

## **Introduction**

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Visionary Scan combines a rich set of quality control and productivity features with a simple interface designed specifically for scanning and coding deposition exhibits. It is intended to provide court reporting firms, videographers, and litigation support professionals with a production-level scanning tool that facilitates good document production methods.

Visionary Scan creates document and image load files compatible with all major litigation support and trial presentation packages. It can also create [Visionary Image Group](#) (.vig) files for use with the [Visionary Auto-Syncer](#), which can package exhibits, video and the associated transcript for review in the [Visionary Viewer](#) product.

### **System Requirement**

#### Minimum System Requirements

The specifications listed below are the minimum required specifications for general use of the software.

### **System Specifications**

#### Hardware 1 GHz Processor

256 MB RAM

4 MB video RAM; 1024 X 768 resolution

20 MB of free disk space

Scanner (with installed [TWAIN](#) drivers)

#### Software Windows 2000, Windows XP

Internet Explorer 6.0

### **Contacting Visionary Legal Technologies**

Visionary Legal Technologies provides support for Visionary Scan via email at [support@visionarylegaltechnologies.com](mailto:support@visionarylegaltechnologies.com) and our Online Support Request Form.

### **Contacting Visionary:**

#### **Corporate Office:**

12000 Ford Road, Suite 150

Dallas, TX 75234

**Tel:** (214) 370-4359

**Fax:** (214) 370-0033

**E-Mail:** [support@VisionaryLegalTechnologies.com](mailto:support@VisionaryLegalTechnologies.com)

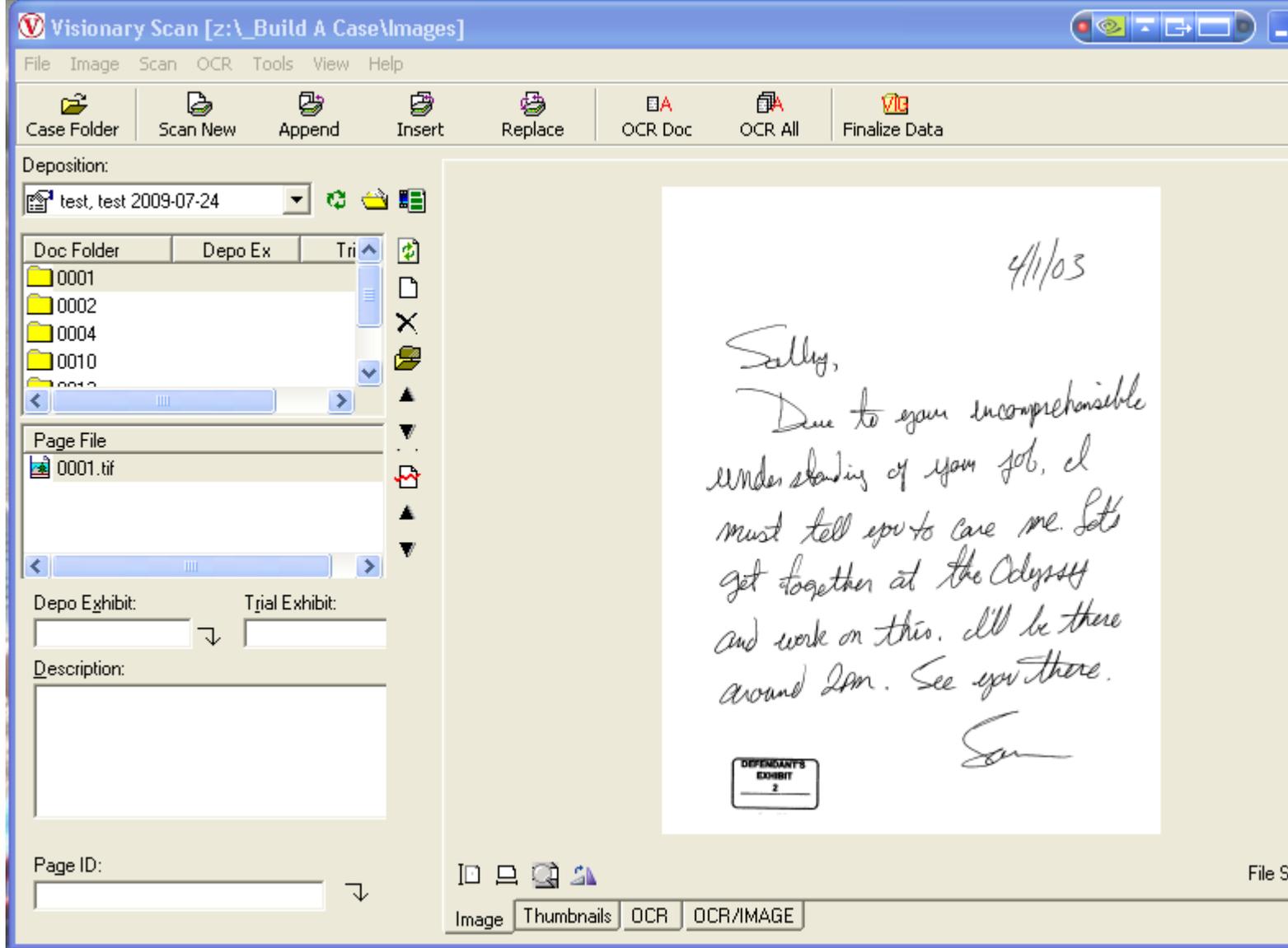
**Home Page:** <http://www.VisionaryLegalTechnologies.com>

Product Overview

Screen Overview

[Main Window](#) [Deposition Toolbar](#) [Folder Toolbar](#) [File Toolbar](#) [Image Toolbar](#)

Main Window



Deposition Toolbar

	Refresh deposition project list
	Display deposition project properties
	Create new deposition project

### Folder Toolbar

	Refresh document folder list
	Create empty document
	Delete document
	Merge selected documents
	Move folder up
	Move folder down

### File Toolbar

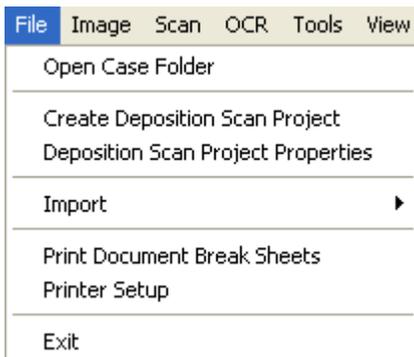
	Delete document page
	Split document at selected page

### Image Toolbar

	Fit image to height
	Fit image to width
	Rotate image
	Show previous image thumbnail group
	Show next image thumbnail group

### File Menu

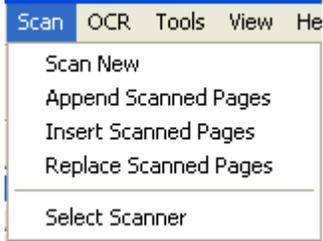
- Open Case Folder** Presents a folder selection dialog for selecting or creating a case folder.
- Create Deposition Scan Project** Used to create a place-holder for a new deposition.
- Deposition Scan Project Properties** Used to View and Modify Deposition Project Properties.
- Import** Presents options for importing images. See [Importing Image Files](#).
- Print Document Break Sheets** Prints [Document Break Sheets](#).
- Printer Setup** Displays a printer selection and configuration dialog.
- Exit** Closes Visionary Sync



### Scan Menu

- Scan New** Adds new scans as a new document. If the new scans include break sheets, document breaks will be made wherever break sheets are detected.
- Append Scanned Pages** Appends new scans to the end of the selected document.
- Insert Scanned Pages** Inserts the new scans after the selected page.
- Replace Scanned Pages** Replaces the selected pages with new scans (the same thing as Deleting selected pages and then performing an Insert scan).

