

## CREATING & MARKING EXHIBITS

For this process, you will need the latest version of Acrobat Adobe Reader and Zoom.

These are both FREE.

For the latest version of Adobe, go here:

<https://get.adobe.com/reader/?promoid=KSWLH>

\*You can unclick the “Optional offers” before clicking “Download Acrobat Reader.”

**Adobe Acrobat Reader DC**

Version 2020.006.20042  
[System requirements](#)

Your system:  
**Windows 10, English**  
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For the latest Zoom version, go here:

<https://zoom.us/support/download>



It will automatically download an .exe file. Click on it and the download will happen instantaneously.

The Zoom box will open so you can sign in.

The FREE Paint program is already installed on your computer.

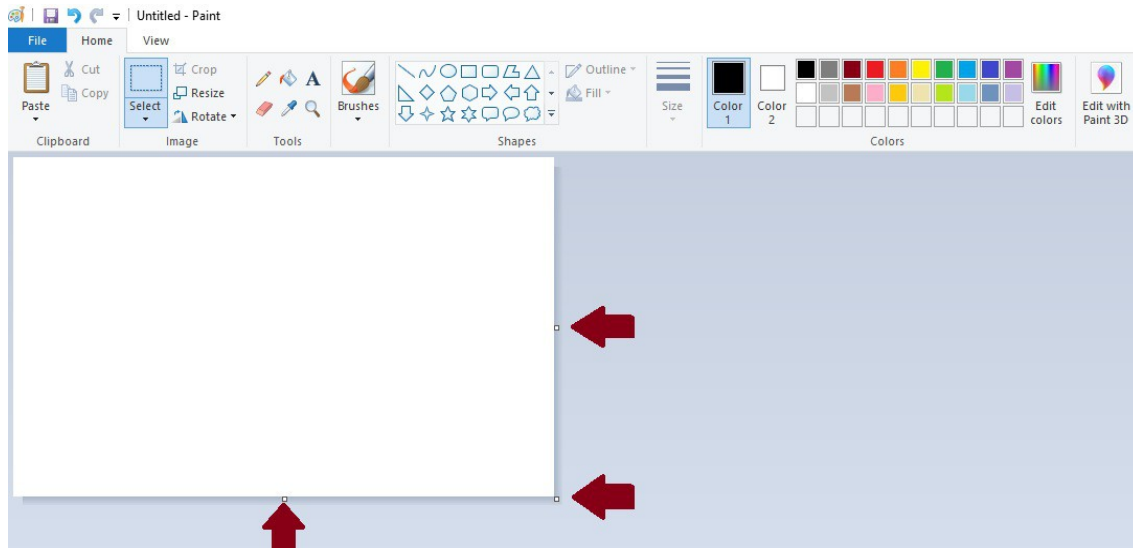
If you can't find it, type "Paint app" in the bottom left-hand corner on your computer where it has a little magnifying glass and the words "Type here to search."



Using Paint, you will only need to create your exhibit one time! After that, you open up the same original file and add the witness name, date, and exhibit numbers.

Here is how to create your sticker.

- 1) Open Paint program.
- 2) Make an exhibit-sized rectangle using the little squares on the side, bottom, and corner of the white box. Regular exhibits are 1 ½" x 1" - but size does not have to be exact.



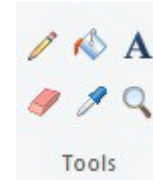
- 3) Next you want to choose the "Rounded rectangle" from the "Shapes" section of the toolbar.



- 4) Starting in one of the corners and expanding to the other corner, create your rectangle. Once you finish, you can move the lines on the top, bottom, and sides so it fits tight to the edges.



