

DepoView User's Guide

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Introducing DepoView

DepoView™ is an easy way for parties without deposition management software to view synchronized digital video. DepoView™ also has new clip editing and clip export tools, which add even more value to Digital Video Transcripts.

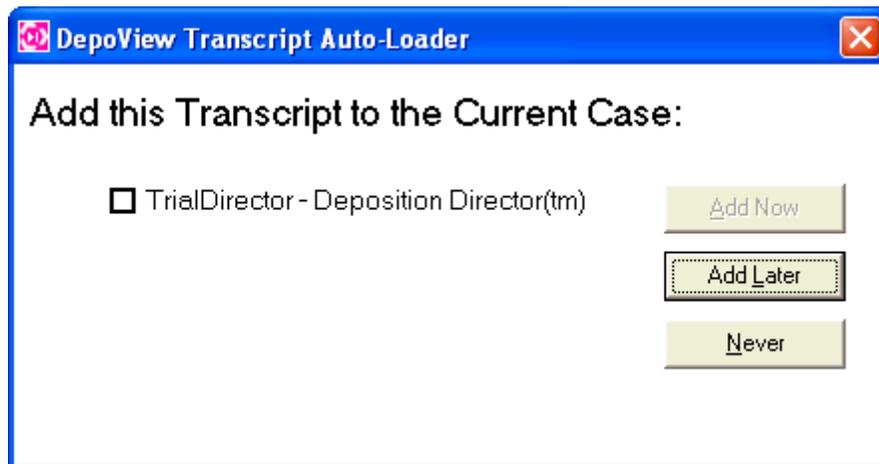
DepoView™ Benefits:

- Your clients will love the convenience and the simplicity!
- Easy to use word index instantly hyperlinks you to crucial portions of the testimony
- Just highlight the transcript to make video clips
- Export clips to PowerPoint with synchronized text
- Export to other major programs like TrialDirector, Summation and Sanction
- Search & jump to any keyword.
- Copy & paste key testimony excerpts for use in summaries, motions & briefs.
- View exhibits related to the deposition.
- View video transcript testimony synchronized to the deposition text.
- Create single and multi-segment clips.
- Export clips to MPEG1 format.
- Email videos of clips.

Using DepoView

The recipient of a DepoView volume can easily view the synchronized digital video transcript, create clips, export clips and search the deposition testimony. The DepoView software is easy to operate for first time users, yet is powerful enough for the seasoned professional.

1. Upon inserting a CD created from a DepoView volume, the DepoView application is automatically launched.
2. If you have trial presentation software and the transcript is not currently loaded in your software, the following window will appear.



3. Select the trial presentation software you would like to add the transcript to, and choose whether to add now, add later, or never add.



Note: If you choose never to add the transcript and then decide later to add it, select SEND TRANSCRIPT TO from the FILE menu to get this window again.

4. Once the transcript has been loaded, the DepoView application window will appear.

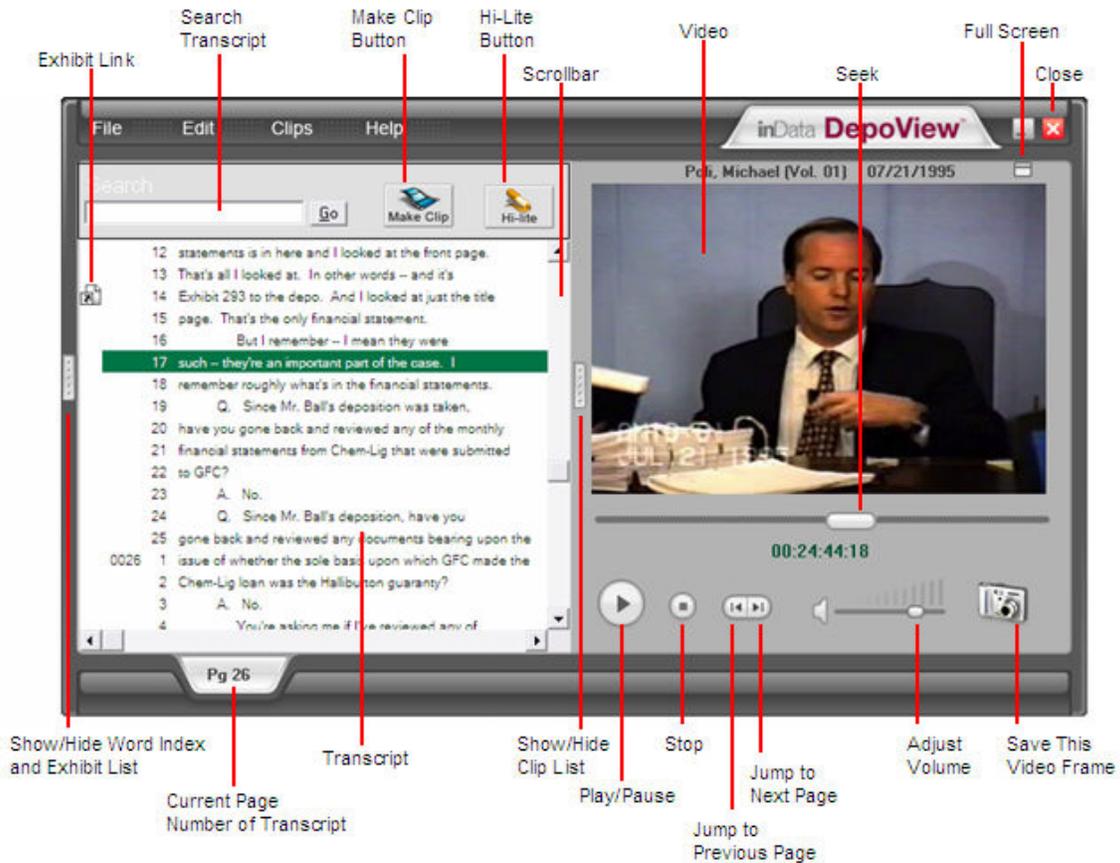


Exhibit Link	An exhibit link will appear next to the line where an exhibit is first mentioned in the transcript. Click on an exhibit link to view the exhibit.
Scrollbar	Click and drag the scrollbar to move up or down the Transcript.
Search Transcript	Type in a phrase, a word or part of a word and click [Go] to search the transcript . Click [Go] again or press the [F3] key to find the next occurrence.
Hi-Lite Button	Click the Hi-Lite button to activate the Hi-Liter, and use it to highlight the transcript text from which you would like to create a clip .
Make-Clip Button	Click the Make Clip button to create a clip from the highlighted text in the Transcript.
	 Note: To create a clip, the text that is

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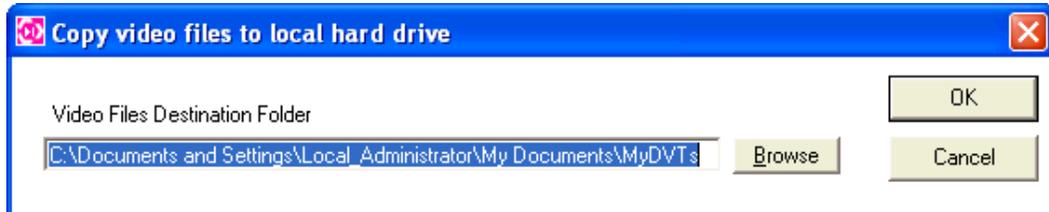
	<i>going to be part of the excerpt, MUST be highlighted first with the Hi-Lite tool.</i>
Full Screen Button	Click the Full Screen button to play the video in full screen mode . While in full screen mode, press the spacebar or right-click on the video to play or pause the video. Press the Escape [ESC] or [Enter] key to return to normal viewing mode.
Show/HideWord Index and Exhibit List	Show or hide the Word Index and Exhibit List window.
Show/HideClip List	Show or hide the Clip List window.
Play/Pause	Play or pause the DVT.
Stop	Stop playing the DVT.
Seek	Click and drag the Seek bar to move back and forth through the video.
Jump to Previous Page	Jump to the previous page in the Transcript.
Jump to Next Page	Jump to the next page in the Transcript.
Adjust Volume	Adjust the sound volume up or down.
Save this Video Frame	Click to take a snapshot of the current video frame and save it as a bitmap.
Current Page Number	Shows the current page of the Transcript.
Close	Closes DepoView.



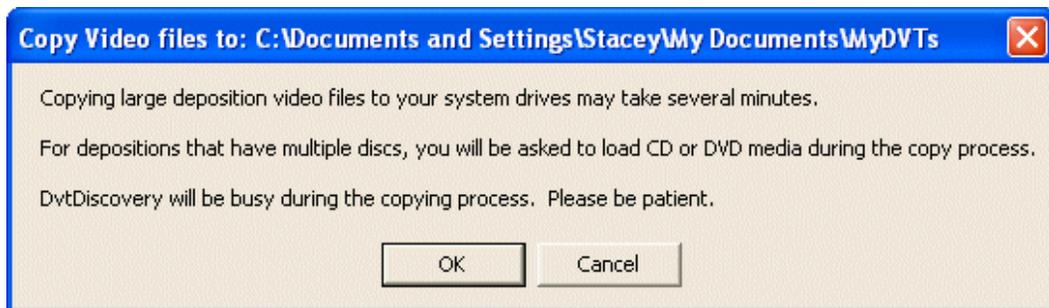
Copying a DVT to Your Hard Drive

If the DVT you are viewing spans multiple disks, you can avoid having to switch disks while working with the DVT by copying the entire DVT to your hard drive. This is strongly recommended if you are going to be working extensively with the DVT.

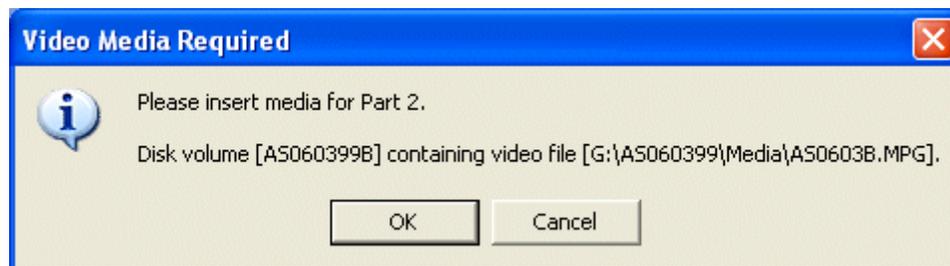
1. From the menu, select FILE | COPY VIDEO FILES TO LOCAL HARD DRIVE.



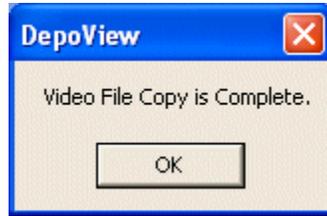
2. Click [OK] to copy the DVT into the folder shown, or click [Browse] to select a different folder..3



3. Click [OK] to begin copying the files. You will see a window showing the copy progress.
4. If your DVT spans multiple disks, you will be asked to insert the next disk after the first disk has been copied.



5. Insert the next disk and click [OK].



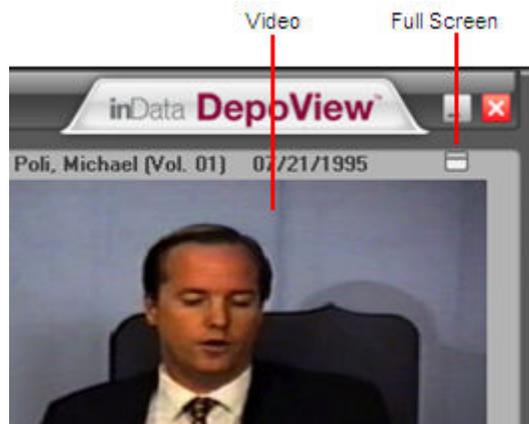
6. A message will inform you when the copy is complete. Click [OK].



Playing the Video in Full Screen Mode

To play the video in full screen mode,

1. Click the FULL SCREEN button located above the video on the right or hold down the [ALT] key and press the [Enter] key.



