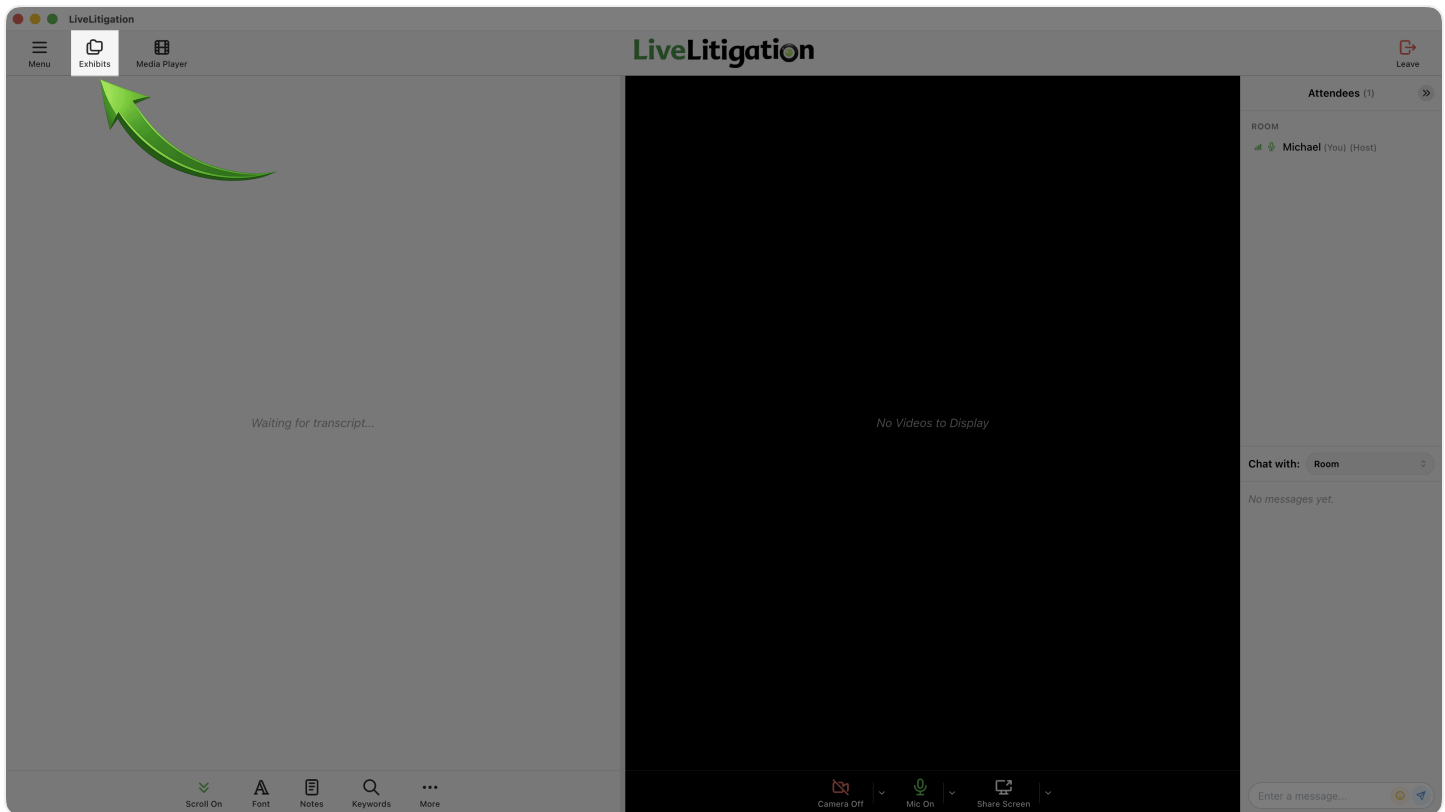


How to Use LiveLitigation Exhibits

Step-by-step instructions for uploading, presenting, stamping, and marking exhibits during a LiveLitigation event.

