

# Transcripts application Quick Reference Guide

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](#).

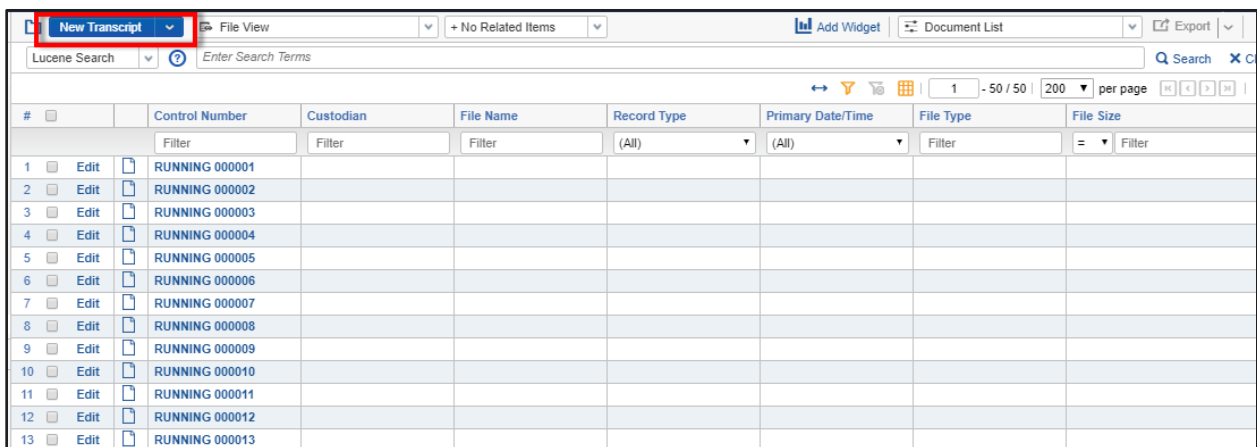
Features of Transcripts application:

- 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**.



#	Control Number	Custodian	File Name	Record Type	Primary Date/Time	File Type	File Size
1	RUNNING 000001			(All)	(All)		
2	RUNNING 000002						
3	RUNNING 000003						
4	RUNNING 000004						
5	RUNNING 000005						
6	RUNNING 000006						
7	RUNNING 000007						
8	RUNNING 000008						
9	RUNNING 000009						
10	RUNNING 000010						
11	RUNNING 000011						
12	RUNNING 000012						
13	RUNNING 000013						

2. Enter the Default Transcript Import Inputs:

- Deponent Name

- Deponent Type
- Deponent Date
- Volume
- Status
- Source
- Taking Attorney
- Defending Attorney
- Party
- Lines Per Page
- Comment

**New Transcript**

**Upload:** Sieja, Andrew - Vol. 1.lef Clear

**Control Number:**  File Name

**Deponent Name:**

**Upload Files:** Select

**File:** Transcript ▾ Sieja, Andrew - Vol. 1.lef

**File:** Exhibit ▾ exhibit 04 kcura.pdf 🗑

**File:** Exhibit ▾ exhibit 07 relativity.pdf 🗑

**Deponent Type:**

**Deposition Date:**

**Volume:**

**Status:**

**Source:**

**Taking Attorney:**

**Defending Attorney:**

**Party:**

**Lines Per Page:**  Select Starting Line

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1 INTERVIEW WITH ANDREW SIEJA

2 NOVEMBER 7, 2017

3

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7 Transcript of video recorded on

8 November 7, 2017 and transcribed on

9 February 26, 2018.

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1 MR. SIEJA: -- Exhibit 01 document management system

2 designed for Exhibit 02 Discovery. And so what it -- legal

3 Exhibit 02 Discovery. So what is legal Exhibit 02 Discovery?

4 So when -- maybe there's two

5 companies that are involved in a dispute.

6 They're suing each other. Side A needs to hand

7 over all information about the matter over to

8 Side B and vice-versa. And if you've ever been

⏪

/ 11
⏩

Upload
Cancel

## Using the Word Index

Click on the Word Index icon in the lower right corner of the Transcript Viewer to open the Word Index.

← Return to document list

Sieja Andrew.txt

Transcript  Extracted Text

100%

1 INTERVIEW WITH ANDREW SIEJA  
 2 NOVEMBER 7, 2017  
 3  
 4  
 5  
 6  
 7 Transcript of video recorded on  
 8 November 7, 2017 and transcribed on  
 9 February 26, 2018.  
 10  
 11  
 12  
 13  
 14  
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 16  
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 18  
 19  
 20  
 21  
 22

LEGEND

- Fact
- Issue
- People
- Organization
- Interview Question

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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.

