



Legacy – August 2014 through July 2022

Manual – Kind of...

Welcome to OnCue – Getting started

Welcome to OnCue

Thanks for becoming an OnCue User! If you're a new user and checking out our support site for the first time looking to get started, we recommend checking out the [QuickStart Guide](#).

OnCue has been a labor of love for a large team of people for a long time, and every single feature has a reason for being, with the goal of fixing real problems and making everyone who uses it faster and better.

If you can't find what you're looking for searching the site, never hesitate to send us a message, we pride ourselves in having a crazy response time with real trial techs who understand what you're trying to accomplish, and the importance of doing it quickly.

Happy Hotseating!

Basic Features List

Here is our list of basic features.

General

- Case media paths that don't need remapping when drive letters change
- Single case folder to move from drive to drive with no broken links
- Converts PDF files to foldered tif and jpg images automatically
- Online updates

Documents

- File Types - tif tiff png pcx bmp jpg jpeg gif pdf
- Highlight, zoom and callout portions of documents (annotate)
- Save, edit and update all annotations
- Draw lines and shapes in a your choice of colors and save
- Batch Rotate and Deskew
- Incremental Deskew
- Import and Export saved annotations from a Presentation
- Reorder pages by drag and drop
- Add pages after registration
- Import document names from text file
- Multiple groups allowed for folder paths

Videos (non-synced)

- File Types - avi mpg mpeg mp4 wmv mp3 wma
- Create "sub-clips" by setting in and out points on the viewer or by typing timecodes
- Export edited clips from Presentations
- Multiple groups allowed for folder paths

Presentations

- Create Linear presentations from all types of work product - designations, clips, documents, annotations
- Import and Export between OnCue cases
- Drag and drop reorder
- Manual or timed auto advance

Notebooks

- Create organization notebooks and sub-notebooks
- Drag and drop reorder
- Import and export notebooks and sub-notebooks between OnCue cases
- Import notebooks from text files

Transcripts and Designations

- File types - mdb (OnCue or Sanction) xml (OnCue)
- Word Search
- Pin transcripts
- Full transcript pause indicators
- Multiple ways to create designation lists
- Preview a designation without creating a list
- Individual designation pause indicators
- Editable time value for pause indication
- 8 highlighter colors to indicate designation type or party
- Drag and drop reorder
- Auto reorder by page and line, highlighter color, ID
- Auto renumber IDs
- Edit page and lines without changing play order
- Remove objections without changing play order
- Edit scrolling text for display
- Color demarcation for tuned and untuned clips
- Export designation clips to mpg or wmv

- Drag and drop document links
- Fine-tune document links
- Import and export designations lists while maintaining tuning, text edits and document links
- Full screen display of document links and annotations
- Full color designation reports with run-times
- Full color transcript reports with vertical color lines to indicate testimony
- Multiple groups allowed for folder paths of raw deposition video
- Video status bar to show total and individual run-times

LIVE

- Extended desktop display
- Full toolbar that can be hidden with a hotkey
- Single hot keys for basic functions
- Multiple ways to retrieve documents
- Edit and Save updated annotations
- Edit and Save updated linked annotations while video is playing
- Double-click to clear annotations
- Dockable Status Bar
- Save Split Screen annotations
- Incremental Deskew
- Rotate documents
- Video split screen with full text displayed at bottom
- Hot key to add displayed media to a pre-set notebook
- Display scrolling text in highlighter colors
- Multiple size and placement options for split screen video

FAQ – Frequently Asked Questions

Q. What are the system requirements?

A. If you want to install this older version of OnCue on your PC, here's what it takes:

- Windows 7, 10, 11. 32- or 64-bit
- 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- 2 gigabyte (GB) RAM (32-bit) or 4 GB RAM (64-bit)
- 1 GB available hard disk space (32-bit) or 2 GB (64-bit)

But in general, just try to have a snappy machine with decent specs, the job you're using OnCue for is important, so try and upgrade from the machines that should be polluting a landfill by now.

Q. Do I need to be connected to the Internet?

A. Only when you activate the program, and again when the subscription renews so the program can confirm that the license is current. In other words, if you order an annual, you can activate the program via Internet, then take the computer offline for an entire year and it will know you're good to go until the expiration date. But the bottom line is, there is nothing about OnCue that requires the Internet to operate in court.

Q. How does the licensing work?

A. If you have an active subscription, you can put OnCue on as many different machines as you'd like, but only two can be active at the same time. If you'd like to activate on a third machine and two other machines already are in use, you click the "release all" button to deactivate the other two machines and activate on your current one. And in a deliberate attempt to not annoy you, as soon as you open OnCue on one of those other machines, it will know it's supposed to be the second installation and silently activate.

Q. Does OnCue accept PowerPoint files?

A. We have no plans to incorporate it at this time but like all things, that could change.

Q. What formats does OnCue accept for synchronized deposition video?

A. OnCue currently imports Sanction MDB sync files and converts them to xml. Once converted and in the case structure, xml synched transcripts can also be added to new cases.

Q. How does the Background PDF Conversion work?

A. Since detecting B&W or color and converting to tiff/jpg takes time, we use the much faster method of splitting out as single page PDFs and working with those as they convert to tiff/jpg in the background. Once they're done, everything is as fast as can be with no waiting up front to convert. If you hover over the conversion status in the upper right of the program, you'll see which page it's on. Clicking that status will pause/resume the conversion and launching OnCue LIVE will also pause it. You can force any range of documents to the top of the conversion queue by right clicking and selecting "Optimize page(s) now."

Q. Is there a “Jump to Page” in OnCue LIVE?

A. Yes, when you have a document open, just type the page number and hit Enter.

Q. How can I bring up linked docs on the fly?

A. While a video is playing, if you just hit x+ID then Enter, the video will move to the corner and the document will appear, you can then annotate as necessary. To go back to full screen video, hit ctrl+f.

Q. Does OnCue work on a Mac?

A. OnCue is a Windows program, but we use it on several Macbook Pros with great success. In fact, lots of our customers use it exclusively on Apple

hardware running windows. This is because it's such a "light" program and doesn't bog down Windows on a Mac, especially if you have relatively recent hardware.

Q. Can I Search the Database?

A. Not in this version.

Q. Can multiple people work in the same case at the same time?

A. Absolutely. We very often have multiple users working in the same database at the same time with no issues. It doesn't update in real time though (that would affect performance too much at this point) so it's best to hit F9 to refresh your database occasionally to see what your colleagues have done. This is especially necessary if you're working on the same thing, for instance tuning video from the front and back of a designation list to meet a deadline.

Q. Can I double-click in LIVE to remove callouts and zooms?

A. Yes, the only trick to it is you must double-click outside of the callouts to remove them. The second double-click after that will zoom out to full page if it's not already there.

Q. How do I cancel a subscription?

A. There is a link to your subscription where you can easily update payment info or cancel on your original email that contained the activation code, as well as every email you receive about credit card charges. You do not need to contact us or log into the OnCue website. If you can't find any of your automated emails with subscription info links, we'll be happy to help.

Q. Can I use OnCue with a Cloud service like Dropbox or Box?

A. You can, and people do successfully every day. But you do need to take cautions. Unlike when you're on a local network where multiple people

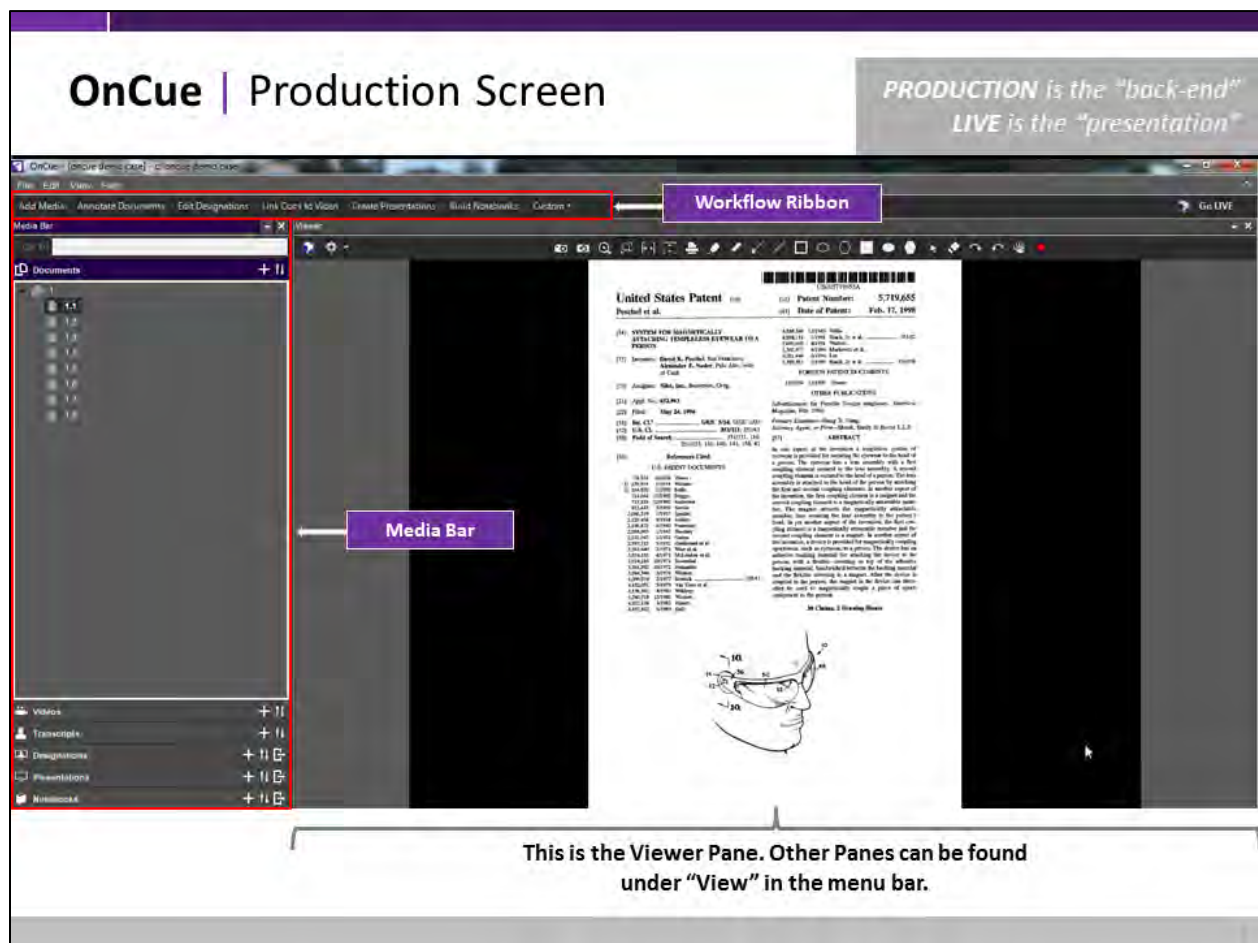
can work on the same database simultaneously, the nature of those Cloud services mean if more than one person is using the database at the same time, it will create a conflicted copy of the database. So, if you're collaborating in OnCue with a colleague using a shared cloud folder, make sure that only one person has OnCue open at a time.

Visual Glossary of Terms

The screen grabs below illustrate the main components of OnCue's user interface. These are just the basics to get you up and running. More specific and advanced features can be found in the sections below.

Production Screen

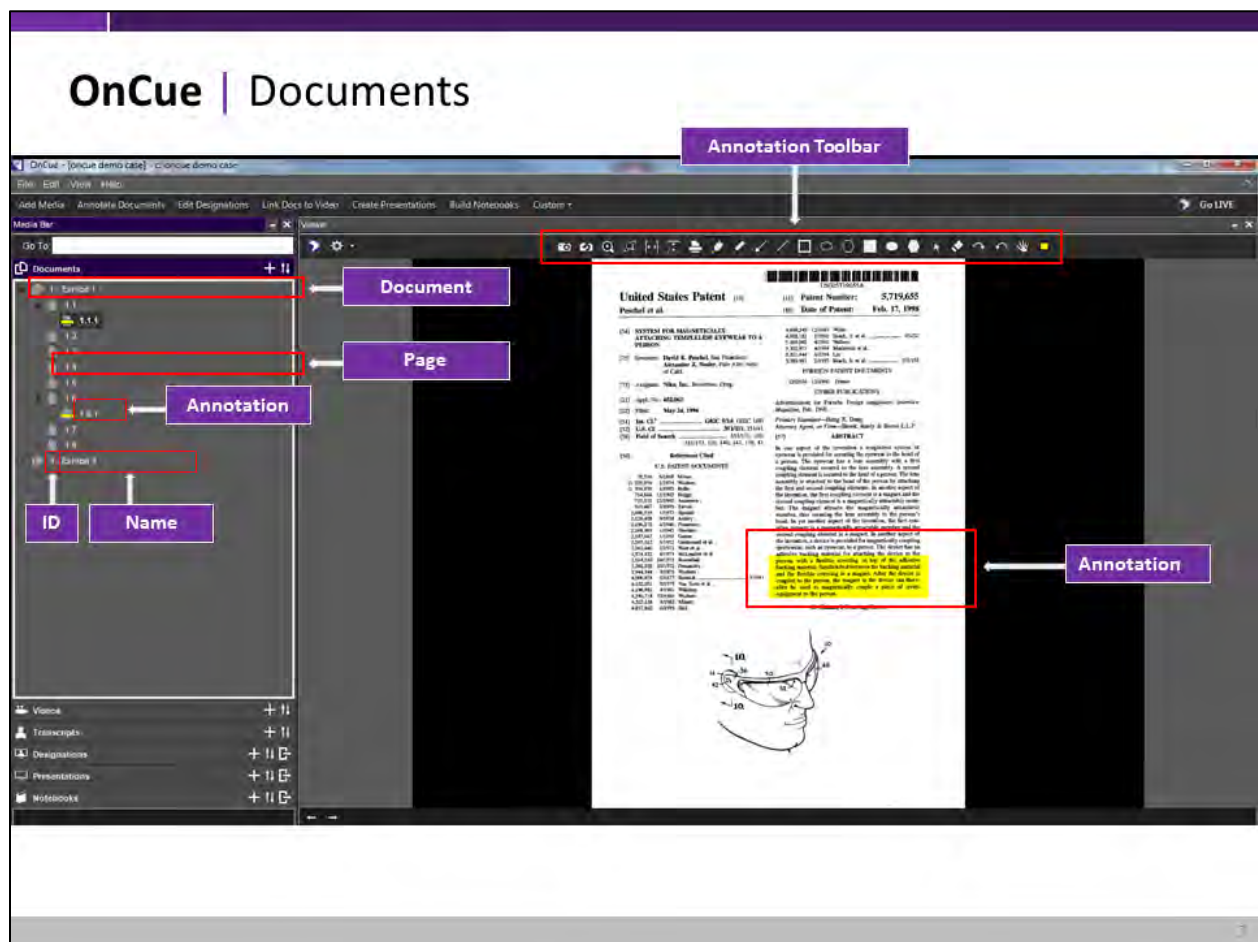
OnCue's Production Screen helps you manage the media in your Case. It consists of a Media bar, and Workflow Ribbon, and the Viewer.



Documents Screen

OnCue's Documents Screen is where you can manage your trial exhibits and other documents you want to present in your Case. You can access

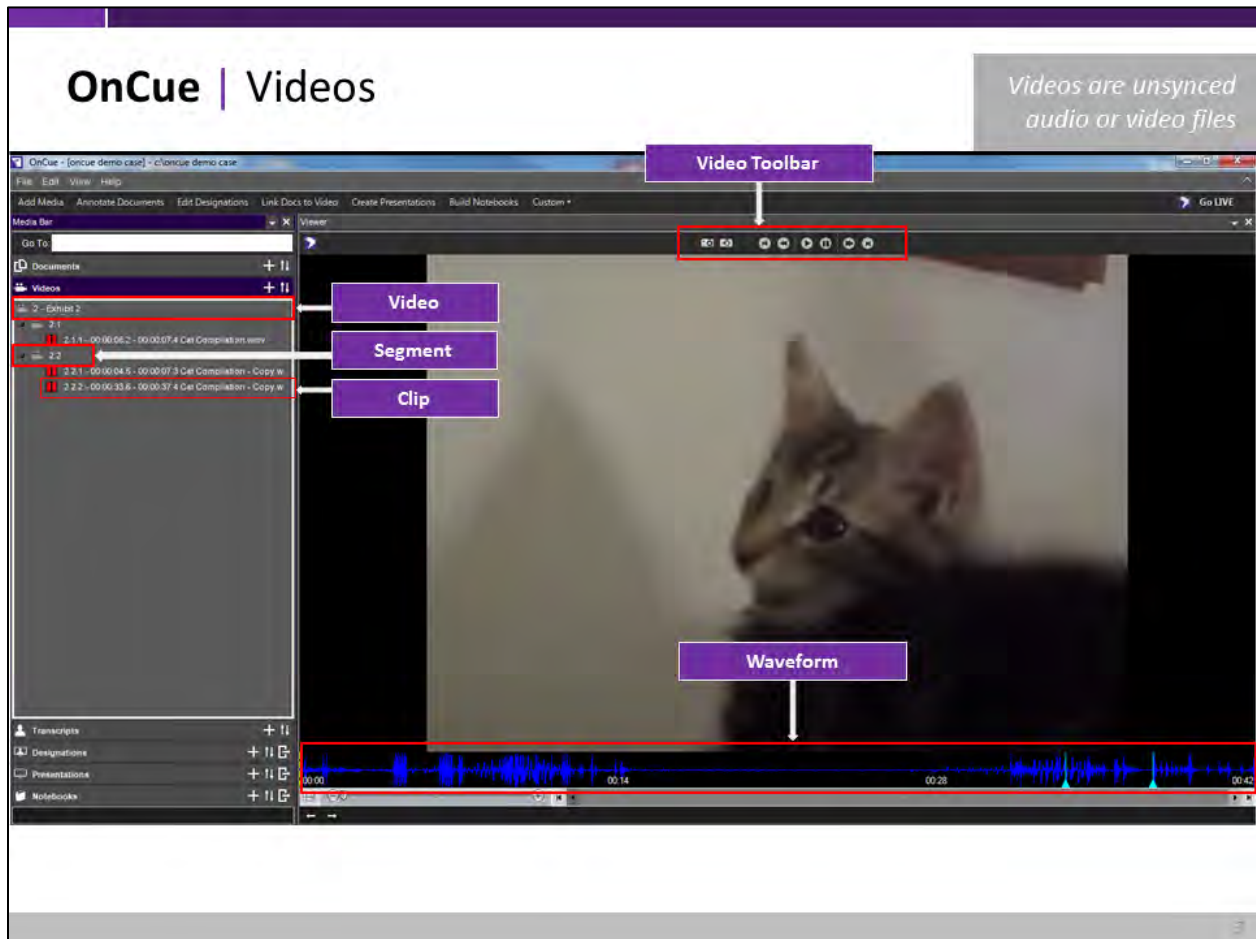
this screen by clicking on the Documents tab in the Workflow Ribbon. The left portion of the screen will show you the exhibits in your Case. Click on the + sign to expand the list to show individual pages and treatments. With your cursor parked on a specific exhibit, page or treatment, the image will appear in the Viewer window. To highlight, call-out, or otherwise treat the page in the Viewer, simply use the Annotation Toolbar located above the image inside the Viewer.



Videos Screen

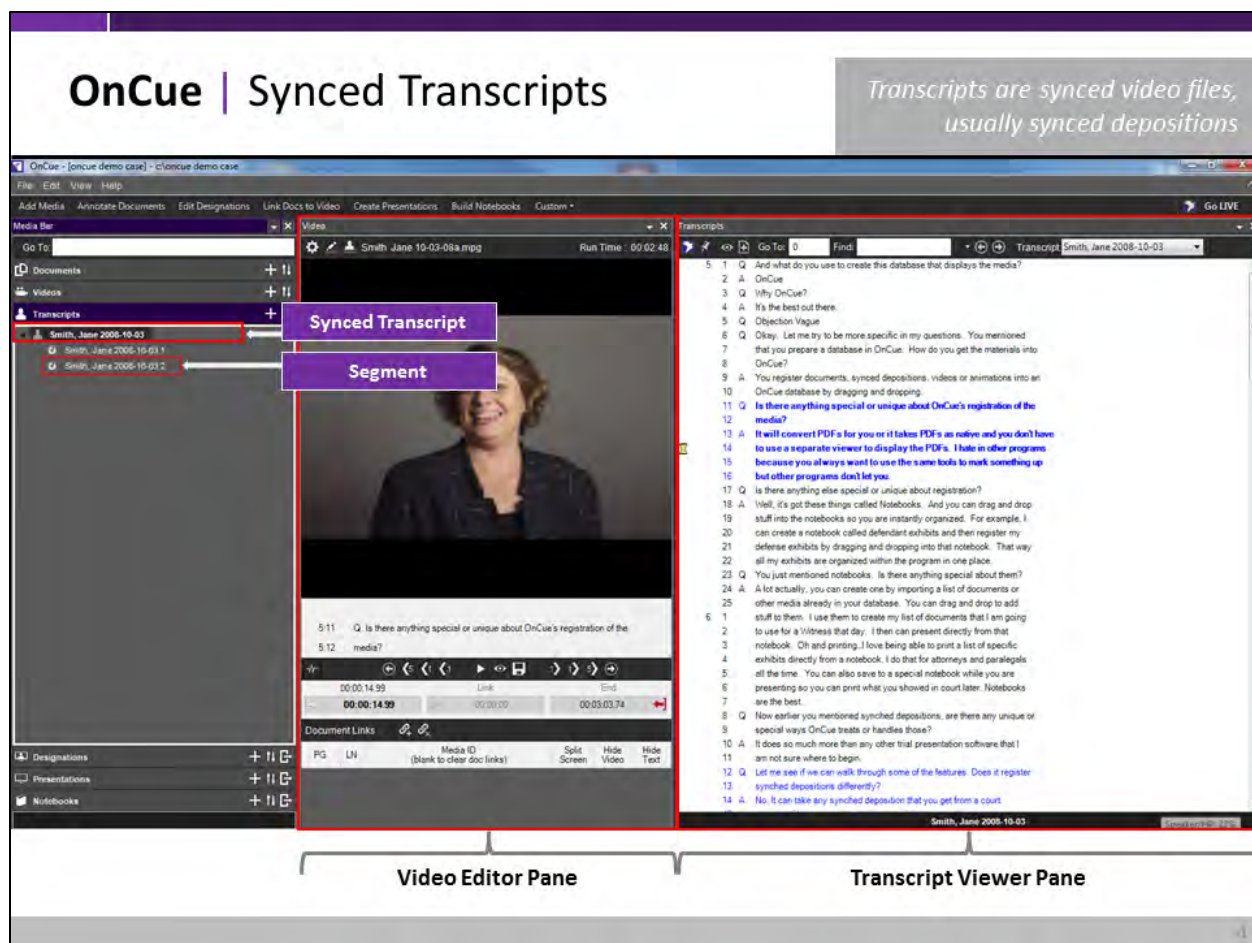
OnCue's Videos Screen is where you organize, edit, and view individual video clips in OnCue. To access this screen by clicking on the Videos tab

in the Media Bar. Expand the items by clicking the + sign. To review or edit the video clip in the Viewer window, use the Video Toolbar at the top of the Viewer.



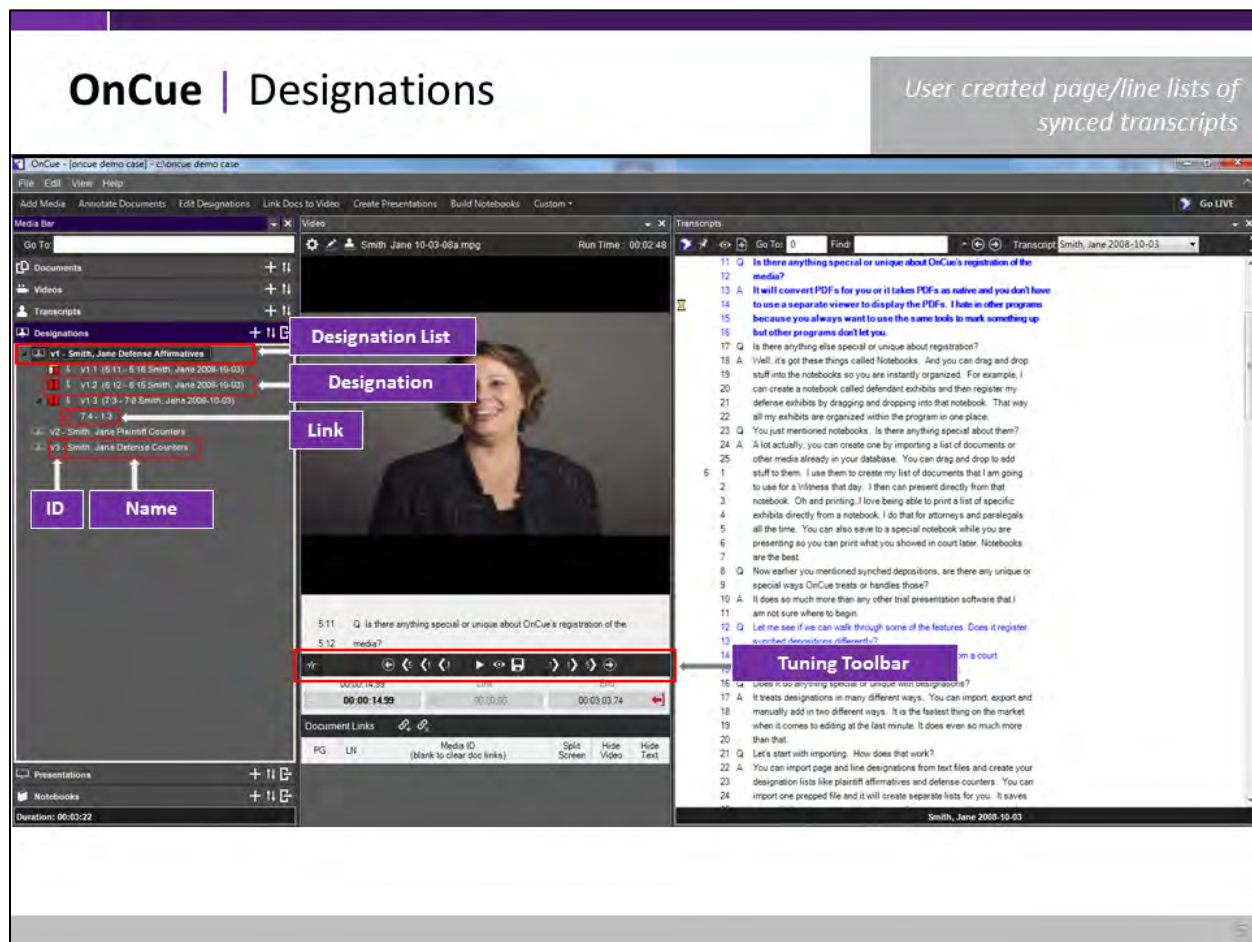
Synced Transcripts

OnCue allows users to edit deposition transcripts video that is synchronized with the transcript using a .mdb and associated MPEG file. To access this screen layout by clicking on the Transcripts tab in the Media Bar. This 3-window layout includes a list of the synchronized transcripts on the left, the Video Editor Pane in the middle, and the Transcript Viewer Pane on the right shows the text of the deposition. You can expand the Transcript on the left to show each individual MPEG segment.



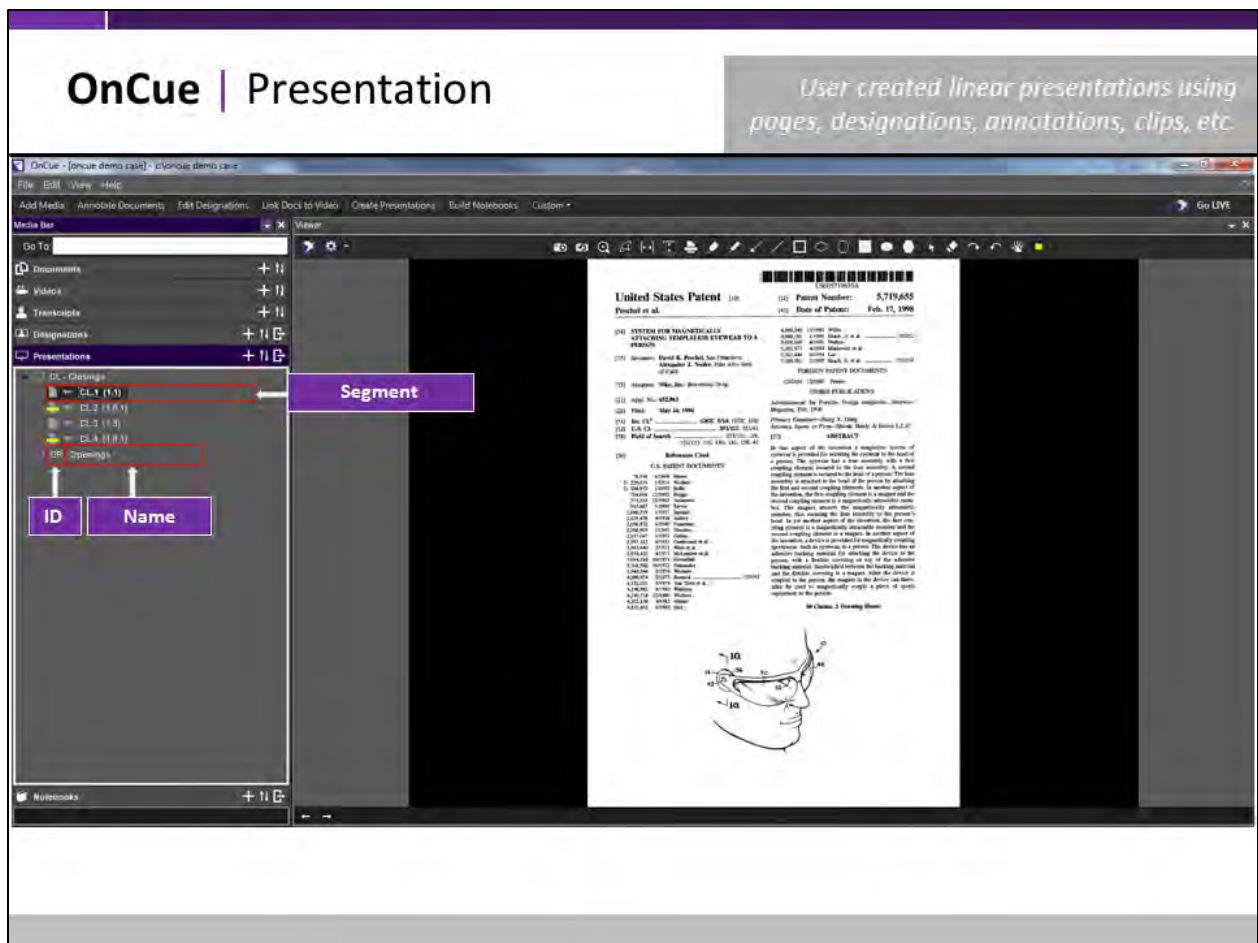
Designations

OnCue allows users to create and play a list of designations from a synchronized transcript. To access Designations, click on the Edit Designations tab in the Workflow Ribbon. This will display your Designation Lists on the left, the Video Editor Pane in the middle, and the transcript Viewer Pane on the right.



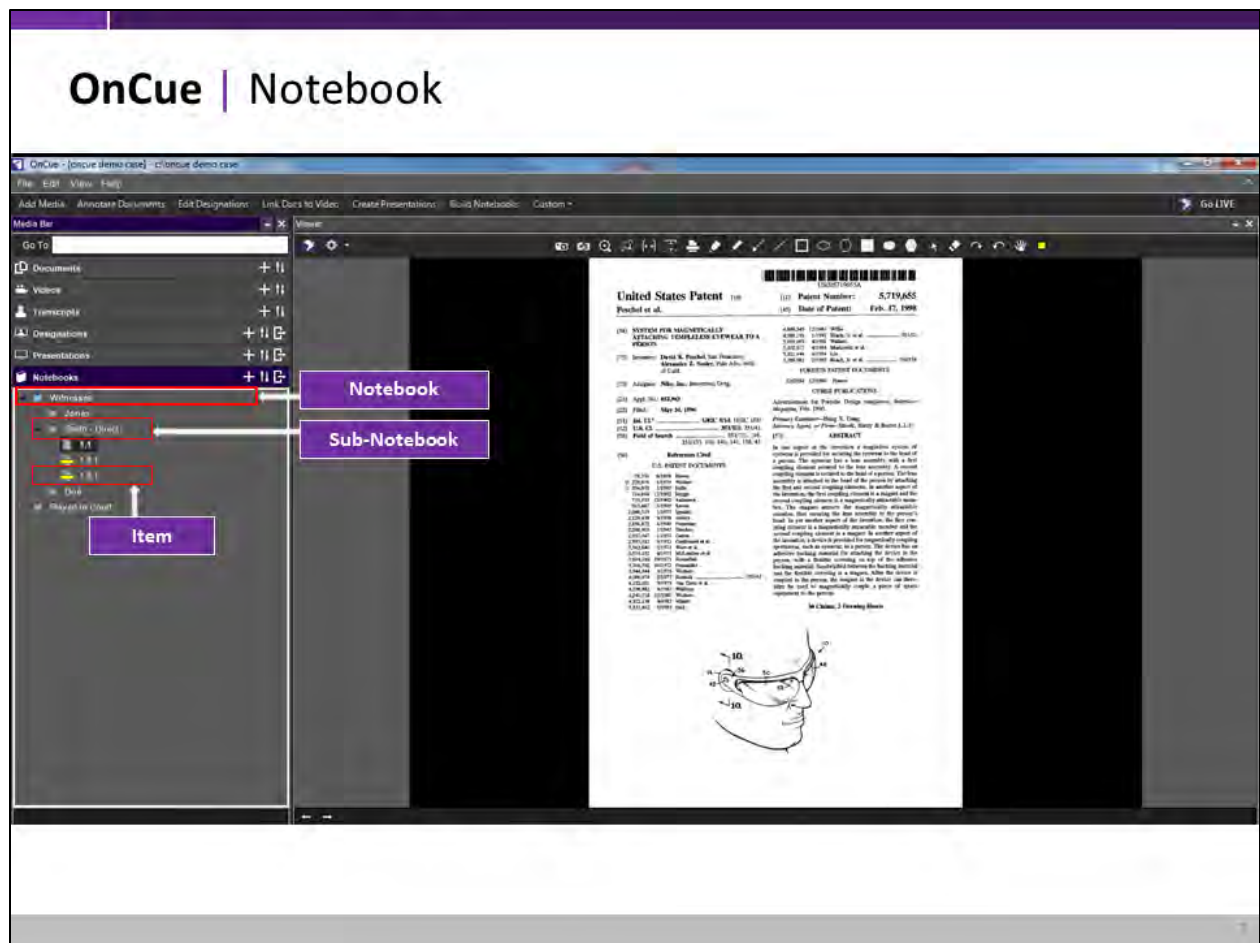
Presentations

OnCue allows users to create custom presentations using pages, designations, annotations, clips, etc. To access this screen layout, click on the Create Presentations tab in the Workflow Ribbon (this screen layout is not working).



Notebooks

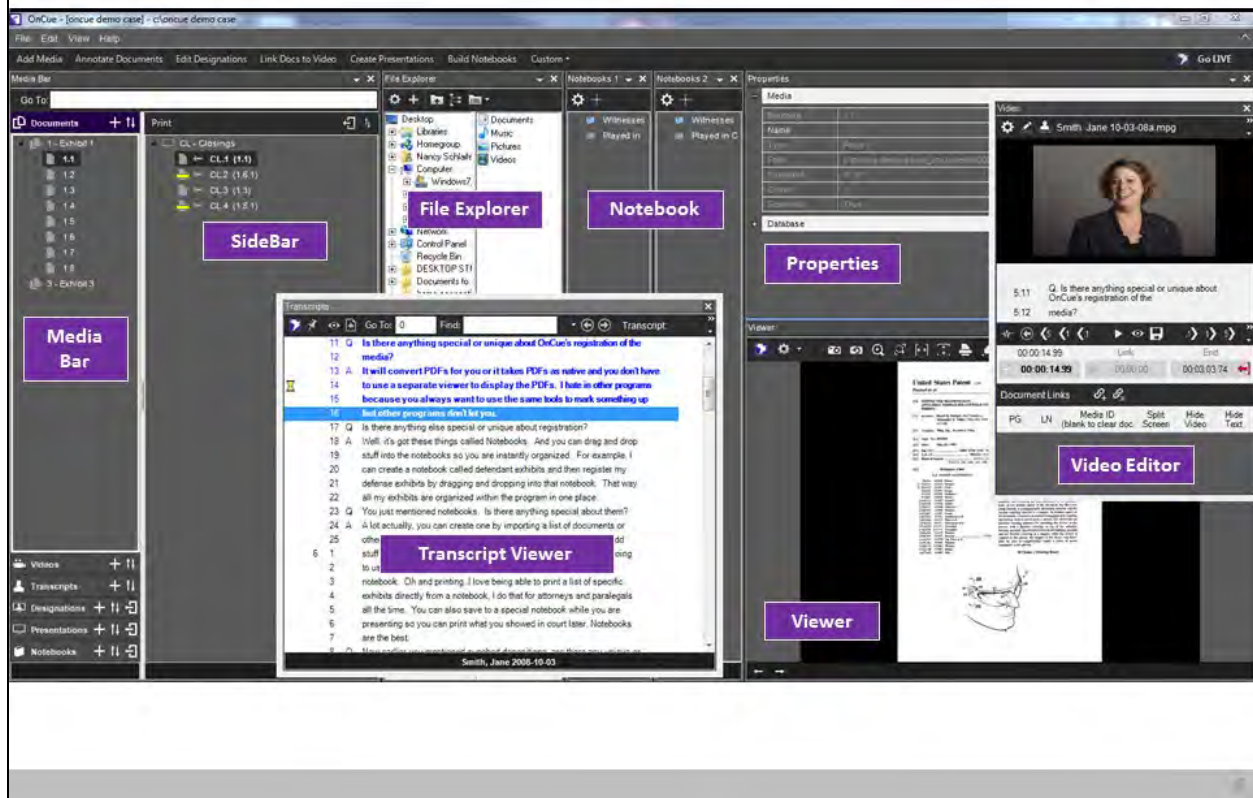
Notebooks are a great way to keep your Case organized. To access Notebooks, click on the Build Notebooks tab in the Workflow Ribbon.



Panes vs Screen Layouts

OnCue's pre-set Screen Layouts is our way of organizing the interface the way we think users will work most efficiently. But OnCue's Panes are moveable so you can organize it however you like, even saving your own screen layout. The screen grab below illustrates all OnCue's different Panes.

What's in a Pane?

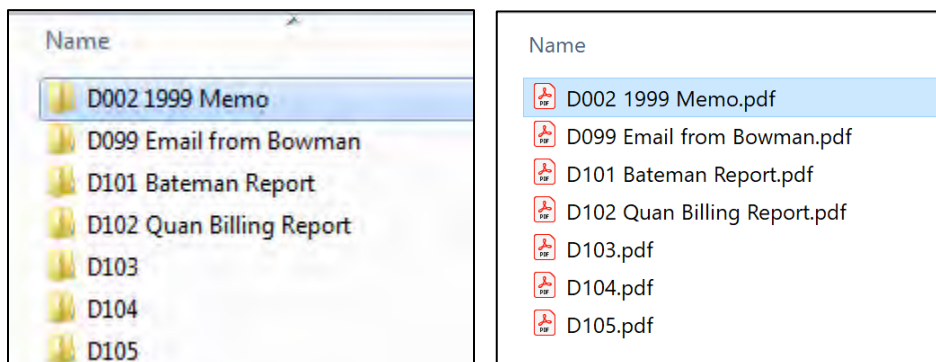


Organizing Material and Data Paths

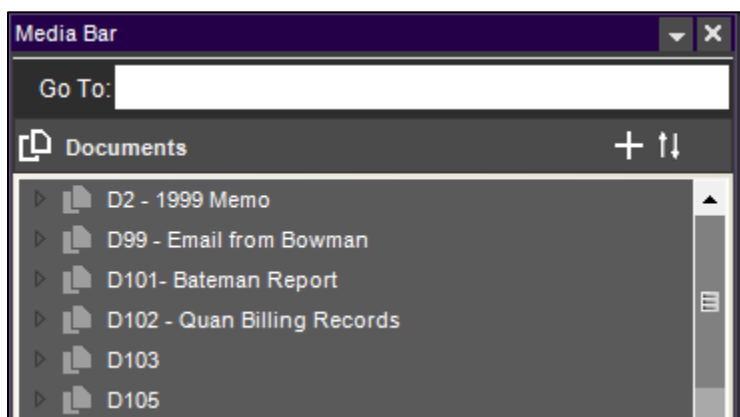
Before adding media to an OnCue case, some thought should be given to organizing your material. OnCue adds media into the case and assigns an ID and Name based on the file or folder name.

OnCue's method of assigning ID and Name from a file/folder name is simple. Everything before the first space is the ID, and everything after that first space is the Name.

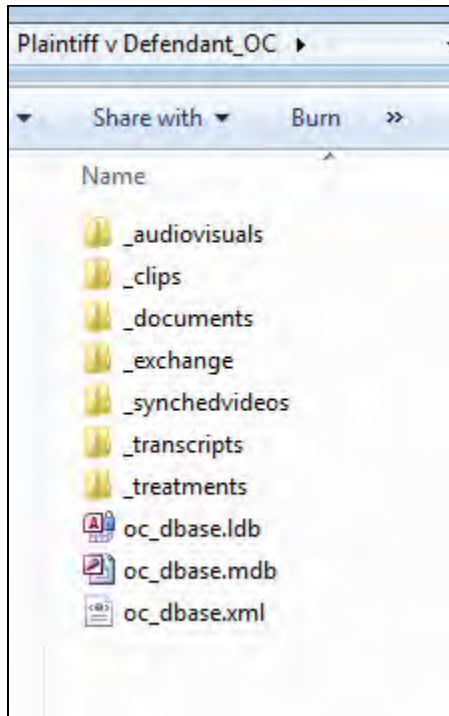
So if your document folder looks like one of these...



Inside of your OnCue case, they'll look like this...



OnCue copies and stores all media in a main case folder. This keeps your data in one place and all you need to do before court is **copy over your one case folder, never requiring you to edit path maps or losing the links to the images.**



OnCue case folder structure

_documents: All documents are copied here when added to OnCue. It is important to note that if you are using PDFs – the original PDF is not copied to this folder. Only the broken-out pages are copied.

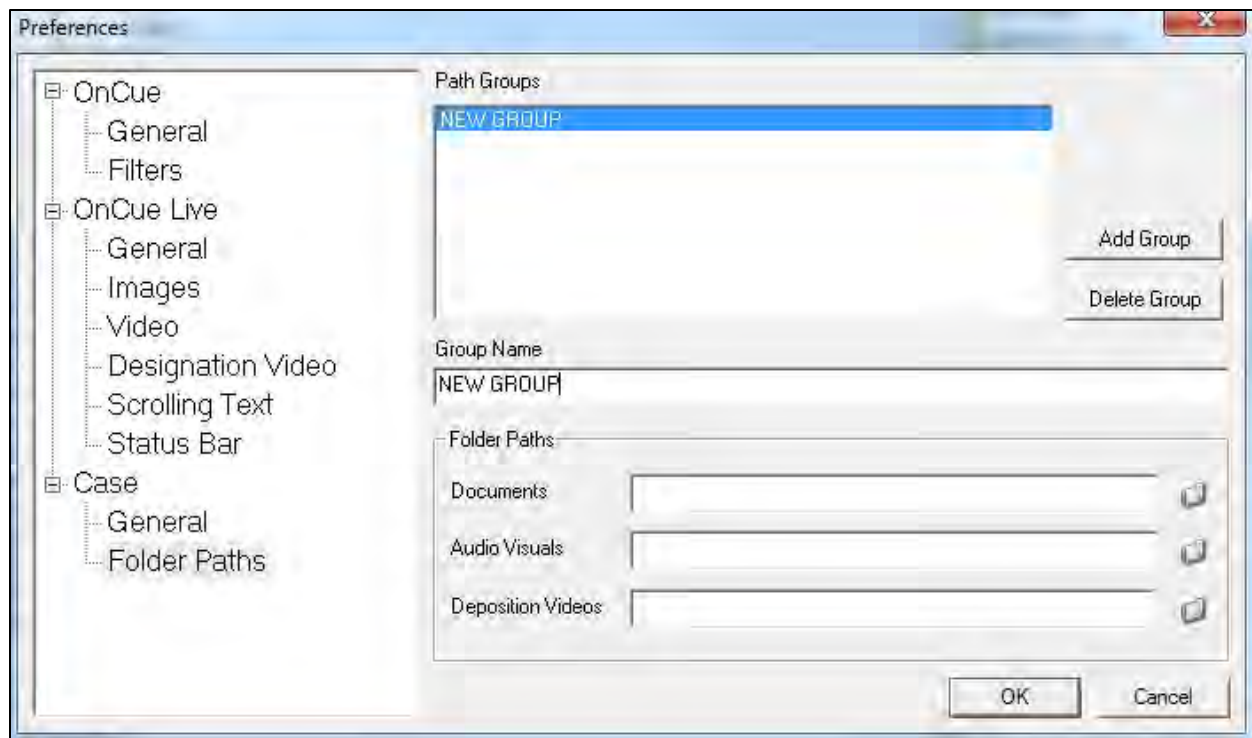
_audiovisuals: All unsynced video or audio files (animations, surveillance footage, etc) are copied here. If you add an unfolded file, it will be foldered for you

_synchedvideos: MDB files do not copy to this folder when you register them. This is the folder where you should copy the video files associated with your synced transcript. See [About Synchronized Transcripts](#) OnCue automatically looks in this folder when it tries to play something from a Designation List or Presentation. You can register those from any location. See [Adding Synchronized Transcripts](#). OnCue creates an XML and puts it in **_transcripts**.

If you do nothing OnCue copies to the root of these folders. If you copy your materials to the corresponding folder before adding, it keeps your folder structure including subfolders.

Now, as the location of the main case folder can be changed, the storage locations for individual types of media can be changed whether it is on external drive, server or a different partition on your computer. OnCue uses Path Groups to also allow for a computer's physical location change without having to browse to your folders every time you go from the office to court.

Path Groups can be added in the Preferences menu. Select Edit-Preferences on the menu bar and under Case click on Folder Paths. Adding a Group allows you to browse to the folder where you want OnCue to “look” for each type of media. You can have a group for the courtroom, office, and home. You only have to put in your paths once for each group and then you can switch between them.



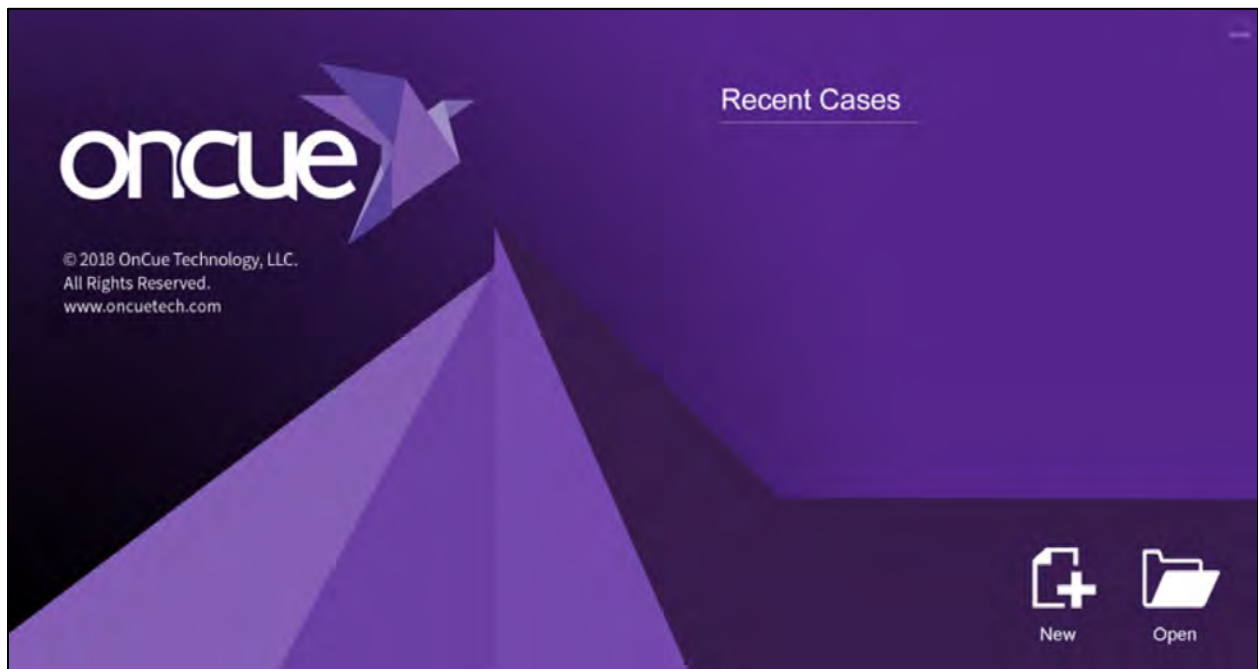
If you set these preferences prior to adding Media. OnCue will not copy the files to your case folder.

Creating a New Case

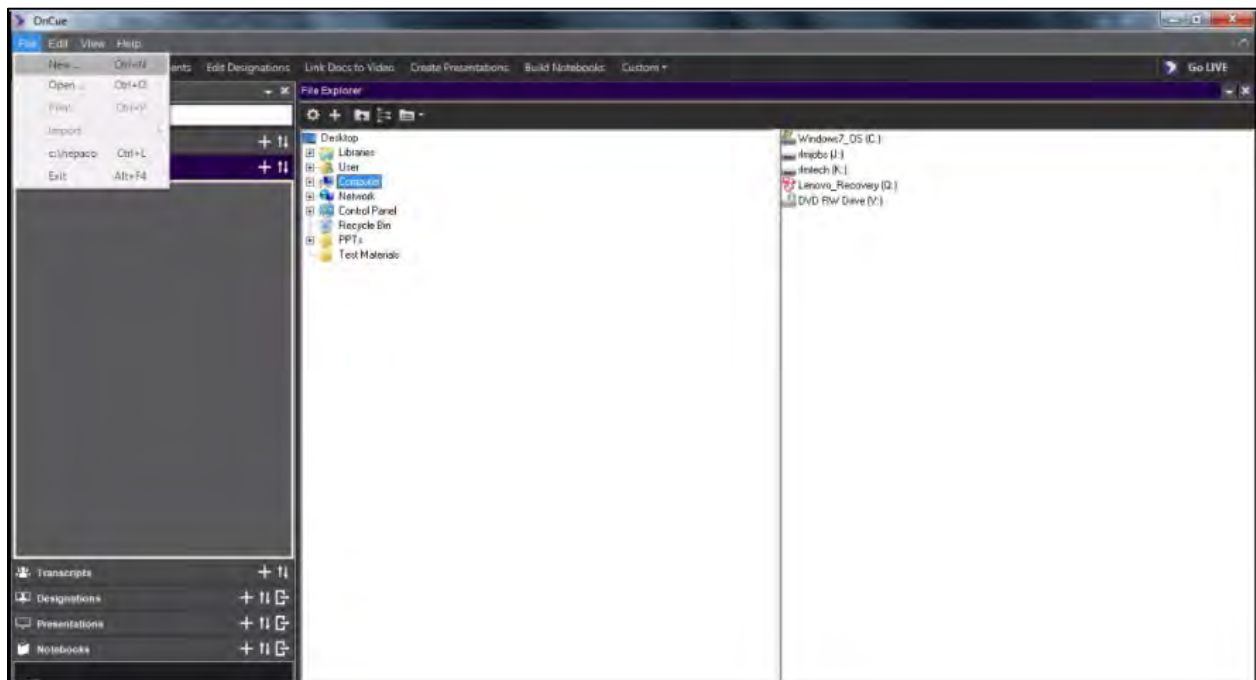
OnCue allows you to organize all your trial exhibits, synchronized transcripts, demonstratives, and videos in a single, easily organized structure called a Case. Since Cases are central elements of OnCue, creating a Case is the first step in preparing for trial presentation.

There are two ways to create a Case in OnCue – either by selecting “New” when OnCue is first launched; or by opening the File menu and selecting “New.”

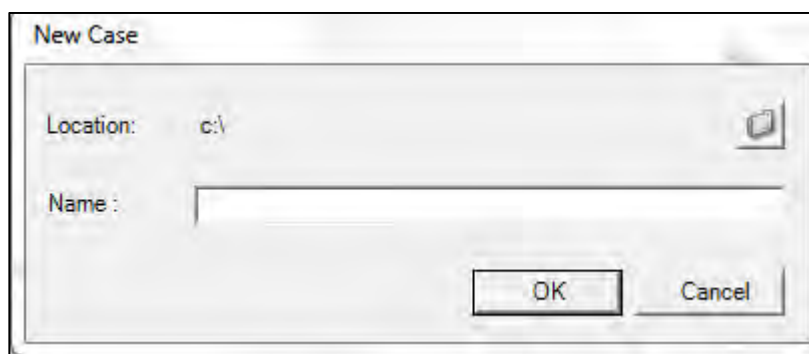
From launching OnCue:



From within OnCue:



Either option launches a window that allows you to determine where the main case folder will be located and what to name it.



The main case folder is where all the case data is stored (how this can be changed will be covered in another article). This includes documents,

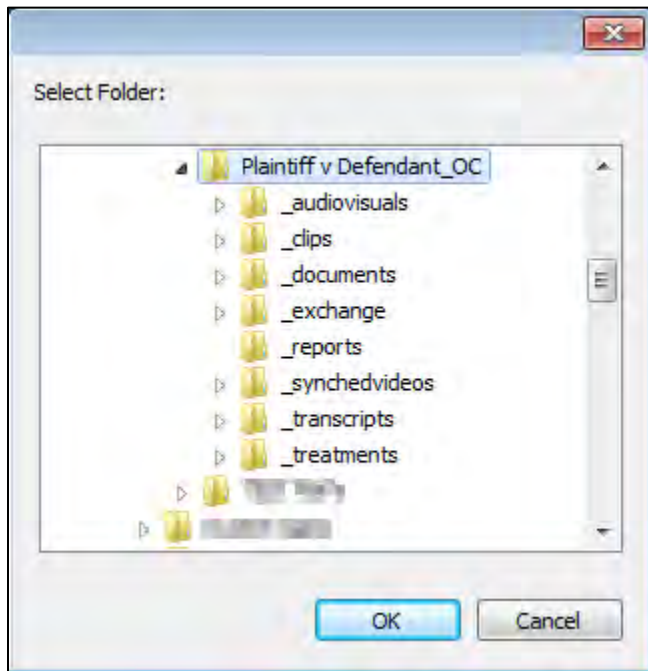
synchronized transcripts, and video files. Since the size of these materials can be quite large, some thought should be given as to where you locate the folder. By default, OnCue will create new case folders on the C: drive of the computer being used. However, if the C: drive has limited space you may want to browse to a different drive (e.g., an external USB or Network drive).

Once the case has been created, it can be opened either at the launch screen or from the File menu.

Opening a Case

To open a case in OnCue, use the Open Case icon from the splash screen or File|Open from the menu in the program to bring up a file browser.

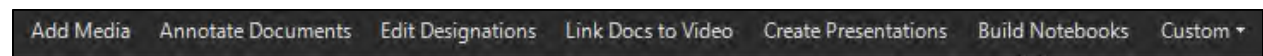
Select the **root case folder**, not a file, then click OK.



Workflow Ribbon and Creating Custom Layouts

We understand that people work differently. Not all of us need every window open at any given moment on their computers. In OnCue we have created a Workflow Ribbon that functions as a shortcut to layouts that you might use to complete different production tasks. The Media Bar is independent of these panes and does not move or alter with the working panes. With each click of the buttons on the Ribbon, panes open and move around according to the task at hand. Further information on performing the tasks can be found in other sections of the Help Center.

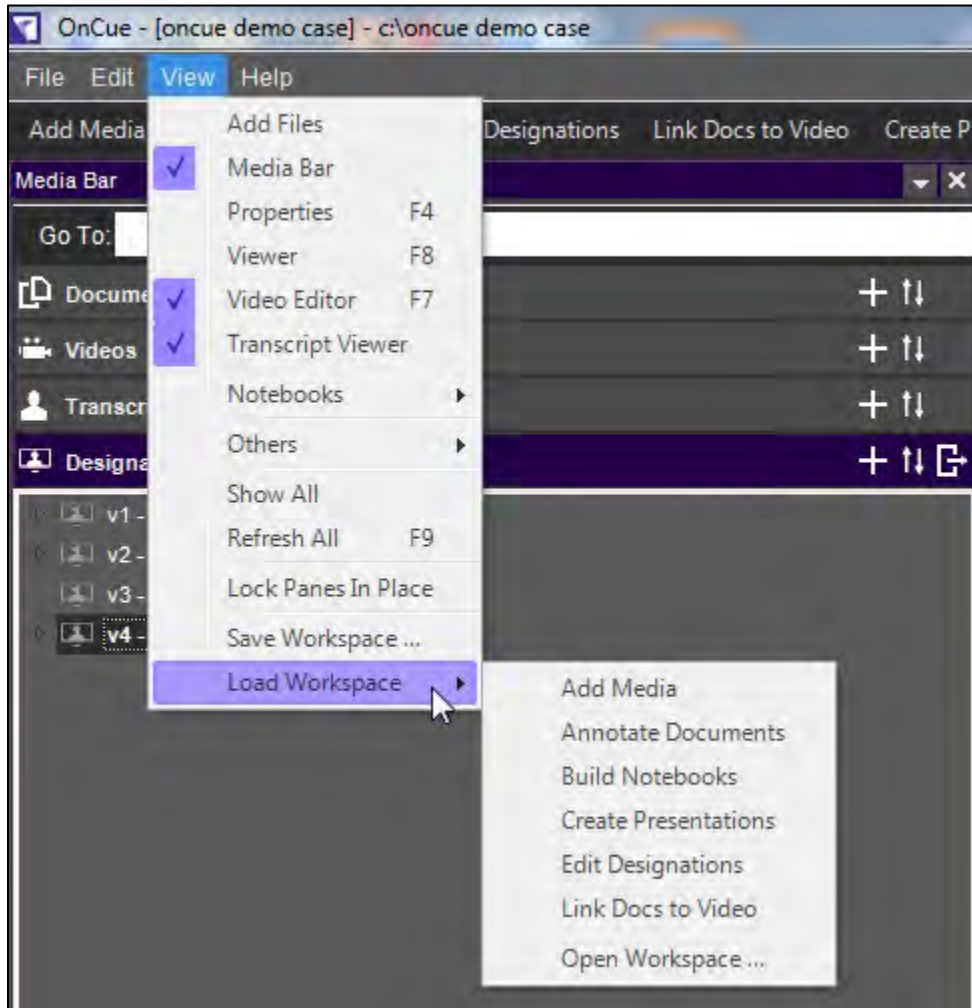
Workflow Ribbon



Button	Panes Opened
Add Media	Windows Explorer
Annotate Documents	Viewer
Edit Designations	Video Editor, Transcript Viewer
Link Docs to Video	Viewer, Transcript Viewer, Video Editor, Notebooks
Create Presentations	Viewer

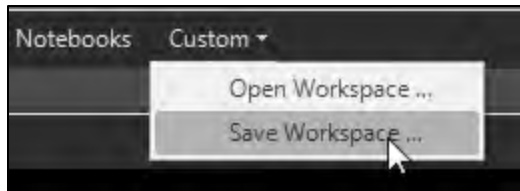
Build Notebooks, Viewer Notebooks

Panes can be closed by clicking on the “X” and opened or closed in the View Menu. You can even lock them so you don't accidentally move stuff around.

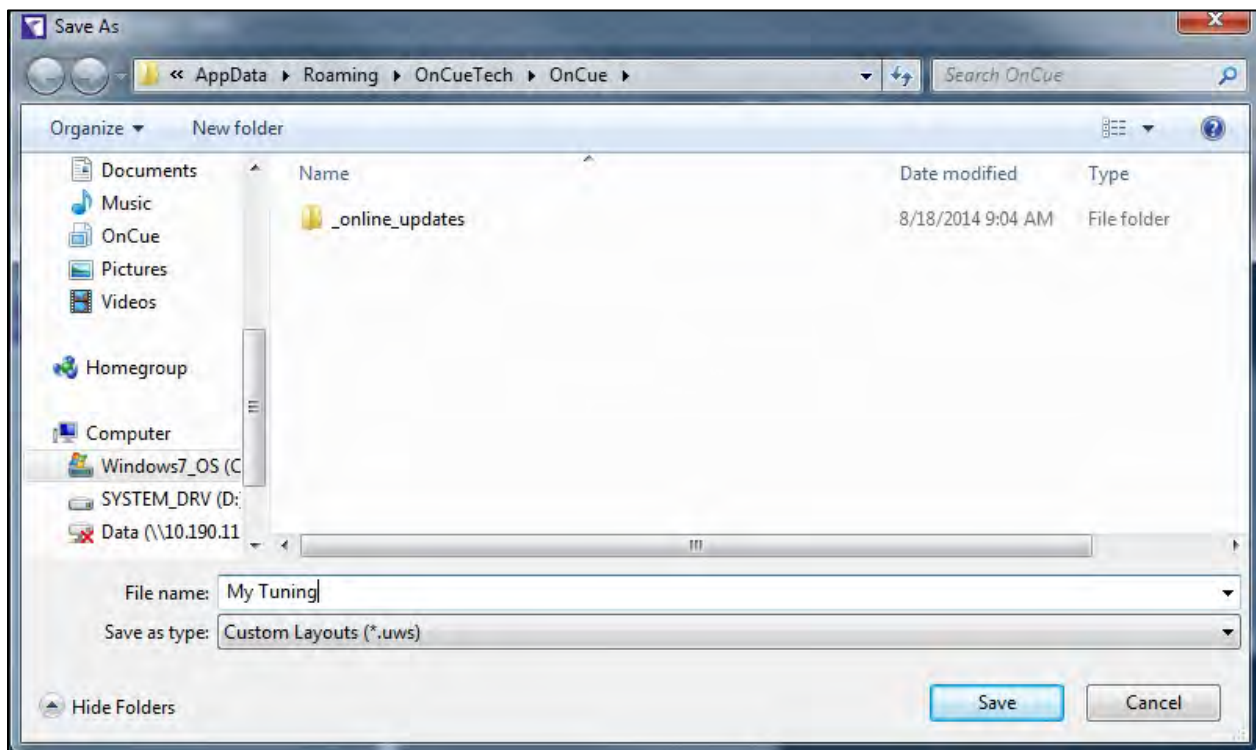


They can be dragged around and placed almost anywhere you like within Production. Just left click and hold the top of the pane's title bar and drag it to where you want it. It works just like Windows does. Try it out. If you like it, it can be saved and used for any case in the future.

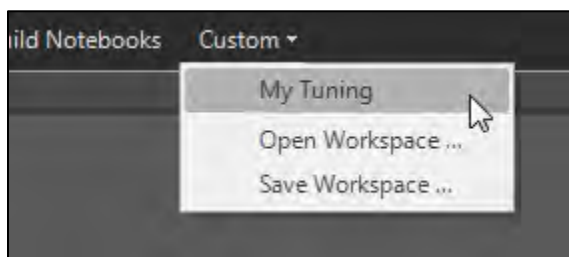
Save Workspace



Name your Workspace



Closing OnCue places your Workspace in the Custom Menu.



If you forgot to save it and closed your case. No problem, OnCue remembers the last layout you used and opens with that.

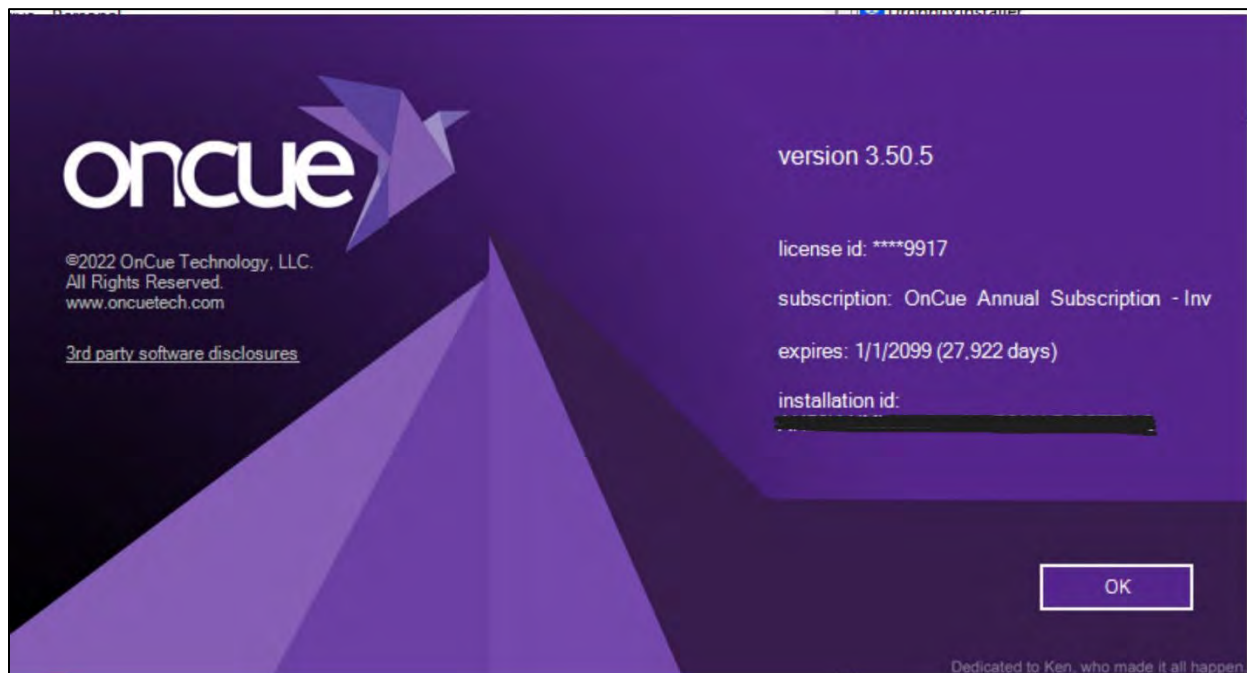
About Screen Information

The About Screen in OnCue has some helpful information you should know about.

The first thing is the version number so you can be sure you're on the latest. If you're not sure, you can look at what you have and compare it to the [Update History](#) which will always have the latest build on top.

Next is the last four characters of your license ID. This is critical when you have more than one license and move the installs from computer to computer (as us techies tend to do.)

Last is the day your subscription expires and either auto-renews to your credit card or manually renews with an invoice payment for our check customers.

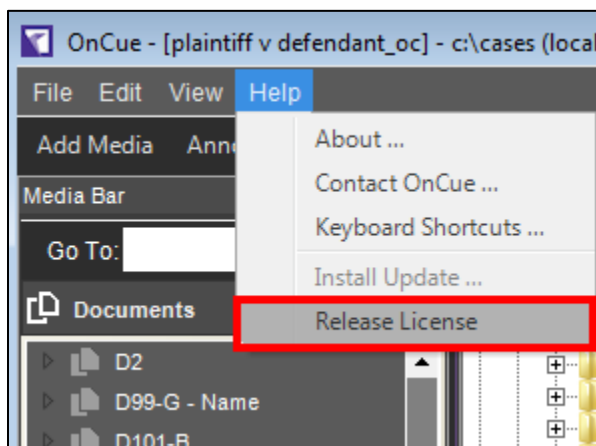


Installing on Multiple Computers or Changing Licenses

We understand how this program is used, so we knew better than to permanently bind it to any certain computer. You can use one license to unlock on two machines, but release one or both at any time to unlock on a new machine. Yes, you really can move your licenses around from machine to machine.

Essentially you can play musical laptops with your two unlocks as often as you need, the only restriction is it just goes on two at once.

Under the help menu in OnCue, you can release the license on the current computer, making it available to put on any other machine.



If you for whatever reason, no longer have access to both computers you've installed it on, it's easy to fix that too. Just release your licenses with the button at the bottom of the activation screen and you're good to unlock on two new computers if your subscription is valid.

The image shows a software activation window for OnCue. At the top is the OnCue logo. Below it are two radio buttons: "Activate Online" (selected) and "Activate by Phone: (844) 826-7277 option 2". There are two input fields: "License ID / Activation Code: xxxx" and "Activation Password:". Below these are three buttons: "Proxy Settings", "Activate", and "Close". A "Result" section contains a red "X" icon and the text: "This license is no longer active. It may have been revoked or the subscription may have expired. (9200)". At the bottom, a red rectangle highlights two buttons: "Manage License" and "Release Licenses". To the right of these buttons is a text block explaining the "Release Licenses" action.

oncue


☒ Activate Online ☐ Activate by Phone: (844) 826-7277 option 2

License ID / Activation Code: xxxx

Activation Password:

Proxy Settings Activate Close

Result

 This license is no longer active. It may have been revoked or the subscription may have expired. (9200)

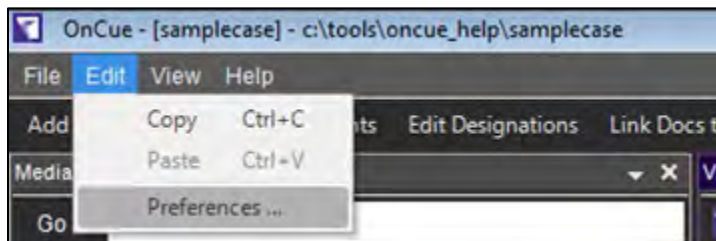
Manage License Release Licenses

If you are unable to activate your license, click Release Licenses to release your license key and deactivate OnCue on all computers you have it on. This allows you to activate on this computer and another one using your existing subscription.

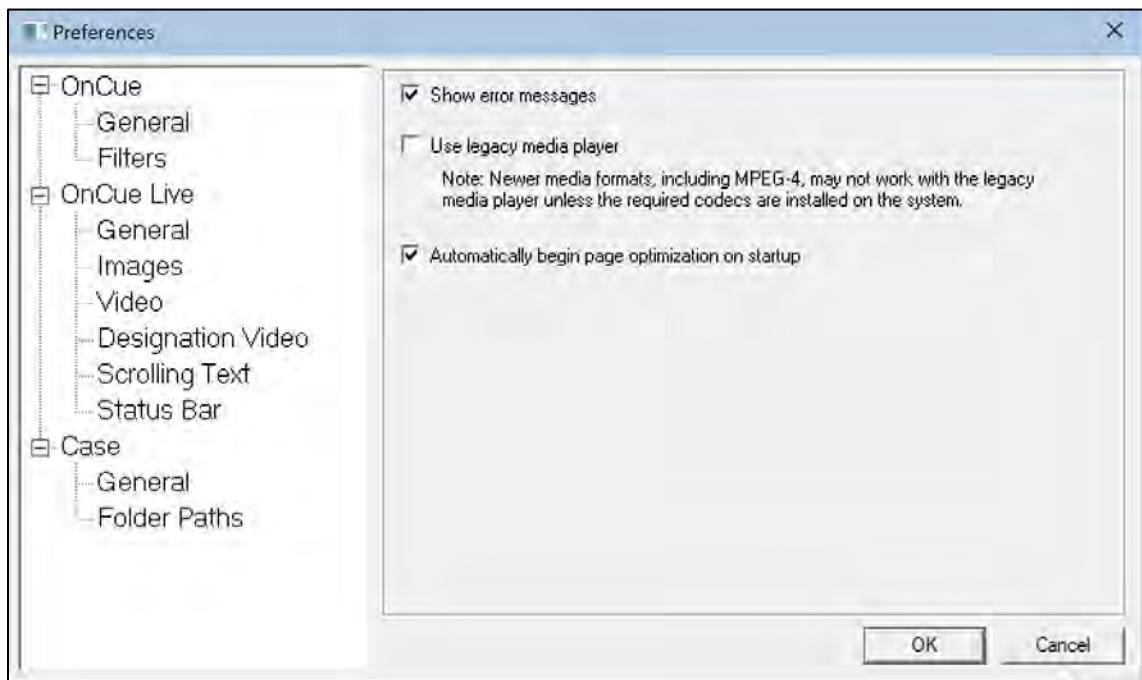
This is also how you release and put in new licenses in when you cancel for a month or two.

