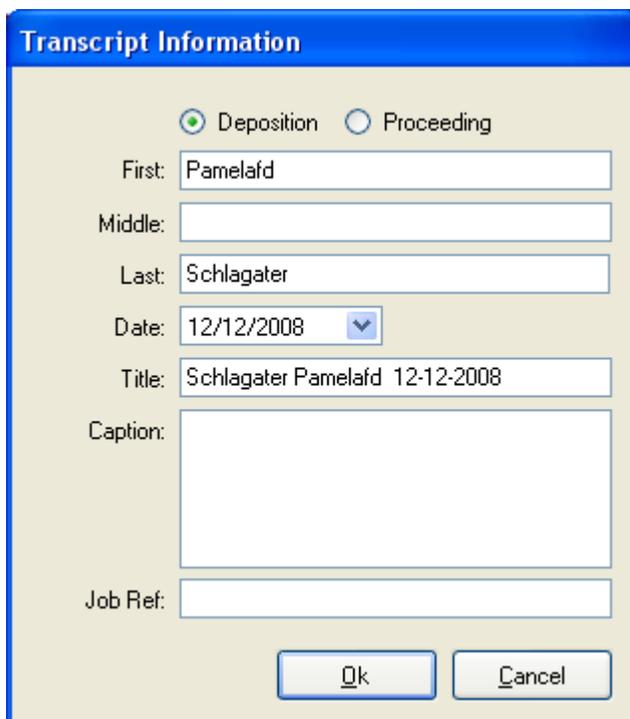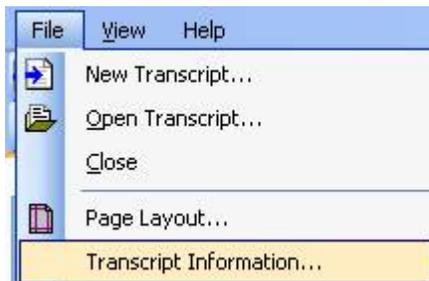




- Select the field to be edited for the transcript
- Once all changes have been made, select "OK" to save the changes

# Opening V-Print Files

When you import a transcript into V-print a VTX file is created. This file contains your transcript and all of the information about the changes you have made to it, the bolding, margins, editing, ect… so that you will be able to re open your transcript with all of your changes saved. This file is created by default in the same directory that the transcript was imported from. To open these files once they have been created follow these steps

1. Select the "File" menu in the top left and select "open"
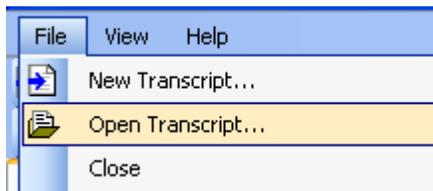


2. Browse to the folder where your VTX file is located (the directory the transcript was located when imported) select the file and click open to complete opening your VTX file.
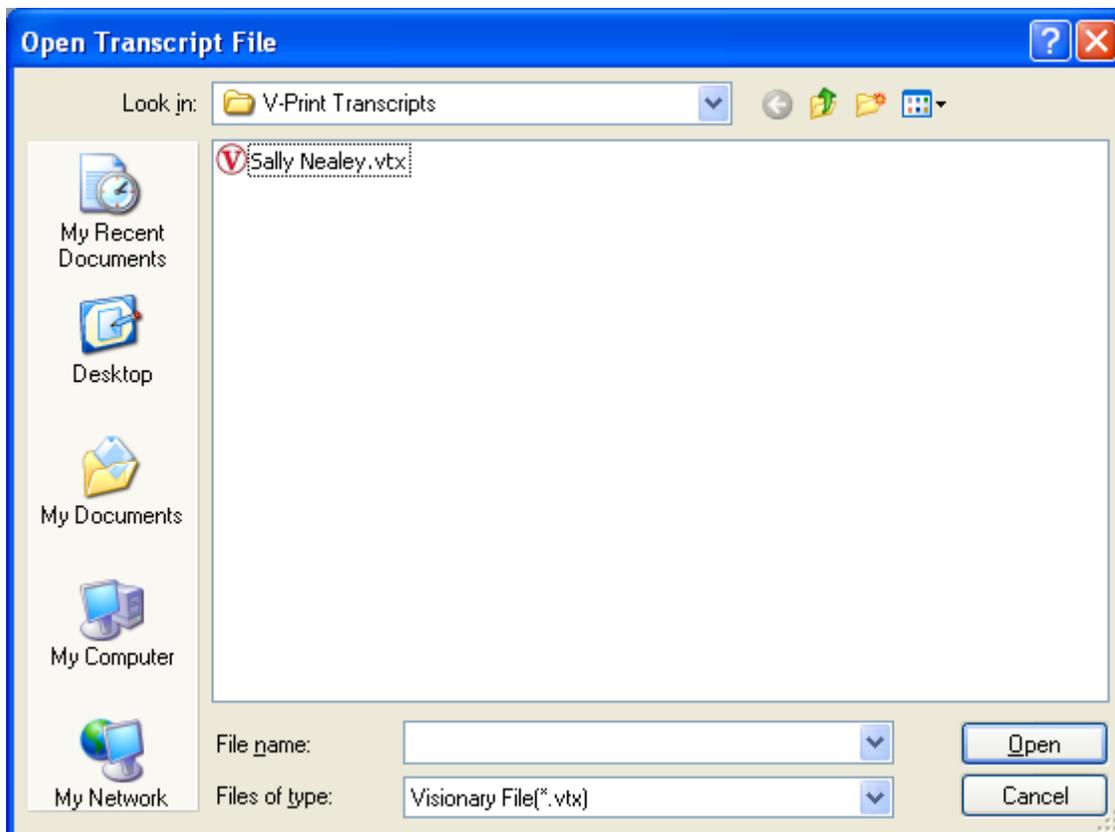
# Title Page

Title Page - Select the Title page tab to make changes to the first page of the transcript

**Transcript Print Layout**

Title Page | Transcript | Index | Condensed | Alt Title Page

**General Options:**

Font: Courier New    Size: 12    Page No Position: None    LeftPadding: 0

☐ Print line numbers    Line Padding: 54    Char Spacing: 0

Max Char Count: 0

**Header:**

Font: Courier New    Size: 12    Align: Center

Text:

**Footer:**

Font: Courier New    Size: 12    Align: Center

Text:

Graphic:

**Left Margin Graphic:**

Graphic: DemoMargin.bmp

**Page Margins:**

Left: 0.5    Right: 0.3    Top: 0.5    Bottom: 0.5

**Lines:**

☐ Print line numbers inside border    ☑ Print line numbers outside border    ☑ Print top/bottom boarder lines

**Templates:**

Load    Save    Delete    OK    Cancel

General Options:

- Print line numbers – Selecting this option will display the line numbers in the left margin.

- Font – select the drop down box to choose a different font type for your title page.

- Size (font) – click on the drop down box to select a different font size for the title page.

- Line Padding – This option will adjust the vertical spacing of the lines in the Title page.  Most transcripts will work with the default setting of 54, other transcripts may need to adjust this option or use the "auto" setting at the top of the list to display the title page correctly.

- Page No Position -  This function will give the option to display the page number inside the page border.

- Top – Will display the page number at the top of the page.

- Bottom – Will display the page number at the bottom of the page.

- None – Selecting none will not display the page number inside the page border.

- Left Padding – This option adjusts the space between the beginning text of the line and the page boarder or line numbers.  To adjust this option, enter a number in the text field provided.  The higher the number the larger the space will become.

- Char Spacing – Enter a number from 1-9 to increase the space in between each character and spread out the text on the page.

- Max Char.Count – This specifies the maximum number of characters per line that this section of the layout should be, in order to avoid cutting off words.  A setting of zero means no warning message will be generated.  Enter the number of characters per line used in the transcript. If the characters of a transcript imported are over this amount a warning message will appear that indicates that some text may be truncated.

- Header – text that will be placed at the top of the page.

- Text – type your header in the text box, multiple lines can be created by pressing enter on the keyboard to start a new line.

- Align -  Select the drop down box to change the alignment of the header text from left, center, or right.

 - This button will add the page number to the header

⊞ - This button will add a page count to the header.

🗓 - This button will add a date when selected

🔲 - This button will add an event title to the header.

- Footer – Text or graphics that will be place at the bottom of the page.

- Text – type your header in the text box, multiple lines can be created by pressing enter on the keyboard to start a new line.

- Align - select the drop down box to change the alignment of the text from left, center, or right.

⊞ - This button will add the page number to the header

⊞ - This button will add a page count to the header.

🗓 - This button will add a date when selected

🔲 - This button will add an event title to the header.

- Graphic – A graphic may be added to the footer and will be placed at the bottom of the page.

  ○ The recommended size of the footer image is 360 x 45 pixels.

  ○ Select the browse button ⊡ to find the graphic file. Once the graphic file has been located select it and press open, then click on the drop down box to apply the image to the page.

- Left Margin Graphic – An image or company logo can be added to the Left margin of the title page.

  ○ The recommended size of this graphic file is 146 x 947 pixels.

  ○ Select this button ⊡ to browse your folders and find you're graphic. Once you have found it select open, then click on the drop down box to apply the image to your page.

- Page Margins – are the blank space on the left or right edge, or at the top or bottom, of the printed page. Enter in the preferred size in inches of your margin for the Left, Right, Top, and Bottom.

- Print line numbers inside border – this option will display the line numbers on the inside of the page border if checked.

- Print line numbers outside border – this option will display the line numbers on the outside of the page border on the left margin if checked.

