



# LIVENOTE EXHIBITS USER GUIDE

WEST PUBLISHER

JANUARY 2011



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# LIVENOTE EXHIBITS USER GUIDE

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JANUARY 2011

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## **About This Guide**

In this guide, the graphics and step-by-step instructions are based on using West Publisher. Because of the evolving nature of this technology, there may be changes to interfaces and functionality that are not reflected in this documentation.

Information in this guide is current through January 15, 2011 (version 5.5).

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# Introduction

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LiveNote Exhibits allows you to create bundles containing transcripts and exhibits using West Publisher. You can import the bundles into West Case Notebook or West LiveNote. You also can send the bundles to others via e-mail or on a CD. You can use a DVD if the file is very large.

To use West Publisher, follow these steps:

1. Import transcripts into the bundle.
2. Import documents into the bundle.
3. Link the documents to the transcripts, if desired.
4. Save the bundle as an E-Transcript Bundle (PTZ) file.
5. Save the bundle on a CD, if desired.

## Notes

- When you import a document into a bundle, it is converted to a text-searchable format using optical character recognition (OCR) technology.
- When you prepare a bundle to save on a CD, West Publisher includes West E-Transcript Bundle Viewer and other files with the PTZ file. West E-Transcript Bundle Viewer enables the recipient of the disc to open and view the bundle. If you choose to send the PTZ file alone, West E-Transcript Bundle Viewer can be downloaded at [west.thomson.com](http://west.thomson.com). For information on saving a bundle on a CD, see "Saving a Bundle on a CD" on page 17.
- When you open a bundle from a CD, West E-Transcript Bundle Viewer remains active until you close it or turn off your computer. Therefore, you can remove the CD and still view the bundle or insert a different CD that contains a related video.
- When you import PTZ files, West Case Notebook or West LiveNote retains all transcripts, exhibits, links to exhibits from transcripts, and synchronized video information.

## **File Types for Importing Transcripts**

You can import the following types of transcript files into West Publisher:

- LiveNote Evidence Format (LEF) files
- E-Transcript (PTX or EXE) files
- Publisher Bundle (bundle.xml) files
- E-Transcript Bundle (PTZ) files
- Portable Transcript (PTF) files
- ASCII (text only) files
- Extensible Markup Language (XML) files
- CT Summation (TRN) files
- Timaro Technologies Post-Production Time-Stamp (PTS) files
- Sanction II (MDB) files

## **File Types for Importing Documents**

You can import the following types of document files into West Publisher:

- Images
  - TIF/TIFF (Tagged Image File Format)
  - JPE/JPG/JPEG (Joint Photographic Experts Group)
  - BMP (Bitmap)
  - GIF (Graphic Interchange Format)
  - JFX
- PDF (Portable Document Format)
- DOC/DOCX (Microsoft Word file)
- WP/WPD (Corel WordPerfect file)
- MSG (Microsoft Outlook file)
- HTM/HTML (Hypertext Markup Language)
- PEX (LiveNote document file)
- TXT (plain text file)
- RTF (Rich Text Format)

# 1 Working with Transcripts

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West Publisher makes it easy for you to quickly get started with creating bundles. When you access West Publisher, you can immediately begin to import transcripts and documents (Figure 1-1).

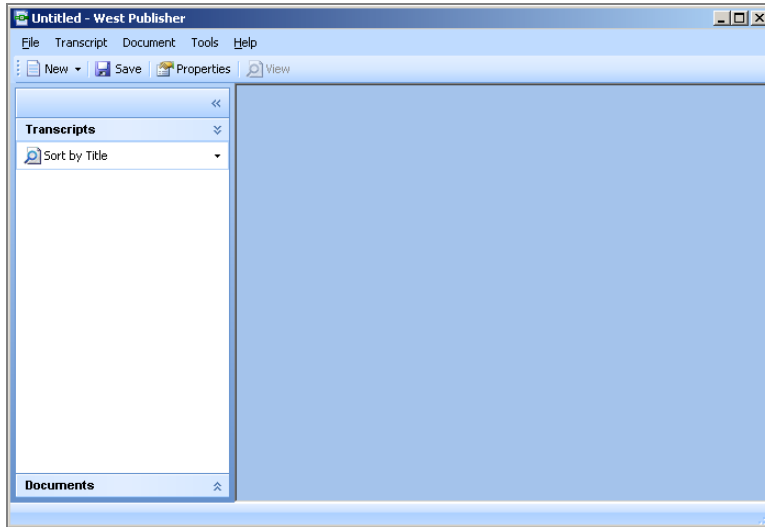


Figure 1-1. West Publisher window

## Importing Transcripts

The first step in working with West Publisher is importing one or more transcripts into the bundle.

**Note** You can create a bundle by importing transcripts and documents concurrently from a West Case Notebook or West LiveNote case. For further information, see "Creating Bundles from a West Case Notebook or West LiveNote Case" on page 15.

To import a transcript, complete these steps:

1. Click the **New** arrow on the toolbar and choose **Transcript (from File)** from the menu. The Import Wizard–Transcript File dialog box is displayed (Figure 1-2).

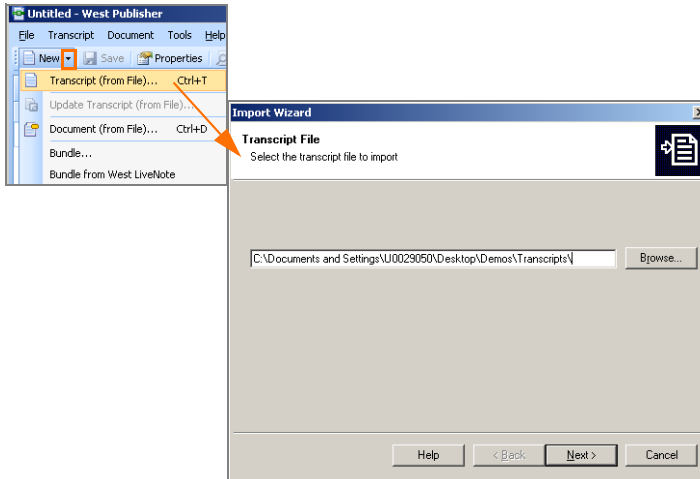


Figure 1-2. Import Wizard–Transcript File dialog box

2. Click **Browse** to display the Browse for Transcript Files dialog box.
3. Choose a file type from the *Files of type* drop-down list.
4. Select your transcript.
5. Click **Open**. The Import Wizard–Transcript File dialog box is redisplayed.
6. Click **Next**. A message warning that the transcript has not been signed electronically may be displayed. Click **Continue**. The Import Wizard–Transcript Properties dialog box is displayed (Figure 1-3).

