



What to Expect When You're Huseby*Connecting*

A Guide to Exhibit Presentation
using **Huseby***Connect*

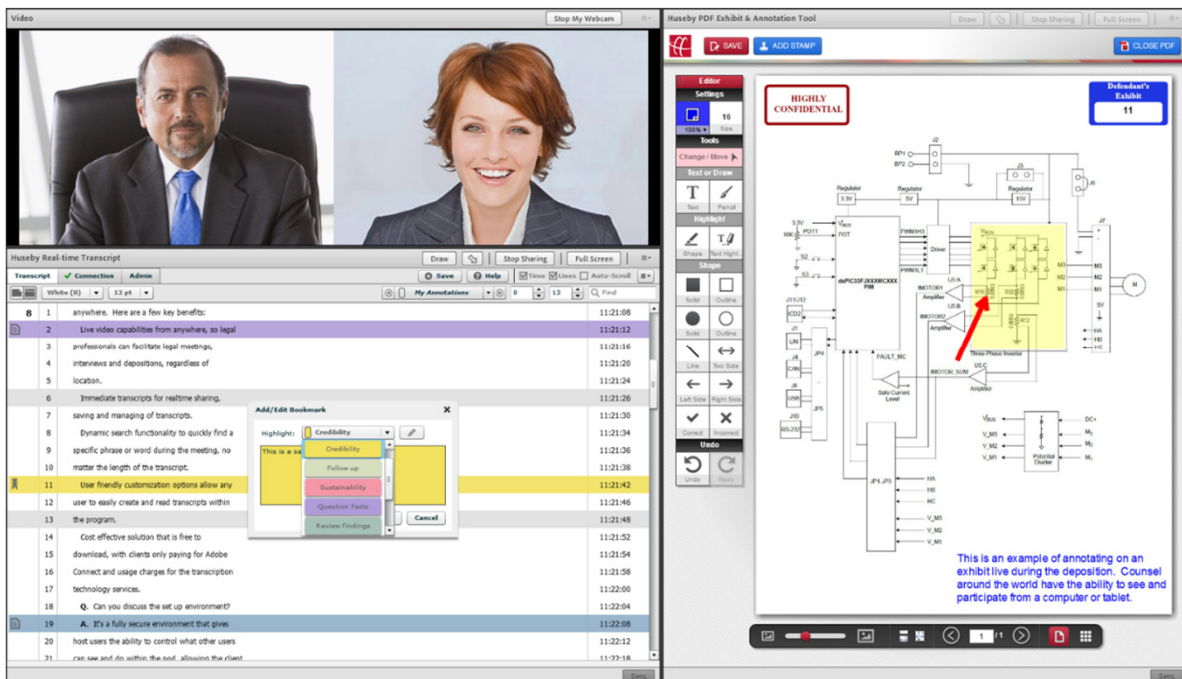




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Preloading Exhibits

When can I log on and pre-upload my exhibits?

You are able to login to the room any time the same day of the deposition. Typically the room is opened 1 hour prior to the start of the deposition, however if you will need to be able to access the room earlier you can contact the HusebyConnect Support Team at webconference@huseby.com to ensure you gain presenter rights needed for uploading documents.

What type of file can I upload?

You can only pre-upload PDF files in the exhibit presentation module, however you can present files in native formats such as videos and Excel documents.

How long are my preloaded documents saved?

The preloaded document section is [temporary storage](#) and the files will be wiped off the system each morning at 4am. Any files marked and saved during the deposition will be retained in the exhibit history.

When preloading documents, what does the “is shared” check box mean?

Clicking the “is shared” check box allows other counsel in presenter mode the ability to see the documents you have added to the preloaded documents queue.

Select this only if you would like the documents in your queue seen by others.

The system defaults to “private”. Any files uploaded in the Private queue are only seen by the individual user who uploaded the files.

Upload Documents	
812117-Drug_and_Alcohol_Crash_Risk.pdf	<input type="checkbox"/> Is Shared
adobeconnect-rtc-wp-ue (1).pdf	<input checked="" type="checkbox"/> Is Shared
<div>Save</div>	

Note: Files uploaded in the Preloaded Documents section cannot be renamed or removed from that section.