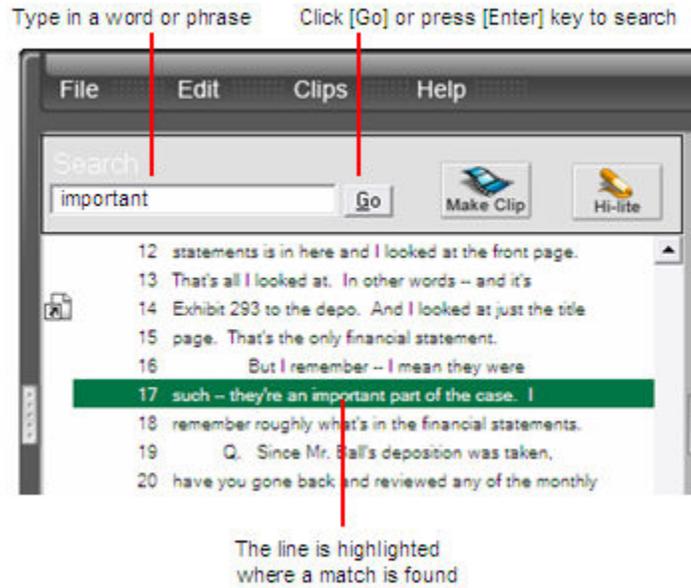
2. The video will expand to full screen.
3. While in full screen mode, use the following commands:
 - o To play or pause the video, right-click on the video and select PLAY or PAUSE from the menu or press the spacebar.
 - o To exit full screen mode, press the Escape [ESC] or [Enter] key.



Searching the Transcript

To search the transcript for a word or phrase,

1. Type a phrase, a word or part of a word in the Search box and click [Go] or press the [Enter] key.
2. If a match is found, the line containing the match is highlighted in blue.
3. Press the [Enter] key to begin playing the video at the search result.



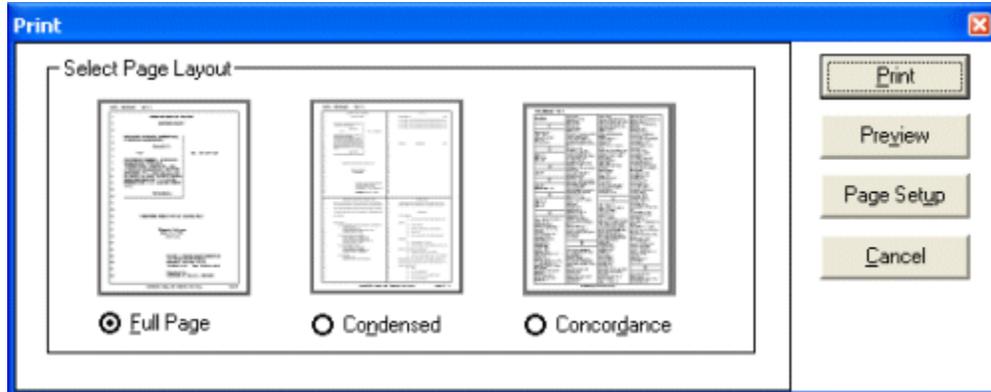
4. To search for additional matches,
 - o Press [Go] or the [F3] key.
 - o Select EDIT | FIND NEXT from the menu.
5. The blue line will move to the next match, if found.



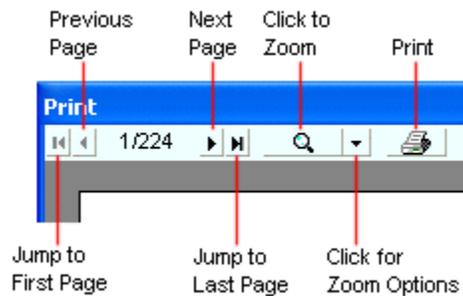
Printing the Transcript

To print a transcript,

1. Select FILE | PRINT TRANSCRIPT.



2. Select the desired print format: full page, condensed (4 to a page), or concordance (word index).
3. If you would like to change the paper size, orientation, or margins, click [Page Setup].
4. If you would like to preview the printout, click [Preview]. Use the buttons at the top of the preview window, shown below, to change the view.



5. Click the [Print] button or the printer icon to print the transcript.
6. When the Print window appears, adjust the print options, if desired, and click [Print] to begin printing.



Taking a Snapshot

To create a bitmap image of the current video frame,

1. Click the camera located below the Video on the right.



To take a snap shot of the current video frame, click on the camera

2. When the following window will appears, select the folder where you wish to save your Snapshots and either keep the default file name or enter a different one.



3. Click [SAVE]. The Snapshot will be saved as a bitmap file.



Note: Make sure that Microsoft DirectX 8 or higher is installed in order to save snapshots. For further information see <http://www.microsoft.com/windows/directx/default.aspx>



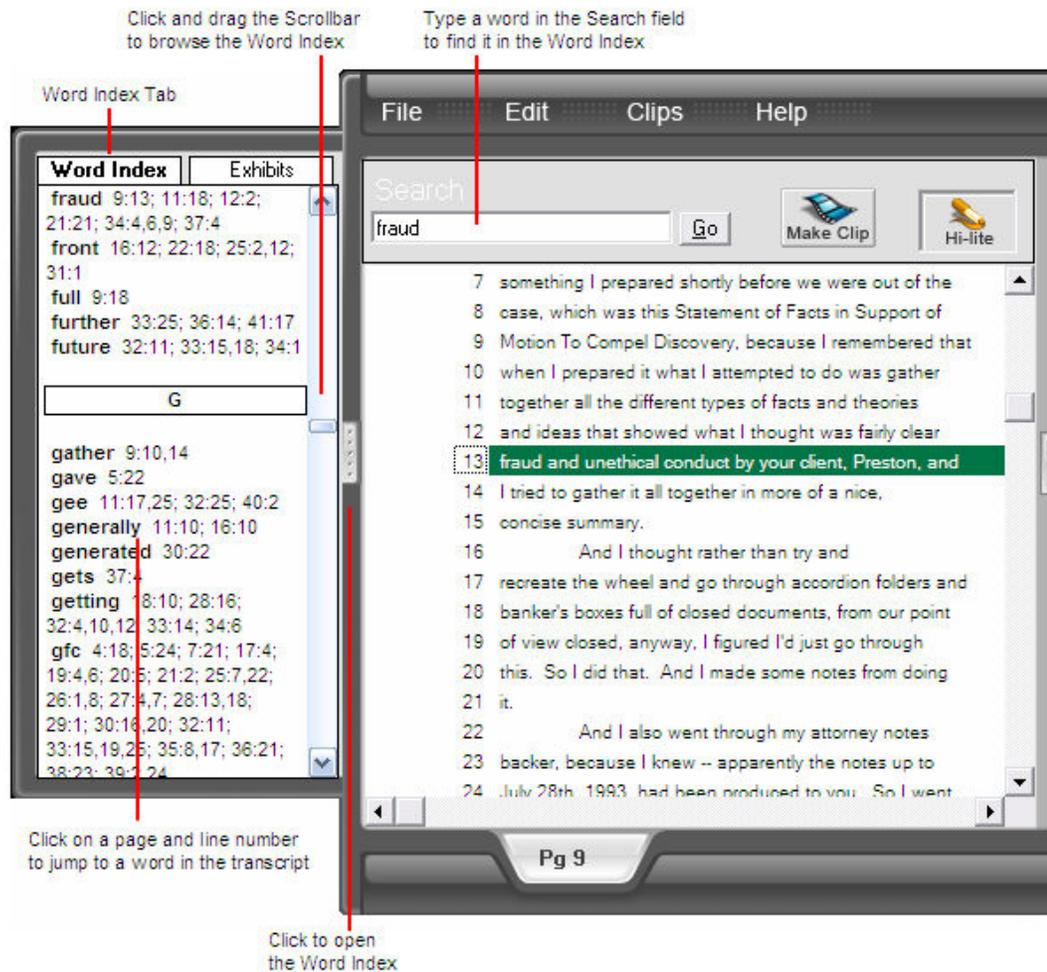
Using the Word Index

Topics

- [Browsing the Word Index](#)
- [Rebuilding the Word Index](#)

Browsing the Word Index

1. To open and browse the Word Index you can either:
 - o Select FILE | SHOW WORD INDEX & EXHIBIT LISTS from the menu.
 - o Click the blue button located to the left of the Transcript.
2. By default, the Word Index tab is selected.

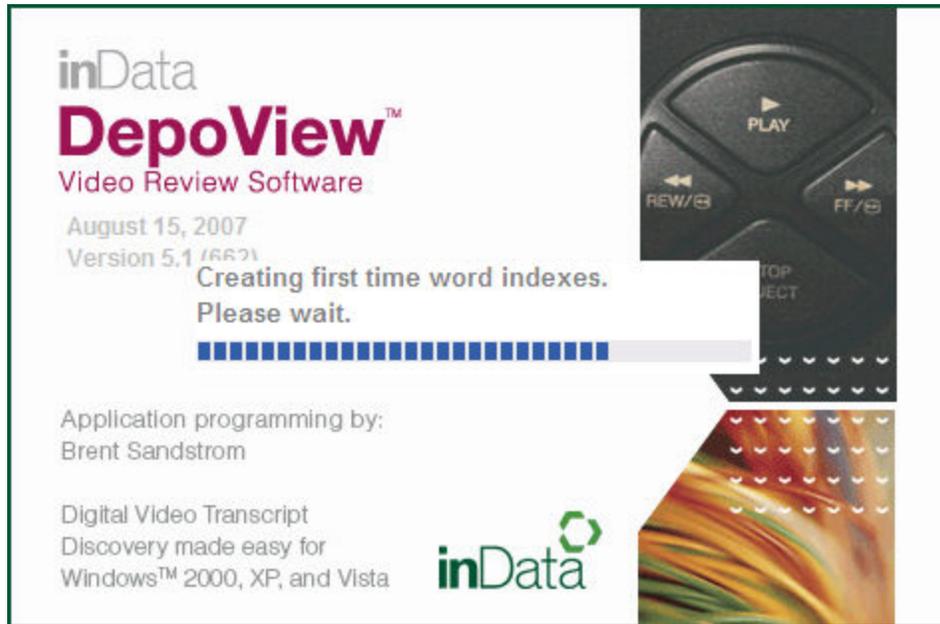


3. To find a word in the Word Index, type a word in the Search field or use the scrollbar to browse.

4. Click on a page and line number to jump to a particular occurrence of a word in the transcript. The video will move to the location associated with the page/line number.

Rebuilding the Word Index

1. Select REBUILD TRANSCRIPT INDEXES from the FILE menu.



2. This screen will disappear when DepoView finishes rebuilding the transcript indexes.



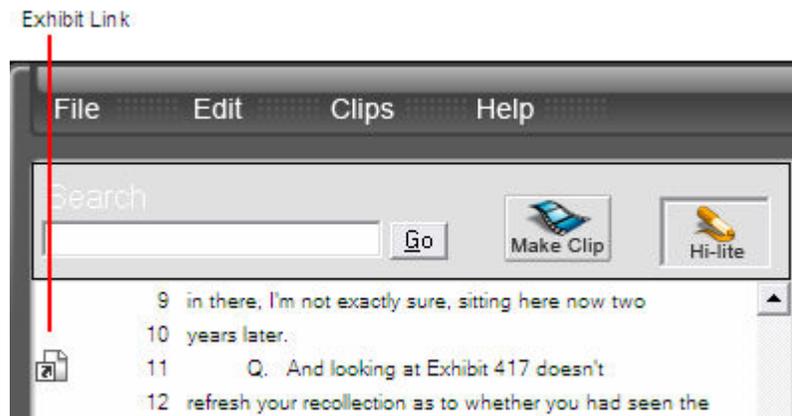
Viewing Exhibits

Topics

- [Viewing a Linked Exhibit](#)
- [Browsing the Exhibit List](#)