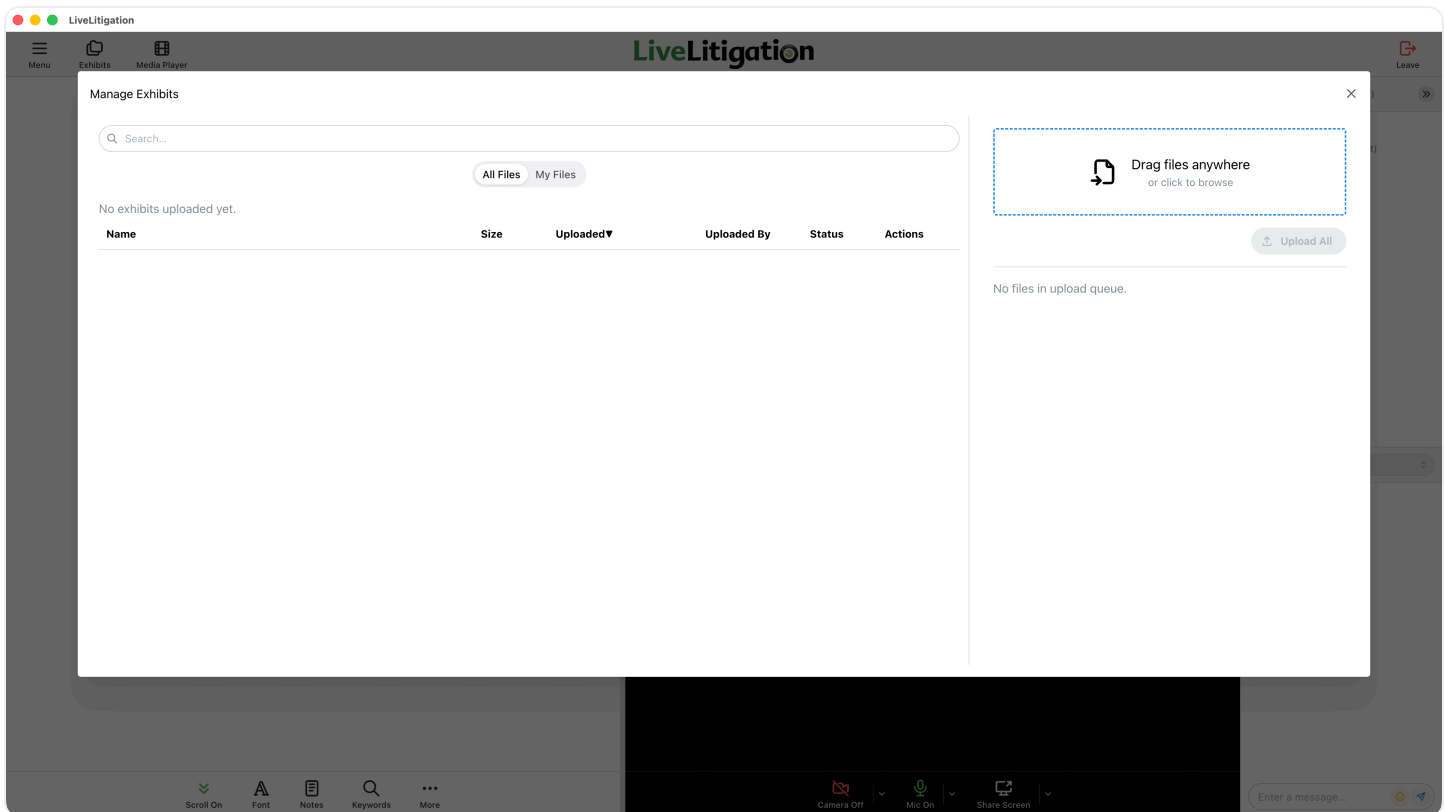
1. Opening the Exhibits Panel

Once inside a room, locate the **Exhibits** button in the room controls. Click it to open the Exhibits panel.



2. The Exhibits Interface

The Exhibits panel will open showing the exhibit list. If no exhibits have been uploaded yet, or made public, the panel will be empty.

