

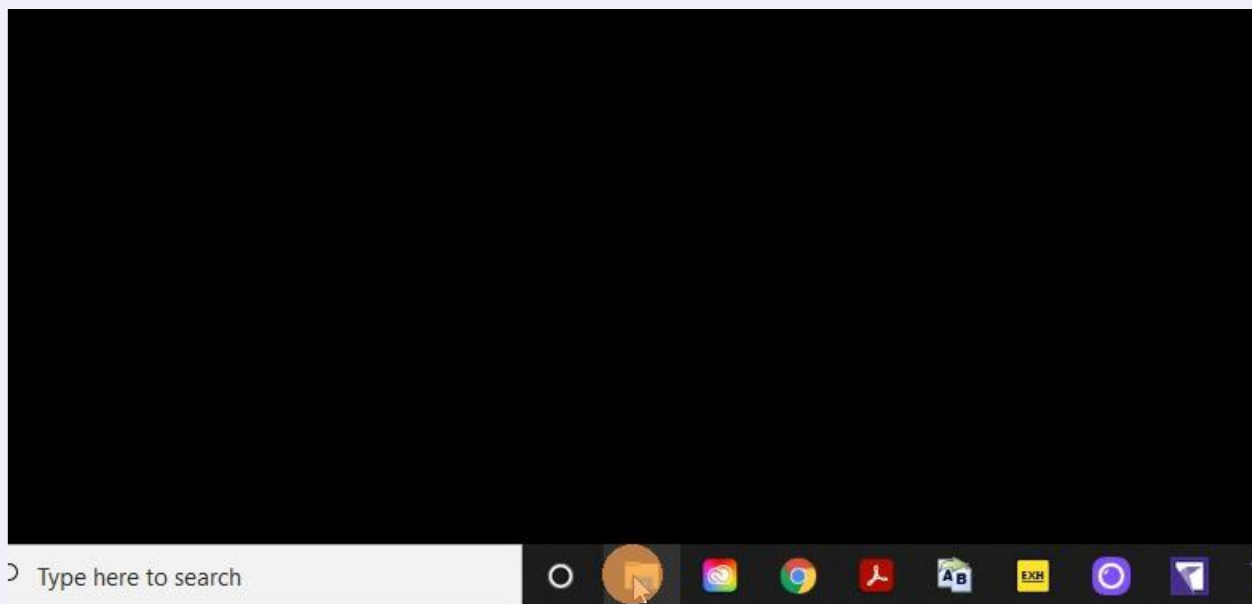
Change the pointer in OnCue when you go from mpg to mp4 or vice-versa.



1

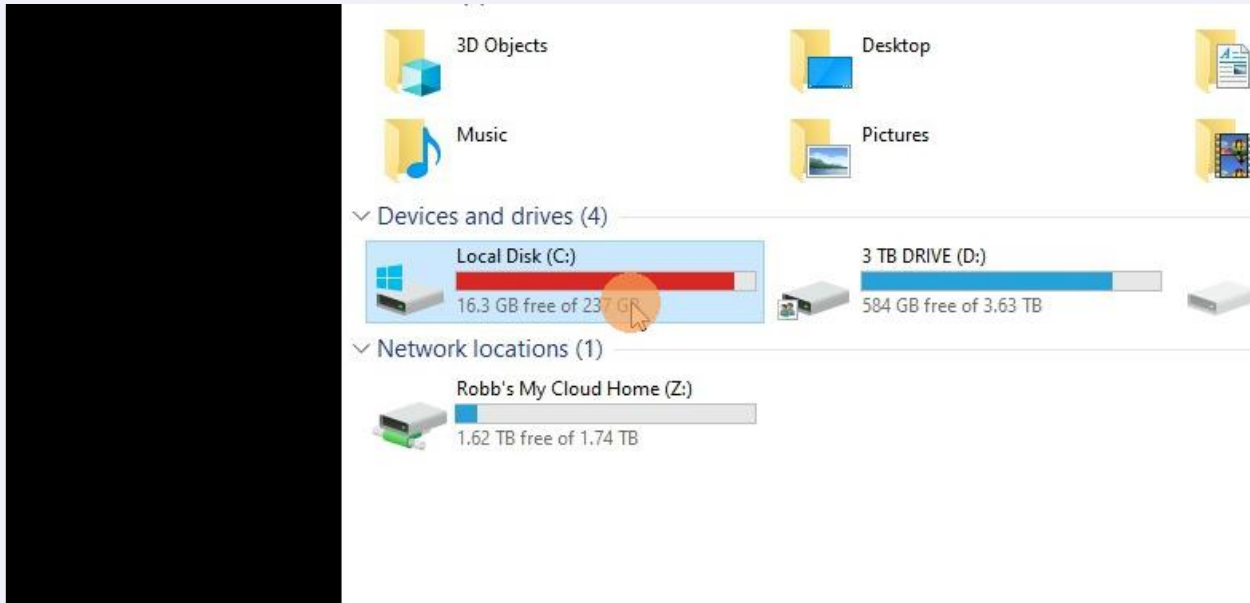
So you have decided to use a new file type in OnCue for video. OnCue is looking for an MPEG 1 but you have now converted to an MP4 file and need OnCue to recognize it. Not to worry. The following steps will allow you to tell OnCue what to do.

With OnCue closed, navigate to your case folder.