Presentation Settings and Preferences

To customize your settings for OnCue and OnCue Live, click on **EDIT** and select **PREFERENCES** from the drop-down menu. ***These are GLOBAL OnCue settings. Every change made affects all cases created old and new. There is no "reset default button."***

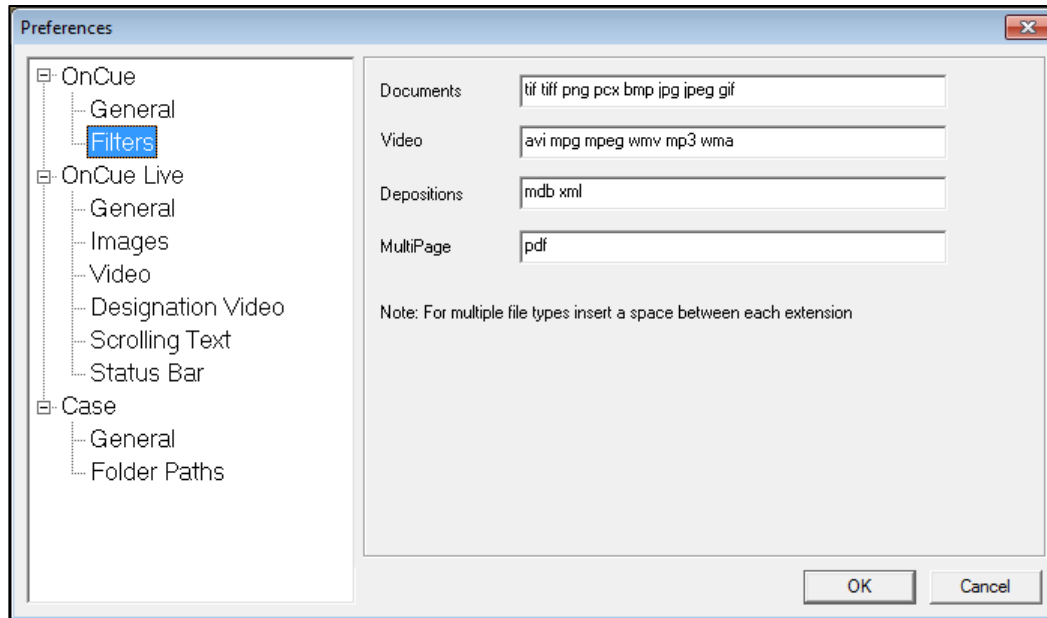


General Settings - This Preference is for Production.

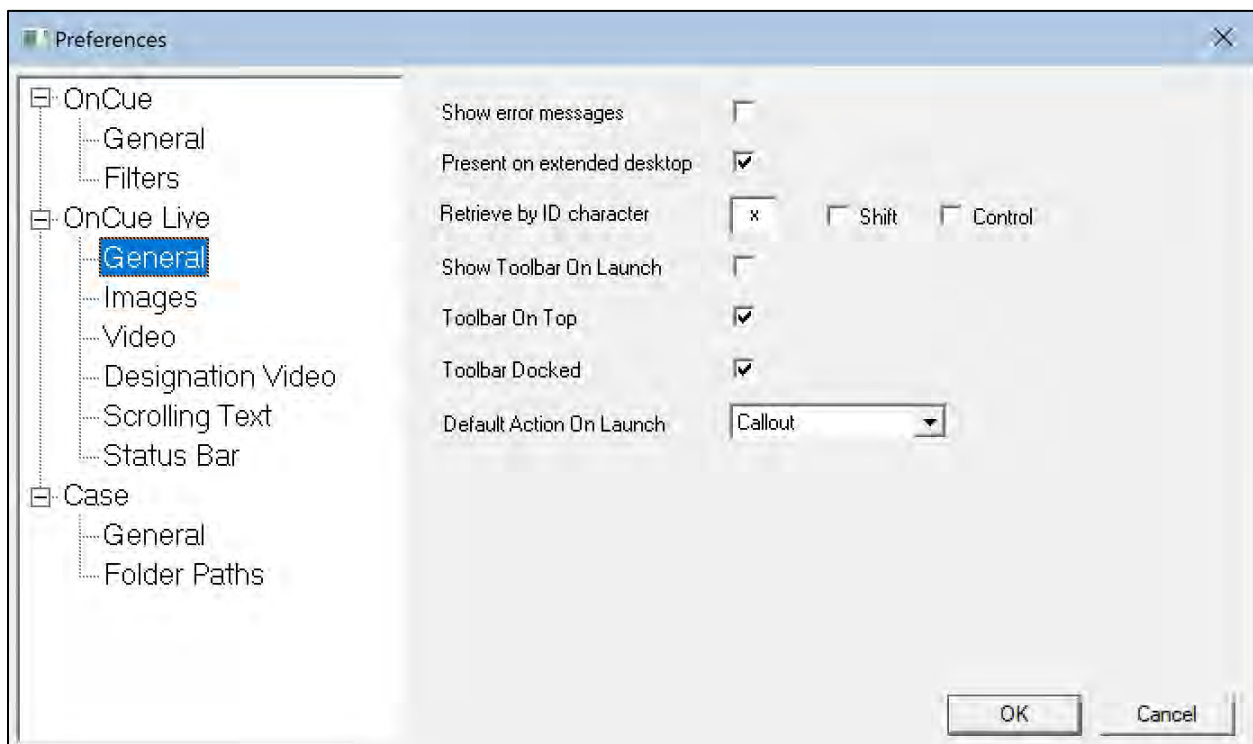


Preference	Description	Suggested Setting
Show error messages	Checking this box will prompt error messages in OnCue Production	Want to know what went wrong? Make sure this is checked. <i>Default is checked.</i>
Use Legacy Media Player	Allows production to use a different media player for non-MP4 videos.	Some newer computer models have issues with different videos, even MPEG-1 files. If your video is stuttering in Production but works fine in LIVE, try checking this. <i>Default is unchecked</i>
Automatically begin page optimization on start-up	OnCue breaks out PDF files and converts them in the background. This is done automatically when documents are added.	In a network environment, it is best to only have one person optimizing pages to avoid errors. Single users won't have an issue. <i>Default is checked.</i>

File Filters - This menu lets you know all the file types that OnCue will accept. You cannot add extensions and expect OnCue to add the documents or videos.



OnCue Live General Settings - This menu lets you choose several general presentation settings.

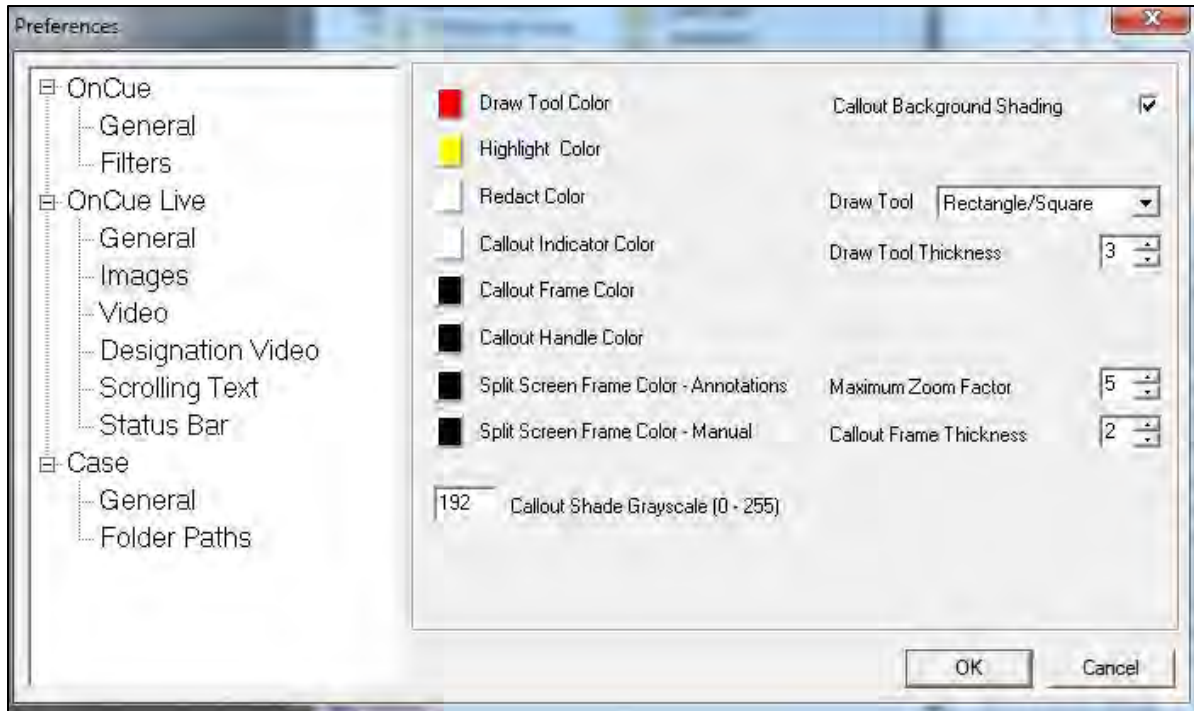


Preference	Description	Suggested Setting
Show error messages	Checking this box will prompt error messages in OnCue Live	Best to leave "unchecked" to avoid any error warnings while presenting your case
Use secondary monitor	OnCue works well with a dual-screen setup. Check this box if you want On Cue Live to display on a secondary monitor.	Using dual screens allows you to Check this box if you want On Cue Live to be very efficient and display on a secondary monitor. precise in presenting your case. The extra screen allows you to preview an item in the Production database before presenting it to an audience.
Retrieve by ID character	OnCue Live requires a preliminary keystroke to let the software know you are typing in a new Media ID. This menu preference allows you to customize this key stroke to any character that you prefer.	We suggest "x" as the retrieval to let the software know you are typing in a ID character and not a tool. "X" is guaranteed not to interfere with other hot keys.

OnCue looks for media in this order after you hit enter - ID, Name, Bates.

Toolbar defaults	<p>On Launch - when you launch LIVE the toolbar is present</p> <p>Top - top of screen</p> <p>Docked - the document image will shrink so you can see the whole page when the toolbar is launched</p>	<i>Default unchecked.</i>
Default Action on Launch	This sets your default tool when you launch OnCue LIVE.	<i>Many prefer Callout [C]as it can be the most used.</i>

Images in OnCue Live -



Preference	Description	Suggested Setting
DrawTool Color	Select a default color for annotating using the DrawTool	We suggest a bright, primary color for this option
Highlight Color	Set a default color for your highlighter	Yellow is the most popular color used for highlighting
Redact Color	Set the color for Redactions	White or black are the usual redaction colors
Callout Indicator Color	This setting gives you the option of setting a default color to indicate the port on of the	Yellow or just plain white are common colors used for the callout indicator

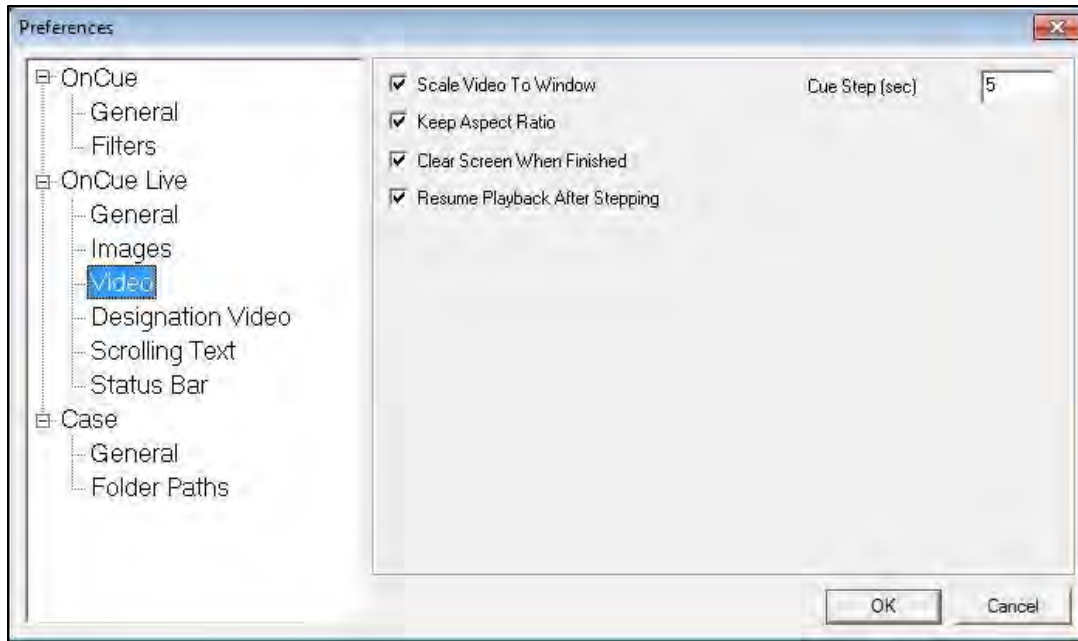
document you called out
in OnCue live

Callout Frame Color	The Callout Frame is simply the border of the callout box in OnCue live. Use this setting to choose a default color for the callout border	Black is the most common color used for the Callout Frame. Blue is also widely used.
Callout Handle Color	Callout Handles are the four corners of the Callout Frame, used to resize the Callout Frame.	Some users set the Callout Handle to a different color than the Callout Frame, making it easier to distinguish and resize
Callout Shade Grayscale	This opt on controls the color of the grayscale when Shaded Callouts is enabled	The range is 0-255. The default value is set to 192
Callout Background Shading	Check this box if you want the background image to be shaded when calling out a portion of a document	Shaded callouts look great on the screen, but this setting is really a personal preference
Draw Tool	Use this preference to set the default shape when using the Draw tool	The most common Draw Shapes are Rectangle, Circle (Ellipse), Arrows, and

lines

Draw Tool Thickness	Use this preference to pre-set the thickness of the line when using the Draw tool	We recommend 1-5 points for this setting
Maximum Zoom Factor	This option increases the magnification by a factor of 5 within the selected area	The pre-set value is set to 5. Higher values allow you to magnify more closely.
Callout Frame Thickness	Use this preference to pre-set the thickness of the Callout Frame in OnCue live	The default value is set to 2.

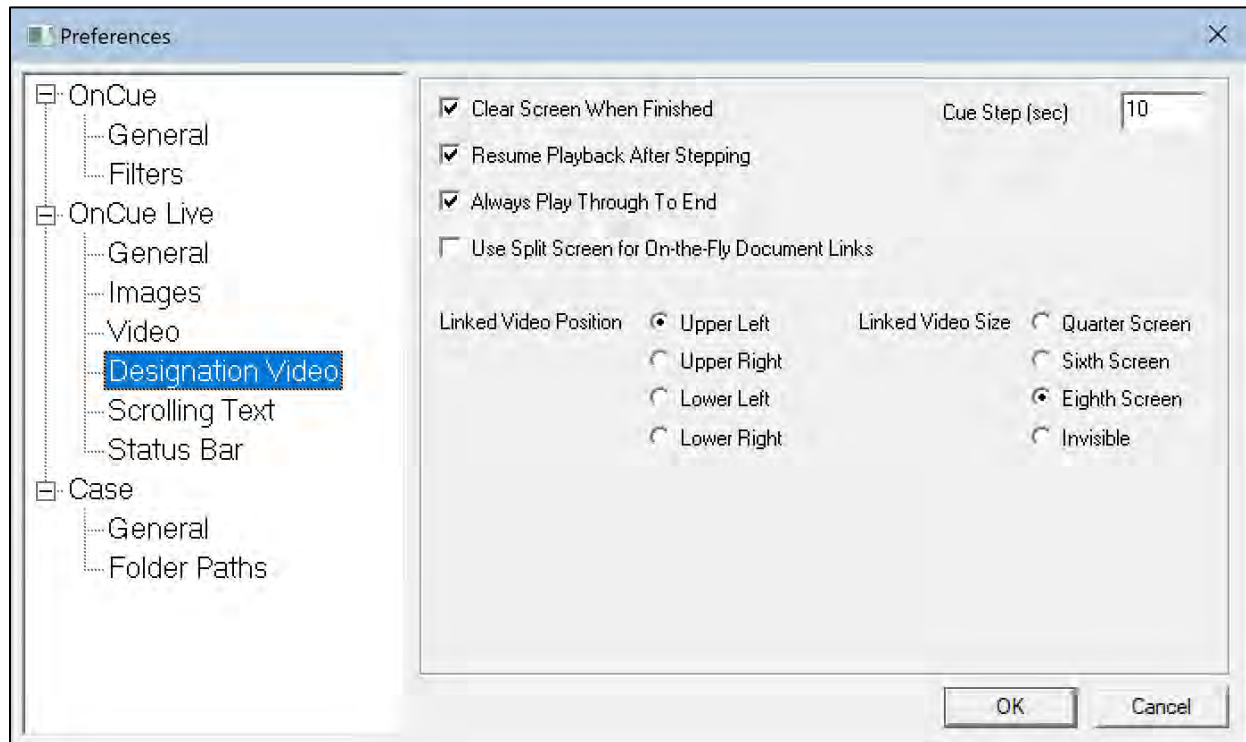
Multimedia clips in OnCue Live - These preferences will give you control in presenting video clips in OnCue Live.



Preference	Description	Suggested Setting
Scale Video To Window	Video clips have a fixed frame width and height. These dimensions are set when the video is rendered or captured, and OnCue does not change these properties.	It is best to always scale your video clips to fit the LIVE window by checking this option. Then you know that the clip you are presenting will fill the entire presentation screen. Often clips will be rendered with small frame dimensions so that the file size is manageable. This option compensates for that.

Keep Aspect Ratio	This option also deals with the source file's dimensions.	Check this option if you don't want your video clip to look "squashed" or "stretched."
Clear Screen When Finished	This setting controls OnCue LIVEs' behavior when the clip is finished playing.	Selecting this option will clear the screen to black once the clip finished playing. If you do not select this option, the last frame of the video will remain on the screen once the clip ends.
Resume Playback After Stepping	"Stepping" is used when you want to move forward or backwards in the clip you are presenting.	Selecting this option will continue to play the clip after you "step" it in either direction. Leaving the box unchecked will cause the video clip to pause after "stepping."
Cue Step (sec)	You can pre-set the time increments for "stepping" your video. Type the value you want (in seconds) in this menu box	We suggest a small number (5 or 10 seconds), but there are times when you might want a longer "step" depending on the content and length of the clip you are presenting.

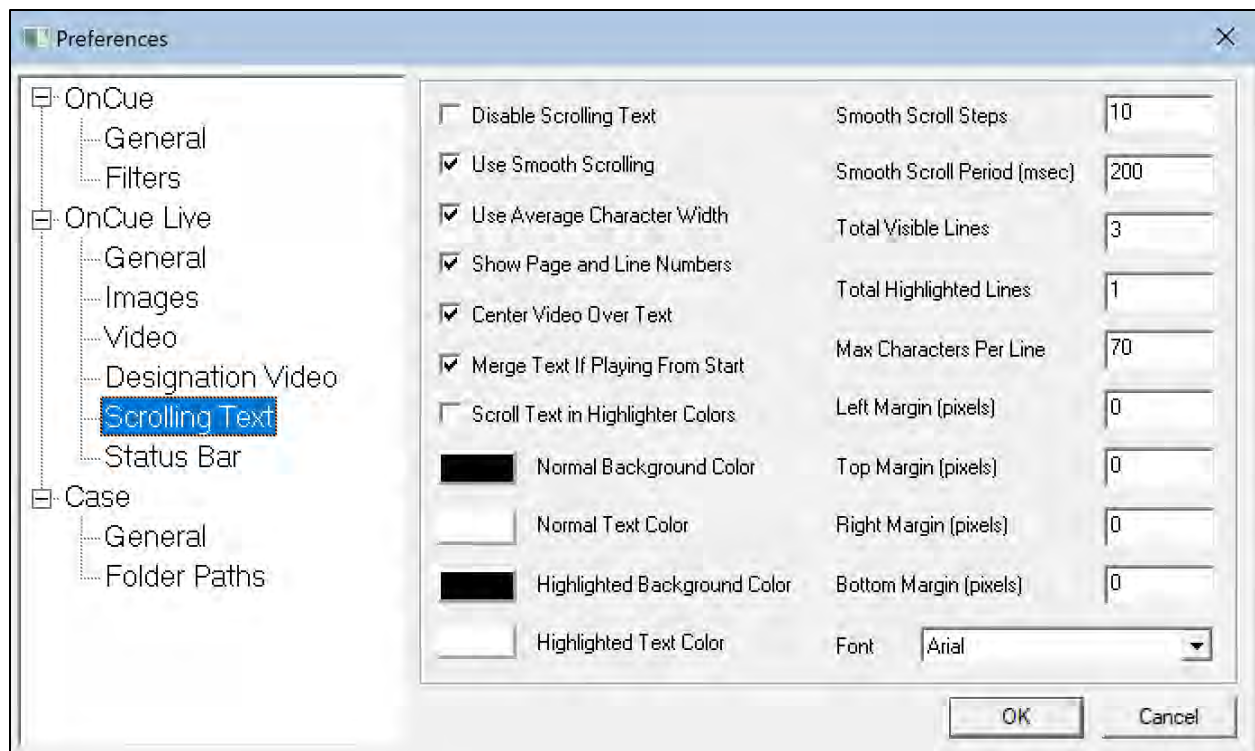
Designation Video Playback Settings -



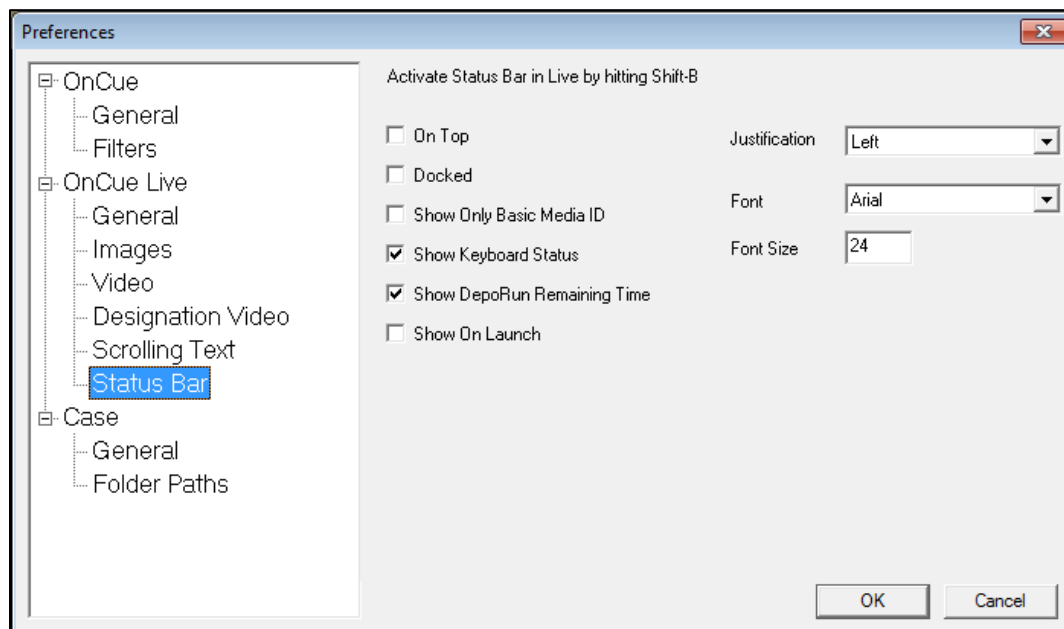
Preference	Description	Suggested Setting
Clear Screen When Finished	This setting controls OnCue Lives' behavior when the designated video is finished playing.	Selecting this option will clear the screen to black once the designations finish playing. If you do not select this option, the last frame of the video will remain on the screen once the clip ends.

Resume Playback After Stepping	"Stepping" is used when you want to move forward or backwards in the designated clip you are presenting.	Selecting this option will continue to play the designation after you "step" it in either direction. Leaving the box unchecked will cause the video to pause after "stepping."
Always Play Through To End	This option controls how a list of video designations will behave when playing in OnCue Live.	Checking this box will ensure that your entire designation list will play continuously from beginning to end. Unselect this option if you want to play one designation at a time without auto-advancing to the next designation in your list
Use Split Screen for On-the-Fly Document Links	This splits the screen to the linked video size when you call up a document on-the-fly	This makes sure no part of the document is covered by video.

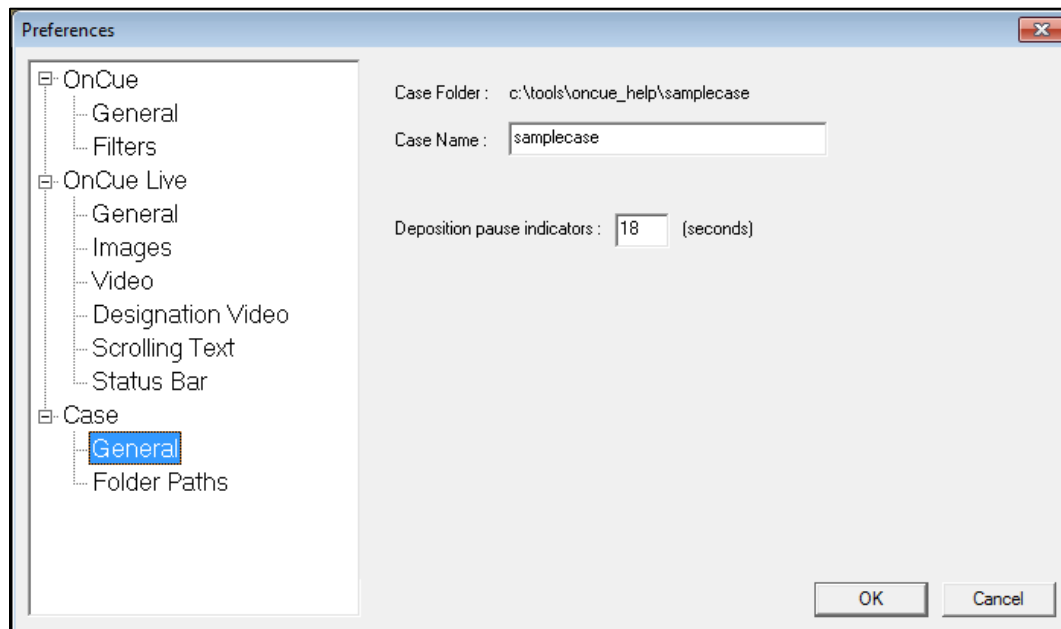
Scrolling Text Settings - if you text is getting cut off, try changing max characters per line to 70



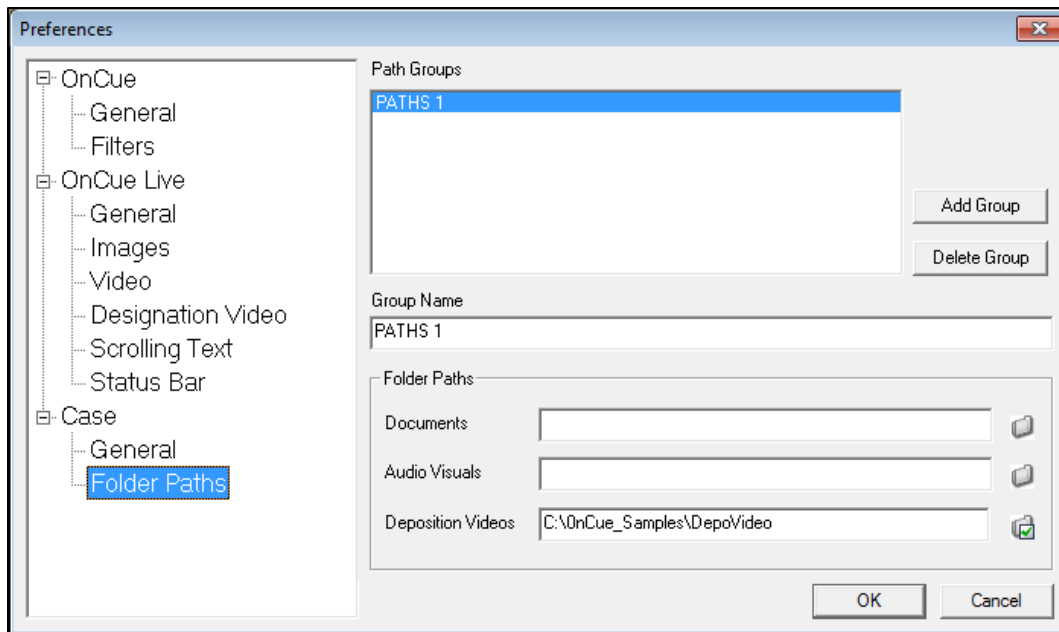
Status Bar Settings



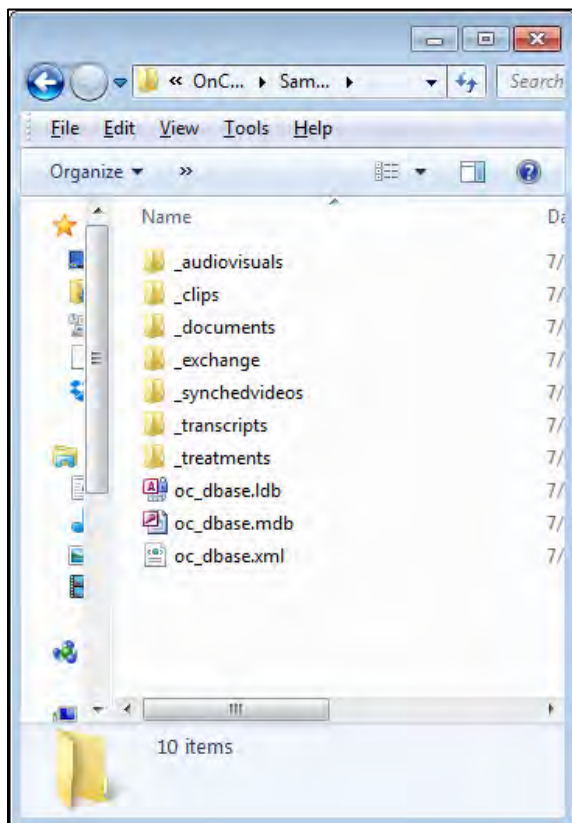
General Cases Settings



Folder Paths - OnCue uses **Relative Paths**, meaning you can store your case data wherever you want. No more editing global paths or volume labels to find and replace.



By default, OnCue will organize your data neatly into a set of folders inside the main case folder as shown below.



When you let OnCue do the organizing for you, you will never be confused about where your case media is when you change computers. Just copy over your case folder and when you open OnCue on a new drive, it understands that your files are there too. No unnecessary path editing required. No surprise "missing page" embarrassments in court.

Documents

Adding Documents

About Documents

The ability to organize, annotate, and quickly display documents gives OnCue users unmatched speed in the courtroom. Documents can be any trial exhibit, photograph, demonstrative, or other static image. Before adding media to your case, let's discuss organizing it.

Organizing Media

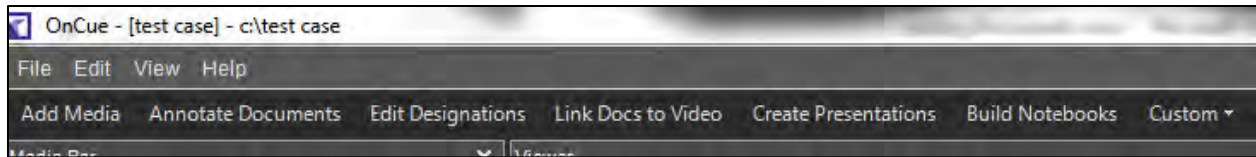
The key to creating a clean case database is organization. Copying your materials to the base folders in your OnCue case helps you keep on top of your media. All your data is in one place, which lets you copy just one folder over to take to court. See [*Organizing Material and Data Paths*](#).

Take a few minutes to make sure your documents have consistent, simple filenames, using exhibit numbers if possible. Choose prefixes and number padding that make logical sense and will be easy to keep consistent throughout your project. There are also lots of programs that make bulk renaming groups of files a breeze.

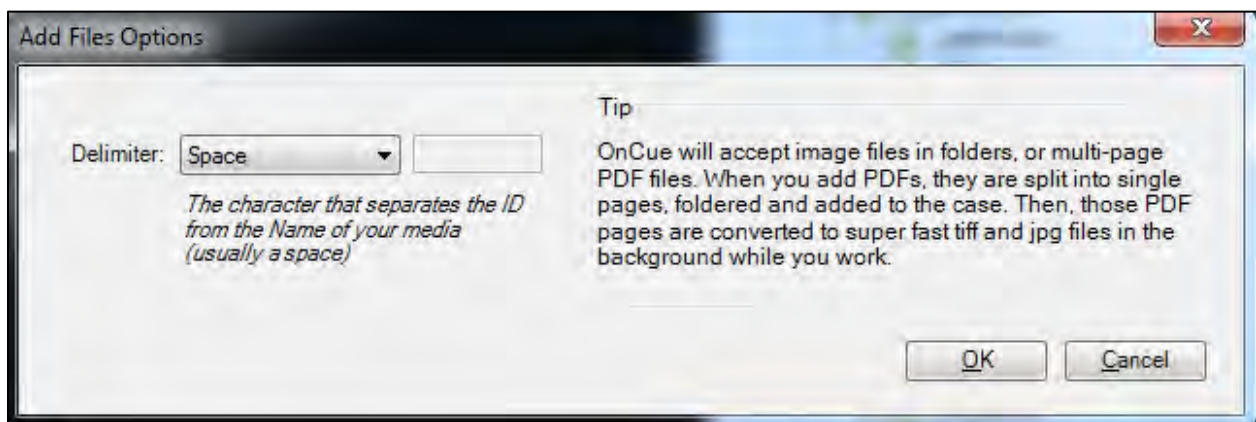
OnCue can take all sorts of image files including PDF, TIF, JPG, PNG, BMP and GIF. In the root database folder, you created there is a folder called "**_documents**." This is where OnCue will copy the documents you're adding, but if you put them all there first, you save a lot of time by not needing to create copies during the registration process.

Adding Documents

To add documents to an OnCue case, start by selecting "**Add Media**" from the Workflow Ribbon. You can then browse to your documents or click the + on the Documents section of the Media Bar to jump directly to the **_documents** folder of your current case.



After selecting the files or folders to be added, drag them over to the Documents section of the Media Bar. OnCue will then launch the **Add Files Options** dialog box.



The only real option on this box is what character separates the ID from the Name, if you have a Name in OnCue once it's added (the delimiter.) Usually that's going to be a space but is often a hyphen as well.

Examples:

D0015 July Emails.PDF

The D0015 will be the ID, and everything after the first space will be the name.

So, this would go into OnCue as:

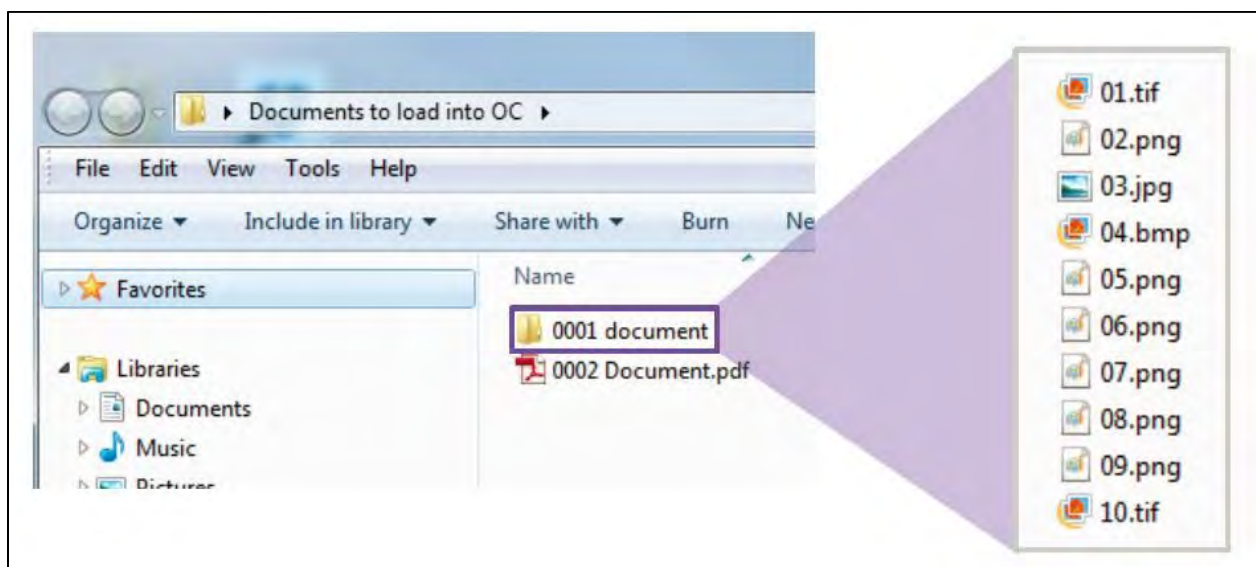
ID=D15

Name=July Emails

Single vs. Multi-Page Source Files

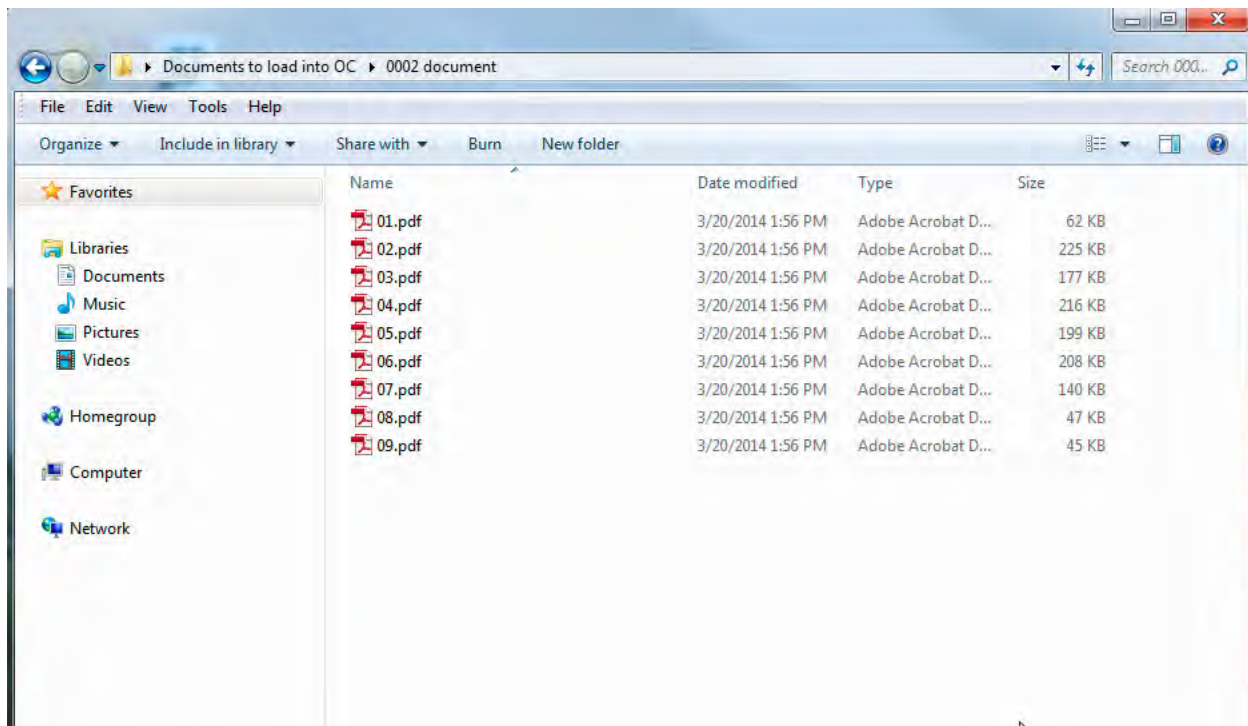
There are two types of documents that can be loaded into OnCue:

1. **Single-page image files in a single folder** make up one document (TIFF, JPG, BMP, PNG)
2. A **multi-page PDF**.

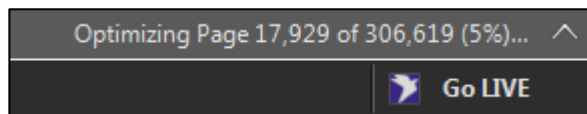


OnCue will load all the single pages in a folder as one document.

OnCue will split a multi-page PDF into separate pages and put them in a folder, so they look and act like the other document folders with TIFFs, JPGs, etc.



BUT, since PDFs are notoriously sluggish when presenting, OnCue will immediately start to convert the PDF pages into tiff and jpg files in the background while you work. Eventually all of the pages are converted, and your documents are moving as fast as you need them to.



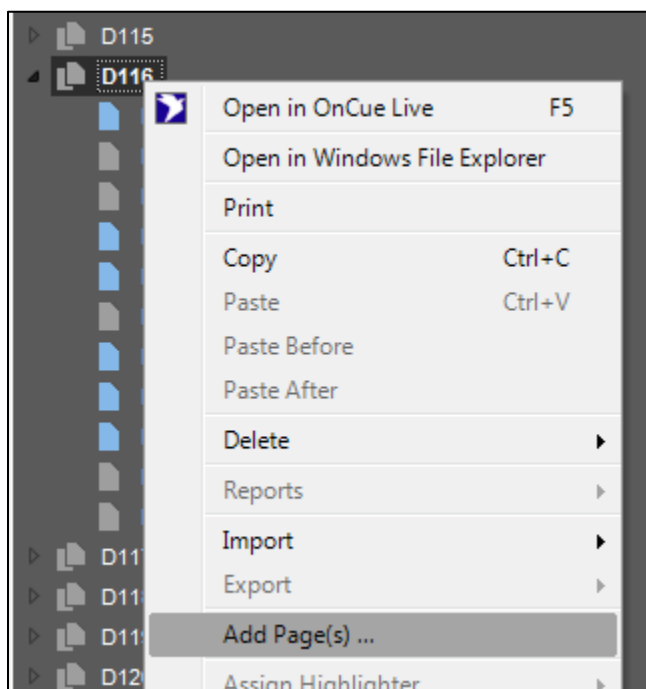
Other Helpful Articles:

[Adding Pages to Documents](#)

Adding Pages to Documents

One of the many benefits of OnCue using single pages for is the ability to add and replace pages of documents after they're in OnCue. Adding pages to a document is easy.

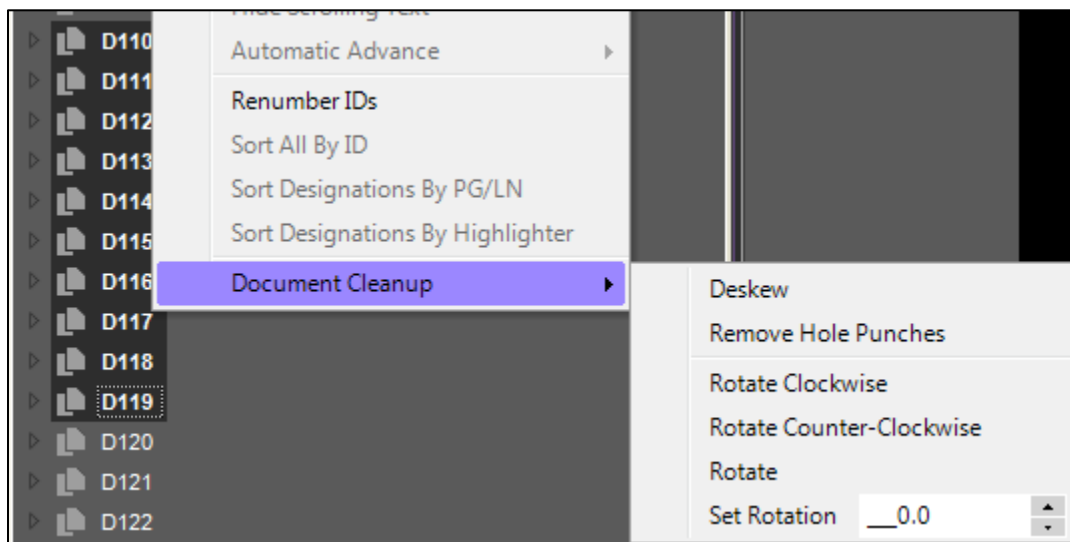
Put the new pages into the underlying document folder using Windows Explorer, then right click in OnCue on the document you'd like to add the pages to and select "**Add Page(s)**"



OnCue will add the pages to the end of the document, but if you need them anywhere else, simply drag them into their proper place.

Document Cleanup (Rotate & Deskew)

Document cleanup is for batch deskewing and rotating document pages. It can be found on the right click menu when selecting a document or group of documents.



Running any of these operations across a range of documents will perform it on every page of the selected documents so make sure that's what you want to do before starting.

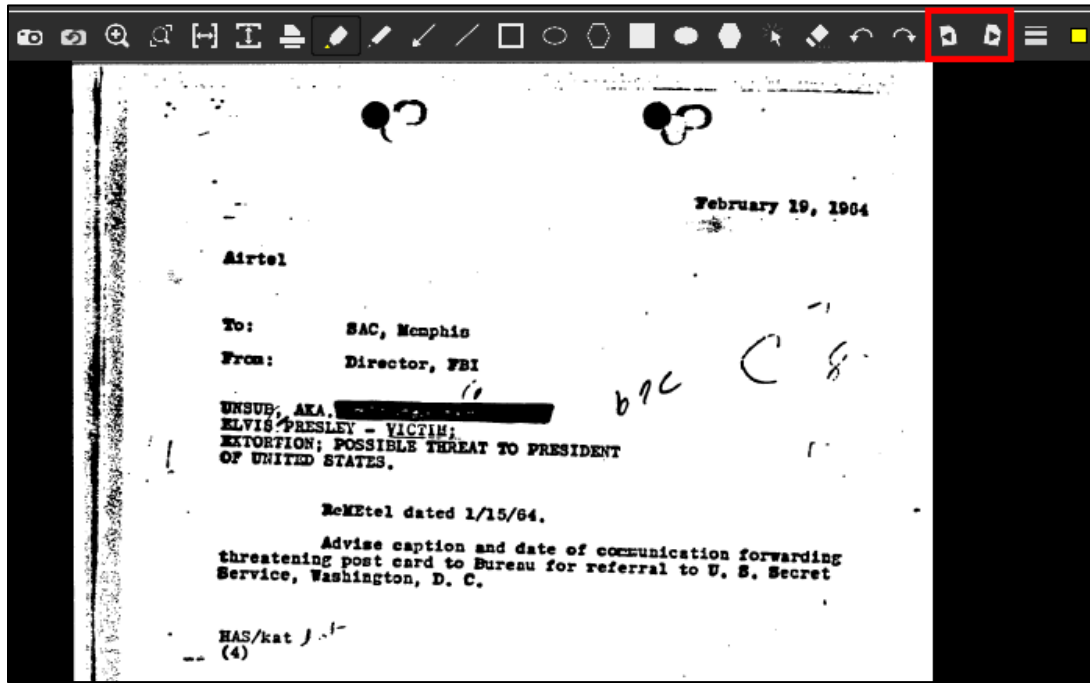
To rotate individual pages in the Viewer pane, use the Rotate Clockwise or Rotate Counterclockwise buttons on the toolbar, or click the hotkeys - "[" for Rotate Clockwise and "]" for Rotate Clockwise. These hotkeys also work in OnCue LIVE.

A screenshot of a document viewer interface. The top toolbar contains various icons, with the 'Rotate Clockwise' and 'Rotate Counter-Clockwise' buttons highlighted with a red rectangle. The main viewing area displays a table with the following content:

Prescription	Cost (\$)/acre		Cost(\$)/bdt of chips	
	Gentle	Steep	Gentle	Steep
A	790	(1,753)	109	(1,601)
C	814	(1,762)	115	(1,624)
H	1,367	(1,775)	152	(1,289)

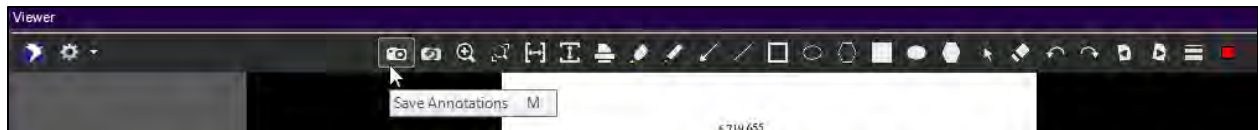
^aCosts assume that all logs larger than 5.5 in. (140 mm) are sold as sawlogs for average of \$175/thousand board feet.

To manually deskew individual pages in the Viewer Pane, use the nudge buttons on the toolbar to rotate in small increments, you can also use the hotkeys of **Shift + [** and **Shift +]** which also work in OnCue LIVE.



Annotating Documents

If “**Annotate Documents**” has been selected on the Workflow Ribbon, an annotation toolbar will appear at the top of the Viewer pane. This toolbar allows the user to mark up, or annotate, documents in advance of using them in court. After making an annotation, selecting “Save Annotation” from Viewer Toolbar will save the annotation with its own ID and Media Name under the original page. (Technical note: OnCue creates a “script,” or series of commands, that annotates the image automatically when called up. This allows for better image quality and the ability to change the annotations ‘on the fly’ that would not exist with a saved, static image). “Update Annotation” allows the user to modify an existing Annotation.



Once the documents have been added to OnCue and annotated to the user’s satisfaction, they can be added to Notebooks or Presentations – the processes for which are discussed in depth in those chapters.

Viewer Annotation Toolbar

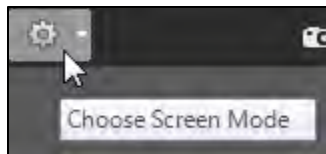
There are only a few differences between the **LIVE toolbar** and the one you find in the Viewer Pane of Production. First, we'll run through the differences and then a detail what each button does.



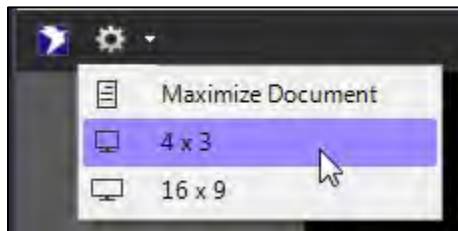
On the left of the bar is a button that sends what is showing to LIVE. 

Currently if you make an annotation and save it in Production while LIVE is already active, it will not launch the new annotation. You must exit LIVE and then hit the button. For an annotation to be displayed in LIVE from Production it **must be saved** first.

Choosing your Screen Mode.



The Viewer Pane has three options for aspect ratio.



Maximize Screen should only be selected when using OnCue as a review tool and not for creating saved annotations. It makes the pages bigger for easier viewing.

4x3 (standard) or **16x9 (widescreen)** should be chosen based on the aspect ratio of the monitor, TV or projector you'll be presenting to.

Finally, the color picker is a little different than what you see in LIVE. In the Viewer it indicates what your active color is for the tool you have selected.



Note that if you change your colors in LIVE, it does not reflect the changes in Production. However, changing your colors in Production does affect LIVE.

You can pre-set or edit your color settings for the Viewer and LIVE toolbars under OnCue LIVE-Images, you can find an explanation here in [Presentation Settings and Preferences](#).

Viewer Toolbar:



Save Annotation - Ctrl + S



Update Annotation - Ctrl + U



Zoom - Z



Crop Zoom - Shift + Z



Zoom Full Width - W



Zoom Full Page - F



















Callout - C



Highlight - H



Freehand - Shift + F

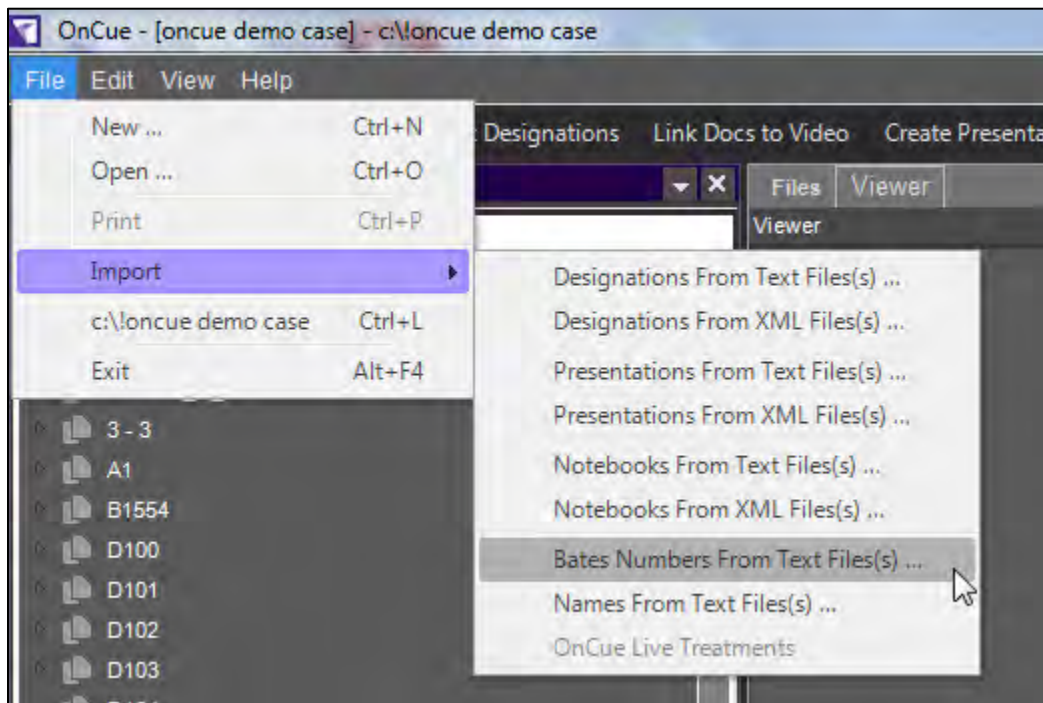
-  Arrow - Shift + A
-  Line - Shift + L
-  Rectangle - Shift + S
-  Ellipse - Shift + C
-  Polygon - Shift + H
-  Filled Rectangle - Shift + Ctrl + S
-  Filled Ellipse - Shift + Ctrl + C
-  Filled Polygon - Shift + Ctrl + H
-  Select - A
-  Erase - E
-  Rotate CCW - [
-  Rotate CW -]
-  Nudge CCW - Shift + [
-  Nudge CW - Shift +]
-  Set Line Thickness
-  Active Tool Color

Importing Names or Bates Numbers

BATES

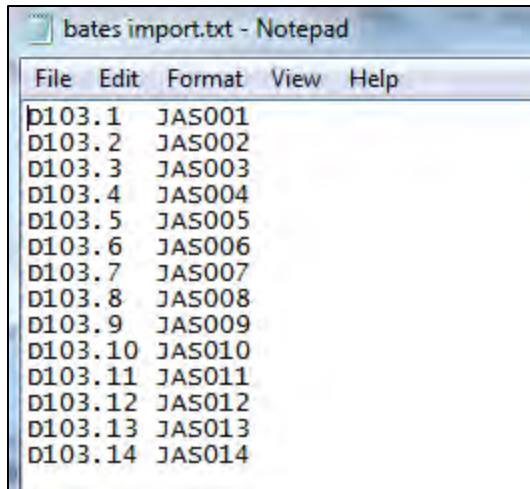
Importing Names or Bates Numbers into an existing database is nice and simple.

Under **File -> Import** there are two different options: **Bates Number from Text Files(s)** and **Name from Text Files(s)**. Both work in the same way.

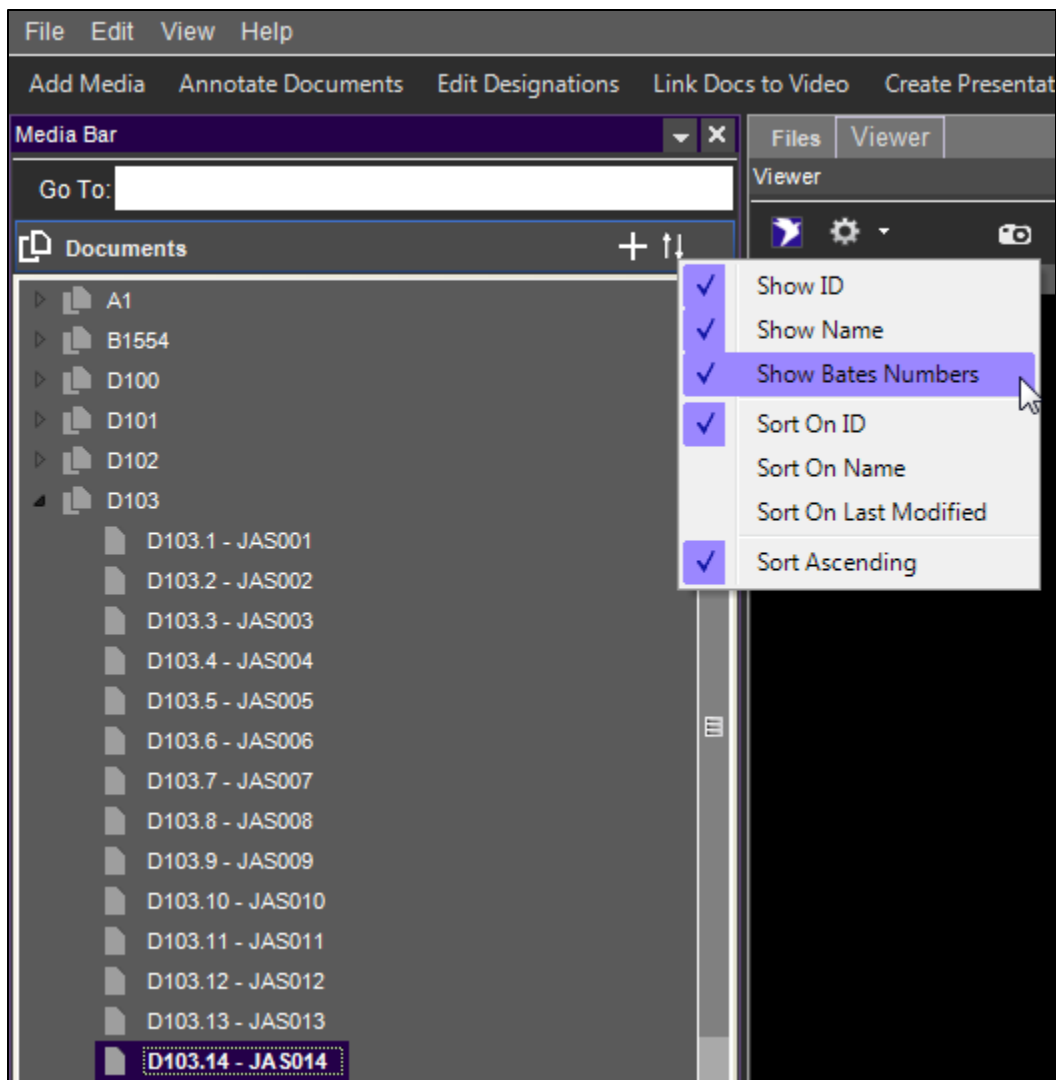


You create a Tab delimited text file with the Media ID in one column and the Names or Bates Numbers in the second column.

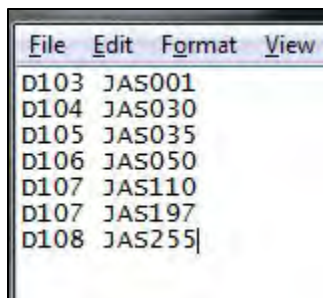
Bates Numbers import file would look like the image below. *(Don't forget to separate the columns by tabs.)*



Once added you can choose **Show Bates Numbers** as an option in the Media Bar.



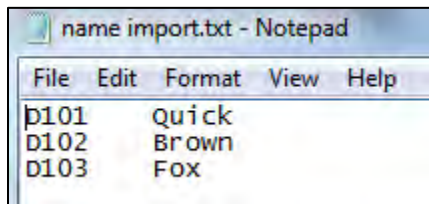
An even cooler way to import Bates numbers, is to let OnCue autofill the Bates numbers for your pages. You do this by creating the same type of tab delimited text file, but only using the base ID of the document and the beginning Bates of each exhibit (assuming the Bates aren't all out of order within each doc, this is a killer way to add them based off of an exhibit list):



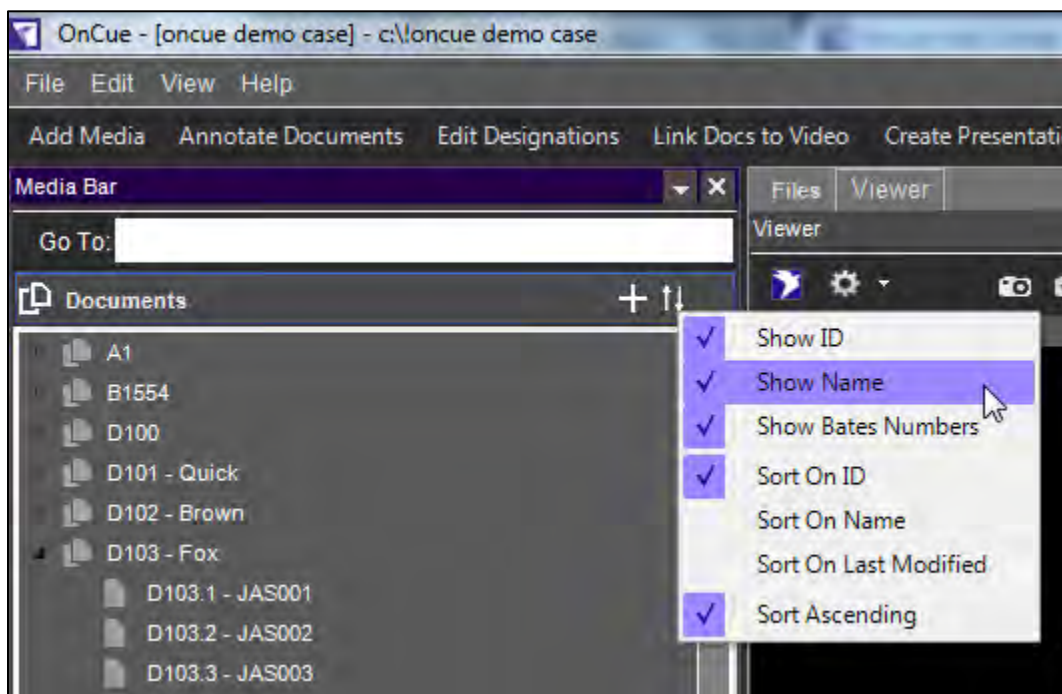
If OnCue sees no page IDs (anything after a .) it will automatically fill the pages of each document with the next number in sequence.

NAMES

You can also import **Names** the same way. On this example, we are adding to the main Media ID.

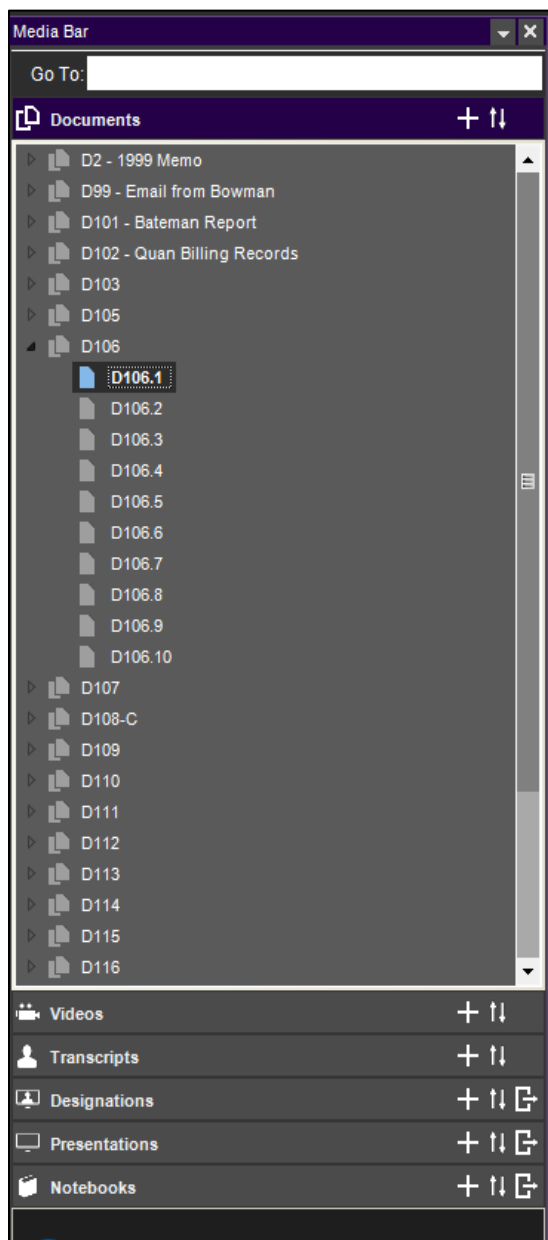


Show Name is a default.

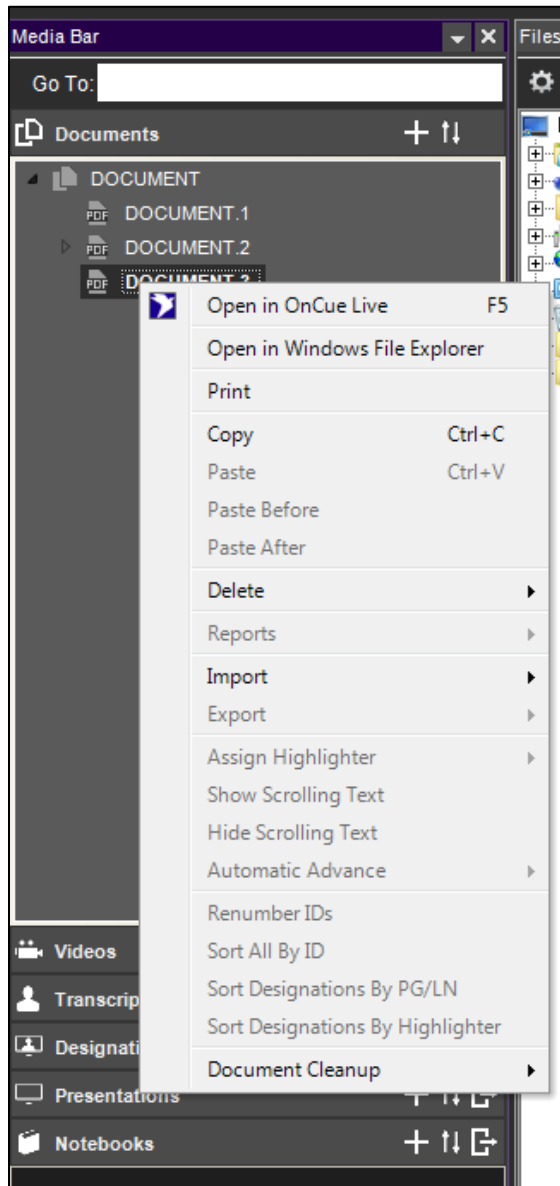


Viewing Documents

After OnCue has finished processing and adding documents, they will appear in the Documents section of the Media Bar. Each document can be expanded to show pages. Why are some of my pages blue and some gray? Blue indicates a color page; gray is black and white. If you don't already see the Viewer pane, double clicking on a document page will launch it. Selecting *Annotate Documents* from the Workflow Ribbon will give the best layout to view docs as well.



Right clicking on any page will bring up a context sensitive menu offering additional options:



Some of these options will be grayed-out since they don't apply to documents, but others, such as **Document Cleanup**, can be used on groups of documents or individual pages.

Multimedia - Video

About Multimedia Files

OnCue allows users to manage, edit, and present other types multimedia files, such as video and audio clips.

These are video and audio files that are NOT in the category of synchronized transcripts, rather stand-alone media clips.

Note: you are limited to any codecs and media playback tools that you have installed on your machine. OnCue itself does not contain any codecs but uses the tools that Windows has available on your machine. The general rule is that if it plays in Windows Media Player on your machine, it should play in OnCue.

OnCue accepts the following file video formats:

AVI

MPEG 1

WMV (Windows Media Video)

MP4

OnCue accepts the following file audio formats:

Mp3

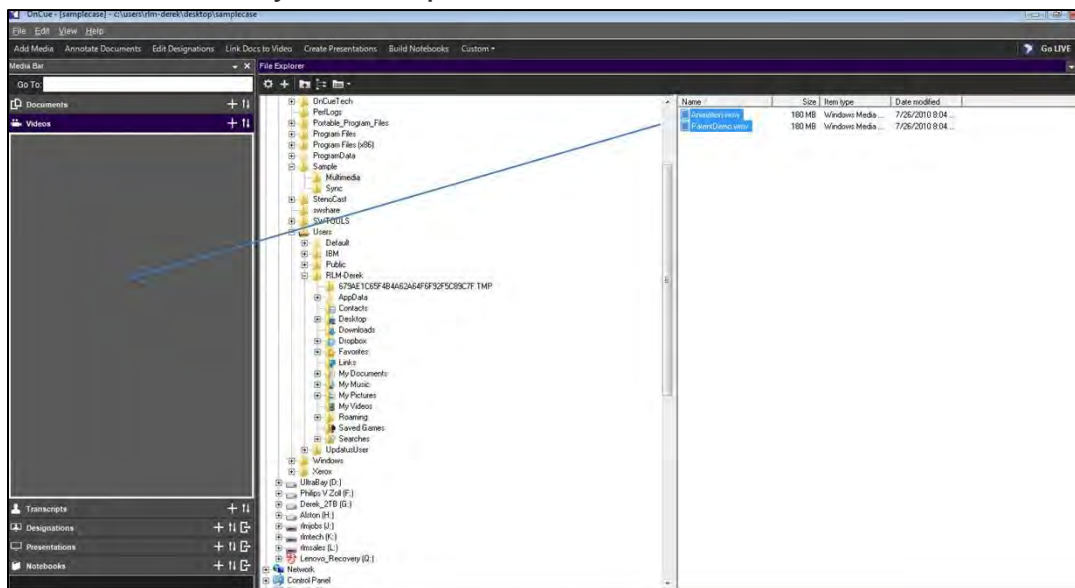
WMA (Windows Media Audio)

Adding Multimedia files to OnCue

OnCue can take various types of video (avi, mpg, mpeg, mp4, wmv) and audio files (mp3 and wma.)

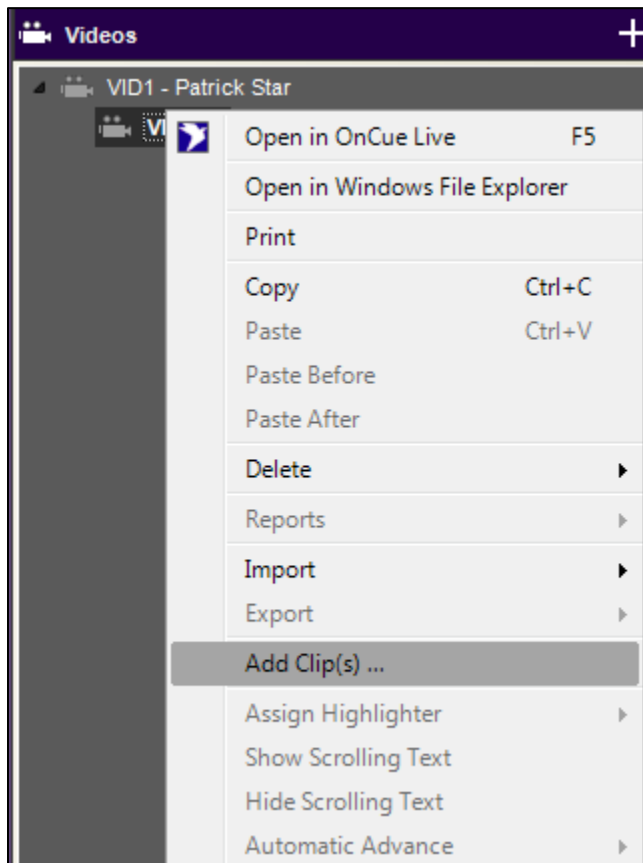
It treats these files similar to how it treats single-page images so you'll need to pay attention to naming conventions. If you have a set of videos that you want as one exhibit, put them all in one folder and register (by drag and drop) that folder. It will treat the folder as the media and the individual files as "pages." If your files are individual exhibits, you can register these without foldering, just remember OnCue will add "D1 Video Home" with "D1" = ID and "Video Home" = name. It will also folder these files in the case folder. See [Organizing Material and Data Paths](#)

To add these multimedia files to your OnCue database, click on the **Add Media** tab in the Workflow Ribbon and navigate to your multimedia file in OnCue's File Explorer window. Left click and drag the selected file to anywhere on the Media Bar. You can also click the "+" button in the Videos tab and browse your computer to add the media.

