Visionary Auto-Syncer

There are eight steps to successfully Auto-Sync a deposition.

Initialize, Import, Associate, Sync, QC, Exhibits, Publish, Finalize

Initialize

* NOTE: This only needs to be done once per case.

1. Set your Case Folder. This case folder is where your time stamped data will reside. (Deponent Name.VDF)
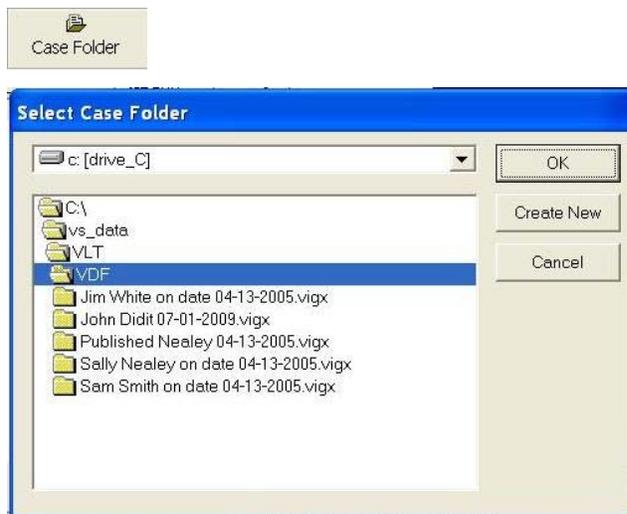
2. *Optional:* Set your Video Folder. Click on the Video Folder icon to open the File Broker window.

3. Select the drive that contains the video files. Path down to the actual directory containing the video files.

NOTE: This is used to indicate where the video resides. This allows you to store your video files on an external drive, network drive, etc. It is NOT necessary to create an entry in the File Broker IF the video files are located in the case folder.

Import

NOTE: This is done for each deposition. The Auto-Syncer imports Amicus-formatted ASCII files such as .v1, .wrd, .txt, .prn, .asc files and others.

1. File, Import, Transcript.
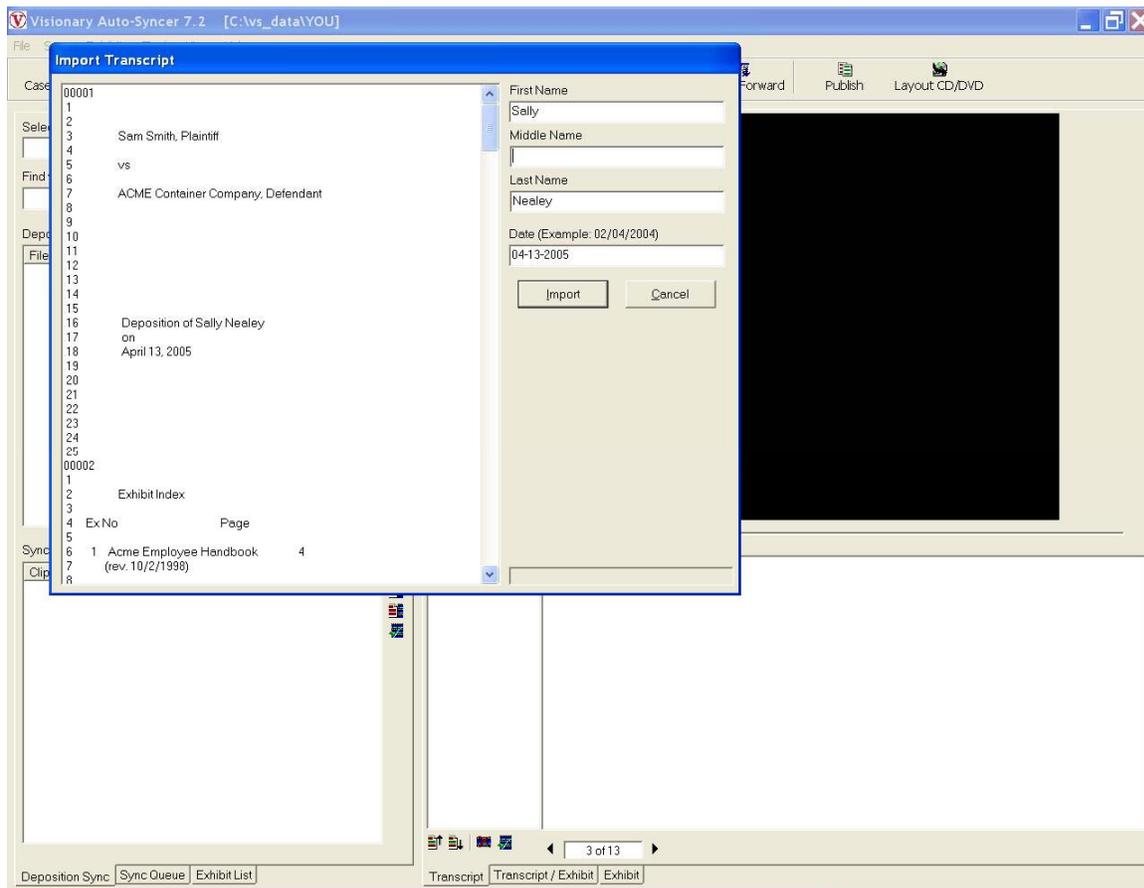
2. Fill in the name of the deponent and the date of the deposition.