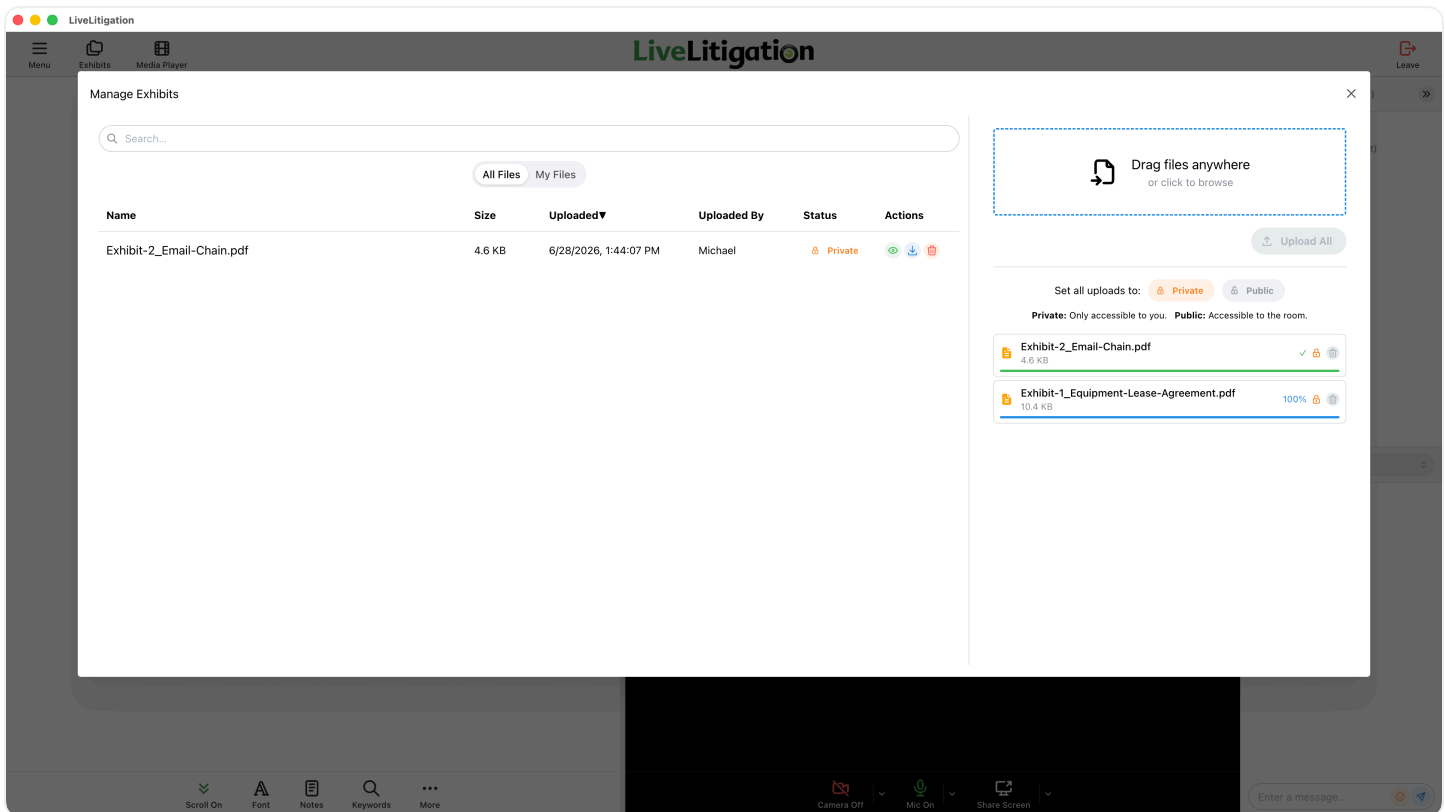


3. Uploading Exhibits

Drag and drop files or click to select files from your computer.

- You can upload PDFs and images as exhibits.
- Multiple files can be uploaded at once.
- Exhibits can be set as Private or Public when uploading.

