

CT SUMMATION END-USER TRAINING

DESCRIPTION: This one-day class utilizes a mix of lecture, demonstrations, and hands-on exercises to assist trainees in learning how to become efficient with CT Summation.

TOPICS COVERED:

- Introduction to the legal technology process
- What is CT Summation
- Working with Layouts
- Editing and Lookups
- Basic Searching
- Working with Transcripts
- Integrated Searching
- Working with Images

WHO SHOULD ATTEND: Attorneys, paralegals, litigation support or anyone interested in learning how to be efficient with the basic CT Summation operations.

PREREQUISITES: A working knowledge of the Windows operating system.

EQUIPMENT REQUIRED: None. Each trainee will have their own desktop with CT Summation preinstalled to complete computer-based exercises following lectures and demonstrations.

REGISTRATION: To arrange training, please call 312.251.4440 or email training@rosentech.net.