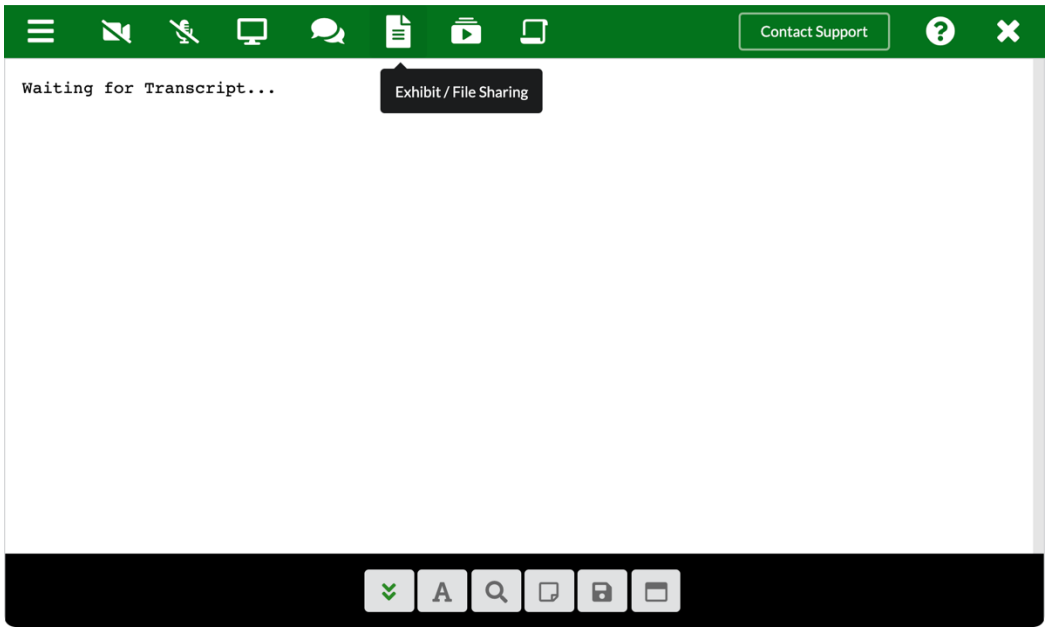
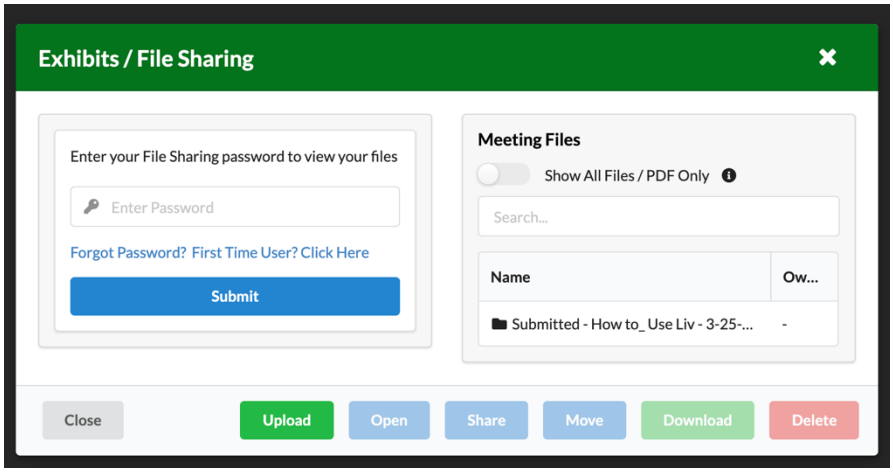
How to Use Live Litigation Exhibits

