Huseby.com

HusebyConnect
Simple Exhibit Tool

Our Simple Exhibit Tool is an alternative to dropping files in Zoom chat — giving you more security, a better viewing experience, numbering capabilities, and (unlike Zoom Chat) the files are still available after the event ends.

3 Easy Steps!

1. Drag-n-Drop to Preload Exhibits

Before your event, upload exhibits into your private exhibits folder via Manage Exhibits, including PDFs, videos, Excel spreadsheets, images, and more.

2. Click Publish & Add a Number to Mark

Clicking the Quick Publish button allows you to preview the file, number the exhibit, and publish to the Final Exhibits folder.

3. Immediate Access to Final Exhibits

The witness and all parties have access to exhibits in the Final Exhibits folder, to either download or view on-screen with scrolling and zooming capabilities.
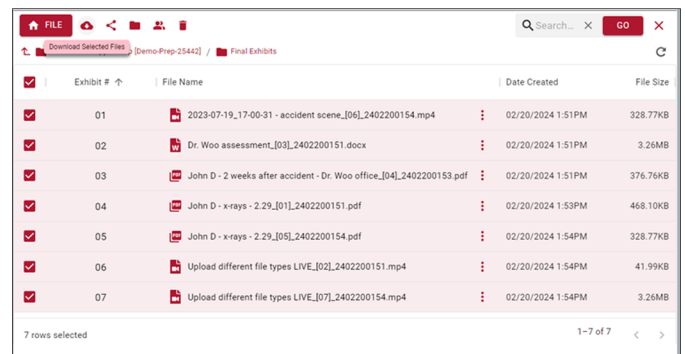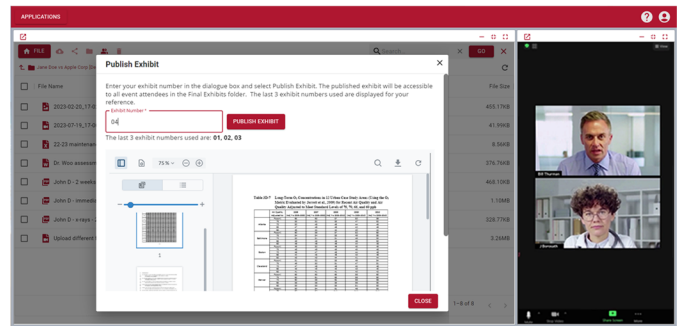
Let's take a look at those steps...

www.Huseby.com   calendar@huseby.com   800.333.2082

DRAG-N-DROP TO PRELOAD EXHIBITS

Before your event, log-in to the **Huseby**Connect portal and click the blue event box on your calendar.

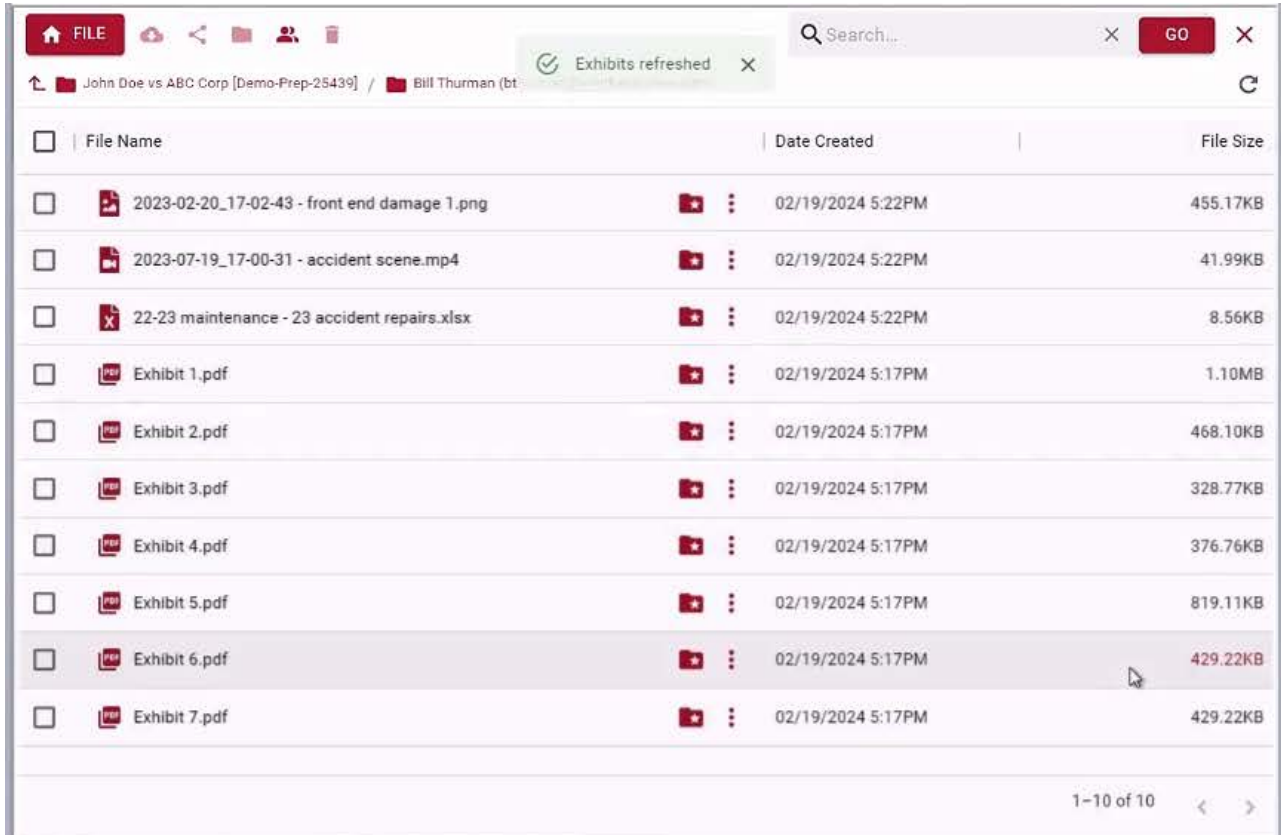In the pop-up, click the **Manage Exhibits** button.

