

V-Print CR is a transcript delivery solution that allows you to deliver a branded transcript in all of today's digital and paper formats in 5 easy steps. All you need to do is Import an ASKII, select a template, review your file, select delivery options and send without any subscriptions or monthly fees.

1. Import an ASKII transcript
 - a. First you would select the transcript you would like to deliver
 - i. Click New
 - ii. Select text file and open
2. Select a preformatted template
 - a. Second, you would choose a preformatted template that you have previously created based on any jurisdiction you need. You may create and save as many templates as you need and identify them as you wish.
 - i. Click drop down template menu showing different templates choose 1 and click ok.
 - b. V-print allows you to cut and paste for ease of filling in transcript information as well as typing in key information if you prefer.
 - i. Highlight and right click deponents first name, select copy and right click and paste in correct field. Last name as well.
 - c. You can also apply bolding options without changing your template.
 - i. With mouse pointer show where to apply bolding options and click OK.
3. Review and make minor edits
 - a. Now as you can see, this preset template allows for your branded banner on the first page as well as a header description of the deponent and your branded footer. With the thumbnails you can quickly jump to a page or scroll down and jump directly to the word index automatically created by V-Print.
 - i. Point at graphic on first page
 - ii. Scroll down to show header and footer on same screen and point at them
 - iii. Click on a thumbnail then scroll down thumbnails and click on an index page.
 - b. V-Prints simple edit tool will allow you to make minor edits to the deposition without having to go back to the ASKII and importing it again. Change dates, check spelling and add or remove lines where needed. The search function will also allow you to find and/or replace words as needed.
 - i. Click on Edit
 - ii. Change date of deposition
 - iii. Click spell check, point at options, click cancel
 - iv. Scroll down a few pages add and remove a line
 - v. Click find, click find and replace tab click cancel

- c. Once you have made your adjustments, click ok and those adjustments are automatically transferred to your deposition. Review your condensed version to verify quality of the template and review your cover page if you choose to include one with your finished product. You can easily change formats as well as add graphics too.
 - i. Click ok and let program run
 - ii. Click condensed button and compare mini features and index.
 - iii. Click on cover page and change template format
4. Select custom delivery options
 - a. Now you are ready to choose your delivery method. Click the delivery button and the new window will allow you to choose which files you would like to export and your delivery method. You can send them by email and prescript your email message. You can also print and bind to send a physical copy as well.
 - i. With your mouse point at various export file options
 - ii. With your mouse point at various email file options
 - iii. With your mouse point at print options
 - iv. Click on Modify Default email message and point pre written email and click ok.
 - b. You also have the option to add your digital signature certificate as well as place a graphic signature. You can also password protect to deny print or copy requests.
 - i. Enable and disable Add Digital Signature
 - ii. With your mouse point out PDF file security options
5. Print, email, and deliver.
 - a. Now you are ready to send the finished product to your client.
 - a. Close the viewer and select Delivery button in the tool bar.
 - b. Previously we selected the formats that we wanted to create and our email and print options. Verify digital signature and security options. Select the folder you would like to save it to and click OK.
 - a. With the pointer show the file export, email and print options
 - b. With the pointer show the digital signature and security options
 - c. With the pointer show the file locations
 - d. Click OK and allow computer to run till complete.
 - c. Now your printer will begin printing and your email will open and request a recipient, a folder has been created in the event you need to burn to a disk.
 - a. Click ok and close program.
 - d. Your client's package will be viewable in the free viewer they receive with the disk you send or a download link available in the email you sent them. Let me show you what you have to offer them.
 - a. Open file where you saved your work.

- e. Here you can burn to disk for delivery and when your clients open the file they only have to click viewer start. The splash screen you see can be customized with your companies information, logo, web addresses and ads if you choose to do so.
 - a. Click on Viewer start
 - b. With pointer, point at areas around splash screen
- f. When your client clicks the play deponent button. It will open the viewer for their use. Some of the key highlights your client will enjoy using will be the ability to search not only the deposition but any document you have scanned using the OCR function.
 - a. Click play Sally Neely
 - b. Type in word employ in search window and press binoculars
 - c. Show search result and click on a few of the text links scroll down and click on OCR links.
- g. Ability to drag and drop testimony into a clip list or copy paste into word or note pad programs.
 - a. Highlight several lines of testimony and click and hold the double pages in the lower left corner of the viewer section.
 - b. With the pointer show the copy button in the tool bar
- h. They can also click hyperlinks to present the exhibit immediately without searching.
 - a. Scroll thru transcript and click on highlighted words to bring up exhibits
 - b. Select the transcript exhibit tab in the viewer to demonstrate them side by side.
- i. If your client is currently using Visionary Legal software as well, they can select the [TO VISIONARY] button and all of the notes exhibits and transcripts will go directly to the case they choose.
 - a. Click on to visionary button
 - b. Use pointer to highlight the box and click cancel.

Thank you for taking time to see this demonstrations, I would be happy to answer any of your questions.