

ProTEXT

Professional Transcript Condensing for Windows

Copyright Notice - Please read and understand the following:

This software is licensed to *one single user only*; unless you have a group license purchase.
It is strictly prohibited to loan a "free" copy to a friend or associate.
This program employs the new Windows copy protection encoding.
If a copy of the new version is loaned to another, Windows encoding will catch the violation.
Bulk discounts are available (20% off) when you order additional copies.



Orders:	Toll Free	(800) 387-7003 8am - 6pm MST
	Outside USA	(801) 265-2497 8am - 6pm MST
Support:	Internet	http://www.protext.com
	Toll Free	(800) 387-7008 8am - 3pm MST
	Outside USA	(801) 265-8921 8am - 3pm MST
Internet		http://www.protext.com

Getting Up and Running

1

Installing ProTEXT

- Insert the ProTEXT CD-ROM.
- Press the Windows **START** button, then **Run**.
- Type **D:SETUP** (or **E:SETUP**) then press **OK**.
(replace letter 'D' with the drive letter of your CD-ROM)

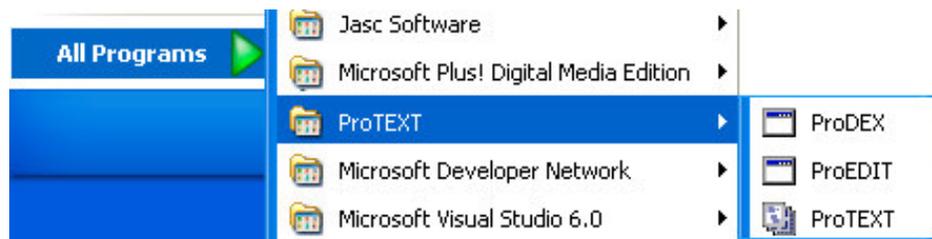


This program takes up only .75 Megabytes on your hard drive. The SETUP program is not copied to your hard disk. SETUP is easy to run, simply press the OK buttons during setup to complete the installation process. SETUP will simply overwrite any previous versions of ProTEXT (if any are found).

2

Running ProTEXT

Press **Start**.
Select **Programs**.
Select **PROTEXT**
Select **ProTEXT**



3

Viewing your Reduced Transcript

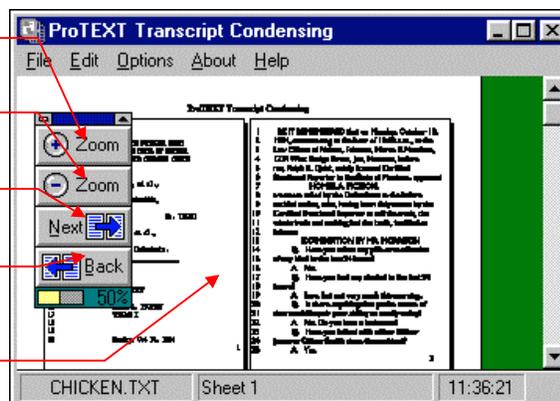
“Zoom In” Button

“Zoom Out” Button

“Next Page” Button

“Previous Page”

Click anywhere on the image and move your mouse to view entire image on the screen.



ProTEXT is a “WYSIWYG” program, which means: “What you see is what you get”. The Zoom Tool Box which always appears is very useful for Zooming In and Out while viewing your final printed image. Any time you make changes to the format of your document (changing fonts, margins, headers & footers, etc.) the screen image is updated to show you how your document is going to look when printed.

Using ProTEXT

● **WHAT DOES PROTEXT DO?** ProTEXT is a powerful transcript condensing program. It prints **ASCII TEXT** files in a special way that saves paper. A 200 page transcript printed full size is just over 1 inch thick! ProTEXT can print that same 200 page transcript 4 pages per sheet, double sided, using only 25 sheets of paper! This results in a document which is only 1/8 of an inch thick! The difficult part of condensing is getting readable print. ProTEXT uses TrueType font technology -- only available in Windows -- to produce the most readable font scientifically attainable.

● **WHAT SHOULD I DO FIRST?** ProTEXT comes with two example transcripts for you to practice printing. These transcripts come up at random each time you start the program. You should practice printing these transcripts first. They are short, but rather entertaining. At the top of the program screen, you will see these menu items: **File Edit Options About** and **Help**. *Please choose each of these menu items, and select all of the choices in each menu one at a time in order to become familiar with all of the features and choices in this powerful program.* Each of the dialogs in this program has a context sensitive link to the built in Help. ☞ Remember to use the built in Help!

Once you are comfortable, you will probably want to tell ProTEXT to stop loading the example files automatically on startup. Select **Options** then **Misc Setup** - look for this check box: Show Example File on Startup and turn it off.

Now you are ready to print one of your files...