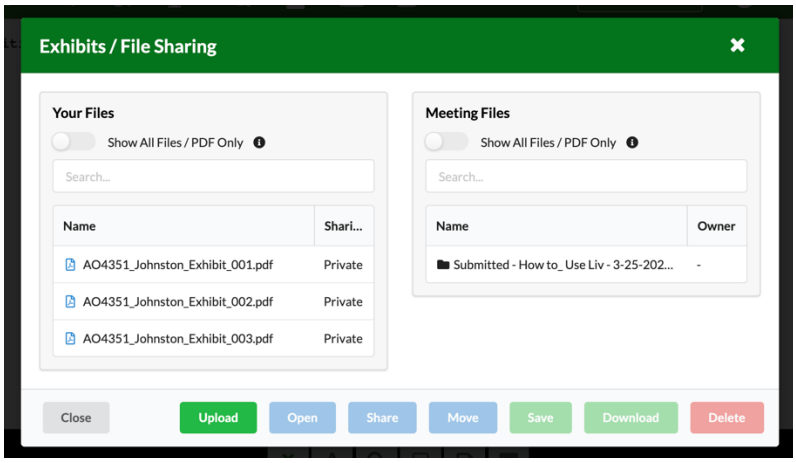
- Log into your event using your Email Invitation.
- Click on the Exhibit / File Sharing button at the top of the screen.
    - First-time users will have an option to set up their LiveLitigation File Sharing account following the steps on the screen.
    - Users who have already set up their account can log in and get access to their uploaded files and exhibits.



- Logging into File Sharing and First-time setup instructions:
    - Enter your password or click "Forgot Password? First Time User"
        - First-time users will receive an email with a link to set up their password.
        - Note: This will be the same email address your LiveLitigation Invitation was sent to for this event.

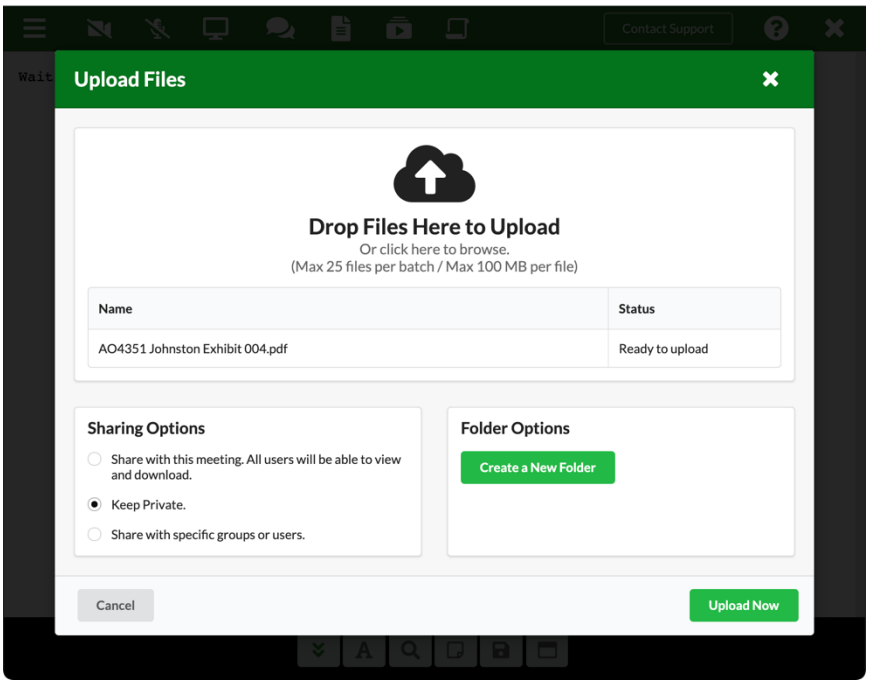


- Once logged in, you'll see your files as well as files that have been shared with you.
- You can also upload files on this screen.