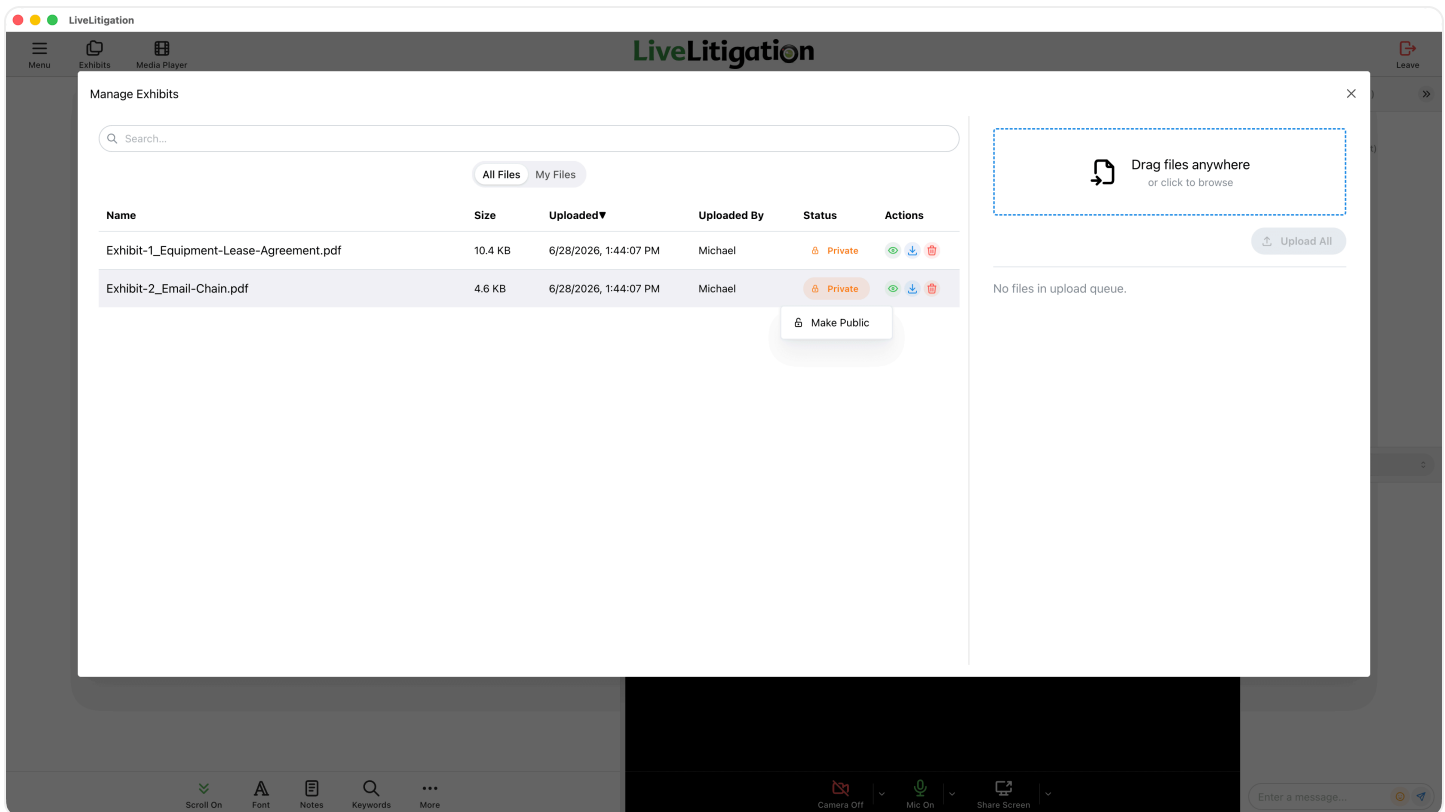
Once uploaded, your exhibits will appear in the exhibit list. Each exhibit shows its filename and status.



