Digital Evidence Center

How to add notes to a document

Thomson Reuters® Digital Evidence Center allows you to edit, annotate documents, and filter and organize your notes so that they make the most sense to you.

Notes can be used in preparing a case or you may make notes live in court. They are flexible and easy to create, helping you to keep track of a case and navigate to key pages more efficiently.

There are two main types of notes:

- **Case Notes** – are general notes made about the whole case. They are not attached to a specific page.
- **Page Notes** – are notes attached and related to a specific page.

Create a Case Note

Case Notes can be used in a variety of ways, including notes about the entire case, or general comments that you want to share with others.

To create a **Case Note,** first navigate to the **review workspace** of your case.

1. Select the **Notes** tab.
2. Then select a color by clicking on the **Choose Color** button.
3. Once you select a color, click on **Add a Case Note**.

4. A pop-up window will appear with a text field where you can type your note.
5. Select a **privacy setting** – you have three privacy options. The system will default to creating a private note, but you can select a different privacy setting by clicking on the preferred option.
   - A **Private Note** can only be seen by the user that created the note. No one else can view this note.
   - A **Share Group Note** can only be seen by the person who created it and members of their share group.
   - A **Widely Shared Note** can be seen by everyone who has access to the case.

THOMSON REUTERS®

6. Then click on the **Save** button. Your note will appear in the **Notes pane** on the right-hand side of your screen.
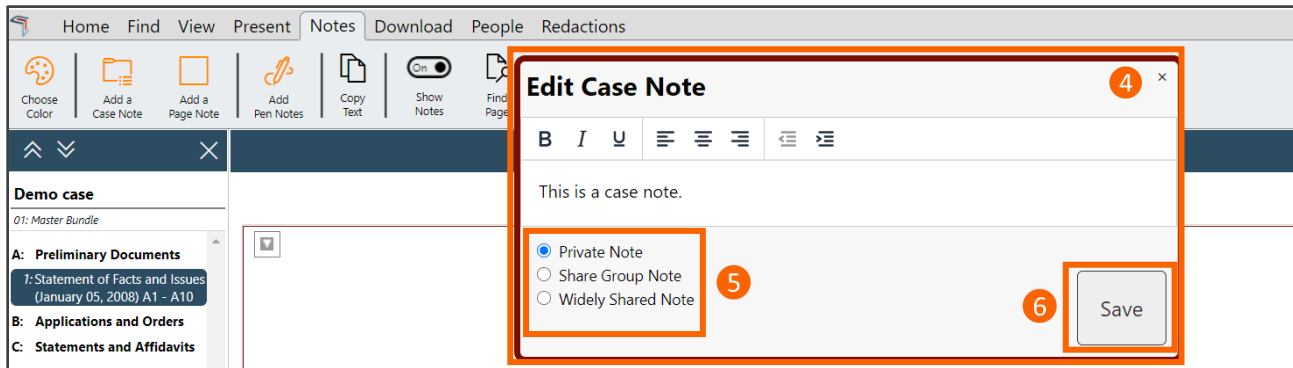

7. In each case note, there is a small icon in the top left corner, indicating that this is a case note and the note will display with a light grey background.
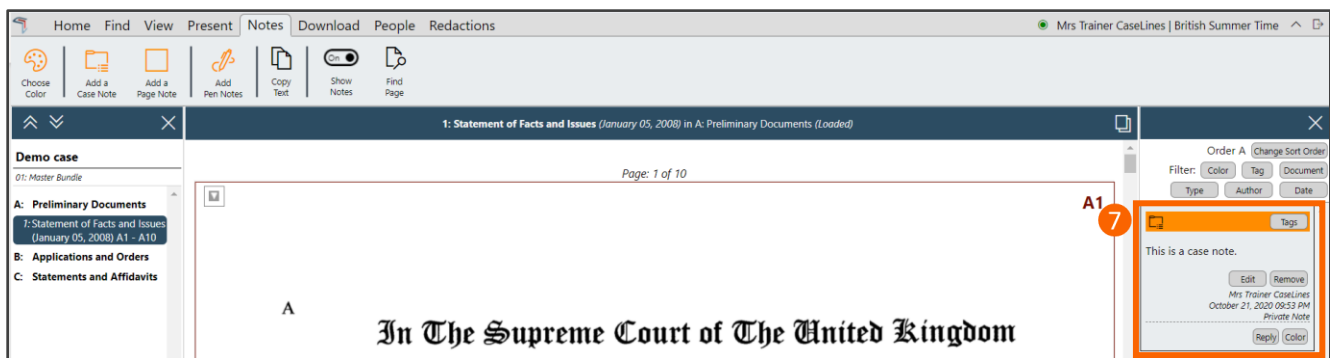
Create a Page Note

Page Notes allow you to attach a note to a document, so the note is associated with a word, sentence or paragraph on a page of a document. First, find the page where you want to make your Page Note (you can use the index or the **Find Page** button).

