The Transcripts application enables users to upload, review, code, and annotate Transcript files in Relativity. This application is available for download on the [Relativity Community site](https://community.relativity.com).

Features of Transcripts application:

- Simple import functionality
- Improved Word Index
- Annotating transcripts
  - Notes
  - Designations
  - Exhibits
  - URLs
- Linking to exhibits/documents
- Printing transcripts
- Generating reports
- Integration with Case Dynamics

**Importing transcripts**

Complete the following steps to import a transcript:

1. Click on **New Transcript**.

2. Enter the Default Transcript Import Inputs:
   - Deponent Name
Using the Word Index

Click on the Word Index icon in the lower right corner of the Transcript Viewer to open the Word Index.
The Word Index enables reviewers to jump to sections of the transcript where a particular word appears. Users input a word, and the Transcripts application populates the Locations area with links to sections of the transcript. The numbers in the links represent the page and line numbers where the word appears. The Count area is populated with the number of times a word appears and you can also filter in this area.
Adding notes
To add notes to transcripts:

1. Select text in the Transcript Viewer.
2. Right-click on selected text.
3. Click Add Note.

Adding designations
To add a designation to a transcript:

1. Select text in the Transcript Viewer.
2. Right-click on the selected text.
3. Click Add Designation.
Linking single or all exhibit occurrences

To link single or all exhibit occurrences to a transcript:

1. Select text in the Transcript Viewer.
2. Right-click on the selected text.
3. Click **Link Exhibit**, then choose to **Link This Occurrence** or **Link All Occurrences**.

Linking URLs

To link URLs to a transcript:

1. Select text in the Transcript Viewer.
2. Right-click on the selected text.
3. Click **Link to URL**.
Printing single-page or condensed transcripts

To print a single-page or condensed transcripts:

1. Go to the Transcript Viewer toolbar.

2. Click on the PDF to Printer icon (Printer icon).

3. Select various options to customize the output of the transcript to PDF format.

   ![Print Transcript]

<table>
<thead>
<tr>
<th>Print Settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages per Sheet:</td>
</tr>
<tr>
<td>Branding:</td>
</tr>
<tr>
<td>Include:</td>
</tr>
<tr>
<td>Print With:</td>
</tr>
</tbody>
</table>

   **Note:** When selecting the one page per sheet option, you can include notes and designations on the PDF file generated. When selecting four pages per sheet, you will not have the option to print with notes and/or designations.

Working with Case Dynamics

When portions of the transcript are linked to Case Dynamics, those portions will be highlighted. The various highlight colors indicate whether the text is associated with a Fact, Issue, Person, Organization, or Interview Question. You can also create new Facts, Issues, Persons, Organizations, and Interview Questions directly from the Transcript Viewer.
INTERVIEW WITH ANDREW SIEJA
NOVEMBER 7, 2017

Transcript of video recorded on
November 7, 2017 and transcribed on
February 26, 2018.

TRANSCRIBED BY:
MICHELLE M. YOHLEN, CSR, RMR, CRR
Illinois CSR No. 84-4531.

MR. SIEJA: -- Exhibit 01 document management system
designed for Exhibit 02 Discovery. And so what it -- legal
Exhibit 02 Discovery. So what is legal Exhibit 02 Discovery?

So when -- maybe there's two
to companies that are involved in a dispute.
They're suing each other. Side A needs to hand
over all information about the ma
Side B and vice-versa. And if you
involved in one of these things,
messy, it's nasty, and it's real
expensive.

And what we do is, we
information -- in modern business
the documents, the spreadsheets.

MR. RYAN: It's amazing if you
literally people go through mill
So imagine the alternative of goi
millions of e-mails if you didn't have it.

MR. SIEJA: I mean, it's crazy, like, you
know, not even as long as maybe, like, in 2005,
you know, there's still tons of law firms that
were just printing this stuff out and then
having, like, all these associates just read
them manually.
Generating Reports

To generate a report:

1. Select the transcript files that contain Work Product for which you want to report on.
2. Click on the Mass Operation bar and select **Transcript Report**.

3. Select the desired annotations to include in the report.
4. You can choose to include the entire question/answer pair in the report.
5. You can choose to add lines above and below the annotations.
6. Click **Export**.
Resources

Documentation
Transcripts application

Supported file types for the Transcripts application

Videos/Webinars
Working with Transcripts

Transcripts Overview (Ask the expert webinar scheduled to air/be recorded on August 9, 2018)