

PREPARING TRANSCRIPTS



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The following topics have been exported from the TrialDirector 6 Help System to enable easy printing. To access the most current information from the full Help system, open the Help menu in TrialDirector.

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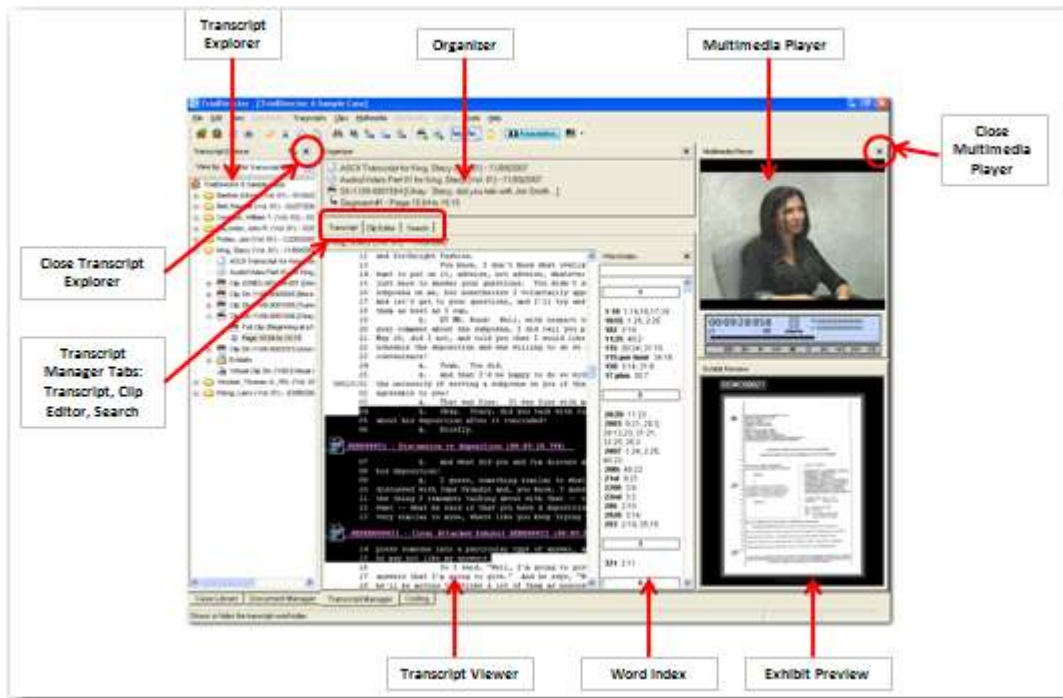
Transcript Manager provides tools so you can combine deposition audio and video with smooth scrolling transcripts to captivate the jury in a way that is virtually impossible with a printed transcript. Synchronized Digital Video Transcripts (DVTs), available from many litigation support firms nationwide, can be created from video and standard ASCII transcripts, making the advantages of using Transcript Manager immediately apparent.

It's easy to create a clip. Search the transcript, highlight the text to be included in the clip, and you're one step away from creating a clip. Transcript Manager takes you from transcript search to a dynamic TrialDirector presentation in just a few clicks. You can also attach exhibits to a DVT, creating an integrated testimony presentation.

Transcript Manager's capabilities extend beyond depositions. Most audio and video files that have a corresponding transcript, such as court proceedings, wiretaps or 911 dispatcher calls, can be converted into Digital Video Transcripts and can be used with Transcript Manager.

Navigating Transcript Manager

The Transcript Manager **View** menu allows the user to hide and display certain components of the main application window. For example, the Case Explorer, Multimedia pane, Organizer and Word Index areas can be hidden in order to use the entire space for the Transcript Window.





For detailed information about each component of the Transcript Manager, click on the component in the following table.

Component	Description
Transcript Toolbars	Two toolbars are available in the Transcript Manager: the Standard toolbar and the Multimedia toolbar .
Transcript Explorer	The Transcript Explorer displays the Digital Video Transcripts (DVT's), multimedia files, transcript files, clips, segments, issues and exhibits associated with the open case.
Organizer	The Organizer Window displays the status of the current session. If a Digital Video Transcript (DVT) is open, it will indicate the transcript, multimedia file, clip and segment are active. This is most important when creating or editing clips and segments.
Transcript Viewer	The Transcript Viewer displays the ASCII transcript when a transcript is open. The viewer has three tabs at the top. <ul style="list-style-type: none"> • The Transcript tab displays the entire transcript text. • The Clip Editor tab is the workspace where you can add and modify clips and related segments. • The Search tab allows you to search across multiple transcripts and conduct advanced searches.
Multimedia Player	The Multimedia Player allows you to view and control the multimedia that corresponds to the selected transcript.
Word Index	When you index the transcripts in your case, a list of every word in the transcripts appears in the Word Index. Hyperlinked page:line citations for each word appear for the currently displayed transcript.
Exhibit Preview	Displays images of exhibits that have been attached to and synchronized with a transcript.

Hiding Panels

There may be times when you want more "real estate" on the desktop to view the transcript text. You can gain more space by closing the Multimedia Player, Transcript Explorer, Organizer or Word Index panel -- or all of them.

- To hide the Transcript Explorer, Multimedia Player, Word Index or Organizer panel, click on the  in the upper right corner of each panel
- To show the Transcript Explorer or Multimedia Player again, click on the  icon

You may also select which panels to display or hide by going to the **View** menu in the Transcript Manager and selecting the appropriate panels. Note that the Transcript view will also be displayed.

Transcript Manager Toolbars

Two toolbars are available in the Transcript Manager: the [Standard toolbar](#) and the [Multimedia toolbar](#).

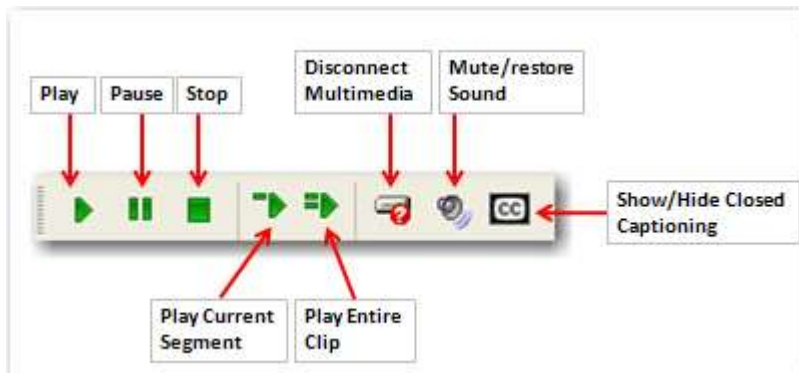
To display the toolbars

1. Open the **View** menu.
2. Select **Toolbars**.
3. Choose either **Standard Toolbar**, **Multimedia Toolbar**, or both.

Transcript Manager Standard Toolbar



Multimedia Toolbar



Play - play (or restart play of) current DVT

Pause - pause playback

Stop - stop playback

Play Segment - play currently selected segment

Play Clip - play currently selected clip (including all segments)

Disconnect Multimedia - disconnects multimedia to allow for faster searching

Toggle Audio - mutes or restores audio playback

Toggle Closed Captioning - sets closed captioning environment

Transcript Explorer

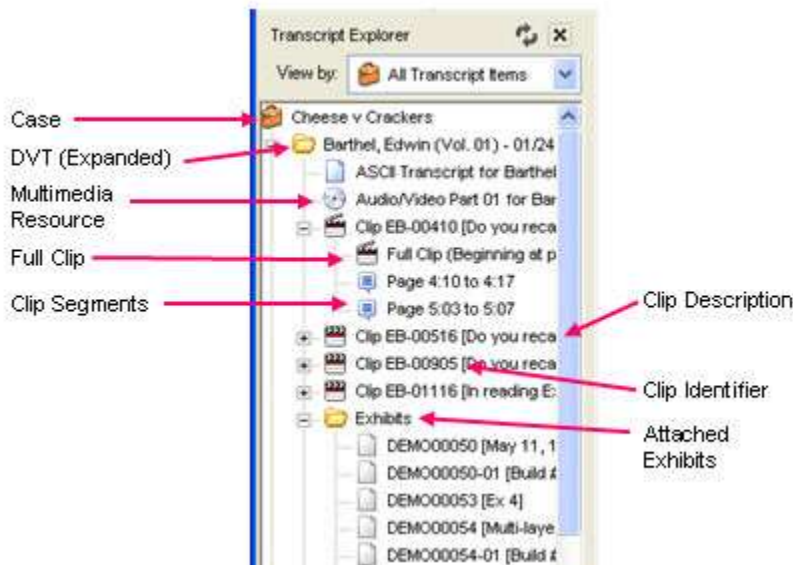
Topics:

- [Synchronize the Contents](#)
- [Show and Hide the Case Explorer](#)

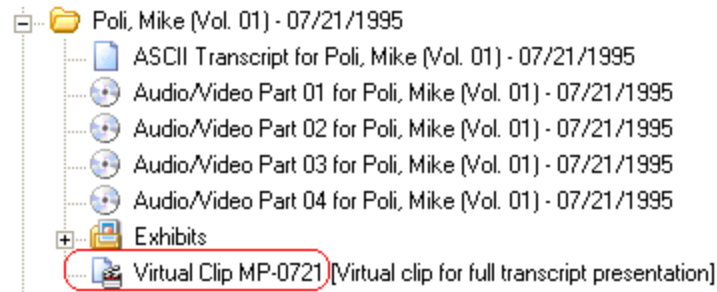
The Transcript Explorer displays files in a familiar tree structure, as shown in the figure below, and allows you to organize transcripts, clips, issue coding and exhibits attached to transcripts.

The hierarchy within the Transcript Explorer tree is as follows:

- The case name (e.g. Smith v. Jones)
- A folder for each deposition, whether the deposition is synchronized or not
- An entry for the ASCII (text) transcript
- Multimedia references (for depositions that have been synchronized)
- Each Clip (including all segments created within a clip) created within the transcript
- Exhibits from your case that are attached to the deposition testimony
- A Virtual Clip containing the entire contents of the deposition.



The virtual clip is circled in the graphic displayed below. The Virtual Clip provides a convenient means of opening the entire DVT from the Presentation mode.




Each clip appears as a separate folder within the Digital Video Transcript and can consist of one or more segments, which can be viewed separately or successively. All attached exhibits are contained in a folder within the Digital Video Transcript.

The contents of each folder within the case can be displayed by clicking the plus sign (+) or double-clicking the icon to expand the folders.

Synchronize the Contents

When you have several DVTs, clips and segments in your case, you can easily identify the item you are working with in the Transcript Explorer by synchronizing the contents. When you synchronize the contents, the Transcript Explorer will highlight the active item being displayed in the active Transcript Manager viewer (e.g., the Transcript Explorer will highlight the item shown in the Organizer Window, if the Organizer window is the active element).

For example, if you have a multiple versions of the same clip available and aren't certain which one you currently have open, synchronizing the contents will highlight the open segment in the Transcript Explorer.

To synchronize the contents, click the **Synchronize Contents** button  on the Transcript Explorer Toolbar or select **Synchronize Contents** from the **View** menu.

Show and Hide the Case Explorer

The Case Explorer is displayed along the left side of the application window when the Transcript Manager tab is active.

To show the Case Explorer:

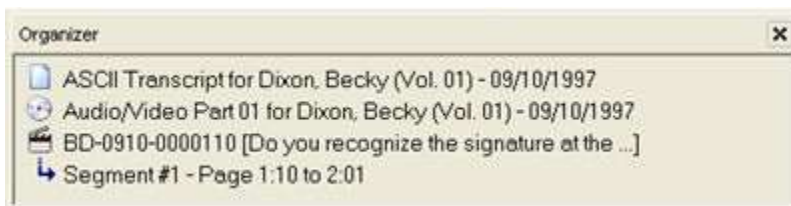
- Select **Case Explorer** from the **View** menu

To hide the Case Explorer:

- Select **View** menu and deselect **Case Explorer** -- OR --
- Click the **X** in the upper right corner of the Transcript Explorer

Organizer Window

The Organizer window provides information regarding the currently displayed transcript. If you opened a digital clip, the Organizer Window will display something similar to the following:



You can turn this display off at any time by selecting Organizer from the **View** menu or click the **X** button in the Organizer window.

Searching Transcripts

Transcript Manager provides four tools to use when searching transcripts.

- Use the [Find Tool](#) to locate text, page and line references, and time codes within a single, open transcript.
- Use the [Search Tab](#) to search for words or phrases across multiple transcripts. One benefit of using the Search Tab for searching one or more transcripts is that you can save your searches and print the results for the trial team.
- Use the [Word Index](#) to locate individual terms and the number of times those terms appear in the currently open transcript. This is great when you're not sure how a name or term is spelled.
- Finally, you can use [Clipboard Linking](#) to open and close transcripts, search for specific text that appears in a third-party program (such as an email or a Word document or a litigation support program), or locate a page and line reference.

Search Using the Find Tool

- [Find Text/Phrase](#)
- [Find Next Command](#)
- [Find Question/Answer](#)
- [Find Page/Line](#)
- [Find a Timecode](#)
- [Find a Deposition Video Marker](#)

The Find tool allows you to search for specific text/phrases, page and lines or timecodes in the currently open transcript.



Tip: When searching a Digital Video Transcript, you can make searching faster by disconnecting the media. Open the **Multimedia** menu and select **Disconnect Multimedia**. Alternatively, just click on the **X** in the upper right corner of the Multimedia Player to hide it. To display the Multimedia Player again, click on the **blue arrow** on the far right side of the screen.

Find Text/Phrase

To search for specific text in the currently open transcript:

1. Click the **Find** tool on the Transcript Manager toolbar. You may also open the **Edit** menu and select **Find**.

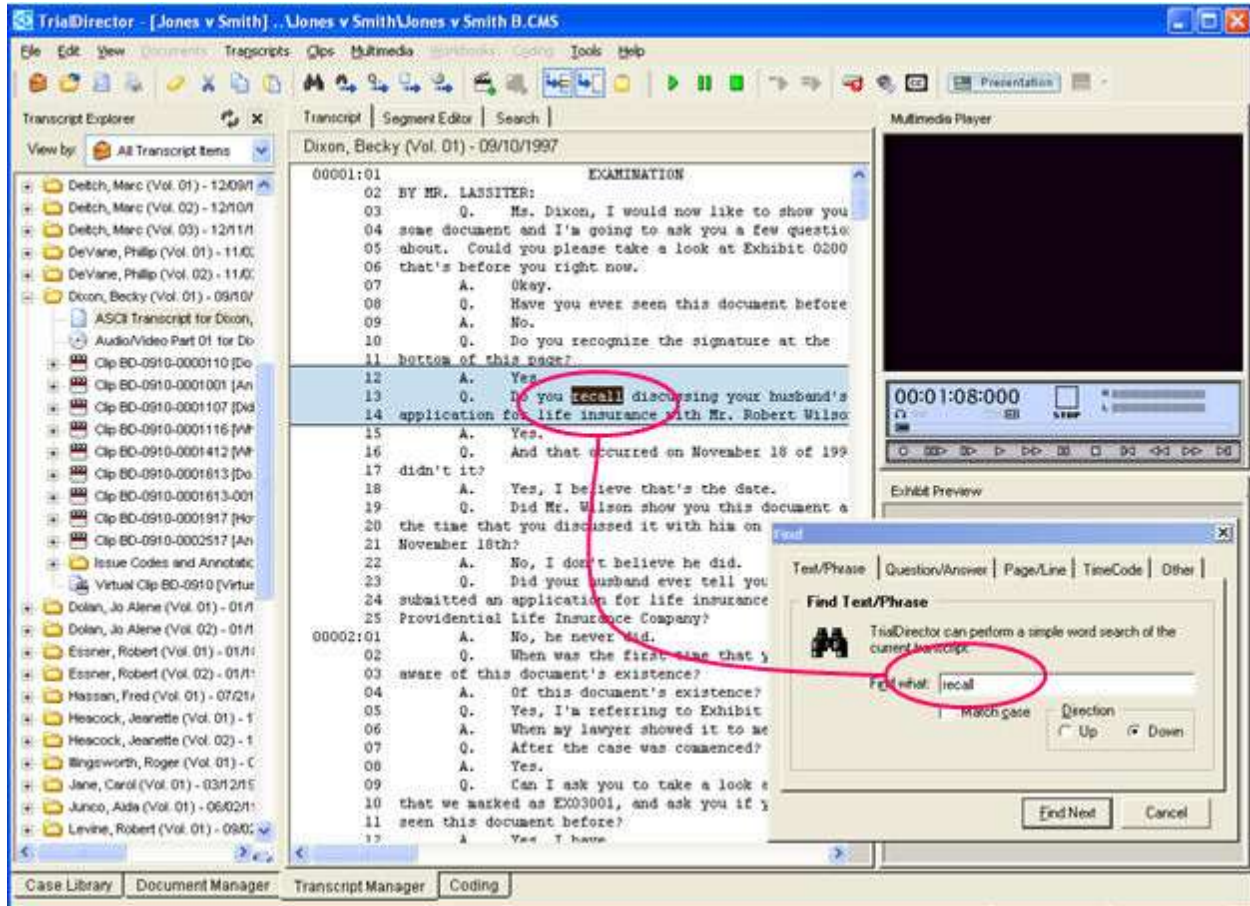


2. Enter the text or phrase you want to search for in the **Find What** field.



Note: TrialDirector finds text that appears on a single line of the transcript. If the phrase you search for is split between two lines, the Find tool will not locate the phrase.

3. Select the **Match Case** option to make the search case sensitive.
4. Select the direction you want the search to run: **Up** or **Down**. This is based on the current position of the cursor in the transcript.
5. Click **Find Next** to begin the search. The cursor in the Transcript moves to the first occurrence of the search term or phrase.



6. Click **Find Next** to move to the next occurrence of the search text. Click **Cancel** to cancel the search and close the **Find** dialog
7. If you close the **Find** dialog, you can repeat the last find you performed by clicking on the **Repeat Last Find** tool on the toolbar.

Find Next Command

The **Find Next** command allows you to find the next occurrence of the most recently defined search criteria.

To find the next search item, do one of the following:

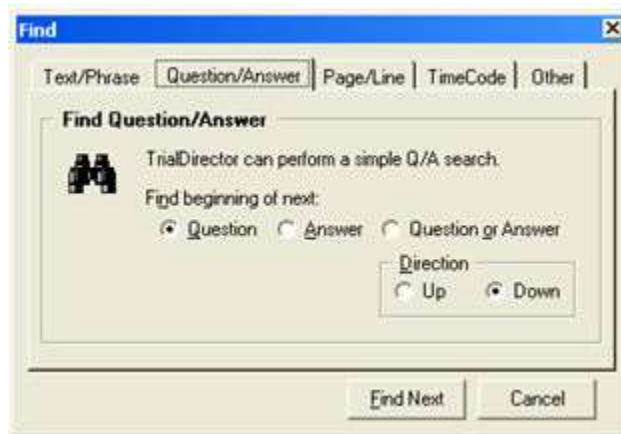
- Click the **Find Next** tool on the Toolbar.
- Select **Find Next** from the **Edit** menu.

If you have not already performed a search during your current TrialDirector session, the **Find Next** command will open the Find dialog.

Find Question/Answer

Move through question-and-answer pairs in the currently open transcript using the Question and Answer tab.

1. Click the **Find Question-and-Answer** tool on the Transcript Manager toolbar. You may also:
 - If the **Find** dialog isn't already open, open the **Edit** menu, select **Find** and open the **Question/Answer** tab.
 - You may also open the **Edit** menu, choose **Find Specific**, and select **Find Question/Answer** from the flyout menu.

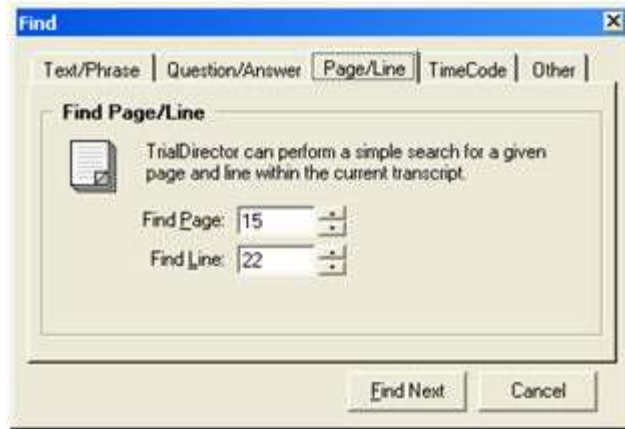


2. Select **Question**, **Answer**, or **Question or Answer**.
3. Select the direction you want to search in the transcript: **Up** or **Down**. This is based on the current position of the cursor in the transcript.
4. Click **Find Next** to find the next occurrence of a question or answer. To continue moving through the questions and answers, click **Find Next** again. Click **Cancel** to cancel the search and close the **Find** dialog.

Find Page/Line

Locate a specific page and line in a currently open transcript.

1. Click the **Find Specified Page and Line** tool on the Transcript Manager toolbar. You may also:
 - If the **Find** dialog isn't already open, open the **Edit** menu, select **Find** and open the **Page/Line** tab.
 - You may also open the **Edit** menu, choose **Find Specific**, and select **Find Page/Line** from the flyout menu.

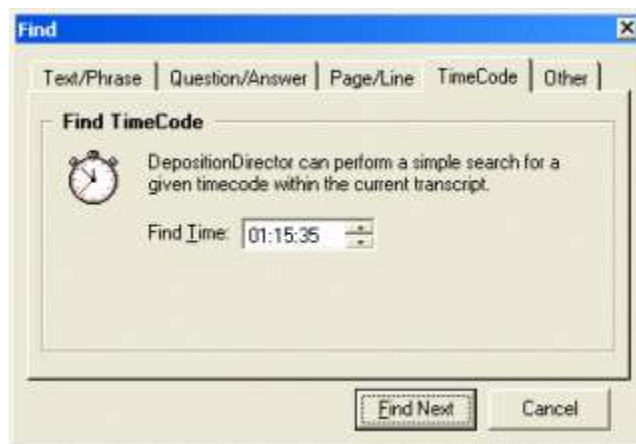


2. Enter the desired page and line number or use the up and down arrow buttons to increase or decrease the current page and line number selection.
3. Click **Find Next** to jump to the identified location in the transcript. Click **Cancel** to cancel the search and close the **Find** dialog.

Find a Timecode

To find timecodes, the Digital Video Transcript must be time-stamped. To move through a Digital Video Transcript to a particular time:

1. Click the **Find Specified Time** tool on the Transcript Manager toolbar. You may also:
 - If the **Find** dialog isn't already open, open the **Edit** menu, select **Find** and open the **TimeCode** tab.
 - You may also open the **Edit** menu, choose **Find Specific**, and select **Find Time** from the flyout menu.



Note: You can search across multiple multimedia reference files, using the total elapsed time of the Digital Video Transcript.

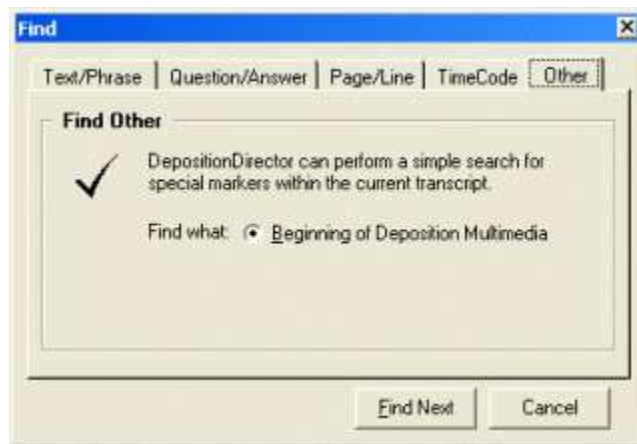
2. Enter the desired timecode or use the up and down arrow buttons to increase or decrease the timecode. The time is expressed in Hours:Minutes:Seconds (HH:MM:SS).

3. Click **Find Next** to jump to the selected time in the Digital Video Transcript. Click **Cancel** to cancel the search and close the **Find** dialog.

Other (Beginning of Deposition Video Markers)

Use the **Other** tab in the **Find** dialog to search for **Beginning of Deposition Video Markers**. Beginning of Deposition Video markers are embedded in a Digital Video Transcript when the media is changed during a proceeding. For example, if a deposition takes an entire day, there may be four separate video files associated with the transcript. When the change from one to the other occurs, the court reporter embeds a marker in the transcript to reflect the change.

1. Open the **Transcript** menu and make sure *Display Multimedia Breaks* is selected.
2. To search for a marker, select the **Find** tool on the toolbar or open the **Edit** menu and select **Find**. When the Find dialog opens, click the **Other** tab.



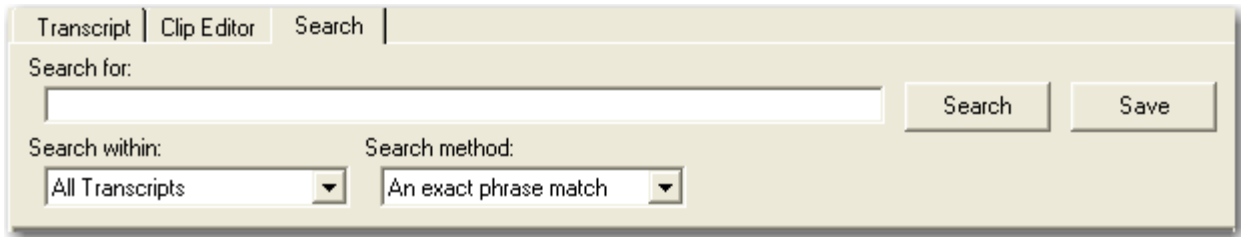
2. Click **Find Next** to find the next marker. Click **Cancel** to cancel the search and close the **Find** dialog.

Search Using the Search Tab

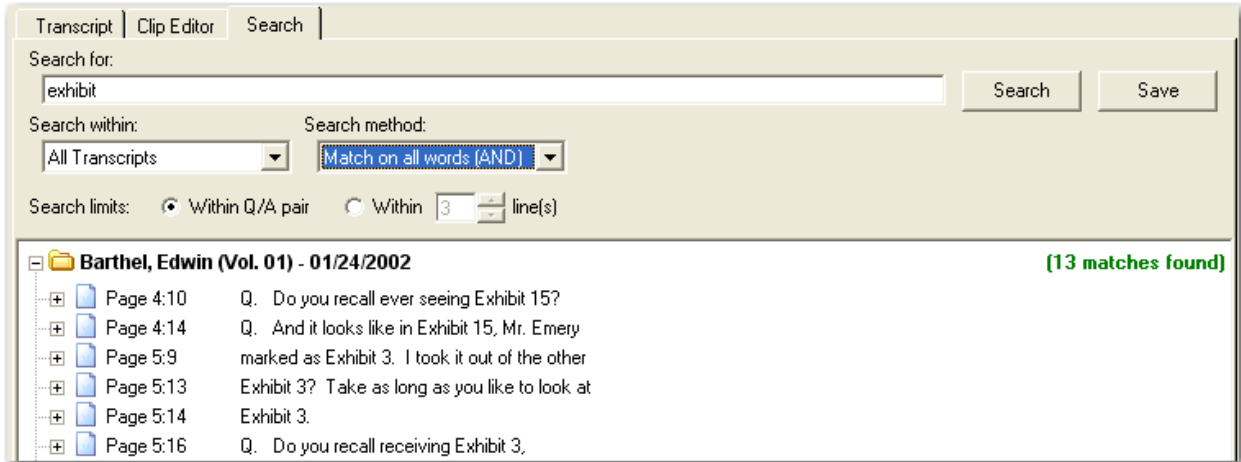
Use the Search tab in Transcript Manager to perform advanced searches on text in the currently open transcript, in selected transcripts, or in all transcripts. TrialDirector can help you quickly find even multiple keywords across dozens of transcripts.

To Run an Advanced Search

1. Click on the **Search** tab in the Transcript Manager.

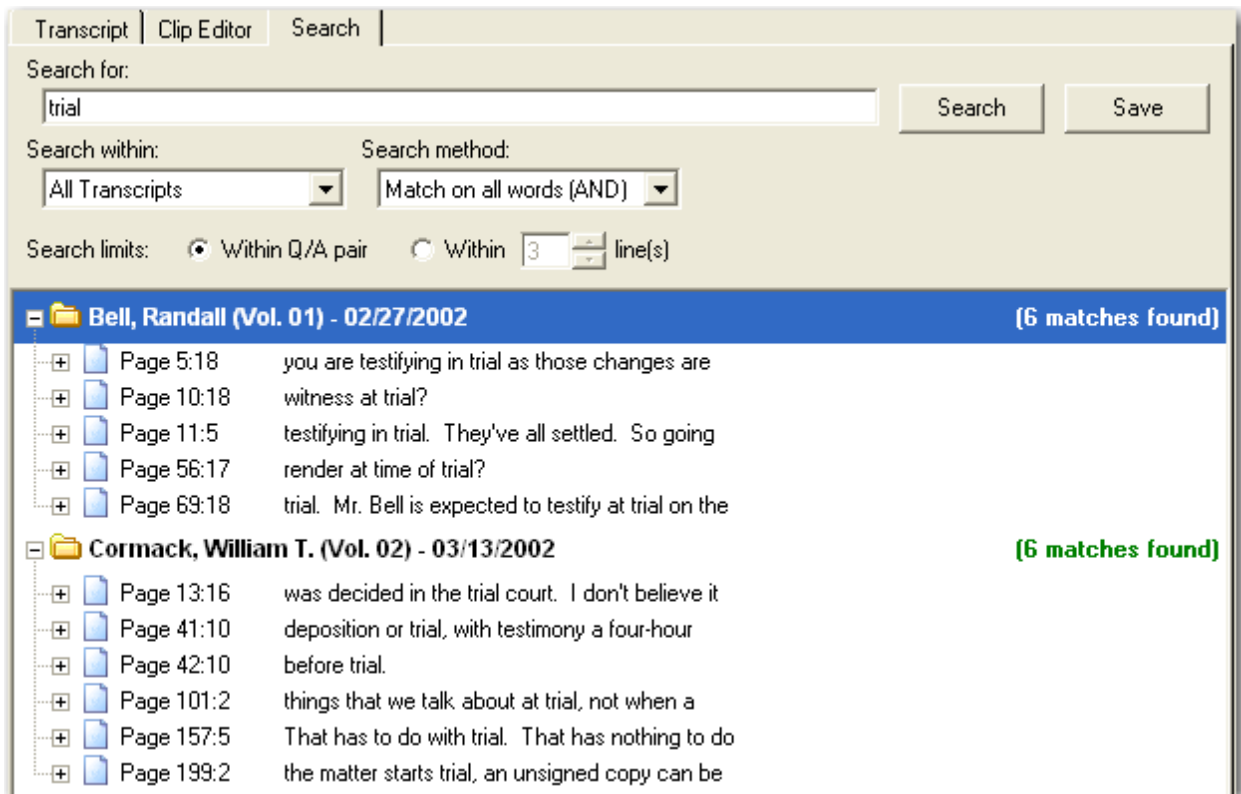


2. Enter the word, words or phrase you want to find in the **Search For** field. You don't need to type in "and" or "or". Capitalization doesn't matter.
 - TrialDirector uses an asterisk (*) as a wildcard character. The asterisk represents (1) no character or (2) any character.
Example: To find all occurrences of the word *exhibit* -- including the plural *exhibits* -- enter *exhibit** in the **Search For** field. If you do not use the asterisk, you will only find occurrences where *exhibit* appears, not *exhibits*.
 - The asterisk may be used in front of, at the end of, and in the middle of a search term.
3. Identify which transcripts you want to include in the search by using the pull-down menu in the **Search Within** field:
 - To search all transcripts, select **All Transcripts**.
 - To select specific transcripts to search, click on the **View By** pull-down arrow in the Transcript Explorer panel and select **Transcripts**. Click the checkbox for each transcript you want to include in the search.
 - To search in the currently open transcript only, select **Current Transcript Only**.
4. In the **Search Method** box, choose one of the following:
 - **Exact Phrase Match** to search the text exactly as it appears in **Search For**.
 - **Match On All Words (AND)** to find all of the words in **Search For** but not necessarily in the order in which you typed them.
When this search method is selected, choose whether the words need to appear in the same Question/Answer pair or within a certain number of lines.
 - **Match On Any Word (OR)** to find all occurrences of any of the words entered in **Search For**.
5. Click **Search** to run the search.



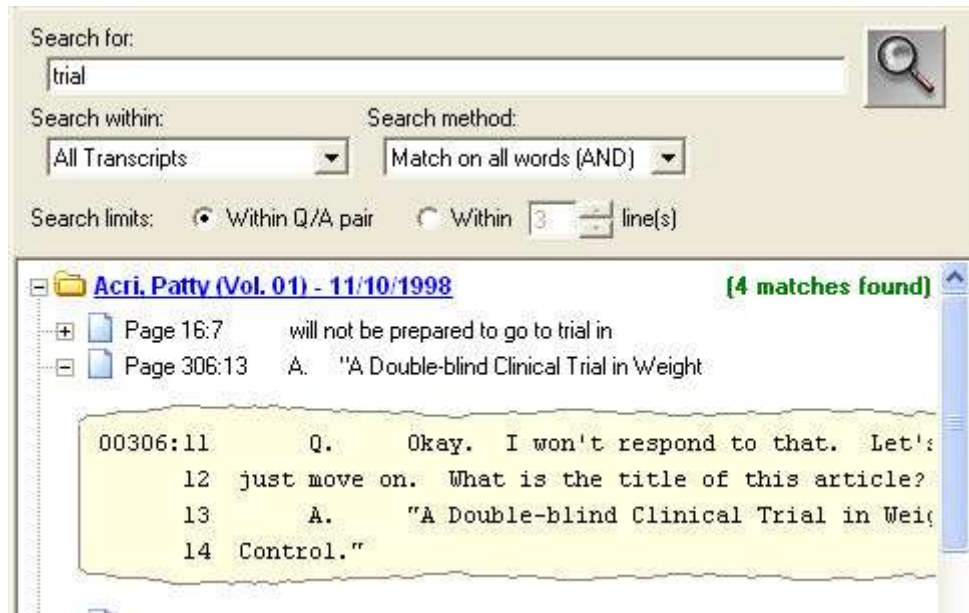
To Navigate the Search Results

- To view the details of the search hits, expand the list of hits for any transcript by clicking the plus + sign next to the transcript name. Details include the number of hits found in each transcript and the page and line on which the search term appears.



- To zoom into the transcript at the location of the search hit, hover your cursor over the text of the hit. The text becomes a hyperlink that you may click to jump to the transcript at that location.

- To jump to the beginning of any transcript listed in the Search Hits list, click on the **Transcript Name**.
- To expand the search hit in order to view the question-and-answer pair containing the search term(s), click on the plus + sign next to the page and line number. Click on the – sign to compress the text again.



Your search results remain on the Search tab until you close the case or run a different search.

To Save Search Results

You may want to retain a search that you use frequently or the results of which you want to print.

1. [Run the search](#). If you are satisfied with the results, click the **Save** button adjacent to the Search For box.
2. When prompted, enter a description for your search. TrialDirector enters a description for you that consists of the search terms and the parameters of the search (the search method and the transcripts that were searched).
3. Click **Ok**.
4. You may view any Saved Searches by selecting **Saved Searches** from the **View By** pull-down menu in Transcript Manager. To run a saved search, double-click on the saved search. The search screen refreshes to display the search results.



Note: When you save a search, you are not saving the content of the search results. You are saving the search criteria. This means then that when new transcripts are added to your case, those transcripts will be included in the search as well if you choose **All Transcripts** as the **Search Within** selection.

