

RealLegal Publisher™

Installation Guide



RealLegal

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Publisher Installation Guide

This document explains how to install and uninstall RealLegal Publisher, as well as how to purchase and register the OCR module and MediaSync hours.

Hardware Requirements

The following hardware is recommended for RealLegal Publisher.

- A PC with a Pentium Processor running at a minimum 233 MHz (1 GHz minimum recommended for MediaSync)
- 64 MB RAM (1 GB minimum recommended for MediaSync)
- CD-RW/DVD-RW Drive
- A hard drive with 250 MB free space (60 GB minimum recommended for MediaSync)
- Screen Resolution, 800 x 600 (1024 x 768 recommended)
- Screen Resolution, 1024 x 768 (required for MediaSync)
- Screen Colors, 256 (16-bit recommended)

Software Requirements

In order to make use of all RealLegal Publisher features, the following software must be installed:

- MSXML 3.0 or higher (automatically installed)
- Windows Media Player 9.0 (required for MediaSync)
- Microsoft DirectX 9.0 (required for MediaSync)
- Microsoft Windows 2000 (service pack 4 or later) or Windows XP (service pack 2 or later)

My RealLegal

My RealLegal manages the subscription for RealLegal Publisher. You must create an account to activate RealLegal Publisher. That is, after you install RealLegal Publisher and start the activation process, you are prompted for your My RealLegal user ID and password. Without them, you cannot activate RealLegal Publisher.

Setting up a My RealLegal Account

Before creating a new account, you should check to see if you already have one (over 4000 RealLegal customers already have an account). If you think you have a My RealLegal account but do not know your user ID, send an e-mail to subscriptions@reallegal.com and request the program administrator look up your My RealLegal account.

Important: If you create multiple My RealLegal accounts and then later call Technical Support with a question, the Technical Support representative may have trouble helping you because the representative will have difficulty determining which account you used to register RealLegal Publisher.

To set up a My RealLegal account:

Note: You must use Internet Explorer when working with My RealLegal. Internet Explorer 5.5 or above is recommended.

1. Visit <http://my.reallegal.com>.
2. Click the **Create a RealLegal account link** that is below the RealLegal Login heading.
3. Complete the form (please do not use the ampersand character (&) or the at symbol (@) in your user ID or password), make a note of your user ID and password and then click **Save**. You are sent a link in an e-mail to verify your e-mail address. Please watch for the verification e-mail to activate your account.
4. Open your e-mail application, open the e-mail message RealLegal sent to you, and click the **link** (or copy the link and paste it into your browser's Web address field). The My RealLegal E-mail Verification page opens.
5. Click **Continue**. The Welcome to My RealLegal page opens.
6. Type your user ID and password in the fields provided and then click **Login**.

You have successfully created a My RealLegal account.

Upgrading RealLegal Publisher

Important Information for Subscription Customers: If you are a monthly subscriber upgrading from RealLegal Publisher 3.2, you will receive an activation/invitation code from RealLegal in a Product Subscription e-mail. It is important to save this e-mail. If you are using Microsoft Outlook, it is recommended that you right-click the e-mail and mark it as **Follow-up**. After you install RealLegal Publisher and are activating the product, you need to copy the activation/invitation code from the e-mail and paste it into the field that reads:

I have received an Invitation Code from RealLegal and my Invitation Code is

Upgrading Data: When you upgrade from RealLegal Publisher 2.x or above, RealLegal Publisher upgrades the existing data automatically. That is, when you open RealLegal Publisher Version 4.0, you have access to all your transcripts, exhibits, and published bundles. If you upgrade from RealLegal Publisher 1.x, then, after the installation, you need to upgrade existing bundles manually. Click **Tools**, click **Import Bundles**, click the **check box** to the left of any bundles you want to import, and then click **OK**. RealLegal Publisher imports the bundles. You can then publish an imported bundle to view it with all the latest features of RealLegal Publisher 4.0.

