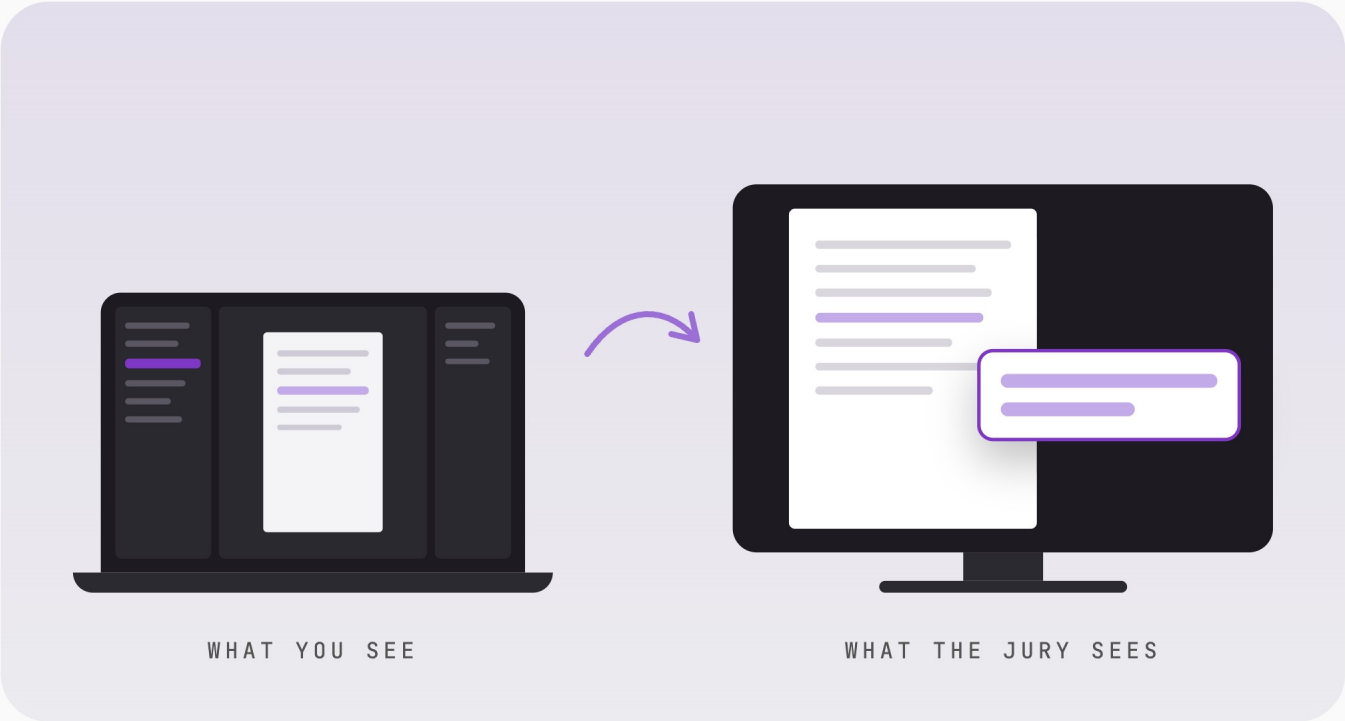
✦ GETTING STARTED GUIDE · PART 1

Your first day with OnCue

Install OnCue, build your first case, and present an exhibit on screen.



For OnCue 4.6 on Windows

OnCue Technology, LLC

Before you start

Part 1 takes you from installing OnCue to putting your first exhibit on the courtroom screen. Before you begin, make sure you have the three things below.

What you need

A Windows PC

OnCue 4.6 runs on Windows or a Mac running Windows in Parallels. Use the computer you'll take to court, if you can.

A license key

Or a free 45-day trial. The 45 days start when you activate.

A second screen

A monitor, TV, or projector for the jury. You'll need it to present, not to build a case.

By the end of Part 1, you'll be able to

- Install OnCue and activate your license
- Create a case and add documents, video, and deposition transcripts
- Put an exhibit on the jury's screen and call out the part that matters
- Play deposition video, with or without the transcript text
- Check that everything works before you leave for court

IN PART 1

1	Before you start	2
2	Install and activate	3
3	Find your way around OnCue	4
4	Create a case	5
5	Add your media	6
6	Present	8
7	Ready for court	11

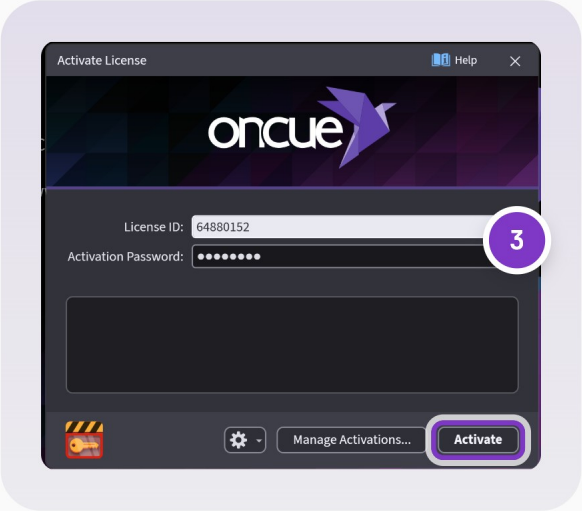
IN PART 2

Treatments, AV clips, designations, media scripts, notebooks, reports, and more. Starts on page 13.

TIP Stuck? Email support@oncuetech.com. Most questions take a minute or two.

Install and activate

You'll be able to install OnCue, turn on your license, and keep OnCue up to date.



1. Download the OnCue installer and run it. Follow the prompts to finish.
2. Open OnCue. If it isn't activated yet, the **Activate License** window opens a few seconds after OnCue starts.
3. Enter your **License ID** and **Activation Password**, then click **Activate**.
4. Choose **Help › Check for Updates** so you start on the newest version.

TIP **Moving to a new computer?**

On the old computer, choose **Help › Deactivate License on this Computer...** first. To see where your license is active, choose **Help › Manage License Activations.** OnCue will operate on two computers at once.

On a trial?

Your 45 days start the day you activate. Anything you build during the trial keeps working after you buy a license.