Viewing a Linked Exhibit

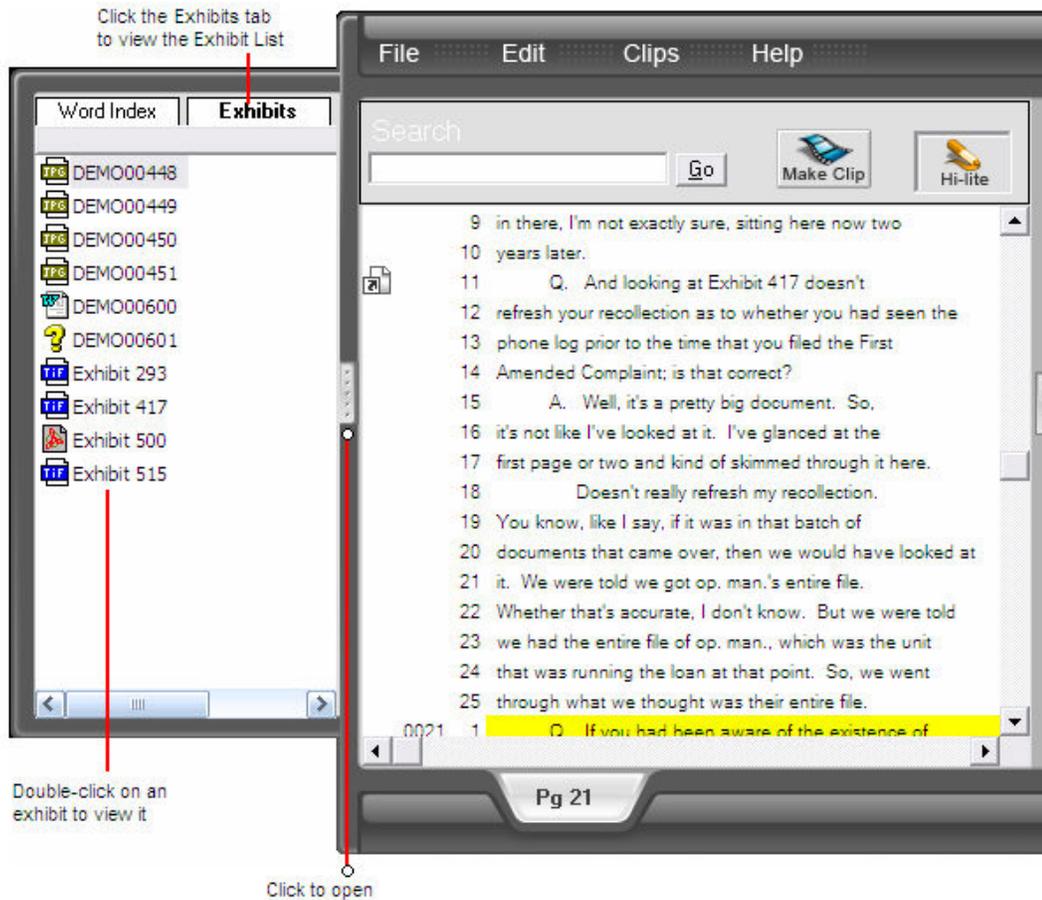
1. Find the first mention of the exhibit you would like to view by [searching the transcript](#) or scrolling to it.
2. Click on the exhibit link next to the line where the exhibit is mentioned.



3. The exhibit will open in the program that is associated with that file type on your computer.

Browsing the Exhibit List

1. To open and browse the Exhibit List you can either:
 - o Select FILE | SHOW WORD INDEX & EXHIBIT LISTS from the menu.
 - o Click the blue button located to the left of the Transcript.
2. Click the Exhibits tab.



3. Use the Scrollbar to browse the Exhibit List.
4. Click on an exhibit to view it in the program that is associated with that file type on your computer.

Working with Clips

A clip consists of one or more segments of a Digital Video Transcript that can be played successively. Clips can capture pertinent testimony without interruptions such as objections or irrelevant information.



Note: If your DVT spans multiple disks, it is recommended that you [copy the DVT to your hard drive](#) to avoid having to switch disks while you are working with clips.

What would you like to do ?

- [Create a Clip](#)
- [View Clips](#)
- [Edit a Clip](#)
- [Rename a Clip](#)
- [Delete a Clip](#)
- [Export or Email Clips](#)



Creating Clips

Topics

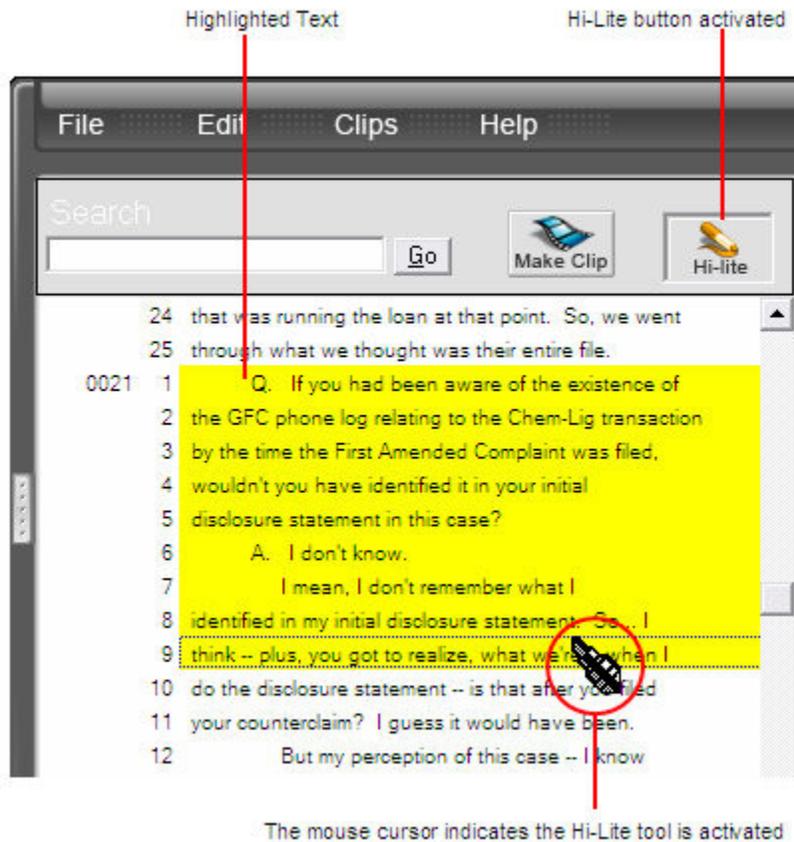
- [Creating a Clip](#)
- [Creating a Multi-Segment Clip](#)
- [Creating Multiple Clips at Once](#)

Creating a Clip

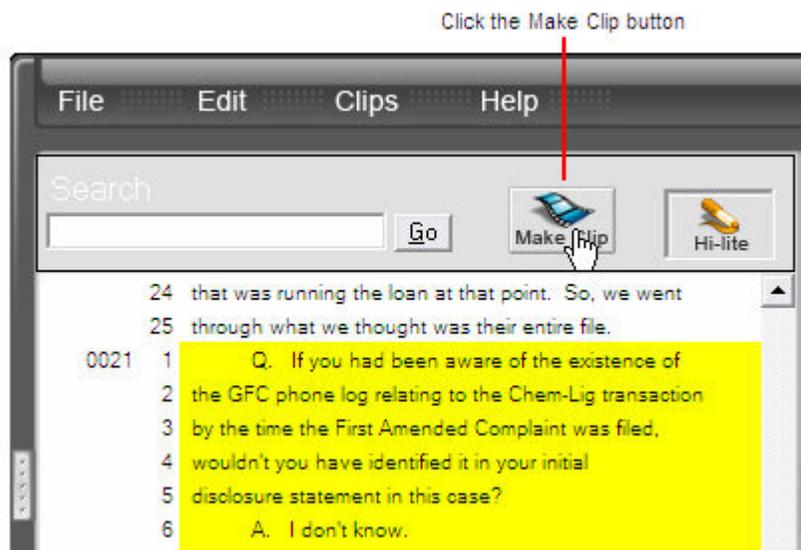
1. If your DVT spans multiple disks, it is recommended that you [copy the DVT to your hard drive](#) before creating any clips.
2. Select the Hi-lite tool by clicking on the HI-lite button once. The mouse cursor will change into a highlighter when you move it over the transcript.
3. Click on the first line of the text that you wish to make a clip of and drag down to the last line that you wish to include in the clip. The highlighted area will turn yellow.



Note: If you accidentally select a line that you do not want in the clip, you can either click the HI-lite button twice and start over or right-click on the line you don't want and select REMOVE LINE HIGHLIGHT from the drop-down menu. You can also deselect an entire highlighted segment by right-clicking on the segment and selecting REMOVE SEGMENT HIGHLIGHT from the drop-down menu.



4. Once you have highlighted the desired text, click the MAKE CLIP button. When you make the clip you should hear a tone.



5. Once the clip has been created, it will be displayed in the clip window.

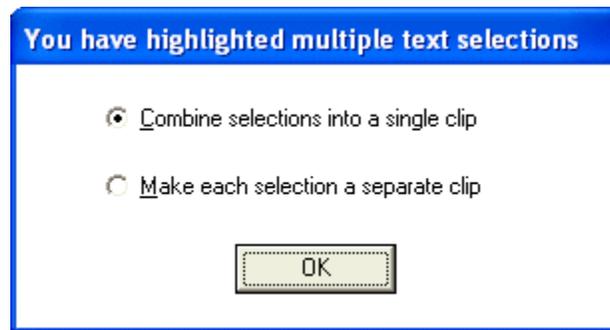


Note: If you want to view clips automatically after creating them, make sure the "Show each clip after it's created" option on the Clips menu has a checkmark next to it. If it does not, click on it to enable it.

Creating a Multi-Segment Clip

Sometimes it is desirable to create a clip that contains multiple blocks of transcript text, allowing you to exclude objections or irrelevant information from the clip while keeping related testimony in the same clip. In this case, you should create a multi-segment clip.

1. Follow steps 1-3 above.
2. Repeat step 3 to select additional blocks of transcript text to add to the clip, as desired.
3. Click the MAKE CLIP button.



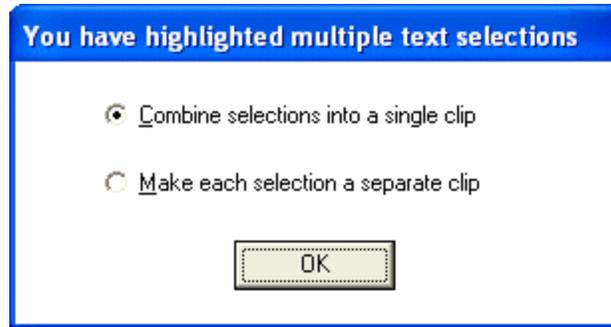
4. The default selection is to combine the text selections into a single clip.
5. Click [OK]. When the clip is created, you should hear a tone.



Note: If you want to view clips automatically after creating them, make sure the "Show each clip after it's created" option on the Clips menu has a checkmark next to it. If it does not, click on it to enable it.

Creating Multiple Clips at Once

1. Follow steps 1-3 above.
2. Repeat step 3 to select additional clips, as desired.
3. Click the MAKE CLIP button.



4. Select "Make each selection a separate clip."
5. Click [OK]. When the clips are created, you should hear a tone.



Note: If you want to view clips automatically after creating them, make sure the "Show each clip after it's created" option on the Clips menu has a checkmark next to it. If it does not, click on it to enable it.

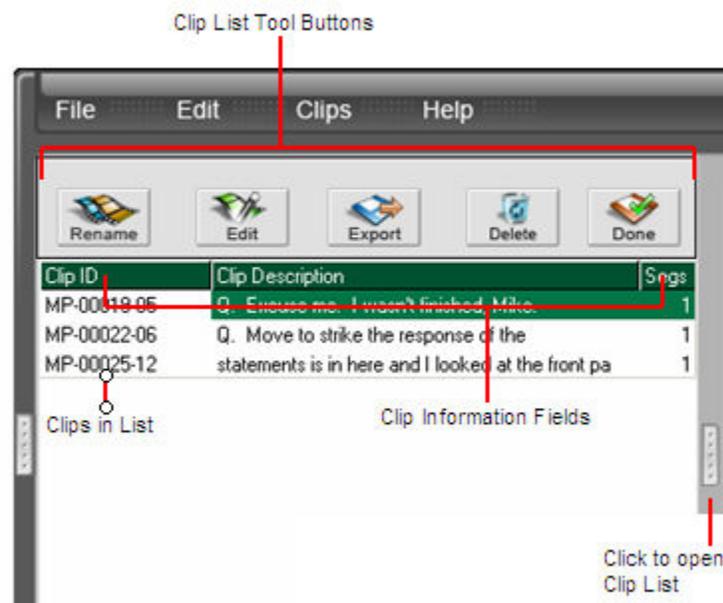


Viewing Clips

To open and view the Clip List you can either:

1. Select CLIPS | SHOW CLIP LIST from the menu.
2. Click the blue button located between the Transcript and Video windows, shown below.

When the Clip List is open, five tool buttons will appear above the Clip List:



Rename	Click the Rename button to change the Clip ID or the Clip Description of the clip that is currently selected in the Clip List.
Edit	Click the Edit button to change the start and end times of a clip or clip segment.
Export	Click the Export button to email a clip or to export it to a file, a PowerPoint® presentation, or your trial presentation software.
Delete	Click the Delete button to delete a clip.
Done	Click the Done button to return to the full transcript.
Clip ID	The Clip ID field is used to identify the clips. The ID is made up of the deponent's initials and the page and line number of the first line

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	in the clip (i.e. MP-00006-09). The Clip ID can be edited when you rename a clip.
Clip Description	The Clip Description field is the first line of transcript text in the clip by default. The Clip Description field can be edited when you rename a clip.
Segs	The Segs field shows the number of segments in the clip.



