

## Web Ex Operating Instructions: How to share your screen.

How to: Share your Screen.

1. Once you are successfully logged into the Web Ex platform, identify the tool bar on the bottom of the screen (outlined in the red rectangle).
  - a. For the best results sharing content, it may be more efficient to make the party sharing the “Presenter” to assure that have all sharing capabilities.



Waiting for others to join



2. Once the toolbar has been located, click on the **“Share Content”** button (third button from the left, outlined by the red square).

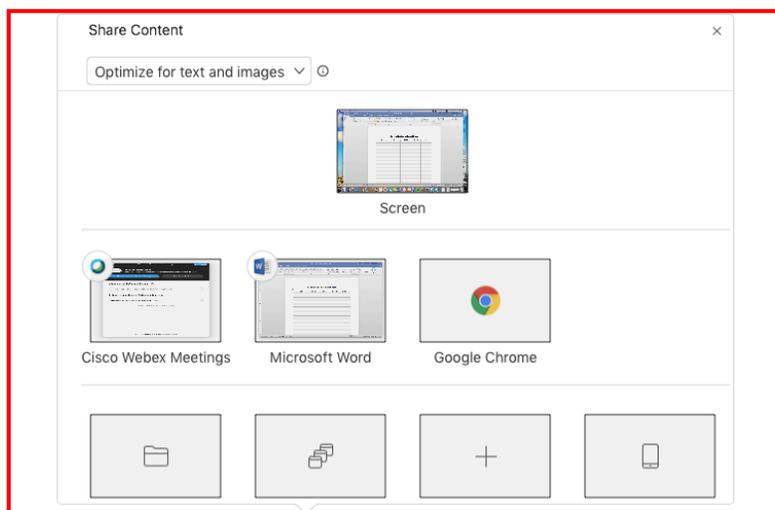
a. The “Share Content button will look like this:



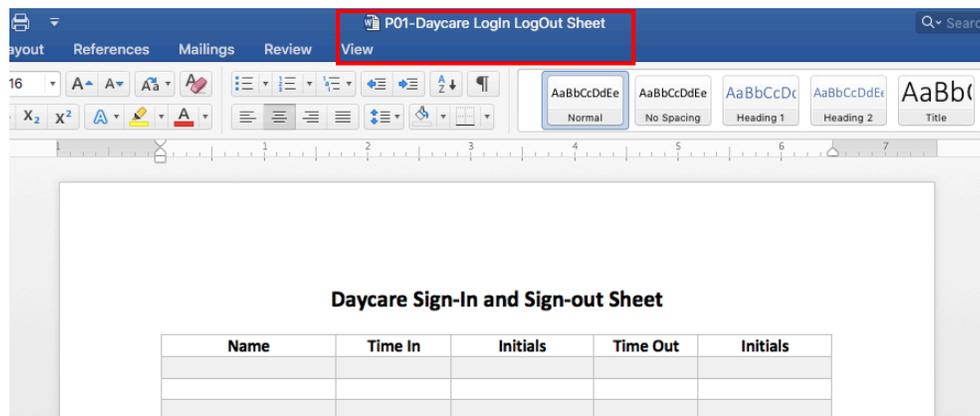
Waiting for others to join



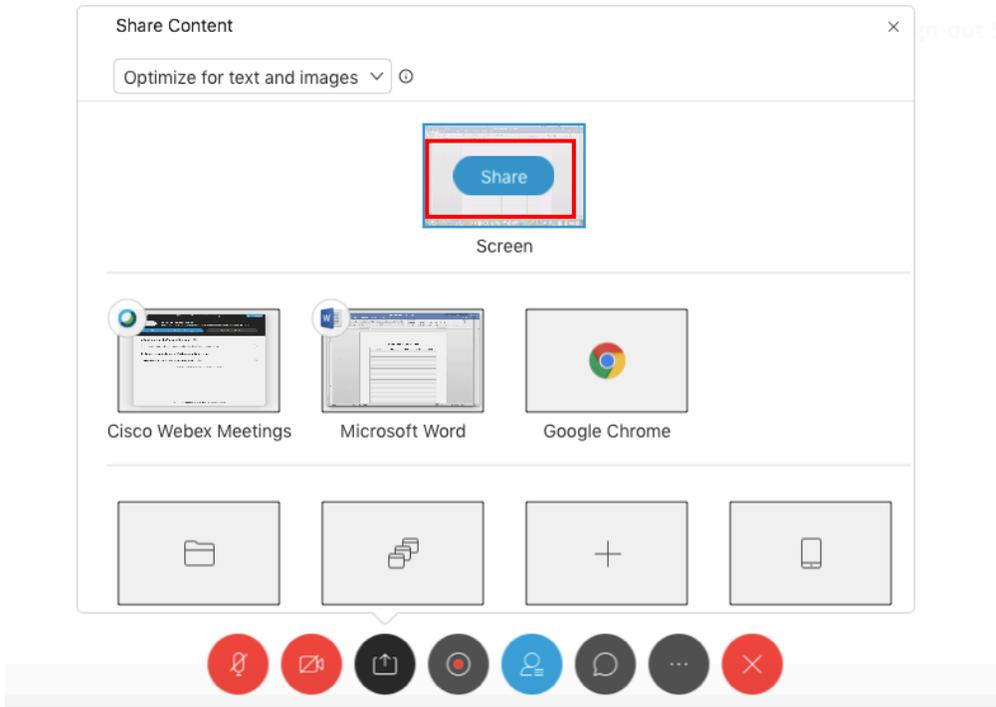
3. After clicking on the **“Share Content”** button, several options will pop up regarding which screen to share (outlined in the red square).