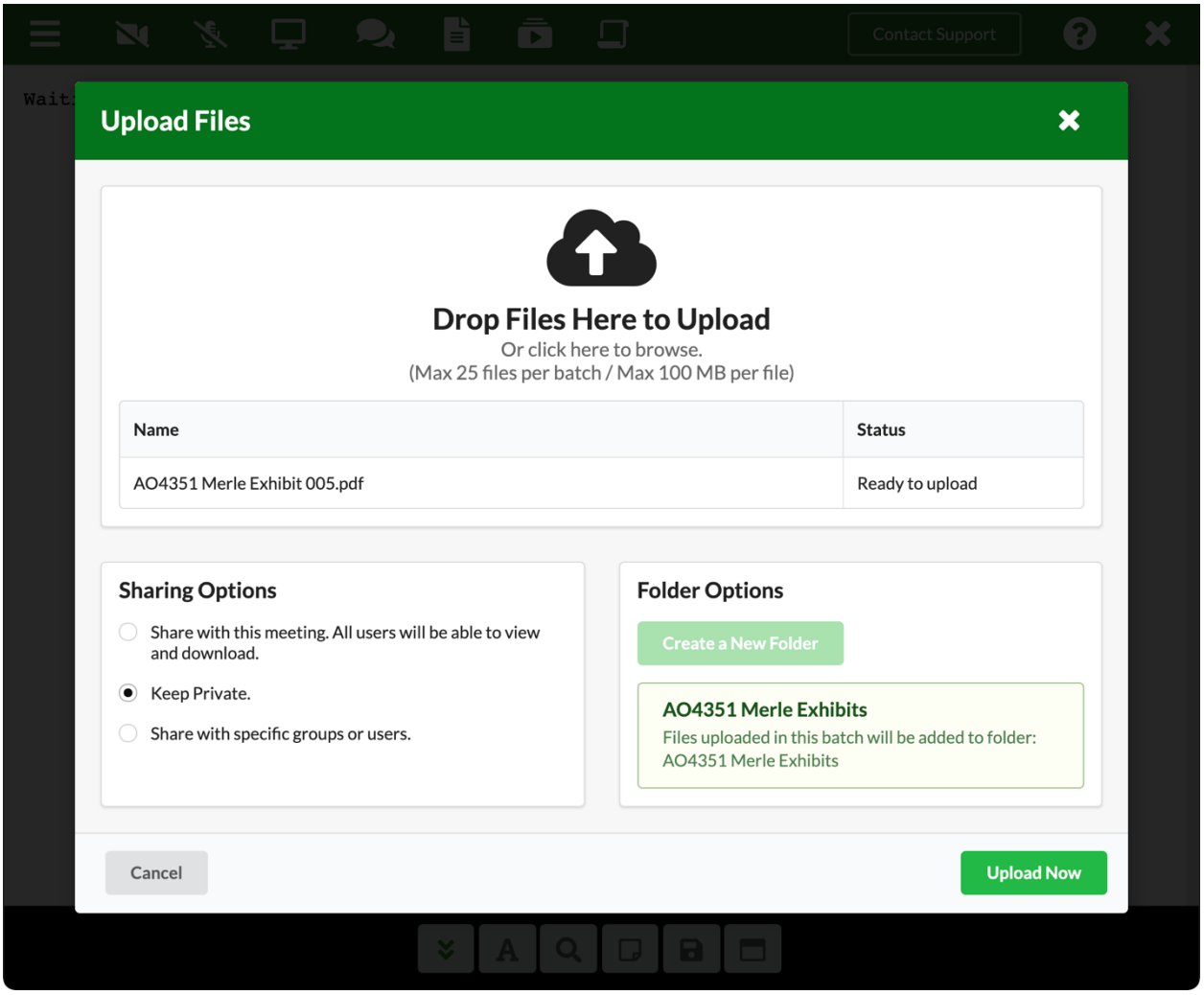


Uploading Files and Creating Folders

- Click Upload to select files from your computer to upload.
  - Files that are uploaded are private and can either be shared with individuals, groups of attendees, or the whole meeting.
    - Note: Make File and Folder names unique and identifiable so when sharing with others or using the platform in the future, it is easier to manage your files.