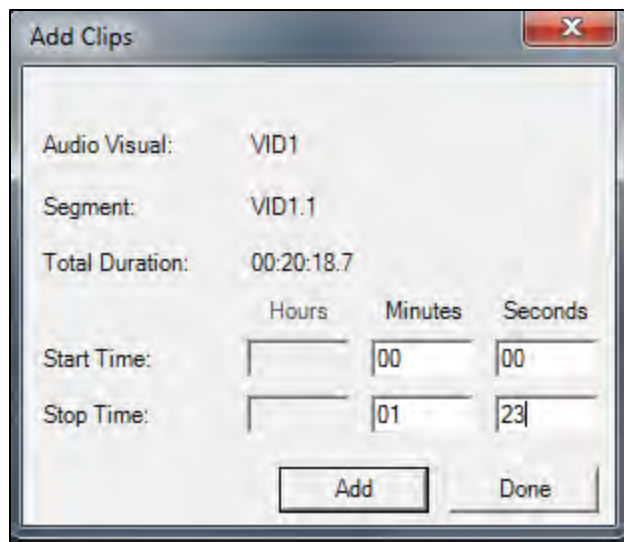


Creating and Editing Multimedia within OnCue

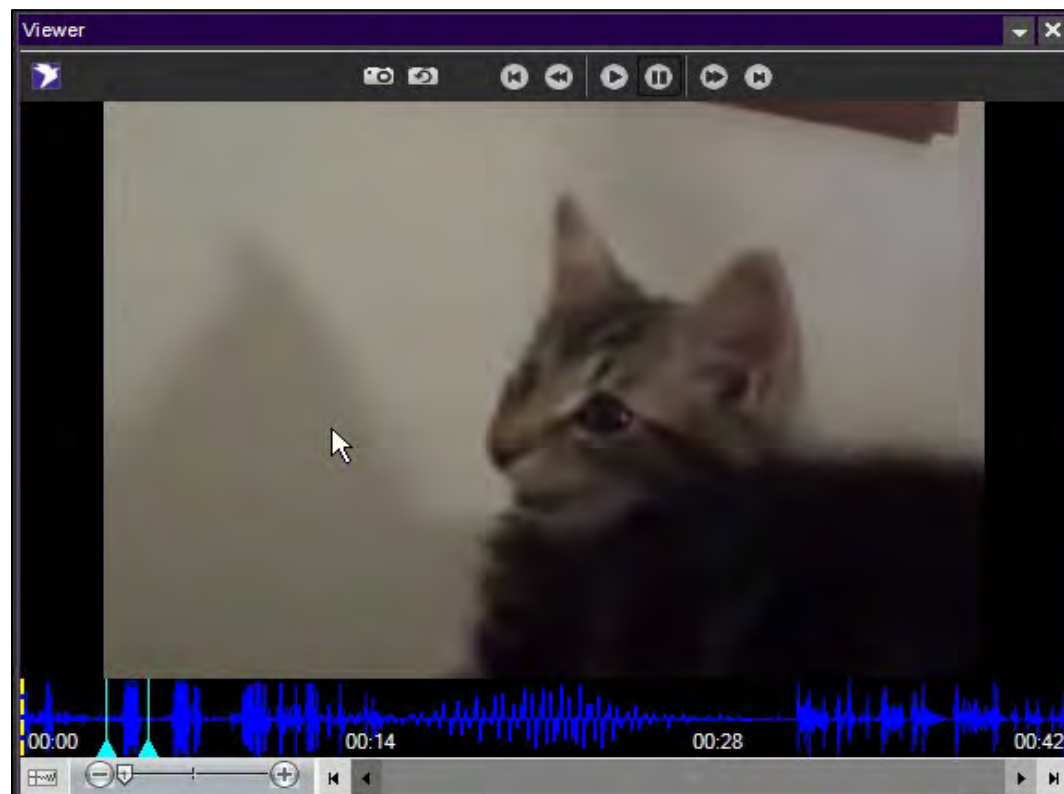
To edit multimedia within OnCue, you will need to create clips. You can add clips in several ways. The first option is to expand the multimedia (in this example, VID1), and right click the segment you wish to edit and then select "Add Clip(s)".



An editor window then opens and allows you to enter the start and stop points you would like to save as separate clips. Click Add to create the new clip, repeat as many times as necessary, then click "Done" when you're finished creating the clips.



The other way to add clips is by using the Edit Mark In and the Edit Mark Out points (See [Video Controls in Multimedia Viewer](#)) and hitting Save Clip

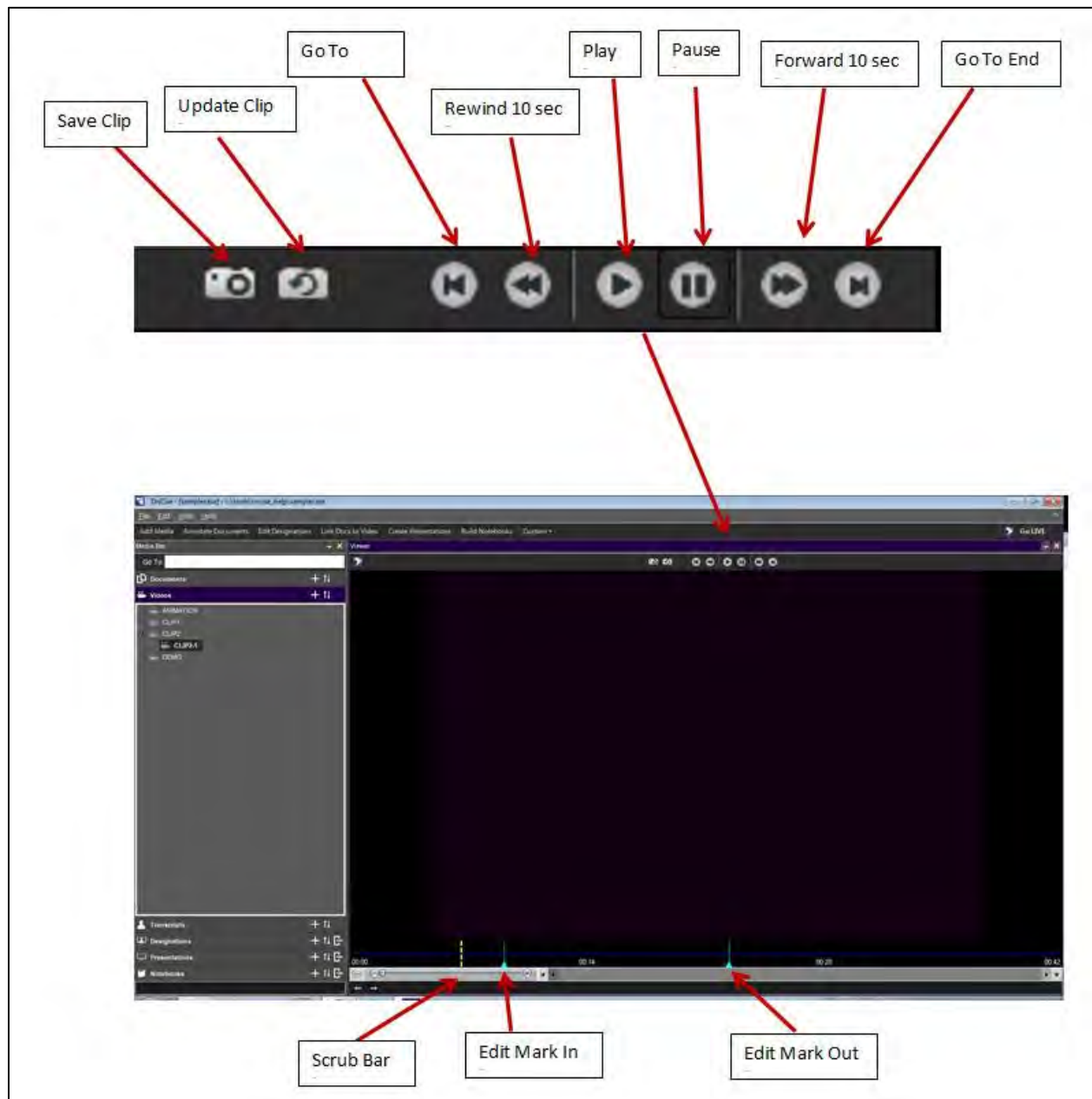


Beneath the segment in the Video tab, you will see the new clips you've created. These can then be fine-tuned in the Video Tuner just like you do Designations. See *[Fine Tuning Designations](#)*.

After tuning, you can export your clips by putting them in a Presentation and exporting the cuts to video. See *[Creating Presentations and Exporting Presentations](#)*.

You can also link documents to your new clips. These can be added in the Video Tuner using the “Manual Method” just like for designations. See *[Linking Documents to Designations - the Right Click and Manual Methods](#)*.

Video Controls in Multimedia Viewer



Transcripts and Designations

About Synchronized Transcripts

A synchronized transcript is the paginated and line-numbered text of a deposition synchronized in time with the associated video files (MPEG-1, MP4) of that deposition. Also, please note that in order to be as reliable as it is, OnCue is designed to work the best with standard MPEG-1 files for depositions. WMV and MP4 files will play on certain machines but can vary in coding. MPEG-1 works the best.

OnCue allows users to edit deposition video that is synchronized with the transcript by using page and line number designations as start and stop points instead of beginning and ending times. It allows for fast editing and immediate playback based on the content of the transcript.

OnCue currently accepts synchronized transcripts only in .mdb ("Sanction") or the OnCue XML file formats. These synchronized files can usually be obtained from the court reporter or videographer of the deposition. They can also be created by third party litigation support firms and some online services, such as [Synchron](#).

No Sync - No problem. OnCue doesn't take plain text or Ascii (*.txt) files but as long as you have a PTX of the deposition transcript, you can create a fake "mdb" using RealLegal E-Transcript package. You just open the PTX with the program, save it out as a Sanction MDB Transcript and you can add it to OnCue and create designations and then run your reports.

Adding Synchronized Transcripts

Currently OnCue accepts .mdb ("Sanction") and OnCue .xml formats. It is important to note that you DO NOT add the deposition video (mpg, mp4) files into OnCue, only the synch file (the .mdb or .xml).

Another note on the actual video files: ALL corresponding synched video files should then be copied to a single location: ideally the _synchedvideos folder inside the main OnCue folder because this is where OnCue will look for them. You can also put them in another desired folder outside of the main OnCue folder. If you choose to place them in an outside location, they can be manually mapped via Preferences. See [Organizing Material and Data Paths](#).

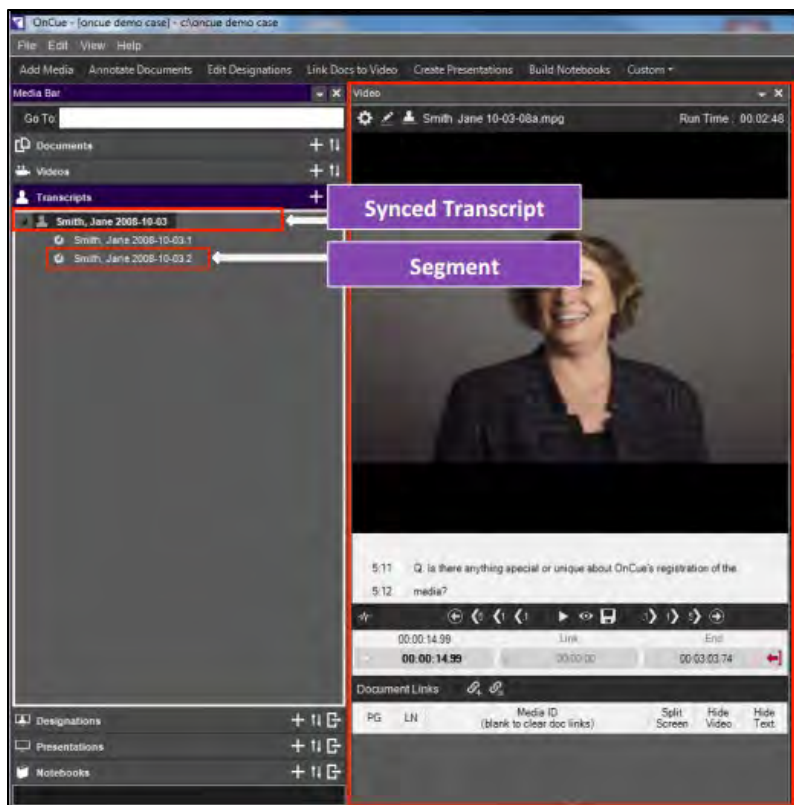
Adding a Synchronized Transcript

To import sync files, click on the + sign on the Transcripts drawer of the Media Bar, which will allow you to browse to and select your sync file(s).

Now you will see the transcript registered under the Transcripts tab of the Media Bar. The transcript is named automatically based on the fields in the .mdb or .xml file for first name, last name and deposition date. If this data is incorrect, you can easily fix the ID and Name using the Properties Pane.

NOTE: You will not see any video in the the video editor or the viewer panes until you have created and clicked on a designation.

Remember, OnCue will not know where the actual video is until it's been copied to the _synchedvideos folder, or you've mapped to them in Preferences. Again, see [Organizing Material and Data Paths](#).



No Sync - No problem. OnCue doesn't take plain text or Ascii (*.txt) files but as long as you have a PTX of the deposition transcript, you can create a fake "mdb" using RealLegal E-Transcript package. You just open the PTX with the program, save it out as a Sanction MDB Transcript.

Video Specifications

There are many ways to encode video. Here are some video specs we know work with OnCue. The first one will be spelled out so you know what number goes where and then we'll just give you the specs. We have also added some pretty pictures to the bottom of the article with screenshots from *TMPGEnc Video Mastering Works 6* made by Pegasys.

IMPORTANT: Always use a CONSTANT Bit Rate NOT Variable.

Standard Fullscreen Aspect Ratio = 4:3

Standard Widescreen (SD and HD) Aspect Ratio = 16:9

Audio for All video specs below is Audio Layer II, 44100 Hz, Dual Channel Mode, 224 kbps

Frames Per Second (fps) = 29.97 or 30 for all videos

NOTE: You can play with horizontal and vertical size as long as you maintain the ratios

1. Video: MPEG-1, Standard, Fullscreen NTSC, 352 X 240, 29.97 fps, 1500kps

Video layer:

format = MPEG-1

horizontal_size= 352

vertical_size = 240

frame rate (fps)= 29.97 frame/s

bit rate = 1.5 Mbps or 1500 kps

Audio: MPEG-1, Audio Layer II, 44100 Hz, Dual Channel Mode, 224 kbps

Audio layer:

format = MPEG-1 - Layer-II

bit rate = 224000 bit/s

sampling rate = 44100 Hz

mode = DUAL CHANNEL MODE

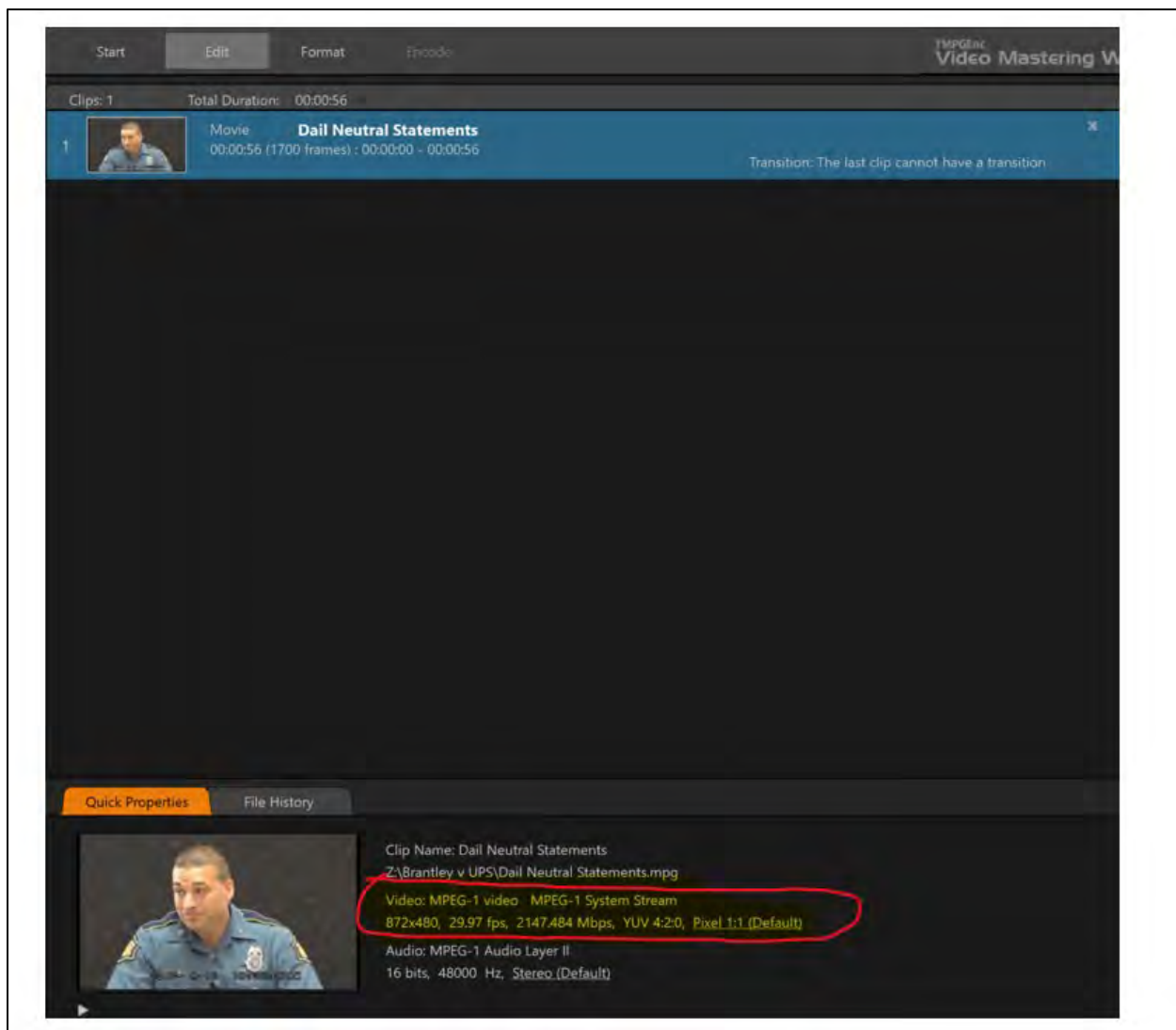
2. MPEG-4 (Widescreen) 720x405 29.97 fps 2500 Kbps

Video Stream Format = H.264

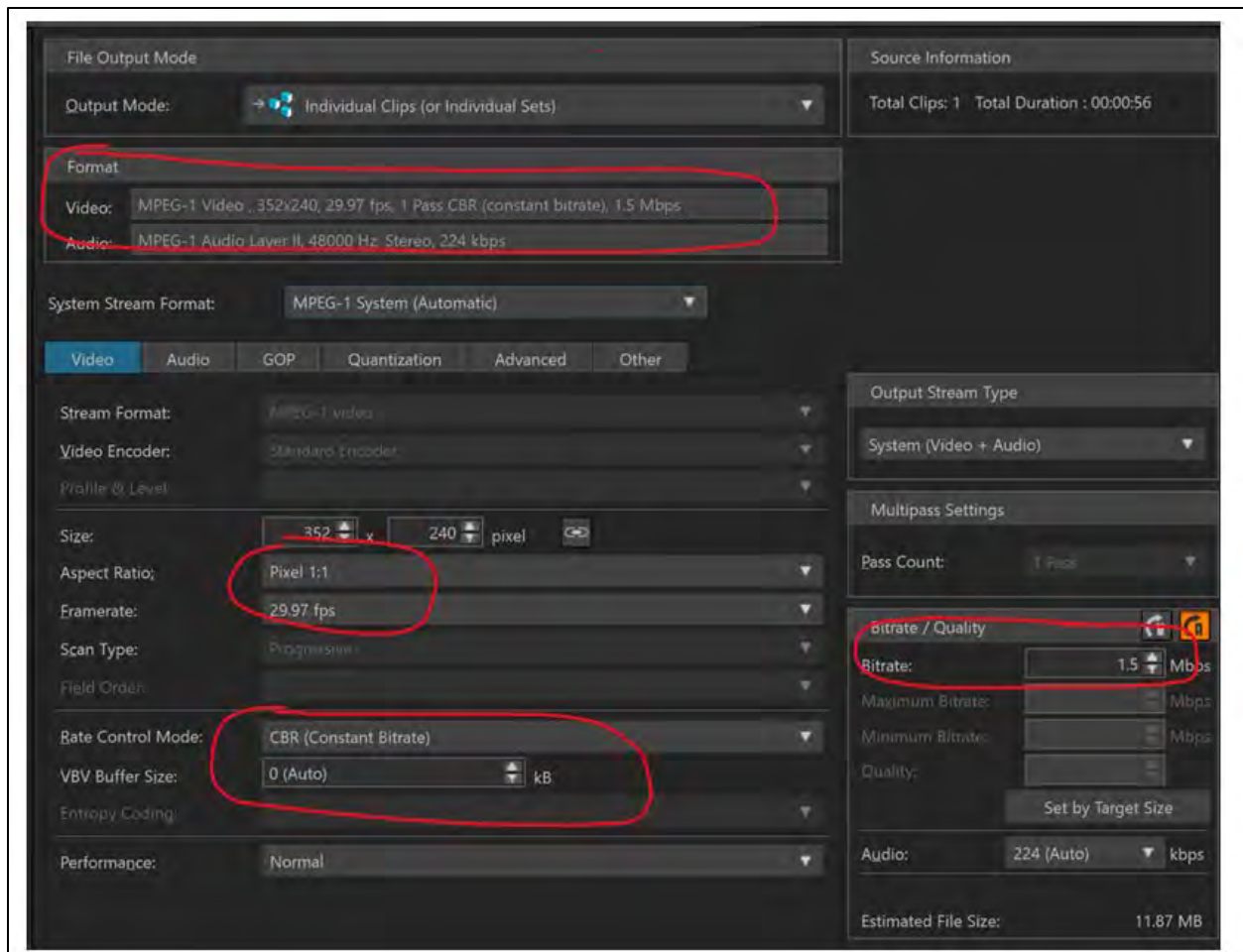
Entropy coding = CABAC

And now...the pretty pictures and more detail...

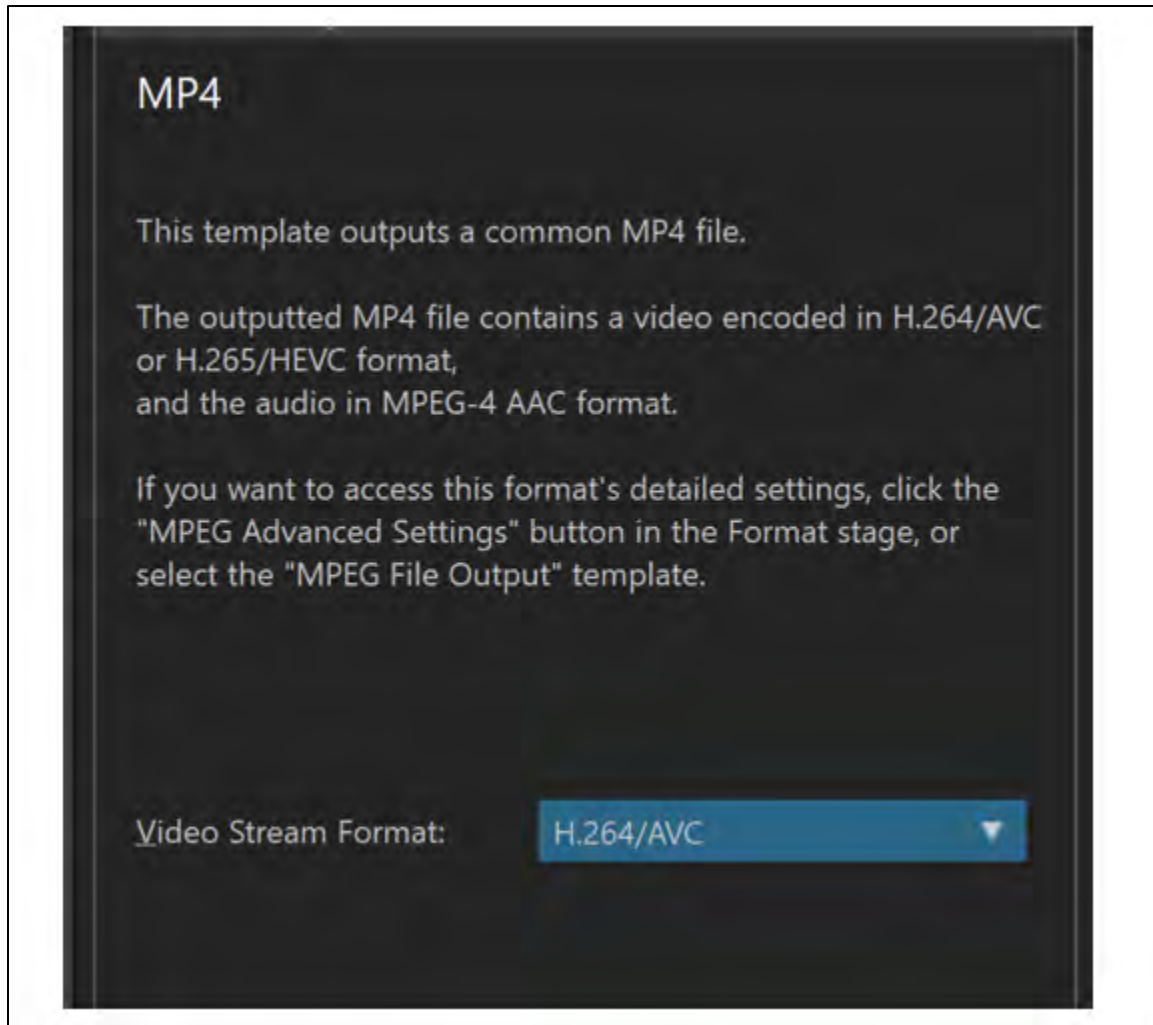
The edit window in TMPGE will show you the properties of your video and the settings that were used to create the video file. This is important to note when you are trying to figure out what type of video file you have.



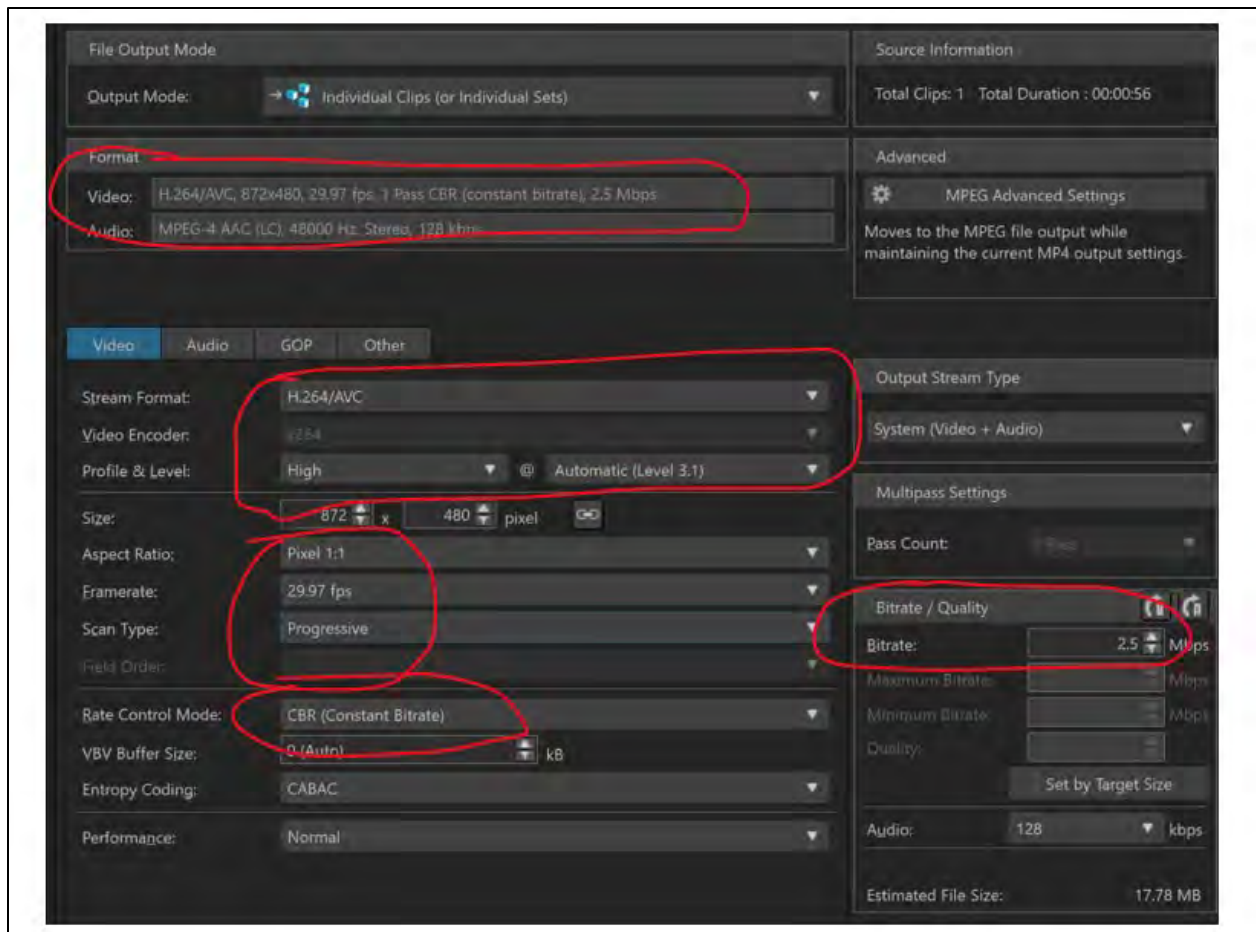
The settings screen for your video is vitally important to have a properly encoded MPEG-1 file. Circled in red, you will find the settings that are optimal for OnCue to play your video without any errors. Encoded video at 1.5 MBPS for the bitrate will produce a file that looks perfectly fine for deposition video. However, if you want better quality, you can up this level to 2.5 MBPS, but you do not want to go higher than that. If these settings are used on your video file, you will export a working and solidly encoded MPEG-1.



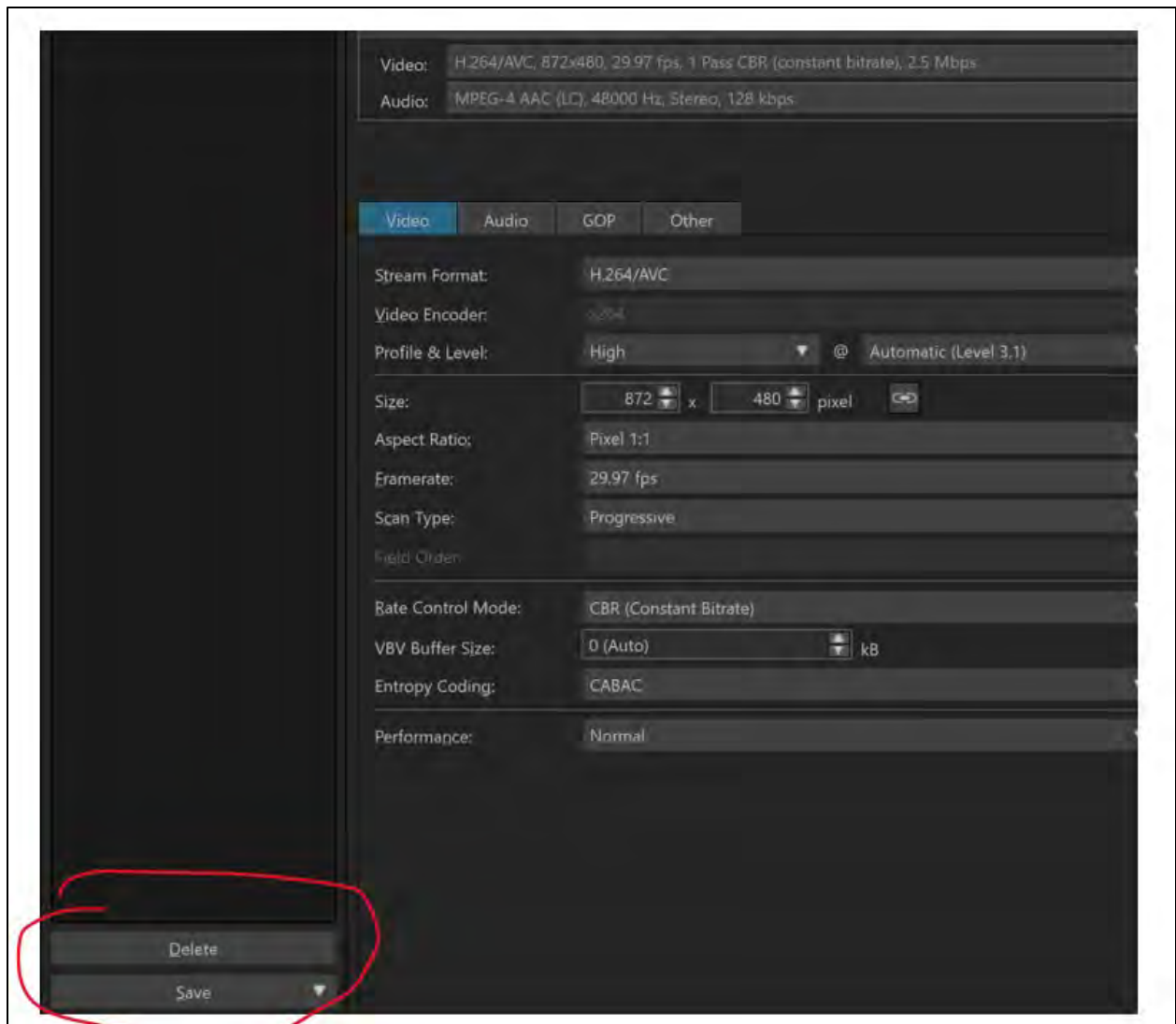
When choosing to use MP4 (MPEG-4) as your video format, you will need to use the H.264/AVC video stream format.

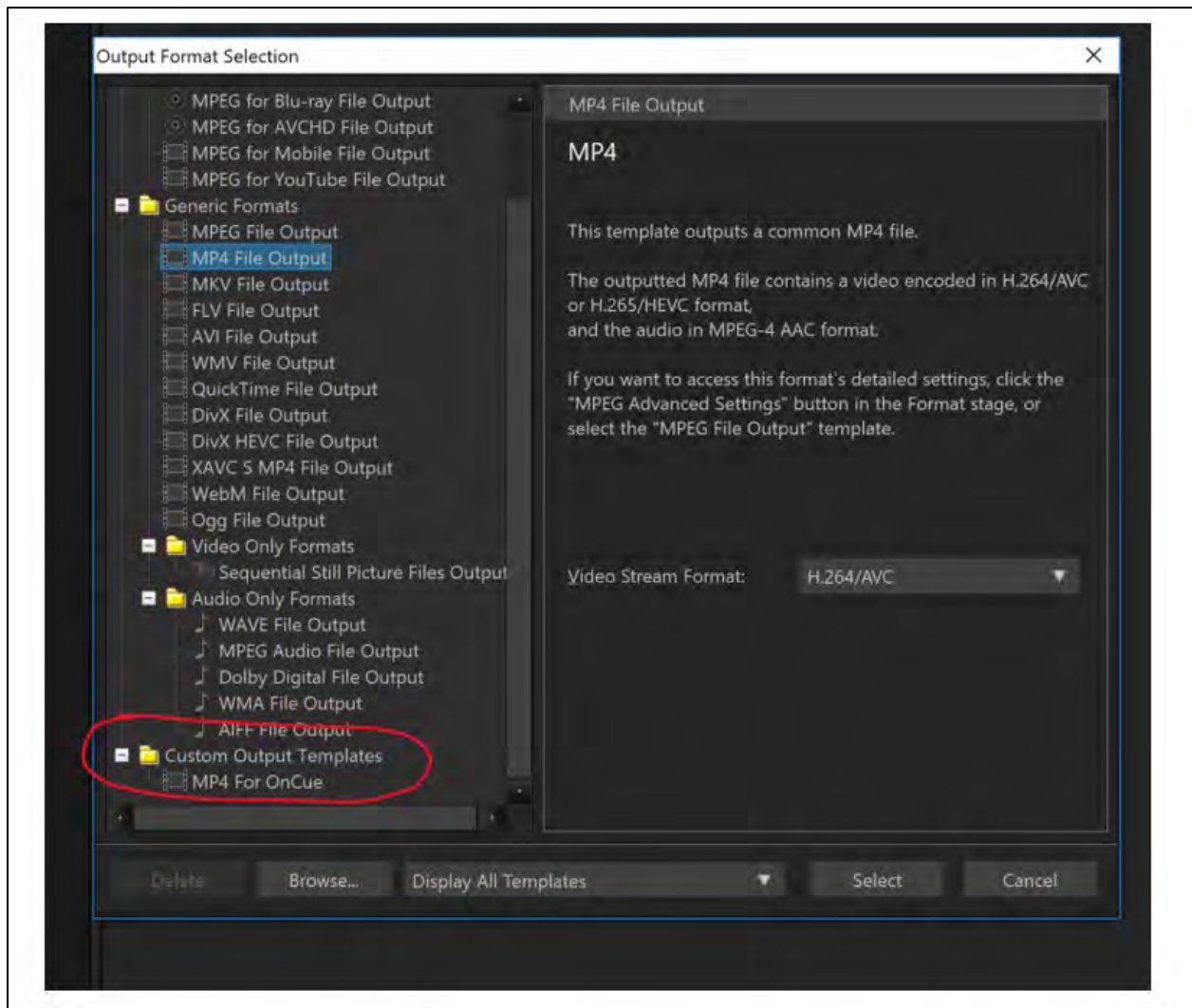


The MP4 settings are almost the same as the MPEG-1 settings. The video MUST be encoded at a CBR rate of 2.5MBPS or 3.0 MPBS and the stream format MUST be H.264. It is also important to make sure that the Entropy Coding is set at CABAC.



Both settings, for MPEG-1 and MP4 can be saved in TMPGE by clicking the Save Button in the lower right corner of the properties screen. This makes a very easy way for you to get to these same settings for all your future encoding jobs. The saved file will be in your Custom Output Templates section in TMPGE.

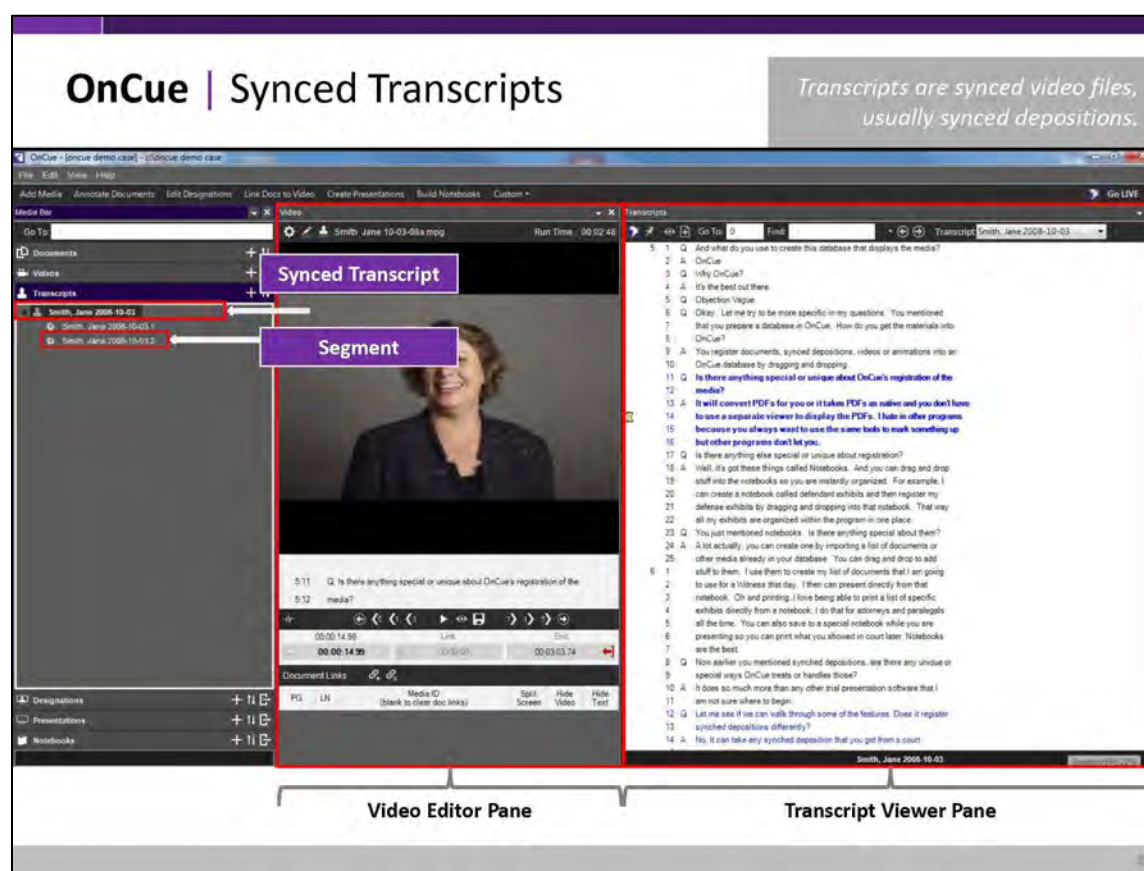




Understanding the Transcript Pane

Screen Layout

Access the pre-set screen layout for working with video depositions, click on the **Edit Designations** tab on the **Workflow Ribbon**. This window layout includes a list of the synchronized transcripts on the left, the Video Editor Pane in the middle, and the Transcript Viewer Pane on the right shows the text of the deposition.



The Transcript Viewer Pane

On the Transcripts Pane you will see a toolbar near the top, which has most of the basic actions you need (more advanced stuff is on the right click menu.)

On the left of the transcript text you may notice an occasional hourglass. This is a pause indicator, which shows that there is dead space within that line of the transcript on that video (it takes longer than 12 seconds to go from the start of one line to the start of the next.) Also in that column you may see a disc icon. This indicates the start of the next video file and can't be in the middle of a single designation.

In the transcript text gray, italicized text indicates that there is no video for those portions of text. Black text indicates undesigned lines of transcript text. Bold and/or colored text indicates designated text.

The Transcript Pane Toolbar



The thumbtack icon allows you to "pin" a transcript. When unpinned, if you click on an item in the Media Bar, the transcript will automatically change to match the selection. For example, if you're viewing the Jones transcript and then click on a Smith designation in the Media Bar, the transcript pane will automatically switch to the Smith transcript. If you "pin" the Jones transcript and then click on a Smith designation, the transcript pane will remain in the Jones transcript. This is very useful when creating a Designation List or Presentation from multiple transcript sources.

The "eye" icon allows you to preview the video for a selection you have made of the text. Simply click and drag to select text, then click the Preview Selection icon. A mini viewer with player controls will pop up and play the video and synchronized text. Close the preview window when done by clicking the X in the upper right corner. The Preview Selection feature is also accessible via the right click menu after you've made a selection in the viewer pane.

The "Add Selection" button will add the text selected in the Transcripts pane to the Designation List that you have selected in the Media Bar. This

feature is also accessible via the right click menu after you've made a selection in the viewer pane.

The "GoTo" box allows you type in a page number and jump to that page in the transcript. Click the box to make it active, type in a page number within the page range of the transcript and press "Enter" on your keyboard.

The "Find" box allows you to enter a word or phrase to search for within the transcript text. Click the box to make it active, type in your word or phrase and press "Enter" on your keyboard. The Transcripts pane will jump to the next line where that word or phrase appears and highlight the entire line.

NOTE: the search begins from the first line visible in the pane, not from the beginning of the transcript. To search from the beginning, scroll or jump to the first line, select it and search from that point. When the search reaches the end of the transcript, it will wrap to the beginning of the transcript and continue searching. To skip to the next or previous appearance of the word or phrase, click the left and right arrows next to the "Find" box to navigate. If you need your search word or phrase to be case sensitive, that option is available via the small dropdown arrow between the Find box and previous/next navigation buttons.

The "Transcripts" dropdown box allows you to switch to a different transcript within the Transcripts pane. Just click the box and scroll the transcripts, then click the one you would like to select.

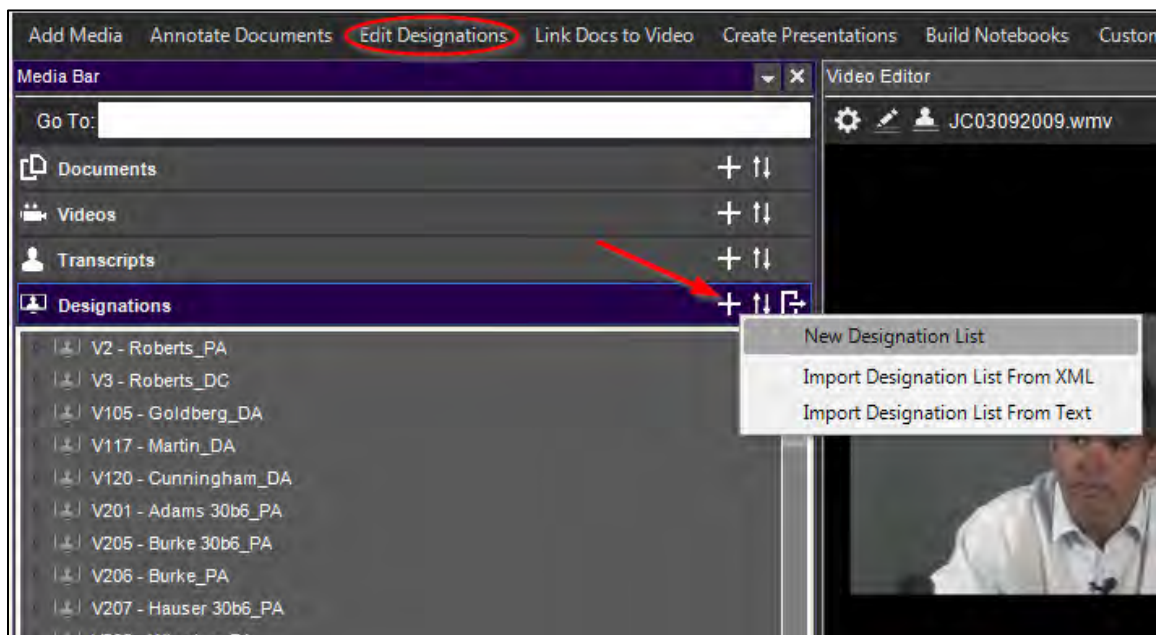
Creating Designations and Designation Lists

Designations are excerpts of the deposition testimony for the purpose of playback in court. Designation Lists are a series of these page/line designations that that can be played back sequentially in OnCue LIVE. Designation Lists are created from **synchronized transcripts** in your OnCue database. There are several ways to create Designation Lists in OnCue.

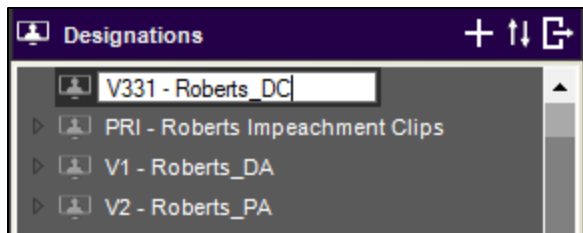
NOTE: You will not see any video in the video editor or the viewer panes until you have created and clicked on a designation. You don't need to have a copy of the video files in the _synchedvideos folder to create designation lists.

Creating Designation Lists Manually

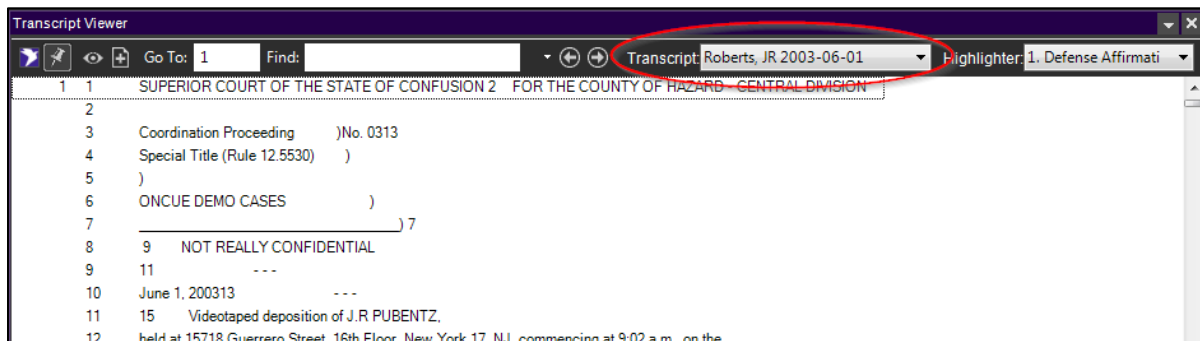
To create your Designation List manually, load the **Edit Designations** screen layout from the **Workflow Ribbon**. Under the **Designations** section of the Media Bar, click the + sign and select "New Designation List".



You can change the ID and Name of your New Designation List by clicking on the list and typing in the new values on either side of the dash. In the example below, the ID is "V331" and the name is "Roberts_DC."

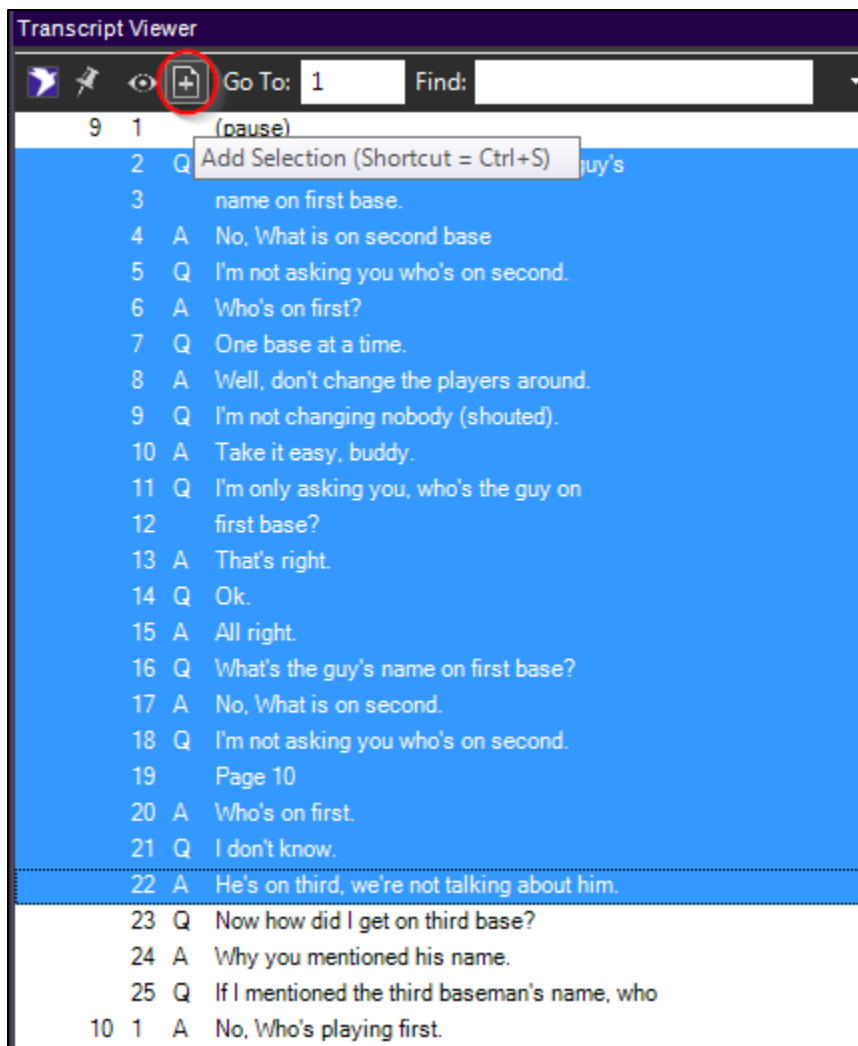


Select a Transcript from either the Media Bar or from the drop-down menu on the Transcript Pane toolbar.

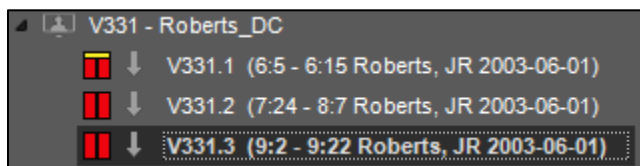


Once you have created the Designation List, you can add the page/line designations. There is no limit to the number of designations you can have in a List, and you can designate from different Transcripts within the same Designation List if desired.

Then click and drag to select the transcript text you want to play. You can then either click the **"Add Selection"** button in the toolbar, right click the selected text and select **"Add Selection,"** or use the **ctrl + s** hotkey.



The Designation List in the Designations tab will expand, and you'll see your new designation appear below the ID.



The **highlighter color** will be the last used color but can also be changed prior to adding the designation by selecting a color from the **Highlighter** dropdown menu.

Importing Designations

Creating designations lists manually is great if you are reviewing the transcript and working from scratch, but if someone gives you hundreds or thousands of page/lines, you'll need to import them. Designation List Imports can be created outside of OnCue in a text file. You can find information about these files in [Importing Designation Lists](#).

No Sync - No problem. OnCue doesn't take plain text or Ascii (*.txt) files but as long as you have a PTX of the deposition transcript, you can create a fake "mdb" using RealLegal E-Transcript package. You just open the PTX with the program, save it out as a Sanction MDB Transcript and you can add it to OnCue and create designations and then run your reports.

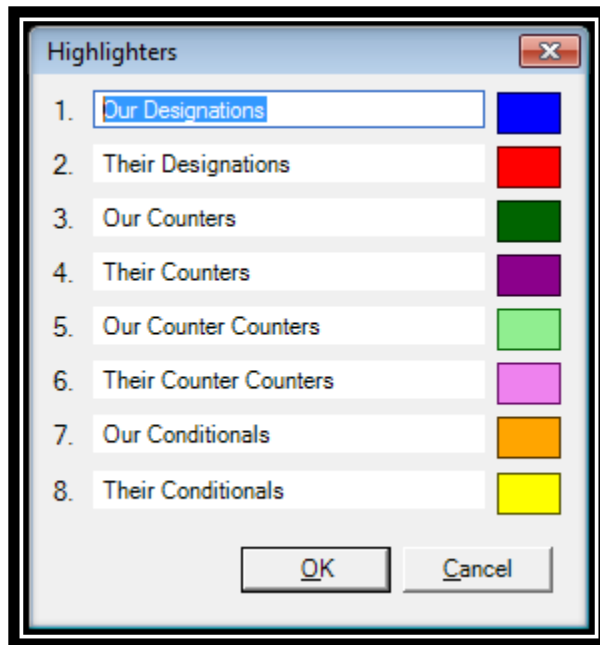
Explaining Transcript Highlighters

OnCue allows users to use different highlighter colors of transcript text to give a visual representation of sets of designations. This allows different groups of designations to be identified for whatever purpose needed. For example, a reviewer may want a specific color for Plaintiff's designations and a different color for the Defense's designations. Or for another List, a reviewer may want one color for one topic and another color for a different topic. Up to 8 colors allow plenty of variables if the reviewers need to get more specific (e.g., Plaintiff Affirmatives, Plaintiff Counters, Plaintiff Optional Completeness, Defense Affirmatives, Defense Counters, etc.). These colors will appear in the Transcript Viewer pane and on designation reports.

Setting Highlighter Colors

The highlighter colors can be edited by right clicking the Transcript Viewer pane and selecting "Set Highlighter Colors". A new Window will pop up where you can choose the colors and name the descriptions. Note the number in the left column. This is the highlighter number and will be used in creating Designation List imports and determines the "Sort by Highlighter" sequence. Changing a color here changes the color globally. In other words, if you change the color for #2 here to yellow, anything in the database that has been designated with highlighter 2 will have its text changed to yellow.

Keep in mind that the Designation List reports show the text as the color you choose so pay close attention as to whether it will be readable or not.



You can also change the text by selecting it and typing. So, Our Designations can be changed to Defense Affirmatives.



Importing Designation Lists

Designation Lists can be imported via text files (*.txt). It can be a very quick way to load a lot of designations all at once. The format is not complex, and it does not necessarily have to be precise to be successful. Any text editor can be used to create the file, but it does need to have some basic information. Notepad, MS Word, MS Excel, UltraEdit, Notepad++, TextPad, and virtually any third-party text editor can be used.

Basic Formatting

The first couple of lines comprise the header of the file, and each line of the header must be bracketed. First is the ID line. If you choose not to use this line, OnCue will use the filename of your text file to create the Media ID and Name. It's a good idea to get into the habit of using this line, however, as we will explain later how to create multiple Designation Lists with a single text file. This line should be contained in brackets ([]), with "ID=" to indicate the line contains the Media ID and/or Name. The first space separates the Media ID and name.

[ID=V1 Bart Clips]

The second line, contained in brackets as it is part of the header, should contain "transcript=" followed by the ID of the transcript being designated immediately below it. In the example below, this would be Michael Bart's 5/23/14 deposition.

[Transcript=Bart, Michael 2014-05-23]

**Helpful Hint: You can find this information by selecting View>Properties and expanding +Media. Double-clicking on the ID box copies "[Transcript=Bart, Michael 2014-05-23]" to your clip board*

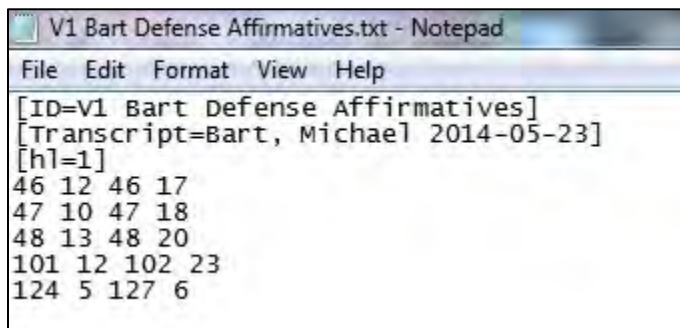
The final line of the header identifies the highlighter color to be used for the designations directly below it. Also bracketed, "hl=" should be followed by

the number or the title of the desired color (see "Explaining Highlighter Colors" for a more in-depth article). If no color is chosen the default is 1.

[hl=3] or [hl=our counters]

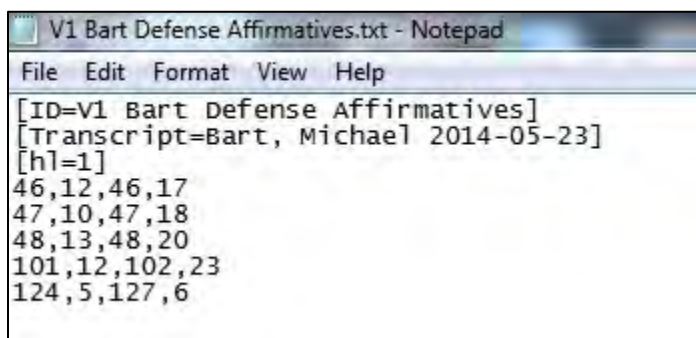
Following the header, begin listing each designation, with one designation on each line. We realized that you rarely get clean files so we wanted to minimize the issues as much as possible. Your files can look like any one of the following screenshots and they will still import correctly.

Space or Tab delimited import



```
V1 Bart Defense Affirmatives.txt - Notepad
File Edit Format View Help
[ID=V1 Bart Defense Affirmatives]
[Transcript=Bart, Michael 2014-05-23]
[hl=1]
46 12 46 17
47 10 47 18
48 13 48 20
101 12 102 23
124 5 127 6
```

Comma delimited import



```
V1 Bart Defense Affirmatives.txt - Notepad
File Edit Format View Help
[ID=V1 Bart Defense Affirmatives]
[Transcript=Bart, Michael 2014-05-23]
[hl=1]
46,12,46,17
47,10,47,18
48,13,48,20
101,12,102,23
124,5,127,6
```

Colon and Dash import


```
V1 Bart Defense Affirmatives.txt - Notepad
File Edit Format View Help
[ID=V1 Bart Defense Affirmatives]
[Transcript=Bart, Michael 2014-05-23]
[h1=1]
46:12-46:17
47:10-47:18
48:13-48:20
101:12-102:23
124:5-127:6
```

Page and Line import

```
V1 Bart Defense Affirmatives.txt - Notepad
File Edit Format View Help
[ID=V1 Bart Defense Affirmatives]
[Transcript=Bart, Michael 2014-05-23]
[h1=1]
Page 46, line 12, page 46, line 17
page 47, line 10, page 47, line 18
page 48, line 13, page 48, line 20
page 101, line 12, page 102, line 23
page 124, line 5, page 127, line 6
```

Wild Inconsistencies? No worries about that either

```
V1 Bart Defense Affirmatives.txt - Notepad
File Edit Format View Help
[ID=V1 Bart Defense Affirmatives]
[Transcript=Bart, Michael 2014-05-23]
[h1=1]
46,12,46,17
47      10      47      18
48      13      48:20
101     12      102     23
124_5p127    6 "starting at You"
```

But wait...there's more

If you have a single line as a designation, it is not necessary to fill in four columns. In other words, if the entire designation is "Page 195 Line 2", OnCue recognizes that as a single line. Likewise, if a designation stays on the same page for example 198:2-5, OnCue is smart enough to recognize that for what it is as well.

Advanced Formatting

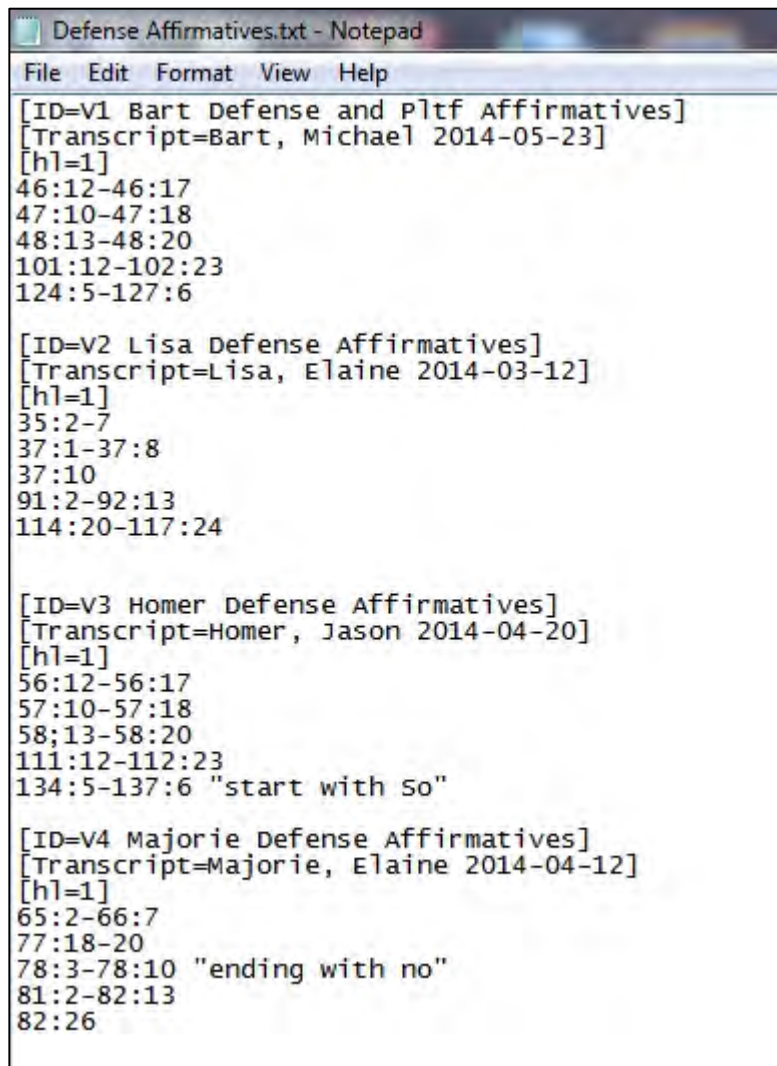
It might be necessary to have a single import file with multiple deposition sources. This is accomplished by following the last designation with a new header. If you do not put a new ID line, it simply adds the new deposition's designations to the end of the same List. Similarly, if you leave out the highlighter line, the next set of designations will continue using the same highlighter color.

```
File Edit Format View Help
[ID=V1 Bart Defense Affirmatives]
[Transcript=Bart, Michael 2014-05-23]
[h1=1]
46      12      46      17
47      10      47      18
48      13      48      20
[Transcript=Bart, Michael 2014-05-24]
101     12     102     23
124     5      127     6 "starting at You"
```

Quite often, you'll find a need to have a single import file that will have multiple highlighter colors within the same designation. This is easily done by changing the highlighter color on the line before the designation on the import file. Remember, once you set or change a highlighter color in an import file that color continues to carry down to the designation lines that follow it until another highlighter color is inserted.

```
File Edit Format View Help
[ID=V1 Bart Defense and Pltff Affirmatives]
[Transcript=Bart, Michael 2014-05-23]
[h1=1]
46      12      46      17
47      10      47      18
48      13      48      20
[h1=2]
101     12     102     23
124     5      127     6
```

What's even better, you can do multiple designation lists in one file.



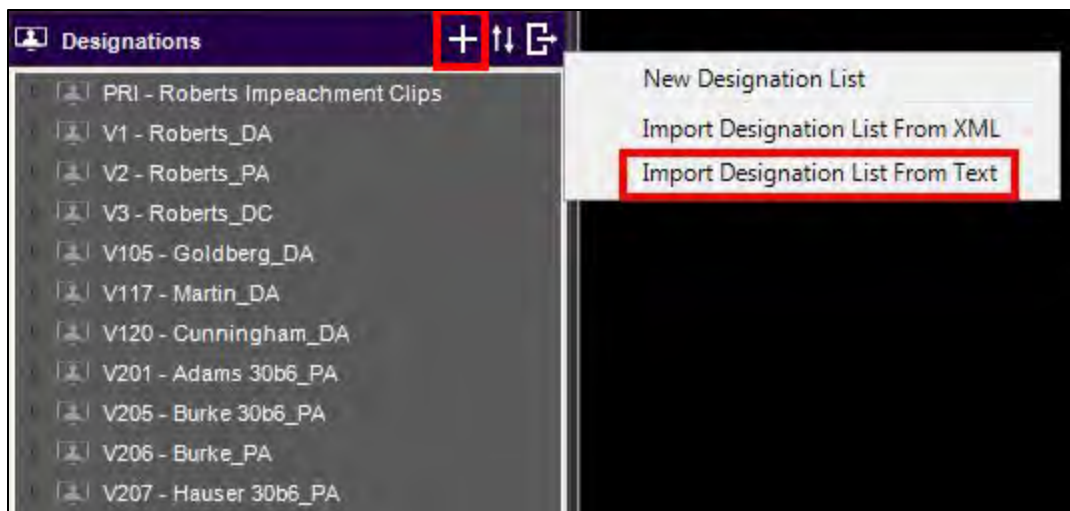
```
Defense Affirmatives.txt - Notepad
File Edit Format View Help
[ID=V1 Bart Defense and Pltf Affirmatives]
[Transcript=Bart, Michael 2014-05-23]
[hl=1]
46:12-46:17
47:10-47:18
48:13-48:20
101:12-102:23
124:5-127:6

[ID=V2 Lisa Defense Affirmatives]
[Transcript=Lisa, Elaine 2014-03-12]
[hl=1]
35:2-7
37:1-37:8
37:10
91:2-92:13
114:20-117:24

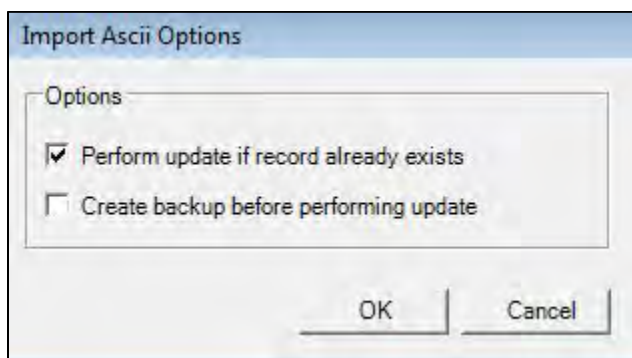
[ID=V3 Homer Defense Affirmatives]
[Transcript=Homer, Jason 2014-04-20]
[hl=1]
56:12-56:17
57:10-57:18
58:13-58:20
111:12-112:23
134:5-137:6 "start with so"

[ID=V4 Majorie Defense Affirmatives]
[Transcript=Majorie, Elaine 2014-04-12]
[hl=1]
65:2-66:7
77:18-20
78:3-78:10 "ending with no"
81:2-82:13
82:26
```

To import your text file, click the + on the Designations section of the Media Bar.



After you locate your import file, there is a very important option for importing.



"Perform update if record already exists" has a very specific purpose designed to cut your workload down after you've tuned designations, then receive a new list of edited designations without an indication of what has changed. If you import this new list with the same ID as what you've tuned in the database, selecting the update option will do two things.

1. Update your existing Designation List with the new designations from the text file.
2. Retain any tuning or document linking you had on your list before you updated the designations.

To clarify that, if you import a designation list with the same ID as one already in, you will have the new designations, and any previous tuning that can be applied to the new list will be retained. So, after you update a Designation List with new page/lines from an import file, you will end up with a list that looks like this:



So basically, the **Key** to all OnCue text file importing is to make sure that your headers are correct.

See the attached text files for some simple import templates.

Importing an XML file

You can also import XML files that have been exported from a different OnCue database by selecting "XML" instead of "Text". If the XML file also contains the transcript(s), those will also be imported and populate the Transcripts tab. Using the XML retains text edits and tuning information. See [Exporting Designation Lists](#) for more explanation on XML files.

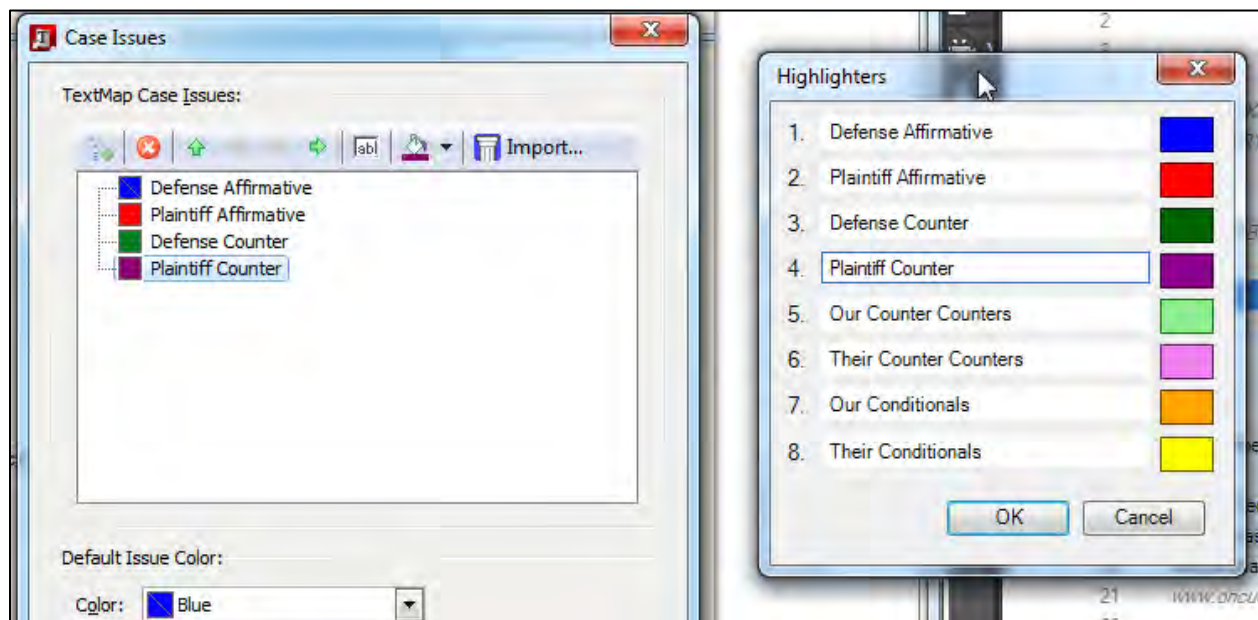
Importing TextMap Annotations exports

Designation Lists can be added/imported into OnCue via a TextMap Annotations Export (*.csv). It can be a very quick way to load a lot of designations all at once if you already have them in a TextMap Database. Make sure your OnCue database already has the sync files loaded.

Textmap Issues = OnCue Highlighter Colors

OnCue Highlighter Color Names must be identical to your TextMap issue names. First, setup your TextMap and then set your OnCue highlighter names to match.

TextMap (L) and OnCue (R)



Export your TextMap Annotations

Second, export your Annotations. It is very important to include Notes and Issues. OnCue doesn't look at the notes now, but it may in future and it lines up the columns for import.

Your Annotation CSV should look like this:

	A	B	C	D	E	F	G	H	I
1	Transcript	PgFrom	LnFrom	PgTo	LnTo	Notes	Issues		
2	Conerly, Jerry	2	6	2	19		Defense Affirmative		
3	Conerly, Jerry	3	17	4	4		Plaintiff Affirmative		
4	Conerly, Jerry	6	2	6	12		Defense Counter		
5	Conerly, Jerry	6	22	7	8		Plaintiff Counter		
6									
7									
8									
9									
10									
11									
12									

Transcript=Name

Next, the Transcript column in your CSV must match the Media ID for the transcript in OnCue. You can find this under properties (View>Properties)

The screenshot shows an Excel spreadsheet with the following data:

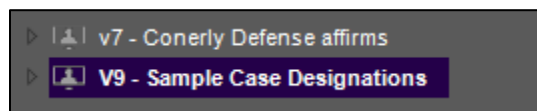
	A	B	C	D	E	F	G	H	I
1	Transcript	PgFrom	LnFrom	PgTo	LnTo	Notes	Issues		
2	Conerly, Jerry 2009-09-03	2	6	2	19		Defense Affirmative		
3	Conerly, Jerry	3	17	4	4		Plaintiff Affirmative		
4	Conerly, Jerry	6	2	6	12		Defense Counter		
5	Conerly, Jerry	6	22	7	8		Plaintiff Counter		

On the right, the OnCue Media Properties panel is open, showing the following details for the selected media:

- Barcode: Conerly, Jerry 2009-09-03
- Name: Conerly, Jerry 2009-09-03
- Relative Path: Conerly, Jerry 2009-09-03
- Media Type: Transcript
- ID: Conerly, Jerry 2009-09-03
- Duration: 00:31:26.7
- Case Video Path: c:\oncue\demo\case1_sync\video1
- First PQLN: 1-1
- Last PQLN: 28-28
- Lines Per Page: 35

Name your File

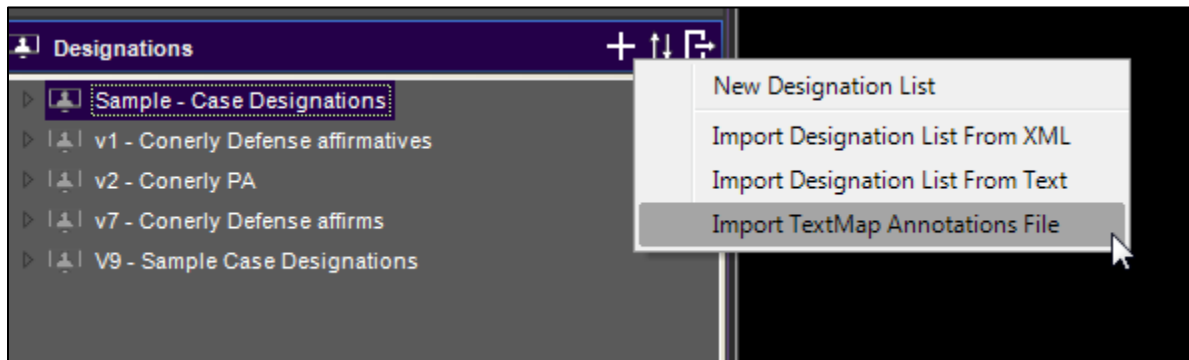
What you name your CSV file is what will show up in OnCue. A file name of V9 Sample Case Designations gets the ID of V9 and the name Sample Case Designations.