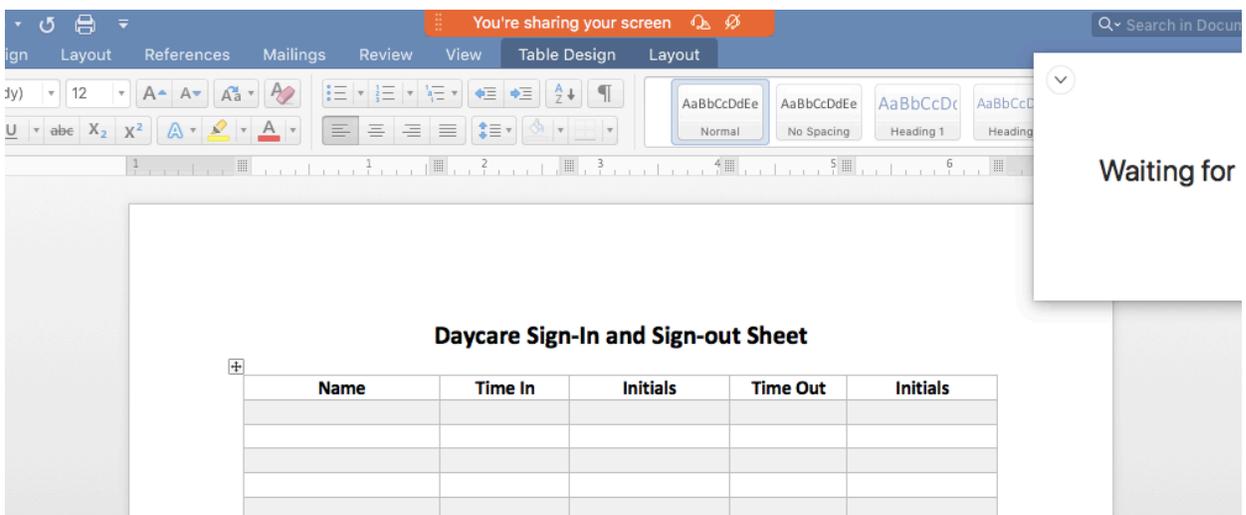
4. It is from these options you will **choose the content** you would like to share with the rest of the members on the Web Ex call.
  - a. The **“Share Content”** tab normally pulls up all browsers, tabs, or files that are currently open on your computer.
5. Before sharing the document, each exhibit should be **identified** and **named** properly.
  - a. All documents should be labeled in accordance with a uniform naming mechanism.
    - i. **Plaintiffs**: P01, P02, P03, etc.
    - ii. **Defendants**: D01, D02, D03, etc.