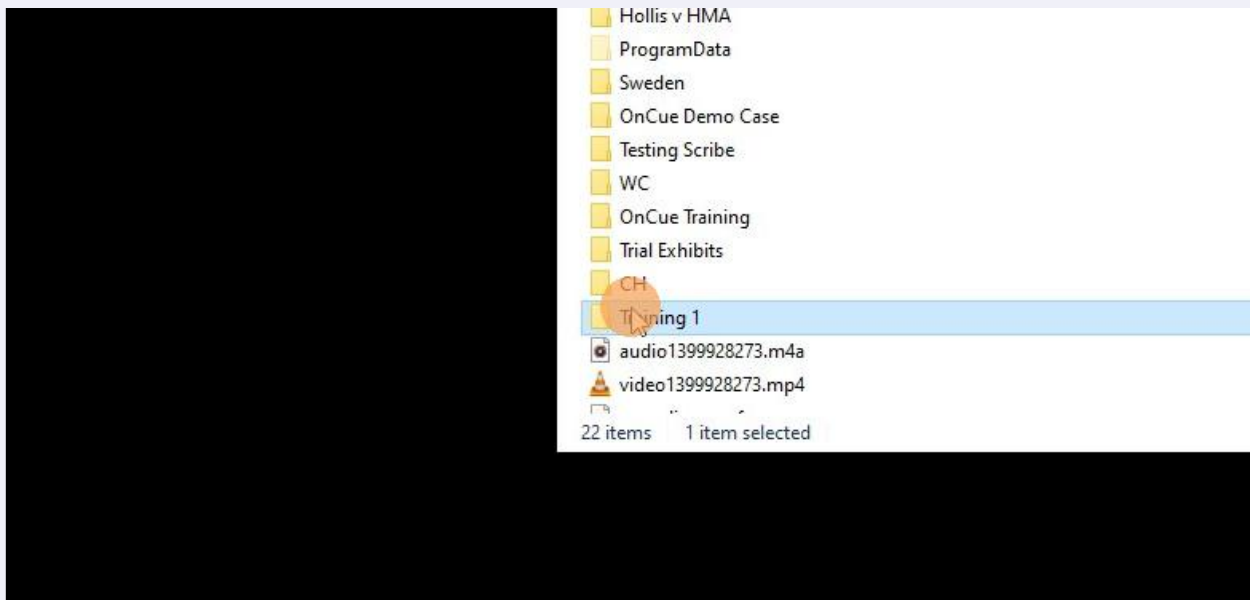


Heads Up! Remember to put your new MP4 file in the `_syncedvideos` folder in your case. If it is not there, OnCue will not find it.

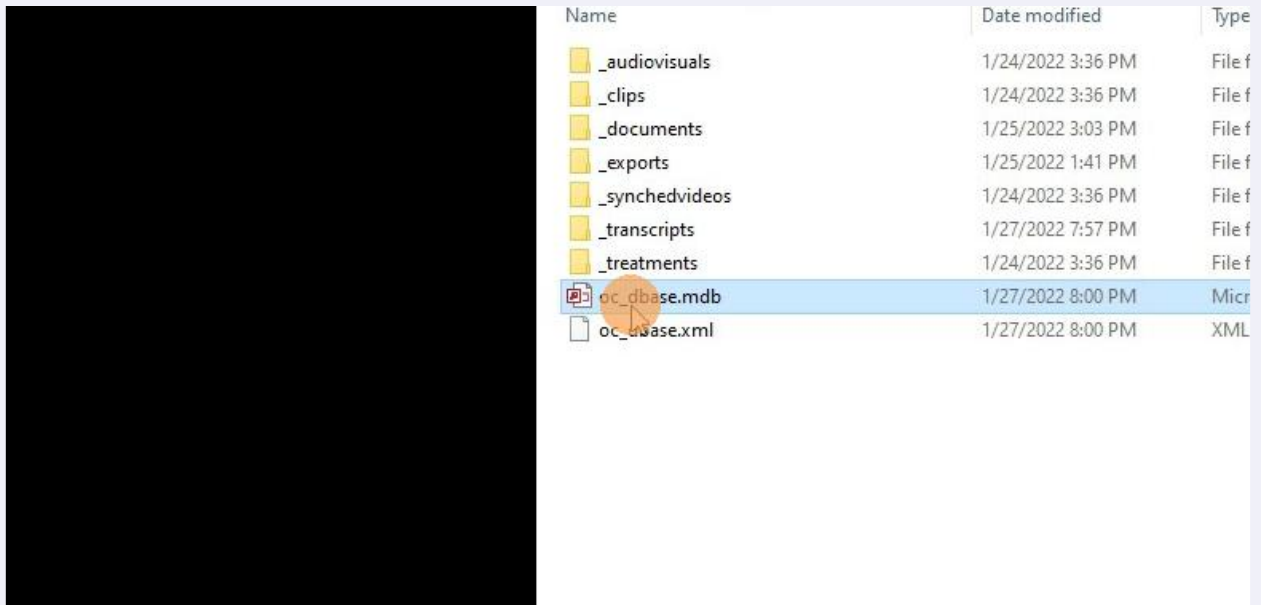
2 Double-click here: This case folder is in the C drive