To Print Search Results

You can print saved search results in Summary mode or in Detailed mode.

1. [Locate the search result](#) you want to print and [run it](#).
2. Click on the **Print** tool on the Transcript Manager toolbar or open the **File** menu and select **Print**.
3. In the **Print What** area of the **Print** dialog, click on the pull-down arrow and select **Search Results (Summary)** or **Search Results (Detailed)**.
 - **Search Results (Summary)** shows the name of each transcript in which there are hits, the page and line reference for the hit, and the first line of text, similar to the Search Results page before you expand any individual hits.
 - **Search Results (Detailed)** includes two options.
 - If you choose to print **Only Displayed Results**, any hits that you have expanded in the Search Results screen will be expanded in the printed report. Hits that were not expanded in the Search Results screen display as described above in Search Results (Summary).
 - If you choose to print **All Search Results**, all hits will print out in an expanded format. This may produce a lengthy report, depending on the total number of hits.

Search Using the Word Index

When you are at the main Transcript Manager screen, you can choose to display the Word Index.

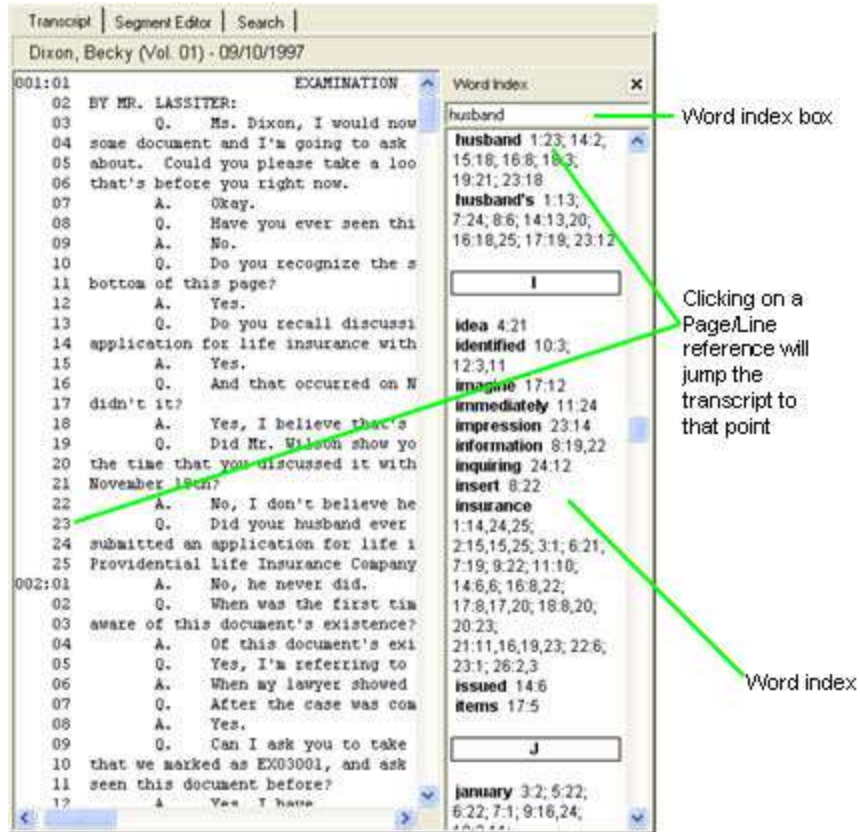
To Display the Word Index

- Open the **View** menu and select **Word Index**, so that a check mark appears next to Word Index. The Word Index panel appears to the right of the transcript.

To Search the Word Index

You can navigate through the Word Index by:

- Using the scrollbar to the right of the index
- Typing the first letter of a word. The Word Index jumps to the first term beginning with that letter.
- Enter an entire word into the Word Index search box at the top of the index. The Word Index will jump to that word in the list, where you will see page and line references for each occurrence of the word.
- The page and line references are hyperlinks. Click on a page and line reference, and the cursor will move to that location in the transcript.



Search Using Clipboard Linking

TrialDirector supports clipboard linking as a method of allowing other applications to find text, go to a particular page and line, open a Digital Video Transcript, or close a Digital Video Transcript. These features work from any third-party application simply by copying text to the Windows clipboard. If the copied text matches a certain format, TrialDirector performs the requested action.

You can use Clipboard Linking from other litigation support programs (such as CT Summation iBlaze or Concordance), from Microsoft Office programs, or from Notepad or Wordpad.

To experiment with Clipboard Linking:

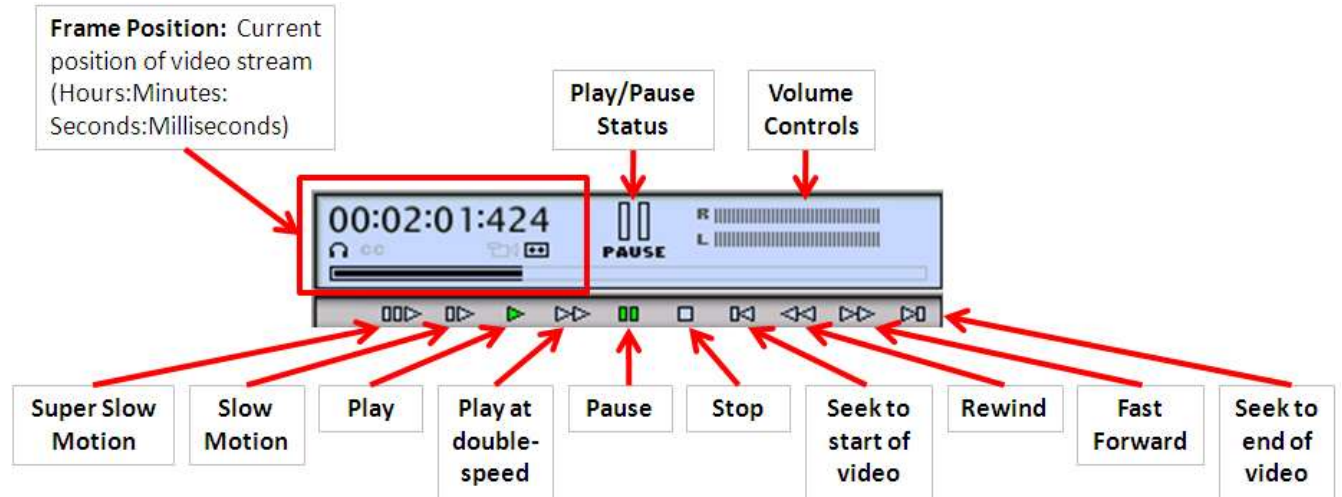
1. Click the **Clipboard Monitor** tool to activate clipboard linking. When the Clipboard Monitor is active, the tool button will be outlined in blue.
2. Open a transcript in Transcript Manager within which you will conduct the search.
3. Open Notepad and type the word *exhibit* into a blank note.
4. Highlight the word *exhibit* in Notepad and press **CTRL + C** or open Notepad's **Edit** menu and select **Copy**. This automatically initiates a search for the word *exhibit* in the currently open transcript.
5. To move through subsequent appearances of *exhibit*, be sure Notepad is the active window and press **CTRL + C** or open Notepad's **Edit** menu and select **Copy**. Transcript Manager moves through each occurrence of the word in the currently open transcript, returning to the first occurrence when it reaches the end of the transcript.

Clipboard Linking Commands

The following table lists the commands available for Clipboard Linking:

Command	Description
Open a Transcript	<p>Copy the following text string to the clipboard:</p> <p>!(DESCRIPTION)</p> <p>Replace <i>DESCRIPTION</i> with the name or a portion of the name of the transcript to be opened. TrialDirector opens the first transcript that matches the typed description.</p>
Close a Transcript	<p>Close the current transcript by copying the following text string to the clipboard:</p> <p>!()</p>
Find Page/Line	<p>With a transcript open, copy the following text string to the clipboard to find a specific page and line:</p> <p> #(PAGE,LINE)</p> <p>Replace <i>PAGE,LINE</i> with the page number and line number, separated by a comma, that you want to move to.</p>

Multimedia Controls




Working with Transcript Clips

Transcript clips are excerpts of transcript testimony. Clips can be made from any transcript, even if the transcript has not been digitized and synchronized. The results are simply different.

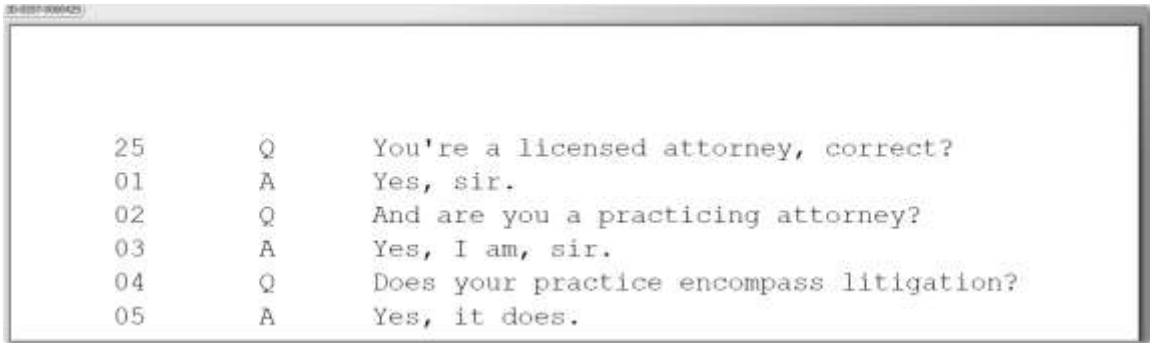
- If the transcript from which the clips are made is a DVT (with accompanying video), in Presentation mode, the clipped text will scroll on the screen along with a video window showing that portion of the videotaped testimony. See “Presentation Preferences” in the TrialDirector Help for information about the formats you may choose for displaying the video and text together.

SK-1109-0000818



18 Q. Stacy, would you describe for me what
19 you've done to prepare for the deposition today?
20 A. Yeah. Let's see. I -- Jim Smith and I
21 had a short meeting with James Drummond, "short" being, I
22 don't know how long it was, 15 minutes or something.

- If the transcript does not include associated video, the clip excerpt is displayed in Presentation mode as an image that can be annotated, provided you create the clip using the [One Step Clip Creation](#) process.



Click on any of the following links to get detailed help with Transcript Clips:

General Function	Specific Function
Creating and Editing Clips	Creating Clips
	Adding Segments to a Clip
	Working with the Clip Editor
	Working with Attached Exhibits
	Removing Clips or Segments
	Copying and Moving Segments to Another Clip
	Changing Clip Properties
Navigating Clips	Opening and Closing Existing Clips
	Multimedia Controls
Managing Clips	Exporting Clips to Clip Creation Script
	Exporting Clips
	Setting Options for Clips
Playing and Presenting Clips	Playing a Clip
	Presenting a Clip in Presentation Mode

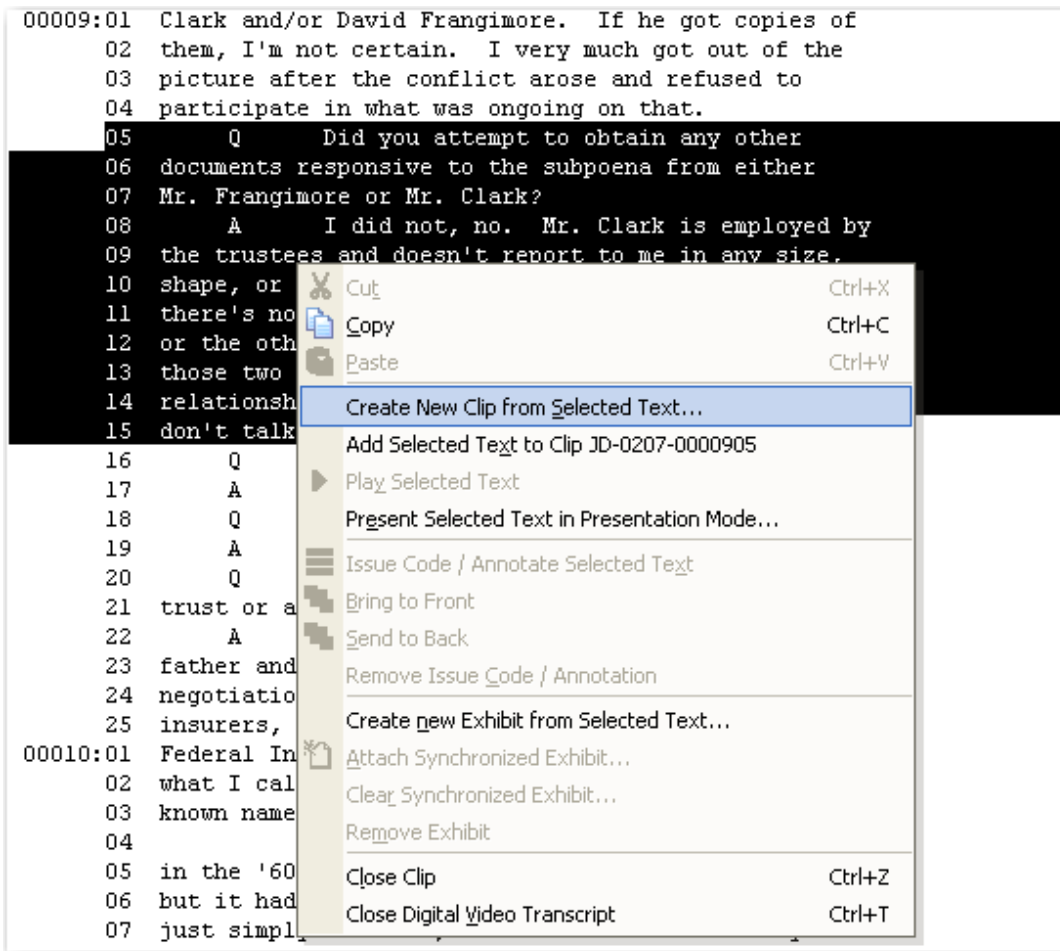
Creating Clips

TrialDirector offers several methods for making clips. Click on any of the links for detailed instructions:

- [Creating a Clip in One Step](#)
- [Creating Clips Using the Clip Editor](#)
- [Creating Clips Using the Clip Wizard](#)
- [Creating Clips Using Issue Codes](#)
- [Creating Clips Using a Clip Creation Script](#)
- [Creating a New Clip Container](#)
- [Creating Clips from the Clipboard](#)

Creating a Clip in One Step

1. Locate the text in the transcript to be included in the clip, then place the cursor to the left of the first transcript line number to be included in the clip, click and drag the highlighting to the end of the last line of transcript text.
2. Right-click on the highlighted text and select **Create New Clip from Selected Text**. The clip will be created automatically without any additional user interaction. The new clip is automatically opened for review, editing or presentation.



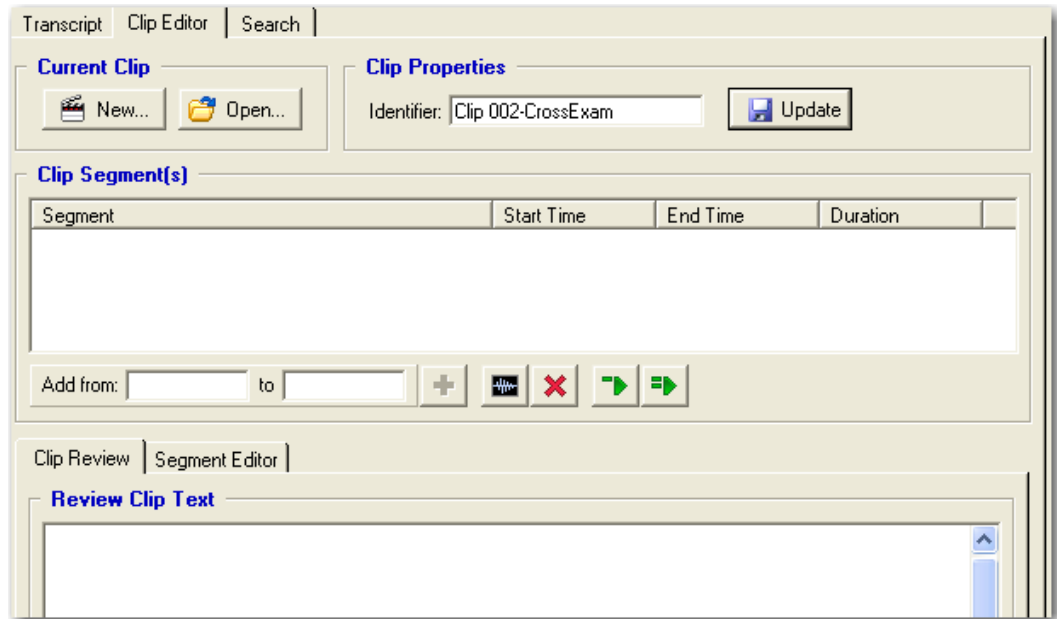
Note: By default, TrialDirector names clips using the following format: JD-0207-0000905 (first and last initials, month and day of deposition, zero-filled page and line numbers). You can change how the clip is named. [Click here for instructions on changing this setting.](#)

Creating Clips Using the Clip Editor

You can use the Clip Editor to quickly create multi-segment clips, which is especially useful when you are provided with a list of page:line references for designations, for example. First, you'll create a Clip Container and then you'll add segments to the clip.

1. Locate the transcript in the Transcript Explorer in which you need to create clips. Double-click on **ASCII Transcript for [deponent]**. The selected transcript text appears in the Transcript panel.
2. Find the first transcript excerpt you wish to turn into a clip. **Highlight the text** (beginning from just to the left of the first line number and ending just to the right of the last line of testimony).
3. Click on the **Clip Editor** tab and click on the **New** button. A dialog opens with the default Clip Identifier (first initial, last initial, month/day of deposition, zero-filled page and line) and the Clip description (first line of the clip).

- Modify the **Clip identifier** and the **Clip description**, if you wish. If you do modify the clip identifier though, make sure the identifier is unique. You may not have two clips with the same clip identifier.
4. Click **Create** to create the Clip Container or hit **Cancel** to close the dialog. The Clip Editor displays the clip identifier for the Clip Container under **Clip Properties** but no segments appear in the Clip Segments section of the Clip Editor.
- If you want to modify the clip identifier, you may enter a new Identifier in the **Clip Properties** section of the Editor. Click **Update** to save your change.



5. To add one or more segments to the clip you just created, enter the beginning page:line reference in the **Add from** box and enter the ending page:line reference for the segment in the **To** box. Click the **+** button to add the segment to the current clip. The segment is added to the Clip Segments pane and the text contents of the clip appears in the **Review Clip Text** pane of the Editor.

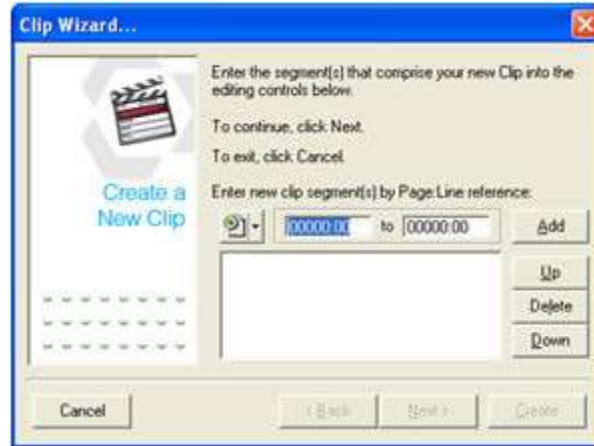



- You may continue to add segments to the current clip by entering the beginning page:line and ending page:line details in the **Add from: ... to ...** boxes. Remember to click the **+** sign to add each segment to the current clip.

Creating a Clip Using the Clip Wizard

Similar to creating a clip using the Clip Editor, you can create a clip using the Clip Wizard by selecting the transcript line or timecode ranges you want to include in each segment. Again, this technique is useful when you are provided with a list of page:line references.

- Locate the transcript in the Transcript Explorer in which you need to create clips. Double-click on **ASCII Transcript for [deponent]**. The selected transcript text appears in the Transcript panel.
- Find the first transcript excerpt you wish to turn into a clip. **Highlight the text** (beginning from just to the left of the first line number and ending just to the right of the last line of testimony).
- Select **Clip Wizard** from the **Clips** menu.



- If you are using a 10-key pad to enter segment starts and stops, use the period character to separate the page and line references. If you are using the row of numeric keys on the keyboard, you may use either the period or a colon to separate the page and line references when entering page-line references.
- The default format for defining clip segment boundaries is by Page/Line reference. Example: Where the page/line reference is 00004:07, 00004 is the page number, 07 is the line number.
- Click the **Page/Line format** button  to switch to TimeCode reference format. Example: Where the Timecode reference is 03:40:15, 03 represents the hours, 40 represents the minutes, and 15 represents the seconds.
- Click the **TimeCode format** button again to switch back to **Page/Line format**.

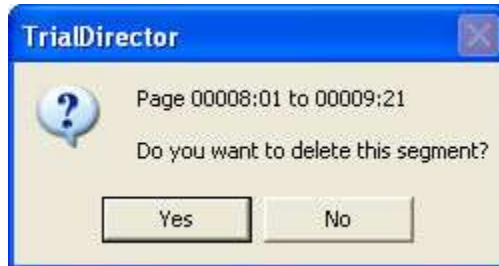
4. Enter the desired beginning and ending segment positions and click **Add** or hit the **Enter** key on your keyboard. The defined segment is added to the clip.

5. Repeat step 4 to add more segments to the clip.

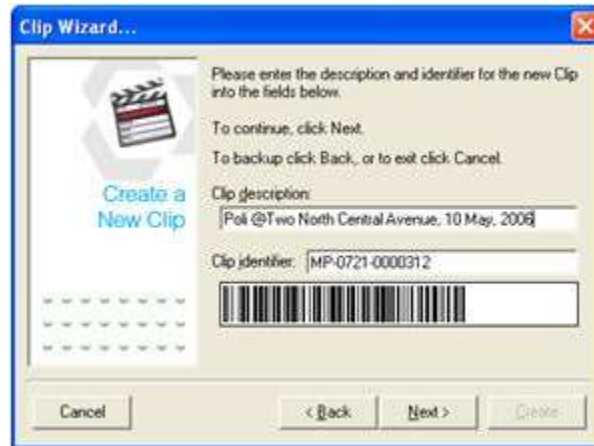
When you are finished, the window will look similar to the following:



- To change the segment position in the clip, click to select the desired segment and click **Up** to move it up one segment or **Down** to move it down one segment. Doing so changes the order in which the segments play in the clip.
- To delete a segment, select the desired segment and click **Delete**. Click **Yes** to delete the segment or **No** to cancel the deletion.

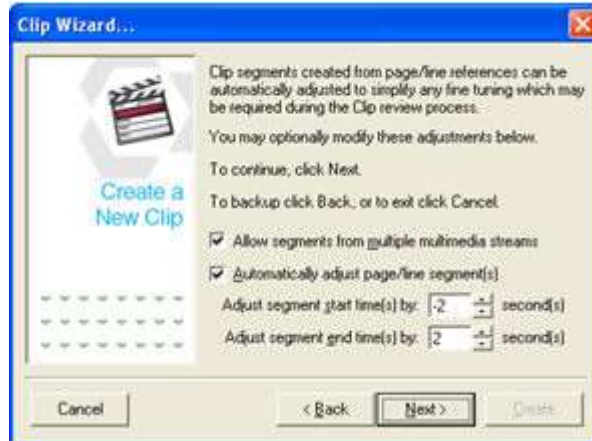


6. Click **Next** when you have finished adding segments to the current clip.

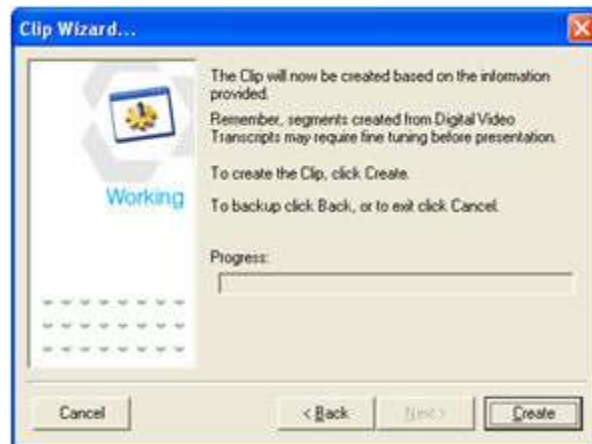


Note: By default, TrialDirector names clips using the following format: JD-0207-0000905 (first and last initials, month and day of deposition, zero-filled page and line numbers). You can change how the clip is named. [Click here for help with changing the Clip Identifier settings.](#) The Clip Identifier is the same as the Object ID in Transcript Manager and is used to pull up the clip in Presentation mode. Because of this, you may want to edit the identifier so that it is consistent with your established naming convention.

7. Click **Next** to continue.



8. Modify page/line adjustments, if necessary.
 - Check **Allow segments from multiple multimedia streams** if your clip spans more than one multimedia file. (If the **Split Segments at Multimedia Break** option is selected in the [Clip Options](#), this option will be preselected for you.)
 - To automatically adjust the beginning and ending positions of the clip segments, select **Automatically Adjust Page/Line Segment(s)**. Use the arrow buttons to increase or decrease the start and end segment adjustments by one second at a time. If the timestamps within the DVT are accurate, the created clip should need only minimal fine tuning.
 - If you are using script timecodes, adjusting segment time codes is not recommended.
9. Click **Next** to confirm the segment adjustment selections.



10. Click **Create** to create the clip.
11. When the progress bar reaches the end, click **Next** to continue.



13. Review the clip creation results to ensure that the process was completed successfully. Click **OK** to exit the Clip Wizard or click **New Clip** to create another clip.

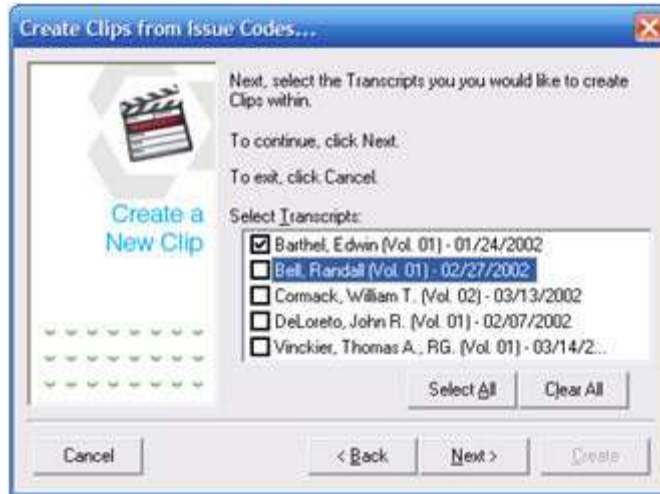
Creating Clips Using Issue Codes

You can create clips from issue codes that are applied to your transcripts. See “Working with Issues” for detailed instructions on creating and assigning issues to transcript text.

1. From the **Clips** menu, select the **Create Clips from Issue Codes**.
2. Select the issue codes that you would like to use to create clips.



3. Select the transcripts from which the clips will be generated.



4. If necessary, make adjustments to the start and stop times of the clips. Click **Next** to continue.



5. Click **Create** to begin the clip creation process then, when the progress bar reaches the end, click **Next**. Confirm that the clip has been created and, if so, click **OK**.
 - Any clips created using Issue Codes are now added to the Clips folder for the individual transcripts in the Transcript Explorer.

 **Tip:** Consider assigning issues for designations. For example, one issue may be Plaintiff's Designations; another may be Defendant's Designations; another may be Disputed Designations. Assign the appropriate colors to the issues. This trick makes playing designated clips a simple process.

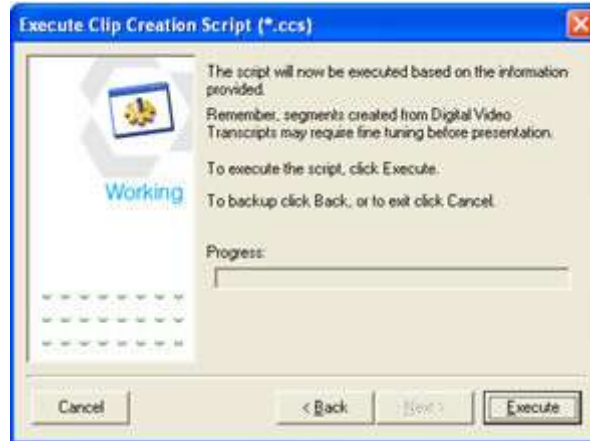
Creating Scripts Using a Clip Creation Script

A Clip Creation Script file (*.ccs) is a text file that can be used to create multi-segment clips automatically. A script file also lets you open Digital Video Transcripts and override the default clip identifiers and/or descriptions generated by the Transcript Manager.

1. Open the **Clips** menu in the Transcript Manager and select **Execute Clip Creation Script (*.ccs)**.
2. Click **Browse** to navigate to the desired Clip Creation Script (*.ccs) file. The source script may be located on a local or external hard disk, USB drive, network drive or UNC path. It does not have to be stored within the case files.
3. In the Windows Browse dialog, select the desired *.ccs file and click **Open** or double-click on the filename.
4. When the correct path and filename is displayed in the Clip Creation Script dialog, click **Next** to continue.
5. Modify page/line adjustments, if necessary.
 - Check **Allow segments from multiple multimedia streams** if your clip spans more than one multimedia file. (If the **Split Segments at Multimedia Break** option is selected in the [Clip Options](#), this option will be preselected for you.)
 - To automatically adjust the beginning and ending positions of the clip segments, select **Automatically Adjust Page/Line Segment(s)**. Use the arrow buttons to increase or decrease the start and end segment adjustments by one second at a time. If the timestamps within the DVT are accurate, the created clip should need only minimal fine tuning.
 - If you are using script timecodes, adjusting segment time codes is not recommended.
 - To use the timecodes embedded in the script file, select the **Use script timecodes for segments if available** option.



6. Click **Next** to confirm the segment adjustment selections.
7. If the deponent name is not specified within the script, the transcript referred to in the Clip Creation Script must be open.



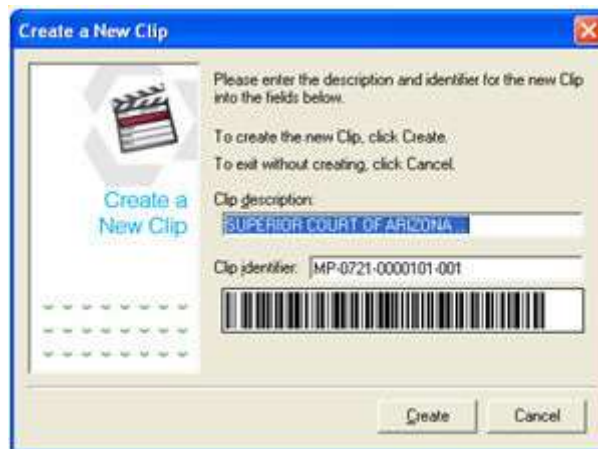
8. Click **Execute** to begin creating clips using the script file. When the progress bar reaches the end, click **Next** to continue.

9. A confirmation dialog opens. If the script was executed successfully, you will see that message. Any errors encountered by TrialDirector will be displayed at this point. (For example, if TrialDirector can't locate the DVT, you will see an error message.) If there are no errors, click **OK** to close the script and return to the Transcript Manager desktop.

Creating a New Clip Container

TrialDirector allows you to create empty clips to which text selections can be added as segments at a later time.

1. Open the desired transcript.
2. Choose **Create a New Clip** from the **Clip** menu.



- The Clip Identifier defaults to the Deponent Initials - Deposition Date - Page|Line reference of the newly created clip.
 - Both the clip description and the clip identifier can be modified, if desired.
3. Click **Create** to create the new clip or **Cancel** to exit. The clip is created and opened, but remains empty until you add segments.

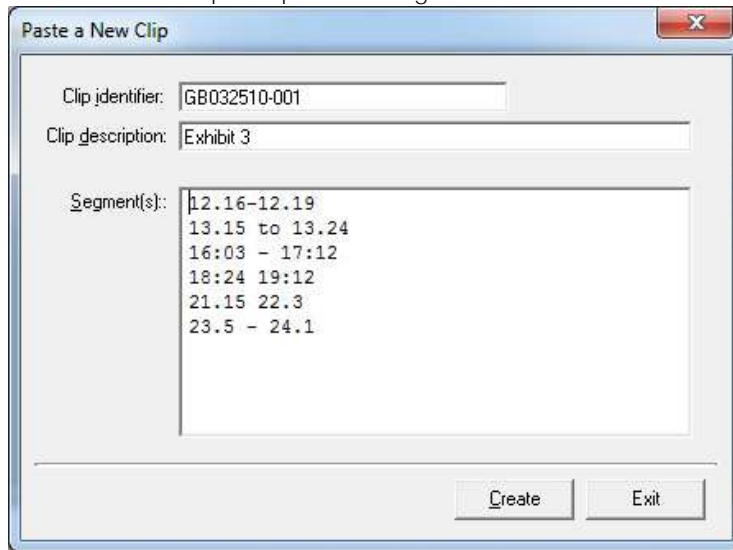
Creating Clips from the Clipboard

If you receive clip page/line designations in other applications, such as Microsoft Word, you can copy and paste the designations in to TrialDirector to quickly create multi-segment clips.

To create clips from the clipboard

1. Open the applicable transcript in your TrialDirector case.
2. From the other application (such as Word), copy the clip page/line designations.
3. In TrialDirector Transcript Manager, on the **Clips** menu, click **Create Clips Using**.
4. In the **Paste a New Clip** dialog box, enter a **Clip identifier** and **Clip description**.
5. In the **Segment(s)** box, use **CTRL+V** to paste the segment designations.
Your designations can be in a variety of formats (Page.Line, Page:Line, Page-Line, etc.). Non-designation text is automatically flagged for removal.

Below is an example of pasted designations.




6. Click **Create**.

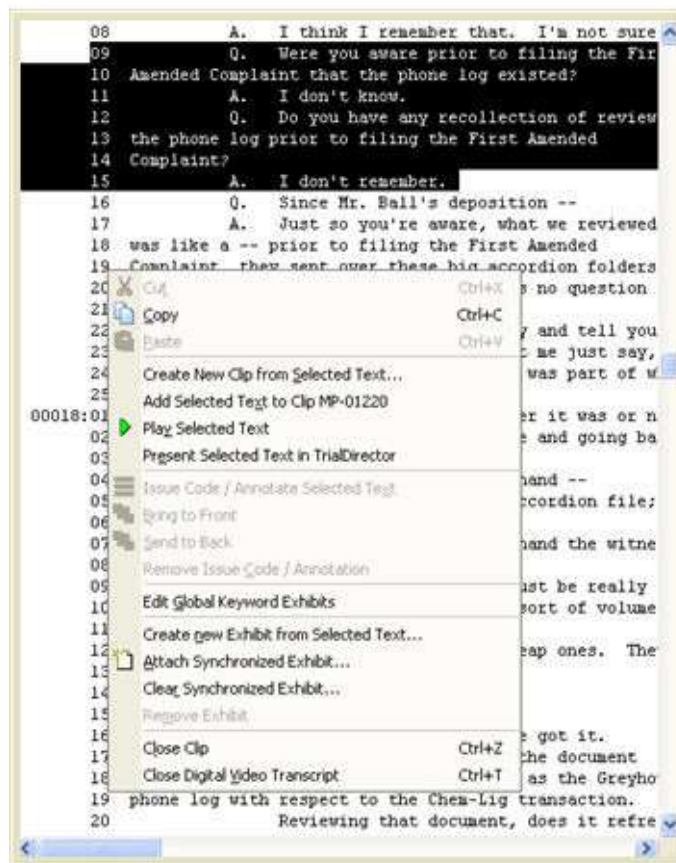
Adding Segments to a Clip

A clip is made up of one or more segments. Segments can be added to new or existing clips, and there is no limit to the number of segments that can be added to a clip.