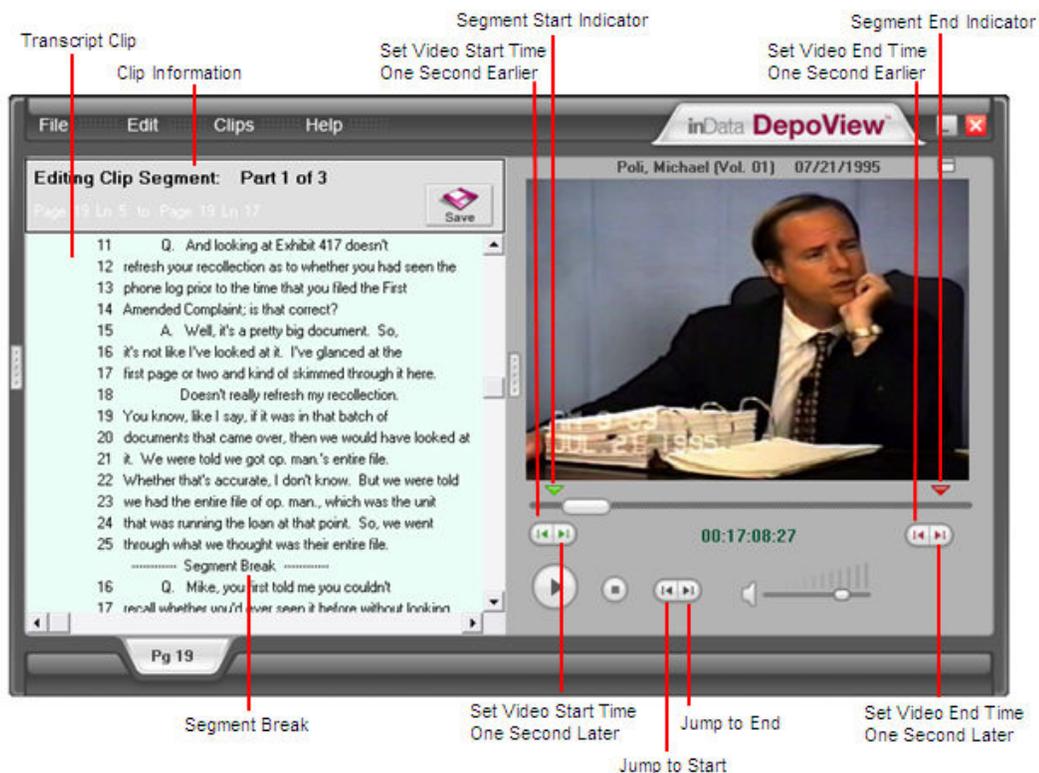
Editing a Clip

When you play a clip, you may notice that the start and stop times of the video are not exact. When this is the case, you can edit the start and stop times to be earlier or later, as needed.



Note: The more accurately the transcript was synchronized to the video, the fewer adjustments you will need to make to the clips.

1. Select the clip from the Clip List that you wish to edit.
2. Click the EDIT button.



3. Click the JUMP TO START button to determine whether the start time needs to be adjusted. Use the green adjustment buttons to adjust the start time by one second at a time, as needed.



Note: Hold down the [Shift] key while clicking the adjustment buttons to adjust the times by 1/10 of a second.

4. Click the JUMP TO END button to determine whether the end time needs to be adjusted. Use the red adjustment buttons to adjust the end time by one second at a time, as needed.

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5. If there are additional segments in the clip (as denoted by a segment break), double-click anywhere on the next segment in the clip and repeat steps 3 and 4 to edit each additional segment.
6. Once you are finished editing, click the **SAVE** button.



Renaming a Clip

To change the Clip ID or Clip Description used to identify a clip,

1. Select the clip from the Clip List that you wish to rename.
2. Click the RENAME button.

Rename Clip

Clip ID
MP-0004-07

Clip Description
Q. Mike, would you state your name

OK
Cancel

3. Modify the clip information as desired.
4. Click [OK] to save your changes.



Deleting Clips

To delete one or more clips from the Clip List,

1. Select the clip(s) you wish to delete from the Clip List. Use the [Shift] key to select multiple clips.
2. Click the DELETE button.



3. Click [OK] to confirm that you want to delete the clip(s).

Exporting and E-mailing Clips

Exporting and emailing clips allows you to share clips with others, move them to other disks, or load them into your trial presentation software.

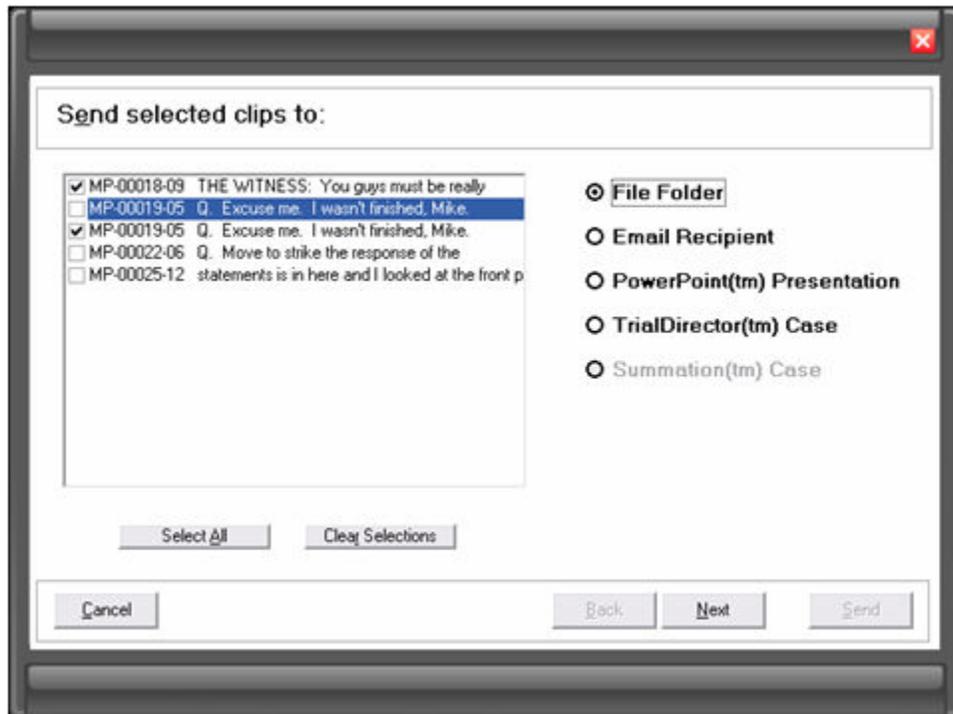
What would you like to do ?

- [Export Clips to a File](#)
- [Email Clips](#)
- [Export Clips to a PowerPoint Presentation](#)
- [Export Clips to Trial Presentation Software](#)
- [Export a Clip Creation Script \(.ccs\)](#)
- [Email a Clip Creation Script \(.ccs\)](#)

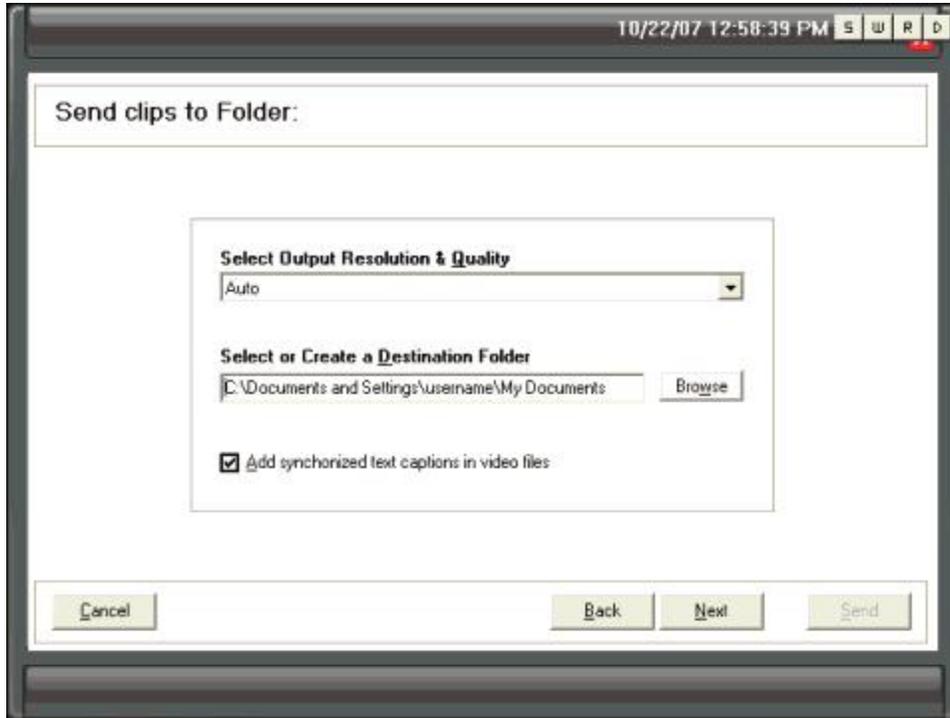


Exporting Clips to File

1. Click the SHOW CLIP LIST button to open the Clip List if it is not already open.
2. Select the clip(s) you would like to export. Use the [Shift] key to select multiple clips.
3. Click the EXPORT button.



4. The clip(s) you selected in step 2 will be checked.
5. Check the box next to any other clips you would like to export, or click [Select All] to select all clips.
6. By default, the exported clips will be sent to a file folder.
7. Click [Next].

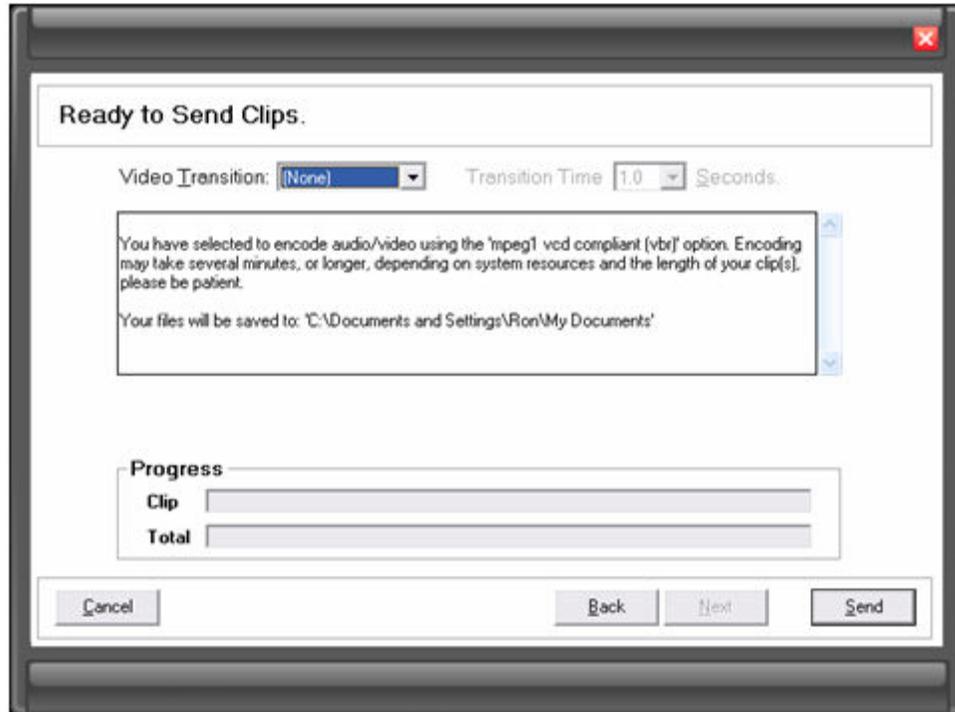


8. The standard Resolution & Quality of "Auto" is selected by default. Select a different resolution, if desired. The list of Resolution & Quality options is ordered from lowest resolution to highest.



Note: When the Resolution & Quality output is set to "Auto", the output file settings are based upon the attributes of the source multimedia file. For example: DepoView will output a DVD-compliant MPEG-2 file when the source file is a DVD-compliant MPEG-2 (720 x 480 resolution, video bitrate is 8000 kbps, audio bitrate is 224 kbps).

9. If you would like to change the destination folder, enter a destination folder or click [Browse] to select one. If the destination folder you have entered does not exist, DepoView will create it for you.
10. Check "Add synchronized text captions in video files" if you want the clip text to be shown along with the video when the clip is played and captions are turned on.
11. Click [Next].