**Select Scanner** Presents option to select a scanner.



See also: [Scanning a Document](#) [Selecting a Scanner](#)

### Tools Menu

**Delete Empty Folders in Project** Deletes any empty document folders.

**Delete Temp Folders in Project** Deletes any temporary folders

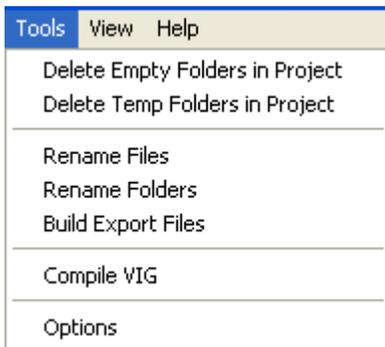
**Rename Files** Presents dialog for globally renaming all image files. See [Renaming Files](#).

**Rename Folders** Presents dialog for globally renaming all image folders. See [Renaming Folders](#).

**Build Export Files** Presents dialog for exporting various load files. See [Creating Load Files](#).

**Compile VIG** Compiles a VIG image file that can be used by Visionary Auto-Syncer. See [Creating VIG Files](#).

**Options** Choice to use rasterizing algorithm on PDF import.



### Help Menu

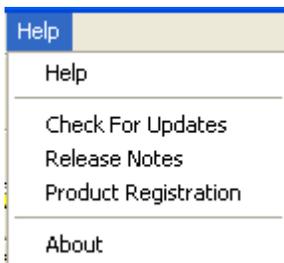
**Help** Displays Help.

**Release Notes** Displays product release notes in Internet Explorer.

**Product Registration** Dialog for registering and unregistering Visionary Scan.

**About** Displays dialog with product version information.

**Check for Updates** Go to Visionary website to check for free program updates.



### File Management Overview

Visionary Scan uses a simple folder hierarchy to manage scan projects and document breaks. A folder is created for each deposition and within this folder additional folders are created for each document. Inside of each document folder, Visionary Scan places individual image files for each page. Document folder and image file names are named numerically for the purpose of maintaining a proper order.

The diagram below explains the folder structure of a typical deposition scan project.

**Case Folder**

**Deposition Folder**

Deposition folders follow a strict naming pattern to ensure that .vig files match up with their corresponding .vig and .vdf files. All deposition folders end with ".vigx".

**Document Folders**

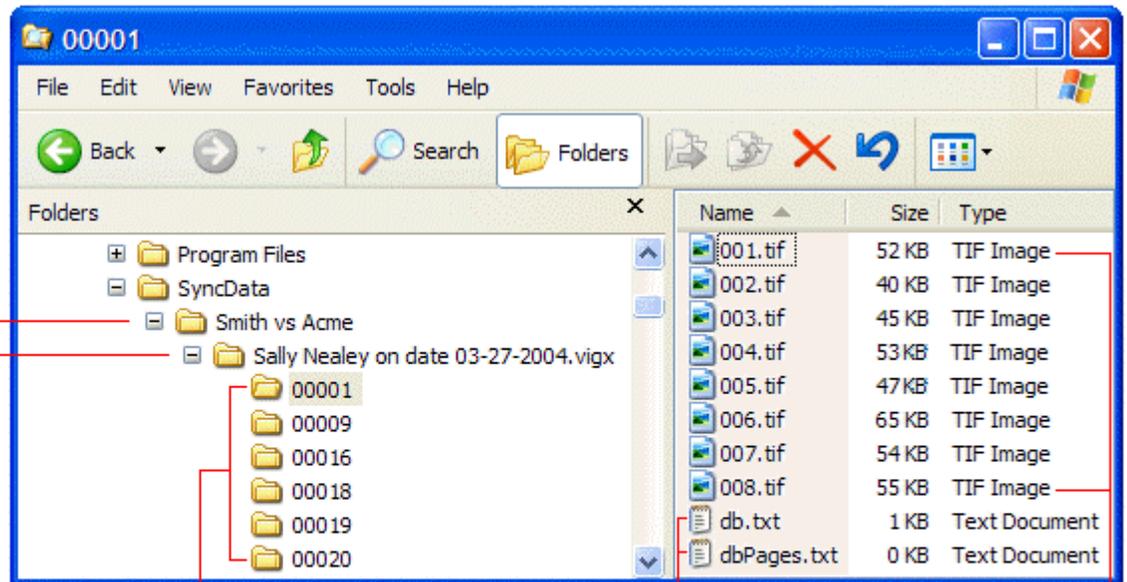
A folder is created for each document or exhibit.

**Database Files**

Database information for each document is stored in two text files.

**Image Files**

Each page of a document is stored as an individual image file.



*Note: File and folder names are modified to be consecutive at the time that .VIG files are created. It is also possible to manually rename all the folders and files using the renaming options under the Tools menu.*

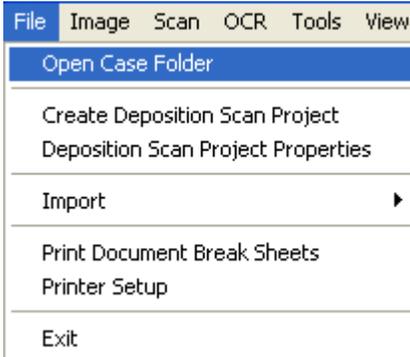
## Scanning

### Selecting a Case Folder

When Visionary Scan starts it either opens to the last case folder or prompts you to select one. Visionary Scan case folders can be the same case folders that are used by Visionary Auto-Syncer.

#### To select a case folder:

1. Select the File Open Case Folder menu item

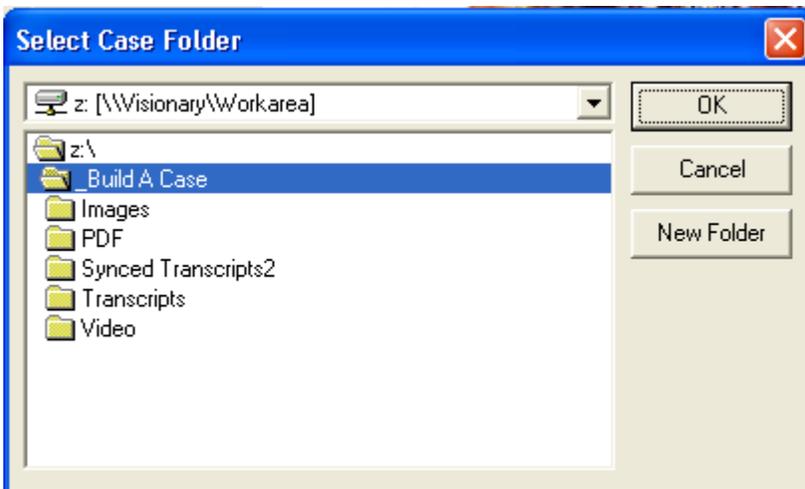


or

Press the Case Folder item on the top toolbar.



2. Select the desired case folder from the folder selection dialog.



Once a case folder is selected, Visionary Scan will list all the deposition scan projects in the case folder. Scan projects are identified by folder names that have a first name, last name, date information followed by a ".VIGX" extension.