3 Double-click here: Our case is called Training 1

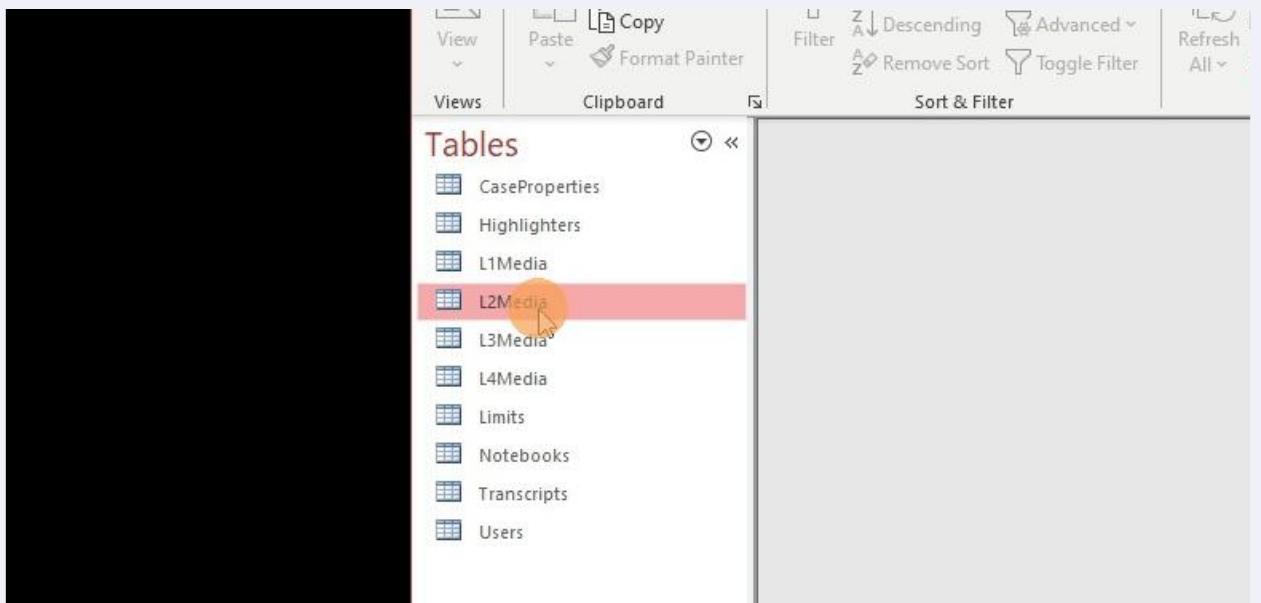


4 Double-click here: Open the oc_dbase.mdb file.



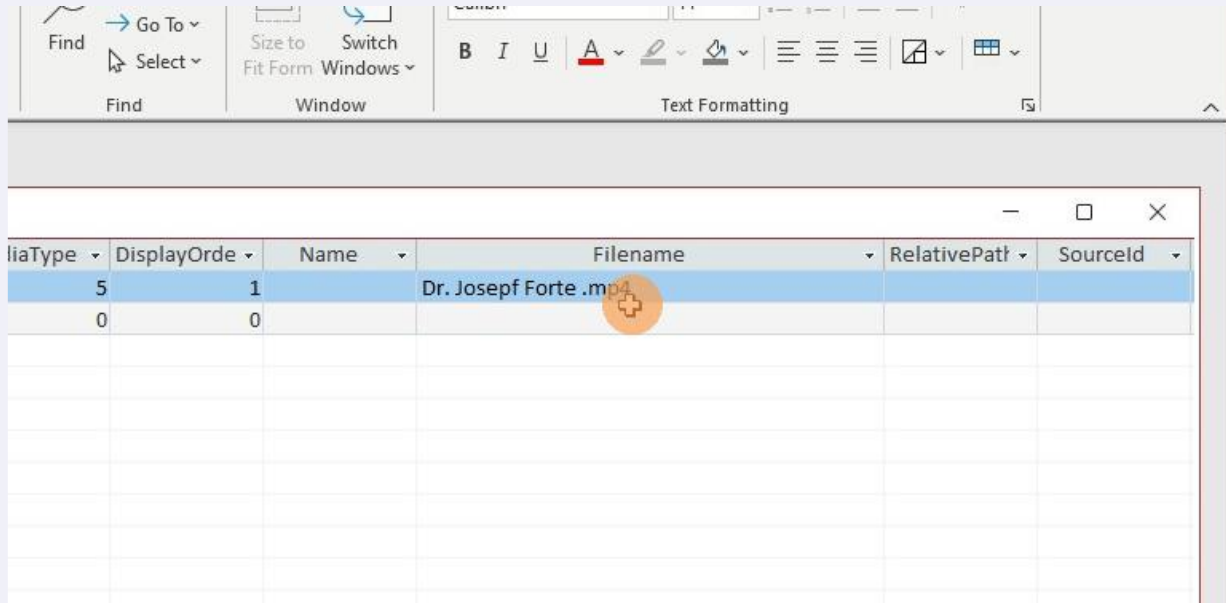
Heads Up! If you see oc_dbase.mdb twice and one of them has a lock sign in the icon, it means you have closed OnCue.