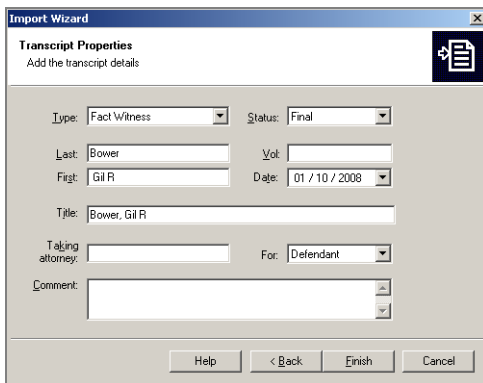


Figure 1-3. Import Wizard–Transcript Properties dialog box

**Note** If the information is not entered for you, you must at least type a last name in the *Last* text box to import the transcript.

7. Type a comment in the *Comment* text box, if desired.

- Click **Finish**. The Import Wizard–Import Summary dialog box is displayed. To import another transcript, click **Again**. If you do not want to import another transcript, click **Close**. The transcript is listed under *Transcripts* in the left pane and the text of the transcript is displayed in the right pane (Figure 1-4).

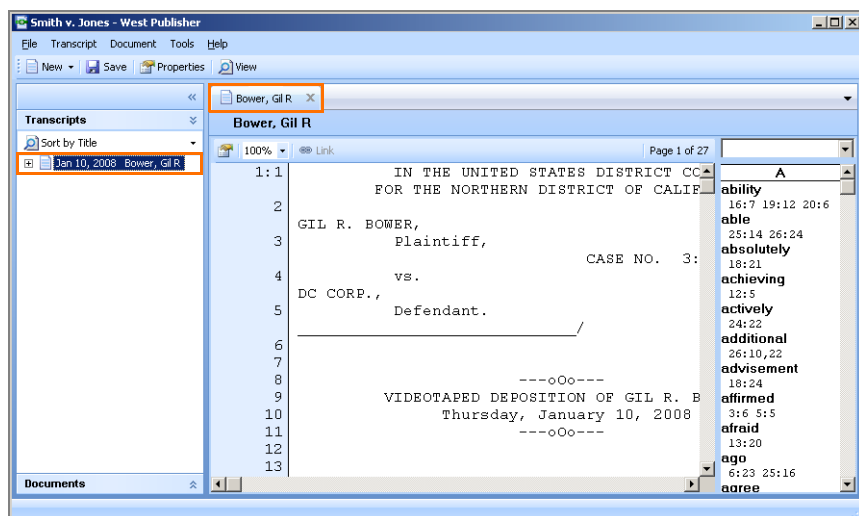


Figure 1-4. Imported transcript

## Opening a Transcript

To open a transcript, double-click the transcript in the left pane. The transcript is displayed in the right pane.

## Closing a Transcript

To close a transcript so that it is no longer displayed in the right pane, click the **Close** button (X) on the transcript's tab.

## Saving a Transcript

You can save a transcript in the following file formats: E-Transcript (PTX), ASCII (TXT), Rich Text Format (RTF), Extensible Markup Language (XML), Portable Transcript (PTF), Summation (SBF), or Sanction II (MDB). For example, to save a transcript as a PTF file, complete these steps:

- From the File menu, choose **Save As**. Then choose **Transcript, PTF** from the submenus. The Save As Portable Transcript Format dialog box is displayed.
- The file name for the transcript is entered for you in the *File Name* text box. Type a different name, if desired.
- Click **Save**.

## Deleting a Transcript

To delete a transcript, right-click the transcript in the left pane and choose **Delete** from the menu. The message *Permanently delete the selected transcript?* is displayed. Click **Yes**.

## Updating Transcripts

You can update West Publisher transcripts using the following types of files:

- LiveNote Evidence Format (LEF) files—files containing transcripts, exhibits, exhibit links, and possibly synchronized video
- E-Transcript (PTX or EXE) files—files containing transcript text and, if the transcript is signed, the signature details

- Publisher Bundle (bundle.xml) files—files containing transcripts, exhibits, exhibit links, and possibly synchronized video (the file can contain one transcript only)
- E-Transcript Bundle (PTZ) files—files containing transcripts, exhibits, exhibit links, and possibly synchronized video (the file can contain one transcript only)
- Portable Transcript (PTF) files—files containing transcript text and annotations, usually received from a West Case Notebook or West LiveNote user
- ASCII (text only) files—files containing transcript text, usually received from a court reporter

**Note** You can also import CT Summation (TRN) files, Timaro Technologies Post-Production Time-Stamp (PTS) files, and Sanction II (MDB) files.

#### UPDATING WITH A LEF FILE

LEF files may contain the transcript with exhibit files and links to exhibit references in the transcript, the transcript with exhibit files and links to exhibit references in the transcript and synchronized video, or the transcript with synchronized video but no exhibits or exhibit links.

1. Click the **New** arrow on the toolbar and choose **Update Draft Transcript (from File)** from the menu. The Update Transcript–Transcript File dialog box is displayed.
2. Click **Browse** to display the Browse for Transcript Files dialog box.
3. Select the LEF file and click **Open**. The Update Transcript–Transcript File dialog box is redisplayed.
4. The *Replace existing text with new text* check box is automatically selected. If there are no changes to the transcript text, clear the check box.
5. The *Import exhibits* check box is automatically selected. If you do not want to import exhibits, clear the check box.
6. Click **Next**. A message warning that the transcript has not been signed electronically may be displayed. Click **Continue**.
7. When the Update Transcript–Transcript Properties dialog box is displayed, click **Finish**. The Update Transcript–Update Completed dialog box is displayed.
8. Click **Close**.

#### UPDATING WITH A PTX OR EXE FILE

1. Click the **New** arrow on the toolbar and choose **Update Draft Transcript (from File)** from the menu. The Update Transcript–Transcript File dialog box is displayed.
2. Click **Browse** to display the Browse for Transcript Files dialog box.
3. Select the PTX or EXE file and click **Open**. The Update Transcript–Transcript File dialog box is redisplayed.
4. Click **Next**. A message warning that the transcript has not been signed electronically may be displayed. Click **Continue**.
5. When the Update Transcript–Transcript Properties dialog box is displayed, click **Finish**. The Update Transcript–Update Completed dialog box is displayed.
6. Click **Close**.

#### UPDATING WITH AN ASCII FILE

1. Click the **New** arrow on the toolbar and choose **Update Draft Transcript (from File)** from the menu. The Update Transcript–Transcript File dialog box is displayed.
2. Click **Browse** to display the Browse for Transcript Files dialog box.
3. Select the ASCII file and click **Open**. (Different CAT systems create different extensions on ASCII files.) The Update Transcript–Transcript File dialog box is redisplayed.

