



## Visionary V-Print: Creating a Template

Go to Page Layout at the top of your tool bar this will open up transcript layout. 

1. From the Title Page tab, adjustments to the following options can be made:

The screenshot shows the 'Transcript Print Layout' dialog box with the 'Title Page' tab selected. The dialog is organized into several sections: 'General Options' with fields for Font (Courier New), Size (12), Page No Position (Top), LeftPadding (0), Print line numbers (unchecked), Line Padding (54), Char Spacing (0), and Max Char Count (0); 'Header' and 'Footer' sections with Font (Courier New), Size (12), and Align (Center) options, each with a text input field and alignment icons; 'Left Margin Graphic' with a dropdown menu showing 'DemoMargin.bmp'; 'Page Margins' with input fields for Left (0.5), Right (0.4), Top (0.5), and Bottom (0.5); 'Lines' with checkboxes for 'Print line numbers inside border' (unchecked), 'Print line numbers outside border' (checked), and 'Print top/bottom boarder lines' (checked); and a 'Templates' section at the bottom with a dropdown menu and 'Load', 'Save', 'Delete', 'OK', and 'Cancel' buttons.

### A. General Options:

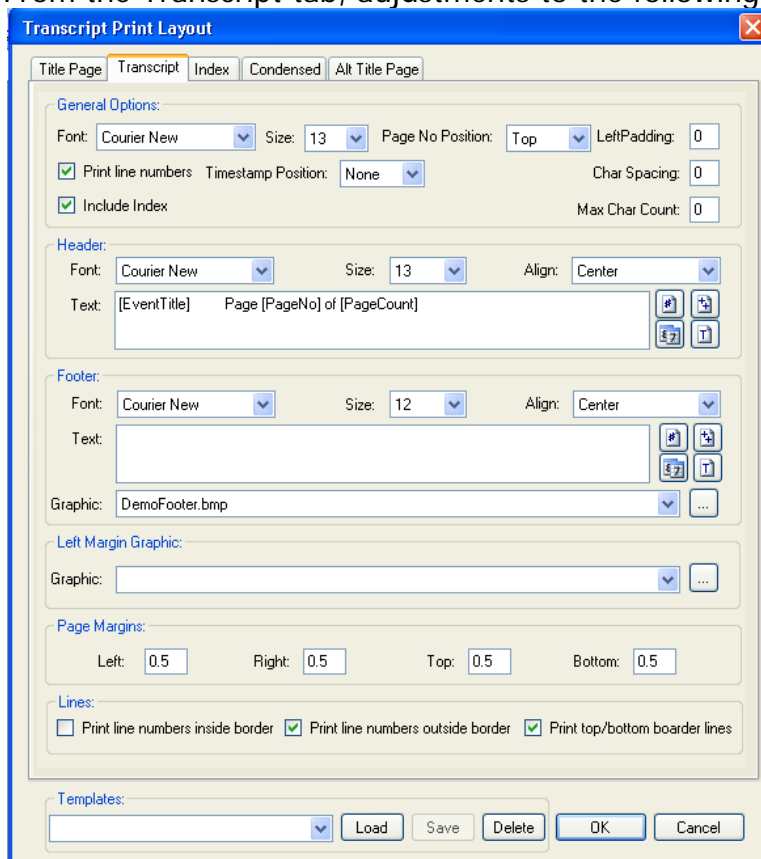
- Font Type
- Font Size
- Position of the Page Number
- Left Padding (measured in millimeters)
- Character Spacing (measured in millimeters). Ex: 5 = 1/2 millimeter.
- Max Character Count – number of characters per line
- Print Line Numbers – Checking this box will print the line numbers on the side of the title page.

