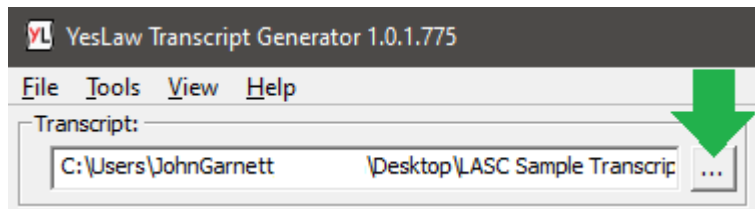


Step-by-Step Instructions for Single Volume Transcripts

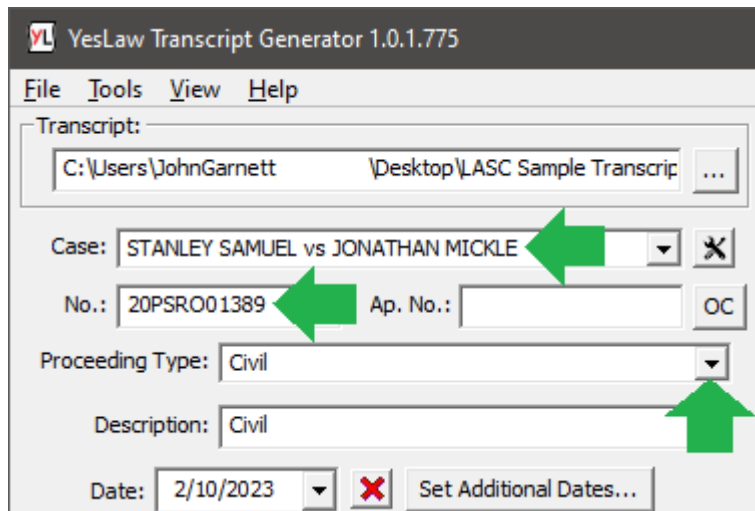
1. These step-by-step instructions:
 - Are not detailed – not click-by-click, but rather task-by-task.
 - Do not cover court specific court transcript format requirements, but only general requirements.
 - Assume a good understanding of basic computer skills.
 - Do not cover specific CAT software steps, but rather steps that apply to any CAT software.
2. Dos and Don'ts when preparing your transcript, include page numbers and line numbers on every page. No tabs. Confirm page order. Follow court format requirements.
 - Your transcript page order should be that required for the electronic transcript – you cannot rearrange the pages as one can with printed pages for a printed transcript. Transcript page order should be as follows: cover(s), indices (Sessions, Examinations, Exhibits), testimony, and Certificate.
 - Include page numbers on every page in the upper right corner.
 - Include line numbers on every page.
 - The prepared PDF transcript will include a page border on every page.
 - Do not use Tabs. Tabs stops are formatting not included within an ASCII file.
 - Formatting (bold, italics, and underlined formatting) will not be included in the ASCII.
 - Use the Underscore character for creating your signature line on your Certificate page or creating the bottom of your birdcage.
 - For SCLAC, do include “airplane” sections separator -o0o- before case name/birdcage.
 - For SCLAC select ALL CAPS for your ASCII file export if you edit in mixed case.
3. Complete your transcript within your CAT software. One volume must be one ASCII file export. If you wish to include multiple days in a single volume, you will need to join them within your CAT software before export. The transcript pages should be in the proper order. You cannot rearrange the pages as one could previously after printing paper transcripts. Indices must meet the formatting requirements for YesLaw.
 - Cover Page(s)
 - Sessions Index Page (for every transcript)
 - Examinations Index Page (if not omit)
 - Exhibits Index Page (if not omit) and
 - Certificate Page.

4. Export your transcript out of your CAT software in ASCII/TEXT file format and to the YesLaw ASCII's folder on your desktop. The ASCII filename should follow the naming convention provided in the General Format Manual.
 - Export ASCII file format, use the Page Image ASCII export option if available.
 - Include page numbers in the top right corner of every page.
 - Include line numbers on every page.
 - Export to the YesLaw ASCII's folder on your desktop created during software during Transcript Generator install.
 - Adjust CAT software export options such that ASCII's are exported to the YesLaw ASCII folder by default.
 - Case CATalyst users can use the far-right export tab: export to YesLaw.
 - Use a standard file naming convention to make life easier for primary/lead reporters.
 - SCLAC Reporters should follow the ASCII file naming convention provided in the General Format Manual.
 - For SCLAC, export in ALL CAPS
5. For SCLAC Court Reporters, complete your **Claim for Transcription** or **Affidavit for Release of Funds** electronic PDF form, save it to the **YesLaw ASCII's** folder on your desktop, and name it such that you can identify it as you will browse to it shortly.