Presenting Exhibits

Presenting a preloaded exhibit

To present a new exhibit from the Preloaded Documents section, click the open icon next to the file name you wish to present.

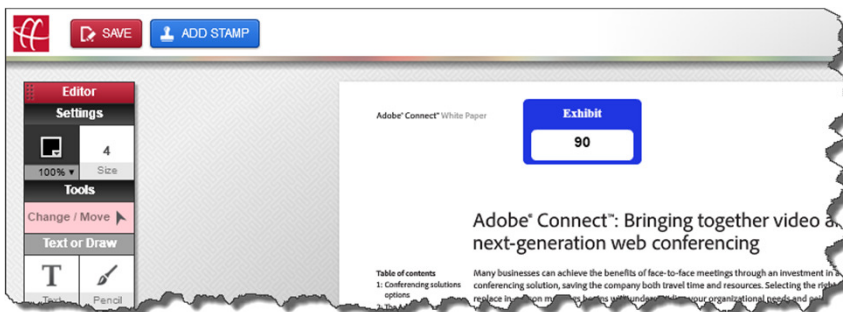
Preloaded Documents

Name	Size	Open
Private		
adobeconnect-vtc-wp-ue (618 KB	
EPA doc.pdf	17.6 MB	
Shared		
Exhibit Sample 1.pdf	43 KB	
EPA doc.pdf	17.6 MB	

Add exhibit/confidential sticker(s)

Click Add Stamp and select the preferred sticker(s).

Place sticker on exhibit. Enter exhibit number if manual exhibit numbering is enabled.

