CASEVIEWNET BROWSER EDITION QUICK REFERENCE GUIDE

LOGIN:

1. Type the Session Code in the Session Code field. The Session Code will be given to you by the Court Reporter or CART provider.
2. Type the session password in the Password field. The password will be given to you by the Court Reporter or CART provider.
3. Type your name in the Name field. What you type here is how others will recognize you inside of the chat window.
4. Type your company name, if applicable, in the Company field.
5. Type your email address in the E-Mail field. The email address you type is where you will receive a copy of the transcript when you click the Email button if the Court Reporter or CART provider has given you save rights.
6. Click Connect to begin the Browser Edition realtime session.

VIEWING OPTIONS:

Browser Edition automatically opens to the Transcript view option. Two different options are available – Transcript View and CART View. To access CART View, click [>>] and then click the [CARTView] button.

MARKING TEXT:

To mark text, simply double click the text to mark a line. 15:47:10 2-24   Q. Did the Nabumetone work?

PERFORMING A TEXT SEARCH:

To search for marks or text, click [Search]. In the search field, do either of the following:

- To search for marks, press the **Spacebar**.
- To search for text, type the text.

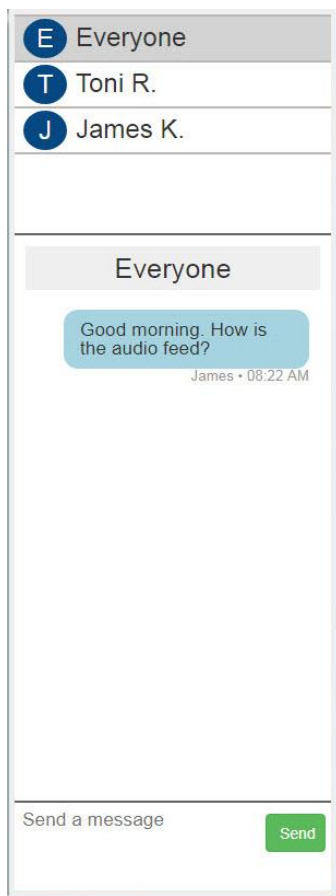Click any search result item to move the cursor to that location in the transcript. Click **Follow Realtime** to return to the scrolling text. To hide the Search pane, click **Search** again.

EMAILING A TRANSCRIPT:

To email the current version of the transcript, click **Email** and then click **Send**. The email will be sent to the email address you provided when you logged in to the realtime session. There will be two attachments with the naming convention Transcript – year – month – day, one in ASCII (.txt) file format and one in LiveNote® (.ptf) compatible file format. The email feature is only available if the reporter allows you to save the file.

SENDING AND RECEIVING A CHAT MESSAGE:

To open the chat window, click **Chat**.

Sending a Message:

To send a message to everyone connected to the realtime session, click on **E Everyone**, type a message in the Send a message field, and then click **Send**.

- To send a message to a specific individual, click that individual's name, type a message in the Send a Message field, and then click **Send**. The name that appears in the chat window is the name that was typed while the individual was logging in to the realtime session.
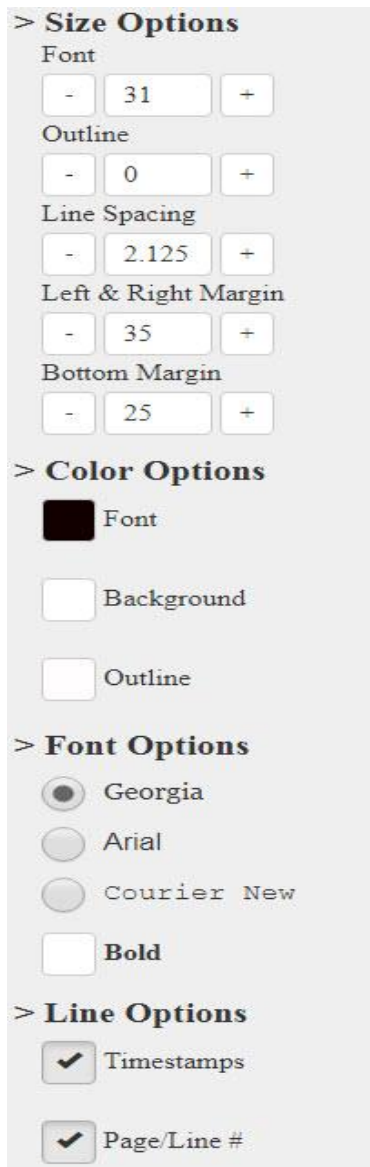
Receiving a Message:

- If an individual sends you a message and you do not currently have that individual selected inside the chat window, a red dot will appear next to their name alerting you that they sent you an unread message. Additionally, a window with the message will display briefly in the upper-right corner of the Browser Edition display. To view the message, click the name of the sender.

Note: CaseViewNet Browser Edition does not keep any chat logs of sent and received messages. When the realtime session ends, all messages will be lost.

CART VIEW:

To access CART View, click [>>] and then click the [CARTView] button. In CART View, the caption text will automatically scroll in full-screen mode. To exit full screen, press **Esc**. Moving your cursor to another location in the file temporarily pauses the scrolling of the text until you click [Follow Realtime].

DISPAY OPTIONS:

- **Size Options:** Use plus [+] or minus [-] to either increase or decrease the sessions for each item.
  - Font
  - Outline
  - Line Spacing
  - Left & Right Margin
  - Bottom Margin

- **Color Options:** Click the color block assigned to the current setting to select a different color.
  - Font
  - Background
  - Outline

- **Font Options:** Select one of the available display fonts.
  - Georgia
  - Arial
  - Courier New
  - Bold (Select to bold the text of the selected font)

- **Line Options:** Select whether you want timestamps and/or page and line numbers displayed. This option is only available in Transcript View.
  - Timestamps
  - Page/Line #

DISCONNECTING FROM A REALTIME SESSION:

To disconnect from the realtime session, click [Disconnect].