

# GETTING STARTED WITH MIN-U-SCRIPT XPRESS

## Installing Min-U-Script Xpress

Min-U-Script Xpress can be downloaded free from [www.bienenstock.com](http://www.bienenstock.com). The program is typically installed on a standalone computer however network versions are available. Please contact Min-U-Script ([www.minuscript.com](http://www.minuscript.com)) for information on installing on a network.

## Importing Transcripts

In order to view or print your transcript, you will receive a Min-U-Script Xpress data file (.musx extension) from your court reporter. There are two ways to import the data file into Min-U-Script Xpress. Typically you will receive the data file via an email attachment. Simply double-click the attachment file. The Min-U-Script Xpress program will execute with the data file entered into the import window. (See figure 1)

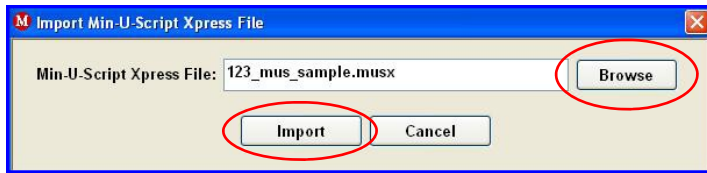


Fig 1

Click the **Import** button to complete the import process.

Optionally, you may right click on the email attachment, and save the MUSX file to a location on your workstation or network. You may use the Min-U-Script Xpress Import menu option to **browse** your computer's drives for the data file to import.

## View/Print Transcripts

There are 3 types of files you can view or print from within the Min-U-Script Xpress program. These files are always viewed in PDF format and can be printed from within your Adobe Reader, Adobe Acrobat Professional, or Adobe Acrobat Standard application.

Additionally, all features and functions available in the Adobe Reader and Acrobat version can be utilized with these files.

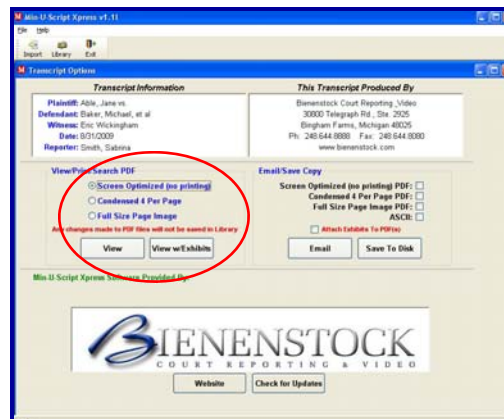


Fig 2

Select the view type you wish to use, then click on the **View** button. (See figure 2)

The view types are described below.

### Screen Optimized (no printing):

This viewing-only format contains a word list which provides search results in a context window for faster searching. Or you can type in search words. You cannot print from this format. (See figure 3)

### Condensed 4 Per Page:

Standard condensed format. Contains a word list which provides search results in a context window for faster searching. Or you can type in search words. Prints in condensed format only. (See figure 4)

### Full Size Page Image:

Designed for printing and simple viewing in Adobe Reader. Adobe's "quick search" and "advanced search" can be utilized. There is no word list in this format. (See figure 5)