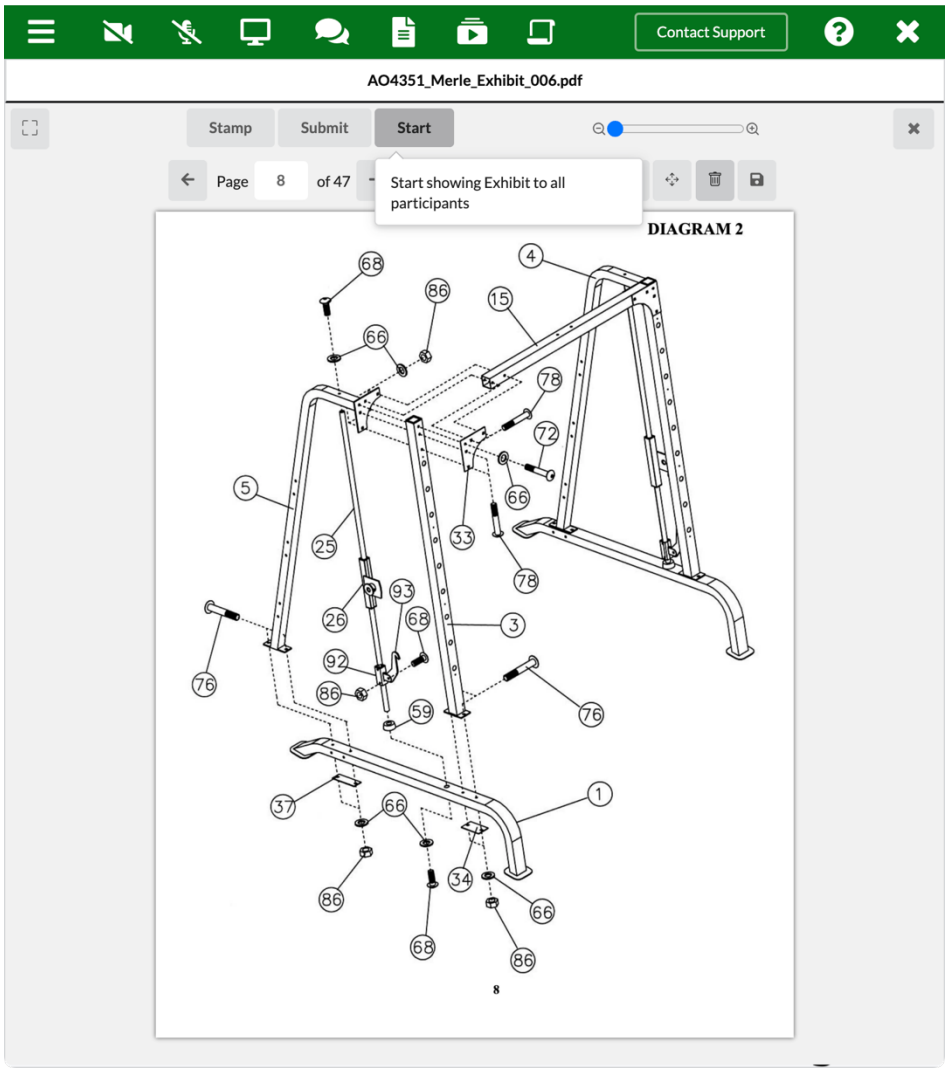


- Upload Capabilities:
    - 25 files at a time
    - 100 MB per file
    - For larger files, they will need to be either compressed or split into multiple documents.
- Creating a folder:
    - When uploading files, click on the button to Create a New Folder.
    - Folders will help you keep your files organized.
        - Note: Make File and Folder names unique and identifiable so when sharing with others or using the platform in the future, it is easier to manage your files.

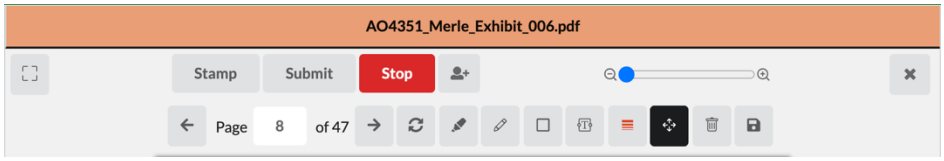


Starting Exhibits

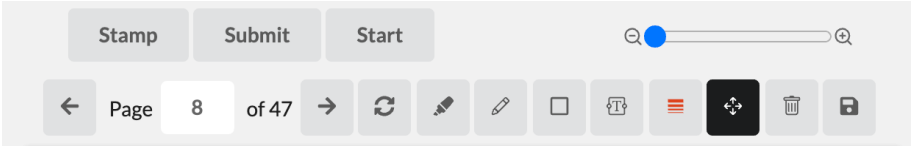
- Select a file in your list and click Open.
  - Your file will open in Preview Mode.
    - In Preview mode you are the only participant that can see the file. An Exhibit must be started for others to see it on their screens.



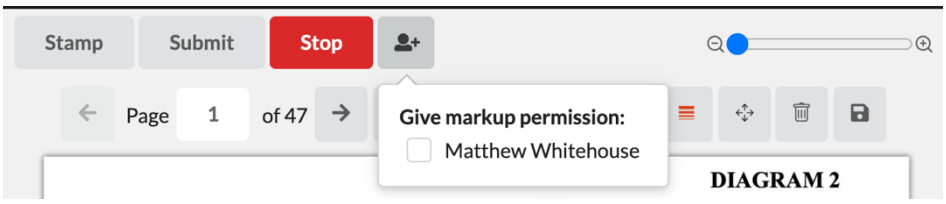
- Jump to a particular page or add markup, if necessary.
- Click Start to make your file visible to everyone that is connected.
  - A started file will glow orange in the name bar.
  - The Stop button will visible and can be used to stop other attendees from seeing your file.



