RealLegal E-Transcript Manager Release Notes

E-Transcript Manager Version 9.6 – Release information for September 2022

The E-Transcript Manager release includes the following enhancements:

- The **Unlock code** entry box, where users enter an unlock code for certain functions, was changed from three separate boxes to only one box in E-Transcript Manager Bundle Viewer.
- When users open an unsecured transcript in E-Transcript Bundle Viewer, a security warning is presented. Users can select the '**Don't show this again.**' check box in the dialog to temporarily postpone the appearance of this security warning until 100 unsecured transcripts are opened.

The following improvements correct known issues from earlier versions:

- Corrected the drop-down list of previously entered text in fields available in the **Transcript Import Wizard > Transcript Properties** dialog box to store up to a maximum of 30 entries.
- Corrected an issue in the RealLegal E-Transcript Editor where a single left-click from the mouse selected the entire left part of the text in the transcript instead of text in a particular place.
- Corrected an issue in the **Merge Transcript Wizard** where selected transcripts moved to merge order without clicking the **Add** button.
- Corrected an issue where the users' selection for sorting transcript data by a column head was not saved when E-Transcript Manager was closed and opened.
- Corrected an issue where the ampersand symbol "&" was converted to underscore "_" when it was entered in the **Title** field under **Transcript Properties > Detail**, or in the **Custom watermark** field under **Transcript Properties > Security**.
- Corrected an issue in the RealLegal E-Transcript Editor due to which when users changed the starting page number of a transcript, the following page numbers were not updated.
- Corrected an issue where E-Transcript Manager would crash if users tried to print a file which wasn't present in any folder. E-Transcript Manager does not crash, and a pop-up message is displayed to inform users that the file cannot be printed due to database or file accessibility error.
- Corrected an issue where the **Page Setup > Witness certificate** dialog was not displayed when users clicked the page setup icon ( ) in the **Print Preview** window for witness certificate in E-Transcript Bundle Viewer.

The following are known issues for E-Transcript Manager 9.6:

The **File > Send to Email** function in E-Transcript Manager does not work if there are foreign characters such as accented letters in the properties of the transcript, for example, in the title. An error message is displayed to inform users that the message could not be sent. The issue will be fixed in a future release.

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E-Transcript Manager Version 9.5 – Release information for December 2021

The E-Transcript Manager release includes the following enhancements:

- Users are not required to enter an unlock code while performing any of the locked functions from within E-Transcript Manager. The unlock code is only required while performing a locked function from within E-Transcript Manager Bundle Viewer, Westlaw Case Notebook, and West Publisher. E-Transcript Manager users can test the unlock code by opening the transcript in E-Transcript Manager Bundle Viewer.
- A new column is available above the transcript list in the display grid which shows whether a witness certificate is included in the theme applied to the transcript. Users can choose to show or hide this column, similar to the errata sheet column.
- The language in the default cover page for the **Send to Email** function has been shortened to provide an improved user experience.
- The criteria in the default settings for **No Theme** have been modified for an improved user experience. These default settings will be applied to the transcript when users do not apply a theme to the transcript.
- The following enhancements were made to remove E-Transcript Manager's dependency on the Microsoft Internet Explorer browser:
  - The user's default browser is used in the activation process (activation key) of E-Transcript Manager.
  - The RealLegal mailbox interface utilizes the default browser of the user.
  - Internet-facing features, for example, the **Help** > **Privacy** page and the **Tools > Signature Account page**, open in the user's default browser.

The following improvements correct known issues from earlier versions:

- Corrected an issue related to an error message stating that *'The Company name must not be empty'* being displayed in loop when user opened **Transcript Themes**, selected **No Theme**, clicked **Company information** > **Edit**, and then attempted to close the **Company Information** dialog box. Users can successfully close the **Company Information** dialog box by clicking the close (X) button on the top right corner.
- Corrected an issue where users were being restricted to a maximum of only 18 characters while creating a custom watermark. Users can successfully enter up to 30 characters while creating a custom watermark.
- Corrected an issue where parts of the transcript page were being grayed out when users enabled **Interleaved Notes** or **Notes Across Bottom** under **Space for handwritten notes** on the **Condensed** tab of a condensed transcript. Users can successfully view all pages of a condensed transcript.

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- Corrected an issue where the word 'Transcript' was being populated in the title of a new transcript even when the first name and last name of the witness was provided in the **Transcript Properties** dialog box. The first name and last name of the witness (entered by the user in the **Transcript Properties** dialog box) is populated automatically in the title of the transcript.