● **WHERE DOES MY FILE COME FROM?** It is very common for reporters to deliver a **diskette** along with a printed transcript to clients. The diskette will contain a file called an "ASCII" or TEXT file. The ASCII or TEXT file which is on the diskette which you normally deliver to the client is the exact "electronic" version of the printed transcript. IE: ASCII disk = Printed Transcript. The ProTEXT program wants to print the same ASCII TEXT file which is on the diskette that you deliver to your client (when he or she asks you for a diskette). Of course, the file doesn't have to reside on a floppy diskette, it can be on your hard drive. ProTEXT can print files from **any** disk drive, be it the A:, B:, C:, D:, E: -- Z: drive!

● **HOW DO I PRINT MY FILE?**

- First, you must create an ASCII TEXT file using your CAT software, Word, Etc. Remember the exact name you gave the file and which disk drive it was saved to. (e.g. A:SMITH.TXT -or- C:\STDUSER\USER\MARY\SMITH.TXT)
- Select **File** then **Open** from the menu in ProTEXT.
- Using the standard Windows File - Open dialog -- **select your file**, then **press OK**. (If this is your first time using Windows, and you can't find your file, press the **Help** button in the File Open dialog.)
- Select **File Print**.

● **HOW DO I CHANGE MY HEADERS AND FOOTERS?** From the menu in ProTEXT, select **Options** then **Headers and Footers**. You can type up to three Header Lines and three Footer Lines. You can use any fonts you wish, in any size. You can select Left, Center or Right Justify independently for each of the six header and footer lines.

● **HOW DO I CHANGE MY TRANSCRIPT FONTS?** From the menu in ProTEXT, select **Options** then **Fonts**. You have independent control of the four font types that may be used in printing transcripts. You will normally change the font labeled "Testimony", which affects all pages which are not title pages or certificate pages. Please feel free to experiment with different fonts. Courier New is the default font, and it looks very nice, but Windows comes with a variety of fonts which may look better!

● **HOW DO I PRINT A FULL SIZE TITLE PAGE?** From the menu in ProTEXT, select **Options** then **Title & Cert Pages**, then check the box labeled: Print First Title Page as Full Size Sheet

● **HOW CAN I VIEW MY ASCII FILE?** From the menu in ProTEXT, select **File** then **View File in Memory**. You can then see your original ASCII TEXT file. If you ever experience problems where things just don't look right, please view your file to make sure that your original file was correct. You may find errors in your original file. Remember, ProTEXT cannot repair bad ASCII TEXT files. ProTEXT is not a file editor, but a great file printer!

● **THE MOST IMPORTANT THING:** Tell ProTEXT the correct number of **Title Pages** and **Certificate Pages**. From the menu, select **Options** then **Title & Cert Pages**. The only way this program can identify testimony pages is to know how many administrative pages are present both before and after the testimony section in your transcript. ProTEXT analyzes your file and separates it internally into 3 sections - Title Pages - Testimony Pages - Certificate Pages. This is how ProTEXT decides the font size for your testimony pages. ☞ **If you ever print a reduced transcript and discover that the text in the testimony pages are not filling the squares, it is because the incorrect number of Title pages and Certificate pages had been selected in ProTEXT.** ProTEXT Defines Title Pages as: *all non testimony administrative pages before the first full page of testimony*. This is our most common customer support question!

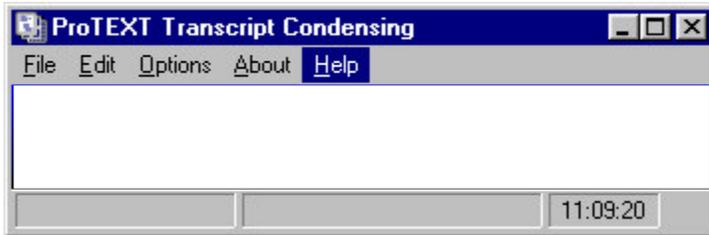
If You Need Help

For Latest Updated Support -- get online HELP on the Internet.

Point your Browser to www.protext.com - then press the "Support" button.

Like all modern Windows programs, ProTEXT comes equipped with an extensive on-line HELP. The HELP works like a "smart" printed manual. With the use of context sensitive links, it is easy to jump quickly to any of the topics in the manual.

● HOW CAN I ACCESS THE ON-LINE HELP? 1 - Press Help from the menu in ProTEXT

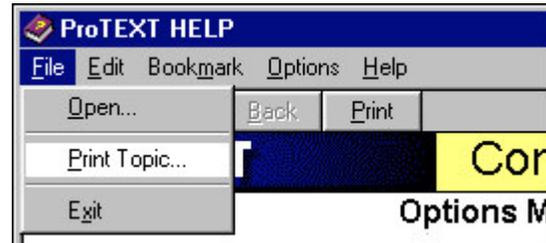


2 - Press Help from inside any dialog



● HOW CAN I PRINT A HELP TOPIC?