4. Privacy Settings

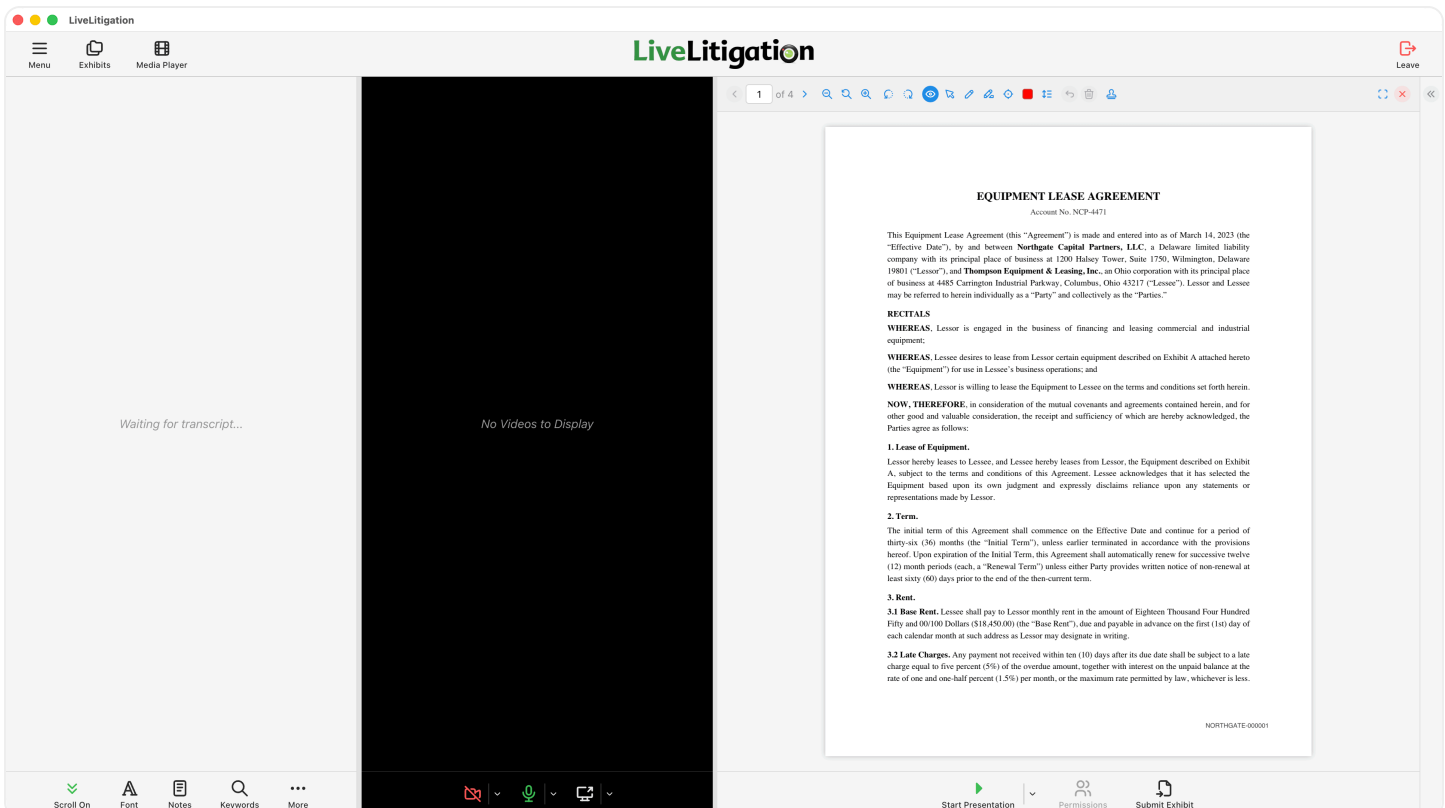
Adjust the privacy of each exhibit to control who can see it. You can toggle between **Private** and **Public** visibility.

- **Private** exhibits are only visible to you.
- **Public** exhibits are visible to all participants in the room (except the Witness).



