

HOW TO CONVERT JOBS FROM ASCII TO REALLEGAL

1. Download the Ascii either from sharefile or retrieve from email.
2. Drag file into Real Legal to the "current" folder.
3. Follow prompts to upload by pressing next twice, press ignore, and then press finish.
4. Enter Case information i.e. deponent, case name, reporter, volume, date.
5. Follow prompts click next then click finish to add to real legal.
6. Highlight the case name you want in real legal and select file.
7. Select save as e-transcript, save. Select save as ascii, save. Select save as RTF, save.
8. Select file, print as pdf, full transcript, save. Select print as pdf, condensed.
9. Finally, select file, print as pdf, word index.
10. If the ascii was received in real legal highlight case, right click, "move to current".
11. Highlight case again, repeat steps 7-9.
12. You will have 6 files – E tran, ASCII, RTF., PDF full, PDF condensed & PDF word index