



# Getting Started Guide v3.1

The Min-U-Script Pro v3.1 software is a complete transcript production, delivery and file management system. It is very **easy to use**, 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

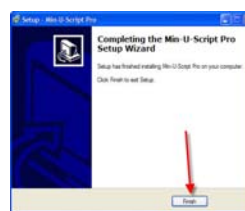
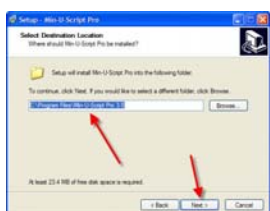
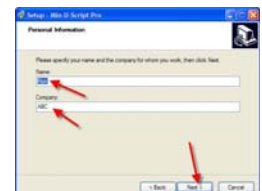
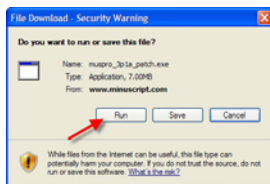
To assist you in maximizing your use and understanding of the Min-U-Script Pro program, we provide a complete **video on-line manual**, the Video Tutor. The Video Tutor presents both the concept and step-by-step instruction on “how to do it”. The Video Tutor is outlined in chapters relating to the main function, and individual features are instantly accessible. It is accessible directly from within the program as one of the Tool Buttons, and



Icons are visible on most pages of the program for an instant link directly to its corresponding chapter. The Video Tutor can also be accessed from the Min-U-Script Website at <http://www.minuscript.com/videotutor.html>

## Installing Min-U-Script Pro – Watch complete installation instructions at **Video Tutor** or

**Evaluation Version** – We encourage you to test drive the Min-U-Script Pro Program with our full-featured evaluation program. It offers unlimited use and is protected by printing for Evaluation Only on the transcript. Once you determine the program meets your needs, a simple product code will unlock the evaluation without requiring reinstallation and all your settings will remain in tact. Simply go to the [www.minuscript.com](http://www.minuscript.com) and click on Download 3.1 Evaluation and follow the prompts pictured below.



## **Installing Min-U-Script Pro**

**New Network Installations** – Installing Min-U-Script Pro on a multi-user network requires a different installation than the evaluation. Upon purchasing the network version a link to download and instructions will be provided.

**New Installation For Licensed Users** – Min-U-Script is very easy to move from one PC to another PC.

**Step 1** Simply go to **Help** on the original PC > Click **About** and write down or copy your Product Code. Go back to **Help** > **Remove Min-U-Script Registration**

**Step 2** Download Evaluation Version From Min-U-Script Website and upon entering the program, re-register your license by entering the original Product Code.

**Note:** Contact Min-U-Script Support for assistance in moving Company Info, Formats. Transcript Library, etc. to new installation.

**Installing Min-U-Script Updates/Upgrades** – To install updates/upgrades to an existing PC, you must Download the files from the Support Area of the Min-U-Script website. **DO NOT INSTALL THE EVALUATION VERSION AS IT MAY AFFECT EXISTING Min-U-Script FILES.**

**Step 1** Simply go to **Help** on the original PC > Click **About** and write down or copy your Product Code as you will need your Product Code as your User Name and Password for Downloading Update/Upgrades.

**Step 2** Go to **Support** on the Min-U-Script website > Click **Downloads** and follow download instructions. You can view or print the **Read Me** file that will also give instructions on Downloading and **What's New**

## **Getting Started with Min-U-Script PRO**

Based on our twenty years of experience, we also recognize the unique aspects of transcript files regarding formatting and the individualized look that reporters and court reporting firms strive to maintain. In meeting these needs, the Min-U-Script Pro program provides three set up utilities and many interface selections that will be saved as defaults and are transparent, so as not to clutter the screen or require repetitive selection... all designed to insure the exactness of format and the look of each transcript produced and delivered through Min-U-Script. Further, Min-U-Script allows you to quickly override many of these defaults on a job-by-job basis or by setting up and saving multiple settings e.g. company information for different names or locations, varying formats for deposition, court, other type proceedings or venues.

