

# Exhibit Linking

## *Summation Express/Pro*

- **Exhibit Linking**
  1. **Within the Transcript (Transcript panel); highlight the text to which you want to add the link.**
  2. **Right-click and select Add Link.**
  3. **In the Add Link Document dialog, in the search field, enter the DocID of the document you want to link to.**
  4. **Press the tab button to activate the Go button and click Go.**
  5. **Select the document (Exhibit) you want to link.**
  6. **Click Ok.**
  7. **\*Important: Click Save or the transcript link will not be saved!\***
  8. **Once the link is save you can do CTRL + Click to open the exhibit or you can go to Layout > Panel > Select Natural.**

## *Summation iBlaze*

- **Exhibit Linking**
  1. **Within the Transcript ; highlight the text to which you want to add the link.**
  2. **Right-click and select **Create Link**.**
  3. **Select **Link to** from **Menu** options.**
  4. **Click **OK**.**
  5. **The Transcript Link is created and the source lines linked.**