- Print top/bottom border lines – This option will toggle weather the top and bottom border lines display.
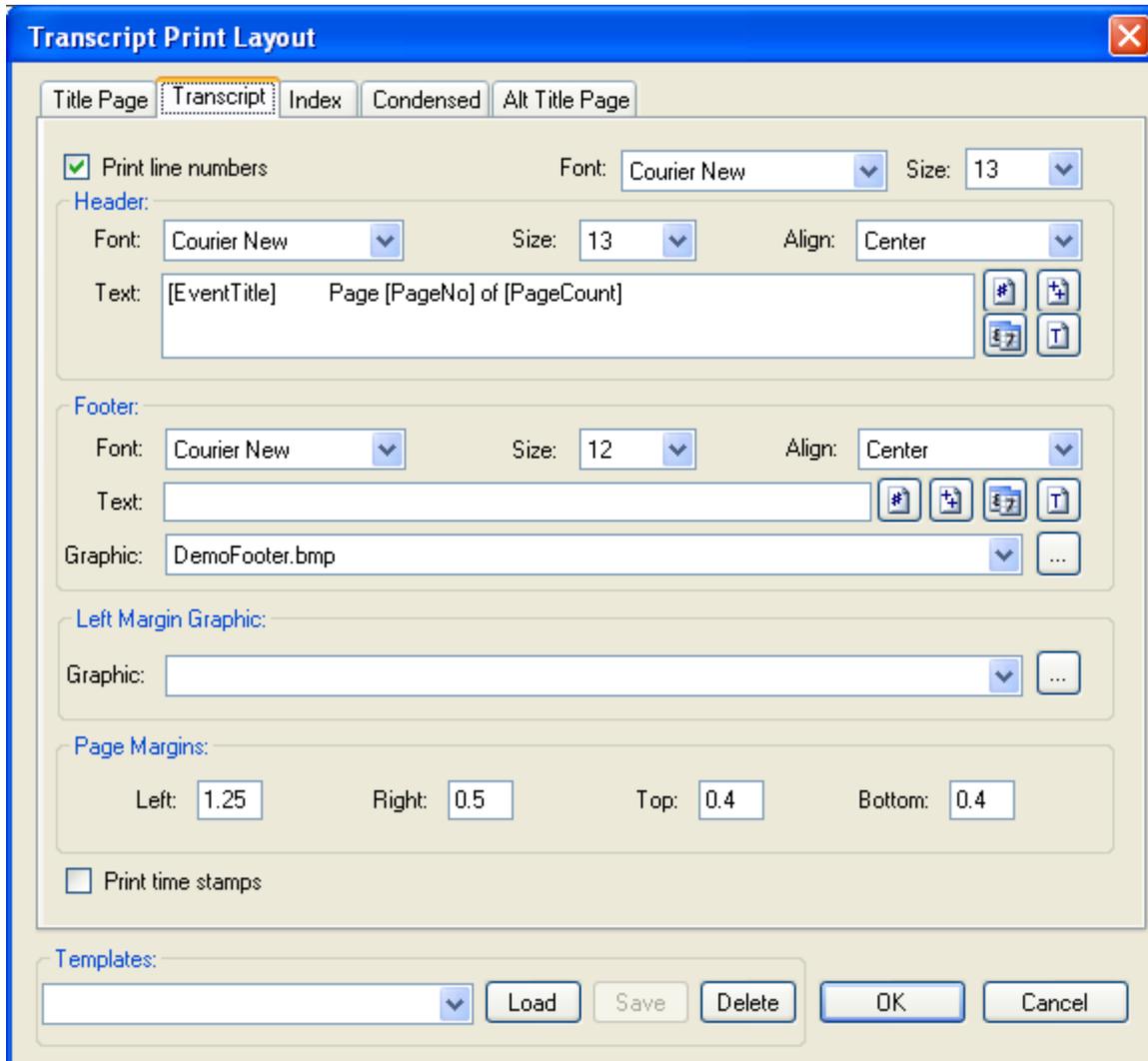
*Note: to remove all of the page border lines leave all of the line options unchecked.*

- Templates – Templates will save all the settings that are applied to a transcript so they can be used with all transcripts that are imported.



- Save – Enter a title for the template in the text box and select the"Save" button to create a custom template with the current settings for the entire page layout.

- Load – Select the Drop down arrow and select a template then select the "Load" button to apply all setting in the template.

- Delete – Click on the drop down box then select a template and press the "Delete" button to permanently remove the template

# Transcript Layout

**Transcript Print Layout**

Title Page | Transcript | Index | Condensed | Alt Title Page

☑ Print line numbers     Font: Courier New Size: 13

**Header:**
Font: Courier New  Size: 13  Align: Center

Text: [EventTitle]  Page [PageNo] of [PageCount]

**Footer:**
Font: Courier New  Size: 12  Align: Center

Text:

Graphic: DemoFooter.bmp

**Left Margin Graphic:**
Graphic:

**Page Margins:**
Left: 1.25  Right: 0.5  Top: 0.4  Bottom: 0.4

☐ Print time stamps

Templates: Load Save Delete OK Cancel

- Print line numbers – Selecting this option will display the line numbers in the left margin
- Font – select the drop down box to choose a different font type for your title page.
- Size (font) – click on the drop down box to select a different font size
- Header – text that will be placed at the top of the page

  - Text – type your header in the text box, multiple lines can be created by pressing enter on the keyboard to start a new line.
  - Font – Select the drop down box to change the header font size and type
  - Align - Select the drop down box to change the alignment of the text from left, center, or right.
  - [#] - This button will add the page number to the header
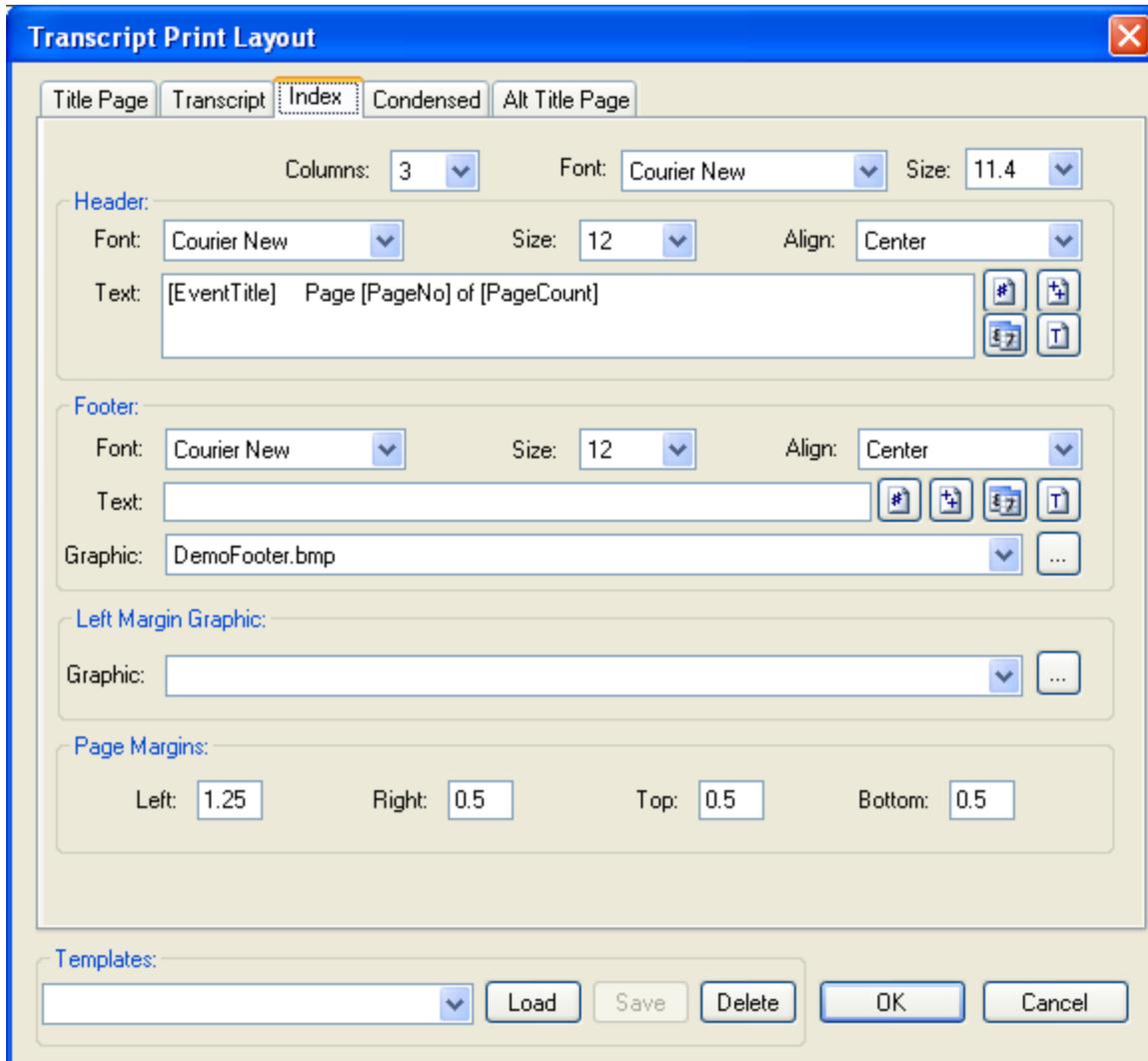  - [+] - This button will add a page count to the header.

- ○ [icon] - This button will add a date when selected
- ○ [icon] - This button will add an event title to the header.
- Footer – Text or graphics that will be place at the bottom of the page.
    - ○ Text – can be typed in the text box in the footer only one line of text is available for the footer.
    - ○ Font – Select the drop down box to change the header font size and type
    - ○ Align - select the drop down box to change the alignment of the text from left, center, or right.
    - ○ [icon] - This button will add the page number to the header
    - ○ [icon] - This button will add a page count to the header.
    - ○ [icon] - This button will add a date when selected
    - ○ [icon] - This button will add an event title to the header.
    - ○ Graphic – A graphic may be added to the footer and will be placed at the bottom of the page.
        - ▪ The recommended size of the footer image is 360 x 45 pixels.
        - ▪ Select this button [icon] to browse your folders and find you're graphic. Once you have found it select open, then click on the drop down box to apply the image to your page.
- Left Margin Graphic – An image or company logo can be added to the Left side of the title page.
    - ○ The recommended size of this graphic file is 146 x 947 pixels.
- Select this button [icon] to browse your folders and find you're graphic. Once you have found it select open, then click on the drop down box to apply the image to your page.
- Page Margins – are the blank space on the left or right edge, or at the top or bottom, of the printed page.
- Enter in the preferred size in inches of your margin for the Left, Right, Top, and Bottom.

- Print time stamps – if your transcript has timestamps select this box to display the time stamps on the left side of the page.

- Templates – Templates store all the settings that are applied to a transcript.



- Save – Enter a title for the template in the text box and select the ”Save” button to create a custom template.
- Load – Click on the Drop down box and select a template then select the "Load" button to apply all setting in the template.
- Delete – Click on the drop down box then select a template and press the "Delete" button to permanently remove the template

# Index

**Transcript Print Layout**

Title Page | Transcript | Index | Condensed | Alt Title Page

Columns: 3    Font: Courier New    Size: 11.4

**Header:**
Font: Courier New    Size: 12    Align: Center
Text: [EventTitle]    Page [PageNo] of [PageCount]

**Footer:**
Font: Courier New    Size: 12    Align: Center
Text:
Graphic: DemoFooter.bmp

**Left Margin Graphic:**
Graphic:

**Page Margins:**
Left: 1.25    Right: 0.5    Top: 0.5    Bottom: 0.5

Templates:
Load   Save   Delete   OK   Cancel

- Columns – Select the drop down box to choose the number of columns in the index.
- Font – select the drop down box to choose a different font type for your title page.
- Size (font) – click on the drop down box to select a different font size
- Header – text that will be placed at the top of the page.