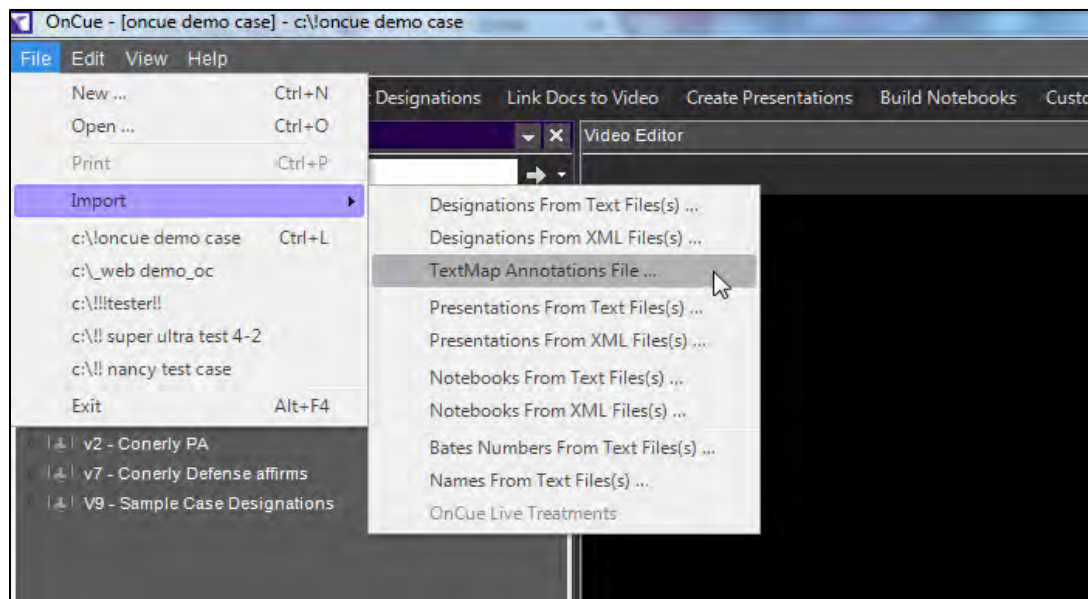
Put it together

Once everything is as you want it to be. You can import 3 different ways.

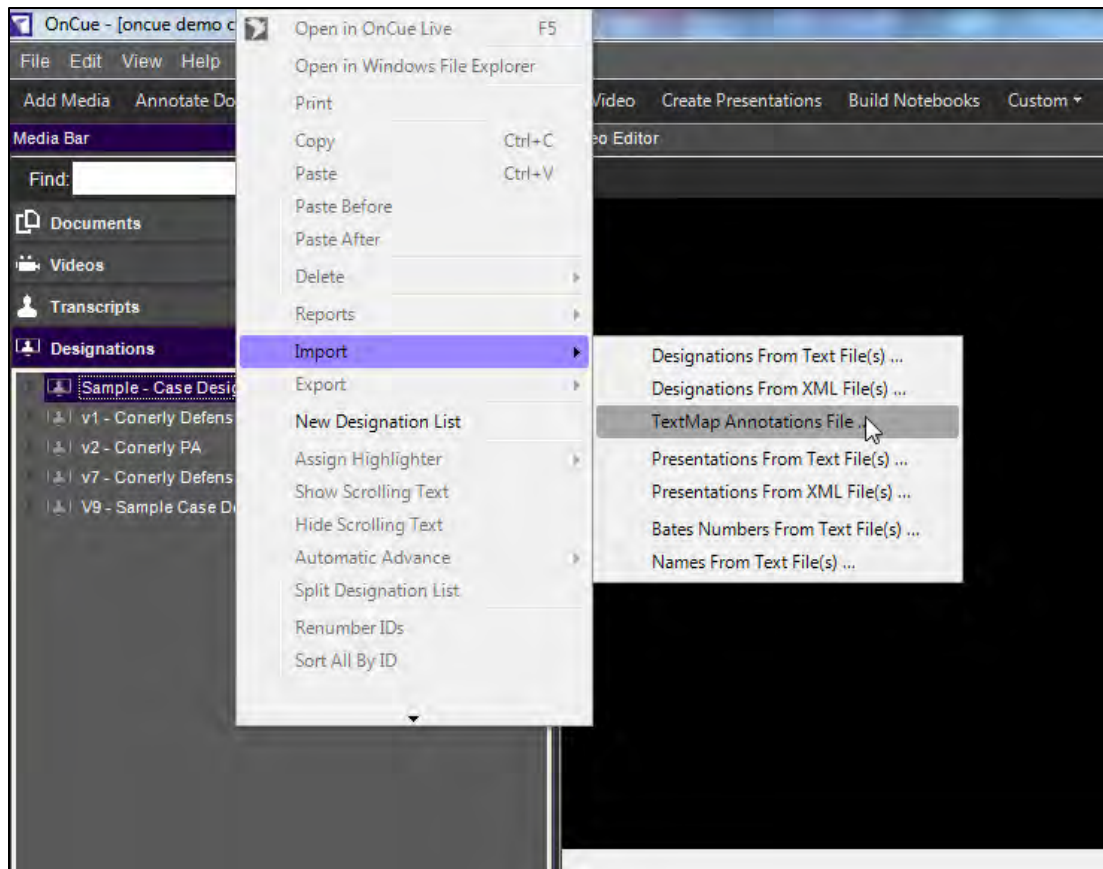
In the Designations Drawer click on the "+" and select Import TextMap Annotations File



or From the File Menu select Import->TextMap Annotations File.



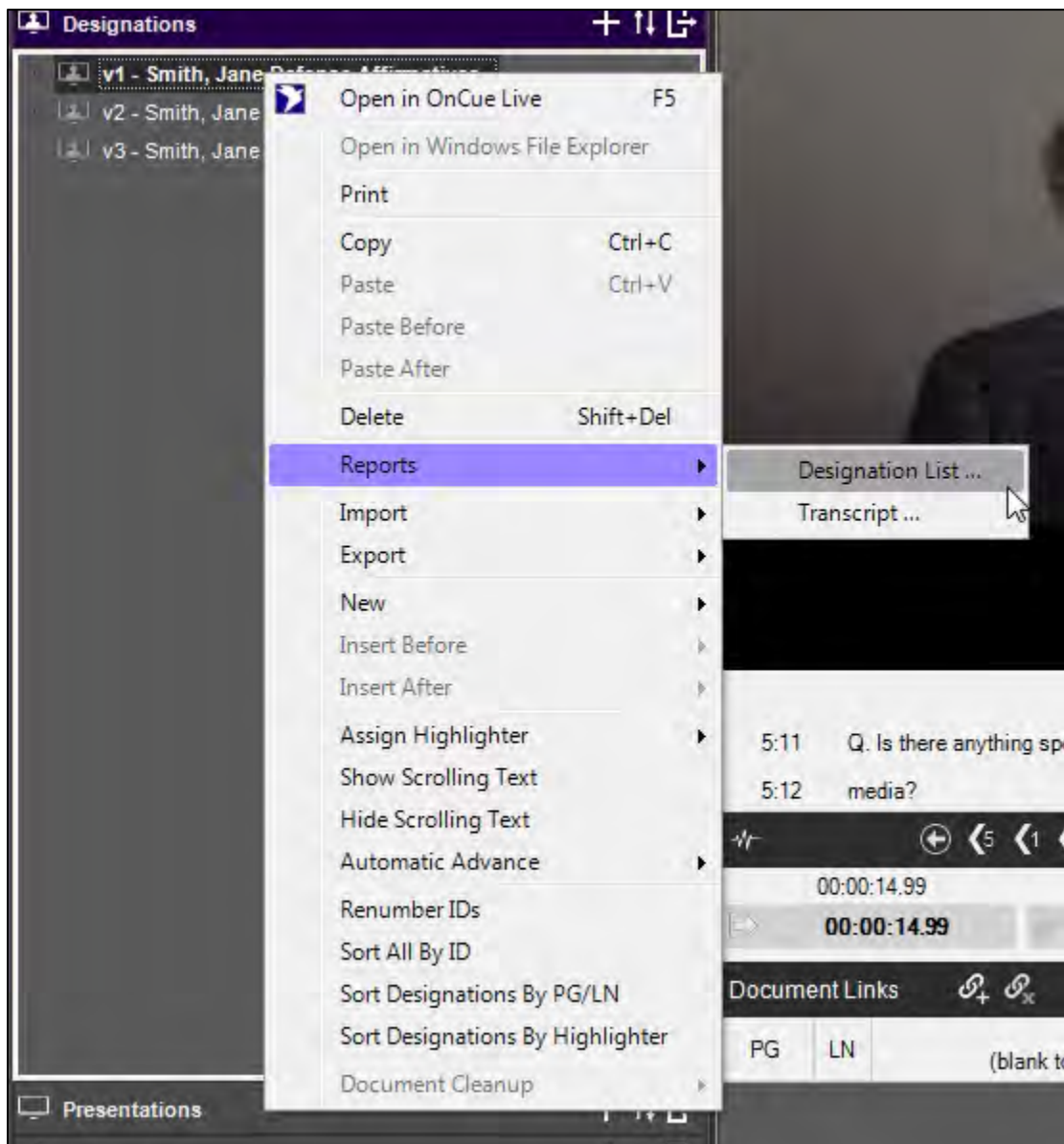
or right click inside the Designation Drawer. Select Import->TextMap Annotations File.



To learn more about designations, depositions and creating designation lists explore the topic: [Depositions-Designations](#). There is a lot you can do.

Designation Reports

There are two kinds of reports in OnCue: **Designation List** and **Transcripts**. 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. The text of the designation is the highlighter color you have chosen.

Transcripts 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. There is also an option to highlight the text of the transcript in the appropriate color, although only one color can be on the text at a time. The vertical bars on these reports showing the various highlighter color really come in handy and are a great visual indicator if designations overlap (see sample report below.)

Both types come with a cover page the option for a highlighter key to help people decipher the colors.

No Video - No problem. OnCue doesn't take plain text or Ascii (*.txt) files but as long as you have a PTX of the deposition transcript, you can create a fake "mdb" using RealLegal E-Transcript package. You just open the PTX with the program, save it out as a Sanction MDB Transcript and you can add it to OnCue and create designations and then run your reports.

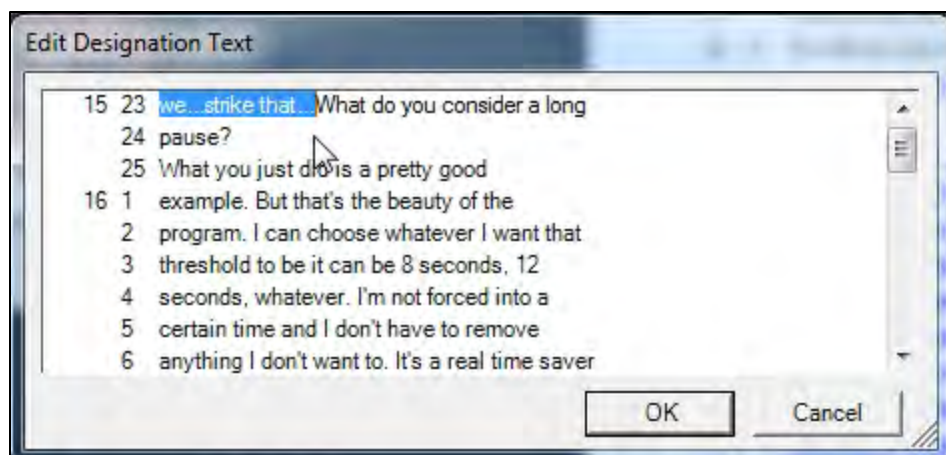
Editing Text in a Designation

So, you've tuned your designation to start where it should (see [Fine Tuning Designations](#)) but now you have this pesky text in the beginning of your designation that is not being spoken. In OnCue you can edit text in a designation without affecting the original transcript. This way what scrolls under your video in LIVE is exactly what is being spoken.

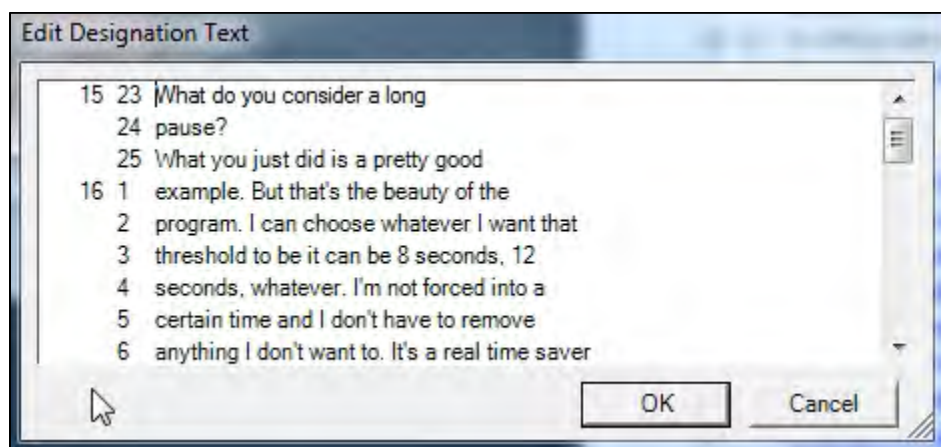
Select the designation that you want to edit and click the pencil in the upper left-hand corner of the Video Editor.



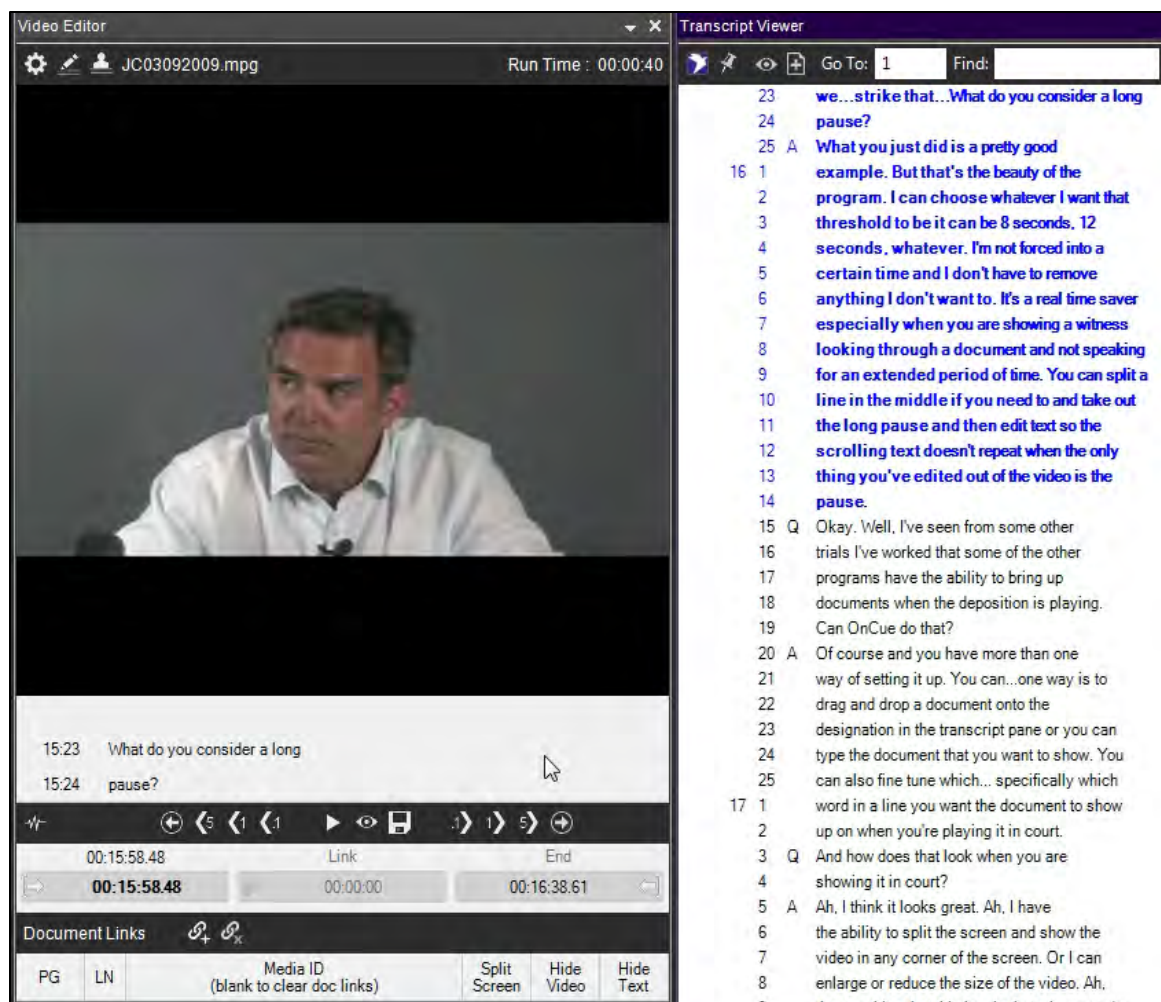
The editing window will appear.



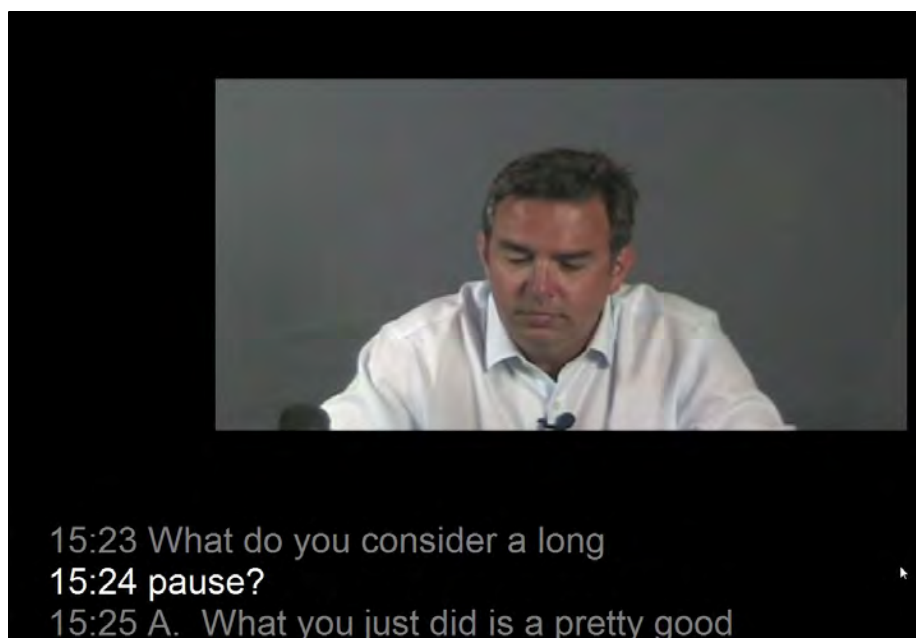
Just delete the text from the beginning or end that you don't want to scroll on screen and hit okay.



Once you've clicked away from the designation and then click back the change will be reflected on the Video Editor. But notice below the Transcript that the transcript has not changed. Scrolling text changes are specific to each designation and if you were to designate the same page/line again, this edit would not apply.



Now, when you play it in LIVE it looks exactly how you wanted it to look, without text for video that doesn't play.



If you run a Designation List report the testimony will not be there but if you run a Transcript report it will be as that uses the original transcript.

Designation List report

15:23 - 16:14	Conerly, Jerry 09-03-2009 (00:00:40)
	15:23 What do you consider a long
	15:24 pause?
	15:25 A. What you just did is a pretty good
	16:1 example. But that's the beauty of the
	16:2 program. I can choose whatever I want that
	16:3 threshold to be it can be 8 seconds, 12
	16:4 seconds, whatever. I'm not forced into a
	16:5 certain time and I don't have to remove
	16:6 anything I don't want to. It's a real time saver

Transcript Report

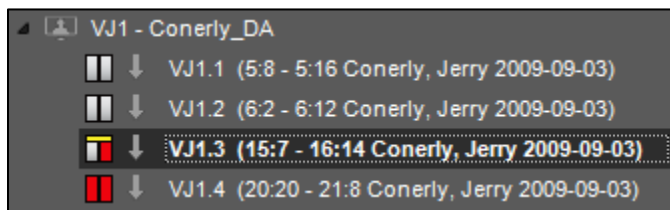
	20 pause detector makes sure you catch them
	21 without making you watch the whole video.
	22 Q. No offense taken by the way. Could
	23 we...strike that...What do you consider a long
	24 pause?
	25 A. What you just did is a pretty good

Fine Tuning Designations

Click the Edit Designations button in the Workflow Ribbon to display the Video Editor and Transcript Viewer.

Select the Designation List you want to edit and click on the > sign to expand the list to see the individual designations.

Click on the individual designation you want to clean up. The designation icons all have a specific meaning and are designed to give you information at a glance.

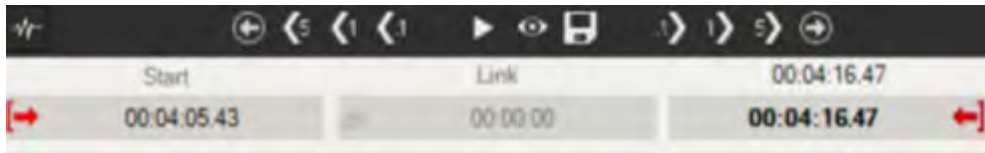


The two halves of the rectangle let you see if the front or back half have been fine-tuned yet. Red means it has not, gray means it has.

The arrow pointing down indicates that each designation will auto-advance to the next one when playing back in LIVE. To make it stop and manually advance, double click the arrow to change states.

A yellow bar across the top of your designation icon indicates there is a long pause between one line to the next in your designation, if you look at the transcript, you'll see exactly where it is with a yellow hourglass.

Next, go to your Video Editor Pane, you'll see an editing tool like this.



Buttons Explained:

Previous Designation 

Next Designation 


5 Seconds Back 


5 seconds Forward 

1 Second Back 

1 Second Forward 

0.1 Seconds Back 

0.1 Seconds Forward (Rubs with Audio) 

Preview Start or Stop Point 

Play from current Edit Point  (**NOT A PREVIEW BUTTON** - edit point moves to where you stop)

Pause/Stop  (Edit point is where you stop)

Save Edit Point 

Shows Waveform  (still in progress)


NOW LET'S TUNE!




First, click the red arrow pointing right (it's below "Start") 

This is the beginning of your clip. Now hit the **EYE** button 

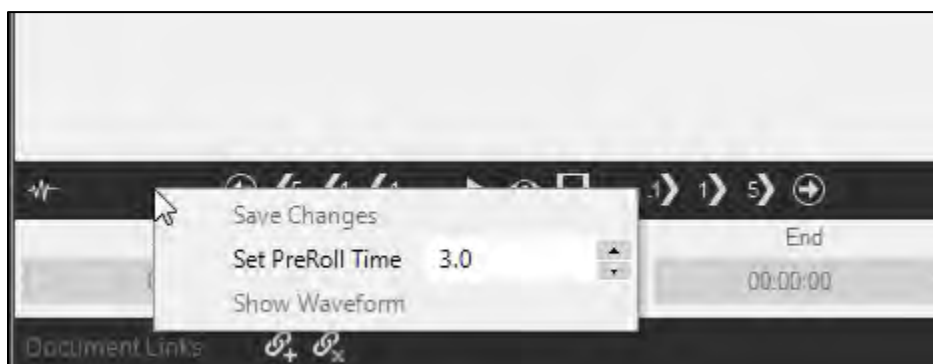
to preview where your video starts. (*You'll get a 3-second preview, it starts where the clip starts.*) Do you like it? No?

Adjust the video to get it to start exactly where you want it. When you're happy with it, hit **SAVE**. 

Repeat this action for the end of the designation. Click the red arrow **pointing left**. (*You'll get a 3-second preview, it ends where the clip ends.*) 

Now your start and stop points have been tuned.

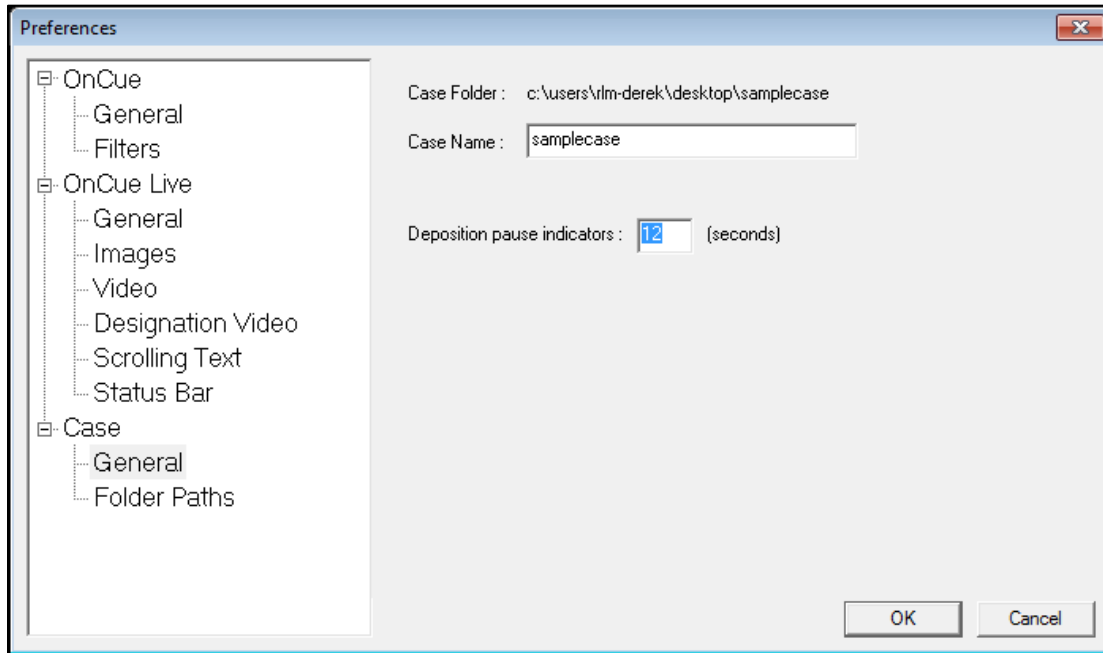
You can change the 3-second preview by right-clicking on the toolbar and setting your PreRoll time




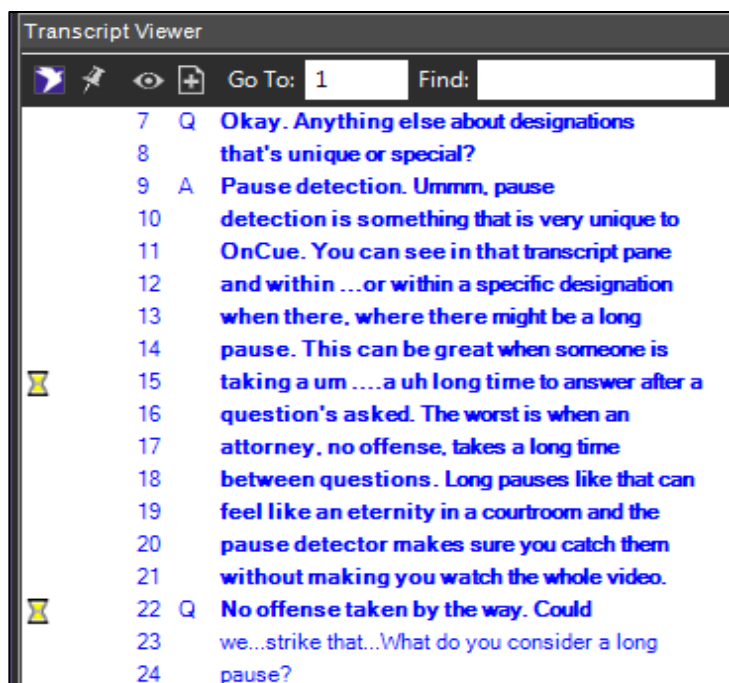
Bonus - You can edit your scrolling text, so those pesky "Okays" don't have to be there. Check out [Editing Text in a Designation](#).

Pause Detection

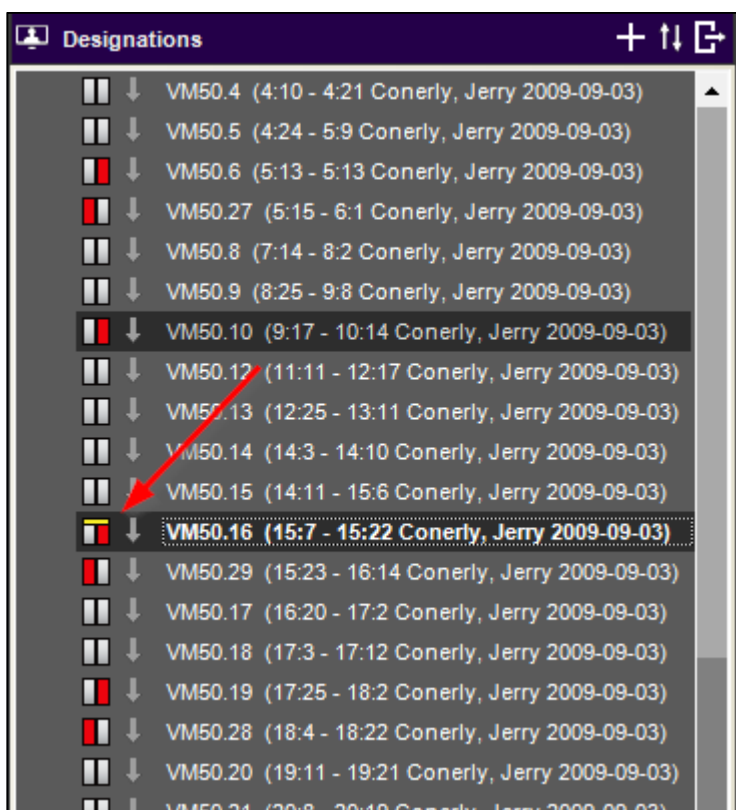
OnCue has a unique feature that will show where there is extra dead space in your designation clip. We refer to this as “Pause Detection.” You can set the threshold (in seconds) under the **Edit-Preferences-Cases-General** menu.



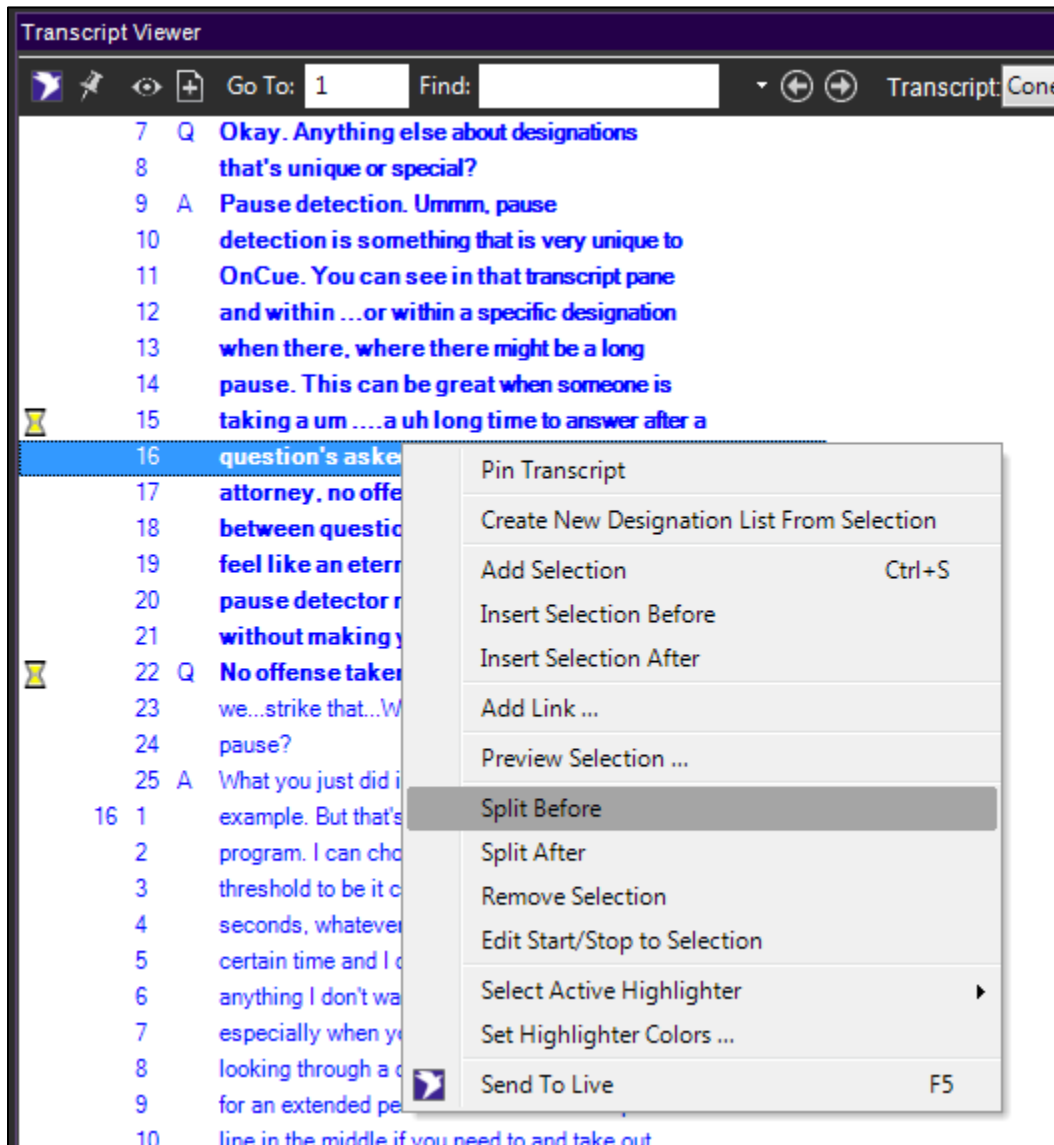
OnCue will indicate the pause in the Transcripts Pane by the hourglass  icon to the left of the transcript text.



You can also see that a pause is detected in the Designation List by a yellow bar above the red tuning icon in the Designation List.



You can then preview the video from the transcript lines around the hourglass and use the "split before" or "split after" commands to edit out the pause.

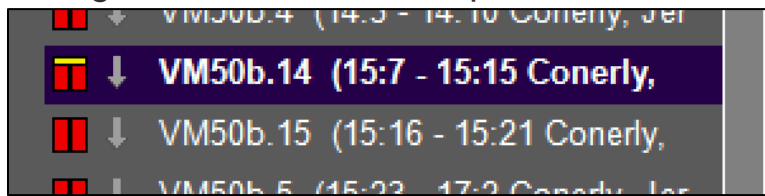


The "split before" and "split after" will split the designation into two designations either before or after the line you selected on in the transcript. To remove the pause, you fine tune the beginning and end of the new designation removing the dead air. See Article: [Fine Tuning Deposition Designations](#)

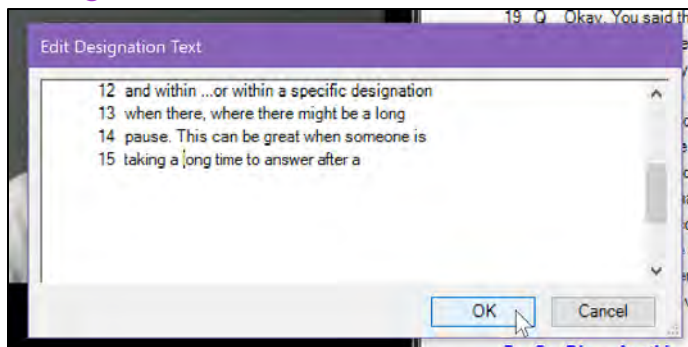
Pause in the middle of a line like the above screenshot?

Here's what you'd do step by step.

1. Select the designation below the long pause (line 15 above) and in line 16, right click and choose "split before"



2. Fine tune line 15 at the beginning and tune the end of the stop with "*taking a*". In the Video Editor pane, click the pencil icon at the top. You can edit out the middle of a line like the "*um...a uh*" See Article: [Editing Text in a Designation](#)



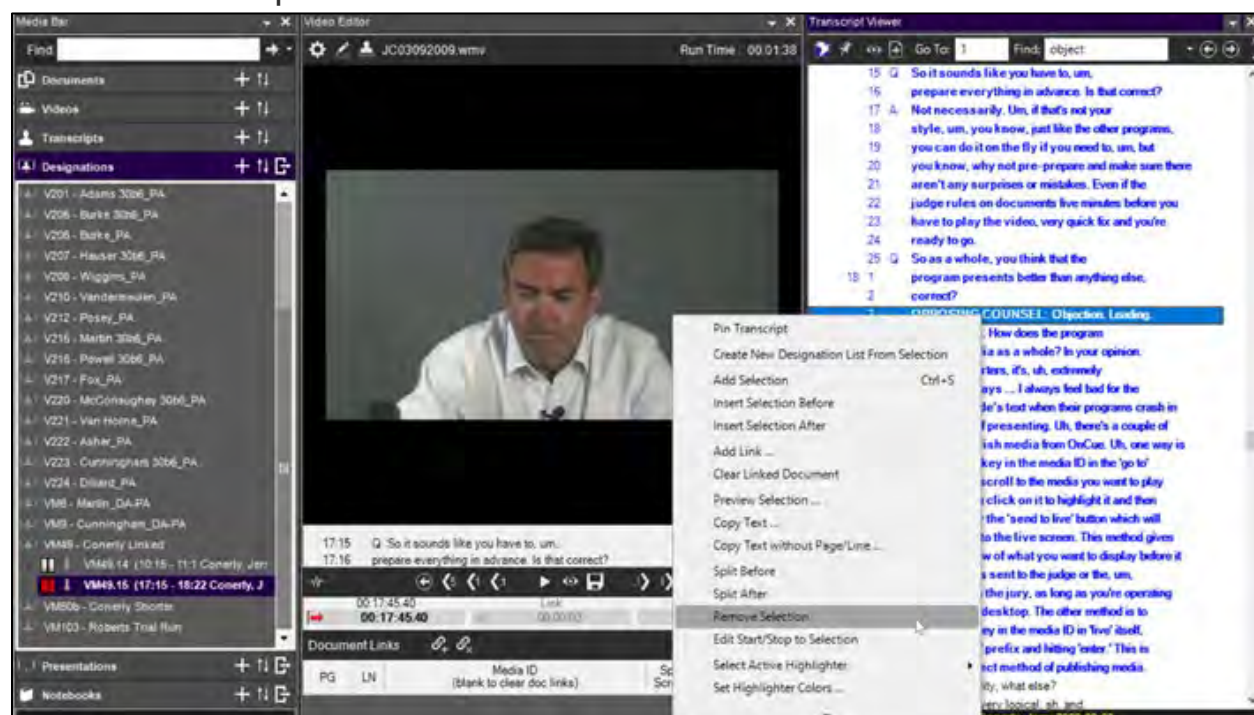
3. Select the second designation that starts on line 16 on the tree.
4. Fine tune the beginning of the line so you hear "*long time*", as the first words.

This way your scrolling text will look like "taking a long time to answer" without changing line numbers or adding additional lines to your reports. And by splitting and tuning like you did, that is what will be heard.

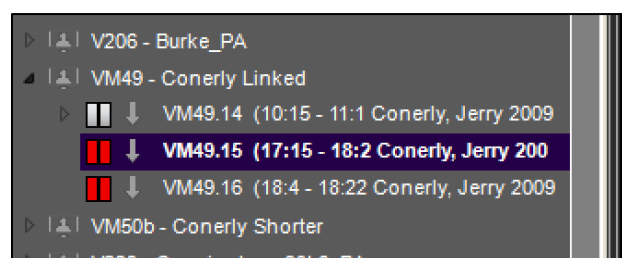
Removing Objections

Removing objections and any other text from a designation is as easy as a right click in OnCue. Remember that in order to remove any part of a transcript, it must be a part of a designation.

1. Select the designation that you wish to remove from.
2. Select the text that you would like to remove.
3. Right click on that text you have selected.
4. Choose the option to “Remove Selection”




5. OnCue will automatically update your playlist and create a new designation where the removed portion ended.



Linking Documents to Designations - the Right Click and Manual Methods

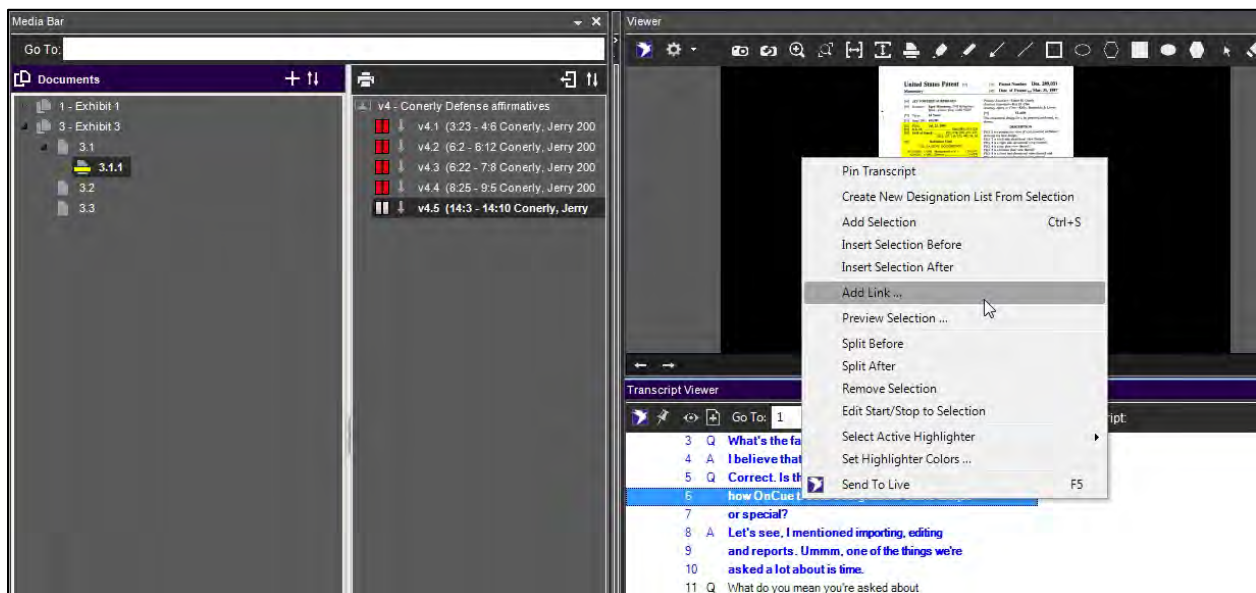
Click the Link Docs to Video button in the Workflow Ribbon to display the Video Editor and Transcript Viewer.

Select the Designation List you want to link documents to and hit the Sidebar Button 

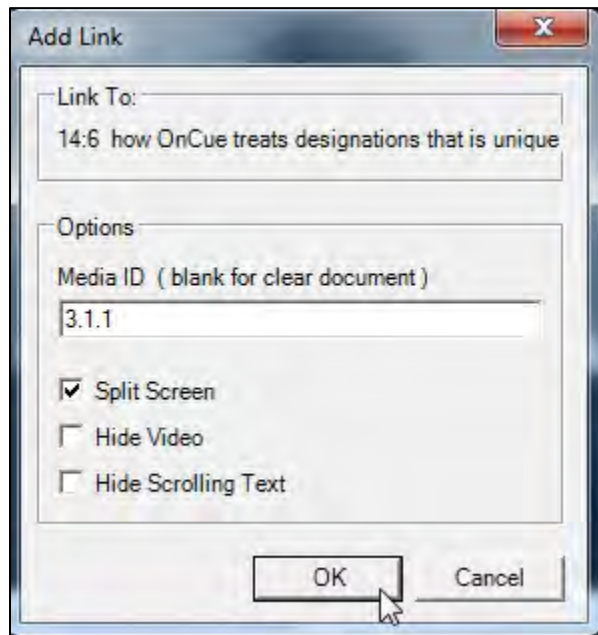
to open that Designation List in the Sidebar Pane. You may need to resize your panes to see everything.

Click on the > sign to expand the list to see the individual designations. Select the individual designation you want to link to so that the testimony is bold in the Transcript Viewer.

Right Click on the bolded line you want to add a document too. Select Add Link.



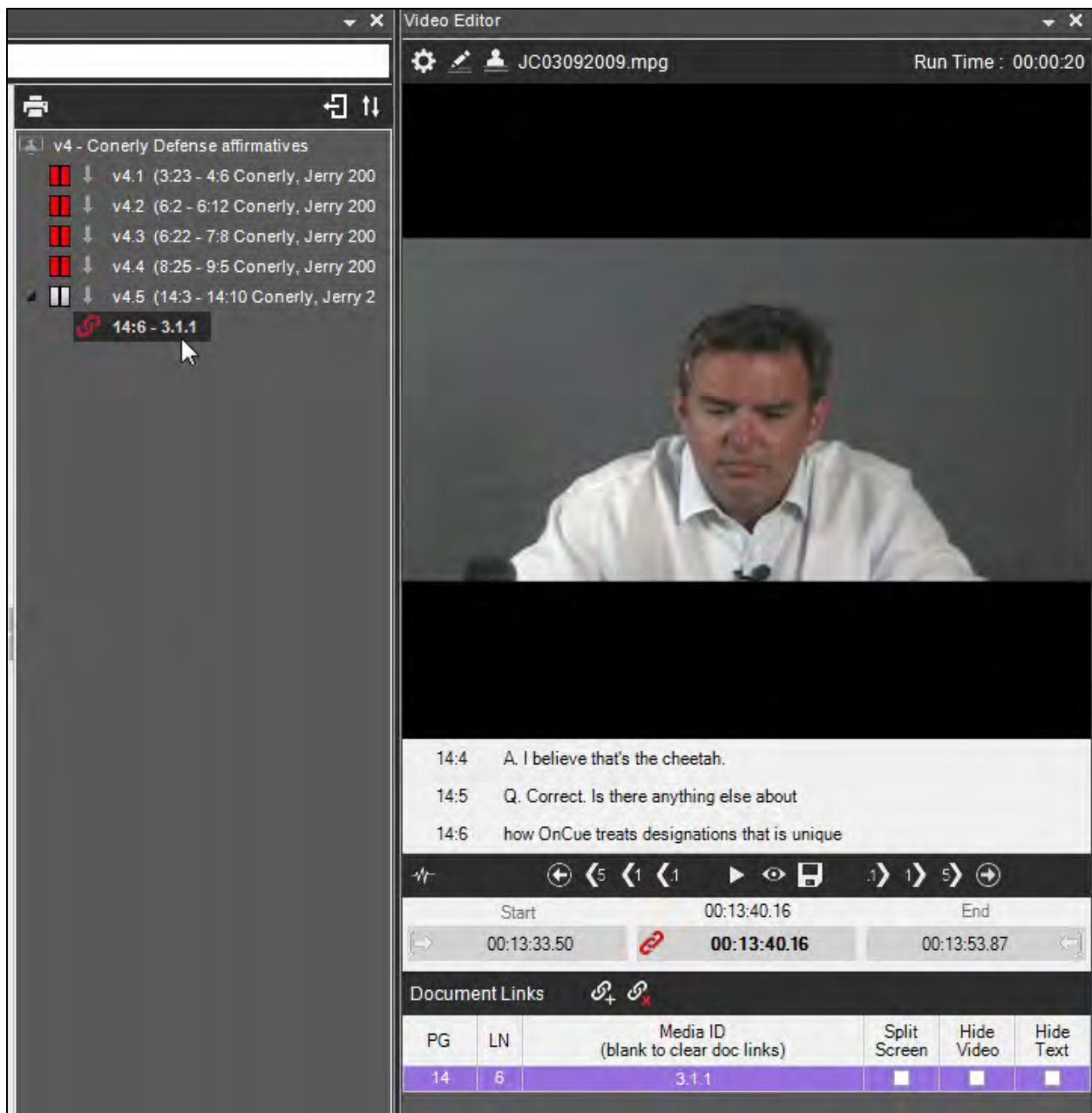
The below dialog box comes up and you need to add an ID and then choose your other small options associated with your link for how an individual link will show when played through LIVE.



Split Screen: Although the size and location can be set in the Preferences Menu. Checking this moves the video to a corner while the document appears on the screen at the same time. Scrolling text appears at the bottom of the screen unless "Hide Text" is checked.

Hide Video: This removes the video from the screen completely and only shows the document and the scrolling text unless "Hide Text" is checked.

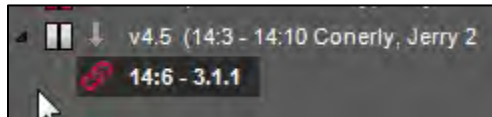
Hit Okay and the Link will now appear under the designation in the Designation List with the page/line and the ID that you linked. It will also appear in the Document Links section in the Video Editor while that designation is selected.



To “Hide” the document automatically, at the correct line, Right click on the bolded testimony in the Transcript Viewer on the designation line that you want to the document to stop showing in the LIVE. Select Add Link and Leave the ID part blank. Hit Okay. The video will resume playing normally showing no documents.

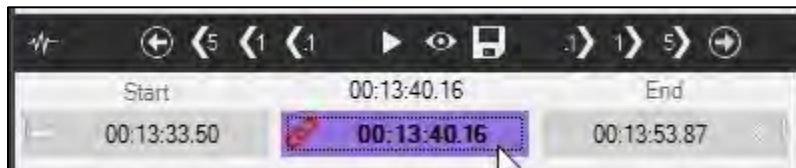
Time to fine tune that LINK!


Click on the link under the individual designation that you want to fine tune. Fine tuning a linked document means that you are setting the page or annotation to show up on screen at a certain word within a line.




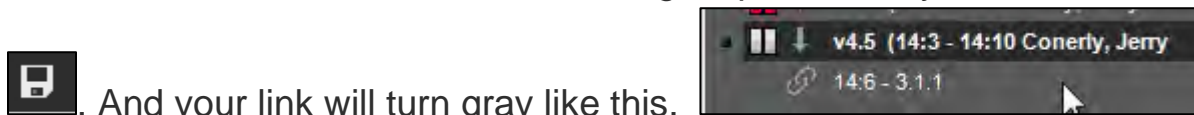
Red link images mean it has not been fine-tuned, gray means it has.


Next, go to your Video Editor Pane, you'll see an editing tool like this.



First, click the Red Links (it's below "LINK") 

Now hit the **EYE** button  to preview where your page or annotation will appear on screen during your clip... (*You'll get a 3-second preview, it ends where the document appears.*) Do you like it? No? You can use the forward and back buttons to set the link to the right spot. Once you like it, hit SAVE



. And your link will turn gray like this.

You already pre-selected your small options (**Split Screen, Hide Video and Hide Text**) so you don't need to do that again. Unless you change your mind, you can alter it here and hit the SAVE button again.

Repeat these steps to add more documents to a Designation List.

OR there IS YET ANOTHER WAY...

Using the Video Editor you can move through a selected Designation List and add Links to designations if you know the IDs. Click on the Gray Links with the + to add a LINK. Type in your Page/Line, ID and select your small options, then hit SAVE to Add. Follow the Link Tuning instructions above.



Links can be deleted from the Video Editor Pane or by Right Clicking on the link in the Designation List and selecting Delete.

Linking Documents to Designations - the Drag and Drop Method

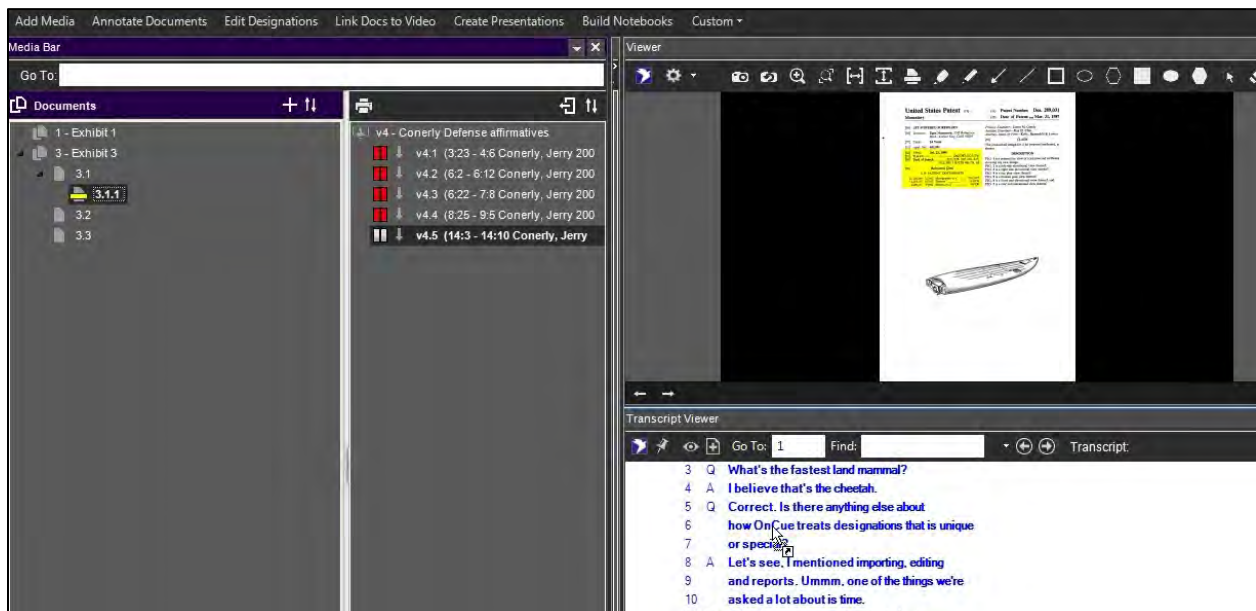
Click the **Link Docs to Video** button in the **Workflow Ribbon** to display the pre-built layout for linking documents.

Select the Designation List you want to link documents to and hit the

Sidebar Button  to open that Designation List in the Sidebar Pane. You may need to resize your panes to see everything.

Click on the > sign to expand the list to see the individual designations. Select the individual designation you want to link to so that the testimony is bold in the Transcript Viewer.

Go to Documents in the Media Bar and find the page or saved annotated page you want. **Left click, hold, and drag the page or annotation** to the exact bolded line on the Transcript Viewer where you would first like the document to appear.



The Link will now appear under the designation in the Designation List with the page/line and the ID that you linked. It will also appear in the

Document Links section in the Video Editor while that designation is selected.

The screenshot displays the Video Editor interface. On the left, a sidebar shows a list of video segments under the heading "v4 - Conerly Defense affirmatives". The segments are v4.1 through v4.5, each with a duration and date. Segment v4.5 (14:3 - 14:10 Conerly, Jerry 2009-09-03) is selected, and a red link icon is visible next to it.

The main video player shows a man in a white shirt speaking. Below the video, a transcript is visible with the following text:

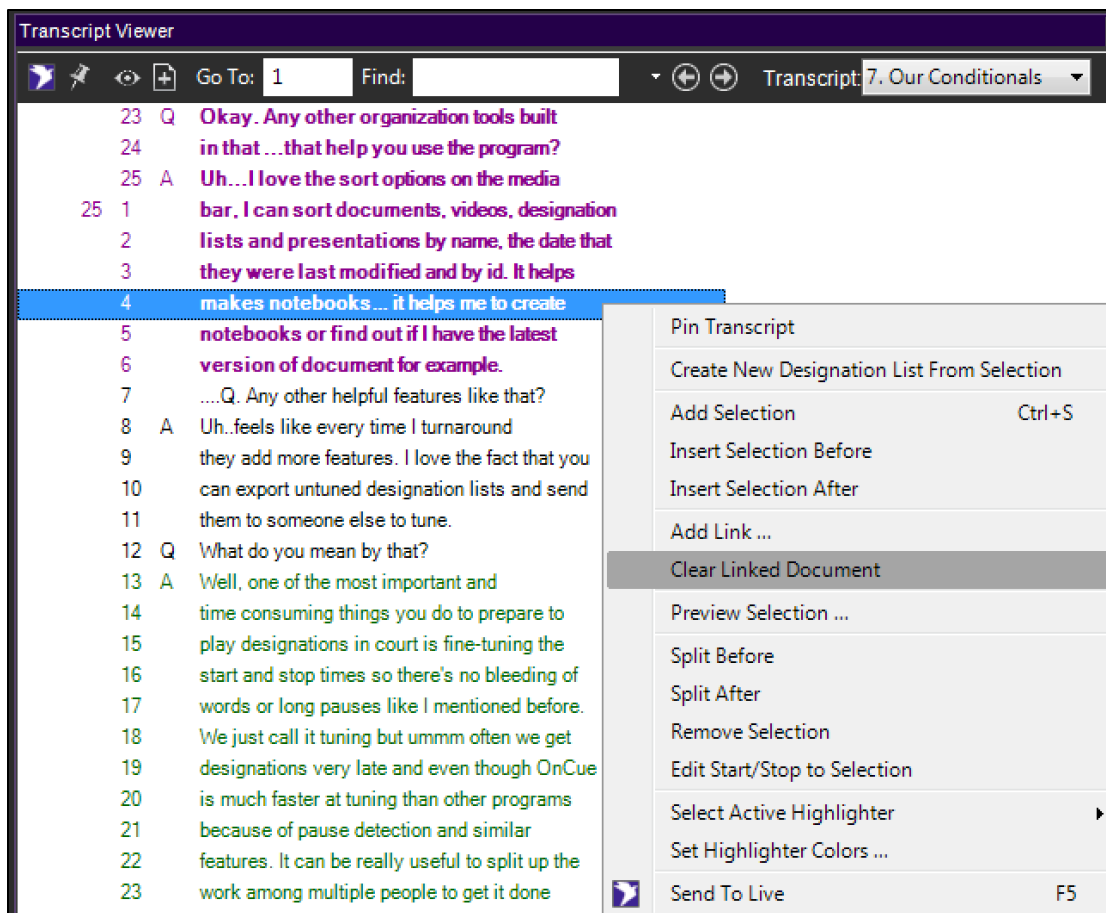
14:5 Q. Correct. Is there anything else about
 14:6 how OnCue treats designations that is unique
 14:7 or special?

Below the transcript is a timeline with a playhead at 00:13:40.16. The timeline shows a range from 00:13:33.50 to 00:13:53.87. A red link icon is visible on the timeline at the current time.

At the bottom, the "Document Links" section is shown. It includes a table with the following data:

PG	LN	Media ID (blank to clear doc links)	Split Screen	Hide Video	Hide Text
14	6	3.1.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To "Hide" the document automatically, at the correct line, Right click on the bolded testimony in the Transcript Viewer on the designation line that you want to the document to stop showing in the LIVE. Select "Clear Linked Document". This command will make video resume playing normally, showing no documents.



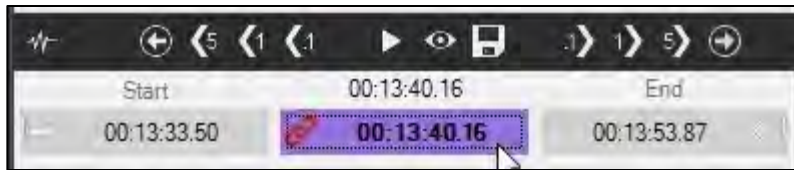
Now it is time to fine tune that LINK!


Click on the link under the individual designation that you want to fine tune. Fine tuning a linked document means that you are setting the page or annotation to show up on screen at a certain word within a line.





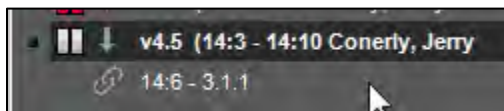
Red link images mean it has not been fine-tuned, gray means it has.

Next, go to your Video Editor Pane, you'll see an editing tool like this.

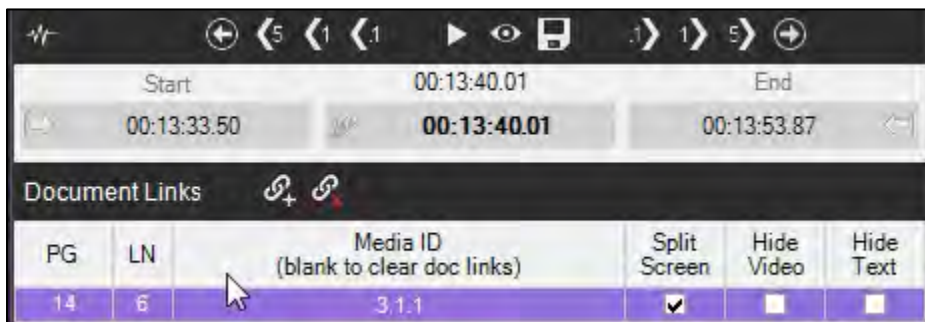


First, click the Red Links (it's below "LINK") 

Now hit the **EYE** button  to preview where your page or annotation will appear on screen during your clip... (*You'll get a 3-second preview, it ends where the document appears.*) Do you like it? No? You can use the forward and back buttons to set the link to the right spot. Once you like it, hit **SAVE** . And your link will turn gray like this.



Part of this fine-tuning process includes setting some small options for how an individual link will show when played through LIVE.



Split Screen: Although the size and location can be set in the Preferences Menu. Checking this moves the video to a corner while the document appears on the screen at the same time. Scrolling text appears at the bottom of the screen unless "Hide Text" is checked.

Hide Video: This removes the video from the screen completely and only shows the document and the scrolling text unless "Hide Text" is checked.

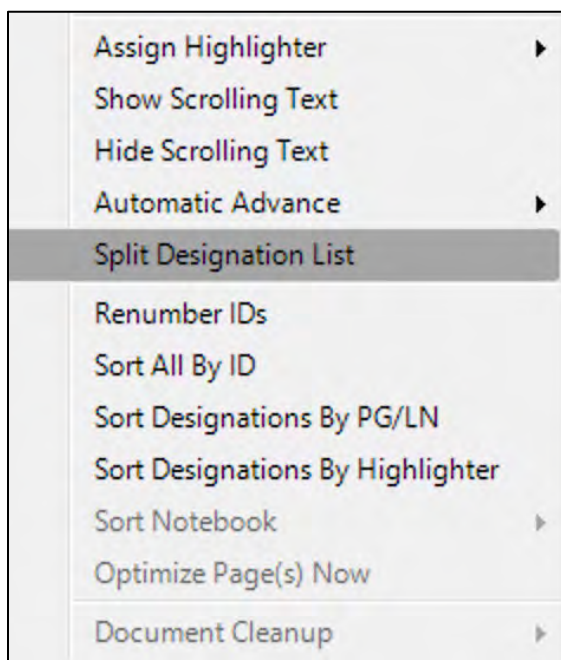
Now that you have done all of that...Rinse and repeat as much or as little as needed.

ProTip: It is always a good idea to tune your designations before you tune your links.

Split Designation List

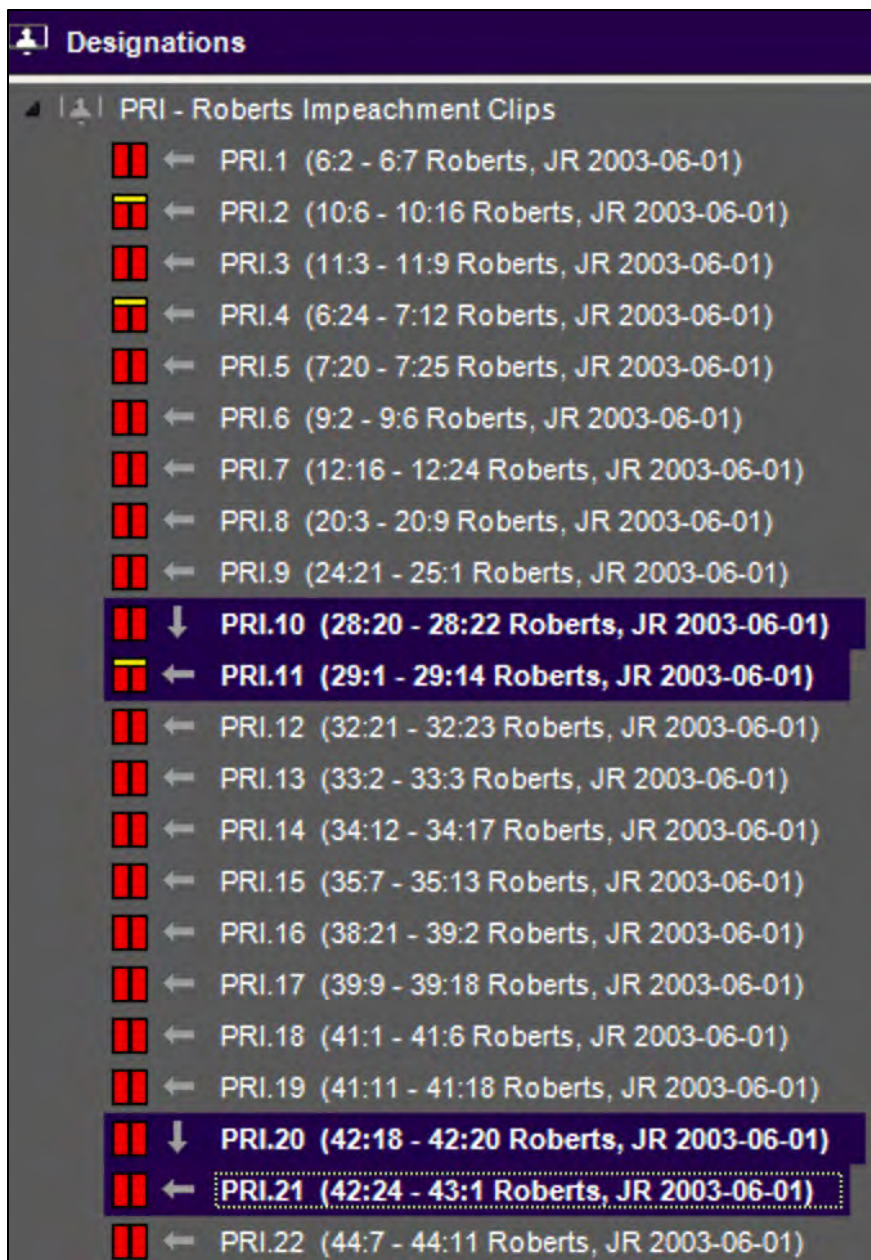
While the auto-advance arrow settings make creating a Designation List of impeachment clips easy, it often makes sense to break a designation list into separate lists. This could be a total time-suck, but we have automated it in our quest to kill the All-Nighter.

The right click menu for Designation Lists contains the item *Split Designation List* which will do exactly that.



The purpose of this feature is to take a single list of designations and convert it into multiple designations depending on the settings you choose.

See below, there is a group of 22 designations, note that **most** of the auto-advance arrows face left, meaning that designation when played in LIVE will stop at the end and wait for you to manually advance to the next one. This is an ideal setting for a large group of impeachment clips that are not meant to play all together.



But notice also that there are two groups of designations above (selected in blue) that are meant to play together, because the first auto-advance arrow is pointing down, indicating that it will play through to the next designation before stopping. This is done usually to take out objections or long pauses from a Q&A that should play together.

So, let's say you have all your designations ready in a single list and have a need to break them out into individual lists so they can all have their own ID. But you need the two that are meant to play together, to stay together

as Al Green intended. That's where the **Split Designation List** comes in handy.

Right click on the root of your Designation List and choose "**Split Designation List**" to get the options.

Split Designation List

Starting ID for New Designation Lists:

Name Format:

[LN] [BPG]_[BLN]

[FI] = First Initial [BPG] = Begin Page
[LI] = Last Initial [BLN] = Begin Line
[FN] = First Name [EPG] = End Page
[LN] = Last Name [ELN] = End Line

Split Method:

Separate on auto-advance setting

Invalid starting ID.

Cancel OK

The split options need an ID to start with, so it will tell you the ID is invalid until you add one. In this case, I will start with CLIP1 and OnCue will name each the subsequent clips logically, giving a preview of what they will be.

Split Designation List

Starting ID for New Designation Lists:

CLIP1

Ex: CLIP1, CLIP2, CLIP3...

Name Format:

[LN] [BPG]_[BLN]

[FI] = First Initial [BPG] = Begin Page
[LI] = Last Initial [BLN] = Begin Line
[FN] = First Name [EPG] = End Page
[LN] = Last Name [ELN] = End Line

Split Method:

Separate on auto-advance setting

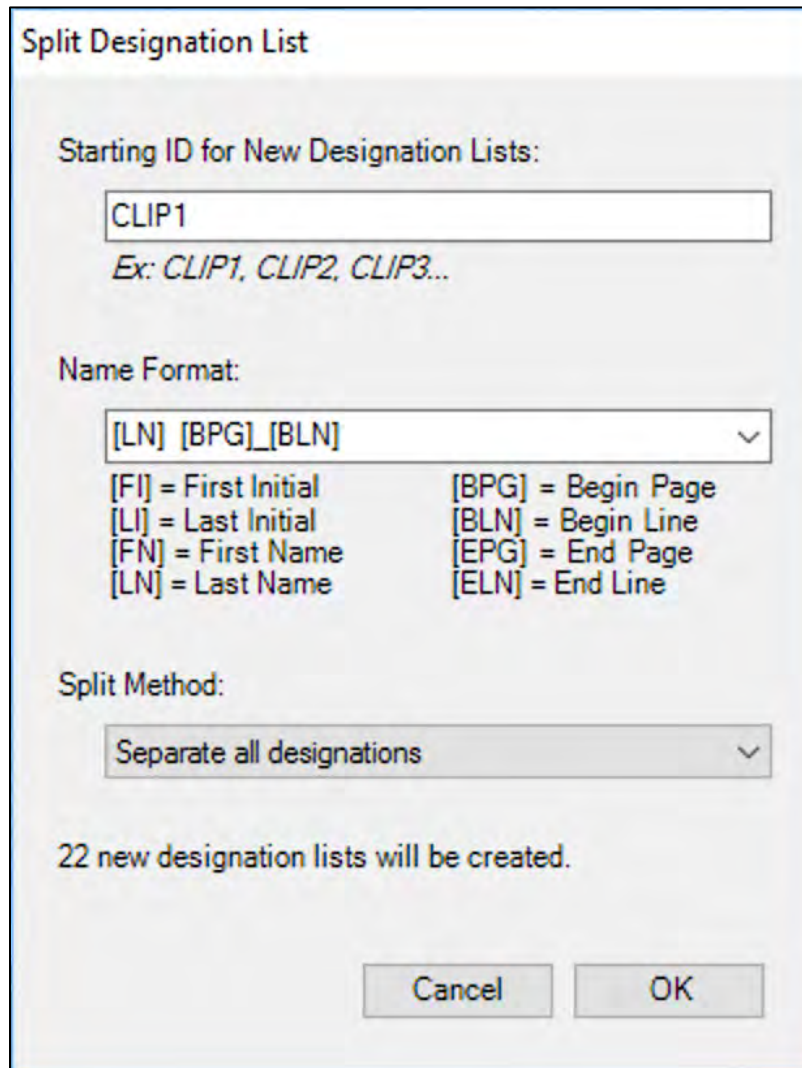
20 new designation lists will be created.

Cancel OK

In addition to the preview of the ID, you can determine what the name will be for the newly created Designation Lists. The codes are fairly self-explanatory, and the default will give you lastname beginning page_beginning line. So, for instance the first designation on my list would be named *Roberts 6_2*. But you can create any combination of the options.

Under the Name Format you have the **Split Method**. This is where the auto-advance arrows come into play. If you want designations that play automatically into the next (down arrows) to group with the subsequent designation, choose "Separate on auto advance setting."

If you want to ignore those settings and simply make a new list for each designation, choose "Separate all designations" Note below that it is now making 22 lists instead of the 20 when it was grouping.