Installing RealLegal Publisher

Notes:

- It is strongly recommended that you install Publisher on the same computer that has RealLegal E-Transcript Manager. If you decide to install Publisher on a different computer than RealLegal E-Transcript Manager, you must be able to access your transcript files over the network.
- It is strongly recommended that you install Publisher in the same directory that you installed any previous version. Publisher will overwrite any previous version and your Mediasync hours and OCR registration are retained. The default installation directory is:

C:\Program Files\RealLegal Publisher

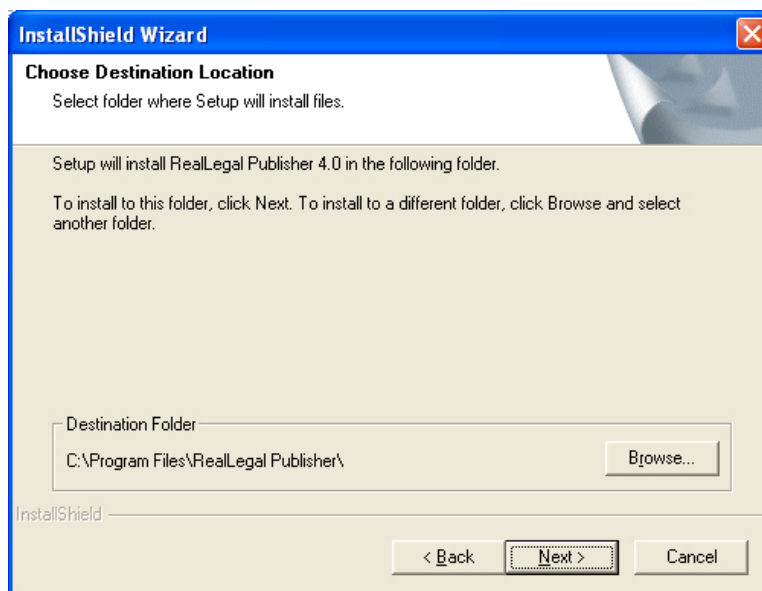
- Care has been taken to prevent loss of data, but before you upgrade any product it is recommended that you make a backup of data. For a standard installation, data files for RealLegal Publisher bundles are located at:

C:\Program Files\RealLegal Publisher\data

You may want to back up published bundles as well. An example location for published bundles is:

C:\Program Files\RealLegal Publisher\published

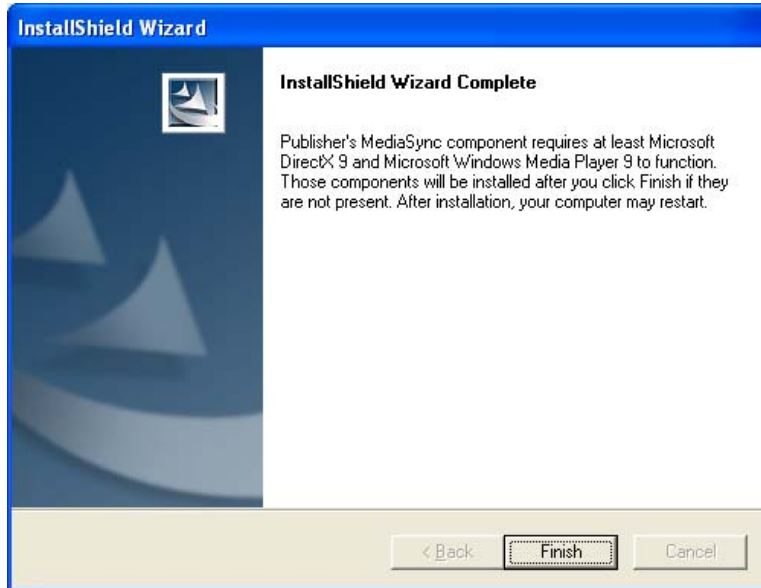
1. Start the Installation.
 - If you downloaded RealLegal Publisher, double-click the **file** you downloaded. The InstallShield Wizard dialog box opens.
 - If you are installing from CD-ROM, insert the CD into the CD-ROM drive. The InstallShield Wizard dialog box opens.
2. Click **Next**. The License Agreement dialog box opens.
3. After reading the License Agreement, click the **Yes** button. The Choose Destination Location dialog box opens.



