

PRINTING

When printing be sure to select **Document and Markups** option or the word index, cover page, and headers and footers will not print.

Under Page Handling

1. select **None** for **Page Scaling** and
2. uncheck the **Auto-Rotate and Center** checkbox.

Use **Summarize Comments** to print a report of your annotations.

SEC vs. Sabhlok and Pattison
Bravo, Orlando on 10/31/2009

1 So just some of
2 know if you recall, but
3 over each other. It mak
4 court reporter to take down what we say.

5 You may hear objections from time to time.
6 Those aren't instructions to you with one exception,
7 and that is if one of your attorneys instructs you
8 today not to answer a question. Otherwise, despite
9 the objections that are made, you still have to
10 provide an answer to the question that's asked.

11 Is that understandable?

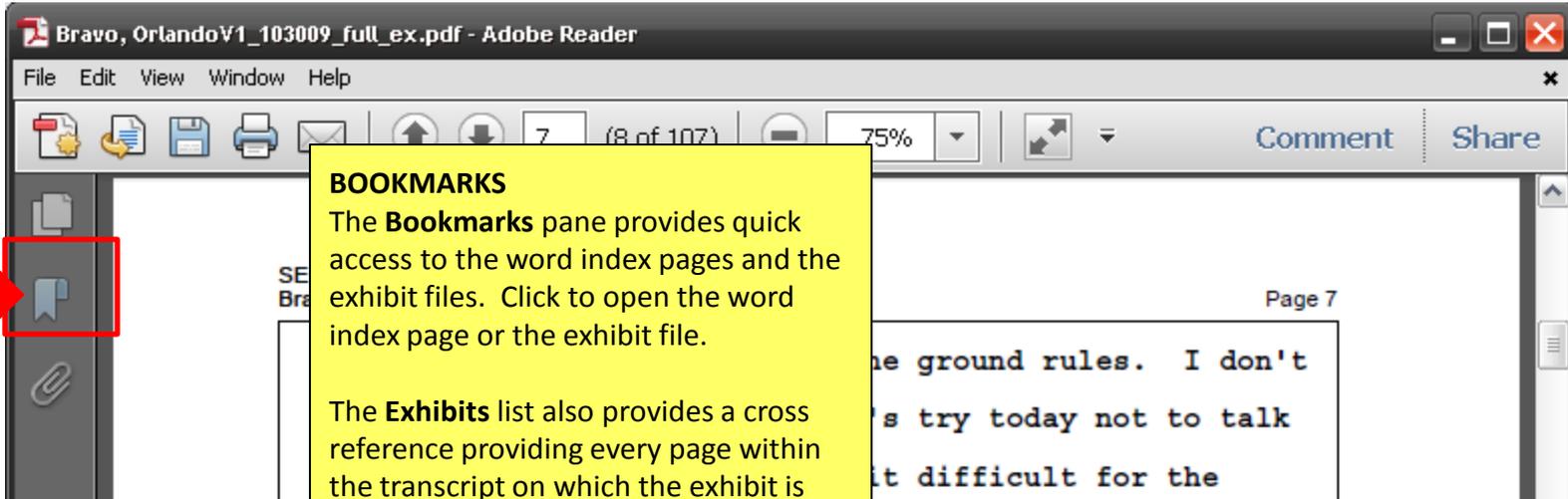
12 A Yes.

COPY-AND-PASTE

Drag over text to copy-and-paste transcript portions into WORD documents or emails.

For larger selections, click at the beginning of the selection then shift-click at the end.