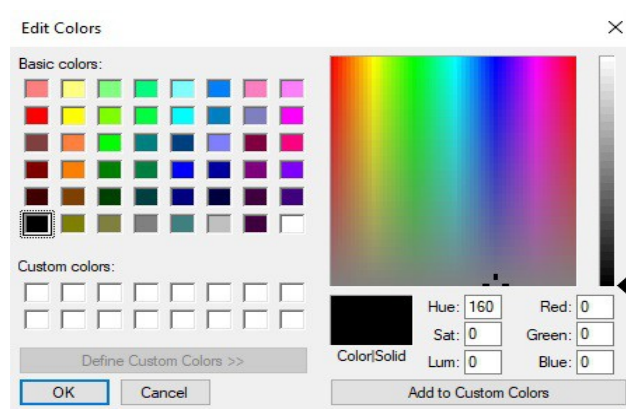
- 5) Next you want to click on the “paint can” which is in the “Tools” section of the toolbar.



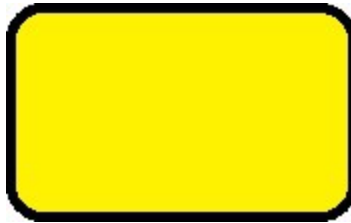
- 6) Choose the color of your sticker using the “Colors” section of the toolbar. (This will show up in “Color 1,” which is black by default.)



- 7) Don't see a color you like? Create your own in the “Edit colors” section (to the right of “Colors” section).



- 8) Once you have chosen or created your color, click inside the rectangle you drew and it will automatically fill in all of the white space.

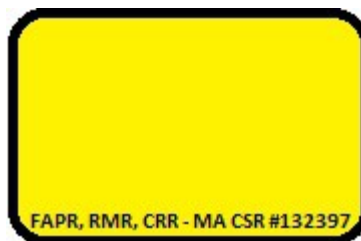


\*NOTE: At this point, you want to save your work each step of the way. If you make a mistake, you don't have to start over. All you have to do is load the latest version you saved and try again. Click "File" and "Save As." Save each file as a JPEG.\*

- 9) Now click the letter "A" in the "Tools" section of the toolbar. This will let you enter any text you want onto your sticker. Choose whichever font color you want.



- 10) Click anywhere within your sticker. For spacing purposes, start with the text you want at the very bottom of your sticker. You can change the font and size of your letters, just like in any Word-type of program. After you're done typing, you can expand and move the text box to center it.

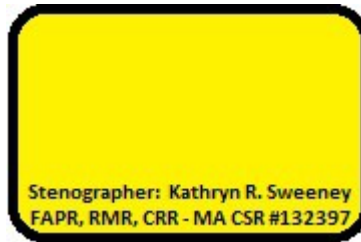


Click out of the text box and it will then be placed and cannot be edited or changed. If you messed up, simply click the "undo" button at the top-left of the screen and start again.

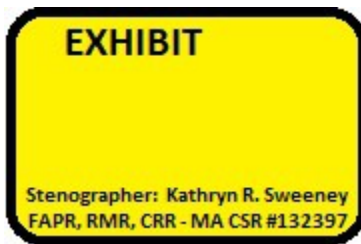
\*Save your work.



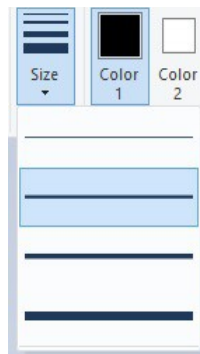
- 11) Click somewhere else within your sticker and write the text that will go above your first line, center it, and then click out of the area to place the text there. \*Save your work.



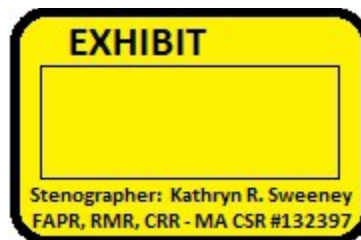
- 12) Click somewhere else within your sticker and write "EXHIBIT" and place it more to the top-left in order to leave space when you insert numbers later. \*Save your work.



- 13) Optional: An inside box. You can again choose a rounded rectangle, same as the one you used to create the border of the sticker, or a regular rectangle. Either way, you probably want to make the edges thinner. You do that by choosing a thinner line from the dropdown menu under "Size."