5. Viewing an Exhibit

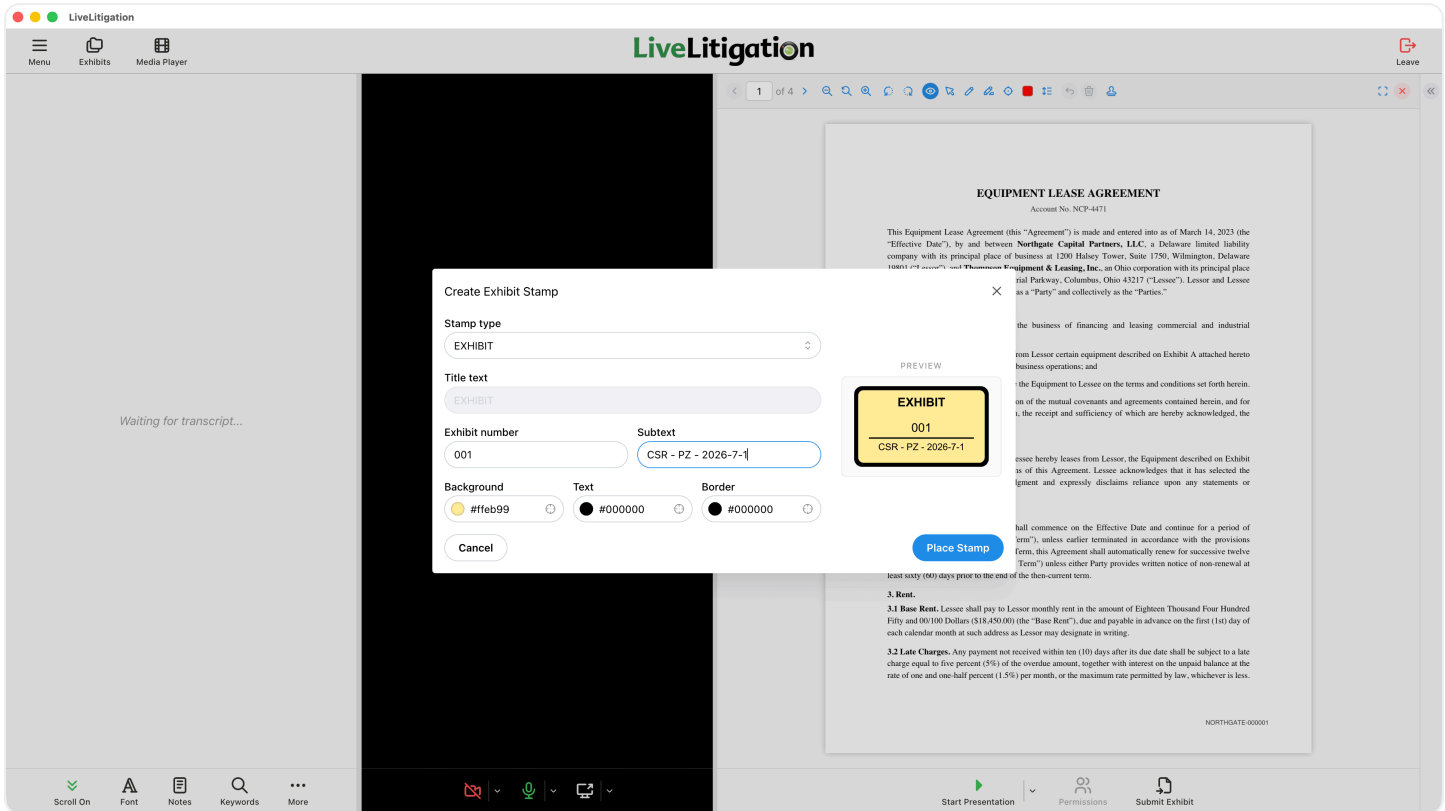
Click on an exhibit to open it in the document viewer. You can scroll through pages, zoom in and out, and navigate the document.



6. Stamping an Exhibit

Use the **Stamp** feature to apply an official exhibit stamp to the document. This marks the exhibit with a label for the record.

