

RealLegal E-Transcript Reporter Edition Quick Reference Guide

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RealLegal E-Transcript Reporter Edition™ provides tools for independent or freelance court reporters who work with court reporting agencies and other reporters. This guide describes generally how to use Reporter Edition. For further detailed information, refer to the RealLegal E-Transcript Reporter Edition Help. For information on installing Reporter Edition, download a free copy of the [RealLegal E-Transcript Reporter Edition Installation Guide](#). For information on RealLegal E-Transcript Manager, which includes instructions for court reporting agencies, download a free copy of the [RealLegal E-Transcript Manager User Guide](#).

For assistance using RealLegal E-Transcript Reporter Edition, call 1-800-290-9378 or email RealLegalSupport@thomsonreuters.com.

For free reference materials, visit the Product support section at <https://legal.thomsonreuters.com/en/support> or <https://legal.thomsonreuters.com/en/products/reallegal>.

Our products also contain comprehensive, searchable instruction available via the **Help** menu in the application.

Reporter Edition allows you to:

- streamline transcript production and workflow
- add and edit transcripts
- attach turn-in sheets and other documents to transcripts
- electronically sign and send transcripts

When you sign a transcript electronically, you authenticate the transcript by securely validating the contents of the file, the date and time of the signing act, and your identity. To sign a transcript electronically, you must have an active signature account at My RealLegal. To create a signature account, refer to the [RealLegal E-Transcript Reporter Edition Installation Guide](#).

To access Reporter Edition (Figure 1), double-click the RealLegal Reporter Edition icon () that was installed on your desktop. Then type your password in the Receive dialog box and click **OK**.

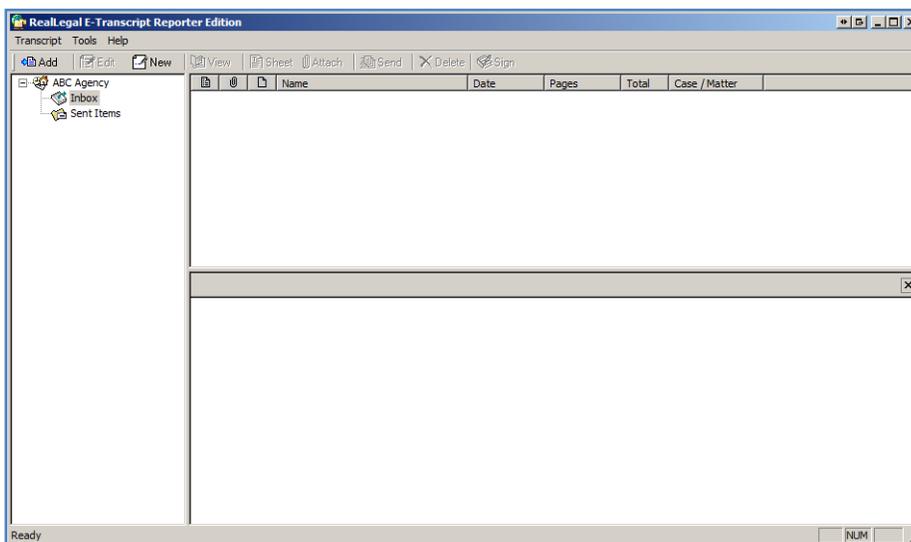


Figure 1. RealLegal E-Transcript Reporter Edition

Adding Transcripts

To add a transcript to Reporter Edition, complete these steps:

Note: It is recommended that you add page image ASCII files (ASC) or text only files (TXT).