YOU'LL KNOW IT WORKED WHEN

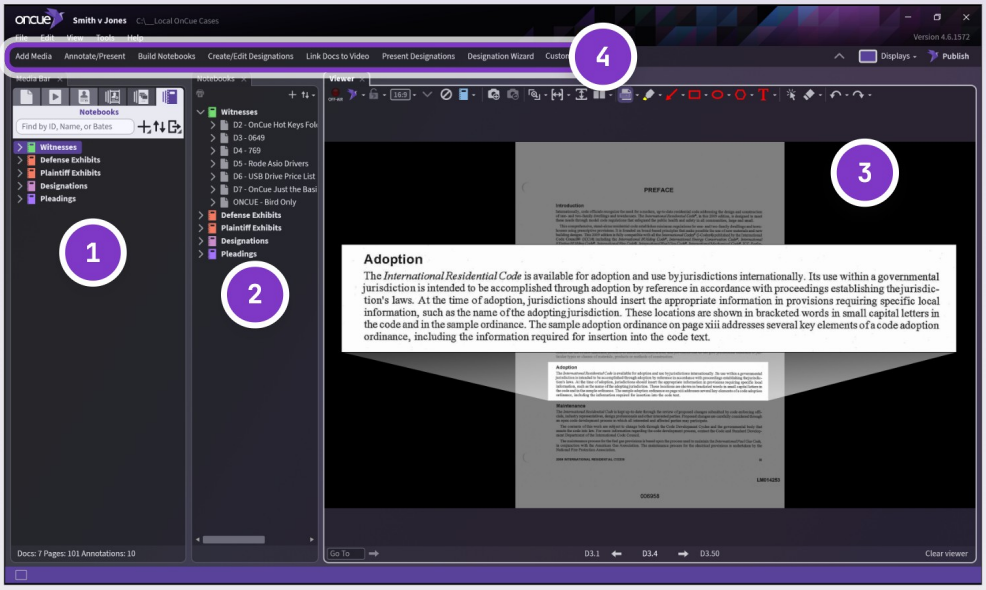
The window shows a green check and **Activate** changes to **Close**. Click Close, and accept the license agreement if asked.

TIP **No internet in court?**

If OnCue can't reach the licensing server, a red glass icon in the bottom-left corner of the window can unlock it for 24 hours. It only appears when emergency activation is available.

Find your way around OnCue

You'll be able to identify the parts of OnCue you'll use most, and change the layout for each task.



1 Media Bar

Everything in your case, in tabs: documents, video, transcripts, and more.

2 Notebooks

Groups you set up, like exhibits by witness or by party. Part 2 covers them.

3 Viewer F8

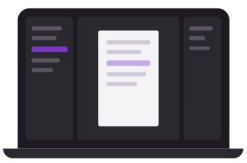
Shows the item you pick. Annotate it here before the jury sees it.

4 Workflow Ribbon

One click lays out the panes for a task, like Annotate/Present.

TIP Closed a pane? Click a Workflow Ribbon button, or reopen it from the **View** menu.

It works like PowerPoint: the jury sees only what you publish.



WHAT YOU SEE

Production

Find, organize, and annotate anything. Only you see it.



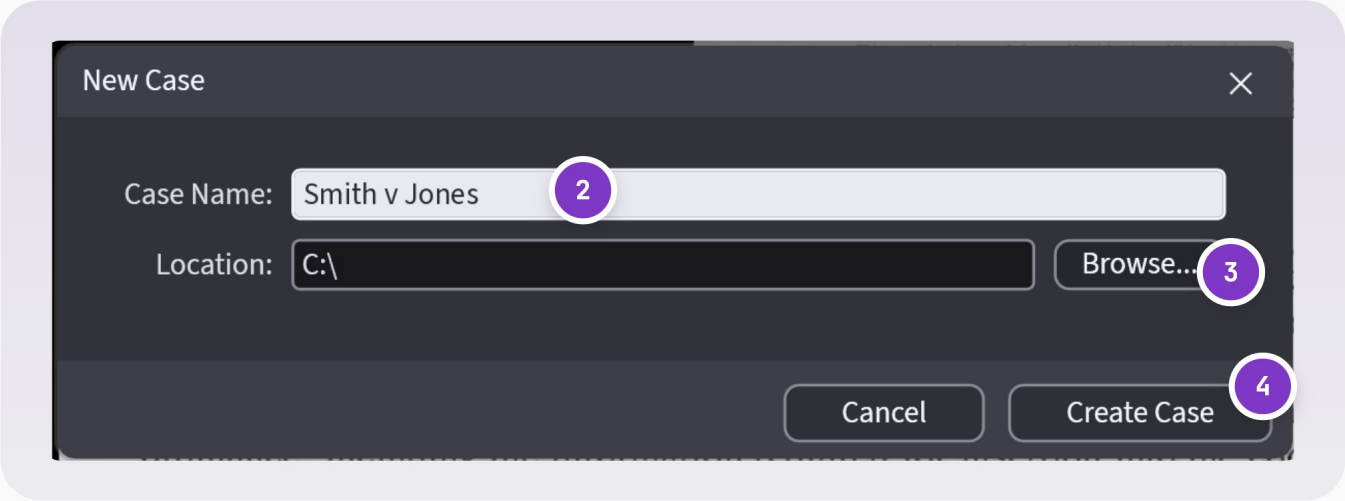
WHAT THE JURY SEES

Presentation

The one item you send, full screen. F5 sends it; Esc blanks it.

Create a case

You'll be able to start a new case and know where its files live.



1. Choose **File › New Case...** (`Ctrl` + `N`).
2. Type a **Case Name**.
3. OnCue fills in **Location** with the folder of your last case, or your desktop if this is your first. To use another folder, click **Browse...**
4. Click **Create Case**. It turns on once both fields are filled in.