10. If you want to add a video transition at the beginning and end of each clip (and all segments within the clip), select a transition from the list.
11. If you have selected to add video transitions, select a transition time from the list.
12. Click [Send].
13. Click [Done]. The clip(s) will be exported to the folder you selected.
14. To play an exported clip, go to the folder where you exported the clip and double-click on it. The clip will be an MPEG file with the Clip ID as the filename (e.g., MP-00005-09.mpg).

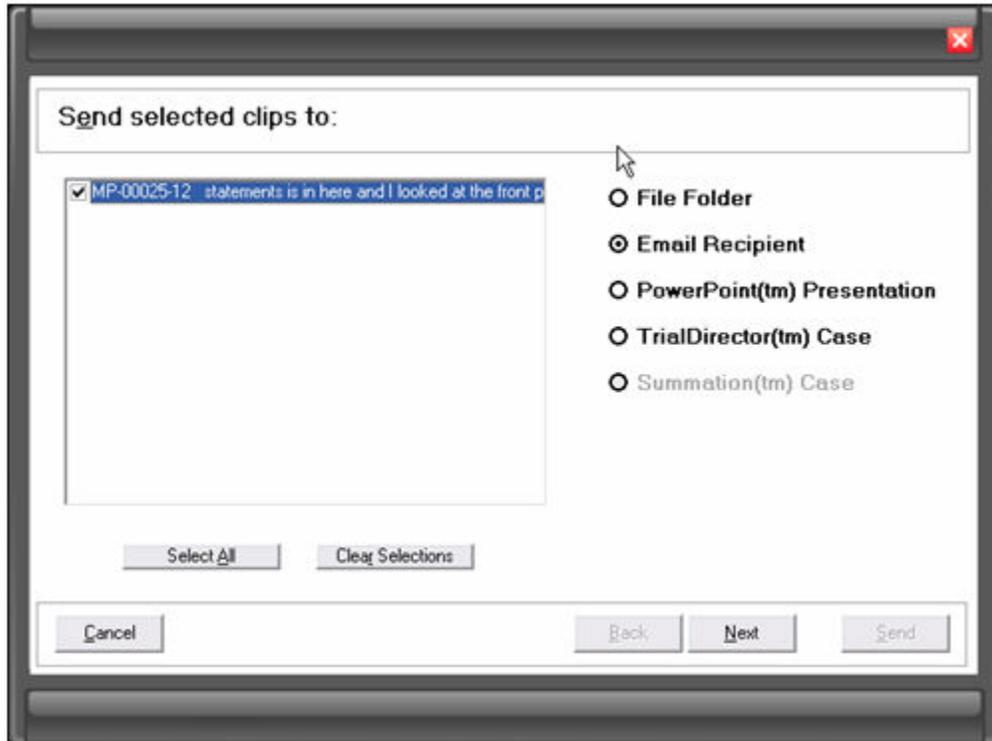


Note: If you selected "Add synchronized text captions in video files" in step 9, there will also be a (.smi) file with the same filename in the folder. This file must be in the same folder as the MPEG file in order for the captions to be displayed when you play the clip.

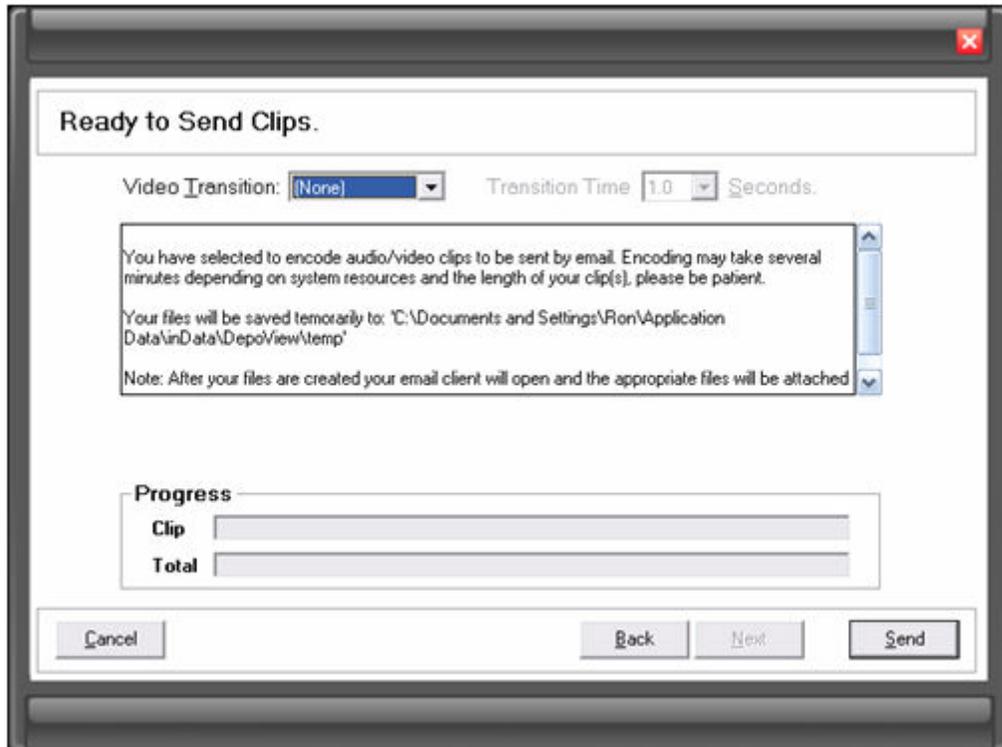


Emailing Clips

1. Click the SHOW CLIP LIST button to open the Clip List if it is not already open.
2. Select the clip(s) you would like to email. Use the [Shift] key to select multiple clips.
3. Click the EXPORT button.



4. The clip(s) you selected in step 2 will be checked.
5. Check the box next to any other clips you would like to export, or click [Select All] to select all clips.
6. Select Email Recipient.
7. Click [Next].



8. If you want to add a video transition at the beginning and end of each clip (and all segments within the clip), select a transition from the list.
9. If you have selected to add video transitions, select a transition time from the list.
10. Click [Send].



Note: If the size of the clips attached to the email is more than 5 MB, DepoView will ask you whether you really want to email the clips. Since many email servers limit the size of email attachments to 5 MB and sometimes less, you may want to try sending smaller clips or fewer clips at a time.

11. A new email message will open in your email program with the clip(s) attached. Send the email to the desired recipient(s).
12. Click [Done].



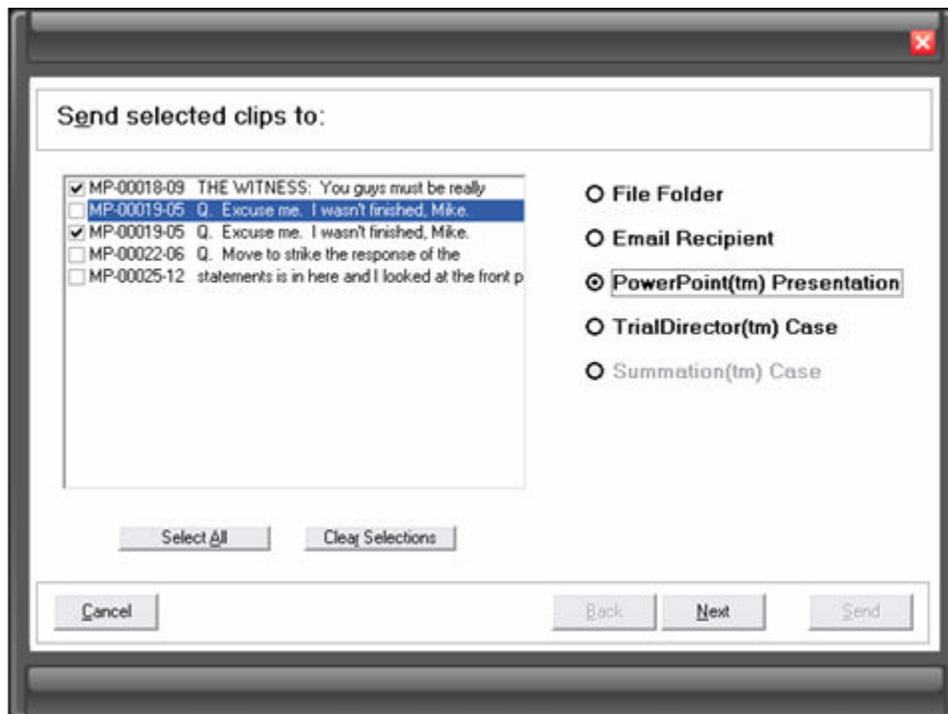
Exporting Clips to a PowerPoint® Presentation

1. Click the SHOW CLIP LIST button to open the Clip List if it is not already open.
2. Select the clip(s) you would like to export. Use the [Shift] key to select multiple clips.

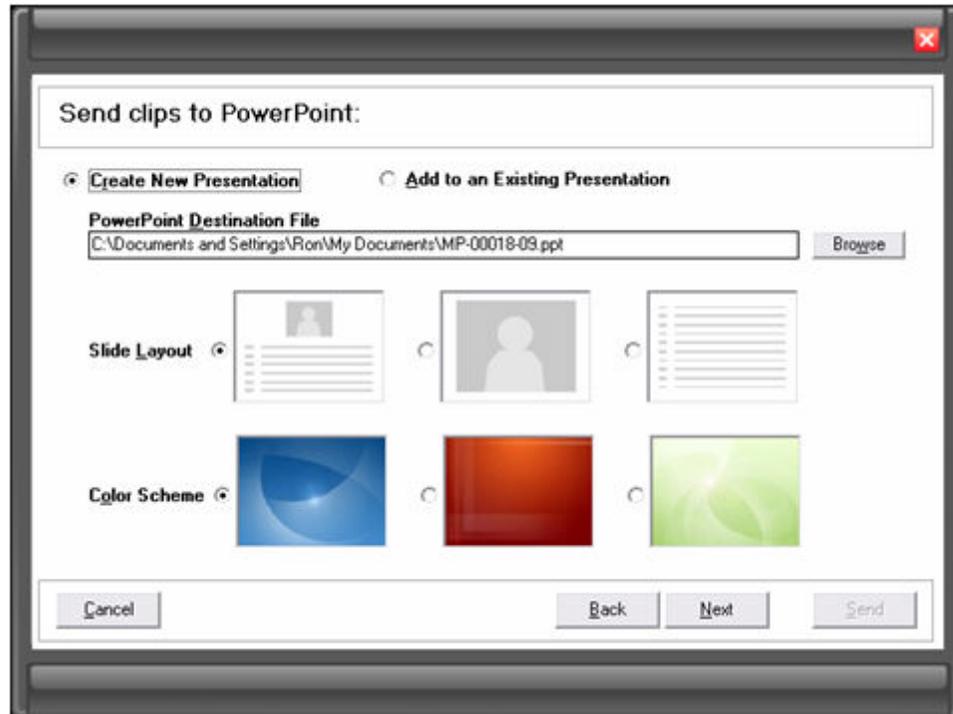


Note: You should limit each clip you send to a PowerPoint presentation to 200 lines of transcript text. If any single clip has more than 200 lines, you may experience delays and playback problems in PowerPoint.

3. Click the EXPORT button.



4. The clip(s) you selected in step 2 will be checked.
5. Check the box next to any other clips you would like to export, or click [Select All] to select all clips.
6. Select PowerPoint Presentation. This option will only be available if you have PowerPoint 97 or later installed on your computer.
7. Click [Next].

