Using Cloud Technology to Your Advantage
About the Presenter

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Currently a Freelance Deposition Reporter
Roadmap

• What is Cloud Computing?
• Why should you use it in your work?
• What programs work for me?
• Questions and Answers
How do I use Cloud Computing as a Tool?

- Backing up transcripts/notes
- Archiving transcripts/notes
- Delivery of transcripts to clients and firms
- Sharing case files and job dictionaries with colleagues
- With scopists for daily and expedites
- Live online scoping
- Organization of financial documents
What is Cloud Computing?

- Frank and Cloud Computing
Backing Up (in the cloud)

- Why is backing up necessary?
Stenographic notes of depositions shall be retained by the reporter for a period of not less than eight years from the date of the deposition, where no transcript is produced, and not less than one year from the date on which the transcript is produced. Those notes may be either on paper or electronic media, as long as it allows for satisfactory production of a transcript at any time during the periods specified.
(a) As used in this section, "reporting notes" are the reporting notes of all court reporters employed to report in the courts of California, who may be known as official reporters and official reporters pro tempore. Reporting notes are official records of the court. Reporting notes shall be kept by the reporter taking the notes in a place designated by the court, or, upon order of the court, delivered to the clerk of the court.
Government Code Section 69955

• (b) The reporting notes may be kept in any form of communication or representation including paper, electronic, or magnetic media or other technology capable of reproducing for transcription the testimony of the proceedings according to standards or guidelines for the preservation and reproduction of the medium adopted by the American National Standards Institute.
or the Association for Information and Image Management. Reporting notes shall be stored in an environment free from excessive moisture, temperature variation, and electromagnetic fields if stored on a medium other than paper.
Government Code section 69955

• (c) The reporting notes shall be labeled with the date recorded, the department number of the court, and the name of the court reporter. The reporting notes shall be indexed for convenient retrieval and access. Instructions for access to data stored on a medium other than paper shall be documented.

• (d) If the reporting notes are kept in any form other than paper, one duplicate backup copy of the notes shall be stored in a manner and place that reasonably assures its preservation.
Government Code section 69955

• (f) A periodic review of the media on which the reporting notes are stored shall be conducted to assure that a storage medium is not obsolete and that current technology is capable of accessing and reproducing the records for the required retention period.
That’s why I BACK UP IN THE CLOUD
I use Carbonite
Backup Options

- Wikipedia has a comparison chart of online backup products:
  
# TOP 10 BEST ONLINE BACKUPS

<table>
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<th>Rank</th>
<th>Company</th>
<th>Price</th>
<th>Storage</th>
<th>Money Back</th>
<th>Performance</th>
<th>Score</th>
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<td>FREE  (Limited Time)</td>
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<td>30 Days</td>
<td>Reliability Speed:</td>
<td>81%</td>
<td>Read Reviews</td>
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General Storage

Carbonite

- 100% Back-up focus
- Automatic Back-up and Remote Recovery
- No Mobile access
- No file sharing

Cost:
- $59 to $149/yr, 1 computer unlimited size
- $229/yr < 250G to $599/yr < 500G

Business
REDUNDANT BACKUP DRIVE OPTIONS

• My Passport hard drive – 1 terabyte of space = over 220 million pages of text
• 1 terabyte equates to 120 hours of HD video….many years of transcripts
• Compatible with 3.0 USB connectivity
• Wireless also available – Click Free manufacturer
BACKUP TIPS

• Create a Yahoo or Gmail e-mail account and zip and e-mail your transcript folder before leaving deposition/court.

• In your Outlook calendar, create a weekly reminder to backup your CAT dictionary.

• After completing your transcript, ALWAYS backup to your backup drive and copy the transcript to a folder your cloud backup services (Carbonite) backs up.
BACKUP TIPS

• Redundant backup is a necessity....don’t count on your computer hard drive as your backup resource.

• Test your cloud backup to ensure you know how to restore files

• Cloud backup occurs in the background, at a slow speed – allow backup to complete before shutting down.
ARCHIVAL FOR THE FUTURE

• Applicable code sections:
  – Code of Civil Procedure 2025.510 (e)
  – Those notes may be either on paper or electronic media, as long as it allows for satisfactory production of a transcript at any time during the periods specified.
GOVERNMENT CODE
SECTION 6955

• b) The reporting notes may be kept in any form of communication or representation including paper, electronic, or magnetic media or other technology capable of reproducing for transcription the testimony of the proceedings according to standards or guidelines for the preservation and reproduction of the medium adopted by the American National Standards Institute or the Association for Information and Image Management…..
Government Code section 69955

• (d) If the reporting notes are kept in any form other than paper, one duplicate backup copy of the notes shall be stored in a manner and place that reasonably assures its preservation.
Government Code section 69955

• (f) A periodic review of the media on which the reporting notes are stored shall be conducted to assure that a storage medium is not obsolete and that current technology is capable of accessing and reproducing the records for the required retention period.

