

REALLEGAL® BINDER® REALTIME REFERENCE CARD

Set-up Realtime

Equipment Check:

- ✓ Reporter must be equipped to send realtime using LiveNote (CaseView) output.
- ✓ Reporter needs standard (9 pin) realtime cables to connect to recipient's computer.
- ✓ For multiple hook-ups, reporter needs a digital sharing device.
- ✓ Check hardware requirements for recipient's computer at www.reallegal.com/binderTechnicalSpecs.
- ✓ Reporters may want to bring USB-serial adaptors for recipients without serial ports on their computer and an extra copy of the RealLegal Binder CD for recipients who do not have realtime capability or prefer RealLegal Binder. The Binder realtime module is **free**.

Connect:

- ✓ Attach the realtime cables and start RealLegal Binder. If necessary, feel free to install the free demonstration version of Binder on the recipient's computer. The demo version includes free realtime software.

Start the Realtime Session

1. Open a project in RealLegal Binder.
On the demo version, the demo project opens automatically.
Existing Binder users may need to login to a project or open a project. Simultaneously press the **Ctrl** and **O** keys on your keyboard to open a project.
2. To start the realtime session, simultaneously press the **Ctrl** and **L** keys on your keyboard or click the **New button drop-down** list on the toolbar. Click **New Realtime Transcript**. (Fig. 1). A dialog box displays the terms of the realtime agreement.
3. Click **Yes I Accept**. The **Realtime Properties** Wizard opens.
4. Verify that **Serial Port** is selected in the **Source drop-down**. (Fig. 2)
5. Click the **Next** button. Complete the fields of the **Identify the witness** portion of the Wizard to properly identify the transcript (Fig. 3).
6. Click the **Next** button.

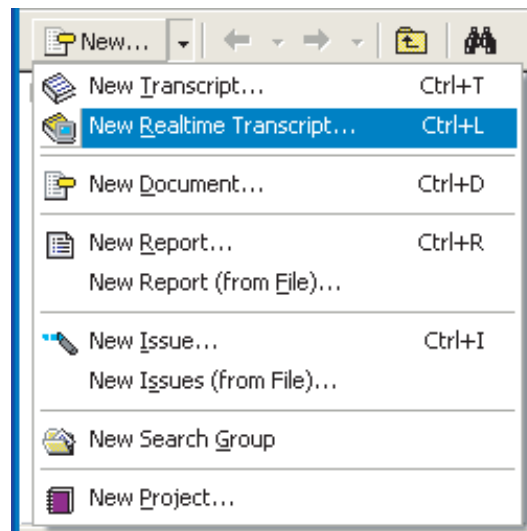


Fig. 1: Click the New Drop-down List on the Main Toolbar

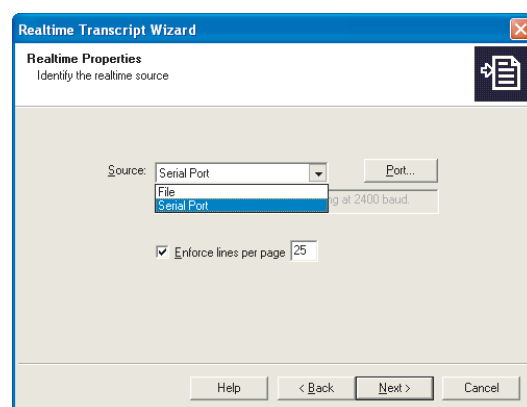


Fig. 2: Identify the Realtime Source

Test the Realtime Feed and Clear the Test

1. The court reporter writes a line or two, and the recipient verifies the feed's appearance.
2. After testing, select **Transcript | Clear Realtime Transcript** from the menu bar.

Troubleshooting

- Q. Is realtime feed being received by one recipient's computer but not another?
- A. Try switching the cables and connectors to verify that you are not using faulty cables.
- Q. Does the Realtime Properties Wizard say that no ports are available?
- A. Instruct attendees to disable applications that use the serial port (e.g., PalmSync).

Call **1.888.584.9988 ext. 5** or consult the **Help Menu** in RealLegal Binder.

Looking for simulation realtime feed?
Follow the instructions in "Start the Realtime Session" but select **File** in the **Source drop-down**.