Your personal exhibits folder will open. Simply **DRAG-N-DROP** files from your computer.
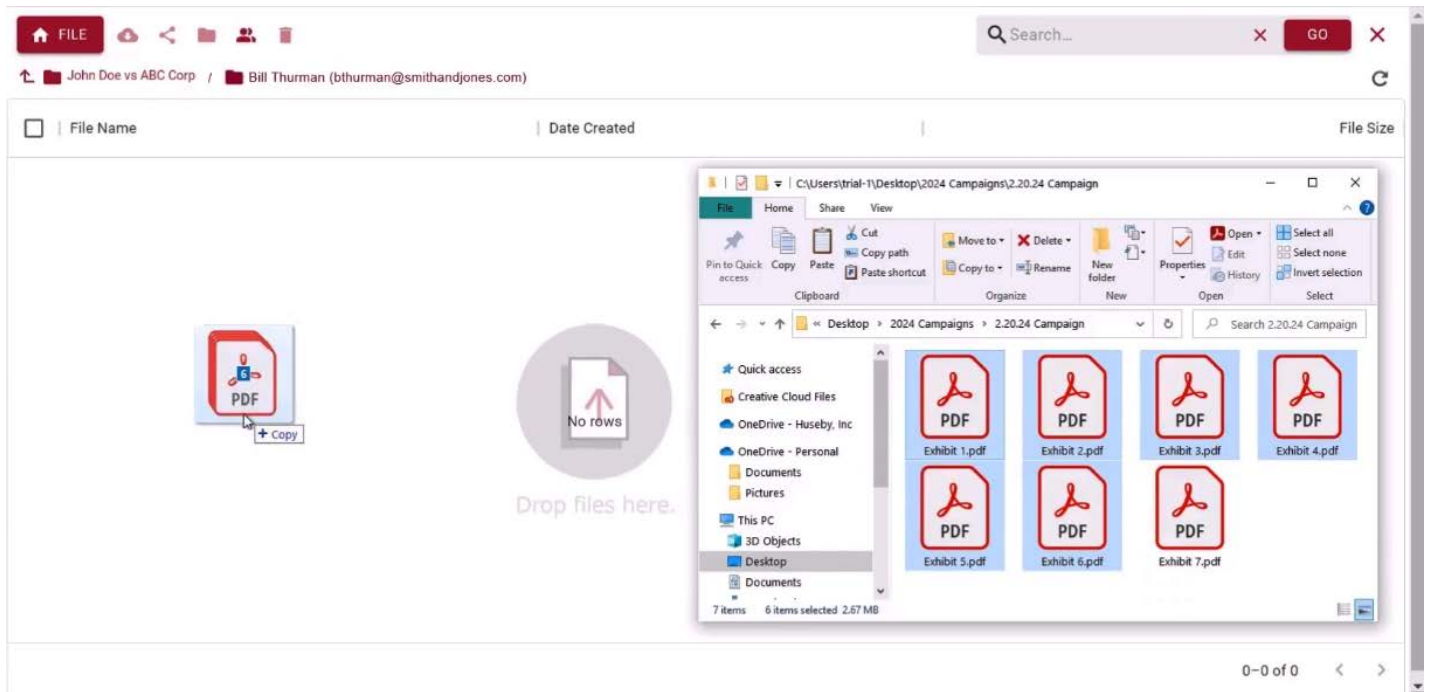
Repeat as many times as you need to. You can upload most files