### B. Header:

- Add text by typing it into the Text Field.
- Font Size,
- Font Type
- Font Alignment
- Add Page Number
- Add Page Count

- Add Date
  - Add the Title of the transcript
- C. Footer:
- Add text by typing it into the Text Field.
  - Font Size,
  - Font Type
  - Font Alignment
  - Add Page Number
  - Add Page Count
  - Add Date
  - Add the Title of the transcript
  - Add a Graphic
- D. Left Margin Graphic:
- E. Page Margins:
- Left
  - Right
  - Top
  - Bottom
- F. Lines
- Print line numbers inside border
  - Print line numbers outside border
  - Print Top/bottom border lines – will print horizontal lines on the top and bottom of the transcript

2. From the Transcript tab, adjustments to the following options can be made:



- A. General Options:
- Font Type
  - Font Size

- Position of the Page Number
- Left Padding (measured in millimeters)
- Character Spacing (measured in millimeters). Ex: 5 = ½ millimeter.
- Max Character Count – number of characters per line
- Print Line Numbers – Checking this box will print the line numbers on the side of the title page.
- Timestamp Position – Select position for the timestamp, or none if there are no timestamps.
- Include Index –check to include the word index at the end of the transcript.

B. Header:

- Add text by typing it into the Text Field.
- Font Size,
- Font Type
- Font Alignment
- Add Page Number
- Add Page Count
- Add Date
- Add the Title of the transcript

C. Footer:

- Add text by typing it into the Text Field.
- Font Size,
- Font Type
- Font Alignment
- Add Page Number
- Add Page Count
- Add Date
- Add the Title of the transcript
- Add a Graphic

D. Left Margin Graphic:

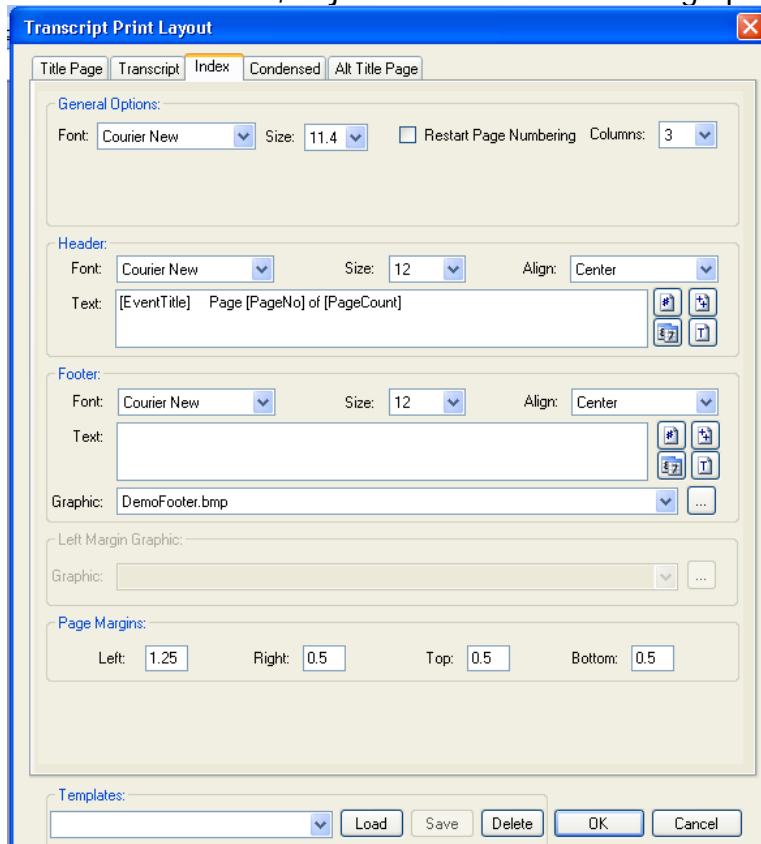
E. Page Margins:

- Left
- Right
- Top
- Bottom

F. Lines

- Print line numbers inside border
- Print line numbers outside border
- Print Top/bottom border lines – will print horizontal lines on the top and bottom of the transcript

3. From the Index tab, adjustments to the following options can be made:



A. General Options:

- Font Type
- Font Size
- Restart page numbering- will restart page numbering with the first page of index.
- Columns- changes the number of columns that appear in the word index.