Word Index

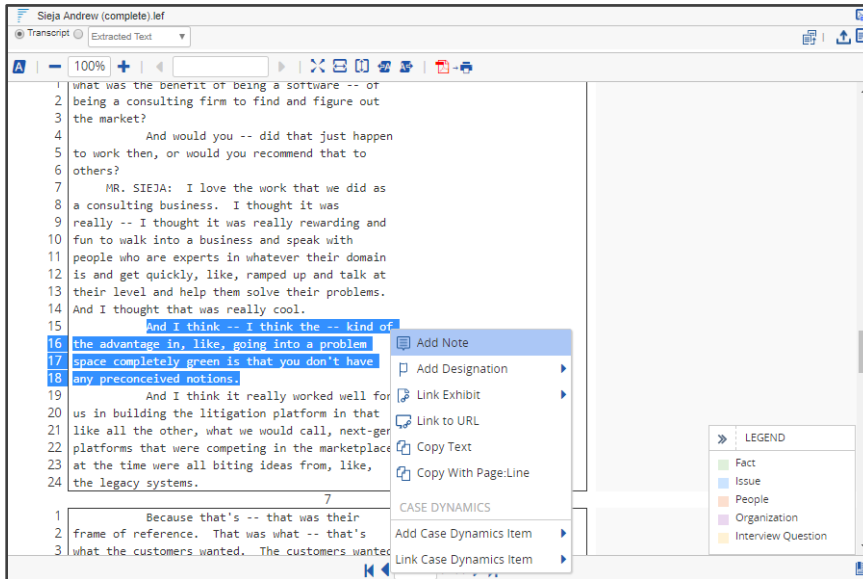
Word	Count	Locations
exhibit		
exhibit	12	<a href="#">2:1</a> <a href="#">2:2</a> <a href="#">2:3</a> <a href="#">3:8</a> <a href="#">3:13</a> <a href="#">3:14</a> <a href="#">4:7</a> <a href="#">4:9</a> <a href="#">6:20</a> <a href="#">8:4</a> <a href="#">8:5</a> <a href="#">10:10</a>

Items 1 - 1 (of 1)

## Adding notes

To add notes to transcripts:

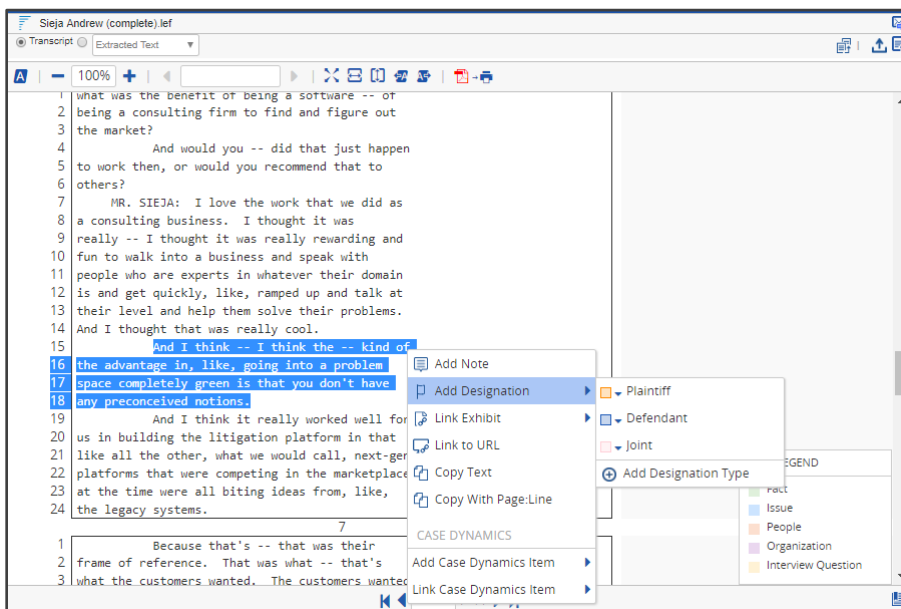
1. Select text in the Transcript Viewer.
2. Right-click on selected text.
3. Click **Add Note**.



