



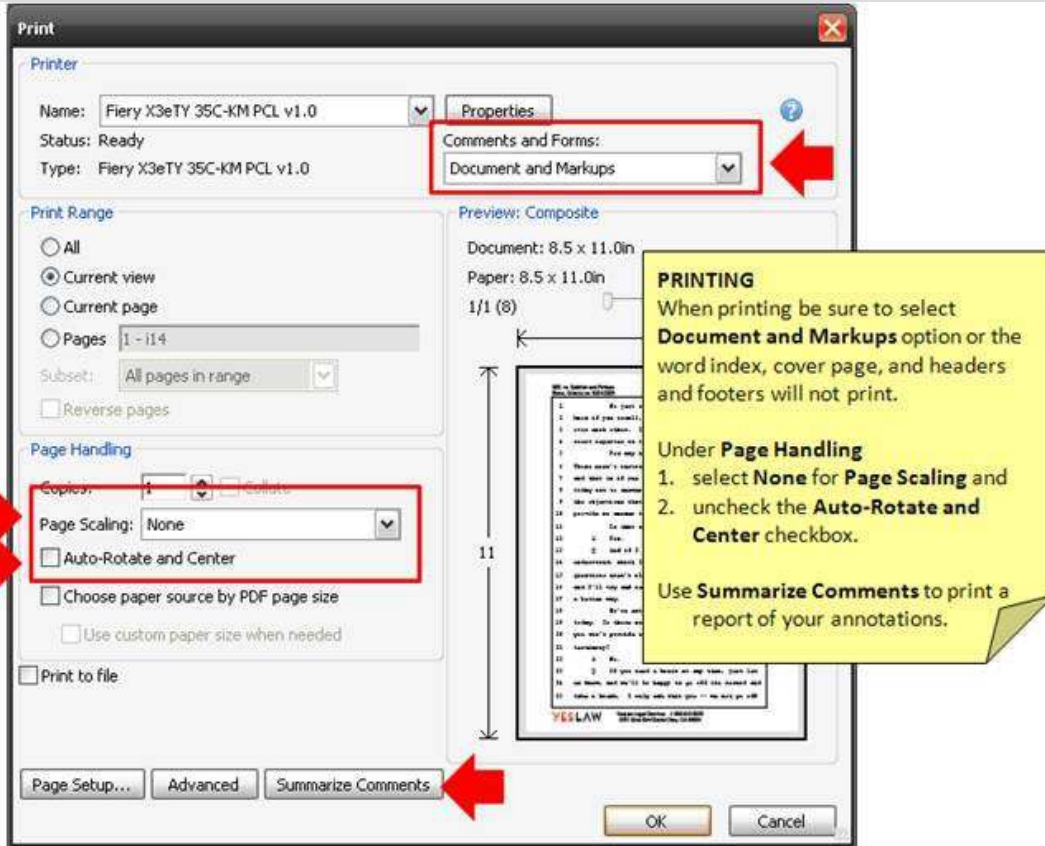
PDF Transcript Tips



Elizabeth Gallo
COURT REPORTING, LLC

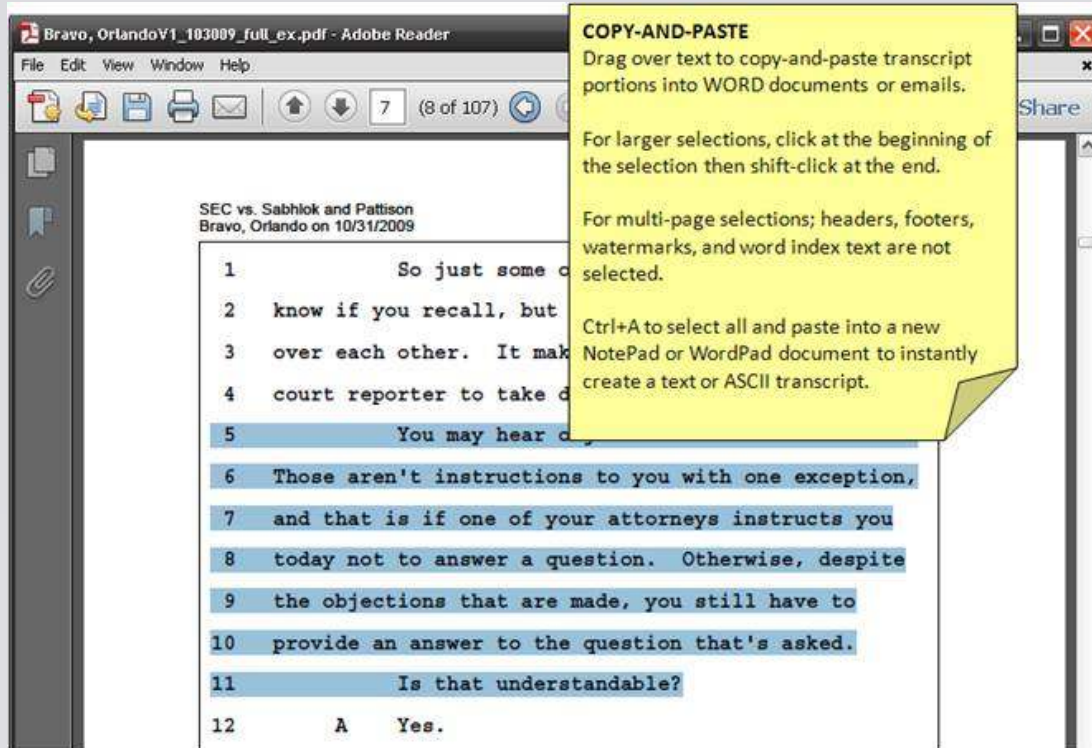
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PRINTING



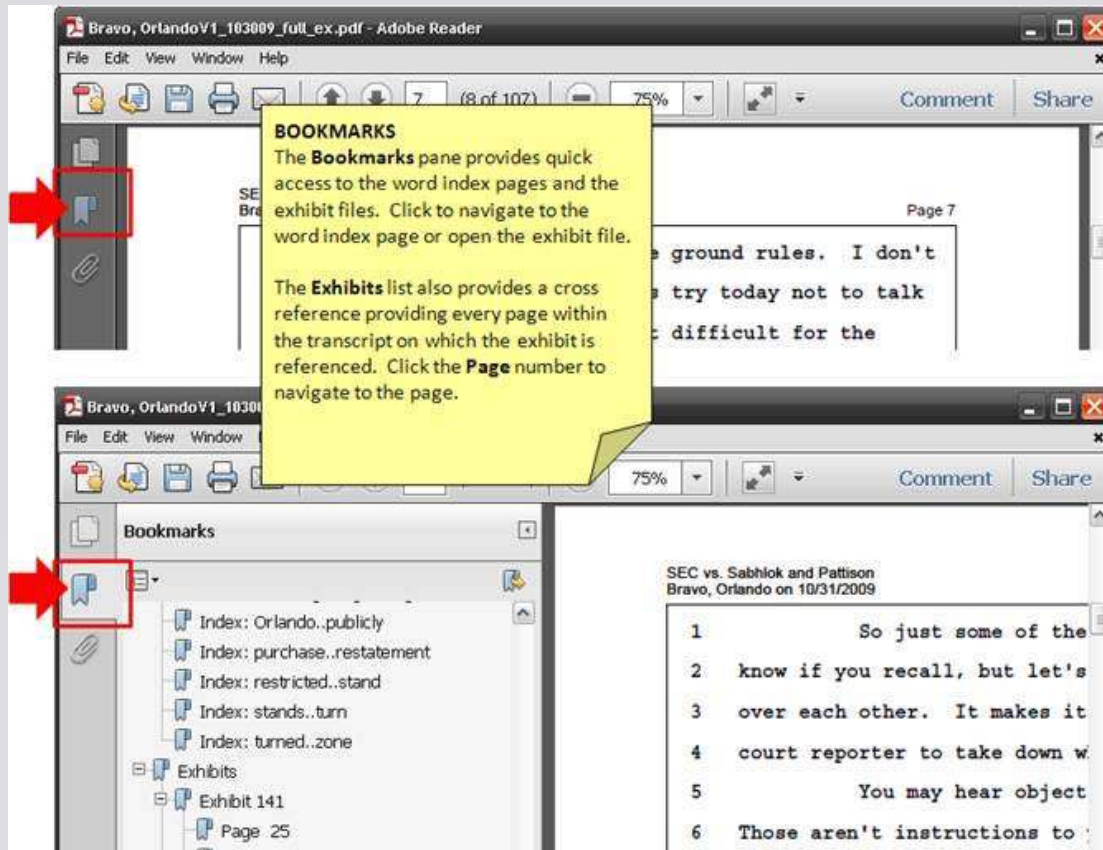
- The court reporter will configure the transcript margins to meet the state and local transcript production regulations. Please select “None” for page scaling and do not select Auto-Rotate and Center or the printed margins may differ.