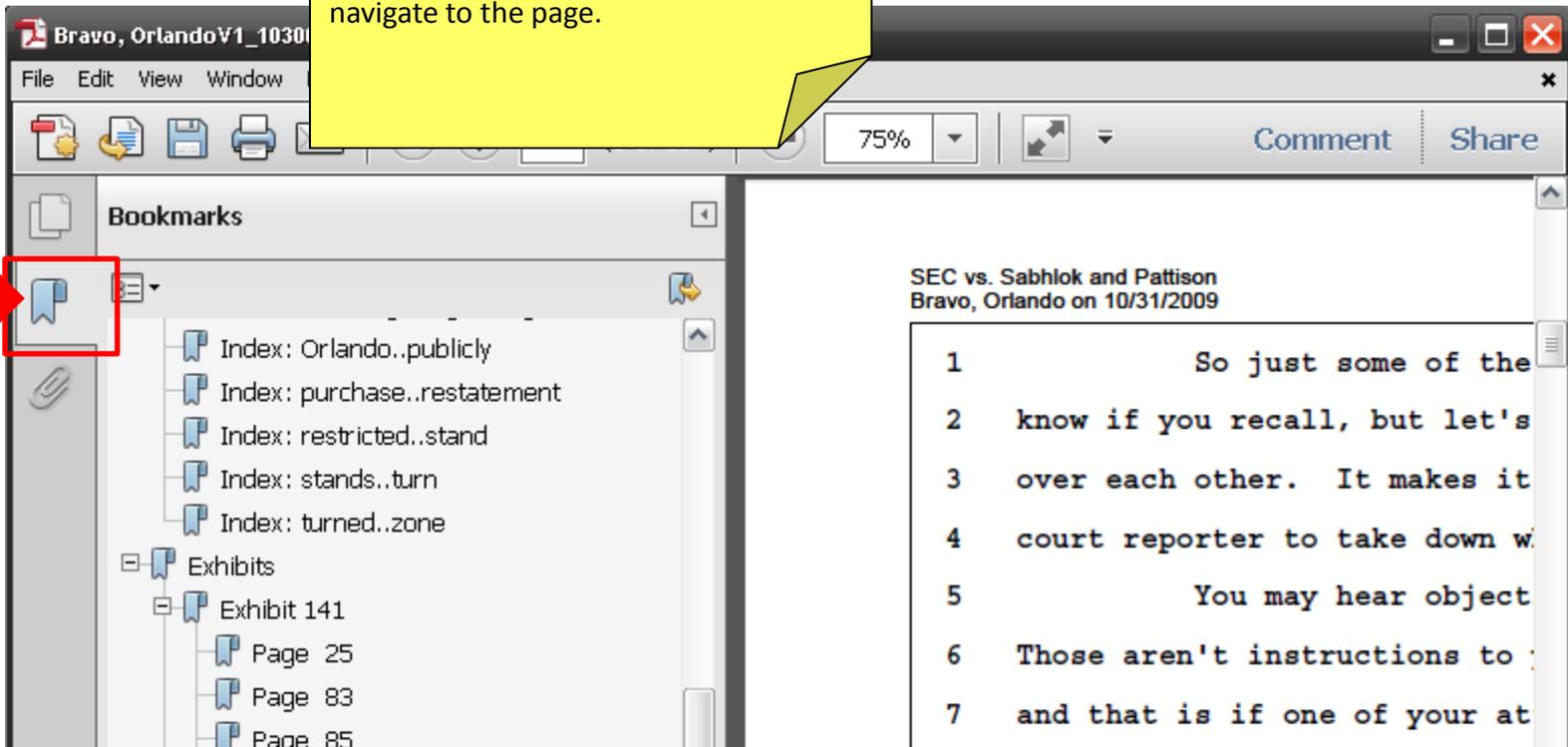
For multi-page selections; headers, footers, watermarks, and word index text are not selected.



BOOKMARKS

The **Bookmarks** pane provides quick access to the word index pages and the exhibit files. Click to open the word index page or the exhibit file.

The **Exhibits** list also provides a cross reference providing every page within the transcript on which the exhibit is referenced. Click the **Page** number to navigate to the page.