B. Header:

- Add text by typing it into the Text Field.
- Font Size,
- Font Type
- Font Alignment
- Add Page Number
- Add Page Count
- Add Date
- Add the Title of the transcript

C. Footer:

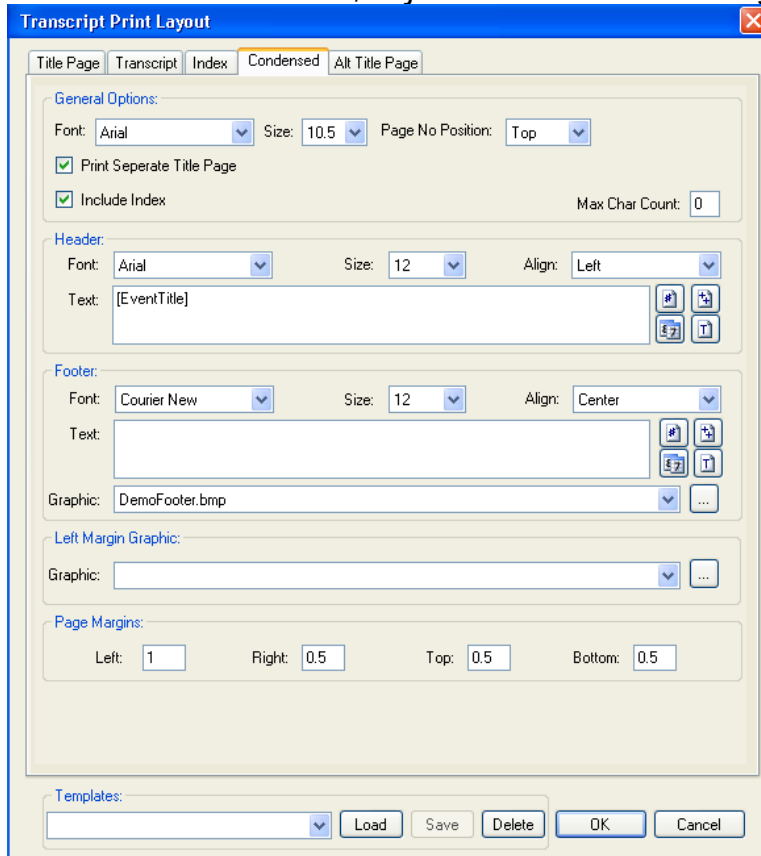
- Add text by typing it into the Text Field.
- Font Size,
- Font Type
- Font Alignment
- Add Page Number
- Add Page Count
- Add Date
- Add the Title of the transcript
- Add a Graphic

D. Left Margin Graphic:

E. Page Margins:

- Left
- Right
- Top
- Bottom

4. From the Condensed tab, adjustments to the following options can be made:



A. General Options:

- Font Type
- Font Size
- Position of the Page Number- will apply the page number to each condensed transcript page.
- Print Separate Title Page- if checked will create a separate, full page title page. Unchecked will include the title page as part of the condensed
- Include Index
- Max Character Count– number of characters per line

B. Header:

- Add text by typing it into the Text Field
- Font Size,
- Font Type
- Font Alignment
- Add Page Number
- Add Page Count
- Add Date
- Add the Title of the transcript

