

Visionary Transcript Utility

Visionary Transcript Utility is a software used to Normalize and Standardize transcripts to meet Amicus-type ASCII text files for smooth importation into other Visionary Software. It will add page and line numbers to a transcript that does not have these, thereby creating a consistent format.

- 1. Open File
 - Select Open button or Select File from the top toolbar, then Open to select a .txt file to import



2. This window shows the entire transcript on the left side and tabbed windows for each section of your transcript on the right.

| ugh Transcript | Importer | | |
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| | | 1 | |
| | Sam Smith, Plaintiff | | |
| | vs | | |
| | ACHE Container Company, Defen | dant | |
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| | | | |
| | Deposition of Sally Nealey | | |
| | on April 13, 2005 | | Add Section |
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| | | | ~ |
| | | | Ok |
| | Exhibit Index | | Reset |
| Ex No | | Page | Cancel |
| | Employee Handbook 10/2/1990) | 4 | Carto |
| 2 Note | from Smith to Nealey 4/1/2003 | 6 | |
| 3 Note | from Smith to Nealey 6/4/200 | 0 0 | |
| 4 Smith | s June Expense Deport | 9 | |
| 5 Smith | s July Expense Report | 9 | |
| 6 Smith' | s August Expense Report | 9 | |
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Title

- 1. Click the Title Tab.
- 2. Select the last line of the title page of the rough transcript.
- 3. Click Add Section.
 - The selected text will show up on the right side of the screen.

Appearances

- 1. Click the Appearances Tab.
- 2. Select the last line of the Appearances of the rough transcript.
- 3. Click Add Section.

Index

- 1. Click the Index tab.
- 2. Select the last line of the index and/or the exhibits of the rough transcript.
- 3. Click Add Section.

Stipulations

- 1. Click the Stipulations tab.
- 2. Select the last line of the Stipulations of the rough transcript.
- 3. Click Add Section.

Proceedings

- 1. Click the Proceedings Tab.
- 2. Select the last line of the Proceedings of the rough transcript.
- 3. Click Add Section.

Closing

- 1. Click the Closing Tab.
- 2. Select the last line of the Closing of the rough transcript.
- 3. Click Add Section.
- 3. Once sections are added, select OK to build the transcript.

√ Ok

Note: If you made an error, you can select the reset button and it will allow you to start over.

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| 5 | | on | | | | |
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| 1 | | Exhibit Index | | | | |
| + | EX No | | Page | | | |
| 2 | 1 | Acme Employee Handbook | 4 | | | |
| - | * | (rev. 10/2/1998) | • | | | |
| 3 | | (104. 10/0/1990) | | | | |
| - | 2 | Note from Smith to Nealey 4/1/2003 | 6 | | | |
| 4 | | Hore from paren co hearel 1/1/2000 | 5 | | | |
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- 4. Scroll through the transcript to QC. Look to make sure there are consistent page and line numbers and that the entire transcript is present in the order you selected.
- 5. Select the Save File button or click File on the top toolbar then Save As for the final ASCII file to be saved.

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| 0.00 | Save as type: | Text Files (".txt) | | - | Cancel |