4. You have the following options:

- Click **Next** to accept the default folder for RealLegal Publisher.
- Click the **Browse** button, select a different folder for RealLegal Publisher (if you type the name of a folder that does not exist, the installation program creates it), click **OK**, and then click **Next**.

RealLegal Publisher installs and then the following dialog box opens:



MediaSync is an application for synchronizing RealLegal E-Transcripts with digital video. A synchronized video and transcript can be viewed simultaneously on a computer screen as the transcript scrolls in sync with the voice of the speaker.

- For more information on MediaSync, after RealLegal Publisher is installed, click **Help**, and then click **Contents**. The help system opens, click **Search** on the left near the top, type `MediaSync` and then press the Enter key on your keyboard. For instructions on purchasing MediaSync hours, refer to “Frequently Asked Question About RealLegal MediaSync Hours” on page 9.

5. Click **Finish** to complete the installation.

Activating RealLegal Publisher

Activating refers to activating the RealLegal Publisher license, thereby making the application fully functional. You need an activation code for each copy of RealLegal Publisher you intend to use. For example, if five people at your company intend to use RealLegal Publisher on their computers, you need five activation codes. Using the same activation code on all five computers results in only one fully functional copy of RealLegal Publisher being available at a time.

Note: If you are not connected to the Internet, you must re-activate your invitation code every 30 days.

Use the following procedure to activate RealLegal Publisher:

1. Start RealLegal Publisher. For example, click **Start** on the Windows Taskbar, click **All Programs**, hover your cursor over **RealLegal Publisher 4.0**, and then click **RealLegal Publisher 4.0**. You are notified that RealLegal Publisher is not registered.
2. Click **OK**. The Activation page opens.
3. Click **Activate**. The RealLegal login page opens.
4. Log in with your My RealLegal user ID and password. If you do not have them or do not remember them, follow the instructions in the "My RealLegal" topic on page 2.
5. The Register RealLegal Publisher page opens. You have the following options:
 - Click **I have received an Invitation Code from RealLegal and my Invitation Code is**.

Clicking this option usually indicates you have purchased RealLegal Publisher from RealLegal sales, and you received an invitation code in an e-mail. Copy the invitation code from the e-mail and then paste it in the available field for option 2.
 - If you logged in with user a ID and password that has been used to install the current version of RealLegal Publisher previously, a third option is on the page:
I am re-installing RealLegal Publisher and want to attach an existing Subscription. Warning! Only select this option if you are re-installing RealLegal Publisher.

Exercise caution when selecting this option. Be aware that, if you are attempting to activate a single licensed copy on multiple machines, RealLegal Publisher only allows one installation to be fully functional. The other installations will revert to demo mode.

If you purchased multiple copies from RealLegal, click the second option instead, and then paste one of your activation codes in the available field.
6. Click **Next**. The Name Your Subscription page opens.
7. Following the instructions on the screen, type a unique name in the available field.
8. Click **Finish**. You are notified of the successful registration.
9. Click **Done**. Another notification appears.
10. Click **OK**.

Frequently Asked Question About RealLegal Publisher OCR

Below are some frequently asked questions about the OCR module.

What does OCR stand for?

OCR is an acronym for Optical Character Recognition, but you will see it used in other ways as well, for example, as a verb: “If the exhibit has been OCR’d, RealLegal Image Viewer can search for relevant terms.”

What does OCR do?

