


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. 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 windows in 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, Min-U-Script Pro 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 Pro 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 the Update Company Information screen.

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

Update Company Information

* **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\bigsamplelogo2.GIF

Logo Replaces Co. Info: ☒

PDF Schedule URL: http://www.minuscript.com/scheduleareporter.html

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


Callouts:


- Check box if Cover Page Logo contains Company Info (replaces the top 5 lines)
- Link to scheduling Page on your website
- 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

Buttons: Save, Cancel

SETTING UP YOUR TRANSCRIPT FORMAT

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

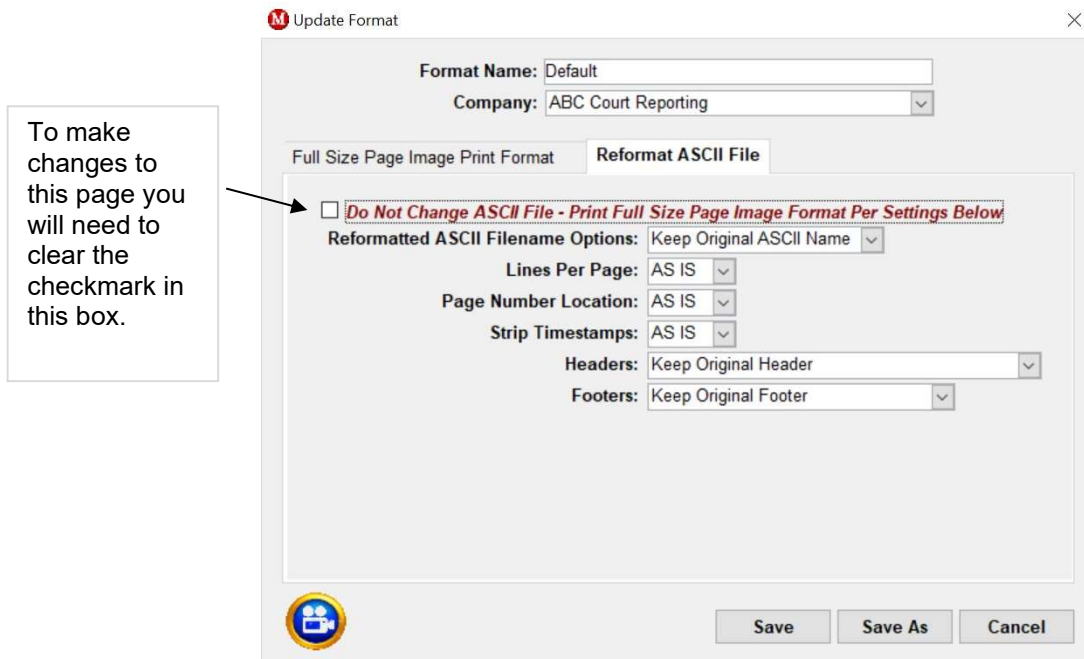
Video Tutor Link: Format Information setup instructions can also be watched from the Video Tutor area of our website at www.minuscript.com/vtchapter4.html or by clicking on the **Tutor** icon  at the bottom of the Update Format screen.

- 1 Open the Update Format window: From the Edit menu, select *Add/Edit Format* or click on the Add/Modify Formats button  found to the right of the Format field on the main screen.

- 2 Select Format: Highlight the Format you would like to edit from the list, and click *Modify*. This will open the Update Format Information window pictured below.
- 3 Update Information: Enter all information into the fields provided. Click *Save* when done.

NOTE: To use a header already included in your ASCII use **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.




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.

