

- **AD Summation:** AD Summation software helps you efficiently manage all of your case information with the benefits of full-text imaging/PDF support, OCR, electronic evidence support and comprehensive production tools. It provides users with a column and form view of the data, a full reporting module, transcript group and pleadings group. A comprehensive search facility of all the information in the case database and image viewer of all scanned documents including markup tools are some of the basic software feature.
- **Boolean Search:** Helps you to develop complex search phrases in order to pinpoint specific information in the Core Database in AD Summation.
- **Coding:** Refers to an analytical method of imputing and processing data which can then be categorised.
- **Computer Forensics:** Is the process of recovering and analysing deleted or hidden material, maintaining authentication and analysis of electronic data. It includes making electronic data available for investigation.
- **Database:** Is an electronic filing system intended to organise, store and retrieve large amounts of data easily.
- **Database Backup:** An important aspect of database maintenance is backing up the database so the database can be restored in the unlikely event of complications arising. Ensures a clean and well organised database.
- **Data Culling:** Refers to reducing a large document population to a smaller set by reducing, for example, a large number of duplicates and non case relevant material. Results in less documents requiring review.

- **Data File Conversions:** Is the conversion of computer data from one format to another. Data can be encoded in a variety of ways and must be converted in some way before it can be used by a different computer, operating system or program.
- **Data Filtering:** Filters out unwanted documents using information such as names, date ranges, file types or metadata criteria resulting in a smaller document population required for review.
- **De-duplication:** Is the process of removing duplicate files from a set of data. It eliminates redundant data and ensures that only one unique instance of the document is stored. This reduces the amount of electronic data that needs to be reviewed.
- **EDRM Model:** The Electronic Discovery Reference Model was created to address the lack of standards and guidelines in the electronic discovery market. The model provides a common, flexible and extensible framework for the development, selection, evaluation and use of electronic discovery products and services.
- **Electronic Discovery:** Refers to the process in which electronic data is sought, located, secured and searched with the intent of using it as evidence in a civil or criminal legal case. Electronic data includes emails, images, calendar files, spreadsheets and audio files.
- **Embedded File:** Is a file that appears within another file - not as an attachment.
- **FTK (Forensic Toolkit):** This is the standard in computer forensics software. This court-validated digital investigations platform delivers cutting-edge computer forensic analysis, decryption and password cracking.

- **Hard Drive:** This is a storage medium where all programs and files are stored on a computer.
- **HTML:** HTML stands for Hyper Text Markup Language. It is a type of computer language that is used for files posted on the internet and viewed by web browsers.
- **JPEG:** JPEG stands for Joint Photographic Experts Group. They compress photographic images to about 5% of their normal size, although some details can be lost in the compression
- **Lookup Table:** Valuable for entering data as well as for searching in Summation. They ensure data is entered consistently into the database. They reduce keystrokes when entering data, improve data entry quality through validation and simultaneously fill in multi-entry fields.
- **Metadata:** Electronic documents contain additional information that paper documents cannot provide. Metadata is information embedded in an electronic file that contains information about the file such as the date of creation, author, source and history.
- **Near De-duplication:** These are significantly similar versions of documents that differ by a few words or paragraphs. This may be seen when comparing a draft document with its finalised version.
- **OCR:** Optical Character Recognition allows scanned images to be converted into editable text for searching purposes. This is performed after scanning and the images have to be of a certain quality to be OCR'd.

- **PDF:** The Portable Document Format is a form of file that allows for the creation of electronic documents using any type of word processor or print media software. People with multiple word processing systems can share finished documents.
- **PST:** A Personal Storage Table is an open file format used to store copies of emails, calendar events and other items within Microsoft software.
- **Quick Search:** Is an Anytext Search. This type of search searches only textual data. When the Quick Search is used on the case database, fields with assigned data types of NOTE, MULTI-ENTRY and TEXT are searched. DATE, REAL or INTEGER fields are excluded.
- **Redaction:** Is the removal of information from documents. This is necessary when confidential information must be removed from a document before final publication. Redactions do not alter the original image. They merely serve as an overlay that can be removed or viewed at your discretion.
- **Sorting:** The field sort feature allows you to temporarily sort your document summaries by one field quickly and easily from the Column page without launching a search.
- **Stamping Images:** Stamps generally place the document ID on the image for viewing and/or printing.
- **System Data:** Refers to computer records about the computer's use, such as when a user logged on or off, the websites the user visited, passwords used and documents that were printed or faxed.
- **Tallying:** This feature displays a list of values and the number of times a value occurs across the database in Summation. It

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uncovers spelling errors or inconsistencies that may have occurred during the data entry or review process.

- **TIFF:** TIFF stands for Tagged Image File Format. It is a image format that supports various resolutions. A TIFF file contains descriptive information about the image. They are used for storing very large, high quality images.
- **Trial Director:** Trial Director is a large database used in court that can hold electronic documents, transcripts, pictures, video testimony and animation clips. All facets of your litigation case are covered with better case management tools from AD Summation and an enhanced graphic and electronic courtroom presentation.
- **Unitisation:** Refers to the 1st stage of data processing. Gives each document a unique number and counts each page in the file. An index is created for the scanning phase.
- **USB:** A small, removable, portable memory card used for data storage that plugs into a computer's USB port and functions as a portable hard drive with up to 256GB of storage capacity.
- **ZIP:** This is a data compression format and archive format. A ZIP file contains one or more files that have been compressed to reduce file size.