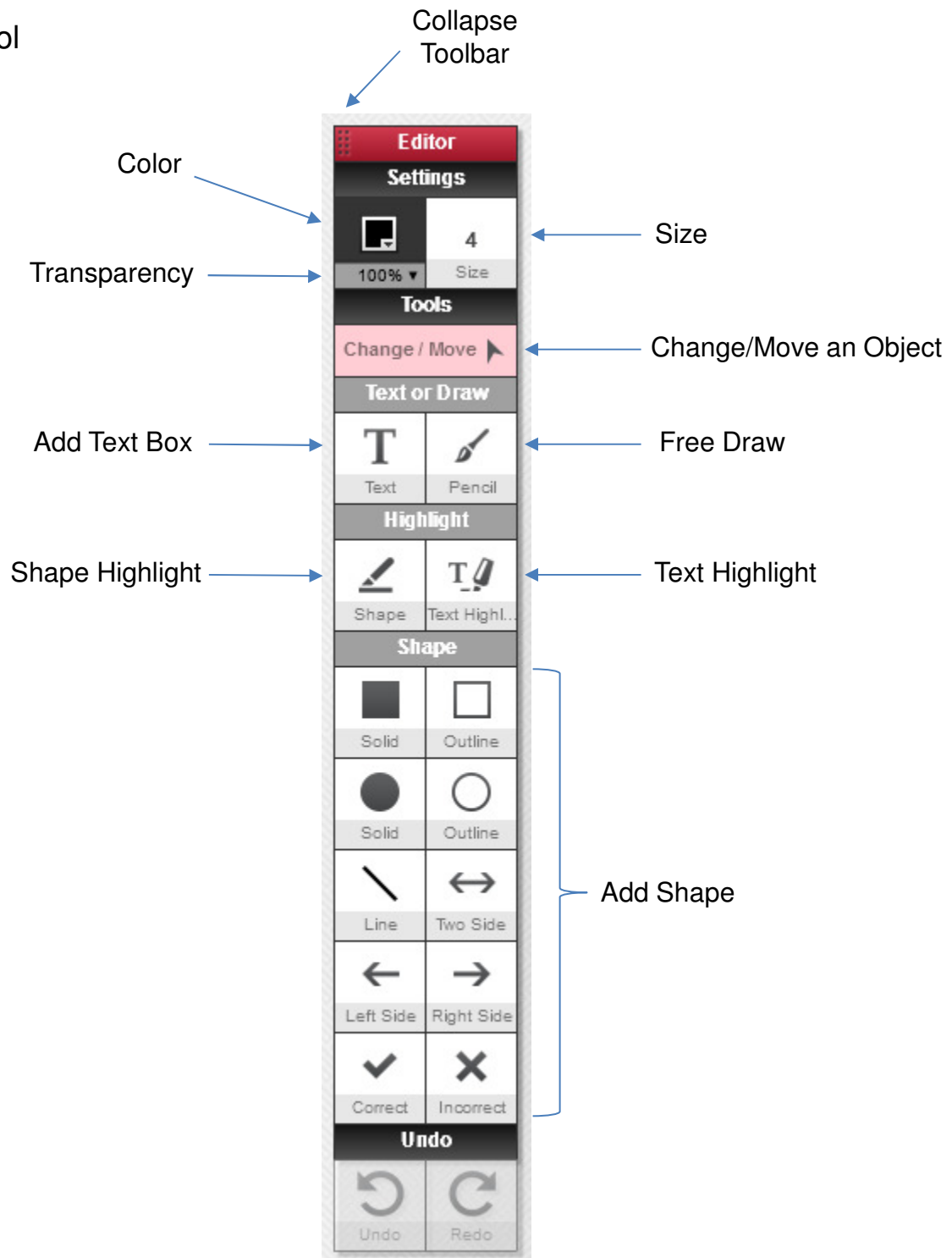


Note: Manual exhibit numbering is the system default. As a safeguard, the system will not let you duplicate numbers for the same witness. If you would like automated numbering, it must be set at the beginning of the case and cannot be changed mid-case. Automated numbering assumes you are starting at Exhibit 1 and sequentially numbering for each deponent.



How to use the annotation tools

1. Select a color
2. Choose transparency (if applicable)
3. Choose size
4. Select annotation tool





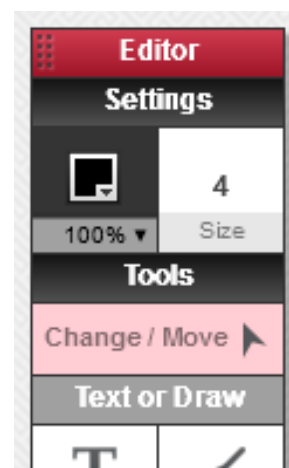
How do I edit, move or delete an annotation?

Click the Change/Move option in the annotation tool bar.

Select the object you wish to change or delete.

Change options include:

- Color
- Transparency
- Font size in text box
- Thickness of line or arrow
- Length of line or arrow
- Size of circle or square

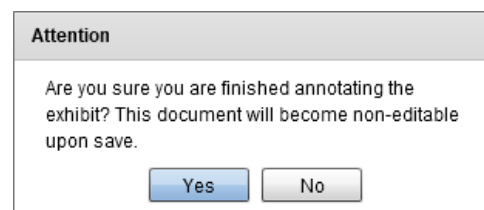


Note: You can also use the undo button to change/delete an annotation.

Saving an exhibit

To save an exhibit into record, click the  button on the top left of the exhibit pod.

When an exhibit is saved, it will become non-editable in order to flatten any added layers and preserve the integrity of any annotations and stickers saved as part of the final exhibit.



Can I pre-mark my exhibits before the deposition and open from the Exhibit History when I am ready to present?

The answer is yes, but when you mark an exhibit and click save it then becomes un-editable in order to maintain the integrity of the annotations made to the exhibit. Unless you are not planning to make any annotations on the exhibit, we suggest you mark the exhibit when presenting during the event.

Once an exhibit is marked and saved it will show up in the exhibit history.

Note: Exhibits in the Exhibit History section are accessible to opposing counsel.



