

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.

File View Tools Help

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

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- 3. Click the open button.
- 4. Select a Preformatted transcript template

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- 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.

Transcript Information	
	00001 1 IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF TEXAS 2 MARSHALL DIVISION 3)
Deposition Proceeding First: Middle:	SMITH, SAM,) 4 Plaintiff.) 5 CIVIL ACTION VS.) NO.: 9-03DV-7654 6 ACME Container Company,) JURY 7
Last: Date: 7/14/2009 V Title: 07-14-2009 Ception:	Defendant.) 8 9 10 **********************************
Job Ref: Apply Bolding Options To: All Pages O Pages to Ok Cancel	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

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.

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🛃 🔍 🗸 💬 🛞 🔞 Page 1 of 22 🕼 🕲 🗐 📳 🕙		
Pages		-
	IN THE UNITED STATES DISTRICT COURT FOR THE EASTEND DISTRICT OF TEXAS MARSHALL DIVISION	
	Plaintiff. CUVIL ACTION V3. NO.: 9-03DU-7654 V5. JUKY	
	SHITH, SAM, Plaintiff. Plaintiff. US. ACME Container Company, Defendant. US. CIVIL ACTION US. Defendant.	
	FOR THE EASTERN DISTRICT OF TEXAS HARSHALL DUISTON HARSHALL DUISTON HARSHALL DUISTON Diantiff. Plaintiff. Diantiff. U.S. NO.: 9-03DU-7654 ACHE Container Company, Defendant. MCHE Container Company, Defendant. ORAL AND VIDEOTAPED DEPOSITION OF SALLY MEDALEY APRIL 13, 2005 MITH. SALLY NEALEY, produced as a witness at the instance of the Defendants, and duly swort, was taken in the above-styled and numbered cause on APRIL 12, 2005, from 2:05 p.m., be 3:45 p.m., be first mark	
	NEALEY, produced as a witness at the instance of the Defendants, and duly sworn, was taken in the above-styled and numbered cause on APRIL 13, 2005, from 3:05 p.m. to 3:45 p.m., before Mary Ann Smith, CSR, in and for the State of Texas, recorded by machine shorthand at the offices of	
	Rabinowits, Rabinowits, Rabinowits & Chan, LLP, 600 Travis, Suite 3400, Mouston, Texas, pursuant to the Federal Rules of Civil Procedure and the provisions stated on the record or attached hereto; that the deposition shall be read and signed before any notary public.	

Review the Transcript

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

File View Tools Help P New Popen E Edit | Cover Page R Full Page R Condensed File View Tools Help

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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.

File View Tools Help

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⊥ 1	1	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.)	
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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	

Deliver the Transcript

- 1. Click Delivery.
- 2. Select your file types and security options on the Delivery Tab

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- 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.

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- 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.

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Note: The attached .vdf file requires the free Visionary Viewer software. Visionary Viewer offers robust transcript searching, clip organization, word indexes and hyperlinked exhibit viewing. Just click here to install your copy of Visionary Viewer. <u>http://www.visionarylegaltechnologies.com/Downloads.aspx</u>

- 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

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



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

🗁 V-Print Output					
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Burn a Viewer Disk

9. From V-Print Output you may burn a Viewer disk by including all items within the job titled folder.

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5 objects selected					178 KB	My Computer	

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.