1. Run HELP.
2. Select the HELP Topic you want to print.
3. From Inside HELP, Press **File**.
4. Press **Print Topic**. (see example at right) →



● ONLINE CUSTOMER SUPPORT

1. Run HELP.
2. Select **Online Customer Support**.
3. Choose from several topics, including:
 - Getting Started.
 - Common Questions and Answers.
 - Hints for CAT software, Word Perfect, Word and Write users.

● CAT SOFTWARE USERS

ProTEXT HELP maintains a "HINTS" topic for every major CAT software company. To look up information about using ProTEXT with your CAT software, do the following:

1. Run HELP.
2. Select **Online Customer Support**.
3. Choose **Hints for CAT Software Users**.
4. Select your **CAT vendor** from the list.

● WORD PERFECT USERS

ProTEXT HELP maintains "HINTS" topics for Word Perfect users. To look up information about using ProTEXT with your Word Perfect software, do the following:

1. Run HELP.
2. Select **Online Customer Support**.
3. Choose **Hints for Word Perfect Users**.

TIPS Making a Perfect Condensed Transcript in *ProTEXT*

1 - Setup the Correct Title and Certificate Page count

Select "**Options**", "**Title and Cert Pages...**" click the correct number of non-testimony pages in your transcript.

This is the one and only most important critical setup in ProTEXT.

ProTEXT defines Title and Certificate Pages as:

Any page which looks different than an average testimony page.

Any page which has mixed single and double spacing.

Any page where the count of the printed + blank lines are greater than a "pure" testimony page.

This setting is so important because ProTEXT must normally use a smaller font (typeface) size to print title and certificate pages than are used to print testimony pages. Title pages can sometimes have 35-50 printed lines, where testimony pages will only have 22-29 printed lines. This allows ProTEXT to print testimony pages with a much larger typeface than when printing title and certificate pages.

When you setup ProTEXT with the correct number of Title and Certificate pages, the software will know which pages must be printed with the Title page typeface, and which pages must be printed with the Certificate Page typeface.

☆For an illustrated explanation of this very important topic:

From ProTEXT: Select "**Options**", "**Title and Cert Pages...**", then "**Help**".

Read This: If you don't follow the above instructions, your testimony pages could end up printing with a small font (typeface), and not fill up the space on the finished paper like they should! -- You never want that to happen.

2 - Setup your fonts

Select "**Options**", "**Fonts...**", then choose which fonts you would like for your Title, Testimony and Cert Pages.

Hint: Most transcripts look good with this type of setup:

Title Pages font: Courier New or Legal A fixed-pitch font, looks best with title pages

Testimony Pages font: Arial, Times New Roman, Courier New or Legal.

Certificate Pages font: Courier New or Legal This font usually looks best with Cert pages.

Look at this example below:

Title page printed with an "Arial" font:

-----)
AT&T vs Bell South)
-----)

Same page printed with a "Courier New" font:

-----)
AT&T vs Bell South)
-----)

le pages (and/or certificate pages) if you wish.

Two Special Bonus Fonts for ProTEXT are Included:

Included on the ProTEXT demo and registered diskette are two special truetype fonts, Legal10.ttf and Legal15.ttf which are optimized for printing reduced court transcripts. If you would like to try these fonts, see below.

How to Install these fonts on your system

From Windows 95 or later

- 1 - Insert the floppy disk into your computer.
- 2 - Press Start, Settings, Control Panel, Fonts.
- 3 - Press File, Install New Font.
- 4 - Under Drives, Select your floppy drive.
- 5 - Press the "Select All" button.
- 6 - Check the "Copy Fonts to Fonts Folder" button.
- 7 - Press the "OK" button.
- 8 - Remove the floppy after the fonts are installed.

From Windows 3.1

- 1 - Insert the floppy disk into your computer.
- 2 - From Program Manager, select Main, then Control Panel.
- 3 - Select Fonts, then "Add".
- 4 - Under Drives, Select your floppy drive.
- 5 - Press the "Select All" button.
- 6 - Check the "Copy Fonts to Fonts Folder" button.
- 7 - Press the "OK" button.
- 8 - Remove the floppy after the fonts are installed.

3 - Setup Blank Line Handling

Select "**Options**", "**Misc Setup...**", then under "**Ignore Blank Lines**", select "**In Testimony Pages**".

Using this setup will force ProTEXT to use the maximum available space when printing your reduced transcript. The goal is to have the largest font which is scientifically achievable, and the most readable.

If you want a larger font for your title pages, then you can (optionally) also have ProTEXT ignore all blank lines in your title pages (and/or certificate pages) if you wish.