OCR allows a computer to read text in a digital photograph or a scanned exhibit as if it were text in a word processing document. For example, an exhibit may be a picture of a sign, or an exhibit may be a scanned memo. OCR allows RealLegal Image Viewer to read the text in the exhibits as if it were reading a document created with a word processor.

What does OCR do for me?

It helps your clients. For example, a scanned document may include dozens of pages, yet the attorney may only be interested in a few key phrases. If the scanned document has been OCR’d, the attorney, using RealLegal Image Viewer, can use automated tools to find the relevant terms without having to read the entire document.

What types of documents can be OCR’d?

Generally speaking, scanned documents such as letters and memos and digital photographs that clearly show text in the picture. Regarding types of files, you can OCR any high-quality exhibit you import into Publisher, for example, TIFF files, JPG files, and PDFs. “High-quality” is stipulated because, if you scan a memo that is covered with coffee stains, the OCR module will not recognize the words.

How do I get OCR?

You purchase it at <http://my.reallegal.com>.

How do I use it?

After you purchase it, you register the OCR module in RealLegal Publisher (explained below). After that, anytime you import an exhibit – or if you already have exhibits in RealLegal Publisher – you can elect to OCR the exhibit.

How do my customers use it?

Exhibits are included in RealLegal Publisher bundles. When your customer views an OCR’d exhibit with RealLegal Image Viewer a word index is available as well as a search option; both features allow attorneys to quickly find text in OCR’d exhibits.

Purchasing and Registering OCR

New users may need to read through the steps in the detailed procedure. Experienced users may only need the following information:

1. Open My RealLegal (<http://my.reallegal.com>), purchase RealLegal Publisher OCR, click **Publisher OCR** in Inventory, click **Register Now**, and then click **Next**.
2. In RealLegal Publisher, click **Help**, click **Register OCR**, and then copy the site code.
3. Toggle back and forth between RealLegal Publisher and My RealLegal. Copy first the site code to My RealLegal, and then copy the registration code to RealLegal Publisher.

Detailed Procedure for Purchasing and Registering OCR

1. Visit <http://my.reallegal.com>, and log in with your My RealLegal user ID and password.
2. Click **Purchase Products**.
3. Click **Court Reporter products**.
4. In the **Qty** field for Publisher OCR, type the number of OCR licenses you want to purchase. For example, if you have two subscriptions for RealLegal Publisher and want to use OCR with both, type 2 in the **Qty** field. You have the option to click the **Pricing** link to verify the cost.
5. Review the information, use the Remove and Recalculate options as necessary, and then click **Next**. If you have not entered credit card information in the past, the Select Payment Method page opens.
6. Type your credit card information and then click **Next**.
The Purchase Confirm page opens.
7. Review the information on the page and then click **Finish**. The Sales Receipt Page opens.
8. Click **Printable Version**.
9. When the Print dialog box opens, click **Print** and then close the Printable Version window. You are returned to the Sales Receipt page.
10. Click **Done**. You are routed to your inventory page.
11. In the **Product** column, click the **Publisher OCR** product. The Distribute Registration Codes page opens.
12. Click the **Register Now** option and then click **Next**. The Register Now page opens.

Do not close My RealLegal. You will need to switch back and forth between My RealLegal and RealLegal Publisher. At this point you need to open RealLegal Publisher and copy a registration code, as explained below.

Note: If you did close My RealLegal, visit <http://my.reallegal.com>, log in with your My RealLegal user ID and password, and then click **Product Registrations**. You now have access to your product inventory. Repeat Steps 11 and 12 above.

