Visionary Scan

Create the Scan Project
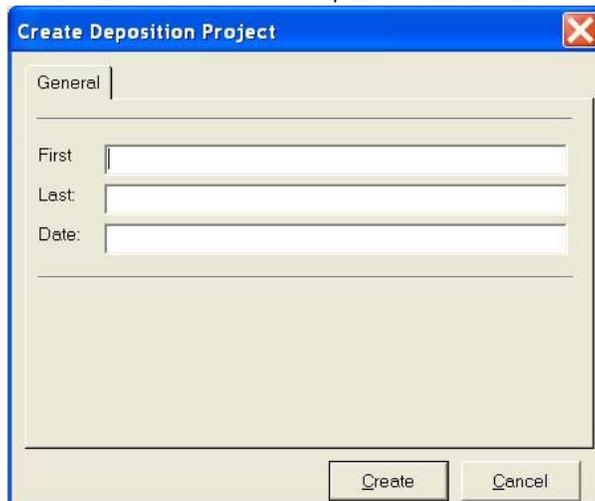
1. Click Case Folder.

   [Case Folder]

   a. Select destination for exhibit group and click OK.

Select Case Folder

- z: [\\Visionary\Workarea]
  - z:\
    - _Build A Case
    - Images
    - PDF
    - Synced Transcripts2
    - Transcripts
    - Video

OK | Cancel | New Folder
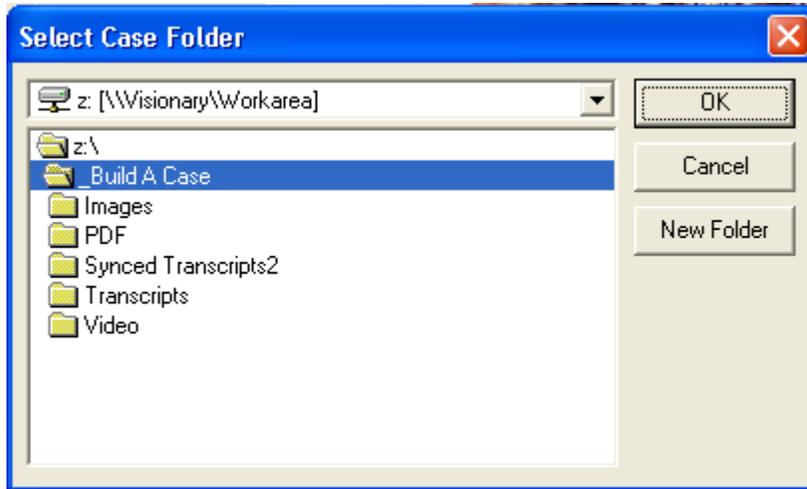
2. Go to File, Create Deposition Scan Project.

| File | Image | Scan | OCR | Tools | View |

Open Case Folder

Create Deposition Scan Project
Deposition Scan Project Properties

Import ▶

Print Document Break Sheets
Printer Setup

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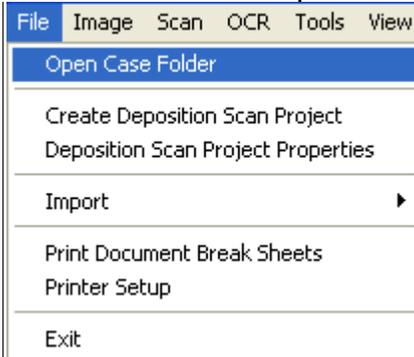
   a. Enter First name, Last name and Date and click Create.

Create Deposition Project

General

First:
Last:
Date:

Create | Cancel

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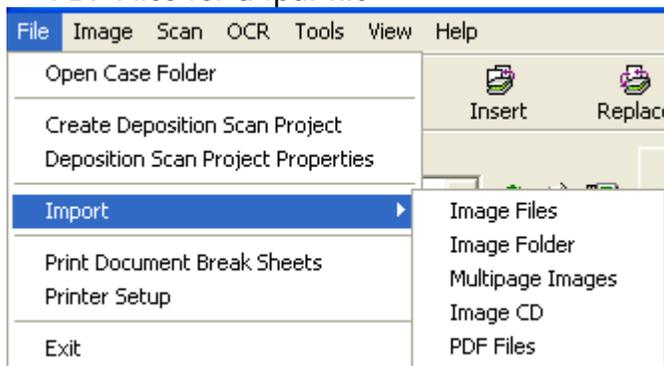
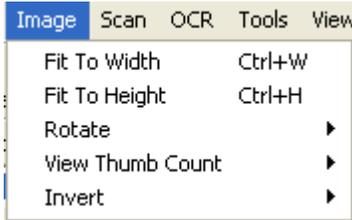2. Search for and select the file and Click Open.
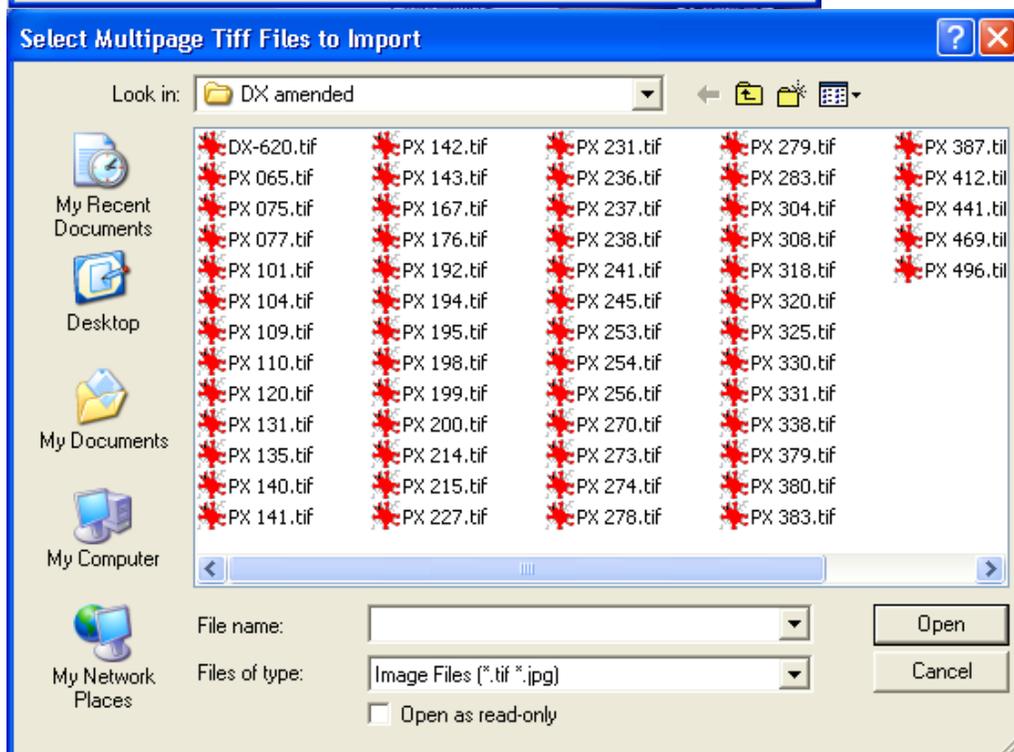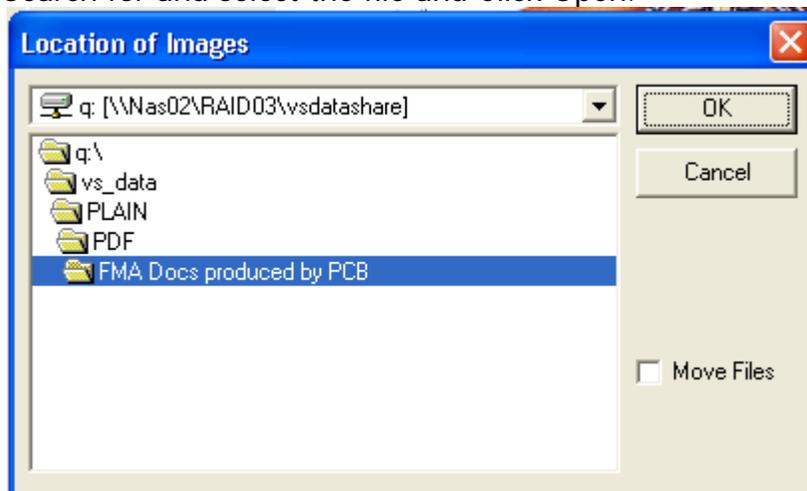
Viewing Exhibits

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

| Image | Thumbnails | OCR | OCR/IMAGE |

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.

| Image | Scan | OCR | Tools | View |

Fit To Width   Ctrl+W
Fit To Height   Ctrl+H
Rotate   ▶
View Thumb Count   ▶
Invert   ▶

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.