C. Footer:

- Add text by typing it into the Text Field
- Font Size
- Font Type

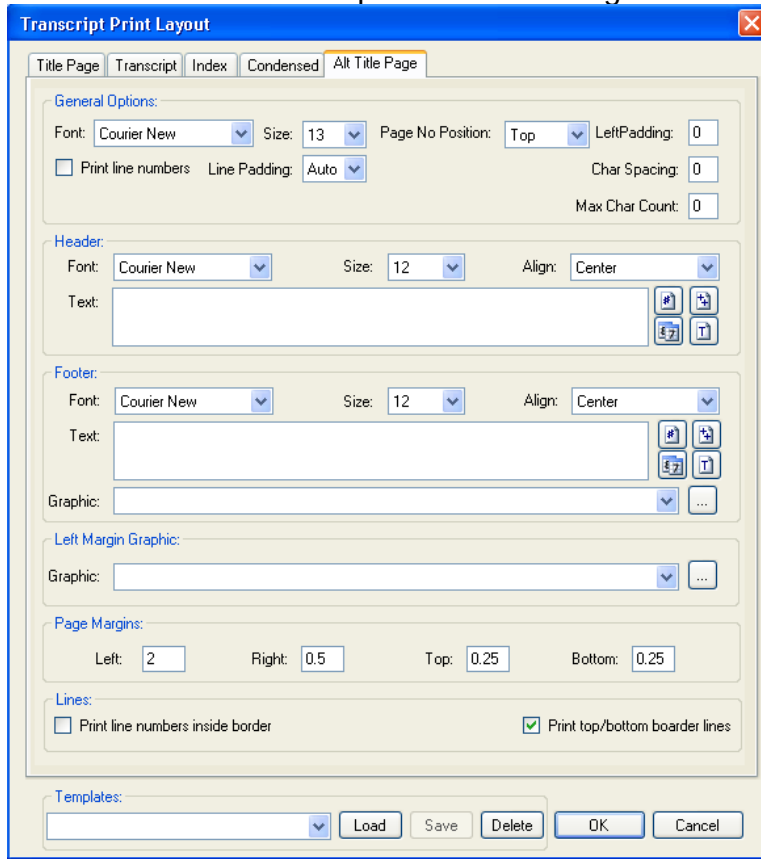
- Font Alignment
- Add Page Number
- Add Page Count
- Add Date
- Add the Title of the transcript
- Add a Graphic

D. Left Margin Graphic:

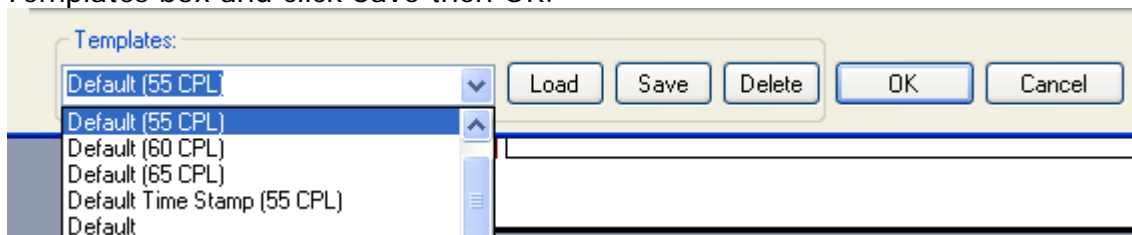
E. Page Margins:

- Left
- Right
- Top
- Bottom

5. The Alternate Title Page tab gives the option to create a second title page with a logo that is different from the one printed on the original transcript title page.



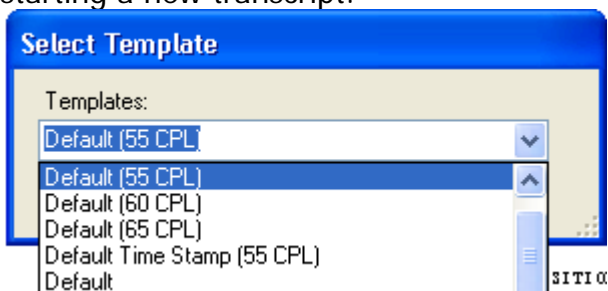
Once all customized settings are selected, type a name for the customized template in the Templates box and click Save then OK.



Your customized template has now been saved for future use.

To use your Customized template:

- Use the drop down box to select it from the Select a Template prompt when opening or starting a new transcript.



Or

- If you are already using another template and wish to switch to a saved template:
  - Click the Layout button in the top toolbar.
  - Use the drop down box under Templates to select the saved template.
  - Click Load.

