


Getting Started Guide v4.0

The Min-U-Script Pro v4.0 software is a complete transcript production, delivery and file management system. It is very easy to use, and is designed to provide the absolute **best quality** in printed and electronically delivered transcripts and offers **outstanding features** for you and your clients... all of which you will find easy to master.

The Video Tutor

To assist you in maximizing your use and understanding of the Min-U-Script Pro software, a complete video on-line manual, the **Video Tutor** is provided. The **Video Tutor** contains a library of step by step instructional videos on using your Min-U-Script Pro software. The Video Tutor is separated into chapters outlining each of the main functions and features offered. It is accessible directly from within

the program by clicking on *Tutor* from the toolbar menu or clicking on the Tutor Icon  visible on most pages of the program. Clicking on the Tutor Icon from any open window will take you directly to the corresponding chapter. The **Video Tutor** can also be accessed from the Min-U-Script Website at <http://www.minuscript.com/videotutor.html>

Getting Started with Min-U-Script PRO

Recognizing the unique aspects of transcript files regarding formatting, and the individualized look that reporters and court reporting firms strive to maintain, Min-U-Script Pro has included several interface windows to make setting up your transcript as easy as possible. In meeting these needs, the Min-U-Script Program provides three set up utilities to quickly and easily make changes to your **Company Information, Formats** and **Job Preferences**. Multiple setups for both Company Information and Formats are allowed and any can be selected with easy to use drop-down fields from the main screen. Further, Min-U-Script allows you to quickly override many of these defaults on a job-by-job basis, most with a single click of a checkbox.

The following sections will walk you through setting up some of the basic information that you will need to get started. More detailed information on any section outlined here can be found at the Video Tutor area on the Min-U-Script website.


Setting up Company Information

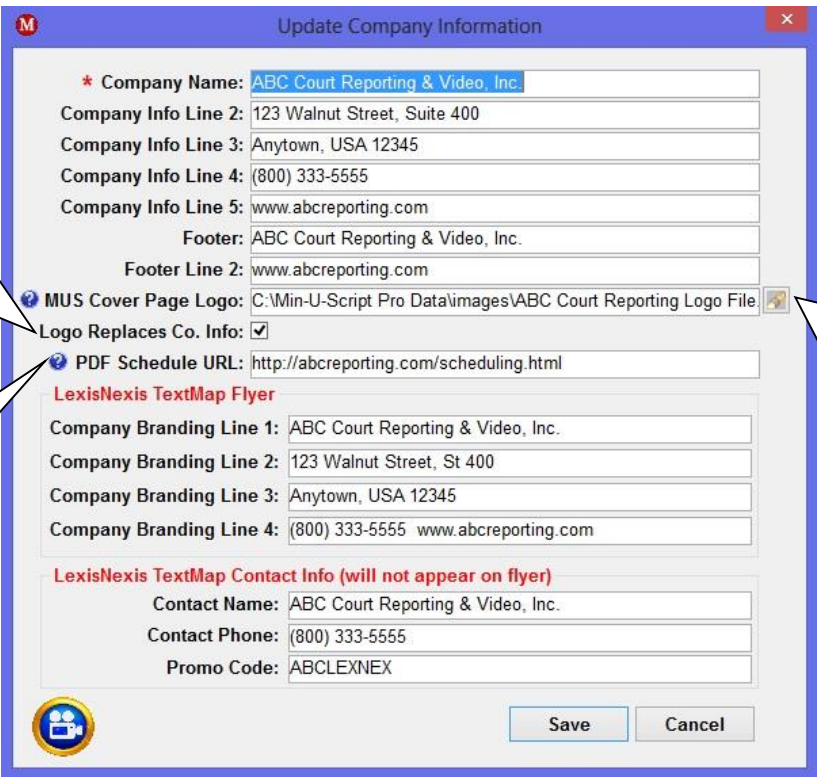
From the Update Company Information window you can control how your Company Information will appear on the Min-U-Script Cover Page, transcript footers, email templates, and CD menus.

Video Tutor Link: Company Information setup instructions can also be watched from the **Video Tutor** area of our website at www.minuscript.com/vtchapter4.html or by clicking on the Tutor Icon




at the bottom of Update Company Information screen.

