

# JUST THE BASICS

A Beginner's Manual



# Why OnCue?

**OnCue is trial presentation software created by technology consultants who present in courtrooms and work in war rooms around the world.**

We created OnCue because we needed to make organizing data for courtroom presentation faster and easier. We also wanted to be able to respond to crazy deadlines without going crazy. In other words, eliminate the “all-nighter.”

But that’s not the whole story. We’re also big believers in bringing “wouldn’t it be cool” concepts to life. Since we work in litigation and we’re techno-nerds, naturally, a lot of our ideas relate to daily prep for court and the technology behind it. And since we’re all in a high stakes, high stress environment, we’re always thinking about how we can make our jobs easier by making our tools better.

With this tool in your hands, and regular updates with additional features in your future, you’ll always be on the cutting-edge of trial presentation while getting a decent night’s sleep at trial.

## Getting Started

This simple roadmap will show new users how to build a case and perform the basic presentation tasks from start to finish. We’ve also provided Quick Tips to help you along the way. Once you’re an expert, do some searching in our support articles if you have a specific question. If you’re new to OnCue or trial presentation, welcome aboard.

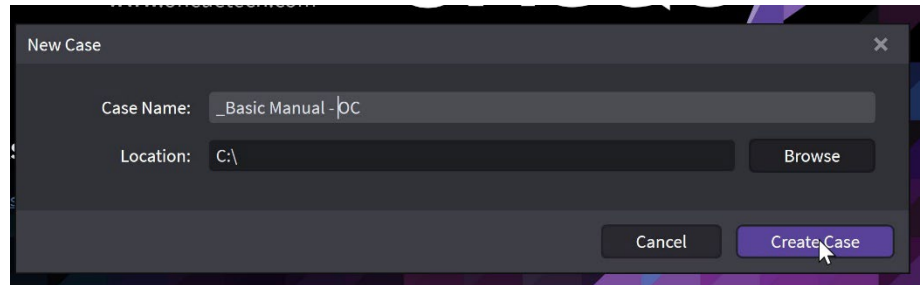
***Remember, this is just the basics. No video editing techniques or fancy notebook building are found in the next few pages. Look for those tips in the support section of [oncuetechnology.com](http://oncuetechnology.com).***

# Creating Your New Case

### QUICK TIP

When naming a new case, we like to put a character like ! or \_ in front of the name and \_OC at the end to indicate the folder is an OnCue case and it sorts to the top of the list in Windows File Explorer (e.g. !Smith vs Jones\_OC).

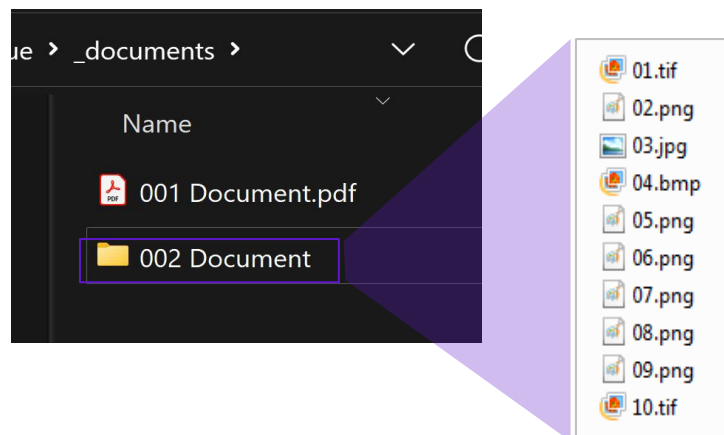
- Open OnCue.
- Hit the **New** button on the Welcome Screen.
- OnCue’s default location for a new case is your desktop. If you want to save your case somewhere else, browse there, then create your case name. Hit the **Create Case** button and now it’s time to add files.



### What we mean by “documents” in OnCue:

There are two types of documents that can be loaded into OnCue:

1. A single or multi-page PDF.
2. Single-page files in a folder creating one document (TIFF, JPG, BMP, PNG.)



OnCue uses the native PDF.

OnCue will load all the single pages in a folder as one document.

## Organizing Materials Before Adding to Your Database

The next step is adding media to your case, but let's pause here and think about what we want to do.

**The key to creating a great case database (and to keeping the temperature down in the hot seat) is organization.** Copying your materials to the base folders in your OnCue database makes perfect sense. It ensures that all your data is in one place and all you need to do before court is **copy over your one case folder**.