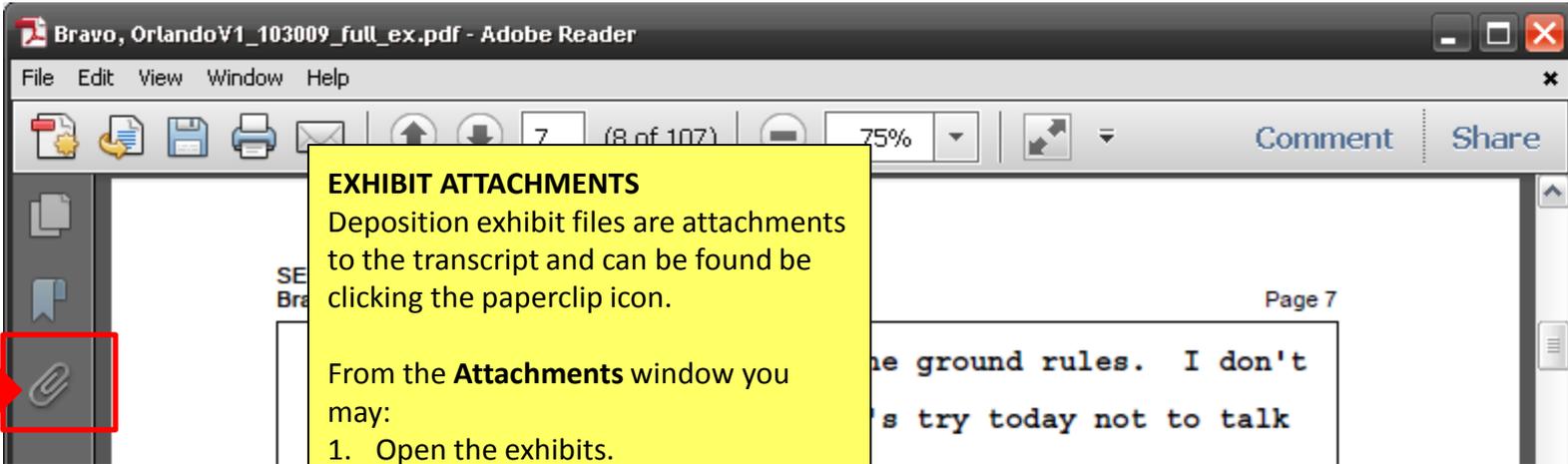
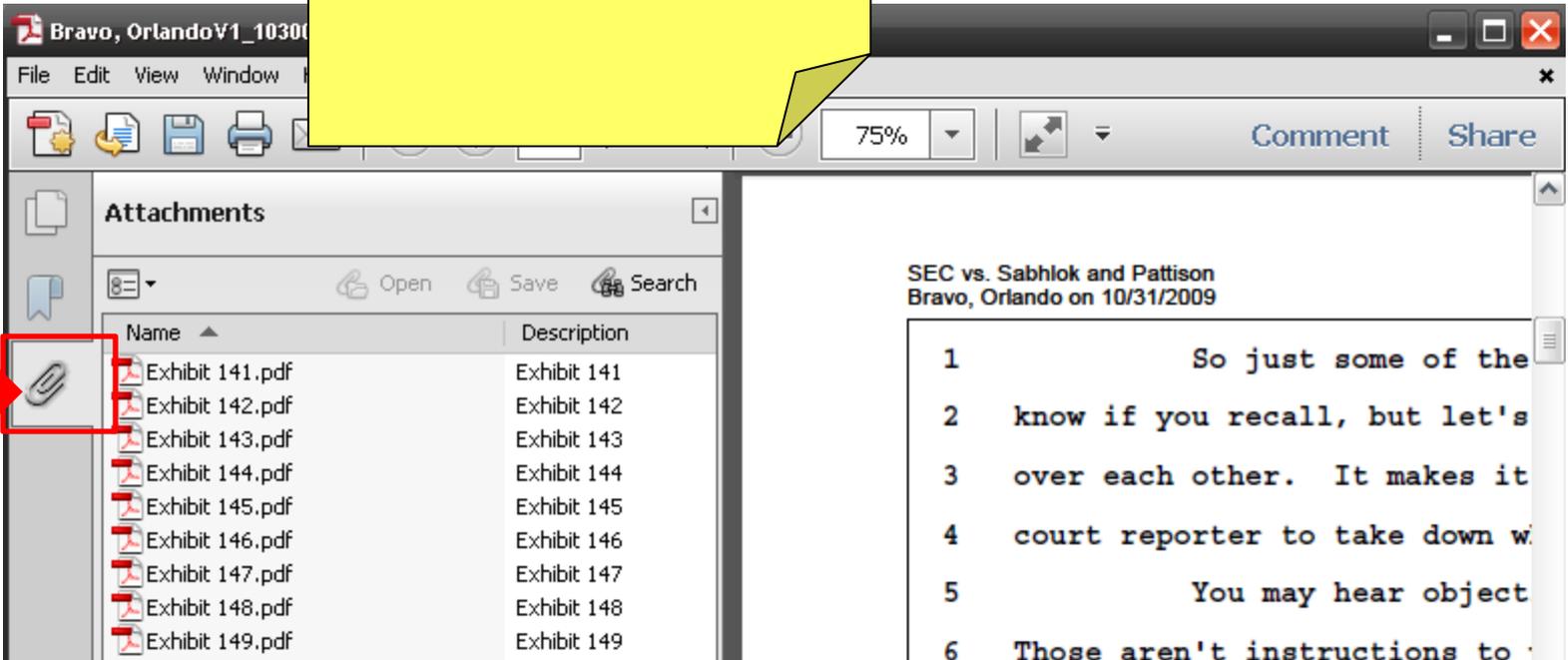
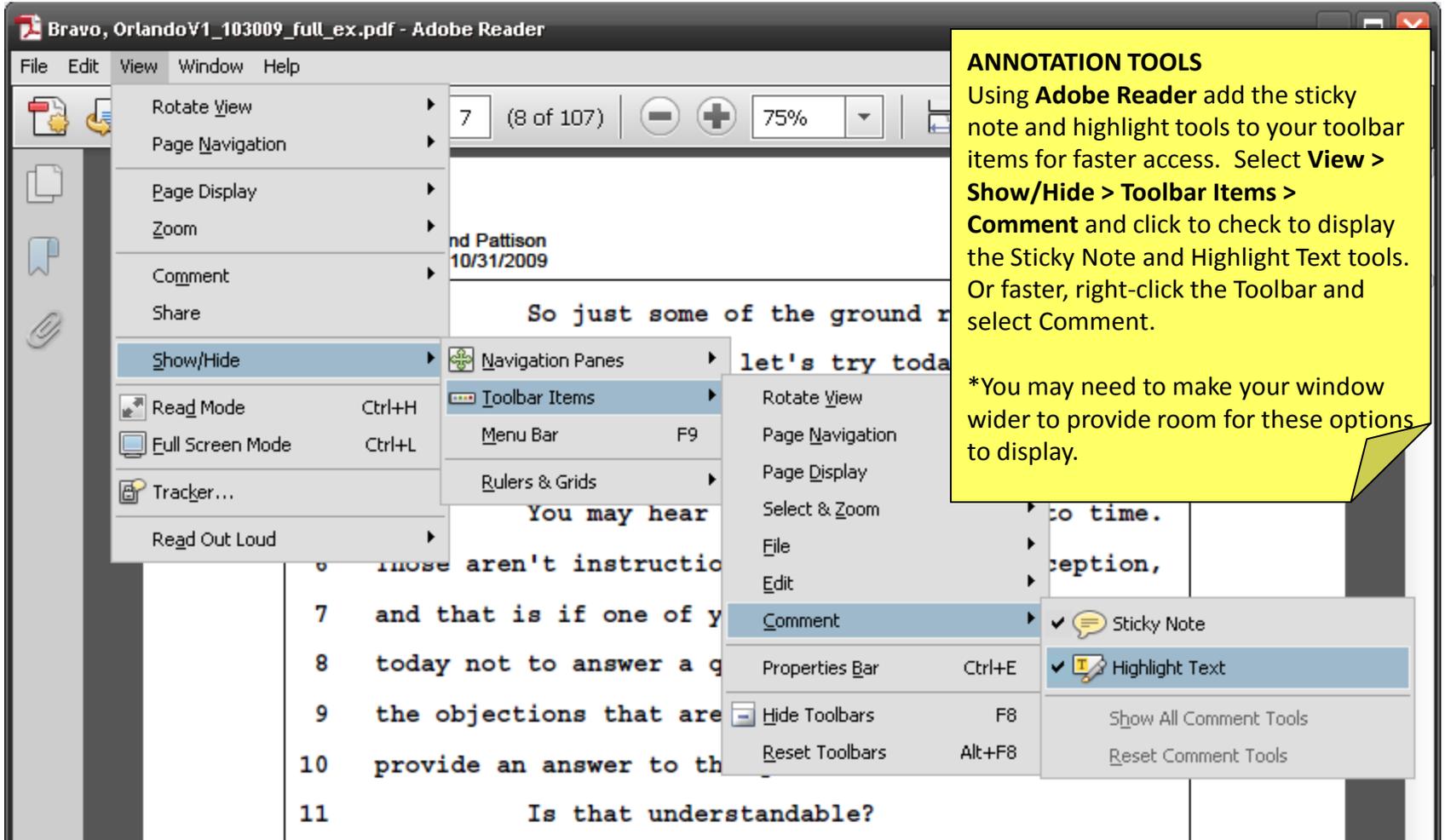