  - Text – type your header in the text box, multiple lines can be created by pressing enter on the keyboard to start a new line.
  - Font – Select the drop down box to change the header font size and type.
  - Align -  Select the drop down box to change the alignment of the text from left, center, or right.
  - ⊞ - This button will add the page number to the header.

- ○ [icon] - This button will add a page count to the header.
- ○ [icon] - This button will add a date when selected.
- ○ [icon] - This button will add an event title to the header.
- Footer – Text or graphics that will be place at the bottom of the page.
  - ○ Text – can be typed in the text box in the footer only one line of text is available for the footer.
  - ○ Font – Select the drop down box to change the header font size and type.
  - ○ Align - select the drop down box to change the alignment of the text from left, center, or right.
  - ○ [icon] - This button will add the page number to the header.
  - ○ [icon] - This button will add a page count to the header.
  - ○ [icon] - This button will add a date when selected.
  - ○ [icon] - This button will add an event title to the header.
  - ○ Graphic – A graphic may be added to the footer and will be placed at the bottom of the page.
    - ▪ The recommended size of the footer image is 360 x 45 pixels.
    - ▪ Select this button [icon] to browse your folders and find you're graphic. Once you have found it select open, then click on the drop down box to apply the image to your page.
- Left Margin Graphic – An image or company logo can be added to the Left side of the title page.
- The recommended size of this graphic file is 146 x 947 pixels.
- Select this button [icon] to browse your folders and find you're graphic. Once you have found it select open, then click on the drop down box to apply the image to your page.

Page Margins – are the blank space on the left or right edge, or at the top or bottom, of the printed page.

- Enter in the preferred size in inches of your margin for the Left, Right, Top, and Bottom.

Templates – Templates store all the settings that are applied to a transcript.

Save – Enter a title for the template in the text box and select the "Save" button to create a custom template.

Load – Click on the Drop down box and select a template then select the "Load" button to apply all setting in the template.

Delete – Click on the drop down box then select a template and press the "Delete" button to permanently remove the template

# Condensed

Transcript Print Layout

Title Page | Transcript | Index | Condensed | Alt Title Page

Font: Arial    Size: 10.5

**Header:**
Font: Arial    Size: 12    Align: Left
Text: [EventTitle]

**Footer:**
Font: Courier New    Size: 12    Align: Center
Text:
Graphic: DemoFooter.bmp

**Left Margin Graphic:**
Graphic:

**Page Margins:**
Left: 1    Right: 0.5    Top: 0.5    Bottom: 0.5

Templates:
Load | Save | Delete | OK | Cancel

Font – select the drop down box to choose a different font type for your title page.

Size (font) – click on the drop down box to select a different font size

Header – text that will be placed at the top of the page.

Text – type your header in the text box, multiple lines can be created by pressing enter on the keyboard to start a new line.

Font – Select the drop down box to change the header font size and type.

Align -  Select the drop down box to change the alignment of the text from left, center, or right.

- ○  - This button will add the page number to the header.
- ○  - This button will add a page count to the header.
- ○  - This button will add a date when selected.
- ○  - This button will add an event title to the header.

- Footer – Text or graphics that will be place at the bottom of the page.

  - ○ Text – can be typed in the text box in the footer only one line of text is available for the footer.
  - ○ Font – Select the drop down box to change the header font size and type.
  - ○ Align -  select the drop down box to change the alignment of the text from left, center, or right.
  - ○  - This button will add the page number to the header.
  - ○  - This button will add a page count to the header.
  - ○  - This button will add a date when selected.
  - ○  - This button will add an event title to the header.
  - ○ Graphic – A graphic may be added to the footer and will be placed at the bottom of the page.

    - The recommended size of the footer image is 360 x 45 pixels.
    - Select this button  to browse your folders and find you're graphic.  Once you have found it select open, then click on the drop down box to apply the image to your page.

- Left Margin Graphic – An image or company logo can be added to the Left side of the title page.

  - ○ The recommended size of this graphic file is 146 x 947 pixels.

- Select this button  to browse your folders and find you're graphic. Once you have found it select open, then click on the drop down box to apply the image to your page.

- Page Margins – are the blank space on the left or right edge, or at the top or bottom, of the printed page.

  - Enter in the preferred size in inches of your margin for the Left, Right, Top, and Bottom.

- Templates – Templates store all the settings that are applied to a transcript.



  - Save – Enter a title for the template in the text box and select the "Save" button to create a custom template.
  - Load – Click on the Drop down box and select a template then select the "Load" button to apply all setting in the template.
  - Delete – Click on the drop down box then select a template and press the "Delete" button to permanently remove the template

# Page Layout

The page layout is used make changes to the appearance of the Transcript.

Select "file" then "page layout".
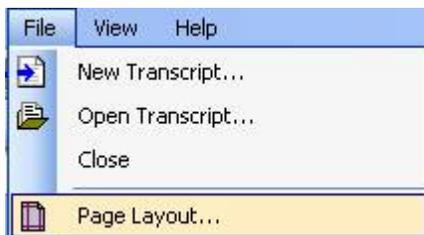


- Once the Page Layout is open the settings can be changed for different sections of the transcript.
- After all the changes have been made the settings can be saved to a template by entering a name for the template in the blank text field and selecting "save".  To save the settings to

an already existing template select the drop down box to select a template then select the "Save" button.

**Transcript Print Layout**

Title Page | Transcript | Index | Condensed | Alt Title Page

**General Options:**

Font: Courier New     Size: 12     Page No Position: None     LeftPadding: 0

☐ Print line numbers     Line Padding: 54     Char Spacing: 0

Max Char Count: 0

**Header:**

Font: Courier New     Size: 12     Align: Center

Text:

**Footer:**

Font: Courier New     Size: 12     Align: Center

Text:

Graphic:

**Left Margin Graphic:**

Graphic: DemoMargin.bmp

**Page Margins:**

Left: 0.5     Right: 0.3     Top: 0.5     Bottom: 0.5

**Lines:**

☐ Print line numbers inside border   ☑ Print line numbers outside border   ☑ Print top/bottom boarder lines

**Templates:**

Load | Save | Delete | OK | Cancel

# Template

Template – Once a custom template has been made (Refer to the Page layout section to create a custom Template) they can be exported and imported from user to user using a file called a VTP (Visionary Template Package).
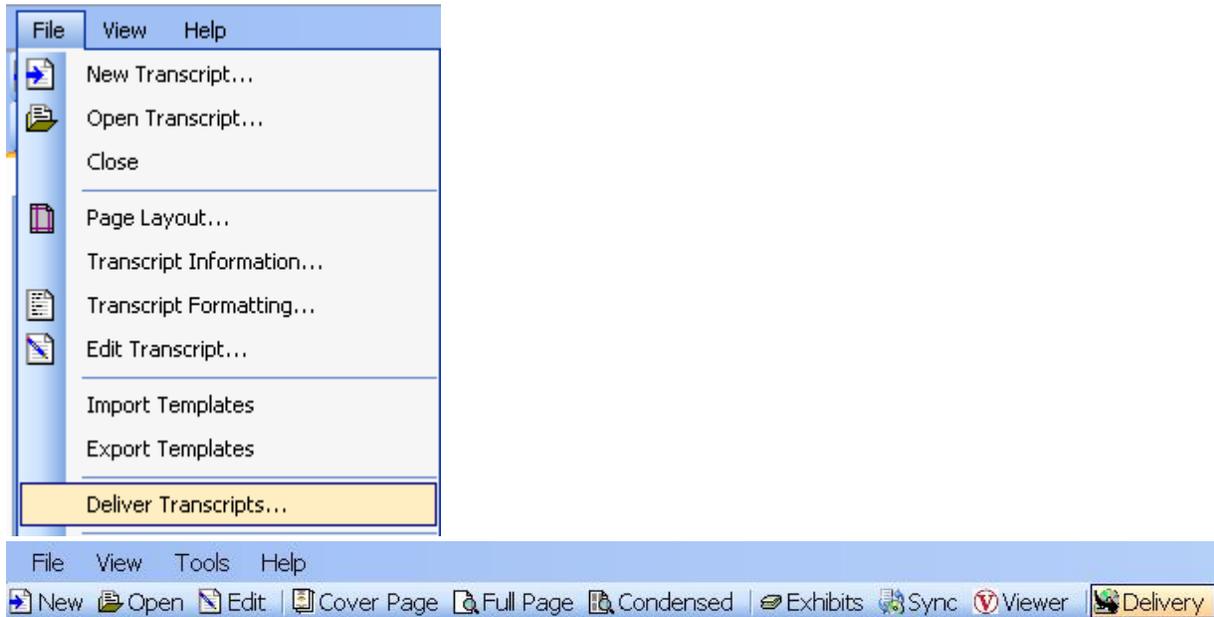
- Import – Select "File" then "Import Templates" now you can locate your VTP file and select open.

| File | View | Help |
|---|---|---|
| | New Transcript… | |
| | Open Transcript… | |
| | Open Reporter Package… | |
| | Close | |
| | Page Layout… | |
| | Transcript Information… | |
| | Transcript Formatting… | |
| | Edit Transcript… | |
| | **Import Templates** | |
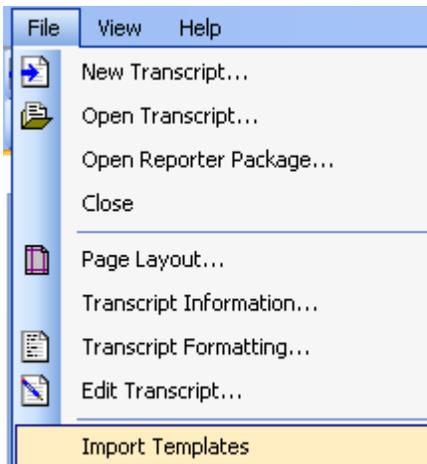
- Export – Select "File" then "Export Templates" to create and save a VTP file.

| File | View | Help |
|---|---|---|
| | New Transcript… | |
| | Open Transcript… | |
| | Open Reporter Package… | |
| | Close | |
| | Page Layout… | |
| | Transcript Information… | |
| | Transcript Formatting… | |
| | Edit Transcript… | |
| | Import Templates | |
| | **Export Templates** | |
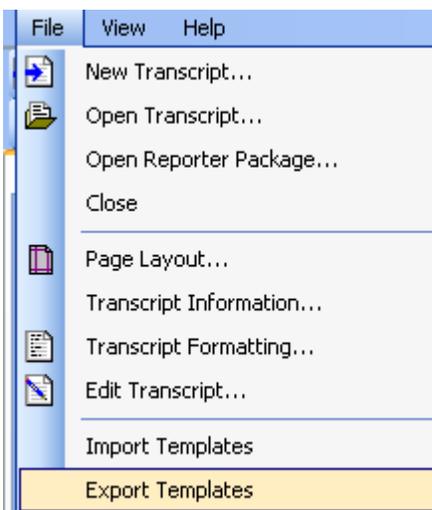
# Delivery



File Formats – There are several different file formats to choose from when exporting your transcript, select each check box according to the file you would like to export.
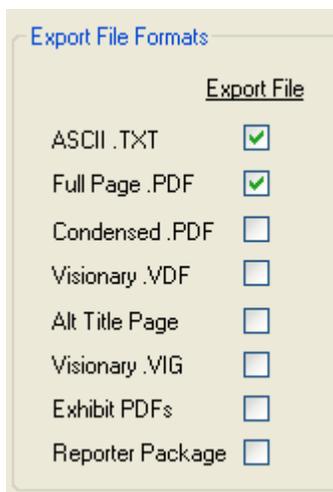


- ASCII.TXT – this will export the text file form of the transcript which can be opened in Notepad or any text editor.
- Full Page.PDF – This will export a PDF (Portable Document Format) file in the full page format which will include all of your graphic logos and formatting changes. This file can be opened in Adobe Reader or your preferred PDF reader.
- Condensed.PDF – This will export a PDF file in the 4-1 page condensed format.