The Min-U-Script program installs with a set of what we believe are the most common defaults. Aside from your company information, you may elect to first produce your file using these standard defaults. Whether you are evaluating the Min-U-Script Pro program or

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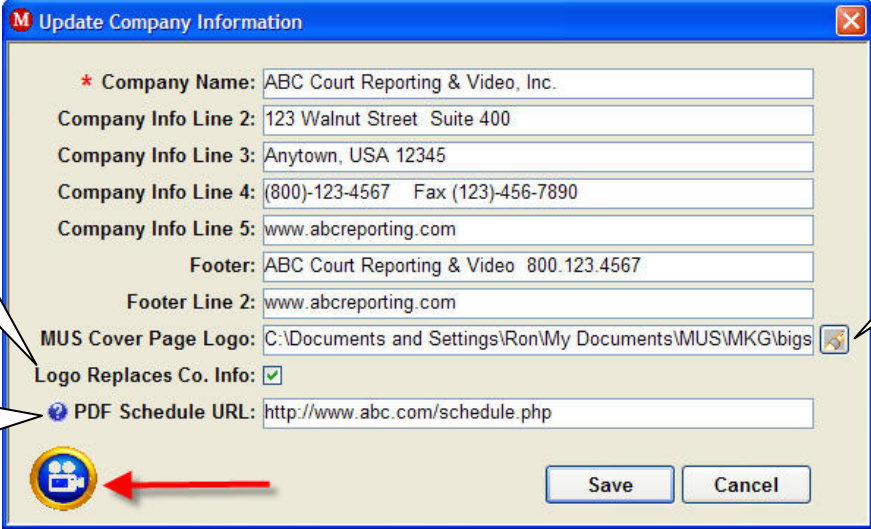
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a licensed user, reviewing and setting up these defaults is easy and will provide you with your customized look on every file you produce.

### **1. Company Information** *to add/modify click icon on right of field on main screen*

This feature is designed to set up how your Company Information will appear on Min-U-Script Pro cover pages, footers, email templates and CD menus and Scheduling Links.

**Video Tutor Link:** <http://www.minuscript.com/vtchapter4.html> and select Company Information



The screenshot shows the 'Update Company Information' dialog box with the following fields:

- \* Company Name: ABC Court Reporting & Video, Inc.
- Company Info Line 2: 123 Walnut Street Suite 400
- Company Info Line 3: Anytown, USA 12345
- Company Info Line 4: (800)-123-4567 Fax (123)-456-7890
- Company Info Line 5: www.abcreporting.com
- Footer: ABC Court Reporting & Video 800.123.4567
- Footer Line 2: www.abcreporting.com
- MUS Cover Page Logo: C:\Documents and Settings\Ron\My Documents\MUS\MKG\biggs [icon]
- Logo Replaces Co. Info:
- PDF Schedule URL: http://www.abc.com/schedule.php

Callouts:

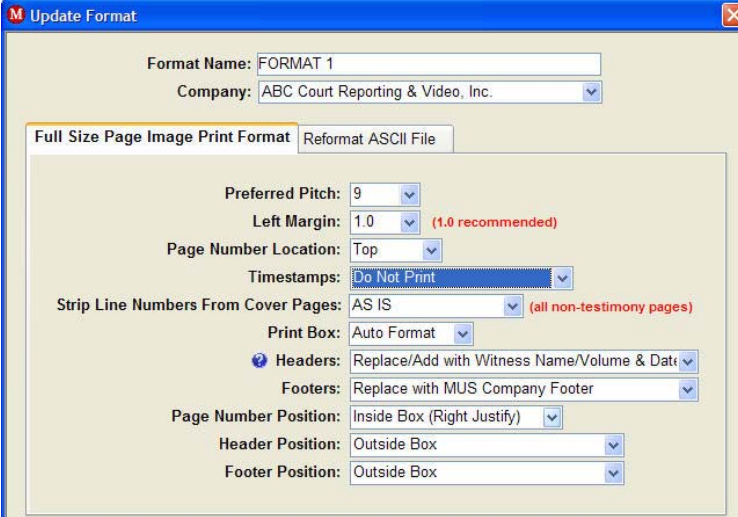
- Check to Replace Top 5 Lines with 3”h x 4”w Graphic (points to the top 5 lines)
- To Add Logo Only to MUS Cover Page (points to the logo field)
- Link To Your Website Scheduling Page (points to the PDF Schedule URL field)