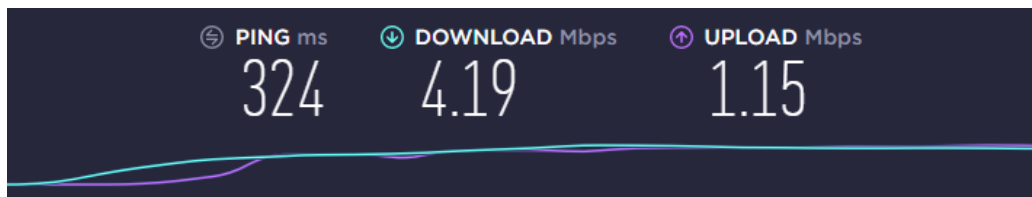
What to Expect Presenting PDF Exhibits

How long does it take to preload, present, mark and save a large exhibit?

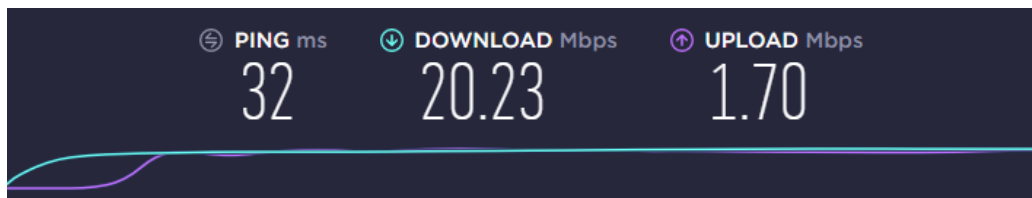
We did a test for you. In our test we used a 510-page color document that is 17.6 MB in size. Below are the results of our test.

When uploading the file in the **Preloaded Documents section** in all three tests the file took 2 minutes 32 seconds to complete.

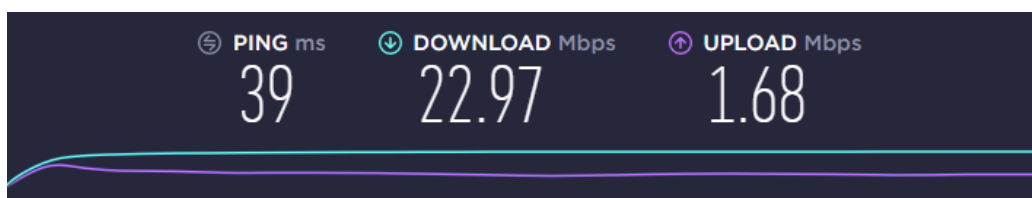
Below are the home internet speeds of the test computer during the upload.



When loading the file into the **live exhibit presentation mode**, in the three tests the load time ranged from 2 minutes 2 seconds to 4 minutes 30 seconds.



When **saving the annotated and marked file** to the exhibit history, in the three tests the conversion/save time ranged from 4 minutes 3 seconds to 5 minutes 55 seconds.



Note: When uploading larger exhibits into the live presentation mode and saving exhibits to the exhibit history, depending on internet speed, video could be choppy at times.



How long does it take to preload, present, mark and save a mid-sized exhibit?

We did a few tests for you in a variety of sizes.

In our first test we used a 50-page color document that is 6.7 MB in size. Below are the results of our test.

When uploading the file in the **Preloaded Documents section** in all three tests the file took 45 seconds to 47 seconds to complete.

When loading the file into the **live exhibit presentation mode**, in the three tests the load time ranged from 54 seconds to 1 minute 7 seconds.

When **saving the annotated and marked file** to the exhibit history, in the three tests the conversion/save time ranged from 1 minute 8 seconds to 1 minute 29 seconds.

In our second test we used a 66-page color document that is 2.4 MB in size. Below are the results of our test.

When uploading the file in the **Preloaded Documents section** in all three tests the file took 20 seconds to 25 seconds to complete.

When loading the file into the **live exhibit presentation mode**, in the three tests the load time ranged from 19 seconds to 33 seconds.

When **saving the annotated and marked file** to the exhibit history, in the three tests the conversion/save time ranged from 22 seconds to 27 seconds.

Note: When uploading larger exhibits into the live presentation mode and saving exhibits to the exhibit history, depending on internet speed, video could be choppy at times.