To add segments to a clip

1. Highlight the transcript text you want to add as a segment to the currently open clip.
2. Use one of the following methods
 - Click the **Add Selected Text To Current Clip** tool  on the Transcript Manager toolbar
 - Select **Add Selected Text To Clip [Clip ID]** from the **Clips** menu
 - Right-click on the highlighted section of text in the transcript window and choose **Add Selected Text To Clip [Clip ID]** from the shortcut menu
-- OR --
 - Click on the **Clip Editor** tab, click the **Open** button, select the clip you want to supplement and click **Open** (or double-click on the clip), then enter the beginning and ending page:line references in the **Add from...to...** boxes. Click the green **+** to add the segment to the current clip.

The segment is added to the open clip.



3. Add additional segments as desired.
4. Once the segments are created, review the segments to confirm the beginning and ending points of each one is accurate. If they are not, you will need to adjust the starting and ending times. See [Working with the Clip Editor](#) for instructions.

Working with the Clip Editor

Clips are fragments of extracted testimony. When presenting evidence in court, attorneys use clips to distill testimony to key excerpts. Clips are often made up of multiple segments, where objections or long pauses are eliminated.

Clips may be made of transcripts that have no associated video, which results in the creation of an image of the transcript lines that can be annotated during presentation.

But the Clip Editor focuses on managing and editing clips associated with digitized video transcripts (DVTs). Digital video transcripts are synchronized with the video so that, as the deponent or witness is speaking, the transcription of their testimony scrolls along with the video, similar to the way closed captioning works on your television. Usually, synchronization is very accurate, but occasionally, the video may not have been synchronized perfectly. When this occurs, the beginning and ending portions of a segment or clip might be chopped off or extended into the next line of text. The Clip Editor helps you fix these kinds of issues. For situations where the synchronization is very poor, you may need to resynchronize the video with the transcript using [TimeCoder](#) or [TimeCoder Pro](#).



Tip: It is *always* recommended that you review each segment of each clip before presenting clips in court to be sure of the accuracy of the timing of the clips.

For detailed instructions on making clips, [click here](#). For a list of supported multimedia file formats, see the TrialDirector Help.

Click on any of the following links for details on working with the Clip Editor's features:

[Navigating the Clip Editor](#)

[Creating a Clip in the Clip Editor](#)

[Opening a Clip in the Clip Editor](#)

[Adding Segments to a Clip](#)

[Rearranging Segments in a Clip](#)

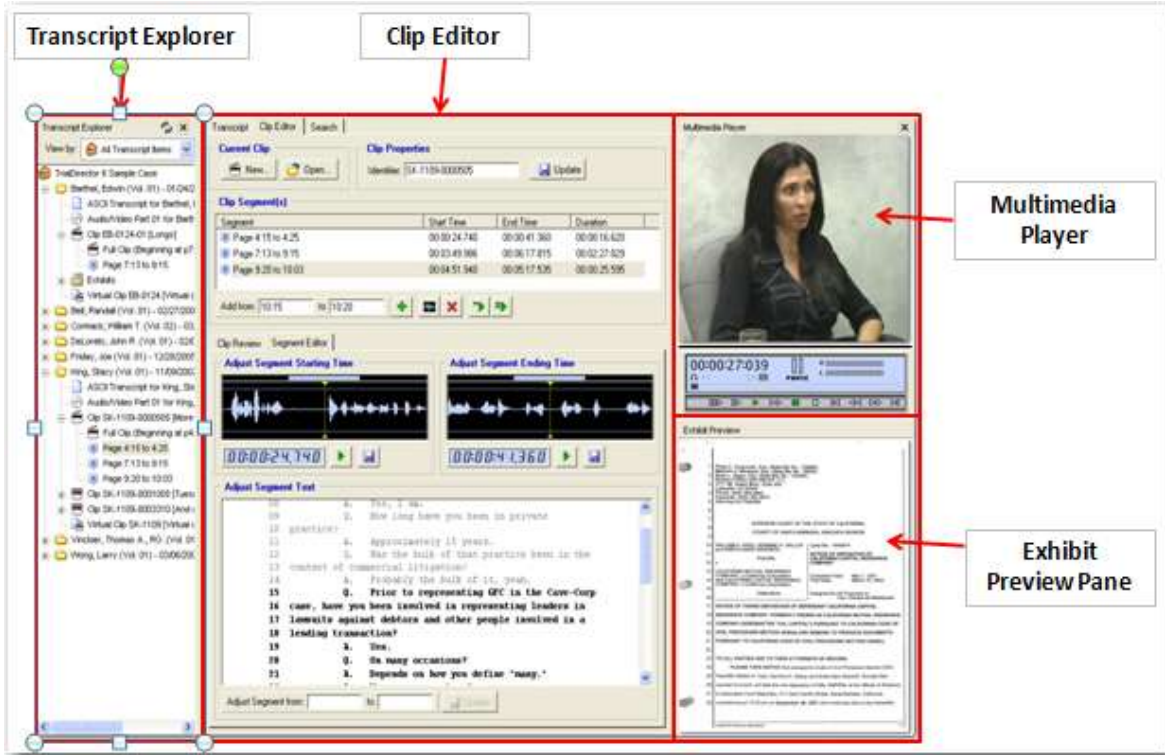
[Removing Segments from a Clip](#)

[Editing Segment Start and Stop Times](#)

[Modifying Segment Start and Stop Lines](#)

Navigating the Clip Editor

When you select the Clip Editor tab in the Transcript Manager, you may see a screen similar to the one shown here. Click on any of the text boxes in the screenshot to see detailed information about that portion of the screen.



Clip Editor Features

The screenshot shows the Clip Editor interface with several callout boxes:

- Create a New clip or Open an existing clip:** Points to the 'New...' and 'Open...' buttons in the 'Current Clip' section.
- Clip Segment(s):** Displays details about each segment of current clip. Points to the 'Clip Segment(s)' table.
- Clip Segments Toolbar:** Points to the toolbar below the 'Add from' field.
- Clip Review:** Review the text of the clip, including all segments. Points to the 'Review Clip Text' area.
- Segment Editor:** Adjust starting and ending segment times. Also readjust starting and ending transcript lines (see below). Points to the 'Segment Editor' tab.
- Click Update to save changes to Clip Identifier Properties:** Points to the 'Update' button in the 'Clip Properties' section.

The 'Clip Segment(s)' table contains the following data:

Segment	Start Time	End Time	Duration
Page 4:15 to 4:25	00:00:24.740	00:00:41.360	00:00:16.620
Page 7:13 to 9:15	00:03:49.986	00:06:17.815	00:02:27.829
Page 9:20 to 10:03	00:04:51.940	00:05:17.535	00:00:25.595

“Seek to Start” and “Seek to End” Buttons

The screenshot shows a close-up of the 'Clip Segment(s)' toolbar. The 'Seek to Start' (K) and 'Seek to End' (I) buttons are circled in red.

The 'Clip Segment(s)' table contains the following data:

Segment	Start Time	End Time	Duration
Page 12:17 to 12:24	00:07:42.300	00:07:57.233	00:00:14.933
Page 13:04 to 13:10	00:08:07.067	00:08:22.267	00:00:15.200
Page 13:12 to 13:13	00:08:22.900	00:08:26.933	00:00:04.033
Page 13:19 to 13:21	00:08:34.800	00:08:42.200	00:00:07.400

The Seek to Start button will immediately seek to the beginning of the current clip segment to verify that it begins at the appropriate location. The Seek to End button will seek to 3 seconds prior to the end of the segment to ensure that it ends at the correct location. These tools are very handy to quickly spot-check clip segment accuracy.

Segment Editor Features

WaveForm Editor: Shows graphical display of an audio signal. Solid color “waves” indicate the occurrence of speaking or noises. Blank spaces indicate silence.

Adjust Segment Starting Time and Adjust Segment Ending Time

Segment Start Time (hours:minutes:seconds:milliseconds). Left click on any number to start the segment earlier; right click on any number to start the segment later.

Segment End Time (hours:minutes:seconds:milliseconds). Left click on any number to end the segment earlier; right click on any number to end the segment later.

Adjust Segment Text


(1) Drag the yellow dotted line to a new position

(2) Play the segment as amended

(3) Save the changes you made

Segment Text Viewer. Current segment text shown in black; surrounding text shown in gray.

Adjust Segment Lines. Enter new page:line references for start and end of segment. Click **Update** button to save segment lines adjustment.

 **Note:** In TrialDirector v6.3, new functionality in the Transcript Manager Segment Editor enables you to seek backward/forward (in 5-second increments) within the audio waveform for either the segment start or segment end locations. This functionality is especially handy when attempting to edit clip segments with long periods of silence.

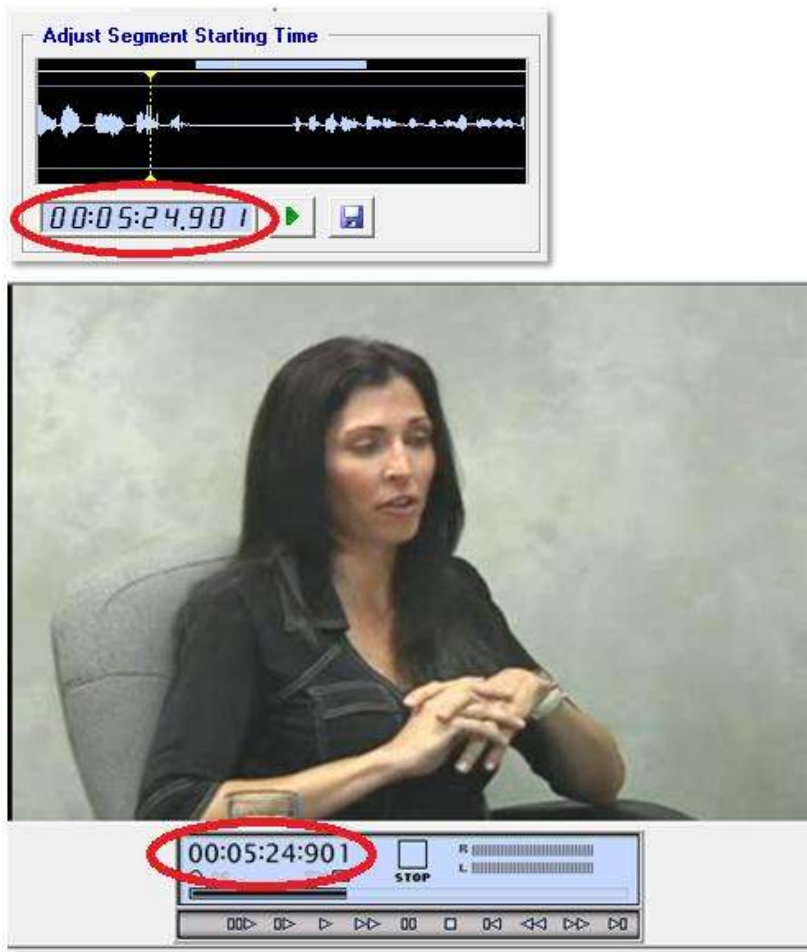


Visual Segment Editor Synchronized with Multimedia Player

Using the visual waveform segment editor, each time you move the yellow dotted line to a new position, the associated video will also seek to the same location. This functionality is very beneficial to acquire a visual queue on how a clip segment will begin or end. It will allow the clip editor to quickly see any deponent gestures or movements that might be ruled as prejudicial.

EXAMPLE:

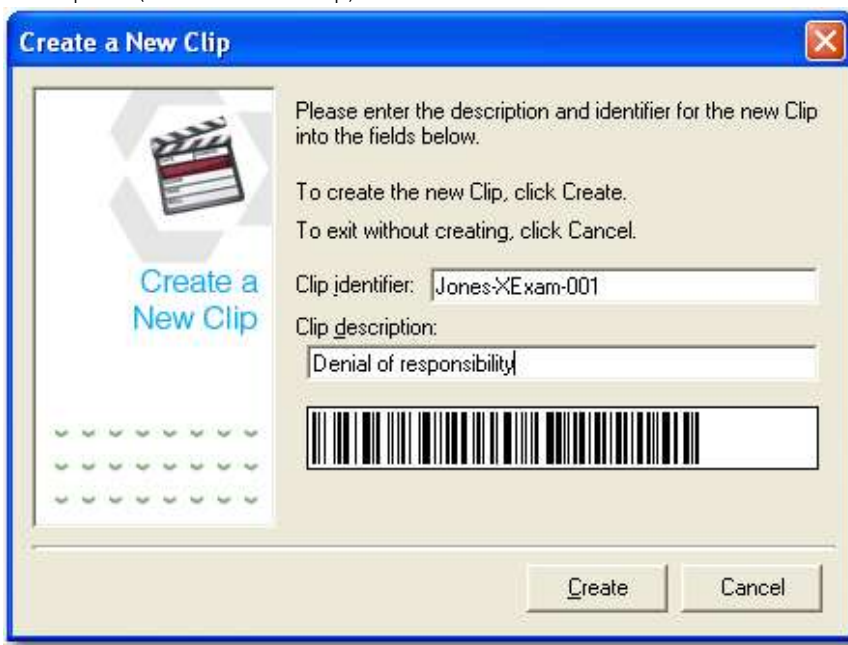
Setting the yellow dotted line to the position show below will automatically seek the associated video to the same location. The clip editor can then quickly determine that there is a hand gesture that may be best excluded from the clip. The editor can then easily move the yellow line ahead to eliminate as much of the gesture as possible prior to the deponent answering the question.



Creating a Clip in the Clip Editor

Use the Clip Editor to quickly create multi-segment clips, which is especially useful when you are provided with a list of page:line references for designations, for example. First, you'll create a Clip Container and then you'll add segments to the clip.

1. Locate the transcript in the Transcript Explorer in which you need to create clips. Double-click on **ASCII Transcript for [deponent]**. The selected transcript text appears in the Transcript panel.
2. Find the first transcript excerpt you wish to turn into a clip. **Highlight the text** (beginning from just to the left of the first line number and ending just to the right of the last line of testimony).
3. Click on the **Clip Editor** tab and click on the **New** button. A dialog opens with the default Clip Identifier (first initial, last initial, month/day of deposition, zero-filled page and line) and the Clip description (first line of the clip).



- Modify the **Clip identifier** and the **Clip description**, if you wish. If you do modify the clip identifier though, make sure the identifier is unique. You may not have two clips with the same clip identifier.
4. Click **Create** to create the Clip Container or hit **Cancel** to close the dialog. The Clip Editor displays the clip identifier for the Clip Container under **Clip Properties** but no segments appear in the Clip Segments section of the Clip Editor.
 - If you want to modify the clip identifier at this point, you may enter a new Identifier in the **Clip Properties** section of the Editor. Click **Update** to save your change.



- To add one or more segments to the clip you just created, enter the beginning page:line reference in the **Add from** box and enter the ending page:line reference for the segment in the **To** box. Click the **+** button on the Clip Segments Toolbar to add the segment to the current clip. The segment is added to the Clip Segments pane and the text contents of the clip appears in the **Review Clip Text** pane of the Editor.

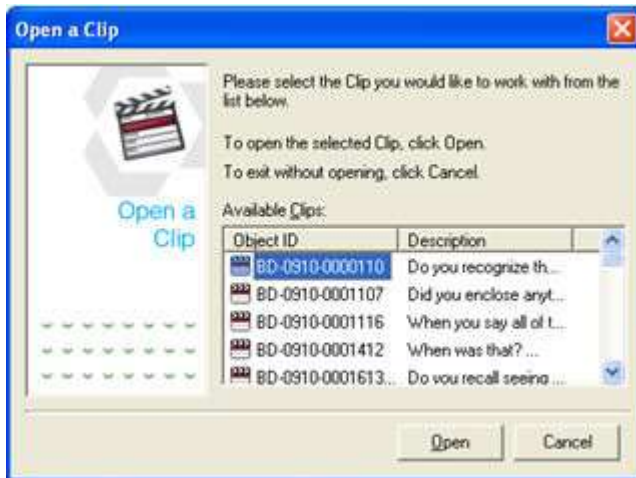


- You may continue to add segments to the current clip by entering the beginning page:line and ending page:line details in the **Add from: ... to ...** boxes. Remember to click the **+** sign on the Clip Segments toolbar to add each segment to the current clip.



Opening a Clip in the Clip Editor

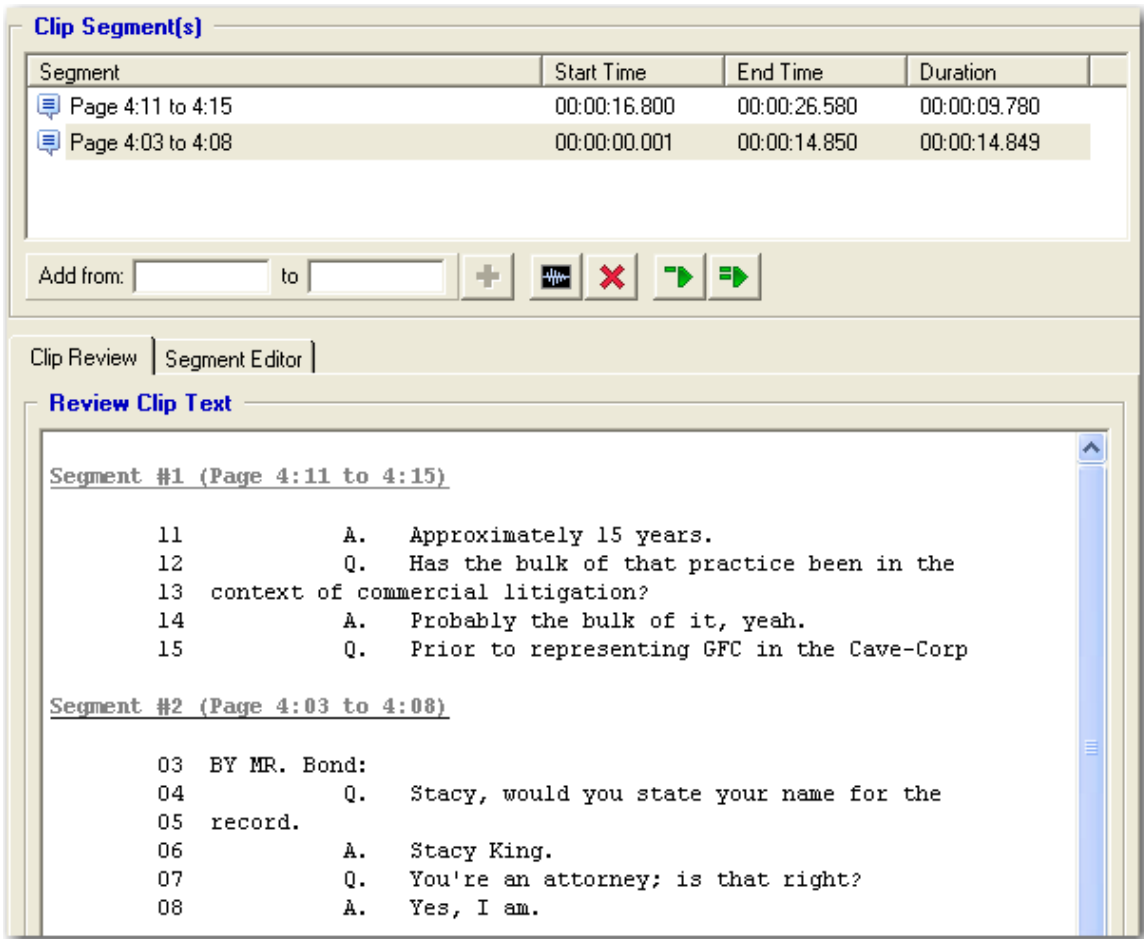
- Click on the **Open** button in the **Current Clip** section of the Clip Editor.
- The **Open a Clip dialog** opens. You can sort by either Object ID (clip identifier) or Description by clicking on the appropriate column heading. By default, the clips are sorted by ObjectID.



3. Select the clip you want to open and click **Open** or double-click on the clip identifier. To exit without opening a clip, click **Cancel**.

Adding Segments to a Clip

1. Open the clip in the **Clip Editor**.
2. Enter the beginning page:line reference in the **Add from** box and enter the ending page:line reference for the segment in the **To** box.
3. Click the **+** button on the Clip Segments toolbar to add the segment to the current clip. The segment is added to the Clip Segments pane and the text of the clip appears in the **Review Clip Text** pane of the Editor.




Rearranging Segments in a Clip

You may want to rearrange the order in which segments in a clip play.

1. In the **Clip Segments window**, hold the left mouse button down on the segment you want to reposition so that it is selected.
2. Drag the selected segment to the new location and release the mouse.



Removing Segments from a Clip

1. In the **Clip Segments** window, select the segment(s) to be deleted. You may use the **CTRL** key to select multiple non-contiguous segments or the **SHIFT** key to select multiple contiguous segments.
2. Right-click on the segment to be deleted and select **Delete** or click the  button on the Clip Segments toolbar.
3. You will be asked to confirm the deletion. Click **Yes** to delete the clips; click **No** to cancel the deletion.

Editing Segment Start and Stop Times


You can edit segments in the clip so that each segment will begin and end precisely where you intend it to begin and end when the clip is shown in Presentation Mode. Use the WaveForm Editor (shown below) to modify the segment start and stop times.



Note: A small number of file types are not supported by the Waveform Editor. If the segment you are editing uses one of these formats, the message "Unsupported Multimedia Format" will display in the lieu of the waveform display.

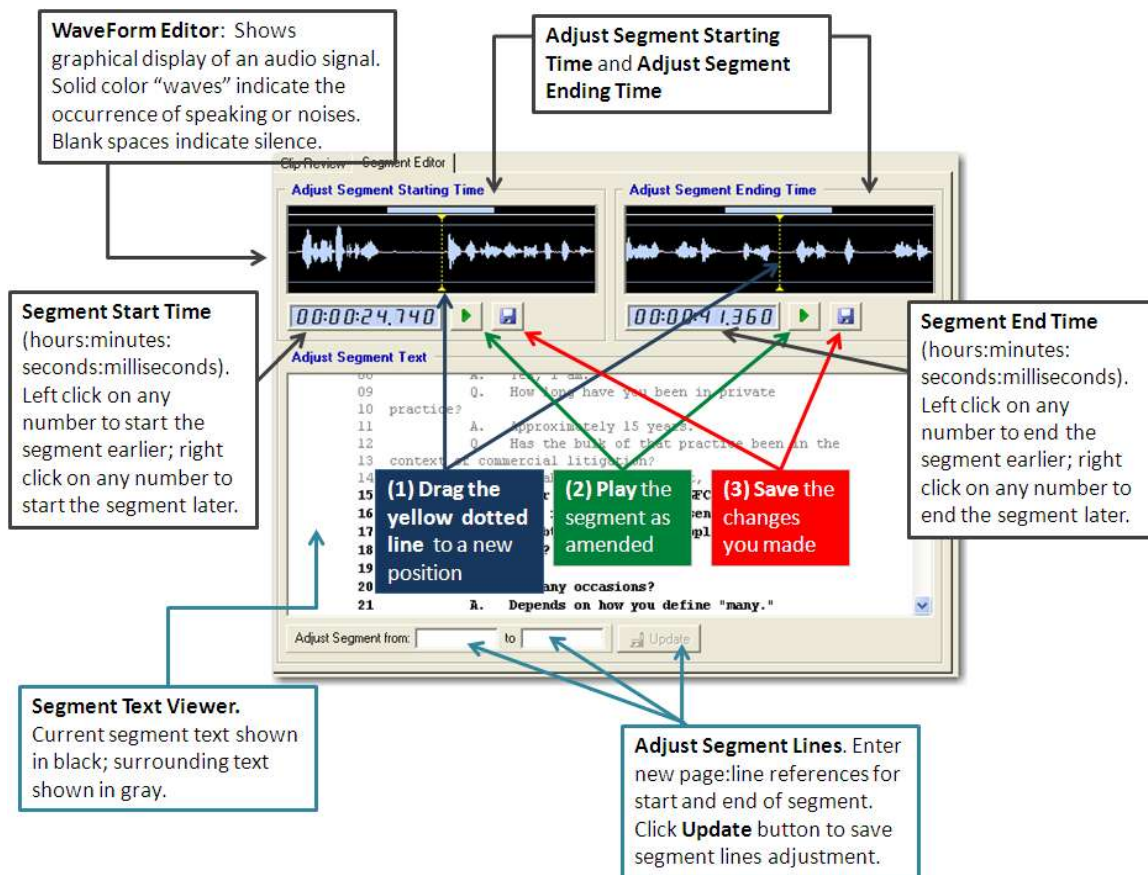


Note: You may have used the VCR controls in earlier versions of TrialDirector to perform the same task. In TrialDirector 6, the Segment Editor now contains all the controls you need to modify the segment start:stop times, including easy-to-use segment start and stop counters.

1. Select the **Clip Editor** tab and [open the clip](#) you want to edit so the clip's segments appear in the Clip Segment(s) window.
2. Click the **Adjust Selected Segment** button  on the Clip Segments toolbar to open the Segment Editor. Within the Segment Editor, you will see the WaveForm editing tools and the [Adjust Segment Text window](#) for the currently selected segment. The WaveForm editing tools are used to adjust the start and stop times of a segment. The Adjust Segment Text tool is used to adjust the start and stop *lines* of a segment.



Note: In TrialDirector v6.3, new functionality in the Transcript Manager Segment Editor enables you to seek backward/forward (in 5-second increments) within the audio waveform for either the segment start or segment end locations. This functionality is especially handy when attempting to edit clip segments with long periods of silence.

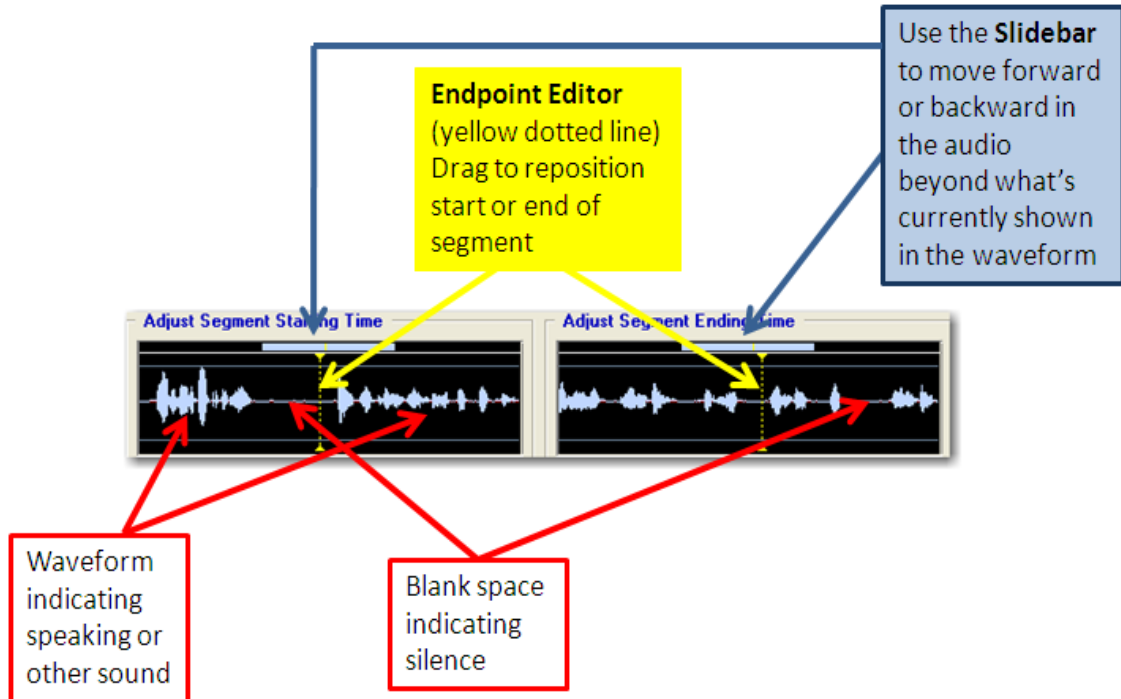


3. To Review the Segment:

- To review the start point, click Play in the controls below the **Adjust Segment Starting Time** panel. The first three seconds of the segment will play, and you will see the corresponding video in the Multimedia Player panel. If an exhibit is attached to that portion of the testimony, it will appear in the Exhibit Preview panel.
- To review the end point, click Play below the **Adjust Segment Ending Time** panel. The last three seconds of the segment play. The first three seconds of the segment will play, and


you will see the corresponding video in the Multimedia Player panel. If an exhibit is attached to that portion of the testimony, it will appear in the Exhibit Preview panel.

4. To Increase/Decrease Silence:



- To increase the silence at the beginning or end of the segment, drag the **yellow endpoint editor** left (or right) toward a blank area of the waveform. You'll need to do this if the segment starts or ends in the middle of a word or phrase.
- To decrease the amount of silence at the beginning or end of the segment, drag the **yellow endpoint editor** right (or left) toward the waves depicting speaking or sound.
- You may also want to use the **Segment Start Time and Segment End Time counters** to adjust the beginning and ending points of the segments. The counters display the segment start and end times in hours:minutes:seconds:milliseconds. Left-click on the appropriate number, and the yellow endpoint editor will move left. Right-click on the appropriate number, and the yellow endpoint editor will move right.

5. When the segment start point is correct, click  to **Save the edited Segment Starting Time.**

6. When the segment end point is adjusted as you want it, click  to **Save the Segment Ending Time.**

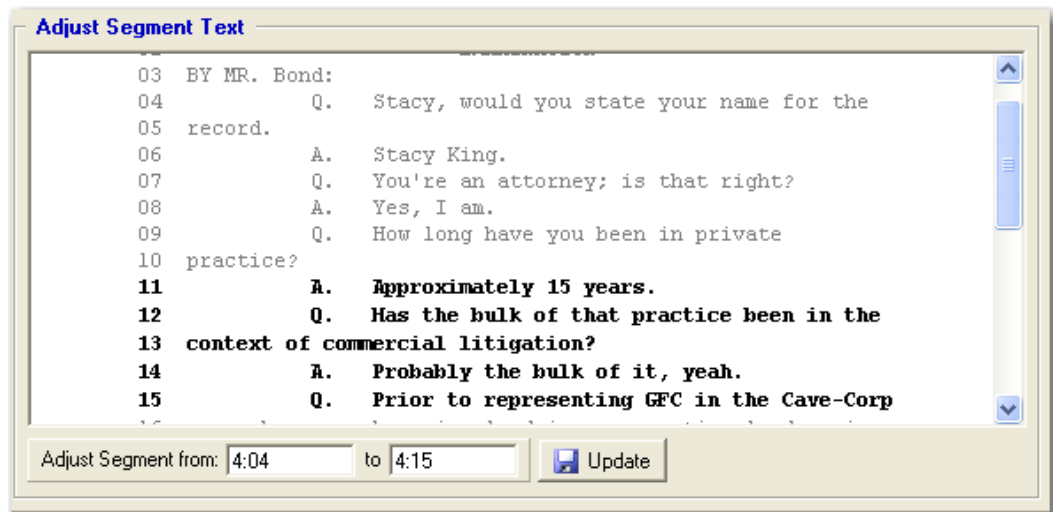
Modifying Segment Start and Stop Lines

During the process of reviewing segments, you or the attorney may realize that the segment should be extended to lines above or below the current segment or, maybe, the segment should be shortened.

1. Select the **Clip Editor** tab and [open the clip](#) you want to edit so the clip's segments appear in the Clip Segment(s) window.



2. Click the **Adjust Selected Segment** button on the Clip Segments toolbar to open the Segment Editor.
 - The text shown in black, bold type is the text contained within the current segment. The gray text shows 10 lines of text above and below the current segment text.



3. Review the text surrounding the current clip and determine the new page:line designations for the segment. Enter the new beginning and ending page:line references in the **Adjust Segment from: ... to ...** boxes.
4. Click **Update** to save the changes. The new page and line designations are reflected in the **Clip Segments window**.
5. Test the start and end times for the segment. If necessary, adjust the start and end times using the [WaveForm Editor](#) or the [Segment Start and End counters](#).

Working with Attached Exhibits

Exhibits can be attached to specific testimony in transcripts. For example, when a deponent refers to a particular deposition exhibits, provided that exhibit is loaded into TrialDirector, you can attach the exhibit to the relevant testimony. When you are working in Transcript Manager, attached exhibits display in the Exhibit Preview pane, located in the lower right corner of the Transcript Manager. When the Digital Video Transcript is played in Presentation mode, the exhibit attachments are automatically displayed.



Note: An attached exhibit is associated with the transcript lines to which it is attached. It is not associated with an individual clip. This means that an attached exhibit will be displayed when TrialDirector reaches the point where the exhibit was attached to the transcript, regardless of which clip is being played.

Setting Up to Display Attached Exhibits

- Open the **Transcript** menu and select **Display Attached Exhibits**
- Open the **View** menu, select **Options**, and select **Show Attached Exhibits** and **Synchronize Exhibits**

Attaching Exhibits to Transcripts

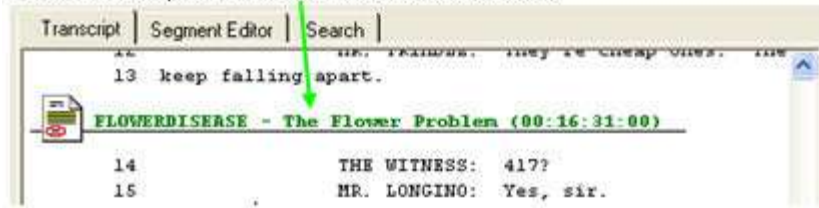
1. Confirm the **Display Attached Exhibits** option is enabled under the **Transcript** menu.
2. Place the cursor at the desired insertion point on the transcript.



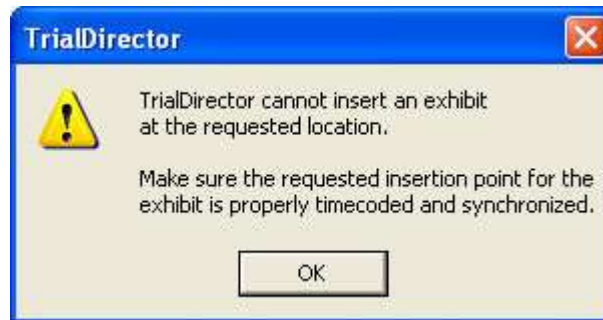
Note: Do not attach an exhibit to the first line of a clip. Attach the exhibit two or three lines from the top of the clip.

3. Right-click and select **Attach Synchronized Exhibit...** or open the **Transcript** menu and select **Attach Synchronized Exhibit**.
4. In the synchronized exhibit dialog, enter a **description of the exhibit** and the **exhibit identifier**. (These fields will be pre-filled with the description and item ID of an item that may be currently selected in the Document Manager or Case Explorer.) Click **Next**.
5. Select **Use current audio/video position** option to display the exhibit at a precise time within the deposition. Otherwise, **Use the current transcript line** is selected by default.
 - The exhibit attachment can be synchronized with the timecode associated with the transcript line where the cursor is currently positioned or it can be synchronized with the current time that appears in the Multimedia Manager.
6. Click **Attach** to associate the exhibit with the transcript or **Cancel** to cancel the process. You can also click **Back** to return to the previous window. The attachment will appear as hidden text (green) in the transcript. The exhibit identifier is added to the Exhibits folder for the transcript in the [Transcript Explorer](#) pane.