3. Once the transcript has been imported, QC it. Find the index of events and/or exhibits page/s. Find an event or exhibit that occurs near the end of the deposition. Go to the listed page to ensure it is correct.

4. Mark the extra text at the end of the transcript as "No Video" by selecting the No Video button or right clicking the highlighted text and selecting no video.

Associate

NOTE: This is done for each video or audio file in the deposition.

1. Click on the "plus" icon next to the "Deposition Video Files" field.

2. Browse to and select the specific video file in the Video File Properties window.
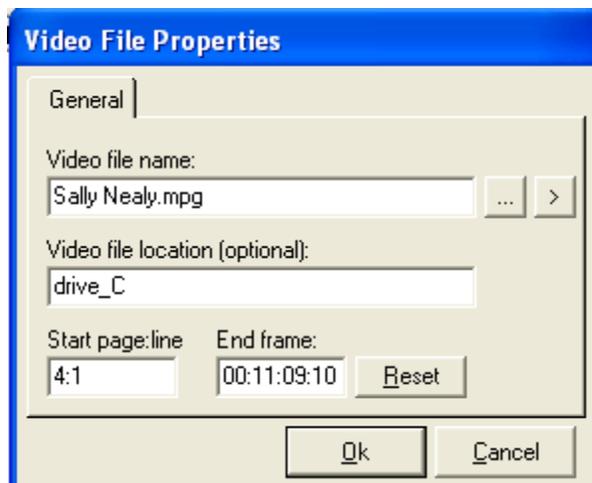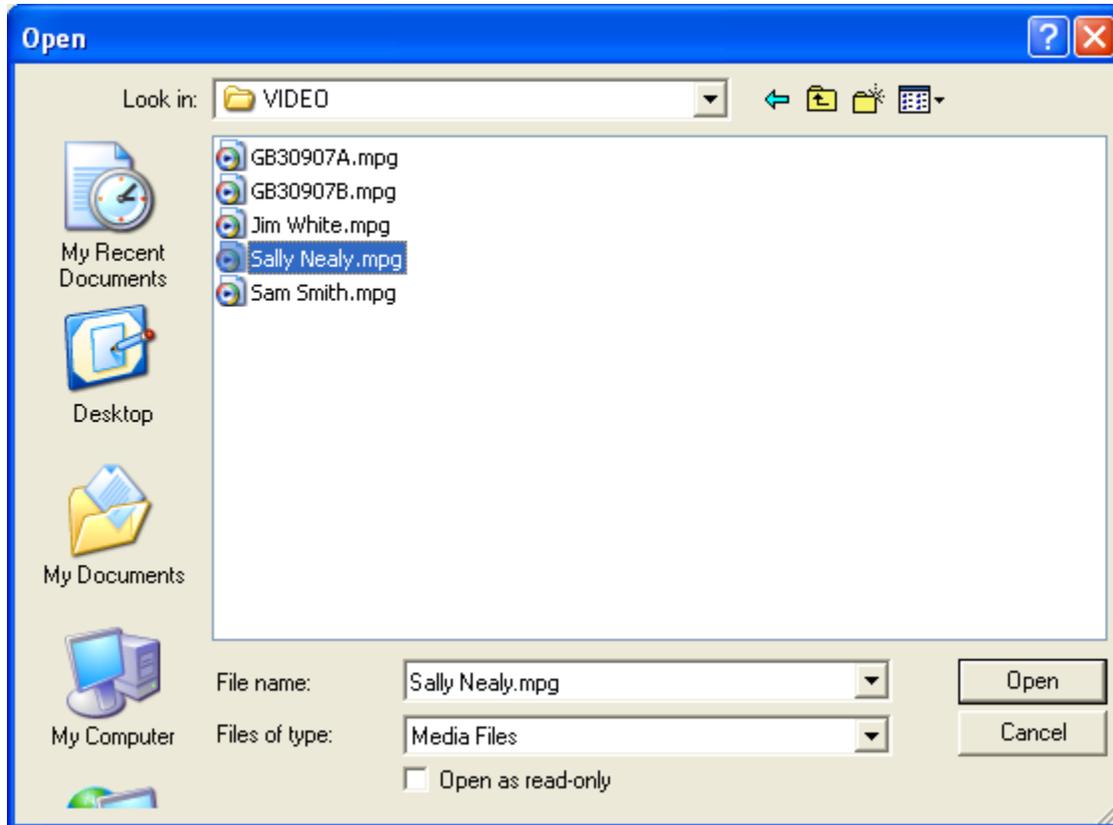
3. Click on the "play" button to ensure it is the correct file, then fill-in the correct Start Page:Line area. You can type in the page and line number manually or highlight the line in the