How long does it take to preload, present, mark and save a small-sized exhibit?

We did a test for you. In our test we used a 11-page color document that is 227 KB in size. Below are the results of our test.

When uploading the file in the **Preloaded Documents section** in all three tests the file took 9 seconds to 10 seconds to complete.

When loading the file into the **live exhibit presentation mode**, in the three tests the load time ranged from 8 seconds to 10 seconds.

When **saving the annotated and marked file** to the exhibit history, in the three tests the conversion/save time ranged from 12 seconds to 14 seconds.

Suggestions for presenting larger documents

For most PDF's, a file can be preloaded, introduced and saved in under 15 seconds on each step in the workflow. While handling smaller exhibits electronically can be faster and more efficient than introducing and marking hardcopy documents in person, it is important to take into consideration the time it may take to introduce and save larger PDF files.

When introducing larger documents, you might consider timing questions in your deposition that do not require handling documents to coincide with the upload and save time larger documents may require – if you are not prepared to talk through the upload/save time, 2-5 minutes may feel like a very long period of time.

Note: An alternative to consider for larger files is to electronically hand counsel and the deponent a complete version of the large PDF using the Attorney File Share to download locally and flip through independently to confirm the document is complete and potentially use to answer questions.

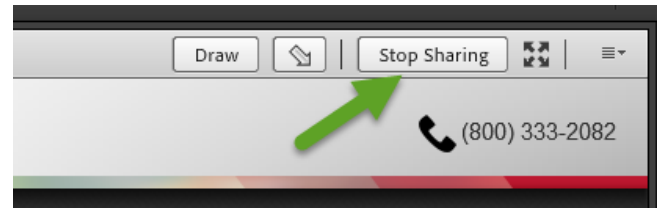
- **Option #1: Ask questions about the downloaded local copy while the full application version is loaded, marked and saved.**
- **Option #2: Once the downloaded local copy is confirmed complete, introduce a preloaded document containing only the pages you plan to ask questions about with a slip sheet (including a description of the document) as the first page to mark and save. Following the deposition, the full document will be produced as the final exhibit.**



Presenting Files Natively

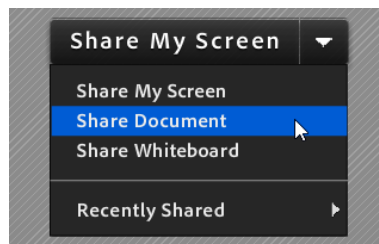
How to share non-PDF files (i.e. video, audio, Excel)

To present files in a native format other than PDF, click Stop Sharing at the top right of the exhibit presentation pod.



Select between two options:

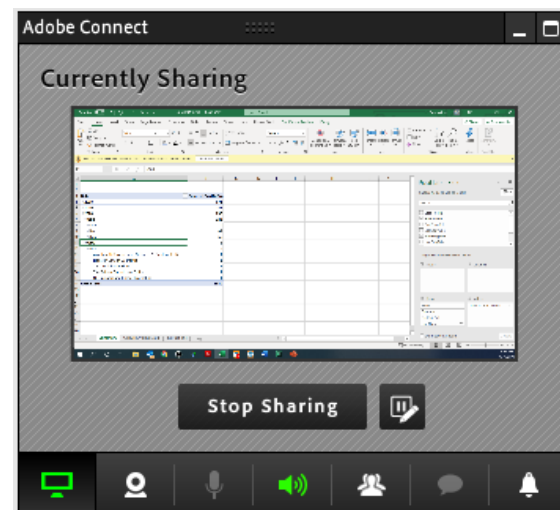
1. Share Document
2. Share My Screen



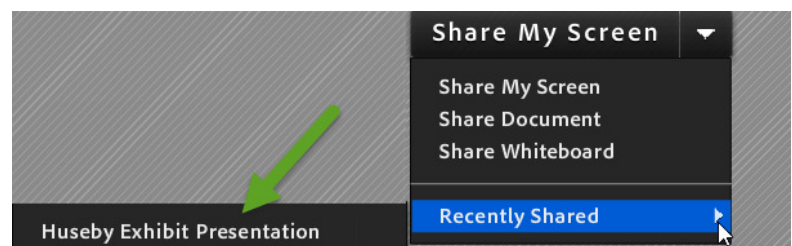
If you are sharing your screen, you will see a window to show what you are currently sharing in the bottom of your screen.