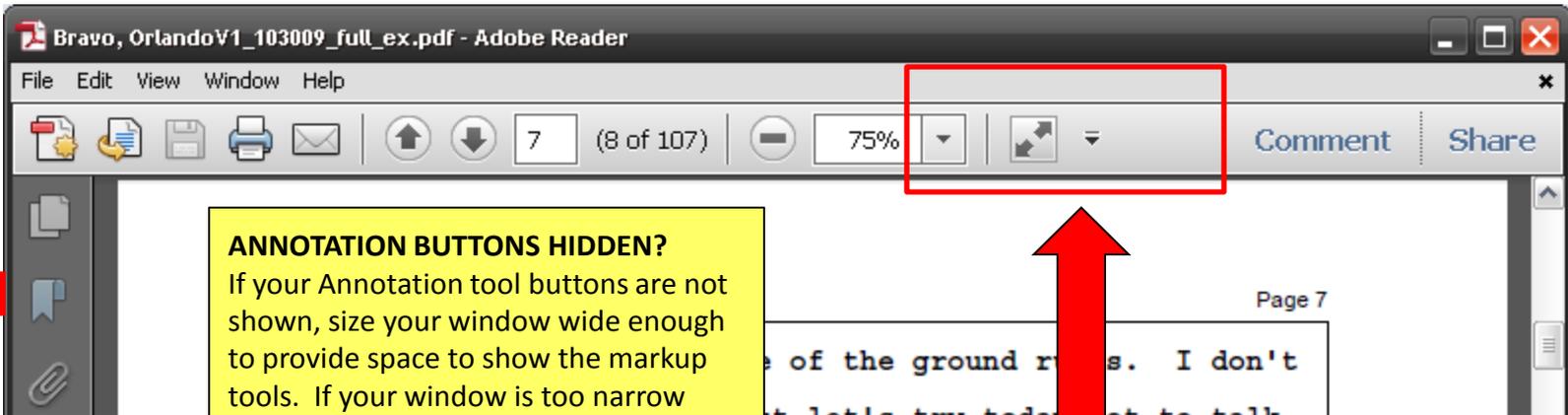
EXHIBIT ATTACHMENTS
Deposition exhibit files are attachments to the transcript and can be found by clicking the paperclip icon.

From the **Attachments** window you may:

1. Open the exhibits.
2. Save the exhibits as separate file(s).
3. Search the exhibits.



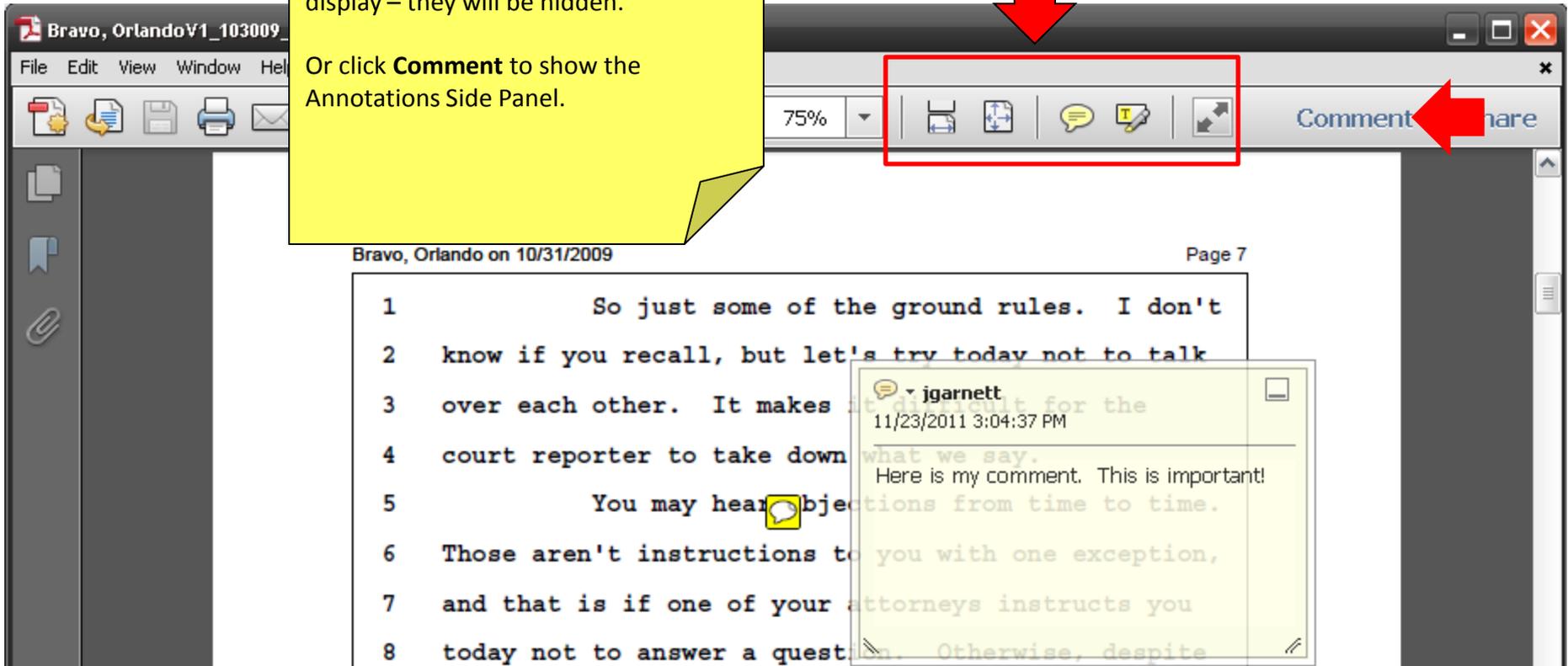


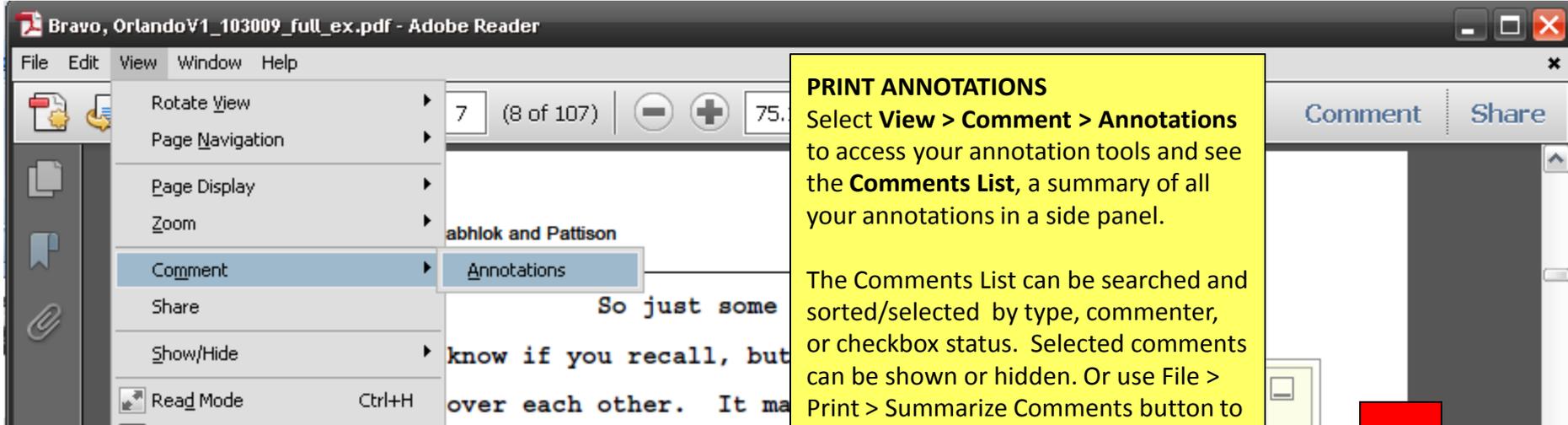


ANNOTATION BUTTONS HIDDEN?