transcript and double click in the 'Start Page:Line' box. To ensure that you have the correct video, you may press the play button on the Video File Properties dialog to start the

video playing, and then search for the words that are being said using the search tool on the main window.

TIP: Searching for a read on time is usually very easy to find.

5. Press the 'Ok' button and your video will be associated with the transcript.

To modify the start page or line number for a video, do the following:

1. Select the video file to be modified.
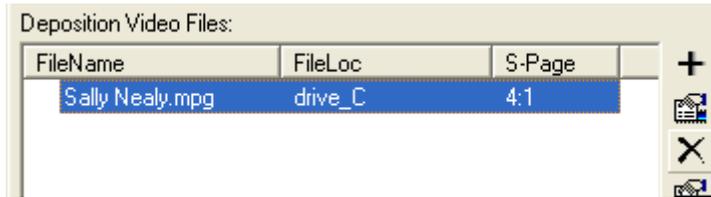
2. Press the properties button on the video list tool bar or right mouse click on the video list and select 'Properties'


3. Modify the video properties as required.
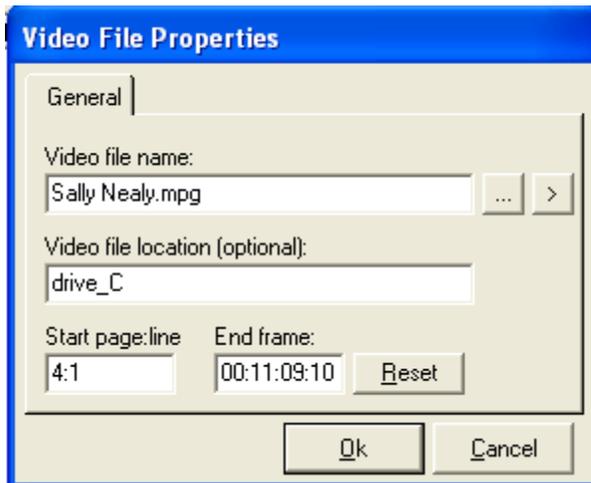
Disassociating Video Files

To disassociate a video file with a transcript, do the following:

1. Select the video file that you want to disassociate in the video file list
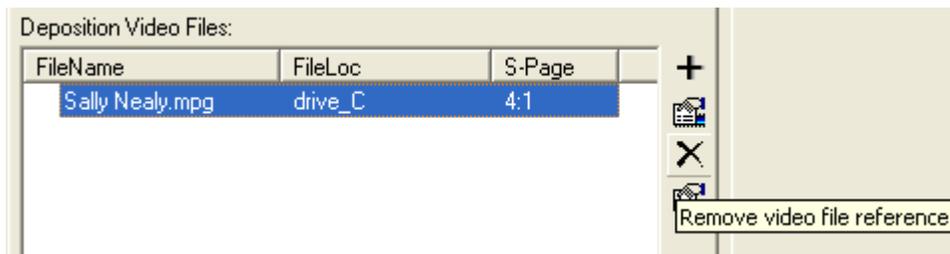
2. Press the delete button on the video list tool bar or right mouse click on the video list and select 'Delete'


Sync

> ** NOTE: This can be done once per deposition, once per video file, or more often.*

1. Click an option to Sync:

- "Sync All"- Auto-Sync all video files in the deposition.
- "Sync Video" – Select a single video to Auto-Sync in the deposition.
- "Sync Forward"- Auto-Sync starting from a manually synced point to the end of the video file.
- "Queue All"- Same as Sync All, but instead of immediately syncing, adds all the video files to the queue to be Auto-Synced.
- "Queue Video"- Same as Sync Video, but instead of immediately syncing, adds the single video file to the queue of files to be Auto-Synced.
- "Queue Forward" - Same as Sync Forward, but instead of immediately syncing, adds the specific video file to the queue to be Auto-Synced.


Exhibits

1. Auto hyperlink the exhibits to the transcript after the QC process. Verify that your .VIG file is in the same directory as your .VDF. These files must have the same file name.
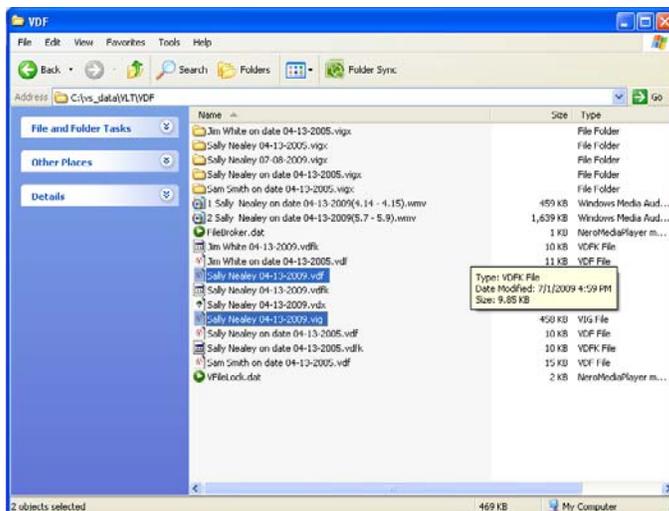