## Adding designations

To add a designation to a transcript:

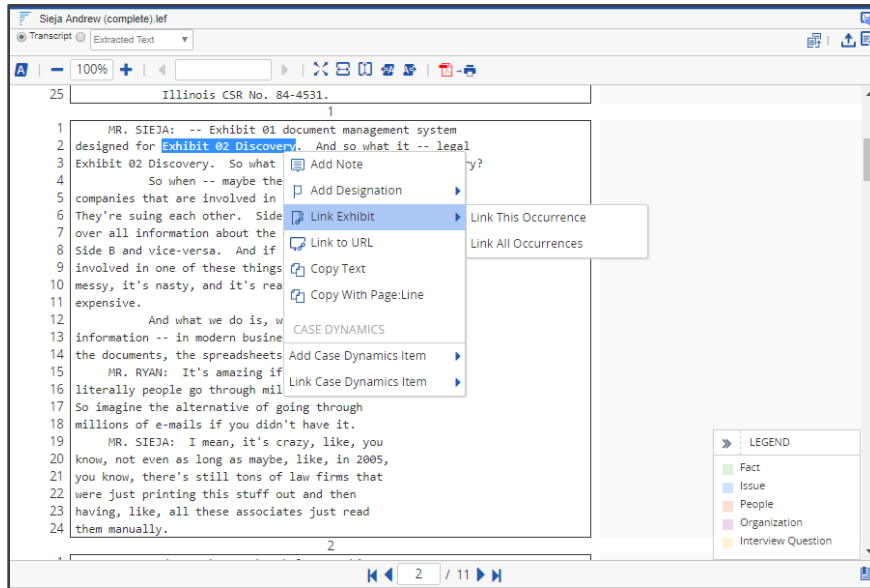
1. Select text in the Transcript Viewer.
2. Right-click on the selected text.
3. Click **Add Designation**.



## Linking single or all exhibit occurrences

To link single or all exhibit occurrences to a transcript:

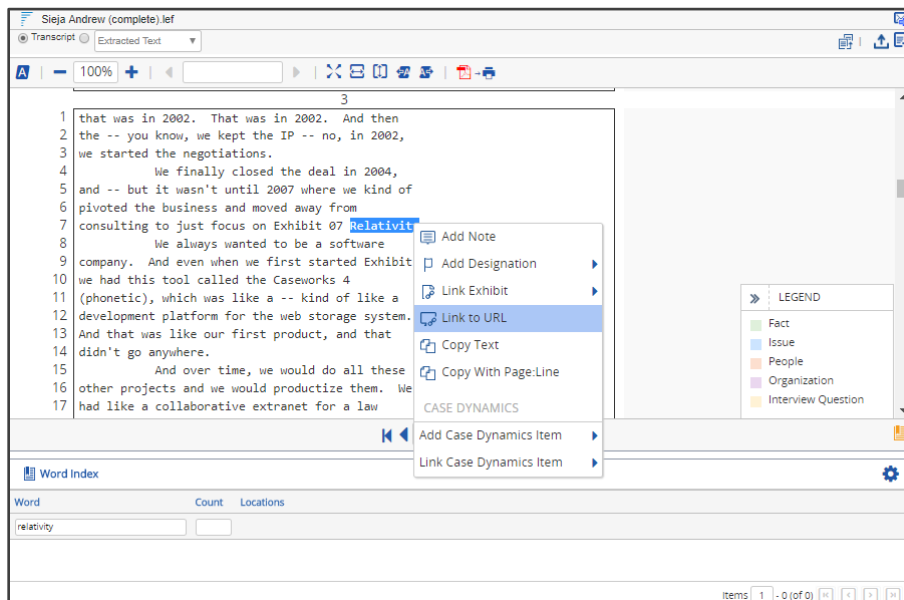
1. Select text in the Transcript Viewer.
2. Right-click on the selected text.
3. Click **Link Exhibit**, then choose to **Link This Occurrence** or **Link All Occurrences**.