6. Run the YesLaw Transcript Generator software and import the ASCII file into the software using the [...] button in the upper left corner. Upon import, confirm the transcript displayed on the right is the proper/desired transcript.



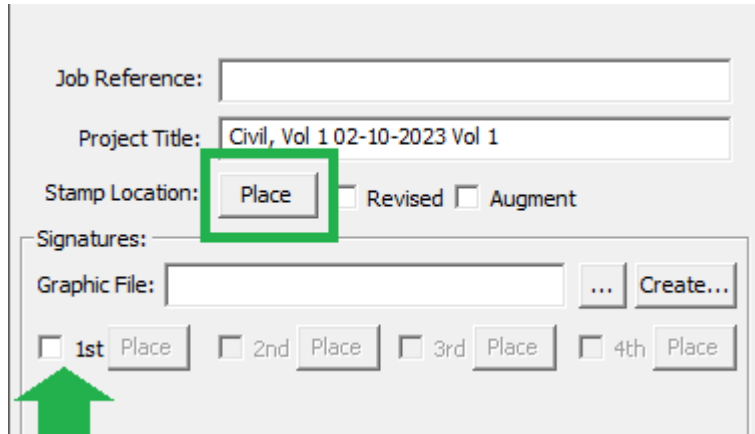
7. Confirm the case name, case number, (first) date, volume number, total volumes number. Click in the box and correct these items as necessary. Changes made here will not change your transcript but only how presented to the receiver of your electronic transcripts – think court clerks/auditors.



8. Select the **Proceeding Type** using the pulldown menu on the left. If you do not see your desired proceeding type, select the blank entry and then type in your own proceeding type. Your entered proceeding type will be added to the pulldown menu for your next produced transcript.

9. Click the Stamp Location **PLACE** button and position the stamp on the transcript to the right such that:

- The stamp does not cover any transcript text.
- If possible, reserve the space to the right of the bird cage at the top of the transcript for the court e-file/received stamps.
- Do not allow the stamp to be too far to the right but remain inside the right-most text on the page. This will keep the stamp fully on the page and inside the page border.
- Resize the stamp by clicking and dragging the small squares on the left and right edge of the dashed line box that surrounds the stamp graphic. Click and drag toward the center of the graphic to make it smaller and away from the center to make the stamp larger.
- Upon processing of your first transcript, the stamp will show as SAMPLE while placing. The actual stamp applied will be selected on the next wizard page.
- If you have previously processed a transcript, the previously used stamp will show during placement.
- To make stamp placement lose focus, click into any of the entry boxes on the left.



Job Reference:

Project Title:

Stamp Location: ☐ Revised ☐ Augment

Signatures:

Graphic File: ...