5 Double-click here: Open the L2 media table



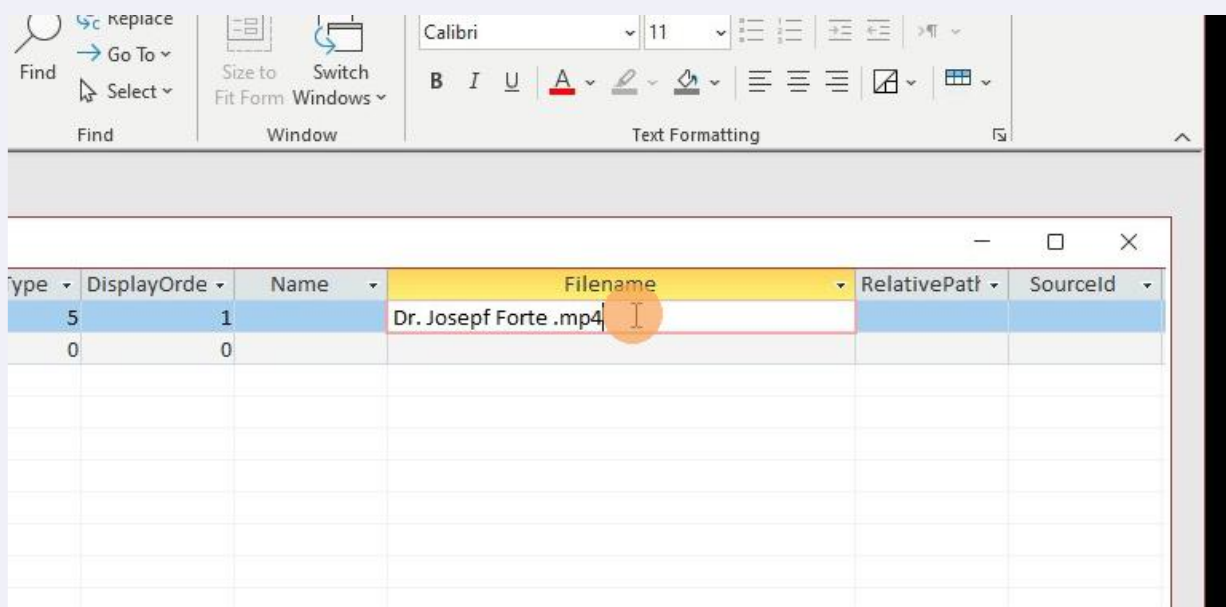
6

Click here: Expand the Filename column and change the extension from .mpg to .mp4



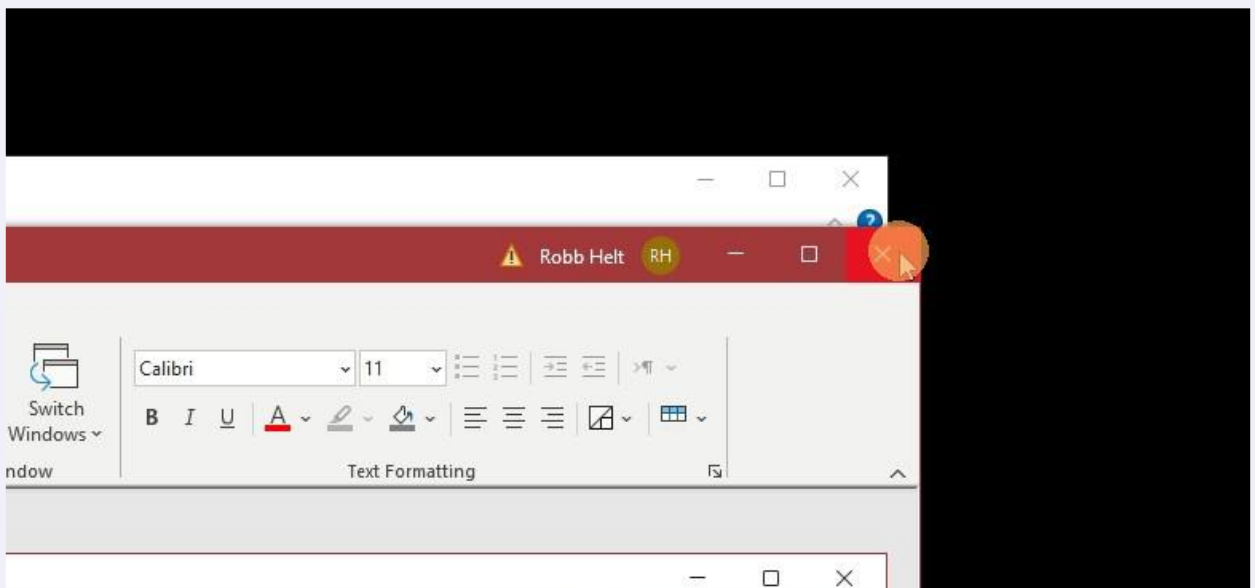
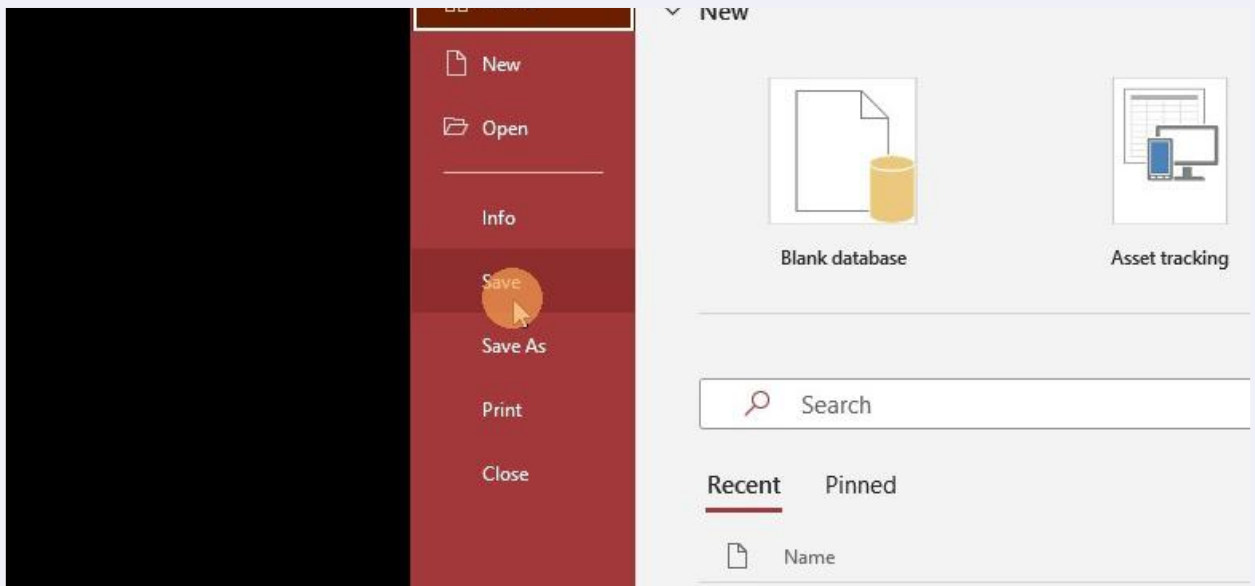
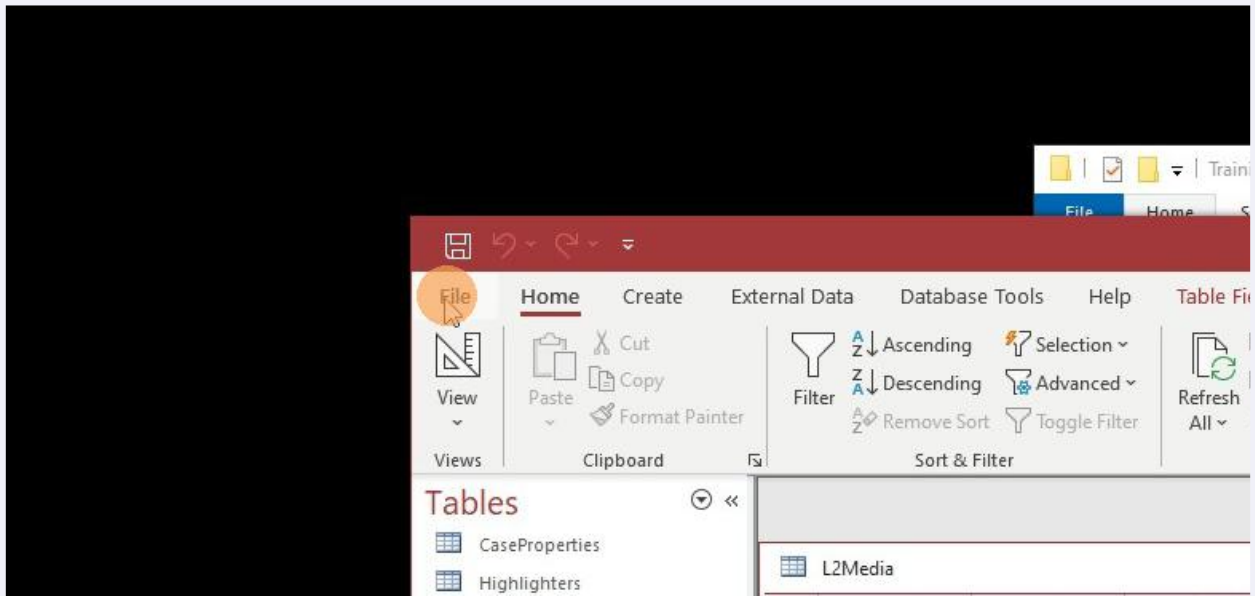
7