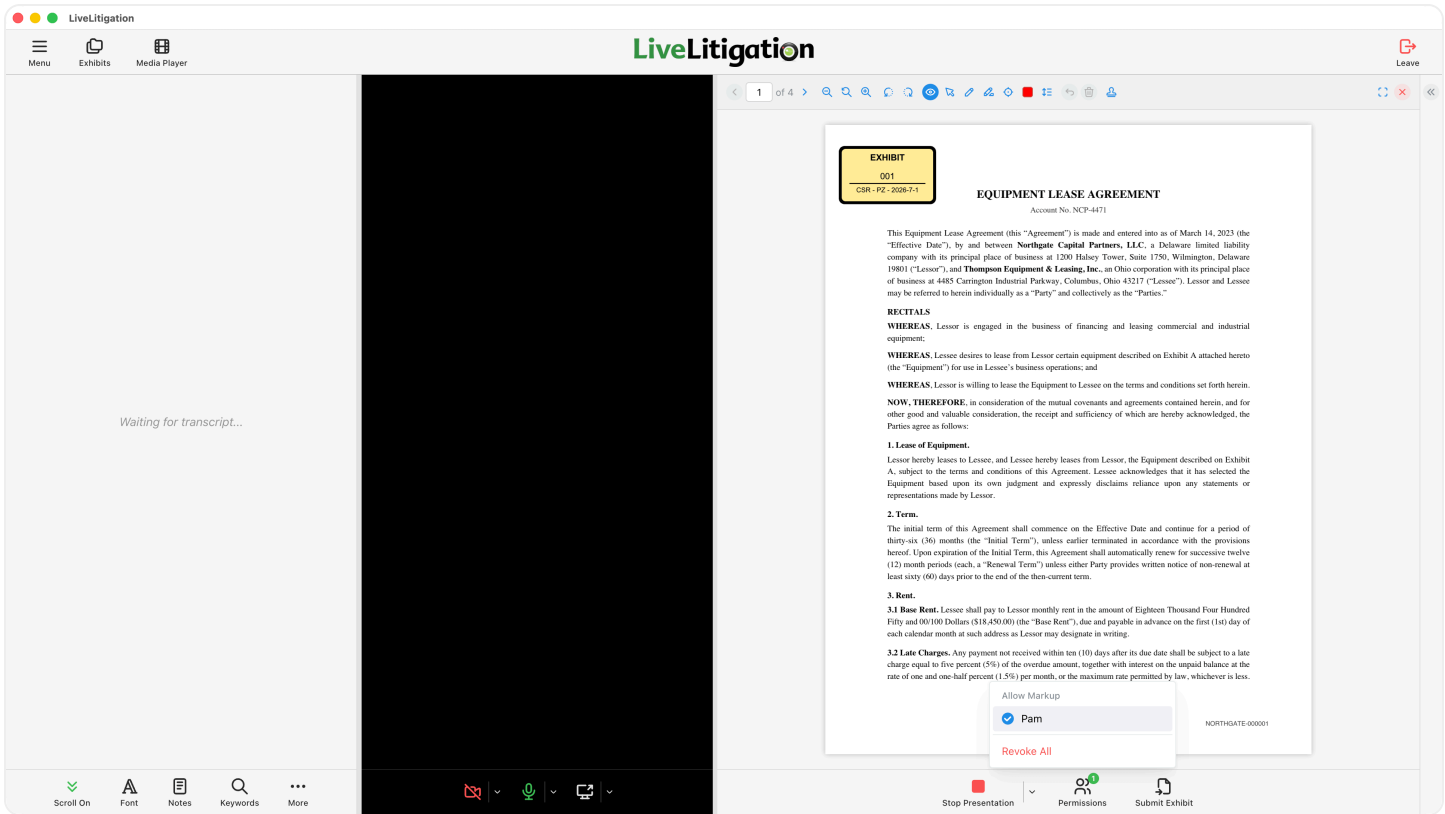
- Customize the stamp contents and color.
- Drag and resize the stamp as needed to position it on the document.



7. Presenting an Exhibit

Click **Start Presentation** to share the exhibit on screen for all participants. The exhibit will be displayed in the main viewing area for everyone in the room.

