

## **HOW TO HYPERLINK EXHIBITS**

1. Scan exhibits from deposition.
2. Make sure to remove all staples, clips, etc. before scanning.
3. If there are tabs/markers etc on exhibits, scan individually or remove and place back in original spot.
4. Save exhibits to desktop or retrieve from scans folder.
5. Open West Publisher 6 software.
6. Select "file" then "document from file".
7. Select the 1<sup>st</sup> exhibit from desktop or scan folder and click "add"
8. Select "document date" and enter the date of the deposition.
9. Follow prompts to upload.
10. Repeat steps 6-9 until all exhibits are uploaded in the software.
11. Select "file" then "from e transcript manager" and select the transcript.
12. Double click "date" to get the most recent transcripts.
13. Click on the transcript and press "ok". It will appear on the left side.
14. Double click the transcript and scroll to the Index section.
15. Highlight the 1<sup>st</sup> exhibit, right click and click "link".
16. From dropdown box select the first exhibit and click "link"
17. Repeat steps 15 & 16 for all exhibits and link them to corresponding #.
18. Write down page numbers of exhibits from the transcript.
19. Go to each page and highlight that exhibit, right click, select "link all".
20. Repeat step 19 for all exhibits and select "link all" for corresponding #'s
21. Once finished, click "file", "save as", "save as e transcript bundle".
22. Save file with the date, name of deponent and "hyperlinked" at the end.