Hidden text displays only within the Transcript tab, and does not display in Presentation mode. You can choose to display or hide the text using commands in the Transcripts menu. An example is this marker for an attached exhibit.



Note: If you try to attach an exhibit at a point in the transcript that is not synchronized with the multimedia (e.g., the title and appearances pages), the following window will appear:



- Click **OK** to return to the Transcript Manager tab. Position the cursor at a properly timecoded and synchronized point in the transcript and try again.

Clearing Attached Exhibits

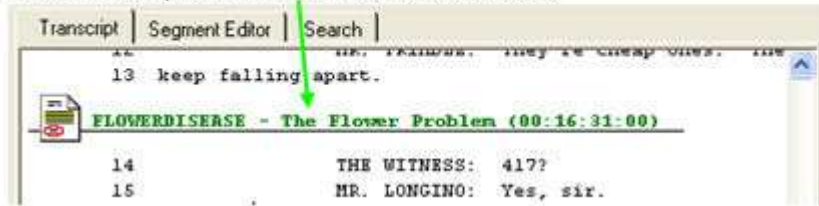
During Presentation playback, it is important to close the exhibit before moving onto another clip. This is even more critical when you are using a MultiPlayer Workbook. If the exhibit is not cleared, the MultiPlayer Workbook will not automatically move to the next item in the workbook. When you clear an exhibit, you are simply closing it. If you want to remove the exhibit from the transcript, see [Removing Attached Exhibits](#) below.

1. Locate the point in the testimony where the exhibit no longer needs to be displayed. Place your cursor on the appropriate line.
2. Right-click and choose **Clear Synchronized Exhibit** or open the **Transcript** menu and select **Clear Synchronized Exhibit**.

Removing Attached Exhibits

1. Make sure you can see the exhibit text markers in the transcript. If not, open the **Transcripts** menu and select **Display Attached Exhibits**.

Hidden text displays only within the Transcript tab, and does not display in Presentation mode. You can choose to display or hide the text using commands in the Transcripts menu. An example is this marker for an attached exhibit.




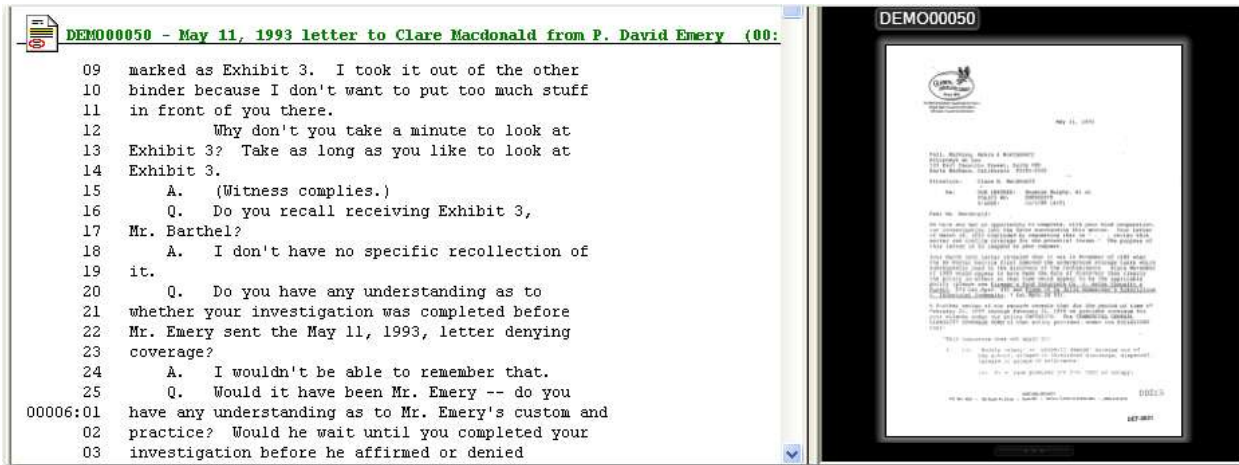
2. Click on the marker for the exhibit you want to remove. Right-click on the marker and select **Remove Exhibit** from the shortcut menu or open the **Transcript** menu and select **Remove Synchronized Exhibit**.
3. When prompted to remove the attached exhibit, click **Yes** to remove the exhibit attachment or **No** to cancel the removal. This does not remove the item from the case; it simply removes the link in the transcript to the exhibit.

Opening an Attached Exhibit

1. Locate the **Exhibits** folder for the transcript in the **Transcript Explorer** pane. Double-click on the appropriate exhibit identifier.
2. The selected exhibit is displayed in the Exhibit Preview pane. TrialDirector jumps to the point in the video and transcript where the exhibit is attached, as long as synchronization is enabled. See “Setting Up to Display Attached Exhibits” in the TrialDirector Help.

Viewing a Synchronized Exhibit in Transcript Manager

1. To enable exhibit synchronization, click on the **Enable or Disable Exhibit Synchronization**  tool on the Transcript Manager toolbar, if it is not already enabled. (When a tool is enabled, it is surrounded by a blue outline.) You may also open the **Transcripts** menu and select **Linked Exhibit Synchronization**.
2. To view the exhibit markers in the transcript, open the **Transcripts** menu and select **Display Attached Exhibits**.
3. Play the portion of the transcript that contains an exhibit attachment. When the transcript reaches the exhibit attachment, the exhibit will be automatically displayed in the Exhibit Preview pane, as shown in the figure below.



Enabling and Disabling Exhibit Synchronization

To enable exhibit synchronization:

- Select **Digital Video Synchronization** from the **Transcript** menu -- OR --
- Click the **Enable or Disable Digital Video Synchronization** tool on the Transcript Manager toolbar. The tool will display a blue outline when it is enabled.

To disable exhibit synchronization:

- Deselect the **Digital Video Synchronization** from the **Transcript** menu -- OR --
- Click the **Enable or Disable Digital Video Synchronization** tool on the Transcript Manager toolbar

Removing Clips or Segments

You can remove entire clips or individual segments within a clip. Be aware that when you delete a segment or clip, the deletion is permanent and cannot be undone.

Removing a Clip

To remove a single clip from the Transcript Explorer:

1. Make sure the clip to be removed is not currently open. If it is, you won't be able to delete it.
2. Right-click on the clip identifier and select **Delete** from the shortcut menu.
3. You will be asked to confirm the deletion. Click **Yes** to delete the clip; click **No** to cancel the deletion.

To remove a single clip from the Clips Panel:

1. Make sure the clip to be removed is not currently open. If it is, you won't be able to delete it.
2. In the **View by** box, select **Clips** from the drop-down menu.
3. Select the clip you want to delete, open the **Clips** menu, and select **Remove Select Clip(s)** or right-click on the selected clip identifier and choose **Delete** from the shortcut menu.
4. You will be asked to confirm the deletion. Click **Yes** to delete the clip; click **No** to cancel the deletion.

To remove multiple clips:


1. Make sure none of the clips to be removed is currently open. If one of the clips is open, you won't be able to delete the clips.
2. In the **View by** box, select **Clips** from the drop-down menu.
3. Select the clips you want to delete. You may use the **CTRL** key to select multiple non-contiguous segments or the **SHIFT** key to select multiple contiguous segments.
4. Open the **Clips** menu and select **Remove Select Clip(s)** or right-click on one of the selected clip identifiers and choose **Delete** from the shortcut menu.
5. You will be asked to confirm the deletion. Click **Yes** to delete the clips; click **No** to cancel the deletion.

Removing a Segment

To remove a single segment from the Transcript Explorer:

1. Expand the appropriate clip folder.
2. **Within the clip folder, right-click on the segment to be removed.**
3. Select **Delete** from the shortcut menu.
4. You will be asked to confirm the deletion. Click **Yes** to delete the clips; click **No** to cancel the deletion.

To remove one or more segment(s) using the Clip Editor:

1. Select the **Clip Editor** tab.
2. In the **Clip Segments** window, select the segment(s) to be deleted. You may use the **CTRL** key to select multiple non-contiguous segments or the **SHIFT** key to select multiple contiguous segments.
3. Right-click on the segment to be deleted and select **Delete** or click the  button on the Clip Segments toolbar.
4. You will be asked to confirm the deletion. Click **Yes** to delete the clips; click **No** to cancel the deletion.

Copying and Moving Segments

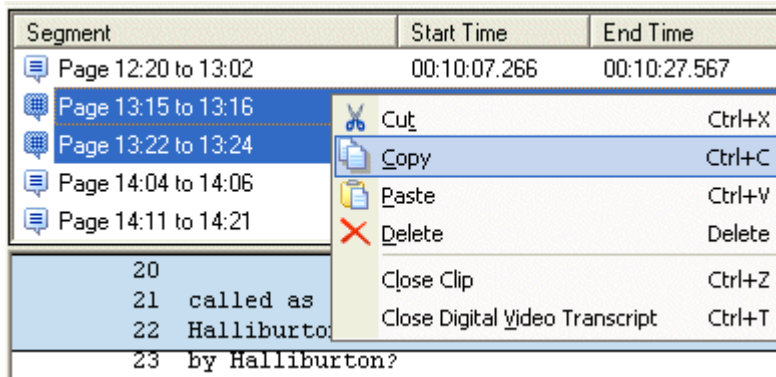
There may be times when you want to copy or move one or more segments from one clip to another. In the Transcript Manager, you can accomplish this from the Transcript Explorer or from the Clip Editor. Use the Transcript Explorer to copy or move a single segment, and use the Clip Editor to copy or move one or more segments. Copied segments may be placed anywhere within a clip and do not necessarily have to follow in sequence.

Copying a Single Segment within the Transcript Explorer

1. Expand both the clip containing the segment you want to copy and the clip to which you want the segment copied.
2. Click to select the segment and drag it from the current clip to the new clip location. The segment is copied, not moved. (See [Moving Segments](#) below to move a segment from one clip to another.)
 - You can also right-click on the segment, select **Copy** from the shortcut menu, then right-click on the segment just *above* where you want the segment copied, and select **Paste**.

Copying One or More Segments using the Segment Editor

1. Click on the **Clip Editor** tab to open the Editor.
2. If the clip containing the segment to be copied is not currently open in the Clip Editor, click **Open** to locate the clip.
3. In the **Clip Segments** window, select the segment(s) you want to copy. You may use the **CTRL** key to select multiple non-contiguous segments or the **SHIFT** key to select multiple contiguous segments.
4. Locate the clip to which you want to copy the segment. Expand the clip so that you can see the individual segments.
5. Right-click on the segment *after* which you want to copy the segment and select **Paste**.



Moving Segments

To move a segment using Transcript Explorer:

1. Expand both the clip containing the segment you want to cut and the clip to which you want the segment moved.
2. Right-click on the segment to be moved, select **Cut** from the shortcut menu, then right-click on the segment just *above* where you want the segment moved and select **Paste**.

To move one or more segments using the Clip Editor:

1. Click on the **Clip Editor** tab to open the Editor.
2. If the clip containing the segment to be moved is not currently open in the Clip Editor, click **Open** to locate the clip.
3. In the **Clip Segments** window, select the segment(s) you want to move. You may use the **CTRL** key to select multiple non-contiguous segments or the **SHIFT** key to select multiple contiguous segments.
4. Locate the clip to which you want to copy the segment. Expand the clip so that you can see the individual segments.
5. Right-click on the segment *after* which you want to copy the segment and select **Paste**.

Changing Clip Properties

You can modify the Object Identifier (the Clip Identifier) and the Clip Description after you have created a clip using the Clip Properties dialog. Two tabs appear in the Clip Properties dialog box: **General** (for changing the description and clip identifier) and **Extended** (for modifying the Display Mode Override options).

To access Clip Properties

1. Locate the clip in the Transcript Explorer.
2. Right-click on the clip identifier and select **Properties** from the shortcut menu.



- The **Clip Information** section on the General tab of the Clip Properties dialog displays the number of segments comprising the clip and the total running time for the clip.

To modify the Clip Identifier and Clip Description

1. [Open the Clip Properties](#) dialog for the desired clip.
2. On the **General** tab, enter a new clip identifier in the **Object Identifier** field and modify the **clip description**.
3. Click **OK** to save the changes or **Exit** to abandon the changes.



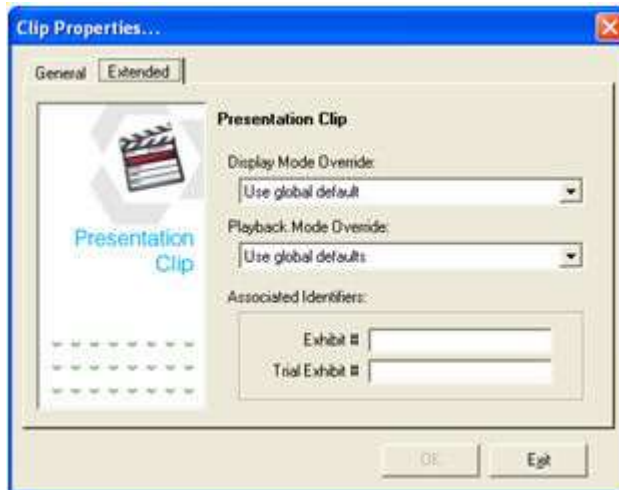
Note: In order to save changes to the clip identifier, you must make a change to the clip description.

Display Mode or Playback Mode Override

You can modify the way a clip will display and play back when it is shown in Presentation Mode. You may [change this option globally using the Presentation Preferences](#), but you may want to display and play back a particular clip in a different manner than the global setting. You can do this by setting the **Display Mode Override** and the **Playback Mode Override** properties for the clip.

1. [Open the Clip Properties](#) dialog for the desired clip.
2. On the **Extended** tab, use the drop-down menus to set the Override options.

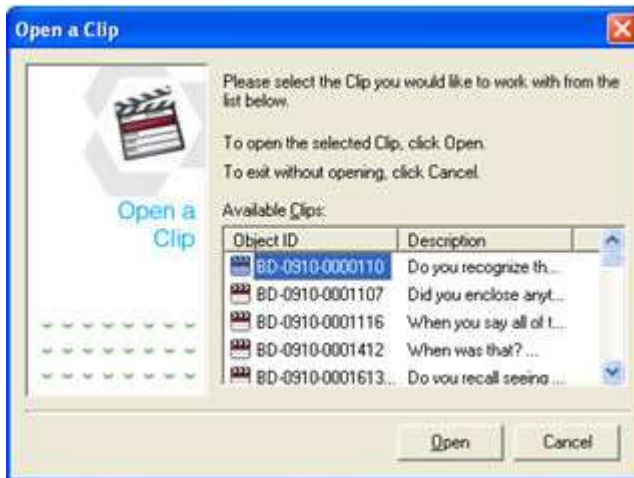
3. Set the **Display Mode Override**:
 - **Use Global Default** uses the setting in Presentation Preferences. This is the default setting for all clips.
 - **Display Video and Text** shows both the video and the associated scrolling text
 - **Display Text Only** shows only the scrolling text
 - **Display Video Only** shows only the video
4. Set the **Playback Mode Override**:
 - **Use Global Defaults** uses the settings in Presentation Preferences. This is the default setting for all clips.
 - **Play at Start/Stop at End** starts playing the video clip automatically without needing your intervention and closes the clip when it ends
 - **Pause at Start/Pause at End** pauses the video clip at the beginning, requiring you to start the video manually, and pauses the clip at the end, requiring you to close the video manually
 - **Play at Start/Fade at End** starts playing the video clip automatically without needing your intervention and fades the clip when it ends
5. Click **OK** to save the changes or **Exit** to abandon the changes.



Opening and Closing Clips

To open a clip

1. Open an existing clip using one of the following methods:
 - Right-click on the clip in the **Transcript Explorer** and select **Open** from the shortcut menu -- OR --
 - Select the **Clip** menu and select **Open a Clip**
 - OR --
 - Click on the **Clip Editor** tab and click on the **Open** button
2. The **Open a Clip dialog** opens. You can sort by either Object ID (clip identifier) or Description by clicking on the appropriate column heading. By default, the clips are sorted by ObjectID.



3. Select the clip you want to open and click **Open** or double-click on the clip identifier. To exit without opening a clip, click **Cancel**.

To close the current clip

Use any of the following techniques to close the current clip:

- Select **Close Clip** from the **Clips** menu
- Right-click on the **Transcript window** and select **Close Clip** from the shortcut menu
- Right-click in the **Clip Review** section of the **Clip Editor** and select **Close Clip** from the shortcut menu
- Open any other clip, which automatically closes the current clip.

Exporting a Clip Creation Script

There may be occasions when you need to copy clips from one transcript or one case to another case. For example, if more than one person on the trial team is creating clips, use a Clip Creation Script (*.ccs) to replicate clips made by others into the master TrialDirector case. You may also modify a Clip Creation Script to string together multiple clips, although TrialDirector's [Multiplayer Workbook](#) gives you the same option without having to edit a script.

A *.ccs file exported from TrialDirector will contain all of the clip description and identification information. It will also contain the deponent information.

To export the .ccs file

1. In the Transcript Manager, select **Clips** in the **View by** dialog.
2. Select the clips you want to include in the clip creation script.
3. From the Clips menu, select **Export Clip Creation Script (*.ccs)**. You may use the **CTRL** key to select multiple non-contiguous clips or the **SHIFT** key to select multiple contiguous clips. You can also select clips from different transcripts to export to the Clip Creation Script.



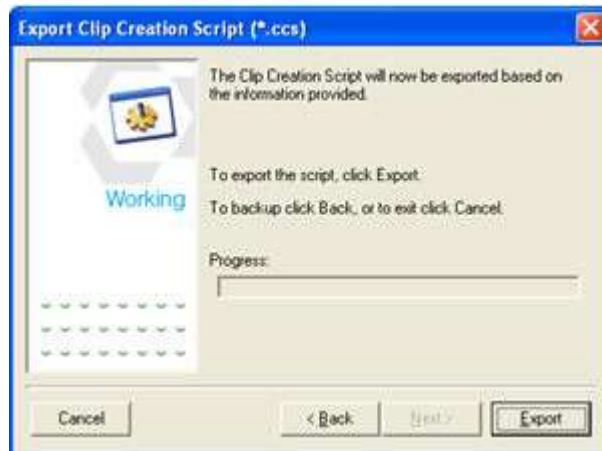
Note: The **Export only the selected clip(s)** option is unavailable if no clips are selected.

4. Select **Export All Clips** or **Export Only the Selected Clips** and click **Next** to continue.



Note: The script export path defaults to the TrialDirector case directory.

5. Click **Browse** to select a new destination path for the clip creation script or leave the default destination path and click **Next** to continue.



6. Click **Export** to begin exporting the clip creation script.
7. When the progress bar reaches the end, click **Next** to continue.




- 8. Review the export results carefully to ensure no warnings were issued.
 9. Click **OK** to exit the export wizard.

Exporting Clips

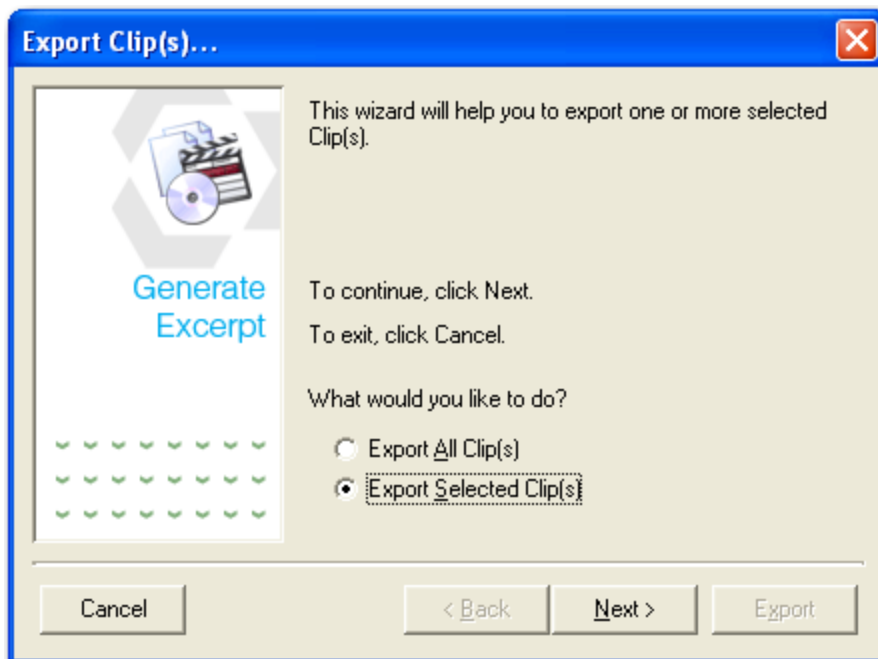
To share clips in your case with associates, opposing counsel or expert witnesses, use the TrialDirector's Export Clips function. During the export process, the file size is significantly reduced so the resulting video can be shared more easily. Exported clips can be e-mailed if they are small enough. They also can be exported to PowerPoint for presentation using that program.

When you export clips, TrialDirector creates an MPEG file with optional embedded text captions. The text captions are comprised of the transcript text associated with the DVT clips.

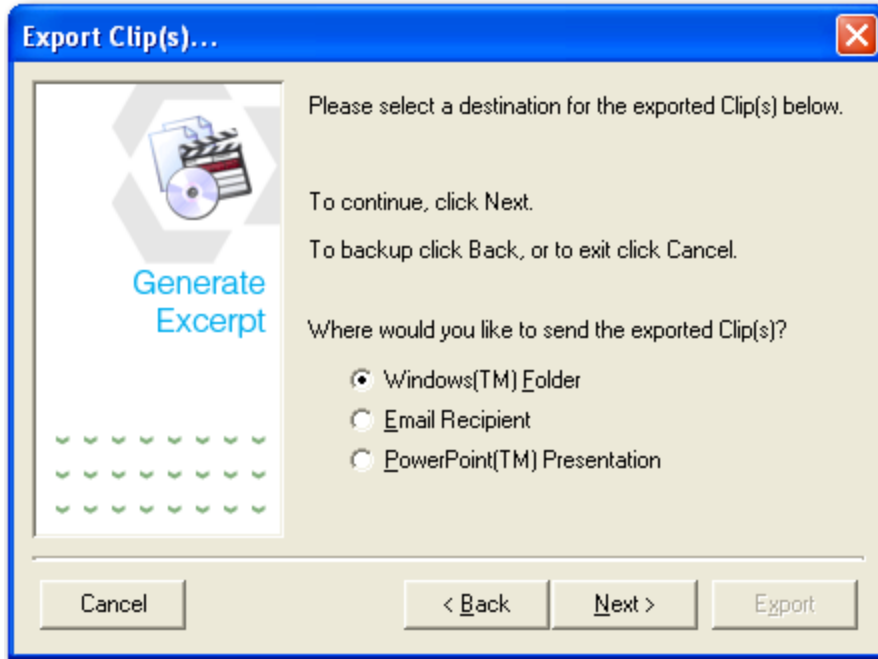
 **Tip:** Use the [Clip Editor](#) to adjust the beginning and ending points of each clip segment before exporting the clips. Once the clips are exported, you cannot make adjustments.

To export clips

1. In Transcript Manager, select **Clips** in the **View By** drop-down menu.
2. Choose the clips you want to export. You may use the **CTRL** key to select multiple non-contiguous segments or the **SHIFT** key to select multiple contiguous segments.
3. Select the **Export Clips** option under the **Clips** menu.



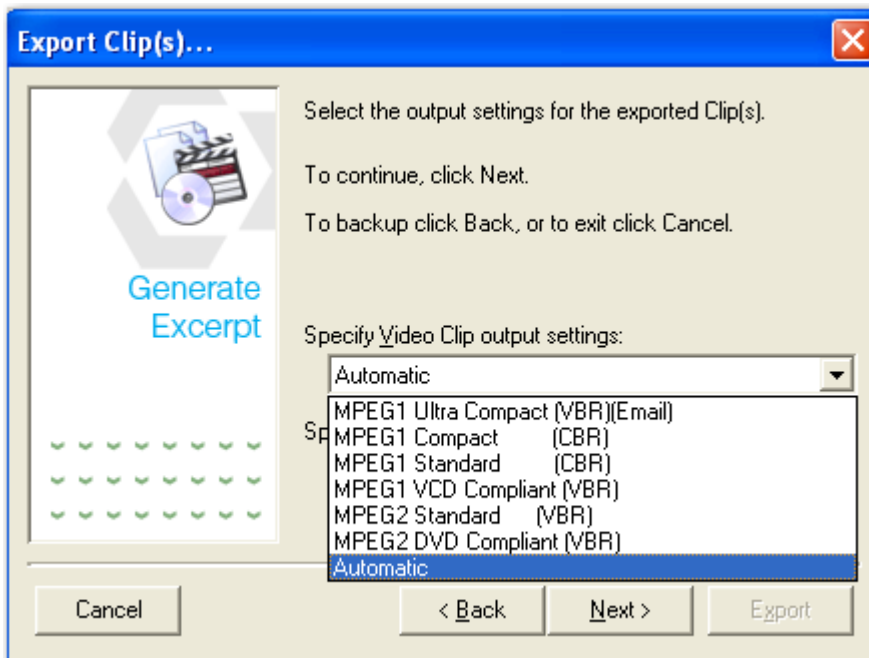
4. Select either **Export All Clip(s)** or **Export Selected Clips** option.
5. Click **Next** to continue.



6. Select the destination for the excerpts: a [Windows folder](#), [an email recipient](#), or a [PowerPoint presentation](#).
7. Click **Next**. The next steps depend on which destination you selected.

If you selected Send to Windows Folder:

1. Specify the [output settings](#) for video or for audio-only and click **Next**.

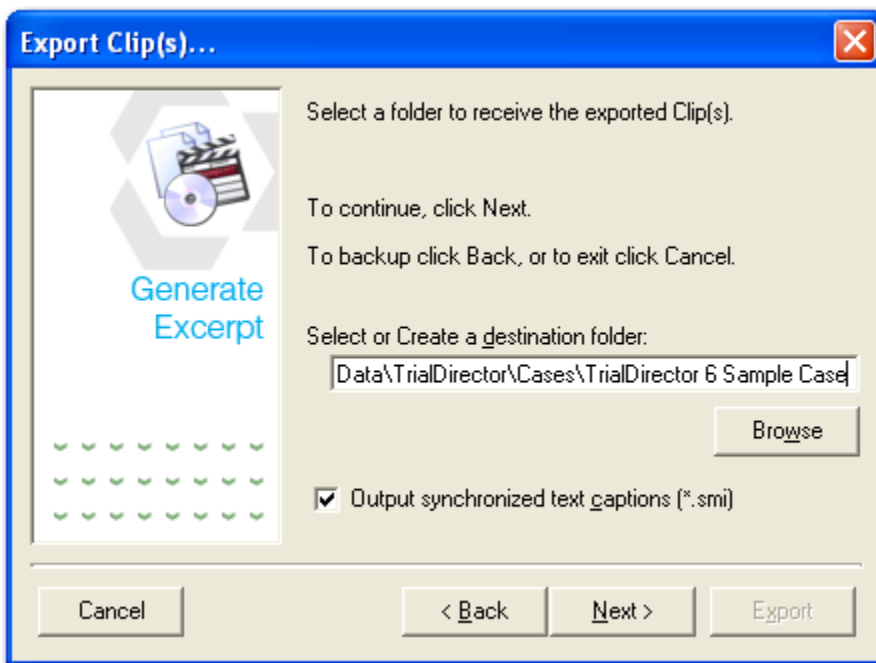


Output Setting	Description
MPEG1 Ultra Compact (VBR)(email)	Smallest file size, lowest resolution, good for e-mail attachments
MPEG1 Compact (CBR)	File size reduced from standard, some loss of resolution
MPEG1 Standard (CBR)	Standard MPEG digital compression
MPEG1 VCD Compliant (VBR)	Standard VCD compression (Video Compact Disc)
MPEG2 Standard (VBR)	Standard for digital compression of broadcast-quality video
MPEG2 DVD Compliant (VBR)	Standard for digital compression of broadcast-quality video (DVD)
Automatic	TrialDirector selects the best output setting based on several factors

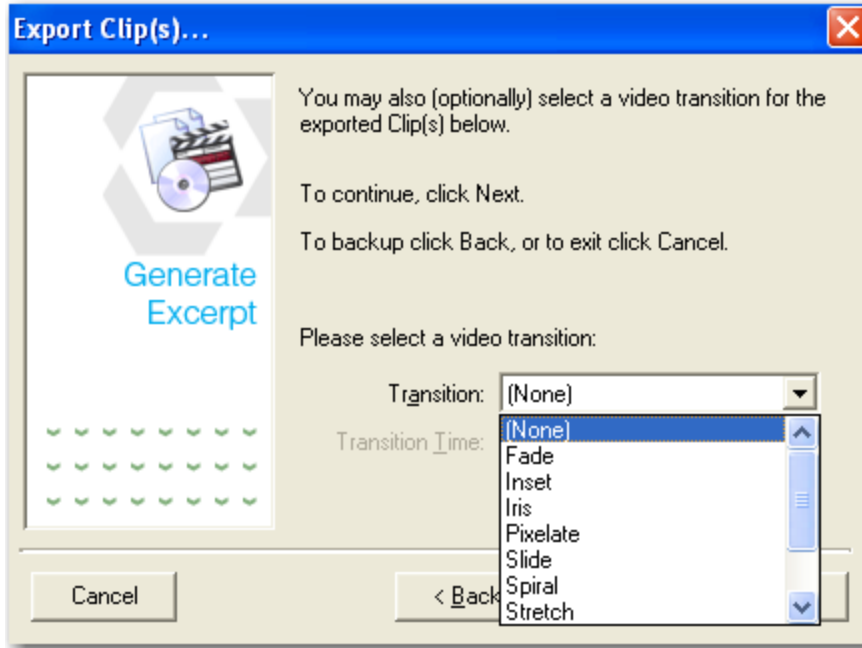


Note: If you are sharing the resulting clips with someone else, it may be preferable to select **MPEG-1** as the output format rather than selecting **Automatic**. When **Automatic** is selected, TrialDirector chooses the best output based on several factors, but the recipient of the clip files may not have the correct software to play anything other than MPEG-1 format.

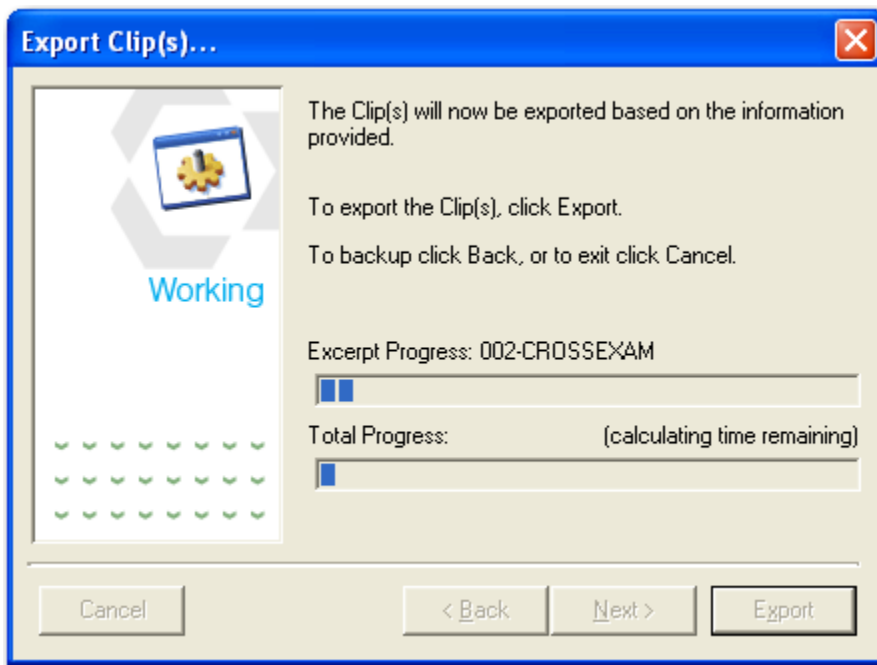
- Click **Browse** to select a path for the excerpt. If you want to include synchronized captions, be sure to select **Output Synchronized Text Captions (*.smi)**. Click **Next**.



- Specify a transition effect and transition timing for the excerpt, if desired. Click **Next**.



4. Click **Export** to generate the excerpts.



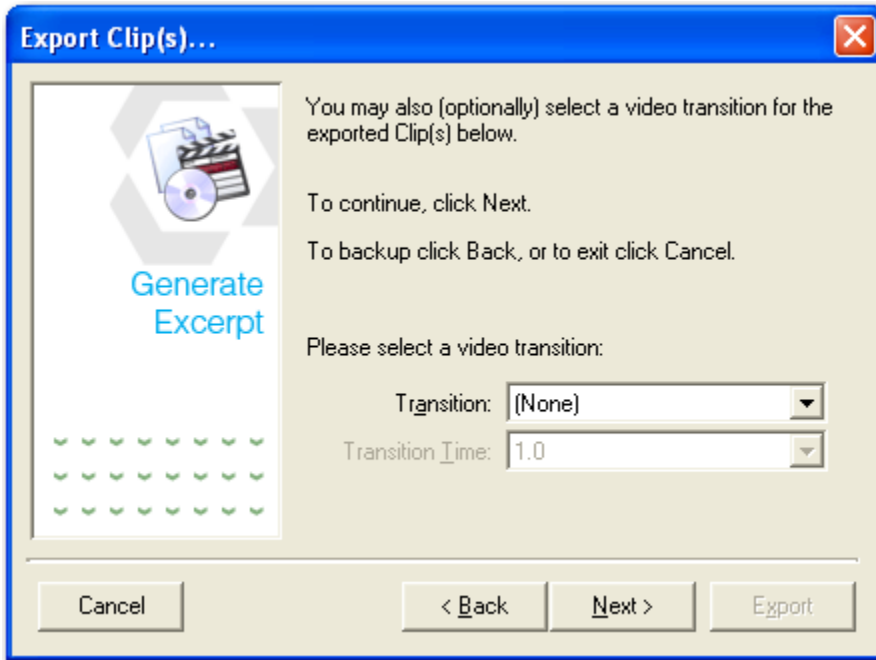
5. When the export process is complete, click **OK** to exit the wizard.



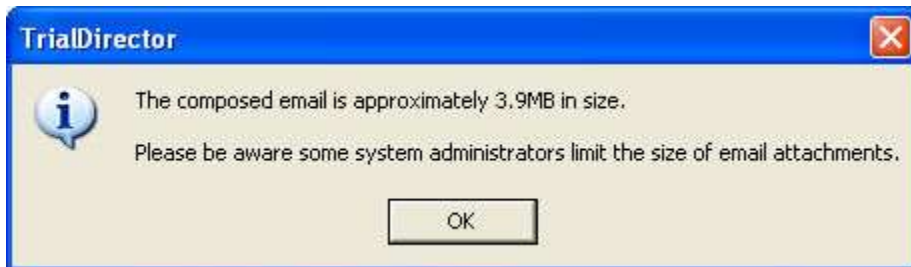
Note: If the recipient intends to play the exported clips with captions in Windows Media Player, some settings must be made in Media Player in order for the captioning to appear. Refer to documentation for Windows Media Player for more information about these settings.