See also: [Selecting a Deposition Scan Project](#) [File Management Overview](#)

### Creating a Deposition Scan Project

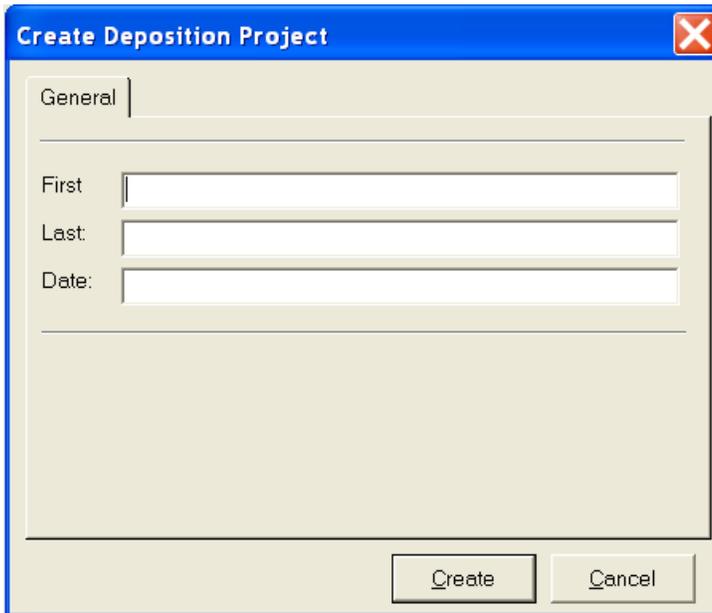
To create a deposition scan project:

1. Select a case folder. See [Selecting a Case Folder](#).
2. Select the File>Create Deposition Project menu item

Or

Press the Create Deposition Project  button on the deposition toolbar located to the right of the deposition drop down list.

3. Enter the deponent name and deposition date in the Deposition Properties dialog.

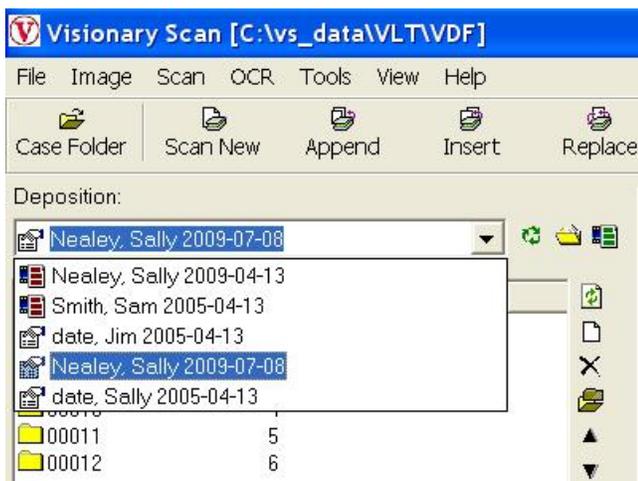


4. Press Create.

### Selecting a Deposition Scan Project

To select a deposition project:

1. Select a case folder. See [Selecting a Case Folder](#).
2. Select a deposition listed from the deposition dropdown list box.



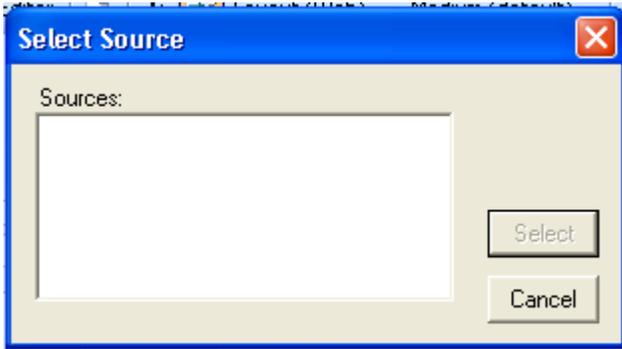
*Note: The deposition list is compiled from the .VDF deposition files and the .VIGX folders in the case folder.*

See also: [Creating a Deposition Scan Project](#)

### Selecting a Scanner

To select a scanner:

1. Select the Scan\Select Scanner.
2. Select the desired scanner.



3. Press Select. □

*Note: Visionary Scan only recognizes scanners with corresponding [TWAIN](#) drivers installed.*

### Scanning a Document

To scan a document:

1. Select the desired scan method under the Scan menu or from the main toolbar.

	<b>Scan New</b> Adds new scans as a new document. If the new scans include break sheets, document breaks will be made wherever break sheets are detected.
	<b>Append</b> Appends all new scans to the end of the selected document.
	<b>Insert</b> Inserts the new scans after the selected page.
	<b>Replace</b> Replaces the selected pages with new scans (the same thing as Deleting selected pages and then performing an Insert scan).

2. Set the desired scanning options from the [TWAIN](#) scanner control panel and press the scan button.

*Note: Each TWAIN driver displays its own configuration dialog, but in general you can set the scan resolution and color options.*

### Document Break Sheets

Document Break Sheets are specially formatted papers (often printed on colored paper) that Visionary Scan uses to determine where document breaks should be made. In addition to having a unique pattern that Visionary Scan uses to detect a document break, these sheets also have a Scantron-type area where exhibit number information can be entered and read.

### Sample break sheet

See also: [Printing Document Break Sheets](#)

### Printing Document Break Sheets

#### To Print Document Break Sheets:

1. Select the File Print Document Break Sheets menu item
2. Select desired print options.

**Print with field values** When selected, the break sheets will be printed with the field values filled in.

**Copies** Indicates how many copies you wish to create. Always set to 1 when printing with field values.

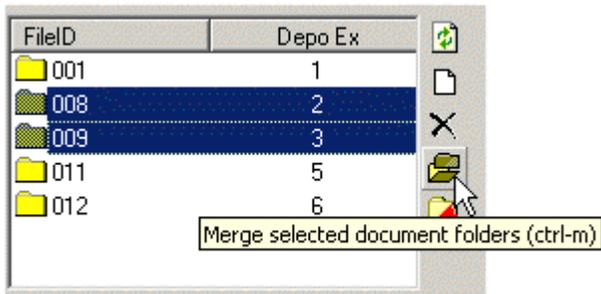
3. Press the Print button.

### Adjusting Document Breaks

Document breaks can be adjusted by merging or splitting documents.

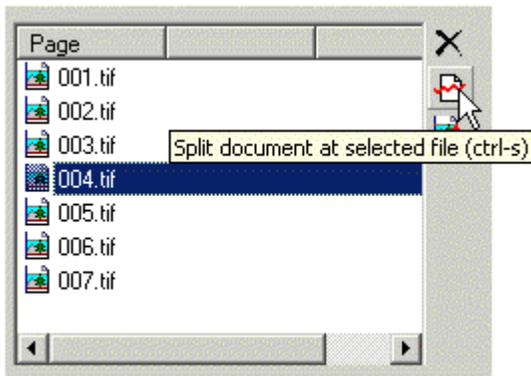
#### To merge documents:

1. Select the document folders that you wish to combine into one document by holding the shift button down and selecting the folders that you wish to merge.
2. Press the merge selected document folders button on the [Folder Toolbar](#).



**To split a document into two documents:**

1. Select the page where the document is to be split from the page list.
2. Press the split document at select file button on the [Files Toolbar](#).

