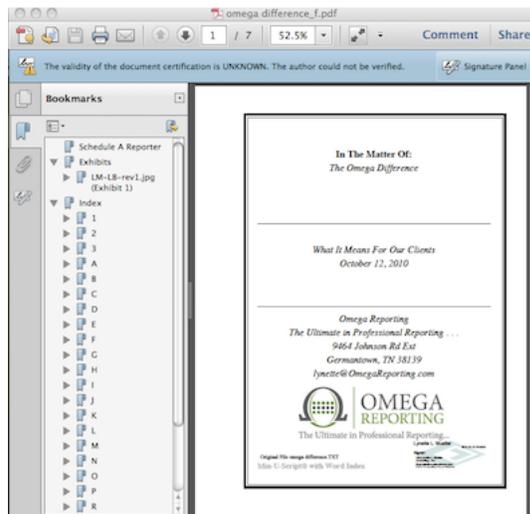




How to Navigate Omega's Electronic Transcript with Exhibit Linking

1. Access the repository utilizing the link that was provided to you via email.
2. Once you have clicked on the link, there will be folders for your cases. Simply click on the case to access witnesses' deposition in multiple electronic formats.
3. Once you have downloaded your transcript, you will see this type of shot. I used Adobe Reader ([free viewer](#)).

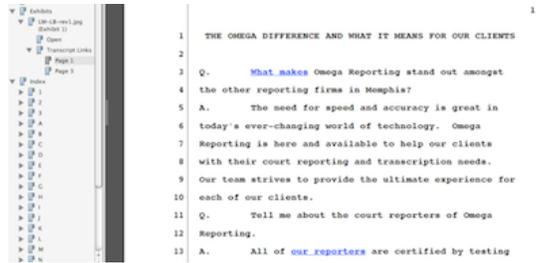


4. Open up the sidebar on the left. Here you will see several options. Simply click on the arrow next to any of the options to get started.
 - a. Schedule your next deposition by using the link at the top
 - b. View all linked Exhibits
 - c. View the Word Index



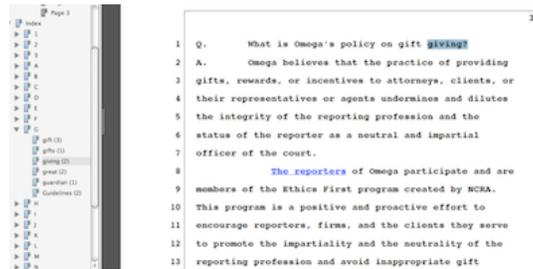
5. Let's start with the linked Exhibits.

- a. Click on the arrow next to Exhibits to expand the menu.
- b. Next, click on the arrow next to the desired exhibit, then click "Open". The selected exhibit will automatically open for viewing.
- c. Next is the option to view the Transcript Links. Click on the arrow to expand "Transcript Links." Each page that particular exhibit is mentioned and linked will be displayed. Simply select/click which page you would like to jump to in order to view the testimony regarding the linked exhibit and you will be brought automatically to the desired testimony.
- d. Once you are at the desired page, simply click on the highlighted testimony to once again view the selected exhibit.



6. Next, let's check into the Word Index option. This is a great feature to easily and quickly find particular testimony using keywords.

- a. Go to the sidebar menu.
- b. Click on the arrow next to Index to expand the menu choices. Simply scroll down to the letter to search for your desired keyword. In this example, I highlighted the letter G looking for the word "gift". Each word in the transcript that starts with the letter G is listed, along with the number of times it occurred in the transcript.
- c. Click on the word you are searching for and you will be brought to the page of testimony where it occurs.



7. Each Omega electronic transcript will be electronically signed.