



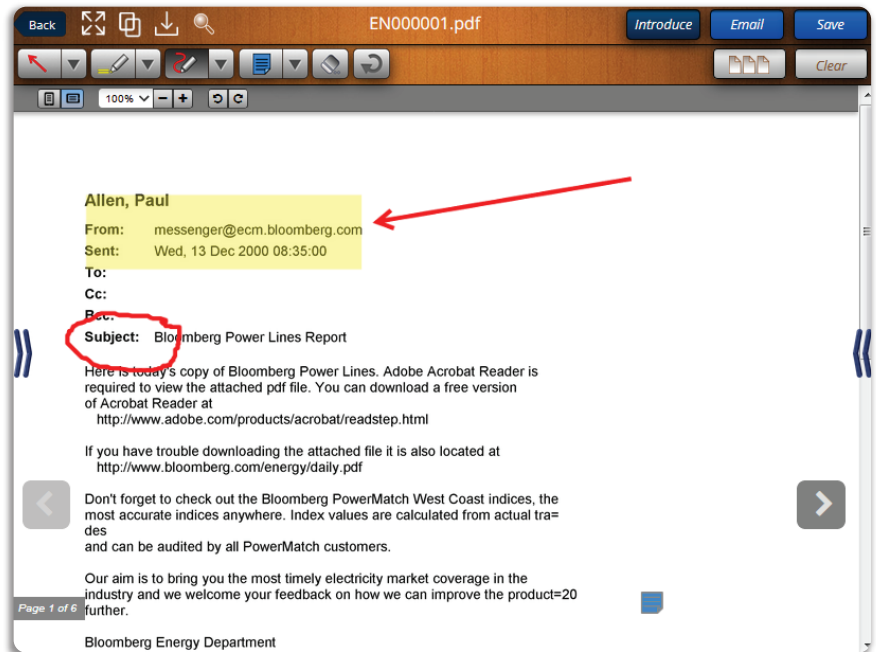





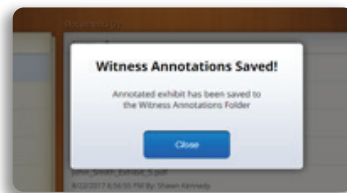
SELF ANNOTATION

- 1 With the document open you can make annotations to any page.
- 2  Draw arrows,  circles or lines.
- 3  Highlight sentences or paragraphs.
- 4  Create sticky notes containing information only you can see on the document.
- 5 Annotations can be made before the session or while the session is active.



WITNESS ANNOTATION

- 1 Have the Witness annotate their copy of the document with their annotation tools ( ).
- 2 When complete, have them save their markings by selecting the  icon.
- 3 You will receive notice that the document has been annotated and a **Witness Annotations** folder was created.



- 4 You can access the annotated document in the **Witness Annotations** folder and either Introduce as another exhibit following the **INTRODUCE, STAMP & DISTRIBUTE** process or save for personal reference.

