

### Create the Scan Project

Case Folder

- Click Case Folder.
   a. Select destination for exhibit group and click OK.
- Select Case Folder 🖵 z: [\Wisionary\Workarea] • ΟK /:z 🔁 Cancel 🚔 \_Build A Case | 📄 Images New Folder 🚞 PDF Synced Transcripts2 📄 Transcripts 📄 Video I 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 ۲ Print Document Break Sheets Printer Setup Exit a. Enter First name, Last name and Date and click Create.

Create Deposition Proj	ject	
General		
First		
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Date:		
	<u>C</u> reate	<u>C</u> ancel

### **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

File	Image	Scan	OCR	Tools	View	Help	
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2. Search for and select the file and Click Open.

Location of Ir	nages					
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My Computer	<					>
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My Network Places	Files of type:	Image Files (*.tif			•	Cancel

### 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.

Image	Scan	OCR	Tools	View
Fit T	o 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.



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.

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	l		7
Description:			
,			
Page ID:			
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- 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.

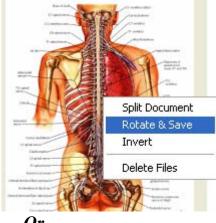
Note: When numbering the pages of an Exhibit there is the additional field Page ID to designate a unique Page ID for separate pages within that exhibit folder.

# Rotating an Image

- 1. Select image.
- 2. Click Rotate Button.



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



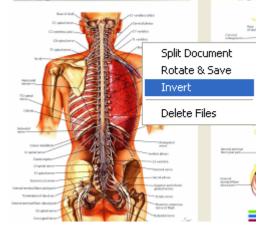
- Or
- 1. Select the image then click Image
- 2. Select Rotate and options to rotate the image 90, 180, or 270 degrees clockwise will be given.

	Image	Scan	OCR	Tools	View	/ Help	
	Fit To	o Width	1	Ctrl+V	/	ġ,	
	Fit To	o Heigh	t	Ctrl+H	L J	Insert	R
1	Rota	te			•	90 Degrees	
Ŧ	View	Thumb	Count		•	180 Degrees	
	Inve	rt			•	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).



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

Image	Scan	OCR	Tools	View
Fit T	o Width	I	Ctrl+W	
Fit Ti	o Heigh	t	Ctrl+H	
Rota	te			•
View	Thumb	Count		•
Inve	rt			•

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.

EA OCR Doc

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 OCR/IMAGE

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<section-header> <section-header> <section-header><section-header><text><text><text><text><text></text></text></text></text></text></section-header></section-header></section-header></section-header>		Acme Box, Incorporated	
Area link, lacerparate         Link of construction         Link of construction         Description         Link of construction         Description         Link of construction         Description		Employee Handbook (Revised 10/2/1998)	
Improve Handbook     More services     More		YOUR EMPLOYMENT	
The asonable accommodation for handleapped and disabled employees. At-Will Employment You are free to terminate your employment with Acme at any time, with or without a reason, and Acme has the right to terminate your employment at any time, with or without a reason. Although Acme has the right to terminate your employment at any time, with or without a reason. Although Acme has the right to terminate your employment at any time, with or without a reason. Although Acme has the right to terminate your employment at any time, with or without a reason. Although Acme may choose to terminate an employment. No one other than the Board of Directors of Acme can	<text><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text><text></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></text>	questions posed by employees. It is a summary of Acme's personnel policies, benefits, and work l'ules and how they will affect you. Please read it carefully and learn its contents. If you have any questions about our policies and procedures that are not answered in this handbook, please feel free to ask your supervisor. Please understand that the policies and practices set out in this handbook, are not a contract and are not intended to imply a contractual relationship. This handbook are not a contract and are not intended to imply a contractual relationship. This handbook you may have. Equal Opportunity Employment. To avoid confusion, please discard any old handbooks you may have. Equal Opportunity Employment In keeping with our commitment to the communities in which we do business, Acme is an equal opportunity employer. This means that employment decisions are based on merit and business needs, and not on race, color, citizenship status, nationality, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, physical handicap, medical condition, marital status, or veteran status. Acme makes reasonable accommodation for handicapped and disabled employees. At- Will Employment You are free to terminate your employment with Acme at any time, with or without a reason. Advcm has the right to terminate your employment at any time, with or without a reason. Although Acme may choose to terminate an employee for cause.	
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## <u>Finalize Data</u>

- 1. When you are done with the project, click the Finalize Data button to create the .VIG file.
  - 70 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     O0001     (Alpha prefixes permitted)     Page ID Field (requires that Page ID field is coded for ALL documents)
✓ Build PDF Files <u>Ok</u>