

How to Annotate Using the Modernized Courtroom Monitors



Quick Reference Guide

Annotations allow for counsel, self-represented litigants, or witnesses to mark up or highlight information being displayed on the courtroom monitors.

This **Quick Reference Guide (QRG)** provides detailed instruction on how to annotate and save.

Monitors with Touch Capability and Annotation

Some courtrooms received upgraded equipment, which includes one document camera, two monitors located on each side of counsel's table, and one monitor at the witness stand.

Once the Judicial Officer approves the request to share content with the courtroom, the touchscreen annotation function will be enabled.



Annotating

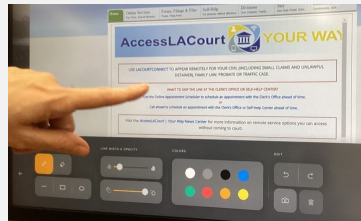
Step 1: Press the ellipses at the bottom right hand of the screen to access annotation.

If you don't see the ellipses, tap anywhere on the screen.



Step 2:

Press the pencil.



Begin annotating with available tools.

Drawing Tools

- Pencil
- Eraser
- Line
- Square
- Circle

Formatting Options

- Font weight
- Opacity
- Color

Editing Tools

- Undo
- Redo
- Delete
- Screenshot

Step 3: To take snapshots while annotating, Press the camera icon, images will be stored.

*To annotate a still frame from a video, first **Play** the video, **Pause** the video source, then **Press** the camera icon. Annotating a video while it plays is not possible.*



Step 4: After completing annotations, Press the left-hand pointing arrow.



Step 5: Begin saving or deleting annotations.

- **Option 1:** Select "Clear all and end" to begin saving annotations.
- **Option 2:** Select "Take a snapshot, clear all and end" to take one final snapshot before saving or deleting.

Are you sure you want to end Annotation?

Clear all and end

Take a snapshot, clear all and end

Connecting a USB Drive to Save Annotated Images

While the annotations are done via the monitor, the USB cable port where the files will be saved is found **NEAR** the document camera base.

- Once an annotated image is captured on the touchscreen monitor, connect the USB drive to the USB cable found **near** the document camera.
- When prompted on the monitor, select the name of the USB drive and save.



Note: Files cannot be uploaded or shared from a USB drive.

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Saving Annotations to USB drive

Step 1: Press the white plus sign in the yellow box located on the bottom left-hand corner of the screen. *If you don't see the yellow box, tap anywhere on the screen.*



Step 2: Press the file folder icon.



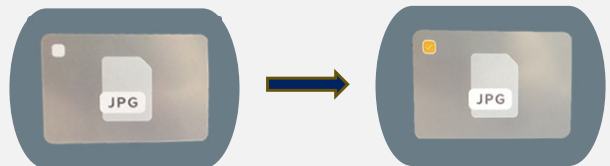
If multiple snapshots are taken. The yellow file folder icon will appear. The recent image will be on the furthest right.



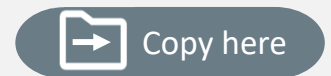
Step 3: Press "Select" on the top right-hand side of the menu window.



Step 4: Select the files to save. Once selected, the white box in the top left corner will turn yellow.



Step 5: Press "Copy to," then a "Select destination" prompt will appear.



Step 6: Press "Copy here." On the top left corner of the menu, after the file has copied, the progress bar will change to green text and say:

File(s) successfully copied.

Select destination



USB

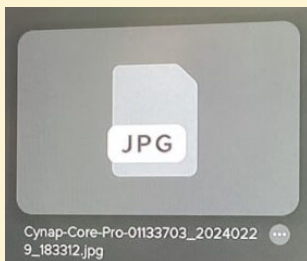


Cancel

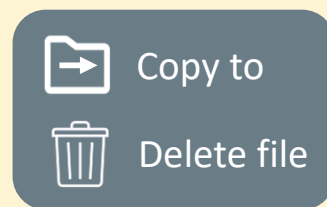
Copy here

Deleting Files from Annotation App

Step 1: On the monitor, Press the ellipses found below the file icon.



Step 2: Press "Delete file."



Step 3: Press "Delete" to confirm.

Note:

File is not recoverable after deletion.

Delete file

Are you sure you want to delete the file?
You will not be able to recover it.



Cancel

Delete

Step 4: Press "Close" to confirm.

Close X

IMPORTANT: All files must be deleted after every hearing to avoid other users having access.



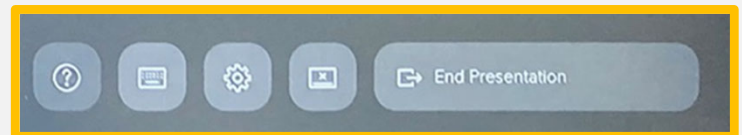
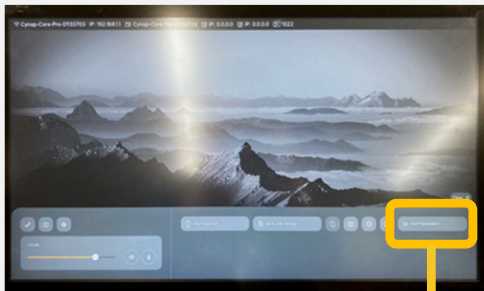
End Presentation and Close Annotation

Step 1: After all files have been deleted, Press the box with the ellipses.

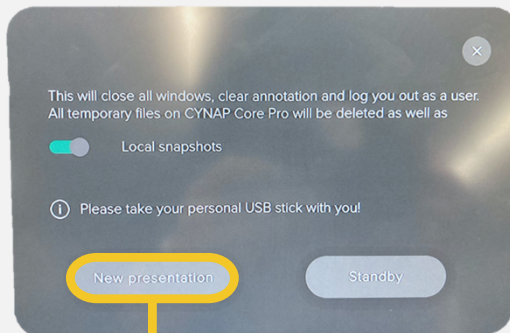
If you don't see the box, tap anywhere on the screen.



Step 2: Press the "End Presentation" button



Step 3: Select "New presentation" to close all windows.



Additional Information

Please note:

- Annotation is only enabled on one monitor at a time.
- When a color is selected, the same color will be reflected on all screens.
- The monitors are for annotation purposes only. No additional functionality is enabled.