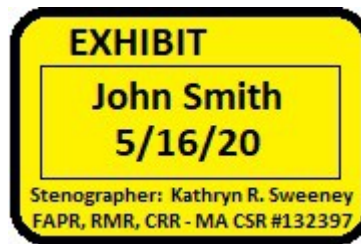


I chose a regular rectangle with a thin line for this example. The space inside this rectangle is where you will put the witness's name and the date of the deposition.



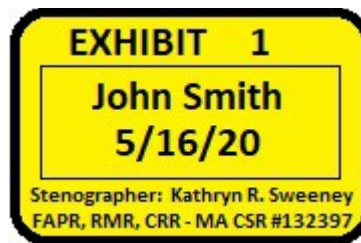
\*Save this final version as your official "Blank exhibit sticker."

- 14) Now comes the fun part. Before each deposition, you will open up your blank exhibit sticker and fill in the witness's name and then the date.



\*Save that version with the deponent's name. For example, "Smith blank sticker." Do not overwrite your original "Blank exhibit sticker" file.

- 15) Click next to the word "Exhibit" and enter the number "1" and move it to where you want it.



\*Save this version as "Smith Exhibit 1." I create a file folder on my Desktop for each deposition and put all the stickers in there, so as not to clutter my screen with all these different sticker images.

- 16) After you have saved the first image, click the "undo" button and the "1" will go away. Simply insert the number "2" and save as "Smith Exhibit 2." Continue undoing and inserting the next-in-sequence number until you have a bunch (I usually do 25). Then you're ready to mark up to 25 exhibits in the deposition. Need more? Quickly and easily make additional stickers when there is a break.

\*Note: Of course there will come the time when an attorney wants you to mark a set of exhibits with a number and sequential letters – i.e. 1A, 1B, 1C. There is going to be plenty of space next to the number, so open up any Smith Exhibit # and add the letter "A," undo and add "B," undo and add "C," even on the fly during the depo.\*

## MARKING EXHIBITS

Before depositions, you need to instruct the attorneys that all exhibits need to be in PDF format. For ease of introducing documents, each exhibit should be saved as a separate PDF file.

In the Zoom chatbox, the attorney will upload a PDF document. He will introduce it to the witness and expect the witness to look it over and identify the document. After some discussion, the attorney will say to you, “Madam Stenographer, please mark this as Exhibit 1.”

You do not need to wait until it is introduced to download it, open the document, and be ready to mark it. I am downloading it along with everyone else, especially during the time the witness is looking it over.

Click “Download” and save the document (I save it into the folder I created for the exhibit stickers so it's easy for me to find). After it is downloaded, you can click “Open” and the document will open in Adobe Reader.

When you are ready to mark the document, open the Smith Exhibit 1 sticker, hit Ctrl-C to copy the image, go back into Adobe and hit Ctrl-V to paste the sticker on the document. You can size the sticker to make it fit, and you can move it around to place it wherever you want on the document.

Click “File” in the upper left-hand corner, and click “Save As.” Again, you want to save it into that same folder so you can find it easily. I also name it “Smith Exhibit 1,” but this time it will save as a PDF and not overwrite your JPEG sticker.

After it is saved, click “File” in the chatbox within Zoom and browse to find “Smith Exhibit 1” (the PDF version) and click on it. The marked exhibit will now be uploaded and there for everyone to download.

Practice makes perfect. The more you practice, the faster you will get. I am at about 30 seconds to download file, copy image, paste image, save file, and upload marked exhibit. That is just about the same amount of time you would take in a live deposition if you had to take the document, fill out a sticker, place it, and hand it back.

## CREATING & UPLOADING PROFILE PICTURE

### **WE ARE OFF THE RECORD**

Kathryn R. Sweeney,  
FAPR, RMR, CRR

My profile picture on Zoom indicates we are off the record:



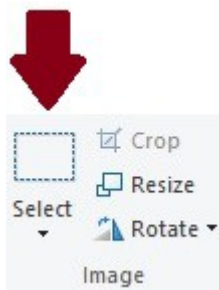
Technical problems?  
Call or text (617) 962-8831

I created mine in Open Office, which is a FREE Word-type program.