- Visionary.VDF – This will export a VDF (Visionary Deposition File) which can be opened in the "Visionary Viewer" to view the transcript. The "Visionary Viewer" tool is a free download available on our web site. The VDF can also be imported into Visionary Case Management and Trial Presentation Software.
- Alt Title Page – This will export only the Alternate title page separately from the rest of the transcript for clients that choose to print their title page on preprinted title page stationary.
- Visionary.VIG – A VIG file contains the exhibits that were imported with "Visionary Scan", this file a can be opened in the "Visionary Viewer" or Visionary Case Management and to view the exhibits that have been created.
- Exhibit Pdfs – This will export PDF files of the exhibits if they have been created from scan first.
- Reporter Package – This file can be exported from all version of V-print, but can only be imported using the Enterprise edition. It contains your transcript with all of the graphics, formatting, editing and also the digital signature used when exporting. This File can be viewed and exported using the Enterprise Edition, but if any changes are made the Digital Signature will be voided.

File Location – This will determine the where your files are exported.



- Select the browse button  to locate the folder that you would like your files to be exported to.
- Select the "Add file title name to path during export" to create a folder with the name of title.

Create Viewer – Select this check box to create a visionary viewer install that will be included with your exported files

Pdf Security – In V-print you can use several different methods to protect your PDF files.

- Password – Enter a word or phrase in this field. When opening the PDF after it has been created you will be required to enter the password that you have created before the transcript can be seen.
- Deny Print Requests – When this check box is selected the PDF that is created will be able to be viewed but cannot be printed.
- Deny copy Requests – Selecting this check box will not allow the PDFs text to be copied then pasted somewhere.

   Preview – select this button [ Preview ] to view the page and placement of the digital signature before you export it.

- Include in E-mail – Selecting these check boxes will automatically open your default e-mail client and attach the files you have selected when exporting. It is recommended that you use Microsoft Outlook as your default E-mail client. If the .vig is over 10mb, it may not pass through certain mail servers. In this case, you will need to send them via cd, or file upload server such as V-Net. Also, some exchange services block unknown file types such as .vdf and .vig, so it may be necessary to change email settings to allow these file types or temporarily change the file extension.

Export File Formats

| | Export File | Include in Email |
|---|---|---|
| ASCII .TXT | ☐ | ☐ |
| Full Page .PDF | ☑ | ☑ |
| Condensed .PDF | ☑ | ☑ |
| Visionary .VDF | ☑ | ☑ |
| Alt Title Page | ☐ | |
| Visionary .VIG | ☐ | ☐ |
| Exhibit PDFs | ☐ | ☐ |
| Reporter Package | ☐ | |

Print – Select the print check boxes to print the transcript selected. Note: all print features are determined by your individual printer settings and may be configured through your printer.
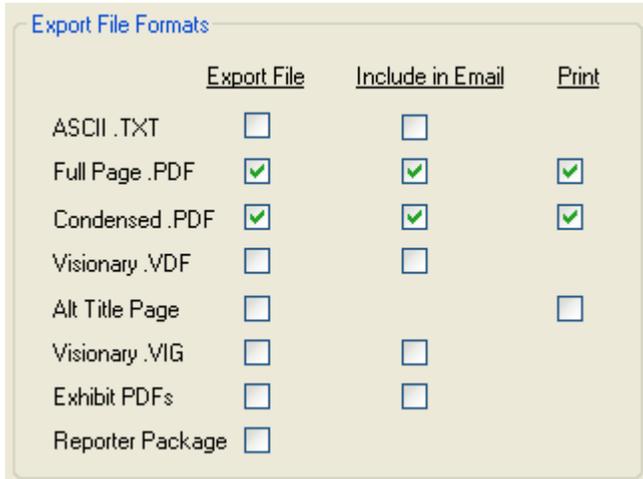
Shuttle Package

Exporting a Shuttle Package - Select File then Export Shuttle Package to send the transcript back to the author to be resigned and reviewed once all changes have been made. This file is called a SRP file and can be imported using the Shuttle Edition.
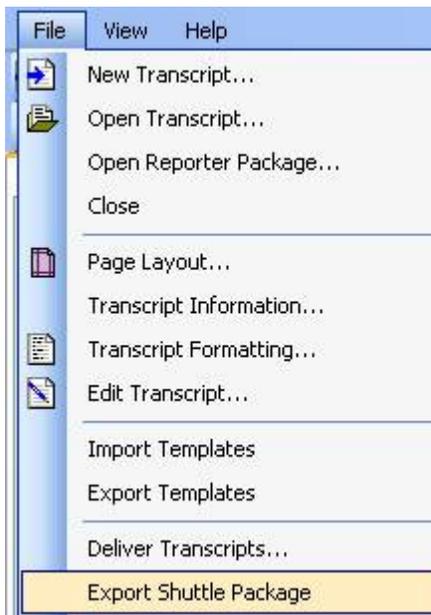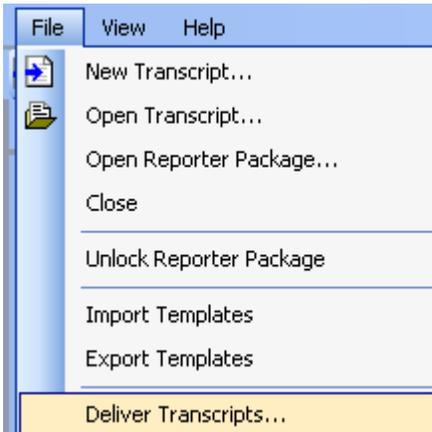


Review – To review a reporters package .vrf file you must first have V-print Enterprise Edition.  Then select "file" then "Open Transcript"
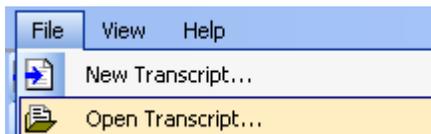
Locate the VRF file and select open. Once the VRF file is open the transcript can be reviewed.

Deliver – Once the transcript has been reviewed it can be exported in all formats by selecting "File" then "Deliver Transcripts"



Unlock Reporter package – To make changes to the transcript you will need to unlock the reporter package.  If this is done to the digital signature currently in use, the digital signature will be removed and will need to be resigned by the reporter after all changes have been made. To unlock the transcript so that changes can be made select "File" then "Unlock Reporter Package".
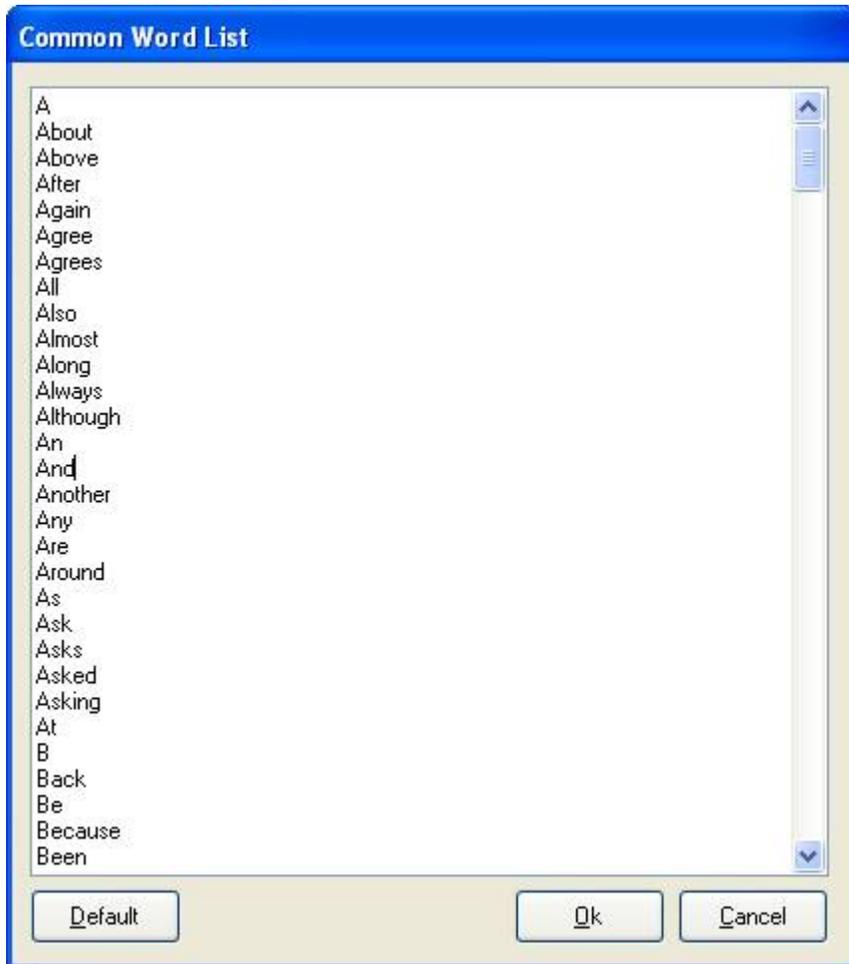
# Common Word List

Common Word list – Select "File" then "Common Word list".
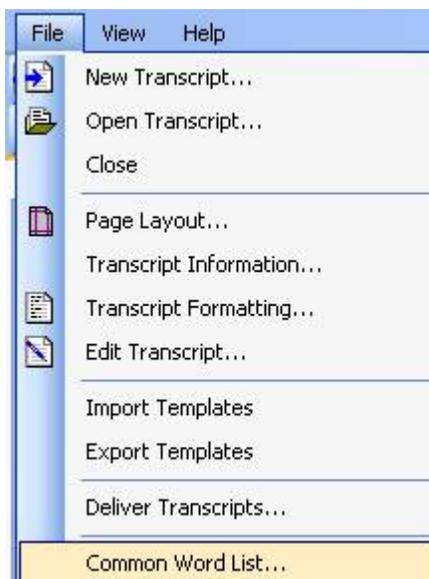


- The words in this list will not appear in the word index.