4. Click **Next**. A message warning that the transcript has not been signed electronically may be displayed. Click **Continue**. The Update Transcript–Import Details dialog box is displayed.
5. Click **Next**.
6. When the Update Transcript–Import Confirm dialog box is displayed, click **Next**. The Update Transcript–Transcript Properties dialog box is displayed.
7. Type the last and first names of the deponent in the *Last* and *First* text boxes.
8. Click **Finish**. The Update Transcript–Update Completed dialog box is displayed.
9. Click **Close**.


### UPDATING WITH A PTF FILE

Use this method when you want to replace existing text with new text.

1. Click the **New** arrow on the toolbar and choose **Update Draft Transcript (from File)** from the menu. The Update Transcript–Transcript File dialog box is displayed.
2. Click **Browse** to display the Browse for Transcript Files dialog box.
3. Select the PTF file and click **Open**. The Update Transcript–Transcript File dialog box is redisplayed.
4. The *Replace existing text with new text* check box is automatically selected. If there are no changes to the text and you want to only merge annotations, clear the check box.
5. Click **Next**. A message warning that the transcript has not been signed electronically may be displayed. Click **Continue**.
6. When the Update Transcript–Transcript Properties dialog box is displayed, click **Finish**. The Update Transcript–Update Completed dialog box is displayed.
7. Click **Close**.

### Printing Transcripts

You can print a full-size or condensed version of a transcript. It is recommended that you use the Print Preview and Page Setup features to customize the print output before printing a transcript. For example, to print a condensed transcript with the first three pages full-size, complete these steps:

1. Select the transcript you want to print under *Transcripts* in the left pane.
2. From the File menu, choose **Print Preview**, then choose **Transcript, Condensed** from the submenu. The Print Preview window with the transcript is displayed.
3. Click the **Page Setup** button  on the toolbar to display the Page Setup–Condensed Transcript dialog box (Figure 1-5).
4. Click the **Condensed** tab.

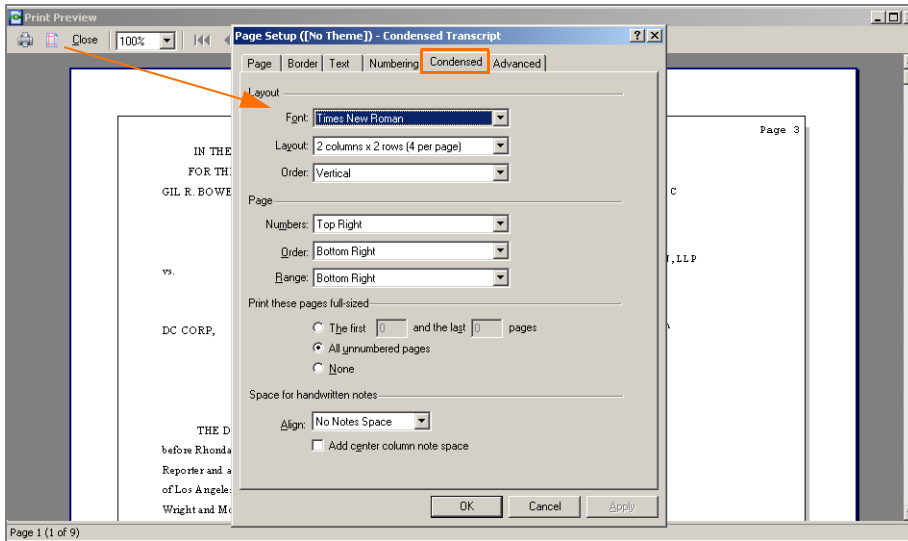


Figure 1-5. Page Setup–Condensed Transcript dialog box

5. In the *Print these pages full-sized* section, select **The first \_\_\_\_ and the last \_\_\_\_ pages**, then type 3 in the first text box.
6. Click **Apply**, then click **OK**. The Print Preview window is redisplayed.
7. To verify that you have set the correct options, browse the transcript in the Print Preview window.
8. Click the **Print** icon. The Print dialog box is displayed.
9. Click **OK**.

## 2 Working with Documents

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### Importing Documents

The second step in working with West Publisher is importing one or more documents into the bundle. To import a document, complete these steps:

1. Click the **New** arrow on the toolbar and choose **Document (from File)** from the menu. The Data Import Wizard–Document Files dialog box is displayed.
2. Click **Add** to display the Open dialog box.
3. Select your document and click **Open**. The Data Import Wizard–Document Files dialog box is redisplayed.
4. Click **Next**. The Data Import Wizard–Document Properties dialog box is displayed (Figure 2-1).

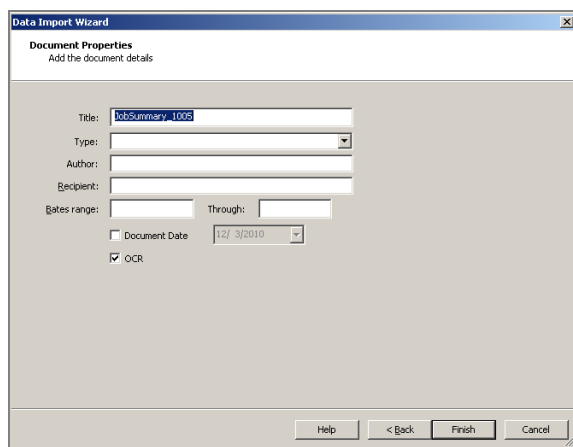


Figure 2-1. Data Import Wizard–Document Properties dialog box

5. The title of the document is displayed in *Title* text box. Type a new name for the document, if desired.
6. Choose a document type from the *Type* drop-down list, if desired.
7. Type the author's name in the *Author* text box, or choose the name from the drop-down list, if desired.
8. Type the recipient's name in the *Recipient* text box, or choose the name from the drop-down list, if desired.
9. Type a number in the *Bates range* and *Through* text boxes, if desired.
10. Select the **Document Date** check box, if desired. When you select this check box, the current day's date is entered in the text box automatically. Click the arrow to select another date.
11. The **OCR** check box is automatically selected if the document is an image file or PDF file. Select or clear the **OCR** check box, if desired.

- Click **Finish**. The document is listed under *Documents* in the left pane and the full text of the document is displayed in the right pane (Figure 2-2).