COPY AND PASTE



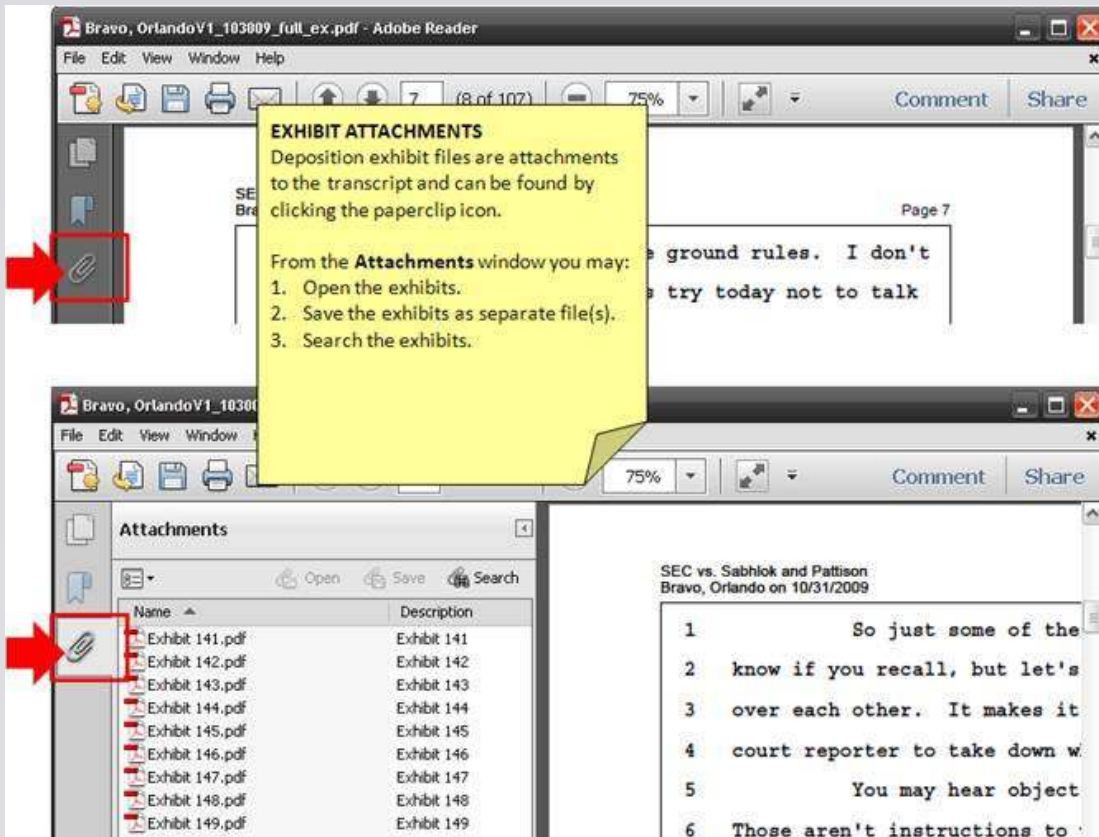
- With PDF Transcripts, you can copy-and-paste directly from either the full or condensed “mini” transcripts while maintaining the court reporters formatting but without including the headers, footers, or watermarks.