- **Open the Update Company Information window:** From the *Edit* menu, select *Add/Edit Company Info* or click on the edit button  found to the right of the Company Info/Footer field on the main screen.
- **Select Company Name:** Highlight the Company Name you would like to edit from the list, and click on *Modify*. This will open the Update Company Information window pictured below.
- **Update Information:** Enter all information into the fields provided. Click *Save* when done.



The screenshot shows the 'Update Company Information' dialog box with the following fields and callouts:

- Company Name:** ABC Court Reporting & Video, Inc.
- Company Info Line 2:** 123 Walnut Street, Suite 400
- Company Info Line 3:** Anytown, USA 12345
- Company Info Line 4:** (800) 333-5555
- Company Info Line 5:** www.abcreporting.com
- Footer:** ABC Court Reporting & Video, Inc.
- Footer Line 2:** www.abcreporting.com
- MUS Cover Page Logo:** C:\Min-U-Script Pro Data\images\ABC Court Reporting Logo File.  (Callout: Add your company logo to the MUS Cover Page. Logo only – 4” W x 1” H or Logo with Company Info – 4” W x 2” H)
- Logo Replaces Co. Info:**
- PDF Schedule URL:** http://abcreporting.com/scheduling.html (Callout: Link to scheduling Page on your website)
- LexisNexis TextMap Flyer:**
 - Company Branding Line 1: ABC Court Reporting & Video, Inc.
 - Company Branding Line 2: 123 Walnut Street, St 400
 - Company Branding Line 3: Anytown, USA 12345
 - Company Branding Line 4: (800) 333-5555 www.abcreporting.com
- LexisNexis TextMap Contact Info (will not appear on flyer):**
 - Contact Name: ABC Court Reporting & Video, Inc.
 - Contact Phone: (800) 333-5555
 - Promo Code: ABCLEXNEX

Buttons: Save, Cancel


Setting up your Transcript Format

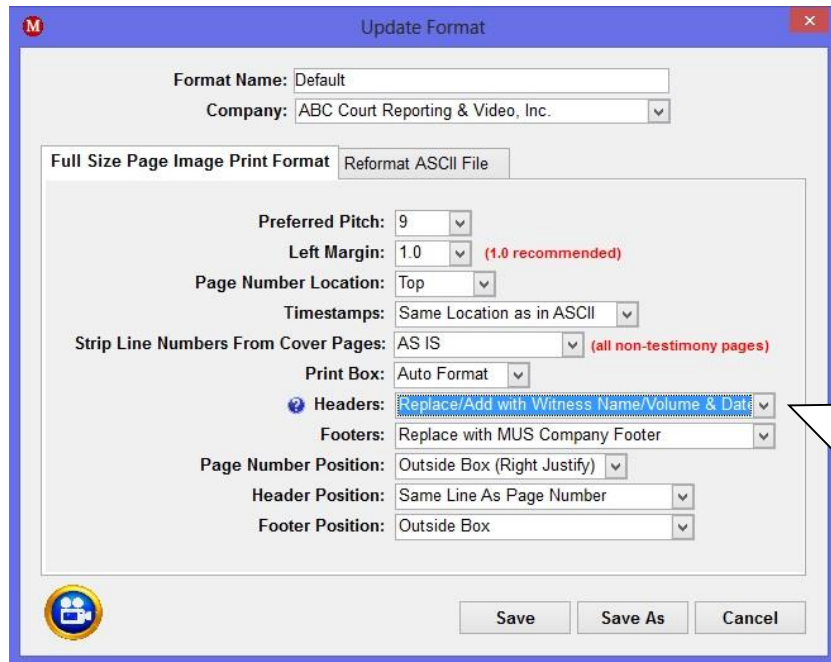
The Update Format allows you to set up specific format that are applied to the Full Size transcript such as pitch, margins, page number, timestamps, and header and footer locations.

Video Tutor Link: Company Information setup instructions can also be watched from the **Video Tutor** area of our website at www.minuscript.com/vtchapter4.html or by clicking on the Tutor Icon



at the bottom of Update Format screen.