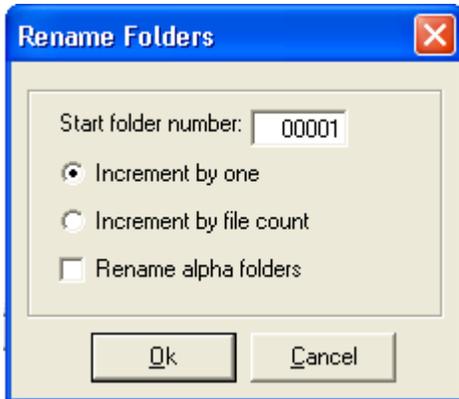


**Renaming Folders**

During the scanning and quality control process the document folder names may be a mix of various numbering combinations. However, when it comes time to deliver the scan job for use in other products, it is often desirable to number all the image folders sequentially.

**To globally rename all document folders:**

1. Select the Tools Rename Folder menu item
2. Select the desired renumber parameters



Start folder number Folders are numbered starting from this specified number. It is often desirable to use leading zeros to ensure that folders always sort properly.

**Increment by one** Folders are named as described.

**Increment by file count** Folder numbers increase according to the number of files in the previous folder. For example if there are three files in folder 001 then the next folder will be named 004.

**Rename alpha folders** This option is useful if folders named in an alphanumeric manner have been added to a deposition project folder outside of Visionary Scan (i.e. in Explorer) and need to be renamed in order for Visionary Scan to properly recognize them.

3. Press Ok

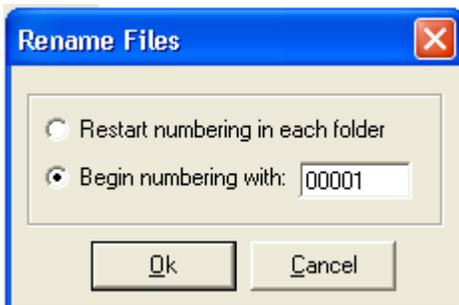
See also [Renaming Files](#)

### Renaming Files

During the scanning process the image files name within each folder start over at the number one. However, when it is time to deliver files for use in other products, it is often desirable to number all the image files sequentially.

#### To globally rename all image files:

1. Select the Tools\Rename Files menu item.
2. Select the desired renumber parameters.



**Restart numbering in each folder** Files are named sequentially starting at one in each document folder.

**Begin numbering with** Files are named sequentially starting at the specified number. It is often desirable to use leading zeros to ensure that files always sort properly.

3. Press OK

See also: [Renaming Folders](#)

## Importing Images

### Importing Image Files

There are a number of ways to import image files into Visionary Scan. Which method you use depends on the nature of your source materials. Below is a list of the appropriate import methods for various scenarios.

<u>Import Source</u>	<u>Import Method</u>
<ul style="list-style-type: none"><li>• Import a selected group of single page image files into a new document</li><li>• Import a selected group of single page image files into an existing document</li><li>• Import a folder or group of folders that contain numerically numbered image files</li></ul>	<a href="#">Importing Images Through Drag &amp; Drop</a>
<ul style="list-style-type: none"><li>• Import a selected group of multi-page image files</li></ul>	<a href="#">Import Multi-page Images</a>
<ul style="list-style-type: none"><li>• Importing all the single page images from a folder</li><li>• Look for page break sheets during image importing</li></ul>	<a href="#">Import Image Folder</a>
<ul style="list-style-type: none"><li>• Importing images with a load file</li></ul>	<a href="#">Importing Images From a Load File</a>

### Drag & Drop Image Importing

Image files can be added to an active deposition scan project by dragging and dropping folders or files into the folder or file list boxes.

#### To add a group of image folders to a deposition scan project:

1. Open a deposition scan project.
2. Open Windows Explorer or My Computer.
3. Select the group of image folders that you wish to copy into your current project.

**Important Note:** This folder drag drop importing feature only works with folders that contain image files that are named numerically. It is primarily intended to be used as a means of combining multiple Visionary Scan projects.

4. Drag and drop the folders on the Doc Folder list

#### To add a group of image files to a deposition scan project:

1. Open a deposition scan project
2. Select the document into which you wish to add the new images. If you want to add the images to a new document, press the Add Document Folder icon on the folder toolbar.
3. Open Windows Explorer or My Computer and select the files that you want to add.
4. Drag and drop the files on to the Page File list box

Deposition:

Nealey, Sally 2009-07-08

Doc Folder	Depo Ex	Trial Ex
00001	1	
00008	2	
00009	3	
00010	4	
00011	5	
00012	6	

Acme Box, Incorporated

Employee Handbook  
(Revised 10/2/1998)

YOUR EMPLOYMENT

Page File

- 00001.tif
- 00002.tif
- 00003.tif
- 00004.tif
- 00005.tif
- 00006.tif
- 00007.tif

Nealey, Sally

File Edit View Favorites Tools Help

Back Search Folders Folder Sync

Address C:\vs\_data\Exhibits\Nealey, Sally

File and Folder Tasks

- Move the selected items
- Copy the selected items
- Publish the selected items to the Web
- E-mail the selected items
- Delete the selected items

Other Places

- exhibits

Name	Size	Type	Date Modified
001 Employee Handbo...	468 KB	Adobe Acrobat ...	6/30/2009 3
002.pdf	32 KB	Adobe Acrobat ...	6/30/2009 3
003.pdf	22 KB	Adobe Acrobat ...	6/30/2009 3
004.pdf	56 KB	Adobe Acrobat ...	6/30/2009 3
005.pdf	53 KB	Adobe Acrobat ...	6/30/2009 3
006.pdf	49 KB	Adobe Acrobat ...	6/30/2009 3

6 objects selected 676 KB My Computer

Depo Exhibit:

1

Trial Exhibit:

Description:

Employee Handbook

signed by the Board of Directors of Acme.

New Hires

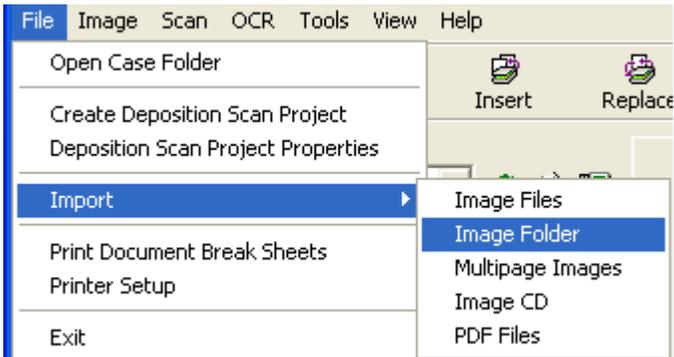
Any offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide verification of your right to work and to sign a verification form required by the State of California.

## Importing Image File Folders

Visionary Scan can import a folder of numerically named images and create document breaks whenever [Document Break Sheets](#) are detected. This feature can be especially useful when using a networked office copier/scanner that places all scan content into a network folder.