E-Transcript Manager Version 9.4 – Release information for April 2021

The E-Transcript Manager release includes the following enhancements:

- E-Transcript Manager allows you to send an errata sheet and witness certificate to your witness to read and sign. Use the **File > Send to Witness for Review** feature to send an individual transcript or multiple transcripts to your witness. Apply a theme to the transcript to customize the errata sheet and witness certificate. If you do not apply a theme, then by default, a system generated errata sheet and witness certificate will be attached and sent to your witness. For more information related to the **Send to Witness for Review** feature, see the E-Transcript Manager Help (available via the **Help** menu in the application).

The following improvements correct known issues from earlier versions:

- Corrected an issue related to the **Save As E-Transcript** feature so that E-Transcript Manager remembers the user's password security selection for future saves of that transcript even after the application is closed and re-opened.
- Corrected an issue which prevented users from adding a bookmark to a transcript and saving it as a PDF file if the transcript text contained a term, for example, a phone number, without a space after the right parenthesis of a closed bracket. Users can create PDFs and make changes such as adding bookmarks, and then save the file successfully without any errors.
- Corrected an issue so that when users replace the default case name with a case name of their choice while creating a new e-transcript, the user's entry is preserved under **Transcript Properties**.
- Corrected an issue so that the E-Transcript Manager Editor does not renumber pages automatically when a line that is not numbered is intentionally inserted to the transcript. For example, users may want to redact confidential information in the transcript. If a transcript has intentional gaps in page numbering, then E-Transcript Editor will maintain those gaps and will not renumber the pages sequentially.

The following are known issues for E-Transcript Manager 9.4:

- When a full-sized transcript is printed as PDF and saved, and users click the bookmarks on the left-side in the PDF file, the term is correctly found and marked in the document. However, the term is not highlighted in the transcript. This is happening due to the search engine that is used by Adobe Acrobat. The issue will be fixed in a future release.

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Note: This issue happens only with three special characters (open bracket, closed bracket, backward space) whenever they occur in the middle of a term without a space.

E-Transcript Manager Version 9.3 – Release information for July, 2019

The E-Transcript Manager release includes the following enhancements:

- E-Transcript Manager allows you to encrypt and send transcript(s) with Integrated Security. Transcript(s) will be sent via email attachment with Integrated Security protection. This is a convenient alternative to securing the file with a password that your customers will have to enter in order to view the transcript. With Integrated Security, even though the file is encrypted, there is no requirement to enter or share a password to allow your customers to view the transcript. This option is recommended only when your customers are using specific products and versions to view transcripts. Customers using non-compatible products and versions will be prompted to enter a password to open the transcript. For more information related to Integrated Security, see the E-Transcript Manager Help (available via the **Help** menu in the application).
- E-Transcript Manager allows you to display customized text (up to 30 characters) on the background of each page in the transcript as a custom watermark while importing a transcript, merging transcripts, or setting transcript properties.

The following improvements correct known issues from earlier versions:

- Corrected an issue related to the theme setting for Speaker Bolding so that only speaker text is bolded instead of text that is potentially followed by the colon. E-Transcript Manager has been enhanced to recognize a list of commonly used speaker names and bold them correctly. This list can be customized for cases with unusual terms.
- Corrected an issue related to alignment of images when used as watermarks in E-Transcript Manager. The Print Preview function accurately represents how the image will appear when the transcript is printed using the Thomson Reuters Software Suite PDF Printer.
- Corrected two issues where E-Transcript Manager was displaying a prompt for each file when batch printing instead of one print folder and showing a NovaPDF license warning across the bottom of each page of the transcript. E-Transcript Manager will now batch print to one folder and the NovaPDF license warning will not be displayed.
- Corrected an issue where E-Transcript Manager was altering some of the content in the Turn-in Sheet received from E-Transcript Reporter Edition. E-Transcript Manager will now display the content exactly as it was entered by the Court Reporter in E-Transcript Reporter Edition.

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E-Transcript Manager Version 9.2 – Release information for March 2018

The E-Transcript Manager release includes the following enhancements:

- E-Transcript Bundle Viewer allows you to play video in sync with the transcript by identifying a specific page or line in the transcript text. Right-click anywhere in the transcript on the Display pane and select Play Video to begin video play at that point. The video will open in the Navigation pane and begin playing in sync with the transcript.