BOOKMARKS



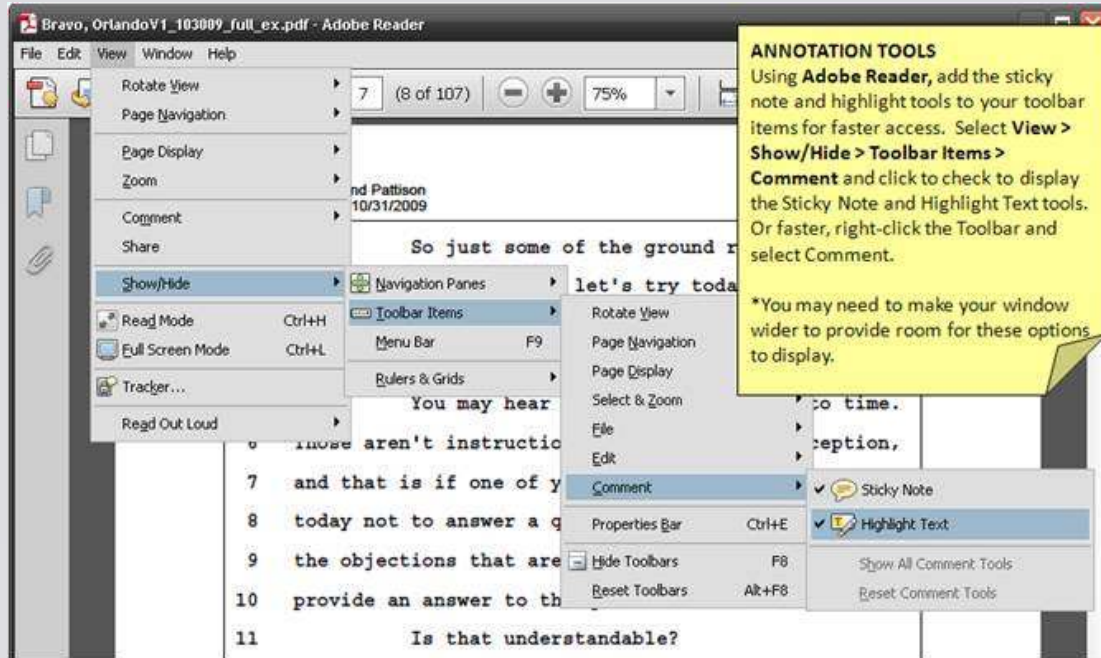
- The PDF Transcript includes a complete set of bookmarks for quick, easy access to the word index, exhibits, exhibit references, attached transcript formats and transcript pages.
- The bookmarks can be shown by clicking the bookmark ribbon icon on the left toolbar.

EXHIBITS

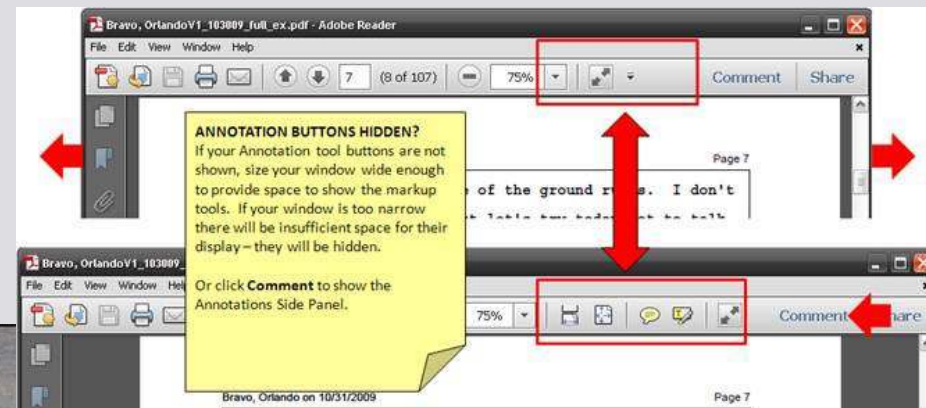


- The PDF Transcript provide hyperlinks to attached exhibits.
- The exhibit files can be accessed through the paperclip icon shown on the left.
- One or more exhibit files can be selected by clicking and saved as stand-alone files.
- OCR'd exhibit files can also be searched with Adobe's Advanced Search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