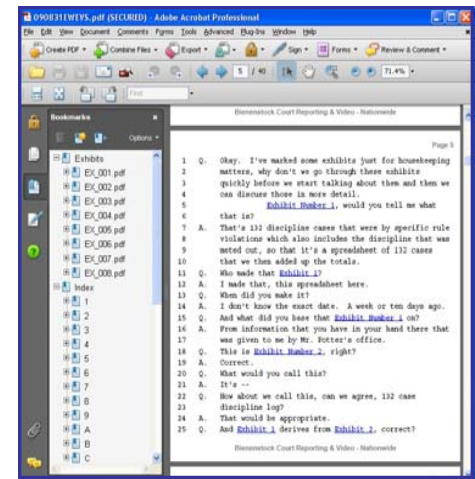


Fig 3

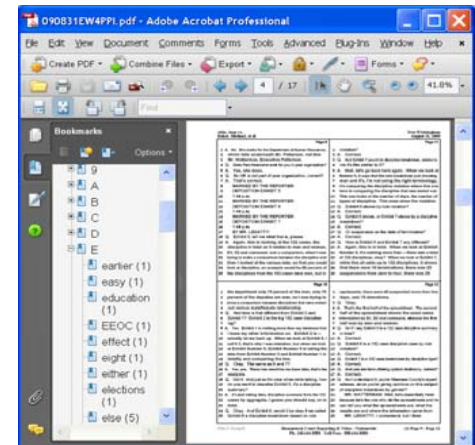


Fig 4

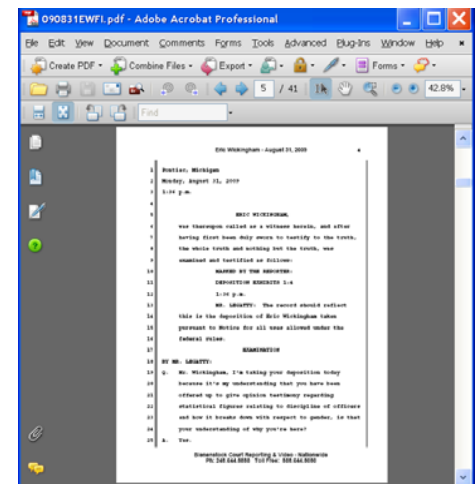


Fig 5

## Viewing Attached Exhibits

If **linked Exhibits were ordered**, the data file will come with Exhibits attached. You may optionally view any of these file types with the exhibits attached to the generated PDF document by clicking the “View w/Exhibits” button. (See figure 6)

In the Adobe Reader Bookmark area you will notice links to each of the exhibits. Optionally, you may use the “paperclip” attachment button, then double click the exhibit to view. (See figure 7)

## Email/Save Transcripts

You may also email or save the PDF or ASCII file associated with these files.

Select the desired file type, then click the Email or Save To Disk button. (see figure 8)

The **Email button** will open a new message in your default email program and automatically attach your desired file.

The **Save To Disk button** will prompt you to select a location on your workstation or network to save the desired file to.

The ASCII file is in a text file format which can be viewed in any text editor such as Microsoft’s Notepad application. This ASCII file is also suitable for importing into LiveNote or RealLegal Binder.

If the data file came with Exhibits attached, you may optionally attach the exhibits to the files (except the ASCII file) you are emailing/saving.

