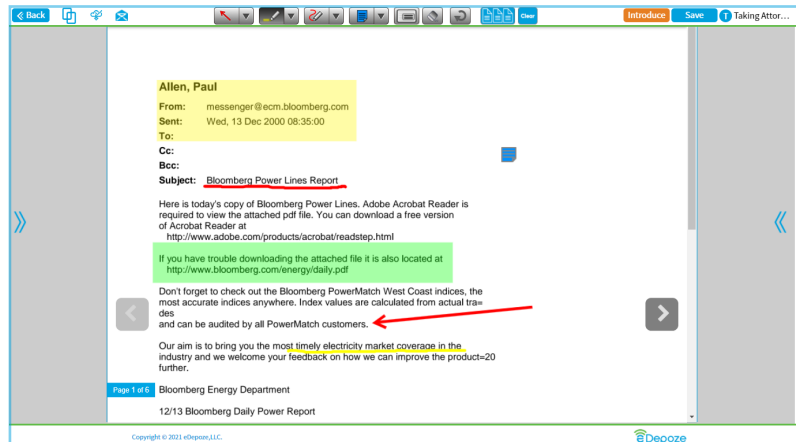
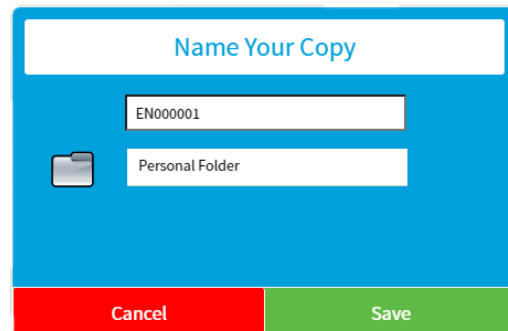
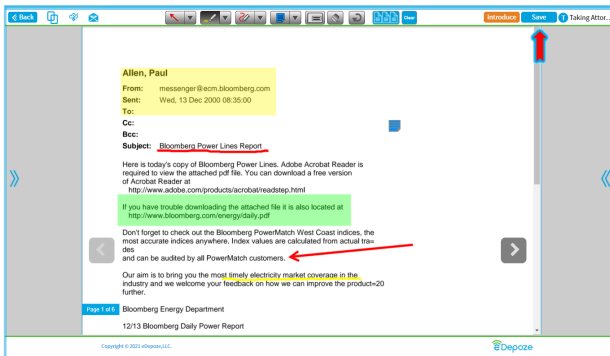


- 1 With the document open you can make annotations to any page using these tools. Annotations can be made before the session or while the session is active.

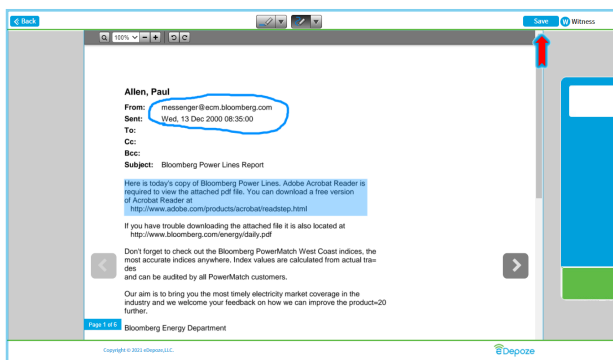
Arrow		Eraser	
Highlighter		Undo	
Freehand		Clear All	
Post-It-Note		Callout	



- 2 To save the annotated document select **SAVE** then select the folder you would like to save the document in.



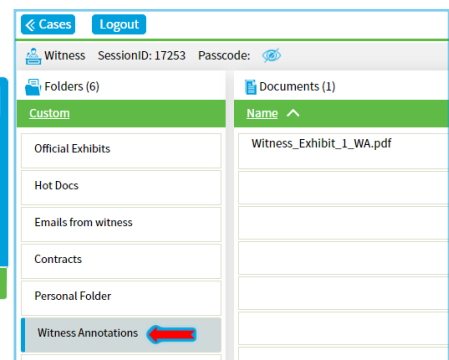
- 3 Witnesses can annotate documents with their annotation tools. () When complete, the witness can save their annotations by selecting **SAVE**. A copy of the annotated document will save to the **WITNESS ANNOTATIONS** folder that was created on the taking attorneys view only.



Witness Annotations Saved!

Annotated exhibit has been saved to the Witness Annotations Folder

Close



- 4 You can access the annotated document in the **WITNESS ANNOTATIONS** folder and either introduce the document as a new exhibit by following the **INTRODUCE, STAMP & DISTRIBUTE** process or save it for personal reference.