Your case is one folder

OnCue copies everything you add into it, so the whole case travels together. To back it up or take it to court, copy the whole folder.

```
!Smith v Jones_OC
  _documents
  _audiovisuals
  _synchedvideos
```

TIP **Name it so it's easy to find**

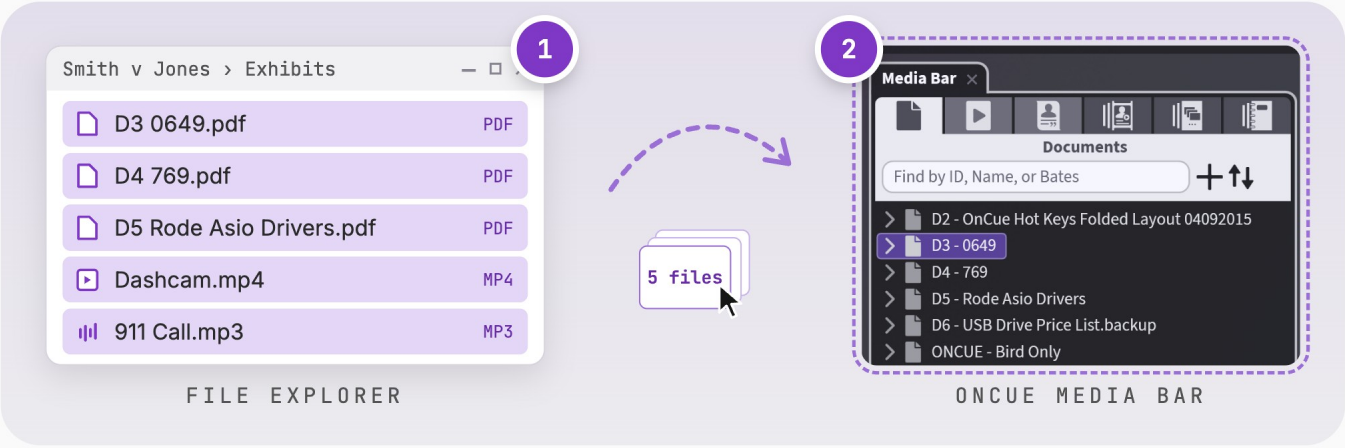
Start with ! or _ and end with _OC, like !Smith v Jones_OC. It sorts to the top in File Explorer, and anyone can tell it's an OnCue case.

Opening it again

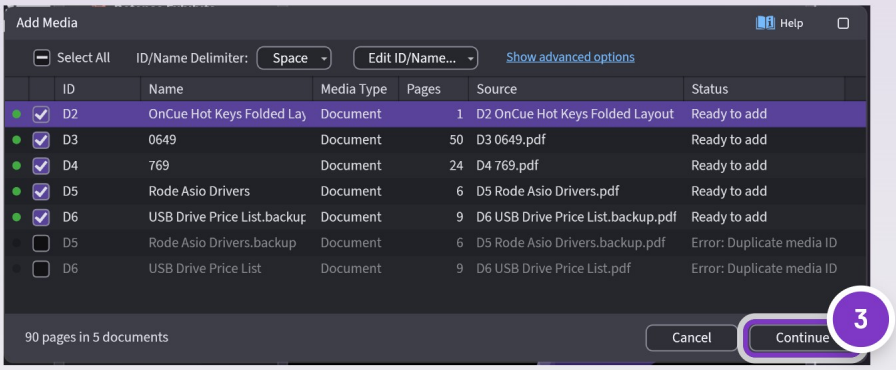
Pick it from the recent cases at the bottom of the File menu (`Ctrl` + `L` opens the last one), or choose File › Open Case... (`Ctrl` + `O`).

Add documents and video

You'll be able to bring all your exhibits, audio, and video into a case in one step.



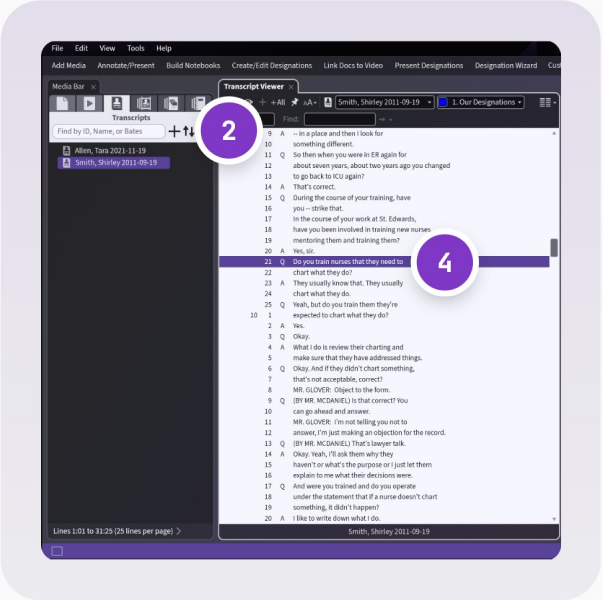
1. In File Explorer, select the files you're adding. PDFs, folders of page images, video, and audio can all go together.
2. Drag them onto the **Media Bar** in OnCue.
3. In the **Add Media** window, check each file's ID and Name, then click **Continue**. Rows with a problem in red, like a duplicate ID, can be unchecked for now.
4. OnCue sorts them for you: documents go to the **Documents** tab, audio and video to **Audiovisuals**.



TIP Name files before you add them: exhibit number, a space, then a short name, like **D3 OnCue Hotkeys Folded Layout.pdf**. OnCue makes the part before the first space the ID and the rest the name.

Add a deposition

You'll be able to add synced deposition video and check that the words line up.



1. Copy the deposition video files into your case's **_synchedvideos** folder. Put them straight in the folder, not in subfolders.
2. In the **Media Bar**, open the **Transcripts** tab and click **+**.
3. Choose the sync file (.mdb or .xml) and click **OK**. OnCue finds the matching video in _synchedvideos on its own.
4. Click a spoken line in the transcript and press `F5` to play it. The witness should be saying the words on the line.