If you Selected Email Recipient:

1. Specify a transition effect for the excerpts, if desired. Click **Next**.

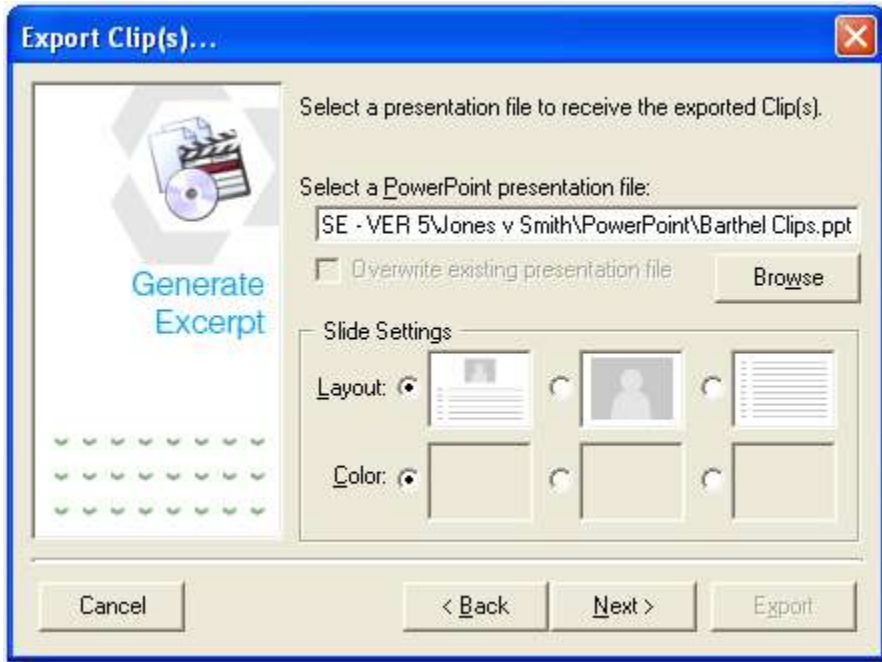


2. Click **Export** to export the clips.
3. When the clips have been exported, click **OK** to exit the wizard. A blank e-mail message with the excerpt files attached will be opened on your screen. If the excerpts are large files, you may see the message below.

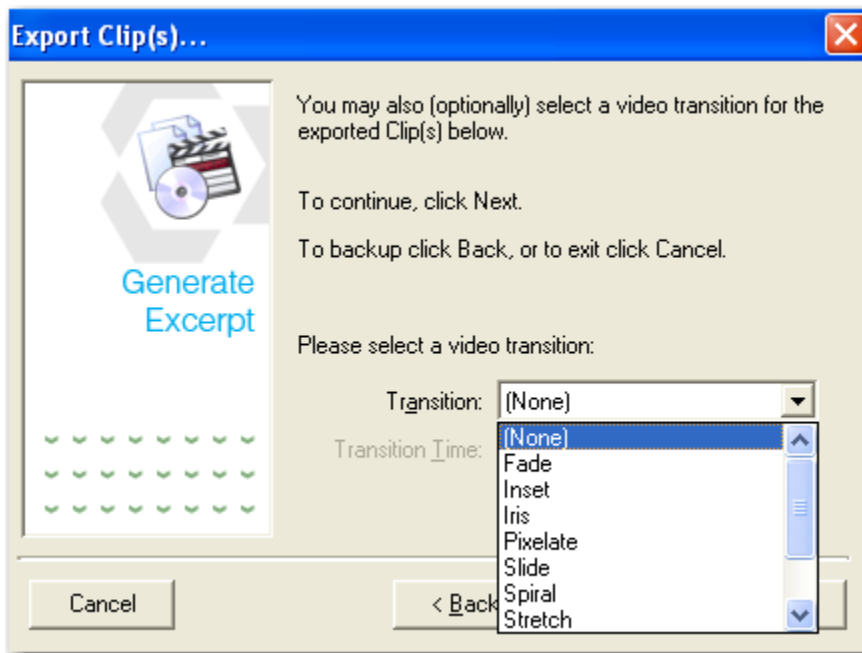


If you Selected PowerPoint Presentation:

1. Click the **Browse** button to select a path and filename for the exported clips. Then specify the slide settings (layout and color).



2. On the following screen, specify a transition effect for the excerpts, if desired. Click **Next**.



3. Click **Export** to export the clips. When the clips have been exported, click **OK** to exit the wizard. A PowerPoint file containing the excerpts will be created on your computer at the location you selected in step 1.

Transcript Manager Options

There are three categories of options for you to set in Transcript Manager:

- [General options](#)
- [Highlight options](#)
- [Clip options](#)

To access Transcript Manager Options

1. Open **Transcript Manager**.
2. Open the **View** menu and select **Options**.

Once you have set the appropriate options in any of the three Options dialogs, click **Apply** or click **Cancel** to close the Options dialog.

General Tab

General Options	Description
Open last Case at start-up	When you open TrialDirector, by default, the program opens displaying the last case worked on. If you deselect this option, when you open TrialDirector, a list of available TrialDirector cases appears allowing you to choose the case you want to open.
Automatically Monitor Clipboard	This option makes clipboard linking active by default when you open Transcript Manager.
VCR Refresh	This option determines how often the VCR display is refreshed. The default setting is 66 milliseconds. The lower the number of milliseconds, the more frequently the screen is refreshed. On computers with slower video cards, refreshing the VCR display frequently may result in a system performance loss.

Options for Opening a Digital Video Transcript	Description
Display Organizer	This option makes the Organizer Window visible by default.
Show Word Index	This option automatically displays the Word Index panel each time a transcript is opened.
Synchronize Digital Video	This option makes digital video synchronization active by default when you open a Digital Video Transcript.
Synchronize Exhibits	This option makes exhibit synchronization active by default when you open a Digital Video Transcript.
Show Annotations/Issue Codes	This option displays annotations or issue codes each time a transcript is opened.

Show Attached Exhibits	This option displays attached exhibits when viewing a transcript.
Show Multimedia Breaks	This option makes "beginning of deposition" video markers visible by default when you open a Digital Video Transcript.

Digital Video Transcript Properties	Description
Single	Displays transcripts in single-spaced format
1.5 Lines	Displays transcripts in 1.5-spaced format
Double	Displays transcripts in double-spaced format
Font Size	Change the font size in which transcripts are displayed

Highlight Tab

The Highlight tab allows you to change the options for the highlight bar that moves through a Digital Video Transcript.

Attributes	Description
Use custom Graphic	This option allows you to browse and set a graphic for highlights.
Use custom color scheme	Use this option if you wish to designate distinct colors for the highlight bar and the transcript background. You may also choose whether to display the highlight with a border (default setting) if using a custom color scheme.
Use Windows color scheme	Use this option to properly display the transcript text and scrolling highlight bar under High Contrast display settings. Enable this option for users with accessibility needs.

Size And Position	Description
Height	This field allows you set the height of the highlight bar. Changing to a lower number makes the bar smaller. Changing to a higher number makes the bar bigger.
Offset	This field determines the position of the highlight bar from the top or bottom of the page and works only when the Alignment is set to Align Top or Align Bottom. An Offset of zero (0) and Alignment of Align Top places the highlight bar at the top of the page.

Alignment	This field presents a drop-down list of three choices for the position of the highlight bar: Align Center , Align Top , and Align Bottom . It works in conjunction with the Offset to determine the location of the highlight bar on the transcript.
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Scrolling	Description
Speed	The speed control determines how smoothly the highlight bar moves through the transcript. A value of 100 milliseconds would cause the highlight bar to jump, while a value of 500+ milliseconds would produce a smooth scroll. The default setting is 250 milliseconds. System performance is affected by increasing the number, so a compromise between performance and visual effects should be made.

Clip Tab

The Clip options tab allows you to set the multimedia clip options.

Clip Creation Options	Description
Confirm identifier and description when creating a new Clip	Selecting this option will prompt you to confirm the information is correct before saving a new clip.
Use custom formatting for clip identifiers (within the current case)	<p>This option allows you to format custom clip identifiers using the codes shown below. For example:</p> <p><FI>-<MM><DD>-<SP5><SL2></p> <p>Clips created with this format will be identified as:</p> <p>JS-12-05-00145:23</p> <p>The codes represent the following:</p> <p><First Initial><Last Initial>-<Month><Day>-<5-digit zero-padded page number><two-digit zero-padded line number></p> <p>Each case may have its own set of custom clip identifiers.</p> <p>Below is a list of codes to use for setting up custom identifiers:</p> <p>Separator for Formatting Custom Identifier</p> <p>- = Separator</p> <p>Name Formatting</p> <p><FI> = First Initial</p>

	<p> = Last Initial</p> <p>Date Formatting</p> <p><MM> = Month</p> <p><D> = Unpadded Day (ex. 5 or 12)</p> <p><DD> = Padded Day (ex. 05 or 12)</p> <p><M> = Unpadded month (ex. 2 or 11)</p> <p><MM> = Padded Month (ex. 02 or 11)</p> <p><YY> = Short Year (ex. 97 or 03)</p> <p><YYYY> = Long Year (ex. 1997 or 2003)</p> <p>Starting Page Formatting</p> <p><SP> = Unpadded start page (i.e., 1 or 15 or 273) (same as <SP0> or <SP1>)</p> <p><SP1> = Padded to at least 1 digit (ex. 1 or 15 or 273)</p> <p><SP2> = Padded to at least 2 digits (ex. 01 or 15 or 273)</p> <p><SP3> = Padded to at least 3 digits (ex. 001 or 015 or 273) (up to SP9)</p> <p><SP9> = Padded to 9 digits (ex. 000000001 or 000000015 or 000000273)</p> <p>Starting Line Number Formatting</p> <p><SL> - Unpadded start line (i.e., 2 or 15) (same as <SL0> or <SL1>)</p> <p><SL1> = Padded to at least 1 digit (ex. 2 or 15)</p> <p><SL2> = Padded to 2 digits (ex. 02 or 15)</p> <p>Volume Number Formatting</p> <p><V> = Unpadded Volume Number (ex. 1 or 24)</p> <p><VV> = Padded Volume Number (ex. 01 or 24)</p>
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Segment Creation Options	Description
Confirm before splitting Segments when manually creating Clips	Enabling this option prompts you prior to splitting transcript selections into multiple segments during manual clip creation. Segment splits only occur when the transcript contains objections, multimedia breaks or periods of silent. If this option is disabled, the segment is automatically split without user notification. (Enabled by default.)
Split Segments at multimedia breaks	This option splits a transcript text selection that spans across multimedia breaks and creates two separate segments. (Enabled by default.)
Split Segments to exclude objections	This option splits a transcript text selection that contains objections and creates two separate segments. (Enabled by default.)
Split Segments to exclude silence over <set	This option splits a transcript text selection that contains long periods of silence and creates two separate segments. (Enabled by default and set to 10 seconds.)

amount of > seconds	
Adjust start by	This option sets the number of seconds by which the start time is adjusted when a segment is created.
Adjust end by	This option sets the number of seconds by which the end time is adjusted when a segment is created.

Editing and Review Options	Description
Automatically play Clips and Segments after drag/drop	This option causes segments and clips to be played automatically when they are dragged and dropped into the Transcript Window. (Enabled by default.)
Display Segment breaks in Segment Editor	This option causes segment breaks to be displayed between the corresponding transcript text for each segment when a clip is loaded in the Segment Editor. (Enabled by default.)
Adjust segment seek to start by	This option sets the number of seconds before or after the segment start time to which the multimedia jumps when you seek to the start of a segment. Default: -3 seconds For example, if the segment seek to start adjustment is set to -2 seconds, and you seek to the start of a segment that begins at 00:00:03:00, the multimedia will automatically jump to 00:00:01:00.
Adjust segment seek to end by	This option sets the number of seconds before or after the segment end time to which the multimedia jumps when you seek to the end of a segment. Default: -3 seconds For example, if the segment seek to end adjustment is set to 2 seconds, and you seek to the end of a segment that ends at 00:00:45:00, the multimedia will automatically jump to 00:00:47:00.



Note: If your Digital Video Transcript timestamps are precise, both of the *Automatically adjust segment time* settings can be set to 0. This would minimize the need for clip editing.

Playing a Clip

When you play a clip in the Transcript Manager, the video appears in the Multimedia Player (in the right panel of the Transcript Manager desktop) and, if the Transcript tab is active, the text of the transcript follows along with the video. If the Clip Editor is active, the text of the clip appears in the Review Clip Text section of the Clip Editor.

To play a clip

1. Expand the transcript folder by clicking on the **+** sign to the left of the folder or double-click on the transcript identifier.
2. Expand the desired clip folder and right-click on the full clip icon. Select **Play** on the shortcut menu or select **Play Clip** on the **Clips** menu. In the **Clip Editor**, click on the **Play the Full Clip** button

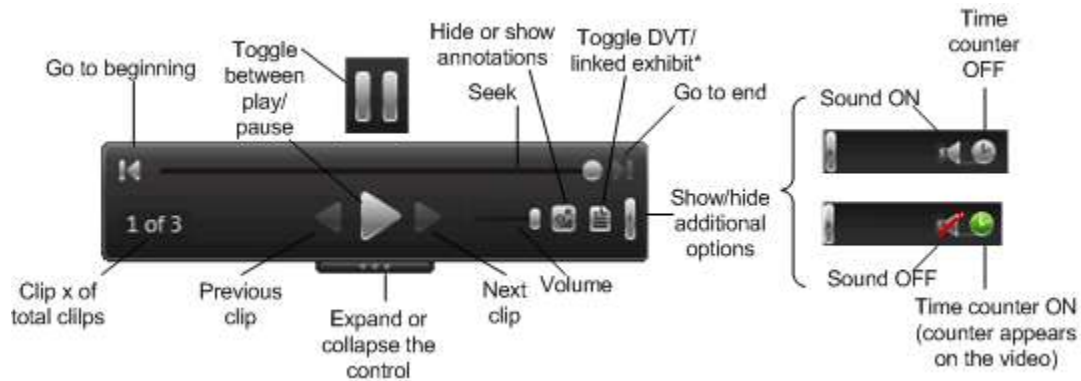


Presenting Digital Video Transcripts (DVTs)

When you load a DVT on to the Presentation display, the control bar appears collapsed beneath it:



Click on it to expand the full controls:

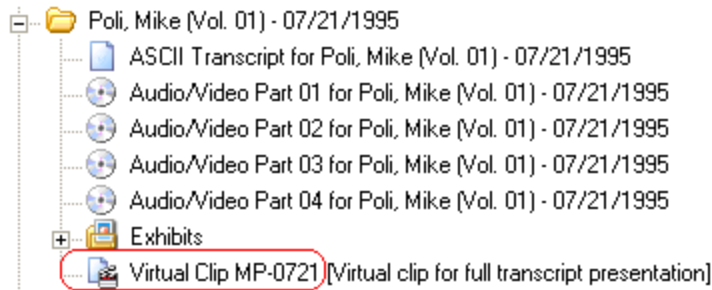


Controlling the DVT

- To keep the jury from seeing the control bar, detach the exhibit controls and move them to your control display, and/or use [Mirror Mode to control your presentation from behind the scenes](#). Test these options first to determine what works best for you.
- When you load a DVT in Presentation mode, TrialDirector will either begin playing it immediately or wait for you to click the Play button, depending on the default preference selected (see Presentation Preferences > Exhibits > Digital Video Transcripts > DVT Play Options) and whether you set an override in the [clip properties](#). You can also set options to control whether DVTs automatically close when they finish playing, or remain open and paused.
- To toggle between pause and play, double-click anywhere on the video.
- To automatically move to a particular point in the synchronized video, double-click a line in the transcript text. Then double-click on the video (or press the Play button) to begin playback from that point.
- When you use the controls to move to different points in the video, the transcript text is automatically repositioned when the video resumes playing.

Displaying the Full DVT (Virtual Clip)

- Transcript Manager automatically creates a virtual clip for each DVT that enables you to play the entire DVT in Presentation mode. It appears as "Virtual Clip (ID)" in Transcript Explorer under the deponent's name.
Example



- To display the transcript only (no video), type the **Clip ID** followed by **:T** and press **ENTER**. Using the example above, you would type:
MP-0721:T
After the transcript appears, you can type **-pg##** and press **ENTER** to go to a specific page in the transcript. To go to page 3, you would type:
-pg03




Setting the Layout of the Video and Transcript

- The options in [Presentation Preferences > Exhibits > Digital Video Transcripts](#) give you control over the default layout of the video and transcript text, how text is highlighted, fonts, and more. Spend some time experimenting with these settings, and expand the Information text in Presentation Preferences for more information.
- You can move DVTs around the Presentation display the same way you move images (see “Controlling the Presentation Display” in the TrialDirector Help).
- To change the layout position of the video and transcript on-the-fly during presentation, hold **CTRL** and press **TAB** repeatedly to move through the available layouts in the popup box. When the correct layout is selected, release both keys.

Viewing Attached Exhibits

- If you've [attached exhibits to a transcript in Transcript Manager](#), each exhibit automatically appears at the right time when you present the DVT.
- You can specify whether attached exhibits open in Zone 1 (to the left of the DVT) or Zone 2 (to the right of the DVT) in [Presentation Preferences > Exhibits > Digital Video Transcripts > Linked Exhibits](#).
- You can annotate the exhibit just as if you loaded it yourself, though you may want to pause the DVT while you do so.
- Provided you specified when to [clear the attached exhibit in Transcript Manager](#), it will close at the appropriate time. However, you can also hover over the top right corner to access the controls that enable you to close it, maximize it, or move it to a different zone. (See “Controlling the Presentation Display” in the TrialDirector Help for more information.)

Annotating and Emphasizing the DVT

- You can use tools on the [Presentation Toolbar](#) to annotate and emphasize aspects of a running video and the transcript text.
- Consider using Callout Zoom tools , such as **Projection Zoom**  or **Capsule Projection**  to draw the jury's attention to the deponent's face.

Enabling Closed Captions

To enable closed captioning on-the-fly during presentation, type **-CC** and press **ENTER**. (Repeat this command to disable closed captioning.) To select an alternate layout of the video and transcript text, hold **CTRL** and press **TAB** repeatedly to move through the available layouts in the popup box. When the correct layout is selected, release both keys.



Closed Captioning

Using TimeCoder

Timecoding a transcript is synchronizing the ASCII transcript to the multimedia file by setting time stamps on each line of the transcript. This allows synchronized playback of video files and an accompanying transcript.

TrialDirector includes a simple timecoding tool (TimeCoder) which is very effective for small jobs. If you will be performing a large amount of timecoding, we recommend that you obtain a copy of [inData's TimeCoder Pro](#). TimeCoder Pro automates the process of timecoding, as well as performing the synchronization as much as 20 times faster than realtime.

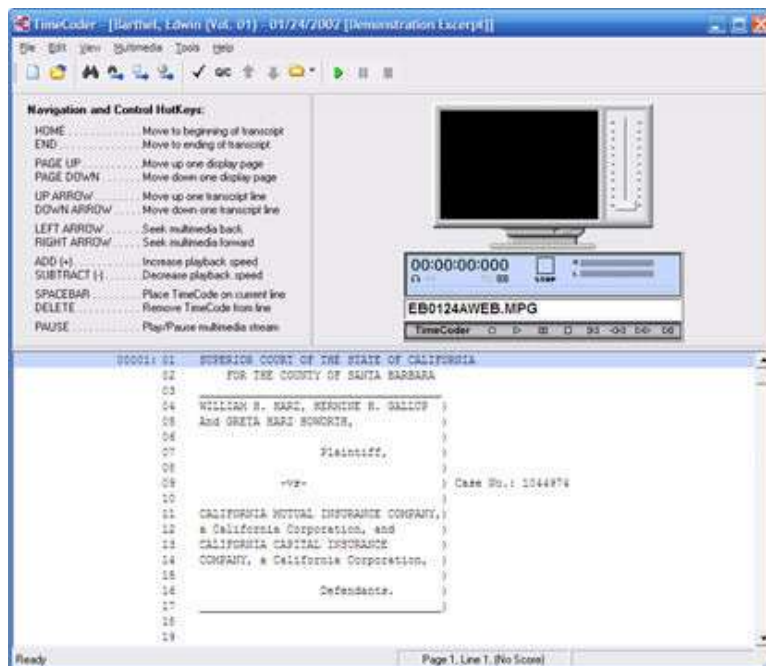


Note: Before beginning the timecoding process, ensure that the appropriate DVT has been [created](#) and that at least one of the corresponding multimedia files has been [loaded](#).

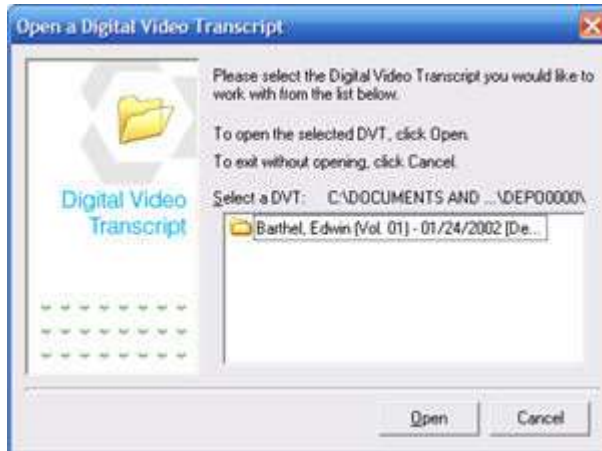
Timecoding a Transcript


To begin timecoding a transcript:

1. From the **Tools** menu, select **TimeCoder...** The following windows appear:





- In the **Open a Digital Video Transcript** window, select the appropriate multimedia file from the Multimedia Selection Box. If there are no multimedia files to choose from, [load](#) the appropriate multimedia files.



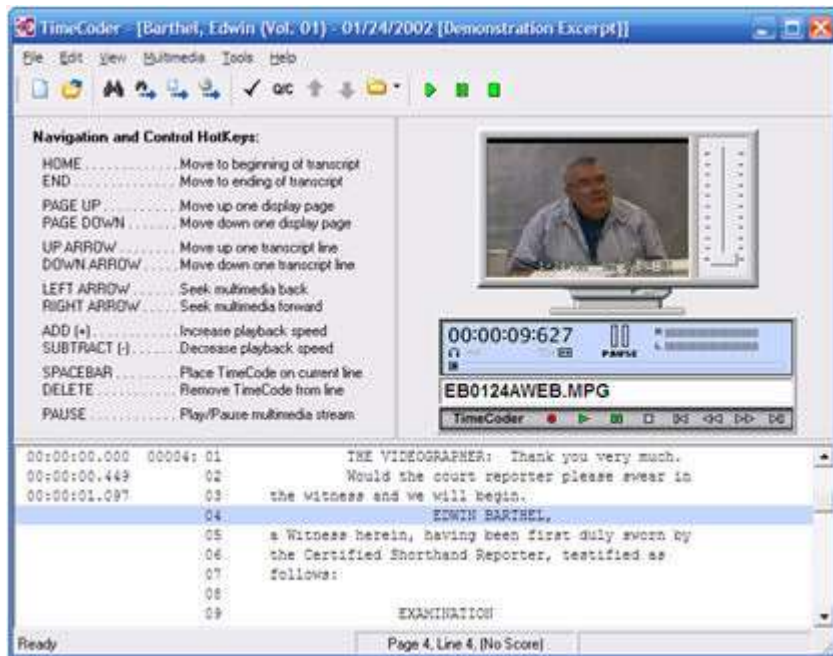
- Find the place in the transcript where the selected multimedia file begins. To do this, click **Play**  on the Multimedia Control Box, listen to the first few words of the multimedia file and then search for those words in the ASCII transcript using the **Find** command under the **Edit** menu.



Note: If you cannot locate the first words of the multimedia file, advance the multimedia file and try again since the transcription may begin further into the multimedia file.

- When you have found the beginning of the multimedia file in the transcript, verify that the blue highlighter bar is on the line of transcript that corresponds to the beginning of the multimedia file. Click the **Seek to Start** button  on the Multimedia Control Box to rewind the multimedia file to the beginning.
- Click **Record**  on the Multimedia Control Box to enter Timecoding Mode.
- Click **Play** on the Multimedia Control Box to begin playback of the multimedia file.

- When the multimedia file reaches the first word of the transcript line that is currently highlighted in blue, press the SPACEBAR. The current multimedia time is stamped on the left side of the transcript line, as shown below.



- Continue this process until you reach the end of the multimedia file. If you miss a line or stamp a line incorrectly, use the appropriate keyboard commands to edit your mistakes (see Editing Timecodes below).



Note: You must be in Timecoding Mode to edit timecodes. To enable Timecoding Mode, click the **Record** button so that it is red.

- If there are additional multimedia files, repeat steps 2 through 8 until the entire transcript has been timecoded. When the entire transcript has been timecoded, you can [export](#) the Digital Video Transcript.

Editing Timecodes

The sections below explain how to correct the two most common errors made while timecoding a transcript. You must be in Timecoding Mode in order to edit timecodes. To enable Timecoding Mode, click the **Record** button so that it is red.




Note: When editing timecodes, ensure that the timecodes are in chronological order. For example, the timecode 00:00:15 cannot be preceded by 00:00:30.

Timecoding a Missed Line

If you do not press the spacebar in time to place a timecode on a line of transcript, simply rewind the multimedia file by pressing the LEFT ARROW key on your keyboard. When the multimedia file reaches the appropriate position again, press the SPACEBAR and continue timecoding as you normally would.

Changing an Incorrect Timecode

If you press the SPACEBAR at the incorrect time or on the incorrect line, pause the multimedia file by clicking Pause  or by selecting Pause from the Multimedia menu. Then use the UP ARROW or DOWN ARROW on your keyboard to move the highlighter to the line with the incorrect timecode. Press the DELETE key on your keyboard to erase the timecode. Rewind or advance the multimedia file as necessary and click Play or select Play from the Multimedia menu. When the multimedia file reaches the appropriate position again, press the SPACEBAR and continue timecoding as you normally would.

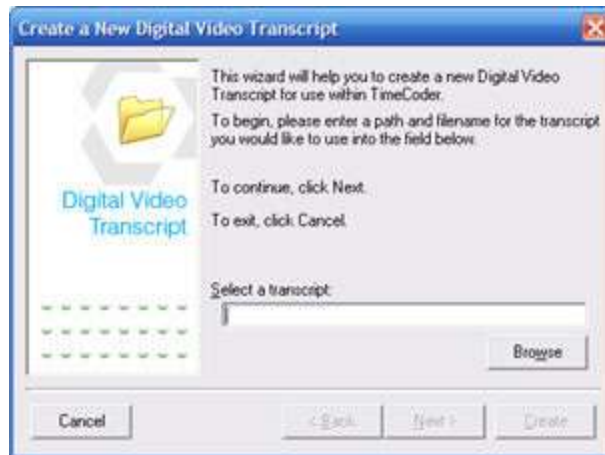


Note: If you are in Timecoding Mode and the highlight bar is on a line that already has a timecode, pressing the SPACEBAR will overwrite the old timecode with a new timecode that corresponds to the current time in the Multimedia Control Box.

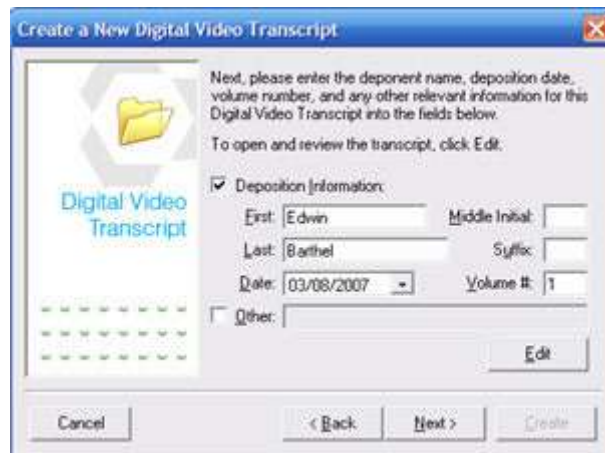
Creating a Digital Video Transcript (DVT)

Using TimeCoder, during the DVT creation process, the deposition transcript is added to the DVT database. You can also process the associated Audio/Video reference files along with a pre-timecoded transcript.

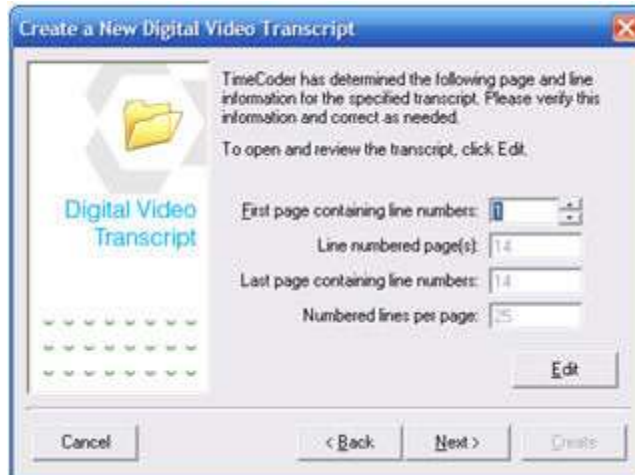
1. To create a new DVT, select the **Tools** menu and choose **TimeCoder**.
2. In TimeCoder, select **Create a New Digital Video Transcript** from the **File** menu. The following dialog will appear:



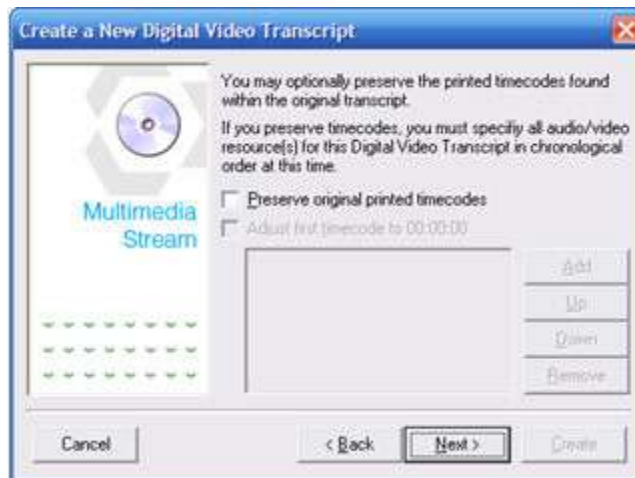
3. Click **Browse** to select the deposition transcript you wish to use. Click **Next** to continue.



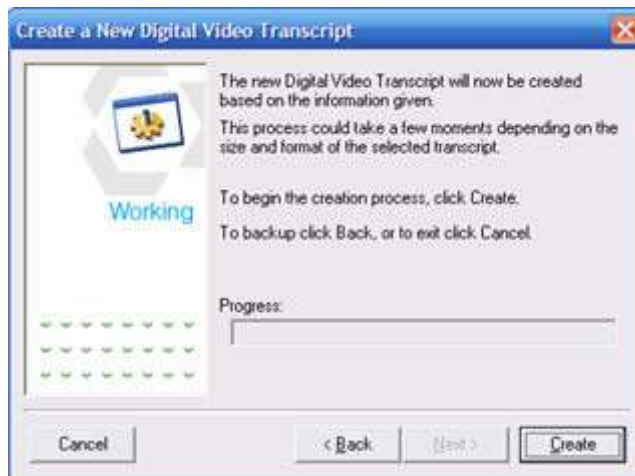
4. Enter the deponent information as shown in the screen above. You can use the 'Other' field to include other case or deposition information or to enter a description for a proceeding other than a deposition, i.e., a trial or hearing transcript. Click **Edit** if you wish to view the actual transcript text file. Click **Next** to continue.



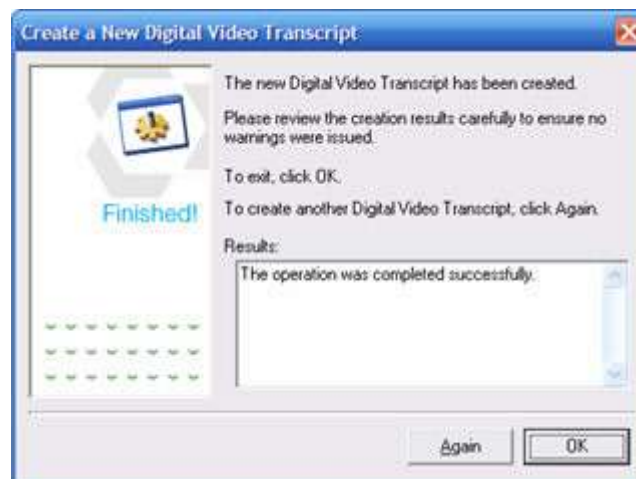
5. Confirm the page and line information for the transcript text file. Click **Edit** if you wish to view the actual transcript text file. Click **Next** to continue. The following screen will appear:



6. You have the option to preserve the original timecodes within a deposition transcript, if they exist. Click [here](#) to view the steps involved to preserve timecodes. If you wish to import the transcript without timecodes, click **Next** to continue.
7. Click **Create** to begin the DVT creation process.



8. After the process is completed, click **Next** to continue. After the DVT has been created, the screen below is displayed so you can review the creation results.



9. Click **OK** to open the newly created DVT or click **Again** to create another DVT.

Importing Transcripts

Topics:

- [Import TrialDirector™ Case File \(*.cms\)](#)
- [Import LiveNote™ / VideoNote™ File \(*.ptf, *.vid\)](#)
- [Import RealLegal™ E*Transcript™ Files \(*.ptx\)](#)
- [Import Sanction II™ Transcript Database \(*.mdb\)](#)
- [Import Timaro™ Post-production Time Stamp File \(*.pts\)](#)
- [Import TrialPro™ Post-production Time Stamp File \(*.pts\)](#)
- [Import YesEdit™ CD-ROM with Sanction™ Transcript Database \(*.mdb\)](#)

After a transcript has been synchronized using either the TimeCoder application or a third party program, it can then be imported back into TimeCoder.

The TimeCoder import features are especially useful for converting one timestamp file format to another. For example, a Sanction II™ transcript database (*.mdb) can be converted to a TrialDirector Case File (*.cms) via the TimeCoder import/export features.

Importing a TrialDirector Case File

TimeCoder can import existing *.cms files that may have been created in previous versions of TimeCoder, TrialDirector or DVTWizard. TimeCoder users may want to import legacy *.cms files to correct timecodes, add/remove multimedia resource files, adjust timecodes etc. After the *.cms file is imported into TimeCoder, it can even be exported to other formats.

When a synchronized transcript is contained within a TrialDirector Case, we will need to import the corresponding *.cms file.

Follow these steps to import from a TrialDirector Case:

1. Select **Import from... | TrialDirector™ Case file (*.cms)** from the File menu.

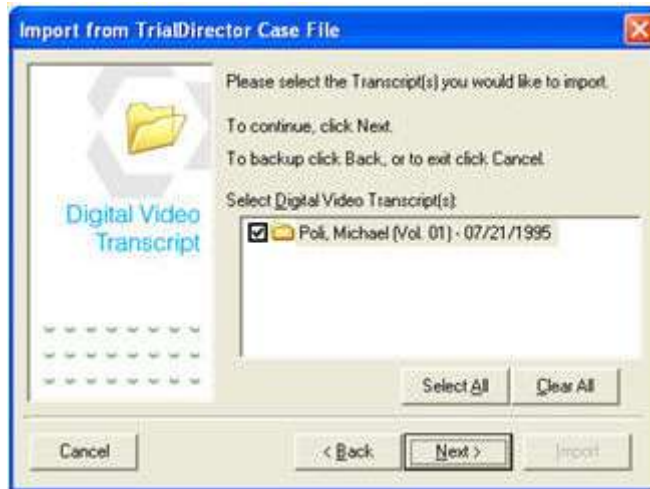


2. Enter a destination path and filename for the *.cms file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:

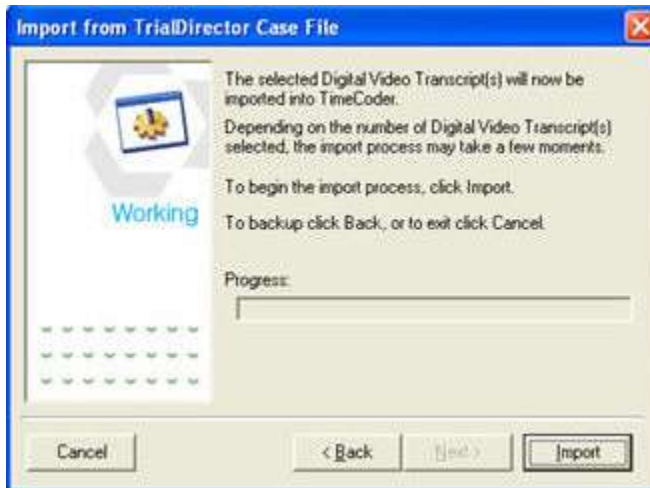


- b. Select the desired destination folder and *.cms file. Click **Open**.