- To remove words from the list – Select a word from the list and select the "delete" key on the keyboard
- To add words to the list - press "enter" on the keyboard and type a new word.
- Reset the default words – Select the "Default" button to reset all words back to the original factory setting.

# Starting Page Number

Starting page Number – The start page number defaults to the number one. To use a different starting page number enter the page number of the first page and select the "Start
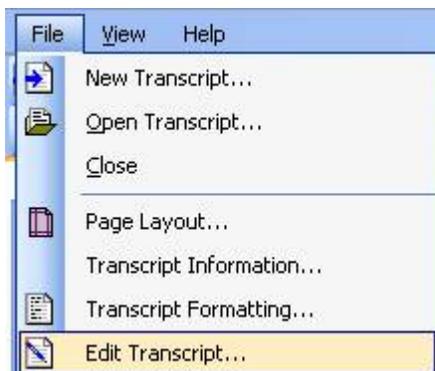
Page" button.  All of the pages in the transcript will follow in sequential order according to this page number.
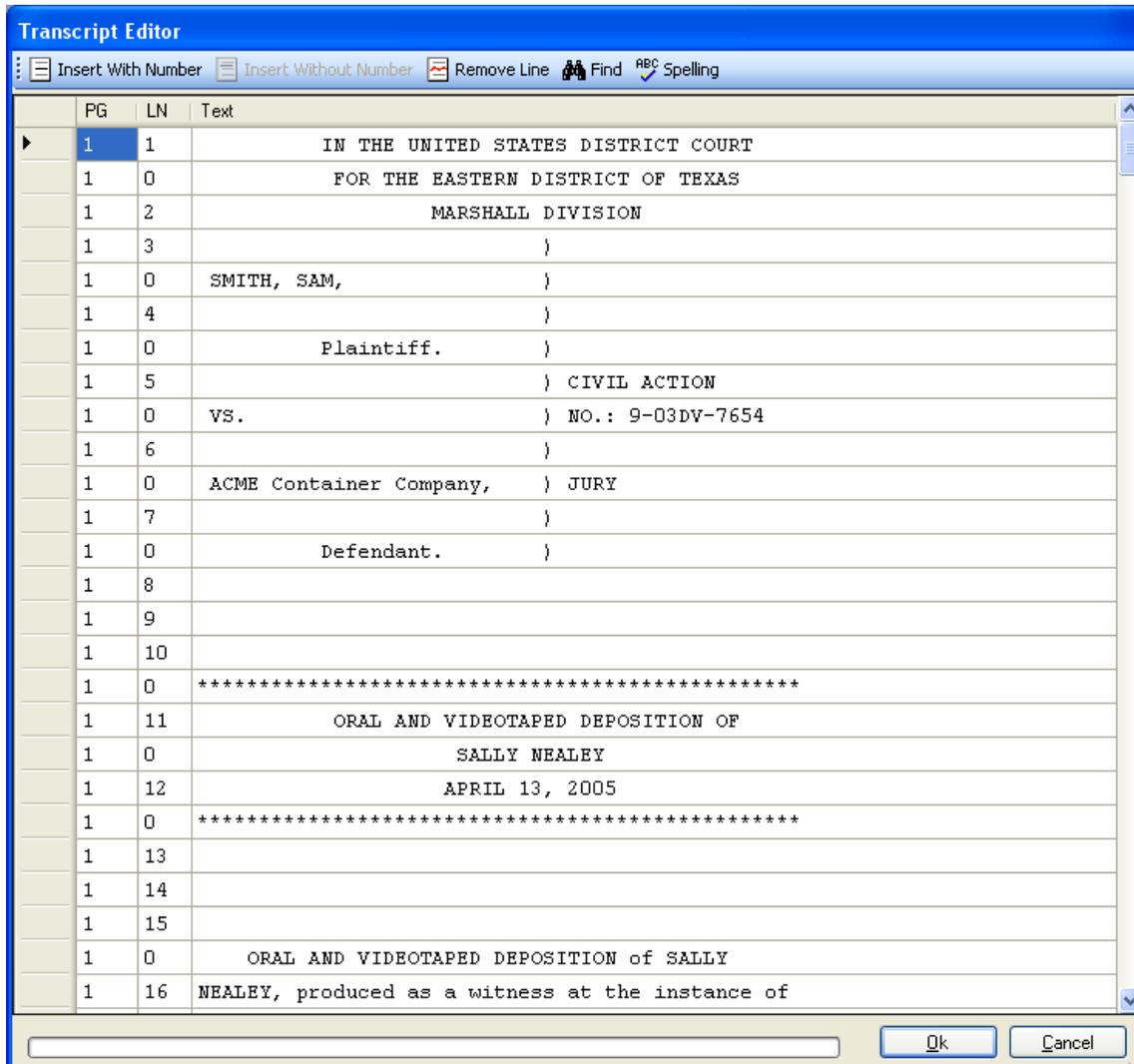

Start Page  1

# Transcript Editor

The transcript editor is a tool that allows you to modify text for publication by correcting errors to ensure clarity and accuracy.

1.     Select "File" then "Edit Transcript…"



2.   To edit a line of text, scroll to the area of the transcript then highlight a line to edit. Then double click on a word in the line to make changes to.

3.To save the changes that have been made select the "Ok" button.  To cancel all the changes that have been made select the "Cancel" button.

**Transcript Editor**

Insert With Number | Insert Without Number | Remove Line | Find | Spelling

| PG | LN | Text |
|---|---|---|
| 1 | 1 | IN THE UNITED STATES DISTRICT COURT |
| 1 | 0 | FOR THE EASTERN DISTRICT OF TEXAS |
| 1 | 2 | MARSHALL DIVISION |
| 1 | 3 | } |
| 1 | 0 | SMITH, SAM,                          } |
| 1 | 4 | } |
| 1 | 0 | Plaintiff.          } |
| 1 | 5 | } CIVIL ACTION |
| 1 | 0 | VS.                          } NO.: 9-03DV-7654 |
| 1 | 6 | } |
| 1 | 0 | ACME Container Company,      } JURY |
| 1 | 7 | } |
| 1 | 0 | Defendant.          } |
| 1 | 8 | |
| 1 | 9 | |
| 1 | 10 | |
| 1 | 0 | ************************************************ |
| 1 | 11 | ORAL AND VIDEOTAPED DEPOSITION OF |
| 1 | 0 | SALLY NEALEY |
| 1 | 12 | APRIL 13, 2005 |
| 1 | 0 | ************************************************ |
| 1 | 13 | |
| 1 | 14 | |
| 1 | 15 | |
| 1 | 0 | ORAL AND VIDEOTAPED DEPOSITION of SALLY |
| 1 | 16 | NEALEY, produced as a witness at the instance of |

Ok | Cancel

Editing Tools

Editing tools – When using the editor there are several tools available for you to use. These tools are located on the toolbar at the top of the editor.

·Insert with a number – allows you to insert a blank line with a line number.

·Insert without Number – allows you to insert a blank line in between line numbers.

·Remove line – will delete the selected line and all of its contents.

·Find – This tool will search for any given word or phrase and can replace all instances of a word with another word or phrase.

- Spelling – This tool will search through the transcript for misspelled words and suggest corrections for each word.

# Transcript Formatting

Transcript formatting – This function is used to bold different sections of your transcript.

- Select "File" then "Transcript Formatting"
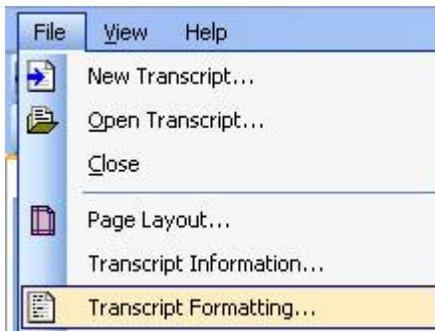


- Bolding Options - Once you have the transcript formatting window open you can select each check box that you want bolded

  ○ Selecting the "define" button will give a definition of each check box

- Selecting the "define" button for the "Heading" check box will allow you to edit the list of headings to bold.
- Select "Add" to add more words to the list of headings you would like to bold
- Select a heading and press the "delete" button to remove a word from the heading list
- Press the "Default" button to restore the original headings
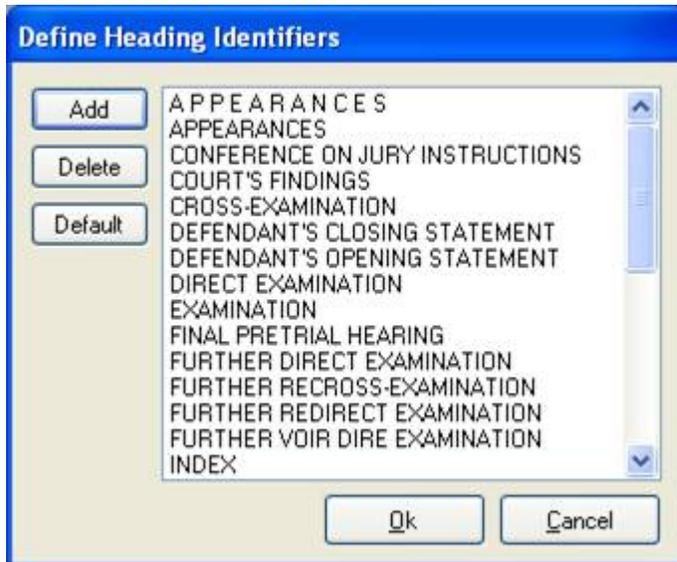
- Page Range – Use the page range to select which pages to bold

    - All Pages – This will bold all pages according to the boxes checked above
    - Pages ___ to ___  - This will bold pages only between the entered page numbers according to the boxes checked above.

# Tools

Zoom – The zoom tool is used to enlarge or decrease the view of the page.

- Select the ⊕ button on the toolbar to increase your viewing size on the screen.
- Select the ⊖ button on the toolbar to decrease your viewing size on the screen.