The following improvements correct known issues from earlier versions:

- Corrected an issue related to batch printing in E-Transcript Manager. The final step of the **Batch Print > Printer Settings** dialog now has the **Print** button instead of the **Nex**t button. When the Print button is clicked, the pages are printed successfully and not reloaded.
- Corrected an issue related to E-Transcript Manager jumping to the first transcript from list when the File menu is clicked, regardless of the transcript that was selected. E-Transcript Manager will now select the correct highlighted transcript instead of selecting the first item from the list.
- Corrected an issue related to PDF functionality. Transcripts printed to PDF with bookmarks are now saved correctly. For more information related to PDF transcripts, see the E-Transcript Manager Help (available via the **Help** menu in the application).

E-Transcript Manager Version 9.1.3 – Release information for November 2015

The E-Transcript Manager release includes the following enhancements:

- E-Transcript Manager version 9.1.3 is now compatible with Windows 10.

The following improvements correct known issues from earlier versions:

- Corrected two issues related to the print to PDF functionality. Transcripts printed to PDF can now be opened and correctly display the Word Index, and PDF bookmarks when viewing the document in Adobe Reader. For more information related to PDF transcripts, see the E-Transcript Manager Help (available via the **Help** menu in the application).

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E-Transcript Manager Version 9.1.2 – Release information for June 2014

The E-Transcript Manager release includes the following enhancements:

- E-Transcript Manager 9.1.2 includes enhanced Spanish character support.
- When importing and merging, Transcript Properties drop-down fields retain previously entered text. You can now optimize the text retained in those fields. Use the arrow keys on the keyboard to select the text you want to remove from the drop-down field then hit the **Delete** key on the keyboard.
- Redaction labels can be deleted in 9.1.2.
- When saving transcripts, you can create new destination folders.

E-Transcript Manager Version 9.1.1 – Release information for March 2014

The E-Transcript Manager release includes the following enhancements:

GENERAL ENHANCEMENTS

- E-Transcript Manager, E-Transcript Reporter Edition, and E-Transcript Bundle Viewer are now compatible with Windows 8 and 8.1.
- Transcript Properties drop-down fields retain previously entered text. You can now optimize the text retained in those fields. Use the arrow keys on the keyboard to select the text you want to remove from the drop-down field then hit the **Delete** key on the keyboard.
- Easily locate a transcript on your workstation or network. Right-click on a transcript in the transcript list and select **Transcript Location** to open the containing folder for the transcript.
- The Word Index in the E-Transcript Bundle Viewer has been updated to include title case, special characters, and punctuation where appropriate (it now matches the Word Index in E-Transcript Manager).
- The default text included when emailing from E-Transcript Manager has been updated.

NEW PDF CAPABILITIES

E-Transcript Manager v.9.1.1 allows you to utilize your page setup options when printing to PDF. In addition, both E-Transcript Manager and E-Transcript Bundle Viewer allow you to create PDF bookmarks from a linked Word Index.

Utilize Page Setup Options when Printing to PDF

With E-Transcript Manager v.9.1.1, you can utilize the Page Setup options for full-sized and condensed transcripts as well as the Word Index when printing to PDF (see Figure 1).
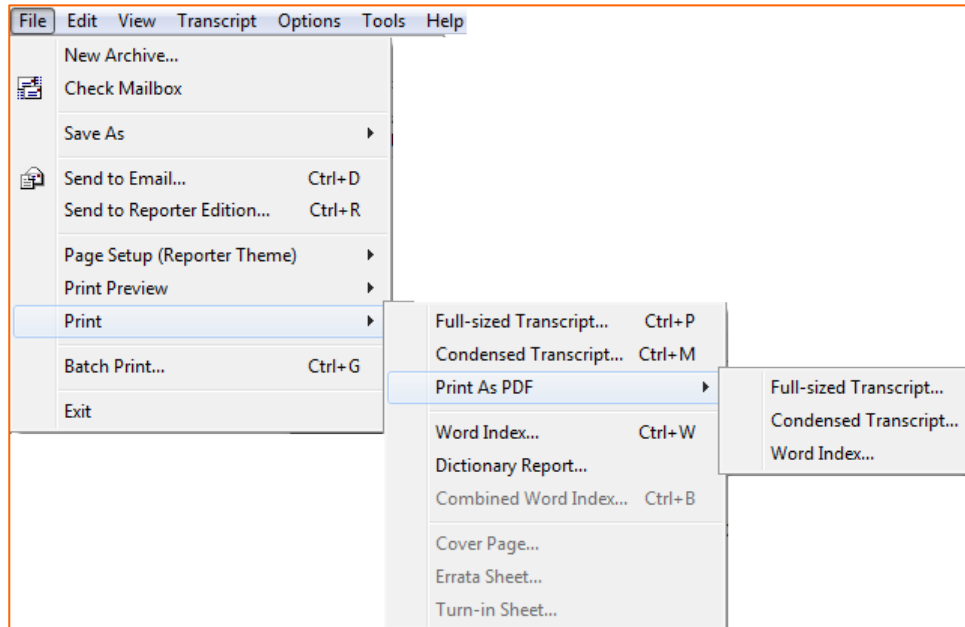
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Figure 1