1. Click **Add Transcript** on the toolbar. The Transcript File dialog box is displayed (Figure 2).

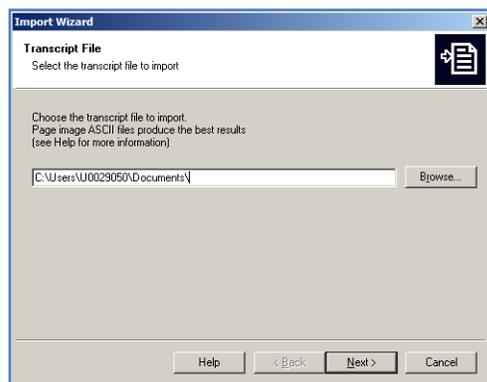


Figure 2. Transcript File dialog box

2. Click **Browse**. The Browse for Transcript Files dialog box is displayed (Figure 3).

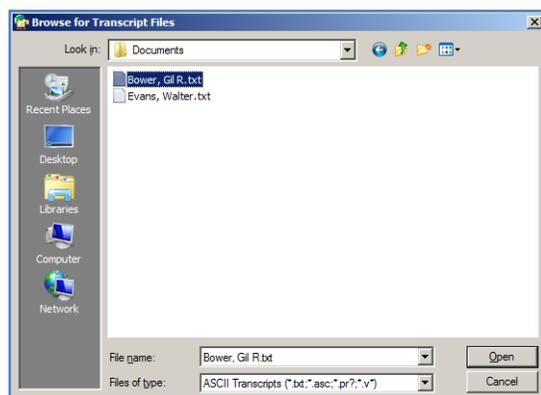


Figure 3. Browse for Transcript Files dialog box

3. Select the transcript you want to add and click Open. The Transcript File dialog box is redisplayed (Figure 4).

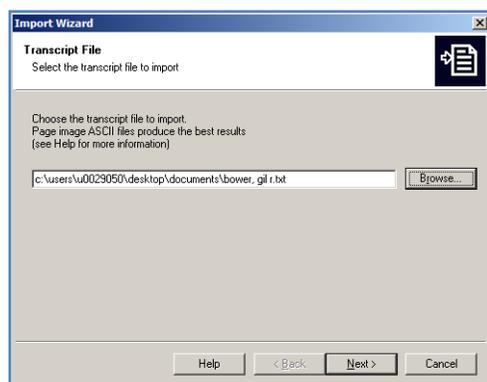


Figure 4. Transcript File dialog box

4. Click **Next**. The Import Details dialog box is displayed (Figure 5).

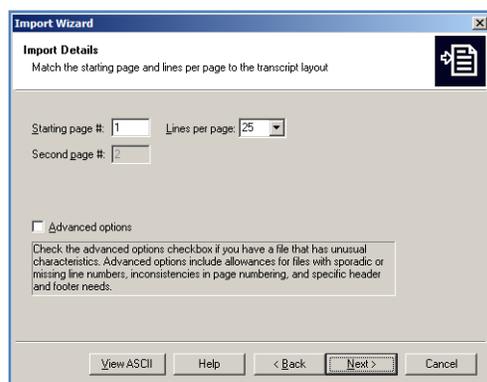


Figure 5. Import Details dialog box

Notes:

- The Import Details dialog box allows you to verify that the format of the transcript you are adding is correct. You can click **View ASCII** to view the details of the transcript.
- Select the **Advanced options** check box if you are importing a transcript with unusual page numbering or to configure header and footer information.

5. Click **Next**. The **Import Confirm** dialog box is displayed (Figure 6).

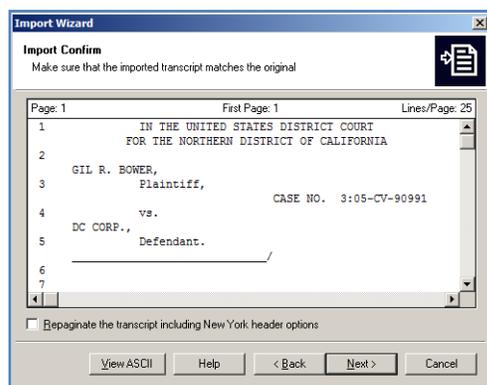


Figure 6. Import Confirm dialog box

Note: To repaginate the document or insert New York style headers, select the **Repaginate the transcript including New York header options** check box.

6. Review the transcript and click **Next**. The **Transcript Properties** dialog box is displayed (Figure 7).

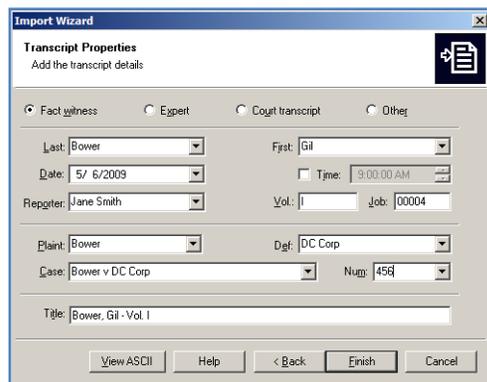


Figure 7. Transcript Properties dialog box

7. Type the information in the appropriate text boxes. The information you enter helps you identify and sort transcripts. It also becomes the data for headers, footers, splash screens, cover pages, and errata sheets that the agency uses to format the transcript for final production.