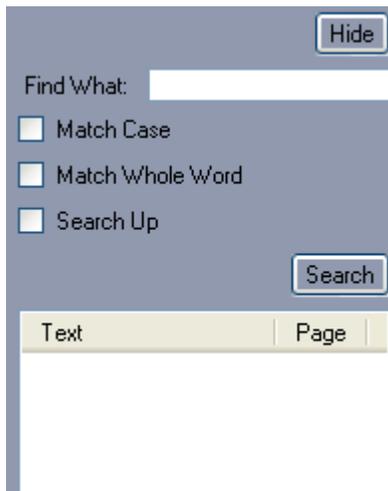Page Navigation – this tool is used to quickly move to different pages.

- Select the ◄ button to go back one page and select the ► button to advance one page.
- Select the ◄◄ button to go to the first page and select the ►► button to go to the last page.
- Enter the page number here Page 2 of 20 and press enter to go to that page.

Page View - There are two different page view that can be used

- Continues view ⊞ is the default which allows you scroll a few lines using the scroll bar.
- The Single page view ⊟ allows you to scroll one page at a time when using the scroll bar.

Hand Tool – The hand tool ✋ is used to grab the paper and move it when zoomed in largely to the document.  To use this left click and hold on the transcript then move the mouse in the desired direction.

Find Tool – press ctrl-F on the keyboard to open the find tool.

| | Hide |
|---|---|
| Find What: | |
| ☐ Match Case | |
| ☐ Match Whole Word | |
| ☐ Search Up | |
| | Search |
| Text | Page |

- Type in the word you would like to find and select search, the results will provide a short amount of text before and after the word or phrase searched for and also the page number it is located on.
- Check the "Match Case" box to find the word with the exact capitalization you have entered in the text box.
- Select the "Match Whole Word" check box to find the exact word or phrase that has been typed in the text box.

Restore Defaults – Select "Help" then "Restore Original Default Files" to set all of the settings back to the original format they were in when V-print was first installed.

| Help |
|---|
| Help |
| Restore Original Default Files |
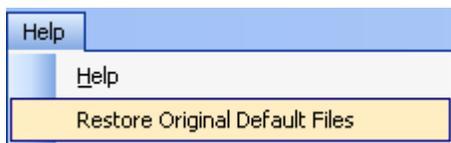
# View

Select the View menu to select from the different views available.
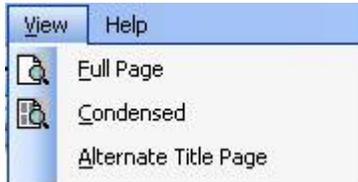
·Full page view – shows full sized text on each page with one page per sheet of paper

·Condensed view – will show four pages on one sheet of paper, your font size may need to be adjusted in order to fit all of the lines on the pages.

·Alternate Title Page – Allows you to view a second title page which can be changed separately from the original title page.

# Digital Signatures

Digital Signatures – this allows you to give security to your transcript by verifying that the document has not been changed and that it came from the signatory.



Add Digital Signature – selecting this check box will enable you to add your Digital certificate*

Certificate - select the browse button  and locating your certificate .pfx file.

Password – Type a password that will protect your Certificate from being used.

Digital Certificate* – A digital certificate file is used to establish your credentials so that a recipient can verify that the certificate is real. This certificate must be issued by a third

party called a certification authority. There are several certification authorities; you may choose any that you prefer to acquire your digital certificate .pfx file. We have listed two that we recommend they are called VeriSign and Geotrust. We have provided a link to a third party website where you can purchase your certificate. Enter this link in your web browser to purchase your digital certificate. http://www.geotrust.com/products/client_certificates/my_credential.asp

Show Signature – Selecting this check box will allow you to display an image of your signature on your transcript. It is recommended that you scan your signature as a JPEG file with a size of 220 x 80 pixels.

Graphic – select the browse button [...] and locate your graphic file.

Position – To determine where your graphic signature will be located follow these steps.

Enter the page number to be located on   Page: 60

Enter the number of inches from the left side of the page to place it

Left: 4

Enter the number of inches from the bottom of the page to place it

Bottom: 1

Preview – select this button [ Preview ] to view the page and placement of the digital signature before you export it.

# Watermarks

Watermarks – Select the watermark drop down box to choose from several different watermarks

Watermark ▾

- ✓ None
- Attorneys Eyes Only
- Confidential
- Demo
- Do Not Copy
- Draft
- Highly Confidential
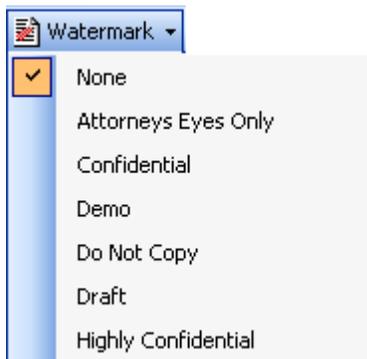
Note -  The selected watermark will appear on every page of both the condensed and full page transcripts

# Support and Training

Support – We offer free E-mail support to [support@visionarylegal.com](mailto:support@visionarylegal.com) Monday – Friday, 8:30 – 5:30 central.  You may also submit a Support Request Form on our web site at www.VisionaryLegal.com/Support. We also offer phone support to our support contract holders. To Purchase a support contract please see our contact us page.

Training – We offer online training service to connect to your computer and train you to use V-print.  For more details please select the contact us page. You may also review our free online training material at www.visionarylegal.com/VPtraining.aspx.

# ASCII File Requirements

The specifications listed below are recommended for your ASCII text file to import into V-print properly.  Although your ASCII files may be different than what is listed below and may still work for you, we do not support other formats.

- Page numbers must be on all pages and must be a consistent format in sequential order.
- Line numbers must be on every page with a consistent amount of line numbers on every page.
- Line breaks must be in the transcript.
- The text file must have an extension of .txt, .amc, .prn, or .v1

# Contacting Visionary

Corporate Office:

12000 Ford Road, Suite 150

Dallas, TX 75234

Telephone: (214) 370-4359

Fax: (214) 370-0033

E-Mail: info@visionarylegaltechnologies.com

Home Page: http://www.visionarylegaltechnologies.com

# Updates

We are continuing to make improvements and enhancements to our products.  We will create updates with the latest version of our software available for you to download.  To check for product updates please select "Help" then "updates".
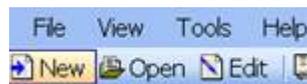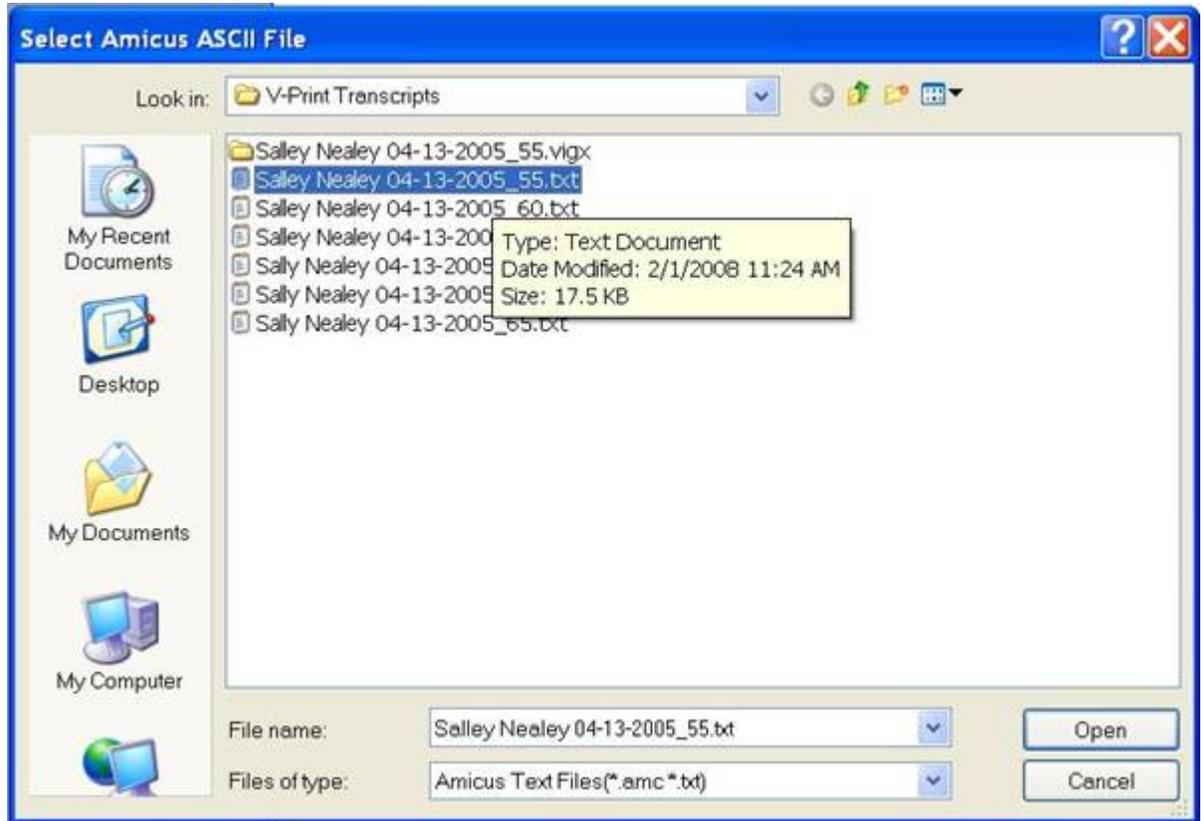


## V-Print Five Easy Steps

Creating and delivering a transcript with V-Print can be completed in 5 easy steps:

### Import the Transcript

1. Select New from your tool bar.



2. Choose the Amicus ASCII transcript file you wish to import.

3. Click the open button.

4. Select a Preformatted transcript template
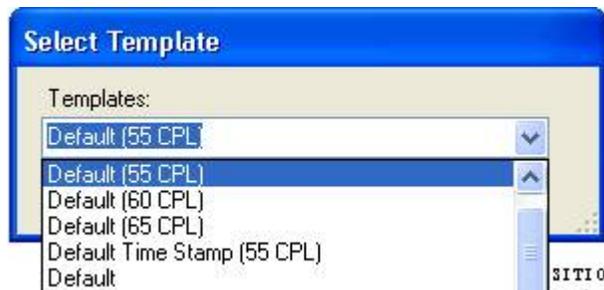


- Select a premade template that is tailor-made to your company's transcript specifications and your design or a default template provided by the program.

5. Click OK and V-print will open a transcript preview screen.

6. Type in the deponent's name, First, Middle and Last name and also enter the date of the deposition.

Note: The program auto-generates a title, you may wish to change it at this point and you may also wish to add your case caption as well as a job reference.

