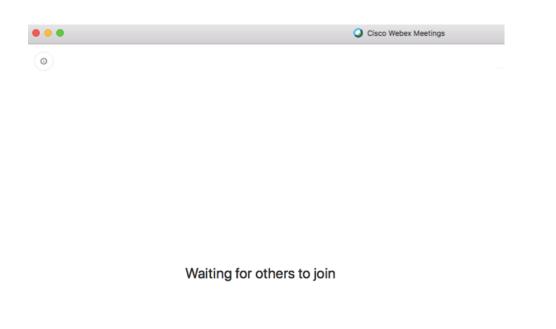
## Web Ex Operating Instructions: How to share your screen.

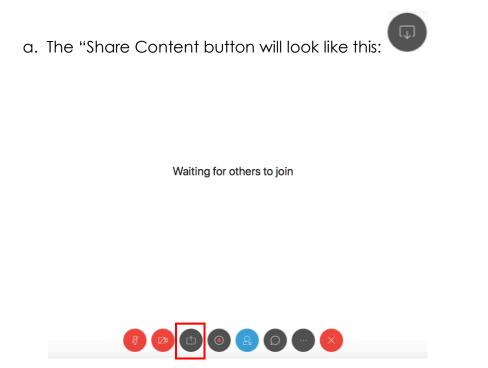
How to: Share your Screen.

- 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.





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



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

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- 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. <u>Plaintiffs</u>: P01, P02, P03, etc.
    - ii. <u>Defendants</u>: D01, D02, D03, etc.

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- b. Any exhibit that someone would like to share should already be pulled up on their computer for easy accessibility.
- 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 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.

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- 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 bock anchored at the top of your Web Ex window that reads "You're sharing your screen."

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Now, your screen is being shared with everyone that is on the call. They can see exactly what you see and you can now speak to the exhibit and its relevance. (Sharing your screen does share the entire screen, minimized filed included, thus be cautious of the amount/type of files you have open).

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- 9. While sharing your screen, you are able to scroll to any place in the document or exhibit that you would like and simply just stop on the desired location.
- 10. (Optional) While you are sharing your screen, there are a few other options that you can utilize if you would like to emphasize something specific on the exhibit.
  - a. The other options include Mute/Unmute, Turn Video On/Off, and Annotate.

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

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12. (Optional) Once you click on "**Annotate**," another toolbar will appear on the left side of your screen with a variety of icons.

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13. (Optional) Now, you can click on the "Highlighter" icon, pick a color in from the "Color" icon directly below, and underline the relevant information on the exhibit (highlighter/color tool outlined in red and underlined portion outlined in green).

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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).

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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).

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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.