- Click **Finish**. The Import Summary dialog box is displayed (Figure 8).

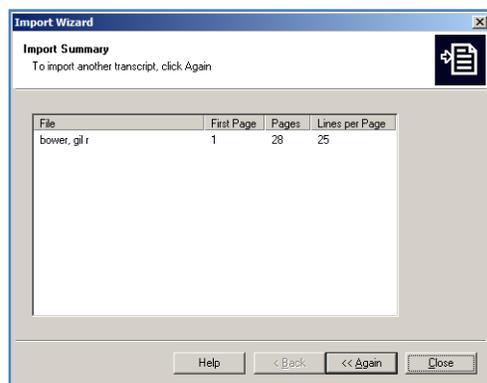
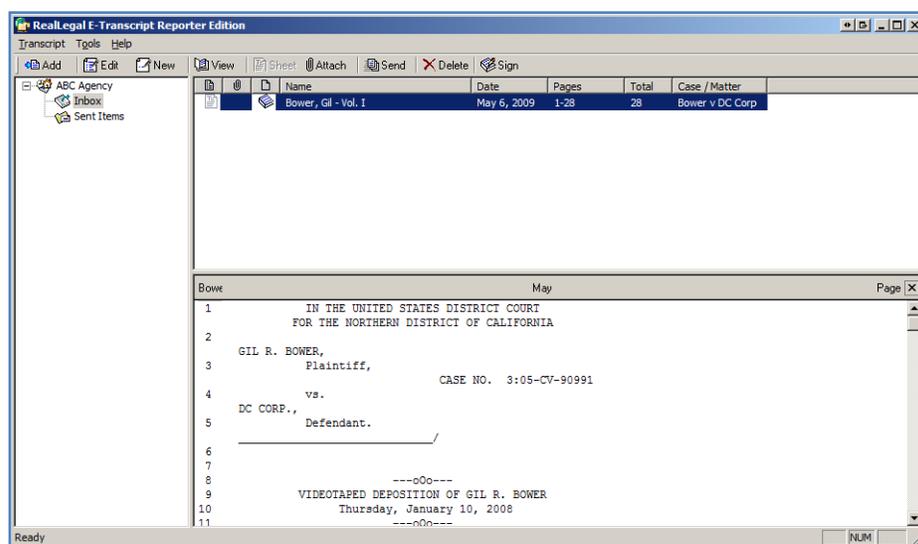


Figure 8. Import Summary dialog box

- Click **Close**. The transcript is displayed in the right pane (Figure 9).



Editing Transcripts

To edit a transcript, select the transcript you want to edit in the right pane, then click Edit E-Transcript on the toolbar. The E-Transcript Editor dialog box is displayed (Figure 10). Use the text editor to edit the transcript. For example, you can type, cut, copy, and paste text in the transcript.

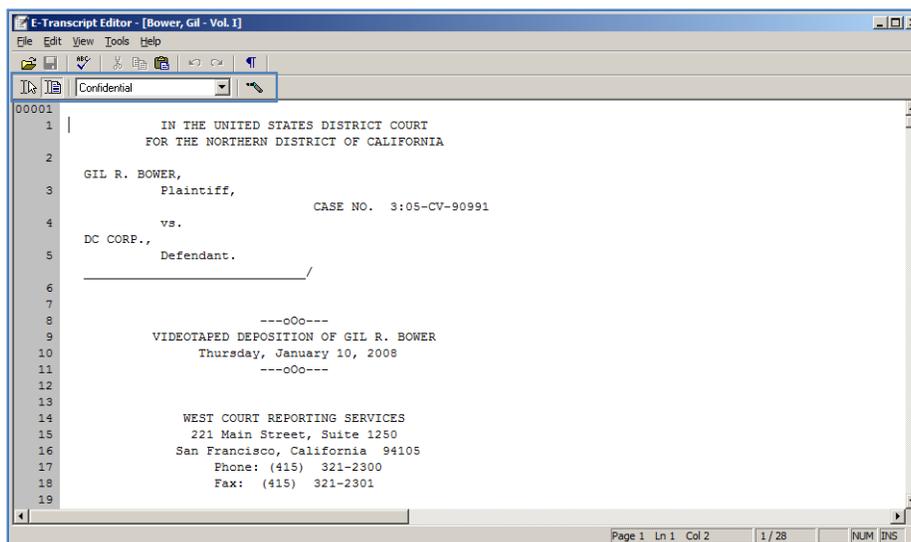


Figure 10. E-Transcript Editor dialog box

REDACTING TEXT

To redact text in the transcript, complete these steps:

1. On the View menu, click **Toolbars**, then click **Redaction** to display the Redaction toolbar, shown outlined above.
2. Click **Redaction Cursor** () on the Redaction toolbar.
3. Click a redaction label in the list, e.g., **Confidential**, or click **Redaction Labels** () on the toolbar to create a new label.
4. Select the text you want to redact. The text is replaced by the redaction label without affecting the position of the surrounding text.
5. Click the **Close** button when you have finished editing the transcript.

Adding Turn-in Sheets to Transcripts

The court reporting agency may assign a turn-in sheet, created from a template in E-Transcript Manager, for you to use. If the agency had assigned a turn-in sheet, the Sheet button on the toolbar is active. If a turn-in sheet is not available, you can contact the agency to provide one. Once you are notified that a turn-in sheet is available, you activate the turn-in sheet by clicking **Receive** on the Tools menu, typing your password in the Receive dialog box, and clicking **OK**.

Note: If the court reporting agency has assigned a stand-alone turn-in sheet for you to use, you can attach it as a separate document to the transcript. For further information, see "Adding Attachments to Transcripts".

To add a turn-in sheet to a transcript, select the transcript in the right pane, then click **Sheet** on the toolbar. The Edit Sheet dialog box is displayed (Figure 11).

Figure 11. Edit Sheet dialog box

Use the text boxes and check boxes to complete the sheet, then click the **Close** button. When you add a sheet to a transcript, a sheet icon is displayed next to the transcript in the right pane, shown outlined below (Figure 12).

| Name | Date | Pages | Total | Case / Matter |
|---------------------|-------------|-------|-------|-----------------|
| Bower, Gil - Vol. I | May 6, 2009 | 1-28 | 28 | Bower v DC Corp |

Figure 12. Sheet icon

Adding Attachments to Transcripts

You can attach turn-in sheets provided by the agency or other documents to transcripts, which are delivered to the agency with the transcript. To attach a document to a transcript, complete these steps:

1. Select the transcript in the right pane to which you want to attach the document.
2. Click **Attach** on the tool bar. The Edit Attachment dialog box is displayed (Figure 13).

Figure 13. Edit Attachment dialog box

3. Click **Browse**. The Open dialog box is displayed.
4. Select the file you want to attach and click **Open**. The **Edit Attachment** dialog box is redisplayed.

- Click **Close**. A paperclip icon is displayed next to the transcript in the right pane, shown outlined below (Figure 14).

| Name | Date | Pages | Total | Case / Matter |
|---------------------|-------------|-------|-------|-----------------|
| Bower, Gil - Vol. I | May 6, 2009 | 1-28 | 28 | Bower v DC Corp |

Figure 14. Attachment icon

Signing and Sending Transcripts

Reporter Edition allows you to simultaneously sign and send a transcript or to sign the transcript and then send it at a later time. You can use the latter method if you need to preview your signature, place your signature in multiple places, or allow another reporter to add a signature.

SIGNING AND SENDING TRANSCRIPTS SIMULTANEOUSLY

To sign and send a transcript, complete these steps:

- Select the transcript in the right pane that you want to sign and send.
- Click **Send** on the toolbar. The **Send Transcript** dialog box is displayed (Figure 15).

The screenshot shows the 'Send Transcript' dialog box with the following fields and controls:

- To:** ABC Agency (dropdown menu)
- From:** abcde (text field)
- Password:** (text field)
- Sign transcript**
- Bill:** (dropdown menu)
- Page:** 28 (dropdown menu)
- Line:** 1 (dropdown menu)
- Column:** 21 (dropdown menu)
- View...** (button)
- Message:** (text area)
- Send** (button)
- Cancel** (button)

Figure 15. Send Transcript dialog box

- Click the agency or an individual reporter associated with the agency in the To list where you want to send the transcript.
 - Type your password in the Password box.
 - Select the **Sign Transcript** check box to add your signature to the transcript.
 - Click the agency from which your signature will be pulled in the Bill list.
- Note:** Your signature is drawn from the agency account. The agency does not receive a bill.
- Click **View**, if desired, to view where your signature will be placed in the transcript. The E-Transcript Editor dialog box is displayed with the blinking cursor indicating where your signature will be placed. Click the **Close** button.
 - Click different numbers in the Page, Line, and Column lists to reposition the signature, if necessary.
 - Type a message for the agency production staff in the Message box, if desired.
 - Click **Send**.