types, including video, images, Excel files, PDFs, and more.
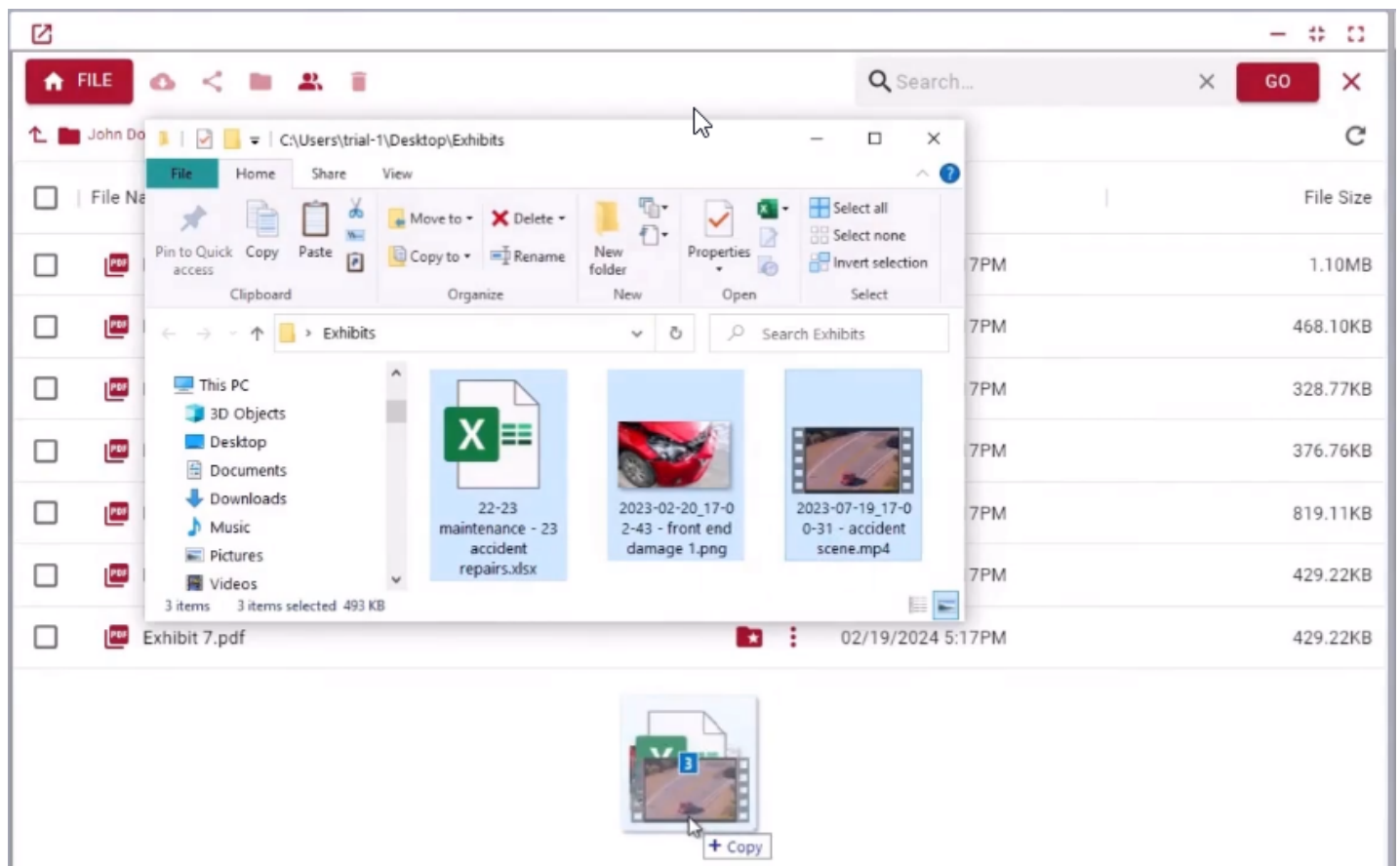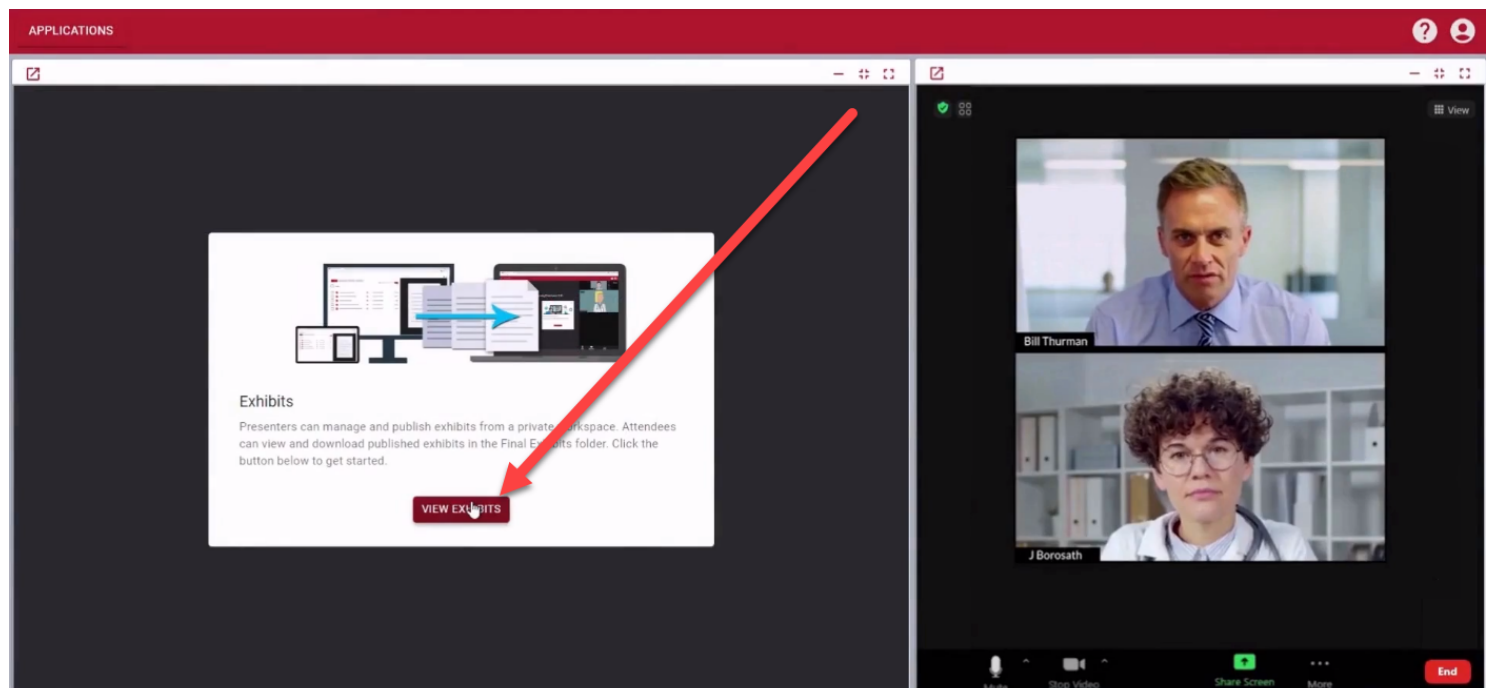
Your files are now in your personal exhibit folder.