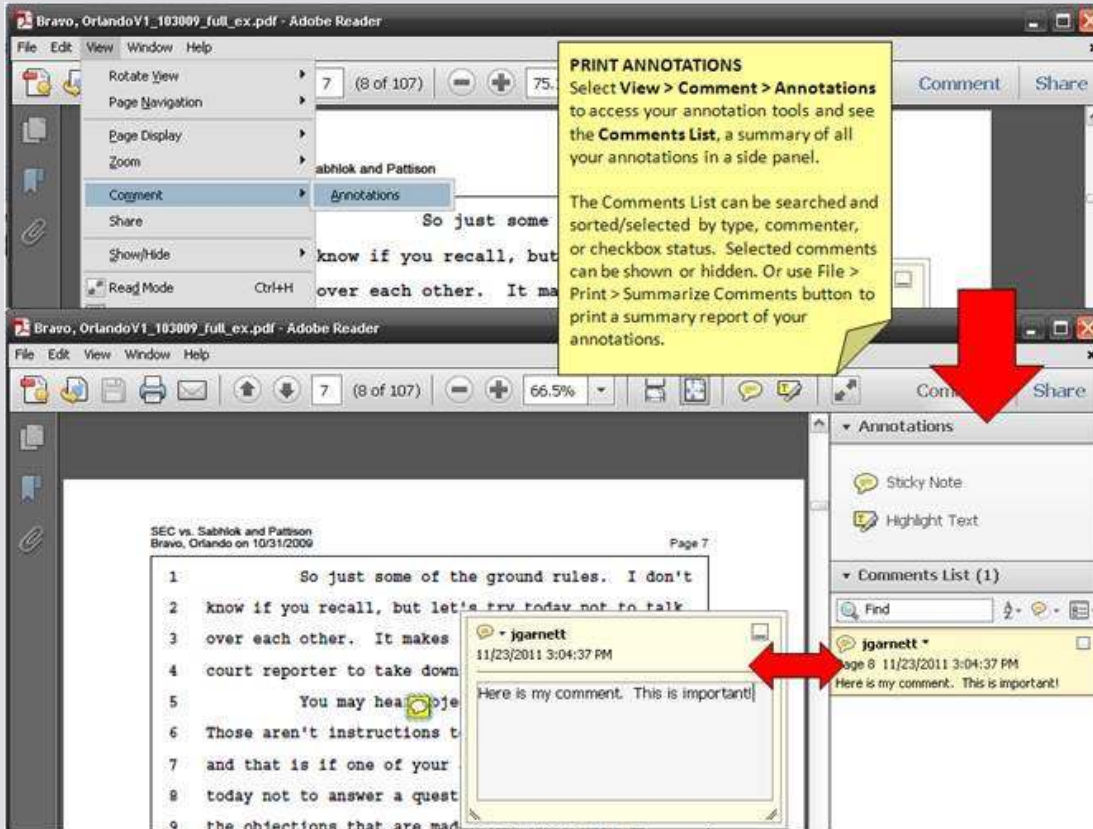
ANNOTATIONS TOOLS



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

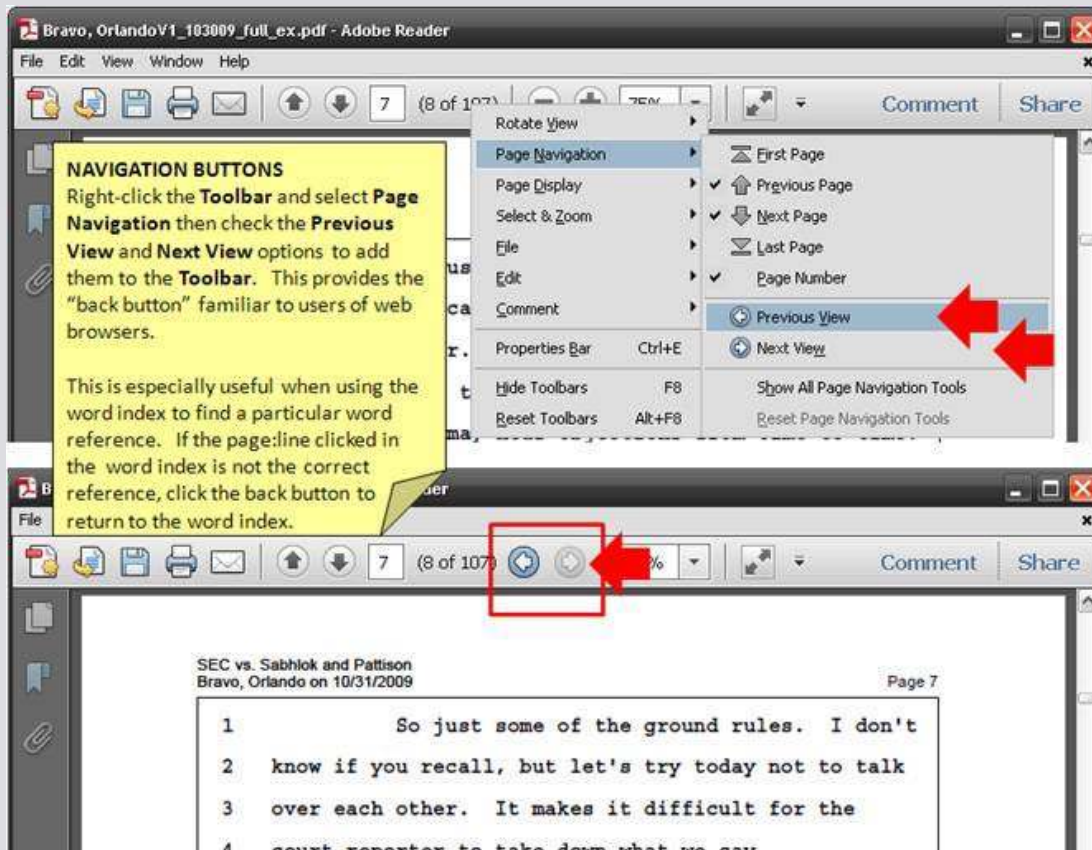


PRINT ANNOTATIONS REPORT



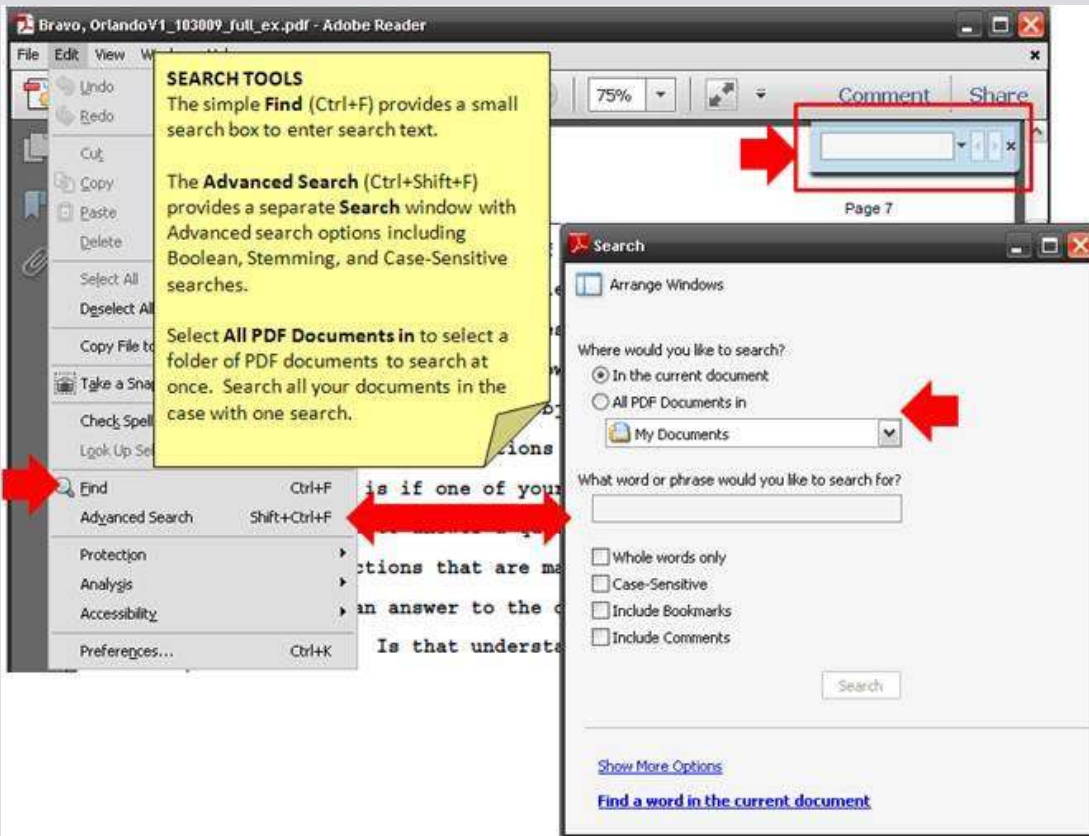
- Under “Comment”, Adobe provides a summary list of