

# TRANSFERRING SANCTION<sup>®</sup> VIDEO CLIPS TO TRIALDIRECTOR<sup>®</sup>

## Creating the Source File from within Sanction

1. On the Tools menu, click **Duration List**.
2. From the **Media Clips** pane, drag and drop your clips and segments to the **Selected Clips** pane. You can also select the clips/segments and click the **Add Selected** button.
3. In the **Output Options** area, make sure that *only* the following items are selected:
  - › Include Group
  - › Include ID
  - › Include Description
  - › Include Clip Range
  - › Include Page Range
4. Select the **Save to Text File** check box. Then, click **Browse** and select the path where you want the file to be saved and a filename (for example, *C:\Temp\DurationList.txt*).
5. Click **Copy**. A message box confirms the file was created.
6. Click **OK**.
7. Close the Duration List window. If you are finished working in Sanction, close the program.

## Converting the file from Sanction to TrialDirector CCS

1. Browse to the location where the file is saved and open it in any text editor. (For example, you can use TextPad, which is a freeware program you can download from [www.textpad.com](http://www.textpad.com).)

When the file opens, it should look similar to the one shown below:

```
DurationList.txt - Notepad
File Edit Format View Help

Group: Multi-clips
ID: MultisegClip
Description:

    Group: Poli, Mike (Vol. 01) - 01/01/2000    seg1
    Description: Page 22:3-22:18
    Clip Range: 00:12:20 - 00:12:55
    Page Range: 22:3-22:18

    Group: Poli, Mike (Vol. 01) - 01/01/2000    seg2
    Description: Page 23:6-23:8
    Clip Range: 00:13:21 - 00:13:30
    Page Range: 23:6-23:08

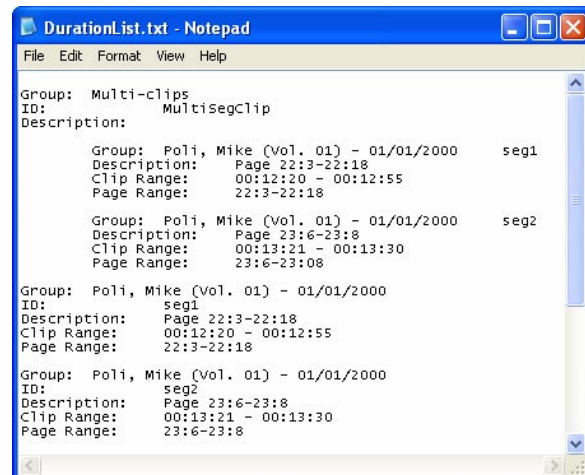
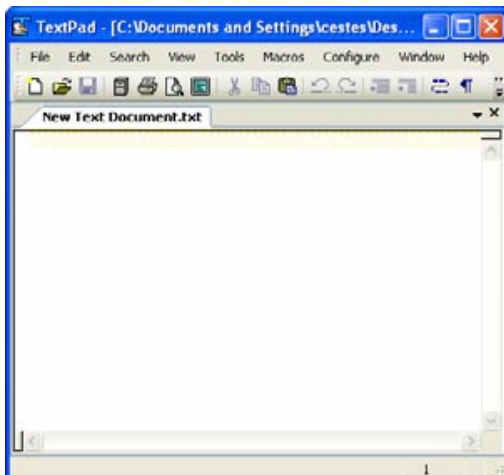
Group: Poli, Mike (Vol. 01) - 01/01/2000
ID: seg1
Description: Page 22:3-22:18
Clip Range: 00:12:20 - 00:12:55
Page Range: 22:3-22:18

Group: Poli, Mike (Vol. 01) - 01/01/2000
ID: seg2
Description: Page 23:6-23:8
Clip Range: 00:13:21 - 00:13:30
Page Range: 23:6-23:8
```

**Note the following:**

- › Each “Group:” shown on the far left will become a new clip in TrialDirector.
- › If the clip contains more than one segment, the information for each segment appears as indented text.
- › Each clip has a “Group” and a “Description” on the far left and each segment within a clip has a “Group” and a “Description” in the indented area

2. Create a new, blank text file and open it in a second window. (This will become the CCS file you use to import clips into TrialDirector.) Adjust the two windows so that you can see both at the same time.



3. Follow the steps below to create the !Deposition Function in the new file. This field should match the ID when you load the CCS file into the Transcript Manager in TrialDirector. If it does not, complete the following:

a. Locate and select the **Group** information for the first segment. For example:

Poli, Mike (Vol. 01) - 01/01/2000

**NOTE: If you are copying the Group from a multi-segment clip, do not include the ID that follows the Group.**

b. Copy and paste to the blank text file.

c. Move the cursor to the beginning of the line you pasted and add an exclamation mark and opening parenthesis. Then, move the cursor to the end of the line and add closing parenthesis. For example:

!(Poli, Mike (Vol. 01) - 01/01/2000)

d. Press **ENTER** twice

4. Next, add the Clip Identifier:

a. On the new line type the following:

C()

b. In the middle of the parentheses, paste the **ID** from the original text file.

c. Press **ENTER** once.

5. (Optional) To add the Description to the CCS file, complete the following:

a. On the new line, type the following:

D()

b. In the middle of the parentheses, paste the **Description** from the original text file.

**NOTE: If your Multi-Segment clip does not have a Description, you can add one.**

c. Press **ENTER** once.

6. Now, add the information necessary to create the clip/segment:

a. Copy the Page Range and paste it in the CCS file on the line under the Description.

**NOTE: The Page and Line number must each be two digits. If a leading zero (0) is missing, you will need to add it.**

b. Press **SPACEBAR** twice, then type the following:

()

c. Copy the Clip Range and paste it in the parentheses after the Page Range.

**NOTE: If this is a multi-segment clip, repeat step 6a-d until all segments are listed.**

d. Press **ENTER** twice.

7. Repeat steps 4-6 until all the clips for the Group (Deponent) are finished. Repeat steps 3-6 until all Groups (Deponents) are added to the CCS file.

**NOTE: You do not have to add all deponents to one CCS file.**

When you are finished, the new text file will look similar to the one shown:

```
!(Poli. Mike (Vol. 01) - 01/01/2000)
C(MultiSegClip)
D(This is a description)
22:03-22:18 (00:12:20 - 00:12:55)
23:06-23:08 (00:13:21 - 00:13:30)

C(seg1)
D(Page 22:3-22:18)
22:03-22:18 (00:12:20 - 00:12:55)

C(seg2)
D(Page 23:6-23:8)
23:06-23:08 (00:13:21 - 00:13:30)

C(seg3)
D(Page 26:8-26:16)
26:08-26:16 (00:16:53 - 00:17:19)

C(seg4)
D(Page 29:3-29:16)
29:03-29:16 (00:18:51 - 00:19:30)
```

8. Save the file.

9. Rename the file extension from .txt to .ccs.

10. Run the CCS file in the Transcript Manager in TrialDirector to add the clips.