7. Click OK and V-Print will load the transcript according to the template settings.

## Review the Transcript

1. You can now review the full transcript or a condensed version which has four-to-one page layout and word index attached.





Note: If you need to edit the transcript you can use the Edit Tool within V-Print instead of having to edit the original ASCII and starting the import process again.

**Transcript Editor**

Insert With Number | Insert Without Number | Remove Line | Find | Spelling

| PG | LN | Text |
|----|----|------|
| 1 | 1 | IN THE UNITED STATES DISTRICT COURT |
| 1 | 0 | FOR THE EASTERN DISTRICT OF TEXAS |
| 1 | 2 | MARSHALL DIVISION |
| 1 | 3 | ) |
| 1 | 0 | SMITH, SAM,                    ) |
| 1 | 4 | ) |
| 1 | 0 | Plaintiff.         ) |
| 1 | 5 | ) CIVIL ACTION |
| 1 | 0 | VS.                            ) NO.: 9-03DV-7654 |
| 1 | 6 | ) |
| 1 | 0 | ACME Container Company,        ) JURY |
| 1 | 7 | ) |
| 1 | 0 | Defendant.        ) |
| 1 | 8 | |
| 1 | 9 | |
| 1 | 10 | |
| 1 | 0 | ************************************************** |
| 1 | 11 | ORAL AND VIDEOTAPED DEPOSITION OF |
| 1 | 0 | SALLY NEALEY |
| 1 | 12 | APRIL 13, 2005 |
| 1 | 0 | ************************************************** |
| 1 | 13 | |
| 1 | 14 | |
| 1 | 15 | |
| 1 | 0 | ORAL AND VIDEOTAPED DEPOSITION of SALLY |
| 1 | 16 | NEALEY, produced as a witness at the instance of |
| 1 | 0 | the Defendants, and duly sworn, was taken in the |
| 1 | 17 | above-styled and numbered cause on APRIL 13, |
| 1 | 0 | 2005, from 3:05 p.m. to 3:45 p.m., before Mary |
| 1 | 18 | Ann Smith, CSR, in and for the State of Texas, |

Ok | Cancel

## Deliver the Transcript

1. Click Delivery.

2. Select your file types and security options on the Delivery Tab
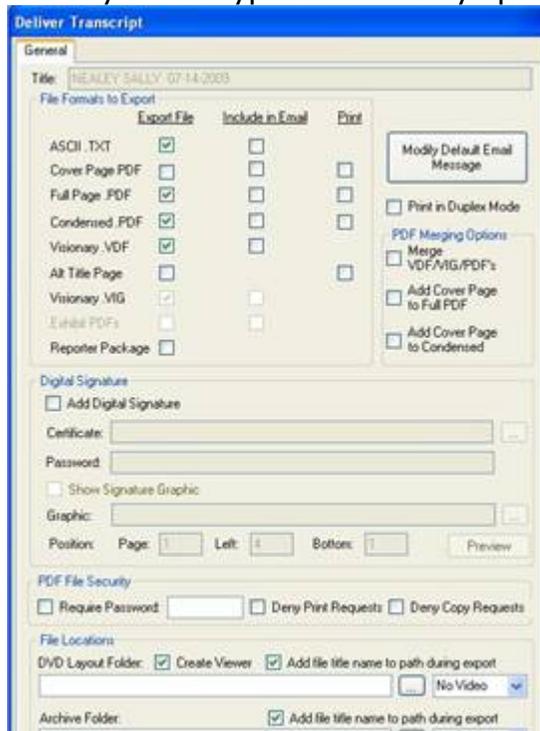
- Within this menu you can choose to export the final ASCII, cover page .pdf, full page .pdf, condensed .pdf and the Visionary data file (VDF)

- You can export these files to a data folder on your computer.

- Include them in an email to your client.

- Print and bind them for delivery to a client.

3. Click OK once you have selected all your options and the delivery process will begin.

4. The program auto-generates an email message.

- You may press the Modify Default Email Message button to open the Email editor to change the message at any time.
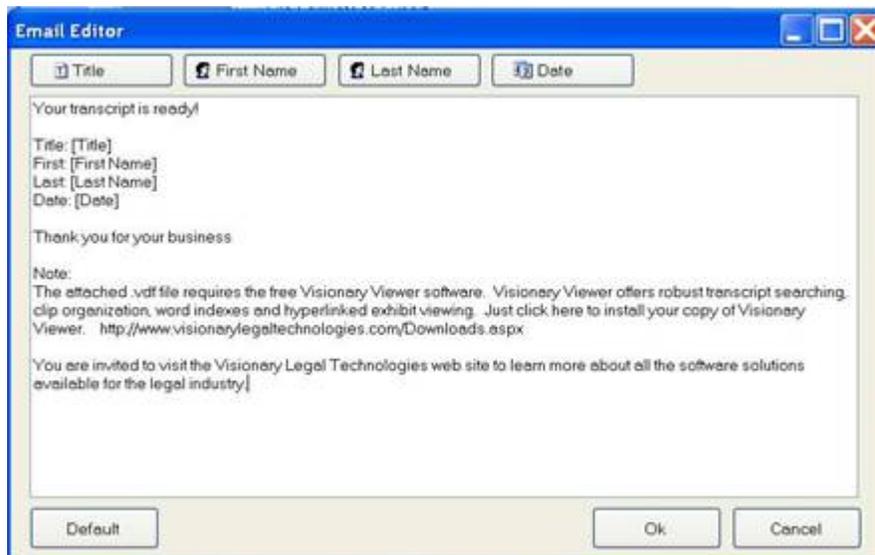


- The message also includes a one-time free download of the Visionary Viewer so the client may view your transcript at no charge.

5. V-Print will automatically open your default email program.
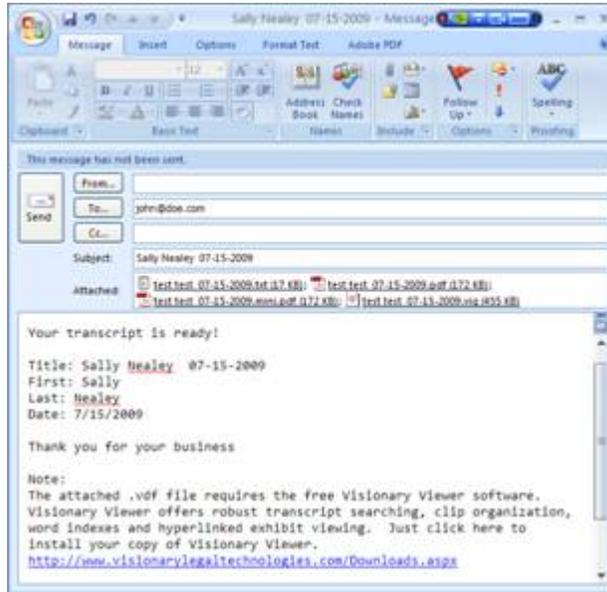
6. Enter your clients email address and click Send.

7. The Print screen will open and you have full capability for print option. Click Print
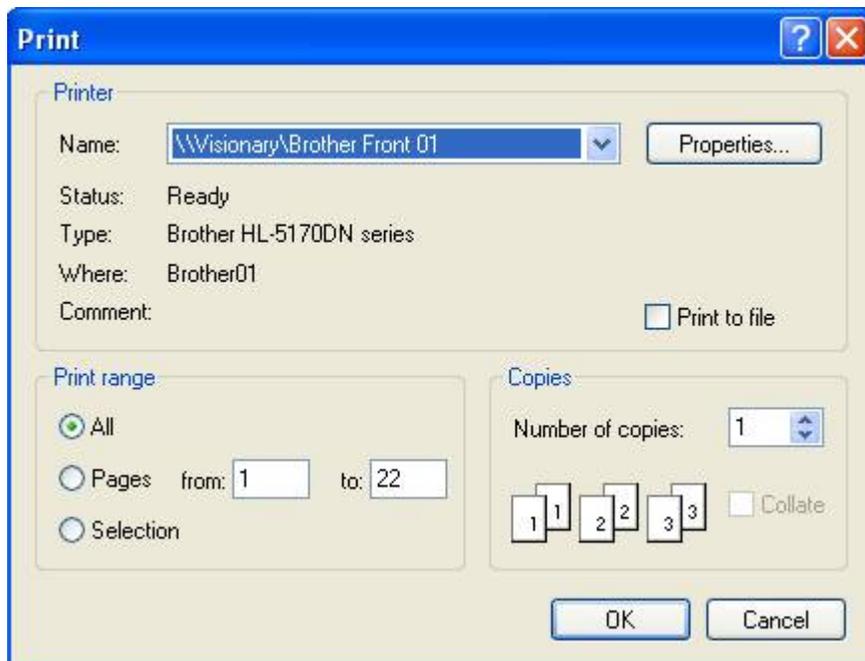


8. V-Print will display an Export Process Complete message. Click OK.

**Operation Complete**

Export operation complete.

OK

- To view your output documents go to My documents, V-Print Output.

**V-Print Output**

File   Edit   View   Favorites   Tools   Help

Back   •        •        Search     Folders           •     Folder Sync

Address   C:\Documents and Settings\cpritchett\My Documents\V-Print Output     Go

| Name | Size | Type | Date Modified |
|------|------|------|---------------|
| Nealey1 Sally 07-14-2009 | | File Folder | 7/14/2009 12:24 PM |
| NEALEY SALLY 07-14-2009 | | File Folder | 7/14/2009 10:59 AM |

**File and Folder Tasks**

**Other Places**

**Details**

2 objects                                                     0 bytes        My Computer