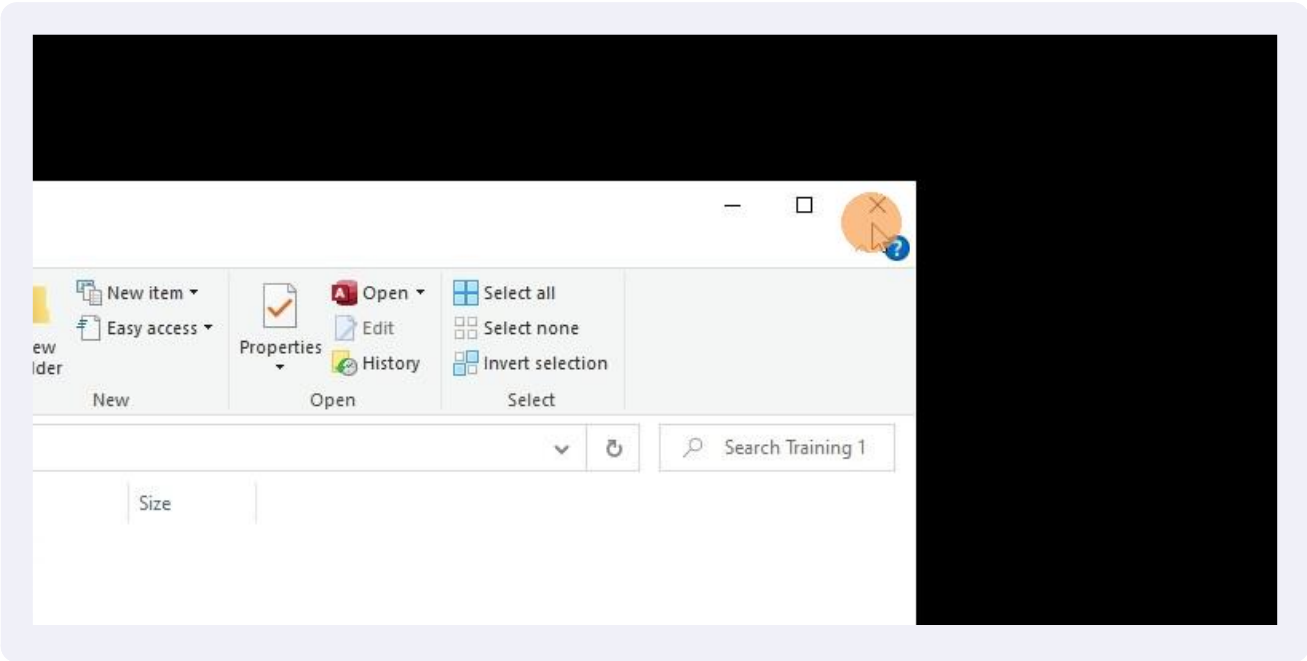
Click here: Press Enter to save that in there.