TIP **No sync file yet?**

ProSync syncs deposition video to the transcript for you, and Part 2 covers it. When it's on your license, it's under **Tools › ProSync Queue...**

Find anything fast

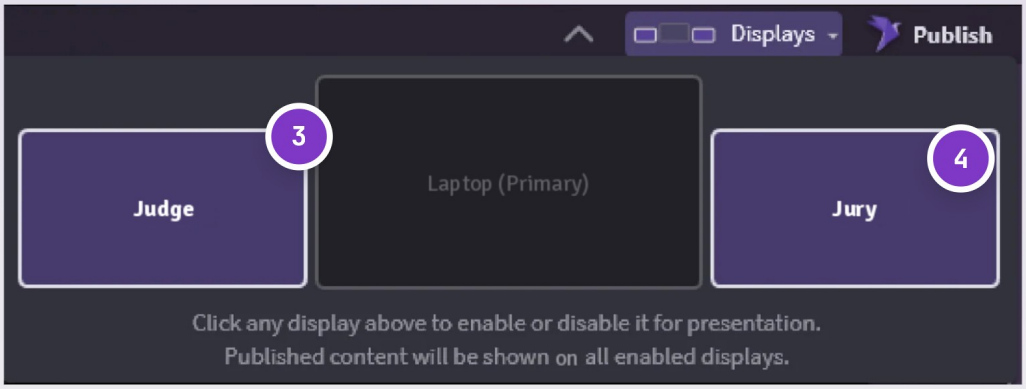
Press `Ctrl` + `F`, or type in the **Find** box at the top of the Media Bar, to narrow the list. Or click in the list and start typing a name to jump straight to it.

YOU'LL KNOW IT WORKED WHEN

The deposition is listed in the Transcripts tab, and pressing F5 on any line plays those exact words.

Set up your screens

You'll be able to assign a name to each screen you connect, and choose which ones show your exhibits.



1. Connect any external display you have: a monitor, TV, or projector.
2. In Windows, press `Win` + `P` and choose **Extend**.
3. In OnCue, click **Displays** beside Publish. Point to a screen, click **Rename**, type a name like Jury or Judge, and click **Save Changes**.
4. Click each screen that should show your exhibits, and leave your laptop off. What you publish goes to every highlighted screen, like Judge and Jury here.
5. Test it: click any document, press `F5`, and check every screen.

TIP **Why Extend?**

Duplicate copies your laptop to every screen. Extend keeps your workspace on your laptop and frees the other screens for what you publish.

One extra screen is enough

You don't need two extra monitors to practice. The picture shows two so you can see how OnCue handles several.

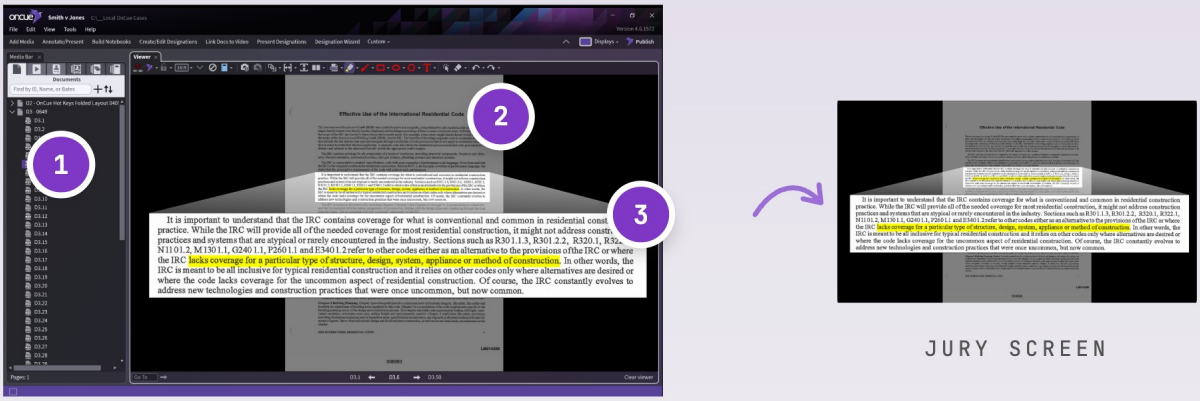
YOU'LL KNOW IT WORKED WHEN

Your test document shows on every screen you turned on, while your laptop still shows OnCue. Check again whenever you plug in, in case a display changed.

Show an exhibit to the jury

You'll be able to put a page on the courtroom screen, call out the part that matters, and blank the screen when you're done.

Set up your second screen first, as on page 8.



1. In the **Media Bar**, open the **Documents** tab and click the exhibit.
2. Check the page in the **Viewer**, then press `F5`. It goes up on the jury's screen.
3. Press `C` and drag across the passage to call it out. `H` highlights and `Z` zooms.
4. Press `→` or `←` to move one page at a time. To jump to a page, type the page number and press `Enter`.
5. Press `Esc` to blank the jury's screen. Press `Esc` again to close Presentation. `B` also blanks it, and pressing B again brings the page back.

TIP **Save it for next time**

Click the camera button, or press `Ctrl` + `S`, to save your callout. It's stored under the page as a treatment, ready to send with F5.

YOU'LL KNOW IT WORKED WHEN

The page is on the jury's screen, and your laptop still shows OnCue, so you can find the next exhibit while they read.

TIP Exhibit admitted? Right-click it in the Media Bar and choose **Mark as Admitted**.

Play video and depositions

You'll be able to play video for the jury, with or without the transcript text.

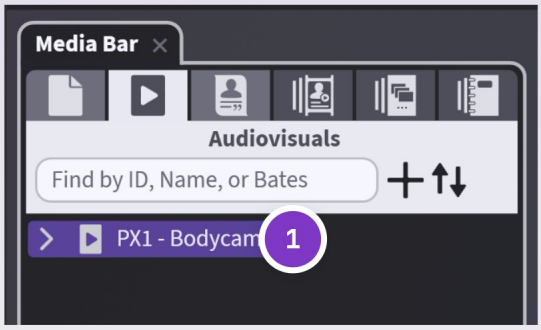
AUDIO AND VIDEO FILES

Recordings like bodycam footage or a 911 call, kept in the **Audiovisuals** tab. A part of one you save to replay is an **AV clip**.

DEPOSITIONS

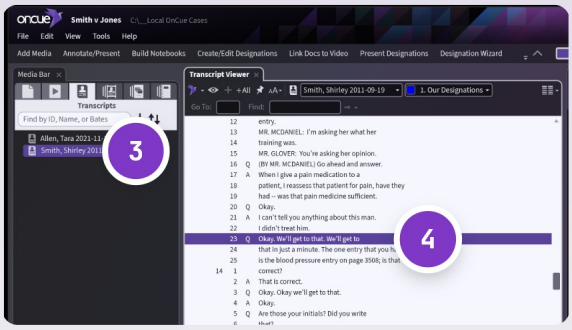
Video synced to its transcript, kept in the **Transcripts** tab. A passage you save to play is a **designation**. Part 2 covers both.