### **2. Transcript Format** *to add/modify click icon on right of field on main screen*

#### **2.a Full Size Transcript Format**

This feature allows you to set up a specific format for your full size transcript including pitch, left margin alignment, page number location, timestamps, line numbers on cover page(s), transcript box, header and footer info and location.

**Video Tutor Link:** <http://www.minuscript.com/vtchapter4.html> and select Formats



The screenshot shows the 'Update Format' dialog box with the following settings:

- Format Name: FORMAT 1
- Company: ABC Court Reporting & Video, Inc.
- Full Size Page Image Print Format (selected) | Reformat ASCII File
- Preferred Pitch: 9
- Left Margin: 1.0 (1.0 recommended)
- Page Number Location: Top
- Timestamps: Do Not Print
- Strip Line Numbers From Cover Pages: AS IS (all non-testimony pages)
- Print Box: Auto Format
- Headers: Replace/Add with Witness Name/Volume & Date
- Footers: Replace with MUS Company Footer
- Page Number Position: Inside Box (Right Justify)
- Header Position: Outside Box
- Footer Position: Outside Box

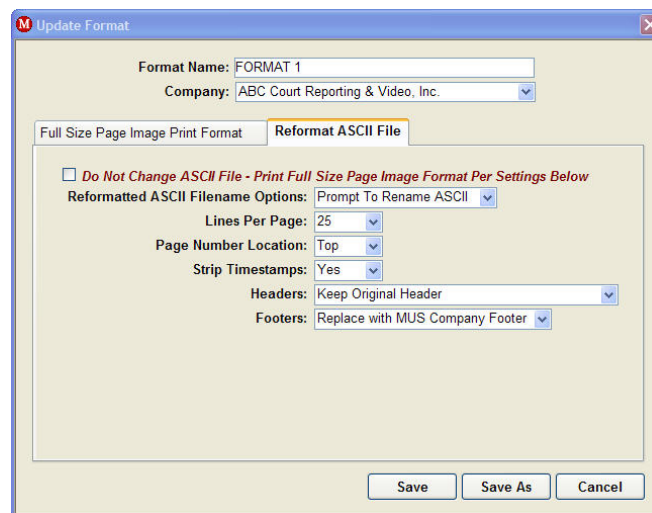
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### 2.b Reformat ASCII File

Although most court reporting agencies do not reformat the original reporters ASCII file, and reformatting the ASCII file is rarely if ever needed by individual court reporters, this format feature automatically changes the ASCII file to meet a set of specifications including line #'s per page, page # location (top or bottom), strip or preserve timestamps and strip or replace headers/footers. This feature will not add or decrease the number words or characters on a line and no word wrapping will occur when using this feature.