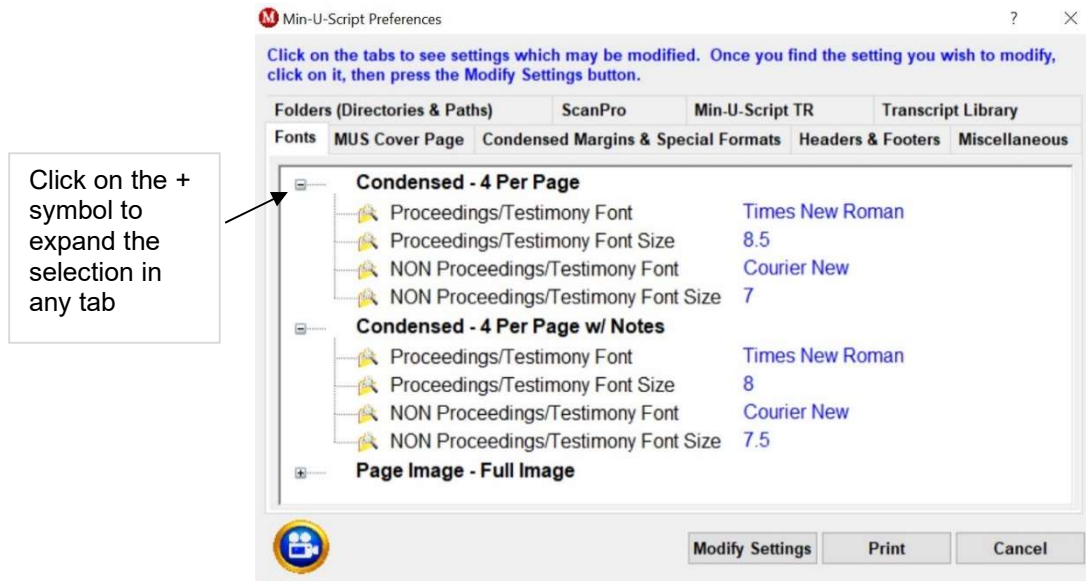
Video Tutor Link: Preferences setup instructions can also be watched from the Video Tutor area of our website at www.minuscript.com/vtchapter4.html or by clicking on

the **Tutor** icon  at the bottom of the Min-U-Script Preferences window.

1. Open the Preferences window: From the Edit menu, select **Preferences**.
2. 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.


3. Make changes: Highlight 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.

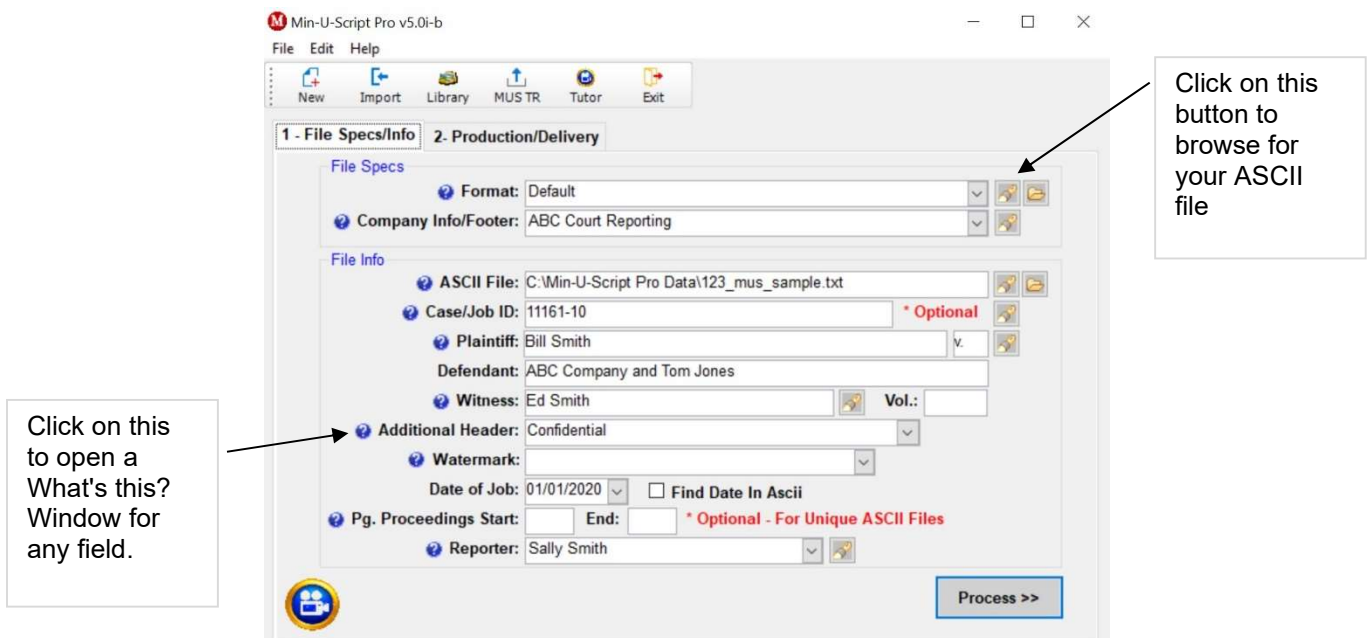



PROCESSING AND PRODUCING FILES

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.

