

Summation LG Gold/iBlaze Training Classes

Basic Training

This set of classes is the single best opportunity to learn all the core, basic functionalities of Summation, especially transcript testimony and related work-product, and all things document-related.

- **Layouts/Case Explorer** – *This class is required for any further training*
 - Layouts
 - Learn all there is to know when working with Summation's interface*
 - Case Explorer
 - Learn all the pieces of the potential Summation pie – all you could do if you used every part of Summation*

- **Transcripts – Working with testimony**
 - Comprehensive
 - Transcripts
 - Loading
 - Organizing
 - Searching
 - Linking
 - To Other Testimony
 - Exhibits (Imaged Documents)
 - Notes/Digests (*aka work product*)
 - Creating
 - Coding Testimony in a Note
 - Searching Notes
 - Digesting

- **Database – Working with documents**
 - Comprehensive
 - Data Entry
 - Column View Manipulation
 - Tally
 - Column Manipulation
 - Printing Reports
 - Understanding OCR and Imaging
 - Searching
 - Boolean (database)
 - Fuzzy (OCR)
 - Working With Images
 - Redacting
 - Highlighting
 - Printing Images