2. Open the deposition transcript you are working with.

3. Click on the Exhibit List tab on the bottom left of the screen and verify all of your documents have imported correctly.
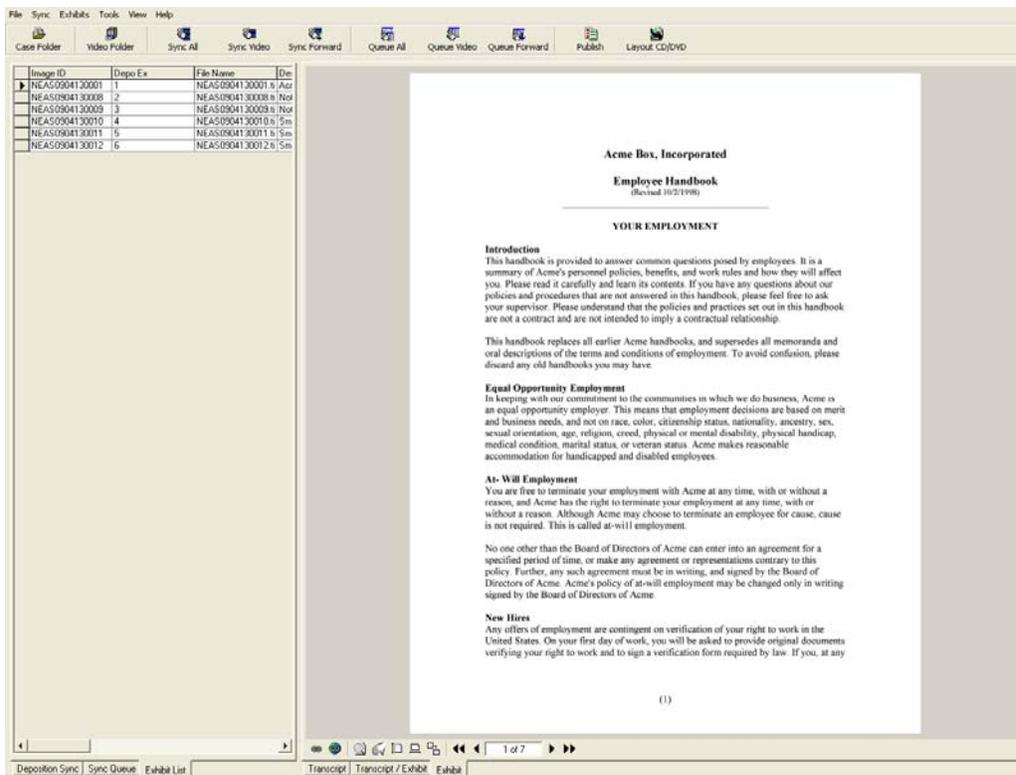
2. Click on the Exhibits menu option on the top of the screen and select the auto-hyperlink option. Once the process is complete, verify the hyperlinks were placed in the correct locations on the transcript.
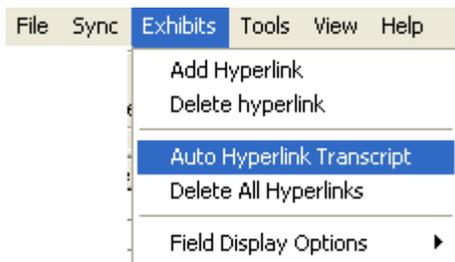
3. If the transcript has an unusual way of marking exhibits, you can globally hyperlink exhibits to certain phrases or keywords. To accomplish this, click on the Transcript/Exhibit tab on the bottom middle of the screen. Highlight the phrase in the transcript that you would like to hyperlink, and select the global hyperlink icon under the exhibit window. Verify the hyperlinks worked correctly throughout the transcript.

QC

* NOTE: This should be done after completion of Auto-Syncing.

1. Search for and clear all medium sync points. Check any warnings.

4. Search for and check all marked OK sync points.

5. Search for and clear all out of order sync points. Check any warnings.

6. Search for and check random sync points for management QC.

Publish

* NOTE: This is done once for each deposition.

