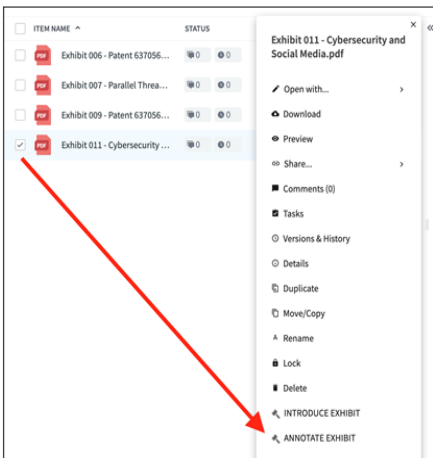


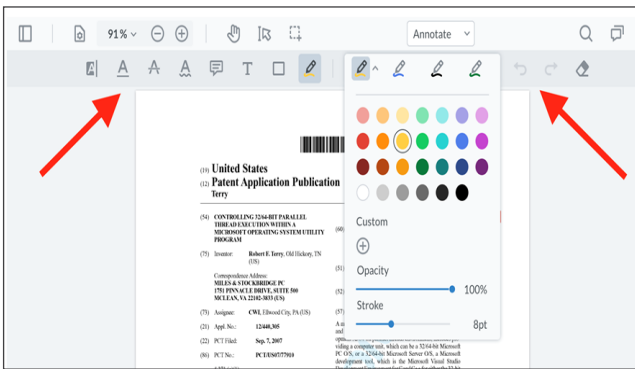
# EXHIBIT SHARE ANNOTATIONS | HOW TO GUIDE

OUR NEW ANNOTATION FEATURES ENABLE YOU AND OTHER PARTICIPANTS TO COLLABORATIVELY ANNOTATE EXHIBITS IN REALTIME. THIS GUIDE WILL WALK YOU THROUGH THE STEPS OF ANNOTATING AN EXHIBIT IN EXHIBIT SHARE.

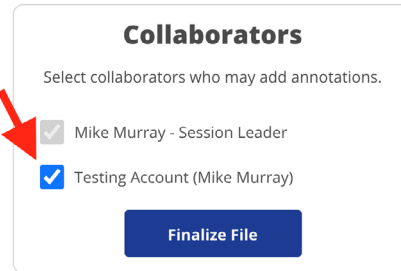
1. From the folder view, select the file to annotate.
2. From the pop-up menu, select “Annotate Exhibit”.



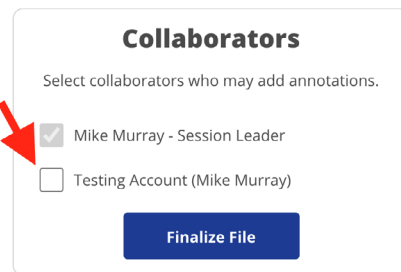
3. The first person to select the file and click “Annotate Exhibit” will be the Session Leader. The Session Leader controls other users’ rights to annotate.
4. Other participants can view the annotations live, by also selecting the same file and clicking “Annotate Exhibit”.
5. The Session Leader can now annotate the document using the annotation toolbar at the top of the document.



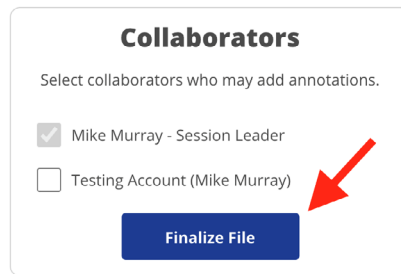
6. To enable annotation rights for other users, simply select their name from the “Collaborator” list on the left-hand side.



7. Permission to annotate may be revoked by removing the checkbox next to the user’s name.



8. When all annotating is complete, click the “Finalize File” button to complete the session. The newly annotated version will be saved in the same folder as the original file with “(annotated DATE TIME)” appended to the end of the file name.



## PRO TIP:

- Files in your Private Folder can be annotated, but since others do not have access, they will not be able to “collaborate” and see annotations in realtime.
- Permission to annotate can be given to any user that selects the same file and click “Annotate Exhibit”.
- Ensure files are “Finalized” to save your annotations.
- The first person to select the file and click “Annotate Exhibit” will be the session leader and control annotation rights.

## SHARE YOUR FEEDBACK:

These new annotations features are still in beta, and your feedback is vital to assuring that we provide you with the most effective and intuitive legal solutions in the industry. Please share any and all feedback you have. Email [beta@veritext.com](mailto:beta@veritext.com) with comments, concerns, bugs, or general questions.