Play a video file



1. Open the **Audiovisuals** tab and click the recording.
2. Press F5. It plays on the jury's screen.

Play a deposition



3. Open the **Transcripts** tab and click the deposition.
4. In the Transcript Viewer, click a spoken line to start from, then press F5.



While it plays

Space	Play or pause
T	Show or hide the transcript text (depositions)
Esc	Blank the jury's screen when you're done

YOU'LL KNOW IT WORKED WHEN

The video plays on the jury's screen. If it stutters or has other playback problems, right-click it in the Media Bar and choose Optimize Media.

Ready for court

You'll be able to walk into court knowing everything works.

Five-minute check



WITH A SECOND MONITOR CONNECTED

1	Open the case.	1 MIN
2	Send three exhibits to your second monitor, blanking it with Esc after each one.	1 MIN
3	Call out and highlight a passage, then erase it with E.	1 MIN
4	Jump to a page by typing its number and pressing Enter.	1 MIN
5	Play 30 seconds of a deposition with the transcript text on, then off.	1 MIN

Once you're in the courtroom

- [ ] Connect every screen and set Windows to Extend.
- [ ] Send a test exhibit and check every screen.
- [ ] Play an AV clip through the room's speakers.
- [ ] Turn off notifications and sleep on your laptop.

Remember: `Esc` or `B` will always blank what's on screen if you need it.

Questions? OnCue support is always here to help.

support@oncuetech.com

✦ PRINT THIS PAGE FOR REFERENCE

Hotkeys for your first day

PRESENTING

F5	Send to the jury's screen
Esc	Blank the jury's screen
Esc Esc	Close Presentation
B	Blank or unblank the screen
← →	Previous or next page
# Enter	Type a page number to jump to it
T	Show or hide transcript text
Space	Play or pause video

ANNOTATING

C	Callout
H	Highlight
Z	Zoom
E	Erase all annotations
Del	Remove the selected annotation
Ctrl + S	Save as a treatment

SHOWING PANES

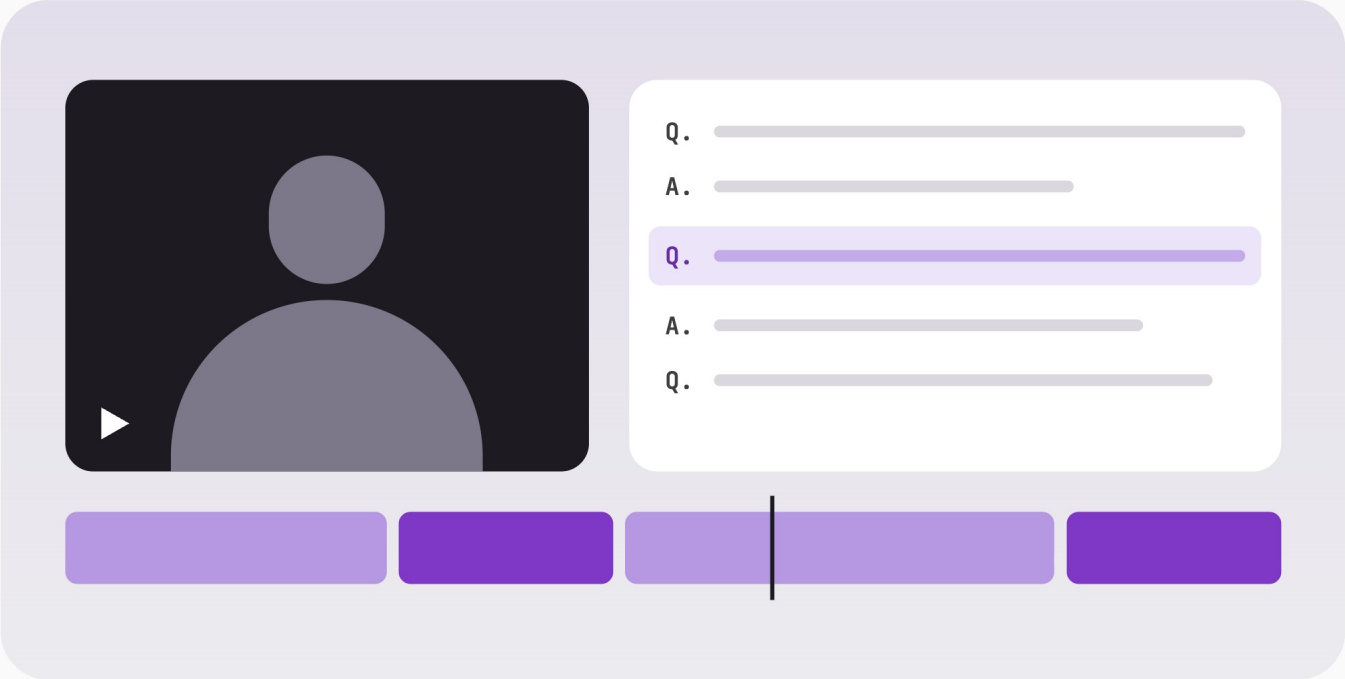
F4	Properties
F7	Designation Editor
F8	Viewer

Help › Hotkey Reference Guide makes a printable card of every hotkey.

✦ GETTING STARTED · PART 2

Working with your case in OnCue

Save callouts, cut AV clips, build designations and media scripts, and print the reports your team needs. Part 2 builds on the skills you learned in Part 1.



Glossary

Treatment
Any annotation such as callout, highlight, or zoom saved on a page.

Designation
A passage of deposition testimony, chosen by page and line, that plays its video.

Highlighter
Color-coding for designations, often one per party.

Notebook
A collection of anything in the case. For example, documents by witness or topic.

Export
Any work product saved from OnCue to use outside it, from full videos to text lists of exhibits.

AV clip
A section cut from an audio or video file.

Designation list
An ordered set of designations, usually affirmatives and counters.

Media script
A running order of exhibits, AV clips, and testimony you step through with the arrow keys.

Report
A printable transcript or designation list, color-coded by highlighter.