1. Click on the "Publish" icon.   A separate window will open that lists the number of units you have remaining and the amount of time of this deposition.
 Click on the "Publish" button in this window to publish your deposition.
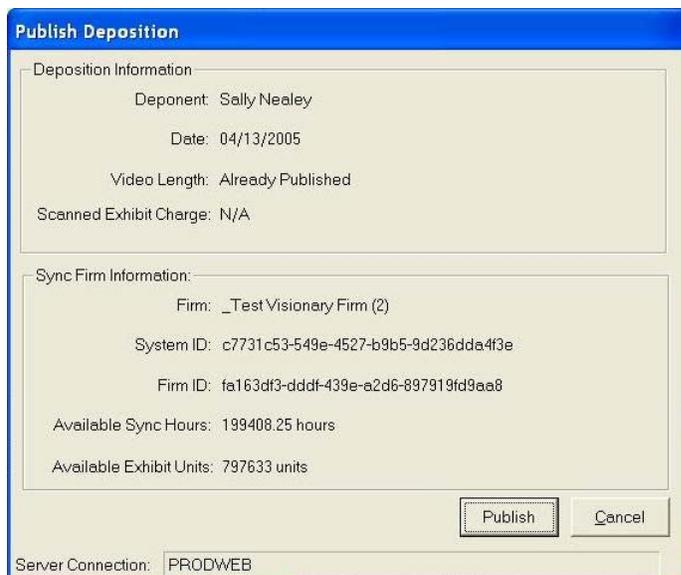
Finalize

* NOTE: These are optional steps.

1. Create an optical disk containing the complete deposition for your client. This option does not actually burn the disk. It creates a directory with the files that should be burned to the disk. Click on the "Layout CD/DVD" icon. Leave the top option alone or ensure it is set to [drive letter]\Program Files\Visionary\Viewer CD Template.

Layout CD/DVD
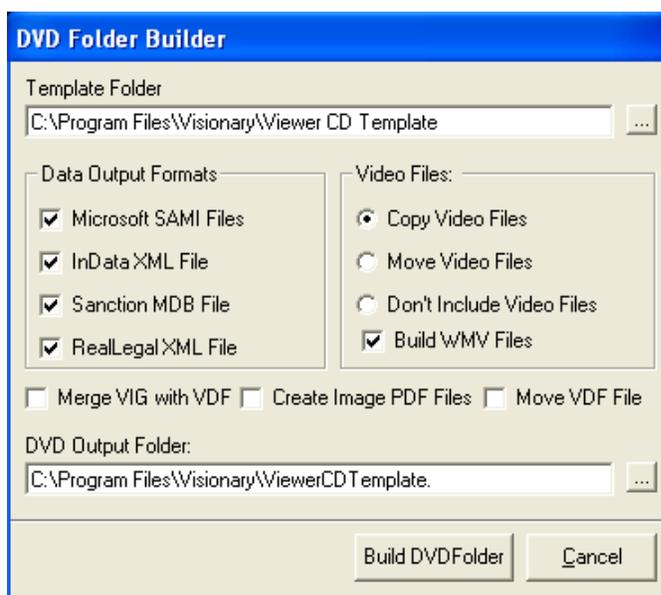
2. On the left side, select the various data file options. (A .vdf file is created automatically.) On the right side, choose how to process the video files.

*Note: Beware of "move" option, as the video files will no longer exist in their video folder location. We advise using the "copy" option, as it can be used for both cd and dvd burning.

On the bottom, browse to the location for storing these files. We advise "C:\Temp". There are five items that should be at the top level of the disk; two directories (Data and Visionary Viewer) and three files (autorun.inf, autorun.ico and ViewerStart.exe).
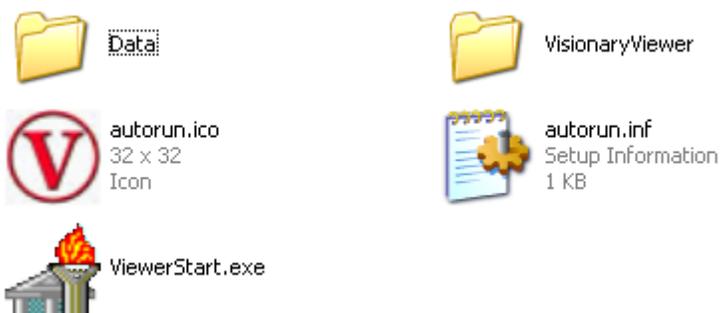
OR

Export the time stamped deposition file for use in various trial presentation software by choosing File/Export/Selected Transcript, then one of the file types listed in the drop down menu.