• What exactly does this mean?
ARCHIVE FOR THE FUTURE!
IN ASCII, PDF

ASCII, American Standard Code for Information Interchange

PDF (Portable Document Format)
Archive for the future! CAT format

**CAT zipped folder**

- 010212_BROWN3
- 010212_BROWN4
- 010312_BROWN4
- 010412_McMILLAN
- 010912_LARRICK
- 011012_STOLLAR1
- 011112_STOLLAR2
- 011312_CLAPP
- 011312_CLAPP_final
- 011612_WHEATCRAFT1
- 011612_WHEATCRAFT1_1
- 011712_WHEATCRAFT2

**Files within folder**

- 01112_STOLLAR1
- 011012_STOLLAR1.sgdcg
- 011012_STOLLAR1.sgdcx
- 011112_STOLLAR2
- 011112_STOLLAR2
- 011112_STOLLAR2
- 011112_STOLLAR2
- 011112_STOLLAR2.sgdcg
- 011112_STOLLAR2.sgdcx
- 011112_STOLLAR2.SGXML
- OCWD_Case
- OCWD_Case.sgdcg
- OCWD_Case.sgdcu
- OCWD_Case.sgdcx
Archive for the Future!

PTX – AKA E-Transcript

Transcript management programs

- YesLaw
- pdf-IT
- Min-U-Script
- iBinder
- Just to name a few.
ARCHIVAL TIPS

• Think into the future….

✓ Always archive in at least two formats

✓ ASCII and PDF are standards in the industry

✓ Your CAT program format is fine as a third format for archival
Archival Tips (Reminders)

✓ Don’t archive onto a diskette
✓ Don’t archive only in your CAT format
✓ Always archive in ASCII (Attorneys need ASCII to import into their litigation support programs.
✓ Backup in the cloud
✓ Redundant backup
✓ Store your offline backup medium in a safe location.
Archive your notes – they are the official record
What long-term preservation needs does PDF/A-1 address?

• Characteristics identified as objectives for PDF/A were:
  • 1. Device Independent - Can be reliably and consistently rendered without regard to the hardware or software platform
  • 2. Self-contained - Contains all resources necessary for rendering
  • 3. Self-documenting - Contains its own description
  • 4. Unfettered - Absence of technical file protection mechanisms
  • 5. Available - Authoritative specification publicly available
  • 6. Adoption - Widespread use may be the best deterrent against preservation risk
Case CATalyst is PDF/A Compliant
Drop Box – My best friend
Categories of uses Overview

- Official and freelance Reporters
- Deposition Firms
- Scopists and proofreaders
- Personal
- Professional Association work
Drop Box for officials and Freelancers

- Allows for 24/7/365 accessibility of important work-related files, such as job dictionaries, transcript page layouts, job sheets, exhibits, et cetera
- Send your large transcript and audio files to your scopist and/or firm
- Create work units in your CAT program to send realtime text and audio to DropBox to share with your scopist
Dropbox for officials and Freelancers

- Scan your captions, exhibits and business cards to DropBox to share with your scopist or save to access any time.

- Officials, go paperless - upload your prelims, e.g., to a DropBox folder and either link to it or share the folder with the attorney.
Dropbox for Officials and Freelancers

- Working on a multi-day job with multiple reporters? Upload your rough to the shared DropBox folder at the end of each day.

- Sensitive/confidential deposition, send a link to the transcript – don’t attach to an e-mail.
Dropbox for firms

• Share all case-related documents with your reporters, such as job dictionaries, word lists, page layout formats, and exhibits

• Have reporter send in their transcript files with audio, if requested, via a shared DropBox folder

• Working on a case with another depo firm, use DropBox with that firm to share consecutively numbered exhibits
Dropbox for firms

- If you don’t already use a transcript repository, consider setting up a link in Dropbox for delivery of transcripts and exhibits.
- Or share a folder with your clients that contains all of the transcripts in a case.
- Manage multi-day jobs with multiple reporter using DropBox shared folders.
- Sensitive/confidential deposition, send a link to the transcript – don’t attach to an e-mail.
Dropbox for Scopists

- Allows scopist to access your work units on a daily or expedited job within Dropbox shared folder for fast delivery of audio and realtime text
- Use DropBox shared folders to share all your jobs with your scopist, not just expedites
- Share and store word lists, job dictionaries, page layouts
Dropbox for Scopists

• Share files with a proofreader and more than one scopist when doing daily copy.

• Scopist can send back the transcript file via Dropbox so the file doesn’t get lost in e-mails or the reporter has access to the files at any time without contacting the scopist.
Dropbox for personal use

- Upload movies, music and pictures to share with family members
- Set up your Smart Phone to automatically upload your pictures to DropBox
- Use DropBox linking to distribute invitations
- And much more – be creative
Collaborative Use

• Set up a Dropbox folder to share case/job dictionaries, rough drafts, witness lists and much more with your colleagues on trials and multi-witness deposition cases. The latest version of the document is automatically synced and made available to all working on the case.

• Share your board meeting binders/books using Dropbox, and access them via mobile device or computer.
Collaborative Use

• In creating the NCRA Realtime Systems Administrator manual, our committee extensively used Dropbox.
What’s the big deal?