Click on the  icon to expand the window.

Click Stop Sharing to go back to the main screen.



To go back to the exhibit presentation module, click Recently Shared and then click Huseby Exhibit Presentation.



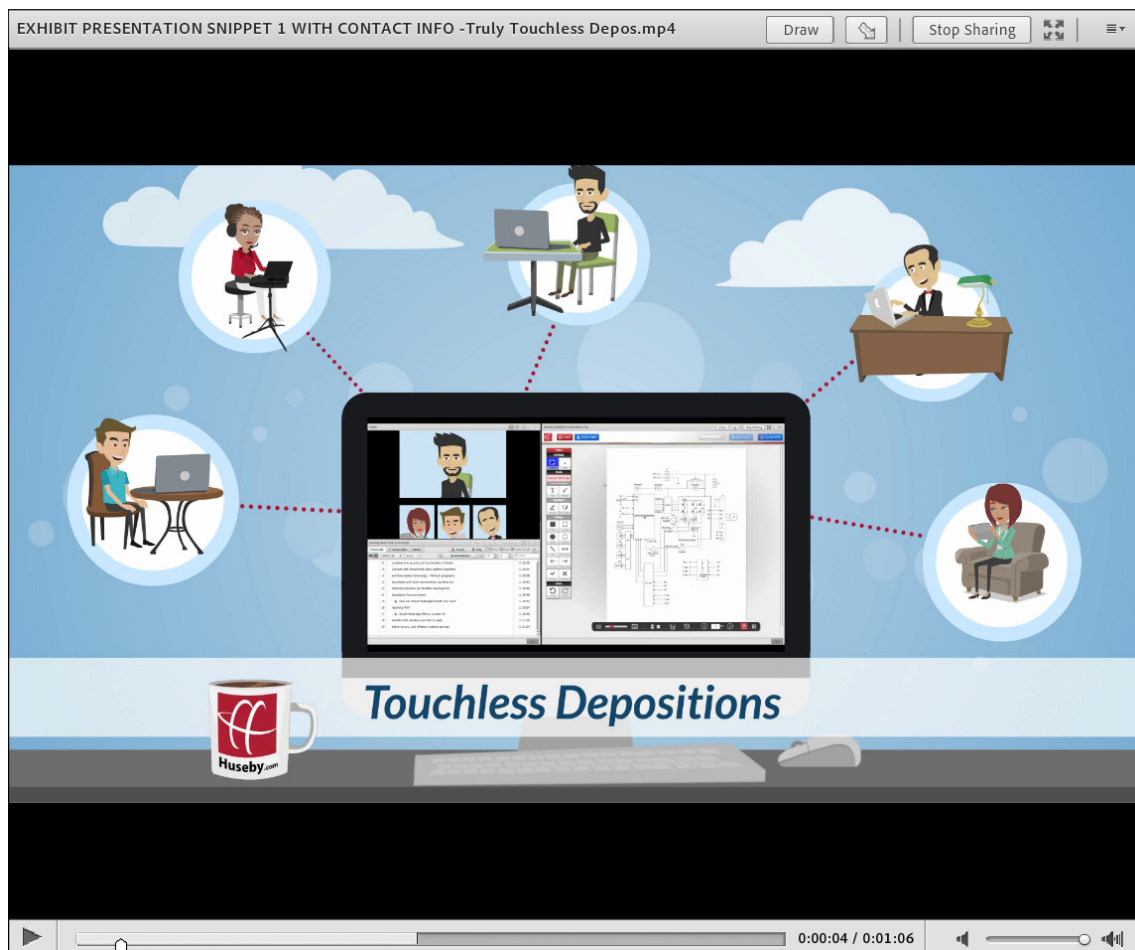


Note: The Share Document option works best for video, audio and PowerPoint files. Share Screen works best for Excel files.