Take a few minutes to rename your media. Use exhibit numbers if possible. Otherwise, rename using short file names. This may seem tedious, but it's worth it in the end. There are lots of programs that make renaming groups of files a breeze.

### QUICK TIP

Create separate folders for different parties' docs (e.g. Defense, Plaintiff, Trial Transcripts).

### QUICK TIP

Put all your \*.MDB files in one folder for quick registration.

- **Start with documents.** OnCue can take all sorts of documents including PDF, TIF, JPG, PNG, BMP and GIF. In the root database folder you created (e.g., *\_Basic Manual - OC*) there is a folder called **\_documents**. This is where OnCue will copy the documents you're adding, but if you put them all there first, you save a lot of time.
- **Audiovisuals are next.** This group of files refers to **non-deposition** video files and audio files. Again, OnCue can take various file types including AVI, MPG, WMV, MP3, WMA and MP4. In the root database folder you created (again, *\_Basic Manual - OC*) there is a folder called **\_audiovisuals**. Here is where you want to copy your non-depo videos (treat them like documents).
- **Sync Files/Transcripts are last.** These are your deposition videos. OnCue takes Sanction MDB sync files as Transcripts. This works a little differently than the other types of media so pay close attention to this part. You **DO NOT** add the deposition MPG/MP4 files to the database; instead, just copy those to the root of the **\_syncedvideos** folder in Windows; OnCue will look for them in that folder once the sync file is added. You do not need to register the MPG/MP4 files, just the sync files. **It is also important to NOT have subfolders for videos in this folder**, OnCue accesses them from the root, which speeds up performance by not requiring the program to look to different locations for videos. It is a subtle difference, but it is a difference.

# Adding Media Files

Add Media Annotate/Present Build Notebooks Present Designations Create/Edit Designations Link Docs to Video Designation Wizard Custom ▾

## Let's start with documents again.

- Hit the **Add Media** button in the **Workflow Ribbon**. The Workflow Ribbon is the dark gray bar across the top of the screen. The workflow ribbon is simply premade shortcuts to different interface configurations.
- Click the **+** symbol next in the **Documents Tab** in the **Media Bar**. The Media Bar is the narrow pane on the left of the screen. This will go to your **\_documents** folder.
- Drag the folders you created for your documents into any blank area of the **Media Bar**. *(This brings up a few options. There are no wrong answers here, choose what you like and hit OK.)*
- Congratulations! All your documents are added to your new database and can be found under the **Documents Tab** of the **Media Bar**.

### QUICK TIP

**Dragging folders directly into the notebook pane (which you'll learn about later) creates notebooks matching your folder names.**

## Moving on to Audiovisuals.

- Just as you did with Documents, click the **“+”** in the **Audiovisuals Tab** in the **Media Bar**. This will expand **\_audiovisuals** Now hit the **“+”** again and you'll be ready to add files from your **\_audiovisuals** folder.
- Drag the folders you created for your audio/visuals into any blank area of the **Media Bar**.
- Dare we say congrats again? Your non-deposition audio/visual files are in your database and can be found under the **Audiovisual Tab** of the **Media Bar**.

## And now adding your synced transcripts.

- Recall these are your synced deposition video files (\*.MDB files).
- Click the **+** on the **Transcripts** section of the media bar and browse to your .MDB sync files and hit OK to import. *(Remember, you do not need to add the \*.MPG or \*.MP4 files associated with the sync files the way the documents and videos were added. As mentioned, OnCue will automatically look for them in the **\_syncedvideos** folder. **Be sure to copy them there.**)*
- Your depositions are in your database and can be found under the **Transcripts Tab** of the **Media Bar**.

**All your data is now added to your case. You've successfully created your first OnCue database! Let's do some stuff with it...**

# Presenting

## HOT KEYS

**H = Highlight**

**C = Callout**

**Z = Zoom**

**Shft+L = Line**

**Ctrl+S = Save**

**E = Erase All**

**Double click = removes annotation**

**Esc = Blank Screen**

More hot keys can be found in the help files. Even easier, the toolbar on the viewer works for Presentation. Click on what you want and annotate in Presentation Mode.