your annotations/comments/highlights for a PDF file.
- These can be searched, sorted/selected by type, commenter, or checkbox status.
- All or the selected comments can be printed to a summary report.

PAGE NAVIGATION TOOLS



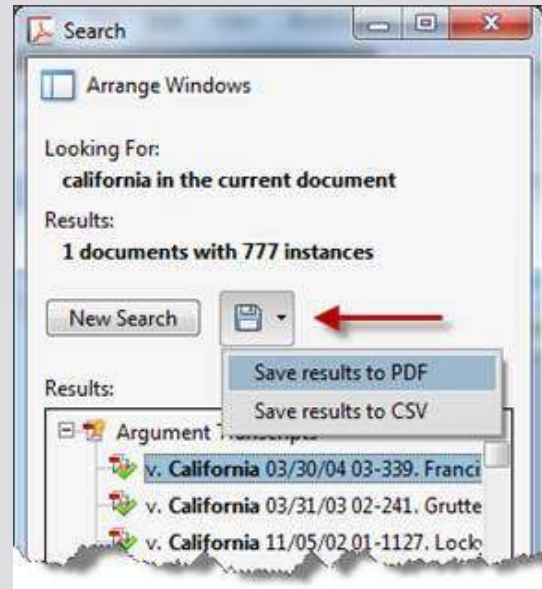