Markup Tools

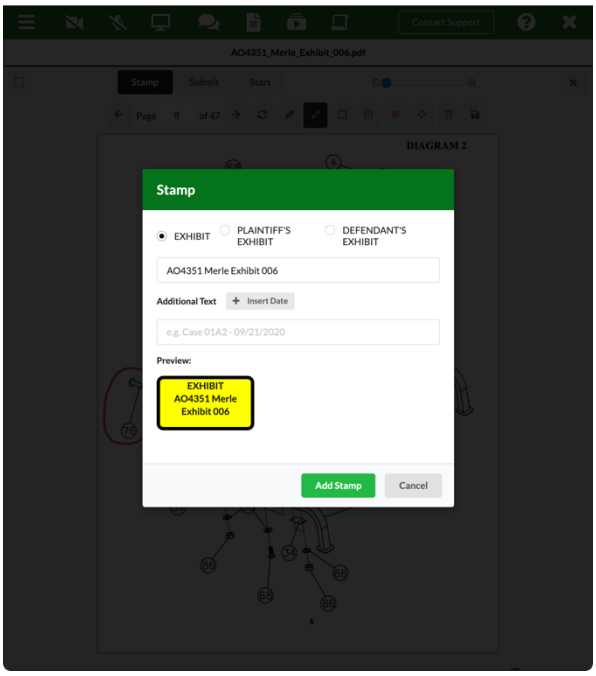


- Stamp: Adds a stamp with the File Name and Date (optional)
- Submit: Saves the finalized, marked, stamped copy of the exhibit in a new folder.
- Start / Stop:
    - Start: Displays the file for everyone who is connected to the event.
    - Stop: Stops displaying the file to connected participants.
- Page Navigation:
    - Use the arrows to navigate forward and backwards in the document.
    - Type a number into the text field to jump to a particular page.
- Rotate: Allows you to rotate your document
- Highlighter: Use for text documents and highlight a passage of text.
- Pencil: Freehand draw on the document.
    - Used for making circles or arrows.
- Rectangle: Draw a box around an area of the document
- Text: Add text to the exhibit.
- Shape style:
    - Choose your main color
    - The fill color is used for the rectangle tool.
- Selection: Allows you to select previously-made markup.
    - Use this tool to move or delete existing markup.
- Erase: Deletes the selected markup.
- Save: Saves a copy of the marked file to your files.

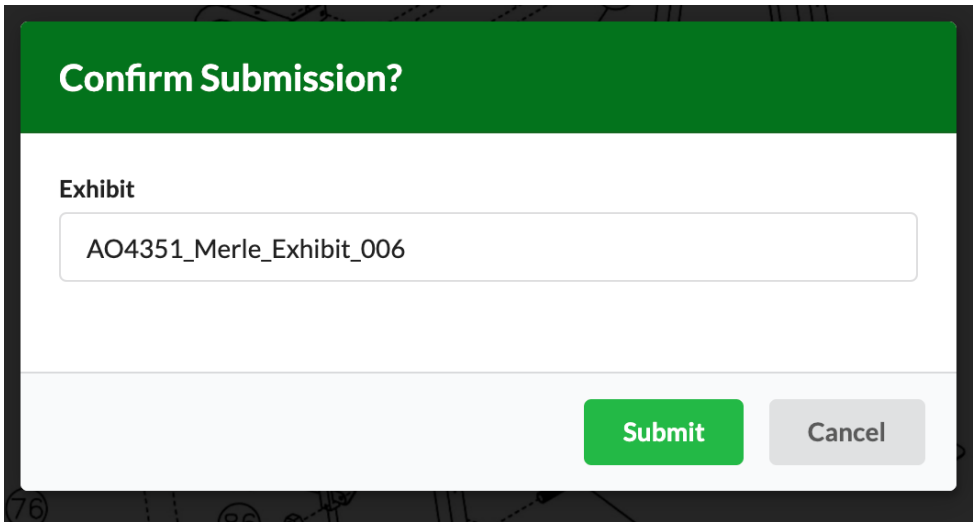


- Give markup permission is available when the exhibit has been started.
    - Use this list to pass control to other participants.
    - This allows other attendees to use all markup tools, including changing pages, and marking up the file.