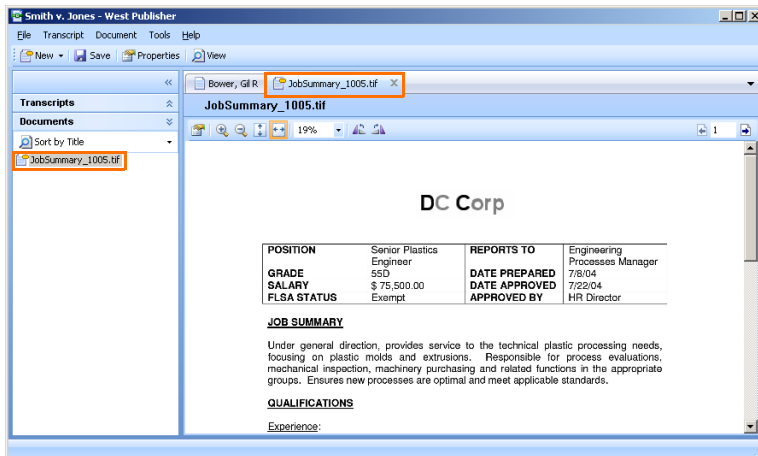


Figure 2-2. Imported document

## LINKING DOCUMENTS

When you import a document that is referenced in a transcript, West Publisher automatically links the document to all references to that document in the transcript. For example, if you import a document named Exhibit 5 into a transcript that refers to Exhibit 5 in 10 places, West Publisher links Exhibit 5 to all 10 references.

If you import multiple transcripts, you must specify the transcript to which you want the document linked. To select the transcript to which the document is linked, complete these steps:

- Follow steps 1–11 under “Importing Documents” on page 9.
- If you are importing a document referenced in a transcript, the *Next* button is available in the Data Import Wizard–Document Properties dialog box. Click **Next**. The Select Transcripts to Link–Transcript Files dialog box is displayed (Figure 2-3).

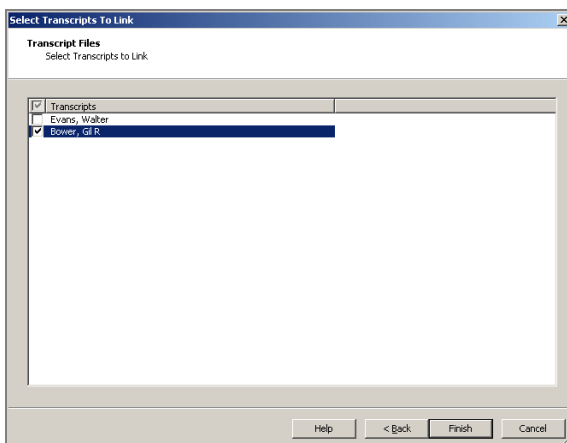


Figure 2-3. Select Transcripts to Link–Transcript Files dialog box

- Select the transcript to which you want the document linked.
- Click **Finish**. The document is listed under *Documents* in the left pane and the full text of the document is displayed in the right pane.

## Using the Link Feature

Use the Link feature to manually link an imported document to a word or phrase in the transcript. For example, to link the document named Summary of Events to every instance of the word *summary* in a transcript, complete these steps:

1. Open the transcript to which you want to link the document.
2. Select the word **summary** in the transcript.

**Note** To have West Publisher find the first instance of the word or phrase you want to link, click the **Link** button to display the Link dialog box. Type the word or phrase in the *Find* text box and click **Find Next**. Then follow steps 4–6 below.

3. Click the **Link** button (🔗 Link) on the Transcript toolbar. Or right-click **summary** and choose **Link** from the menu. The Link dialog box is displayed with the word *summary* entered for you in the *Find* text box (Figure 2-4).

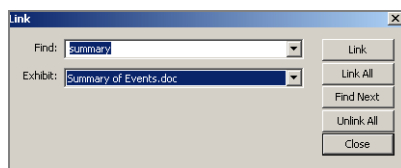


Figure 2-4. Link dialog box

4. Choose **Summary of Events.doc** from the *Exhibit* drop-down list.
5. Do one of the following to link the document:
  - Click **Link** to link the document to that instance of *summary*. The next instance of *summary* is displayed. Repeat this step to link each instance. When you have finished linking, the message *Publisher has finished searching the transcript* is displayed. Click **OK**.
  - Click **Link All** to link the document to all instances of *summary*. The message *West Publisher has completed its search of the transcript and has made [ ] links* is displayed. Click **OK**.
6. Click **Close** in the Link dialog box.

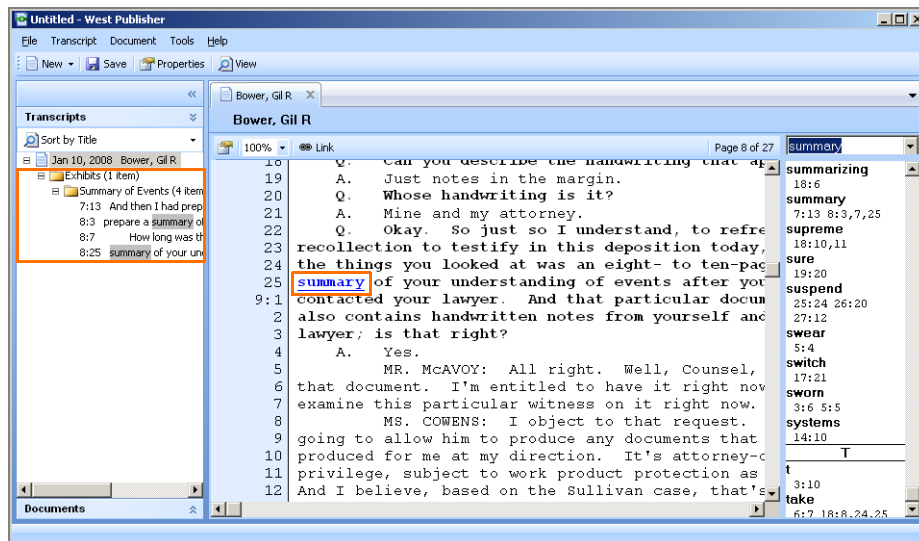



Figure 2-5. Transcript with linked exhibit

After you link a document to a transcript, it becomes an exhibit and is listed in the Exhibits folder under the transcript in the left pane (Figure 2-5). Double-click a link reference to jump to its location in the transcript. Click the link in the transcript to display the linked document.

### Deleting Links

To delete the links for a document, complete these steps:

1. Open the transcript with the links you want to delete.
2. Use either of the following methods to unlink a document:
  - Right-click the word or phrase in the transcript that you want to unlink. Choose **Unlink** from the menu to unlink the word or phrase, or choose **Unlink All** to unlink all instances of the word or phrase.
  - Click the **Link** button (  ) on the Transcript toolbar to display the Link dialog box. Choose the word or phrase you want to unlink from the *Find* drop-down list and click **Find Next**. The first instance of the linked word or phrase is displayed. Click **Unlink All**.
3. The message *West Publisher has completed its search of the bundle and has unlinked [ \_\_\_ ] documents* is displayed. Click **OK**.
4. Click **Close** in the Link dialog box.

