



JUST THE BASICS
Quickstart Guide



Why OnCue?

OnCue is trial presentation software created by technology consultants who live their lives in courtrooms and war rooms around the world.

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

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

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

Getting Started

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

Remember, this is just the basics. No advanced mapping techniques or fancy notebook building are found in the next few pages. Look for those tips in the support section of oncuetechnology.com.

Creating Your New Case

QUICK TIP

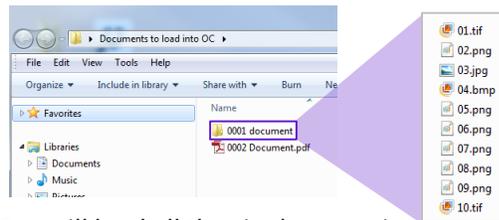
When naming a new case, we like to put a character like ! or _ in front of the name and _OC at the end to indicate the folder is an OnCue case and it sorts to the top of the list in Windows File Explorer (e.g. !Smith vs Jones_OC).

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

What we mean by “documents” in OnCue:

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

1. Single-page files in a folder creating 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 convert those separate pages into TIFFs/JPGs while you work! Once you register a multi-page PDF and it splits the pages, it will not use the original multi-page PDF again so you’re free to archive those somewhere else without affecting the documents you want to present.

Name	Date modified	Type	Size
01.tif	12/22/2014 11:50 ...	TIFF Image	13 KB
02.tif	12/22/2014 11:50 ...	TIFF Image	34 KB
03.tif	12/22/2014 11:50 ...	TIFF Image	48 KB
04.tif	12/22/2014 11:50 ...	TIFF Image	40 KB
05.tif	12/22/2014 11:50 ...	TIFF Image	46 KB
06.tif	12/22/2014 11:50 ...	TIFF Image	48 KB
07.tif	12/22/2014 11:50 ...	TIFF Image	47 KB
08.pdf	12/22/2014 11:43 ...	Adobe Acrobat D...	59 KB
09.pdf	12/22/2014 11:43 ...	Adobe Acrobat D...	64 KB
10.pdf	12/22/2014 11:43 ...	Adobe Acrobat D...	60 KB
11.pdf	12/22/2014 11:43 ...	Adobe Acrobat D...	42 KB
12.pdf	12/22/2014 11:43 ...	Adobe Acrobat D...	53 KB
13.pdf	12/22/2014 11:43 ...	Adobe Acrobat D...	45 KB
14.pdf	12/22/2014 11:43 ...	Adobe Acrobat D...	54 KB
15.pdf	12/22/2014 11:43 ...	Adobe Acrobat D...	44 KB

Organizing Materials Before Adding to Your Database

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

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

QUICK TIP

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

QUICK TIP

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

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

- **Start with documents.** OnCue can take all sorts of documents including PDF, TIF, JPG, PNG, BMP and GIF. In the root database folder you created (e.g., *!OC Manual Database*) 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.
- **Videos are next.** This group of files refers to **non-deposition** video files and audio files. Again, OnCue can take various file types including AVI, MPG, WMV, MP3 and WMA (NOTE: Regular MPG-1 files tend to be the most reliable). In the root database folder you created (again, *!OC Manual Database*) there is a folder called **_audiovisuals**. Here is where you want to copy your non-depo videos.
- **Sync Files/Transcripts are last.** These are your deposition videos. OnCue takes Sanction MDB sync files as Transcripts. This works a little differently than the other types of media so pay close attention to this part. You **DO NOT** add the deposition MPG/MP4 files to the database; instead, just copy those to the root of the **_syncedvideos** folder in Windows; OnCue will look for them in that folder once the sync file is added. You do not need to register the MPG/MP4 files, just the sync files. **It is also important to NOT have subfolders for videos in this folder**, OnCue accesses them from the root, which speeds up performance by not requiring the program to look to different locations for videos. It is a subtle difference but it is a difference.

Adding Media Files

Let's start with documents again.

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

QUICK TIP

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

Moving on to videos.

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

And now your synced videos.

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

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

Presenting

Before we move on to the fancier things, let's get to know OnCue LIVE, the presentation mode of OnCue.