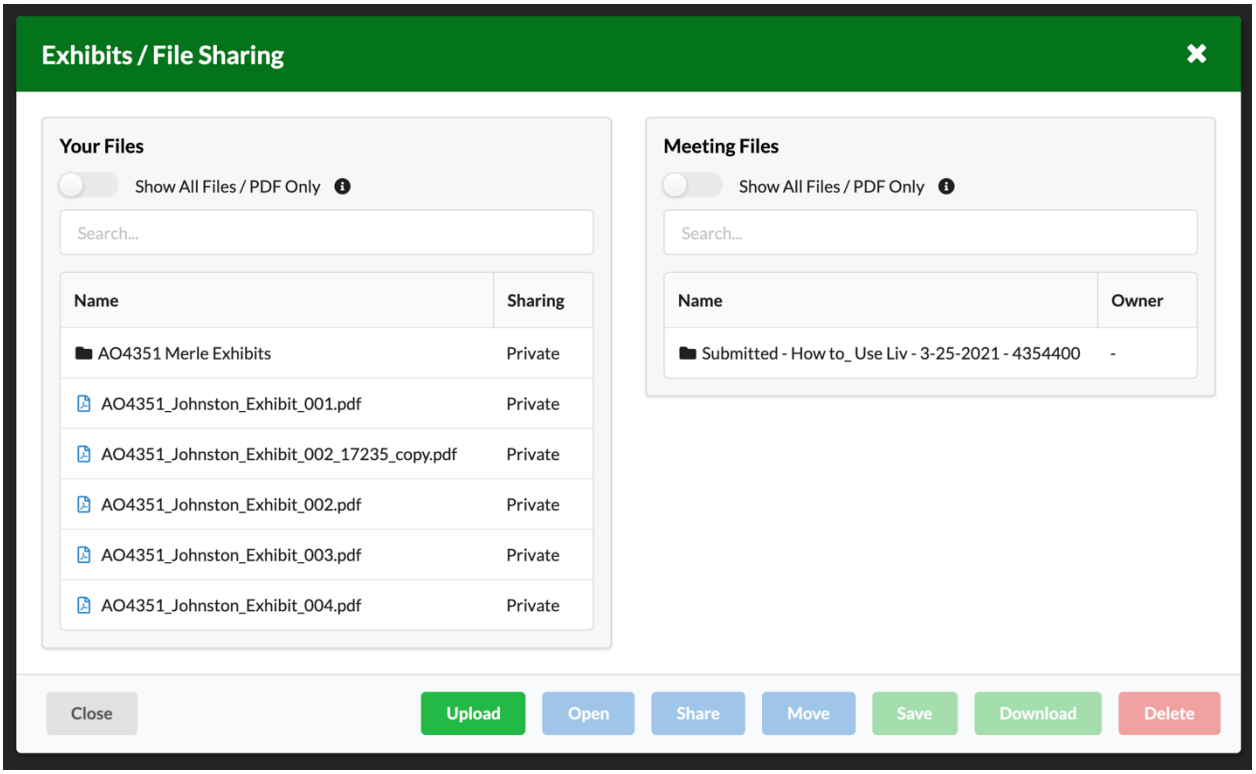
Stamping and Submitting Files



- Click the stamp button to add a stamp to the document.
- Click Submit to save a new copy of the file.
    - The Submitted file includes markup and the stamp.