## 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**.




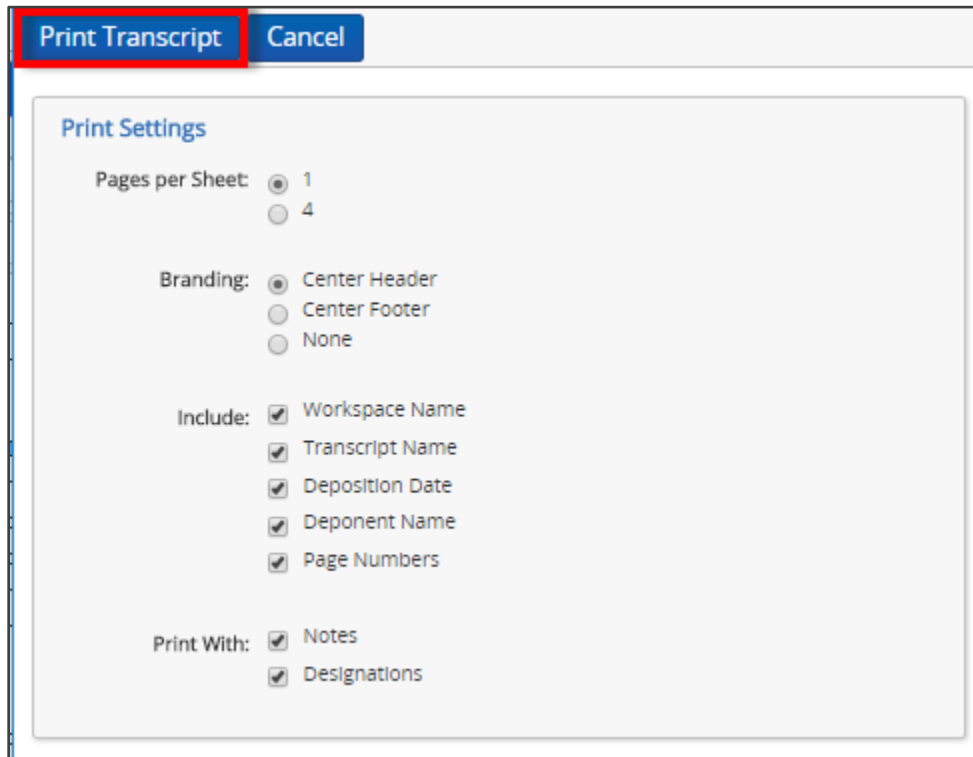
## Printing single-page or condensed transcripts

To print a single-page or condensed transcripts:

1. Go to the Transcript Viewer toolbar.



2. Click on the PDF to Printer icon (  ).
3. Select various options to customize the output of the transcript to PDF format.

A screenshot of a 'Print Transcript' dialog box. The dialog has a title bar with 'Print Transcript' and 'Cancel' buttons. Below the title bar is a 'Print Settings' section. It contains several options: 'Pages per Sheet' with radio buttons for '1' (selected) and '4'; 'Branding' with radio buttons for 'Center Header' (selected), 'Center Footer', and 'None'; 'Include:' with checkboxes for 'Workspace Name', 'Transcript Name', 'Deposition Date', 'Deponent Name', and 'Page Numbers' (all checked); and 'Print With:' with checkboxes for 'Notes' and 'Designations' (both checked).

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*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.*

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## 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.

← Return to document list

Sieja Andrew.txt

Transcript | Extracted Text

100%

1 INTERVIEW WITH ANDREW SIEJA  
2 NOVEMBER 7, 2017  
3  
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5  
6  
7 Transcript of video recorded on  
8 November 7, 2017 and transcribed on  
9 February 26, 2018.  
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23 TRANSCRIBED BY:  
24 MICHELLE M. YOHLER, CSR, RMR, CRR  
Illinois CSR No. 84-4531.

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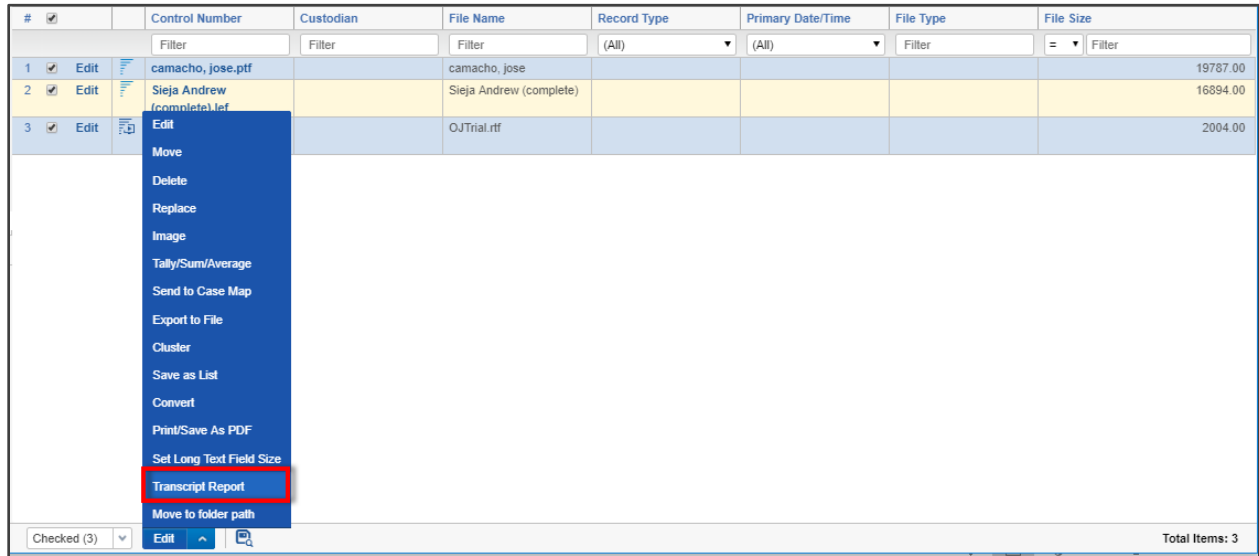
1 MR. SIEJA: -- Exhibit 01 document management system  
2 designed for Exhibit 02 Discovery. And so what it -- legal  
3 Exhibit 02 Discovery. So what is legal Exhibit 02 Discovery?  
4 So when -- maybe there's two  
5 companies that are involved in a dispute.  
6 They're suing each other. Side A needs to hand  
7 over all information about the ma  
8 Side B and vice-versa. And if yo  
9 involved in one of these things,  
10 messy, it's nasty, and it's reall  
11 expensive.  
12 And what we do is, we  
13 information -- in modern business  
14 the documents, the spreadsheets.  
15 MR. RYAN: It's amazing if y  
16 literally people go through milli  
17 So imagine the alternative of goi  
18 millions of e-mails if you didn't have it.  
19 MR. SIEJA: I mean, it's crazy, like, you  
20 know, not even as long as maybe, like, in 2005,  
21 you know, there's still tons of law firms that  
22 were just printing this stuff out and then  
23 having, like, all these associates just read  
24 them manually.