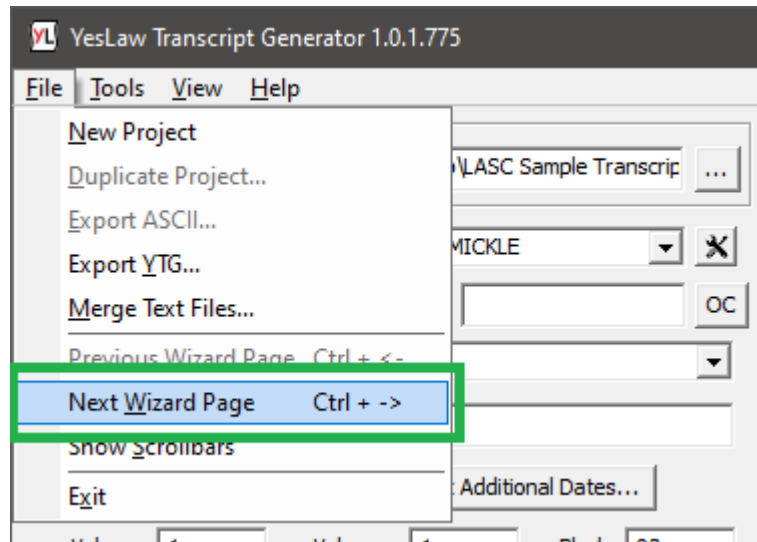
☐ 1st ☐ 2nd ☐ 3rd ☐ 4th

10. Click the Graphical Signature file 1st PLACE button to place your graphical signature on your Certificate page.

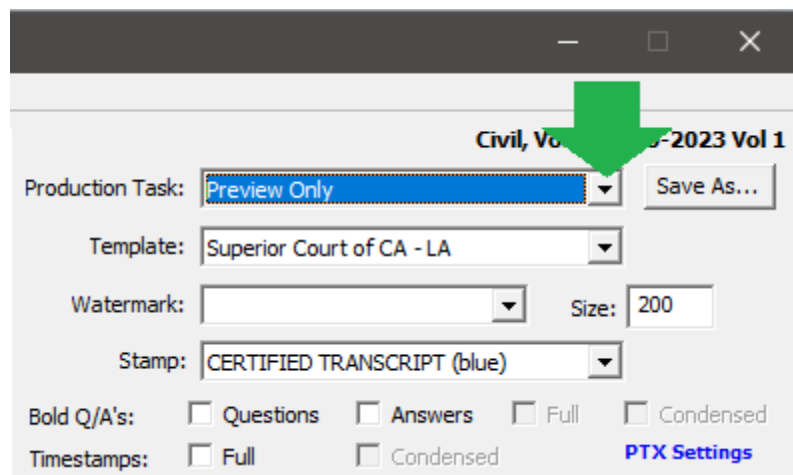
- The signature should be automatically placed on the signature underline on the Certificate page.
- The underline on your Certificate page should not be underline formatting but rather multiple underscores.
- The signature will be sized to the width of your signature underline. Resize the underline within your Certificate include file so the signature is sized as desired.
- If the signature is not auto selected, change the filename of the signature file to match that of the name under the signature line on your Certificate page. It needs to match exactly.

11. Click the NEXT button in the bottom right corner of the application window to move to the next wizard page.

- Should the NEXT button be hidden by your task bar, hold the control key down and click the → key. Ctrl+→
- Ctrl + ← will move back to the previous wizard page.
- To complete (FINISH) a transcript project click FINISH in the bottom right corner or type Ctrl+→



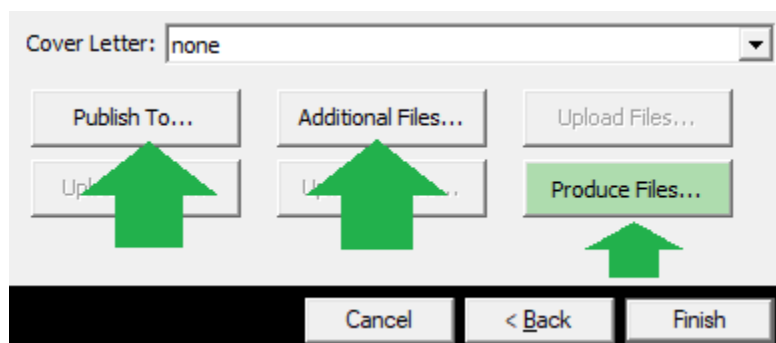
12. On the final wizard page, select the **Preview Only** production task in the upper right corner and click **Produce Files...** button to open a temporary preview of the transcript. Preview the file to ensure it looks as expected before Publishing.



13. Select **SCLAC Default Task** as the production task in the upper right corner. The click the **Publish To...** button and under the **Enter Courts** pulldown menu, select the **Court Account** to publish to and click the **+ Add** button to the far right and then click **Done** at the bottom right corner of the popup window.

If you are uploading the transcript to the lead/primary reporter to contribute to a multi-reporter appeal, rather than publishing to the court, enter the lead/primary reporter's email address, first and last name under **Enter ordering attorneys email address** and then click the **+ ADD** button to the far right.

14. For SCLAC Court Reporters, click the **Additional Files...** button and then click the **Add Transcripts...** button and browse to and select your **Claim for Transcription** file (or Affidavit for Release of Funds). It will show in the File List box to the right. Click



Done at the bottom right of the **Online Publishing** window.

15. Click the green **Produce Files...** button. The Transcript Generator will open a preview of the transcript, write a copy to the **YesLaw Transcripts** folder on your desktop, and upload a copy to the online ("cloud") repository and publish to the court.
16. In SCLAC you'll also need to publish two additional copies of each transcript to fulfill the O and 2 requirements for the auditors. To do this, click **File/Duplicate project** to create a duplicate of this exact transcript project. Note that doing so will NOT include the claims for transcription or affidavits for release of funds that were included in the first upload as it's not necessary to include them in these additional upload(s). After the project is duplicated, select **Publish To** button, then choose the proper court account from the **Enter Courts** pulldown and click **Add**. Click the **Upload Files** button to upload the appeal a second time. Repeat this process a third time if there is a request for an additional transcript to be uploaded.

