

# Summation LG Gold/iBlaze Training Classes

## Intermediate Classes

*The following classes will expand an end-user's basic knowledge of the program to include functions useful as a case develops. They may not be used every day, but can be every bit as important as the day-to-day functions.*

- **Companion databases – 1 hour**

*Knowledge of this topic will enhance your ability to maneuver through the world of working with multiple tables. Summation is not relational (like Access, for example), so you'll learn how to maximize Summation's capabilities.*

- Basic concept
- Chronology of Events table
  - Data entry basics
  - Linking to supporting testimony or documents
  - Advanced concepts
- People table
- Linking to your own databases or tables

- **Case Organizer – 1 hour**

*This feature allows for the ability to place selected search results or other case data into an outline-style staging area, whether a case blueprint, a deposition road map, or up to 100 different outlines that help structure the briefs and proceedings occurring during the course of a litigation*

- Case Outlining
  - Facts
  - Issues
  - Chronology
- Sending/saving data
- Sharing data

- **Working with ESI/Native Files – 2 hours**

*Native file reviews are becoming more commonplace as the practice of law succumbs to the age of working in the digital age. Learn how Summation manages this kind of information, and how best to incorporate it into a case*

- E-discovery basics
- Pleadings
- Email
- Electronic evidence

- **Document Production Tools – 2 hours**

*Whether you need to provide documents to the other side with a new or existing document number, this class will provide you all the steps necessary to accomplish either. Please be aware that briefcases can only be created with the iBlaze version of Summation.*

- LG Gold
    - Creating your own production set
    - Working with production sets
    - Printing
  - iBlaze
    - Briefcasing
    - Creating a production set to give to non-Summation users
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- **Tips and Tricks – 1 hour**
    - An extension of basic training, to make the *most* out of the basics you've already learned or used!