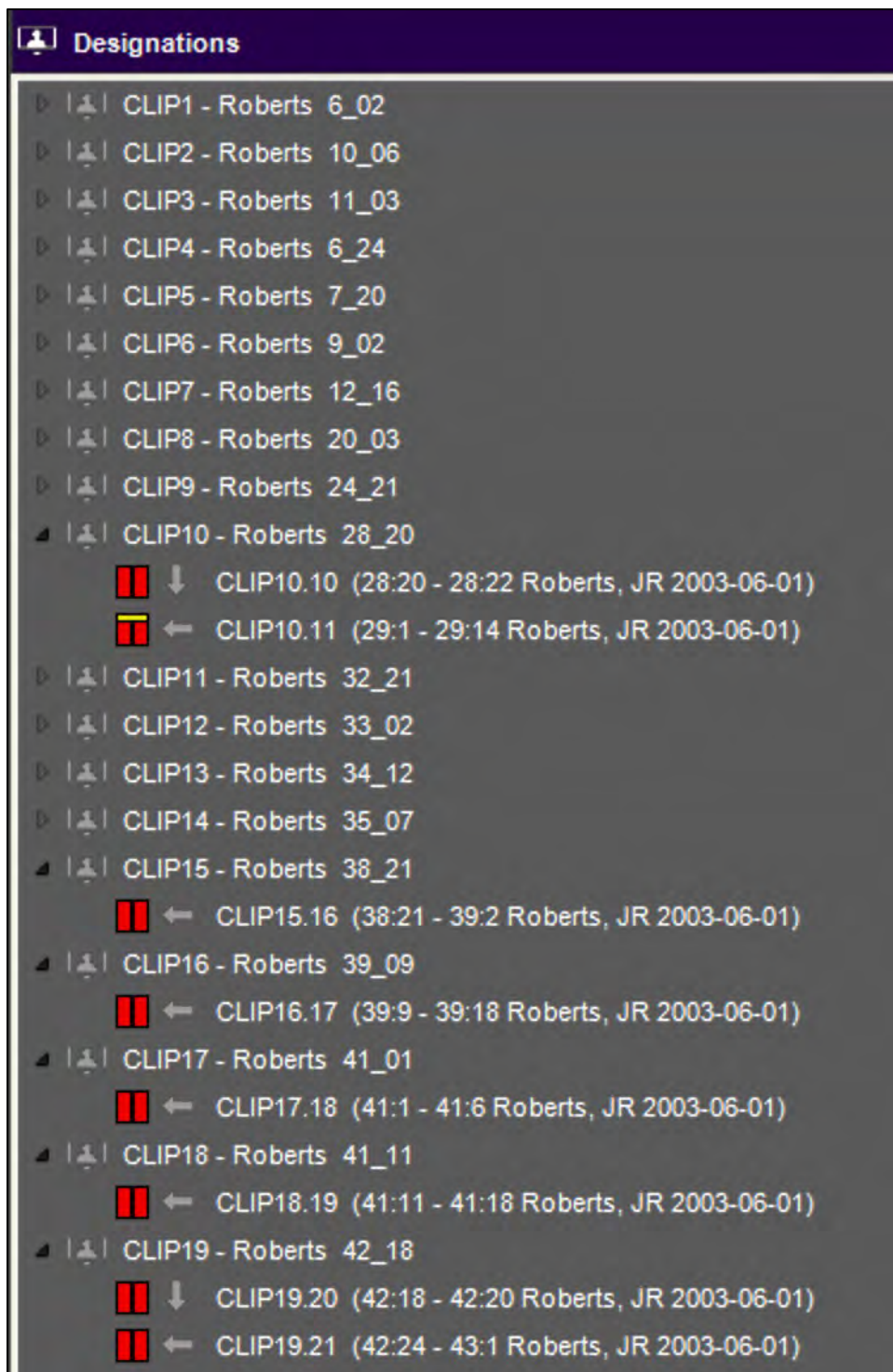


The dialog box is titled "Split Designation List". It contains the following elements:

- Starting ID for New Designation Lists:** A text input field containing "CLIP1". Below it, a note reads "Ex: CLIP1, CLIP2, CLIP3...".
- Name Format:** A dropdown menu showing "[LN] [BPG]_[BLN]". Below the dropdown, a legend defines the codes:

[FI] = First Initial	[BPG] = Begin Page
[LI] = Last Initial	[BLN] = Begin Line
[FN] = First Name	[EPG] = End Page
[LN] = Last Name	[ELN] = End Line
- Split Method:** A dropdown menu showing "Separate all designations".
- Status:** A message at the bottom states "22 new designation lists will be created."
- Buttons:** "Cancel" and "OK" buttons at the bottom right.

Here we'll choose the first option of using the auto-advance setting and hit OK to create the newly separated lists. The process usually takes less than one second depending on how many designations there are.

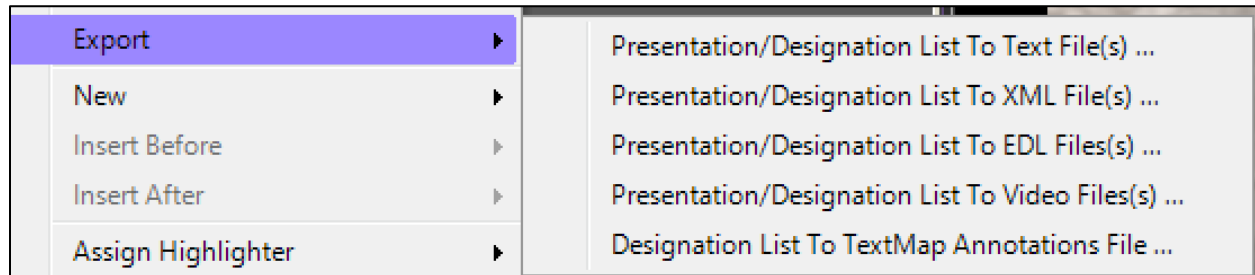


See on the expanded lists how the clips with auto-advance stayed together and the others all got their own? That's all there is to it.

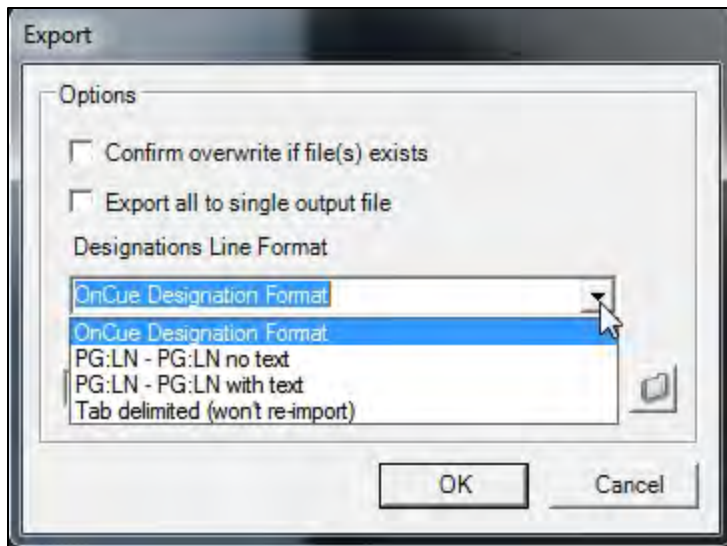
This feature can save you a ton of time not just if you have created a single list and need to separate it later, but it's also useful when you know you want several lists in the first place. This way you can create them all together in an import file without specifying the separate IDs, fine tune them without having to expand the separate clips, then let the Designation Splitter feature take care of the rest.

Exporting Designation Lists

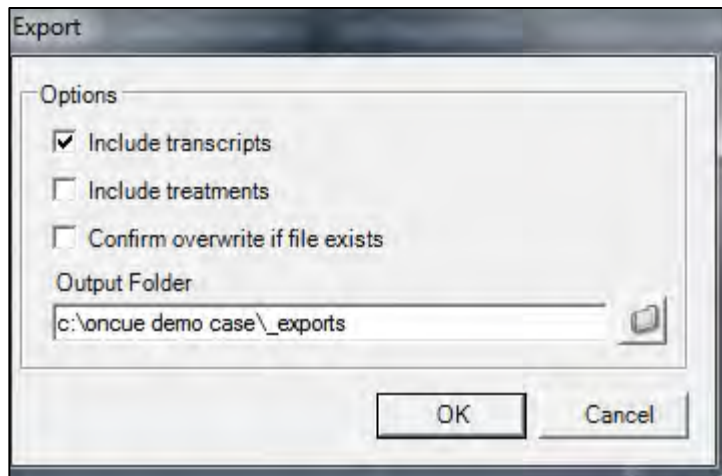
You can export a Designation List to a file by right clicking the List in the Designations tab and hovering over Export and then selecting a file option. These files are explained below.



TEXT - There are options available, depending on what your needs are. OnCue Designation format would be the same format as an import file, complete with headers. The other options are basic text files that use a "pg:ln to pg:ln" format, either with or without the transcript text. They are like what a report would be, but very stripped down and in a txt format. The final option is a basic tab-delimited text file that contains pages and lines of the designations but stripped of the OnCue header information and could therefore not be used as an import file.

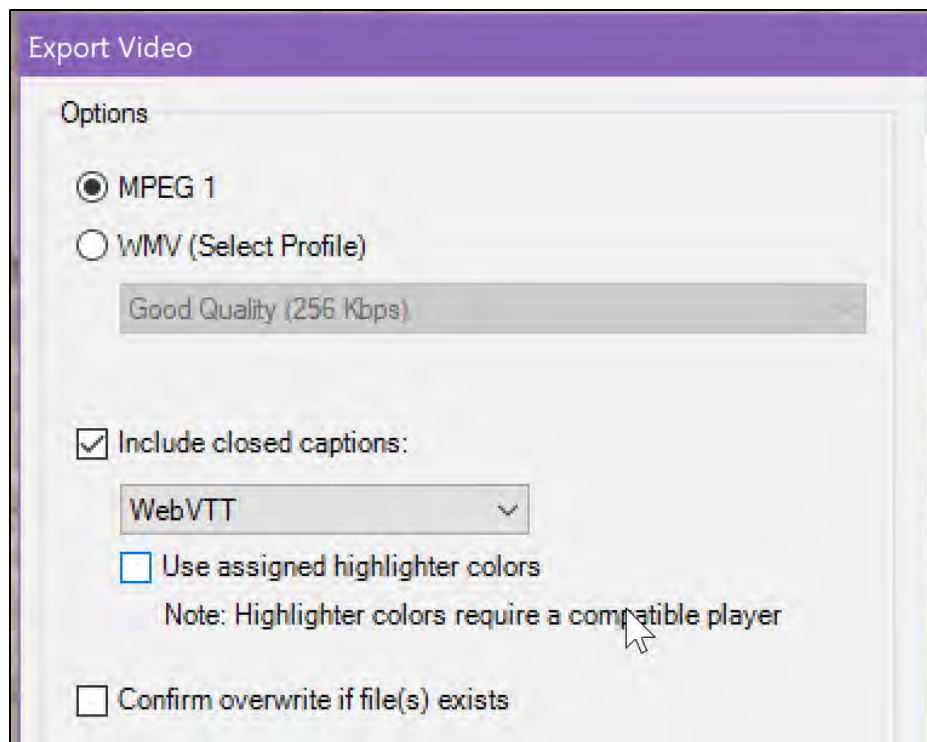


XML - Exporting to an xml file creates a much more complex file that contains a lot of additional data beyond basic page/line and header information. Although they could technically be edited, that is not their purpose. We created this format to be able to move Designation Lists from one OnCue database to another and carry over all information contained within it. This includes the synched transcript itself (optional), tuning information, document links, document clears, and document treatment information for the documents linked (also optional). This is the file you want to use most of the time. It allows the transfer of all the necessary information (except for the source documents) in a single file. A couple of great real-world uses for this: a second tech in a remote location could create a Designation List in OnCue, tune it, link documents, then export the xml file and email it to a second user. The second user could then import that file into their OnCue database already tuned, linked and ready to play (the second user must have the same source exhibits if there are document links included). It allows true co-op from different locations. Another example would be transferring from one OnCue database to a new one for a serial litigation. Often the same or very similar designations are used in serial matters and this allows you to export from an already completed case and import it into a new one, instead of having to use an old database or repeat work you've already completed.



EDL - Exports the Designation List to an Edit Decision List, or edl. This file contains advanced time code data and media source info that can be loaded into an advanced third-party media editing program to create a video file. For the advanced video editing guru only.

Video File - Exports the Designation List to a video file, either MPG or WMV. For wmv, the video file must be encoded (it uses Windows Media Encoder to convert from MPG), so this can take some time, especially with longer Designation Lists. You can also export a separate text file with your video to allow for scrolling text to show on 3rd party video players



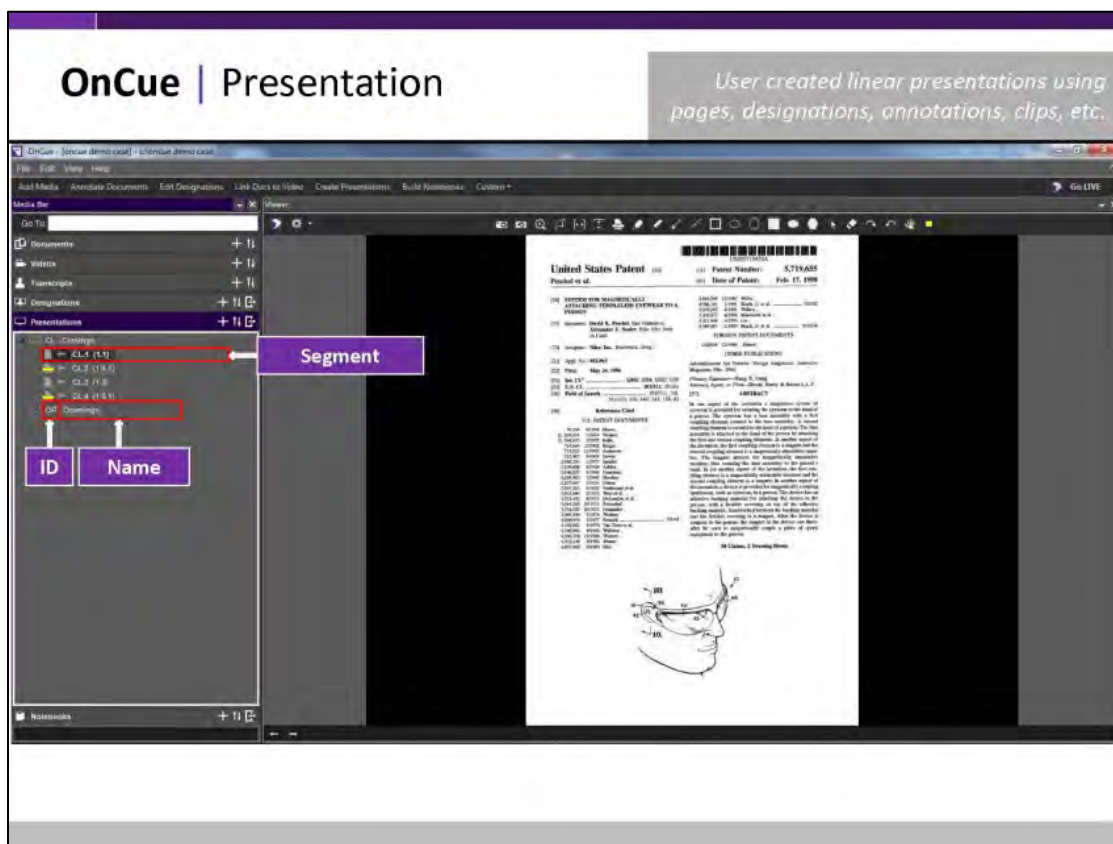
TextMap Annotation File - kind of self-explanatory if you or your company uses TextMap.

Presentations

About Presentations

Presentations are a way to create a linear slideshow for a specific purpose, such as an Opening Statement, expert witness exam, oral argument, or anything else you want to present in a certain order. You can add any media that is registered in OnCue to a presentation (specific pages, treated pages, video and audio clips, even synced deposition designations.)

Below is a diagram of the elements of a Presentation.



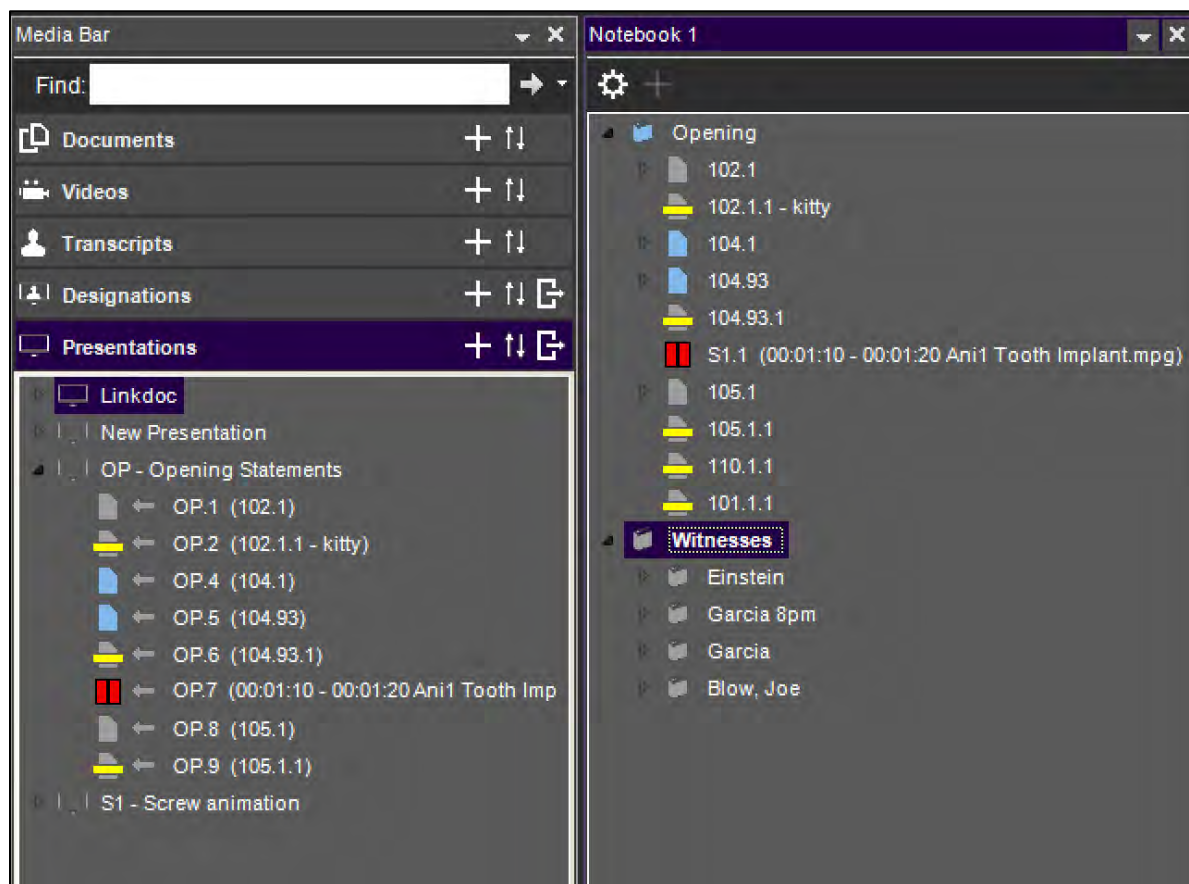
Presentations vs. Notebooks

Presentations and Notebooks are similar in concepts in that they both are good ways to organize materials for a certain issue or witness, but they can serve very different purposes.

Notebooks are for organizing or printing things in a certain order. Everything in a notebook retains its original ID only. Presenting from a notebook is like presenting from Documents. You must select the ID and "publish it" to LIVE each time you want to change the document.

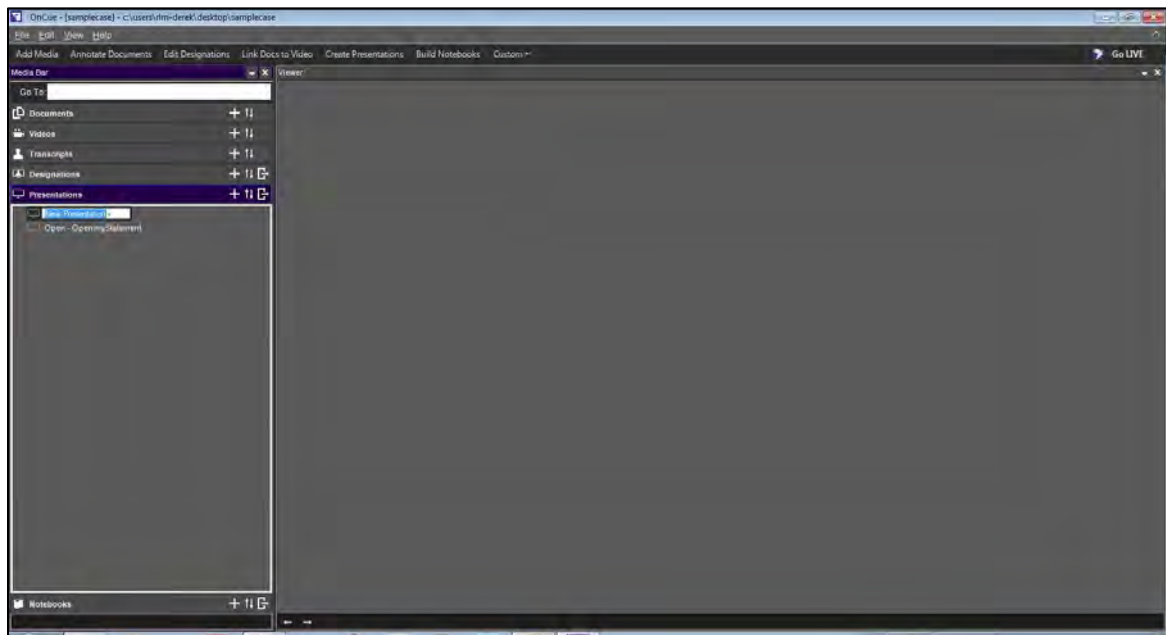
Presentations allow you to put items in the order you'd like to present them, and assigns them a new ID (e.g. OPEN.1, OPEN.2, etc) that allows you to move through it in LIVE mode using just arrow keys. This method is good for openings, closings and maybe even direct exams.

Notice the difference:



Creating Presentations

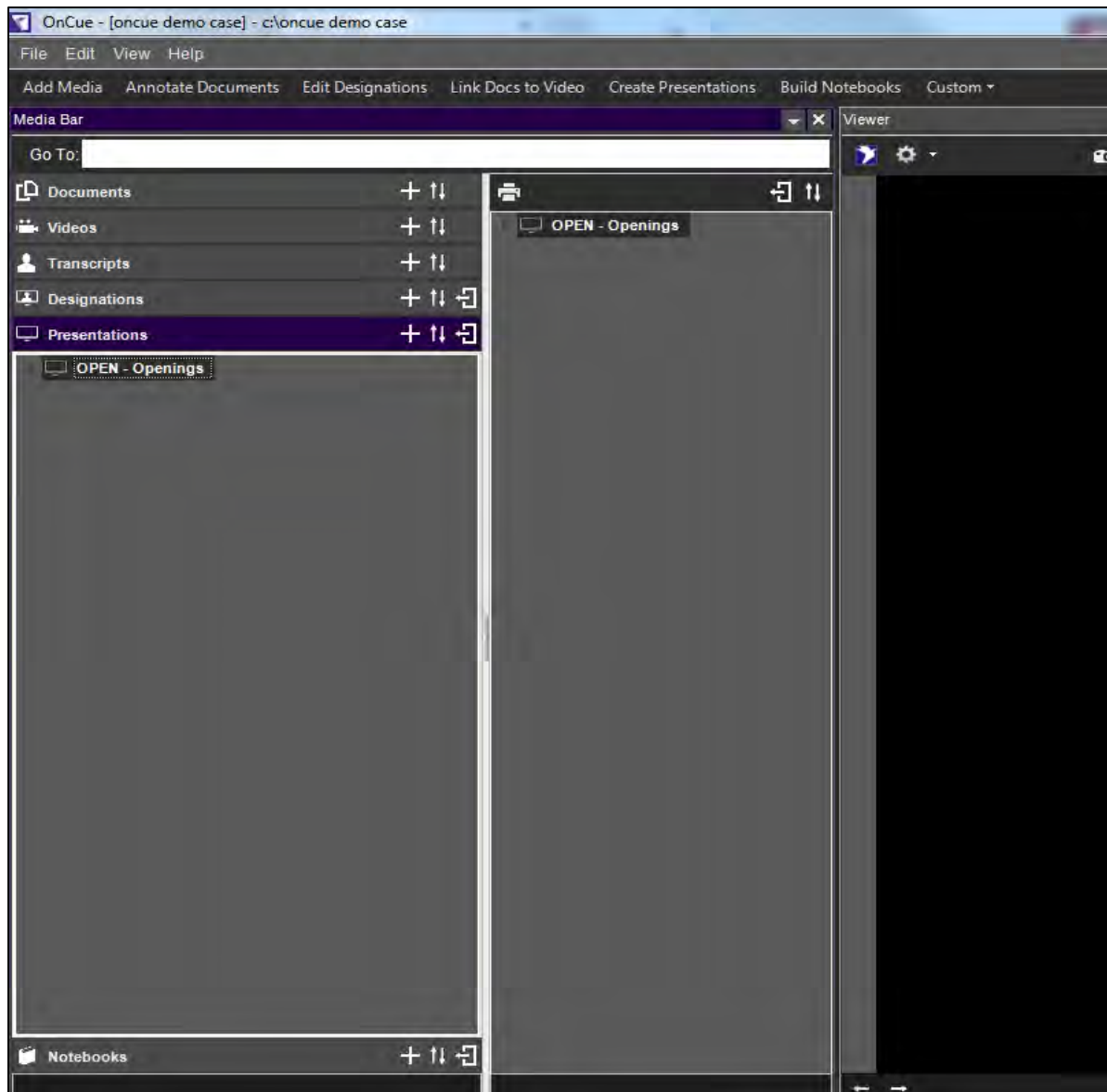
There are a few different ways to make your custom presentation. To start a new presentation, first click the "Create Presentations" then click on the + sign in the Presentations tab of the Media Bar. This will open a blank Presentation and you can type in an ID and a Name.



You can copy and paste or drag and drop any media into your Presentation within OnCue. Click on your Presentation and then hit the Sidebar button.

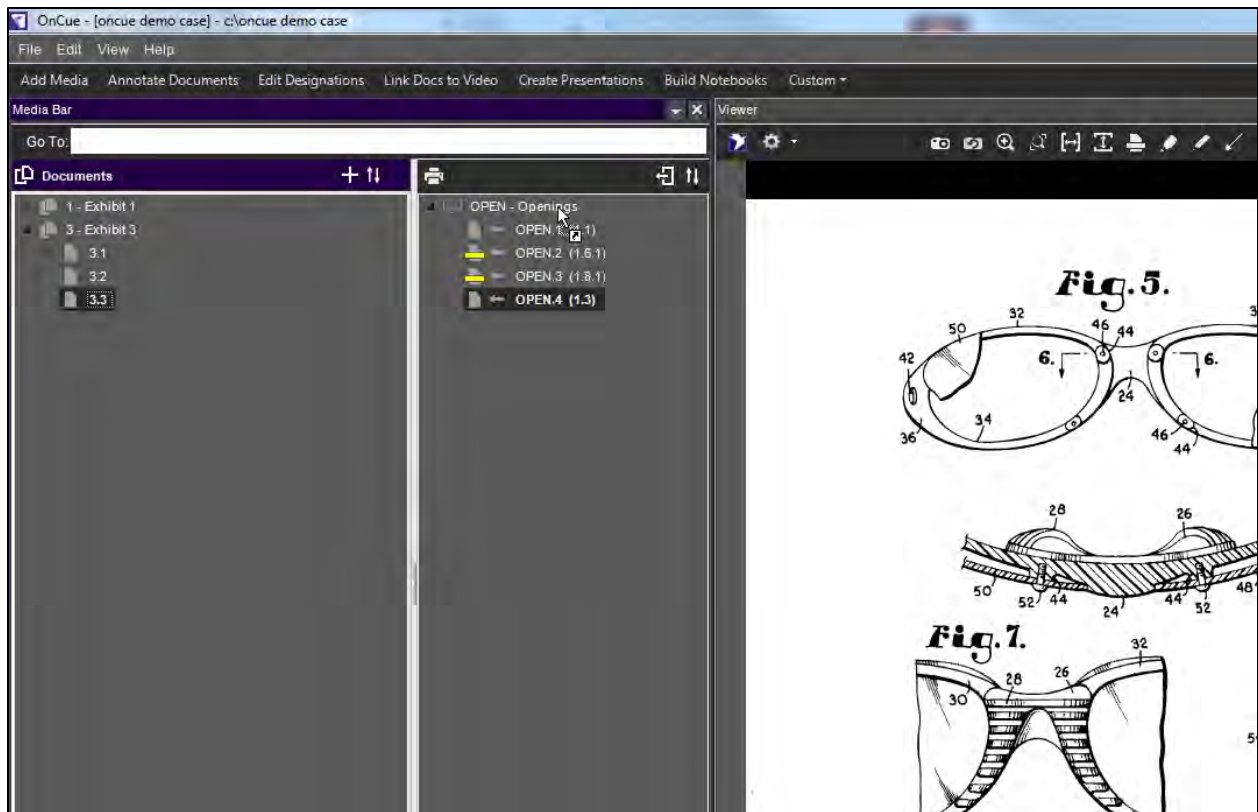


This opens a new pane next to the Media Bar.

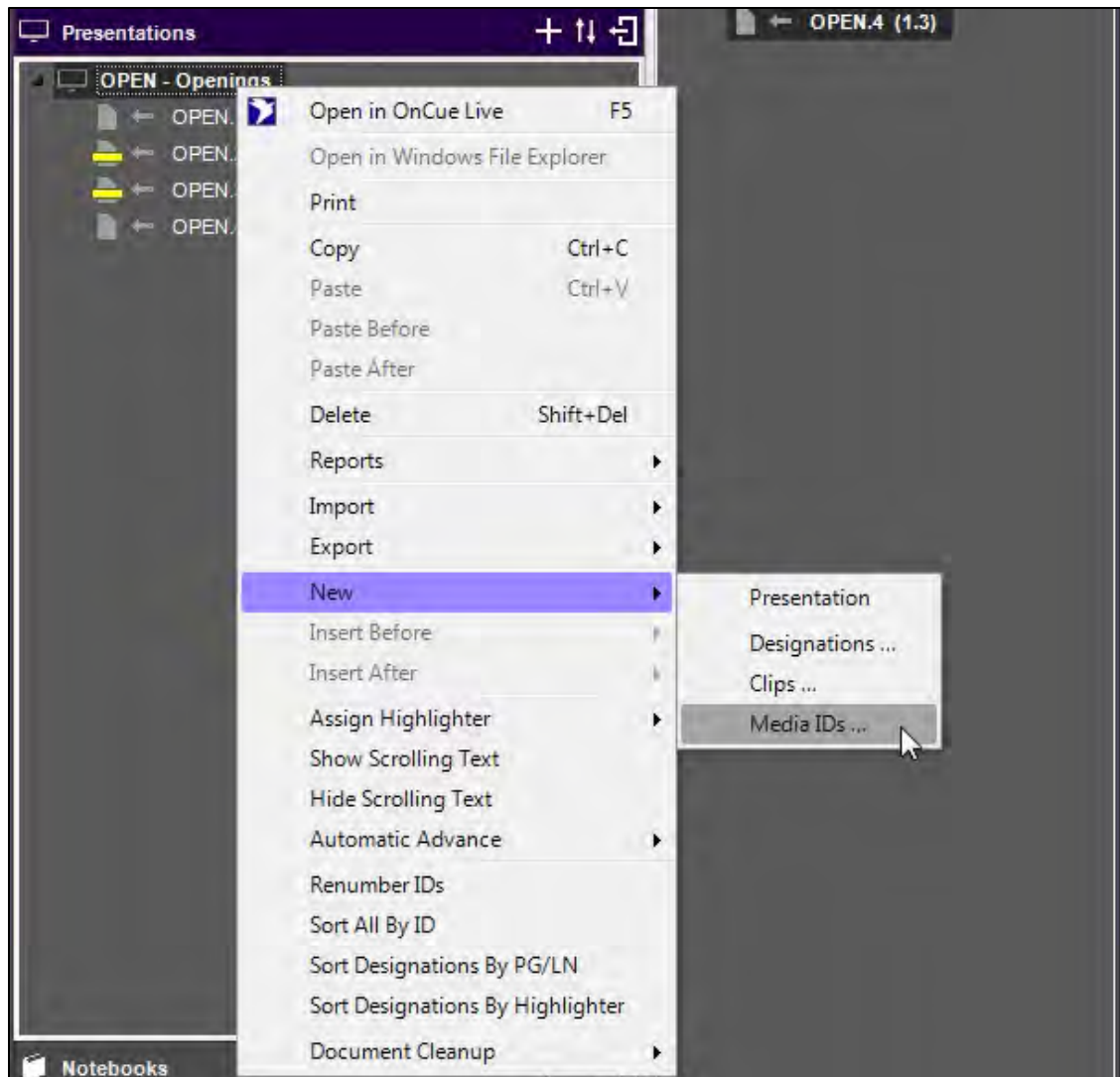


Within the Media Bar you can now select any page, designation, clip and drag it to the Presentation in the Sidebar. When you're finished simply

close the Sidebar. 



If you know the IDs you want to add to your Presentation you can also add them by right-clicking.

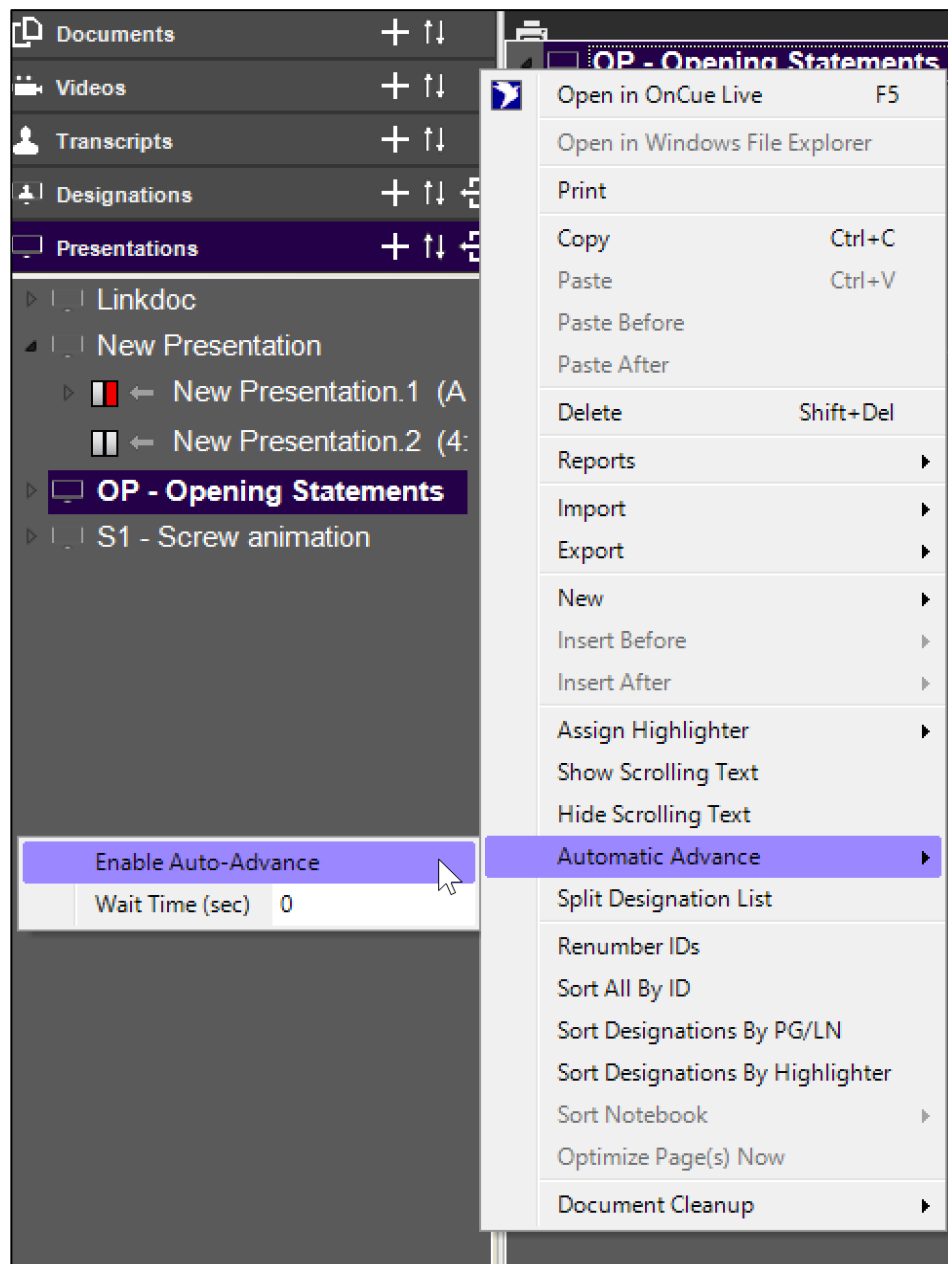


You can create new clips directly in a Presentation without having to create them in the Video Drawer first.

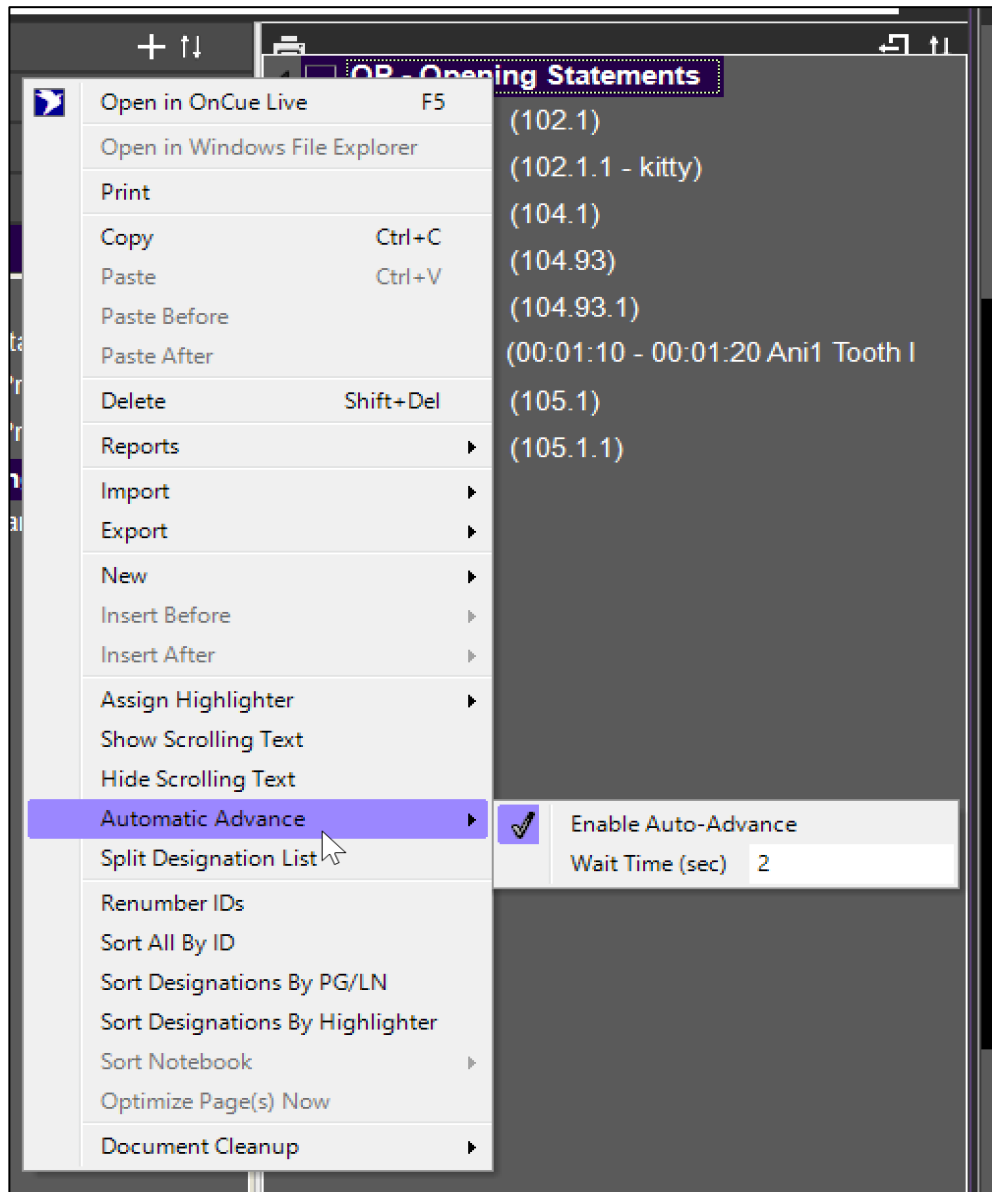
You can add new Designations to a Presentation without them having to be part of a Designation List. You add them to a Presentation the same way you would add them to a Designation List just make sure that your Presentation is selected in the Media Bar. See [Creating Designations and Designation Lists](#)

NOTE: When you first create a Presentation, it does not automatically advance like a designation list does. You need to set it up if you want it to auto-advance.

Right click on your presentation and select Automatic Advance.

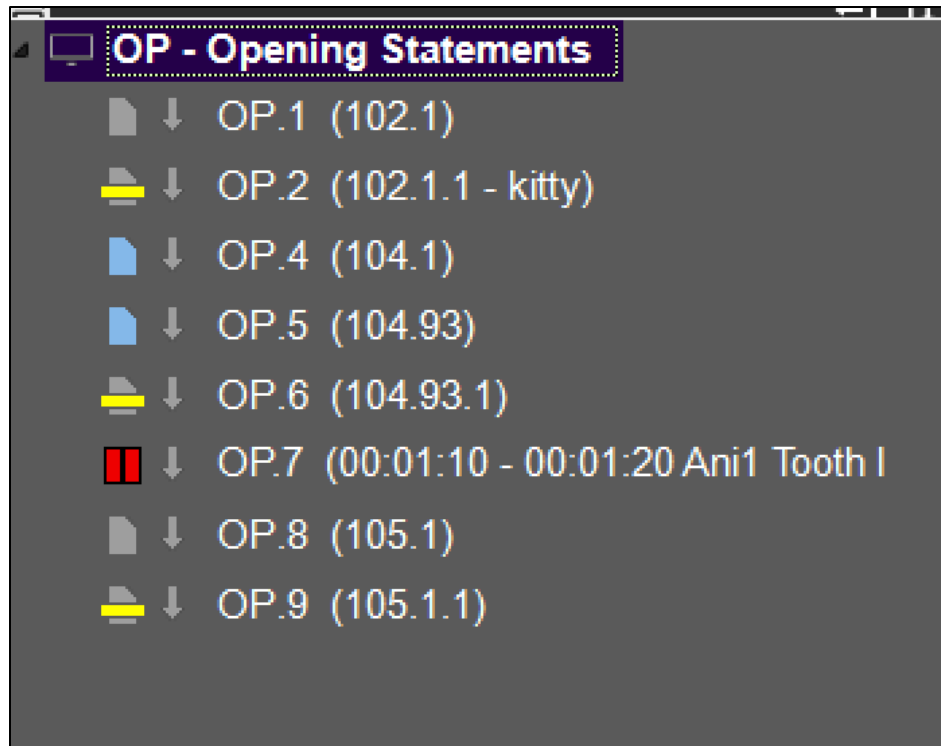


If you have clips or designations in your Presentation, they will advance after they finish playing. If you have slides in your Presentation, it will show them quickly and then move on. To give people time to see slides you need to set the wait time. Enter a number and hit enter. Don't forget to make sure you have that checkmark next to enable Auto-Advance.



All your arrows in your Presentation should be pointing down if your Auto-Advance is on. To turn it off for just one or two slides, clips or designations,

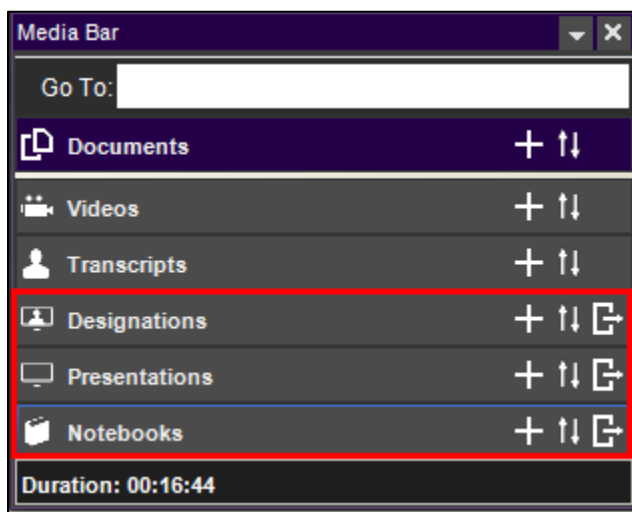
just double click on the arrow to turn it the Auto-Advance for that individual one.



Using the Sidebar to build Work Product

One of the coolest tools in OnCue is the Sidebar. The Sidebar exists simply to allow left to right drag and drop of stuff in your case to build "Work Product."

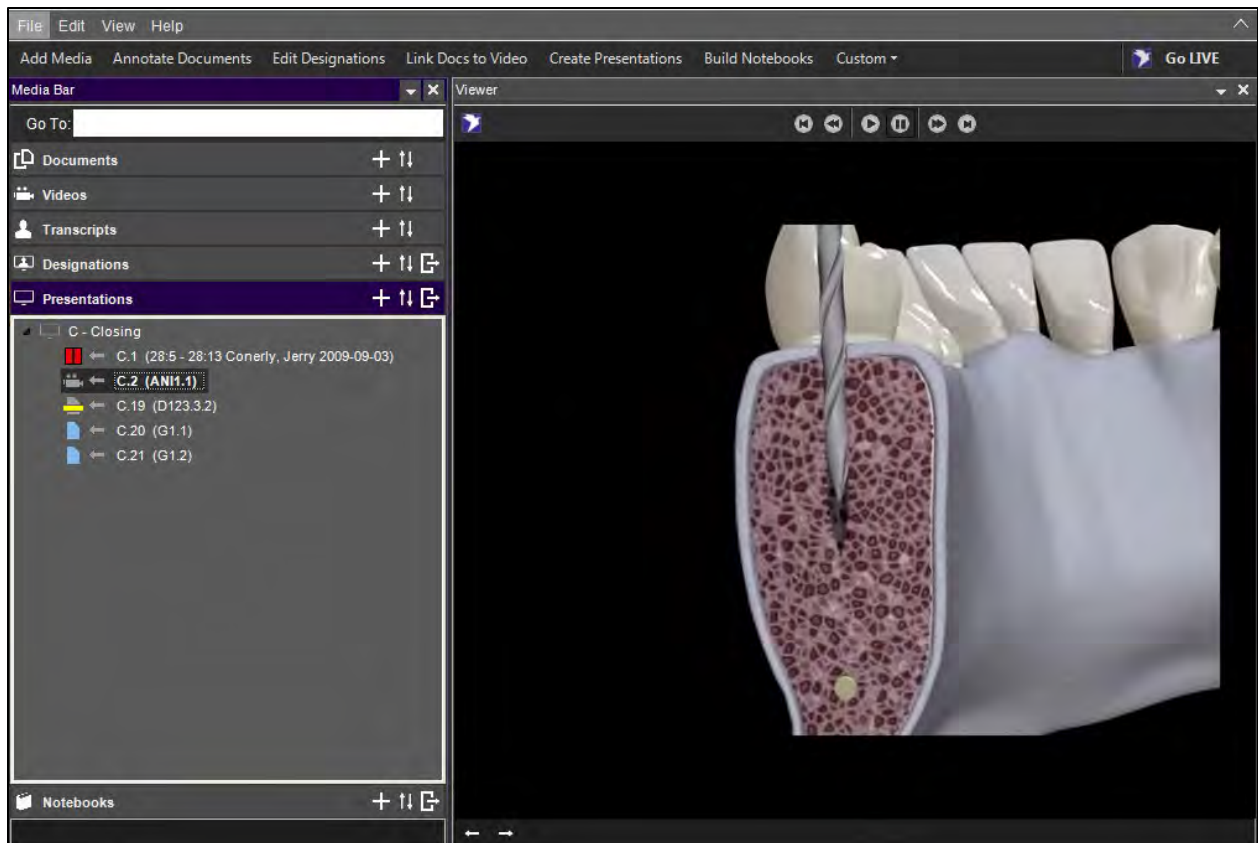
The top three sections of the Media Bar contain Case Media (Documents, Videos and Transcripts) but the bottom three sections contain case **"Work Product."**



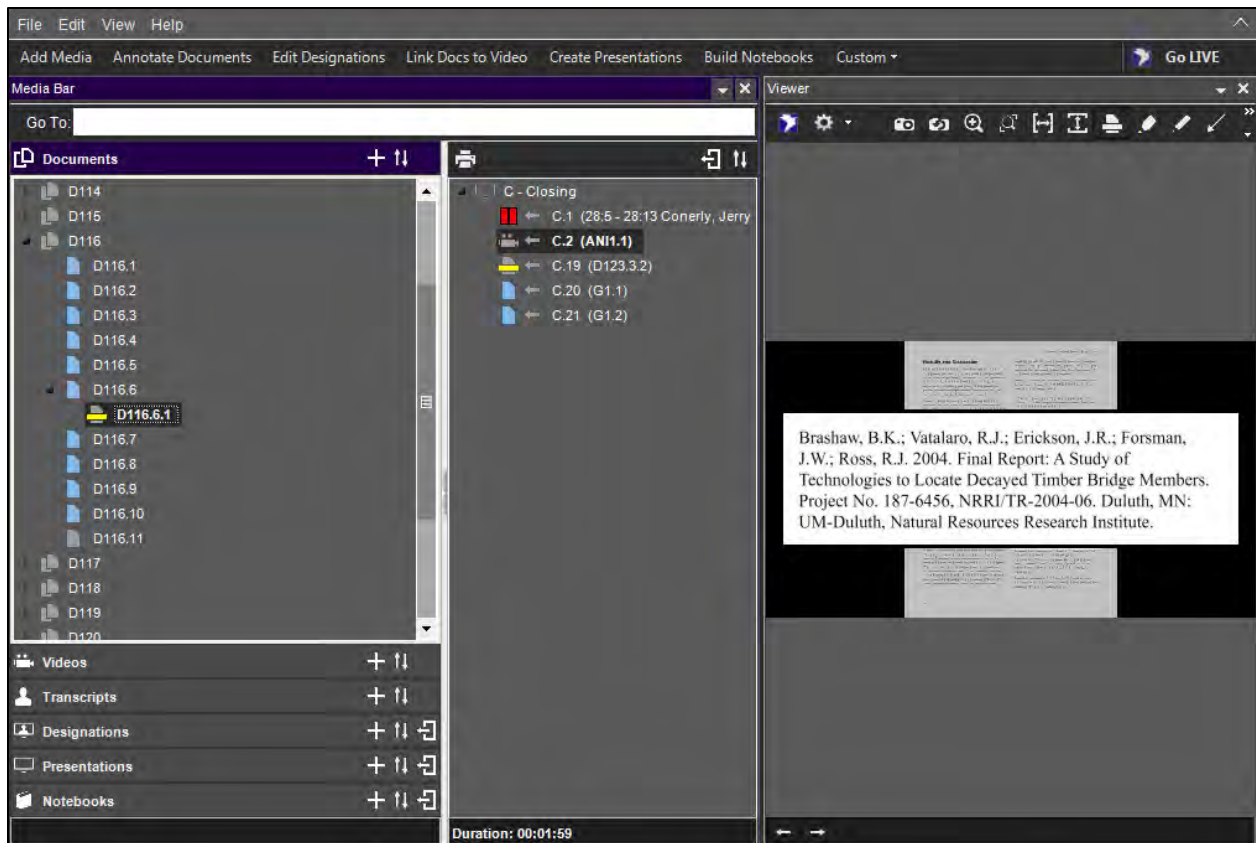
Every Work Product section has a button that launches the Sidebar.



Here we're looking at our Closing Presentation in the Media Bar but cannot drag anything to it from other sections.



But with the Presentation selected, clicking on the Sidebar button will show the Presentation in its own pane to the right, allowing anything from the case to be dropped into it.

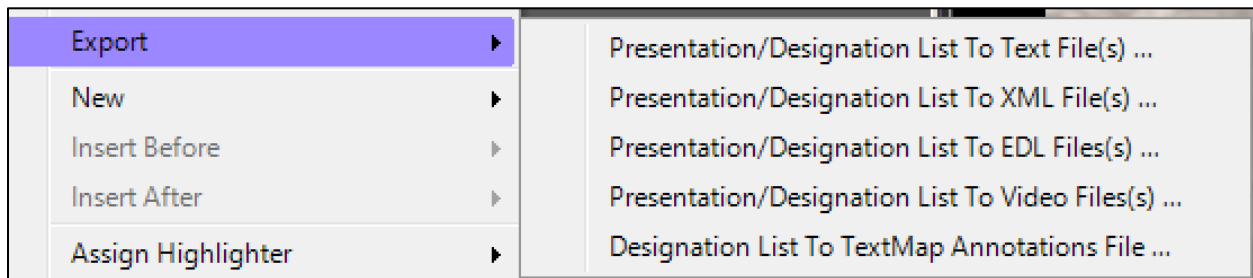


When you're finished, just click the Sidebar button again to make it collapse back into the Media Bar. You can do this with any piece of Work Product including Designation Lists and individual Notebooks.

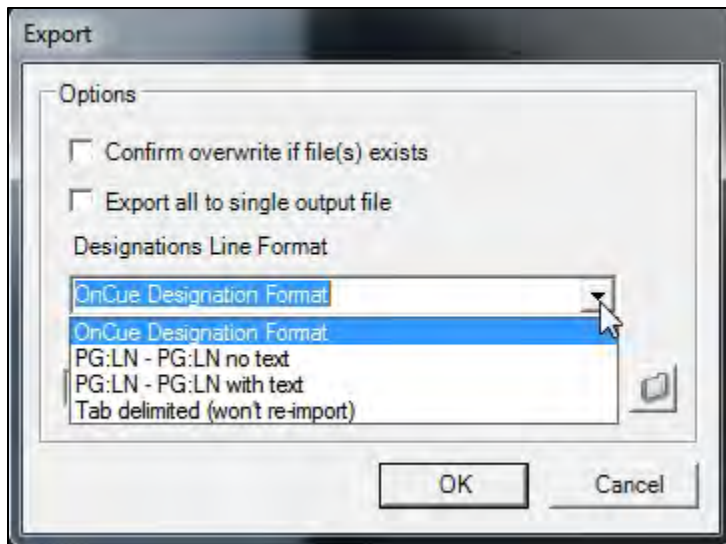
The point of the Sidebar is, whatever you're working on now becomes the primary focus on the program, and that focus can change in an instant.

Exporting Presentations

You can export a Presentation to a file by right clicking a presentation then hovering over Export and then selecting a file option. These files are explained below.



TEXT - There are options available, depending on what your needs are. OnCue presentation format would be the same format as an import file, complete with headers. The text files contain Media IDs (document, page or annotation), designations and any clip information you put in your presentation.



All text Exports without a designation look like this.

```
File Edit Format View Help
[[ID=CL Closings]
1.1
1.6.1
1.3
1.8.1
```

OnCue Export with a designation.

```
File Edit Format View Help
|[[ID=CL Closings]
1.1
1.6.1
1.3
[transcript=Smith, Jane 2008-10-03]
[h1=1]
5 6 6 3
1.8.1
```

The other options are basic text files that use a "pg:ln to pg:ln" format, either with or without the transcript text. They are like what a report would be, but very stripped down and in a txt format.

Export with a page:line no text.

```
File Edit Format View Help
|[[ID=CL Closings]
1.1
1.6.1
1.3
5:6 - 6:3
1.8.1
```

XML - Exporting to an xml file creates a much more complex file that contains a lot of additional data beyond basic page/line and header information. Although they could technically be edited, that is not their purpose. We created this format to be able to move Presentations from one OnCue database to another and carry over all information contained within it. This includes the IDs, a synched transcript (if selected), tuning information on all designations, document links, document clears, document annotation information for those that are linked (optional) and any clips added from the Video Drawer of the Media Bar. This is the file you want to use most of the time. It allows the transfer of all the necessary information (except for the source documents) in a single file. A couple of great real-world uses for this: a second tech in a remote location could create or update a Presentation in OnCue (say a revised Opening) tune any designations, link documents, add clips and then export the xml file and email it to a second user. The second user could then import that file into their OnCue database already tuned, linked and ready to play (the second user must have the same source exhibits if there were document links included). It allows true co-op from different locations. Another example would be transferring from one OnCue database to a new one for a serial litigation. Often the same or very similar presentations are used in serial matters and this allows you to export from an already completed case and import it into a new one, instead of having to use an old database or repeat work you've already completed. It works great when someone asks to review the Opening from the last case.

Video File - Exports any designations or clips to a video file, either MPG or WMV. For wmv, the video file must be encoded (it uses Windows Media Encoder to convert from MPG), so this can take some time. While MPG can export faster than wmv, there are major advantages to wmv, including quality options (keeping high quality or lowering quality to decrease file size) and more universal playback. It's up to the user how much quality is worth compromising for file size.

The best part of this feature is that when you add your tuned non-synced video or audio file cuts, you can export them for review or just use the Presentation to play just the cuts in LIVE.

Check [*Known Bugs and Issues*](#) for presentation export bugs.

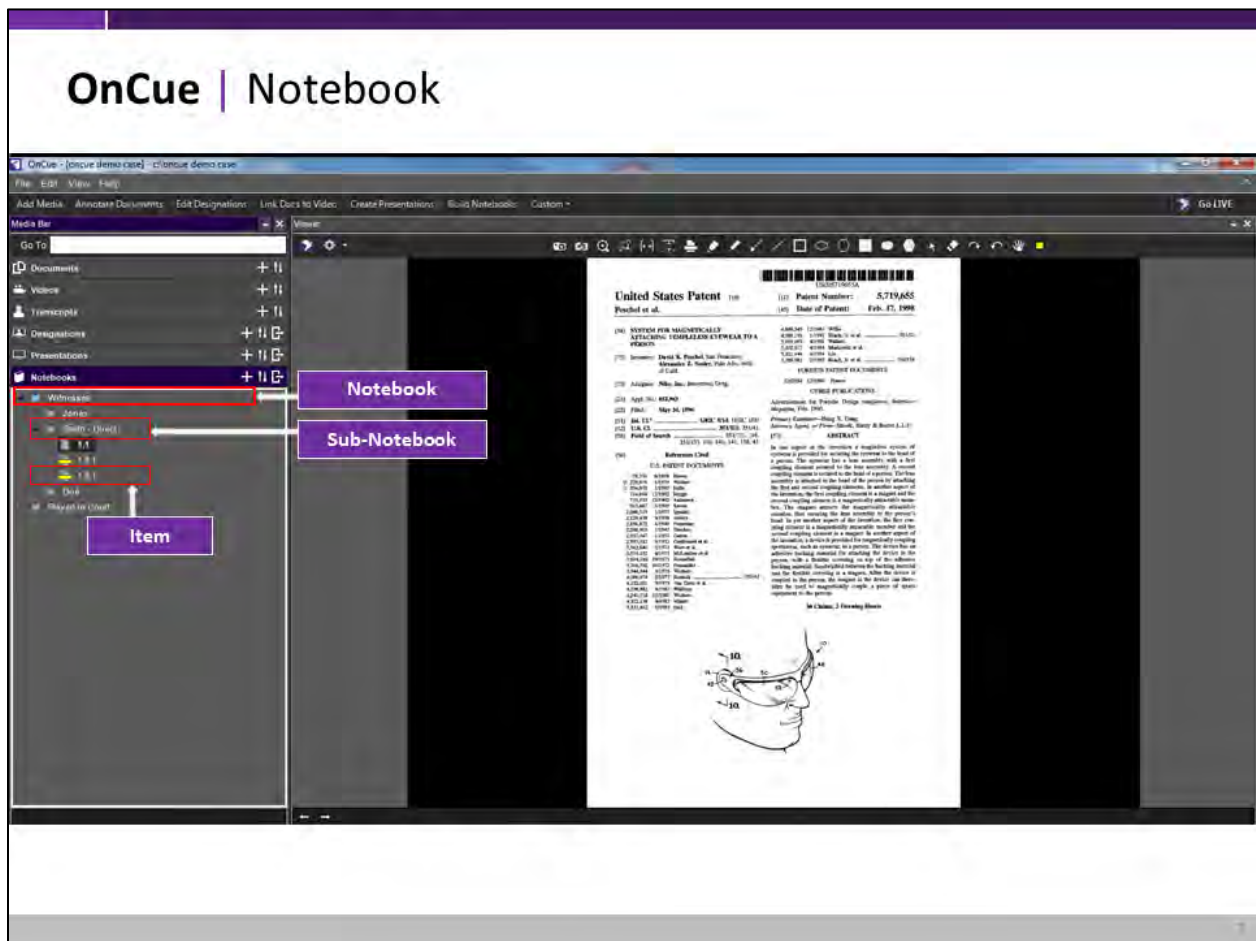
Notebooks

About Notebooks

Notebooks are a great way of organizing the material in your OnCue database. You can use notebooks to group any media within the OnCue case into more manageable subset that can be printed and/or presented.

Notebooks can used to prepare for a witness or oral argument, categorize materials by topic or issue, keep track of admitted exhibits, printing exhibits, as well as many other practical uses.

Navigation and a description of the Notebooks pane is pictured below.

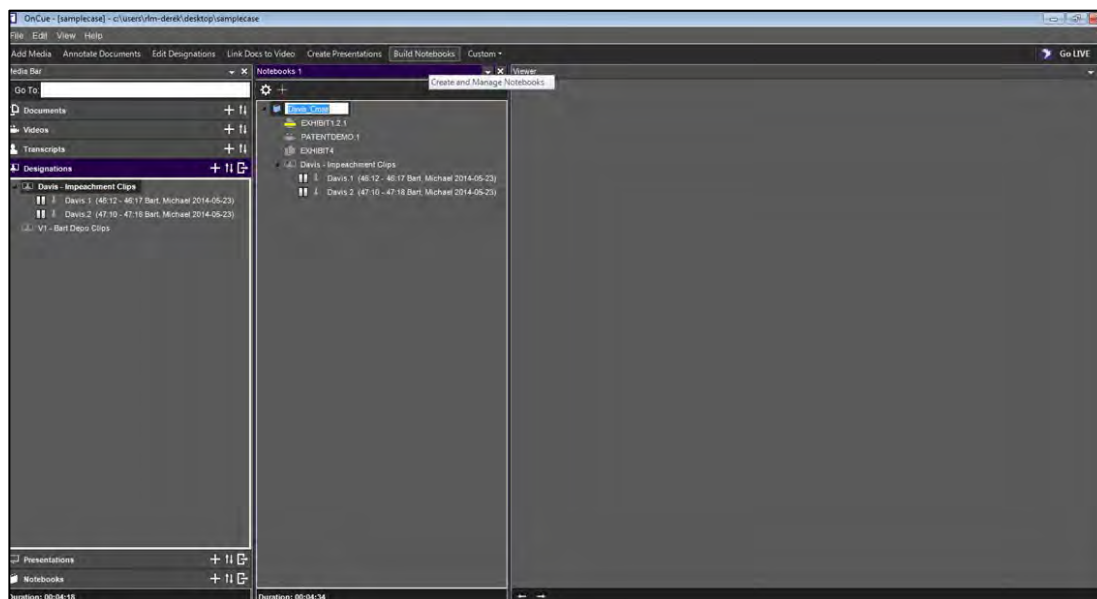


Building Notebooks

To access OnCue's pre-set screen layout for Notebooks, click on the **"Build Notebooks"** tab in the Workflow Ribbon. This screen layout provides a **Notebook Pane** to the right of the Media Bar so you can easily navigate between your Notebook and all the other media you have registered in your Case.

To add a new notebook, click on the **+** sign in the Notebooks pane, then name the Notebook however you like.

You can add any item in your database to a Notebook - - whole exhibit folders, single pages, treated pages, video or audio clips, designation lists, or even individual designations. Populate your Notebook by dragging items from the Media Bar into the Notebook. *It's that easy!* You can also copy and paste items into a Notebook by selecting the items, right-clicking and selecting **"Copy"** from the drop-down menu.

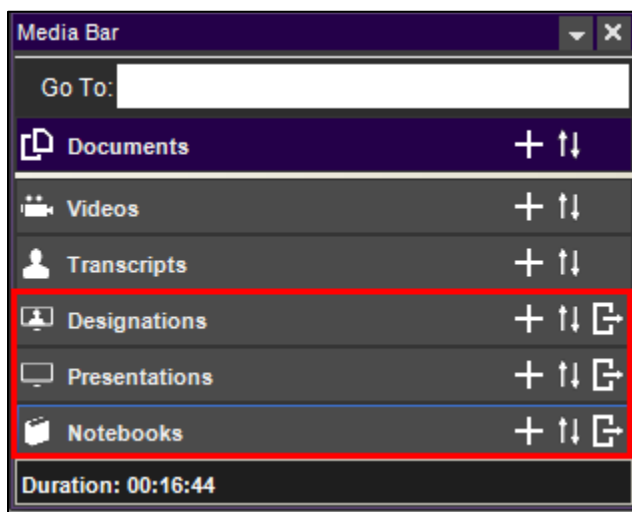


You can re-order the items in your Notebook by dragging and dropping within the list.

Using the Sidebar to build Work Product

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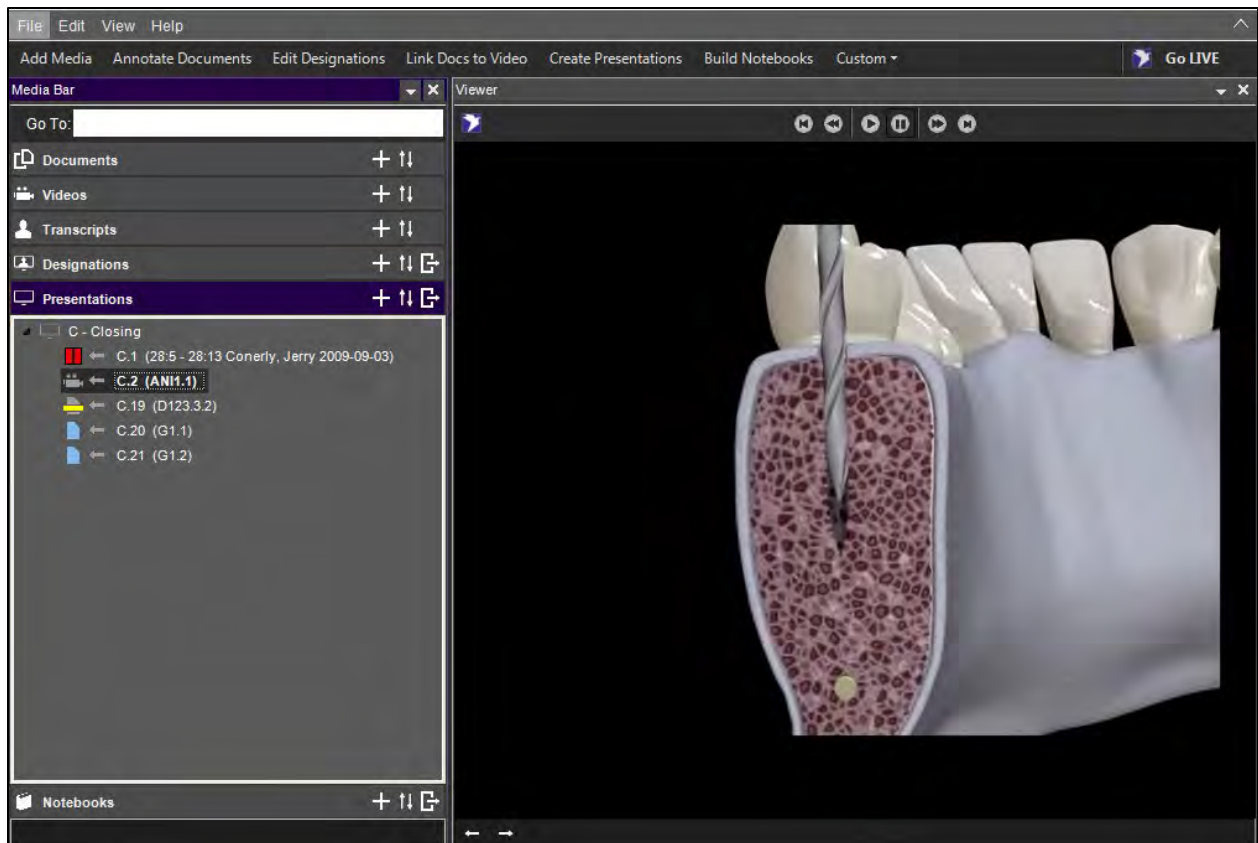
The top three sections of the Media Bar contain Case Media (Documents, Videos and Transcripts) but the bottom three sections contain case **"Work Product."**



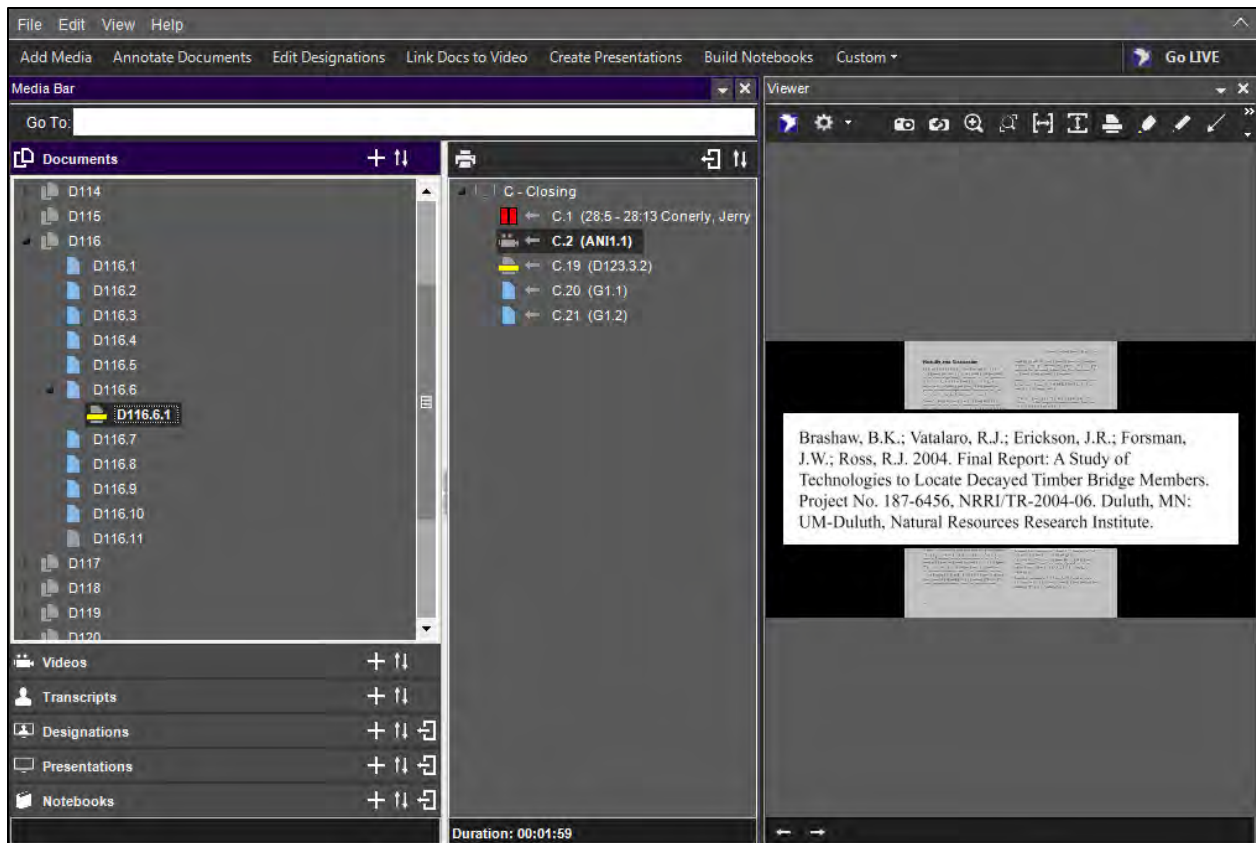
Every Work Product section has a button that launches the Sidebar.



Here we're looking at our Closing Presentation in the Media Bar but cannot drag anything to it from other sections.



But with the Presentation selected, clicking on the Sidebar button will show the Presentation in its own pane to the right, allowing anything from the case to be dropped into it.



When you're finished, just click the Sidebar button again to make it collapse back into the Media Bar. You can do this with any piece of Work Product including Designation Lists and individual Notebooks.

The point of the Sidebar is, whatever you're working on now becomes the primary focus on the program, and that focus can change in an instant.