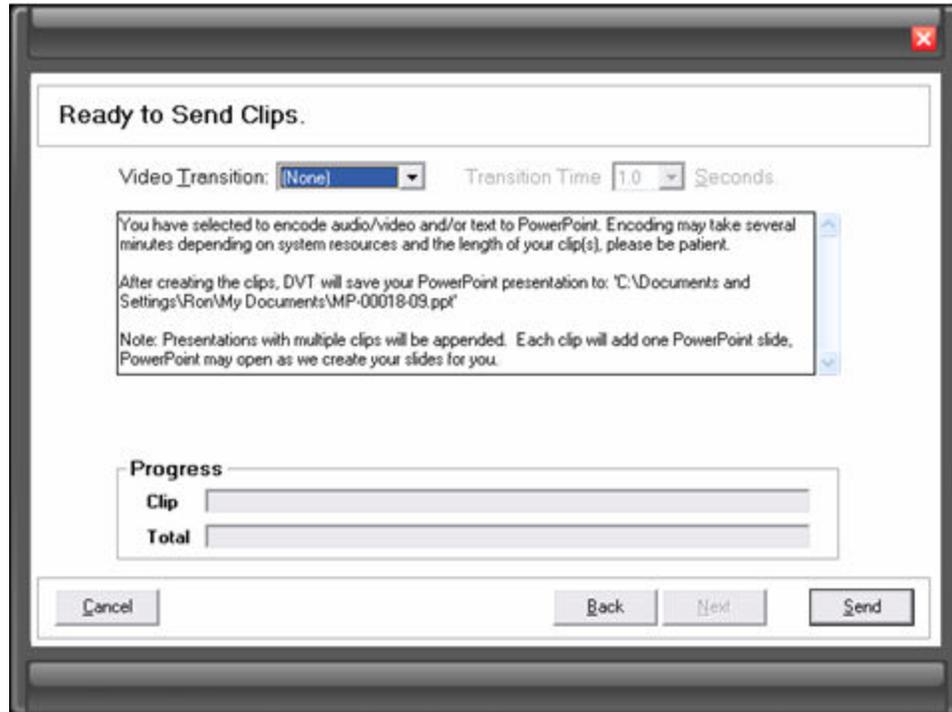


8. By default, the clip(s) will be exported to a new PowerPoint presentation. You can also opt to add the clip(s) to an existing PowerPoint presentation.
9. If you would like to change the destination PowerPoint file, enter a PowerPoint file or click [Browse] to select one.
10. Select the desired slide layout: video and text, video only, or text only.

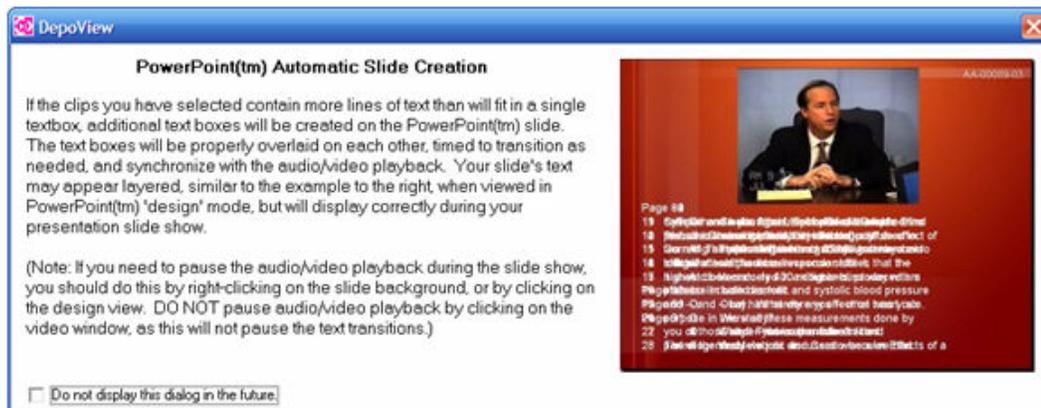


Note: The video/text option is not available if you are running PowerPoint 2000 (or earlier). These versions do not support the text transitions. If you select the text only Slide Layout with either of these versions of PowerPoint, you will have to manually place any layered text boxes onto a separate slide. For best results, use PowerPoint 2002 or later.

11. Select the desired color scheme (this option will not be available if you have opted to add the clip to an existing presentation).
12. Click [Next].



13. If you want to add a video transition at the beginning and end of each clip (and all segments within the clip), select a transition from the list.
14. If you have selected to add video transitions, select a transition time from the list.
15. Click [Send]. While the clips are being exported, the following window will appear:



16. This screen explains the following:
 - o Overlapped Text: If the clips you have selected contain more lines of text than will fit in a single textbox, additional text boxes will be properly overlaid on each other, timed to transition as needed, and synchronize with the video playback (see note in step 19).
 - o Pausing the Video: If you need to pause the video playback during the

slide show, you should do this by right-clicking on the slide background, or by clicking on the design view. DO NOT pause video playback by clicking on the video window, as this will not pause the text transitions (see step 21).

17. Click the (X) in the upper-right corner of the window to close this window, or click the box next to "Do now display this dialog in the future" to keep this window from appearing when you export clips to PowerPoint in the future.
18. When the progress bars reach the end, click [Done]. The clip(s) will be saved to the PowerPoint presentation you have selected.
19. To play the clip(s), open the PowerPoint presentation.



Note: Each clip will appear as a separate slide. If a clip has more lines of transcript text than can be displayed on the slide at once, the text will appear overlapped. The overlapped layers of text will be displayed in sequence when you run the slideshow.

Each clip appears as a separate slide

In Normal View, transcript text appears overlapped if the clip is long

20. Run the slideshow to view the clip(s).
21. To pause the video, right-click on the slide background or click on the design view (if using dual screens). DO NOT pause video playback by clicking on the video window, as this will not pause the text transitions.



Note: If you would like to send the PowerPoint presentation to another person or copy it to a CD or another computer, you should use PowerPoint's "Pack and Go" (PowerPoint 2002) or "Package for CD" (PowerPoint 2003) feature to ensure the video will work properly. Consult your PowerPoint user guide for more information.



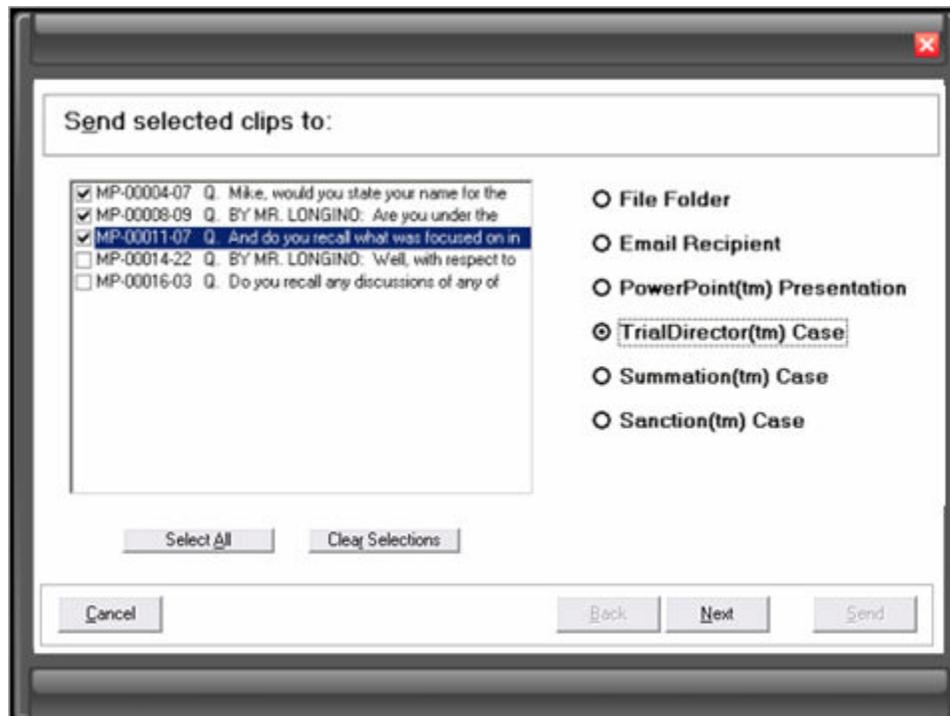
Exporting Clips to Trial Presentation Software

Topics

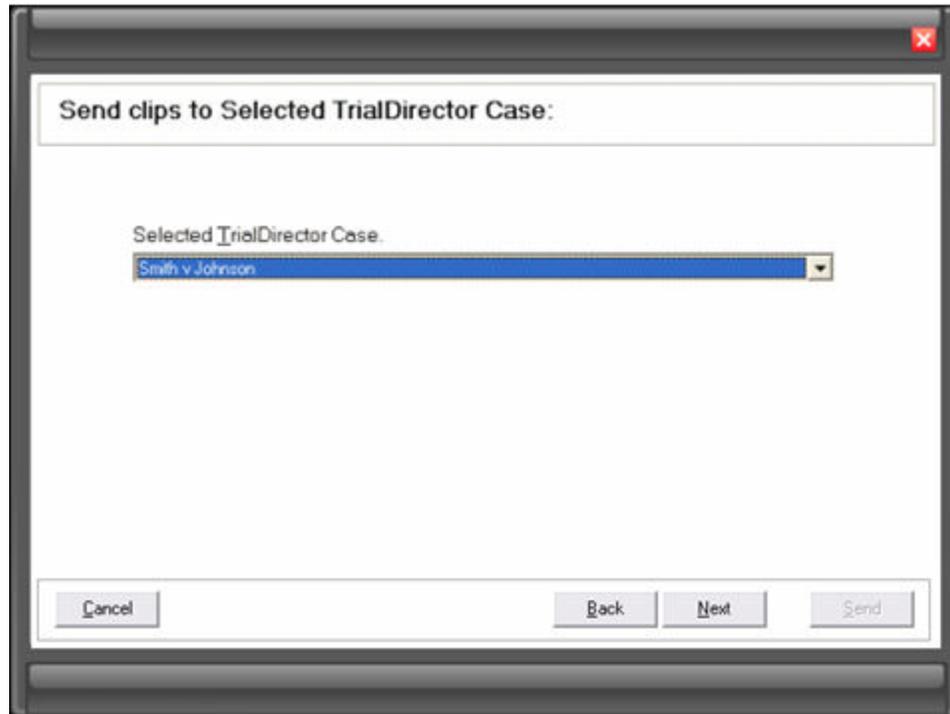
- [Exporting Clips to TrialDirector®](#)
- [Exporting Clips to Summation®](#)
- [Exporting Clips to Sanction™](#)

Exporting Clips to TrialDirector®

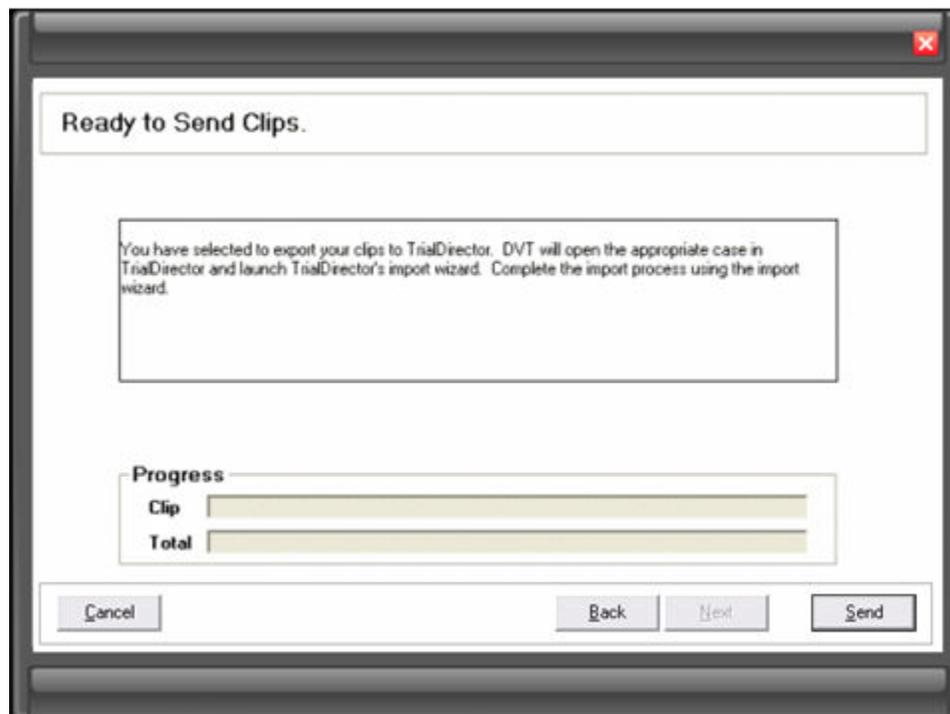
1. Click the SHOW CLIP LIST button to open the Clip List if it is not already open.
2. Select the clip(s) you would like to export. Use the [Shift] key to select multiple clips.
3. Click the EXPORT button.



