



## RealLegal E-Transcript Manager™

Use Version 6.0 to Standardize, Edit and Secure Any Transcript

Special thanks to our clients who offered feedback and suggestions for the new release of E-Transcript Manager! The new generation is so flexible that it will improve the routine of any reporting agency. Import more types of transcripts, make last-minute edits, and save time with new "Smart" properties. And don't forget about these solutions:

#### **Publisher:**

Complement your transcripts with imaged documents, synched video and three powerful viewers – all on CD!

#### **DepoSchedule:**

Activate or update your free DepoSchedule account at <https://my.reallegal.com>.

#### **Greater Flexibility for Accepted File Formats**

Because your transcripts aren't always in ASCII format, E-Transcript Manager 6.0 now accepts Microsoft Word, Microsoft Write, WordPerfect and Rich Text Format (.rtf) transcripts. Importing these files and converting them to E-Transcript is just as easy as with ASCII. Simply browse to the file and select it from the Import Wizard.

#### **New "Smart" Transcript Properties**

The Import Wizard and Transcript Properties screens now feature text fields with a memory! You no longer have to repeatedly type the same things when importing transcripts that share some of the same properties. For instance, when you enter a Plaintiff's name once, it not only populates that text field, but it is also added to a drop-down list of previously used Plaintiff's names. Next time, just select it from the list rather than re-typing it. Last, First, Case Name, Case Number, Plaintiff, Defendant, Job Number, Reporter, and Examining Attorney are all "Smart" text fields, and the Delete key will remove unnecessary entries from the drop-down lists.

#### **New E-Transcript Editor and Redaction Tool**

Make last minute edits and redactions to transcripts using the new E-Transcript Editor module - free with any upgrade or purchase of Version 6.0! It's the best of both worlds because you get the security, standardization and feature-rich characteristics of E-Transcript plus word-processing features.

Before sending the .ptx or .exe transcript to the client, run an automated *Spell Check* and then make any required edits to the transcript. Complement the selected main dictionary (i.e., American English) with a custom (i.e., medical terms, high tech, etc.) dictionary you import. When editing and spell-checking a particular transcript, simply activate the appropriate dictionary. The *Find & Replace* tool makes quick corrections throughout the entire transcript. For instance, if the name "Koch" was mistakenly keyed phonetically as "Cook" you can make the required change in just seconds. Basic capabilities like *Indent*, *Find Next*, *Undo/Redo* and *Cut/Copy/Paste* are also available in the E-Transcript Editor. If an entire line or passage is cut, E-Transcript Editor automatically repaginates according to the specified lines per page. Users can also manually edit line numbers, page numbers and time codes as well as headers and footers from E-Transcript Editor.

E-Transcript Editor includes a Redaction Mode so that sensitive or confidential passages may be removed from the transcript. Users select the appropriate redaction label (i.e., highly confidential, moderately confidential, etc.) or create a custom label. When the text is swiped with the Redaction Cursor, the passage disappears and is replaced with the redaction label. Line numbers and pages are unchanged when text is redacted; however, all words from the passage are automatically removed from the Hyperlinked Word Index and the transcript. The redacted text is temporarily stored in the clipboard so that it may be pasted into a separate document. The familiar Save As function allows users to store various versions of the same transcript (i.e., full transcript version, redacted transcript version) and deliver to different audiences.