Using the Share Document option, video, audio and PowerPoint files will be integrated into the presentation pod.

Accepted File Formats Using the Share Document Option:

- Image Files (JPG, PNG)
- Flash Movie Files (SWF)
- PowerPoint Files (PPT, PPTX)
- PDF Files (PDF)
- Flash Video Files (FLV, F4V)
- MP3 Audio Files (MP3)
- MP4 Video Files (MP4)
- Zip Files (ZIP)





Portal Repository

How do I view and/or download exhibits?

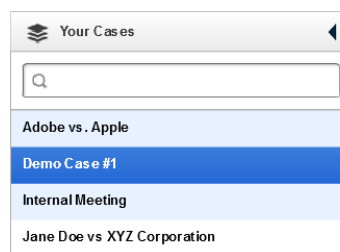
Visit <https://cloud.huseby.com>

Enter your username and password.

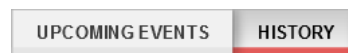
Select the **Case Management** tab.



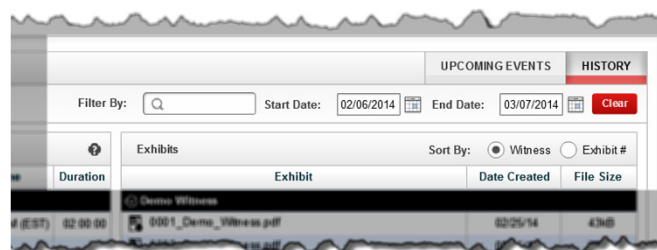
Select the case associated with the file(s) you would like to view and/or download.



Click the History tab on the right side of your screen.



Search the file(s) to view or download by witness or date range.



Note: When you are first setup with a HusebyConnect account you will receive a Welcome Email with a link to create a password. If you did not receive an email to create a password, please contact Support at webconference@huseby.com.

If you forgot your password, please click Forgot Password.



Three ways to download exhibit files:

1. Double-click on any exhibit to open individually
2. Click on an exhibit and hold the shift/Ctrl key and select a group of exhibits
3. Click the Select All Files button on the bottom right

Click Download and choose a location to save the Zip folder.

UPCOMING EVENTS

HISTORY

Filter By: Start Date: End Date:

Exhibits

Sort By: ☒ Witness ☐ Exhibit #

Exhibit	Date Created	File Size
▼ Jane Doe		
0071_Jane_Doe.pdf	03/24/20	228kB
0072_Jane_Doe.pdf	03/24/20	228kB
0073_Jane_Doe.pdf	03/24/20	43kB
0074_Jane_Doe.pdf	03/24/20	43kB
0075_Jane_Doe.pdf	04/17/20	228kB
0076_Jane_Doe.pdf	04/17/20	228kB
0077_Jane_Doe.pdf	04/17/20	43kB
0078_Jane_Doe.pdf	04/20/20	43kB
0079_Jane_Doe.pdf	04/20/20	43kB
0080_Jane_Doe.pdf	04/21/20	228kB
0081_Jane_Doe.pdf	04/21/20	228kB
0082_Jane_Doe.pdf	04/21/20	43kB
0083_Jane_Doe.pdf	04/21/20	228kB
0084_Jane_Doe.pdf	04/21/20	228kB
0085_Jane_Doe.pdf	04/21/20	228kB
0086_Jane_Doe.pdf	04/22/20	228kB
0087_Jane_Doe.pdf	04/29/20	228kB
0088_Jane_Doe.pdf	04/29/20	17.67MB
0089_Jane_Doe.pdf	04/29/20	17.67MB



Exhibit Practice Module

How to practice presenting exhibits

We highly recommend clients spend some time navigating the practice module to become familiar with how to preload, present, annotate, mark and save exhibits.