- 1) When you have created what you want, hit “PrtScr” on your computer keyboard. It is usually located on the top row near the “Function” keys. It seems like nothing happens when you hit it, but it stands for “Print Screen” and what it has done is taken a snapshot of your computer screen.
- 2) Open our good ol' trusty Paint program and hit Ctrl-V to paste.

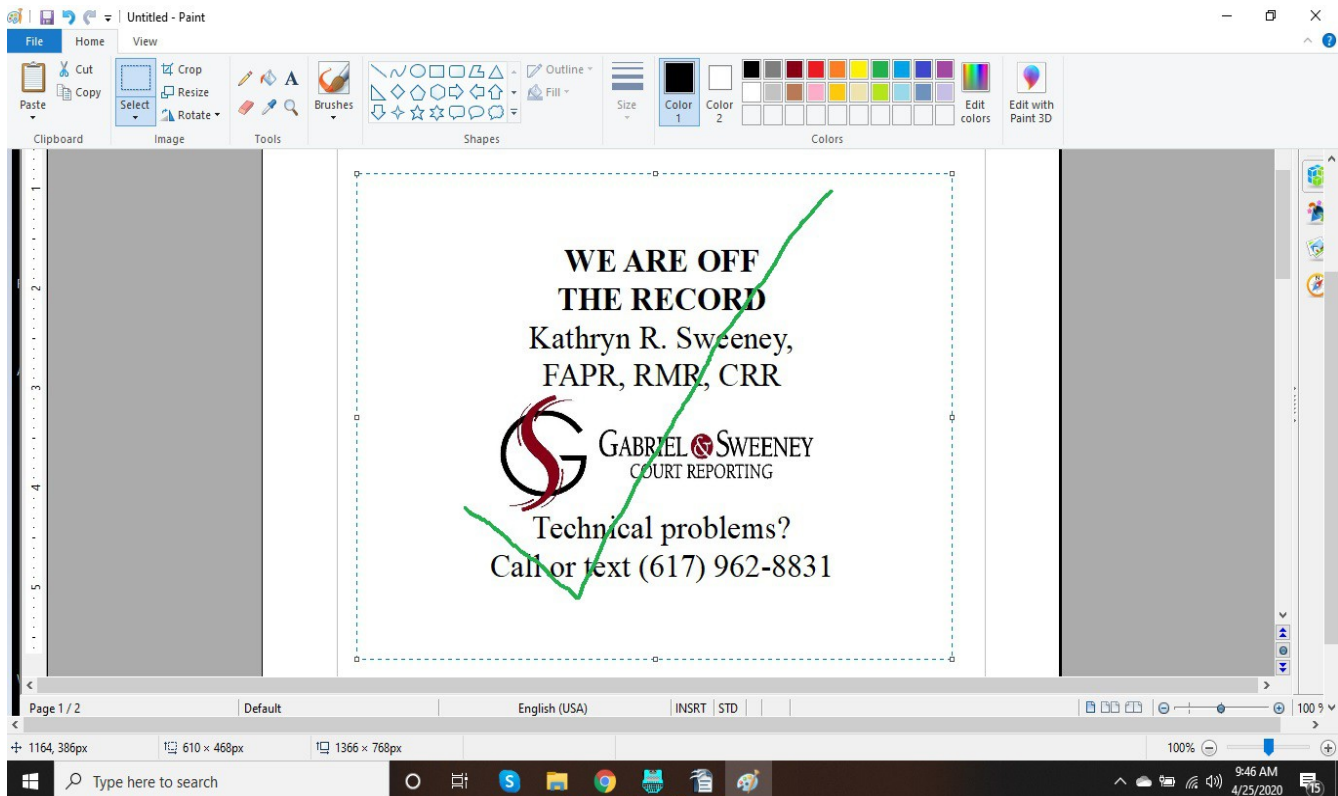
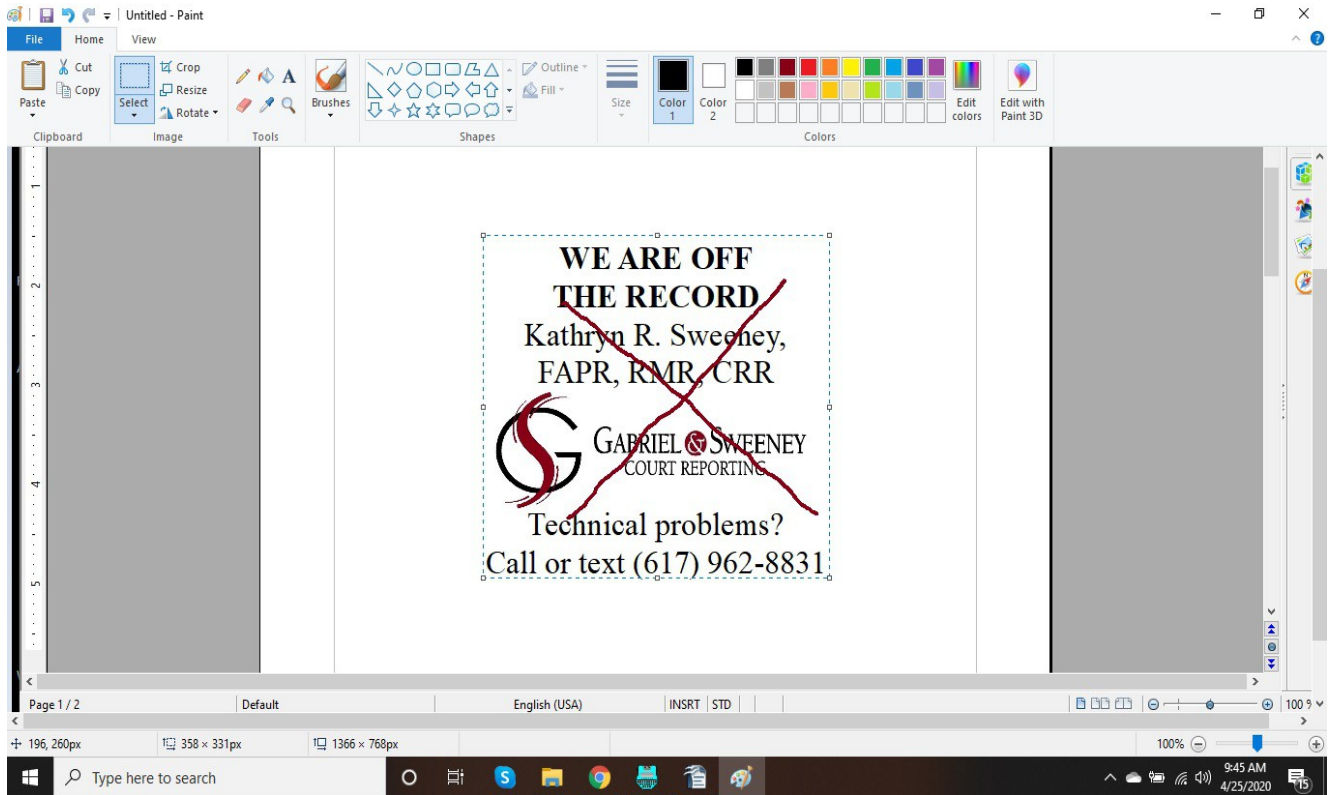
\*NOTE: The trick to making the image fit in the profile picture section on your Zoom account is to make it so the borders are very wide on all sides – lots of blank space. I have found that in the Zoom program, when you upload a file, the box does not expand to encompass the entire area. With the extra border, it lets you zoom in (pun intended) on precisely what you want for your picture. So whether it's a photo or a graphic like mine above, you'll need that extra space on the sides.\*

- 3) In order to do that, click on the dashed square box above the word “Select” in the “Image” section of the toolbar.