### To import all the image files contained in a folder:

1. Open a deposition scan project.
2. Select the File Import Image Folder menu option.

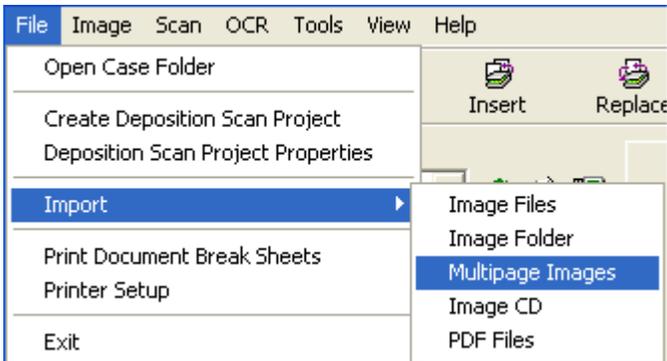


3. Select the folder that contains the images to be imported.
4. Press Ok.

## Importing Multipage Images

### To import multi-page file or a selected group of files:

1. Open a deposition scan project.
2. Select the File Import Multipage Images menu item

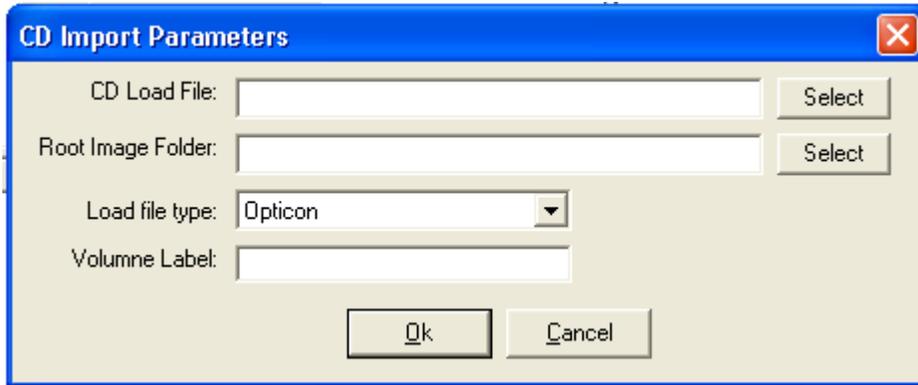


3. Select the image files to be imported.

## Importing Images From a Load File

### To import images from a load file:

1. Open a deposition scan project.
2. Select the File\Import\Image CD menu option.
3. Select the load file.
4. Select the appropriate import parameters.



**CD Load File** Source load file

**Root Image Folder** Identifies the root folder to the image paths identified in the CD load file.

**Load File Type** The type of image load file.

**Volume Label** Indicates the volume label in the load file.

5. Press the OK button.

*Note: Visionary Scan uses the Root Image Folder parameter along with the load file information to determine the path to the image files, which are then copied into the deposition scan project.*

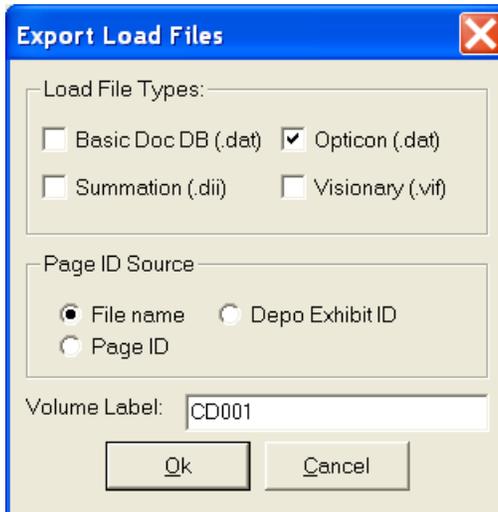
## Exporting Data

### Creating Load Files

Visionary Scan can produce image and database load files compatible with most litigation support and trial presentation software.

#### To create load files:

1. Select the Tools\Build Export Files menu item.
2. Select the desired export parameters.



**Output Load Files** Identifies the types of load files to be created

**Page ID Source** Identifies Page ID field source

**Volume Label** Identifies the volume label that should be written to the load file

3. Press OK

## Finalizing Data

### Creating VIG Files

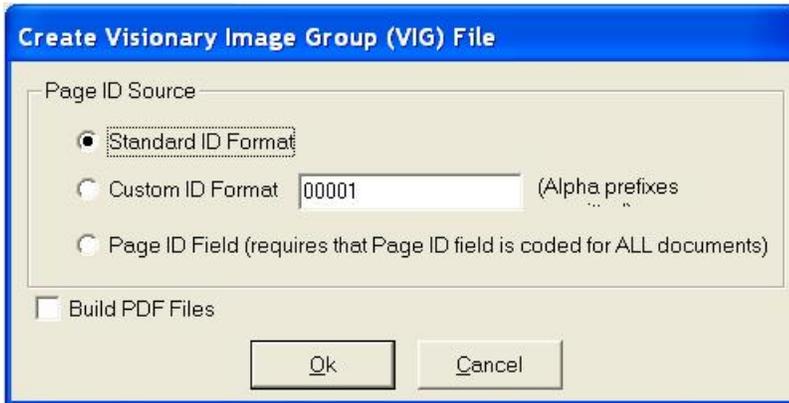
To create a VIG file:

1. Scan documents.
2. Complete Coding of the documents.
3. Select the Tools\Compile VIG menu option.

or

Press the Compile VIG button on the top toolbar.

4. Select the Page ID output options



**Standard ID Format** (recommended) creates an ID based on the deponent's name, deposition date and a counter

**Custom ID Format** Creates an ID based on user preference. If desired, an alpha prefix can be used. For example, if "DEX0100" is entered the first page will have the ID "DEX0100", followed by "DEX0101", "DEX0102", etc.

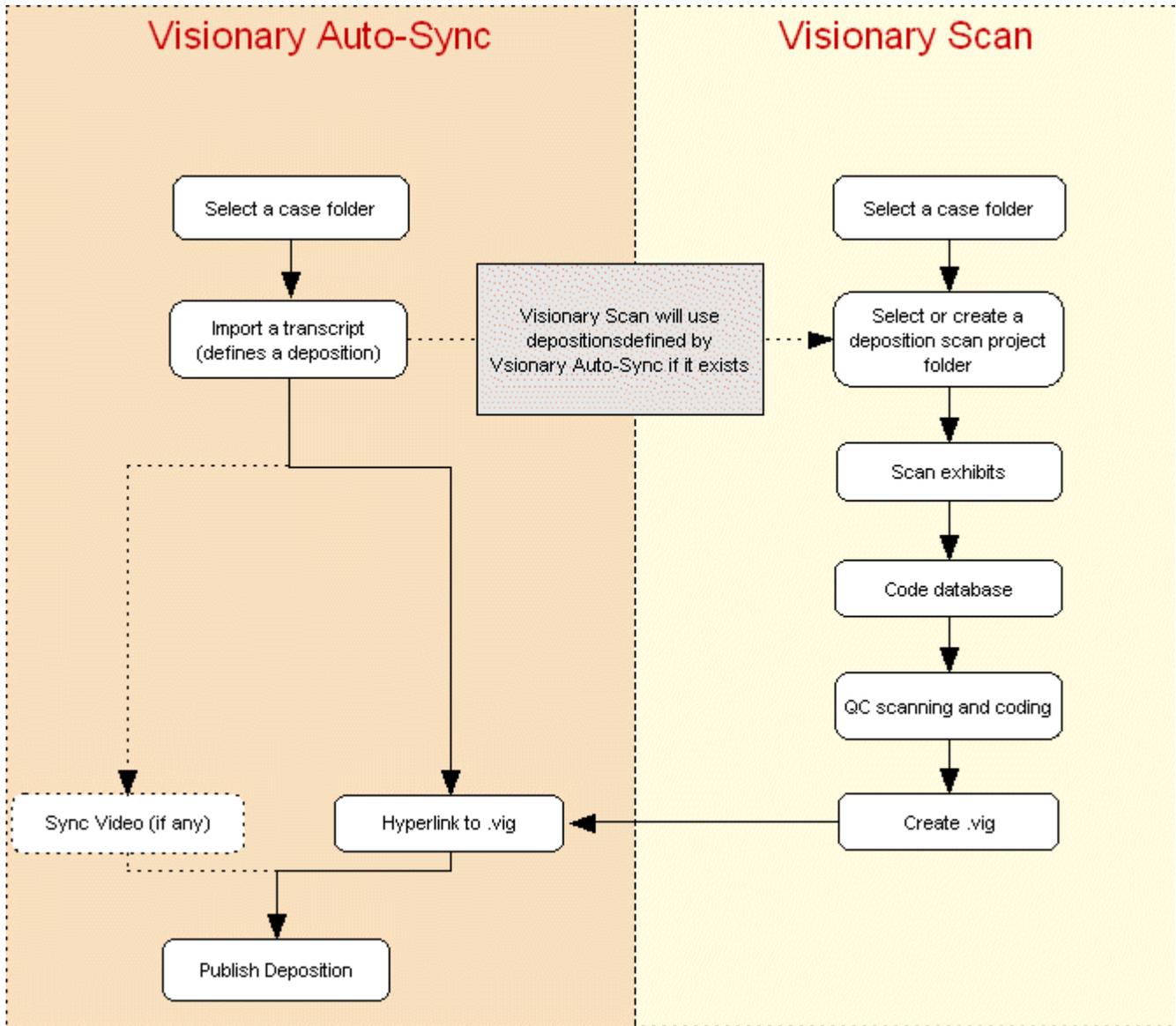
*Note: The Page ID provides an identifier for each page of each document. Most litigation support and trial presentation software require that this ID be unique for all pages of all documents for the entire case. Thus, if you restart the Page ID value for each deposition within the same case, a conflict will arise when the image files from all the depositions are merged together into a common database.*