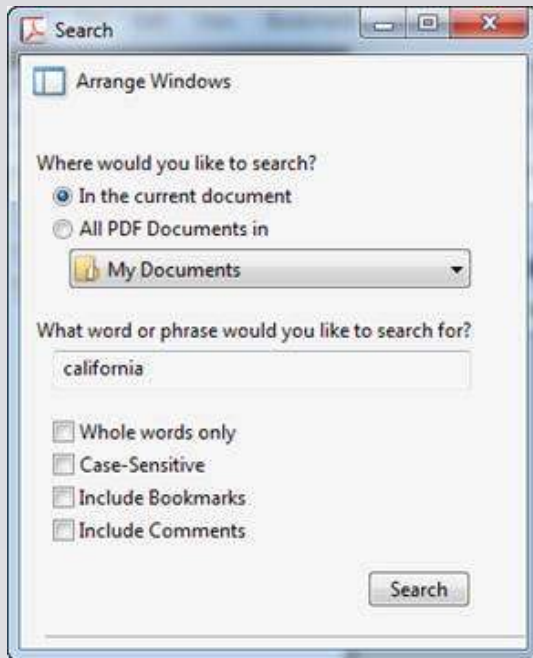
- For best use of the hyperlinked word index, enable the "Previous View" for your PDF viewing software.
- Right-click on the navigation bar and select either **SHOW ALL PAGE NAVIGATION TOOLS** or select both the **PREVIOUS VIEW** and **NEXT VIEW** buttons.