13. Open RealLegal Publisher.
14. Click the **Help** menu and then click **Register OCR**. The OCR Engine Registration dialog box opens.
15. Type your name in the **User Name** field and then copy the site code. That is, click to the right of the last character in the **Site Code** field. Press and hold down the **Shift** key on your keyboard while pressing the **Left Arrow** key on your keyboard. When all the

- characters are highlighted, click the right button (right-click) on your mouse and then click **Copy**.
16. Return to My RealLegal and paste the site code from RealLegal Publisher into the **Site Code** field. That is, on the My RealLegal Web page, click inside the **Site Code** field. Next, click your **right mouse button** (right-click), and then click **Paste**. The site code from RealLegal Publisher populates the Site Code field.
 17. Still in My RealLegal, click **Finish**. The Register Now page opens with the **Registration Key** field highlighted.
 18. Copy registration key; that is, right-click in the **Registration Key** field and then click **Copy**.
 19. Return to RealLegal Publisher and paste the registration key into the **Registration Key** field; that is, right-click and then click **Paste**.
 20. Still in RealLegal Publisher, click the **Register** button. You are notified of a successful registration.
 21. Click **OK**.
 22. Click **Close**.
 23. Return to the My RealLegal Web site, click **Done**, and then click **Logout**.

Frequently Asked Question About RealLegal MediaSync Hours

Below are some frequently asked questions about RealLegal MediaSync.

What does MediaSync refer to?

MediaSync refers to two forms of media, a transcript of a deposition and a video of a deposition.

What does MediaSync mean?

MediaSync means the two forms of media, a transcript and a video, have been synchronized, meaning the video and the transcript can be viewed simultaneously on a computer screen as the transcript scrolls in sync with the voice of the speaker.

Why do I need to purchase MediaSync hours?

MediaSync is the tool that synchronizes the transcript with the video. For each hour of testimony that is synchronized, an hour of MediaSync time is consumed. If you use more than your allotted three hours per month, you need to purchase more.

Note: You need at least one MediaSync hour “in the bank.” That is, you need at least two MediaSync hours to sync a one hour video, at least three MediaSync hours to sync a two hour video, and so forth.

Where do I purchase MediaSync hours?

You can purchase RealLegal MediaSync hours at <http://my.reallegal.com>. After you purchase MediaSync hours, you need to register MediaSync. Speaking colloquially, registering means you tell MediaSync that you have bought MediaSync hours and that it is okay for you to use them.

Purchasing and Registering MediaSync Hours

New users may need to read through steps in the detailed procedure. Experienced users may only need the following information:

1. Open My RealLegal (<http://my.reallegal.com>), purchase RealLegal MediaSync hours, click **Publisher MediaSync Hours** in Inventory, click **Register Now**, and then click **Next**.
2. In RealLegal Publisher, click **Help**, click **Sync Hours**, and then copy the site code.
3. Toggle back and forth between RealLegal Publisher and My RealLegal. Copy first the site code to My RealLegal, and then copy the registration code to RealLegal Publisher.

Detailed Procedure for Purchasing and Registering MediaSync Hours

1. Visit <http://my.reallegal.com>, and log in with your My RealLegal user ID and password.
2. Click **Purchase Products**.
3. Click **Court Reporter products**.
4. In the **Qty** field, type the number of MediaSync hours you want to purchase and then click **Next**. The Shopping Cart page opens.
5. Review the information, use the Remove and Recalculate options as necessary, and then click **Next**. If you have not entered credit card information in the past, the Select Payment Method page opens.
6. Type your credit card information and then click **Next**.
The Purchase Confirm page opens.
7. Review the information on the page and then click **Finish**. The Sales Receipt Page opens.
8. Click **Printable Version**.

9. When the Print dialog box opens, click **Print** and then close the Printable Version window. You are returned to the Sales Receipt page.
10. Click **Done**. You are routed to your inventory page.
11. In the **Product** column, click the **MediaSync** product, for example, Publisher MediaSync 1.x. The Distribute Registration Codes page opens.
12. Click the **Register Now** option and then click **Next**. The Register Now page opens.