- When the desired path and filename are selected, click **Next**. The following window appears:



- Select the Digital Video Transcript(s) you would like to import into the current case. Click **Select All** to import all Digital Video Transcripts or **Clear All** to clear all selections. Click **Next** to continue.



- Click **Import** to continue the import process.



6. Verify that there are no warnings that were issued. Then select **OK** to complete the import process. You will then need to open the Digital Video Transcript that you imported.

Importing LiveNote / VideoNote Files

When a synchronized transcript is imported from a LiveNote™ / VideoNote™ file, you will need to import the *.ptf / *.vid files that were created from the original application.

To import files from LiveNote / VideoNote:

1. Select **Import from... | LiveNote™/ VideoNote™ files (*.ptf) (*.vid)** from the File menu.



2. Enter a destination path and filename for the *.PTF file, or click **Browse** to navigate to the desired folder and filename.



Note: If the *.PTF and *.VID files reside in the same directory, selecting the *.PTF will select the associated *.VID file, as well.

- a. If you click **Browse** the following window appears:



- b. Select the desired destination folder and *.PTF file and click **Open**.
3. When the desired folder and filename are selected, click **Next**.

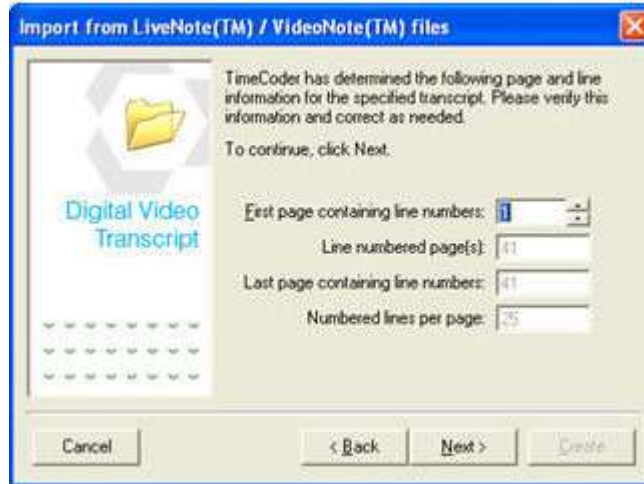


4. Enter the information for the deponent.

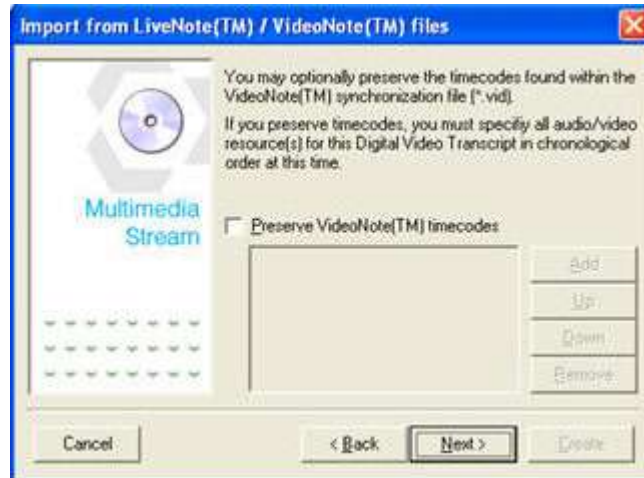
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the FIRST, LAST, DATE and VOLUME # fields must be filled in. If you choose to enable the Other Information, the OTHER field must be filled in.

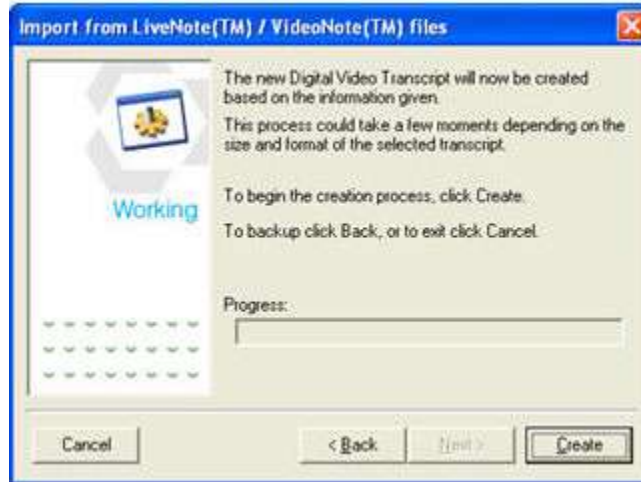
5. When you are finished entering information into the fields, click **Next**.



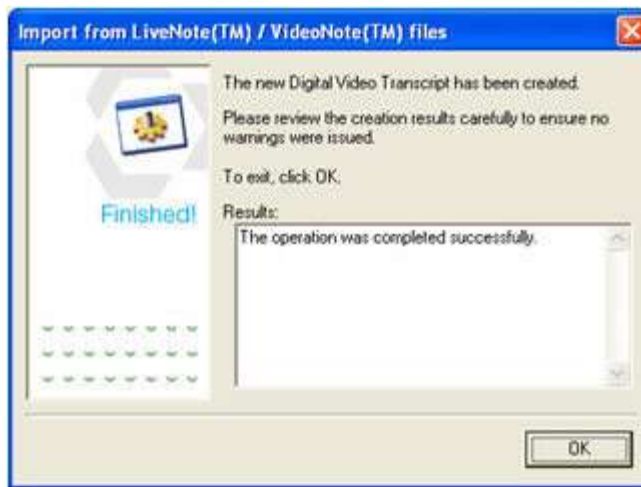
6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.



8. If you would like to preserve VideoNote™ timesteps, you must specify all multimedia resources associated with the VideoNote (*.vid) file in chronological order. Click [here](#) for instructions on preserving timesteps.
9. Click **Next** to continue.



10. Click **Create** to begin the import process. When the progress bar reaches the end, the import is complete.



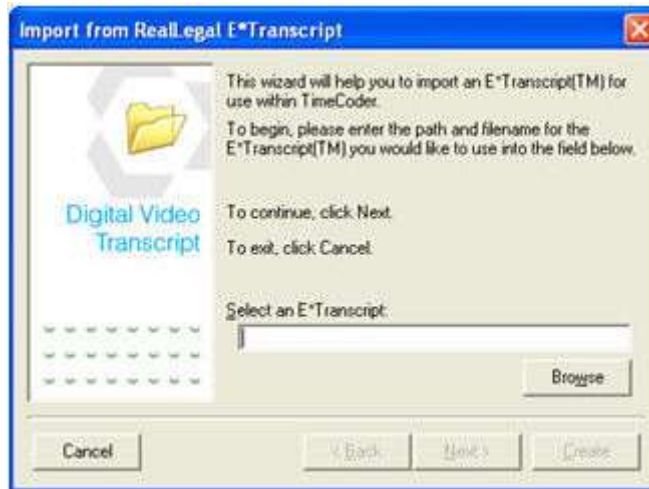
11. Review the import results carefully to ensure that no errors were encountered.
12. Then select **OK** to complete the import process.

Importing RealLegalE*Transcript Files

When a synchronized transcript is imported from a RealLegal™ E*Transcript™ file, you will need to import the .ptx file that was created in the original application.

To import files from RealLegal:

1. Select **Import from... | RealLegal™ E*Transcript™ (*.ptx)** from the File menu.



2. Enter a destination folder and filename for the *.PTX file, or click **Browse** to navigate to the desired folder and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and .PTX file and click [OPEN].

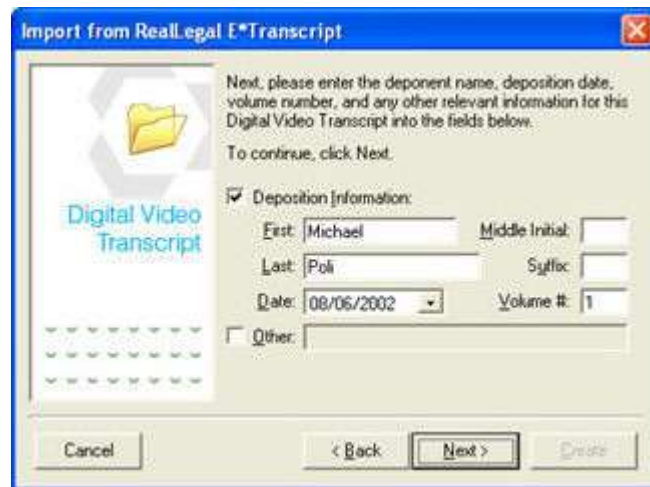


Note: TimeCoder Pro can import either the .PTX or .EXE format of E*Transcript files.

3. When the desired folder and filename are selected, click **Next**.
4. If the selected .PTX/.EXE file requires a password, the following dialog will be displayed.



5. Enter the required password and click **Next** to continue. The password is generated by the authoring entity of the E*Transcript file. If the password cannot be obtained, the file cannot be imported. You will have to contact the author of the E*Transcript file to obtain the password.

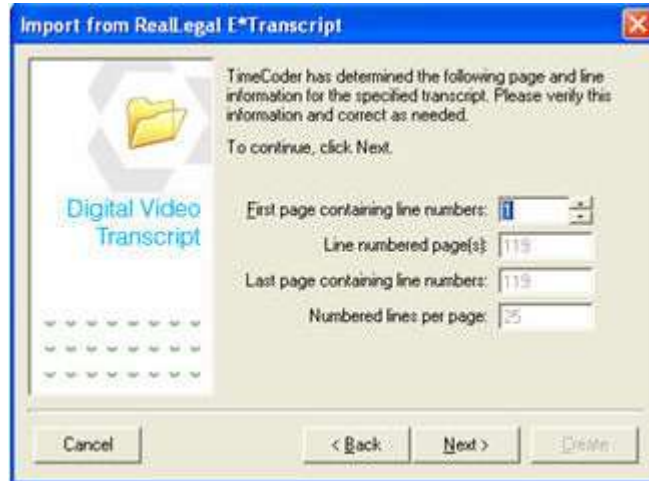


6. Enter the information for the deponent.

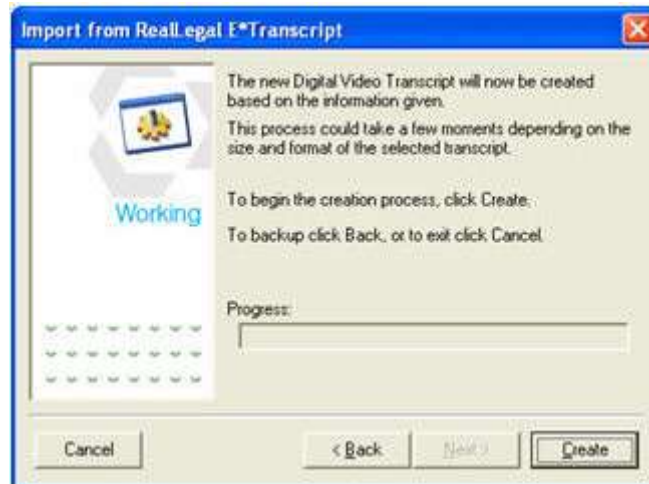
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number

Other	Additional information
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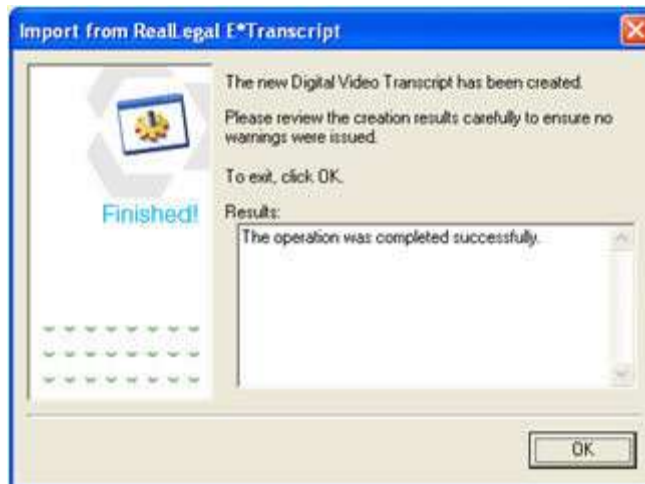
- The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the FIRST, LAST, DATE and VOLUME # fields must be filled in. If you choose to enable the Other Information, the OTHER field must be filled in.
- When you are finished entering information into the fields, click **Next**.



- If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
- Click **Next** to continue.



- This window indicates that you are ready to import the DVT. Click **Create** to begin the import process.



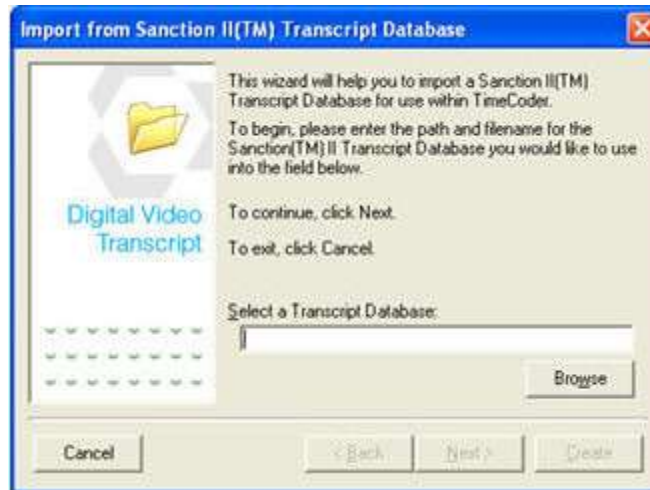
12. Review the import results carefully to ensure that no errors were encountered.
13. Select **OK** to complete the import process.

Importing a Sanction II Transcript Database

When a synchronized transcript database is created within the Sanction II™ application, the corresponding *.mdb file can be imported into TimeCoder.

To import from a Sanction II™ Transcript Database file

1. Select **Import from... | Sanction II Transcript Database (*.mdb)** from the **File** menu.

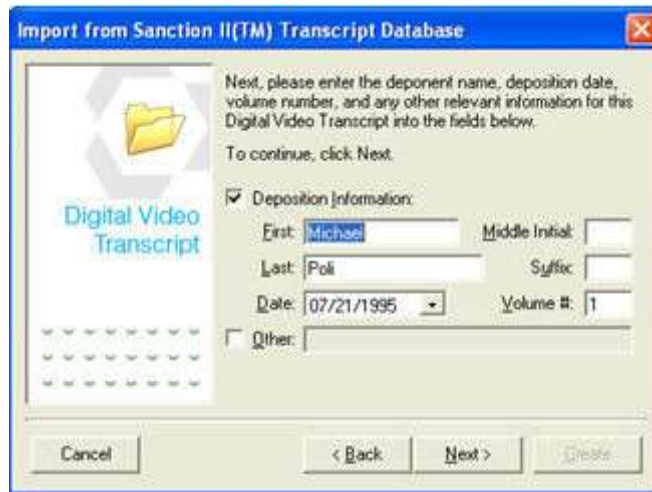


2. Enter a destination path and filename for the *.mdb file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and *.mdb file. Click **Open**.

- When the desired path and filename are selected, click **Next**. The following window appears:



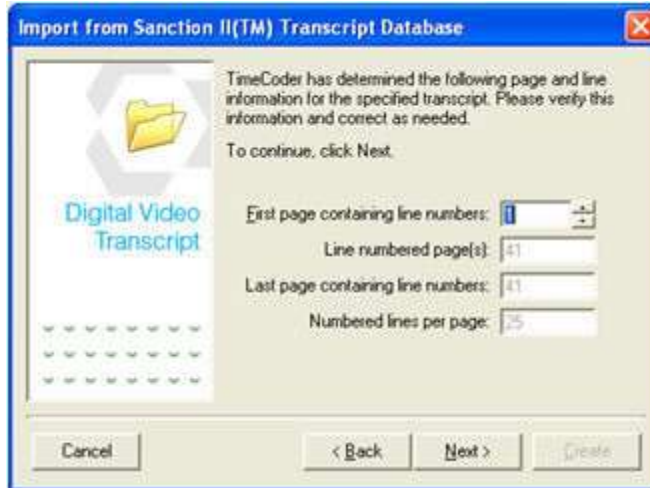
- Enter the information for the deponent.

The following fields are available:

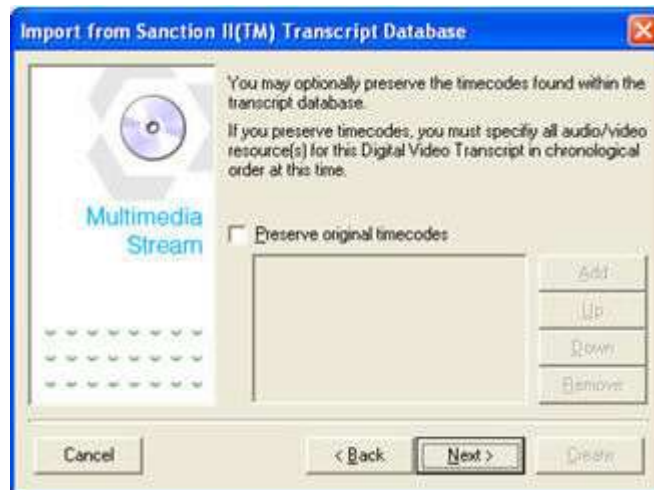
Field	Description
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Surname	Deponent's surname
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the First, Last, Date and Volume # fields must be filled in. If you choose to enable the Other Information, the Other field must be filled in.

- When you are finished entering information into the fields, click **Next**.

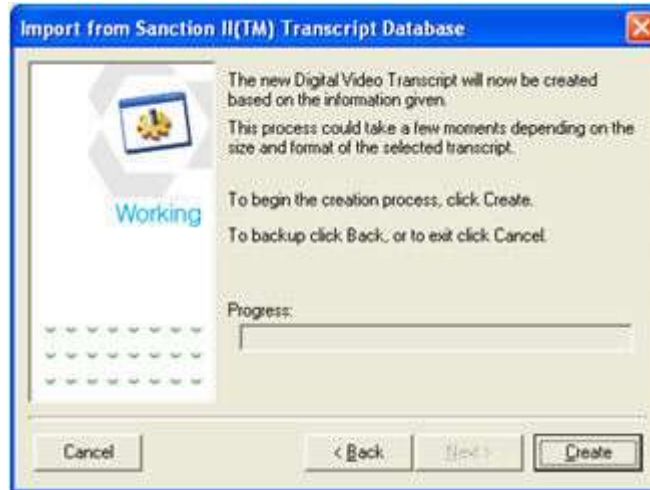


6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.
8. Once all adjustments are made, if necessary, select **Next** to continue. The following window will appear.

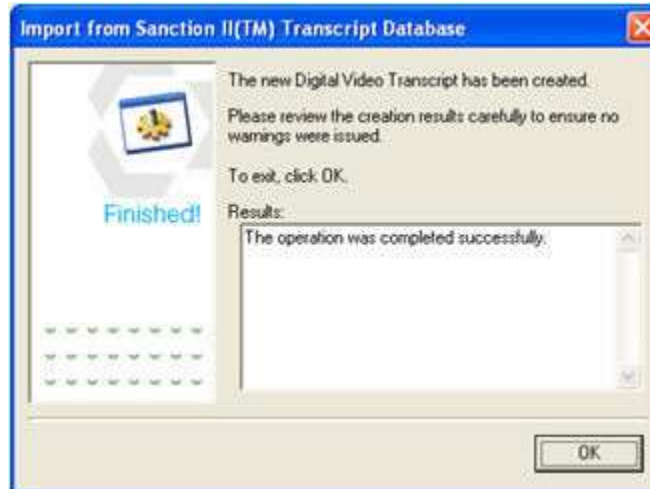


This window will allow you to preserve timecodes which may appear in the original printed transcript. If you want to preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order. Click [here](#) for instructions on preserving timecodes.

7. If you choose not to preserve original printed timecodes, select **Next** to continue. The following window will appear:



8. Click **Create** to begin the creation process. The following window appears:

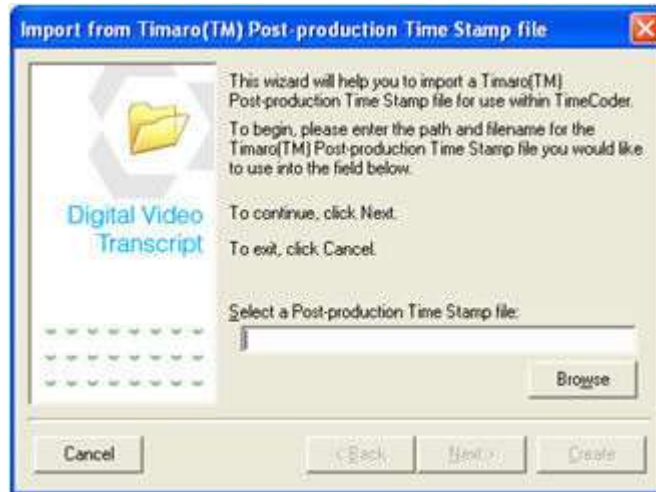


9. Review the import results carefully to ensure that no errors were encountered, then select **OK** to complete the import process.

Importing Timaro Post-production Time Stamp Files

When a synchronized transcript is imported from a Timaro™ Post-production Timestamp file, you will need to import the *.pts file that was created in the original application.

1. Select **Import from... | Timaro Post-production Time Stamp File (*.pts)** from the File menu.

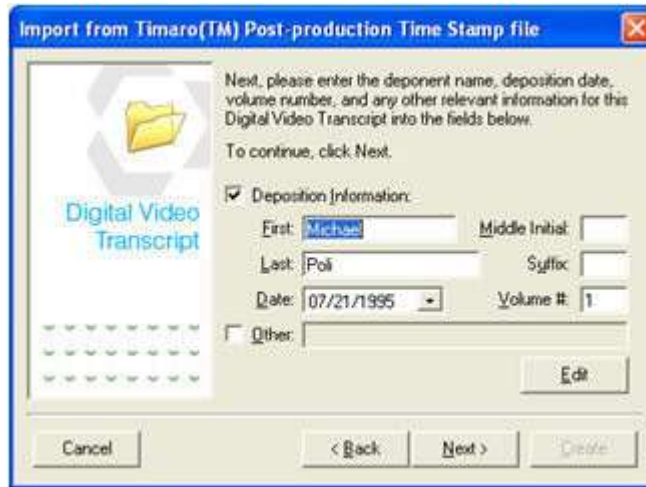


2. Enter a destination path and filename for the *.pts file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and *.pts file, Click **Open**.

- Once the desired path and filename are selected, click **Next**. The following window appears:



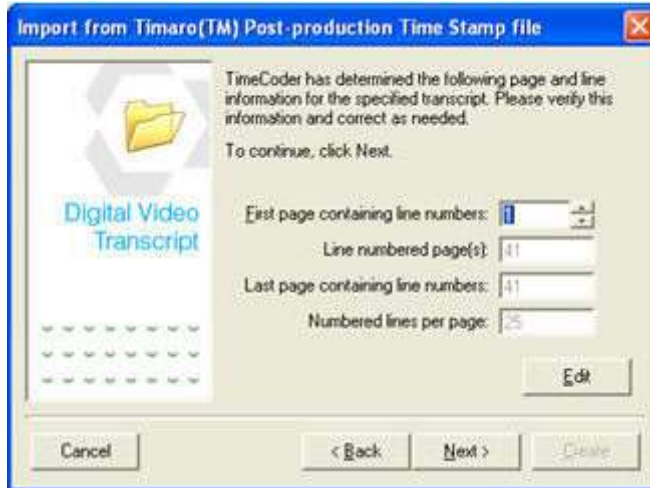
- Enter the information for the deponent. The following fields are available:

Field	Description
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix added to Deponents name, such as Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

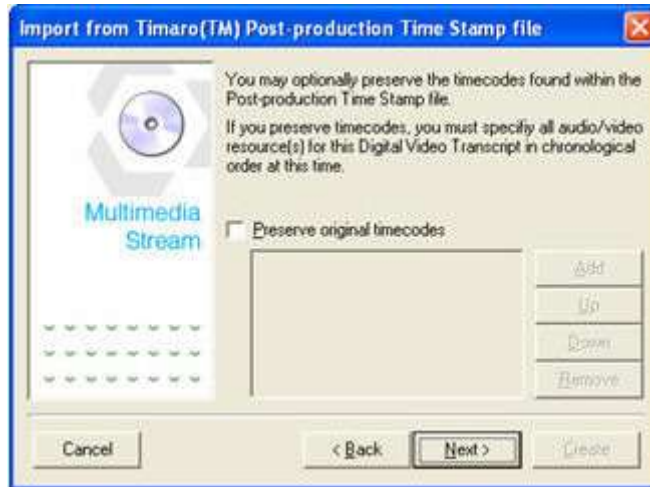
The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time.

If you choose to enable the Deposition Information, the First, Last, Date and Volume # fields must be filled in. If you choose to enable the Other Information, the Other field must be filled in

- When you are finished entering information into the fields, click **Next**.



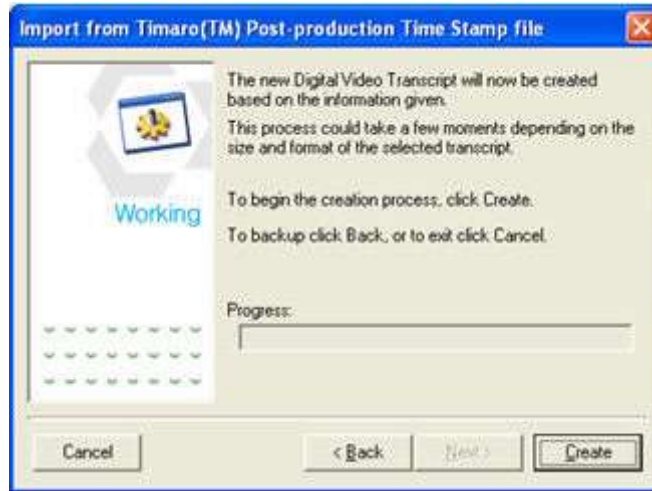
6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.



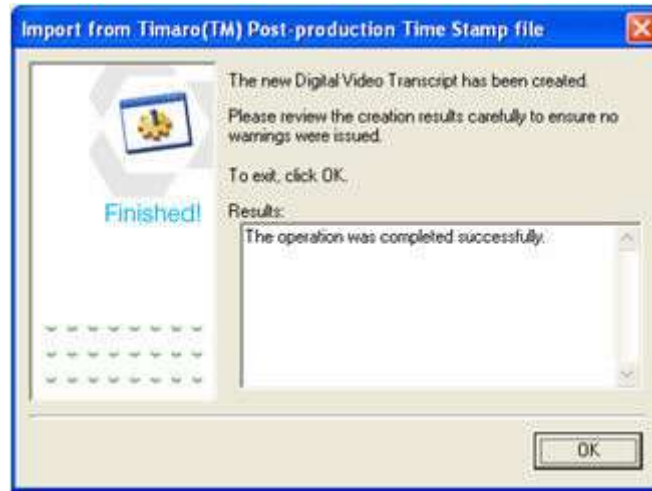
This window will allow you to preserve the original timecodes within the Post Production Timestamp (*.pts) file. If you want to preserve timecodes, you must specify all audio/video resource(s) associated with the .PTS file in **chronological order**. Click [here](#) for instructions on preserving timecodes.

8. Click **Next** to continue.

9. If you choose **not** to preserve original printed timecodes, select **Next** to continue. The following window will appear:



10. Click **Create** to finish the creation process. The following window appears:

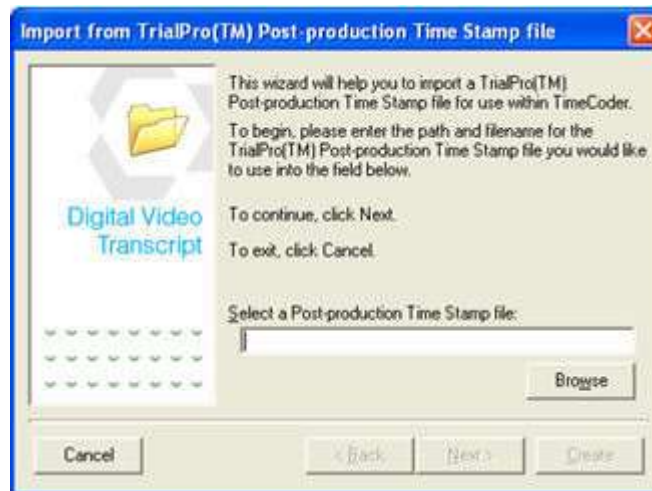


11. Review the export results to ensure that the operation was completed successfully. Click **OK** to exit the export process.

Importing TrialPro Post-production Time Stamp Files

When a synchronized transcript is imported from a TrialPro™ Post-production Timestamp file, you will need to import the *.pts file that was created in the original application.

1. Select **Import from... | TrialPro Post-production Time Stamp File (*.pts)** from the File menu.



2. Enter a destination path and filename for the *.pts file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and *.pts file, Click **Open**.

- Once the desired path and filename are selected, click **Next**. The following window appears:



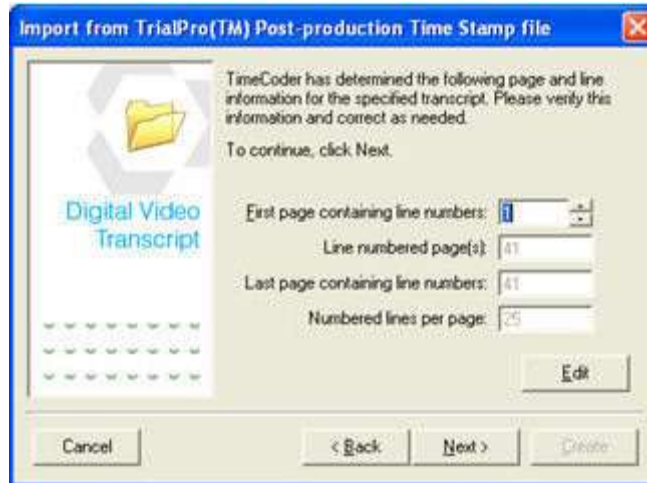
- Enter the information for the deponent. The following fields are available:

Field	Description
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix added to Deponents name, such as Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

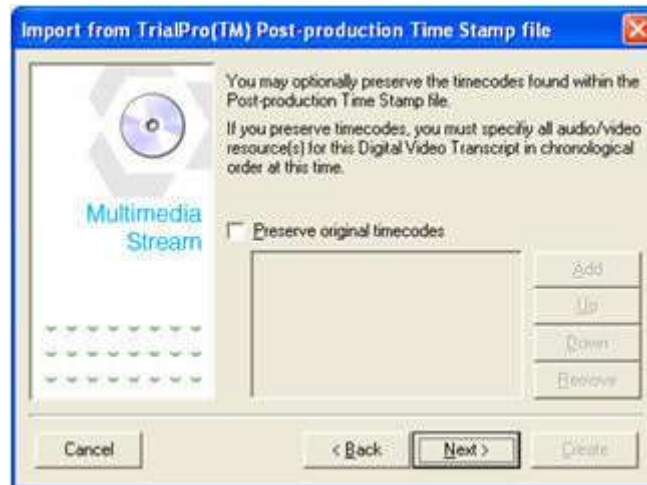
The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time.

If you choose to enable the Deposition Information, the First, Last, Date and Volume # fields must be filled in. If you choose to enable the Other Information, the Other field must be filled in

- When you are finished entering information into the fields, click **Next**.



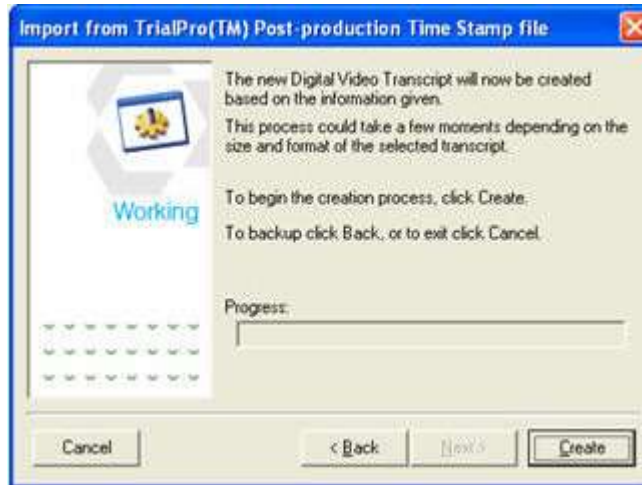
6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.



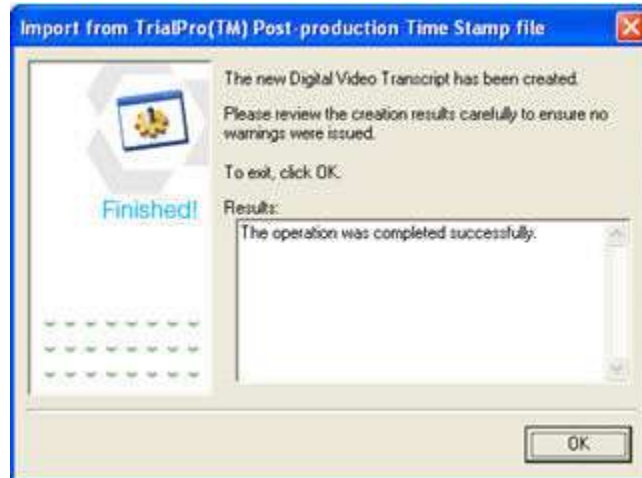
This window will allow you to preserve the original timecodes within the Post Production Timestamp (*.pts) file. If you want to preserve timecodes, you must specify all audio/video resource(s) associated with the .PTS file in **chronological order**. Click [here](#) for instructions on preserving timecodes.

8. Click **Next** to continue.

9. If you choose **not** to preserve original printed timecodes, select **Next** to continue. The following window will appear:



10. Click **Create** to finish the creation process. The following window appears:



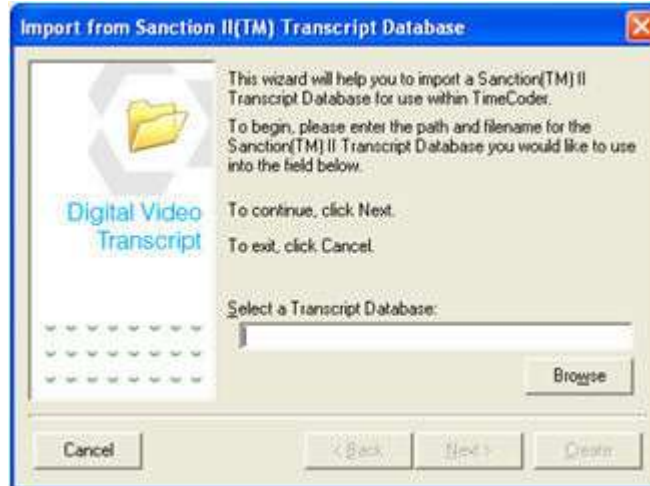
11. Review the export results to ensure that the operation was completed successfully. Click **OK** to exit the export process.