In your **LIVE EVENT**, click the **VIEW EXHIBITS button** in the **EXHIBITS PANEL** - to get to your personal exhibits folder.

From here you can:
- Preview exhibits
- Assign a number to exhibits
- Publish exhibits to the FINAL EXHIBITS, that all parties can access, view exhibits, and download

Previewing Exhibits

Click a file/exhibit name to preview.

In the preview window, click the **PANEL icon** to view thumbnails of the pages.

Click a page thumbnail to jump directly to it.

Click the panel icon again to close the panel.

Also in the preview window, use **ZOOM** and **SCROLL** features to navigate the exhibit.

Click the **SEARCH icon** to type a search term. Then click an instance to jump to it in the exhibit.
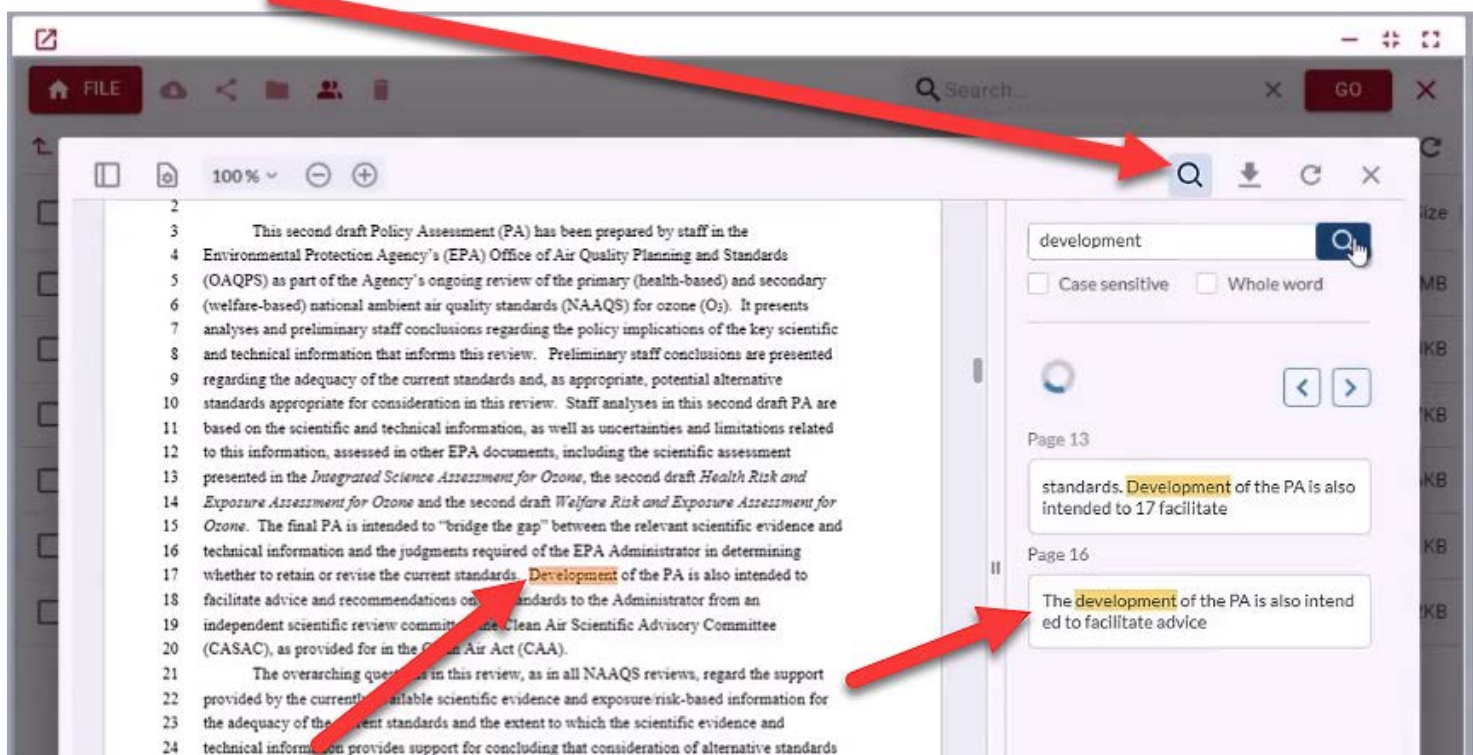
CLICK PUBLISH and ADD a NUMBER to MARK