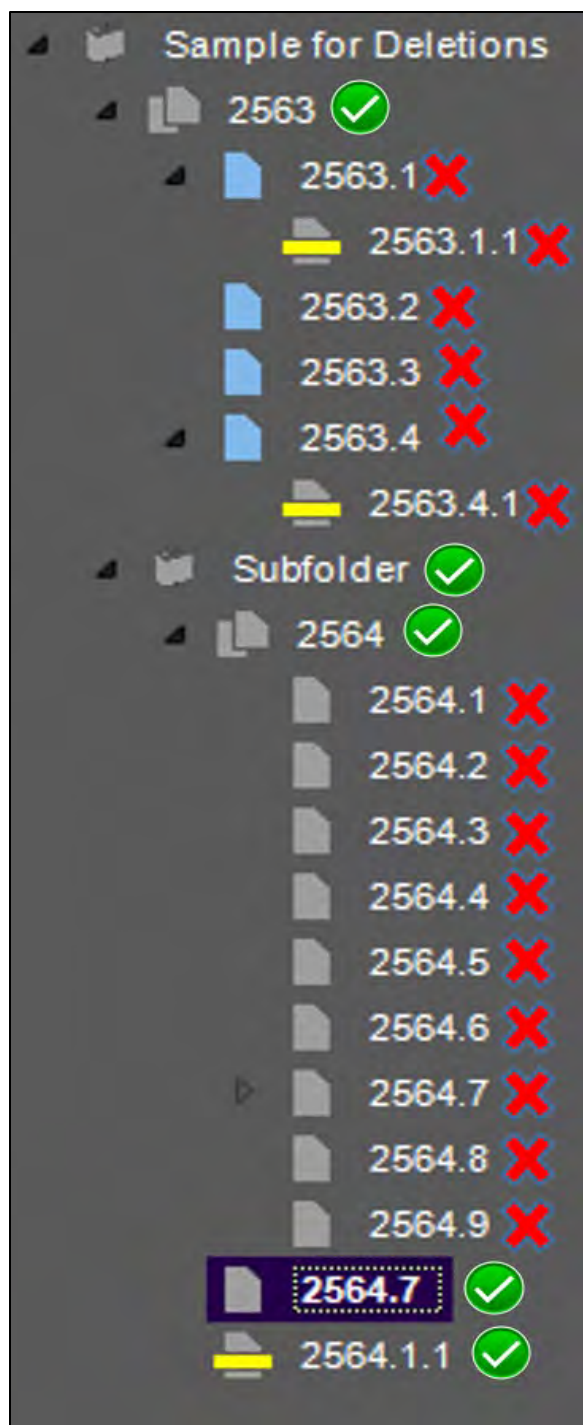
Deleting from Notebooks - What You Need to Know

Notebooks allow you to organize any "Parent" media (document, designation list, presentation) or part of that media, also called "Children" (pages, annotations, designations, presentation element) in any way you'd like. But this flexibility comes with a bit of a learning curve.

We've learned over the years that many users will logically assume that anything in a Notebook can be deleted from the Notebook without eliminating it from the database. This is true only when you understand how the program is thinking about the media in the Notebook.

The main thing to remember is "**Don't Steal Children.**" This refers to "Parent" and "Child" media where the Parent can expand to show media related to it.

The image below shows you what is **Okay** (checkmark) and **NOT Okay** to delete from a Notebook.



Notice that you can delete 2564.7 when it's in the Notebook independently, and not part of the larger, full document 2564.

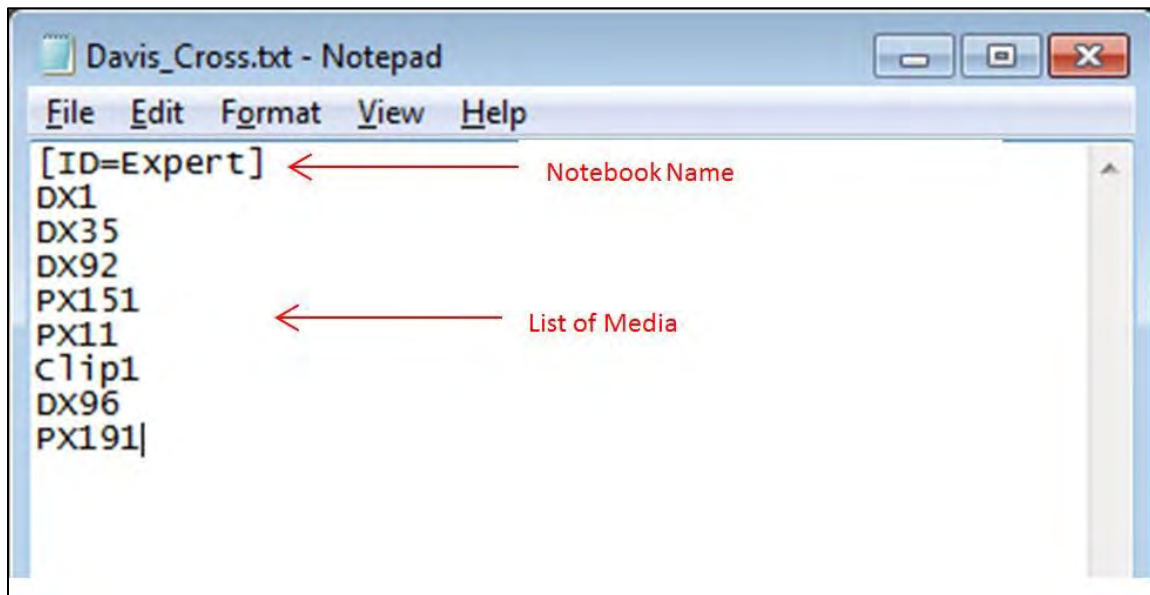
Also notice the bottom annotation, 2564.1.1 which is okay to delete, but the annotations at the top of the image are not okay to delete and would be permanently gone if deleted.

The difference in each instance is, the Okay to Delete stuff is independently inside the Notebook and was not added as a child of the parent media. If you want only certain pages from a document inside a Notebook, only add those pages, don't add the full document and try to expand it and delete those you don't want, that's "**stealing children**" from the parent media.

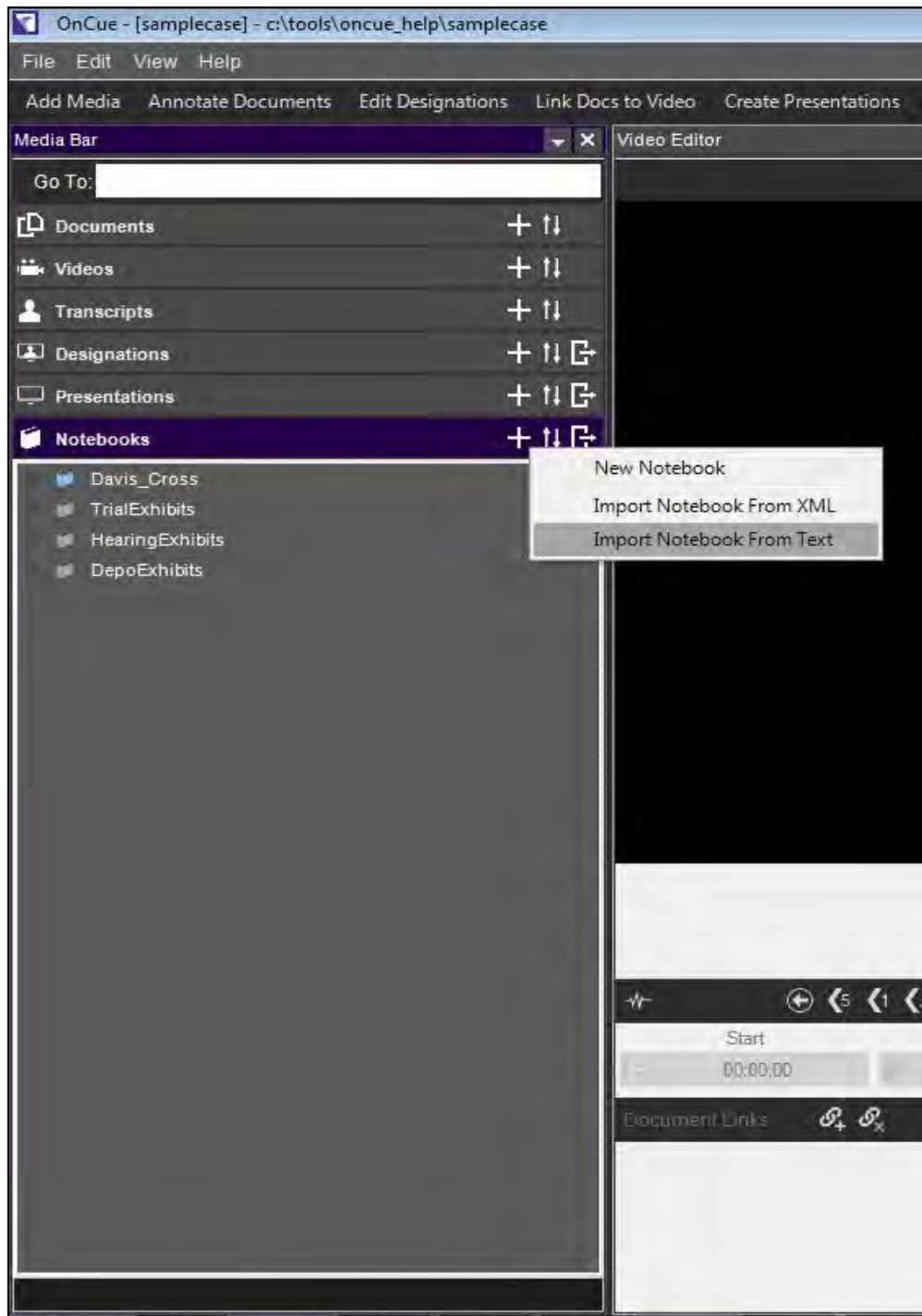
If you're wondering the reason, it works this way, it's because media inside of a Notebook is merely a shortcut to the original. If you have document 2564 in eight Notebooks, you don't have 9 copies of 2564. So, if you edit one, by altering the pages inside of it, you don't have an errant 2564 conflicting with all the others. This is most important on Designation Lists and Presentations, so you're allowed to work from within Notebooks and be confident that there's only one instance of the one you're working on.

Importing and Exporting Notebooks

You can also import a Notebook into OnCue from a text file. Simply type or paste a list of your exhibits into a text file and indicate what you want to name your Notebook at the top or the text file, as shown below.



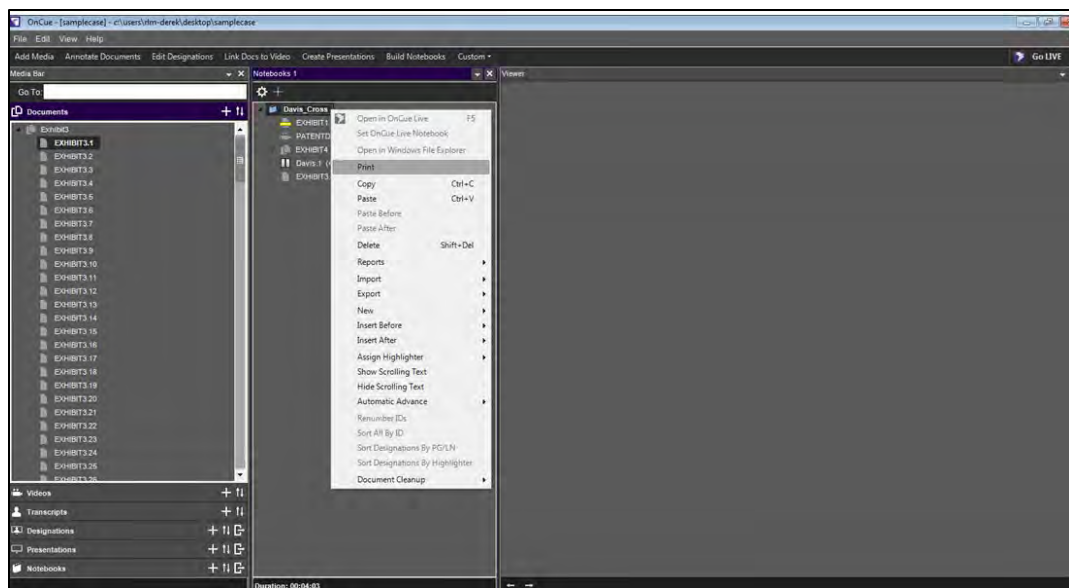
After creating and saving your text file in Windows, you are now ready to import the Notebook into OnCue. Click on the + in the Notebooks drawer of the Media Bar and select "**Import Notebooks from TXT File**" and choose your file.



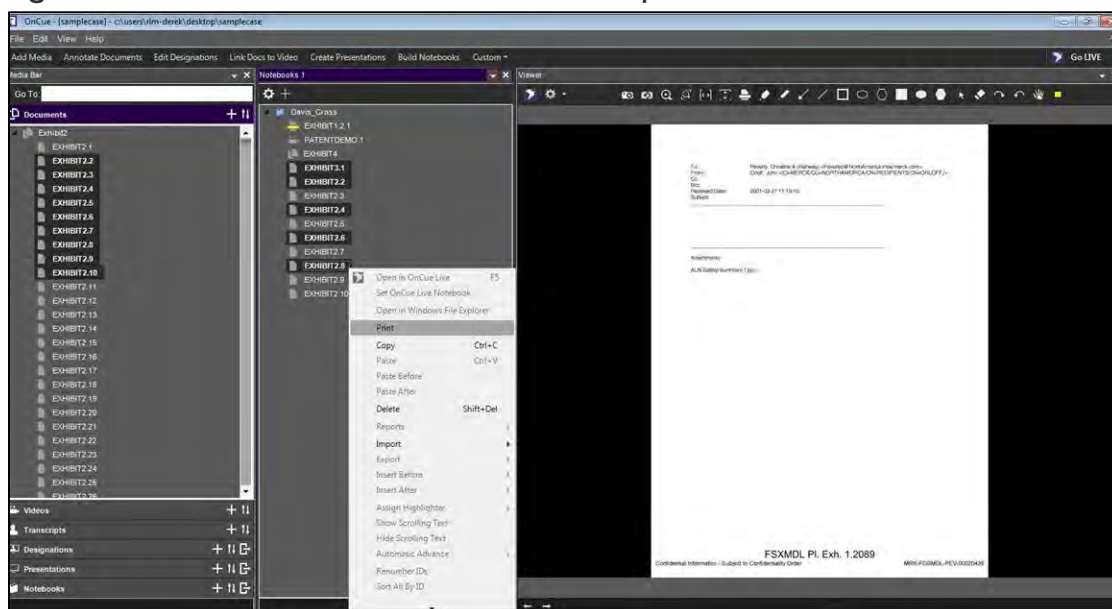
You can also import and export a Notebook from one OnCue database to another using the XML file. This allows you to maintain file structure if you have Sub-Notebooks within a Notebook.

Printing Notebooks

Printing from Notebooks is a fast and easy way to generate hard copies for a witness, argument, or for attorney review. Simply right click on top of the Notebook and select Print from the drop-down menu.



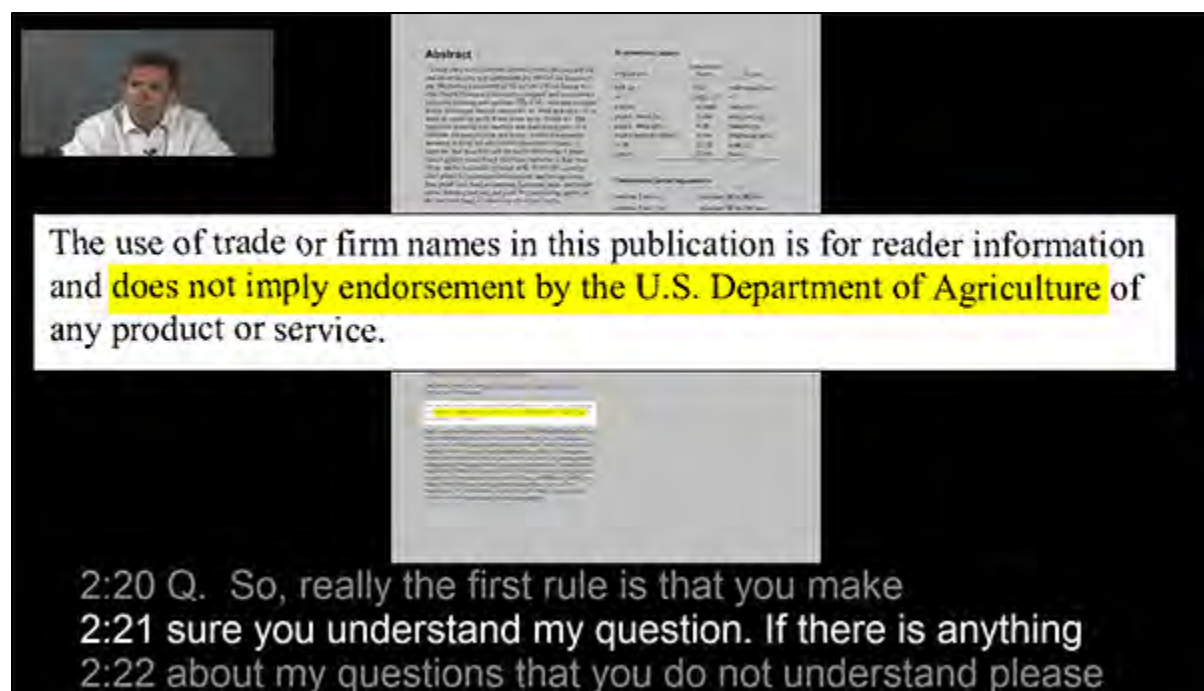
If you want to print only a few items and not the entire notebook, simply select each item you want to print while holding down the CTRL key. Once you have selected the items within the Notebook that you want to print, right click and select Print from the dropdown menu.



OnCue LIVE

Presenting Your Case

Once you've added and organized your materials in OnCue, you're ready to present. This is what your audience will see presented in **OnCue LIVE** (the display mode of OnCue.) You can annotate on the fly, change pre-saved annotations, play back deposition designations and anything else you need to do to present your case visually.



NOTE: If you add new Media to Production after LIVE has been launched, you will need to exit LIVE and relaunch for the new Media to be accessible. Saved annotations made in LIVE are accessible without a relaunch.

Displaying Exhibits in OnCue LIVE

There are two primary ways to launch your exhibits into OnCue LIVE.

1. You can launch a blank screen in OnCue LIVE by hitting Ctrl +F5. You can then type an ID in LIVE preceded by an "x" and then hit ENTER, for example "x27.4" + ENTER will bring up the fourth page of exhibit 27. The default is "x" but you can change that (see [Presentation Settings and Preferences](#).)
2. Launching in extended desktop mode to the projector/monitor by selecting anything in OnCue and hitting the F5 button.

Both work.

Note: You must save an annotation before it can be launched into LIVE. You cannot mark-up a page in the viewer and then launch it. You must save it first.

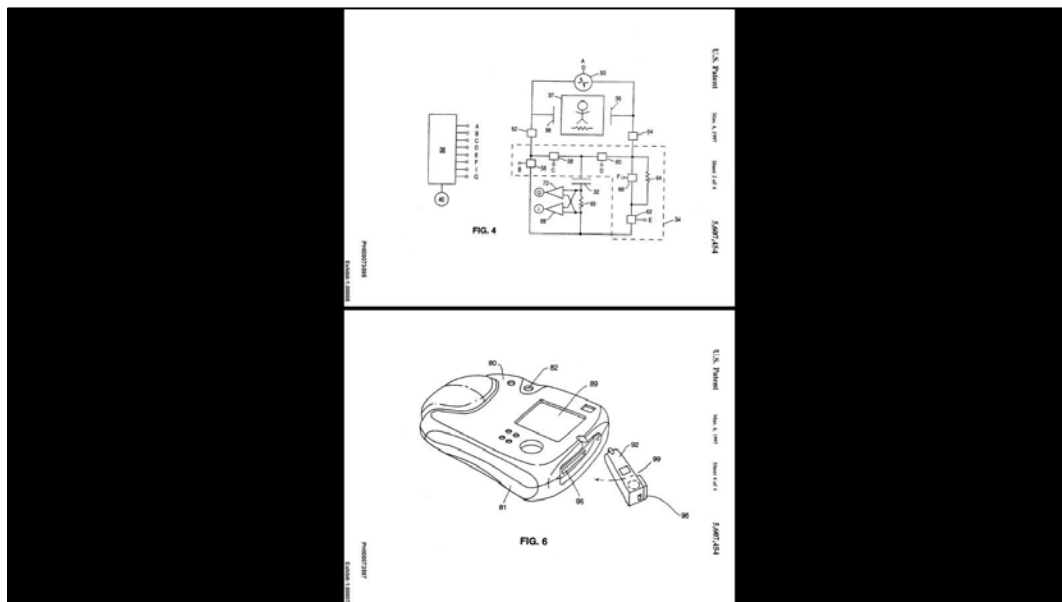
Displaying Multiple Pages (Split Screen)

Two pages at a time can be displayed in LIVE, either **vertically** (side by side) or **horizontally** (one on top of the other). Each page shares equal space on the screen but can be scrolled or annotated independently by clicking the area of the screen you wish to be active.

Hotkeys to display multiple pages are "/" to **display vertically** and "\" to **display horizontally**. Once multi-page display is engaged, to display media in the second area, you will need to make the second area active by clicking on the space or using Tab to move to the other side, then either manually enter the Media ID (X+ID+ENTER) or selecting a media in Production and sending to LIVE. Pressing the multipage hotkey again will go back to single-page display of whichever page is active.

CTRL+/, will instantly display the current page and display the next page of the document to its side. **CTRL+** will do the same but put the next page on the bottom half of the screen.

Horizontal



177

Playback of Designation Lists in OnCue LIVE

To play back Designation Lists, select the List in Production and press the **Go LIVE** button or use the **F5 hotkey**. Once active, use the toolbar or hotkeys to play, pause or navigate. The left and right arrow keys will skip forward or backward by designations, not by times.

You can also launch a blank screen in OnCue LIVE by hitting Ctrl +F5. You can then type the Media ID in LIVE preceded by an "x" and then hit ENTER. Like above, you can use the toolbar or hotkeys to play, pause or navigate. The left and right arrow keys will skip forward or backward by designations, not by times.

NOTE: If you select an individual designation and not the Designation List, it will start from that designation and either play through to the end of the List, or stop after that single designation or stop point, depending on how you have set your preferences.

Playback of Video and Audio Clips in OnCue LIVE

To play back video or audio clips in LIVE, select the media in Production, then press the **Go LIVE** button on the Workflow Ribbon.

You can also launch a blank screen in OnCue LIVE by hitting Ctrl +F5. You can then type the Media ID in LIVE preceded by an "x" and then hit ENTER. Use the toolbar or hotkeys to play, pause or navigate.

Use the toolbar or hotkeys to play, pause, or navigate the clips once active.

LIVE Hotkeys

General Commands

x then ID, Name or Bates then <Enter>	Display Media
---------------------------------------------	---------------

ESC (2x)	Close OnCue Live
----------	------------------

ESC or B	Blank Screen
----------	--------------

Ctrl +T	Toggle Toolbar
---------	----------------

Ctrl + B	Add to Notebook
----------	-----------------

Space Bar	Play / Pause
-----------	--------------

Shift + B	Toggle Live Status Bar
-----------	------------------------

T	Toggle Scrolling Text
---	-----------------------

Ctrl + V	Toggle Video Play to End
----------	--------------------------

Ctrl + F	Hide Linked Document
----------	----------------------

Ctrl + PgUp	Step Video Fwd
-------------	----------------

Ctrl + PgDn	Step Video Reverse
-------------	--------------------

Navigation Commands

X, then ID, <Enter>	Brings up Media
---------------------	-----------------

Left Arrow	Previous Page
------------	---------------

Right Arrow	Next Page
-------------	-----------

Down and Up Arrow	Steps through annotations
-------------------	---------------------------

Home	Goes to page 1 of doc in LIVE
------	-------------------------------

End	Goes to last page of doc in LIVE
-----	----------------------------------

Shift + <	Previous ID
-----------	-------------

Shift + >	Next ID
-----------	---------

Ctrl + Shift + <	Back Live History
------------------	-------------------

Ctrl + Shift + >	Forward Live History
------------------	----------------------

Annotation Commands

E	Erase
---	-------

Ctrl + E	Delete annotations in order of creation
----------	-----------------------------------------

D	Draw
C	Callout
H	Highlight
R	Redact
A	Select
]	Rotate CW
Shift +]	Nudge CW
[Rotate CCW
Shift + [Nudge CCW
Z	Zoom

Shift + Z

Crop Zoom

F

Zoom Full Page

W

Zoom Full Width

Ctrl + S

Save Annotation

Ctrl + U

Update Annotation

Drawing Tools & Colors

Shift + F

Freehand

Shift + L

Line

Shift + A

Arrow

Shift + S	Rectangle
-----------	-----------

Shift + C	Ellipse
-----------	---------

Shift + Ctrl + H	Filled Polygon
------------------	----------------

Shift + H	Polygon
-----------	---------

Shift + Ctrl + S	Filled Rectangle
------------------	------------------

Shift + Ctrl + C	Filled Ellipse
------------------	----------------

Shift +)	Black
-----------	-------

Shift + !	Yellow
-----------	--------

Shift + @	White
-----------	-------

Shift + #	Red
-----------	-----

Shift + \$	Green
------------	-------

Shift + %	Blue
-----------	------

Shift + ^	Light Red
-----------	-----------

Shift + &	Light Green
-----------	-------------

Shift + *	Light Blue
-----------	------------

Split Screen Commands

/	Toggle Split Screen (Vertical)
---	--------------------------------

\	Toggle Split Screen (Horizontal)
---	----------------------------------

=	Change Split Screen Pane
---	--------------------------

Ctrl + /	Vertical Split Screen w/ Next Page
----------	------------------------------------

Ctrl + \	Horizontal Split Screen w/ Next Page
----------	--------------------------------------

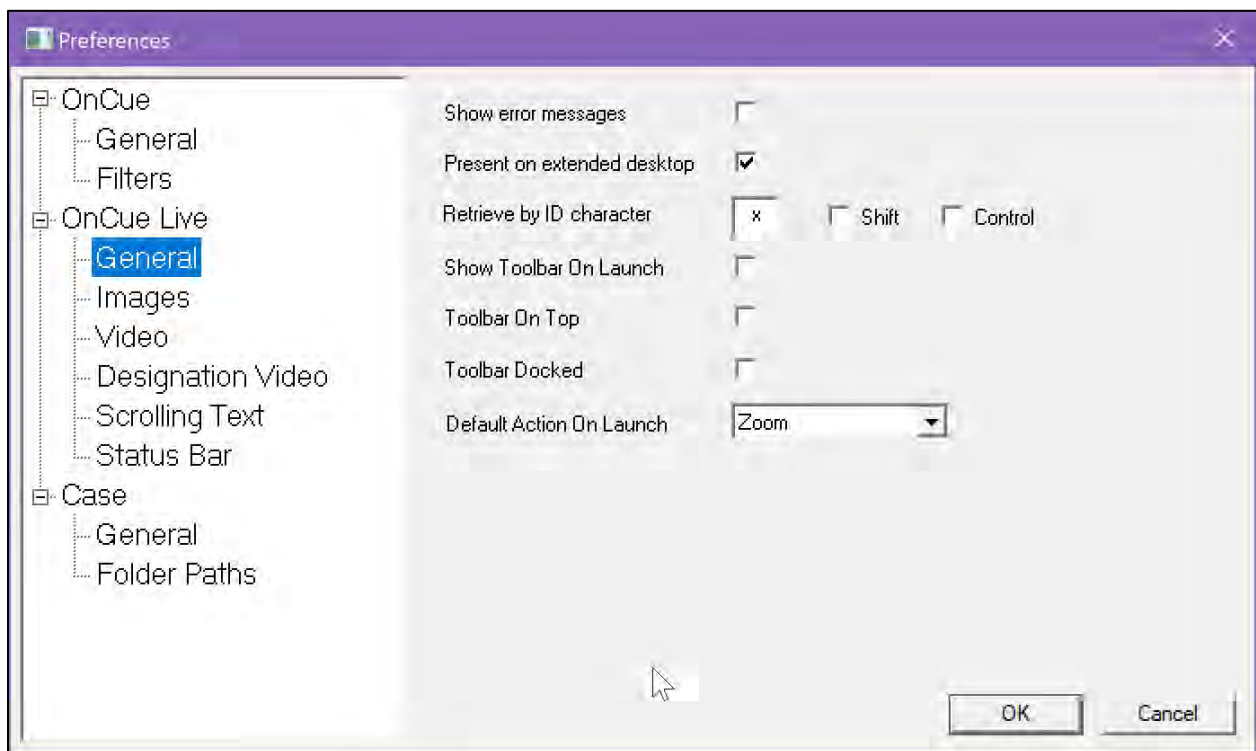
Ctrl + ,	Scroll Previous - Split Screen
----------	--------------------------------

Ctrl + .	Scroll Next - Split Screen
----------	----------------------------

















LIVE Toolbar

The OnCue Toolbar can be accessed in LIVE by hitting Ctrl + T. You can also set your preferences ahead of time in the Edit - Preferences Menu under OnCue LIVE - General. This includes your default tool when you launch LIVE.

Choosing Docked ensures that your image is never obscured by the toolbar however the display screen recalibrates each time you toggle it off and on using Ctrl + T.



 Save Annotation - Ctrl + S

-  Update Annotation - Ctrl + U
-  Zoom - Z
-  Crop Zoom - Shift + Z
-  Zoom Full Width - W
-  Zoom Full Page - F
-  Callout - C
-  Highlight - H
-  Freehand - Shift + F
-  Arrow - Shift + A
-  Line - Shift + L
-  Rectangle - Shift + S
-  Ellipse - Shift + C
-  Polygon - Shift + H
-  Filled Rectangle - Shift + Ctrl + S
-  Filled Ellipse - Shift + Ctrl + C
-  Filled Polygon - Shift + Ctrl + H



Select - A



Erase - E



Rotate CCW - [



Rotate CW -]



Nudge CCW - Shift + [



Nudge CW - Shift +]



Set Line Thickness



Color Picker

Video Controls



Go to Start



Step Back



Play




Step Forward




Go to End

More key commands for LIVE can be found on the [Hotkey Reference Card](#).

Save Annotations in OnCue LIVE

Saving annotations in OnCue LIVE is as simple as hitting "**Ctrl+S**" to save after you've made your highlights, callouts, underlines or whatever other annotations you need. A new saved annotation with its own ID will be immediately available under the source page in the document tree. For example, if you saved an annotation on ID 47.3, the new annotation ID would be 47.3.1. You can also save your treatment by clicking the "**Save Annotation**" icon on the toolbar. 

Updating an existing annotation can also be done in LIVE. All you need to do is make your changes and hit "**Ctrl+U**" or click the "**Update Annotation**" icon on the toolbar.  This changes your existing annotation and leaves your numbering the same.

BONUS: This also works on a linked document. You can update an existing annotation while showing the video at the same time. For example, you can move a callout so that it doesn't cover the video, hit update and you don't have to review your video again.

Barcode Readers (or Scanners)

Can OnCue use barcode readers/scanners? **Yes, yes we can.**

Using a barcode reader/scanner is basically like using a wireless 10-key pad, a mouse with programmable buttons, or a presentation clicker. It's just another piece of hardware that is sending the characters it reads from printed barcodes to the computer. There are lots of different models with settings and options specific to each one.

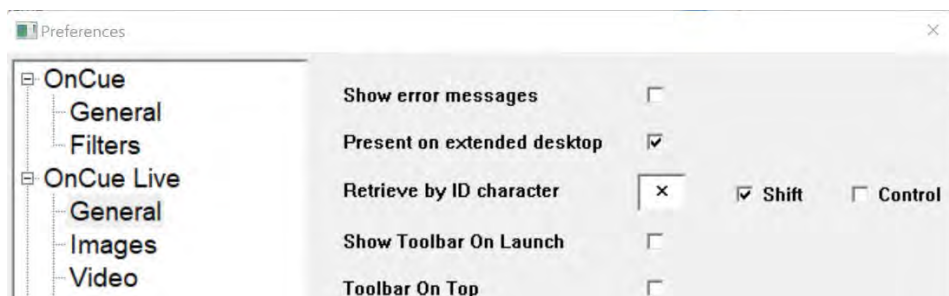
OnCue uses the barcode font known as code 39 which is also known as Code 3 of 9. Very Star Trekkie and we love it because it is free.

So, what OnCue does, is prints a barcode of the ID of a page or a saved annotation onto printouts with the commands you'd use from a keyboard, for instance, xD567.1.1<ENTER> and then when read by the barcode reader/scanner that gets sent to the computer the same as it would from a keyboard. Assuming the reader/scanner is set up properly, it'll work just fine.

Remember, if you are using a modifier before your "X" (like shift), you must hold down that modifier when you scan the barcode.

Note: Keep your file names a reasonable length as the print area is only so big.

Troubleshooting NOTE: Some users have found that the scanner only works in LIVE if they check the shift box under Edit/Preferences/OnCue Live/General.



Troubleshooting – Known Issues and Fixes

Known Bugs and Issues – Troubleshooting

(You should really be using the latest version and not this one)

LIVE - Problems with highlighters or callouts, document won't come up?

- External monitors need to be set to same text percentage as your primary. This will prevent callout bound boxes jumping around and keep your cursor from disappearing.
- Be sure to set your primary equal to your external monitor. This prevents your highlighter tool from jumping left on your screen.
[Highlighter Won't Go All The Way Across The Screen?](#)
- Document not show up when you launch LIVE? Make sure you installed OnCue as an Administrator. We have seen issues with virus software not allowing LIVE to launch. Or try pausing your virus software and see if that fixes it.

LIVE - Video Deposition playback

- Synced deposition video files should ideally be MPEG-1 or MP4 and **MUST BE** constant bit rate in order to play in LIVE mode. WMV will also work.
- Currently if a .smi file is in the same folder as your deposition MPG, it causes weird behavior in LIVE and Production. Also in

some cases, it causes exported video clips to come out upside down. They don't do you any good anyway so just don't put them in there for now, but we'll teach OnCue to ignore them very soon.

- No video but scrolling text and sound? This could be likely an MPEG-2 issue - see this article for fix [Video Codec Problems: MPEG-2 hiding in plain sight](#).

Production/Annotations

- When making a callout in the Viewer Pane of the Production screen, focus shifts to the actual callout and away from the pane, so the Hotkeys appear to not work. Select the tool you want to use from the toolbar when this happens.
- Custom colors can be created and set to a tool in preferences. You cannot create a custom color through the toolbars, nor can you switch to that custom color through the toolbars. Once set to a tool in preferences you can use in Production or LIVE. The custom color is not saved in a case unless it is tied to a tool. Be sure to write down the values when you create one you like. You'll have to reset when you open your case again if you changed it to another color.

Production/Documents

- There is currently a funny quirk with sorting by ID. Occasionally 9C will come before 9 but in the same list 7 will be rightly in front of 7A. This is not a common issue and only occurs with Alphanumeric IDs.
- Document errors on adding? Check the permissions on the PDF.
- OnCue does not work with multi-page tiffs, but it will take them and show only the first page. This is not a "bug" but just the way the viewer reads tiffs.
- Blank Pages after adding your PDF? Stamp not showing up? OnCue cannot account for how Adobe Acrobat treats layers or overlays. We have found that optimizing and flattening a PDF in Acrobat or saving the PDF out as images into an exhibit folder and then adding the folder to OnCue is the best way to get your docs in.
- Document a little slow coming up? Or your document is all black pages? This is another Acrobat issue with how the file is saved. Printing to PDF or saving the PDF out as images like the above issue is your best workaround.
- Search bar is gray and won't let me search when I am in the documents tab. This is a permission issue. Re-install OnCue as Administrator.

Production/Links

- When adding a link by dragging and dropping onto the transcript/designation, the link tuner will start in the correct spot

for tuning. When adding through the Video Editor pane, the link tuner will start with the last tuned spot and not on the new designation link.

Production/Notebooks

- When updating a designation list or presentation via an import file if you do not import while on the notebook it resides in, the designation list or presentation is removed from the notebook.

Production/Presentations

- Presentations cannot be imported by text file currently. Please use *.xml.
- Deleting a video clip from a Presentation will delete the clip from the database

Production/Printing

- Split screen Callouts don't Print as they show up on screen in LIVE- the callouts shift slightly on the printed page.

Production/Transcripts

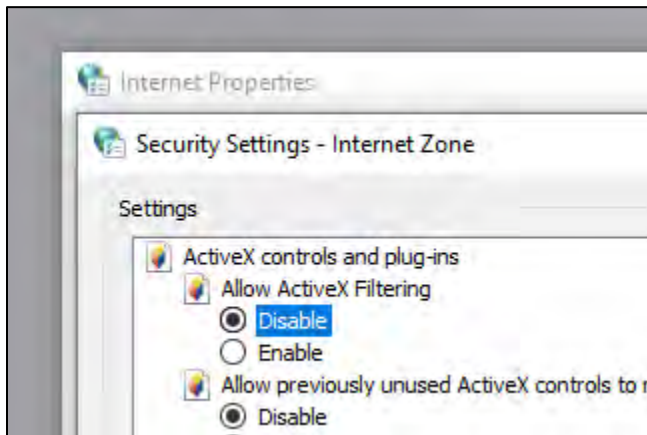
- Periodically certain uses of the "Find" field on the Transcript pane will cause the Transcript toolbar to disappear and an error message will appear. Closing and reopening the program will reset it.
- OnCue doesn't take text files or ASCII files as transcripts. See the bottom of this article for a workaround. [Creating Designations and Designation Lists](#)

Production/Designation Video

- If two people are working in the same designation list, such as tuning from the top and bottom simultaneously, if you are both creating new designations by splitting, removing objections, etc., you can sometimes end up with the same ID for two designations. This is resolved by right clicking the designation list and choosing "renumber IDs." *Tip* If you're doing this, you should communicate with the other person about what you're each working on and refresh (F9) often to avoid database conflicts.
- Where is the video file? Video not showing up in video editor? Make sure that the names of the videos in your folder are spelled the same as what the Editor is looking for. Look out for that pesky space, underscore or different extension.
- Two, yes two video cards, ain't all they're cracked up to be. As new laptops come into this world, a lot of companies are adding two video cards (one probably a discrete 3D). Currently, OnCue

does not support both cards being enabled. When choosing which card to disable, it is best to keep the integrated card enabled.

- **ActiveX Error = #0** - To correct this error, click on the Start button and go to the Control Panel. In there, open Internet Options. Click on the Security tab up top and click on the Custom level button. Scroll down to ActiveX controls and plug-ins and disable the portion that says Allow ActiveX Filtering.



If this doesn't resolve your problem, we have a detailed article here is a link to the article that deals specifically with these errors - [Active-X-Errors](#).

- **Legacy player...it fixes what ails ya** - This one is tough to nail down but a catchall fix on many, many machines. If you're getting crashes while using video, or something just seems off with clips or designation clips while tuning or previewing, go to "Preferences" and select "**Use legacy media player in production (requires relaunching OnCue)**" and see if it fixes your problems. Make sure

to relaunch OnCue before testing it, and hopefully watch the magic happen. This option simply changes some back-end engines for video playback to account for different machine configurations.

Production/Designation Video Export

- If you attempt to export a video designation list with the .smi files in the folder with your synched MPGs, the exported video comes out upside down. Just remove the .smi file to correct this.
- Exporting crashes? This could be an issue with MPEG-2 or MP4 Variable Bit Rate. You will need to recode the video to OnCue Specifications - [Video Specifications](#)
- Designation Video gets stuck at a certain percentage because of one of two reasons:
 - Somewhere in your list a designation does not have at least 0.05 time associated with it. This can happen when you have one line only designated like "No." Tune some space into it and you will be good.
 - Somewhere in your list, you have designated text that was not synced. This shows on your transcript as gray and italicized and often says things like *(Exhibit 1 was admitted.)* If the line is stand alone, OnCue will not export.

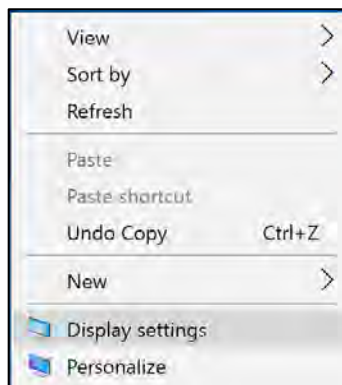
Highlighter Won't Go All The Way Across The Screen?

Highlighter not working?

One of the more common issues we hear from users when using OnCue LIVE on an external monitor is that the highlighter will only go across half the screen.

This is due to display scaling settings in Windows 10 and is an easy fix.

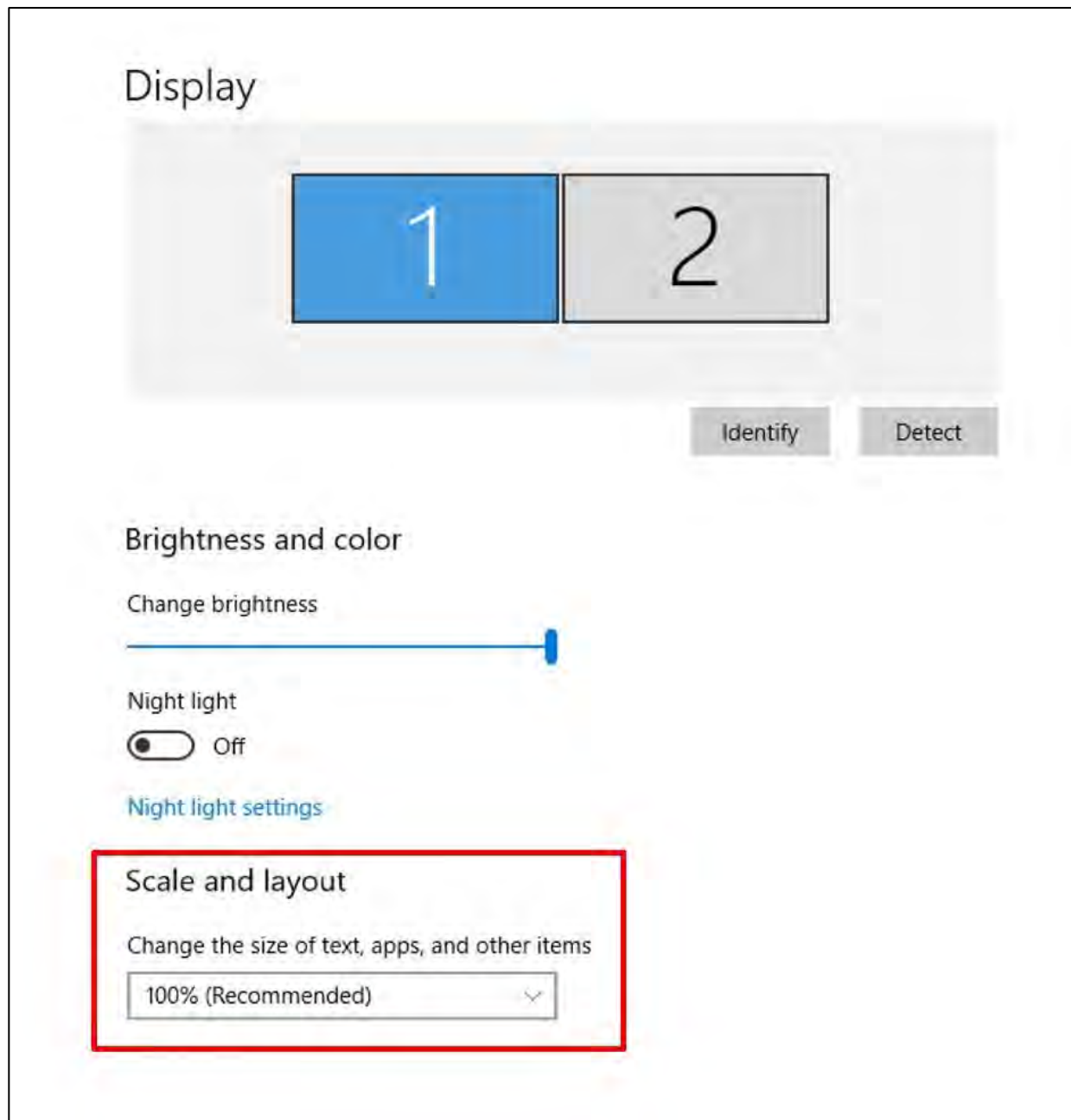
1. Right click on your desktop and choose "Display Settings"



2. Note the images below showing the "Scale and Layout" settings for Monitor 1 and Monitor 2. **The problem occurs when these numbers are different as shown in these screenshots.**

3. **Set these percentages to be the same on both monitors, then re-launch OnCue LIVE and the problem will be fixed.** There is no specific percentage it needs to be, they simply need to be the same on both displays.

NOTE: We have resolved this issue in the upcoming version that we are developing and testing now. It will only apply to the current version.



Display



Identify

Detect

Brightness and color

Change brightness



Night light



[Night light settings](#)

Scale and layout

Change the size of text, apps, and other items

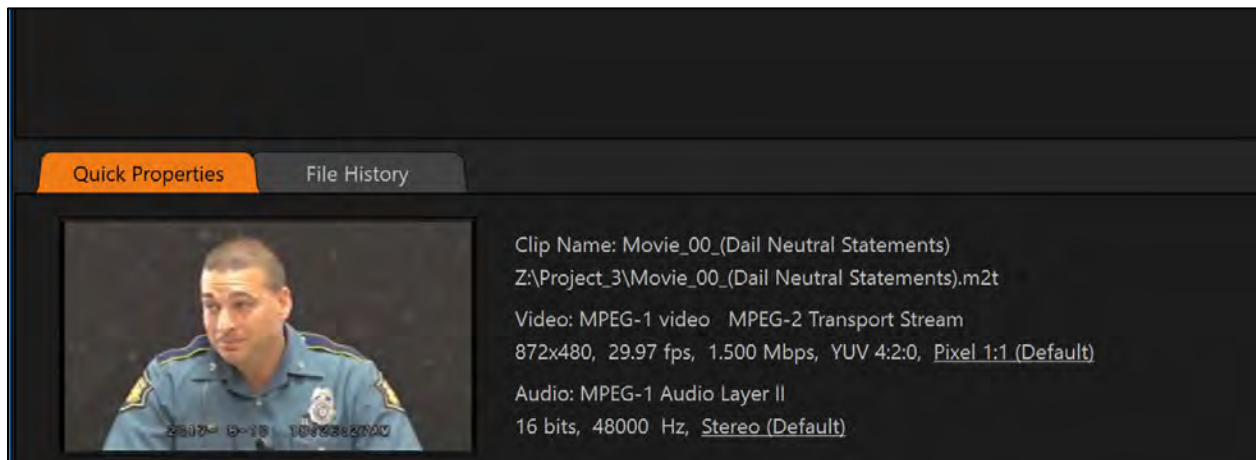
125%



Video Codec Problems: MPEG-2 hiding in plain sight.

It's not a bug, but it's an annoyance for sure, you find your video acting glitchy or playing in Production but not LIVE. Here could be the reason why...

More and more we are seeing deposition video that are in an MPEG-1 container but are encoded using MPEG-2 audio or video codecs. Here is what that might look like...



What does this mean in OnCue terms? Well, often you can tune and edit the video in the video editor, but it won't play in LIVE or the preview pane.

How do I fix it, you ask?

Well, the only way to currently fix is to re-encode your video to pure MPEG-1 using one of the video converter programs. There are several out there Aimersoft, AVS, TMPGEnc and Wondershare to name a few. The key is making sure you are encoding to MPEG-1. We even created one for you.

Here are the specs:

Video: MPEG-1, NTSC, 352 X 240, 29.97 fps, 1500kbps (1.5 Mbps)

Video layer:

format = MPEG-1

horizontal_size= 352

vertical_size = 240

frame rate = 29.97 frame/s

bit rate = 1500000 bit/s

Audio: MPEG-1, Audio Layer II, 44100 Hz, Stereo, 224 kbps

Audio layer:

format = MPEG-1 - Layer-II

bit rate = 224000 bit/s

sampling rate = 44100 Hz

mode = STEREO

It is important to use a Constant Bit Rate NOT Variable.

If your video is still causing issues with OnCue, let us know at support@oncuetech.com

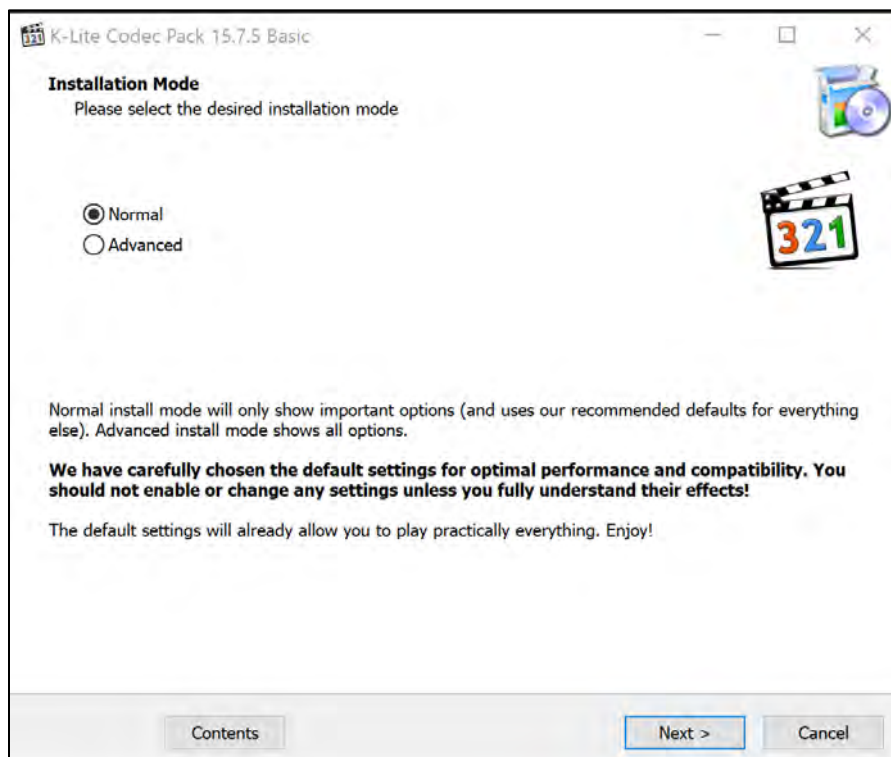
Active X Errors

Microsoft loves to push out updates to Windows 10 whether we like it or not, sometimes, on some machines, that will cause problems with video in OnCue. It's not even always confined to Windows 10. But, not to worry, there is always a way to fix this sort of thing, you just need to get your codecs back in order.

These are the steps to fix the Active X Error issues in Windows 7, 8, 8.1, and 10. These include errors showing Active X - #8, Active X- #9 and Active X - #0.

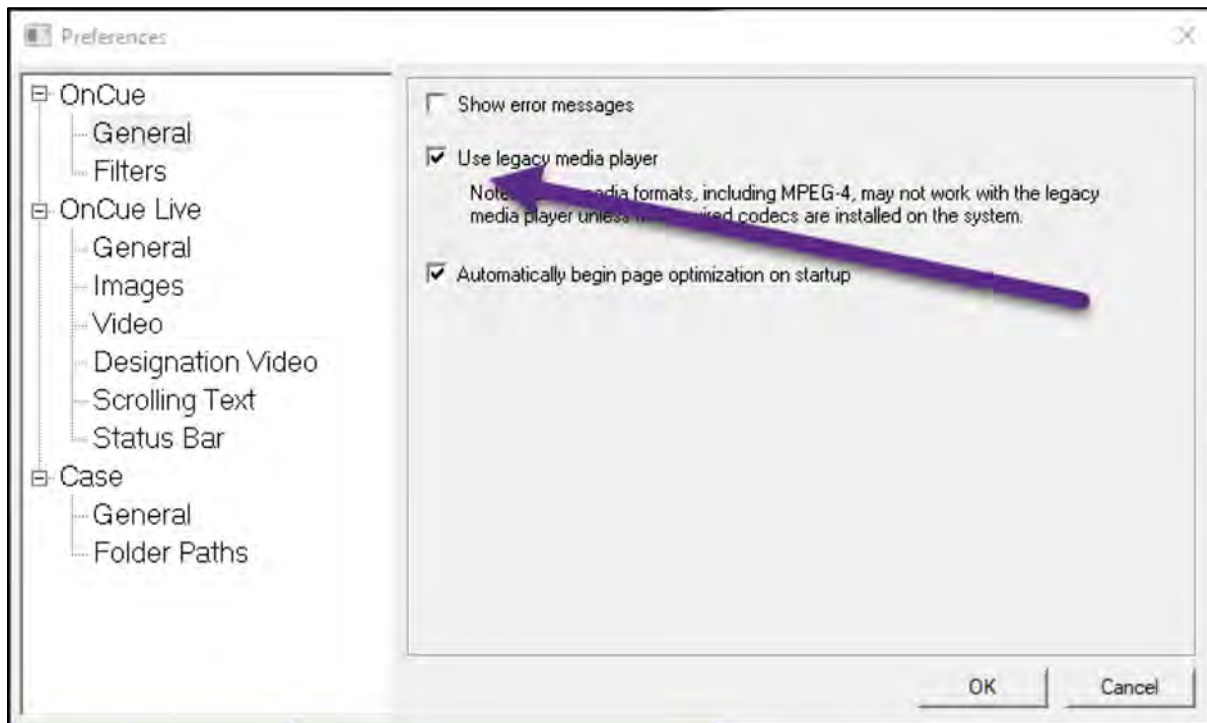
Please follow these steps in the order in which they are listed.

1. Download and Install the K-lite Basic Codec Pack.
(https://codecguide.com/download_k-lite_codec_pack_basic.htm) BE CAREFUL to leave all defaults in place and click NEXT until you get a prompt that will give you the option to DECLINE. You should DECLINE any offer for 3rd party apps.



2. REBOOT your computer, then launch OnCue and the error *should* be history. If not, proceed to the next step.

3. The Legacy Player preferences in OnCue. Toggle it both on and off to see how it affects the ability to fix the Active X Error. Please look at the note underneath the check box when you toggle.



4. If it is an *.MP4 file, it could be encoded with AVC or a variable bit rate the only fix is to re-encode the video. See this article for the specifications - [Video Specifications](#)

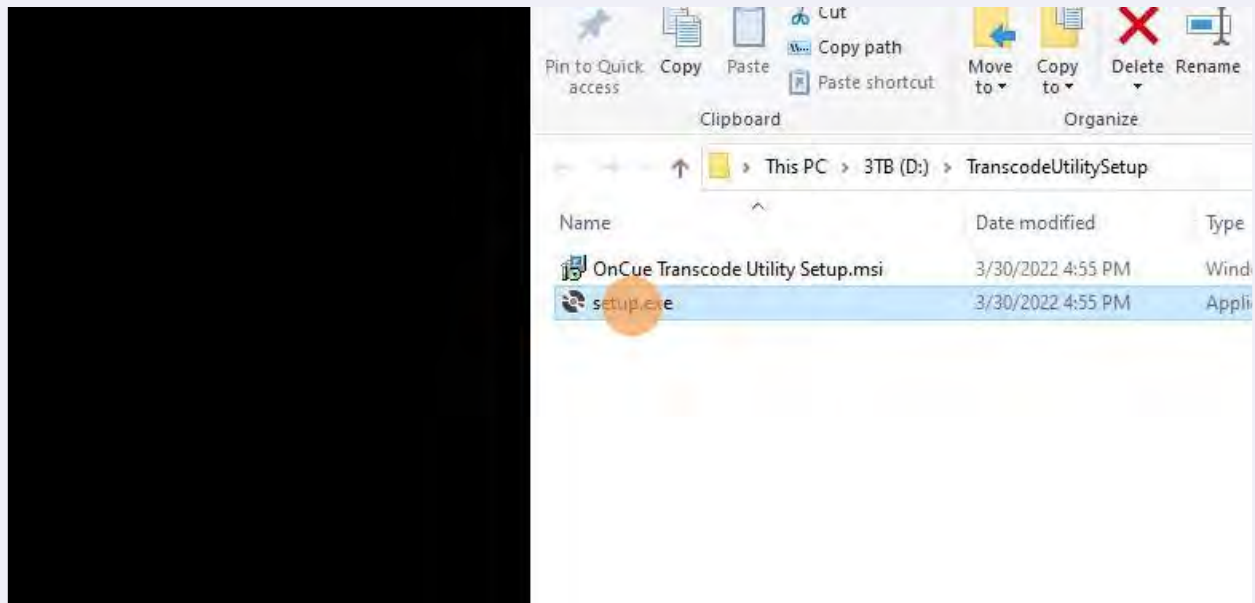
5. If it is an *.MPG file, it could be an MPEG-2 file. You will need to re-encode the video. [Video Codec Problems: MPEG-2 hiding in plain sight.](#)

If these steps don't make all your troubles melt away, let us know and we're here to walk through whatever it takes.

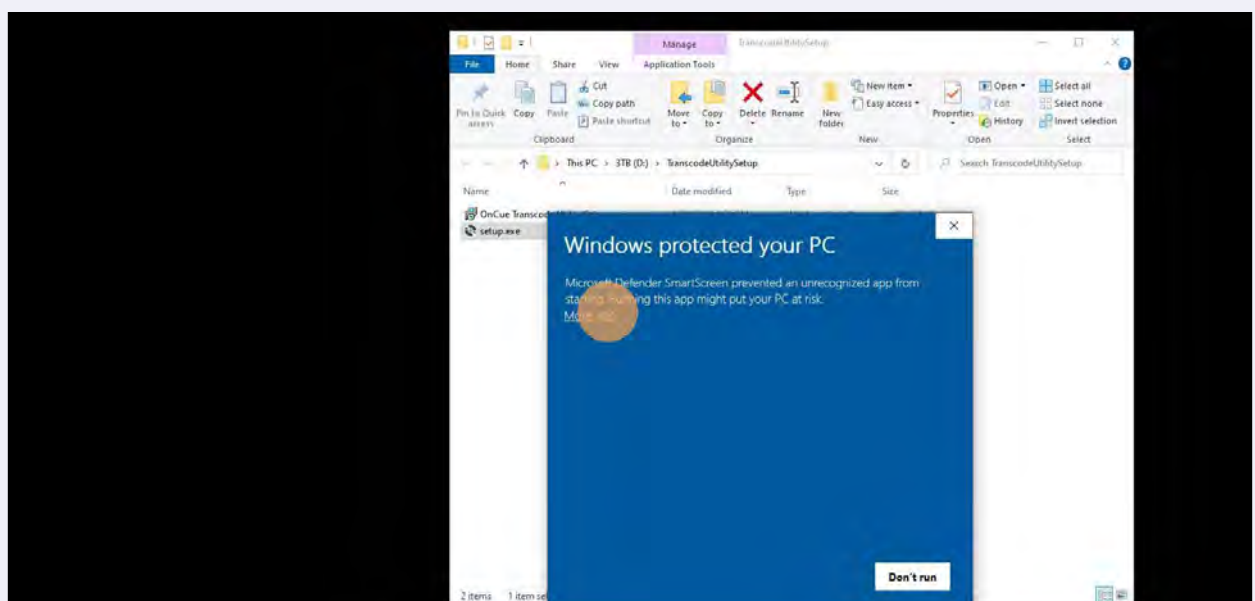
Transcoding How To



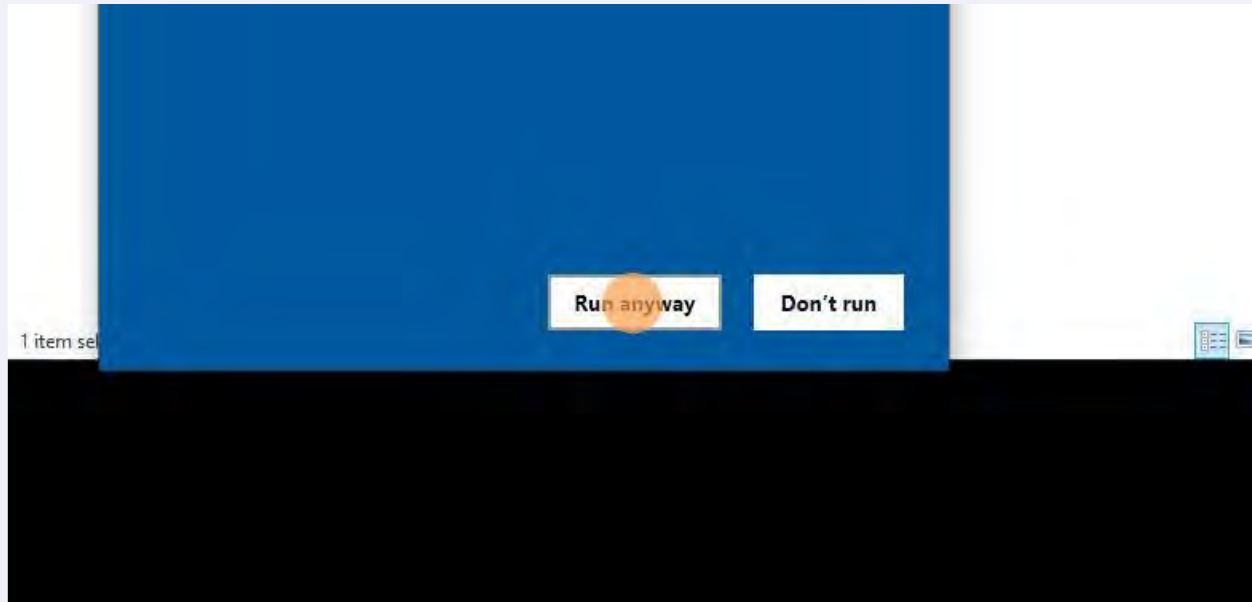
- 1 Click Setup.exe to launch the installer



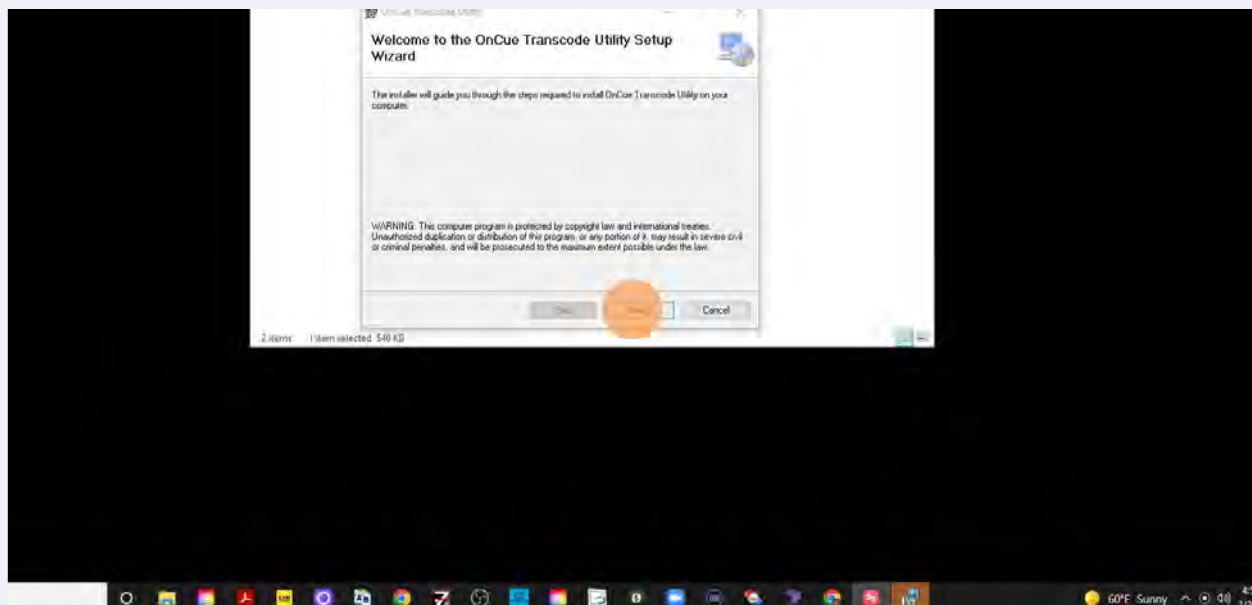
- 2 Click "More info"



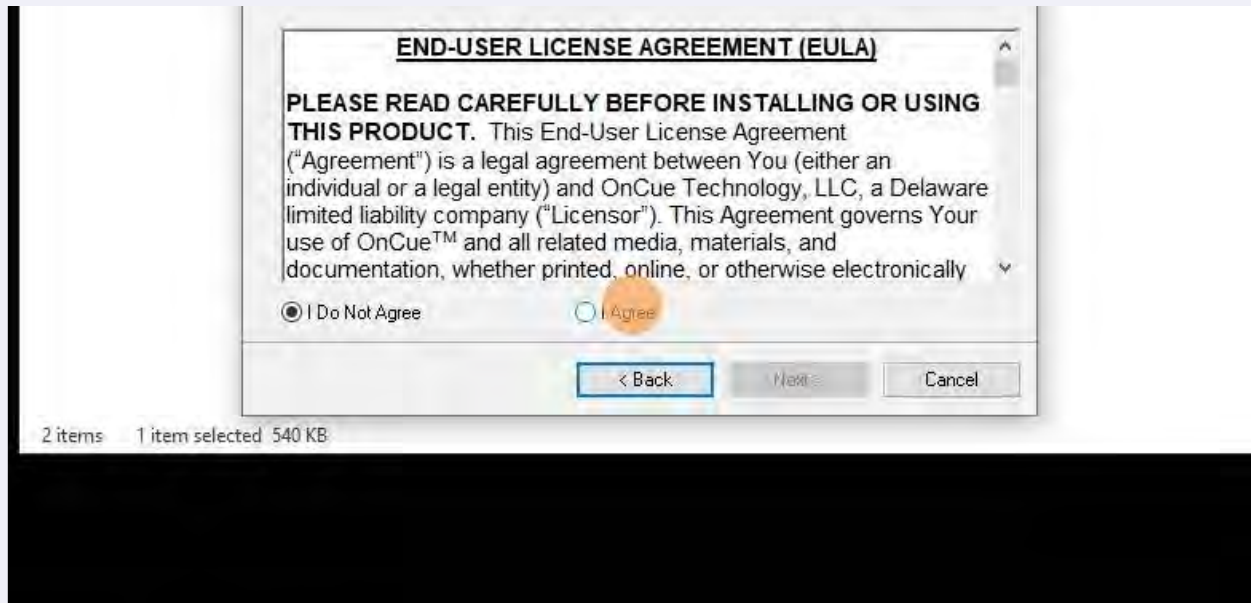
3 Click "Run anyway"



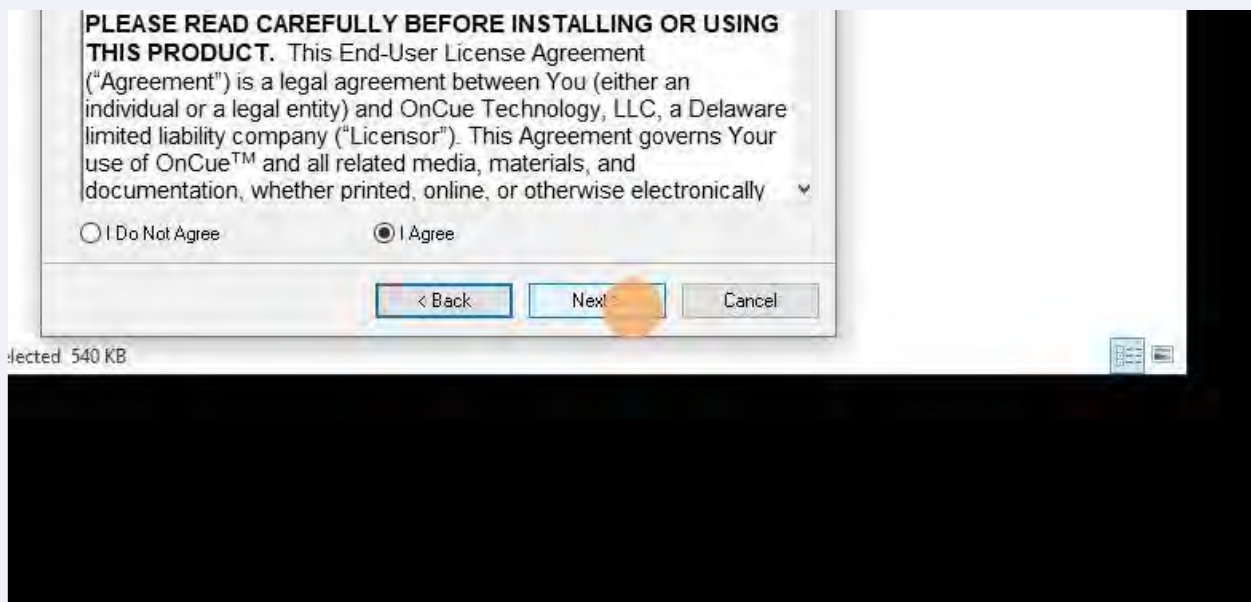
4 Click "Next >"



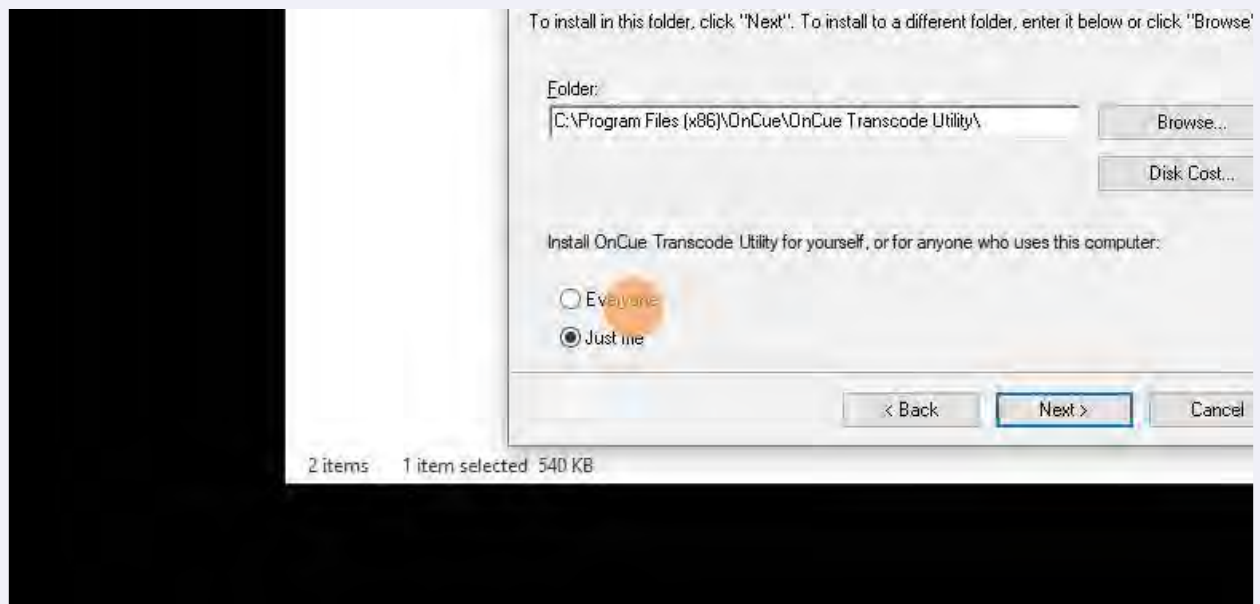
5 Click "I Agree"



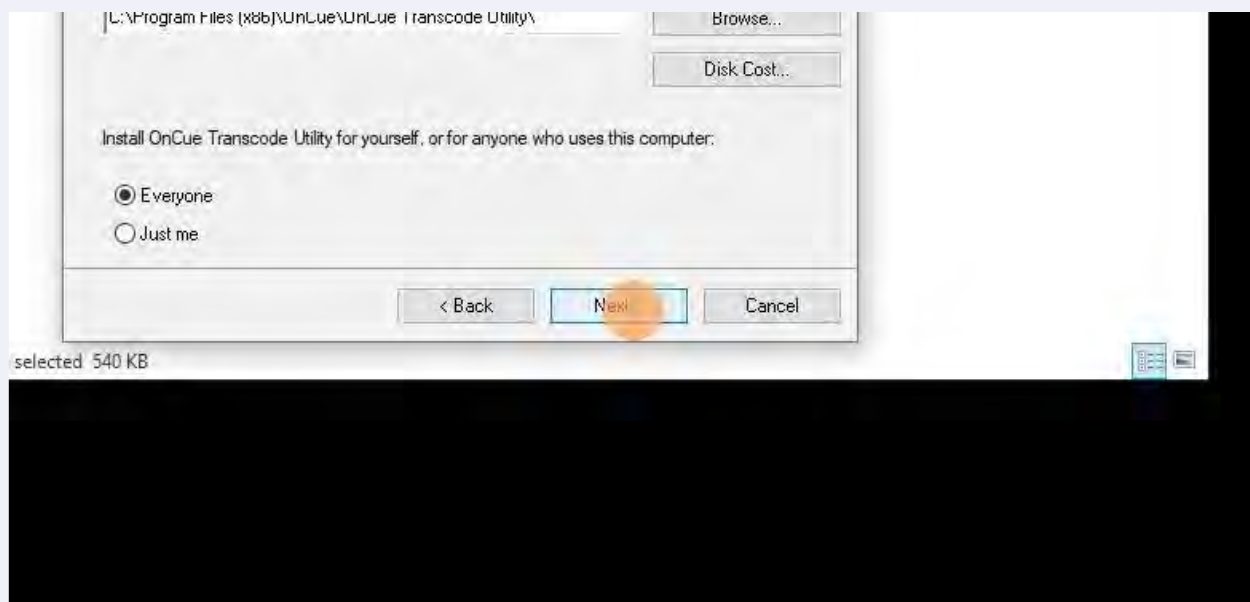
6 Click "Next >"