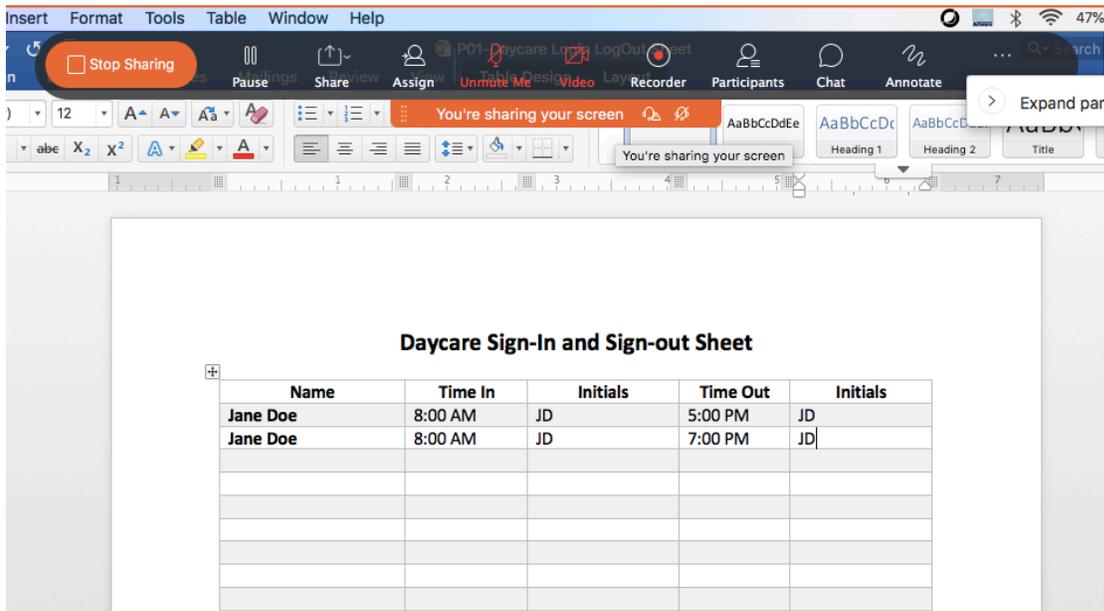
- b. Any exhibit that someone would like to share should already be pulled up on their computer for easy accessibility.
6. Click on the document you would like to share with the rest of the call (a small **“Share”** button will appear where you should click).
  - a. A window may pop up asking you to allow Web Ex access to your documents, click “Yes” and you should now have access to share your documents.



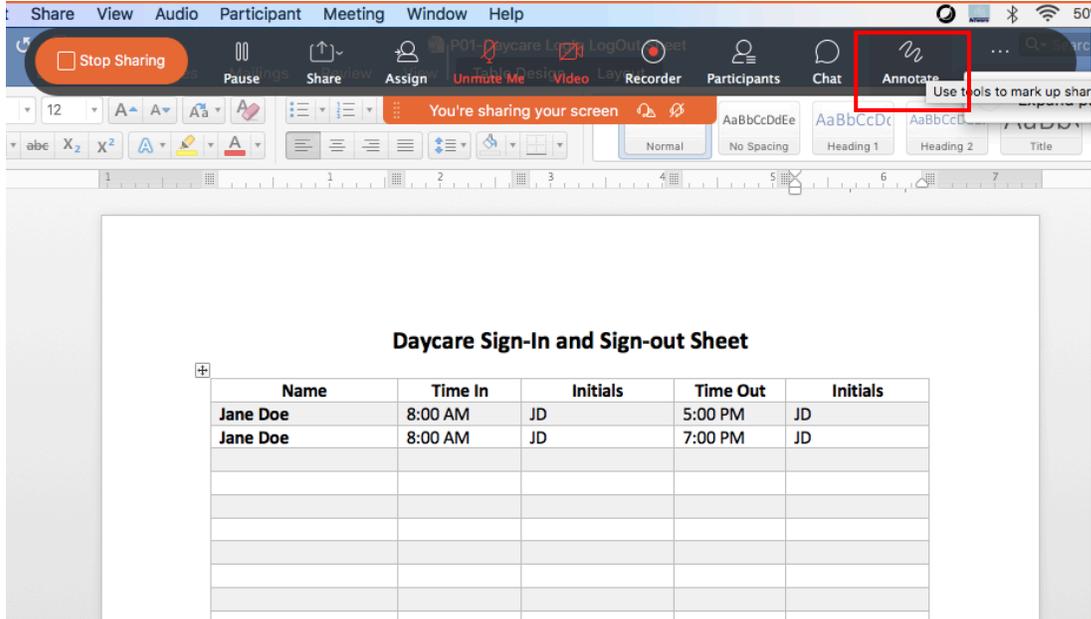
7. Once the appropriate screen has been shared, your screen will mirror exactly what others on the call are seeing.
  - a. You can verify that your screen is being shared if you see a bright orange block anchored at the top of your Web Ex window that reads **“You’re sharing your screen.”**