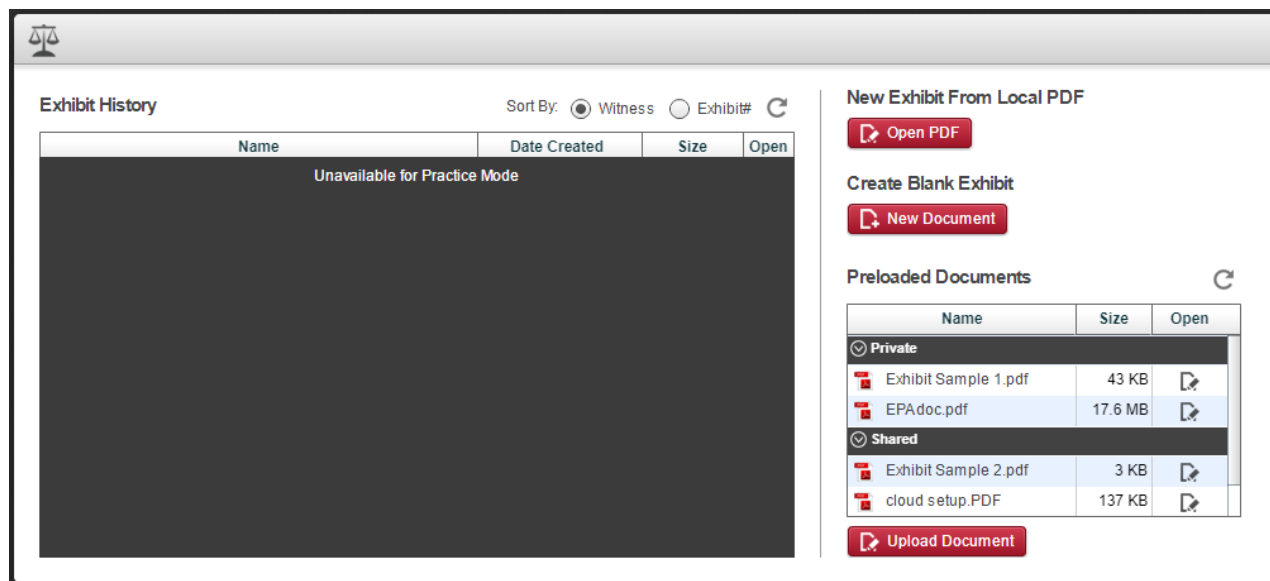
Visit <https://cloud.huseby.com>

Enter your username and password.

Select the **Exhibit Tool (Practice Mode)** tab.



Practice preloading and presenting exhibits using the practice mode.



Note: The two sections of the live exhibit presentation tool that you will not find in the practice module is an exhibit history of saved practice exhibits or the ability to delegate scroll/annotation rights to the deponent.

Top 10 Remote Deposition Best Practices

HusebyConnect provides counsel a complete deposition experience in a virtual environment, allowing you to attend a deposition anywhere in the world from the comfort of your office.



Checking Your Equipment in Advance

- (1) Ensure you have an internet connection.
- (2) Test your computer to make sure all apps are up-to-date and your internet bandwidth is sufficient for video and exhibit presentation. Click [here](#) for your testing link or email info@huseby.com.
- (3) Send this test link to the deponent to test their system. The deponent will be asked to submit a testing confirmation form at the end of the test. They can also request assistance through this link.

Joining Your Web Conference

- (4) Connect a few minutes early to allow time for setup of your screen view, attend to any additional exhibit uploads/organization, or to ask any questions to the Huseby Support team.
- (5) Join the audio through the phone if possible, instead of your computer's microphone. This allows for a redundancy/backup in case you happen to temporarily lose your internet feed.
- (6) Find the mute icon, so you know how to mute your audio if needed.
- (7) Adjust your webcam so others can see you.

Keep in Mind...

- (8) Introduce yourself at arrival so the court reporter has an accurate record for the appearance page.
- (9) Try not to talk over one another. Set ground rules at the beginning of the deposition and ask the deponent to allow you to finish asking questions before answering and you will provide them the same courtesy to finish answering before asking another question.
- (10) Follow the same flow you would normally have in an in-person deposition.