### QUICK TIP

**Don't know your documents that well? You can navigate to what you need using the search bar in Production. Then hit F5 to launch.**

**No external display – check out our support site for On-Air mode.**

**Before we move on to the fancier things, let's get to know PRESENTATION. This is the display mode of OnCue.**

OnCue has two modes: **PRODUCTION** and **PRESENTATION**. **Production** is the OnCue program where you create and organize your case. **Presentation** is the display mode where you show your documents, designations and other media on a separate screen.

Now that you have created your database, let's look at how your documents will work in a presentation situation. Just like in PowerPoint, there is a separate presentation window of OnCue, and it's very easy to use. The most important thing is connecting to an external display (a monitor or a projector). Otherwise, the only person you're displaying to is you. Here we go.

- Select **Annotate/Present** in the **Workflow Ribbon**.
- Select a document in the **Documents Tab**. This will show the document in your **Viewer**. *There will always be a highlighted line around your active Pane.*
- Hit **[F5]** (just like in PowerPoint), the **Bird** on the **Viewer** toolbar or hit the **Publish** button on the Ribbon.
- Boom – you are presenting a document!
- Use the tools on the **Viewer** to annotate (highlight, callout). Select the tool, mark up the page as you want and then hit the **Bird** on the toolbar to show your marked-up page. *See next page regarding saving annotations.*
- Click back to the **Production** side – You can scroll to your next page or document, or you can use the **Find** to get to specific page **OR** Type **[x] + [1] + [ENTER]** (1 being the ID) to load the next document into the **Viewer**.
- Specific pages within a document can be called up by typing **[x] + [document number] + [. page number]**. To go to page 4 of a document, try this:  

Type **[x] + [2.4] + [ENTER]** (page 4 loads into the **Viewer**)
- Whatever you have named your folders is what you will type after **[x]** to bring up your documents in the viewer.
- Hit **[Esc]** **ONCE** to Blank the Screen and **TWICE** to exit **Presentation**.

## Saving Annotations

### QUICK TIP

For best results, create and save your treatments in Production.

Let's start highlighting some stuff and saving for future use. Annotations are just the highlights, callouts and underlining you do to emphasize certain information. You can save these annotations for use in Production.

- Hit the **Annotate/Present** button in the Workflow Ribbon. (You'll notice that the viewer becomes a large window within your database.)

- Go to **Documents Tab**.



- Select and expand a document to find the page you want to annotate.
- Use the toolbar buttons to:

Add highlights




Underline text



Callout a passage



- Choose an annotation tool, then click and drag across the document to create the effect.
- Save an annotation by clicking the **Camera** button. 
- Your new annotation will appear in the **Documents Tab** under the page you are working on with an extra decimal place (e.g. D2.4.1).
- You can now present this in Production by hitting **[F5]** or the **Publish** button in the Workflow Ribbon.

## Creating and Editing Designations

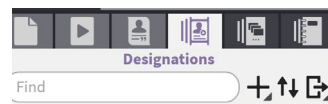
### QUICK TIP

The name you use to identify the designation list will also be the title of any reports you create.

- Hit the **Create/Edit Designations** button in the Workflow Ribbon. (You'll see two new windows show up – Designation Editor and Transcript Viewer.)
- Select a Transcript in the **Transcripts Tab** of the **Media Bar**. (This pops it into the Transcript Viewer Pane.)

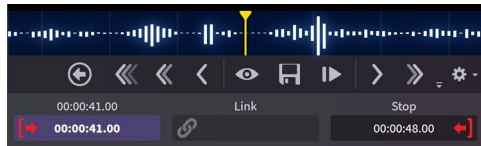






- Go to the **Designations Tab** in the **Media Bar** and hit the **“+”** to create a new **Designation List**.



- For this list type **ID = V1** and **Name = Smith Defense Affirmatives**. Note that all lists have two parts in the **Designations Tab**, ID and Name
- Go to your **Transcript Viewer Pane** on the right and highlight the page/lines you want to add to your list.

- Right click and **Add Selection**.
- Cool, you've added a designation! Let's fine tune it.
- Go to your **Designation Editor Pane**, you'll see an editing tool like this.



- First, click the red arrow pointing right. 
- This is the beginning of your clip. Now hit the **EYE** button  to **Preview** where your video starts. (*You'll get a 2-second preview, it starts where the clip starts.*) Do you like it? No?
- Adjust the video to get it to start exactly where you want it using the buttons or move the yellow line. When you're happy with it, hit **SAVE**. 
- Repeat this action for the end of the designation. Click the red arrow pointing left. *The preview stops where your clip stops.*  Hit **SAVE** again.
- You are ready to play your clip in Presentation; hit **[F5]**.