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## 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**.

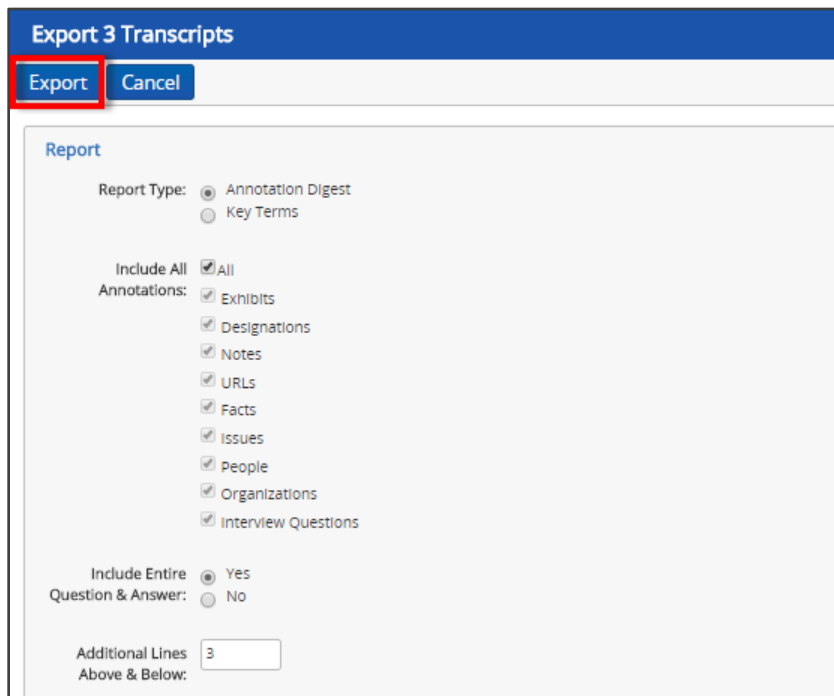


#	Control Number	Custodian	File Name	Record Type	Primary Date/Time	File Type	File Size
1	camacho, jose.ptf		camacho, jose	(All)	(All)		19787.00
2	Sieja Andrew (complete).rtf		Sieja Andrew (complete)				16894.00
3	OJTrial.rtf		OJTrial.rtf				2004.00

Checked (3) | Total Items: 3

Context menu options: Edit, Move, Delete, Replace, Image, Tally/Sum/Average, Send to Case Map, Export to File, Cluster, Save as List, Convert, Print/Save As PDF, **Transcript Report**, Move to folder path.

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**.



**Export 3 Transcripts**

**Export** | Cancel

**Report**

Report Type:  Annotation Digest  
 Key Terms

Include All:  All

Annotations:

- Exhibits
- Designations
- Notes
- URLs
- Facts
- Issues
- People
- Organizations
- Interview Questions

Include Entire Question & Answer:  Yes  
 No

Additional Lines Above & Below:



## Resources

### Documentation

[Transcripts application](#)

[Supported file types for the Transcripts application](#)

### Videos/Webinars

[Working with Transcripts](#)

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