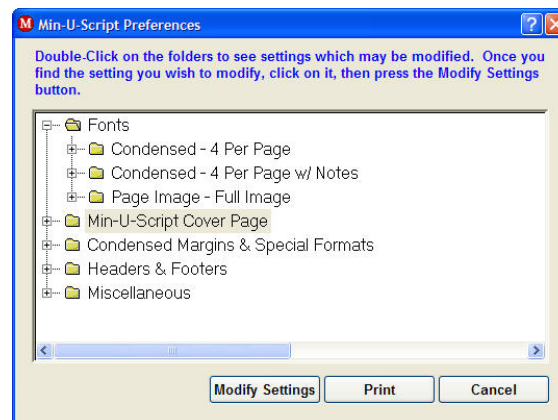
**Video Tutor Link:** <http://www.minuscript.com/vtchapter4.html> and select Formats



### 3. Preferences to modify pull down edit window in menu and select preferences

The preference menu allows you to set a number of defaults including fonts, Min-U-Script Cover Page treatment, margins and special formats, special header and footer treatment and a miscellaneous category. These can easily be changed but are generally used to maintain a consistent look of the transcript.

**Video Tutor Link:** <http://www.minuscript.com/vtchapter4.html> and select Preferences



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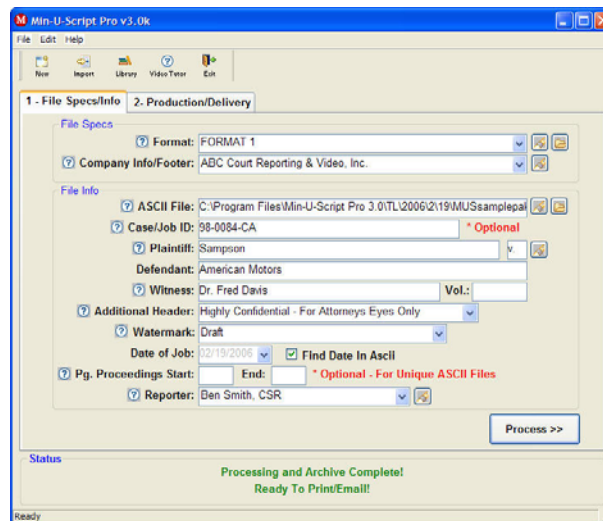
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### Processing & Producing Files

Congratulations! You are now ready to put the Min-U-Script Pro software to full use in producing, delivering and managing your transcript production. As you will quickly see, producing files with the Min-U-Script Pro will be accomplished through three (3) screens:

**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 and many offer browse or pull down functionality to make this step very efficient.

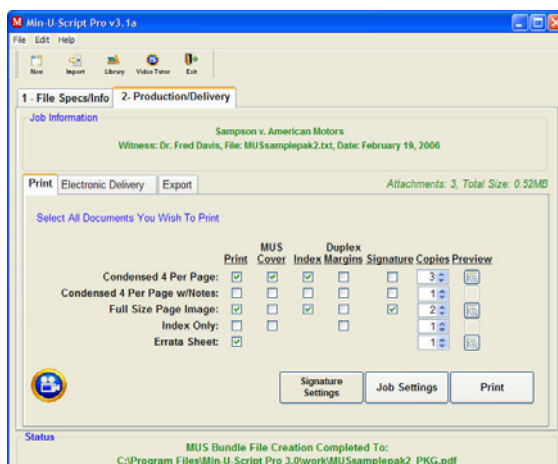
**Video Tutor Link** <http://www.minuscript.com/vtchapter6.html>



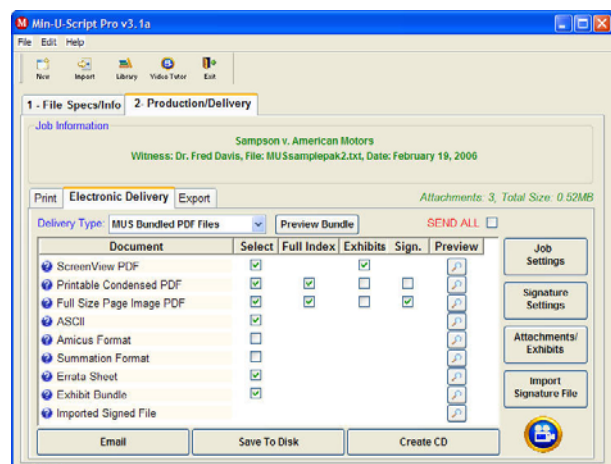
**2. Production/Delivery** – this screen hosts the ability to Print, Email, Create CD's or Save Files for upload to repositories. You can also chose your file delivery type (PDF bundle or individual file formats), scan exhibits with Scan Pro, attach and optionally link exhibits, apply digital or electronic signatures, set up specific job settings and more. Check boxes and pull down windows makes the application a snap.

