

The Min-U-Script Pro v5.0 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. The *Video Tutor* can be accessed from the Min-U-Script website at <https://minuscript.com/videotutor/>.


## GETTING STARTED WITH MIN-U-SCRIPT PRO

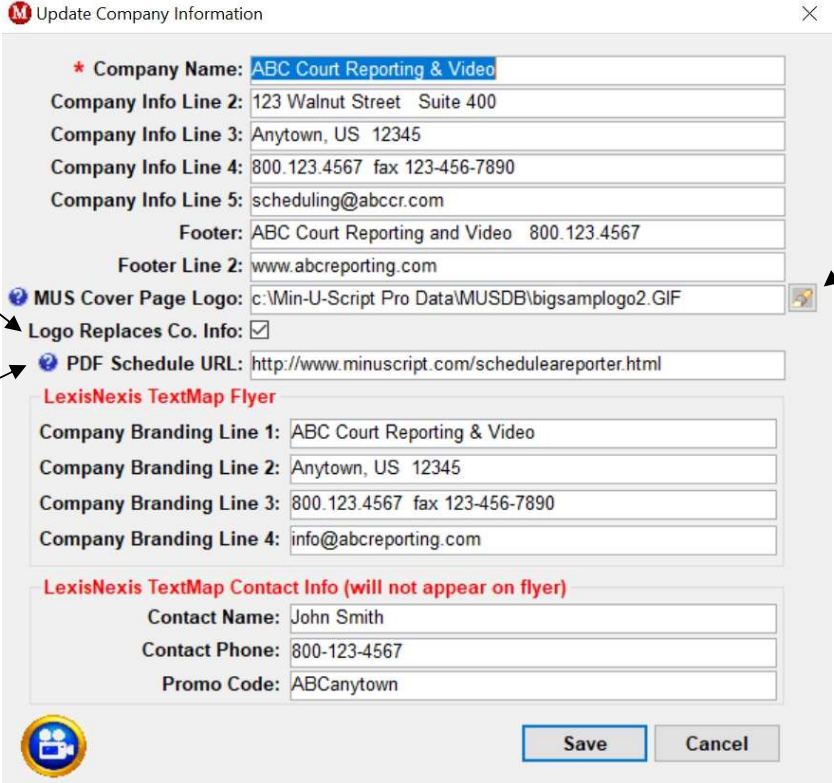
Min-U-Script Pro includes several interface windows to make setting up and getting a unique and individualized look for your transcript as easy as possible. In meeting these needs, Min-U-Script Pro includes three set up utilities – *Company Information*, *Formats* and *Job Preferences*. From these windows you can setup multiple entries for both Company Information and Formats which can be selected from the Main screen with easy to use drop-down fields. Further, Min-U-Script Pro allows you to quickly override many of these defaults on a job-by-job basis, most with a single click of a checkbox.

## SETTING UP COMPANY INFORMATION

Video Tutor: Updating Company Information instructions can also be watched from the Video Tutor area of our website at <https://minuscript.com/vtchapter4/>. (Video Tutor Series Chapter 4, Part 1)

From the Update Company Information window you can control how your Company Information will appear on the Min-U-Script Cover Page and Transcript Footers. You can add multiple Companies or even multiple entries for the same company if different settings for the same Company are needed.

You can access the Company Information window from the main Min-U-Script menu from Edit>Add/Edit Company Info or by clicking on the edit button  found to the right of the Company Info/Footer field. To edit an existing Company, select the Company you wish to make changes to, and then click on the Modify button.



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

- Company Name:** ABC Court Reporting & Video
- Company Info Line 2:** 123 Walnut Street Suite 400
- Company Info Line 3:** Anytown, US 12345
- Company Info Line 4:** 800.123.4567 fax 123-456-7890
- Company Info Line 5:** scheduling@abccr.com
- Footer:** ABC Court Reporting and Video 800.123.4567
- Footer Line 2:** www.abcreporting.com
- MUS Cover Page Logo:** c:\Min-U-Script Pro Data\MUSDB\bigssamplogo2.GIF (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://www.minuscript.com/scheduleareporter.html (Callout: Link to scheduling Page on your website)
- LexisNexis TextMap Flyer:**
  - Company Branding Line 1:** ABC Court Reporting & Video
  - Company Branding Line 2:** Anytown, US 12345
  - Company Branding Line 3:** 800.123.4567 fax 123-456-7890
  - Company Branding Line 4:** info@abcreporting.com
- LexisNexis TextMap Contact Info (will not appear on flyer):**
  - Contact Name:** John Smith
  - Contact Phone:** 800-123-4567
  - Promo Code:** ABCanytown

Buttons: Save, Cancel

1. Company Name and Company Info Lines 2-5: Enter your Company Name and up to 5 lines of Company Information. The information entered here will print on the MUS Cover Page.

