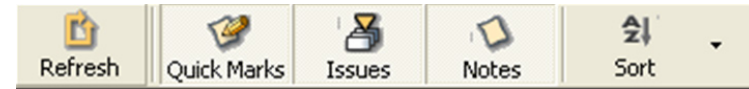


Displaying a Report

To create a report of all marks and annotations while in Realtime, click Report (figure 4) on the toolbar. The Realtime Report displays the three different types of notes: Quick Marks, issue-coded notes, and standard notes.



(figure 4)



(The Report Toolbar)

Customize reports to a particular type of mark or note, or any combination thereof, by clicking the corresponding button(s) on the Report toolbar. Click Refresh to update the display. To switch from the Realtime Report to a specific note in the Realtime testimony, double-click in the note text within the report and then select the Realtime tab at the bottom of your screen.

Scrolling

Stop Realtime scrolling and move back through the transcript to review earlier testimony by pressing Esc or Home.

To resume the Realtime scrolling display, press Esc or End.

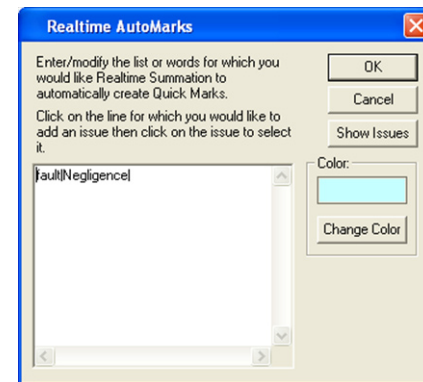
Searching

Press the Home key to stop scrolling and bring your cursor to the beginning of the transcript.

Type your search term in the Search box and click the Search button.

Find subsequent hits by clicking the Search button.

Press the End or Esc key to return to the current point in the proceedings.



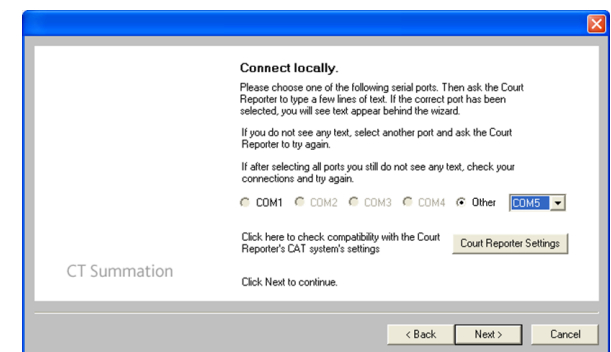
(figure 5)

Automarking

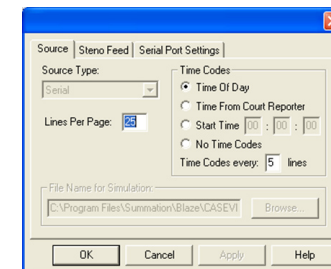
1. Automatically attach a note and issue in Realtime to specific words or phrases you designate in advance.
2. Start a realtime session.
3. Click Cancel on the Get Connected screen.
4. Click Auto. (In CT Summation Enterprise, click the AutoMarks Button).
5. In the Realtime AutoMarks window (figure 5), type the desired words or phrases, then click the Show Issues button and select the applicable issue(s).

CONNECTING TO CT SUMMATION REALTIME

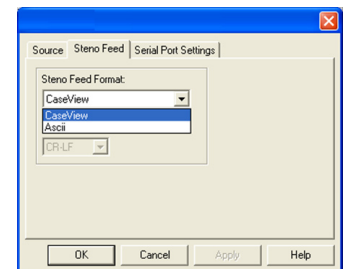
1. The court reporter connects his/her realtime computer, using a realtime hookup cable, to your computer's serial port or a USB-to-serial converter.
2. Launch CT Summation and click the Realtime button.
3. The File Name for Realtime Transcript window displays. Type a descriptive file name and then click OK.
4. The Get Connected screen displays. Click Next to continue.
5. On the Setup Options screen, select the first option, I want to connect locally to the Court Reporter's Realtime Computer. Click Next to continue.
6. The Connect locally screen displays. If you are connecting to realtime via a serial port, select COM port 1,2,3, or 4. If you are instead using a USB-to-serial converter, click the Other radio button and select the appropriate COM port from the drop-down menu (figure 1).
7. Click the Court Reporter Settings button. (In CT Summation Enterprise, this button is called Realtime Settings). The Properties window opens. (In Enterprise, the Realtime Settings window opens).
8. Click the following tabs to check conformity with the respective court reporter's settings (figures 2-4):
9. Click OK, then click Next. (In Enterprise, you will see an additional window that confirms your settings. Click Next again).
10. The Realtime window opens. Ask the court reporter to write some steno strokes. The realtime text will appear behind the wizard. Sample text will be removed when the Finish button is clicked.



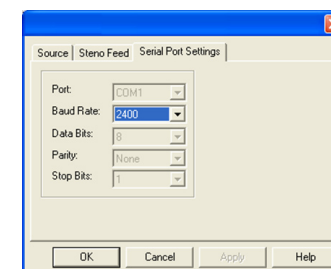
(figure 1)



(figure 2)



(figure 3)



(figure 4)

7. Click the Court Reporter Settings button. (In CT Summation Enterprise, this button is called Realtime Settings). The Properties window opens. (In Enterprise, the Realtime Settings window opens).
8. Click the following tabs to check conformity with the respective court reporter's settings (figures 2-4):

TAB	SETTINGS
Source	Lines Per Page
Steno Feed	Steno Feed Format
Serial Port Settings	Baud Rate



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San Francisco, CA 94105
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DISCONNECTING & RECONNECTING

Leaving Your Computer On

Click **Disconnect** (figure 1) on the toolbar. You may now disconnect the realtime cable and take your computer to another location to review the testimony.