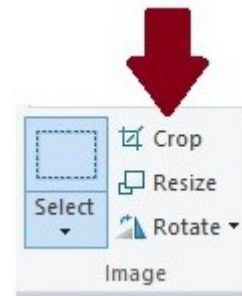




4) Same as when you created the rectangle on your exhibit sticker, go from one corner to the next and draw a dashed line around the image you want for your profile picture. Be sure to leave a healthy border on all four sides.

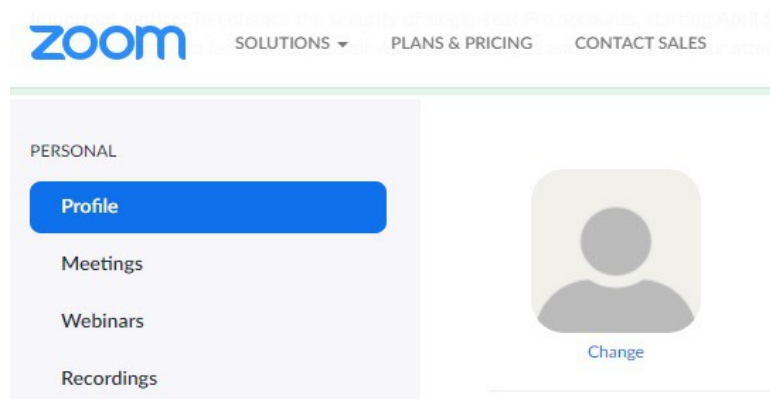


5) Once you have drawn the dashed border, click “Crop.”

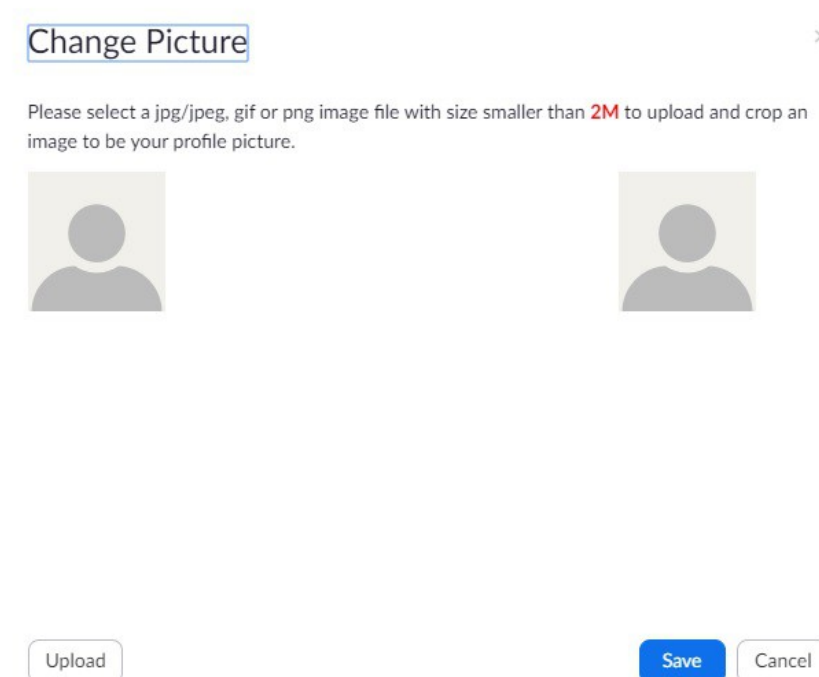


6) Go to “File” and “Save As” and choose JPEG. Name your file whatever you want.