**In The Matter Of:**  
*Tom Jones v*  
*Ed Smith*

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*Ed Smith*  
*August 1, 2022*

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*ABC Court Reporting & Video, Inc.*  
*123 Walnut St., St. 400*  
*Anytown, USA 12345*  
*(800) 333-5555 Fax (404)336-4444*  
*www.abcreporting.com*

Company Information Lines 1-5 will appear in this area on the MUS Cover Page

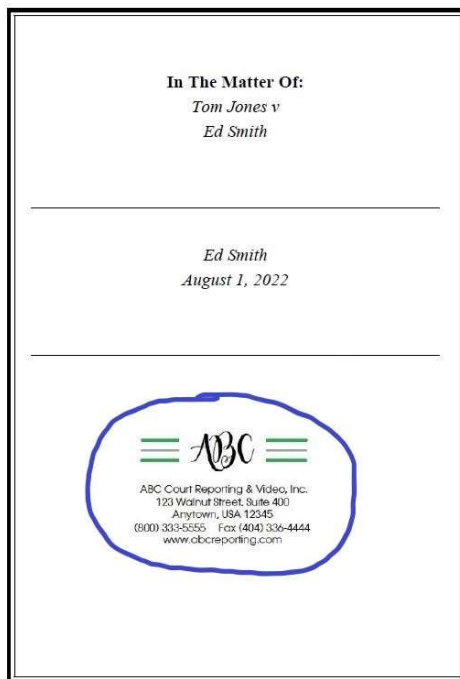
2. Footer and Footer Line 2: You can place up to 2 lines of Footer Information on each page of your transcript. Enter the Footer Information as you would like it to appear on your transcript in the Footer and Footer Line 2 fields. NOTE: To apply these footers to your transcript you will need to set the Footers option at the Update Format window to Replace with MUS Company Footer. Footer lines will be centered at the bottom of the transcript on each page.

Footer lines will appear at the bottom of each transcript page. Font Style and size, and bolding options are available from the Preferences window.

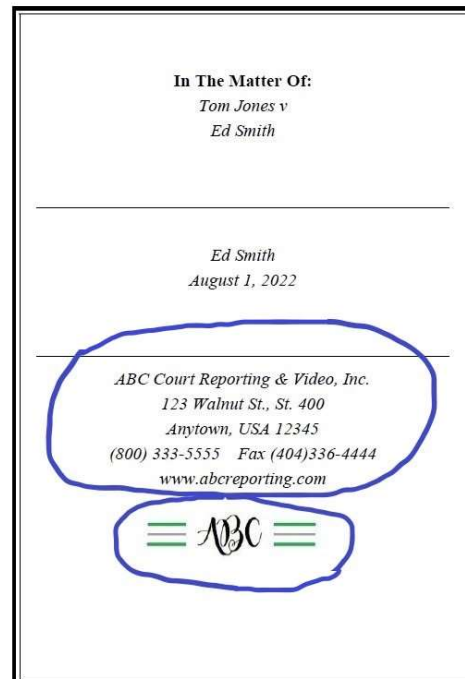
16 MR. LAZAR: Good afternoon.  
17 MS. SORIANO: Good afternoon, your  
18 Honor.  
19 THE CLERK: I was just calling, are  
20 you on the Monteiro case? No? I thought  
21 it was something I could keep up --  
22 MS. SORIANO: Good afternoon, your  
23 Honor. Stephanie Soriano for Mr. Monterio  
24 who is here.  
25 THE CLERK: I was going to keep up  
ABC Court Reporting & Video, Inc.  
www.abcreporting.com

3. MUS Cover Page Logo and Logo Includes Company Info checkbox: Additionally, you can personalize your MUS Cover Page with a Company Logo Image. To assign a logo image click on the button to the right of MUS Cover Page logo field. There are 2 logo size options available. If your logo image file contains your Company Information then your final logo file size should be 4"wide x 2"high. If your logo image file does not contain any company information and you would like to include the 5 lines of Company Information entered along with your logo then your final logo file size should be 4"wide x 1"high. To add a logo click on the button to the right of MUS Cover Page logo field, click Yes to continue. Use the navigation window to find the location of your logo file on your computer. If your logo includes your company information check the box next to the Logo Replaces Co. Info field, to use the 5 lines of Company information along with your logo then leave this checkbox blank.

Logo file includes Company Information



Logo file with 5 lines of Company Information



4. PDF Schedule URL: If you have an online scheduling website you may enter a URL address in this field that will appear in the Bookmarks pane of your Transcript PDF file as a Schedule A Reporter link. This will provide a direct link from the Transcript PDF file to your website. To ensure that the URL is correct, go to your scheduling page and then copy the URL that appears at the top of your browser window and then paste it in this field. NOTE: This will add an active link on your

PDF document. Active links on PDF documents may be flagged or NOT allowed when uploading transcripts to government websites and may be blocked by email firewalls. If you will be uploading a transcript to a government website you may want to leave this field blank.

5. LexisNexis TextMap Flyer and Contact Info: If you are a LexisNexis sales rep and would like to include a LexisNexis TextMap Flyer with your PDF document bundle, enter your Company Information and contact information here. The Company Branding Line 1-5 will appear on the Flyer.

Once you have entered or modified your Company information, Click Save and confirm your changes.

\*\*\*For information on setting up Formats and Preferences, go to <https://minuscrypt.com/vtchapter4/> to see instructional videos and step by step printable documents.

**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.**