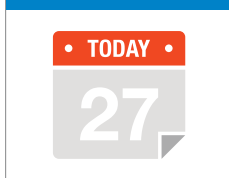


## Calendar



### View Your Calendar

- From the MyVeritext home screen, click the **"Calendar"** icon on the right, or the quick link at the top.
- View your calendar either by month **"M,"** week **"W,"** or day **"D."** These selections are found in the upper right corner.
- Click on any calendar assignment or event to see the details. To see complete details or make any changes, click **"Details."** Make any necessary adjustments and click **"Save."**

## Schedule





### Schedule a New Assignment

- Drag and drop a deposition notice into the Snap Scheduling section of the MyVeritext homepage and you're all set! You will receive an email notification about your assignment.
- Or, if you want to include more details about your deposition, from the MyVeritext home screen, click the **"Schedule"** icon on the right, or the quick link at the top. Enter the deposition details into the scheduling form.
- To add or edit items on a picklist (Attorney, Caller, or Location), click on **"Add"** or **"Edit."**
- To save a location to the picklist, check the **"Save Location to List"** box.
- If you need Veritext to assist in securing a location, enter the city, state, and zip code and check the **"Need a Location?"** box.

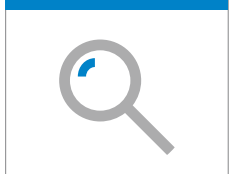
## Access Files



### Find Transcripts & Exhibits

- From the MyVeritext home screen, click the **"Recent Files"** icon on the right, or the quick link at the top.
- Sort by any of the headers, including Assignment Date, Plaintiff, Defendant, and Witness.
- To Search by date range and/or by a number of other criteria, click the show/hide filter arrow in the top right corner. Create a compound search by simply clicking on the **"Add"** button under **"Criteria."**
- To open a transcript or exhibit, click on the hyperlink. Transcripts and exhibits will open in PDF format and can be viewed, searched and printed.
- Click on the  button to see all available files for the deposition.
- Click on the  button to see details for the deposition.

## Search



### Full Text Searching

- From the MyVeritext home screen, click the **"Search"** icon on the right, or the quick link at the top.
- Choose a date range or specific date to search.
- Select additional criteria (e.g. witness, case name, etc.) to further narrow your results. You can create a compound search by simply clicking on the **"Add"** button under **"Criteria."** Leave criteria blank to search all documents.
- Choose the type of files you want to search: **"Transcripts," "Exhibits,"** or **"Transcripts and Exhibits."**
- Type in the word or phrase you want to search for.
- For additional help on searching your database, select **"Click here for help on searching."**

## Password



### Changing a Password

- Click on the **"Settings"** icon in the upper right corner of the menu bar. Select **"User Preferences."** Click on the button that says **"Change Password."**
- Type in your old password, and select a new password.
- Confirm your new password and click **"Save."**