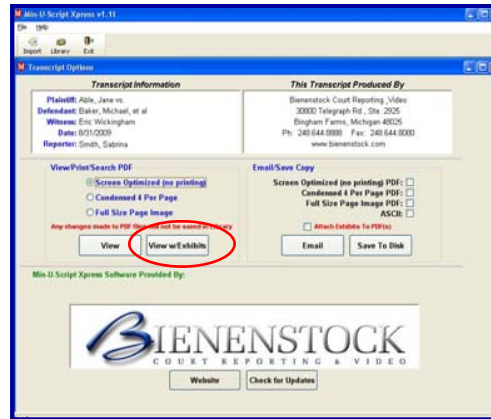


Fig 6

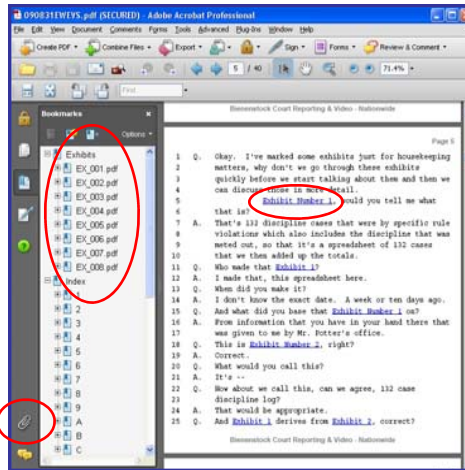


Fig 7

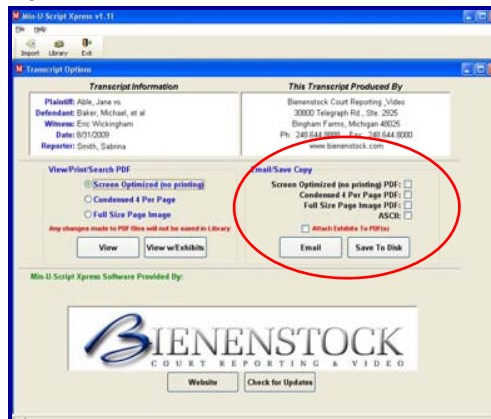
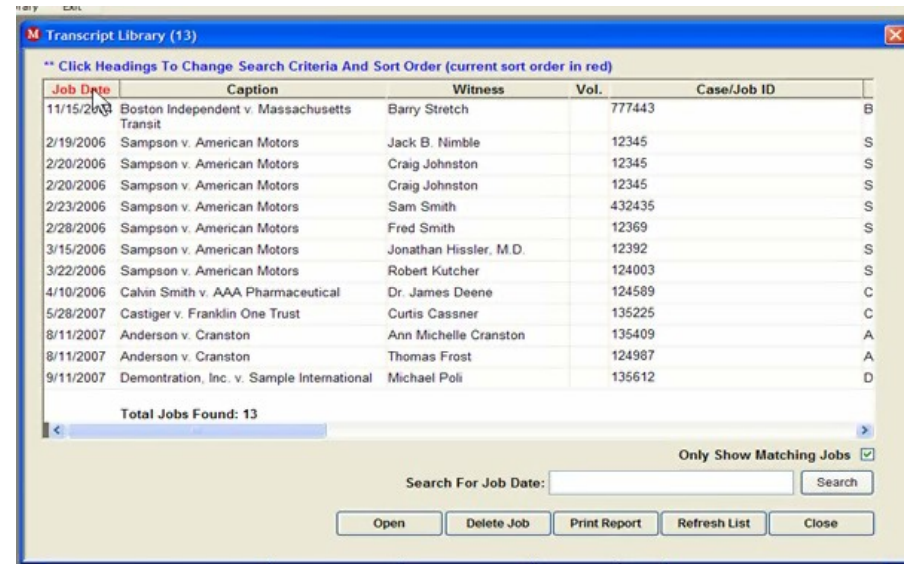


Fig 8

## Transcript Library

The Transcript Library retains all transcripts imported into Min-U-Script Xpress. It allows you to search and sort your archived transcripts by a number of criteria. By simply clicking on a heading, the library will be sorted by the heading e.g. witness name, caption, etc. You can also refine your sort by typing any portion of the word in the search field to display only those files.

Once selected, you can view, print, retrieve the ASCII file or delete it. You can also create and print reports of searched/sorted file data. To access the archives, click on the Library button from the toolbar.



## Adobe Tips

Min-U-Script Xpress files open in standard Adobe PDF format. Any active features your Adobe Reader, Acrobat Professional or Acrobat Standard application may be used while viewing the files. Some of the more useful features include but are not limited to, simple and advanced searching, redaction, commenting, highlighting, bookmarking, etc. We highly recommend reading the “Acrobat for Legal Professionals” blog (<http://blogs.adobe.com/acrolaw>). It’s loaded with great tips.

Note: Min-U-Script Xpress will use the Windows default program for viewing PDF documents. If you wish to change the default viewer, you will need to edit the musxpress.ini file which is located in your Min-U-Script Xpress installation folder (typically c:\program files\Min-U-Script Xpress). Open with notepad and add the following line to the end of the file:

pdf viewer override=[ENTER PDF VIEWER FILE NAME HERE]

For example: pdf viewer override=c:\program files\adobe\acrobat\acrobat.exe