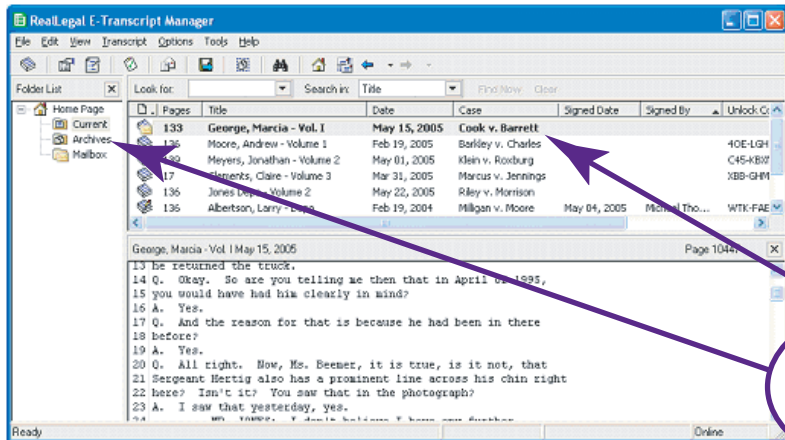


## Don't just print minis! Use Version 7.0 to manage workload and project status!



- >> Improved searching & printing
- >> New archive management
- >> Operates like Microsoft Outlook
- >> Merges morning and afternoon transcripts
- >> And much more!

Mouse-click access to archives or current work. Transcripts in bold are awaiting processing.

## The Printed Page: Take Creative License & Make a Masterpiece

Whether you consider print appearance to be a method to differentiate your work product, or your clients have special needs for legibility and format, the new and various print options are exactly what you need. These new enhancements ensure you present the most professional and aesthetically pleasing transcripts (full-sized or condensed), word indexes, errata sheets and dictionary reports possible. Version 7.0 allows you to apply specific properties to different elements of the transcript. For instance, print page numbers, line numbers and timestamps in a different font face or font size than the testimony. Print only the first few pages or the last couple of pages in a monospaced font (e.g., Courier) so that parentheses and other special formatting characters line-up properly on the page. Leave everything else in a more legible font. Give your client visual markers in the transcript – like only bolding the Q's, the A's or the speaker name – to make the testimony easier to read. Finally, you can modify the alignment of headings and numbers, double-space the lines on a full-sized transcript, and alter the width of borders on the condensed.

## A Familiar Face: New Microsoft Outlook-Style Interface

Your E-Transcript Manager interface operates just like your Outlook e-mail account, enabling your staff to see at-a-glance

which transcript orders have yet to be completed. New transcripts received from RealLegal Reporter Edition™ are shown in bold to indicate they have not been processed. A previously "Read" transcript can be marked as "Unread" to return it to bold and visually cue staff to finalize it for client delivery. The new "Received" column tracks when the transcript was received for processing. E-Transcript Manager 7.0 provides a Project Tree for instant access to your current transcripts, your online Mailbox for incoming transcripts, and every archive. To create a new archive, select multiple transcripts and then press the Archive button. Choose the naming convention that suits your filing procedures ("July 2003" or "2002 - Superior Court"). The selected transcripts are moved to the new archive. Version 7.0 also includes a Transcript Preview Pane for immediate viewing of the selected transcript.

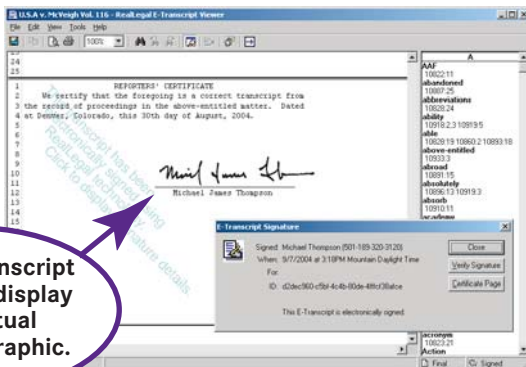
## Find a Needle in a Haystack: Two New Methods for Instant Retrieval of Any Transcript from Any Archive

What do you do when a client calls asking for a transcript from a job that you took in 1997? Previously, you may have wasted hours of time manually sifting through all of your archive folders. The new Quick Search feature automatically searches the selected archive and returns only the transcripts matching your search criteria. Enter a keyword into the new search field on the mail toolbar, select the field to search (e.g., Title, Plaintiff,

Reporter) and press Find Now. In addition, the new Advanced Find tool in Version 7.0 allows you to select any or all of your archive folders, simultaneously search for any field (witness name, date, case, etc.), and instantly pinpoint a short list of matches.

## **On The Dotted Line: Electronic Signatures Display as an Image of Your John Hancock**

RealLegal E-Transcript Signatures have always been an entirely valid replacement of the traditional practice of physically signing a paper-based transcript certification page. E-Transcript Signatures ensure transcript fidelity by detecting if the E-Transcript has been tampered with either after it has been signed or in transit. It provides evidence that the transcript was signed at a specific date and time and that it was signed by a specific person. With E-Transcript Manager 7.0 and your free E-Transcript Signatures account, when you apply your secure digital signature to a transcript, your actual signature will appear as though you had put pen to paper!



## **Get In Single File: Concatenate Or Merge Multiple Transcripts**

In the real world, reporters sometimes tag-team a hearing. One reporter may take a morning shift and another reporter may take the afternoon shift. At the end of the day, you may have two different files for the same day of testimony. The Concatenate Wizard in E-Transcript 7.0 merges selected transcript files to generate a single, combined transcript. The wizard maintains page and line accuracy, and the original transcripts remain in E-Transcript Manager until removed by the user.

## **Multiple Personalities: Transcripts That Appeal to Many Sensibilities**

Do some of your clients require more hand-holding than others? Use Version 7.0 to customize the text that automatically populates the .PTX e-mail delivery messages. Perhaps you want to promote your other services, provide hyperlinks to your DepoSchedule page, or simply write your own E-Transcript instructions. Now you can create the message template that meets your clients' needs, or select the default e-mail text that has been provided for you.

Your clients love to receive your E-Transcript files, but they also demand flexibility for format conversion. E-Transcript files were designed for seamless import into other software programs like RealLegal Binder for complete transcript management. E-Transcript files created using E-Transcript Manager 7.0 can be saved as other formats for use in a broader range of auxiliary products. Your clients can save as .RTF (to accommodate Word and WordPerfect users) or .HTML right from their E-Transcript Viewer application.

## **Hub and Spoke: Freelancers Help Accelerate Production**

E-Transcript Manager 7.0 includes a free, online Mailbox that connects the production queue with every reporter. From the Mailbox, send Reporter Edition 2.0 invitations to individual reporters. This forges a direct connection between the reporter's personal computer and the main office. Reporter Edition also supports how reporters work with proofreaders. E-Transcript Editor, a tool within E-Transcript Manager 6.x and 7.0, is included with every Reporter Edition. This provides reporters and their proofreaders with helpful tools for editing the transcript and creating a final. The reporter sends a transcript, with or without an electronic signature, and a turn-in sheet directly to E-Transcript Manager. If necessary, the production staff can apply an electronic signature to the transcript upon completion.

## **Upgrade Today and Improve Your Business Management!**

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