PDF Transcript Tips

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PRIN'IING

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Choose paper source by PDF page size Use custom paper size when needed Print to file	S SETTING	Use Summarize Comments to print report of your annotations.

• The court reporter will configure the transcript margins to meet the state and local transcript production regulations. Please select "None" for page scaling and do not select Auto-Rotate and Centeror the printed margins may differ.

COPY AND PASIE



• With PDF Transcripts, you can copyand-paste directly from either the full or condensed "mini" transcripts while maintaining the court reporters formatting but without including the headers, footers, or watermarks.

BOOKMARKS



- The PDF Transcript includes a complete set of bookmarks for quick, easy access to the word index, exhibits, exhibit references, attached transcript formats and transcript pages.
- The bookmarks can be shown by clicking the bookmark ribbon icon on the left tool bar.

EXHIBIIS



- The PDF Transcript provide hyperlinks to a ttached exhibits.
- The exhibit files can be accessed through the paperclip icon shown on the left.
- One or more exhibit files can be selected by clicking and saved as stand-alone files.
- OCR'd exhibit files can also be searched with Adobe's Advanced Search tool.

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- Be sure to add the sticky note and highlight tools to your toolbar to provide instant access to these oftenused tools.
- The annotation tool buttons may be hidden. Drag your window wider to provide enough room for these tools to be displayed.



PRINTANNO TATIO NS REPORT

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- Under "Comment", Adobe provides a summary list of your a nnotations/comments/highlights for a PDF file.
- The se can be searched, sorted/selected by type, commenter, orcheckbox status.
- All or the selected comments can be printed to a summary report.

PAGENAVIGATION TOOLS



- For best use of the hyperlinked word index, enable the "Previous View" for your PDF viewing software.
- Right-click on the navigation barand select either SHOW ALL PAGE NAVIGATION TOOLS or select both the PREVIOUS VEIW and NEXTVIEW buttons.

SIMPLE AND ADVANCED SEARCH



- Adobe provides both a simple search tool(Ctrl+F) which opens the blue box in the upper-right corner of the window as well as an advanced search tool.
- The advanced search toolcan be accessed through the EDIT> ADVANCED SEARCH menu item or Shift+Ctrl+Fkeyboard shortcut.
- The Advanced Search toolallows for quick searches of all the PDF files – transcript, exhibits, and other documents – within a case folder.

SEARCH RESULTS REPORTING



 Adobe Acrobat Xorlaterincludes the ability to save yourAdvanced Search results overmultiple documents to a hyperlinked PDF-formatted report or to a spread sheet compatible CSV file.

SEARCH RESULIS REPORTING



• The report includes a bookmark for each document and search hits with context.

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- As you review documents, if you bookmark passages of interest, you can create a comprehensive report in PDF format and/or spread sheetcompatible file format (CSV) of all the bookmarks added across a large collection of documents.
- This provides a way to summarize your review or a selection of documents.