5. Press the OK button

See also: [Visionary Image Group](#)

### Using VIG Files in Visionary Viewer

Visionary Viewer has the ability to display the images scanned and coded in Visionary Scan along with synchronized video created by Visionary Auto-Syncer. The process of delivering the scanned images in the .VIG format and transcripts in the .VDF format to Visionary Viewer, are outlined in the diagram below.



See also: [Using with Visionary Auto-Syncer](#)

### Using VIG Files with Visionary

Visionary can import .VIG files created in Visionary Scan without the need to associate the .VIG with any .VDF file or the use of the Visionary Auto-Syncer. VIG files are probably the easiest way for end users to import new image sets into a case because there is no need to manually copy images from a CD or zip file, nor is there a need to import load files. Users simply select the VIG file and everything else is done automatically.

Unlike Visionary Viewer, Visionary does not require VIG files to be published. Accordingly, you can distribute .VIG files for Visionary at no cost and without the need to use the Visionary Auto-Syncer.

## Appendix

### Shortcut Keys

#### Scanning

F2	Scan new document
F3	Scan and append to selected document
F4	Scan and insert in selected document at selected page
F5	Scan and replace selected page(s)

#### Image Viewing

CTRL-T	Thumbnail view
CTRL-H	Fit to height
CTRL-W	Fit to width
CTRL- Left arrow	Rotate clockwise
CTRL - Right Arrow	Rotate counter clockwise

#### Database

CTRL-R	Rename selected document folder or file
CTRL-F	Flag selected document folder or file
PAGE UP	Show previous document
PAGE DOWN	Show next document

#### TWAIN

TWAIN is an image capture standard that is used as an interface between image processing software and a scanner or digital camera. TWAIN drivers are typically supplied by scanner manufacturers and must be installed before Visionary Scan can recognize them as input sources.

#### Visionary Viewer

Visionary Viewer is a deposition review tool that allows users to view deposition videos and exhibits. It also provides basic printing, data export and clip functions.

**Visionary Viewer 7.2**

File Clips Hyperlink Tools View Help

Open File Video Location Print Export Clips Copy To Visionary Present

Enter in key word to find:

Search Results

Clip List

- Sally Nealey on date 04/13/2005(12:5 - 12:12)
- Sally Nealey on date 04/13/2005(10:3 - 10:7)

Trial Ex	Description
1	4/1/03 Note from Sam to Sally
3	Smith's July Expense Report
22	Smith's August Expense Repo
41	6/6/03 Note from Sam to Sally
100	

00:01:20

1  
2  
3 Sam Smith, Plaintiff  
4  
5 vs  
6  
7 ACME Container Company, Defendant  
8  
9  
10