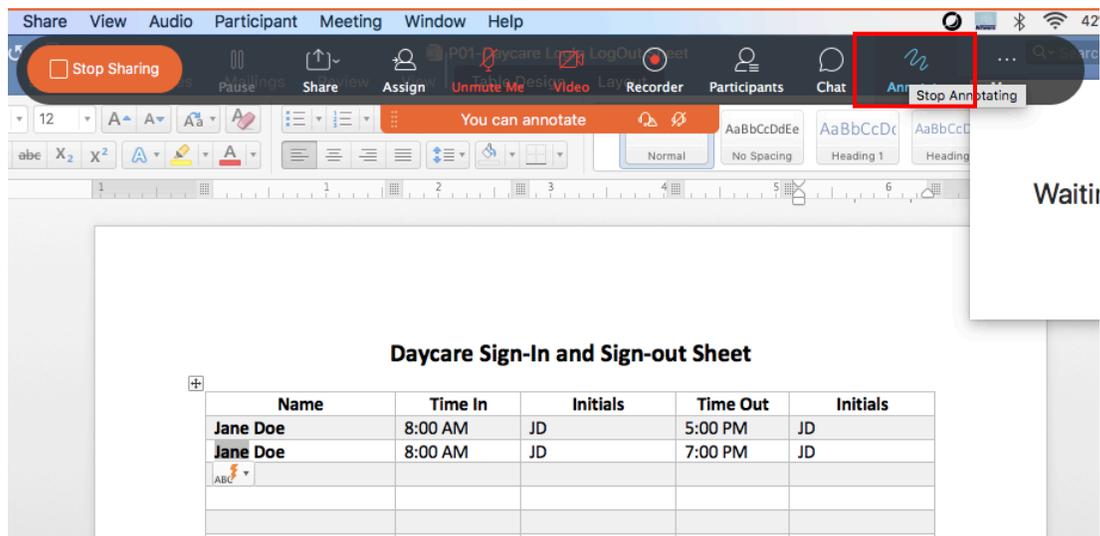


11. (Optional) For example, if you would like to highlight a particular portion of the exhibit: click “**Annotate**” (outlined in the red rectangle).

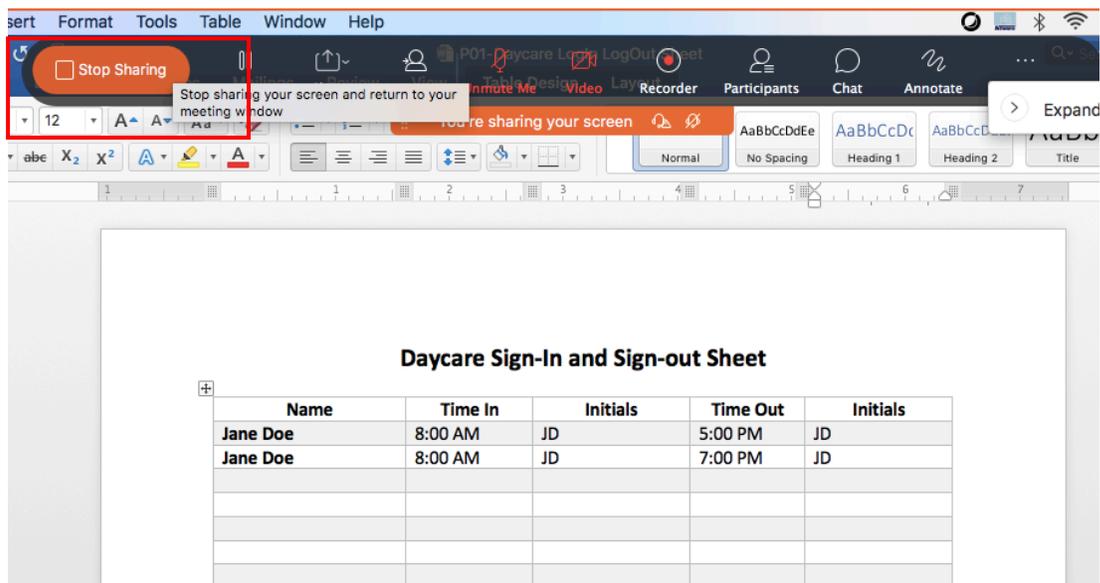




14. (Optional) To **stop** using the “**Annotation**” feature, go back to the orange tool bar at the top labeled “**You can annotate,**” hover over the “Annotation” button, and click it. Once clicked, the “Annotation” feature will no longer appear. \*Reminder, your screen is still being shared (the “Annotation” button outlined in red).



15. Once you are done with this exhibit and would like to stop sharing your screen, go up to the orange toolbar anchored at the top of your screen and **click “Stop Sharing”** (the “Stop Sharing” button is outlined by the red rectangle).



16. After clicking “**Stop Sharing,**” you will **return to your original meeting** window.

17. If a party would like to share another exhibit – simply repeat **Steps 2 – 8.**