

## Better transcripts

If you already use PDF transcripts in your practice because of court requirements or because they look like the original ASCII files but are easier to print, we'd like to offer you a step up in PDF transcript technology: **RB-PDF Transcripts**.

RB-PDF Transcripts include built-in transcript-specific features like hyper-linked exhibits, word lists/indexes, errata sheets, and enhanced headers/footers containing case and depo information. We can customize your transcripts to look exactly how you want them to look, and include the features you specify, such as digital signatures, condensed transcripts, and archival formats for the courts.

### Our RB-PDF Transcripts are a big improvement over PDF transcripts because:

- You have more control over the look of your transcript
- You can include case/depo information in headers/footers
- Exhibits are already included
- Digitally signed for authentication verification
- Optional word indexes & word lists
- Condensed transcripts your way
- Custom cover pages
- Errata sheets appended to the transcript
- **Standard PDF options included too**

## Don't settle for plain vanilla PDF transcripts

Instead of settling for insufficient features, or worse spending time in-house trying to create a workable PDF transcript, tell us which features you want in your PDF transcripts. We can provide what you want quickly, so you can concentrate on what you love about your business.

And if you want the original ASCII file or an AMICUS version for any reason, we can include those files with your RB-PDF Transcript too.

Contact us to find out more.

## Use better tools: RB-PDF Transcripts

from OMTI,  
developers of

ReporterBase legal support software &  
RB Connect online offices with case repositories

If you are only as good as your tools,



you'll want to add  
this to your set-up

## You have more control over the look of your transcript

RB-PDF Transcripts include extensive customization options, from margins and borders to cover pages and errata sheets, and everything in-between. Tell us the options you want, and **we can produce all of your transcripts to match your preferences**. And if you want something different for a single transcript — or all of the transcripts on a single case — we can do that too.

You don't have to settle for the standard typewriter-looking font for your transcript text. You can choose something different, plus you can **choose different fonts** for your headers and footers, word indexes, word lists, and condensed transcripts.

You can specify **different margin widths** for each side of the pages in the transcript, plus choose **border styles** for each side (single, double, or none) and border thickness. You can choose to **place line numbers inside** or outside your borders, and have a **dividing line between your numbers and text**.

We can **make the Q&A sections of your transcripts stand** out with different bolding and color options. Choose to bold questions, answers, or both; or choose to bold just the letters Q, A, or both. You can also specify a color for bolded Q&A text to make it stand out even more.

In addition to customizing the look of your transcripts' headers and footers, we can include information for your convenience, like our contact information, and/or **information you want to refer to, such as the case, witness, depo date**, etc.

You can even **choose the paper size** for your transcript layout — letter, legal, or any custom size you want.

This level of customization would be too time-consuming and difficult to attempt on your own PDF transcripts. But we can do it for you every time at your direction; and you can be assured that no matter what customization options you request, they **won't change the line and page breaks in your transcripts**.

## Include case/depo information in headers/footers

Make your transcripts easily identifiable no matter what page you are on by having case and/or depo information included in the header and/or footer. You can **specify a wide range of important information** be included, such as case name, job location, witness, and reporter — and even specify which information should be placed where on the page.

### Exhibits are already included

If there are exhibits to go with your transcript, we can hyperlink to them in the transcript text, so you can **view them in context and as attachments**.

### Digitally signed for authentication verification

Would you like the **verifiable reporter's digital signature** on your transcripts? We can stamp their signature wherever you want it on the document, even include multiple instances of their digital ID; and if desired or required by law, we can include our agency's digital signature too.

### Optional word indexes & word lists

We can include word indexes and word lists with your transcripts. Either one can be **customized to match or contrast with transcript**. You can also choose how many columns per page each one will have, and whether their pagination continues from the transcript or starts anew. Each can be **attached (bundled with the transcript PDF into one PDF), appended (combined into the transcript PDF), or provided as a separate PDF**. The word index can also be included in the PDF's Bookmark panel for **easy navigation within the transcript**.

### Custom cover pages

Another service we can provide is custom cover pages on your RB-PDF Transcripts. **Cover pages can include any text you want**, such as your firm name, plus automatically include relevant case and depo information. **You can also specify the visuals:** borders, colors, fonts; we can even include your logo and other graphics.

## Condensed transcripts your way

If you want to save paper on print-outs, we can provide condensed versions of your transcripts customized to your specifications. **Condensed transcripts can be styled differently from full-size PDF transcripts**, and you can choose to have a **consistent font size through the whole document or scaled as large as possible on each page**.

Choose either **two or four transcript pages on each sheet of paper**. With four pages per sheet, you can choose to have pages **laid out from top to bottom, then left to right, or from left to right first, then top to bottom**. Choose where on the condensed pages **their original page numbers appear**, and whether the condensed transcript is **attached to the transcript or provided as a separate document**.

Condensed transcripts can have **hyperlinked exhibits and digital signatures**, plus you can include **word indexes and/or word lists** appended or attached to the condensed transcript. These word indexes and word lists can have different margin spacing than the condensed transcripts.

### Errata sheets appended to the transcript

When errata sheets are generated for transcripts, we can have them include **the same headers and footers as their related transcripts**; and they can be **appended to the end of the transcript or provided as a separate file**.

### Standard PDF options included

RB-PDF Transcripts are like any other PDF in that they are in the universal PDF file format, so what you do with other PDF transcripts, such as **Boolean or proximity searches**, you can do with RB-PDF Transcripts too.

And if you need **transcripts in archival formats for the courts or long-term storage**, we can provide those too. (Archival PDFs cannot include all RB-PDF Transcript options due to restrictions in the different formats.)