## Burn a Viewer Disk

9. From V-Print Output you may burn a Viewer disk by including all items within the job titled folder.
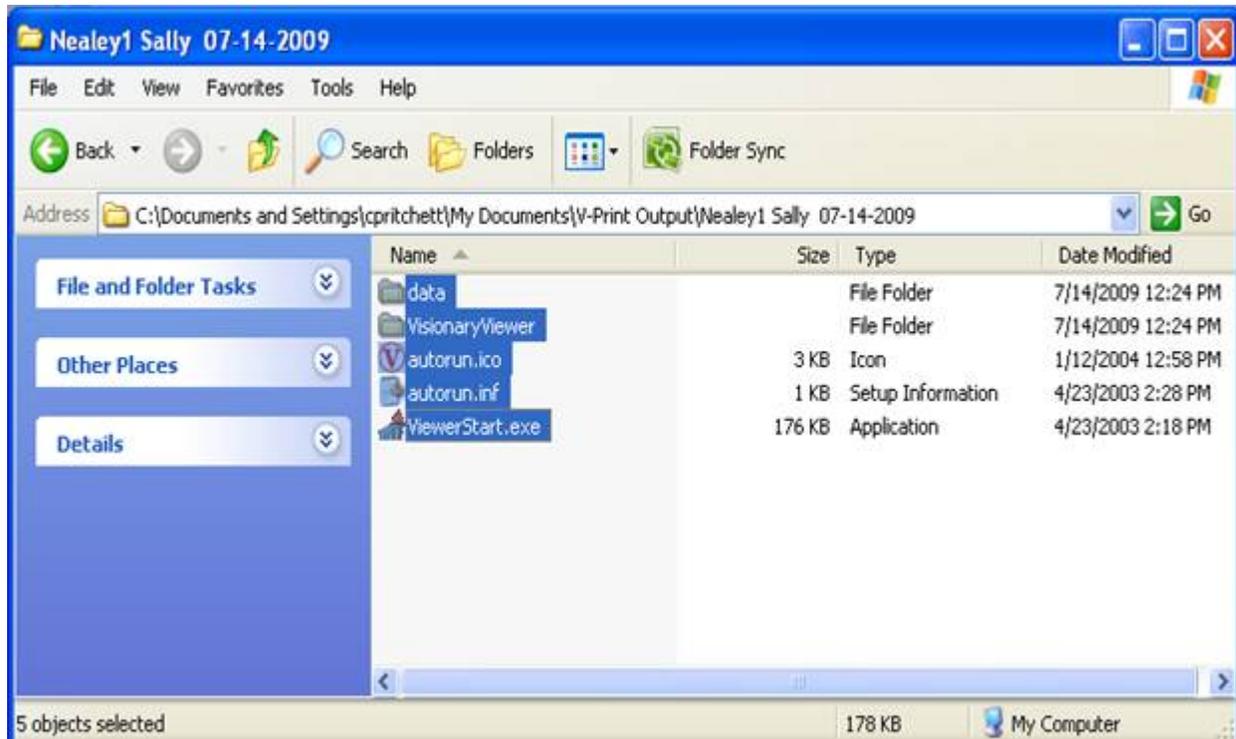
You have now quickly and easily formatted and delivered your company branded final transcript. If you have any trouble delivering a transcript using V-Print, please contact the Visionary Support Team at support@visionarylegal.com. To inquire about further training, please contact info@visionarylegal.com.

# Visionary V-Print: Creating a Template

Go to Page Layout at the top of your tool bar this will open up transcript layout.

1. From the Title Page tab, adjustments to the following options can be made:

    A. General Options:
       - Font Type

         - Font Size

         - Position of the Page Number

- Left Padding (measured in millimeters)

- Character Spacing (measured in millimeters). Ex: 5 = ½ millimeter.

- Max Character Count – number of characters per line

- Print Line Numbers – Checking this box will print the line numbers on the side of the title page.

B. Header:

- Add text by typing it into the Text Field.

- Font Size,

- Font Type

- Font Alignment

- Add Page Number

- Add Page Count

- Add Date

- Add the Title of the transcript

C. Footer:

- Add text by typing it into the Text Field.

- Font Size,

- Font Type

- Font Alignment

- Add Page Number

- Add Page Count

- Add Date

- Add the Title of the transcript

- Add a Graphic

D. Left Margin Graphic:

E. Page Margins:

- Left

- Right

- Top

- Bottom

F. Lines

- Print line numbers inside border

- Print line numbers outside border

- Print Top/bottom border lines – will print horizontal lines on the top and bottom of the transcript

2. From the Transcript tab, adjustments to the following options can be made:

A. General Options:
- Font Type

  - Font Size

  - Position of the Page Number

  - Left Padding (measured in millimeters)

  - Character Spacing (measured in millimeters).  Ex: 5 = ½ millimeter.

  - Max Character Count – number of characters per line

  - Print Line Numbers – Checking this box will print the line numbers on the side of the title page.

- Timestamp Position – Select position for the timestamp, or none if there are no timestamps.
- Include Index –check to include the word index at the end of the transcript.

B. Header:

- Add text by typing it into the Text Field.

- Font Size,

- Font Type

- Font Alignment

- Add Page Number

- Add Page Count

- Add Date

- Add the Title of the transcript

C. Footer:

- Add text by typing it into the Text Field.

- Font Size,

- Font Type

- Font Alignment

- Add Page Number

- Add Page Count

- Add Date

- Add the Title of the transcript

- Add a Graphic

D. Left Margin Graphic:

E. Page Margins:

- Left

- Right

- Top

- Bottom

F. Lines

- Print line numbers inside border

- Print line numbers outside border

- Print Top/bottom border lines – will print horizontal lines on the top and bottom of the transcript

3. From the Index tab, adjustments to the following options can be made:

   A. General Options:
   - Font Type

     - Font Size

     - Restart page numbering- will restart page numbering with the first page of index.

     - Columns- changes the number of columns that appear in the word index.

   B. Header:

     - Add text by typing it into the Text Field.

     - Font Size,

     - Font Type

     - Font Alignment

     - Add Page Number

     - Add Page Count

     - Add Date

     - Add the Title of the transcript

   C. Footer:

     - Add text by typing it into the Text Field.

     - Font Size,

     - Font Type

     - Font Alignment

     - Add Page Number

     - Add Page Count

     - Add Date

     - Add the Title of the transcript

- Add a Graphic

D. Left Margin Graphic:

E. Page Margins:

- Left

- Right

- Top

- Bottom

4. From the Condensed tab, adjustments to the following options can be made:

A. General Options:
- Font Type

- Font Size

- Position of the Page Number- will apply the page number to each condensed transcript page.

- Print Separate Title Page- if checked will create a separate, full page title page. Unchecked will include the title page as part of the condensed

- Include Index

- Max Character Count– number of characters per line

B. Header:

- Add text by typing it into the Text Field

- Font Size,

- Font Type

- Font Alignment

- Add Page Number

- Add Page Count

- Add Date

- Add the Title of the transcript

C. Footer:

- Add text by typing it into the Text Field

- Font Size

- Font Type

- Font Alignment

- Add Page Number

- Add Page Count

- Add Date

- Add the Title of the transcript

- Add a Graphic

D. Left Margin Graphic:

E. Page Margins:

- Left

- Right

- Top

- Bottom

5. The Alternate Title Page tab gives the option to create a second title page with a logo that is different from the one printed on the original transcript title page.

Once all customized settings are selected, type a name for the customized template in the Templates box and click Save then OK.

Your customized template has now been saved for future use.

To use your Customized template:

- Use the drop down box to select it from the Select a Template prompt when opening or starting a new transcript.

Or

- If you are already using another template and wish to switch to a saved template:
  - Click the Layout button in the top toolbar.
  - Use the drop down box under Templates to select the saved template.
  - Click Load.



# Visionary V-Print FAQ

**Q. My files are not attaching to the E-mail that is created from V-Print.**

A. Microsoft Outlook, along with many other E-mail clients, will not allow commas in the file names of attachments. Any commas will need to be removed from the name in order for the file to attach to the E-mail.

**Q. The lines on the first page or title page look scrunched.**

A. This is caused because the transcript does not contain line numbers on the first page. In order for the lines to be properly spaced in the transcript, the ASCII file must contain line numbers on all of the pages.

**Q. In my condensed transcript, the lines are being cut off before the last line of the page.**

A. The font size for the condensed transcript will need to be lowered to a size that will fit all of the characters for each line on the page. The recommended font size for the condensed transcript is a 9 point font.

**Q. I am importing VOL II of my transcript and I need my page number to start on a number other than 1.**

A. The starting page number can be changed for a transcript using the "Start Page" button on the toolbar of V-Print.

**Q. My V-Print generated E-mails (or specific attachments) are not received by my clients.**

A. The VDF file is an encrypted zip file that can be mistaken by anti-virus programs as a threat. To get around this a PDF transcript can be sent instead of a VDF, a CD containing the Visionary Viewer and VDF can be sent, an upload server can be used to upload the data, or the client can set the security program to allow encrypted zip files and files with a VDF extension.

**Q. My transcript will not import.**

A. The transcript must be imported from a writeable location on your computer or network. The transcript cannot be imported directly from a floppy disk, cd, email or a drive that does not have read and write permissions.

**Q. My transcript does not import correctly.**

A. The transcript must be formatted to the specifications given in the V-Print help file in order to correctly import.

**Q. I have a transcript with timestamps, but they do not show up in V-print.**

A. The timestamps must be enabled for the transcript. This can be done in the "Page Layout" in the "Transcript" section. Please see the V-Print help file for further details about modifying the Page Layout.

**Q. One page of my transcript pages is spreading over two pages.**

A. If the header or footer does not have enough room to fit on the page; extra lines will be created, causing it to not fit onto one page. The header or footer will need to be shortened by removing spaces or text, so that no single line is too long.

**Q. How do I export PDF exhibit files with the transcript?**

A. In the "Delivery" window, select the "Visionary VIG" check box to export the exhibits that can be viewed in the Visionary Viewer.

**Q. How do I add my digital signature graphic?**

Use the "Signature" button on the toolbar to import your graphic file then use the "Signature" button to select your signature and place it on the transcript.

**Q. I just bought a new computer and I need to transfer my V-Print software to my new computer, but I don't want to lose my settings.**

A. The templates will need to be exported by selecting "File" then "Export Templates". The template can then be imported on the new computer by selecting "File" then "Import Templates".

**Q. My transcript does not align correctly in the condensed transcript.**

A. In order to line up the text in the transcript perfectly, you must use a fixed width font (for example Courier New) in the transcript. Unfortunately, to allow enough room for all the text to fit on a page in the condensed transcript, we cannot use a fixed width font.

**Q. I don't want to include the word index on the full page transcript, only the condensed.**

A. The option to include the word index can be toggled in "Page Layout" for both the full page transcript and condensed.

**Q. I want the page numbers to start over for the word index.**

A. In the "Page Layout" under the Index tab, the "Restart Page numbering" option can be checked.

**Q. How do I know when updates are available?**

A. Select the "Help" menu then "Updates" to download and install the latest updates.

**Q. I am trying to register V-Print using the registration code from my old computer but it says "demo" in the title.**

A. The registration code can only be registered to one computer. The registration code must be unregistered from the old computer and then registered on the new computer.

**Q. I have sent a VDF file to my client but they cannot view the exhibits I have imported.**

A. Ensure you have selected "Finalize Data" in the Scan program, and that you are sending the "VIG" file to your client.

**Q. Can the name of the job be changed after it has already been imported?**

A. Yes, select "File" then "Transcript Information" to change the name of the job.

**Q. Do you have any kind of training material for the program?**

A. V-Print training material can be found on our web site at [www.v-isionarylegal.com/Training.aspx](http://www.visionarylegal.com/Training.aspx)