Unpublishing a Transcript Uploaded in Error

17. Should you realize you have an error in the transcript upon review of the Preview window, UNpublish the transcript by clicking the **Publish To...** button, and in the bottom list of the **Online Publishing** window, right-click on an account and select **unpublish from user** or click the **Un-publish from User** button at the bottom of the window.

Be aware that if it takes some time for you to realize the transcript has an error, the clerk may have downloaded the problematic transcript in the interim. If you upload a transcript during off hours (late at night), the clerks will not be in the office to download the transcript, so you have until business hours to recall the transcript.

If you have completed and closed the transcript job, you may have to click the **Find Project** button on the first wizard page to recall the transcript project. Then click **Next** to proceed to the final wizard page, click **Publish To...** to access the **Online Publishing** window and right-click on a user and select **Un-publish from User**.

Note that deleting a project only removes it from your local computer but does not delete or unpublish a job already uploaded and published in the cloud. You must recall the project and unpublish. Deleting a project will prevent you from recalling a project so you will not be able to unpublish the job – it will remain published online.

Correcting and Re-Publishing a Transcript

18. To make the correction(s), you will need to make your transcript correction(s) within your CAT software, re-export the corrected ASCII overwriting the bad ASCII, recall the job using the **Find Project...** button on the first wizard page, proceed to the final wizard page and re-publish the transcript by re-adding the court account using the **Enter Courts** pulldown menu, click **Done**, and then reupload/reproduce the corrected files using the **Produce Files...** button.

Publishing a Transcript to a Private Attorney

19. Once a transcript has been uploaded to the court, you may additionally publish the transcript to private attorneys. However, you will not want to publish the same transcript files to the attorney as you do to the court as the files will include your Claim for Transcript (or Affidavit for Release of Funds) which might include your home address/personal information.

To publish just the transcript to the attorney(s), we need to create a different file set to publish *without* your Claim for Transcription (or Affidavit for Release of Funds). On the final wizard page, select **File > Duplicate Project**. The Claim for Transcription will not be included in the duplicated project. Select **Publish To...** and under **Enter Ordering Attorneys Email Address** enter the private attorney's email address, first and last name and click **[+ ADD]** to the far right. Add all the attorneys similarly and click **Done** in the bottom right corner.

Finally click the green **Produce Files...** button to upload and delivery your transcript electronically to the attorney(s). Note this second transcript file set will include a separate YesLaw Job Number.

Step-by-Step Instructions for Multi Volume (Appeal) Transcript Production

1. Within your **YesLaw ASCIIs** folder on your desktop, create a new folder for the appeal and name the folder accordingly e.g., Smith Appeal.
2. Collect the ASCII files and Claim for Transcription Forms (or Affidavits for Release of Funds) from the contributing reporters and copy them into the appeal folder you've created in step above. For SCLAC Reporters, these ASCII files and Claim for Transcription Forms may be uploaded to the YesLaw Online Repository and published to the lead/primary reporter's account. The lead/primary reporter would access their online account and download the files published to them to their Appeal folder they have created. A retired reporter or reporter unfamiliar with YesLaw may alternatively email their ASCII and Claim for Transcription to the lead reporter. Download such files and copy them to your Appeal Folder you created.
3. For multi-volume (appeal) transcripts, within the YesLaw software, begin by importing all the ASCII files all at once from the Appeal Folder you created. When multiple ASCII files are imported, the YesLaw software will create a single PDF transcript file comprised of the multiple ASCII files imported. A **Multiple Transcript Files Consolidation** window appears summarizing the ASCII files imported. Review the volume number, page range, block maximum, sessions, examinations, and exhibits and court reporter (signature) read from each of the ASCII files. You may have to reach out to the contributing reporter(s) to have them correct and reproduce their ASCII should they have failed to format their transcript properly. Once the multiple ASCII files have been imported, click SAVE at the bottom of the **Multiple Transcript Files Consolidation** window.

4. Proceed as one would when normally producing and uploading a transcript – steps 7 through 15 above.
5. When adding the Claims for Transcription (or Affidavit for Release of Funds), you will select and upload ALL the Claims for Transcription files provided by the contributing reporters. All the reporters will want to be paid for their contribution.