Importing a YesEdit CD-ROM with Sanction II Transcript Database

When a synchronized transcript database is created on YesEdit™ CD-ROM with Sanction™ II Transcript Database application, the corresponding *.mdb file can be imported into TimeCoder.

To import from a YesEdit™ CD-ROM with Sanction II™ Transcript Database file

1. Select **Import from... | YesEdit™ CD-ROM with Sanction™ II Transcript Database (*.mdb)** from the **File** menu.

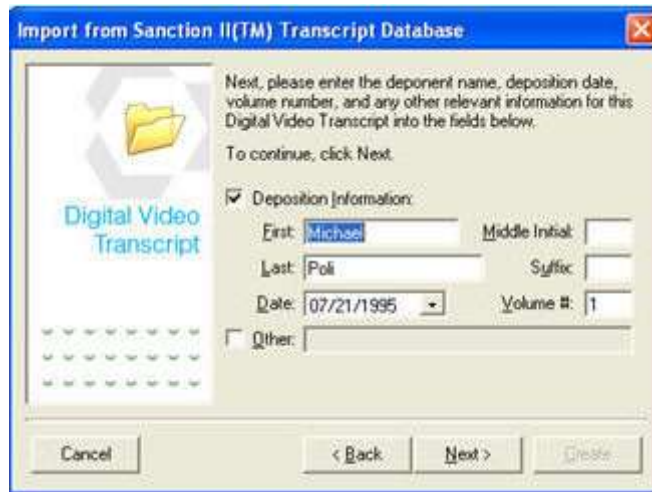


2. Enter a destination path and filename for the *.mdb file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and *.mdb file. Click **Open**.

- When the desired path and filename are selected, click **Next**. The following window appears:



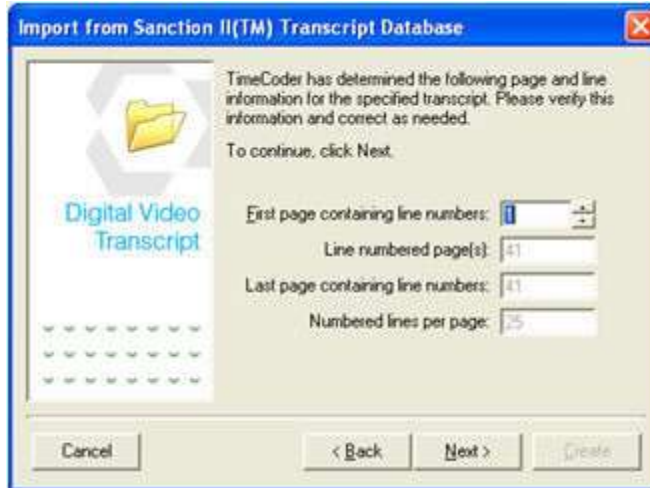
- Enter the information for the deponent.

The following fields are available:

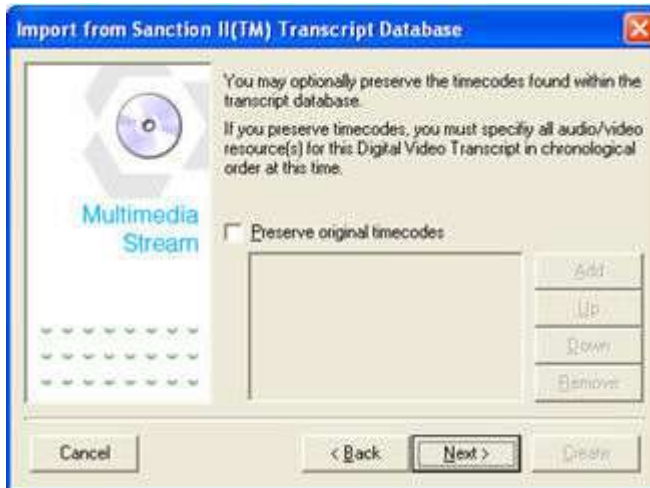
Field	Description
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Surname	Deponent's surname
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the First, Last, Date and Volume # fields must be filled in. If you choose to enable the Other Information, the Other field must be filled in.

- When you are finished entering information into the fields, click **Next**.

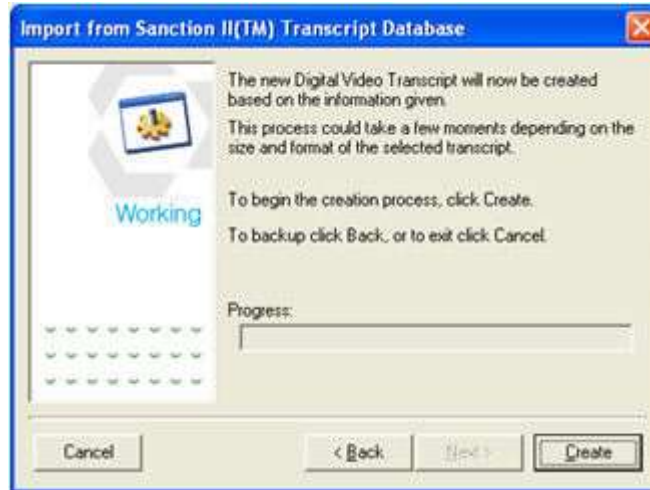


6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.
8. Once all adjustments are made, if necessary, select **Next** to continue. The following window will appear.

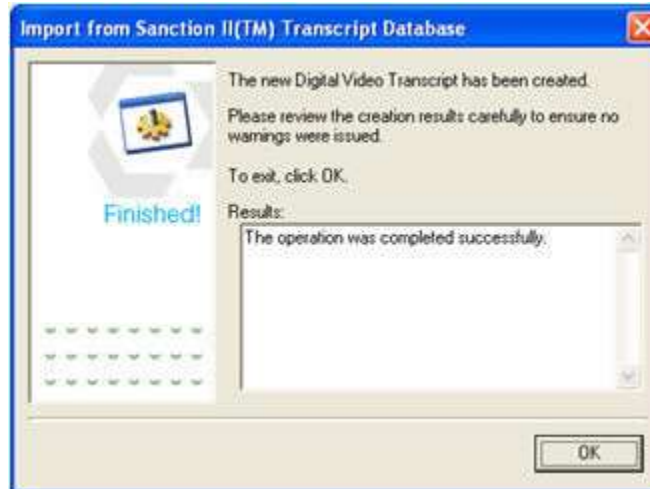


This window will allow you to preserve timesteps which may appear in the original printed transcript. If you want to preserve timesteps, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order. Click [here](#) for instructions on preserving timesteps.

7. If you choose not to preserve original printed timecodes, select **Next** to continue. The following window will appear:



8. Click **Create** to begin the creation process. The following window appears:



9. Review the import results carefully to ensure that no errors were encountered, then select **OK** to complete the import process.

Using Multimedia Manager

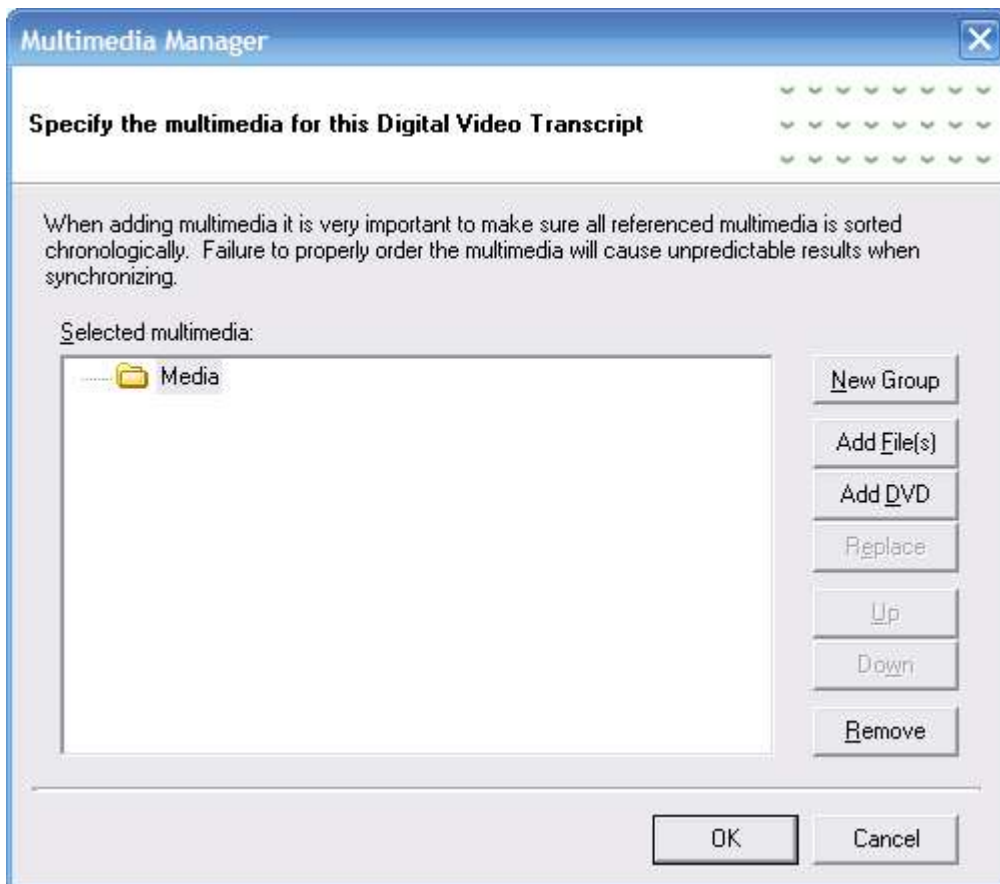
After you [create a new Digital Video Transcript \(DVT\)](#), you need to add one or more audio/video files using the Multimedia Manager. If you have multiple audio/video files that accompany a transcript, use the Multimedia Manager to organize the files before you synchronize (timecode) the transcript with them.

Opening the Multimedia Manager

On the **Multimedia** menu, click **Multimedia Manager**.



Note to version 5 Users: Use the **Add Files** and **Up/Down** buttons to add and organize your files just as you did in the former Multimedia Stream Manager. The new buttons offer advanced organization capabilities, but are not required.



Adding Individual Files (such as MPEG, AVI, or WMV)

1. Click **Add Files** to select one or more multimedia resource files to add to the DVT.
2. Browse to the location of the multimedia file(s) and select. To select more than one file, press and hold CTRL.
3. Click **Open**.
4. The file(s) appear in the Multimedia Manager. If they are not in chronological order, use the **Up** and **Down** buttons to adjust the position of the multimedia resources as necessary.
The files must be in order to ensure accuracy when the transcript is synchronized (timecoded) with the multimedia files.



*The path of each multimedia resource file is used in the *.cms file exported from TimeCoder Pro. Once the *.cms file is loaded into TrialDirector, the user may have to browse to the multimedia file location if the path is different.*

5. If you are finished adding and organizing multimedia files, click **OK** to return to the transcript.

Adding a DVD-Video or Video CD

Use the Add DVD button whenever you are loading files from a DVD or VCD, or when the contents of the DVD/VCD has been copied to a folder on a local or network drive.



Note: Super Video CDs (SVCDs) are *not* supported.

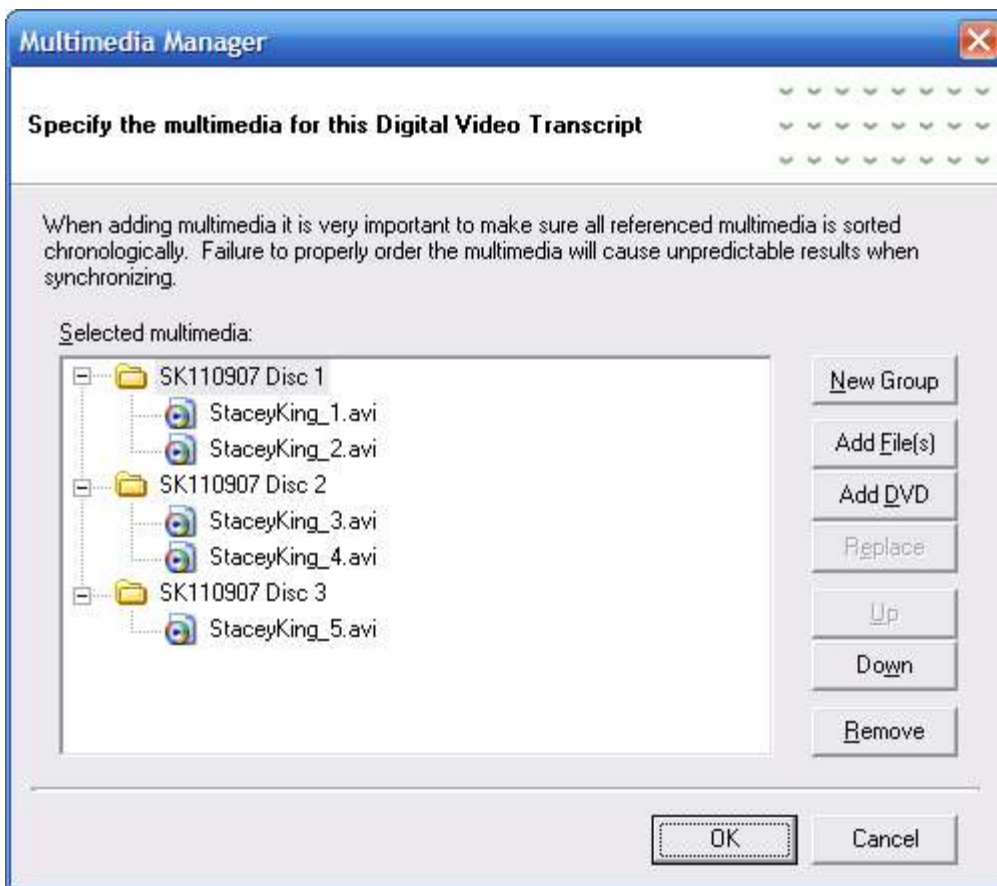
1. Click **Add DVD**.
2. If the disc is currently mounted in a drive, browse to and select the drive letter.
-or-
If the disc contents has been copied on to a local or network drive, browse to and select the root folder of the DVD/VCD contents.
3. Click **OK**.
The inData Digital Video Disc (DVD) Extractor automatically opens.
4. Use the inData Digital Video Disc (DVD) Extractor to convert the video to an MPEG-2 stream. Then, select the .MPG file and click **Open**.
5. Repeat the previous steps for any additional DVDs/VCDs.

Grouping Files for Export (Advanced Users)

If you will be exporting a synchronized transcript and multimedia files across multiple CDs/DVDs, you can use groups to designate which files should go on which discs.

1. In the Multimedia Manager, click the **New Group** button.
A folder named Untitled Multimedia Group appears.
2. Click once on the folder name to select it. Then, click again to insert the cursor on the text. Type a meaningful name for the group (for example, the deponent's initials, deposition date, and the disc number: SK110907 Disc1).
3. Repeat the previous steps to create groups for ..Disc2, ..Disc3, etc. as needed.
4. Select a file and click the **Up/Down** buttons as needed to move it to the appropriate location under the appropriate group. Repeat for each file. **Ensure all files are in chronological order on each disc.**

The following example shows the structure for a deposition expected to span three discs when it is exported:

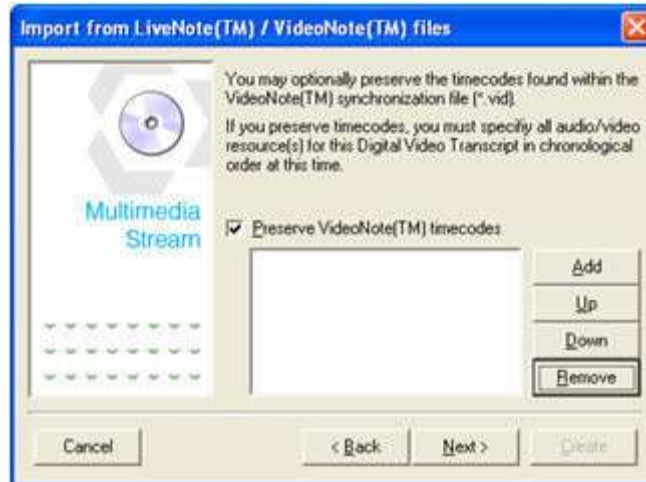


5. When you are finished organizing files in groups, click **OK**.
You can return to the Multimedia Manager at any time before you export the synchronized transcript and multimedia files to CDs/DVDs to reorganize or replace them as needed.

Preserving VideoNote Transcript Timecodes

To preserve the existing VideoNote™ timestamps during import

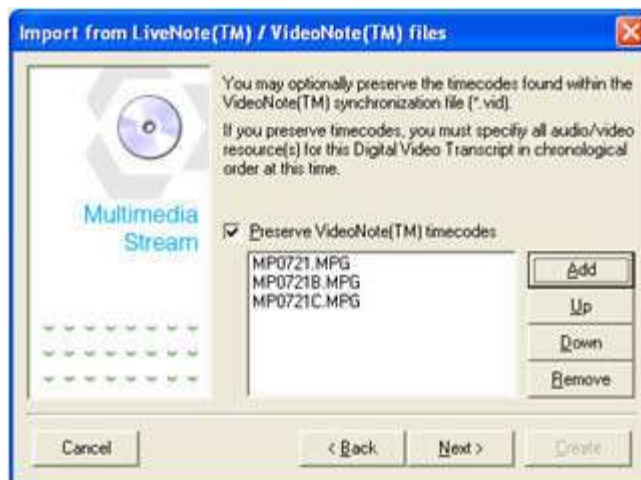
1. Check the **Preserve VideoNote™ timecodes** option, as shown below.



2. Click **Add** to specify one or more audio/video resources that correspond with the original VideoNote (*.vid) file.



3. Select the audio/video file(s) and click **Open** to add the selection(s) to the list.
4. Repeat the process until all audio/video reference files have been added to the list.



5. If the multimedia resource files are not in chronological order, use the **Up** or **Down** buttons to adjust the position of the multimedia resources as necessary.
6. When all of the audio/video reference files have been added, click **Next** to continue.

Preserving Existing Transcript Timecodes

Important Information About Transcript Timecodes

During the Digital Video Transcript (DVT) creation process, users are given the option to preserve timecodes. This option is designed to preserve existing timecodes within the deposition transcript used during the DVT creation process. Timecodes are usually generated in a transcript by the court reporter using "real-time" steno software.

Below are some requirements of a transcript when preserving timecodes:

- Timecodes must exist on the left margin.
- Timecodes must be in SMPTE format (HH:MM:SS). An example of this format is 01:23:10.
- Timecodes must not exceed 24 hours in duration.

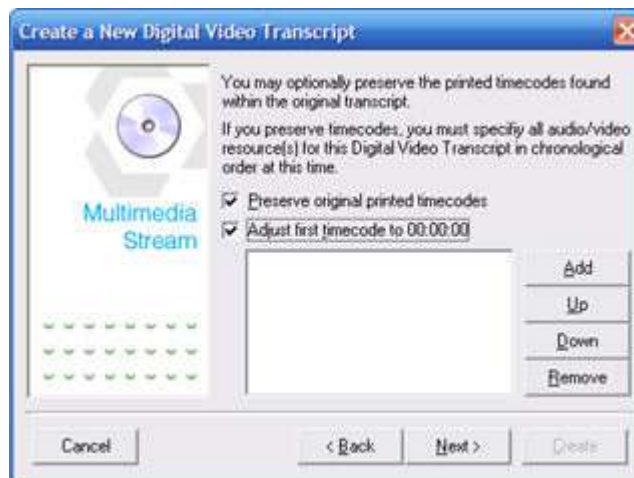


Note: Timecodes may be in a linear format or time of day format, as long as they adhere to the SMPTE format.

Preserving Transcript Timecodes During DVT Creation Process

Preserving timecodes is a multi-step process. Follow the steps below to preserve timecodes.

1. During the DVT creation process, the dialog below appears allowing one to preserve timecodes within the deposition transcript if desired. Check the "Preserve original printed timecodes" option, as shown below.

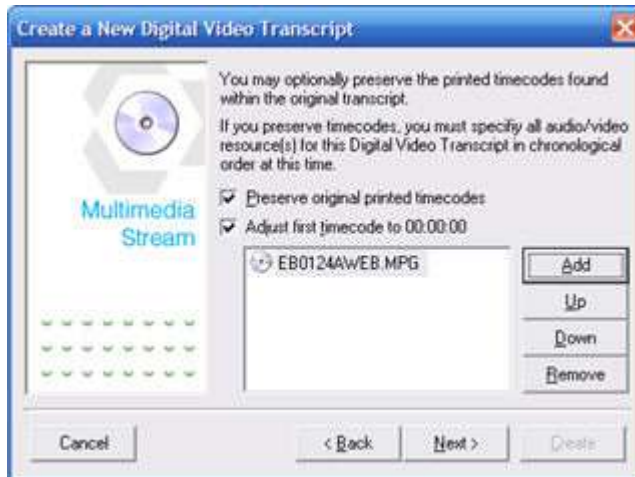


2. Optionally, you can deselect the "Adjust first timecode to 00:00:00" option. This option will readjust timecodes to offset at 00:00:00 in order to list the timecodes in a linear fashion. If you wish to maintain timecodes in their original state (ex. time of day), you can uncheck this option. For best results, we recommend leaving this option checked.
3. Next, the associated audio/video resource(s) for the Digital Video Transcript must be added in chronological order. This process will determine the running time(s) of the audio/video resource(s),

then match those resources against the timecodes within the deposition transcript. Click **Add** to begin adding the audio/video resources. The following window will appear:



4. Browse to the location of the first audio/resource file and select **Open** to add to the list. Repeat the process for any other additional audio/video reference files. When completed, the audio/video reference files will appear in the list as depicted below.



5. Click **Next** to continue through the process. After the DVT has been created, the timecodes will appear within the deposition transcript. Also, the associated audio/video reference files are available to review.
6. Check the synchronization of the DVT by playing back each of the associated audio/video references. Slide the seek bar (on the Multimedia Control Box) to various places within the reference file to make sure the playback is in synchronization with the timecoded transcript. You may have to adjust timecodes as necessary. After you have checked the DVT for proper synchronization, it can be [exported](#).

Using Q/C TimeCodes

TimeCoder Q/C feature that allows the user to quickly review and update timecodes after timecoding. The Q/C feature will clearly mark, in red, each line that does not contain a timecode. Below are the steps to effectively Q/C timecodes.


Topics

- [Enable Q/C Mode](#)
- [Q/C Mode Display](#)
- [Navigate Between Missing Timecodes](#)
- [Mark Missing Timecodes](#)
- [Using Extrapolate Timecodes Function](#)



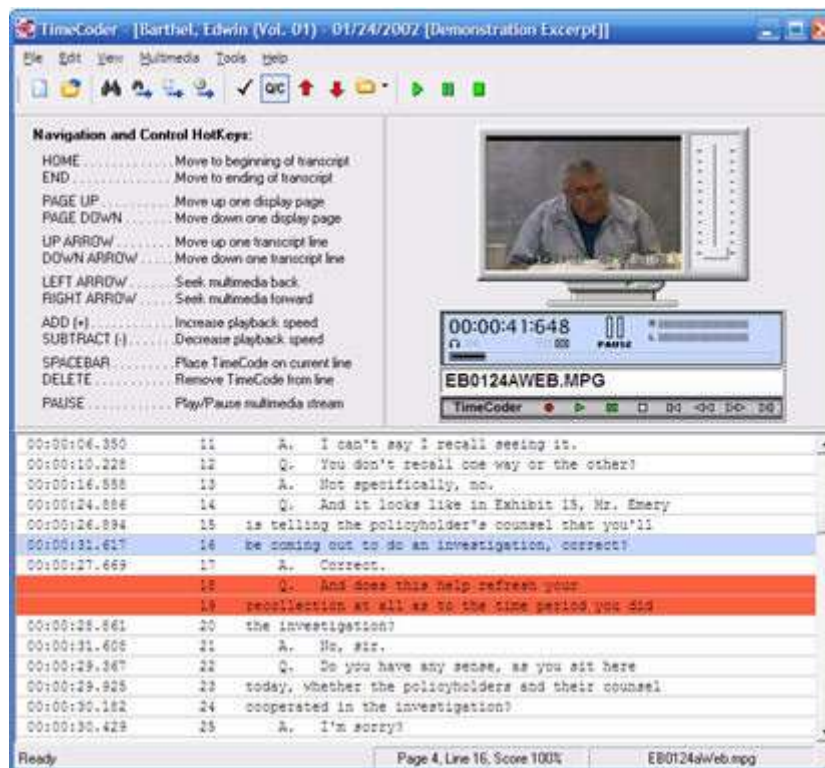
Note: Normally, only transcript pages containing Question and Answer dialogue are included in the Q/C range. Transcript title pages and certification pages are not included when verifying timecoded lines.

Enable Q/C Mode

1. First open the Digital Video Transcript you wish to check.
2. Click the  button on the TimeCoder toolbar. Alternatively, select the **Enable Quality Control (QC) Mode** from the Edit menu.

Q/C Mode Display



When the TimeCoder Q/C mode is enabled, any transcript dialogue lines that do not have an associated timecode are marked in red.





Note: The light blue colored line indicates the current position within the Digital Video Transcript.

Navigate Between Missing Timecodes

When the transcript lines missing timecodes have been identified, the user can then navigate between each instance to manually timestamp that particular line. There are 2 methods for navigating between missing timecodes.

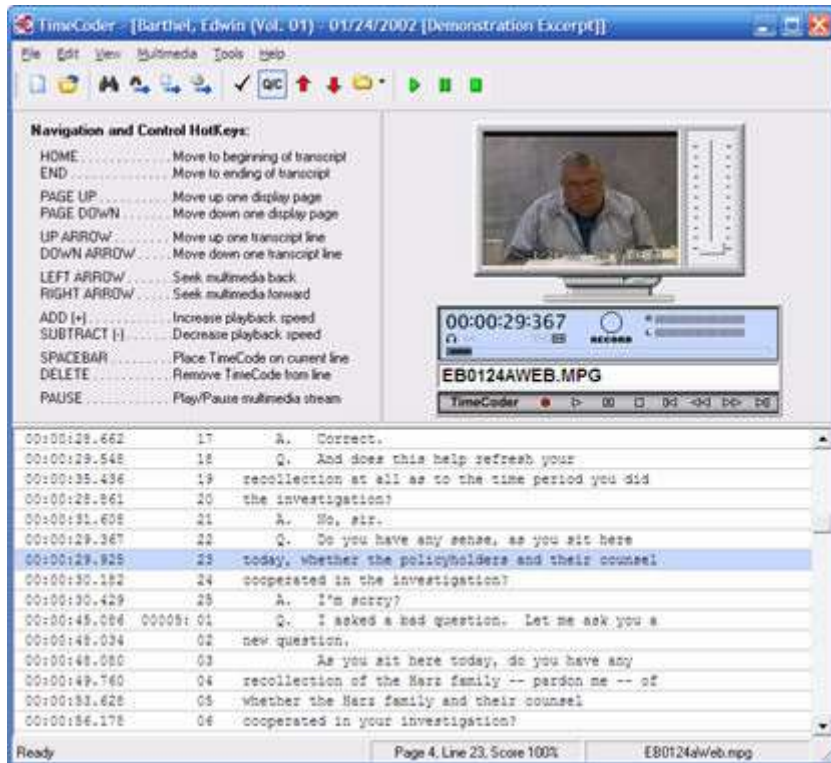
- Click the *Move to Previous Missing Timecode*  and *Move to Next Missing Timecode*  buttons on the TimeCoder Pro toolbar.
- Alternatively, use the **[N]** and **[B]** keys to move to the **N**ext Missing Timecode and **B**ack Missing Timecode. These keys are used because of their close proximity to the **[Spacebar]**.

Mark Missing Timecodes

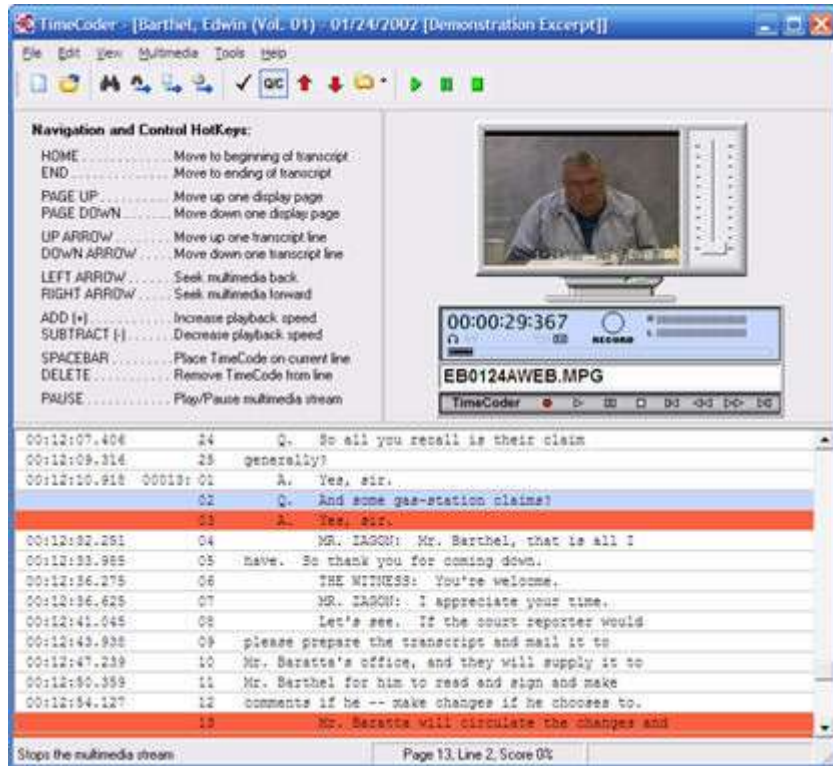
- Begin playback of the Digital Video Transcript by clicking the **[Play]** button on the VCR Control.
- Enable Timecoding mode by clicking the record button  within the VCR Controls. This button will turn red when the Timecoding mode is enabled.
- Use either the  button or **[N]** key to move to the next missing timecode. Playback will commence from the timestamp located directly above the

marked (red) line. This will give the Q/C operator ample time to mark the timestamp for the red line.

- Press the **[Spacebar]** to timestamp the red line. The **[Spacebar]** should be pressed at the first spoken word of the marked (red) line.
- The red line will turn to blue and the playback will continue., as shown below.



- Move the next missing timecode by pressing the **[N]** key again, as shown below. Use the **[Spacebar]** to timestamp the line.



- Repeat the process until all of the marked (red) lines have been timestamped.



Note: The grey colored line indicates a non-spoken portion of the Digital Video Transcript. The transcript title, appearances, and certification areas will usually be marked as a grey line. These areas are automatically defined during import of the source transcript and do not need to be timecoded.

Using Extrapolate Timecodes Function

TimeCoder has an Extrapolate Timecodes function that will automatically "fill" gaps between timecoded lines. This feature is handy for automatically populating missing timecodes. However, this feature should only be used when there are 1-2 line gaps between timecodes. Attempting to extrapolate a Digital Video Transcript with large blocks of un-timestamped lines will result in poor synchronization during playback.

Exporting Transcripts

After a DVT has been synchronized by timecoding the transcript, it can be exported to a number of formats. Click the links below to learn more about each export format.

Topics:

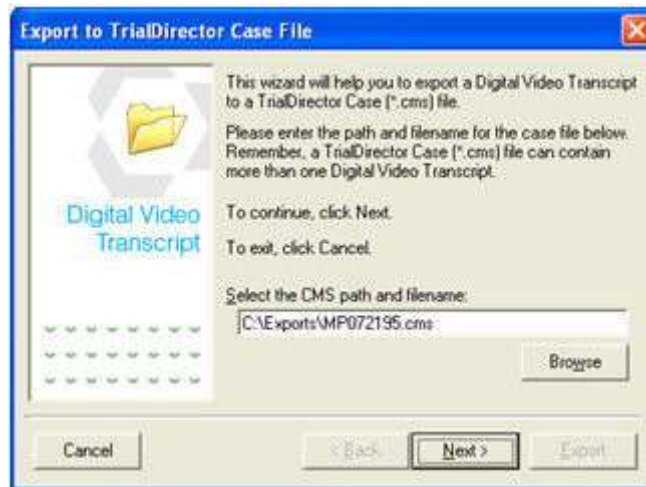
- [Export to a TrialDirector™ Case File \(*.cms\)](#)
- [Export an OpenDVT™ XML File \(*.xml\)](#)
- [Export TimeCoder™ Multimedia List File \(*.tml\)](#)
- [Export Transcript to ASCII Format \(*.txt\)](#)
- [Export Transcript to AMICUS Format \(*.ami, *.trn\)](#)
- [Export to LiveNote™ / VideoNote™ Format \(*.pdf, *.vid\)](#)
- [Export to Media Player Synchronized Media File \(*.smi\)](#)
- [Export to Sanction II™ Transcript Database \(*.mdb\)](#)
- [Export to CT Summation™ Briefcase format file \(*.sbj\)](#)
- [Export to a Timaro Post-Production Timestamp File \(*.pts\)](#)
- [Export to a TrialPro Post-Production Timestamp File \(*.pts\)](#)

Exporting to TrialDirector Case File

When a synchronized DVT is exported to a TrialDirector Case File, a Compound Media Storage (*.cms) file is created, which can be imported into TrialDirector.

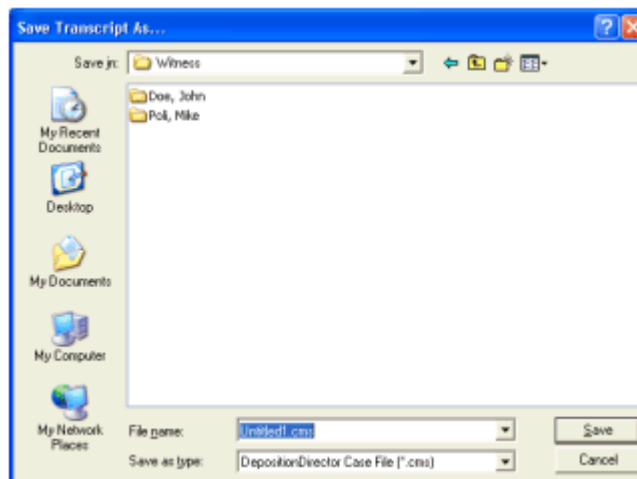
To export a TrialDirector Case File

1. Open the DVT you want to export.
2. Select **Export to... | TrialDirector(TM) Case file (*.cms)** from the File menu. The following window appears:

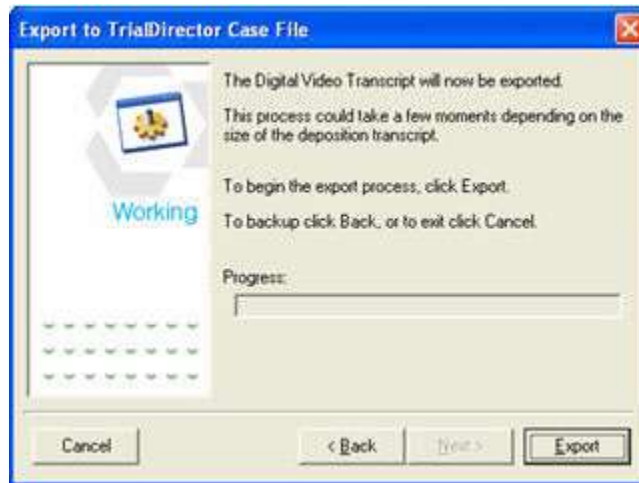


Note: At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

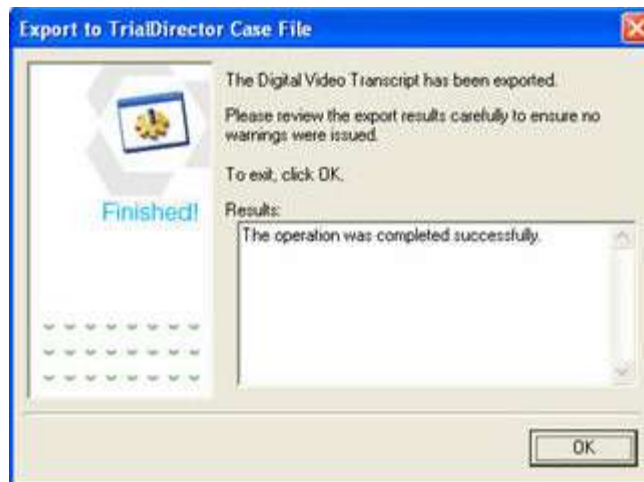
3. Enter a destination folder and filename for the *.cms, or click **Browse** to navigate to the desired folder and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and type a name for the *.cms file in the *File Name* field. Click **Save** to save the selection.
4. When the desired folder and filename are selected, click **Next**.