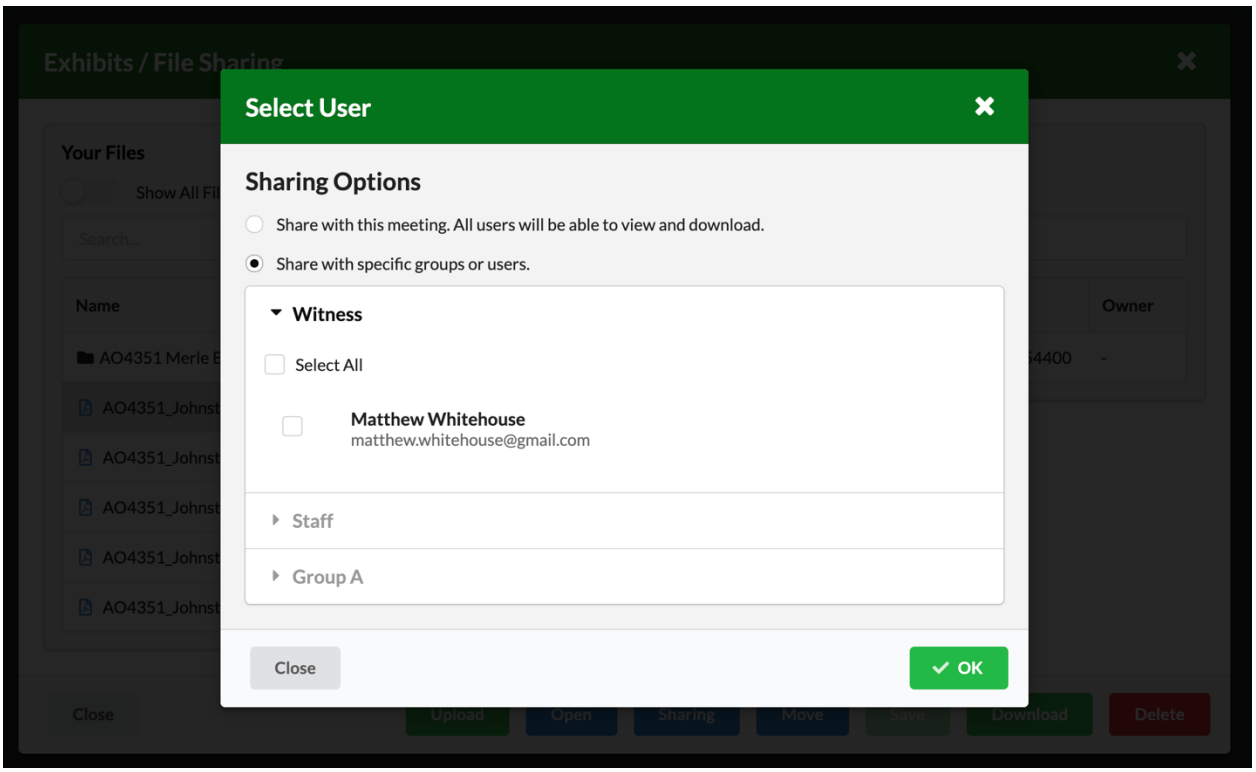


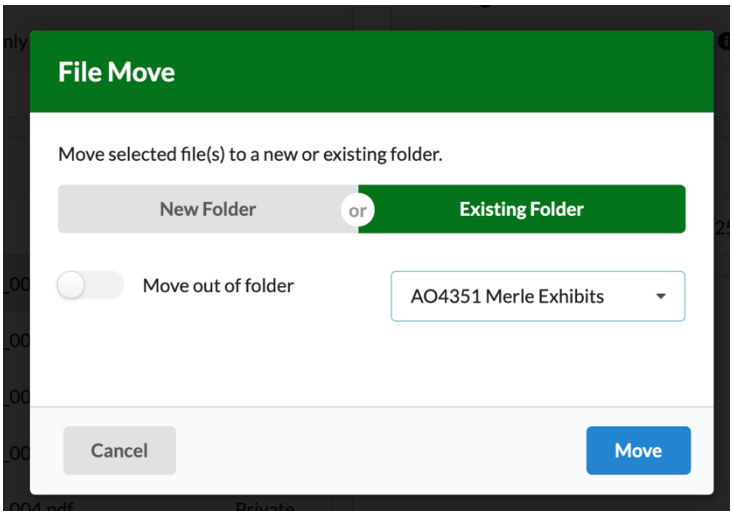
- Once Confirmed, the file gets added to the Submitted folder in Meeting Files.



Sharing Files

- Share your existing files with individual attendees, groups, or everyone.
- Select a file in your list and click Sharing.
- Then select to share the file with the meeting or with specific users or groups.



Moving Files

- Select a file in your list and click Move
- Choose to create a new folder OR move your file to an existing folder