CREATE LINKED PDF BOOKMARKS FROM WORD INDEX

E-Transcript Manager and E-Transcript Bundle Viewer now allow you to set an option when printing to PDF to display a linked Word Index as PDF bookmarks (see Figure 2). Now, in Adobe PDF Reader and Acrobat Pro, the Word Index appears as bookmarks with links to the appropriate words in the transcript body for easy navigation.
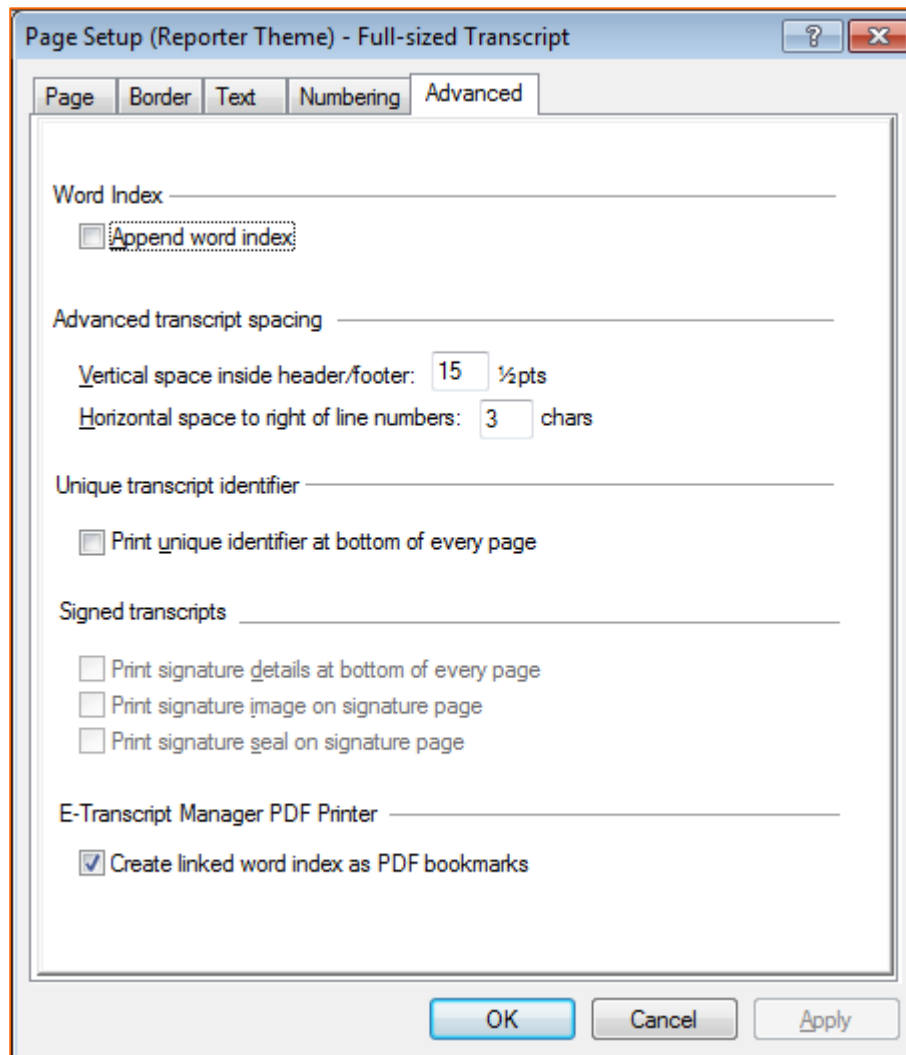
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Figure 2

ENHANCEMENTS TO THEMES

E-Transcript Manager v.9.1.1 allows you to create, edit, and/or apply themes when saving E-Transcript files and when importing transcripts. You can also delete multiple themes at one time in this version.