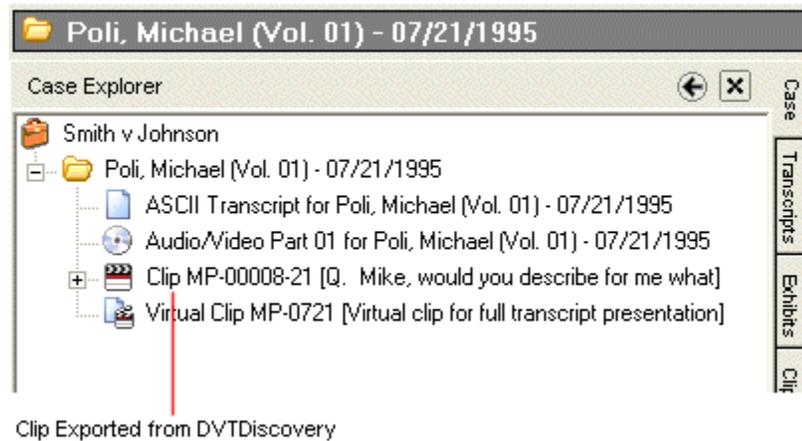
4. The clip(s) you selected in step 2 will be checked.
5. Check the box next to any other clips you would like to export, or click [Select All] to select all clips.
6. Select TrialDirector Case. You will only be able to select trial presentation software that is installed on your computer.
7. Click [Next].



8. You can either send the clips to the last case you were working on or select a different case.
9. Click [Next].



10. Click [Send].
11. The DepositionDirector® import wizard will guide you through the rest of the process. Consult your DepositionDirector user guide for more information.
12. To view the clips, open the case in TrialDirector you exported the clips to.
13. In the Case Explorer, open the folder that contains the DVT from which the clips were made. You will see the clips within the DVT folder.



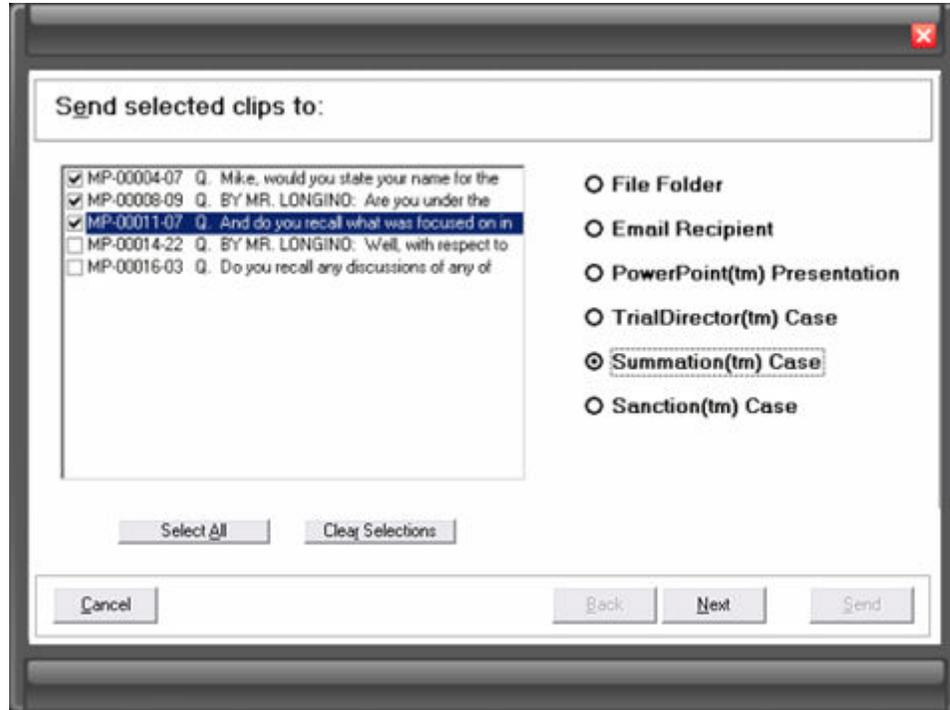
14. Double-click on the clip you wish to view.
15. The clip will begin playing.

Exporting Clips to Summation®

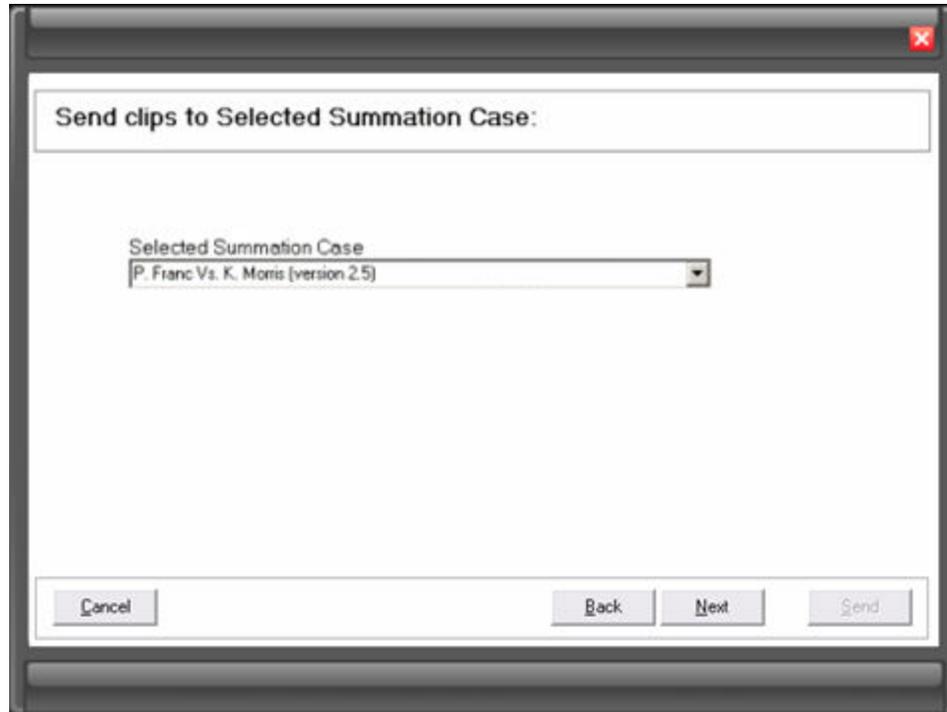
1. Click the SHOW CLIP LIST button to open the Clip List if it is not already open.
2. Select the clip(s) you would like to export. Use the [Shift] key to select multiple clips.
3. Click the EXPORT button.



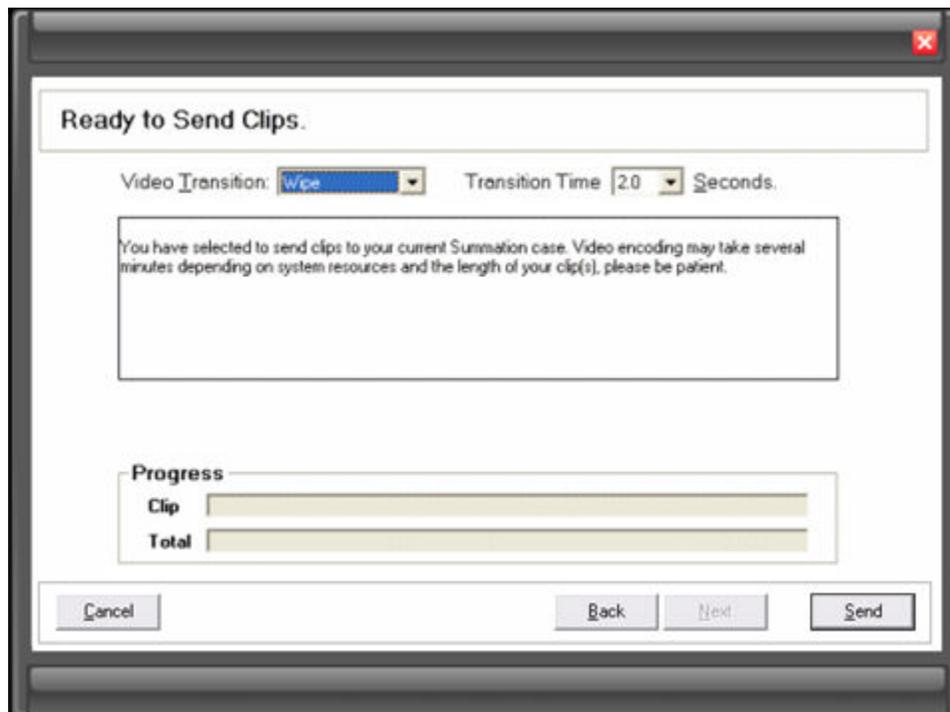
Note: It is recommended that you have Summation running while exporting clips.



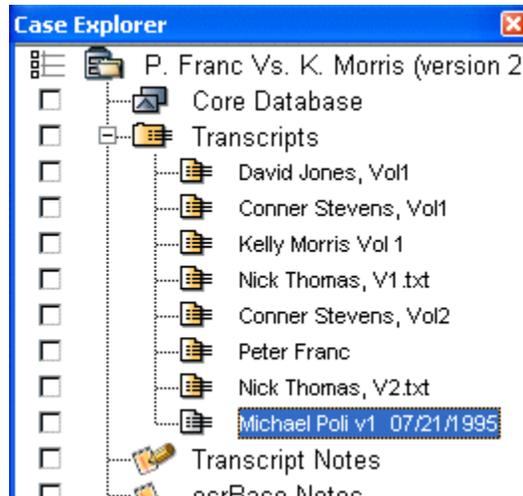
4. The clip(s) you selected in step 2 will be checked.
5. Check the box next to any other clips you would like to export, or click [Select All] to select all clips.
6. Select Summation Case. You will only be able to select trial presentation software that is installed on your computer.
7. Click [Next].



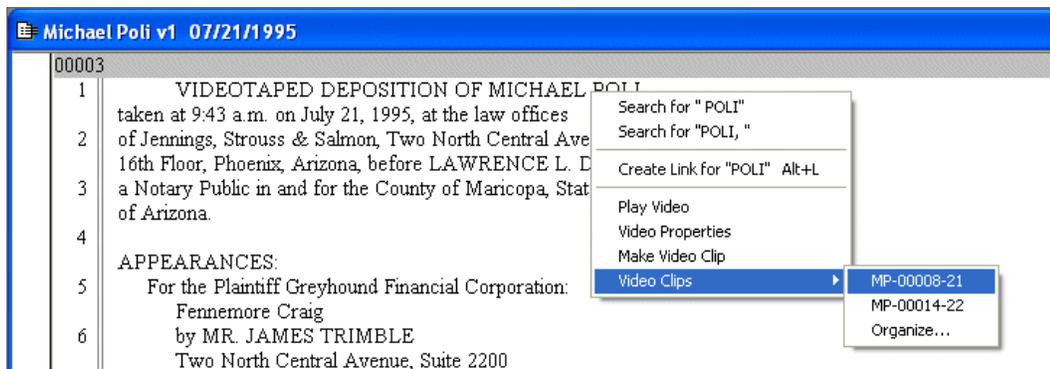
- 8. You can either send the clips to the last case you were working on or select a different case from the drop-down list.
- 9. Click [Next].



10. If you want to add a video transition at the beginning and end of each clip (and all segments within the clip), select a transition from the list. If you have selected to add video transitions, select a transition time from the list.
11. Click [Send].
12. When the progress bars have reached the end, click [Done].
13. To view the clips, open the case in Summation you exported the clips to.
14. In the Transcripts folder, right-click on the DVT from which the clips were made to open the transcript.



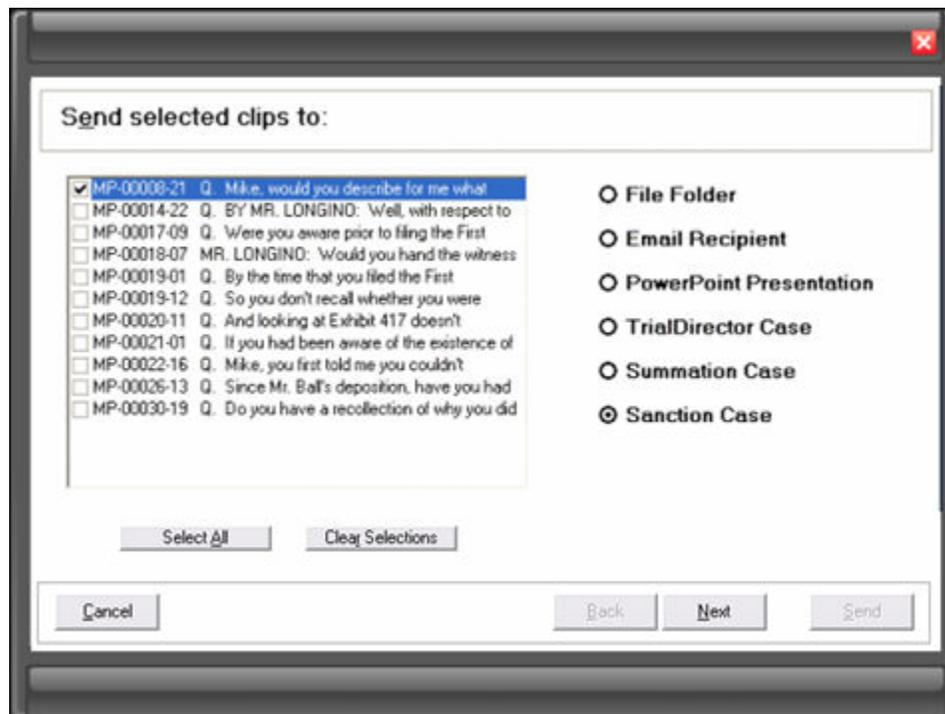
15. Right-click on the transcript and select VIDEO CLIPS and then the Clip ID of the clip you wish to view.