HOT KEYS

H = Highlight

C = Callout

Z = Zoom

Shft+L = Line

Ctrl+S = Save

E = Erase All

Esc = Blank Screen

More hot keys can be found in the help files. Even easier, there is a toolbar in LIVE. Just hit **CTRL+T** and you can annotate documents by hitting a button.

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

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

- Select a document in the **Media Bar**.
- Hit **[F5]** (just like in PowerPoint) or hit the **Go LIVE** button in the Ribbon.
- Boom – you are presenting a document!
- Showing the next page of a document is as easy as hitting the right arrow key, or if you want to go to page 6, type **[6]** and then hit **[ENTER]**.
- While in presentation mode, you can move around from document to document by typing **[x] + [the document number]** and hitting **[ENTER]**. This is why naming your folders or documents by exhibit number comes in handy. Try this:

Type **[x] + [1] + [ENTER]** (document 1 comes up)

- Specific pages within a document can be called up by typing **[x] + [document number] + [. page number]**. To go to page 4 of a document, try this:

Type **[x] + [2.4] + [ENTER]** (page 4 of document 2 comes up)

- Whatever you have named your folders is what you will type after **[x]** to bring up your documents.
- Hit **[Esc] TWICE** to exit LIVE.

QUICK TIP

While presenting to a second monitor or projector is ideal, OnCue Live will launch on your primary monitor or when a projector is attached in mirror mode.

Annotating Documents

QUICK TIP

For best results, create and save your treatments in LIVE (presentation mode).

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

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

- Go to **Documents** in the **Media Bar**.

- Select and expand a document to find the page you want to annotate.

- Use the toolbar buttons to:

Add highlights 

Underline text 

Callout a passage 

- Choose an annotation tool, then click and drag across the document to create the effect.

- Save an annotation by clicking the **Camera** button. 

- Your new annotation will appear in the **Media Bar** under the page you are working on with an extra decimal place (e.g. D2.4.1).

- You can now present this in LIVE by hitting **[F5]** or the **Go LIVE** button in the Workflow Ribbon.

Creating and Editing Designations

QUICK TIP

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

- Hit the **Edit Designations** button in the Workflow Ribbon. *(You'll see two new windows show up – video editor and transcript viewer.)*

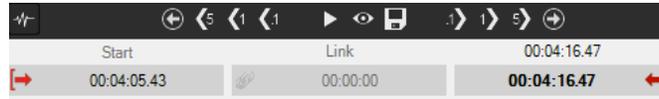
- Select a Transcript in the **Media Bar**. *(This pops it into the Transcript Viewer Pane.)*

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

- Name this Run **“V1 - Smith Defense Affirmatives”**. Note that all items on the Media Bar have two parts: before the dash (-) is the **ID**, that is used to retrieve the media; after the dash is the **Name**, which is generally used as a descriptor.

- Go to your **Transcript Viewer Pane** and highlight the page/lines you want to add to your list.

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



- 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 2-second preview, it starts where the clip starts.) Do you like it? No?
- Adjust the video to get it to start exactly where you want it. When you're happy with it, hit **SAVE**. 
- Repeat this action for the end of the designation. Click the red arrow pointing left.  (the preview stops where your clip stops.) Hit **SAVE** again. 
- You are ready to play your clip in LIVE; hit **[F5]**.

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

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

WAIT! ... What is a highlighter color?

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

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

QUICK TIP
 Right click on a designation run and select **ASSIGN HIGHLIGHTER** to change colors.

Creating Designation Reports

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

- **Designation Run** reports show only the designated portions of the transcript, including text and time totals all color-coded.
- **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.

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

Creating and Editing Presentations

- Hit the **Create Presentation** button in the Workflow Ribbon. (You'll notice that the Viewer Pane defaults to your database structure.)
- Go to **Presentations** in your **Media Bar** and hit the "+" to add a new presentation and name it (e.g. Openings).
- Highlight and select the sidebar flyout icon.  This pops out your presentation in its own pane for easy left to right drag and dropping.)
- Select **Documents** in your **Media Bar**. Select the page you want to add and drag it to your Presentation in the Sidebar.
- Rinse and repeat.

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

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

QUICK TIP

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

Creating and Editing Notebooks

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

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

QUICK TIP

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

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

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

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

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

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

Happy hotseating!