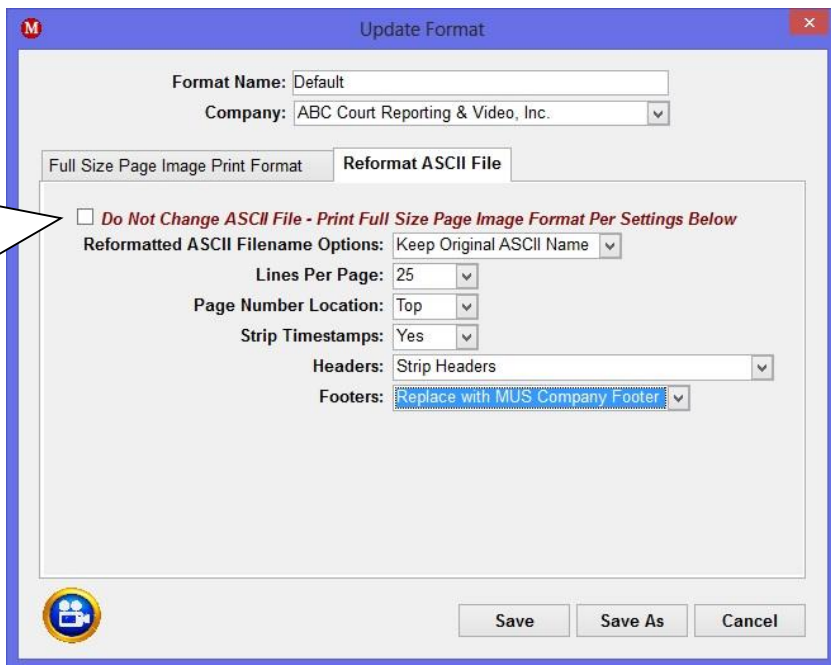
- **Open the Update Format window:** From the *Edit* menu, select *Add/Edi Format* or click on the edit button  found to the right of the Format field on the main screen.
- **Select Format:** Highlight the Format you would like to edit from the list, and click on *Modify*. This will open the Update Format Information window pictured below.
- **Update Information:** Enter all information into the fields provided. Click *Save* when done.



To use a header already included in your ASCII select *Keep Original Header*.


Occasionally, an ASCII file may require additional reformatting. Items such as number of lines per page, page number location, removing timestamps, and removing/adding headers or footers can be made to the original ASCII file using the Reformat ASCII File window. Please note that this feature will not add or decrease the number of words or characters per line and no word wrapping will occur. Changes to the original ASCII File can be saved with the original ASCII File name or you can choose to be prompted to enter a new name. To make changes to the original ASCII file, click on the Reformat ASCII File tab.


To make changes to this page you will need to clear the checkmark in this box



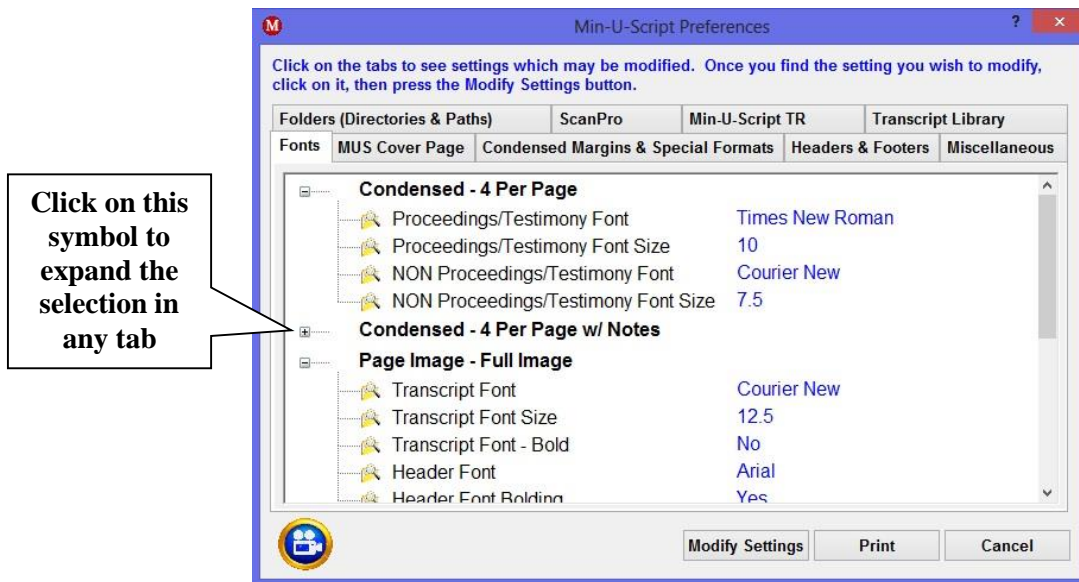
Setting up your Preferences

The Preferences area allows you to set up specific defaults including fonts, Cover Page appearance, Headers & Footers, Condensed document formats, and other program defaults.