### Importing Multiple Documents

To import multiple documents, complete these steps:

1. Click the **New** arrow on the toolbar and choose **Document (from File)** from the menu. The Data Import Wizard–Document Files dialog box is displayed.
2. Click **Add** to display the Open dialog box (Figure 2-6).

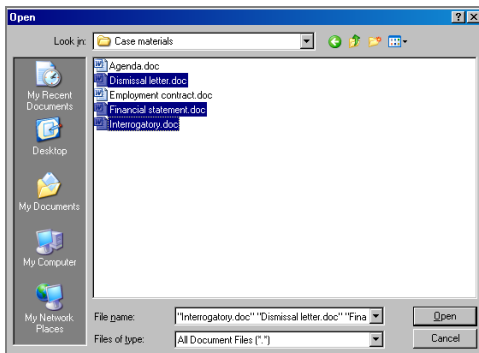


Figure 2-6. Open dialog box

3. Select your documents and click **Open**. The Data Import Wizard–Document Files dialog box is redisplayed (Figure 2-7).

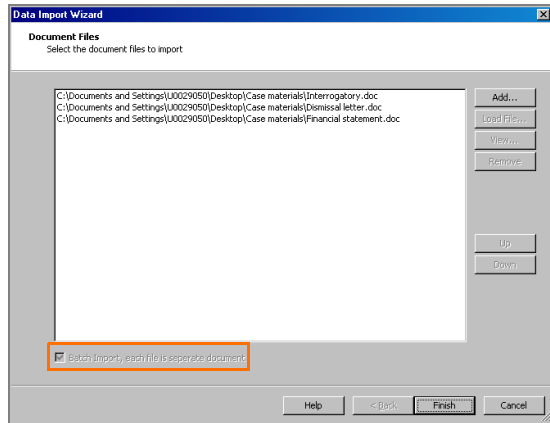


Figure 2-7. Data Import Wizard–Document Files dialog box

**Note** For most file types, each file is imported as a separate document. For image files, you have the option of importing each file as a separate document or merging multiple files into one document. To merge multiple image files, make sure the *Batch Import, each file is separate document* check box is clear. To import each file as a separate document, select the check box.

4. Click **Finish**. The documents are listed under *Documents* in the left pane and the full text of the first listed document is displayed in the right pane.

### Opening a Document

To open a document, double-click the document in the left pane. The document is displayed in the right pane.

### Deleting a Document

To delete a document, right-click the document in the left pane and choose **Delete** from the menu. The message *Permanently delete the selected document?* is displayed. Click **Yes**.

### Closing a Document

To close a document so that it is no longer displayed in the right pane, click the **Close** button (✕) on the document's tab.



### 3 Creating Bundles from a West Case Notebook or West LiveNote Case

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West Publisher allows you to create a bundle by importing transcripts and documents directly from a case in West Case Notebook version 1.0 or later or West LiveNote version 1.0 or later. To create a bundle from a West Case Notebook or West LiveNote case, complete these steps:

1. Click the **New** arrow on the toolbar and choose **Bundle from West LivNote** from the menu. The Data Selection Wizard–Cases dialog box is displayed (Figure 3-1).

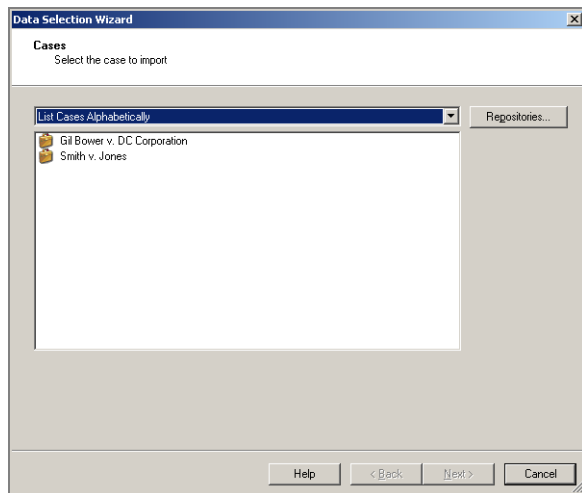


Figure 3-1. Data Selection Wizard–Cases dialog box

2. Select a case and click **Next**. The Data Selection Wizard–Transcripts and Documents dialog box is displayed (Figure 3-2).

**Note** To select a secure case, click **Repositories**. For further information on accessing secure cases, download a free copy of the *West Case Notebook User Guide* or the *West LiveNote User Guide* at [west.thomson.com/support/user-guide/livenote-case-notebook.aspx](http://west.thomson.com/support/user-guide/livenote-case-notebook.aspx).

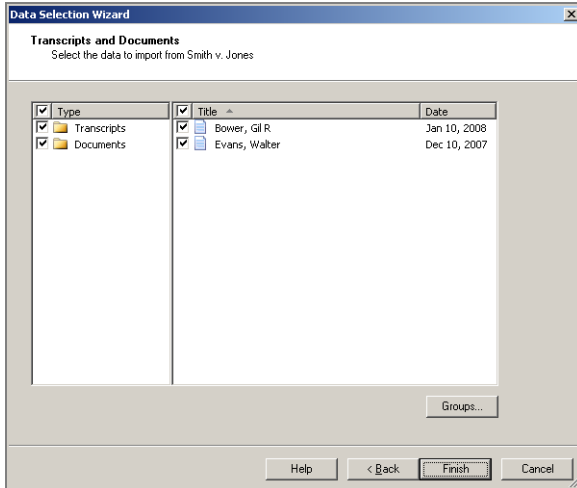


Figure 3-2. Data Selection Wizard–Transcripts and Documents dialog box

- By default, all transcripts and documents are selected. To exclude transcripts or documents from being imported into West Publisher, clear the **Transcripts** or **Documents** check box. To exclude particular data from being imported, click the document type containing the data, then clear the check boxes for the data you want to exclude.


**Note** In the alternative, click **Groups** to import only data you added to a data group. Then select a data group in the Data Groups dialog box, and click **OK**. For further information about data groups, refer to the *West Case Notebook User Guide* or the *West LiveNote User Guide*.

- Click **Finish**. The transcripts are listed under *Transcripts* and the documents are listed under *Documents* in the left pane.

# 4 Working with Bundles

## Viewing Bundles in West E-Transcript Bundle Viewer

You can open your bundle in West E-Transcript Bundle Viewer to verify how the bundle looks if you saved it on a CD. To open the bundle in West E-Transcript Bundle Viewer, complete these steps:

1. Click the **View Bundle** button (  View ) on the toolbar.
2. If you did not save the bundle after making changes, the message *Do you want to save the changes to the Bundle?* is displayed. Click **Yes**. For more information, see “Saving Bundles” below.
3. If you selected the *Display E-Transcript Bundle cover page* check box when you created the bundle, the cover page is displayed (Figure 4-1). For more information, see “Managing Cover Page Information” on page 19.
4. To view the bundle, click the **Close** button on the cover page.