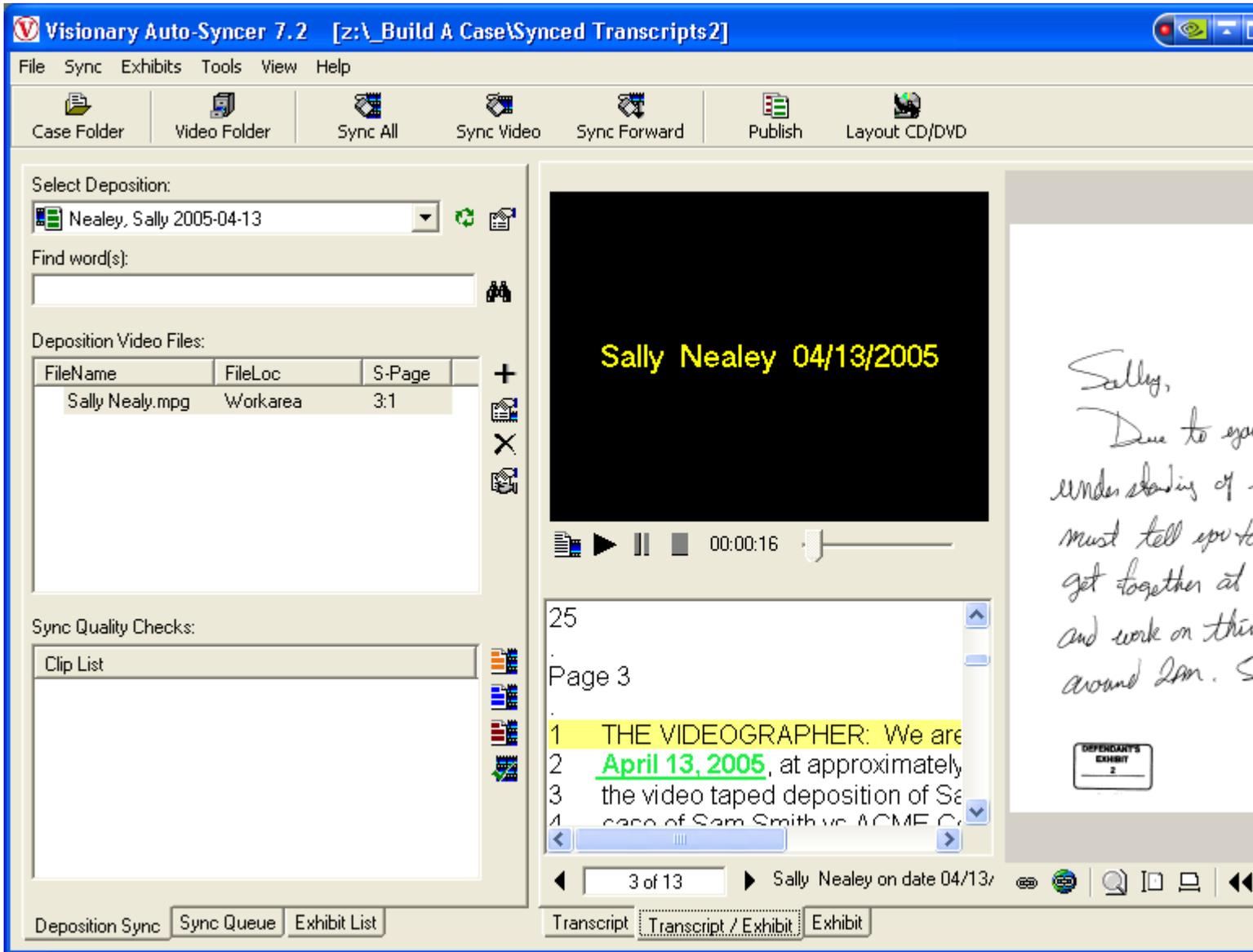
1 of 13 Sally Nealey on date

Transcript Exhibits Transcript & Exhibits Exhibits & OCR

Words	Count
1	17
10	2
10/2/19...	1
11	3
12	2
13	4
15	1
16	2
18	1
19	1
1999	1
2	16
2002	1
2003	2
2005	3
2006	1
2:00	1
3	16
3:05	1
4	18
4,5,6	1
4/1/2003	1
5	16
50,000	1
6	17
6/4/2003	1

### The Visionary Auto-Syncer

Visionary Auto-Syncer is an advanced transcript synchronization tool that uses sophisticated voice recognition technology to streamline the process of synchronizing legal transcripts to video. Visionary Auto-Syncer also provides both manual and automated ways of hyperlinking exhibits to transcripts. For further information on Visionary Auto-Syncer please visit [www.FreeVisionary.com](http://www.FreeVisionary.com).



#### Visionary Deposition Format (.VDF)

.VDF files are created by the Visionary Auto-Syncer and contain transcript, hyperlink, video file reference, and sync information. .VDF files can be viewed in Visionary Viewer and imported into Visionary.

#### Visionary Image Group (.VIG)

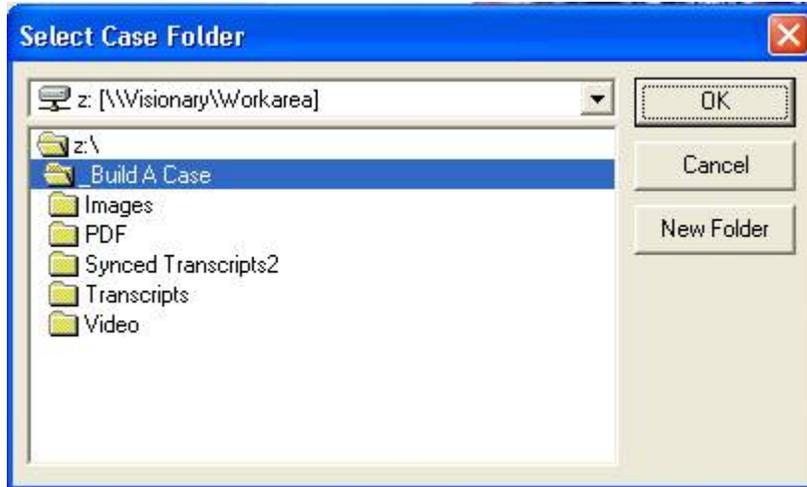
Visionary Image Group (.VIG) files are used for packaging a group of images into a single easy-to-distribute file. VIG files published by Visionary Auto-Syncer can be viewed in Visionary Viewer. Both unpublished and published .VIG files can be imported into Visionary.



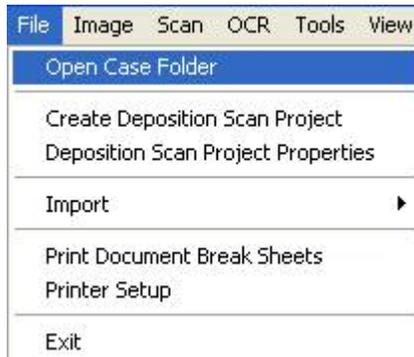
## Visionary Scan

## Create the Scan Project

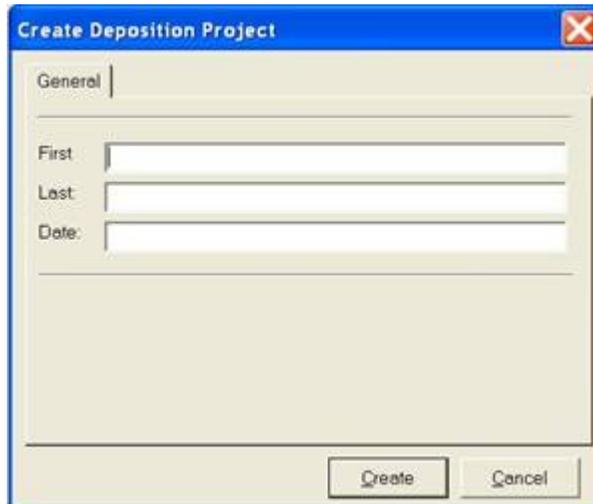
1. Click Case Folder.
  - a. Select destination for exhibit group and click OK.



2. Go to File, Create Deposition Scan Project.

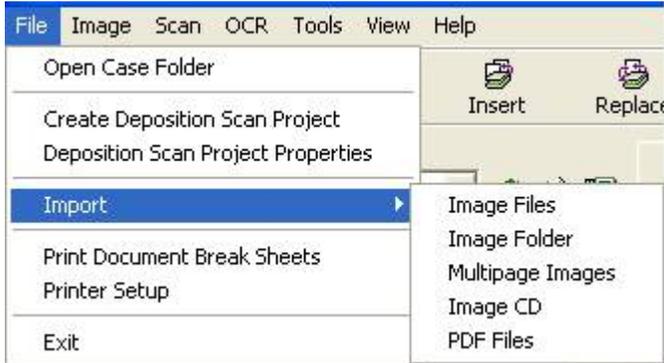


- a. Enter First name, Last name and Date and click Create.

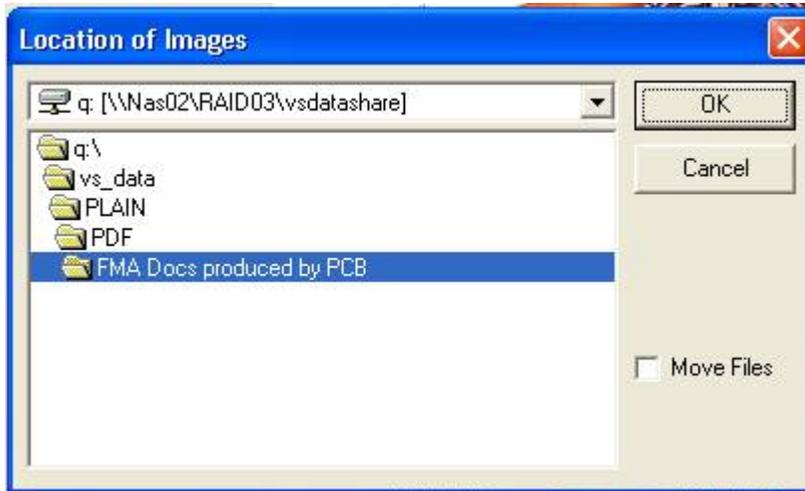


## Import Files

1. Go to File, Import, then make the appropriate selection:
  - Image Files for a single file or page which is either a .tif or .jpeg file.
  - Image Folder for a folder that contains one or more images files.
  - Multipage Images for a .tif file that has multiple pages.
  - Image CD to to import specific generated scan cd's.
  - PDF Files for a .pdf file



