

TRANSCRIPT REPOSITORY INSTANT EXPERT GUIDE

CLICK ON HELP FOR MORE FEATURES AND ASSISTANCE

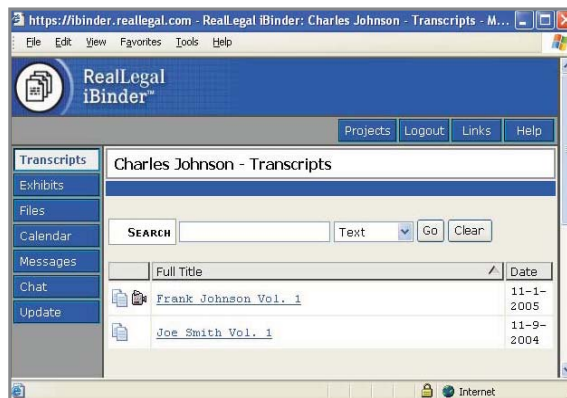
“MY COURT REPORTER TOLD ME I CAN GET OUR TRANSCRIPTS, DOCUMENTS, AND VIDEO FROM THEIR PRIVATE IBINDER REPOSITORY. HOW DO I DO THAT?”

1. SECURELY LOGIN TO YOUR CASE

Your court reporter's iBinder Transcript and Video Repository is a Web-based application, meaning that you will need to have an Internet connection and browser in order to use it.

Click the hyperlink you were given or copy and paste the link into your Web browser. You are asked to login. Use the user name and password the court reporter gave you. After logging in, you will see the names of projects that you have access to.

Click the name of the project (Charles Johnson in this case) you want to view. The Transcripts page opens.

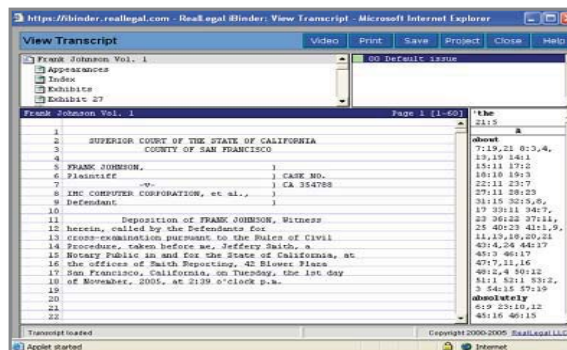


All transcripts from the Charles Johnson case are listed.

2. VIEW TRANSCRIPTS AND SYNCED VIDEO

Notice the buttons on the left. You have several options, but the most common are viewing exhibits and transcripts.

Look at the transcript names in the middle of the page. To view a transcript, click its name. The transcript opens in the RealLegal iBinder Viewer. You don't need any special software. Notice the Video button at the top of the page. To watch the video, click the Video button. The Video Player opens and shows the scrolling transcript beneath it.



Clicking on one from the list opens the transcript.



If the transcript has been synchronized to video footage, it can play while transcript text scrolls.



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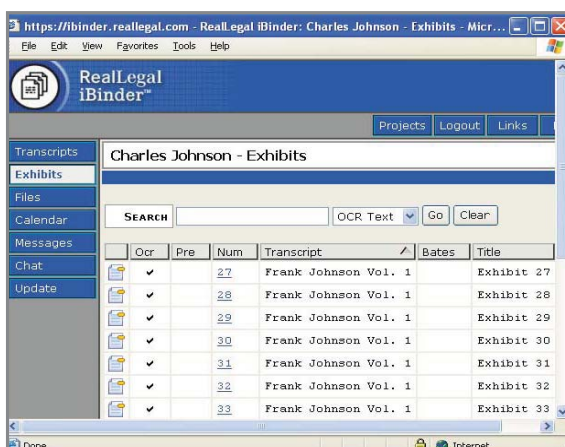
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3. VIEW EXHIBIT DOCUMENTS

To view exhibits associated with the case, click the Exhibits button on the left. The Exhibits page opens. To view an exhibit, click its number. The exhibit opens in the RealLegal Image Viewer.

Notice the word index on the right. If your court reporter used RealLegal Publisher to apply Optical Character Recognition to the document, you have access to a word index that allows you to quickly find words in the image as if it were a text document. In this example, the word **compensation** has been clicked in the word index, which is why the word is highlighted and displayed in the RealLegal Image Viewer.

You can manipulate the image by clicking the buttons at the top of the RealLegal Image Viewer.

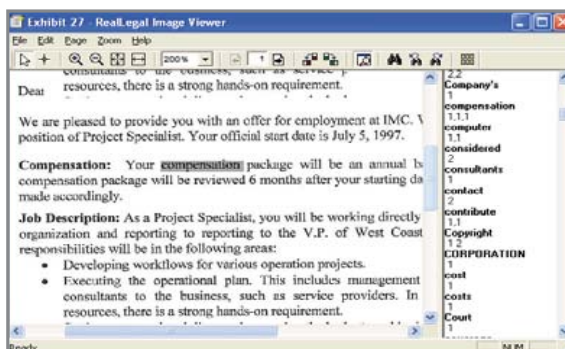


All exhibits from the Charles Johnson case are accessible from the list.

4. DOWNLOAD MATERIALS

If you have RealLegal Binder software, you may use the **Update** button to synchronize your desktop case with the materials provided on iBinder. Be sure to ask our staff for assistance.

Alternatively, consult the **Help** menu in the upper right of the screen for information about saving individual files to your hard drive.



Click one to view it, search it, rotate, zoom, and more.