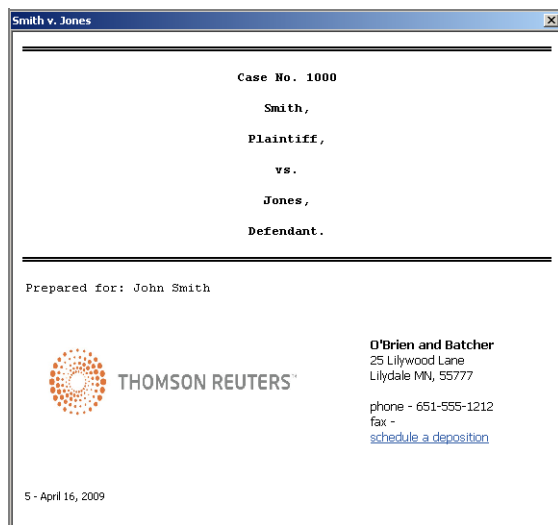


Figure 4-1. E-Transcript Bundle cover page

To close the West E-Transcript Bundle Viewer, click the **Close** button.

## Saving Bundles

### SAVING A BUNDLE AS A PTZ FILE

To save a bundle as a PTZ file, complete these steps:

1. From the File menu, choose **Save As, E-Transcript Bundle**. The Save As dialog box is displayed.
2. Type a file name for the bundle, e.g., *Smith v Jones*, in the *File name* text box.
3. Click **Save**.

### SAVING A BUNDLE ON A CD


When you use the E-Transcript Bundle Disk feature, West Publisher creates files that allow the bundle to open automatically from the CD using West E-Transcript Bundle Viewer. You do not need to have West Publisher installed to use the CD.

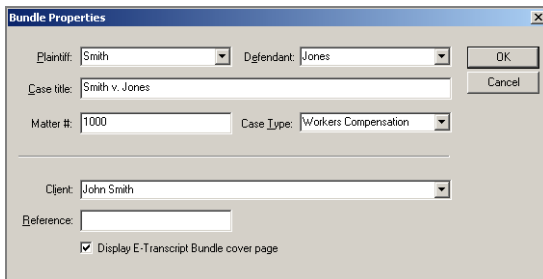
To save a bundle to a CD, complete these steps:

1. In West Publisher, from the File menu, choose **Save As, E-Transcript Bundle Disk**. The Save As E-Transcript Bundle Disk dialog box is displayed.
2. Click the **Create New Folder** button to create a folder in which to save your bundle files.
3. Open the folder you created in step 2.
4. The file name for your bundle is entered for you in the *File name* text box. Type a different name, if desired.
5. Click **Save**.
6. On your hard disk drive, open the folder you created in step 2.
7. Select and copy all of the files contained in the folder, listed below:
  - **Bin folder**
  - **autorun.inf**
  - **Viewer.exe**
  - **Smith v Jones.ptz**
8. Paste these files directly into the CD; do not put them in a separate folder. If there is a synchronized video or a Microsoft PowerPoint presentation associated with the bundle, you can also move them to the CD.
9. If you are using Windows Explorer to burn the files to the CD, right-click the CD and choose **Write these files to CD** from the menu.

## Entering Bundle Properties

The information you enter in the Bundle Properties dialog box in West Publisher is displayed on the E-Transcript Bundle cover page when you view the bundle. For more information, see “Managing Cover Page Information” on page 19.

1. Click the **Bundle Properties** button (  Properties ) to display the Bundle Properties dialog box (Figure 4-2).



The screenshot shows the 'Bundle Properties' dialog box with the following fields and values:

- Plaintiff: Smith
- Defendant: Jones
- Case title: Smith v. Jones
- Matter #: 1000
- Case Type: Workers Compensation
- Client: John Smith
- Reference: (empty)

Buttons: OK, Cancel

Checkbox:  Display E-Transcript Bundle cover page

Figure 4-2. Bundle Properties dialog box.


2. Type a name for the plaintiff, e.g., **Smith**, in the *Plaintiff* text box or, if you have previously saved other bundles, you can choose a name from the drop-down list.
3. Type a name for the defendant, e.g., **Jones**, in the *Defendant* text box, or choose a name from the drop-down list.
4. The case title is entered for you. To change the case title, type a new title in the *Case title* text box.
5. Type a matter number in the *Matter #* text box, if desired.
6. Choose a case type, e.g., **Workers Compensation**, from the *Case Type* drop-down list.
7. Type a client name, e.g., **John Smith**, in the *Client* text box, or choose a name from the drop-down list.
8. Type a reference in the *Reference* text box, if desired.

9. Select the **Display E-Transcript Bundle cover page** check box if you want to display the cover page when you view the bundle.
10. Click **OK**. The title of the bundle is displayed in the upper-left corner of the West Publisher window.

## Managing Cover Page Information

The E-Transcript Bundle cover page contains the information from the Bundle Properties dialog box. You can also add your contact information and a logo to the cover page. If you selected the *Display E-Transcript Bundle cover page* check box when you created the bundle, the cover page is displayed when you view the bundle with West E-Transcript Bundle Viewer. For information on viewing the bundle, see “Viewing Bundles in West E-Transcript Bundle Viewer” on page 17.

### CHANGING BUNDLE PROPERTIES

To change the information for the bundle that is displayed on the E-Transcript Bundle cover page, click the **Bundle Properties** button (  Properties ). The Bundle Properties dialog box is displayed. Enter the new information and click **OK**.

### ADDING COVER PAGE INFORMATION

You can add your contact information and a logo to the E-Transcript Bundle cover page. To add information to the cover page, complete these steps:

1. From the Tools menu, choose **Cover Page Information**. The Cover Page Information dialog box is displayed (Figure 4-3).

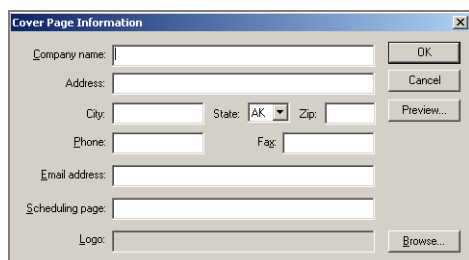


Figure 4-3. Cover Page Information dialog box

2. Type your information in the appropriate text boxes.
3. Type the scheduling page information in the *Scheduling page* text box.
4. To add a logo, click **Browse**. The Locate Logo File dialog box is displayed. Select your logo image file and click **Open**. The file name is displayed in the *Logo* text box.
5. To preview the cover page, click **Preview**. The cover page is displayed. To return to the Cover Page Information dialog box, click the **Close** button.
6. When you have finished, click **OK**.