If your Annotation tool buttons are not shown, size your window wide enough to provide space to show the markup tools. If your window is too narrow there will be insufficient space for their display – they will be hidden.

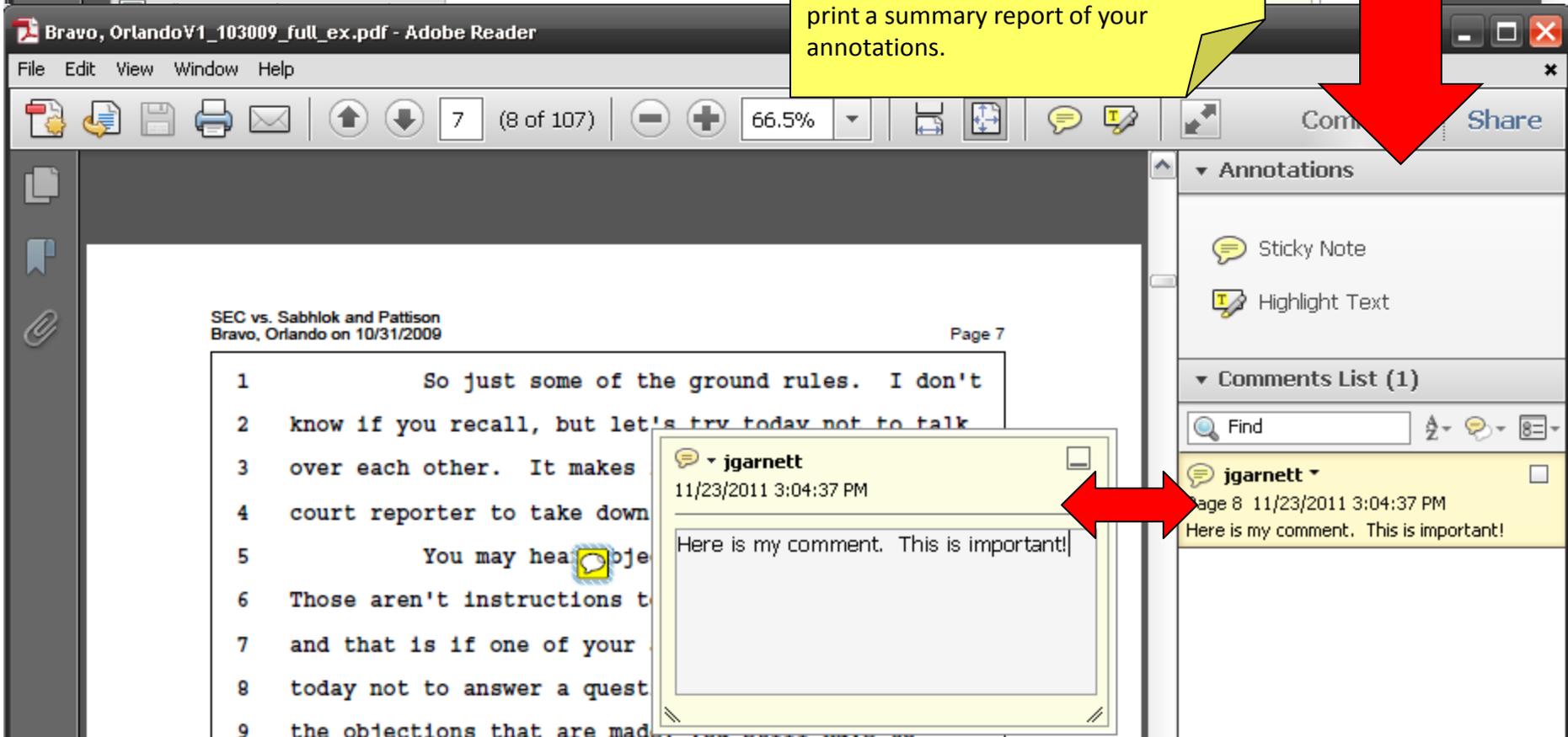
Or click **Comment** to show the Annotations Side Panel.