Video Tutor Link: Preferences setup instructions can also be watched from the **Video Tutor** area of our website at www.minuscript.com/vtchapter4.html or by clicking on the Tutor Icon  at the bottom of the Min-U-Script Preferences window.

- **Open the Preferences window:** From the *Edit* menu, select *Preferences*.
- **Select tab:** Click on the Tab relating to the specific adjustments you would like to Modify. Some selections offer multiple options. To see the list of options, expand the selection by clicking on the  to the left of that selection.
- **Make changes:** High-light the option you would like to make changes to and then click on the *Modify Settings* button. Edit the New Value field by using the drop-down arrow to make your new selection. *Save* changes when done.

Changes made in the Preferences area will apply to all jobs and are used as global default settings. Many items such as Answer Text Options, Cover Page Headings, Additional Heading options and password protection can also be applied to a specific job at time of processing.




Processing and Producing Files

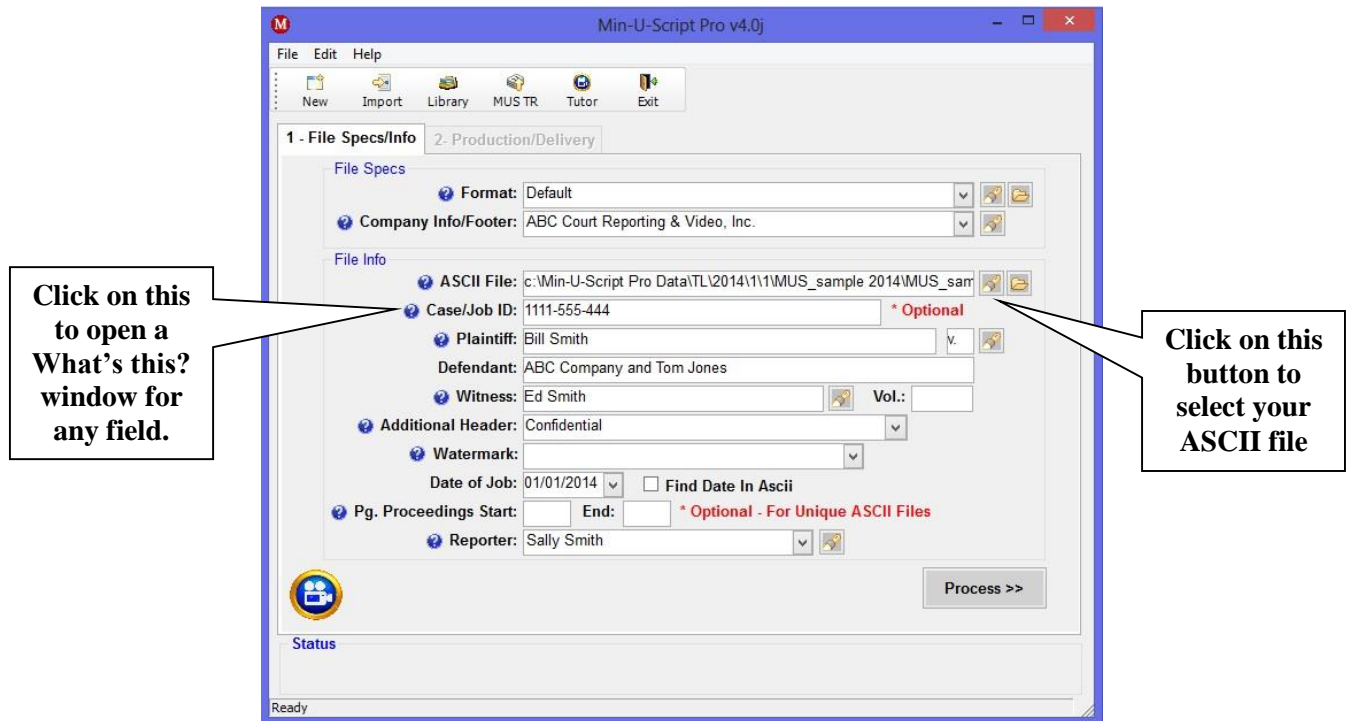
Congratulations! You are now ready to produce, deliver, and manage your transcript production with the use of Min-U-Script Pro. Every install of Min-U-Script Pro contains a sample ASCII file that can be used for testing purposes. The file can be found in the c:\Min-U-Script Pro Data folder and is called 123_mus_sample.txt. There are three main screens for the production and delivery of a transcript – the