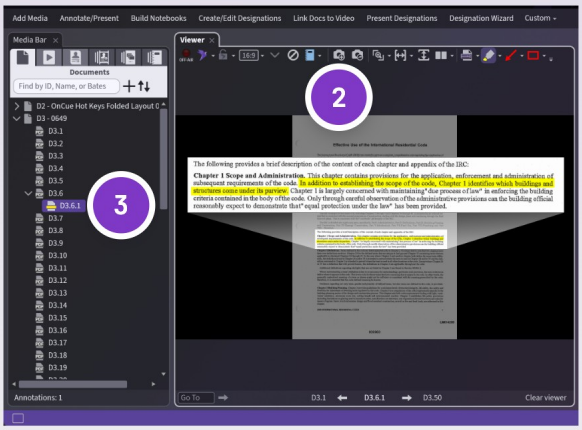
Sync file
The file that lines up deposition video with its transcript, so you can find video by page and line.

IN PART 2

1 Save a treatment 15
2 Cut an AV clip 16
3 Designations 17
4 Build a media script 19
5 Build a witness notebook 20
6 Print reports 21
7 Export a deposition video 22
8 Keep a large case organized 23
More to explore and getting help 24

Save a treatment

You'll be able to annotate a page once and bring it up for the jury any time.



1. Open the page in the **Viewer** and annotate it: `C` to call out, `H` to highlight, `Z` to zoom.
2. Click **Save Annotations** on the Viewer toolbar, or press `Ctrl` + `S`.
3. Find it in the **Documents** tab under its page, with one more number on the end. The first treatment on page 6 of D3 is D3.6.1.
4. Select the treatment and press `F5`. The jury sees it exactly as you saved it. While presenting, `↑` and `↓` step through a page's saved treatments.

TIP **Build them before court**

Make treatments while you prepare. In court you send a finished callout instead of drawing one while everyone waits.

Change your mind?

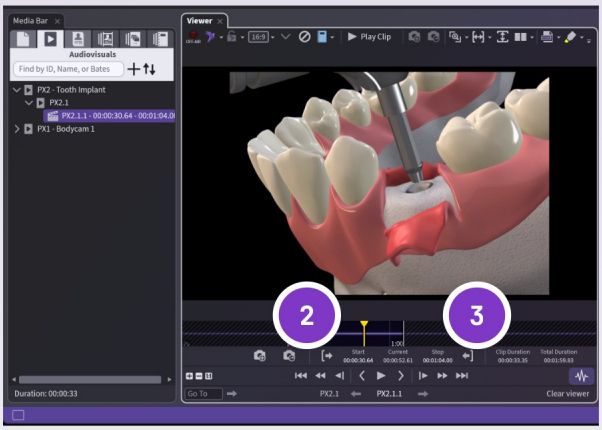
Press Del to remove the selected annotation, or E to erase them all. To change a saved treatment, adjust it and click **Update Annotations**. To delete one, right-click it and choose **Delete...**

YOU'LL KNOW IT WORKED WHEN

The treatment appears under its page, and F5 shows it with your callout in place.

Cut an AV clip

You'll be able to play only the part of a recording you need.



1. Open the **Audiovisuals** tab and select the recording. It opens in the Viewer with a clip toolbar.
2. Play to where the part you want begins and click **Set Start Position** on the clip toolbar.
3. Play to where it ends and click the stop-point button beside the **Stop** time.
4. Click **Save Clip**. The clip appears under its recording. Name it in Properties (F4) or with right-click › **Rename...**
5. Select the clip and press `F5` to play just that part.

TIP **Name it for what it shows**

"Dashcam" is easier to find in the middle of trial than "Clip 3."

Clip or designation?

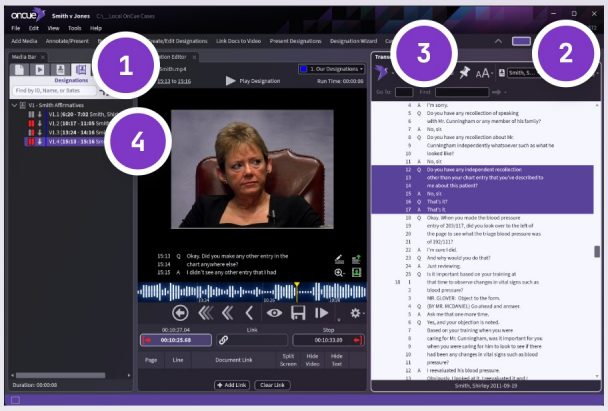
Cut AV clips from audio and video files. For deposition testimony synced to a transcript, build designations instead (next page).

YOU'LL KNOW IT WORKED WHEN

Pressing F5 on the clip plays only that part, then stops.

Build a designation list

You'll be able to pick the testimony you'll play, color-coded and in order.



1. In the **Media Bar**, open the **Designations** tab and click **+**. Type an ID and name over the defaults, like V1 and Smith Affirmatives.
2. Open the **Transcripts** tab and click the deposition. Then pick a highlighter from the color menu at the top of the Transcript Viewer, like **1. Our Designations**.
3. Drag over the lines you want and click **+** (Add Selection) on the Transcript Viewer toolbar. They join the list in your highlighter's color.
4. Repeat for each passage. Drag designations to reorder the list.

TIP You can customize highlighter names and colors. The next page shows how.

TIP **More than one deposition**

Click the list first, then add selections from the next transcript. Drag or copy designations between lists.

Name it like a report title

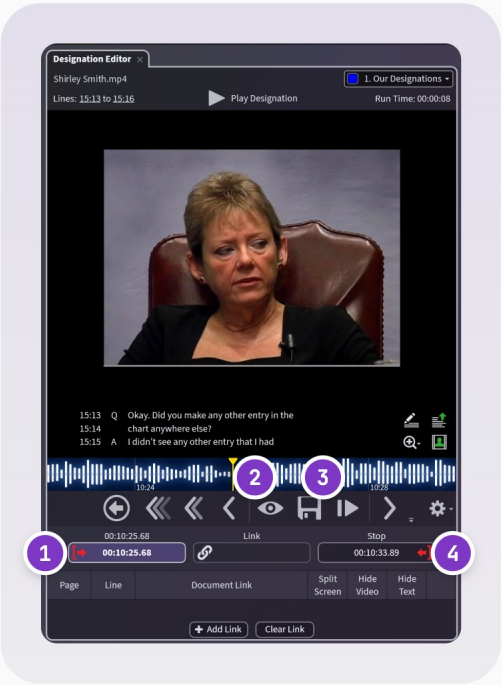
The list's name becomes every report's title. For a guided path, click and hold **+** and choose **Designation Wizard**.