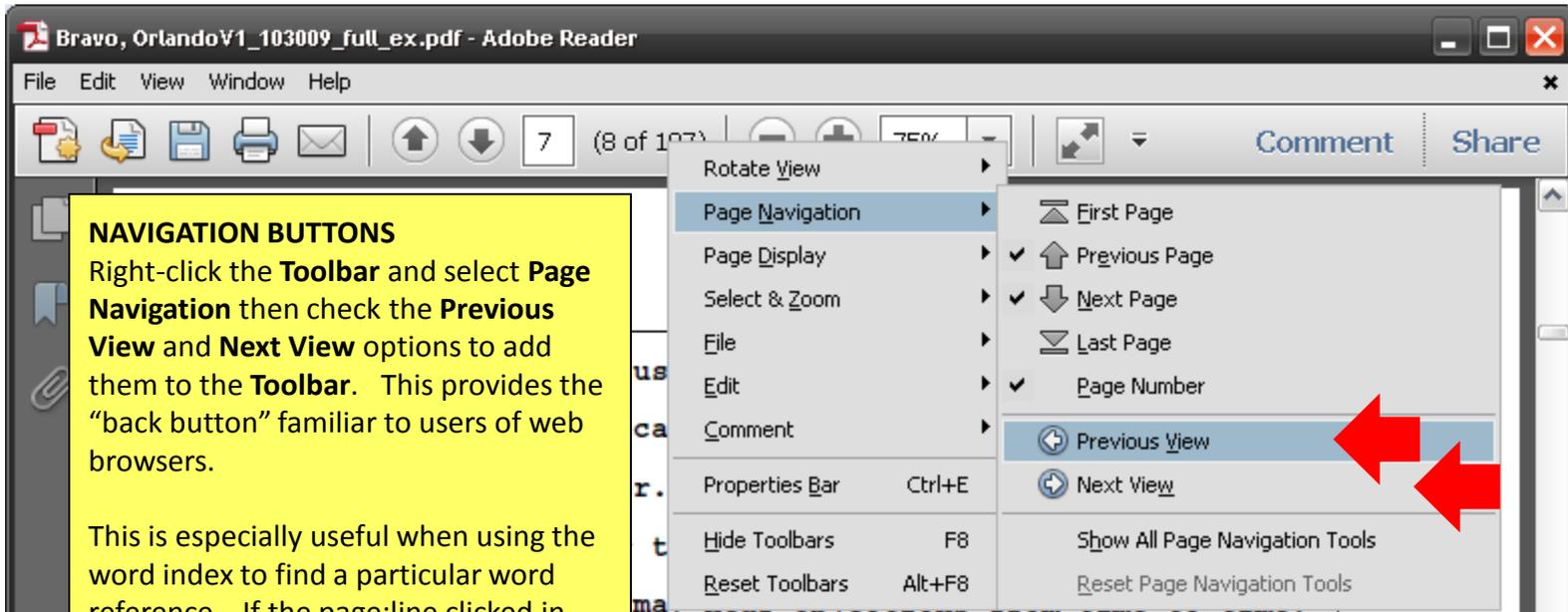




PRINT ANNOTATIONS
Select **View > Comment > Annotations** to access your annotation tools and see the **Comments List**, a summary of all your annotations in a side panel.

The Comments List can be searched and sorted/selected by type, commenter, or checkbox status. Selected comments can be shown or hidden. Or use File > Print > Summarize Comments button to print a summary report of your annotations.