2. Search for and select the file and Click Open.



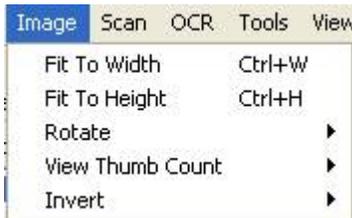


### Viewing Exhibits

1. Select the Thumbnails tab at the bottom of the screen to see thumbnails of the images.

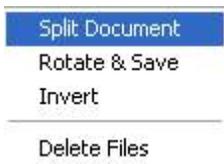


2. Click Image, View Thumb Count to change the number of thumbnails you view per screen, this can be set to as low as two or as much as twelve images at once.



### Splitting Exhibits

1. If a single exhibit needs to be separated into two separate exhibits, pull up the exhibit.
2. Select the page that should be the first page of the next exhibit
  - a. Right-click and select split document.



**Or**

- b. click the split document button.



### **Numbering Exhibits**

1. Select the first exhibit folder.
2. Type in the Depo Exhibit number, Trail Exhibit number, and Description of the exhibit.

Depo Exhibit:      Trial Exhibit:

Description:

Page ID:

3. If the exhibits are in consecutive numerical order, click the down arrow next to the Depo Exhibit field or Trial Exhibit field to automatically number the rest of the exhibit folders or you can manually number them separately if they are not in consecutive numerical order.
4. To number individual pages within a Document select the first page of the exhibit and filling in the information. Clicking the down arrow here will number all the pages in the selected exhibit folder.

Note: When numbering the pages of an Exhibit there is the additional field Page ID to designate a unique Page ID for separate pages within that exhibit folder.

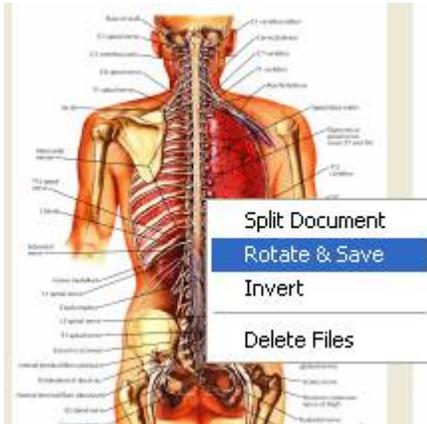
### **Rotating an Image**

1. Select image.
2. Click Rotate Button.



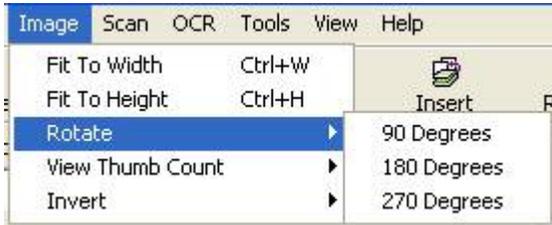
**Or**

1. Right click the image.
2. Select Rotate & Save, this will rotate the image 90 degrees clockwise.



**Or**

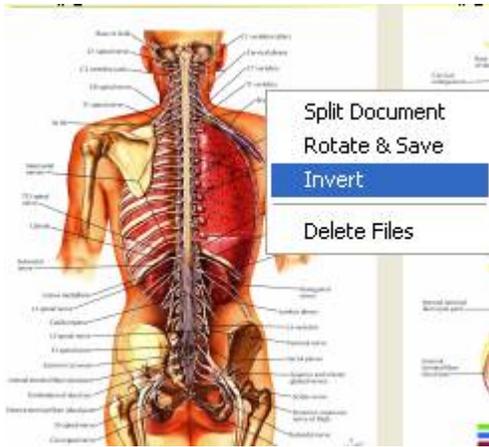
1. Select the image then click Image
2. Select Rotate and options to rotate the image 90, 180, or 270 degrees clockwise will be given.



An entire document can be rotated, by right-clicking on the directory and choosing Rotate and Save.

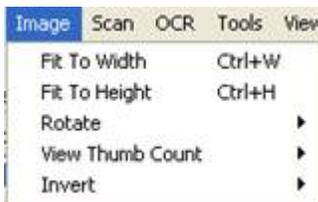
### **Inverting the Color of an Image**

1. Right clicking the image and selecting Invert will invert the colors of the document or image (ie. A document with a white background and black lettering will be changed to a black background with white lettering).



**Or**

1. Choose image from the main toolbar and select Invert/Page or Document.



An entire document can be inverted, by Right clicking on the document and choosing Invert.

### **OCR (Optical Character Recognition)**

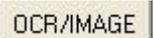
- Clicking the OCR Doc button will create a text document of the selected Document.

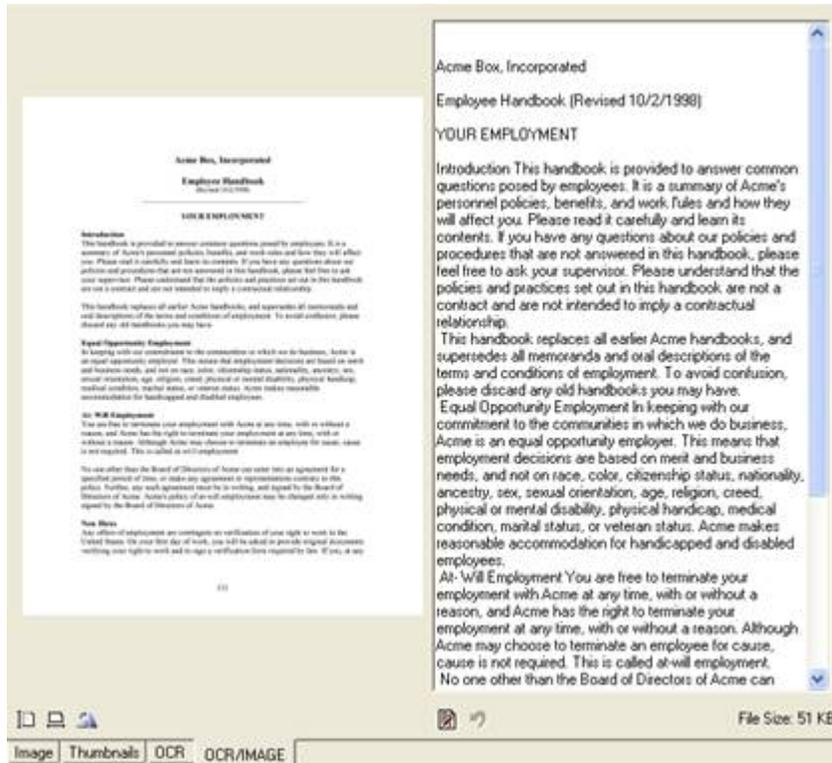


- Clicking the OCR All button will create a text document for all Documents.



- Clicking the OCR/Image tab will display the OCR text document and the original image on a split screen





### Finalize Data

1. When you are done with the project, click the Finalize Data button to create the .VIG file.



2. You have the option to include pdf files of the documents in the final output.