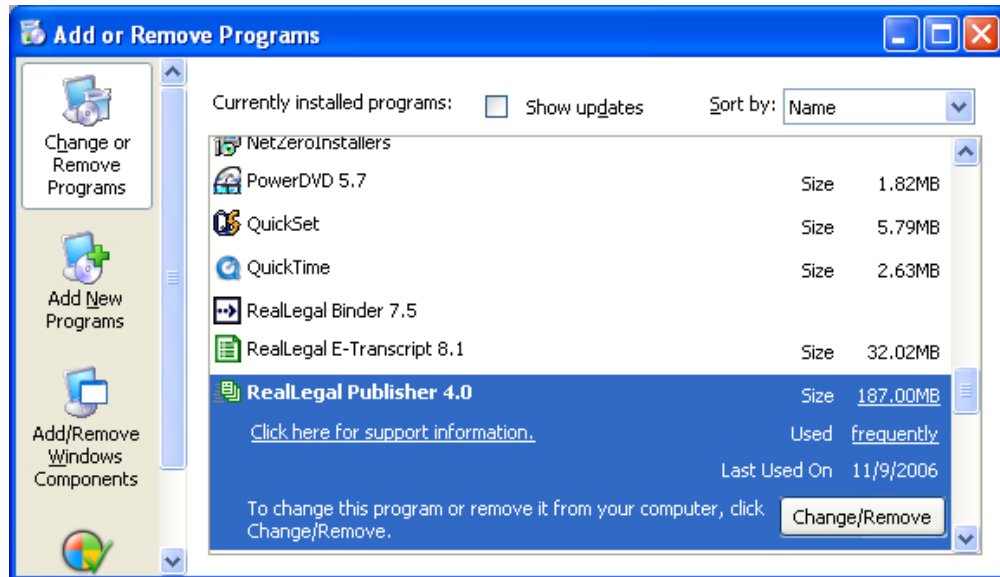
Do not close My RealLegal. You will need to switch back and forth between My RealLegal and RealLegal Publisher. At this point you need to open RealLegal Publisher and copy a registration code, as explained below.

Note: If you did close My RealLegal, visit <http://my.reallegal.com>, log in with your My RealLegal user ID and password, and then click **Product Registrations**. You now have access to your product inventory. Repeat Steps 11 and 12 above.
13. Open RealLegal Publisher.
14. Click the **Help** menu and then click **Sync Hours**. The Sync Hours dialog box opens.
15. Copy the site code. That is, click to the right of the last character in the **Site Code** field. Press and hold down the **Shift** key on your keyboard while pressing the **Left Arrow** key on your keyboard. When all the characters are highlighted, click the right button (right-click) on your mouse and then click **Copy**.
16. Return to My RealLegal and paste the site code from RealLegal Publisher into the **Site Code** field. That is, on the My RealLegal Web page, click inside the **Site Code** field. Next, click your **right mouse button** (right-click), and then click **Paste**. The site code from RealLegal Publisher populates the Site Code field.
17. Still in My RealLegal, click **Finish**. The Register Now page opens with the **Registration Key** field highlighted.
18. Copy registration key; that is, right-click in the **Registration Key** field and then click **Copy**.
19. Return to RealLegal Publisher and paste the registration key into the **Registration Key** field; that is, right-click and then click **Paste**.
20. Still in RealLegal Publisher, click the **Register** button. You are notified of a successful registration.
21. Click **OK**.
22. Click **Close**.
23. Return the My RealLegal Web site, click **Done**, and then click **Logout**.

Uninstalling RealLegal Publisher

Use the following procedure to uninstall RealLegal Publisher:

1. Start the uninstall procedure. For example, click **Start** on the Windows taskbar, click **Control Panel**, click **Add or Remove** programs. The Add or Remove Programs window opens.
2. Click **RealLegal Publisher 4.0**.



3. Click Change/Remove. The Install/Shield Wizard opens.
4. Click **Next**. You are prompted to confirm the installation.
5. Click **OK**. The uninstall process begins. When completed, the InstallShield Wizard Maintenance Complete dialog box opens.
6. Click **Finish**. After uninstalling, some files and any bundles you created in the install directory will remain and must be removed manually.