YOU'LL KNOW IT WORKED WHEN

Each designation lists its page and line in its highlighter color, and F5 plays it.

Fine-tune your designations

You'll be able to set exactly where each designation starts and stops.



Trim a designation

1. Select the designation and open the **Designation Editor** (F7). Click the **Start** time to work on the start.
2. Click **Preview tune position** to check it, with a two-second lead-in.
3. Nudge the start with the step buttons, then click **Save position**.
4. Click the **Stop** time and do the same for the end. The preview stops where the designation will stop.

Customize your highlighters

Right-click in the Transcript Viewer and choose **Set Highlighter Colors...** In this window you can rename any highlighter and pick a new color, then click **Save Changes**.

To move designations to another highlighter, right-click one, or a whole list, and choose **Assign Highlighter**.



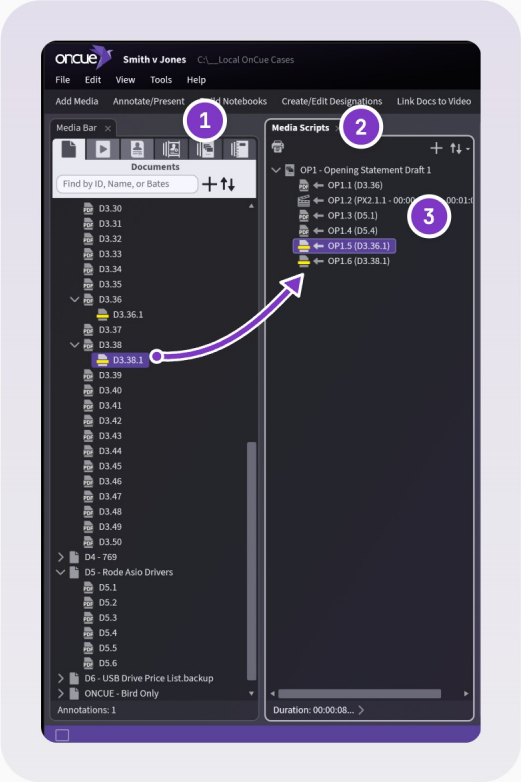
TIP Put every party's designations in one list and print a transcript report. Each party's lines show in its own color.

YOU'LL KNOW IT WORKED WHEN

The preview starts and stops on the words you chose.

Build a media script

You'll be able to arrange an opening, closing, or anything requiring a linear presentation, then step through it with the arrow keys.



1. In the **Media Bar**, open the **Media Scripts** tab and click **+**. Type an ID and name over the defaults, like Openings.
2. Double-click the script to open it in its own tab.
3. Drag pages, treatments, AV clips, and designations into the script from the other tabs.
4. Drag items within the script to change the order.
5. Select the script and press `F5`. Use `→` and `←` to step through it.

TIP **Play items in a row**

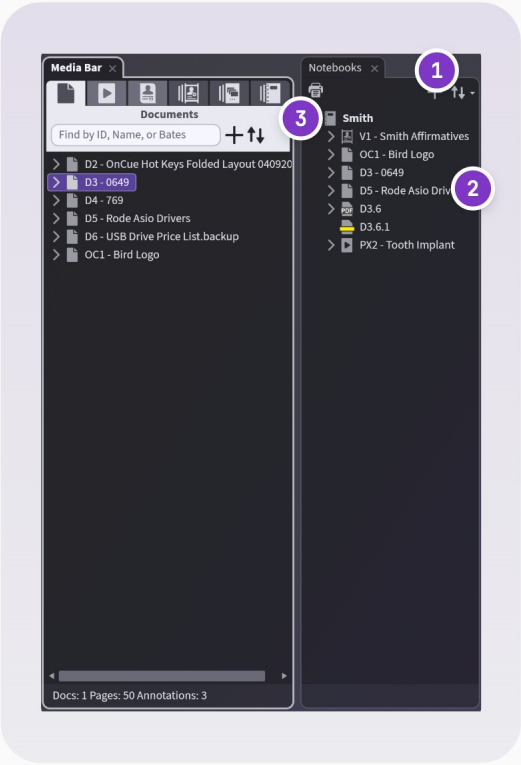
Right-click the script and choose **Automatic Advance** to play its items one after another on their own. You can also double-click the arrow on any media script item to switch between automatic and manual advance. When the arrow points down, it advances automatically.

YOU'LL KNOW IT WORKED WHEN

F5 shows the first item, and each press of `→` brings up the next one in your order.

Build a witness notebook

You'll be able to keep everything for one witness together, ready to show or print.



1. Click **Build Notebooks** on the Workflow Ribbon, then click **+** in the Notebooks pane. Type a name over the default, like Smith.
2. Drag in everything the witness needs: whole exhibits, single pages, treatments, AV clips, designations, or designation lists. Or right-click an item and choose **Add to Notebook**.
3. Expand the notebook to see it all in one place. Click any item and press `F5` to show it.
4. To print it, right-click the notebook and choose **Print...**

TIP **Already have a list?**

You can make a text list of a witness's exhibits, then choose **File › Import › Import Notebooks...** to generate a witness notebook without dragging exhibits.

Easier at a glance

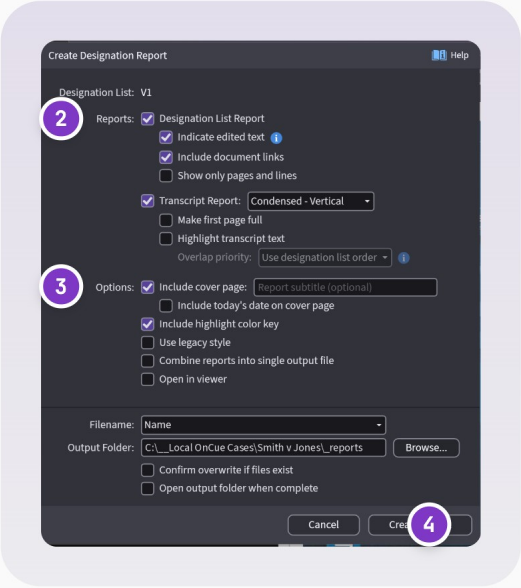
Right-click a notebook and choose **Icon Color** to give each one its own color in the list.