Click the **PUBLISH icon**, or click the drop-down adjacent $\left(\vdots\right)$ and choose **PUBLISH EXHIBIT**.
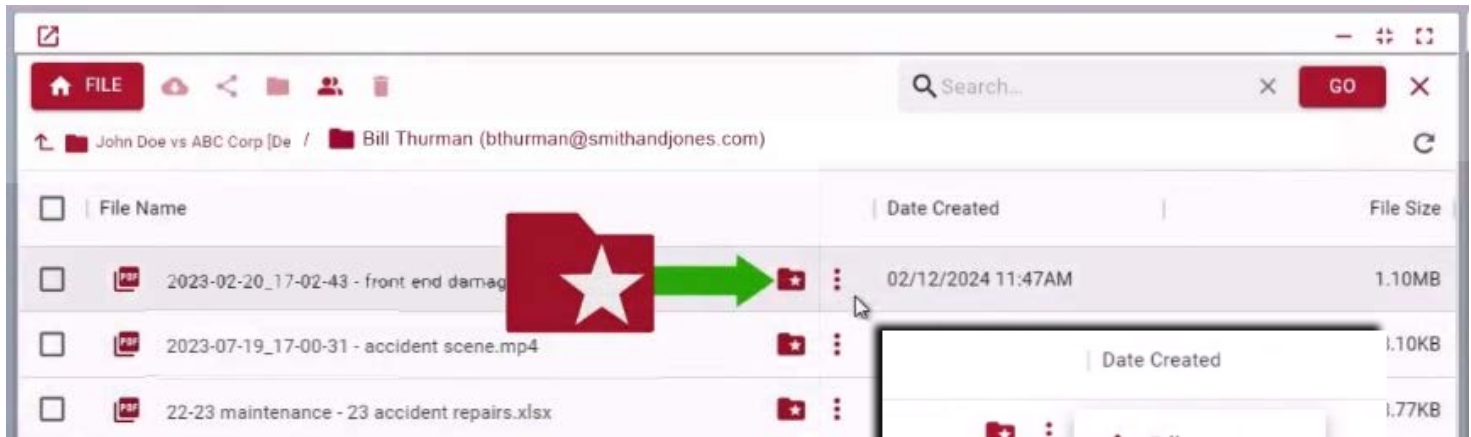
Type your exhibit number, then click **PUBLISH EXHIBIT**.

Note: The most recent exhibit numbers assigned are displayed below the exhibit number box, in order to avoid

Publish Exhibit

Enter your exhibit number in the dialogue box and select Publish Exhibit. The published exhibit will be accessible to all event attendees in the Final Exhibits folder. The last 3 exhibit numbers used are displayed for your reference.

