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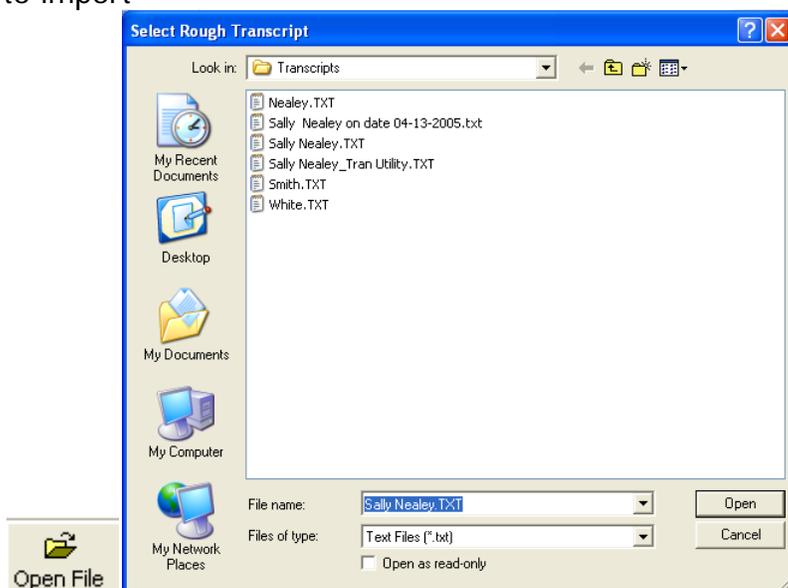
2. This window shows the entire transcript on the left side and tabbed windows for each section of your transcript on the right.
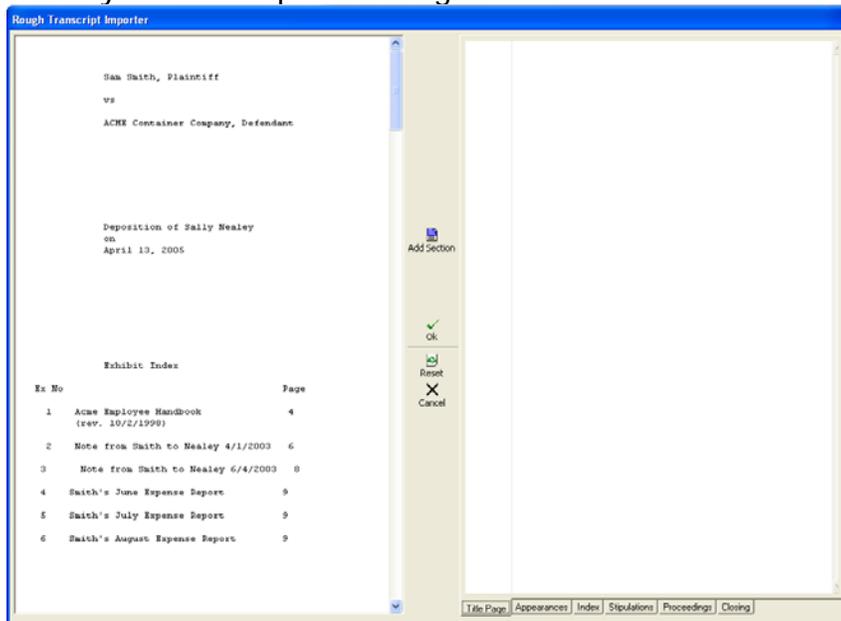
Title

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.

Note: If you made an error, you can select the reset button and it will allow you to start over.
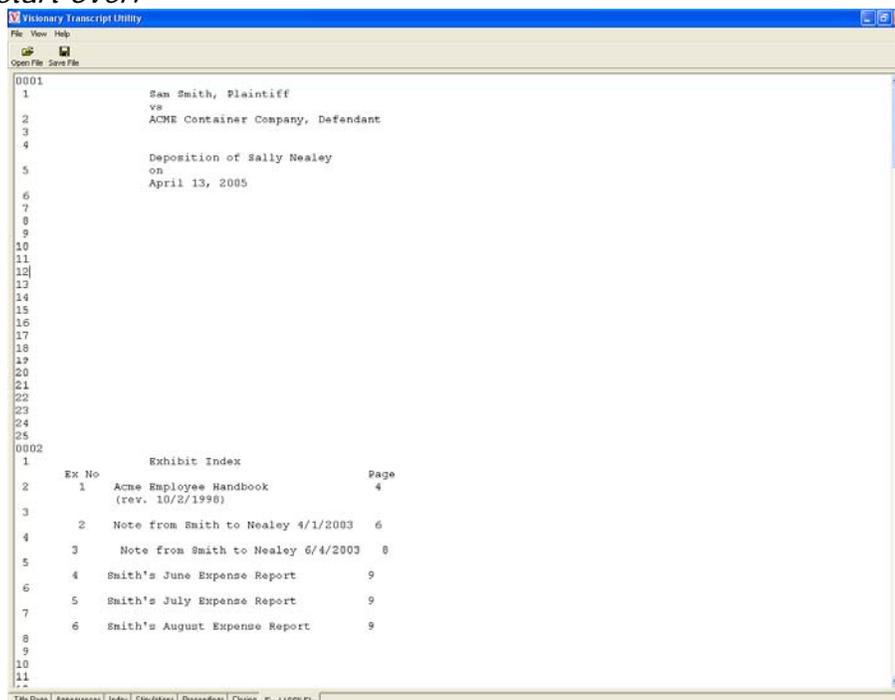
4. Scroll through the transcript to QC. Look to make sure there are consistent page and line numbers and that the entire transcript is present in the order you selected.
5. Select the Save File button or click File on the top toolbar then Save As for the final ASCII file to be saved.

File
Open
Save
Save As
Exit

Save ASCII Transcript

Save in: Transcripts

Nealey.TXT
Sally Nealey on date 04-13-2005.txt
Sally Nealey.TXT
Sally Nealey_Tran Utility.TXT
Smith.TXT
White.TXT

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name: Sally Nealey.TXT

Save as type: Text Files (*.txt)

Save
Cancel