## Opening Bundles

To open a previously saved bundle, from the File menu, choose **Open Bundle**. The Open dialog box is displayed (Figure 4-4).

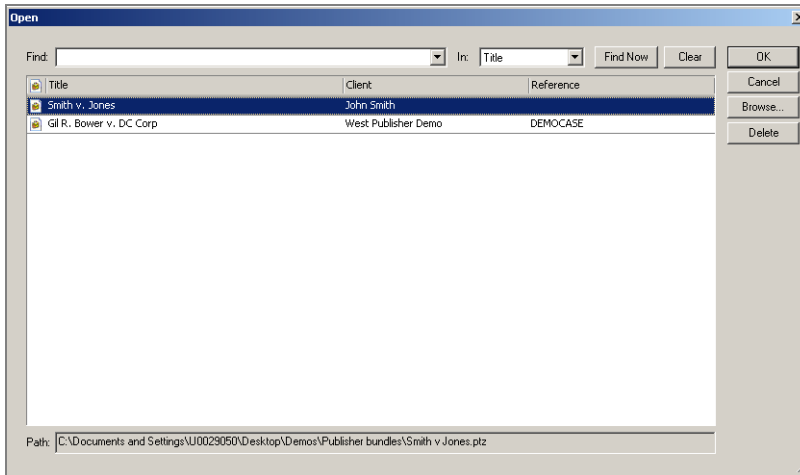


Figure 4-4. Open dialog box

You can do one of the following to locate a bundle:

- Click **Browse** to display the Open dialog box. Choose **Publisher 3 or 4 Bundle (bundle.xml)** from the *Files of type* drop-down list, then select your file and click **Open**. The bundle is listed in the Open dialog box.
- Type a bundle title, client name, matter number, or reference in the *Find* text box, then choose an option from the *In* drop-down list and click **Find Now**. The bundle is listed in the Open dialog box.

Select the bundle you want to open and click **OK**. The bundle is displayed in the West Publisher window.

# 5 Working with Video

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## Playing a Video

If a transcript has been synchronized with video, you can view the video using West E-Transcript Bundle Viewer. To view a video, complete these steps:

1. Open the bundle that includes a transcript with synchronized video.
2. Click the **View Bundle** button (📺 View) on the toolbar. If you selected the *Display E-Transcript Bundle cover page* check box when you created the bundle, the cover page is displayed. To view the bundle, click the **Close** button on the cover page.
3. Open the transcript with the video you want to view.
4. Click the video icon (📺) on the Transcript toolbar. The video is played in the left pane.

## Working with Video Clips

### CREATING A VIDEO CLIP

If a transcript has been synchronized with video, you can convert the transcript text to a video clip and save it. To create a short video clip, complete these steps:

1. Follow steps 1–4 above to play the video.
2. Select the text in the transcript for which you want to create the video clip.
3. Click the **Create Video Clip** button (📺) in the left pane. The Create Video Clip dialog box is displayed (Figure 5-1).

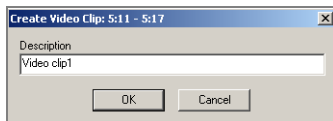


Figure 5-1. Create Video Clip dialog box

4. Type a description of the video clip in the *Description* text box.
5. Click **OK**. The video clip is listed under *Video Clips* in the left pane (Figure 5-2).

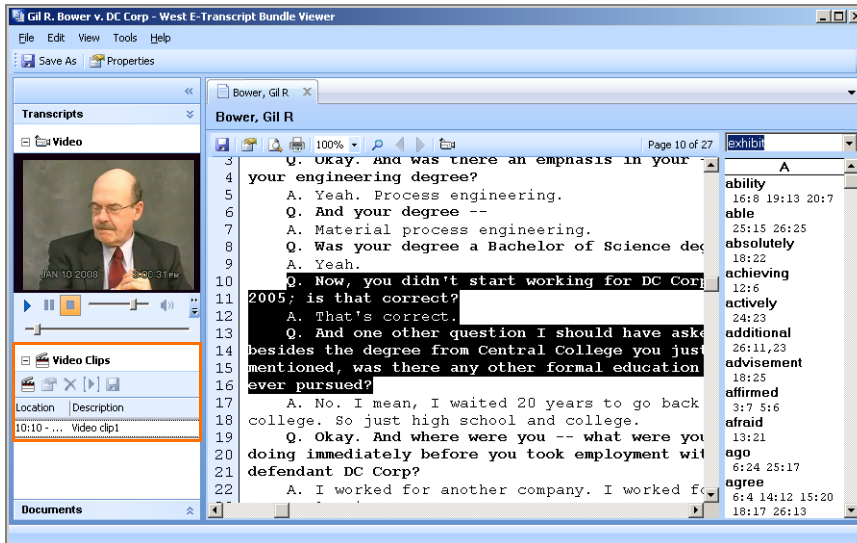


Figure 5-2. Video clip

### CHANGING THE VIDEO CLIP DESCRIPTION

To change the description of a video clip, select the video clip under *Video Clips* in the left pane and click the **Properties** button (🔗). The Edit Video Clip dialog box is displayed. Type a different description in the *Description* text box and click **OK**.

### DELETING A VIDEO CLIP

To delete a video clip, select the video clip under *Video Clips* in the left pane and click the **Delete** button (✕). The message *Remove the selected video clip?* is displayed. Click **Yes**.

### PLAYING A VIDEO CLIP


To play a video clip, select the video clip under *Video Clips* in the left pane and click the **Play** button (▶). The video clip begins playing.

### SAVING A VIDEO CLIP

To save a video clip, select the video clip under *Video Clips* in the left pane and click the **Save** button (💾). The Save As dialog box is displayed. The file name with the beginning page and line number is entered for you in the *File name* text box. Type a different name, if desired. Then click **Save**.

### SAVING A VIDEO CLIP AS A MICROSOFT POWERPOINT FILE

To save a video clip as a Microsoft PowerPoint file, complete these steps:

1. Select the video clip under *Video Clips* in the left pane.
2. Click the **Save** button (). The Save As dialog box is displayed.
3. The file name with the beginning page and line number is entered for you in the *File name* text box. Type a different name, if desired.
4. Choose **PowerPoint File (\*.ppt)** from the *Save as type* drop-down list.
5. Click **Save**. The video clip is displayed in a PowerPoint slide.

**Note** It is recommended that you use short annotations for each PowerPoint slide. If you need a longer excerpt, create multiple PowerPoint files and save them at the same time.



## 6 Using the Word Index

The Word Index contains an index of words and numbers in a transcript or document along with their corresponding page and line numbers. Use the Word Index to search for a term in the transcript or document. Type the term in the text box to the right of the transcript or document to display the pages and lines where the term is found in the transcript or document (Figure 6-1).