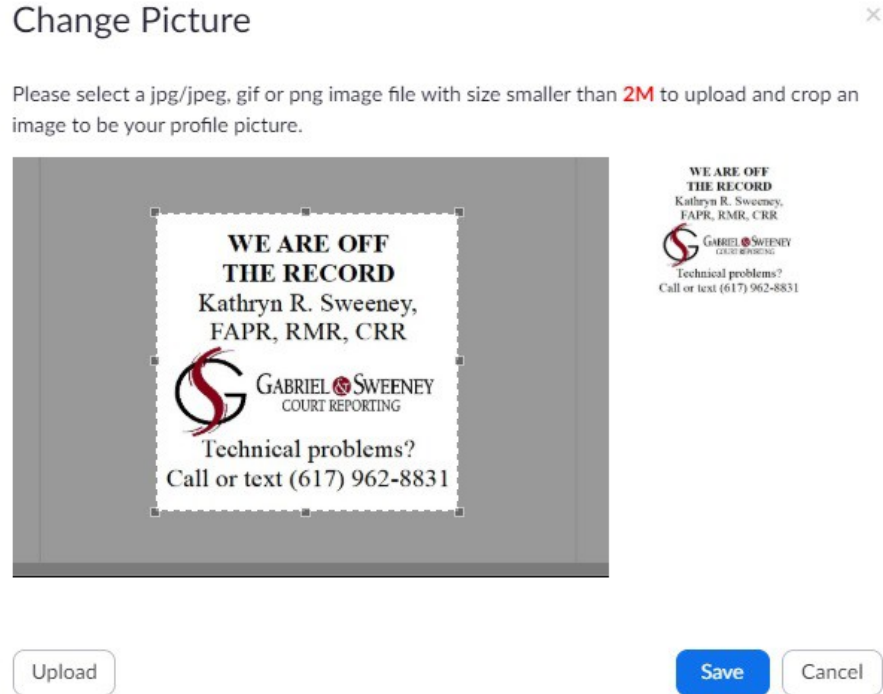
7) Now go to Zoom and sign in. Click “My Account” and under “Profile” settings you'll see a headshot shadow with the word “Change” underneath it. Click “Change.”



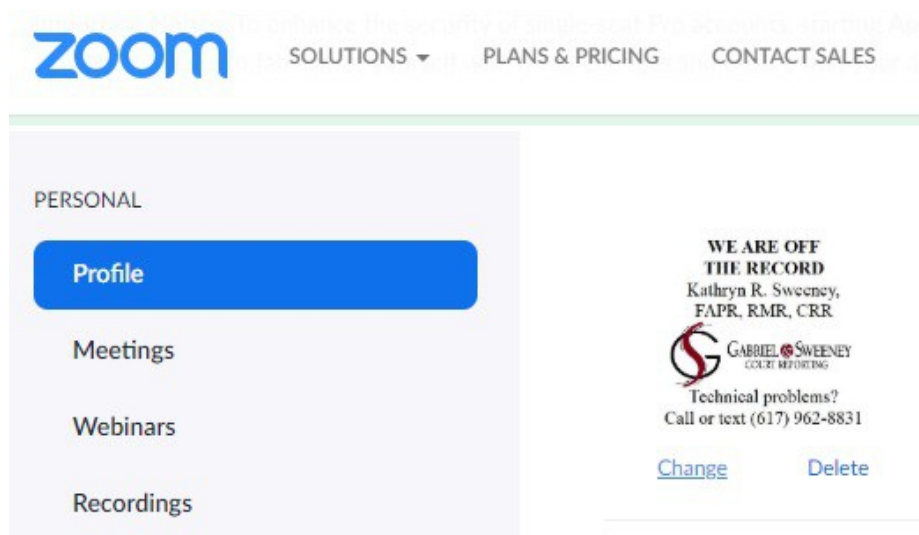
8) After you click on “Change” another box comes up called “Change Picture.” Down in the lower left-hand corner is the word “Upload.” Click on that and browse to find the picture/image you created.



- 9) Manipulate the dashed lines to encompass the portion of the image you want to capture, then click “Save.”



- 10) Now your image is your official profile picture. Don't worry...you can change this at any time by clicking “Change” below the image.



- 11) This image will automatically show up in each Zoom meeting you're in when you click “Stop Video,” which you'll find when you click the three dots in the upper right-hand corner of your Zoom window.