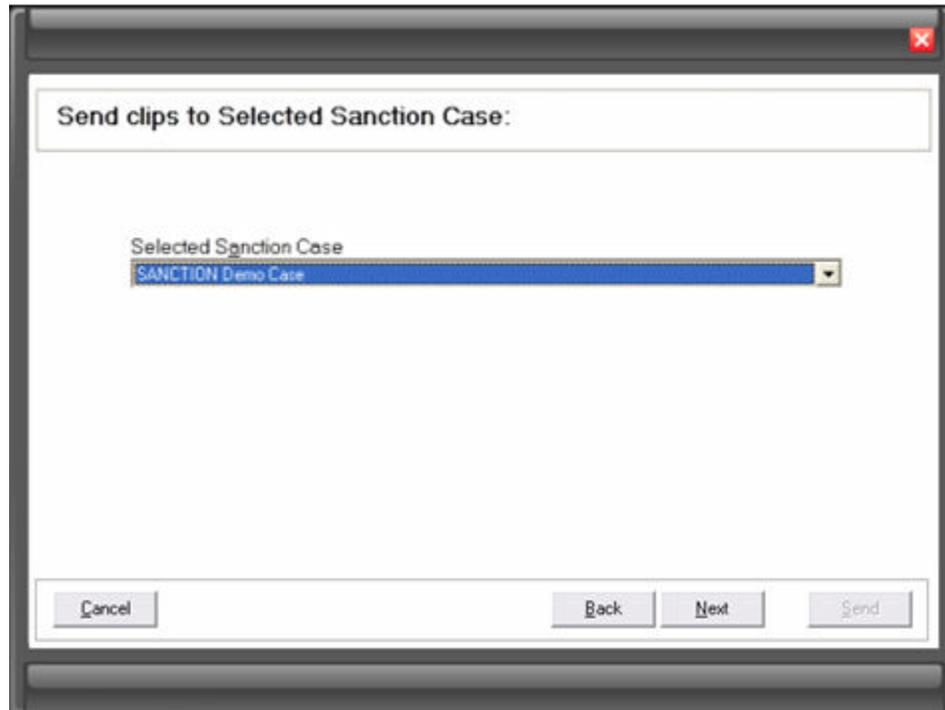
16. The clip will begin playing.

Exporting Clips to Sanction™

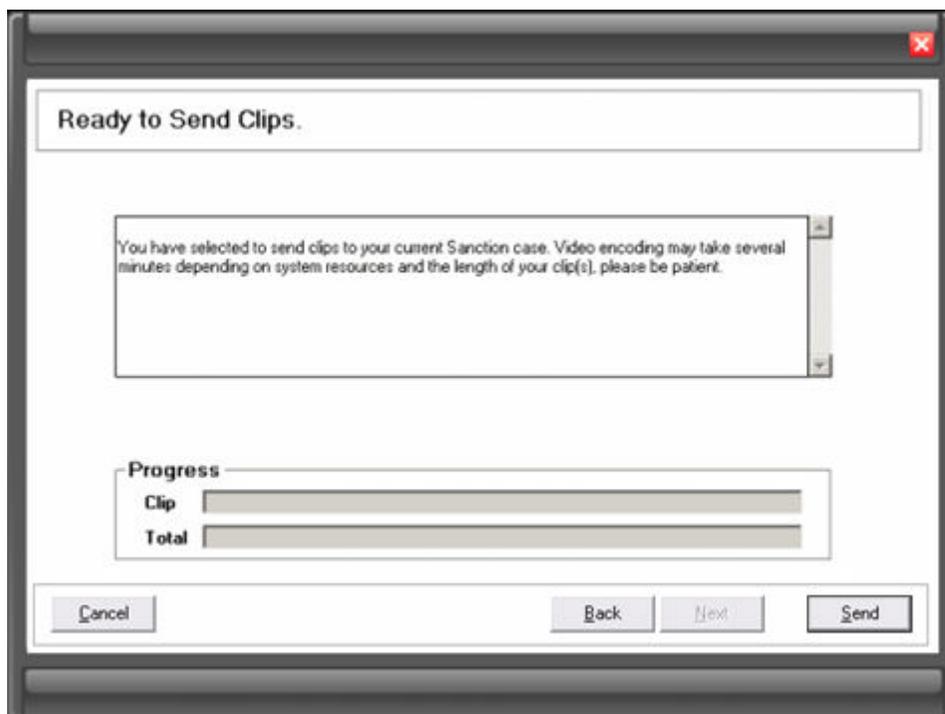
1. Click the SHOW CLIP LIST button to open the Clip List if it is not already open.
2. Select the clip(s) you would like to export. Use the [Shift] key to select multiple clips.
3. Click the EXPORT button.



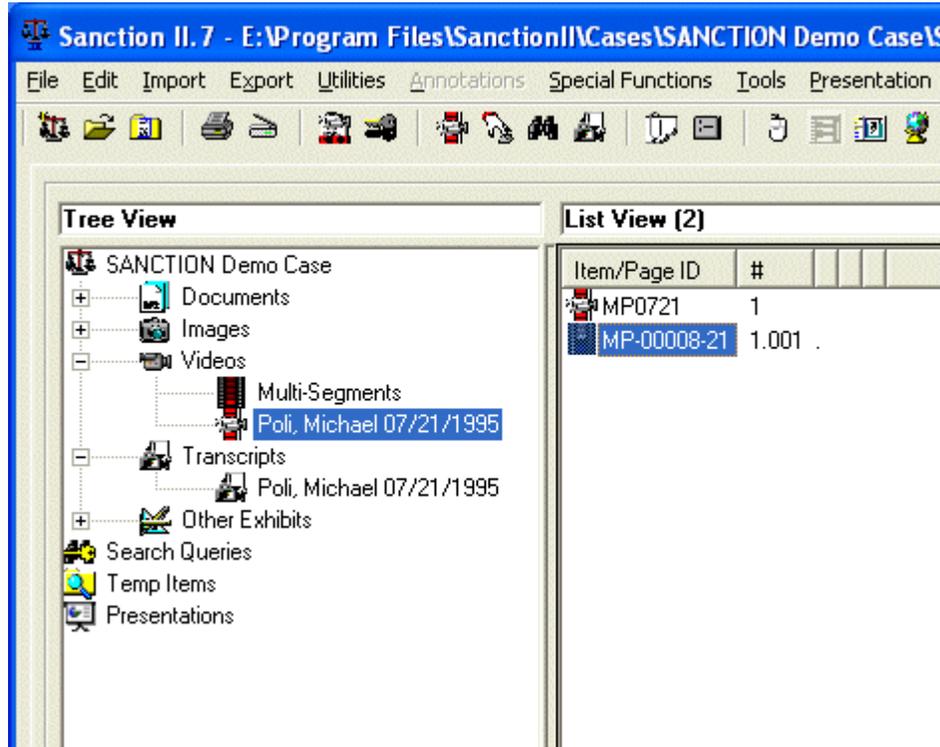
4. The clip(s) you selected in step 2 will be checked.
5. Check the box next to any other clips you would like to export, or click [Select All] to select all clips.
6. Select Sanction Case. You will only be able to select trial presentation software that is installed on your computer.
7. Click [Next].



8. You can either send the clips to the last case you were working on or select a different case.
9. Click [Next].



10. Click [Send].
11. When the progress bars have reached the end, click [Done].
12. To view the clips, first restart Sanction if it is open and then open the case to which the clips were exported.
13. In the tree view, select the video from which the clips were made.



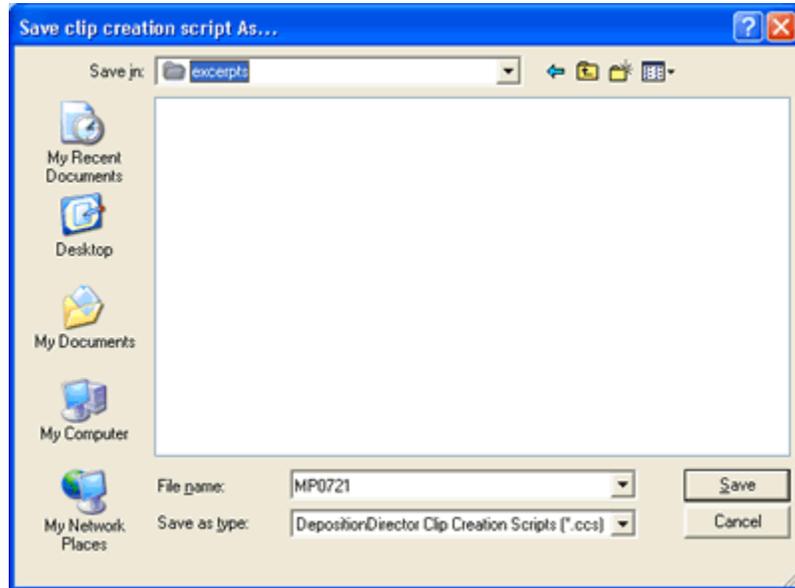
14. In the list view, double-click on the Clip ID of the clip you wish to view.
15. The clip will begin playing.



Exporting a Clip Creation Script File

To create and export a DepositionDirector® Clip Creation Script file (*.ccs),

1. Select FILE | EXPORT CLIP CREATION SCRIPT FILE from the menu.
2. The DepositionDirector Clip Creation Script File (*.ccs) will automatically be made for you from existing clips in the Clip List.



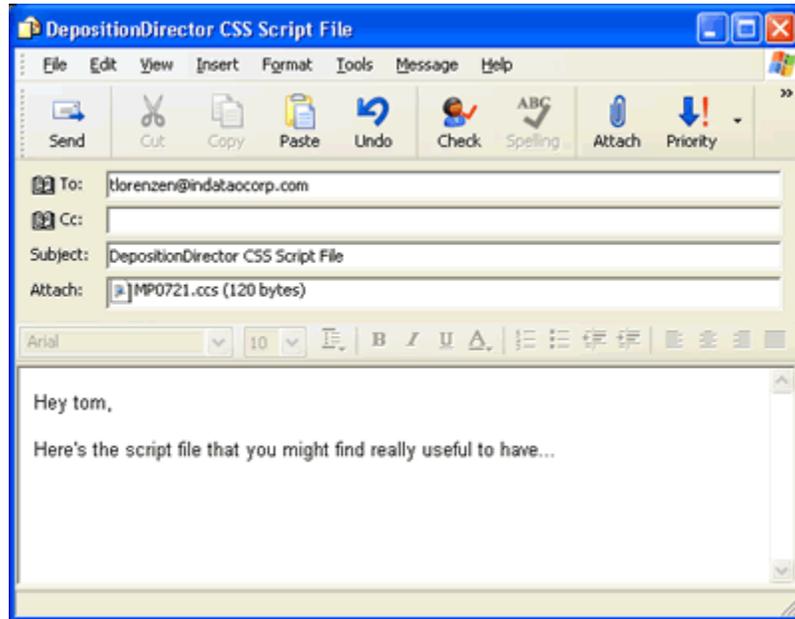
3. Select the folder where you wish to save the Clip Creation Script file (*.ccs) and either keep the default file name or enter a different one.
4. Click [SAVE] to save the Clip Creation Script file (*.ccs) to your chosen location.



Emailing a Clip Creation Script File

To create and email a DepositionDirector® Clip Creation Script file (*.ccs),

1. Select FILE | EMAIL CLIP CREATION SCRIPT FILE from the menu.
2. The DepositionDirector Clip Creation Script File (*.ccs) will automatically be made for you from existing clips in the Clip List.



3. A new email message will open in your email program with the DepositionDirector Clip Creation Script (*.ccs) attached. Send the email to the desired recipient(s).

Appendices

- [Checking for Updates](#)
- [Copyright Acknowledgements](#)



Checking for Updates

To check for updates to the DepoView software,

1. Click your Windows® Start button.
2. Select the program group where you installed DepoView (the default program group is DepoView).
3. Select DepoView Update.



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