File Specs/Info tab, the **Production/Delivery - Print** tab, and the **Production/Delivery - Electronic Delivery** tab.

Video Tutor Link: Processing/Production instructions can be watched from the **Video Tutor** area of our website at www.minuscript.com/vtchapter6.html and www.minuscript.com/vtchapter7.html

or by clicking on the Tutor Icon  at the bottom of any window.

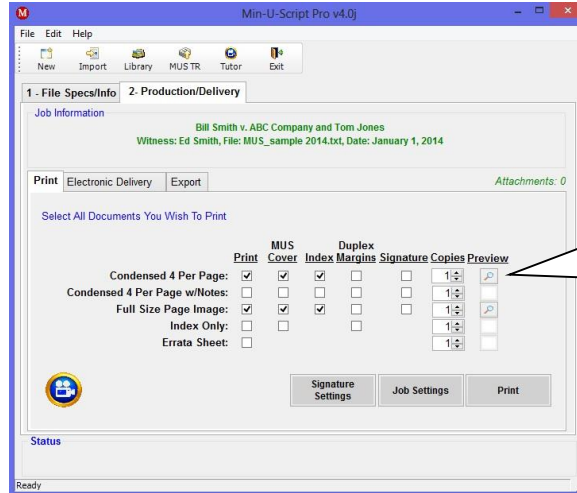
1 - File Specs/Info: This is the opening screen of the program and the starting place for processing a new file. Each field offers a quick help window regarding its function by clicking on the  found to the left of each field. Many fields also have browse capabilities or offer drop-down selections making the process very efficient. Before Processing the following required fields must contain information – ASCII File, Plaintiff or Defendant (only one is necessary), and Date of Job. Once these fields have been completed, click *Process* to continue.



2 – Production/Delivery: This screen hosts the ability to Print, Email, Create CD's or Save Files for upload to repositories or other email applications. From the Print tab you can select which types of files to print by marking the checkbox next to the document and then selecting items such as MUS Cover, Index, Duplex Margins (double-sided printing) and Signatures. You may preview any document before printing by clicking on the Preview button  to the right of each document.

There are two main tabs that are used for the Production and Delivery of the completed transcript – **Print** and **Electronic Delivery** tabs.