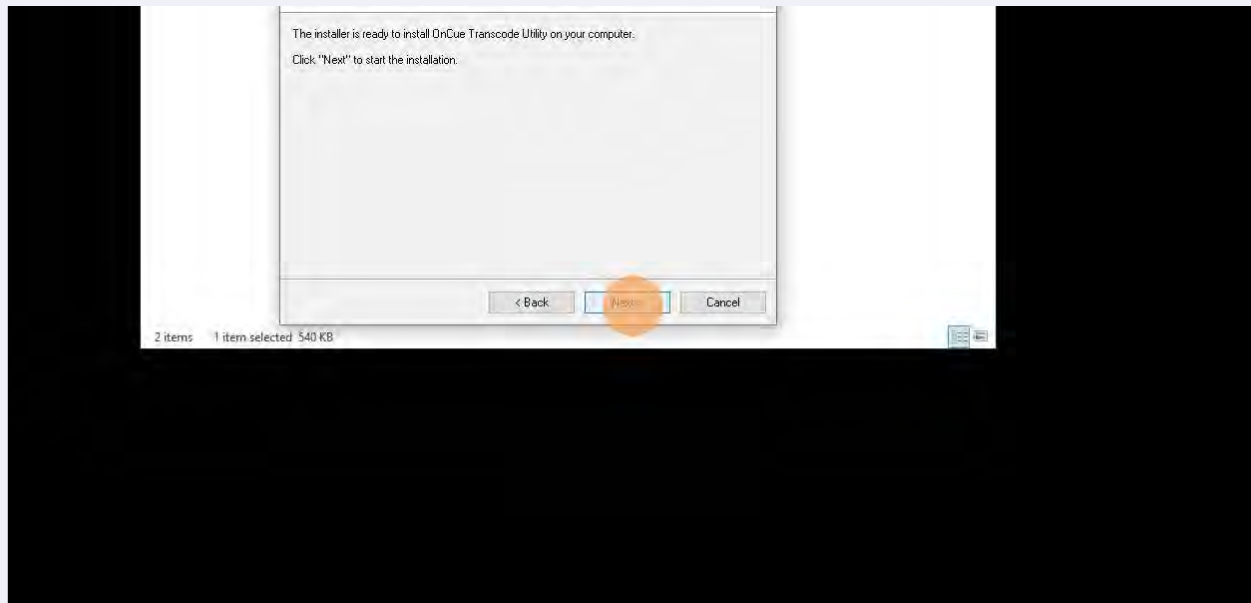
7 Click "Everyone"



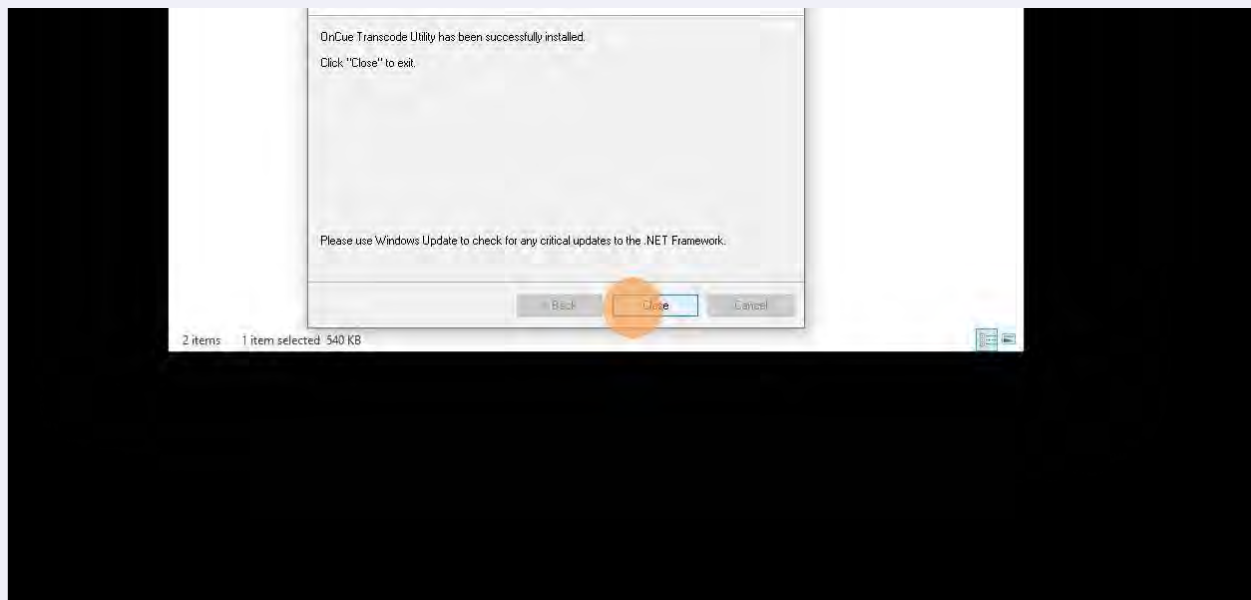
8 Click "Next >"



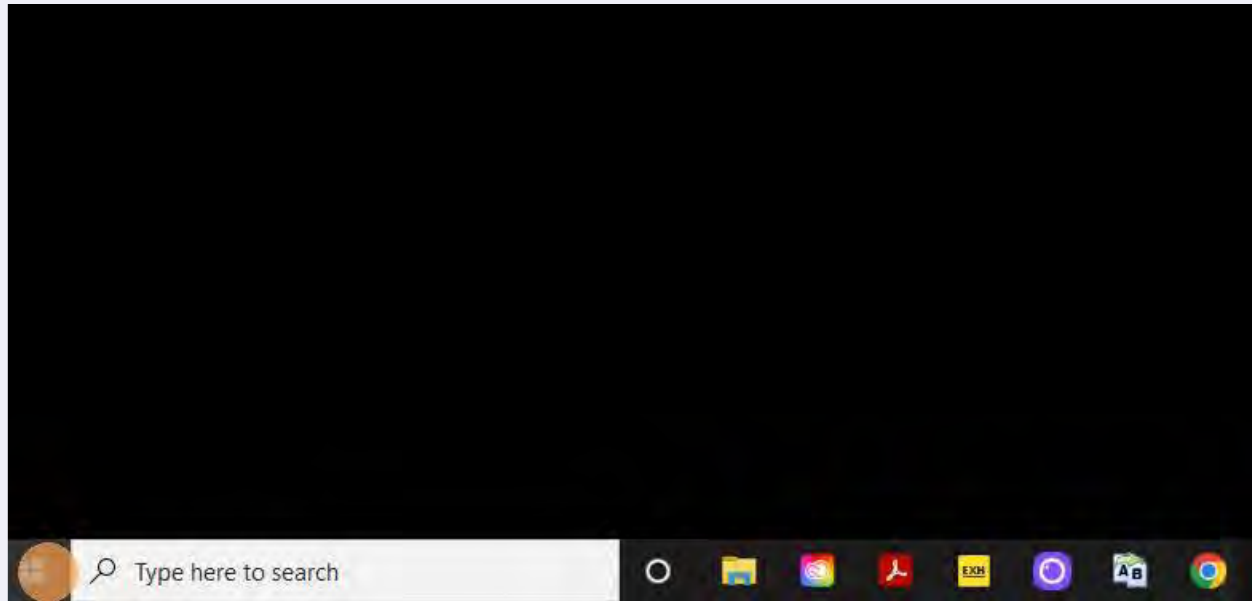
9 Click "Next >"



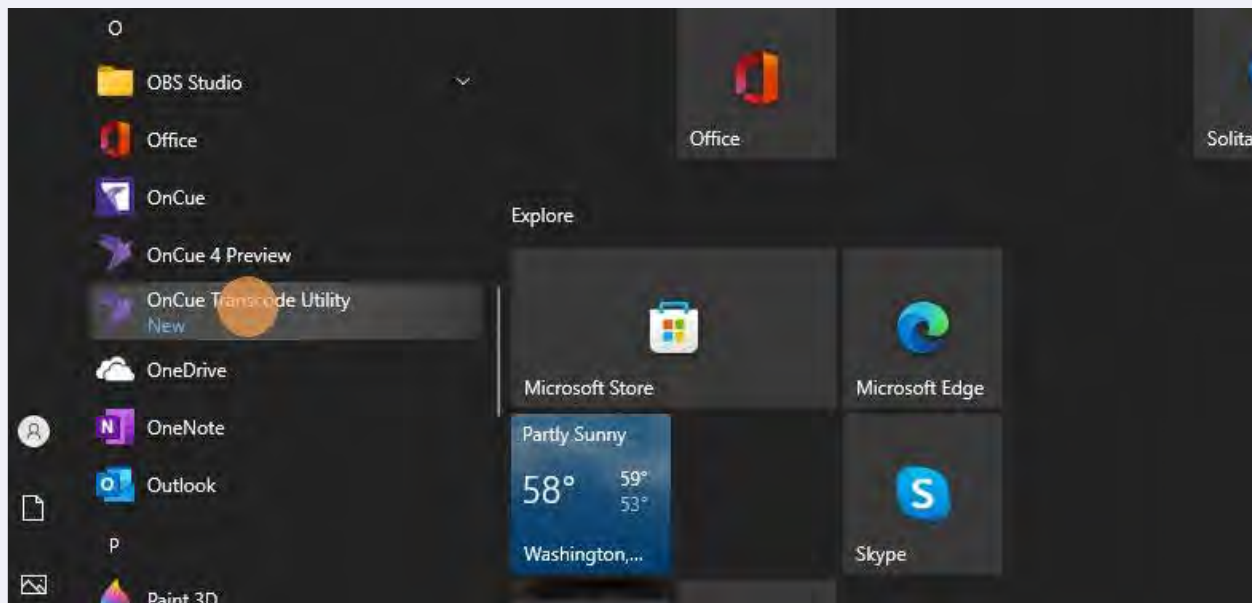
10 Click "Close"



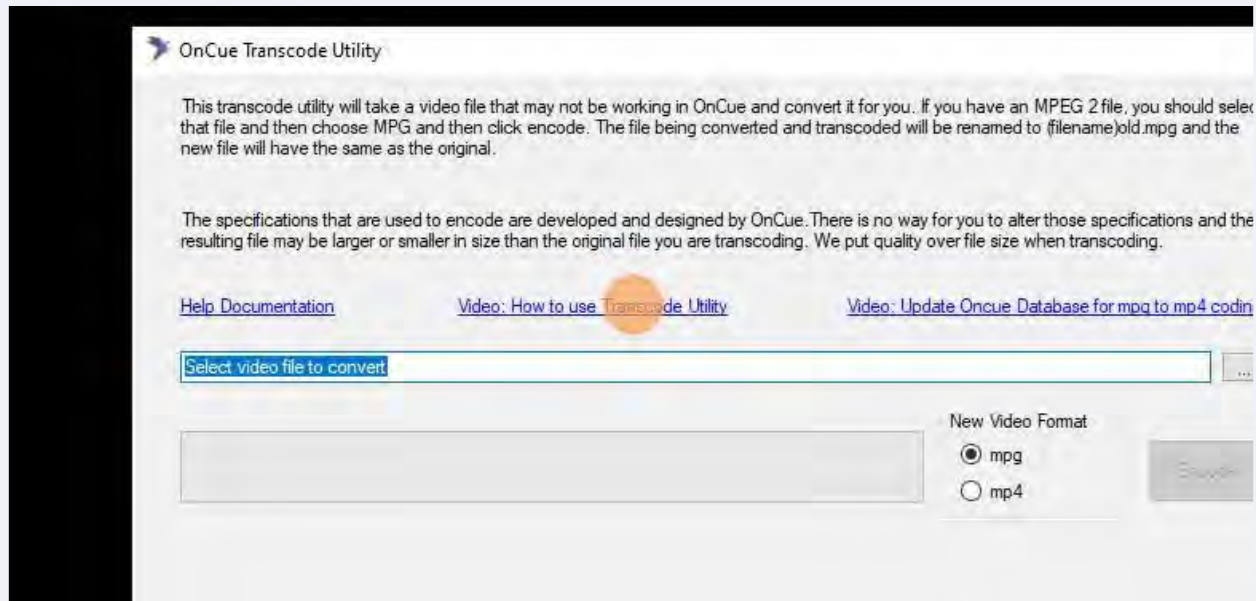
11 Click "Start"



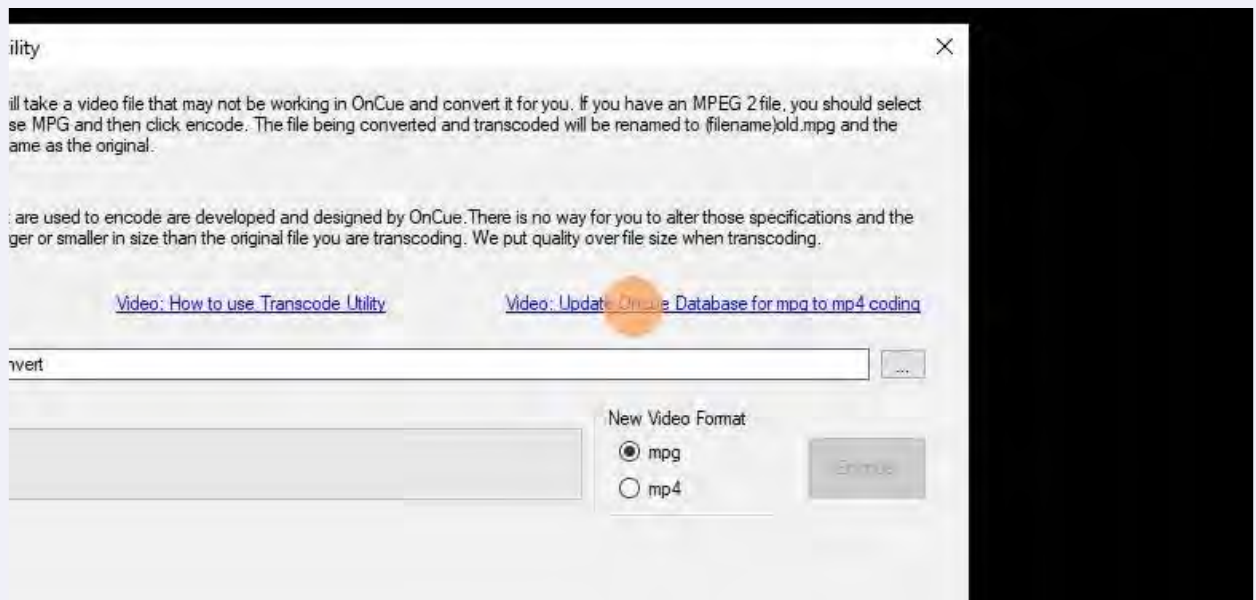
12 Click "OnCue Transcode Utility, New"



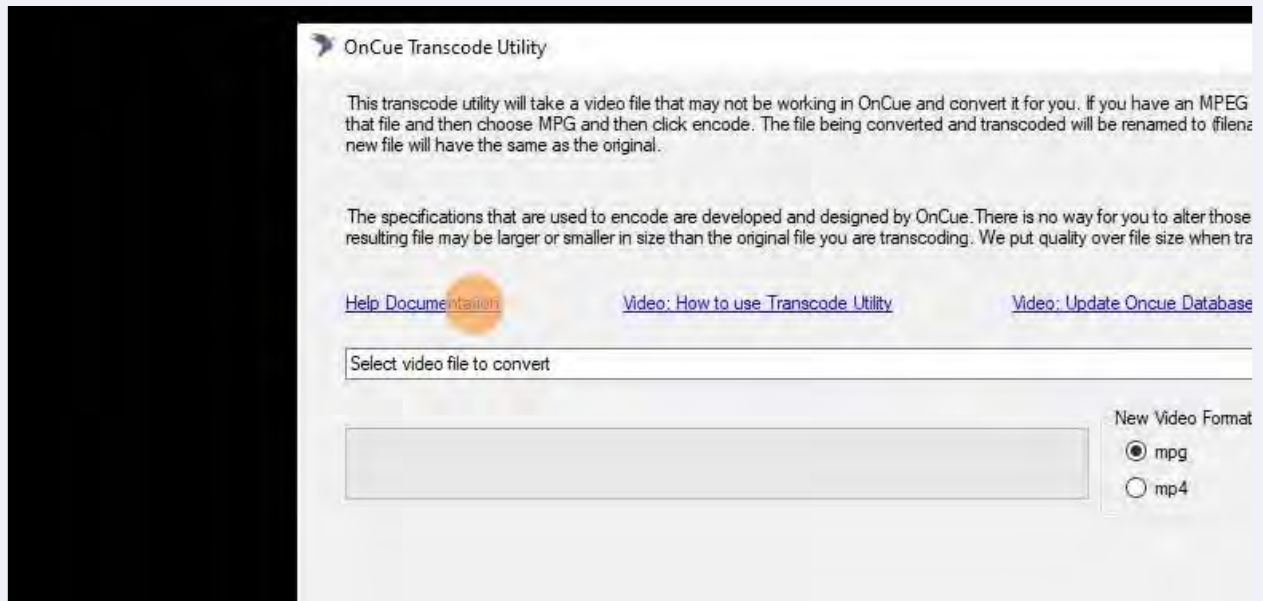
13 Click "Video: How to use Transcode Utility"



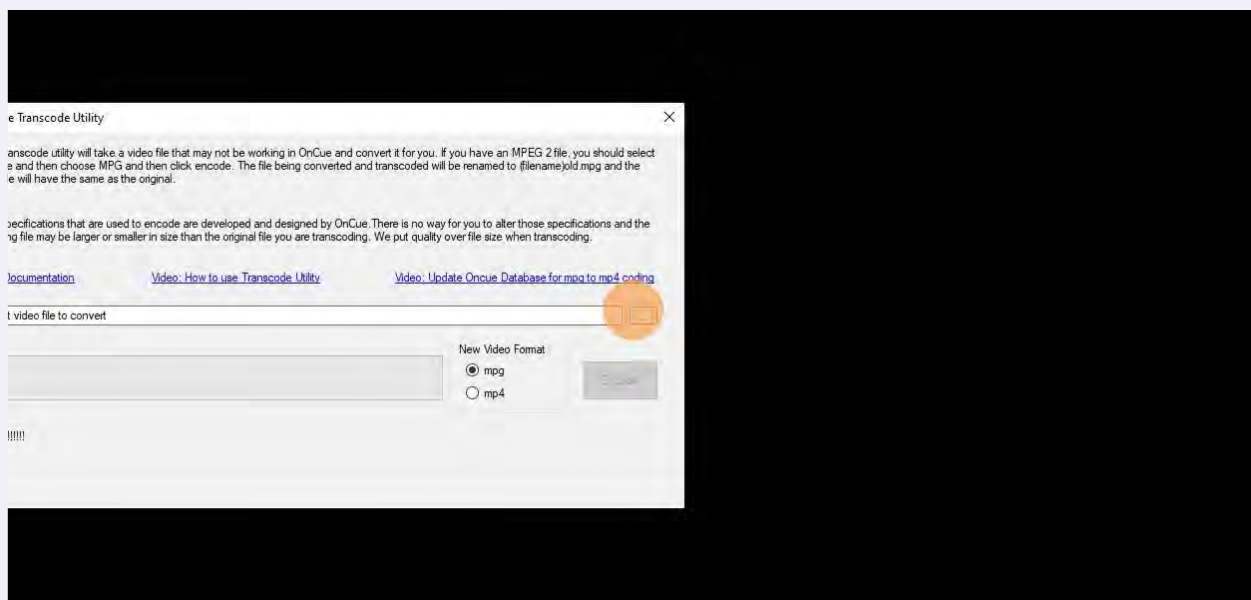
14 Click "Video: Update OnCue Database for mpg to mp4 coding"



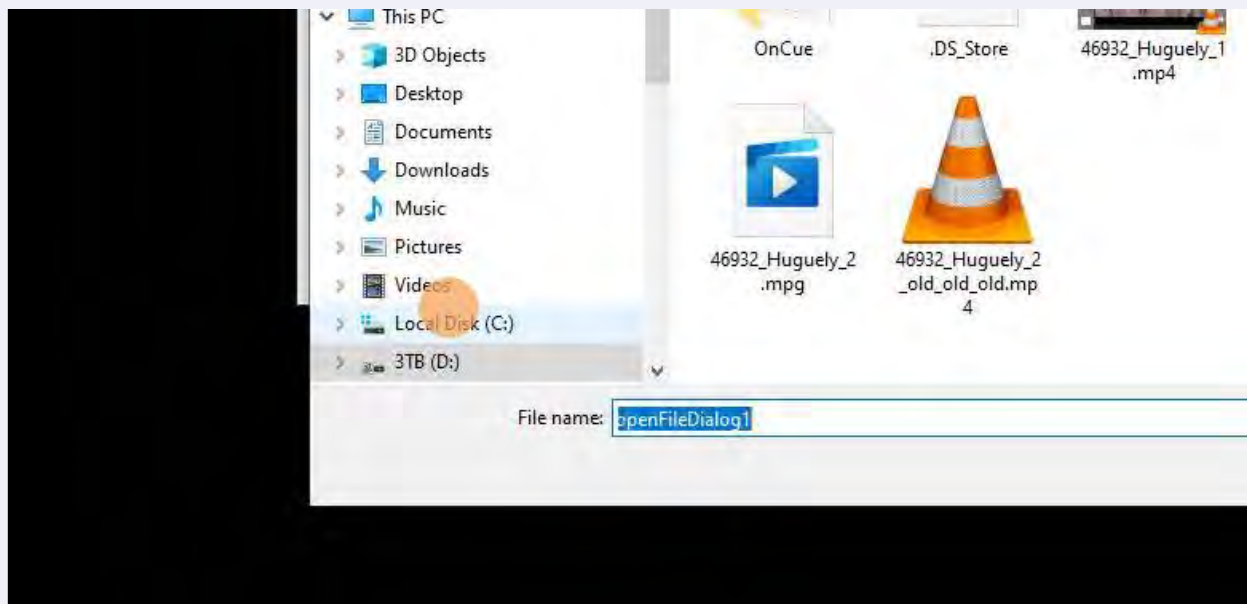
15 Click "Help Documentation"



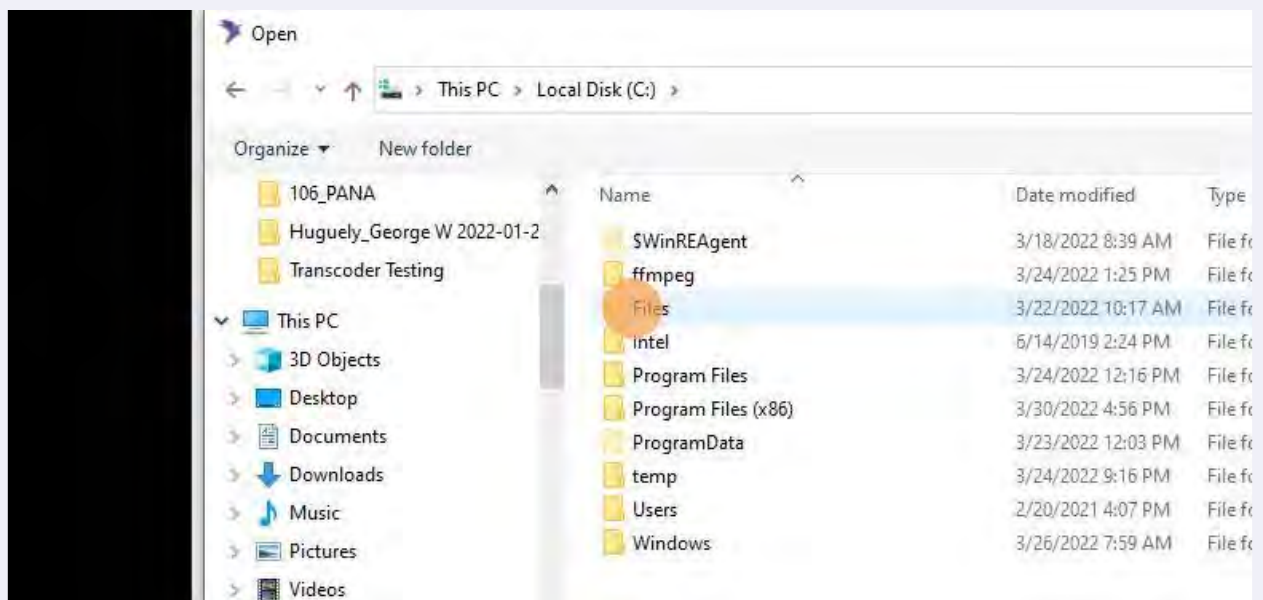
16 Click "..."



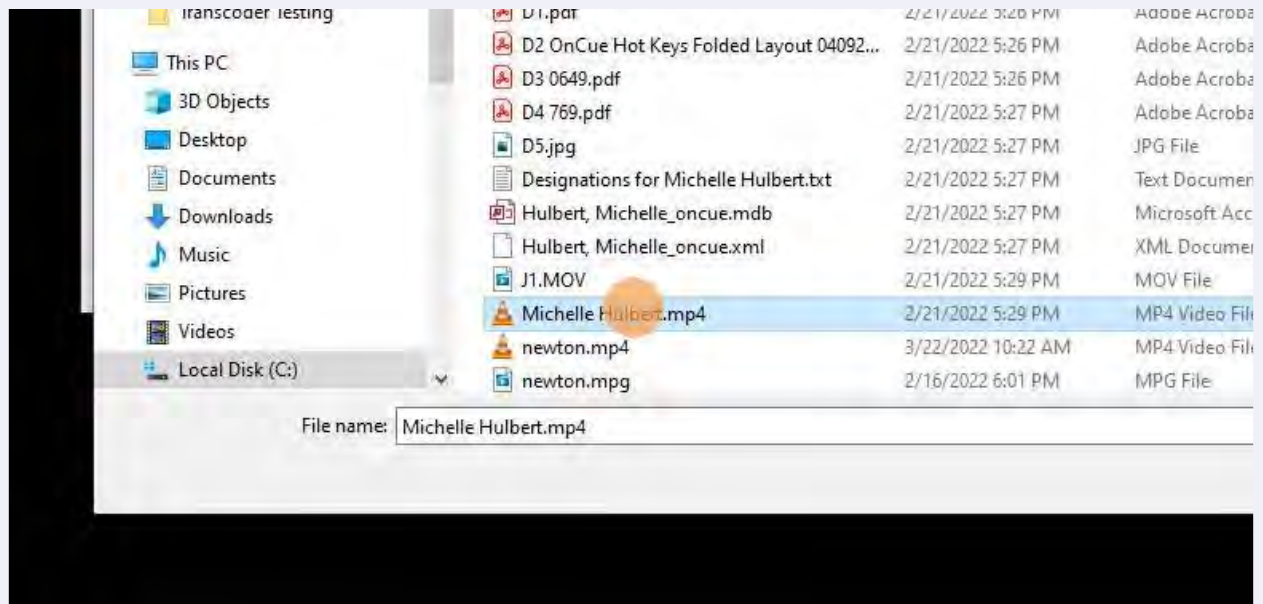
17 Browse to the file that you wish to encode.



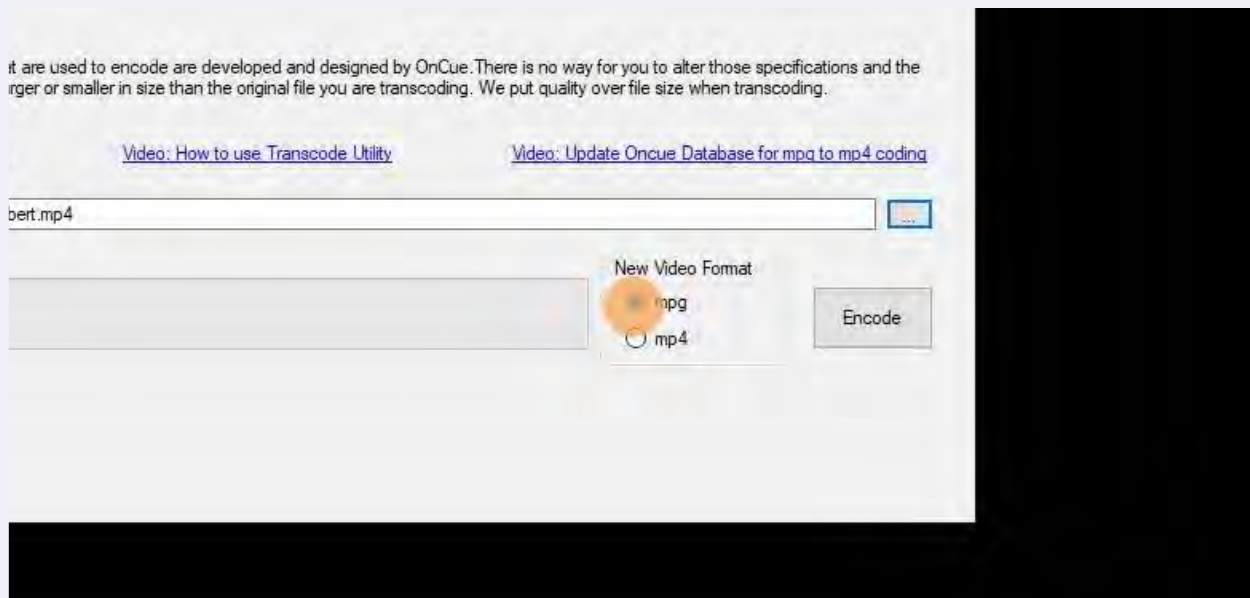
18 Double-click here:



19 Select the file. In this case we are going from MPEG 4 to MPEG 1



20 Click "mpg"



21 Click "mpg"

are used to encode are developed and designed by OnCue. There is no way for you to alter those specifications and the
ger or smaller in size than the original file you are transcoding. We put quality over file size when transcoding.

[Video: How to use Transcode Utility](#)

[Video: Update OnCue Database for mpg to mp4 coding](#)

ert.mp4

New Video Format

☐ mpg

☒ mp4

Encode

22 Click "Encode"

loped and designed by OnCue. There is no way for you to alter those specifications and the
original file you are transcoding. We put quality over file size when transcoding.

[use Transcode Utility](#)

[Video: Update OnCue Database for mpg to mp4 coding](#)

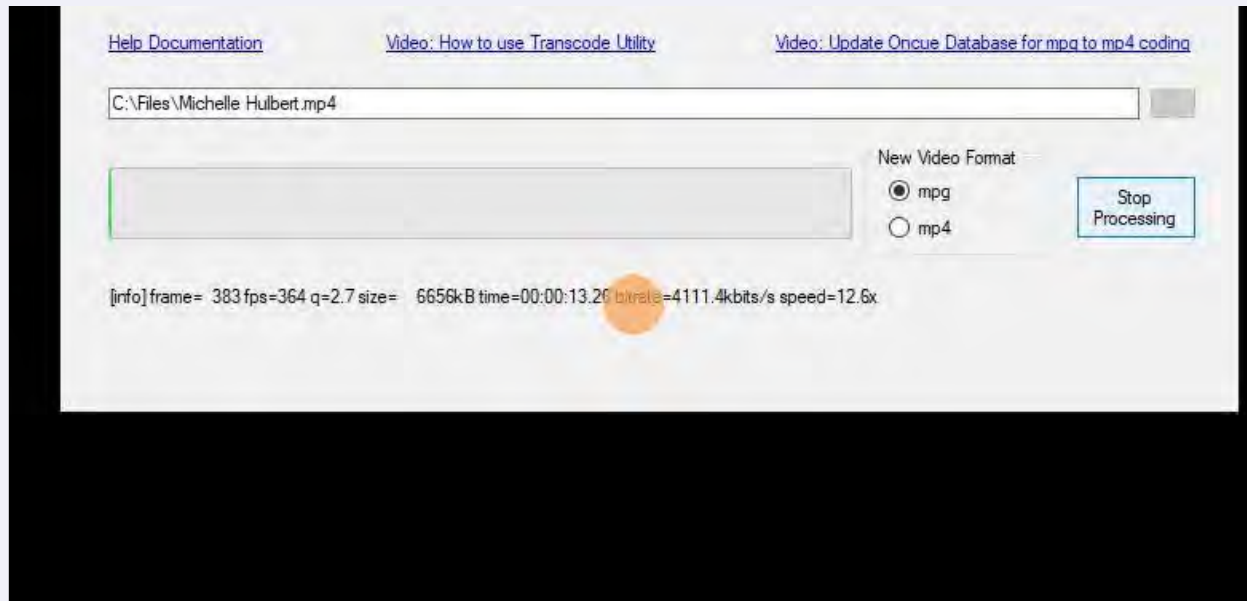
New Video Format

☒ mpg

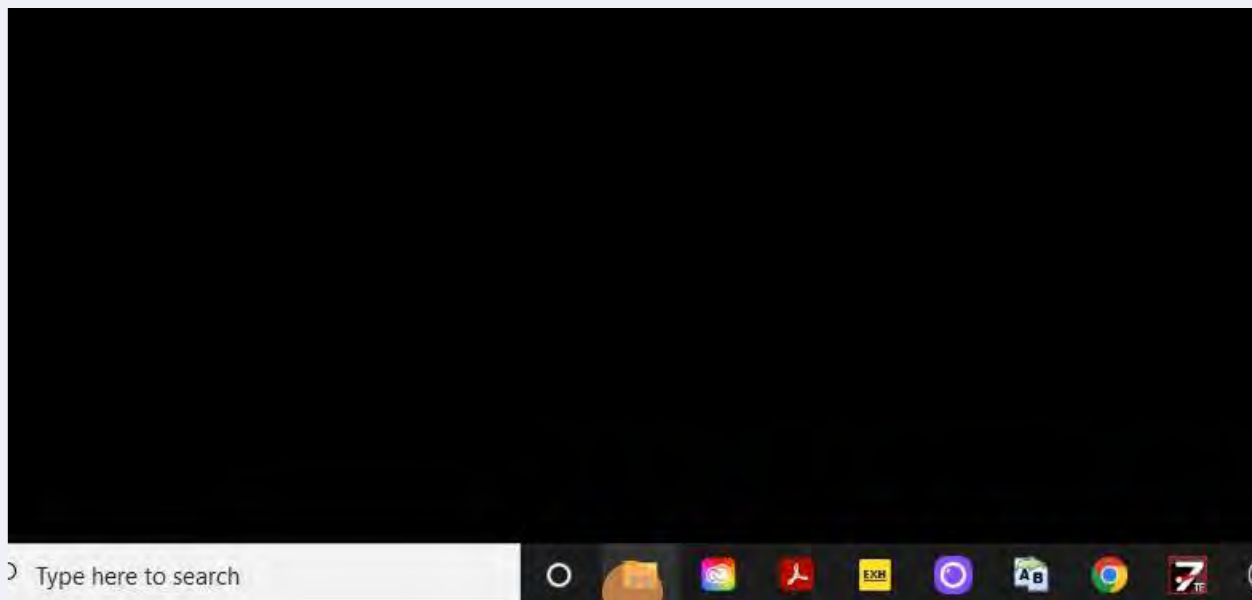
☐ mp4

Encode

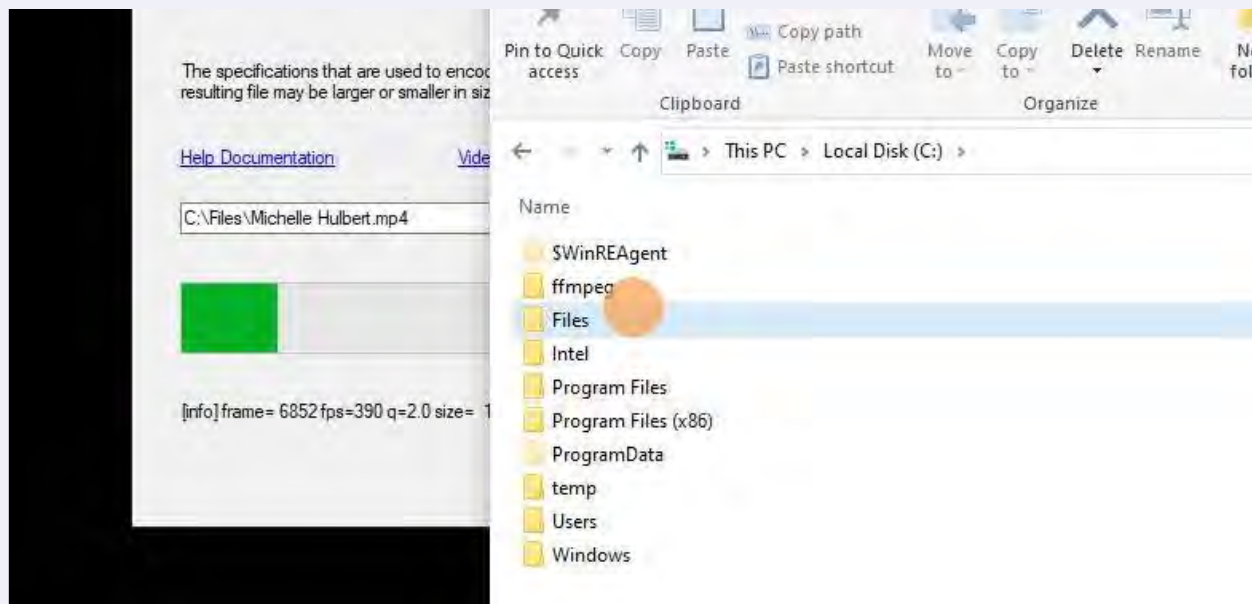
- 23 The utility will now begin transcoding your video file.



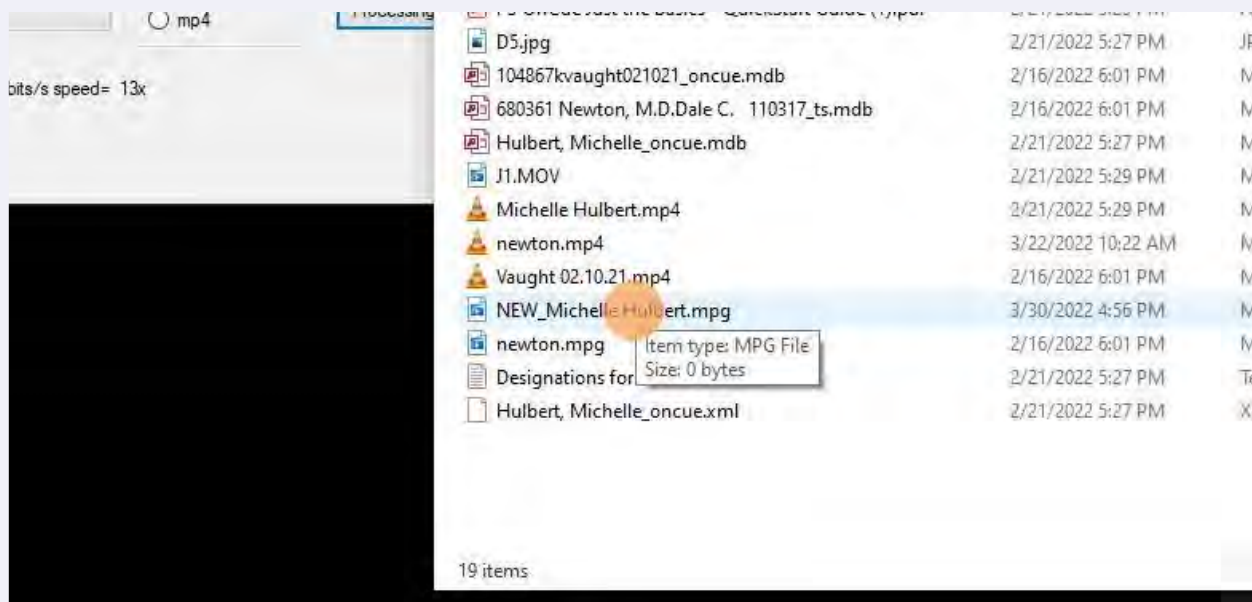
- 24 Click "File Explorer"



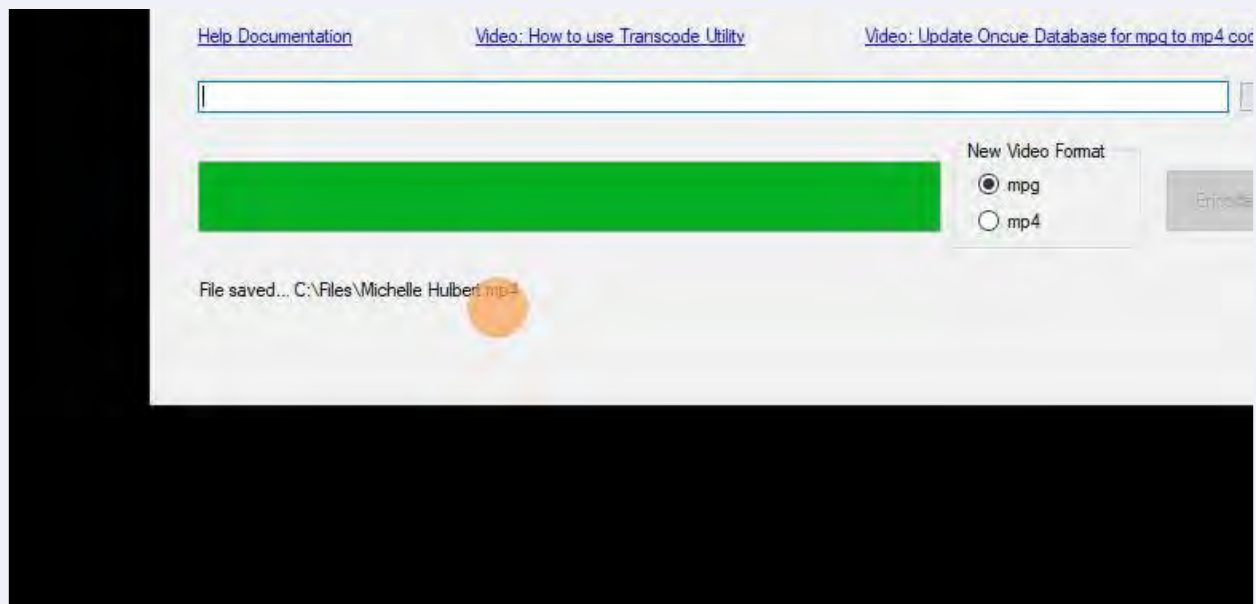
25 Navigate back to where the file was that you are transcoding.



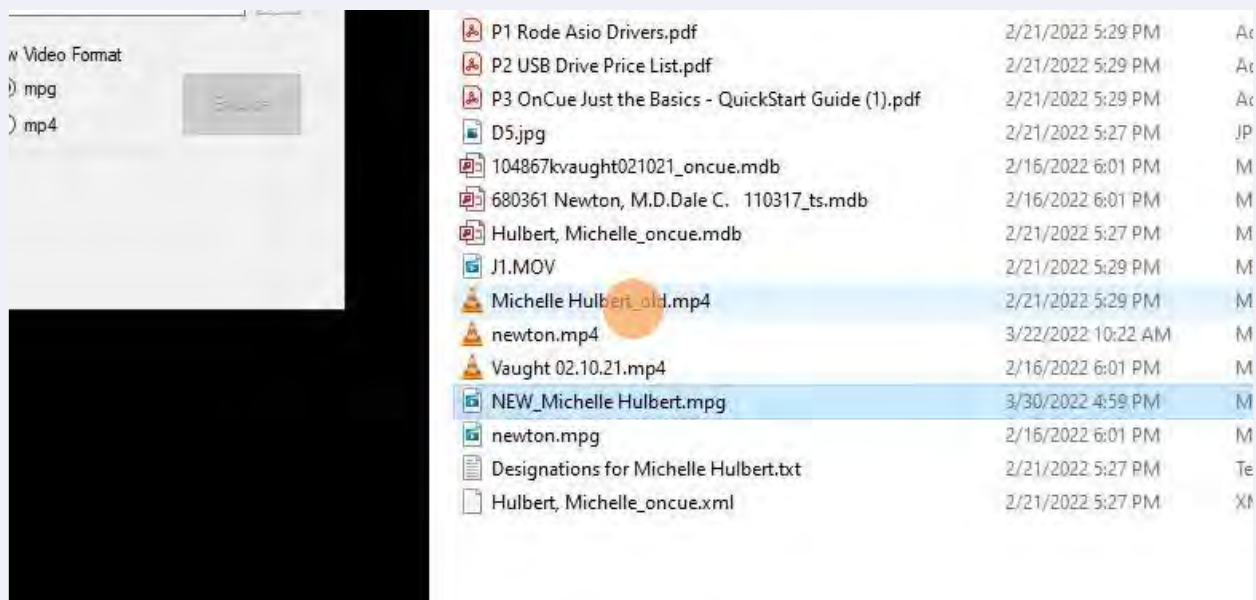
26 You will now see a new MPEG file is being created from the MP4



27 Once complete you will see that the file has been saved.



28 You can see the MP4 now has the name _old and the MPG 1 file has the file name NEW_....simply remove the NEW and add it to your OnCue Case and make sure you update your database to point to an MPG instead of MP4.

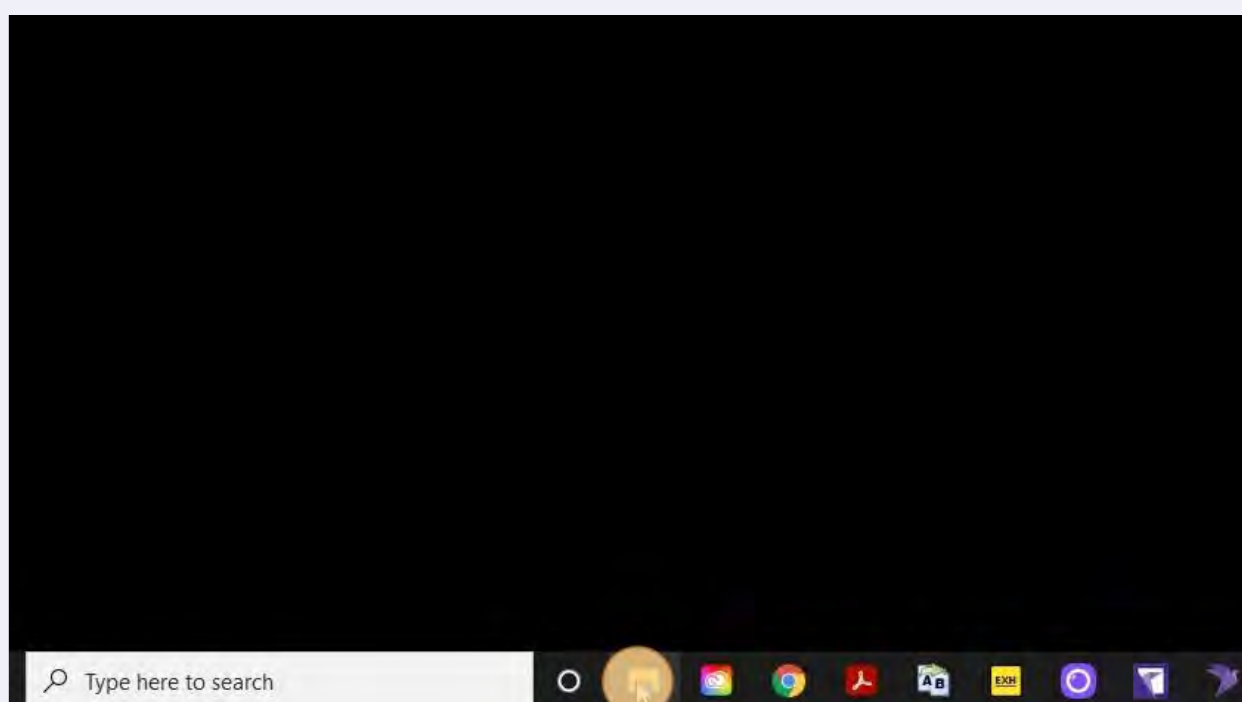


Change the pointer in OnCue when you go from mpg to mp4 or vice-versa.

1

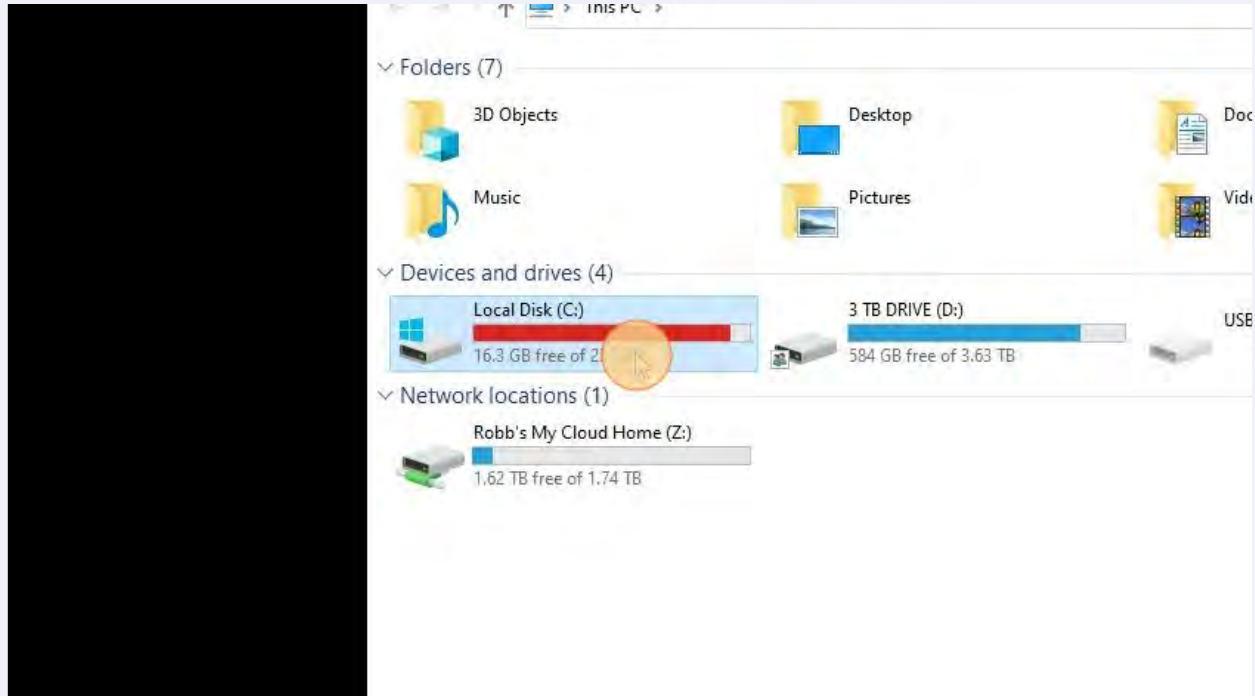
So you have decided to use a new file type in OnCue for video. OnCue is looking for an MPEG 1 but you have now converted to an MP4 file and need OnCue to recognize it. Not to worry. The following steps will allow you to tell OnCue what to do.

With OnCue closed, navigate to your case folder.

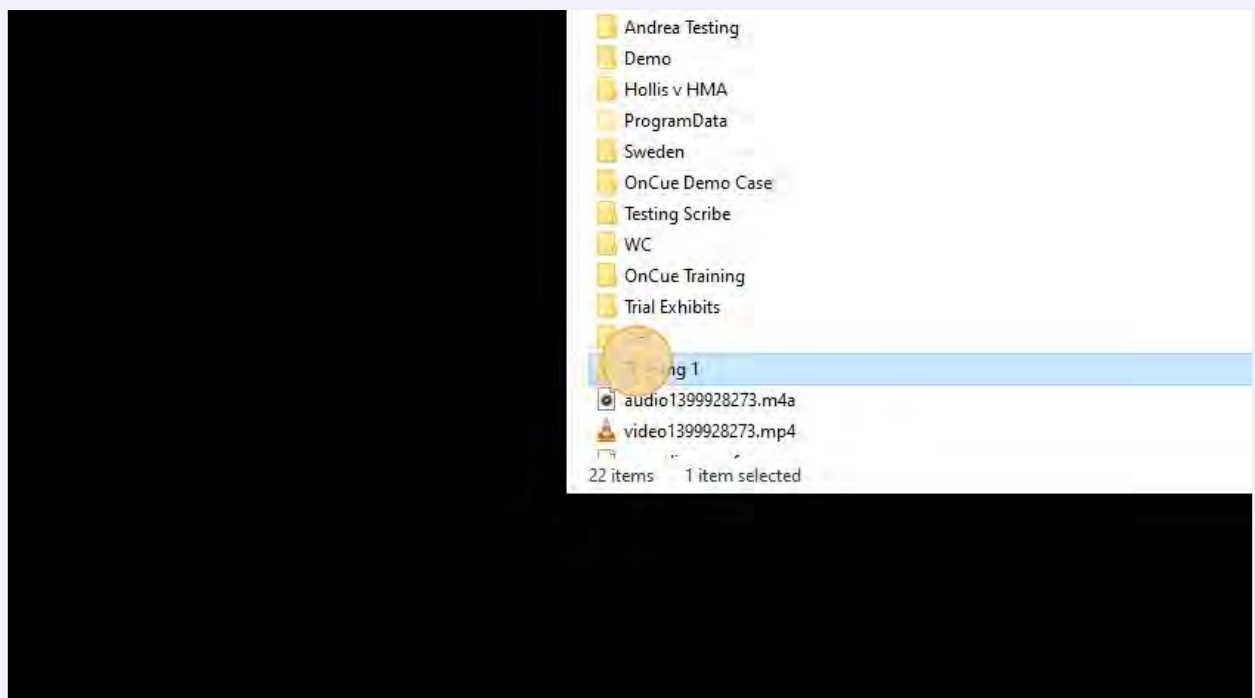


Heads Up! Remember to put your new MP4 file in the `_syncdvideos` folder in your case. If it is not there, OnCue will not find it.

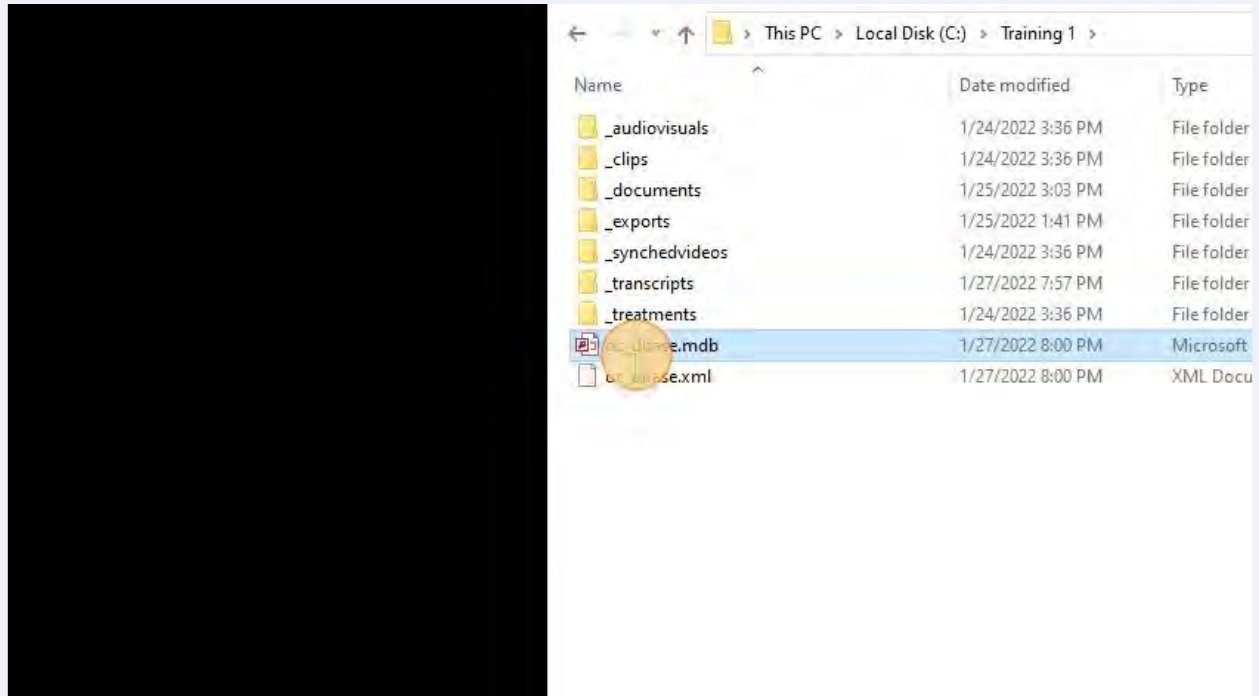
- 2 Double-click here: This case folder is in the C drive



- 3 Double-click here: Our case is called Training 1

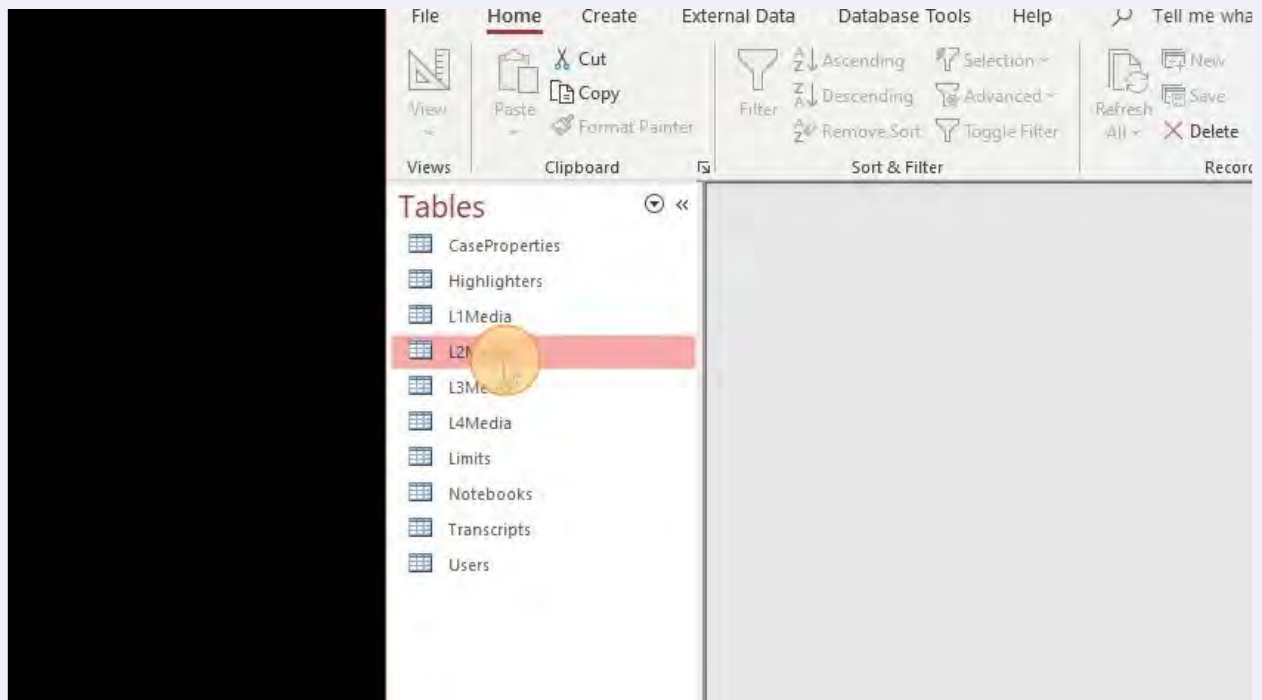


4 Double-click here: Open the oc_dbase.mdb file.

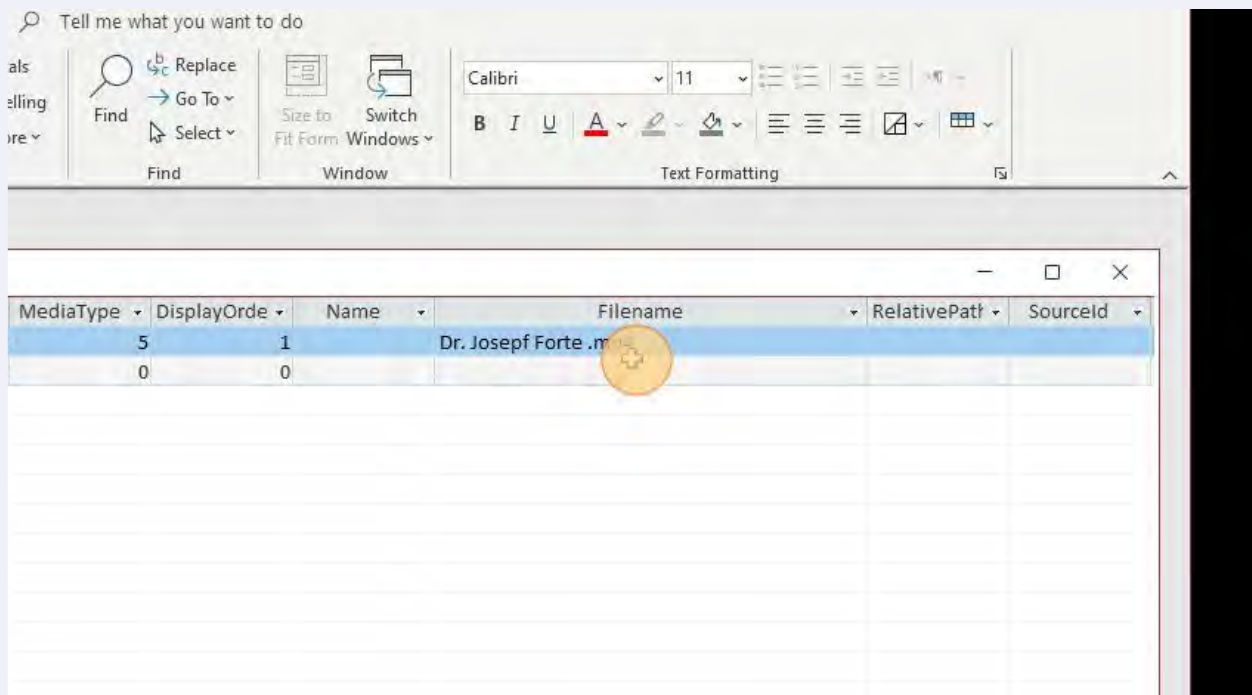


Heads Up! If you see oc_dbase.mdb twice and one of them has a lock sign in the icon, it means you have closed OnCue.

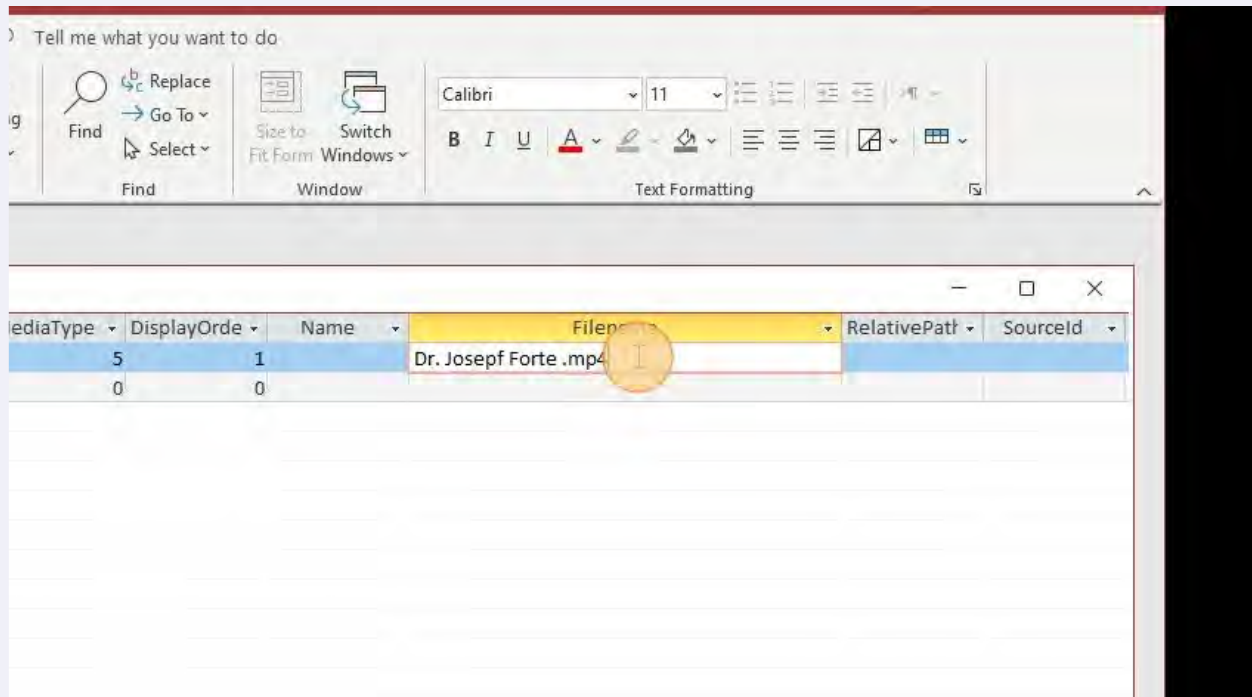
5 Double-click here: Open the L2 media table



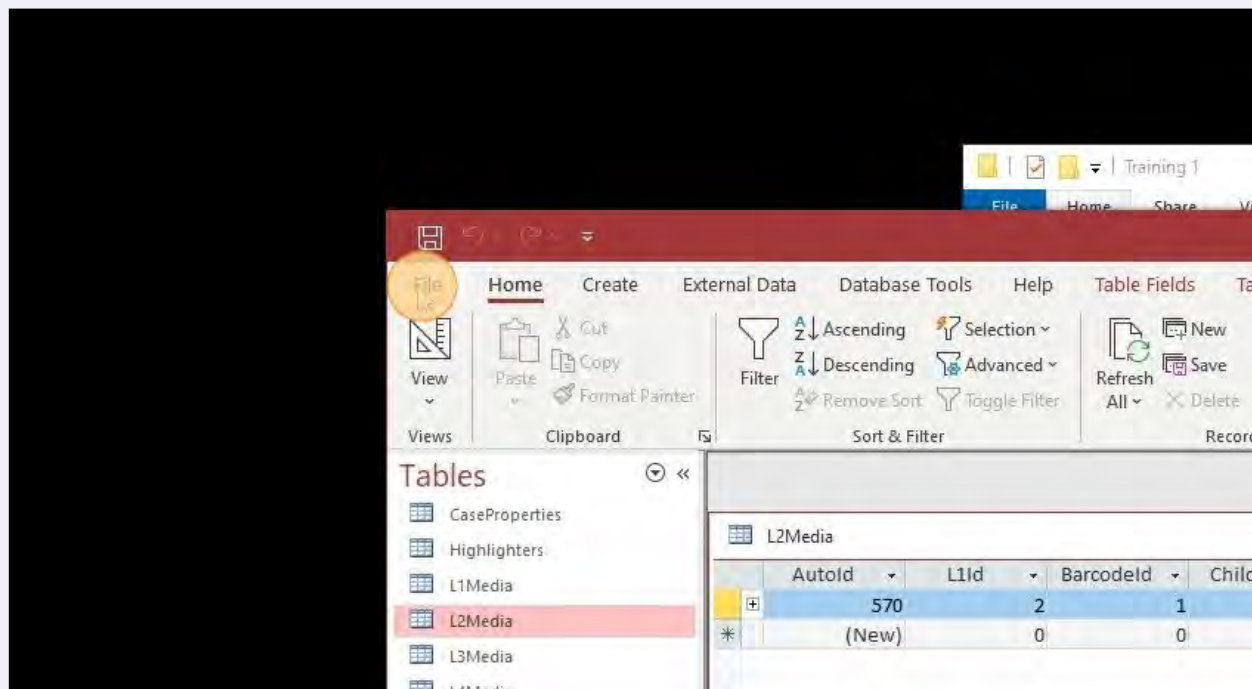
6 Click here: Expand the Filename column and change the extension from .mpg to .mp4

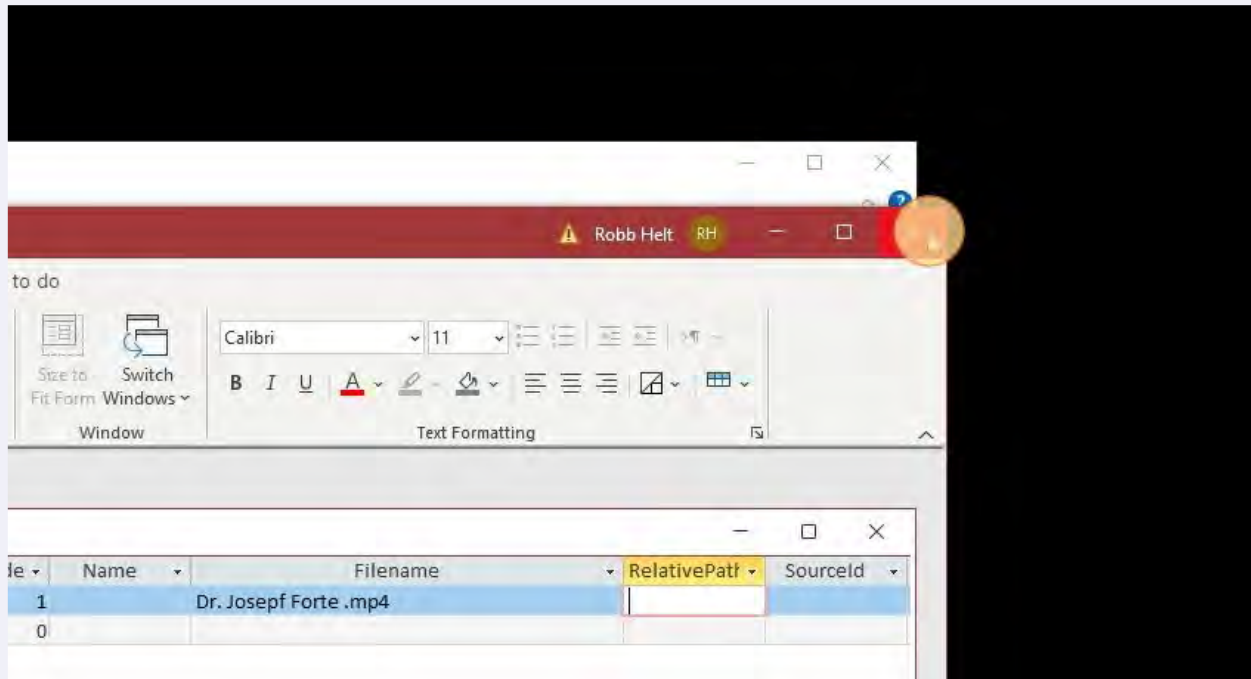
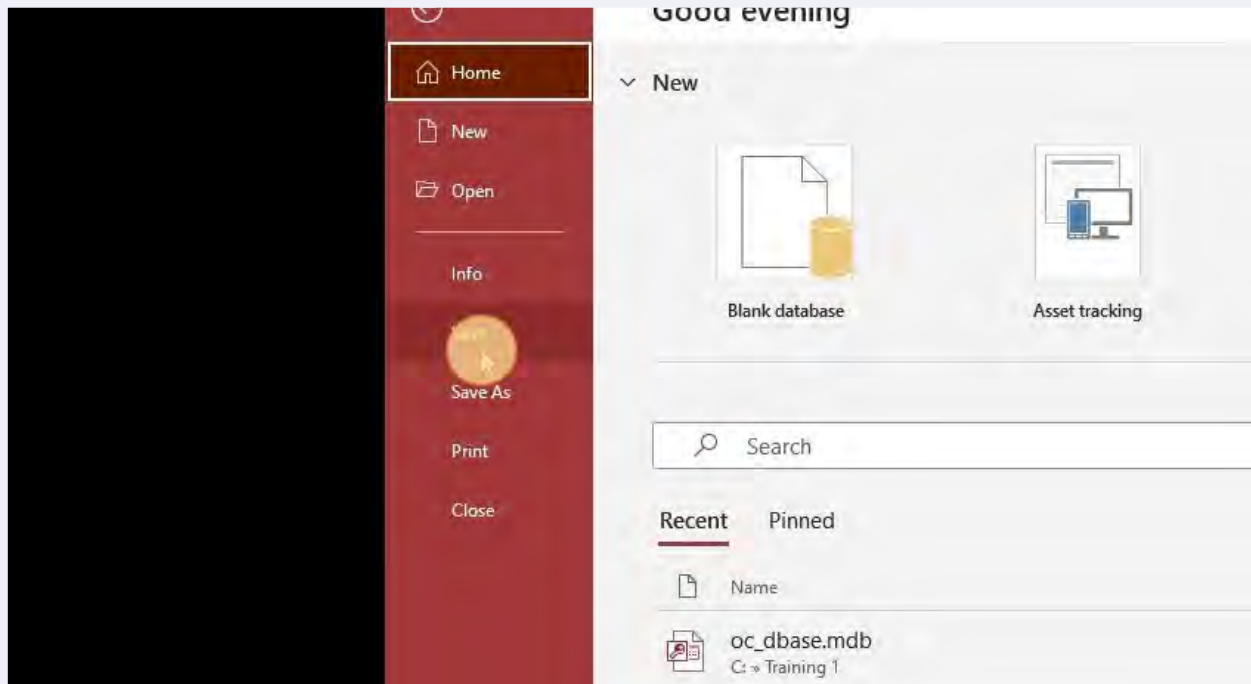


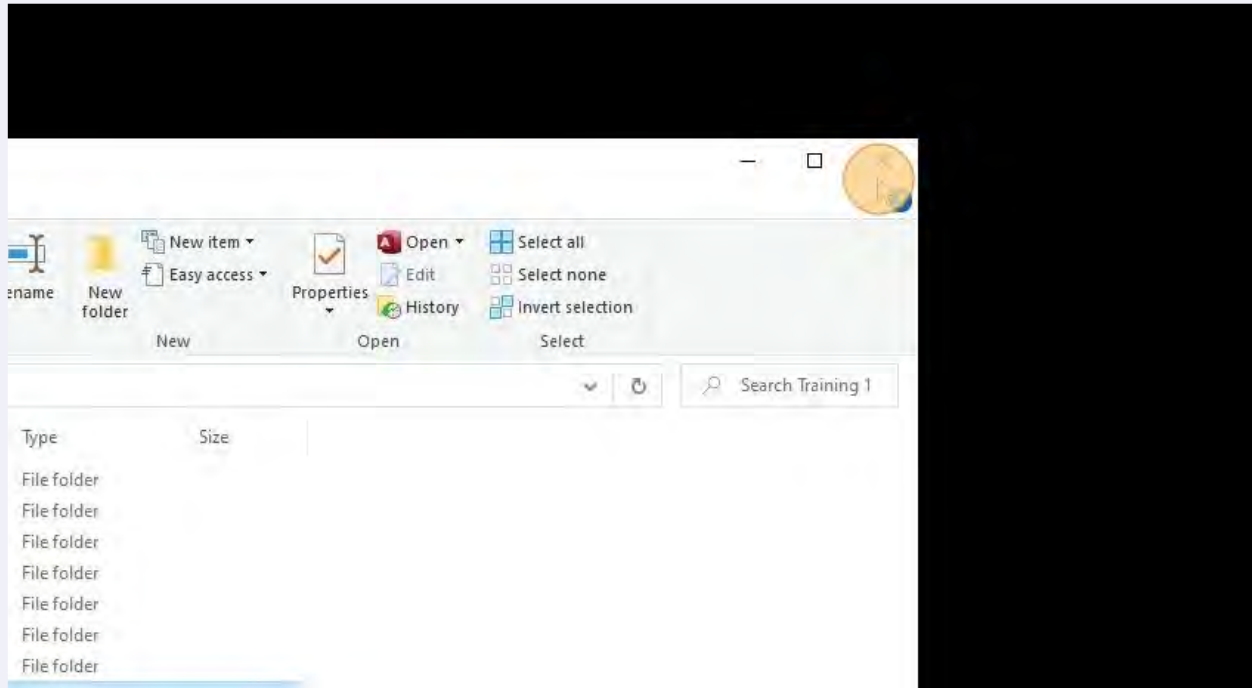
7 Click here: Press Enter to save that in there.