• Dropbox automatically syncs the folders.
• You can work offline on a document and upon Internet access Dropbox syncs the document.
• Creating links to documents stored on Dropbox – the client doesn’t need to have Dropbox installed.
• You don’t have to manage passwords or permissions – just send an invitation to join a Dropbox or a link to a document.
Dropbox - It’s Secure

• Dropbox uses modern encryption methods to both transfer and store your data.
• Secure Sockets Layer (SSL) and AES-256 bit encryption
• Dropbox website and client software have been hardened against attacks from hackers
• Public files are only viewable by people who have a link to the file(s). Public folders are not browsable or searchable
• Dropbox uses Amazon's Simple Storage Service (S3) for storage, which has a robust security policy of its own.
CCP 2025.510(d) - depositions

(d) If the deposition officer receives a request from a party for an original or a copy of the deposition transcript, or any portion thereof, and the full or partial transcript will be available to that party prior to the time the original or copy would be available to any other party, the deposition officer shall immediately notify all other parties attending the deposition of the request, and shall, upon request by any party other than the party making the original request, make that copy of the full or partial deposition transcript available to all parties at the same time.
A certificate issued under this chapter may be suspended, revoked, denied, or other disciplinary action may be imposed for one or more of the following causes:

- Fraud, dishonesty, corruption, willful violation of duty, gross negligence or incompetence in practice, or unprofessional conduct in or directly related to the practice of shorthand reporting.
“Unprofessional conduct” includes, but is not limited to, acts contrary to professional standards concerning confidentiality; impartiality; filing and retention of notes; notifications, availability, delivery, execution and certification of transcripts; and any provision of law substantially related to the duties of a certified shorthand reporter.
What does Dropbox cost?

- All new Dropbox accounts and downloads, including the desktop and mobile applications, are completely free.
- Dropbox Free accounts have up to 18 GB of free space (2 GB + 500 MB per referral).
- If you ever run out of space, upgrade with a monthly or yearly subscription to a Dropbox Pro 50 GB or Dropbox Pro 100 GB account.
What does Dropbox cost?

- I am on the Pro 50 GB account plan and it costs 9.99/month or 99.00/year.
- The Pro 100GB account plan costs 19.99/month or 199.00/year.
Other similar programs

• Other similar programs available: Google Drive, SugarSync, Sky Drive, Box
  
Shared Storage

Google Drive

- Automatic Back-up and Remote Recovery
- PC, Mac and Mobile access
- File and Folder sharing
- Collaboration tools

Cost: 5GB Free
$4.99/mo*, 100GB
$49.99/mo, 1TB
LogMeIn for REALTIME scoping

- Allows remote access to your computer by your scopists with permission granted by you.
- Allows your scopist to edit in realtime – yes, while the proceeding is taking place.
- Scopist also has access to your live audio file.
Cloud Delivery

youSENDit

- No Automatic Back-up
- No file sharing
- No Mobile access

Cost:
50GB=$119/yr
LogMeIn Tips

• Set up a second computer for you to readback or use your writer

• If send audio, you will need the Pro version of Logmein.

• High-speed Internet connection works best. 4G aircard work fine.
More Cloud Computing

- Google Calendar
- Transcript Repositories
CR Specific Storage

RB WEB
- per RB8 server $220/month (1st month free)
- plus $250 set-up fee

Service options
- Full-text search plug-in $50/month
- Streaming media plug-in $50/month
- My Reward Points plug-in $50/month
  (requires RB8 Reward Points plug-in)
- Client Of/Sales Rep plug-in $50/month
- RB Web Mobile Apps $50/month/app
- plus set-up fee
CR Specific Storage

Min-U-Script TR

Transcript Repository

- $495 Set-up one time fee
- $25/month Hosting and support fee
- $25/month per GB for 1-9GB
- $20/month per GB for 10-19GB
- $15/month per GB for 20+GB
CR Specific Storage

PDF-IT

• Cloud Transcript creation tool
  $310/year – one license

• iDepos - Free to Transcript customers
  – For file delivery

• Depos on Demand - Free to Transcript customers
  – Facilitates COD clients
CR Specific Storage

YesLaw Online
Transcript, Document, and Video Repository

- $600/year* includes unlimited PDF tool
- 200 GB of storage
- Addition 100 GB of storage $300/year
- Site License for PDF tool included.
- $10/hour per hour for streaming video

* $50/month
Cloud computing = Paperless for court reporters

- Dominic
Mobile Files – Mobile Program
• Take the step
Re-Imagination of Computing Devices…

THEN...
(Desktops / Notebooks)

NOW...
(Tablets / Smartphones)
Re-Imagination of Note Taking…

THEN…
Pencil + Notepad

NOW…
(Evernote)
Always Synced / Multi-Device /
Picture + Audio Enabled / Searchable
Re-Imagination of Books...

THEN...

NOW...
(Amazon Kindle / Apple iBooks)
Impressive 29% of USA Adults Own Tablet / eReader, Up from 2% Less Than Three Years Ago
Enough of me – Questions?