Improved Access to Theme Options

Create, edit, or apply a theme to a transcript when saving the transcript as an E-Transcript file (.ptx).

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Click the **File** menu, click **Save As**, click **Transcript**, and select **E-Transcript**. Optionally, click the **Theme** tab and create, edit, and/or apply a theme to the transcript (see Figure 3).
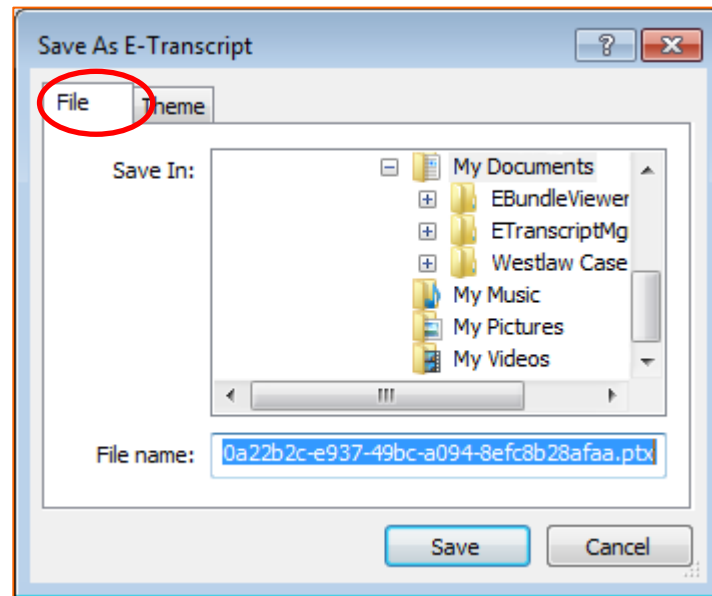

Figure 3

Create, edit, or apply a theme to a transcript when importing a transcript. Import a transcript in any of the following ways:

- Click the Import Transcript toolbar button ( ).
- Click the **Transcript** menu and select **Import Transcript**.
- Drag and drop files from Windows into the folder list.

Follow the prompts, to import the transcript. You are given an option to select an existing theme from the drop-down list or click the **Edit** button to create a new theme or edit an existing theme (see Figure 4).
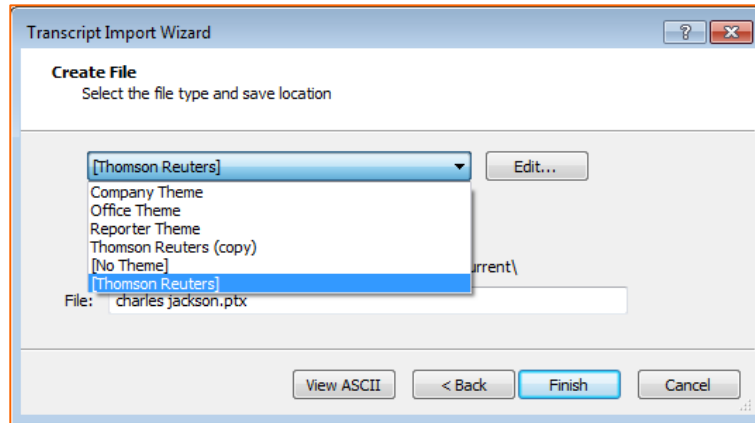
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Figure 4

Batch Delete

Delete numerous themes at one time. Click the **Options** menu, select **Transcript Themes**, and click **Batch Delete**. Enable the **Select All** option at the top of the dialog to select all the themes or select individual themes to delete then click **Delete** (see Figure 5).
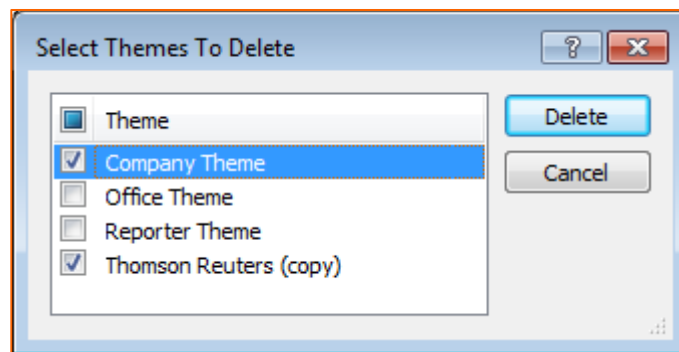