To view the word or number in the transcript or document, click the page and line reference.

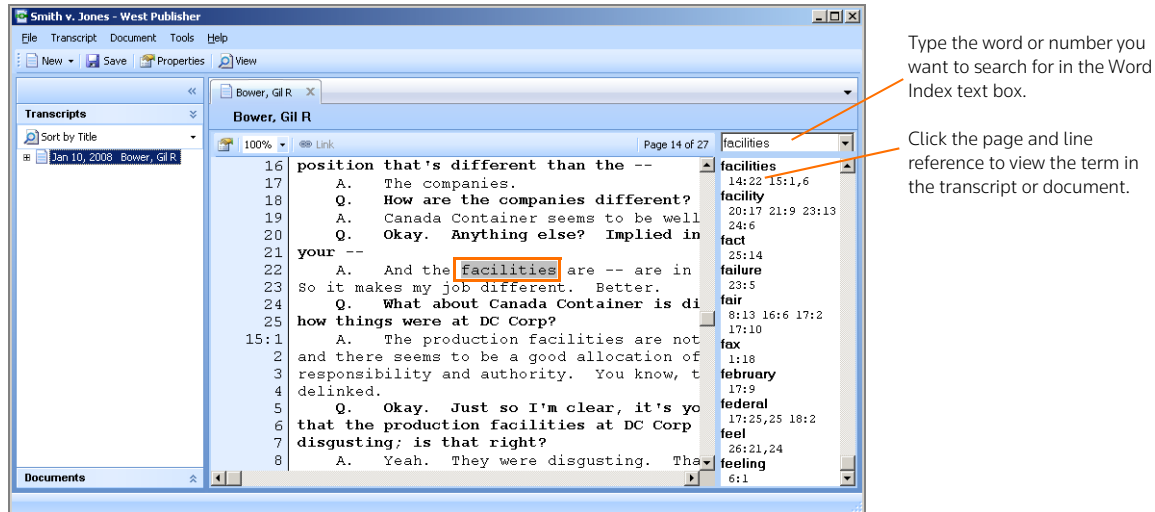


Figure 6-1. Word Index

You can view the word or number in context when you view the bundle in the West E-Transcript Bundle Viewer. To view the word or number in context, point to the page and line reference in the Word Index. The question and answer in which the word or number appears is displayed.

**Note** If you cannot view the word or number in context, from the Tools menu, choose **Options**. The Display Options dialog box is displayed. Click the **Word Index** tab, then select the **Show Preview** check box. Click **OK**. For further information, see "Selecting Word Index Display Options" on page 26.

## Selecting Word Index Display Options

You can access the Word Index display options when you are viewing the bundle in the West E-Transcript Bundle Viewer. From the Tools menu, choose **Options**. The Display Options dialog box is displayed (Figure 6-2). Click the **Word Index** tab. You can specify

- whether you want to view your word in context when you point to the page and line reference in the Word Index.
- how much transcript or document text you want displayed when viewing a term in context. If you select **QA Pair**, the entire question and answer in which the word or number appears is displayed. In the alternative, you can designate the number of lines to be displayed above and below the word or number.
- the types of documents in which to display the Word Index.

Click **OK** to save the Word Index display options.

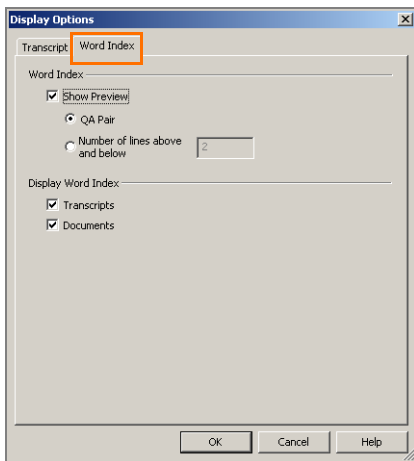


Figure 6-2. Display Options dialog box

## 7 Receiving a West Publisher Bundle on a Disc

When you receive a disc with a West Publisher bundle, simply insert the disc in your CD/DVD drive to automatically open the bundle. A cover page may be displayed. To view the bundle, click the **Close** button on the cover page. The West E-Transcript Bundle Viewer is displayed (Figure 7-1).

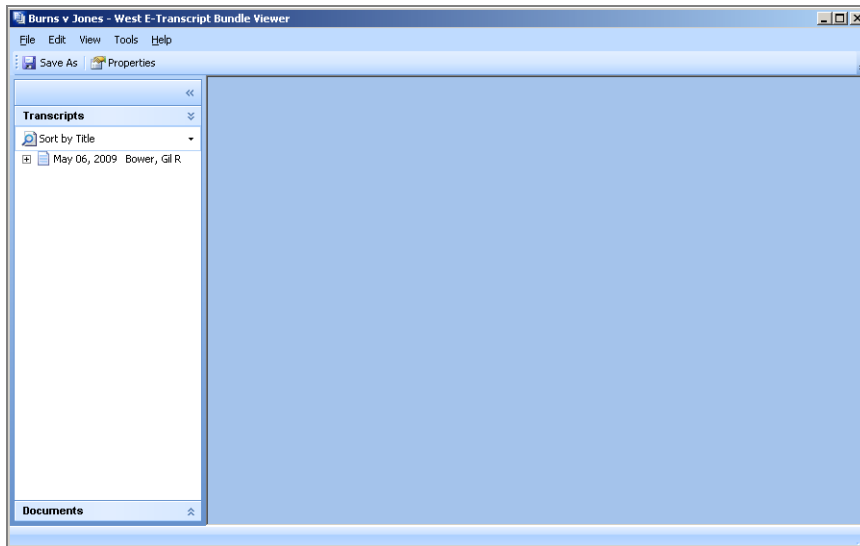


Figure 7-1. West E-Transcript Bundle Viewer

**Note** If you receive more than one disc, you may have received a disc that contains a video associated with a transcript. Insert the second disc in your CD/DVD drive and copy the video to your hard disk drive or network.

You can do the following in the West E-Transcript Bundle Viewer:

- Open a transcript by double-clicking the transcript in the left pane. The transcript is displayed in the right pane.
- Open a document by clicking **Documents** in the left pane, then double-clicking the document you want to view. The document is displayed in the right pane.
- View a linked exhibit by clicking its link in the transcript. The exhibit is displayed in the right pane.
- Play a synchronized video associated with a transcript by opening the transcript, then clicking the video icon (📺) on the Transcript toolbar. The video is played in the left pane.
- Print a transcript or document by choosing **Print, Transcript** or **Print, Document** from the File menu.
- View the cover page by choosing **Bundle Cover Page** from the View menu.





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