Exhibit Number *

07

PUBLISH EXHIBIT

The last 3 exhibit numbers used are: **04, 05, 06**

1   1.2.2   History of O₃ NAAQS Reviews
2   Table 1-1 summarizes the O3 NAAQS that the EPA has promulgated to date. In each
3   review, the EPA set the secondary standard at a level identical to the primary standard. These
4   reviews are briefly described below.
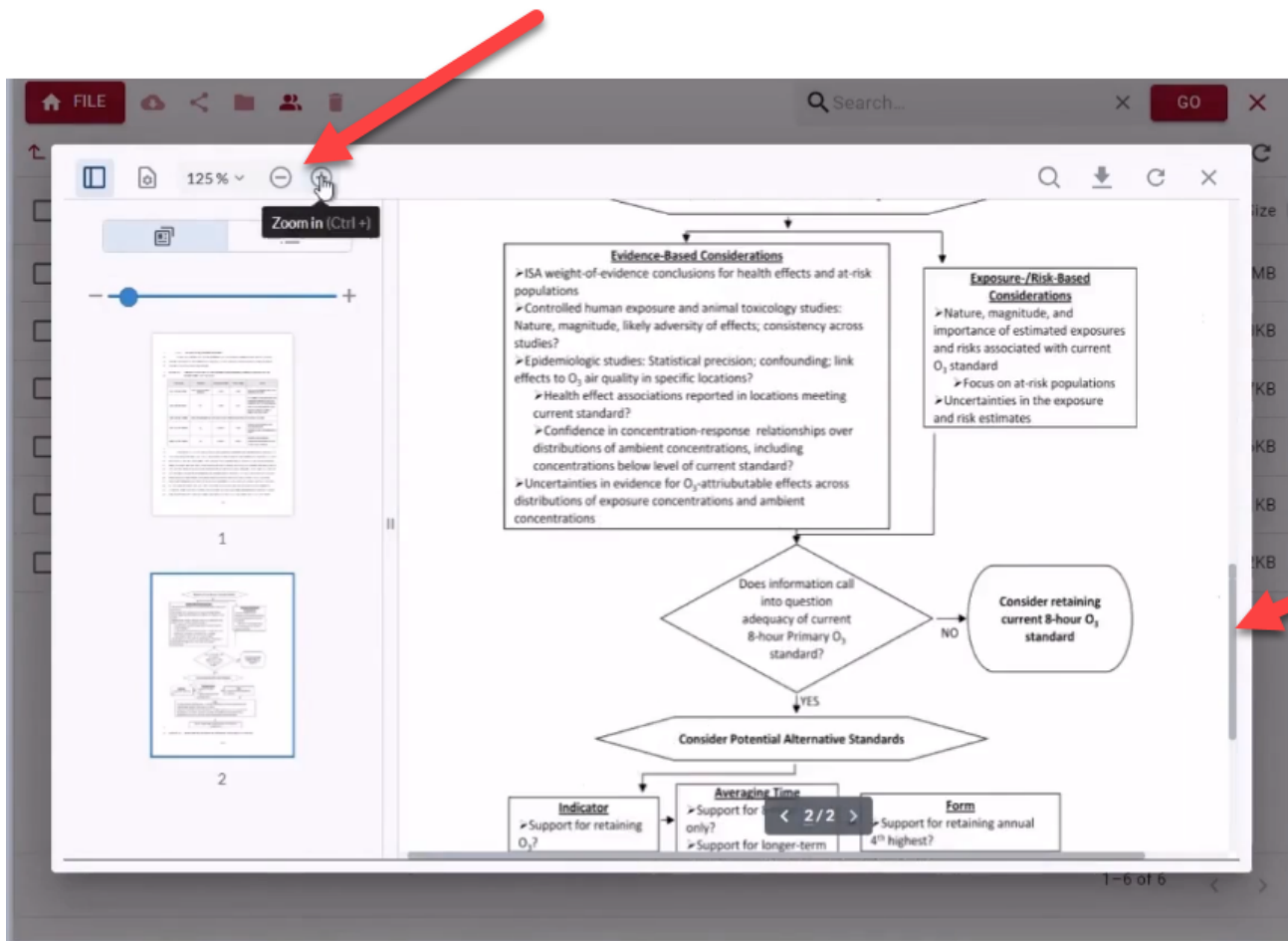
5   Table 1-1.   Summary of primary and secondary O₃ NAAQS promulgated during the
6   period from 1971 to 2008.