**Video Tutor Link** <http://www.minuscript.com/vtchapter7.html>

**Print Production Tab**  
Select Formats and Batch Print # of Copies



**Electronic Delivery Tab**  
Email / Save to Disk / Create CD



## Storing/Searching For/Retrieving/Reproducing Files

**Transcript Library** – this feature is a built in archiving of all jobs processed through Min-U-Script Pro. The Library enables you to dynamically search and sort jobs by a number of criteria such as Job Date, Last Used, Caption, Witness, etc. and instantly retrieve the file for immediate reprint and electronic delivery without the need for reprocessing. The Library is accessible from the Transcript Library Button on the top of every main screen in Min-U-Script Pro.

**Video Tutor Link** <http://www.minuscript.com/vtchapter7.html>



View/Select Archived Cases (2009, 2008, 2007, 2006, 2005, 2004) - 22

Reports Preferences

\*\* Click Headings To Change Search Criteria And Sort Order (current sort order in red)

Job Date	Last Used	Exhibits	Caption	Witness	Vol.	Case/J
1/16/2009	3/9/2009	<input type="checkbox"/>	All New England Test v. Test	Scott Dinsomre		
8/11/2007	11/19/2007	<input type="checkbox"/>	Anderson v. Cranston	Ann Michelle Cranston	135409	
8/11/2007	11/20/2007	<input type="checkbox"/>	Anderson v. Cranston	Thomas Frost	124987	
4/3/2008	1/16/2009	<input type="checkbox"/>	Benchmark Test v. Benchmark	John Smith		
11/15/2004	11/22/2008	<input type="checkbox"/>	Boston Independent v. Massachusetts Transit	Barry Stretch		777443
2/18/2006	10/8/2008	<input type="checkbox"/>	Brown v. Smith	Dr. Jones		
4/10/2006	12/10/2007	<input type="checkbox"/>	Calvin Smith v. AAA Pharmaceutical	Dr. James Deene	124589	
5/28/2007	11/20/2007	<input type="checkbox"/>	Castiger v. Franklin One Trust	Curtis Cassner	135225	
6/18/2008	11/17/2008	<input type="checkbox"/>	Jones v. Smith	Dr. Brown	12345	
6/18/2008	5/5/2009	<input checked="" type="checkbox"/>	Maing v. Fong	Day 3	GG 81-1224	
2/16/2006	1/15/2009	<input checked="" type="checkbox"/>	Sampson v. American Motors	Albert Twist, M.D.	2 12388	
2/20/2006	12/17/2008	<input type="checkbox"/>	Sampson v. American Motors	Craig Johnston	12345	
2/19/2006	5/15/2009	<input checked="" type="checkbox"/>	Sampson v. American Motors	Dr. Fred Davis	98-0084-CA	

Total Jobs Found: 22

Only Show Matching Jobs

Search For Caption:  Search

View ASCII Re-Print Retrieve ASCII Delete Job Refresh List Close

## Transcript Library Reports

### Library Reports

You can produce a management reports of all information in the library or information on selected cases, witnesses, dates, etc.

### Word List Reports

There are a two word list reports (all words and Proper Words) that can be generated from the library on multiple files or an entire case to be used as a reporter word list to update dictionaries prior to taking a job.

### Exhibit Bundles

Additionally, you can generate an Exhibit Bundle (single PDF file) containing all the exhibits from a case or selected group of files.

**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.**