

Free electronic transcript solution in RB8

RB-PDF transcripts were introduced in February 2007 as a free production tool that gives court reporting firms and their clients another option for electronic delivery of transcripts. They have been updated frequently to add new features requested by RB users.

Why choose RB-PDF Transcripts over other electronic transcripts?

- PDF is a universal format. No problems with proprietary formats that firewalls and email programs reject.
- RB-PDF is easy to use: Format and produce interactive transcripts within RB8 with a single click.
- PDF retains the appearance of the original document. It won't reformat your pages or change your page and line breaks.
- The RB-PDF Transcript Creator is included free in RB8.
- PDFs can be viewed on any computer with the free *Adobe Reader*.
- RB-PDF transcripts automatically include job and case information from your RB8 database.
- PDF is a preferred format for the courts, and many law firms now use it for their own documents.

RB-PDF standard features

Need more convincing? Check out these features your clients, reporters and production staff will appreciate:

- Converts "page image" ASCII files.
- Creates condensed transcripts with four transcript pages on each single sheet of paper.
- Stores multiple custom PDF transcript profiles.
- When you save your transcripts, you can make them automatically available to clients and reporters over RB Web (*sold separately*).
- Hyperlinked exhibits can be added to a transcript with a few clicks.
- You can merge multiple PDFs from the same case into a compiled transcript file with the click of a button.
- A master word list can be compiled from multiple transcripts in a few clicks.
- Reporters' digital signatures can be applied to their transcripts with a single click. (Visit www.reporterbase.com for more information.)

RB-PDF transcript customizable features

RB-PDF transcripts can be customized to brand your company's transcripts with the following features. You can create custom profiles of these features to meet different state requirements or individual clients' preferences. You can also override any of these preferences on individual transcripts:

Page appearance:

- Paper size: Several standard options plus custom
- Margin size on each edge can be set individually
- Borders (optional): different styles and line thicknesses
- Divide line between content and line numbers (optional)
- Q&A (optional): boldface fonts and colors to differentiate Q & A in several ways, such as the words only or entire paragraphs
- Line numbers can be placed outside text boxes

Document header information:

Title, Author, Subject, Keywords – select RB8 data fields, such as Witness Name for the title, and RB8 will automatically populate these fields in each transcript from your RB8 database.

Cover page (optional):

- Create your own templates for cover pages using RB8's Form Manager.

Headers and footers:

- Fonts
- Font size
- Left, center & right areas: Insert RB8 data fields, text and/or page number to headers and/or footers
- Company logo (optional)

Word indexes, word lists and Quick Word Index:

- Number of columns per page
- Fonts
- Font size
- Border style
- Pagination: continue from transcript or start at 1
- Location (optional)
- Select words to exclude, such as articles, prepositions and other common words

Free electronic transcript solution — continued

- Quick Word Index styles: Simple (lists every appearance of a selected word and automatically highlights the word in the transcript) or Classic (every entry appears as a bookmark on the Bookmarks tab in the transcript)

Condensed transcripts:

- Fonts
- Location (optional)
- Borders (optional): different styles and line thicknesses
- Divide line between content and line numbers (optional)
- Q&A (optional): boldface fonts and colors to differentiate Q & A in several ways, such as the words only or entire paragraphs
- Full-size cover sheets and/or indexes (optional)

Attachments:

- Original ASCII or an Amicus-format file for *Summation* users

Digital signatures (optional):

- Unlimited instances of a digital signature can be added to a single transcript (only the last instance added will have the certificate attached).
- End user can verify that digitally signed document has not been altered.

Other:

- Timestamps can be removed.

Glossary

PDF format

The PDF format has been around since 1993 and is backed by Adobe, a NASDAQ-listed corporation with a worldwide presence. PDF is rapidly becoming the format of choice for the courts and law firms due to its security, universal format and archival stability. It is compatible with many operating systems.

Page-image ASCII files

RB-PDF transcripts can be made from ASCII files that are prepared in the image of a transcript, or any ASCII file which includes line numbers, page numbers and page breaks, as generated by most CAT systems and word processing applications. RB8 can also accept page-image ASCII files that include headers, footers and time stamps. It can also accept ASCII files that do not contain page numbers.

Hyperlinked exhibits

With a single click, your production staff can pull all exhibits related to a transcript automatically from the repository. Then they can easily create exhibit hyperlinks within a PDF transcript, including multiple different references (or aliases) to the same exhibit.

When your clients open the PDF, they can view any exhibit image in its native format by clicking a hyperlinked reference to it in the PDF. They do not have to maintain any additional files or file structure to access the exhibits. Hyperlinked exhibits are secure because they can only be opened from within the PDF transcript.

Master Word List

A master word list combines the lists of words from a set of transcripts, adding the frequency of each word in the set. These frequency or dictionary reports are very helpful to reporters preparing to take depositions on an on-going case. They can see how to spell important words they are likely to come across when taking a deposition themselves.

This saves time in production, and solves the problem of making the complete transcripts available to all reporters because they need to know how to spell names. You eliminate any security risk and any potential misunderstandings about pay amounts for finished depositions or who is getting which jobs.

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