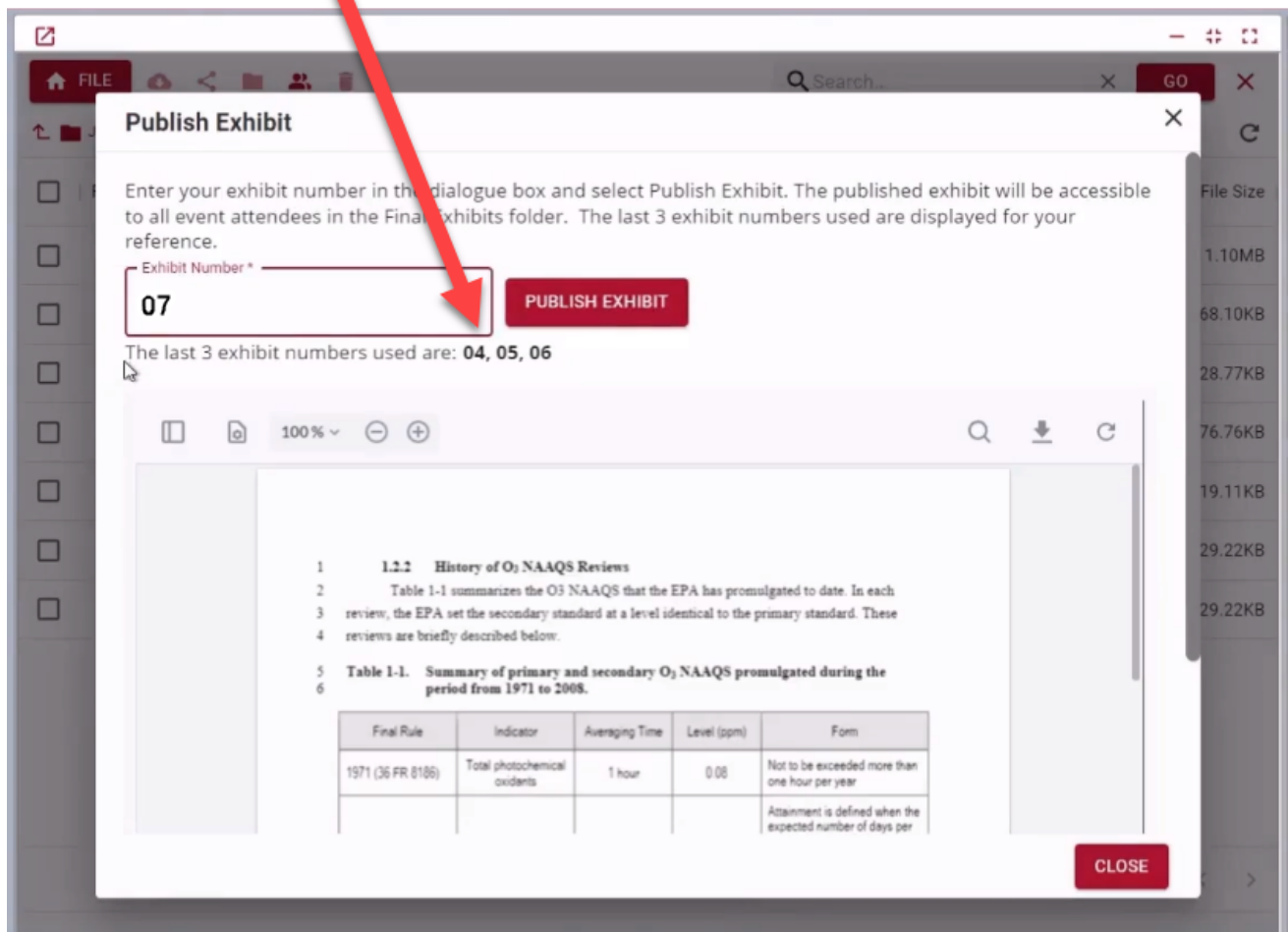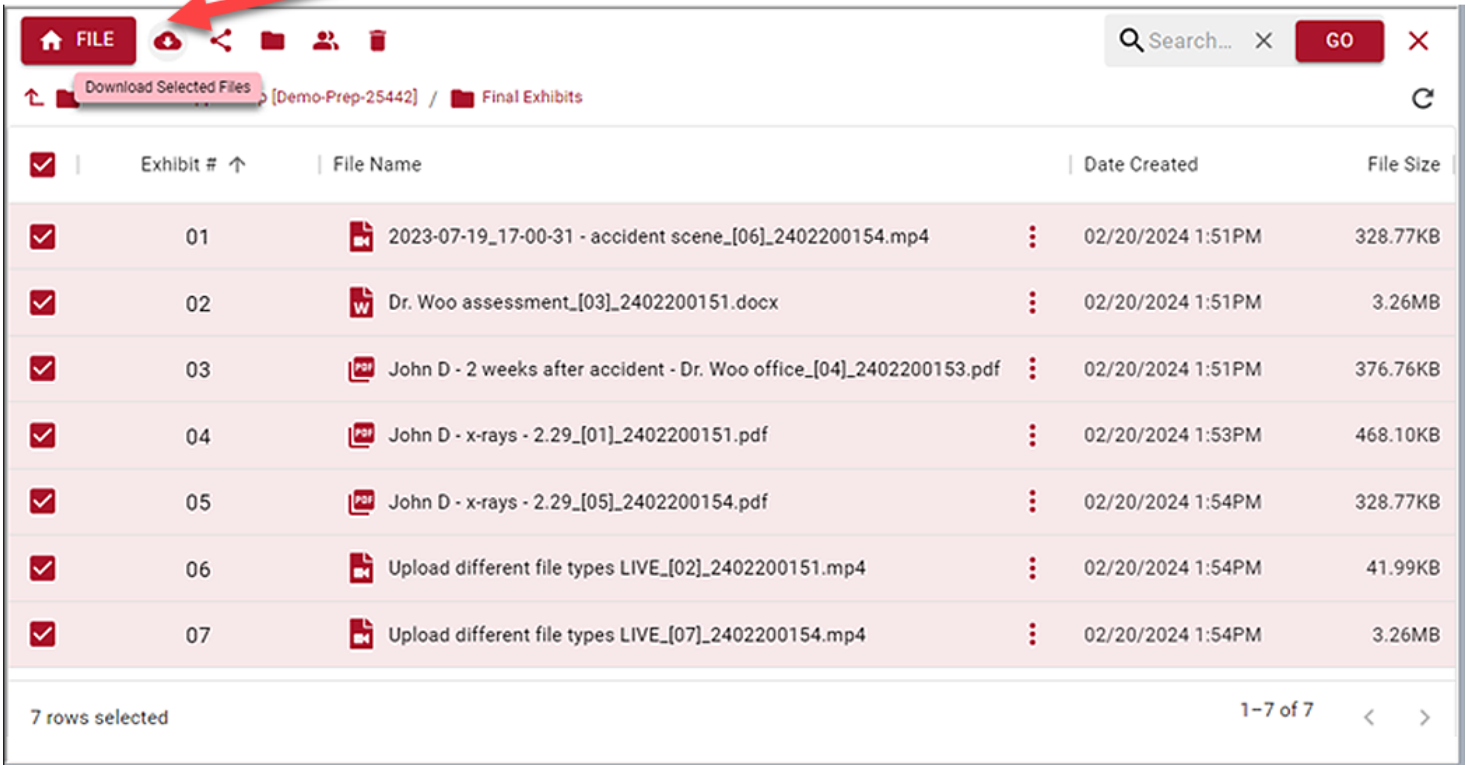| Final Rule	Indicator	Averaging Time	Level (ppm)	Form
1971 (36 FR 8186)	Total photochemical oxidants	1 hour	0.08	Not to be exceeded more than one hour per year
				Attainment is defined when the expected number of days per

CLOSE

IMMEDIATE ACCESS to FINAL EXHIBITS

Published exhibits go directly into the event **FINAL EXHBITS folder**, to which all parties have access during and after the event.

Checkmark to choose one or more exhibits, then click the **DOWNLOAD icon** to download.


