



COMMONWEALTH LEGAL

Commonwealth Legal's Summation "Tip of the Month" for December

Linking a Transcript Excerpt to a Document in the Core Database

Summation allows users to create links between transcript excerpts and documents which have been imaged into the Core Database. This could be useful for linking undertakings or references to exhibits in the transcript to the scanned image.

1. To create a link, select the excerpt in the transcript and press Alt-L (or right-click on the selected text and choose "Create Link").
2. Choose "Document Image Tag". You will then be taken into the Column view of your database.
3. Perform a search to find the document you wish to link to. When you have found it, click "Done".
4. To change the name of the link, type the desired information into "Link's Tip" (i.e. Change "Display Document CWL00001" to "Exhibit 3 - CWL00001") then click "OK".

The excerpt in the transcript will now be underlined in blue, indicating a hyperlink. Hovering over the hyperlink will display the name of the link. Clicking the hyperlink will bring up the image of the associated document.

For further training tips or to arrange for a Summation training session, contact your Account Representative or one of our Certified Trainers at 1-866-LAW-SCAN (529-7226.)

You can also view previous "tips of the month" at www.commonwealthlegal.com

