

**LIVENOTE END-USER TRAINING**

**DESCRIPTION:** This three-hour class utilizes lectures, demonstrations, and hands-on exercises to assist trainees in learning how to become efficient with LiveNote.

**TOPICS COVERED:**

- Opening and navigating a transcript
- Quickmarks – marking, searching and deleting
- Annotations
  - What are annotations and how to add, change, and delete them
  - Creating Issues
- Searching
  - How to perform quick searches, locating annotations and using the full text query box
- Printing Transcripts
- Importing Transcripts
- Report
  - Building annotation reports

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

**PREREQUISITES:** A working knowledge of the Windows operating system.

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

**REGISTRATION:** To arrange training, please call 312.251.4440 or email [training@rosentech.net](mailto:training@rosentech.net).