WITNESS and REPORTER EXHIBITS ACCESS

Your witness(es) and the court reporter see only the exhibits purblished to the **FINAL EXHIBITS** folder. From the folder they can:

- Preview exhibits
- While viewing, utilize the Zoom, Scroll, Keyword Search, and Thumbnail View features.
- Download exhibits to view locally on their device.
- Counsel can choose to Screen Share via internal Zoom features

ZOOM Screen Share Capabilities

SCREEN SHARING with ZOOM *SHARE SCREEN* FEATURE
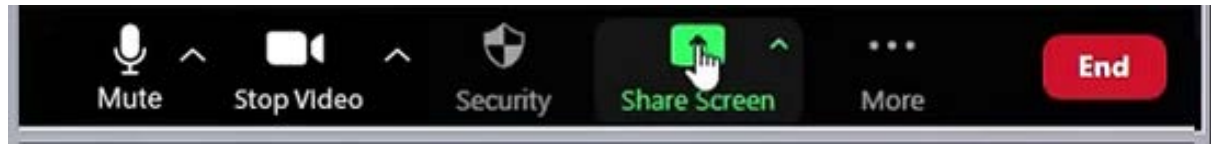
With the **Huseby**Connect *Simple Exhibit Tool*, you always have the option to share your screen with witness and other attendees using **Huseby**Connect's integrated ZOOM **Share Screen** feature.
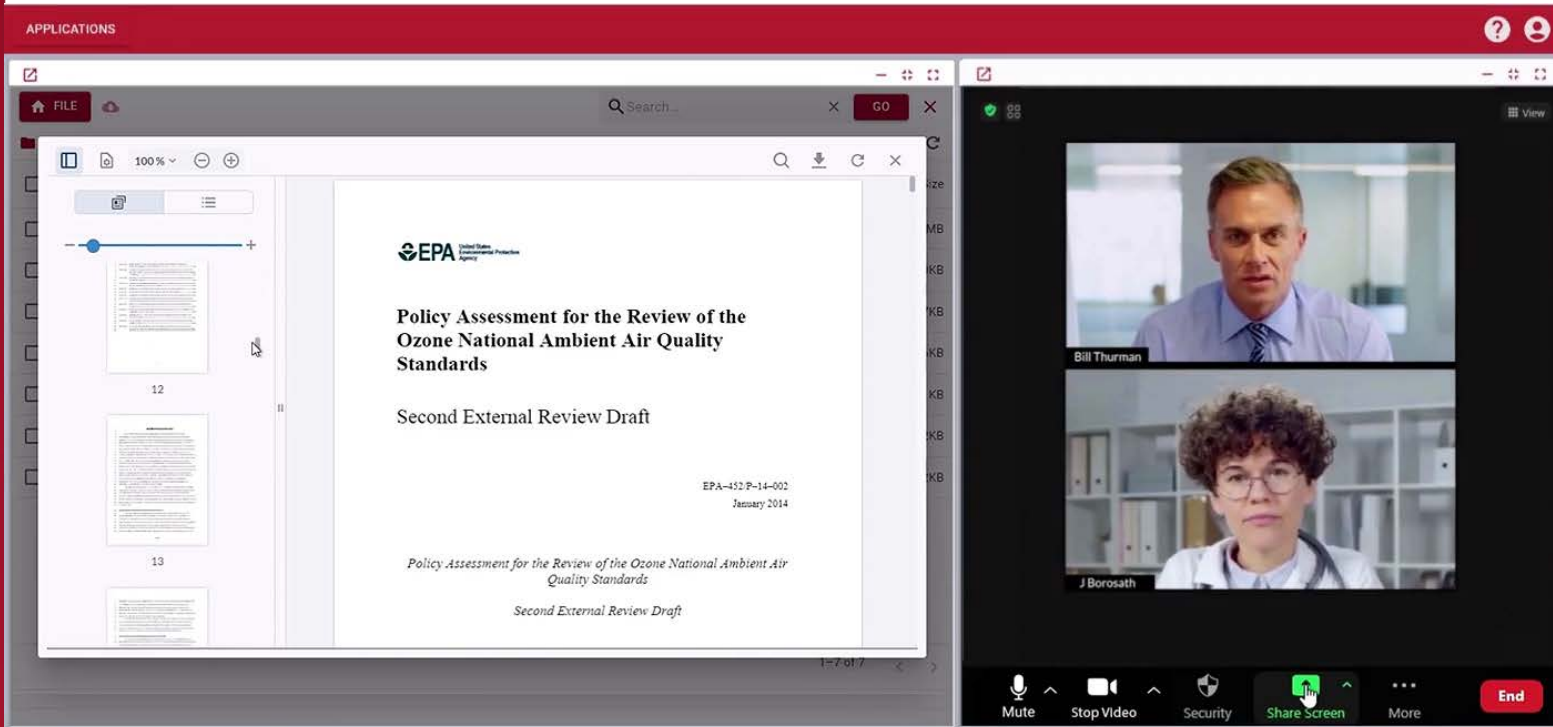
USING MULTIPLE MONITORS

Want to view your **EXHIBITS PANEL** on a different screen? Just click the '*Extend application into separate browser tab' icon* in the top left corner of the panel, then drag the window to a second monitor.