8

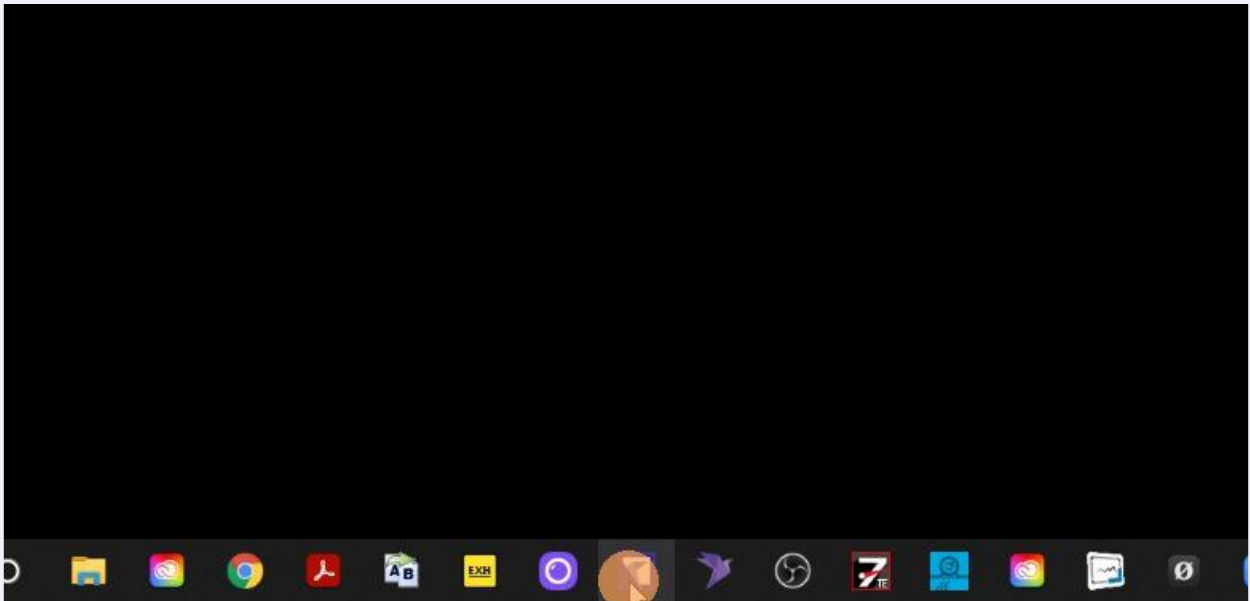
Click here: Go to File and choose SAVE
Click here:





9

Click here: Open OnCue



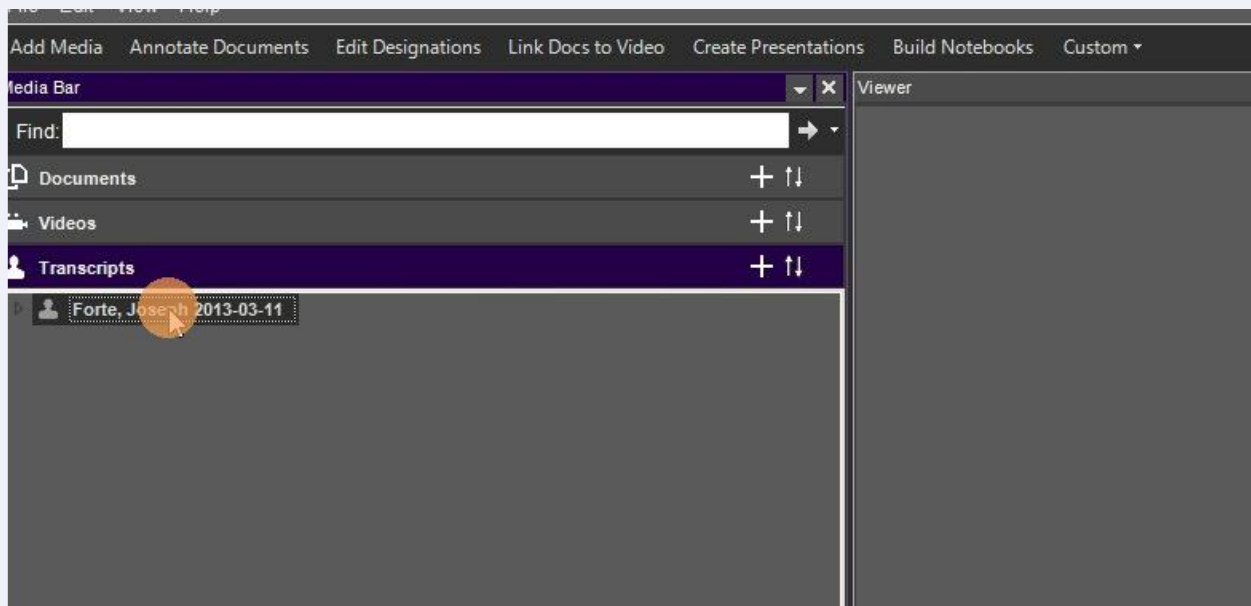
10 Double-click here: Open the case you were just in.