SIMPLE AND ADVANCED SEARCH



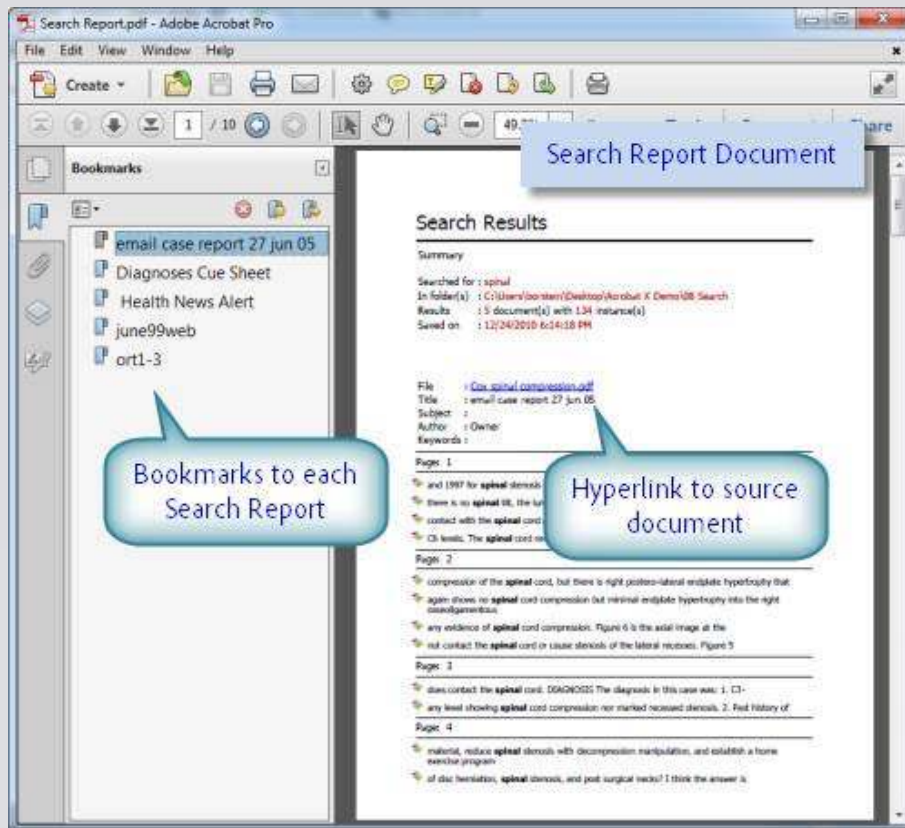
- Adobe provides both a simple search tool (Ctrl+F) which opens the blue box in the upper-right corner of the window as well as an advanced search tool.
- The advanced search tool can be accessed through the **EDIT > ADVANCED SEARCH** menu item or **Shift+Ctrl+F** keyboard shortcut.
- The Advanced Search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

SEARCH RESULTS REPORTING



- Adobe Acrobat X or later includes the ability to save your Advanced Search results over multiple documents to a hyperlinked PDF-formatted report or to a spreadsheet compatible CSV file.

SEARCH RESULTS REPORTING



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

BOOKMARK SUMMARY REPORT

Create Bookmark Summary Report

Options for creating the bookmark report.

Create an individual report file for each PDF processed
(Saved to Same Folder as Original)

Append all reports to a single file

Report Location:

Report Postfix:

Append an CSV Report of the Bookmarks to the Summary Report

version 1.3 11/5/2010

- As you review documents, if you bookmark passages of interest, you can create a comprehensive report in PDF format and/or spreadsheet-compatible 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.