RealLegal

ASCII Formatting Tips for use with E-Transcript Manager

Use a page image ASCII (This is a TXT, an ASC or a PRN file in most cases).

- TXT files have very little hidden/special formatting.

- ASC will generally have even less, but as Windows machine no longer are DOS based, these files are still not true ASCII files, rather, they are a further stripped-down TXT file

- PRN is the file created by a generic text printer. If the reporter uses **Word** or **Word Perfect**, they will want to use this file type to avoid special and hidden formatting (setup, and use is covered in Generic Text printers PDF)

Have page and line numbers on all pages.

- The E-transcript Manager can set which pages will not have the page or line numbers displayed as part of the formatting theme that gets applied

- Any area where this information is missing will result in the program guessing as to where the line and page breaks need to be, and that guess is not always correct. Page/line numbers ensure accuracy.

If there are timestamps, these should be on the left in the ASCII and need to be written as 24:00, not at AM/PM. There should also be no seconds listed in them.

Consistent spacing is needed

- Single or double spacing is fine. Even using single spacing on some pages, and double on others, but be sure that each individual page has consistent spacing.

- If a page with single spacing has more total lines then the other pages (for example, the body of the transcript has 25 lines per page, and the first page has 40) this page should be corrected so that the number of lines on the page is consistent.

- Make sure that all the lines are numbered.

- Please note that the RealLegal software is not allowed to move part of a line to a new line. In Word or WordPerfect, if you have more text than is allowed on a line, the program will start a new line; but what this means in RealLegal is that if you have more characters in a line then the font size allows for, it will shrink the font size on that page to make it fit.

- If you notice that some pages in your transcript come back as a smaller font than other pages, the issue is generally that you have more characters then can fit on the line. This should be corrected in the ASCII, or the font size in RealLegal should be reduced to allow for a consistent Font size.

If you are using a Generic Text printer to create a PRN:

Note: each system is different, and you will have to test to see what works with yours. You may need to set the Generic Text printer as the default, you may not. You may need to check the print to file option when creating the PRN file, you may not. With newer systems, try not setting the generic text printer as the default first and see if it works. If the transcript changes (does not match the original) when you print the file to PRN, you will need to set the Generic Text printer as the default first and then proceed with the steps recommended below.

- o With the RealLegal software and the word processor closed, set your generic text printer as the default printer (this may not be necessary with newer computers)
- o Open your Word or WordPerfect transcript (if Word or WordPerfect were already open, you will want to close and reopen the program … this is only for those that need to set the Generic Text printer as the default)
- o If needed, fix the margins so that you have the correct number of lines per page
    - ▪ This is a preference, but I would suggest doing a save as so that you are not altering your original
    - ▪ This process varies from version to version, but you may need to adjust the top and bottom margin to get back to the normal 24 or 25 lines per page
    - ▪ If you did a save as, save it again now that the changes are made
- o Print your PRN
    - ▪ Most systems you will want to check the Print to File in order to create the PRN, and in some this will result in a 0kb file (empty file)
    - ▪ If the PRN file is empty, then you will want to not use the Print to File option (Word Perfect 12 on, Windows 7 will require <u>not</u> using print to file)
- o Open your PRN file with Notepad to review it.
- o Set your default printer back to the original printer
- o Now you can Open RealLegal and import the PRN file.

If you need help with any of these steps, please call Customer Technical Support: 800-290-9378 and say "RealLegal" when prompted for a product.

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