**You can add as many designations as you want. Want to add a different deposition? Easy. Go back to your Transcripts in the Media Bar and select a different transcript.** (*You'll see the Transcript Pane change.*)

- Click on the **Designation List** you want to add to so that it is highlighted.
- Go to your **Transcript Viewer Pane** and highlight the section you want to add to your list.
- Right click and select **Add Selection**.
- Drag and drop within the list to change the order.
- To copy and paste from one list to another, right click to copy and paste or just drag and drop from one list to another.
- You can also sort by page and line or highlighter color from the right click menu.

**WAIT! ... What is a highlighter color?**

- Right click on the Transcript Pane and select **Set Highlighter Colors**.

**You can set up to 8 different colors for your designations and name them whatever you want. Why do that? Let's talk about reports.**

#### QUICK TIP

Right click on a Designation List or an individual clip and select **ASSIGN HIGHLIGHTER** to change colors.



## Creating Designation Reports

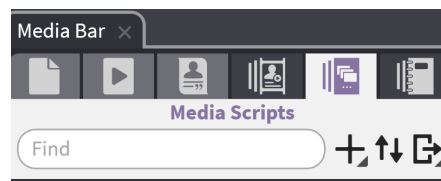
There are two kinds of basic reports in OnCue: **Designation List** and **Transcript**. Within Transcripts two more reports exist: *Standard* and *Condensed* (4-per page.) Right click on a **Designation List** and select **Reports**.

- **Designation List** reports show only the designated portions of the transcript, including text and time totals all color-coded.
- **Transcript** show the full transcript, but they have vertical color-coded bars next to the designations that are in the list you have chosen to print.

*One of the coolest things about OnCue is that you have the ability to set up different colors for different parties or types of designations, copy them to one list, and then create a transcript report that shows everyone's designations.*

## Creating and Editing Media Scripts

- Go to **Media Script** in your **Media Bar** and hit the “+” to add a new media script and name it (e.g. Openings).



- Highlight and select the sidebar flyout icon. (*This pops out your media script in its own pane for easy left to right drag and dropping.*)
- Select **Documents Tab** in your **Media Bar**. Select the page you want to add and drag it to your Media Script in the Sidebar.
- Rinse and repeat.

*You can drag individual audio visuals, designations, pages or treatments until you are satisfied with your presentation.*

- When it's ready, hit **[F5]** and it will launch in Presentation.
- Advance the script segments just like you do a document using the arrow keys.

### QUICK TIP

Don't like the order? Drag and drop within the Script to change the order.

# Creating and Editing Notebooks

## QUICK TIP

**Need to print a witness binder? Create a notebook with all the documents and print from the notebook.**

**Notebooks are a good way to organize your materials within OnCue. You can add anything from your case to a Notebook.**

- Hit the **Build Notebooks** button in the Workflow Ribbon. *(You'll notice a Notebook Pane pops up along with your viewer pane.)*
- Click on the “+” symbol in the **Notebook Pane**.
- Name your Notebook (e.g., Mr. Smith).
- You can drag and drop any type of media into your Notebooks: full exhibits, a page, a deposition, a designation or a Designation List.
- Notebooks are useful to organize materials for witnesses and allows for quick, one step printing.

**Already have a list of documents for the witness? You can import that list (as a text file) directly into OnCue. Here's how:**

- Create your text file outside of OnCue and name it what you want the Notebook to be named.
- Select **File, Import Notebooks...** Navigate to your text file and select Open.
- Voila! Instant Notebook. And YES, you can import more than one at a time.

Warning: You cannot present a Notebook as a whole object. You can however, click on the individual items in the Notebook and hit F5 to present them. This is a good way to organize all you need for a particular day in court.

***There you have it. OnCue Basics complete. You're on your way to trial presentation nirvana.***

***Once again, for advanced tips see the video tutorials and the expansive selection of help articles on our website and if anything stumps you while getting up to speed, the OnCue team really wants to help you understand it, and most questions can be answered in a minute or two, so don't hesitate to contact us ([support@oncuetech.com](mailto:support@oncuetech.com)) before giving up!***

***Happy hotseating!***