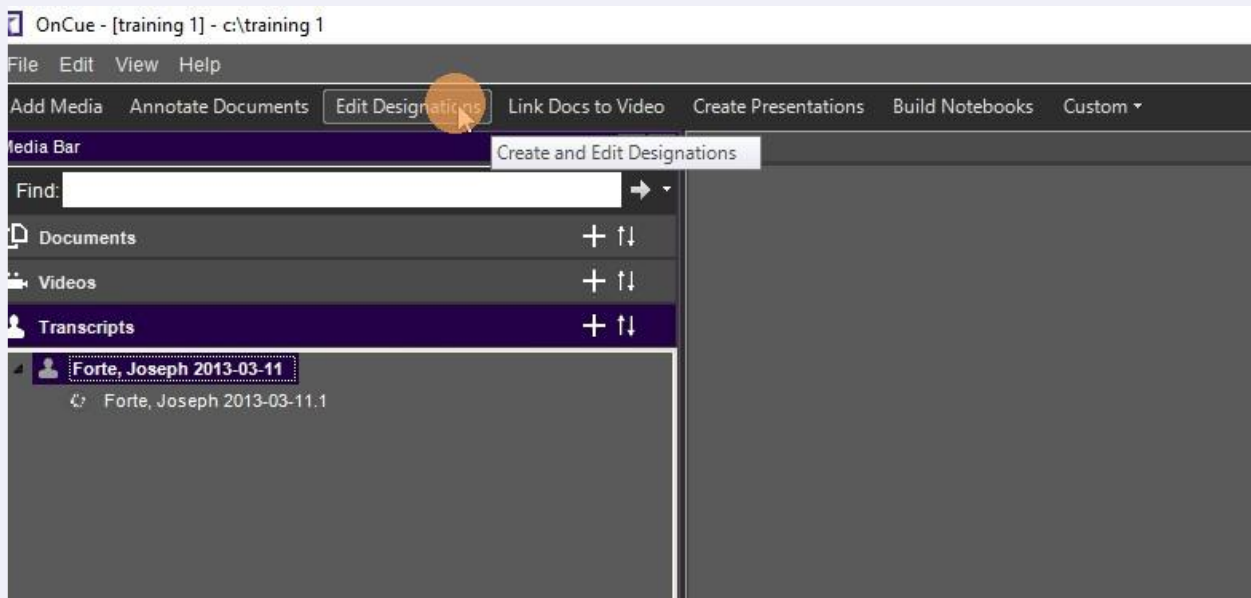
11 Click here: Click Transcripts



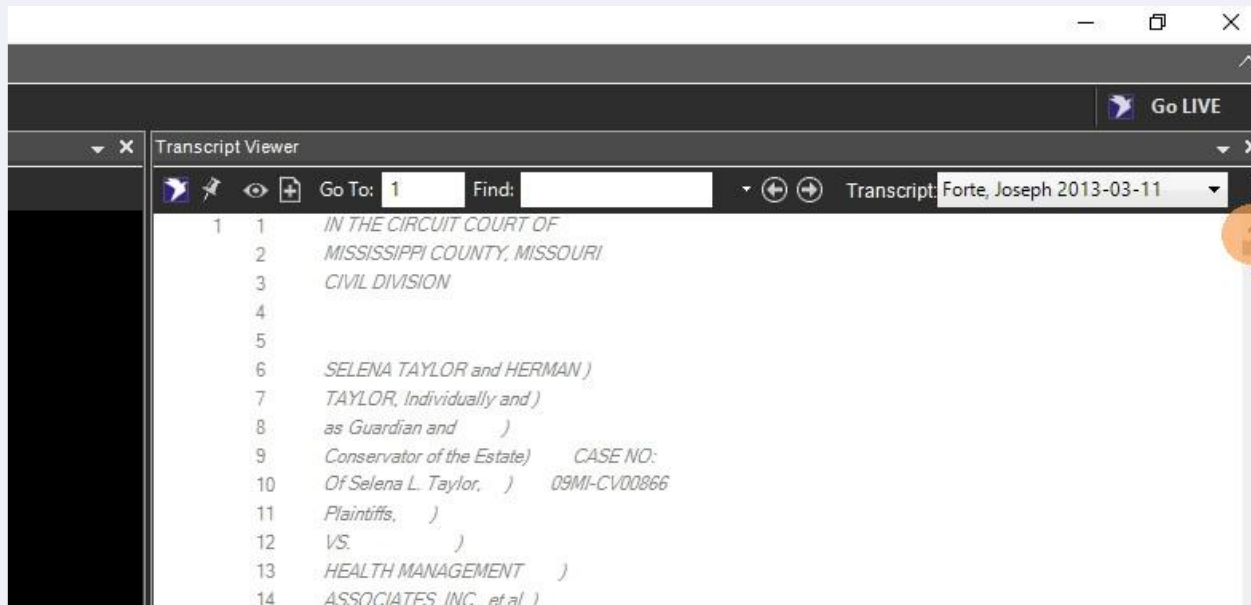
12 Double-click here: Select your transcript that you just changed.



