

# RealLegal

## Working with Themes

Themes provide a way to quickly set up a document for printing, place company information on a transcript, and control the appearance of a transcript (headers, footers, cover page). Themes streamline production by reducing the need to type repetitive information, make it easier for attorneys to print transcripts, and provide the ability to automatically format transcripts you receive from other reporters. You can place marketing information on transcripts you send using themes or assist individual customers who have specific printing requirements.

You can create as many themes as you wish, and you can apply themes to transcripts when:

- Importing (adding) transcripts into E-Transcript Manager.
- Creating new, blank transcripts.
- Receiving transcripts via external reporters
- Adjusting page setup.

### Creating and Importing Themes

You can set up and apply themes when importing transcripts or you can set up and apply themes after transcripts are in ETranscript Manager by clicking the Options menu and selecting Transcript Themes. It is recommended that you consider print settings requirements of transcript recipients and set up themes to accommodate them in advance.

- **New:** Create a new theme. You can create as many themes as you need. After you create a theme, you can apply it to transcripts. You can apply different themes to as many or as few transcripts as you wish. Click the New button, type a name in the field provided, then click OK
- **Copy:** Create a new theme by copying an existing theme. You can then modify the theme while retaining the characteristics of the original theme.
- Select the theme you wish to copy from the Theme drop-down list, click the Copy button, type a name in the field provided, then click OK.
- **Delete:** Delete a theme. Select the theme you wish to delete from the Theme drop-down list, then click Delete.
- **Batch Delete:** Delete numerous themes at one time. 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.
- **Page setup:** Define how to print a transcript (e.g. full-sized, condensed, cover page, etc.). When you email transcripts to customers, the theme remains intact and the transcripts print as you set them up. See "Page Setup" on page 25 for more information.
- **Company information:** Type your company name, phone, fax, email, and web address as appropriate. This information can then be called using the Insert Field button to place that information on splash pages, headers and footers, cover pages, and splash screens without having to retype the information repeatedly.
- **Email Text:** Edit the default text included with transcripts emailed from E-Transcript Manager. Click the Email text Edit button then click the Insert Field button to add information to the email. Click the

Browse button to select an existing text file. Type in the Email text area to customize the email text. Click Close.

- **Header and footer:** Information entered when importing a transcript or creating a theme can be called using the Insert Field button (keeping you from having to retype the information repeatedly). You can also type the text containing company and case information into the headers and footers of transcripts. Enable the Header and footer option and click the Edit button. Click the button for the header or footer you wish to modify, click the Insert Field button, and select a field for the header. For example, to place your company name in the header, click Insert Field, click Company, and then click Name
- **Cover page:** Create custom cover pages for transcripts. Enable the Cover page option and click the Edit button. Browse for and open a cover page. Information entered when importing a transcript or creating a theme can be called using the Insert Field button (keeping you from having to retype the information repeatedly). You can also type the text containing company and case information for the cover page. Click Insert Object to insert objects (like logos) onto the cover page. Click the Advanced Edit button to open and edit the cover page in WordPad.
- **Stationery:** You can create custom stationery containing graphics for your transcript. See "Adding Stationery to Transcripts" on page 23 for more information.
- **Errata sheet:** Enable the Errata Sheet option and click the Edit button. Information entered when importing a transcript or creating a theme can then be called using the Insert Field button (keeping you from having to retype the information repeatedly). You can also type the text containing company and case information into the errata sheet for transcripts. Click Insert Object to insert objects (like logos) onto the errata sheet. Click the Advanced Edit button to open and edit the errata sheet in WordPad.
- **Witness Certificate:** Enable the Witness Certificate option and click the Edit button. Information entered when importing a transcript or creating a theme can then be called using the Insert Field button (keeping you from having to retype the information repeatedly). You can also type the text containing company and case information into the errata sheet for transcripts. Click Insert Object to insert objects (like logos) onto the errata sheet. Click the Advanced Edit button to open and edit the witness certificate in WordPad.
- **Splash screen:** Display a splash screen when opening a transcript. Enable the Splash screen option and click the Edit button. See "Setting up the Splash Screen" on page 24 for more information.



### SEE RELATED VIDEOS

- **Creating a Theme Part 1** [WATCH NOW >](#)
- **Creating a Theme Part 2** [WATCH NOW >](#)

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