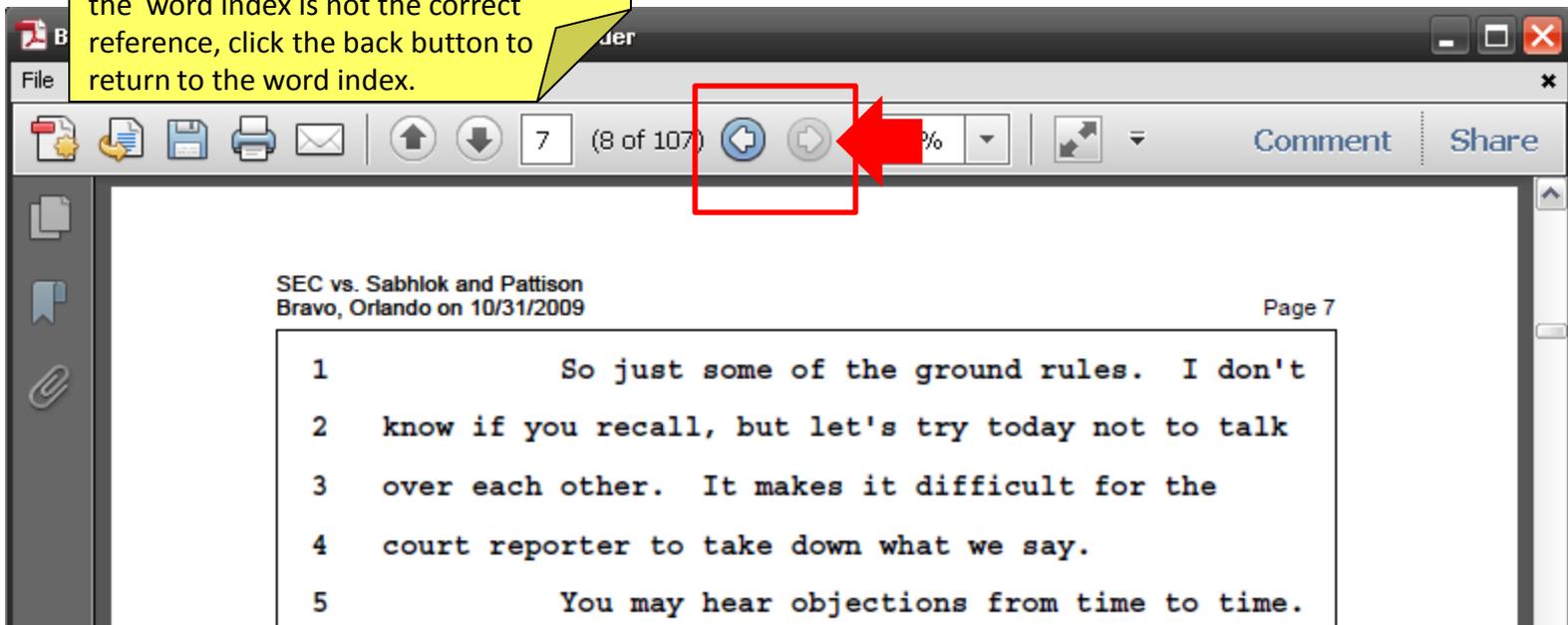


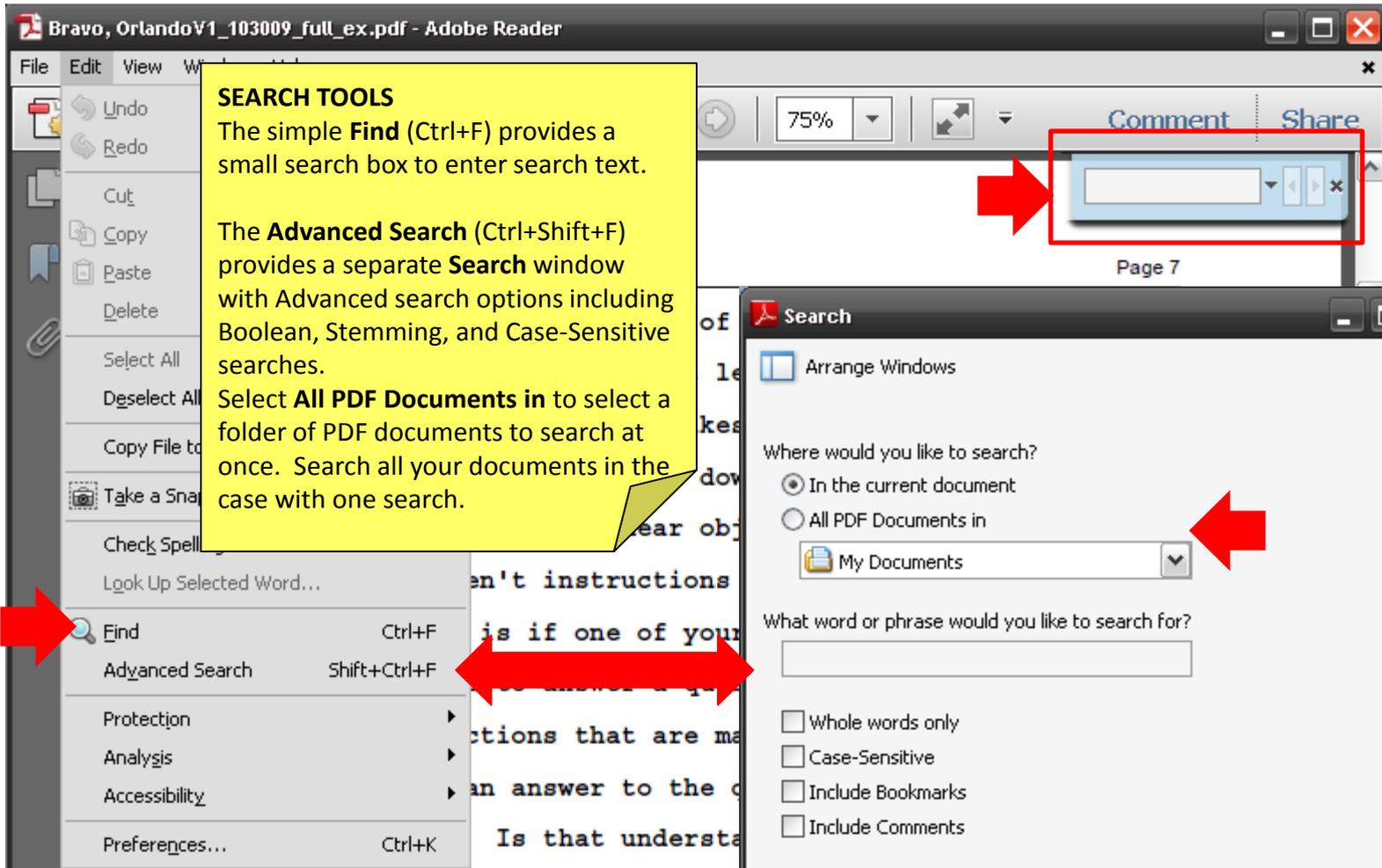


NAVIGATION BUTTONS

Right-click the **Toolbar** and select **Page Navigation** then check the **Previous View** and **Next View** options to add them to the **Toolbar**. This provides the "back button" familiar to users of web browsers.

This is especially useful when using the word index to find a particular word reference. If the page:line clicked in the word index is not the correct reference, click the back button to return to the word index.





SEARCH TOOLS

The simple **Find** (Ctrl+F) provides a small search box to enter search text.

The **Advanced Search** (Ctrl+Shift+F) provides a separate **Search** window with Advanced search options including Boolean, Stemming, and Case-Sensitive searches.

Select **All PDF Documents in** to select a folder of PDF documents to search at once. Search all your documents in the case with one search.

