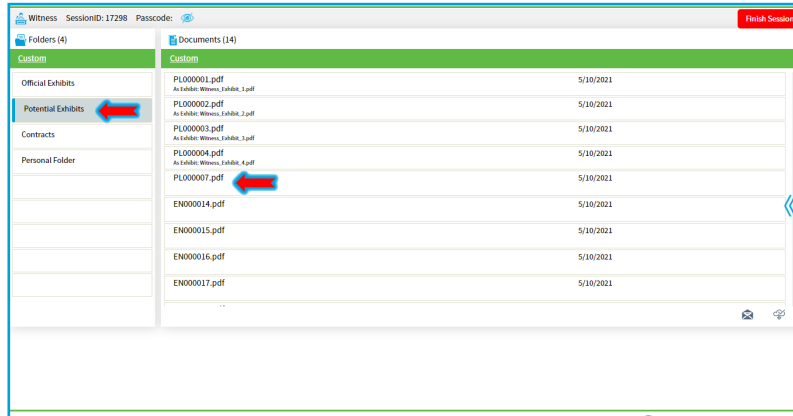


1 Select the folder and corresponding document you wish to introduce as an **Official Exhibit**.




2 Ensure you have the correct document and select **INTRODUCE** in the upper right corner.



3 Edit, move, shrink or spin the Exhibit Stamp and place in the desired location.

To SHRINK or SPIN stamp

- Click and hold the  icon
- Move right or left to shrink
- Move up or down to spin



To EDIT the Stamp

- Click on the Stamp once
- Position your cursor
- Make edits

To MOVE the Stamp

- Click and hold the Stamp
- Drag to desired location

4 To distribute the exhibit, select the **DISTRIBUTE** icon in the upper right corner.



5 This document will now be located in the **Official Exhibits** folder.