EXHIBIT SHARE | FOR THE WITNESS
GETTING STARTED CHECKLIST

You've been invited to a proceeding utilizing Exhibit Share... *but what is it?*
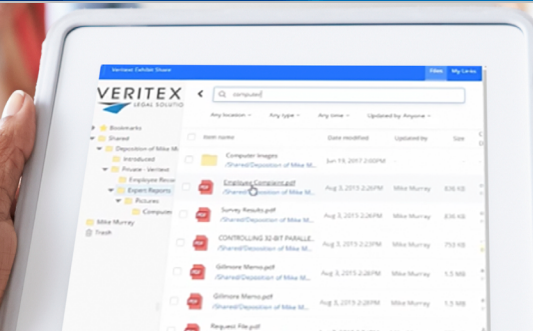
Exhibit Share is a platform that allows deposition participants to share, view, and download exhibits electronically.

1. SETUP YOUR ACCOUNT

(First Time Users Only)

When Exhibit Share is ordered you will receive two emails.

- **Invitation Email:** This is an alert that Exhibit Share is being used for an upcoming proceeding and includes preparatory steps.

- **Account Setup Email:** This email comes from notify@egnyte.com which will walk you through the establishment of your Exhibit Share account.

VIEW THE SETTING UP YOUR EXHIBIT SHARE ACCOUNT VIDEO

2. BRING YOUR OWN DEVICE

If your proceeding takes place in person remember to bring your own device. Any type of Windows, Mac, iOS or Android device will work with Exhibit Share.

3. PARTICIPATE AT THE DEPOSITION

Once your account is created access Exhibit Share by visiting www.veritext.com/share and entering your credentials.

- **Find the Marked Exhibits Folder:** After logging into Exhibit Share, navigate to your current deposition through the folder structure to the **!! Marked Exhibits** folder. This folder will contain any of the exhibits that are marked during the deposition.

- **Refresh for New Exhibits:** When a new exhibit is introduced, refresh the page by double clicking the **!! Marked Exhibits folder** or by refreshing your browser.

- **View Exhibits:** Upon refresh, newly introduced exhibits will appear. To view the exhibit, simply click on the file name to launch the file viewer.

- **Annotate Exhibits** *(Optional)* If instructed, select the document to annotate. From the pop-up menu, click "Annotate Document". The attorney will enable annotation tools for you as needed. Use the tools at the top to annotate the document.

4. DOWNLOAD COPIES

In the exhibit viewer, users can use the upper toolbar to download copies to their device. Once finished, users can use the back arrow in the upper left to return to the **!! Marked Exhibits** folder.

5. BATCH DOWNLOAD ALL EXHIBITS:

Exhibit Share includes a convenient feature that allows users to download all exhibits in a folder with only three clicks.

- **Select Exhibits:** In the **!! Marked Exhibits folder**, check the box next to Item Name in the upper left and a new menu will open up. Select your desired exhibits.

- **Download Exhibits:** Click "Download" and a zipped folder of all the **!! Marked Exhibits** will be placed on your computer.

Watch the Exhibit Share for the Witness Video Tutorial | www.veritext.com/share

For technical assistance with the meeting, please call the Veritext Exhibit Share Technical Help Line at **(866) 642-9574**.

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