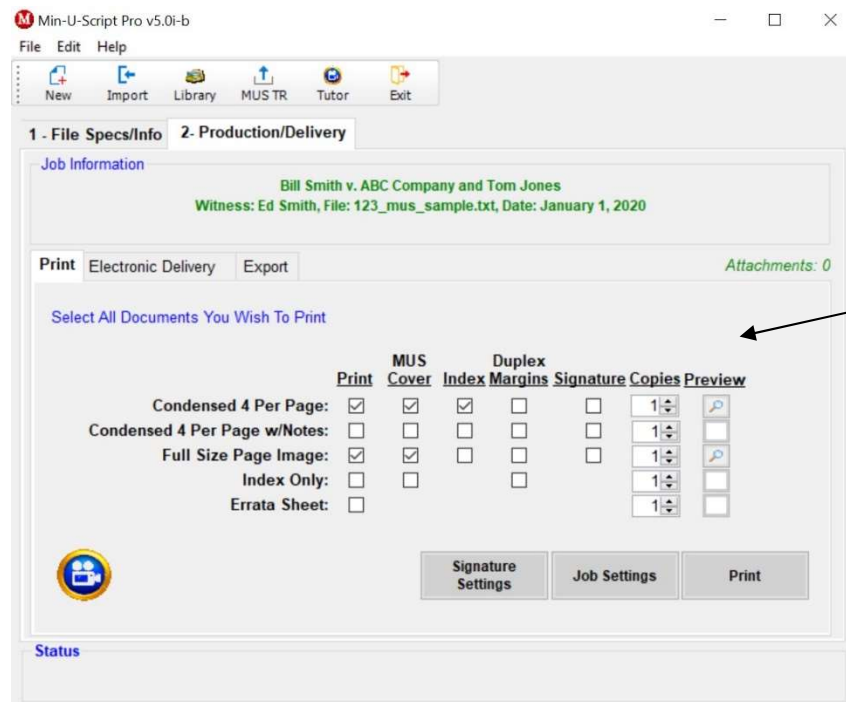
1. **File Specs/Info:** This is the opening screen of the program and the starting place for processing a new file. Each field offers a quick help window regarding its function by clicking on the  found to the left of each field. Many fields also have browse capabilities or offer drop-down selections 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.