Split Document
Rotate & Save
Invert

Delete Files
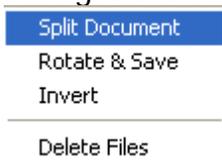
Or

   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.
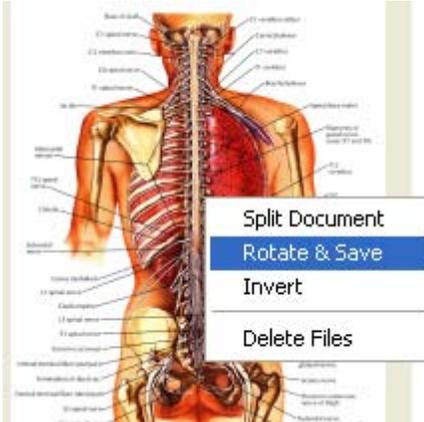
Rotating an Image
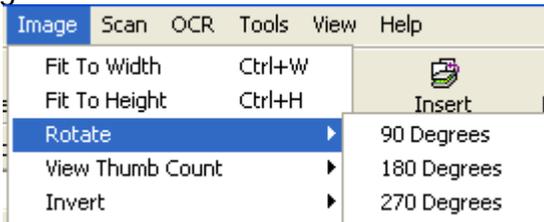
1. Select image.
2. Click Rotate Button.

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.

Image	Scan	OCR	Tools	View	Help

Fit To Width	Ctrl+W		
Fit To Height	Ctrl+H		Insert
Rotate	▶	90 Degrees	
View Thumb Count	▶	180 Degrees	
Invert	▶	270 Degrees	

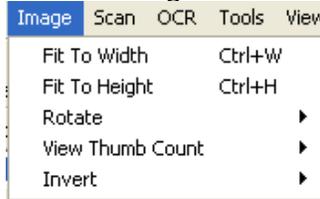An entire document can be rotated, by right-clicking on the directory and choosing Rotate and Save.

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).
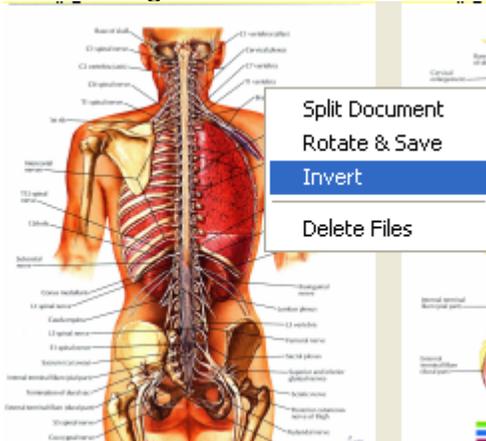
Or

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.
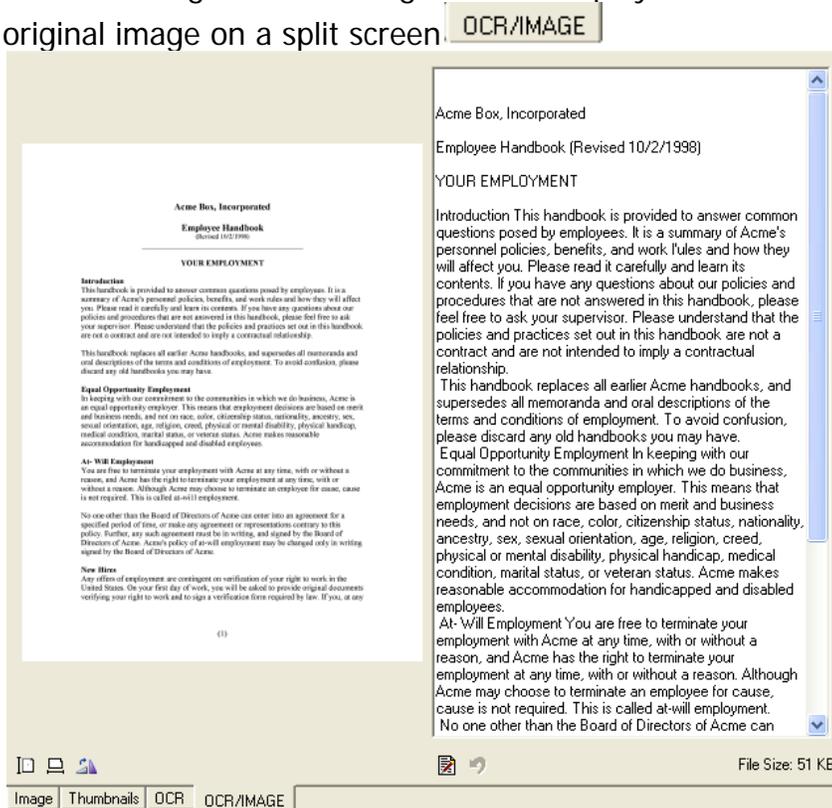
OCR (Optical Character Recognition)

- 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.

VIG
Finalize Data

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

Create Visionary Image Group (VIG) File

Page ID Source
- ⦿ Standard ID Format
- ○ Custom ID Format   00001   (Alpha prefixes permitted)
- ○ Page ID Field (requires that Page ID field is coded for ALL documents)

☑ Build PDF Files

Ok   Cancel