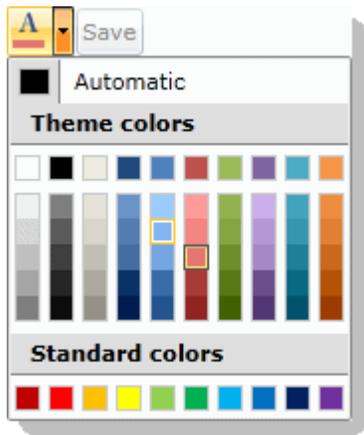


# Transcript Highlighting

## Summation Express/Pro

- Adding Highlights to a Transcript
  1. Log in as a user with Add Annotations permission.
  2. Click the **Case Review** button in the *Case List* panel next to the case.
  3. View a transcript in the *Transcripts* panel.
  4. In the *Transcripts* panel, expand the color drop-down and select a color for your highlight.



5. Highlight the text and a highlight is added.

## Summation iBlaze

- Adding Highlights to a Transcript
- Access Coding Palette
  1. Open a transcript or a Realtime session.
  2. From the toolbar, click the **Coding Palette** button .
  3. Determine Favorite Tab or Issue Tab assignment.
- Issue Coding Transcripts
  1. Make sure the Automatic Highlight function is turned off.
  2. With a transcript open in the Transcript Viewer, access the **Coding Palette**.
  3. From the open transcript, use your cursor to select the desired text.
  4. Double-click on the desired issue from the **Favorites** or **Issues** tab. An issue-coded note is created in the margin.
  5. Determine User Tab assignment.
- Adding Issues Using the Coding Palette
  1. In the **Issue** field, type a unique description for the new issue (*required*). Make sure the description is appropriate for all display purposes.
  2. In the **Shortcut** field, type a unique shortcut key combination for the issue (*required*).
  3. Click the **Color** square to assign a case-wide color to the issue that is to be used by all users. Use the **Color Palette** dialog to define the selected color, then click **OK** to return to the **Add new Issue** dialog (*optional*).
  4. Check the **Favorites** checkbox to define the issue as a favorite (*optional*).
  5. Click **Save** to create the issue.
- Adding Highlight Topics Using the Coding Palette
  1. From the **User** drop-down list, select a current user to which to associate the topic.
  2. In the **Topic** field, type a unique description for the highlight topic (*required*). Make sure the description is appropriate for all display purposes.
  3. Click the **Color** square to assign a case-wide color to the highlight topic that is to be used by all users. Use the **Color Palette** dialog to define the selected color, then click **OK** to

return to the **Add new highlight topic** dialog (*optional*).

4. Check the **Favorites** check box to define the highlight topic as a favorite (*optional*).

5. Click **Save** to create the topic.