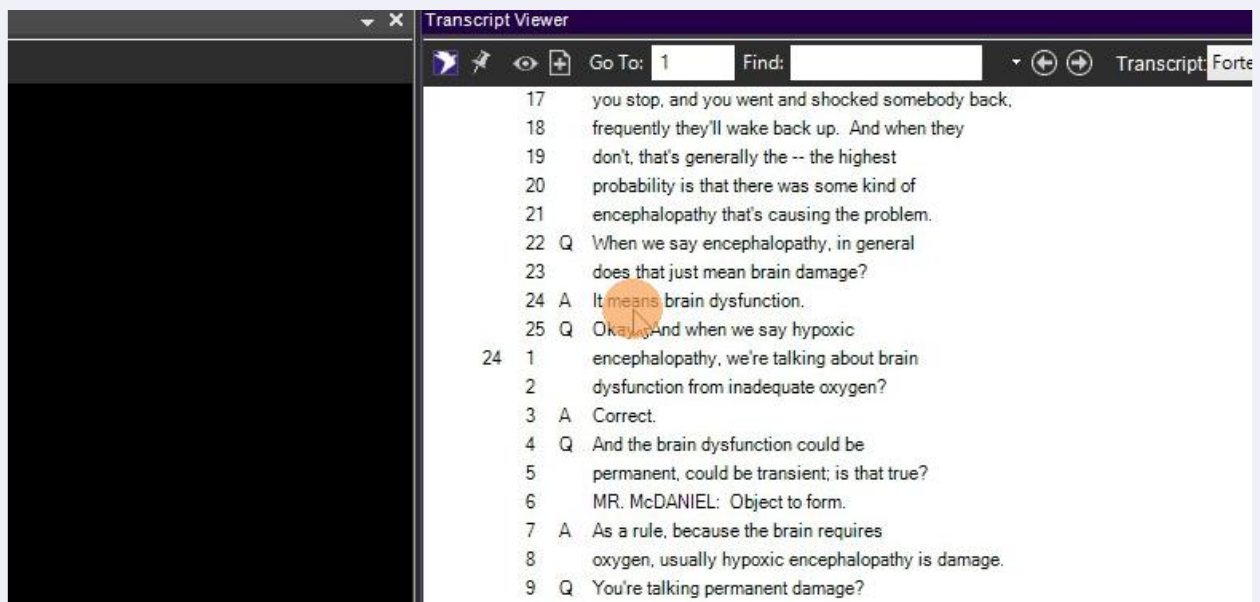
13 Click here: Click on Edit Designations in the Workflow Ribbon



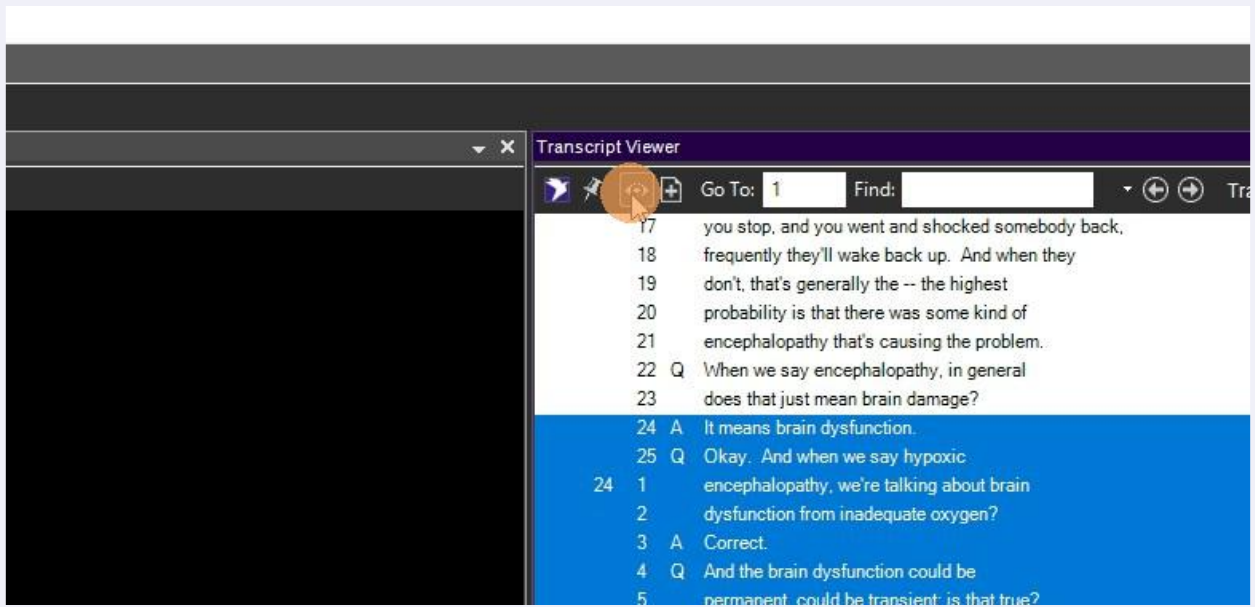
14 Click here: Make sure your transcript shows up in the transcript viewer



15 Click here: Scroll down and select some of the text in the deposition.



16 Click here: Click the Eyeball Preview Button



17 Click here: Your video should now play if everything is correct. However, we do not have that file in our _syncedvideos folder and so if you see this, make sure your file is in there. NOTICE that it is now looking for an MP4 and not an .MPG