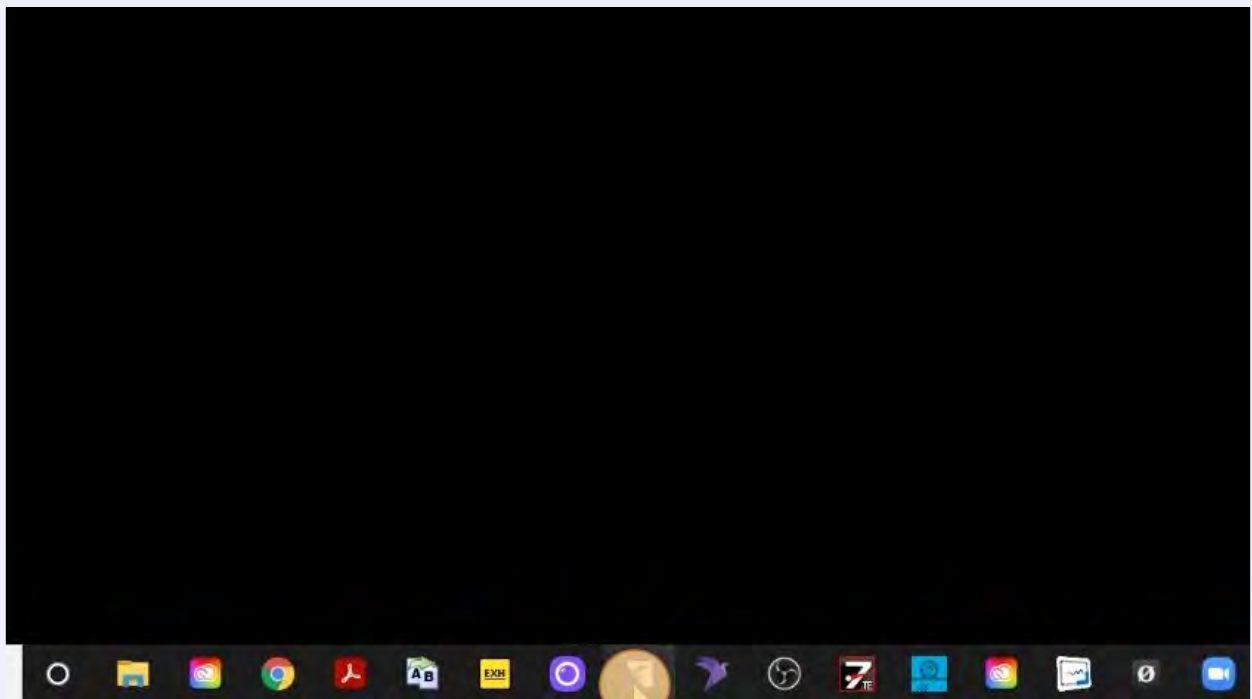
8 Click here: Go to File and choose SAVE
Click here:



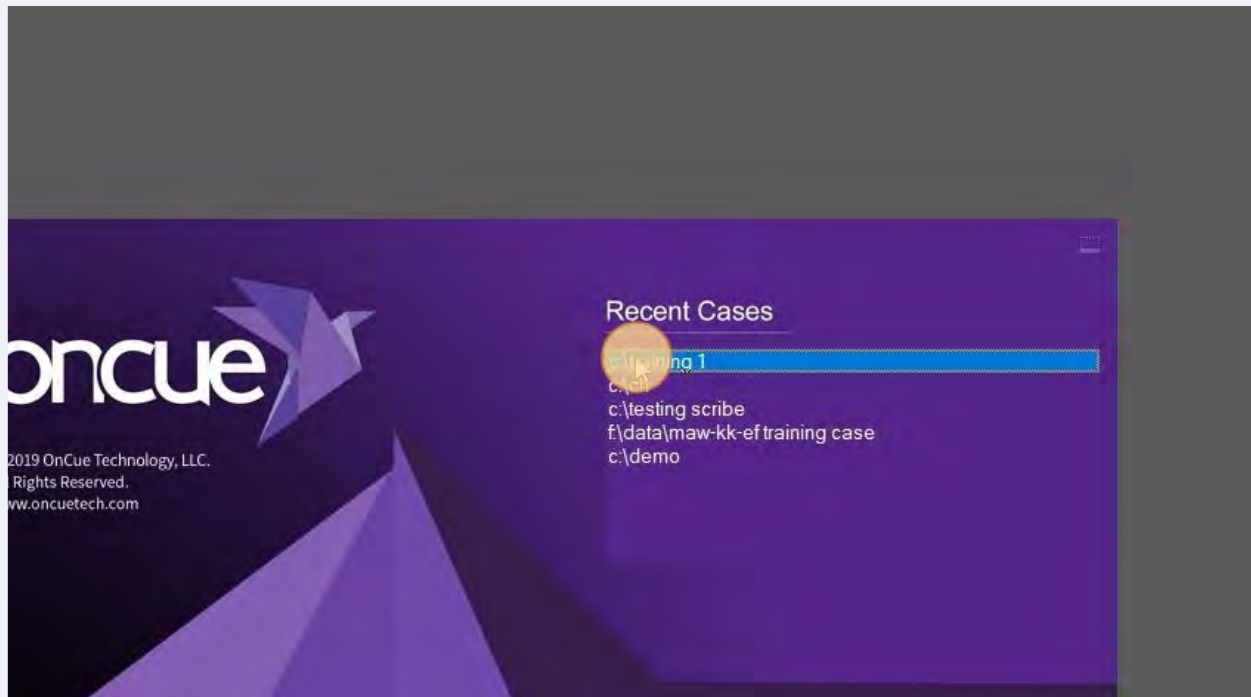




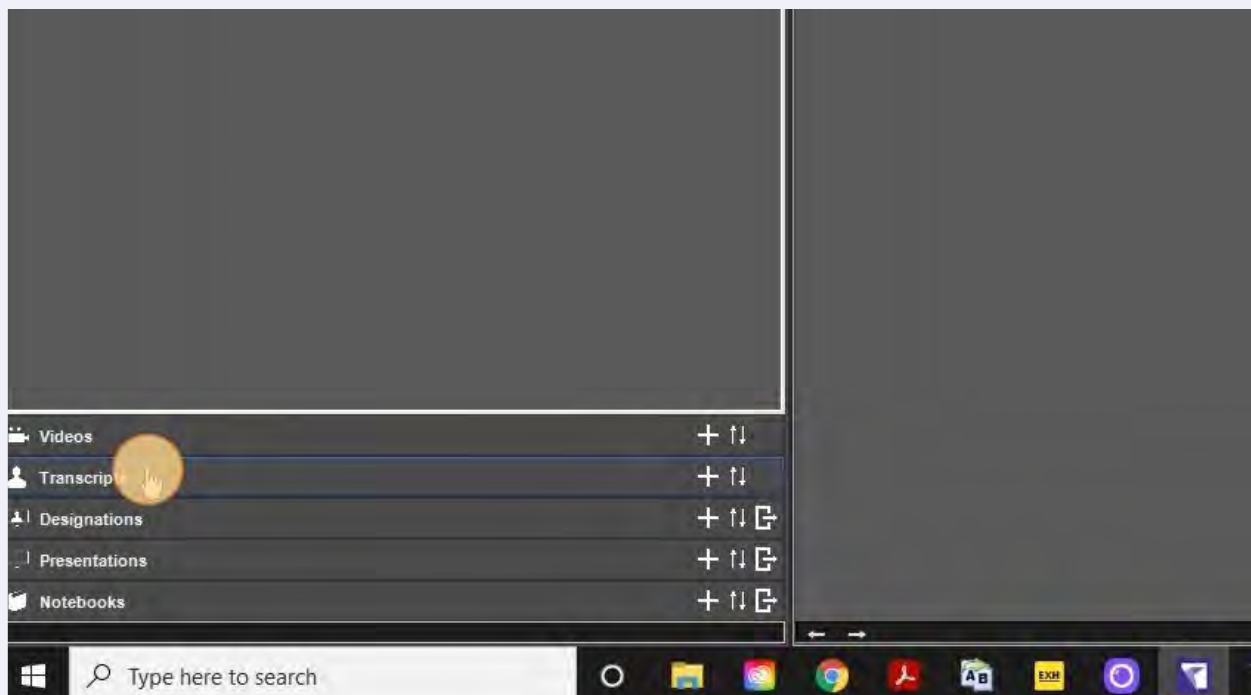
9 Click here: Open OnCue



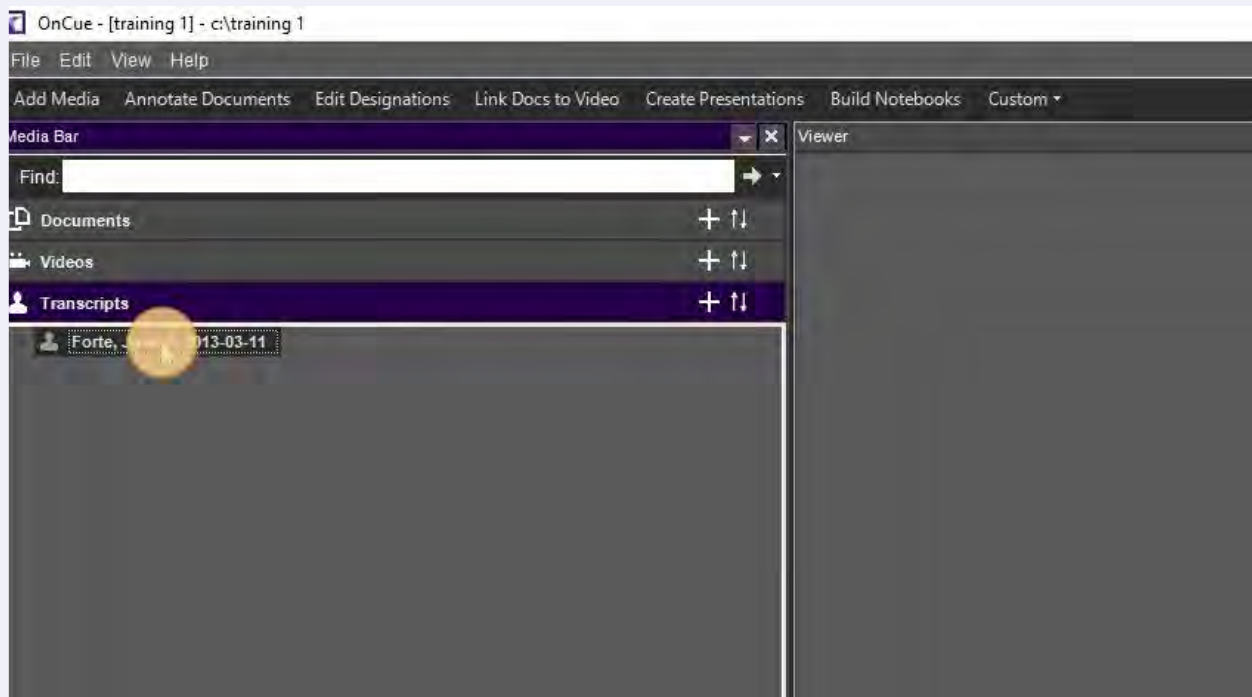
- 10 Double-click here: Open the case you were just in.



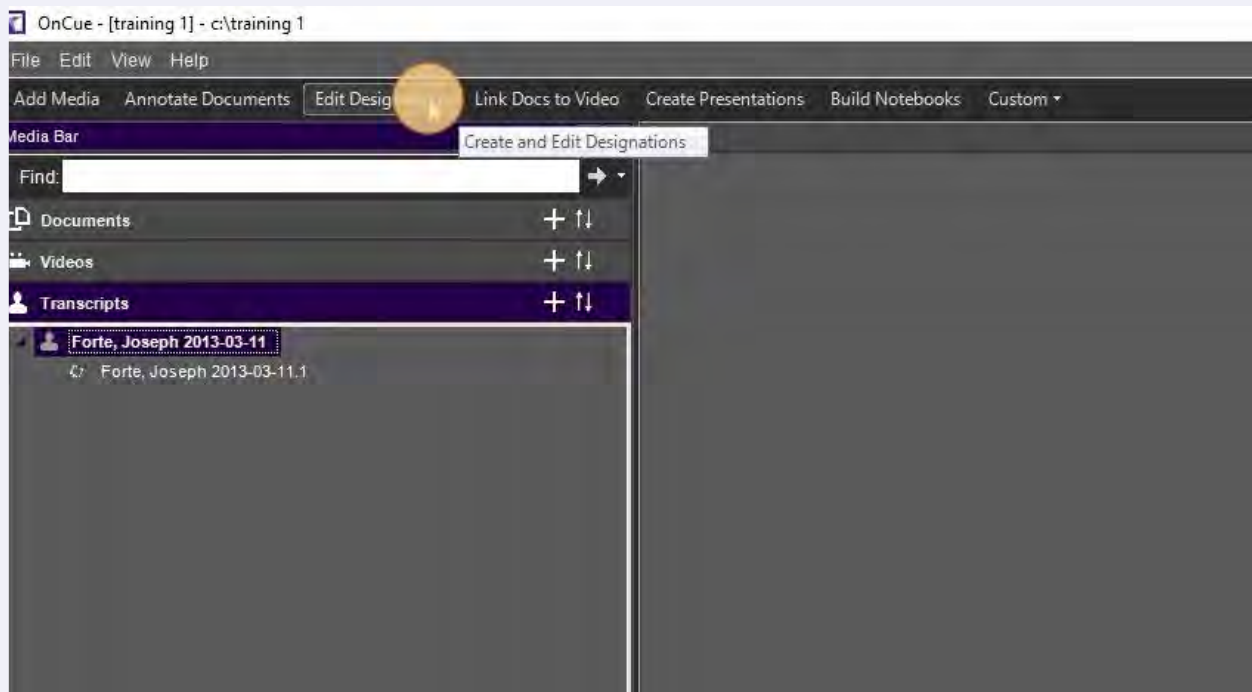
- 11 Click here: Click Transcripts



12 Double-click here: Select your transcript that you just changed.



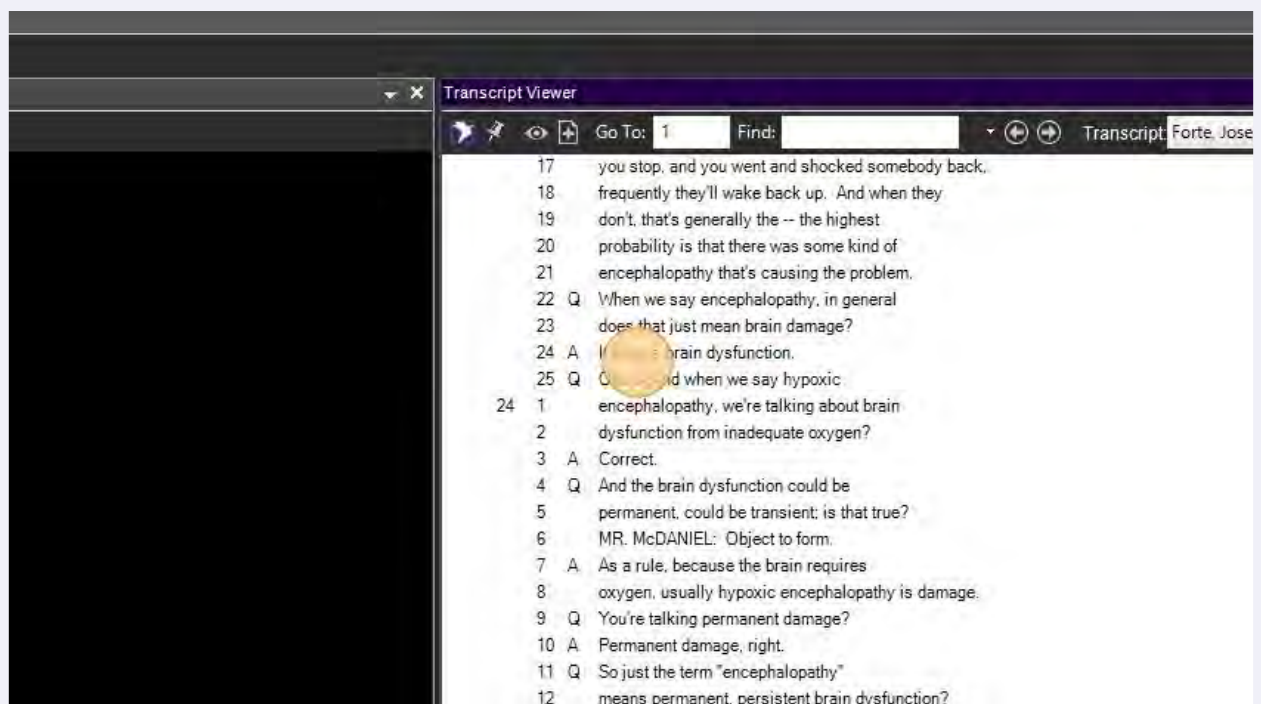
13 Click here: Click on Edit Designations in the Workflow Ribbon



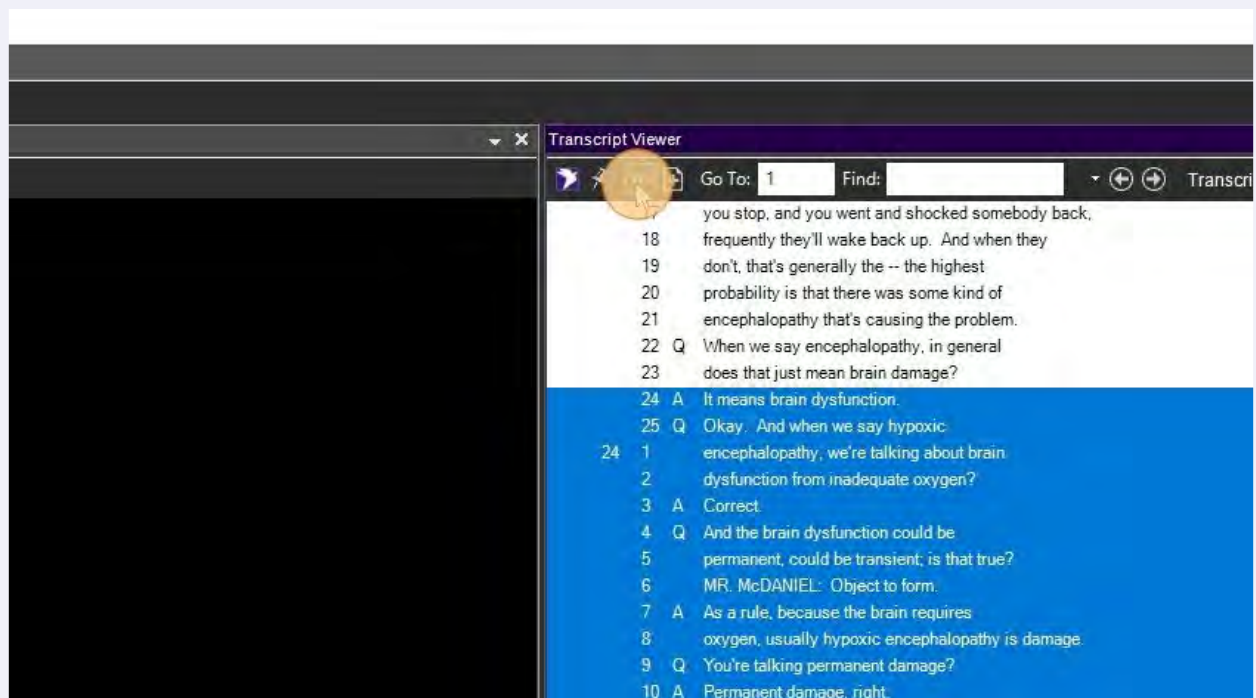
- 14 Click here: Make sure your transcript shows up in the transcript viewer



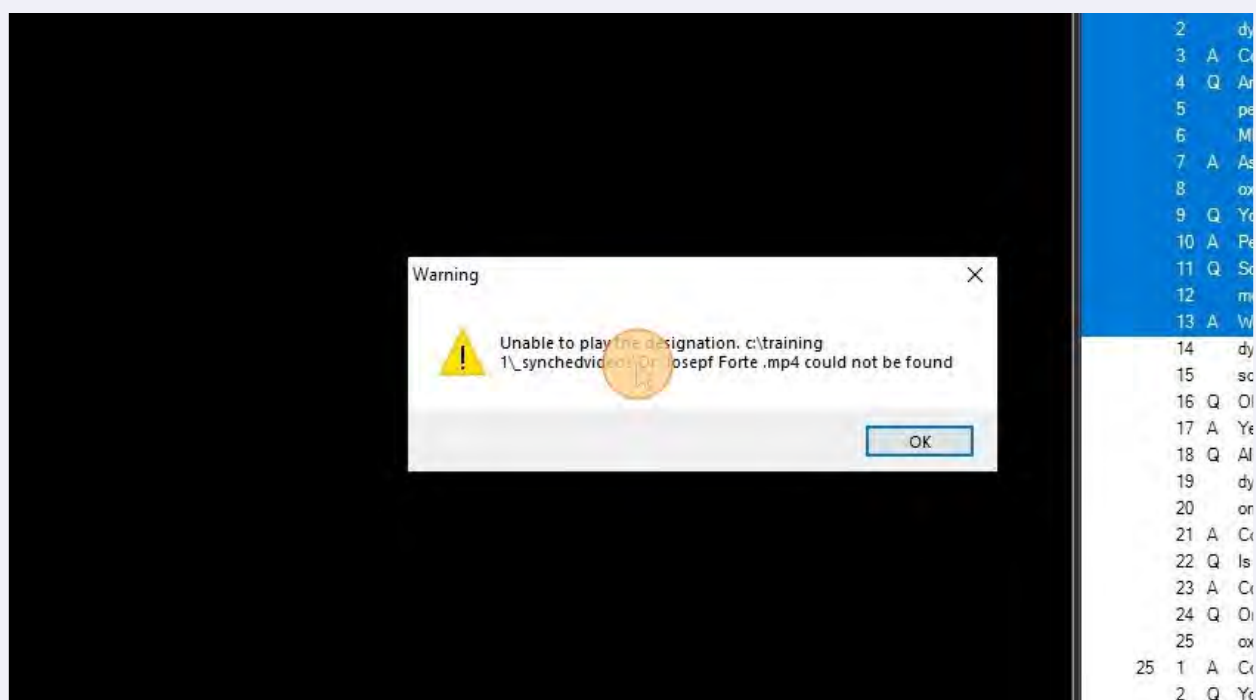
- 15 Click here: Scroll down and select some of the text in the deposition.



16 Click here: Click the Eyeball Preview Button



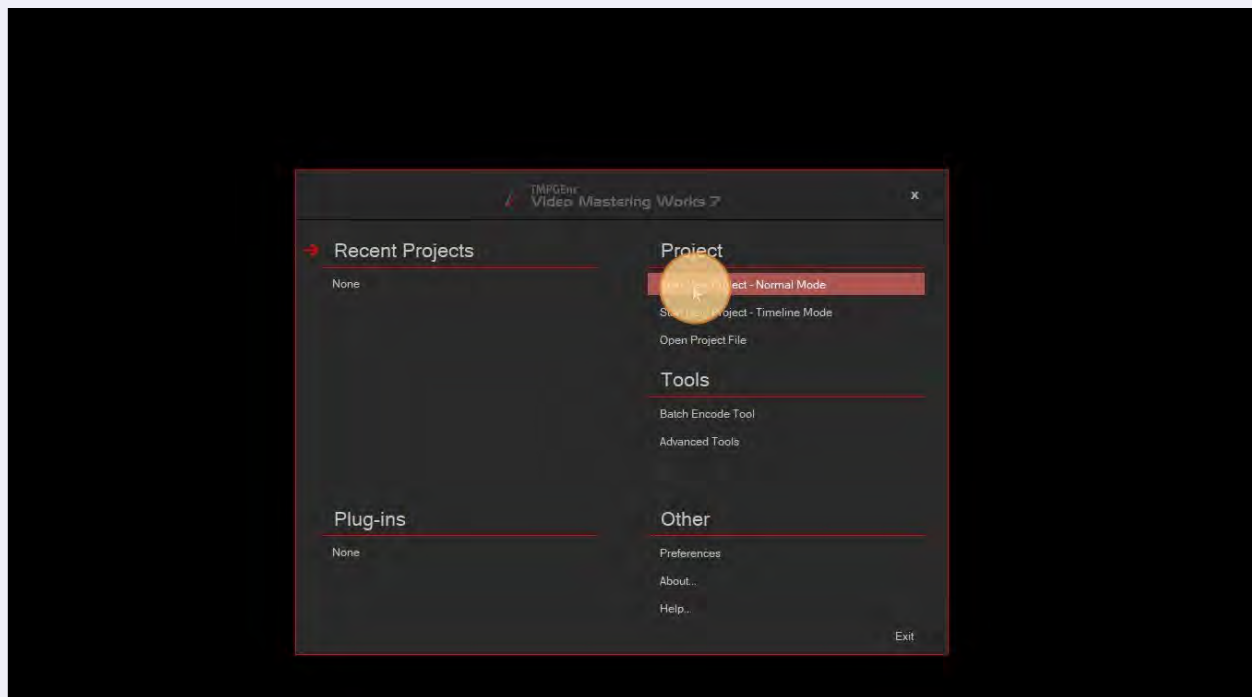
17 Click here: Your video should now play if everything is correct. However, we do not have that file in our _synchedvideos folder and so if you see this, make sure your file is in there. NOTICE that it is now looking for an MP4 and not an .MPG



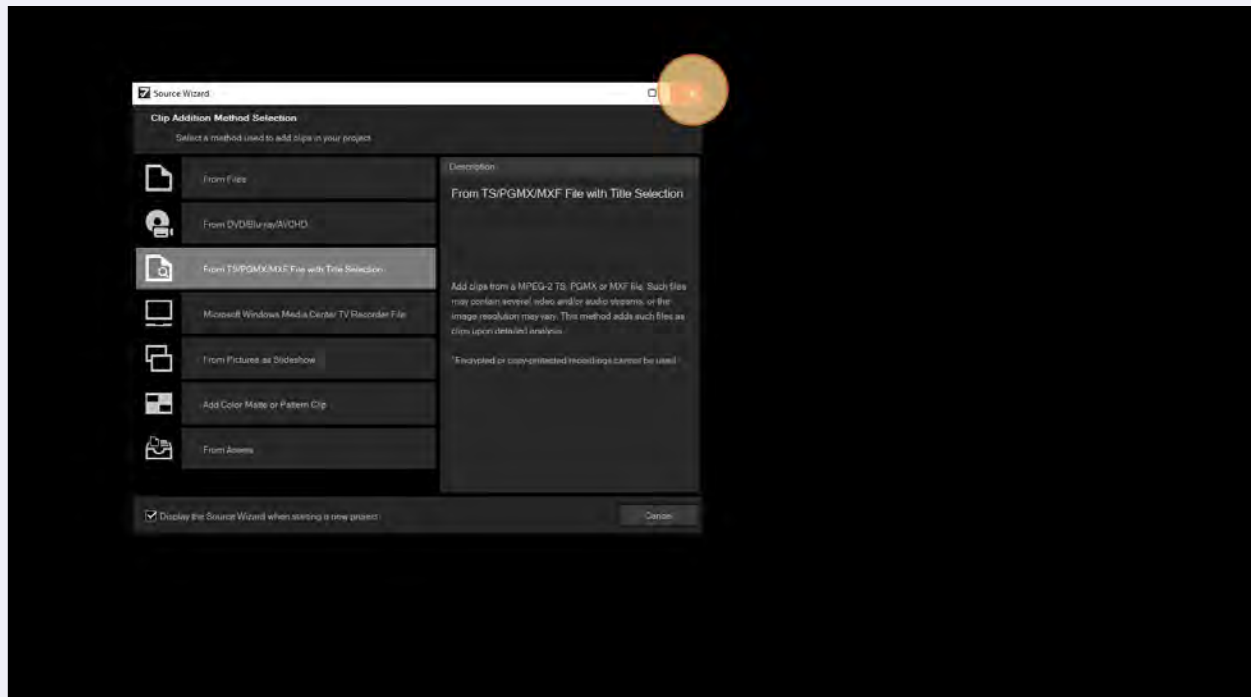
MPEG 2 to MPEG 1 Re-Encode



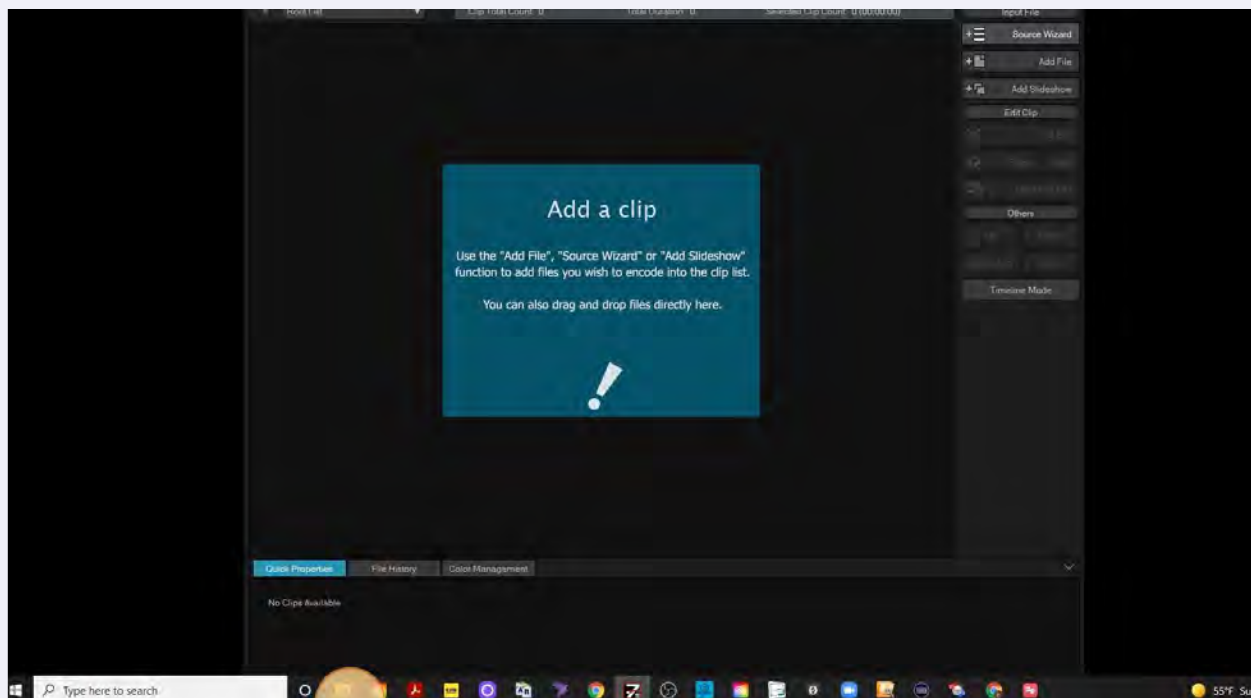
- 1 Click here: Start a new project in TMPGE VMW 7



- 2 Click here: Close the first pop up as we will add the file or files manually.

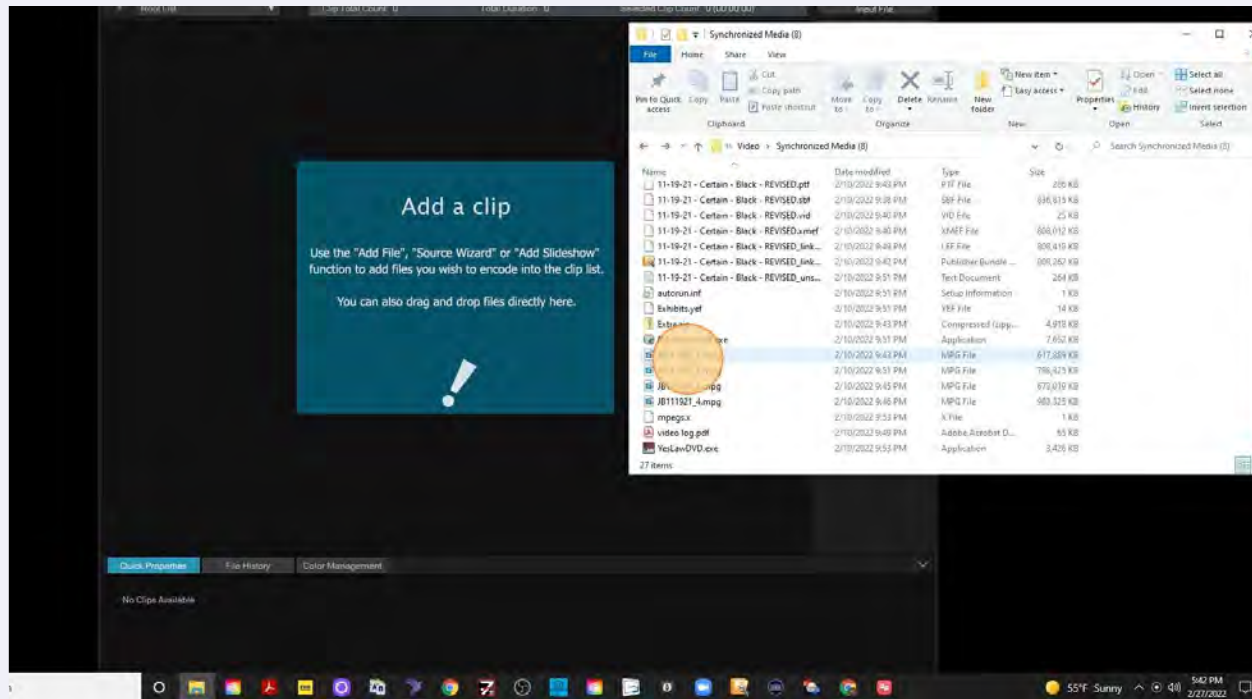


- 3 This is the window you should be on.



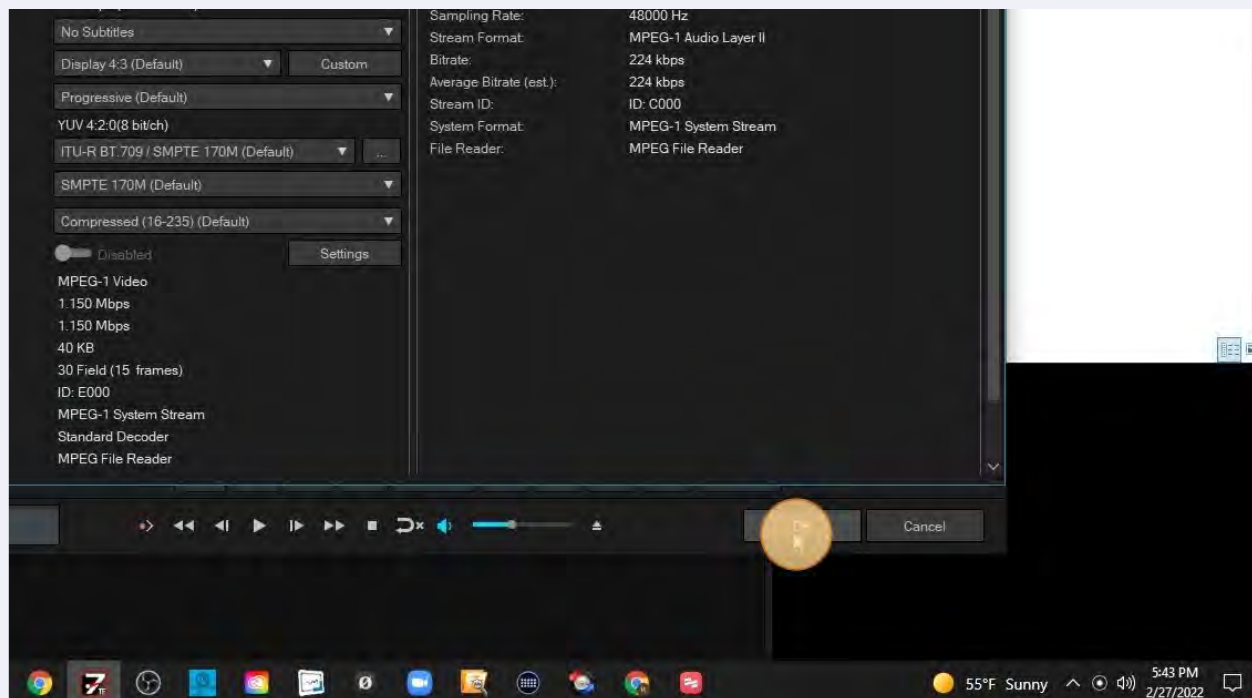
4

On your computer, find the MPEG file that you need to convert. Then you will drag and drop it onto the window that says "Add a clip"

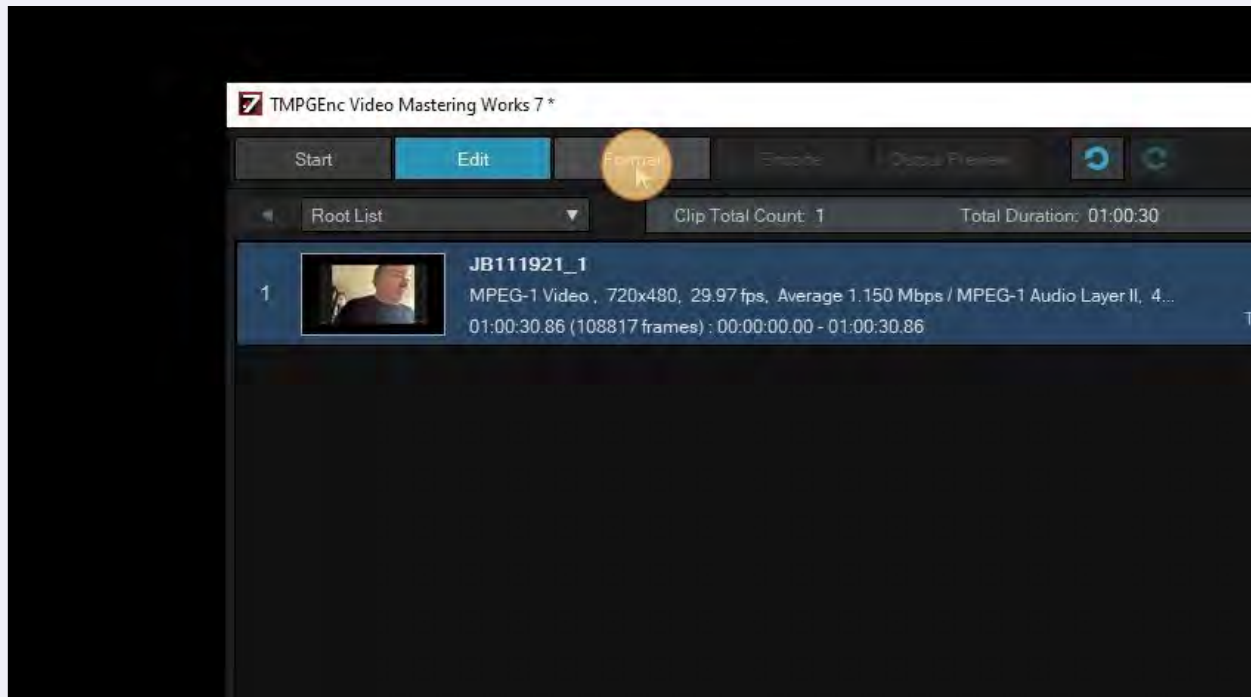


5

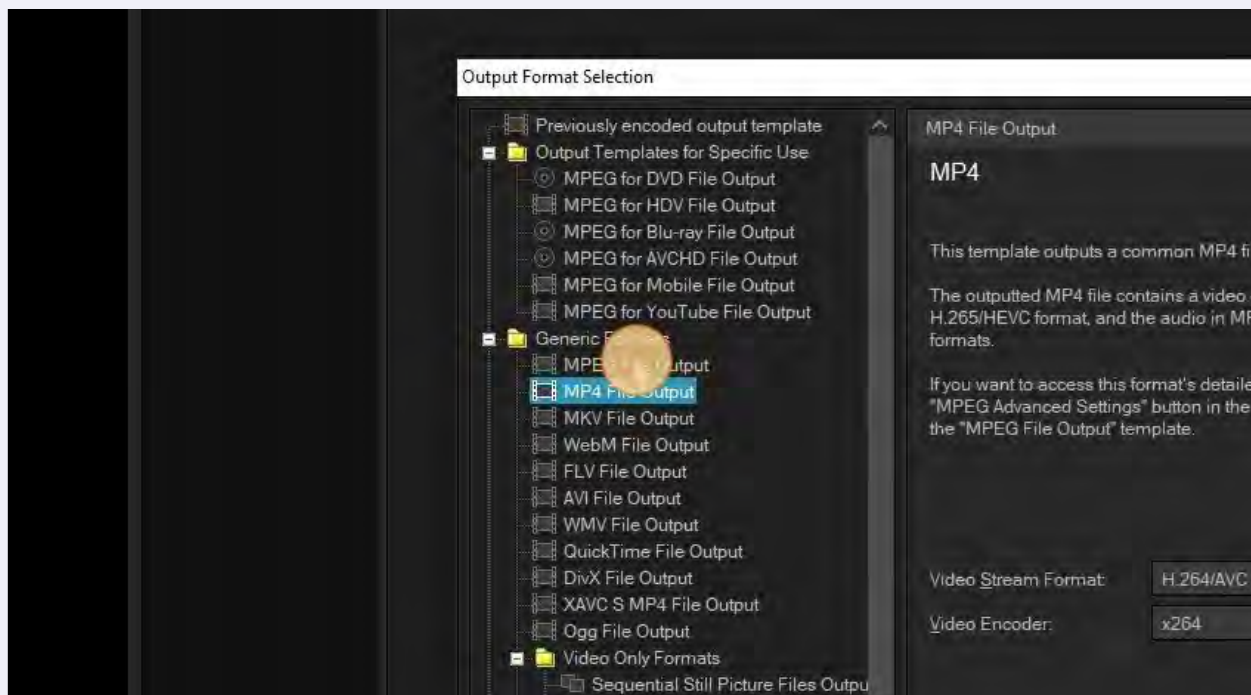
When the edit media window appears, simply click OK as there is nothing to do here.



6 Click here: FORMAT

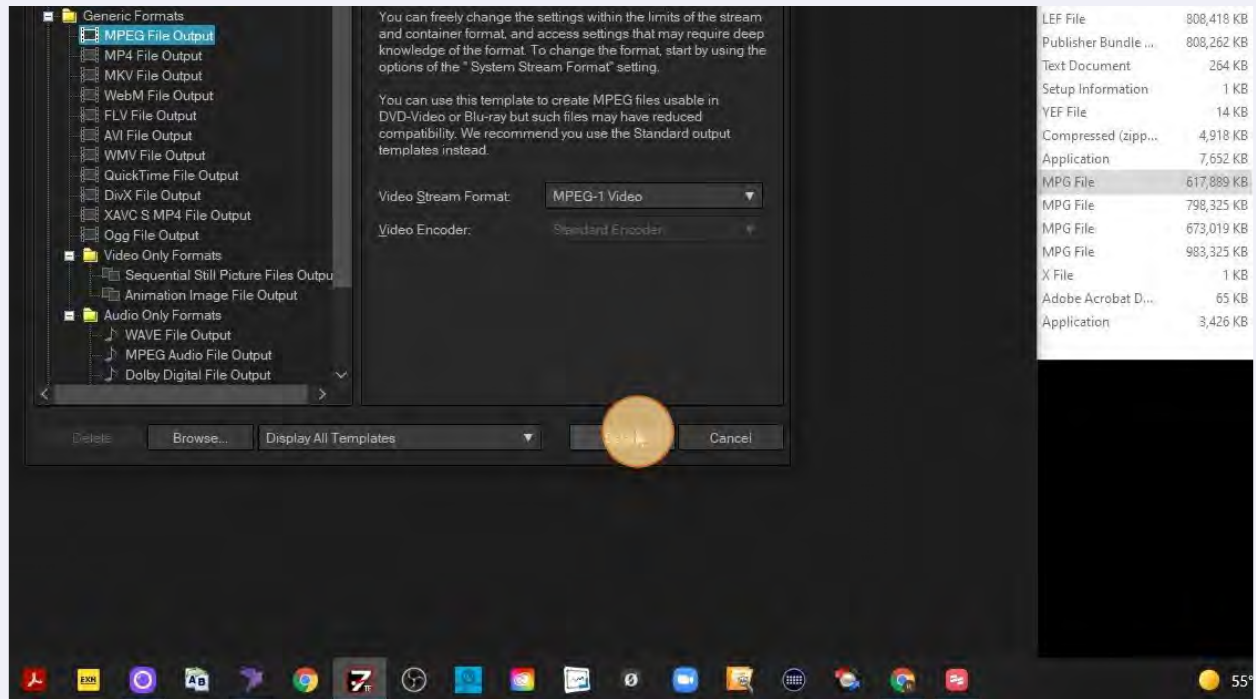


7 Click here: Choose MPEG File Output in the list.



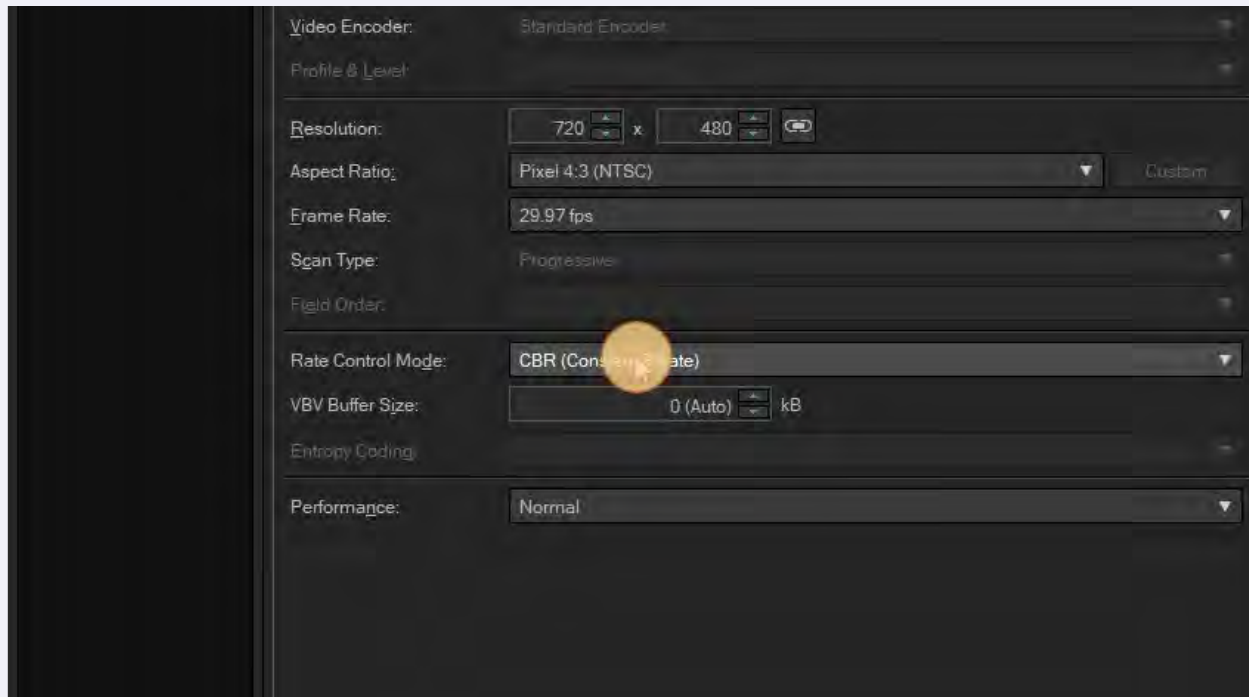
8

Click here: SELECT

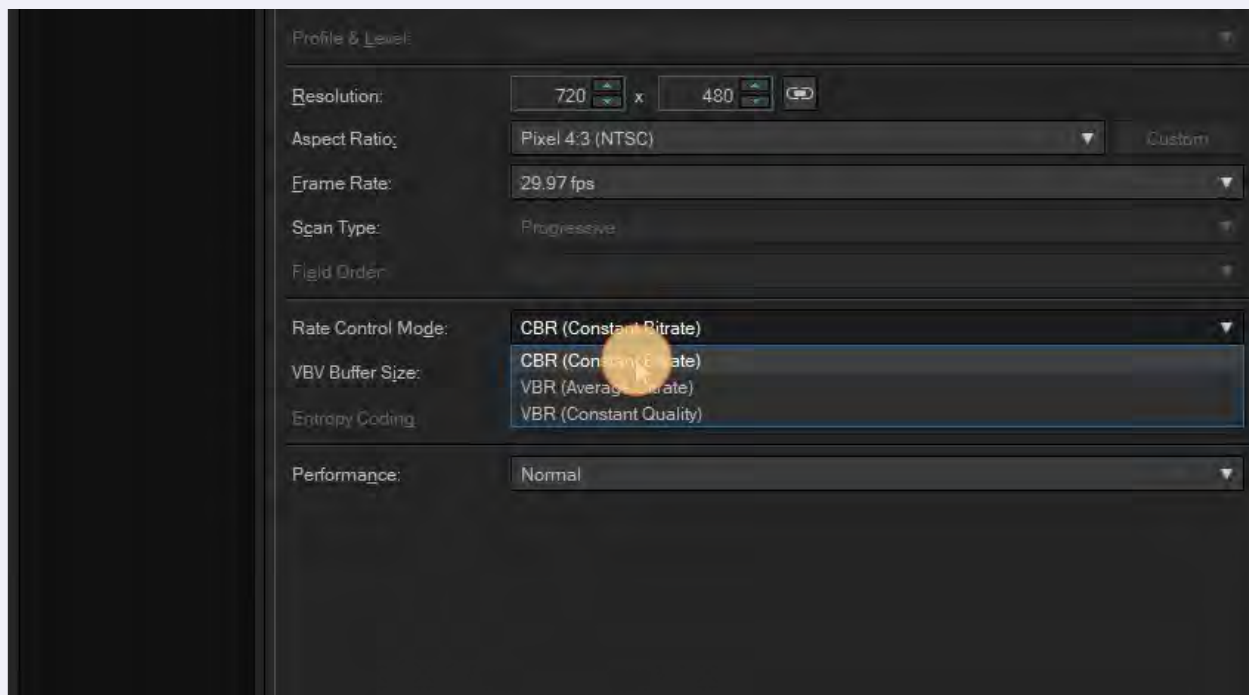


Alert! THE NEXT STEP IS IMPORTANT

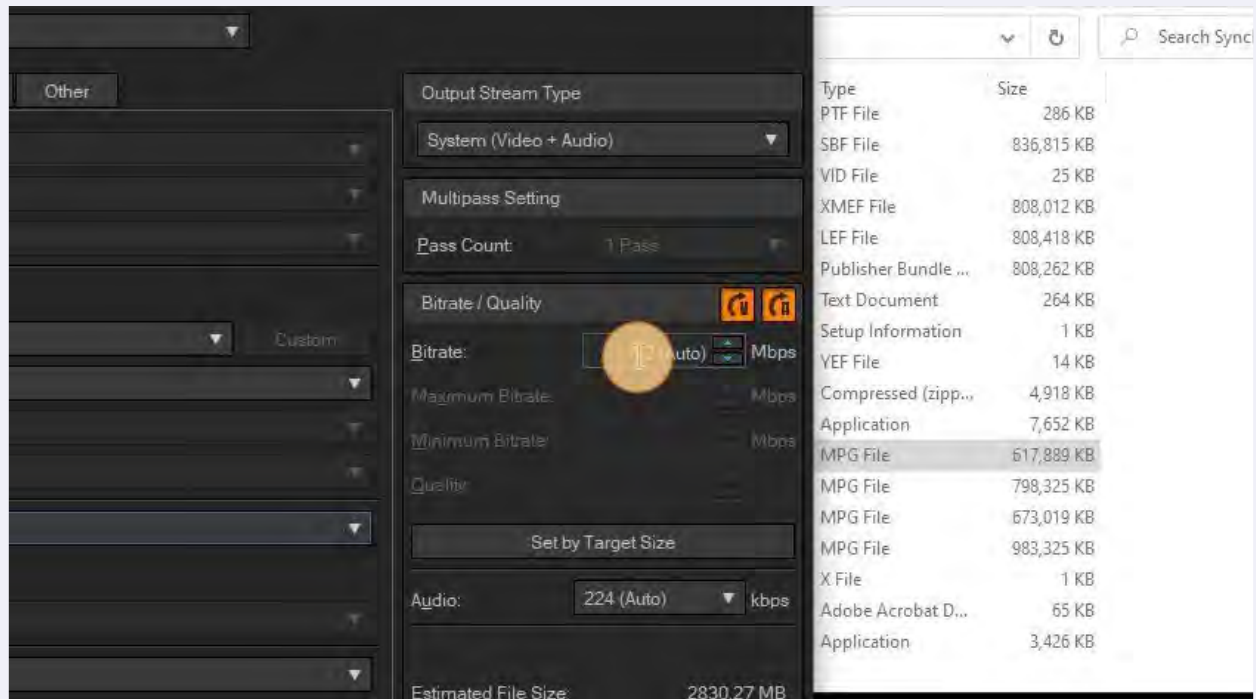
- 9 This is an important step. Choose CBR for rate control.



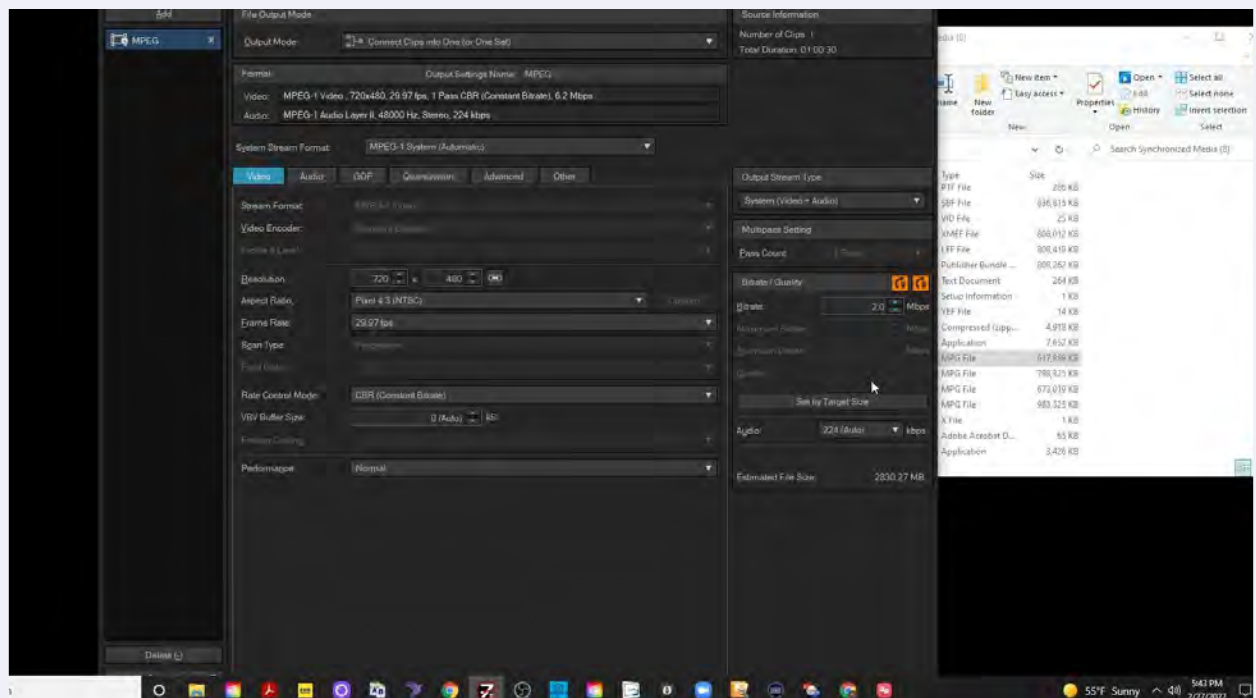
- 10 Click here:



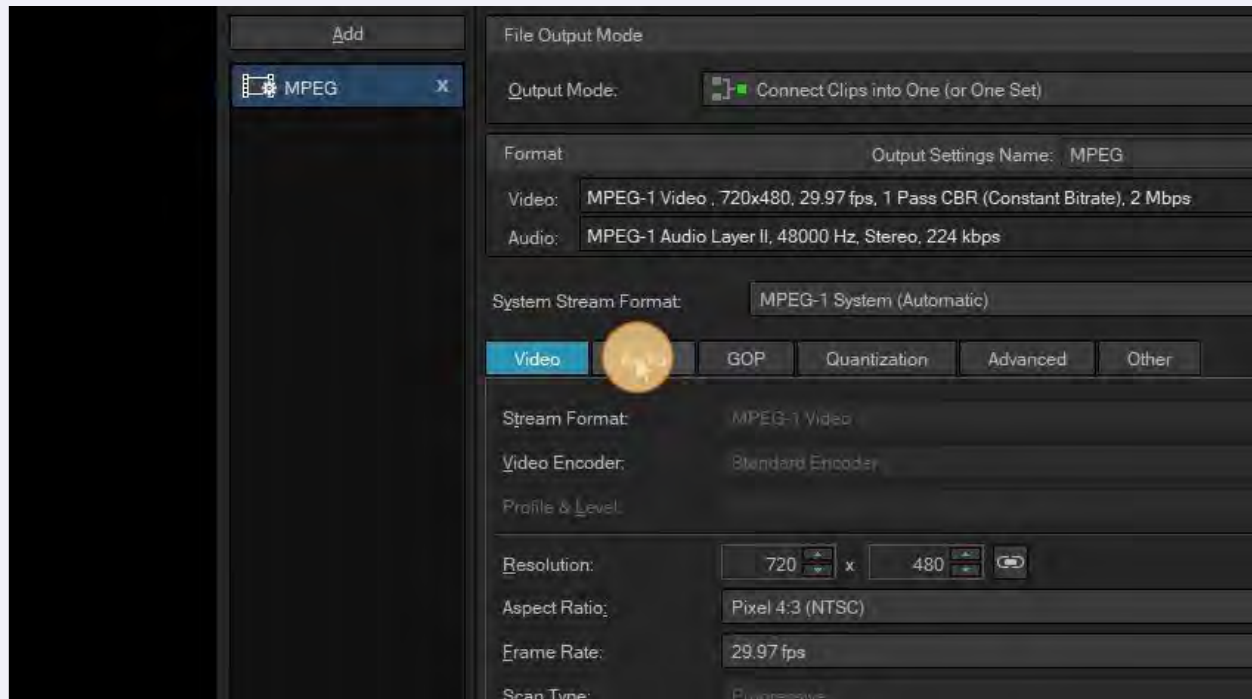
- 11 Click here: Type 2 into the bitrate line. A 2mbps is perfectly fine for MPEG 1 video



- 12 Type "2.0 [[enter]]"

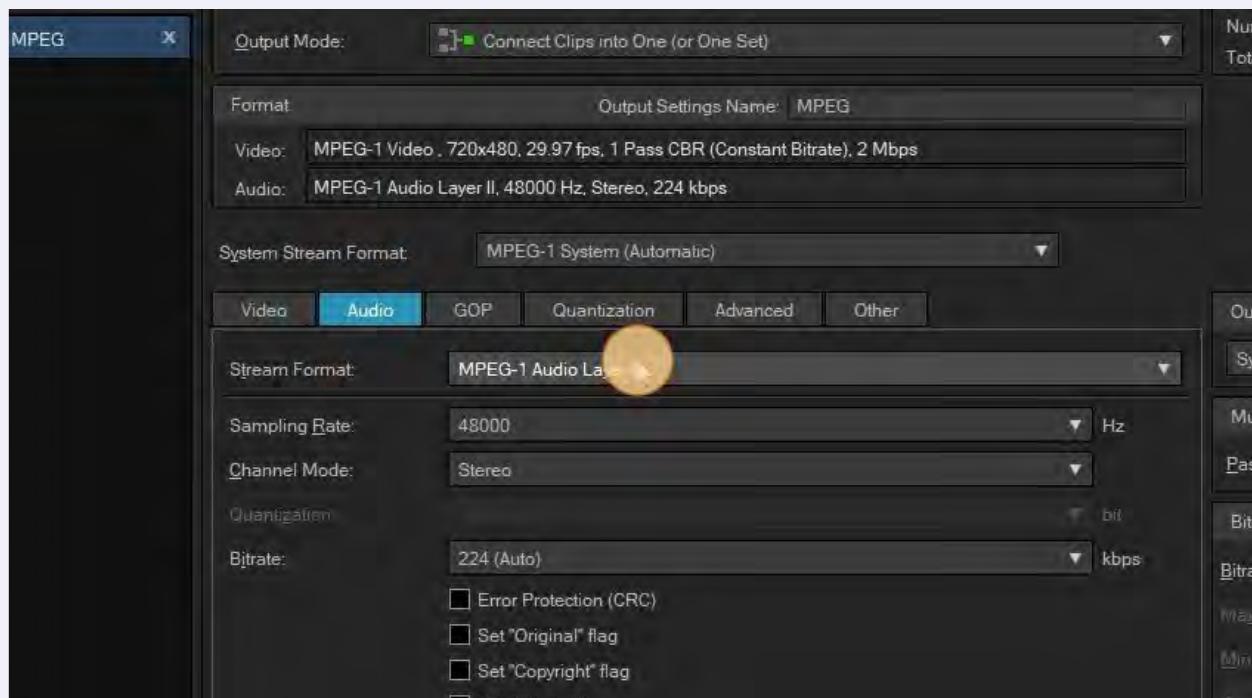


13 Click here: Click the audio tab.

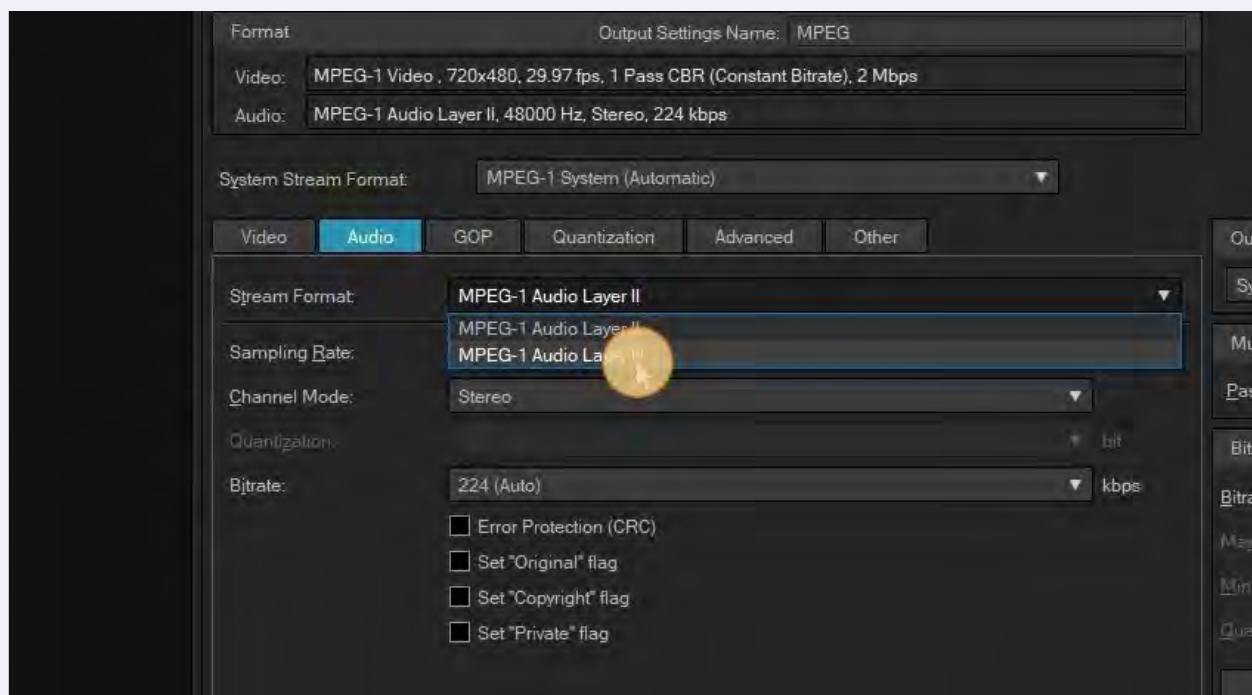


Alert! This is another IMPORTANT STEP

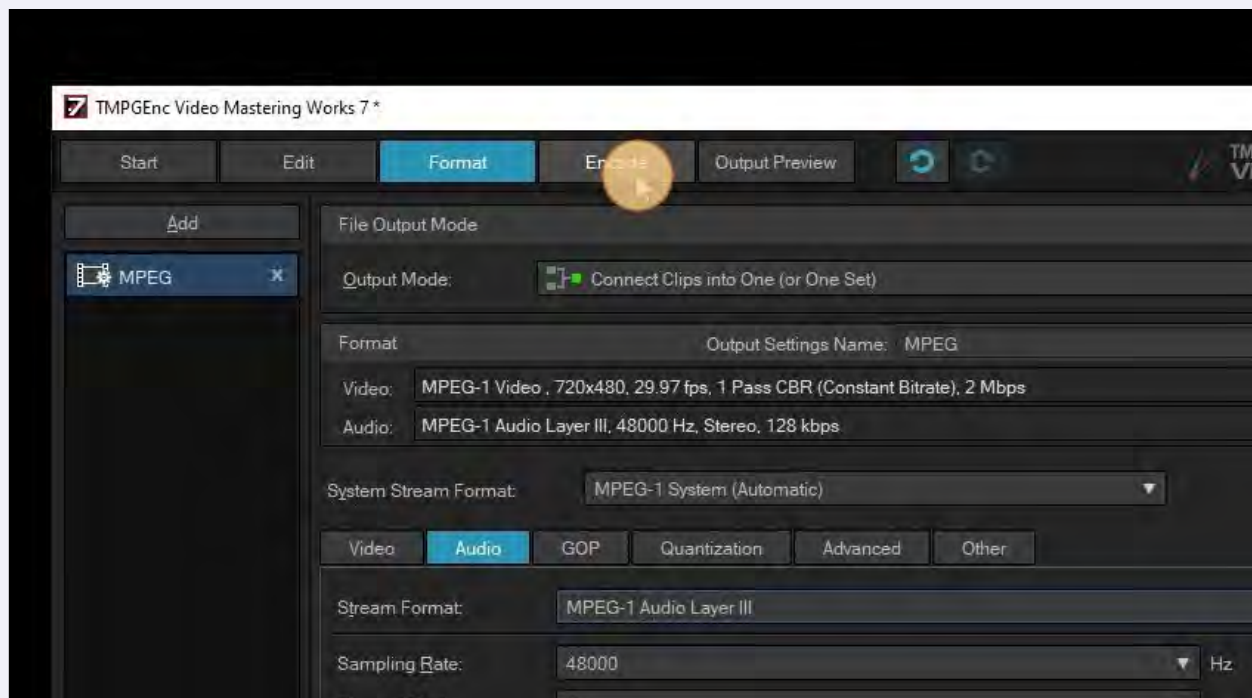
- 14 Click here: Change the audio stream format to MPEG-1 Audio Layer III



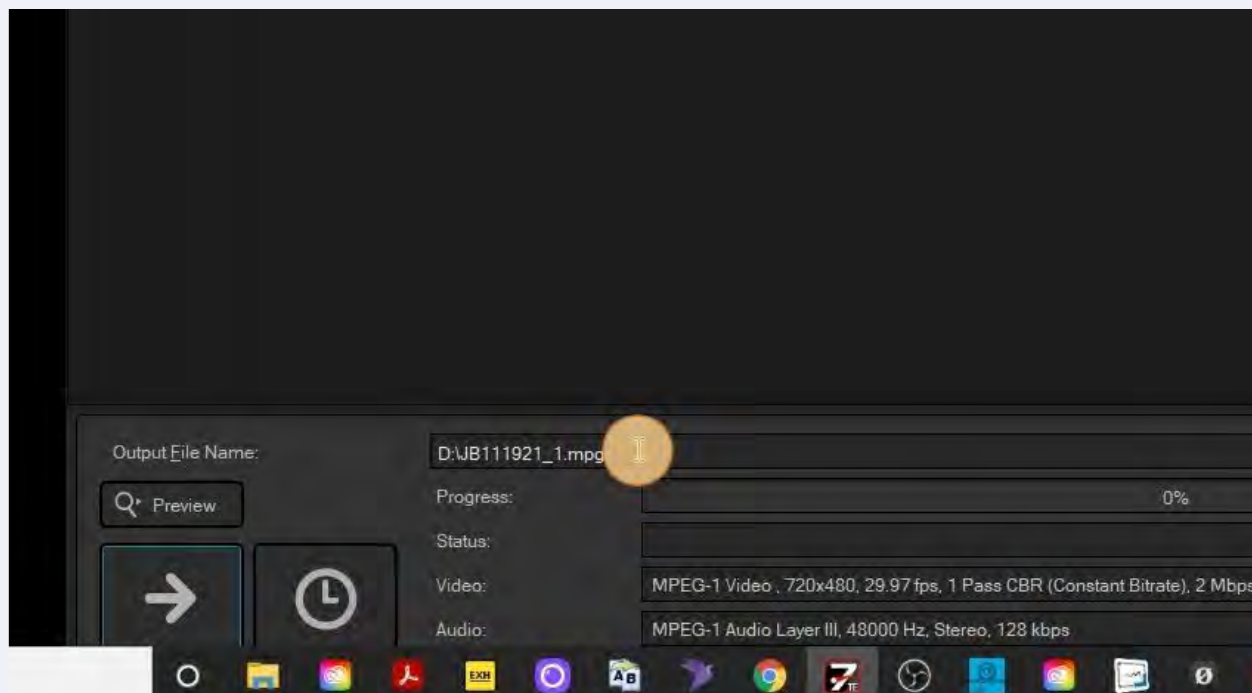
- 15 Click here:



16 Click here: Click Encode



17 Click here: Make sure the file name remains the same. DO NOT CHANGE the name of the file.



- 18 Click here: Click Start and let TMPGE begin and work through the encode process.