ADDING YOUR SIGNATURE TO A TRANSCRIPT BEFORE SENDING

To add your signature to a transcript before sending it, complete these steps:

1. Select the transcript in the right pane that you want to sign.
2. Click **Sign** on the toolbar. The **Sign Transcript** dialog box is displayed (Figure 16).

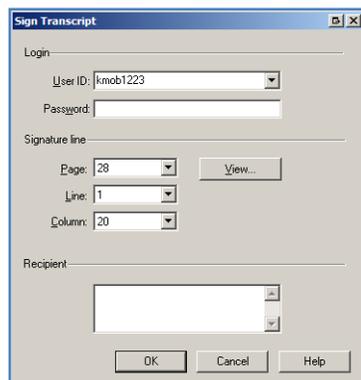


Figure 16. Sign Transcript dialog box

3. Under Login, type your user ID and password in the appropriate boxes.
4. Under Signature Line, click **View**, if desired, to view where your signature will be placed in the transcript. The E-Transcript Editor dialog box is displayed with the blinking cursor indicating where your signature will be placed. Click the **Close** button.
5. Click different numbers in the Page, Line, and Column lists to reposition the signature, if necessary.
6. Type the name of a specific recipient in the Recipient box, if desired.
7. Click **OK**. A message indicating that the transcript is signed is displayed.
8. Click **Close**. The signed transcript is displayed in the preview pane. Scroll to the bottom of the transcript to view your signature (Figure 17).

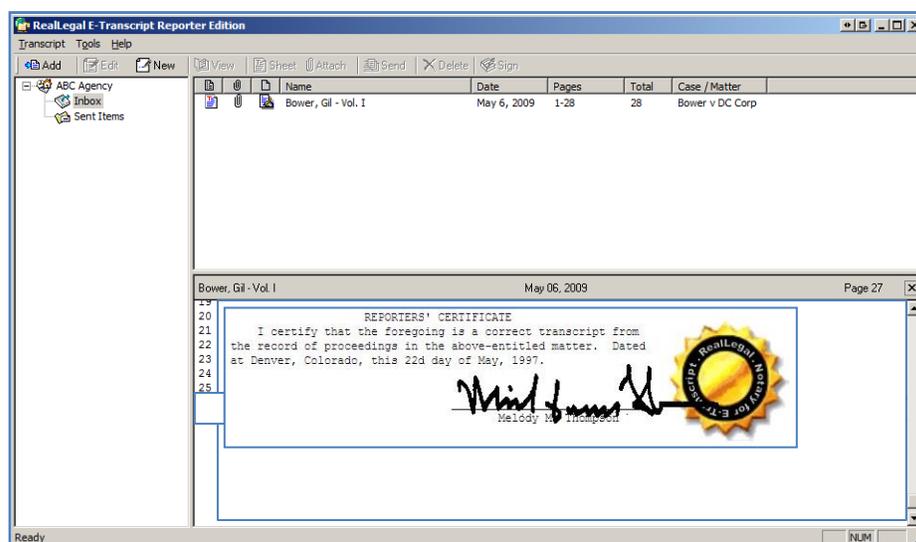


Figure 17. Signed transcript

SENDING A SIGNED OR UNSIGNED TRANSCRIPT

To send a signed transcript, complete these steps:

1. Select the transcript you want to send and click **Send** on the toolbar. The Send Transcript dialog box is displayed (Figure 18).

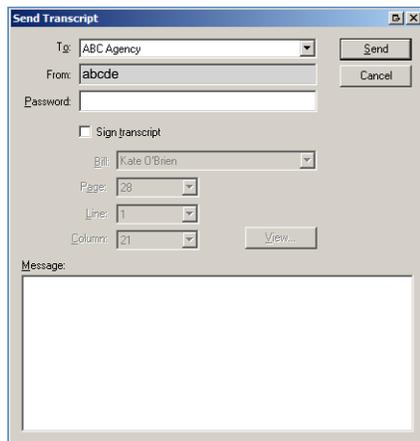


Figure 18. Send Transcript dialog box

2. Click the agency or individual in the To list where you want to send the transcript.
3. Type your password in the Password box.
4. Click **Send**.