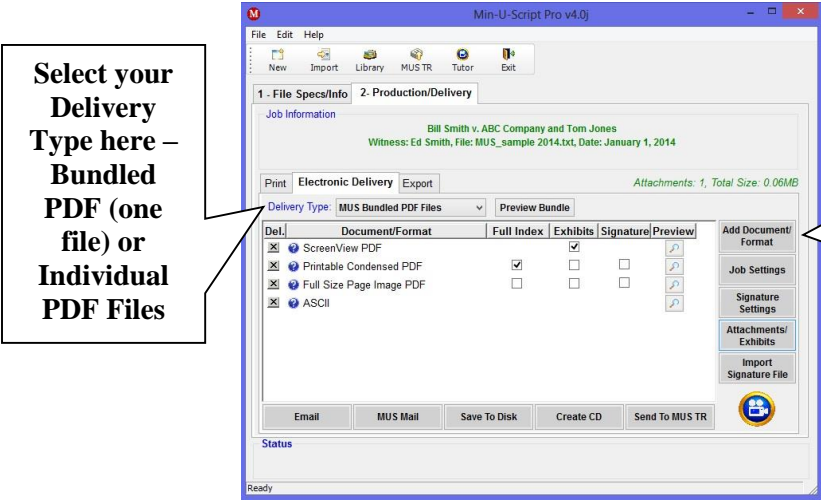
Print Tab – Print your transcripts



Click on this button to Preview your transcript

- Print Tab:** Select all documents to be printed by marking the checkbox under the Print column for all documents you will be printing. Select among the different options including MUS Cover, Index, Duplex Margins (double-sided Printing), Signature and how many Copies you will need. Once you are ready to send all documents to the printer, click on *Print*. Alternatively, you may also preview the document and print from the Adobe Reader window by selecting *Print* from the *File* menu.
- Electronic Delivery:** Add/Remove any document(s) from the list as needed. To remove any document, click on the **x** to the left of the document name. Additional documents such as Errata Sheets, Exhibit Bundle, Summation Format and other types of documents can be selected by clicking on the *Add Document/Format* button. Once all documents you would like to include are listed you are ready to Save your transcript, Create a CD or Send your document electronically. To save your transcript to any location, click on *Save To Disk*.

Electronic Delivery – Save or Send your transcripts electronically



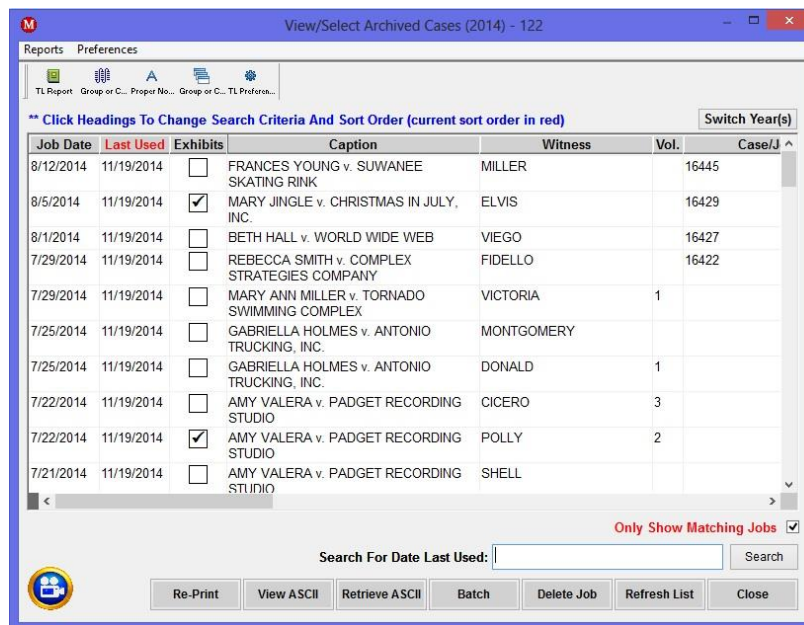
Select your Delivery Type here – Bundled PDF (one file) or Individual PDF Files

Click on this button to Add additional documents

Transcript Library

The Transcript Library is a built in archiving of all jobs processed through Min-U-Script Pro. The Library enables you to search and sort jobs by a number of criteria such as Job Date, Last Used, Job ID, Caption, Witness, and Reporter. From the Library you can instantly retrieve the file for immediate reprint or electronic delivery without the need to reprocess. The Library is accessible from the *Library* button at the top of the main screen.

Video Tutor Link: Transcript Library instructions can also be watched from the **Video Tutor** area of our website at www.minuscript.com/vtchapter7.html.



Batch Transcripts and Library Reports

You can use the Transcript Library window to quickly and easily batch multiple jobs at one time. To use the Batch feature, highlight the Jobs you would like to batch by holding down the **CTRL** key and selecting the jobs from the list. Once the Jobs are selected, click on the *Batch* button to process.

Several reports can be printed from the Transcript Library such as a TL Report, Group or Case Wide Word List, Proper Noun Case Wide Word List and Group or Case Wide Exhibit List. The buttons to produce these reports can be found on the Upper left hand corner of the Transcript Library window. Simply highlight the Jobs you would like to produce these reports for by holding down the **CTRL** key and selecting the jobs from the list then clicking on the selected Report button from the top menu.

Thank you for choosing Min-U-Script Pro. We are confident that you will immediately see the value and benefits it will provide to you and your clients.