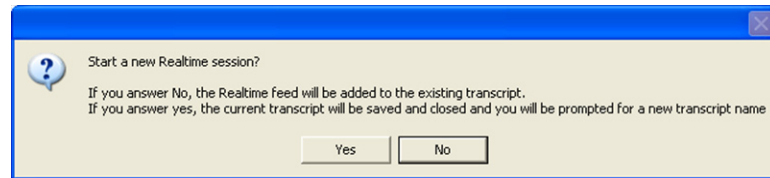
(figure 1)

When you return, reconnect the realtime cable and click **Connect** on the toolbar (figure 2). A window will display, asking if you want to start a new realtime session (figure 3).



(figure 2)

To continue with the previous realtime session, click **No** and the current transcript's realtime feed will continue.



(figure 3)

To start a new realtime session, click **Yes**. The current transcript will be saved and closed, and you will be prompted to name the new realtime session.

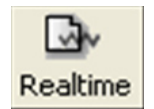
Turning Your Computer Off

To exit CT Summation and turn off your computer, click **Disconnect** (figure 1) on the toolbar. Exit CT Summation, turn off your computer, and disconnect the realtime cable.



(figure 1)

To resume a session, reconnect the realtime cable, restart your computer, open CT Summation, open the case and click the **Realtime** (figure 2) button on the toolbar.



(figure 2)

A window will display, asking if you want to resume the session or start a new session. Click **Resume Session** to continue with the previous realtime transcript.

Click **Start New Realtime Session** to create a new realtime transcript. You will then be prompted to name the new session.

USB-to-Serial Converters

If your computer does not have a hard-wired serial port, you can connect the court reporter's realtime cable to your computer using one of the USB-to-serial converters listed below:

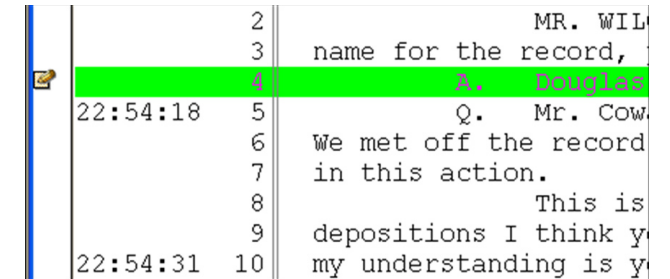
- Ambir NotePro 33001
- Aten UC-232A
- Belkin F5U103
- Hawking H-UC232S
- IOGear GUC232A
- Micro Innovations USB610A
- Belkin F5U109 (Works with CT Summation Enterprise only and not with Blaze LG product line.)
- Belkin F5U409 (Works with CT Summation Enterprise only and not with Blaze LG product line.)

MAKING THE MOST OF YOUR CT SUMMATION REALTIME DEPOSITION

Using Quick Marks

Flag an important area of testimony during the realtime feed by pressing the spacebar on your keyboard.

The line is highlighted and a note icon created in the left margin (figure 1). Click the note icon to open it and add comments.



(figure 1)

Revisit Quick-Marked points by clicking **Previous** on the toolbar (figure 2).

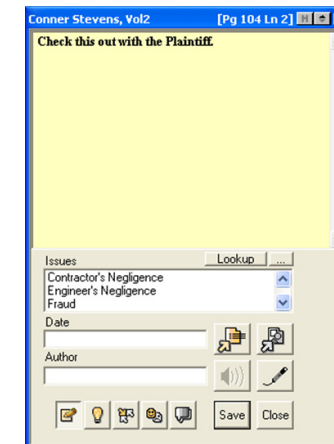


(figure 2)

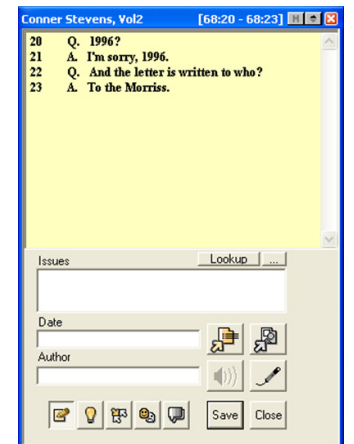
Annotating

To annotate realtime testimony, double-click in the left margin of the desired line. To include transcript text in the note, highlight the desired testimony, then press **Ctrl + D**

Reopen the note to add more comments or issues by clicking the note icon.



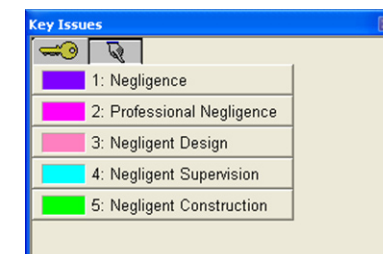
(Annotation window with comments)



(Annotation window with testimony)

Issue Coding

Issue-code a line of testimony by clicking the desired issue in the **Key Issues** window or pressing the corresponding number key (figure 3).



(figure 3)