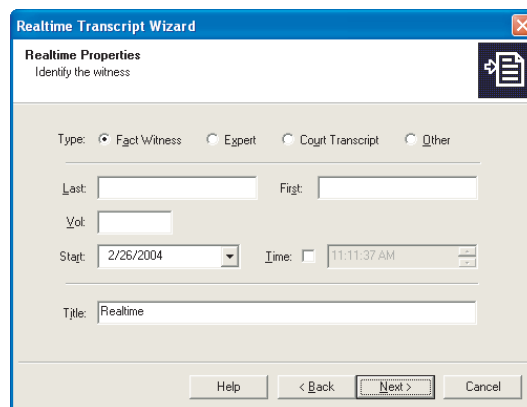


Fig. 3: Identify the Realtime Witness

TIPS FOR ATTORNEYS & OTHER RECIPIENTS

Quick Mark

1. Tap the space bar when the witness says something you want to mark. The selected issue code is applied to the passage.

To add Flags and modify other Quick Mark properties, click **Tools | Options** from the menu bar, then click the **Realtime** tab.

Add Notes or Comments

1. Select the **Annotate Mode** cursor (Fig. 4) and swipe scrolling text.
2. The **New Annotation** dialog box opens (Fig. 5). Type in your note and apply issues.
3. Click **OK**. The Annotation is added to the Details Pane. (Upper right of Fig. 6)

To create new issue codes, refer to "Issues" in the index of the Binder Help menu.

Review Quick Marks and Notes

1. The Details Pane (Upper right of Fig. 6) displays all annotations as they are applied to the realtime transcript. Click any annotation to jump to that location in the transcript.

Click on the column headers to sort the annotations by any displayed criteria (e.g., page and line location, issue code, flags).

2. Press **Pause** to resume the feed.

Pause Realtime Feed

1. Click the **Pause** button on the Realtime Toolbar or press your **Escape** or **Enter** key.
2. Scroll through transcript to review testimony and adjust your questioning.
3. Click **Pause** to resume the feed.

Search

1. Press the **CTRL** and **F** keys on your keyboard. Type the search term in the Find box that appears.
2. Click **Up** or **Down**. Click **Find Next** to view each occurrence of the search term.
3. Close the Find box and press the **Escape** key to resume the realtime feed.

Disconnect or Reconnect

1. To disconnect (e.g., for lunch) click the **Disconnect** button. Click **Yes** (Fig. 7).
2. To reconnect to a previous realtime transcript, select the transcript on the Project Tree, then select **Transcript | Connect to Realtime** from the menu bar.

Attention court reporters:
Equip your clients with the free RealLegal Binder
Realtime Module and this Reference Card.
Attach your provider label here.

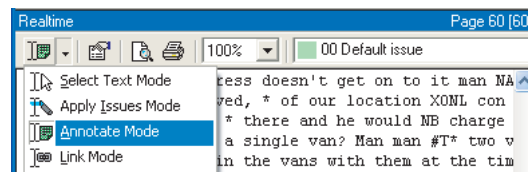


Fig. 4: Annotate Mode Cursor Available on Realtime Toolbar

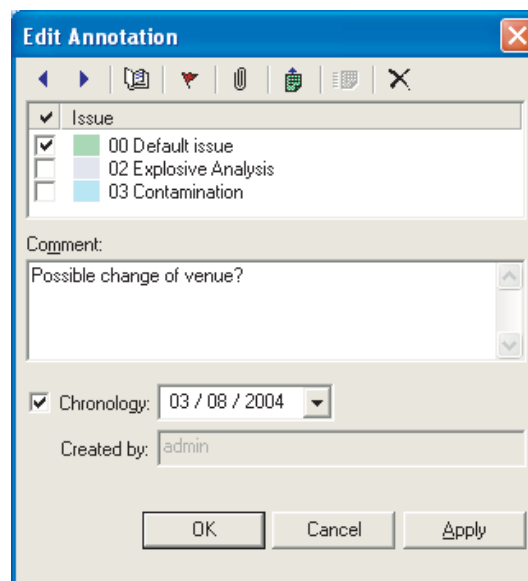


Fig. 5: Add Impromptu Annotations with the Annotation Cursor

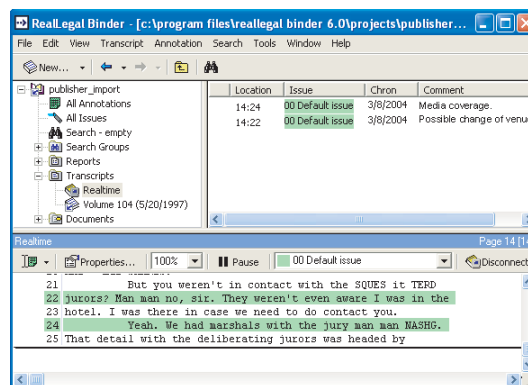


Fig. 6: Press Spacebar to Quick Mark, Click Annotation to Jump to Location



Fig. 7: Verify Disconnect