

# EXHIBIT SHARE | FOR TAKING ATTORNEY

## GETTING STARTED CHECKLIST

### 1. SETUP YOUR ACCOUNT

*(First Time Users Only)*

Upon ordering Exhibit Share, you will receive two emails.

- The first is a notification that you have ordered Exhibit Share for an upcoming proceeding and includes an overview of all of the steps necessary for access.

- The second is an invitation from [notify@egnbyte.com](mailto:notify@egnbyte.com) which will walk you through the establishment of your Exhibit Share account.

[WATCH THE SETTING UP YOUR EXHIBIT SHARE ACCOUNT VIDEO PARTICIPATING LEGAL TEAMS](#)

### 2. SYNCHING YOUR EXHIBIT SHARE ACCOUNT WITH MYVERITEXT

*(One Time Synch Only)*

To access your Exhibit Share account, sign into [MyVeritext.com](https://www.veritext.com).

- Within MyVeritext, go to the upper navigation bar and click “Open In Exhibit Share”.
- Follow the prompts to enter your Exhibit Share credentials within MyVeritext to synch the accounts.

[NEED A MYVERITEXT ACCOUNT?](#)

### 3. UPLOAD YOUR EXHIBITS

Once MyVeritext and Exhibit Share are connected upload any exhibits you may wish to introduce during the meeting in your folder marked Private.

[VIEW THE LOADING YOUR EXHIBITS VIDEO TUTORIAL](#)

#### CAUTION:

Do not upload documents directly to the “!!Marked Exhibits” folder. That folder and its contents can be viewed by all parties and is reserved for marked exhibits.

### 4. ADD EXHIBIT SHARE TO THE DEPOSITION NOTICE

Notify other participants about the use of electronic exhibits.

#### SAMPLE LANGUAGE:

“The deposition will be recorded by stenographic means by a court reporter certified to record deposition in the State of {STATE}, and deposition exhibits will be presented and exchanged electronically.”

### 5. REMIND IN PERSON

#### PARTICIPANTS TO BRING THEIR OWN DEVICE

Any type of Windows, Mac, iOS or Android device will work with Exhibit Share.

### 6. CONSIDER YOUR WITNESS

It may be a good idea to bring along paper copies of your exhibits for the Witness, especially if they have little knowledge of computers or devices.

### 7. LOG INTO EXHIBIT SHARE

Once in Exhibit Share, select any exhibit from your Private folder and click the “Introduce Exhibit” button. From the new window, click “Add Stamp” to add the exhibit sticker. Then click “Introduce Exhibit” to stamp and distribute the file to the other participants logged into the platform.

### 8. PRESENTING EXHIBITS

View the quick video tutorial on how to introduce and present exhibits using Exhibit Share.

[WATCH USING EXHIBIT SHARE FOR THE TAKING ATTORNEY](#)

*\*For instructions on how to create Exhibit Share annotations, see the guide on page two.*

Visit [www.veritext.com/share](https://www.veritext.com/share) for Exhibit Share Video Tutorials

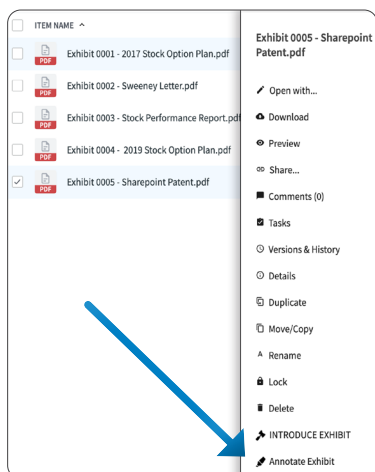
For technical assistance with the meeting,  
please call the Veritext Exhibit Share Technical Help Line at **(866) 642-9574**.

# EXHIBIT SHARE ANNOTATIONS HOW TO GUIDE

**Our 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.

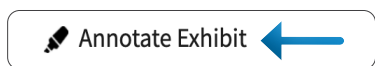
1. From the folder view, select the file to annotate.

2. From the pop-up menu, select “Annotate Exhibit”.

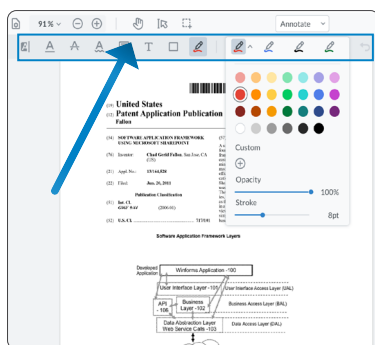


3. The Session Leader controls other users' rights to annotate.

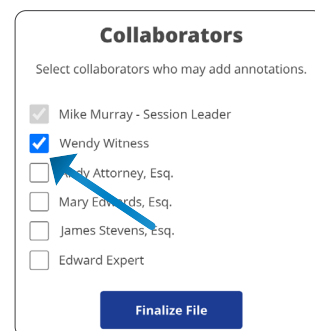
4. Other participants can view the annotations live, by also selecting the same file and clicking “Annotate Exhibit”.



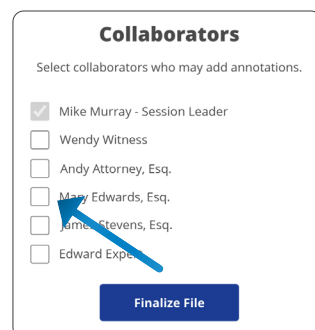
5. The Session Leader can now annotate the document using the annotation toolbar at the top of the document.



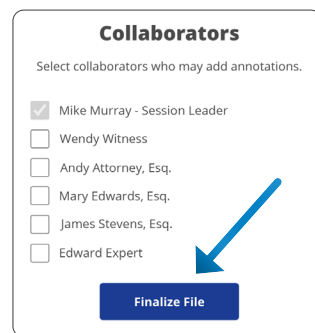
6. To enable annotation rights for other users, simply select their name from the “Collaborator” list on the left-hand side.



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 TIPS:

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.