RealLegal

Set Up Generic Text Printer

If you are creating transcripts in a word processing program such as Word or Word Perfect, you must "Print to File" using a Generic Text Printer in order to prepare the file for importing into E-Transcript Manager. Saving a Word or WordPerfect document to .txt format strips the file of all formatting but may not retain important elements such as page numbers, line numbers, or headers and footers. "Print to File" will enable your ASCII document to import into E-Transcript Manager, although minor adjustments may need to be made to the final document in order to appear correctly in E-Transcript Manager. In order to create a file, you will need to have a Generic Text Printer loaded as one of your printer options.

To set up a generic text printer, please follow the following steps:

1. Open up **Devices and Printers**

2. Click on **Add a local printer** and click **Next**.

3. To the right of **Use an existing port:** click on the pull-down menu to find and select **File:(Print to File)**. Click **Next** to continue.

4. On the Install the printer driver window, click **Generic** from the Manufacturer pane. Click **Generic/Text Only** from the Printers pane. Click **Next** to continue.

5. Make sure **Use the driver that is currently installed (recommended)** is selected and click Next to continue.

6. On the Type a printer name window, use the **Generic/Text Only** printer name in the Printer name field. Click Next.

7. Leave **Do not share this printer** selected and then click on Next to continue.

8. Do <u>not</u> set printer as default. You do not need to print a test page. Click Finish to finish adding your printer.

You can now choose this printer in the Print dialogue of your word processing application to save your documents to a **.prn** file (File > Print > select Generic Text printer and save the file). This is the file you will email to the court reporting agency.

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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