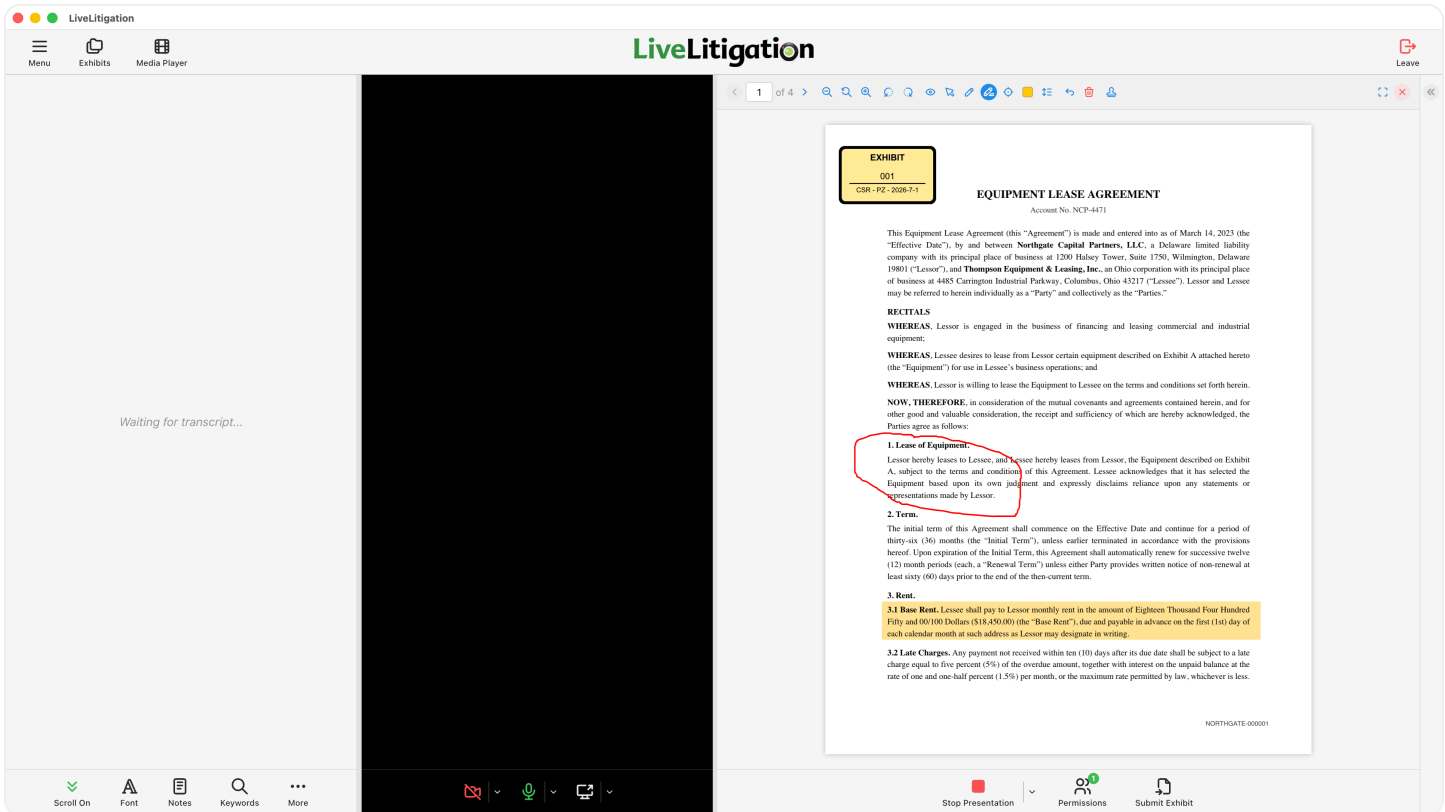
- Click **Permissions** to change who can markup the running exhibit.
- You can give temporary markup permission to anyone in the room including the Witness.
- Click **Stop Presentation** to stop sharing the exhibit.



8. Markup Tools

Use the markup tools to annotate an exhibit. You can draw directly on the document while it is being presented.

- Select the drawing tool to begin annotating.
- All participants can see markup in real time during a presentation.



9. Submit Exhibit

Click **Submit** create a new copy of the document with all stamps and annotations.

- The Submitted Exhibits will appear in a separate folder in the exhibit list.
- Original files remain untouched.