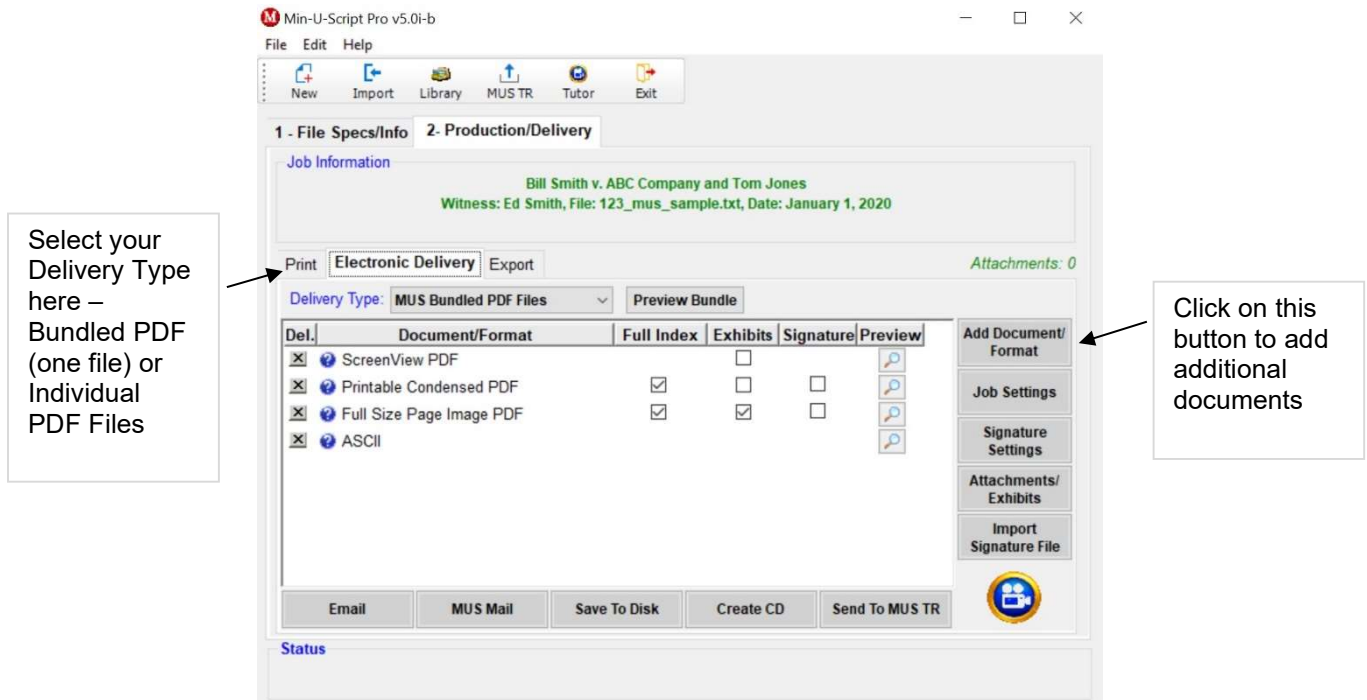
2. **Production/Delivery:** This screen hosts the ability to Print, Email, Create CD's or Save Files for upload to repositories or other email applications. From the Print tab you can select which types of files to print by marking the checkbox next to the document and then selecting items such as MUS 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 any 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:** 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 **Print**. Alternatively, you may also preview the document and print from the Adobe Reader window by selecting Print from the File menu.



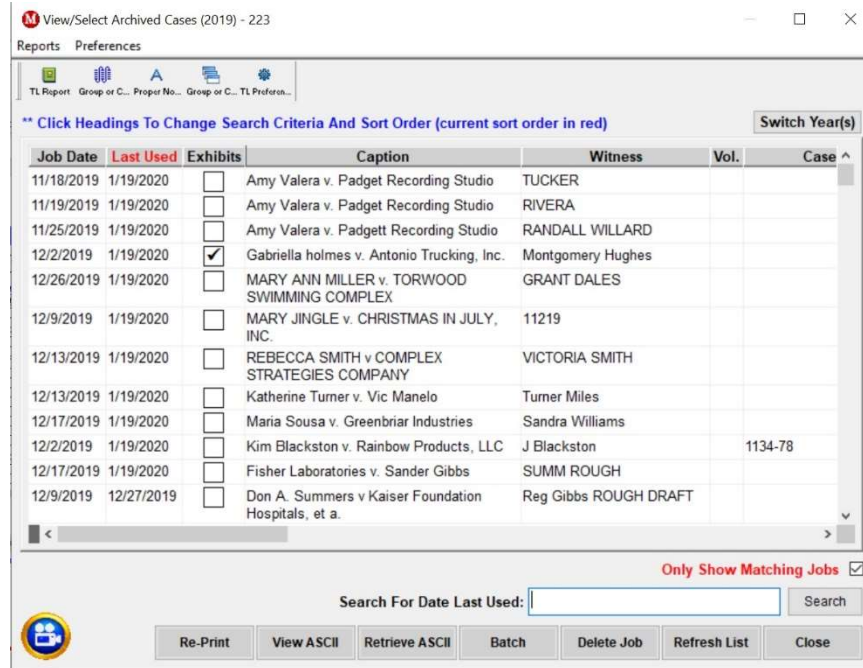
- **Electronic Delivery:** Add/Remove any document(s) from the list as needed. To remove any document, click on the **x** to the left of the document name. Additional documents such as Errata Sheets, Exhibit Bundle, Summation Format and other types of documents can be selected by clicking on the **Add 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**.



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 Transcript Library list. Once the Jobs are selected, click **Batch** 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.