YOU'LL KNOW IT WORKED WHEN

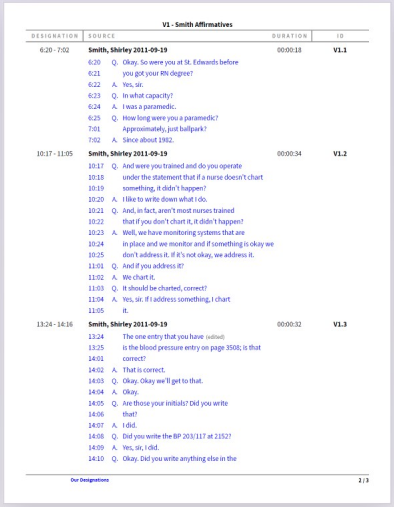
The notebook holds everything you need for the witness, or for any other way you want to group exhibits.

Print reports

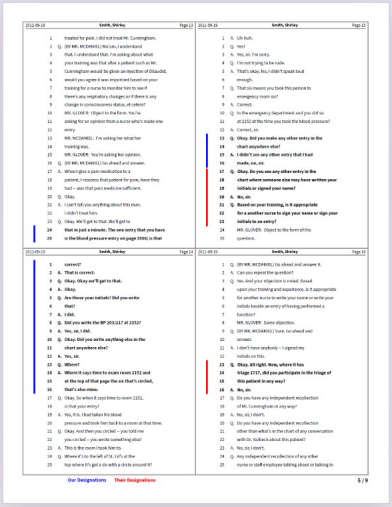
You'll be able to print transcripts and designation lists your team, opposing counsel, or the court can read.



1. Right-click a designation list and choose **Reports**, then the report you want.
2. Tick the reports you want. Tick both, plus **Combine reports into single output file**, to get one PDF.
3. Choose a layout and options, such as a cover page or a highlight color key.
4. Set the **Filename** and **Output Folder**, then click **Create Report**.



Designation list report
Just the designated testimony, in order, with page, line, and run time.



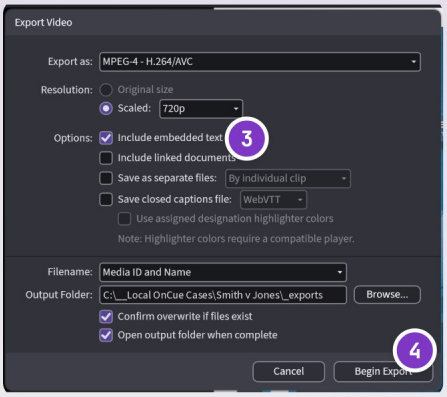
Transcript report
The whole transcript, with each designation marked in its highlighter color.

TIP The list's name becomes the report's title, like V1 - Smith Affirmatives above.

Export a deposition video

You'll be able to turn a designation list into one video file, with scrolling text, ready to share.

THIS LESSON We're exporting deposition video only: the designation list V1 - Smith Affirmatives.



1. In the Media Bar's **Designations** tab, select **V1 - Smith Affirmatives**.
2. Right-click it and choose **Export › Export Video...**
3. Make sure **Include embedded text** is ticked. That's the scrolling text: the testimony scrolls under the video as it plays.
4. Pick a Resolution, Filename, and Output Folder, then click **Begin Export**.



Why scrolling text matters

Viewers can read along as the witness speaks, even when the audio is hard to hear. It's the same text you see when you press `T` while a deposition plays.

TIP Watch an exported video all the way through before it leaves the office.

YOU'LL KNOW IT WORKED WHEN

The video plays on a computer without OnCue, with the testimony scrolling underneath.

Keep a large case organized

You'll be able to keep IDs tidy, find anything fast, clean up pages, and protect what the jury sees. The tips below are just some of the ways OnCue is designed for everything trial demands.

ORGANIZE AND FIND

Change names in bulk

Select several items, right-click, and choose Rename... or Edit IDs... to change them all at once.

Renumber after organizing

Once items are in the order you want, right-click › Renumber IDs, then Renumber IDs or Renumber IDs Starting with...

Group in notebooks

Group items by witness, party, or topic. An Icon Color on each notebook tells them apart.

Filter and search

Find anything in seconds with reductive search: type in the Find box on any Media Bar tab, and the list narrows by ID, name, or Bates number.

CLEAN UP AND PROTECT DOCUMENTS

Rotate and deskew

Right-click a page › Document Cleanup › Deskew, or one of the Rotate commands.

Bates numbers

Right-click › Fill Bates Numbers..., or bring them in with File › Import › Import Bates Numbers...

Exhibit stickers

Right-click › Add/Edit Exhibit Stickers... Sticker templates can be imported and exported.

Protect from publishing

Turn on publish lock, the padlock next to the publish button on the Viewer toolbar, and OnCue won't publish anything that hasn't been marked admitted.

TIP Move the whole case folder together, as Part 1 suggests, and everything stays linked.

✦ MORE TO EXPLORE

Make OnCue yours

A few ways to set OnCue up the way you work.

Personalize the look

UI Scale in Edit › Preferences… › General resizes the whole window. You can also change toolbar size and which tools they show.

Make the hotkeys yours

Change any hotkey to whatever you like in Edit › Preferences… › Hotkeys, then print your own card from Help › Hotkey Reference Guide.

Workspaces

Arrange the panes, then choose View › Save Workspace… to bring them back anytime. View › Lock Panes in Place keeps them put.

Take your setup along

In Edit › Preferences…, use Export… and Import… to copy your setup to another laptop.

Accessibility

Turn on Full keyboard navigation in Edit › Preferences… › General to get around OnCue with the keyboard alone.

ProSync

Syncs deposition video to its transcript for page-and-line designating. Buy credits or use the ones included with your plan. See Tools › ProSync Queue…

Getting help

In OnCue

Open the Help menu for OnCue Support Center, Contact OnCue…, and Send Feedback…

Online

Support articles, video tutorials, and training at oncuetech.com.

Email

support@oncuetech.com. Most questions take a minute or two.

You're ready.

Thanks for choosing OnCue. We're here whenever you need us.

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