Figure 5

HELP IMPROVEMENTS

The help systems (available via the **Help** menu in the application) and user guides for E-Transcript Manager and E-Transcript Bundle Viewer have been revamped (see Figure 6). They both contain updated content and new capabilities that make it easier to locate specific instruction.
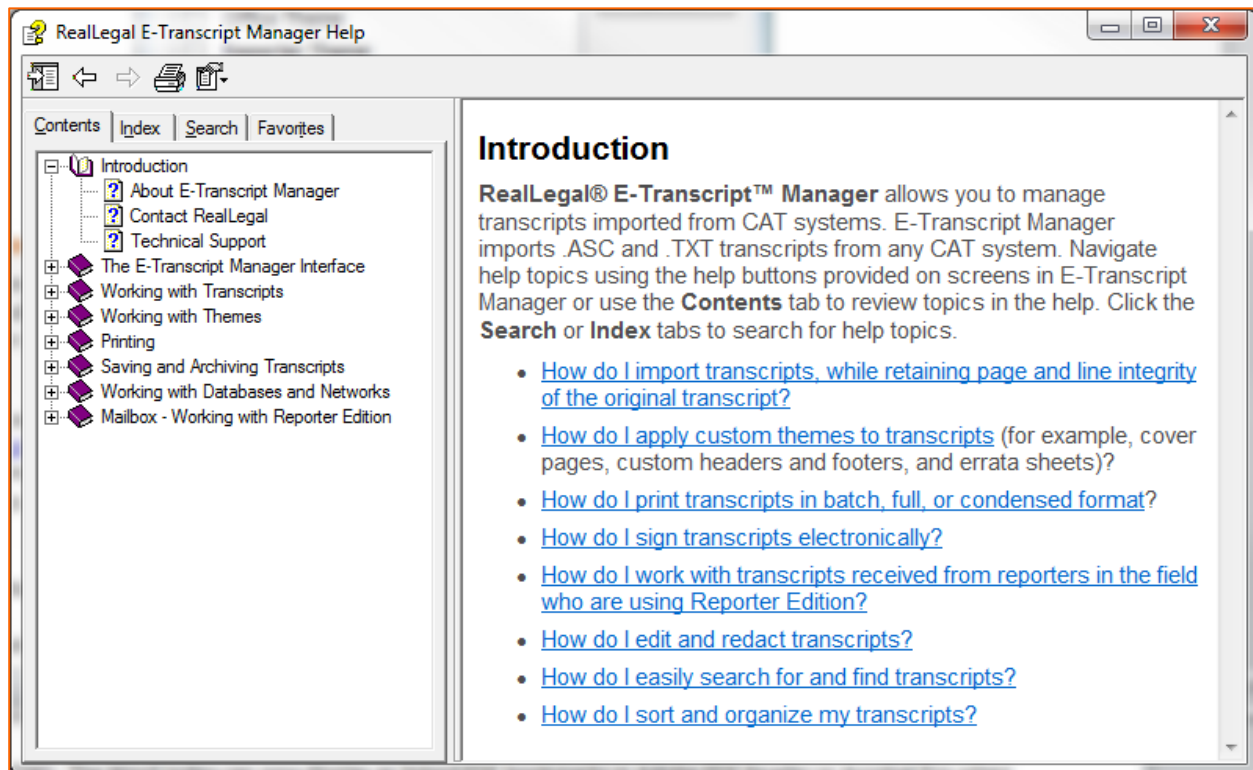
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Figure 6

ADDITIONAL COPY/PASTE FUNCTIONALITY

With E-Transcript Manager v.9.1.1, you can copy from an Inbox message in Reporter Edition or E-Transcript Manager using the right-click menu or **Ctrl+C**. A right-click menu option has been added to be able to copy selected text from
E-Transcript Bundle Viewer and the options to **Include page and line numbers from the transcript** and **Include citation** (the name of the transcript and page range) are now enabled by default.

ENHANCED PRINT OPTIONS

E-Transcript Manager v.9.1.1 allows you to set an option to print transcripts with the speaker or the speaker plus text in bold font. When printing full-sized or condensed transcripts, you can have an option to prevent page numbers from printing on the designated first few pages.

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