5. Click **Export** to begin exporting the DVT. When the progress bar reaches the end, the export is complete.



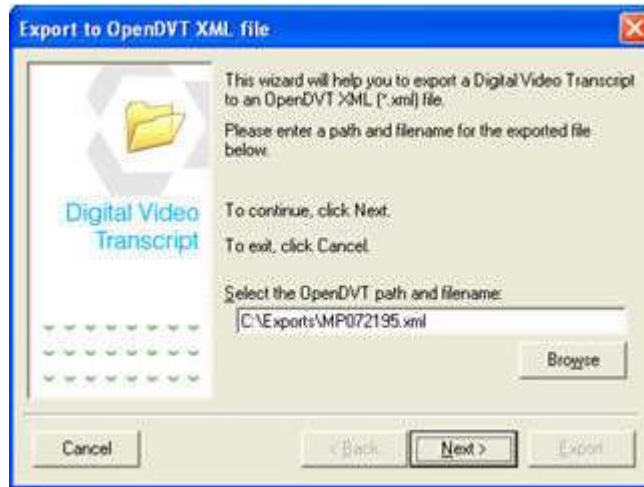
6. Review the export results carefully to ensure that no errors were encountered. Click **OK** to exit the export process.

Exporting to an OpenDVT XML File

The OpenDVT XML file is an open file format for Digital Video Transcripts. This format was developed by inData, in conjunction with other software vendors, to provide a mechanism for the seamless exchange of transcripts & synchronization information between applications.

To export to an OpenDVT XML file

1. Open the timecoded DVT.
2. Select **Export To... | OpenDVT(TM) XML File (*.xml)** from the File menu.



3. Enter a destination path and filename for the *.xml file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and type a name for the *.xml file in the File Name field. Click **Save** to save the selection.

- When the desired path and filename are selected, click **NEXT**.



- Click **Export** to begin exporting the OpenDVT XML file. When the progress bar reaches the end, the export is complete.



- Review the export results carefully to ensure that no errors were encountered. Click **OK** to exit the export process.

Exporting to TimeCoder Multimedia List File

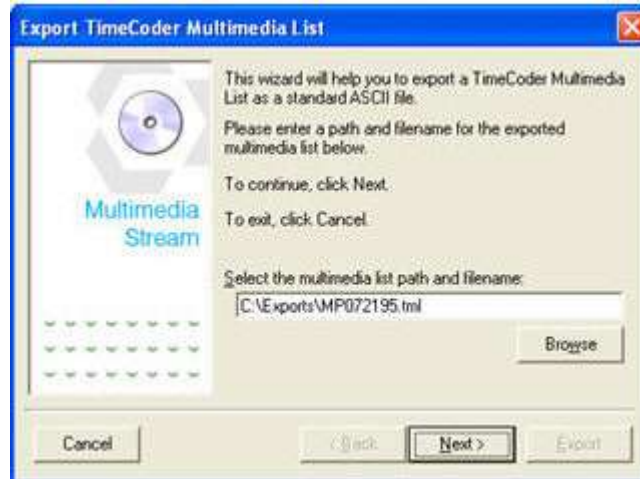
The TimeCoder Multimedia List file is a comma-delimited text file that details information about each Multimedia Resource file that is part of the Digital Video Transcript. Exporting the TimeCoder Multimedia List file is a handy way to backup information about the multimedia files associated with a timecoded transcript.

The TimeCoder Multimedia List file can be used in place of the audio/video files when preserving transcript timecodes during the DVT creation process.

The TimeCoder Multimedia List file can be used by 3rd party applications (along with a timecoded transcript) that need to import data from TimeCoder.

To export a TimeCoder Multimedia List file

1. Open the timecoded DVT.
2. Select **Export To... | TimeCoder Multimedia List (*.tml)** from the File menu.



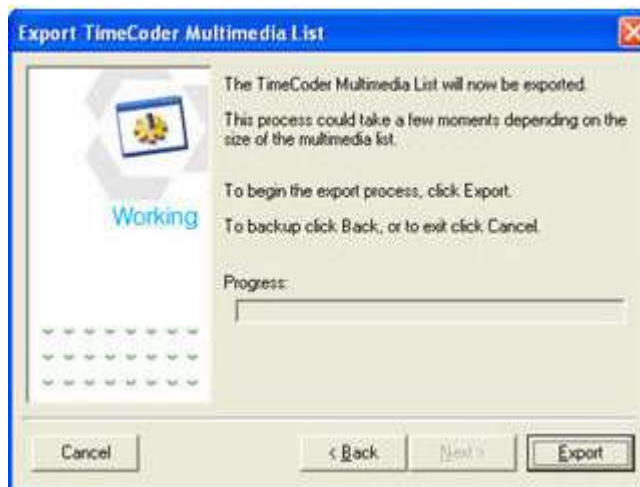
3. Enter a destination path and filename for the .TML file, or click **Browse** to navigate to the desired path and filename.

- a. If you click **Browse**, the following window appears:

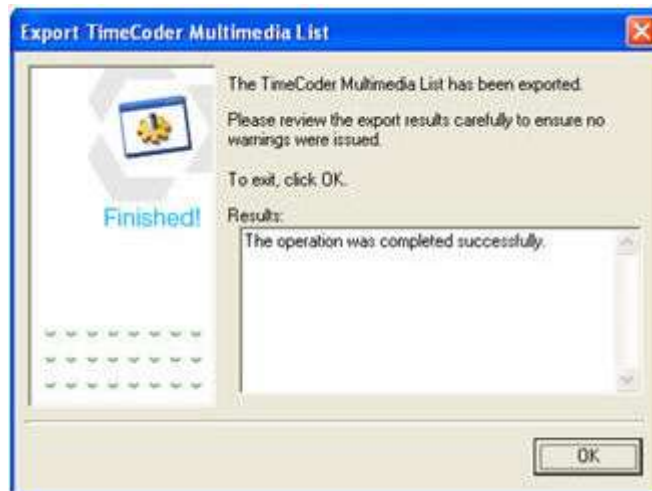


- b. Select the desired destination folder and type a name for the .TML file in the File Name field. Click Save to save the selection.

4. When the desired path and filename are selected, click **Next**.



5. Click **Export** to begin exporting the TimeCoder Multimedia List file. When the progress bar reaches the end, the export is complete.

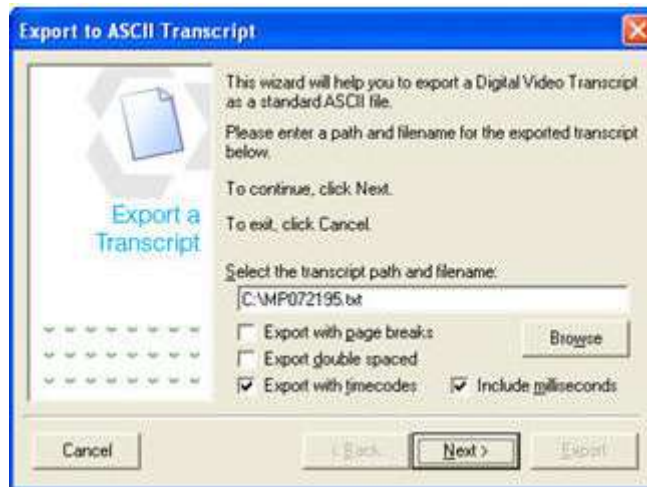


6. Review the export results carefully to ensure that no errors were encountered. Click **OK** to exit the export process.

Exporting to ASCII Format

Any transcript may be exported to ASCII (*.txt) format. To determine which format is ideal for your purposes, consult the product manual for the application you plan to import the transcript into.

1. Open the DVT you want to export.
2. Select **Export to... | ASCII Transcript (*.txt)** from the **File** menu.



Note: At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

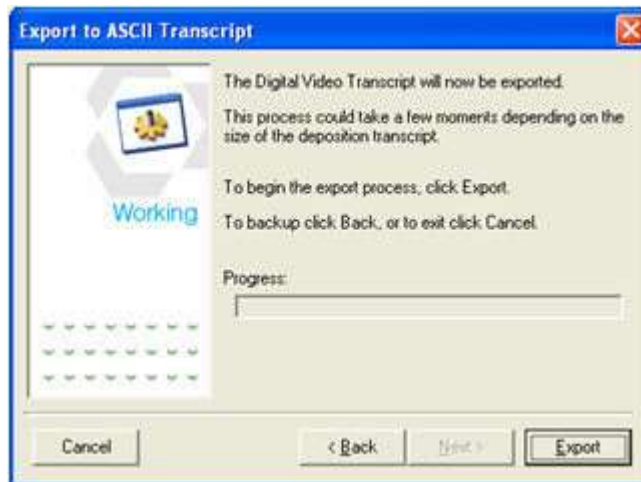
3. Set the export options as described below.

Export with Page Breaks	The exported transcript will contain page breaks.
Export Double Spaced	The exported transcript will be in double-spaced format.
Export with Timecodes	The timecodes that you placed in the transcript will be preserved in the exported transcript. This may be helpful when archiving your files.
Include Milliseconds	The timecodes in the exported transcript will include milliseconds, in addition to hours, minutes, and seconds. This option can only be selected if the "Export with Timecodes" option is also selected.

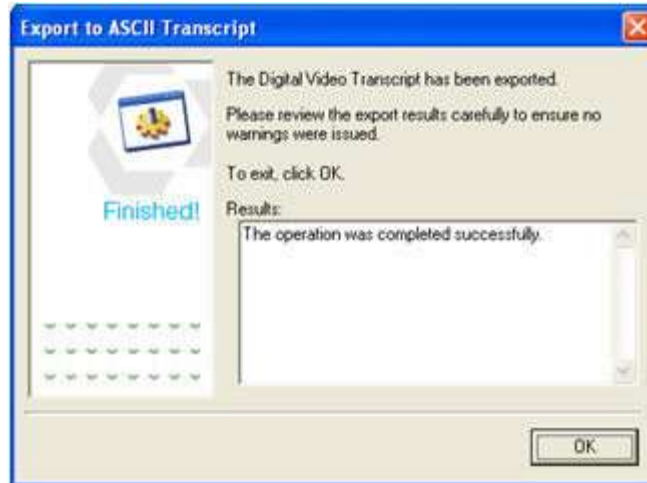
4. Enter a destination path and filename for the exported transcript or click **Browse** to navigate to the desired folder.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and type a name for the *.txt file in the File Name field. Click **Save** to save the selection.
5. When the desired folder and filename are selected, click **Next**.
6. Click **Export** to begin exporting the transcript. When the progress bar reaches the end, the export will be complete.



7. Review the export results to ensure that the operation was completed successfully.

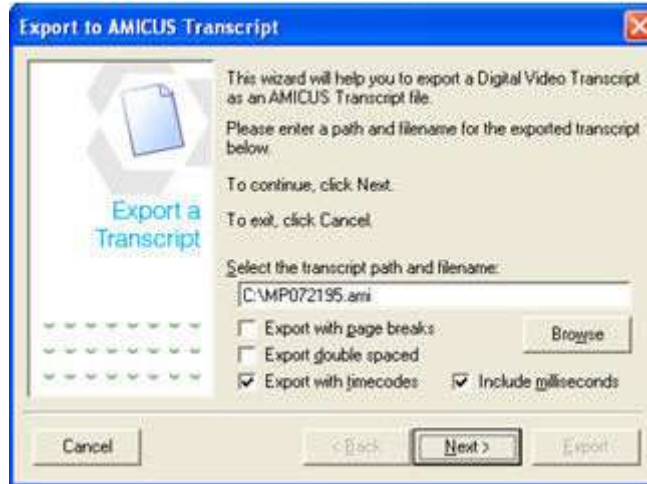


8. Click **OK** to exit the export process.

Exporting to AMICUS Format

Any transcript may be exported to AMICUS (*.ami, *.trn) format. To determine which format is ideal for your purposes, consult the product manual for the application you plan to import the transcript into.

1. Open the DVT you want to export.
2. Select **Export to... AMICUS Transcript (*.ami, *.trn)** from the **File** menu.



Note: At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

3. Set the export options as described below.

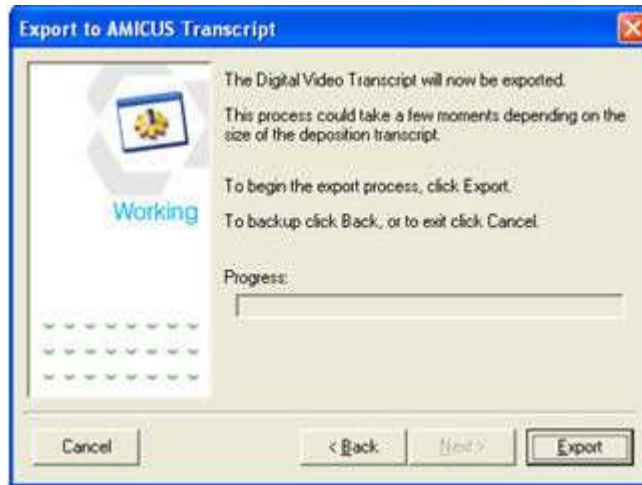
Export with Page Breaks	The exported transcript will contain page breaks.
Export Double Spaced	The exported transcript will be in double-spaced format.
Export with Timecodes	The timecodes that you placed in the transcript will be preserved in the exported transcript. This may be helpful when archiving your files.
Include Milliseconds	The timecodes in the exported transcript will include milliseconds, in addition to hours, minutes, and seconds. This option can only be selected if the "Export with Timecodes" option is also selected.

4. Enter a destination path and filename for the exported transcript or click **Browse** to navigate to the desired folder.

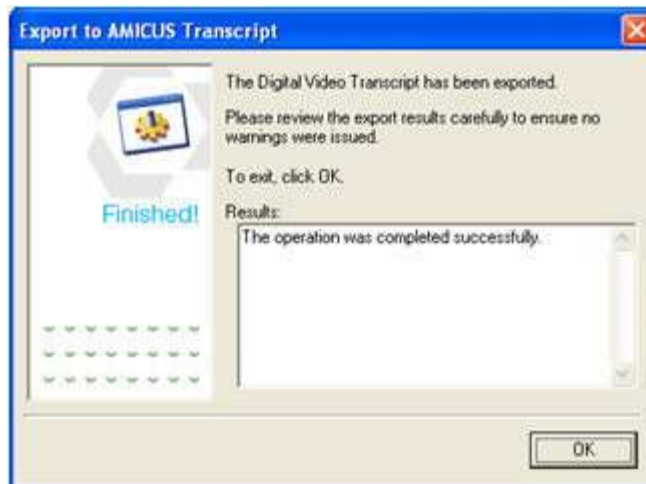
- a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and type a name for the *.ami or *.trn file in the *File Name* field. Click **Save** to save the selection.
5. When the desired folder and filename are selected, click **Next**.
6. Click **Export** to begin exporting the transcript. When the progress bar reaches the end, the export will be complete.



7. Review the export results to ensure that the operation was completed successfully.



8. Click **OK** to exit the export process.

Exporting to LiveNote / VideoNote Format

When a synchronized DVT is exported to the LiveNote / VideoNote format, it can then be imported into LiveNote or VideoNote.

Follow these steps to export LiveNote (.PTF) and VideoNote (.VID) files:

1. Open the timecoded DVT.
2. Select **Export to... | LiveNote / VideoNote files (*.ptf)(*.vid)** from the **File** menu. The following window appears:



3. Enter a destination path and filename for the *.ptf or *.vid file, or click [Browse] to navigate to the desired path and filename.



Note: If the *.ptf and *.vid files reside in the same directory, selecting the *.ptf will select the associated *.vid file, as well.

If you click **Browse**, the following window appears:

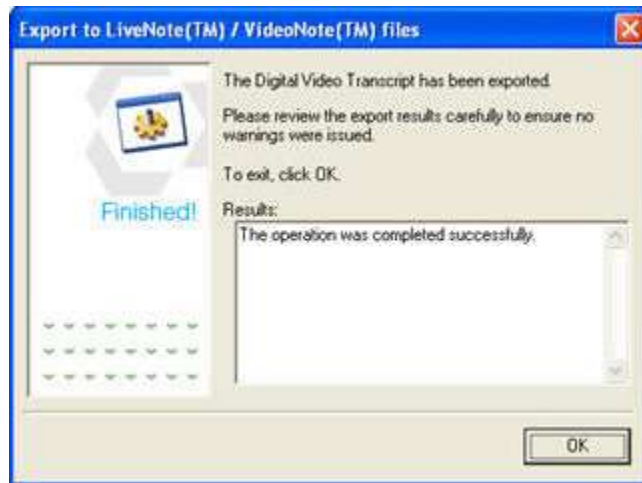


Select the desired destination folder and *.ptf file. Click **Open**.

4. When the desired folder and filename are selected, click **Next**.



5. Click **Export** to begin exporting the DVT to LiveNote / VideoNote files. When the progress bar reaches the end, the export is complete.



6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Exporting to Media Player Synchronized Media Interchange

Topics:

- [About Synchronized Media Interchange Files](#)
- [Export DVT to Synchronized Media Interchange File](#)

About Synchronized Media Interchange Files

TimeCoder has a transcript export option that will create *.smi files for use with Windows Media Player™. The Synchronized Media Interchange (*.smi) file contains the timecoded Digital Video Transcript, specially formatted for use as synchronized captions within Windows Media Player™. Utilizing the *.smi file format allows a Windows Media Player user to view synchronized transcript text.

When the *.smi file resides next to the source multimedia file (ex. *.mpg) within the same folder, as shown below, Media Player will be able to use the synchronized transcript text.

Name	Size	Type
MP0721.mpg	442,618 KB	Movie File (MPEG)
MP0721.smi	73 KB	SMI File

Enabling the **Captions** option within Media Player will allow any corresponding *.smi file to be used for text synchronization. The example below demonstrates Media Player displaying a text caption from a *.smi file exported from TimeCoder.



Note: Please reference the Windows Media Player help for instructions on enabling the **Captions** option. The method to enable **Captions** depends on the version of Windows Media Player.

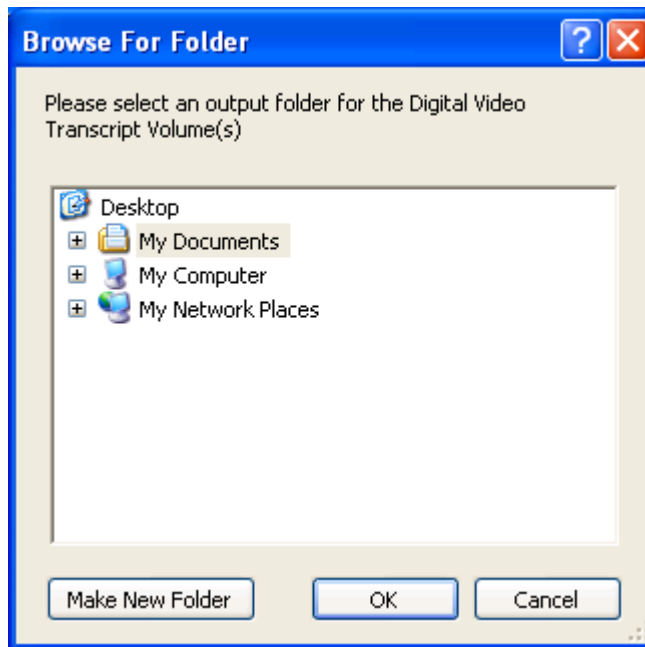
Exporting Digital Video Transcript to *.SMI File

To export a Digital Video Transcript to a *.smi file

1. Open the timecoded DVT.
2. Select **Export To... | Media Player Synchronized Accessible Media Interchange Files (*.smi)** from the menu.



3. Enter a destination path and filename for the .SMI file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired output folder for the .SMI file from the Browse For Folder dialog. Click **OK** to save the selection or **Cancel** to cancel the selection and return to the **Export To... | Media Player Synchronized Accessible Media**

Interchange Files (*.smi) window.

4. When the desired path and filename are selected, click **Next**. The following window appears:



5. Click **Export** to begin exporting the *.smi file. When the progress bar reaches the end, the export results are displayed, as shown below.



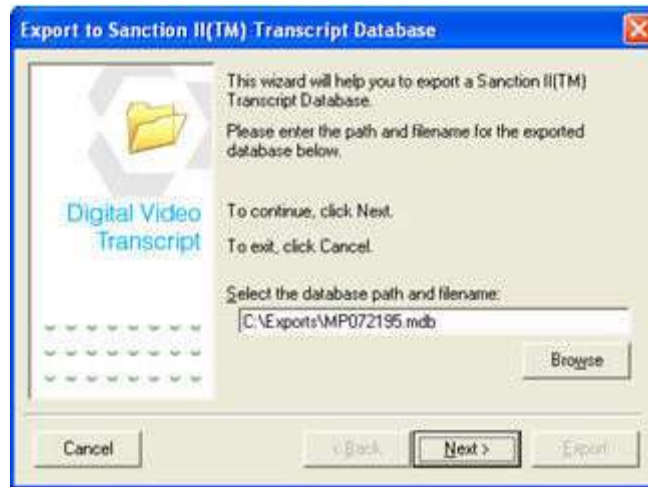
6. Review the export results carefully to ensure that no errors were encountered. Click **OK** to exit the export process.

Exporting to a Sanction II Transcript Database (*.mdb)

When a synchronized DVT is exported to the Sanction format, it can then be imported into Sanction II.

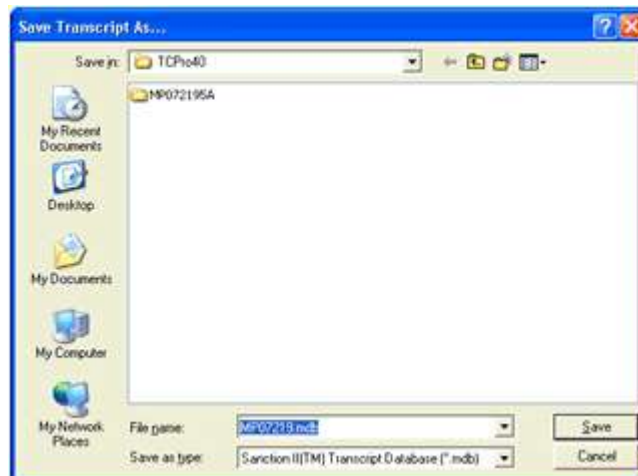
To export Sanction II (*.mdb) files

1. Open a Digital Video Transcript.
2. Select **Export to... | Sanction II(TM) Transcript Database (*.mdb)** from the **File** menu.

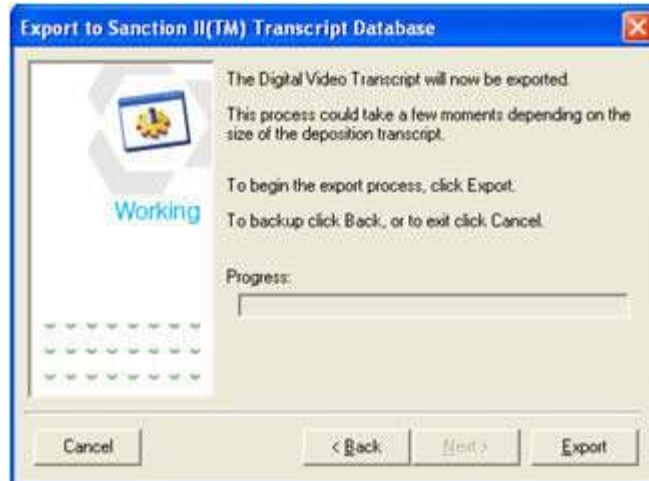


Note: At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

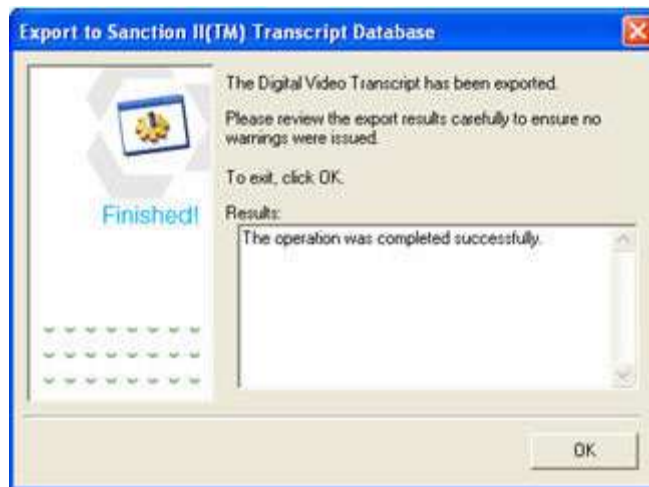
3. Enter a destination path and filename for the *.mdb file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and type a name for the *.mdb file in the *File Name* field. Click **Save** to save the selection.
4. When the desired folder and filename are selected, click **Next**.



5. Click **Export** to begin exporting the DVT to Sanction files. When the progress bar reaches the end, the export is complete.



6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Exporting to a Summation Briefcase format File (*.sbf)

When a synchronized DVT is exported to the Summation Briefcase Format File format, it can then be imported into Summation Enterprise or iBlaze.

To export Summation Briefcase Format (*.sbf) files

1. Open a Digital Video Transcript.
2. Select **Export to... | Summation(TM) Briefcase Format File (*.sbf)** from the **File** menu.



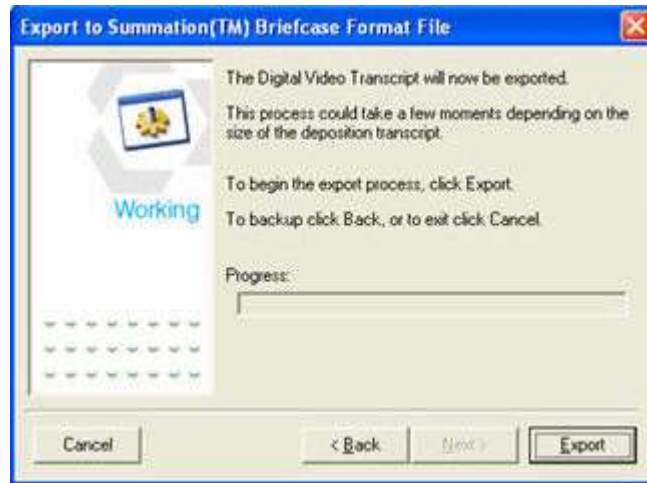
Note: At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

3. Enter a destination path and filename for the .sbf file, or click **Browse** to navigate to the desired folder and filename.
 - a. If you click **Browse**, the following window appears:

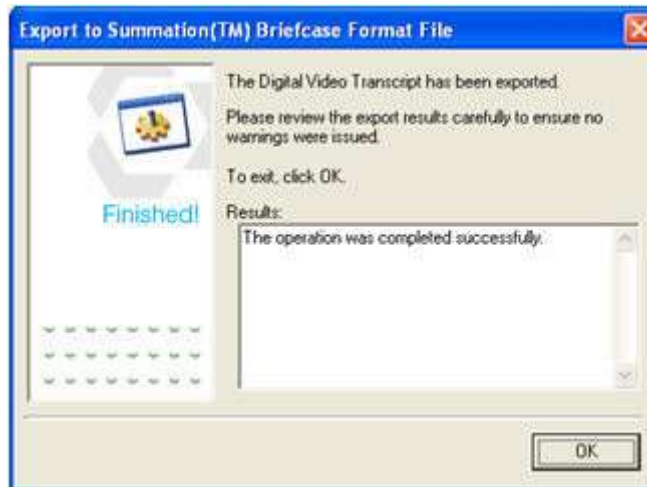


- b. Select the desired destination folder and type a name for the .sbf file in the *File Name* field. Click **Save** to save the selection.

- When the desired folder and filename are selected, click **Next**.



- Click **Export** to begin exporting the DVT to Summation files. When the progress bar reaches the end, the export is complete.



- Review the export results carefully to ensure that no errors were encountered. Click **OK** to exit the export process.

Exporting to a Timaro Post-Production Timestamp File

TimeCoder can export a Digital Video Transcript to the Timaro™ (*.pts) file format.

To export to a Post-production Time Stamp (*.pts) file

1. Open a Digital Video Transcript.
2. Select **Export to... | Timaro(TM) Post-production Time Stamp file (*.pts)** from the **File** menu.

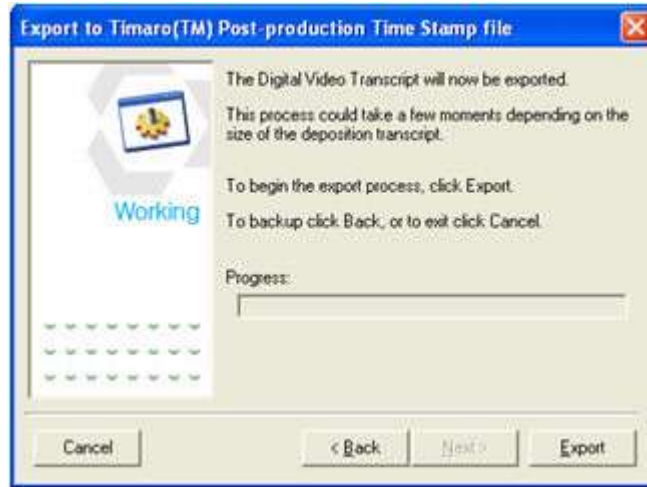


3. Enter a destination path and filename for the *.pts file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:

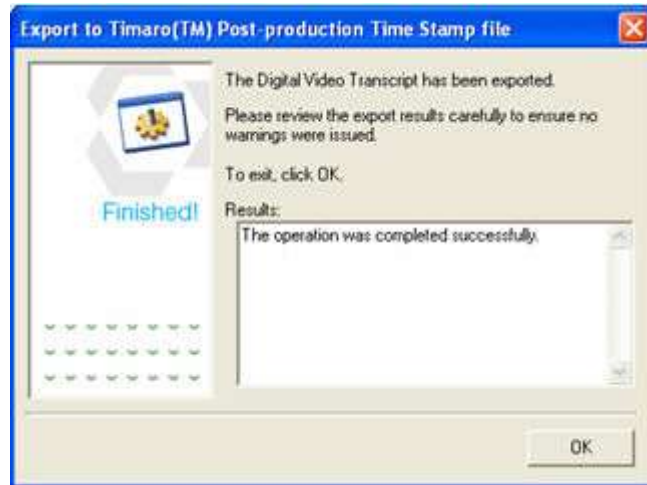


- b. Select the desired destination folder and type a name for the *.pts file in the *File Name* field. Click **Save** to save the selection.

- When the desired path and filename are selected, click **Next**. The following window appears:



- Click **Export** to begin exporting the Post-production Timestamp file. When the progress bar reaches the end, the export is complete.



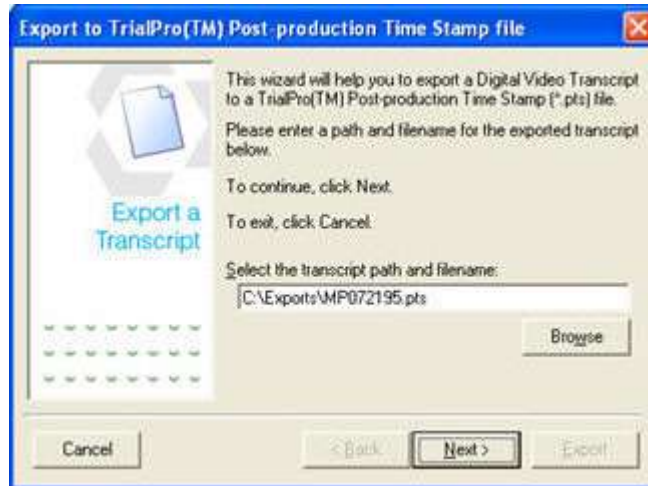
- Review the export results carefully to ensure that no errors were encountered.
- Click **OK** to exit the export process.

Exporting to a TrialPro Post-Production Timestamp File

TimeCoder can export a Digital Video Transcript to the TrialPro™ (*.pts) file format.

To export to a Post Production Timestamp (.pts) file

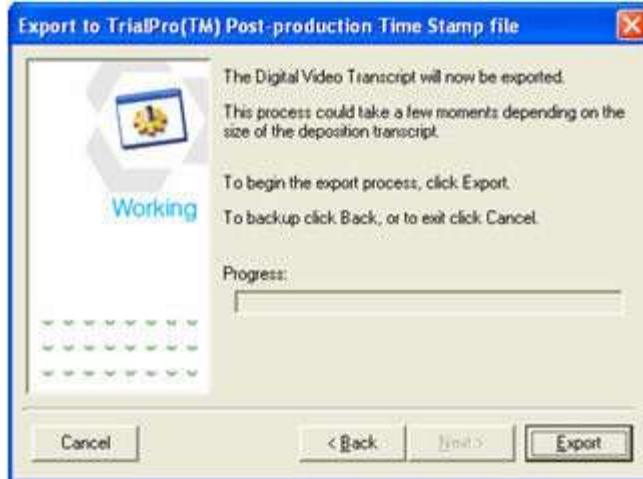
1. Open a Digital Video Transcript.
2. Select **Export to... | Trialpro(TM) Post-Production Time Stamp file (*.pts)** from the **File** menu.



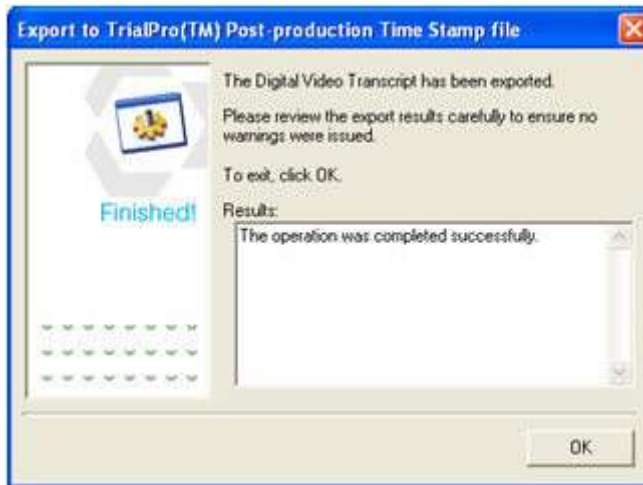
3. Enter a destination folder and filename for the *.pts file, or click **Browse** to navigate to the desired path and filename.
 - a. If you click **Browse**, the following window appears:



- b. Select the desired destination folder and type a name for the *.pts file in the *File Name* field. Click **Save** to save the selection.
4. When the desired path and filename are selected, click **Next**.



5. Click **Export** to begin exporting the Post-production Timestamp file. When the progress bar reaches the end, the export is complete.



6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.