1. Click on the **Choose Color** button to pick a color for your note.

2. Then click on the **Add a Page Note** button.
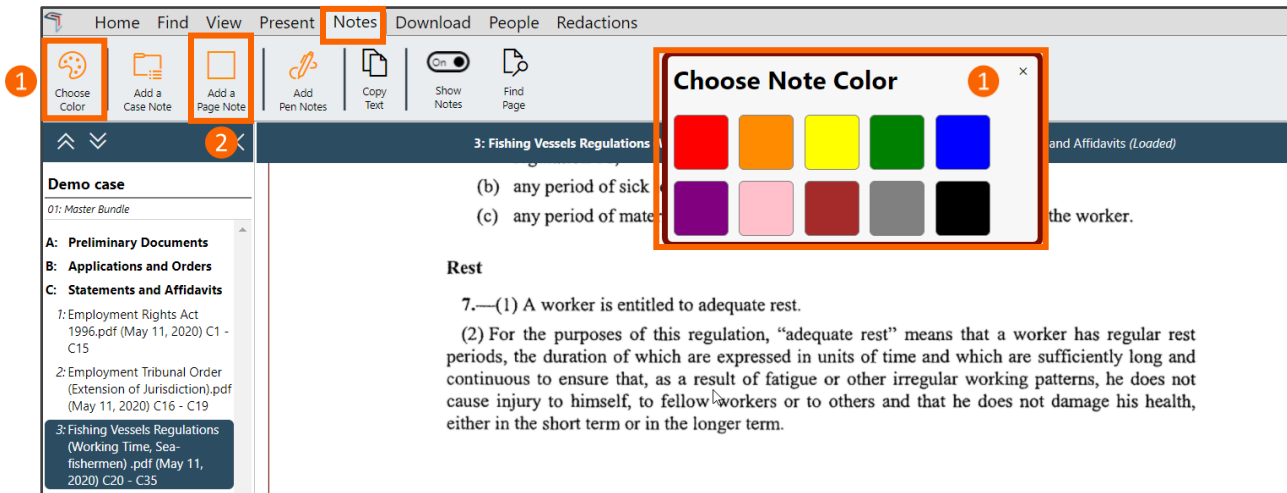
3. You will then be presented with **4 different ways** to make a page note:
- Draw a box
- Draw a filled box
- Highlight text
- Draw Freehand

4. Choose the note option you want to use, then move your mouse over the reading pane, you will notice that the mouse will now display as a cross shaped pointer.
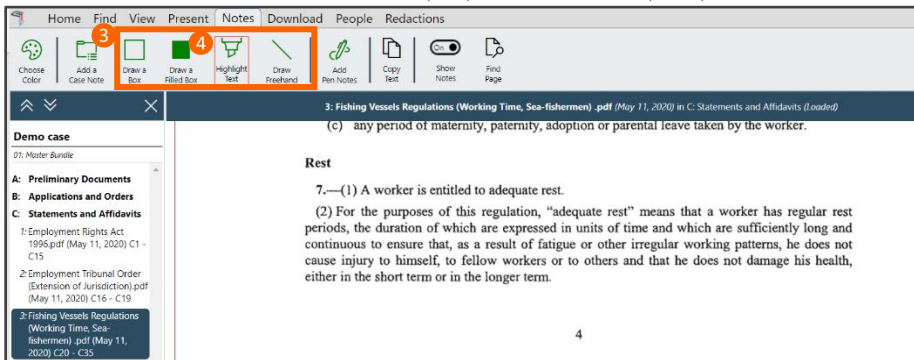

5. Click and drag your mouse over the area of the page where you want to make a note. A pop-up window will appear with a text field where you can type in your note. If you select the Highlight Text option (as in our example), then the text you highlight will also be copied automatically into this field.

6. As with case notes, you have 3 privacy settings that you can choose from. Select the **privacy setting** you want, then click on the Save button to save your note.
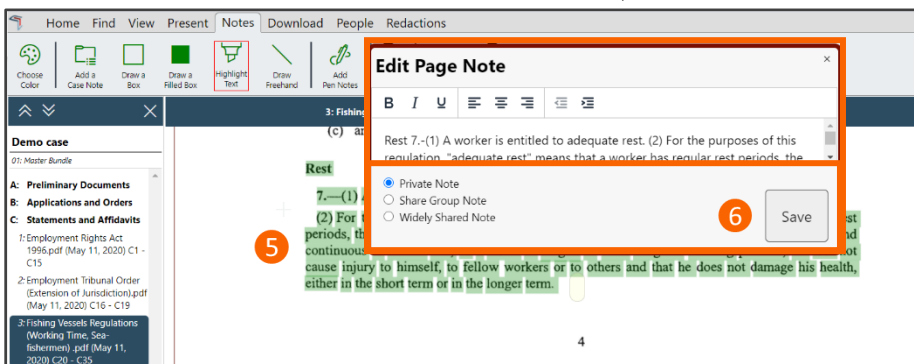
**7.** With page notes, you have a **Page** link, which takes you to the page where the note exists.
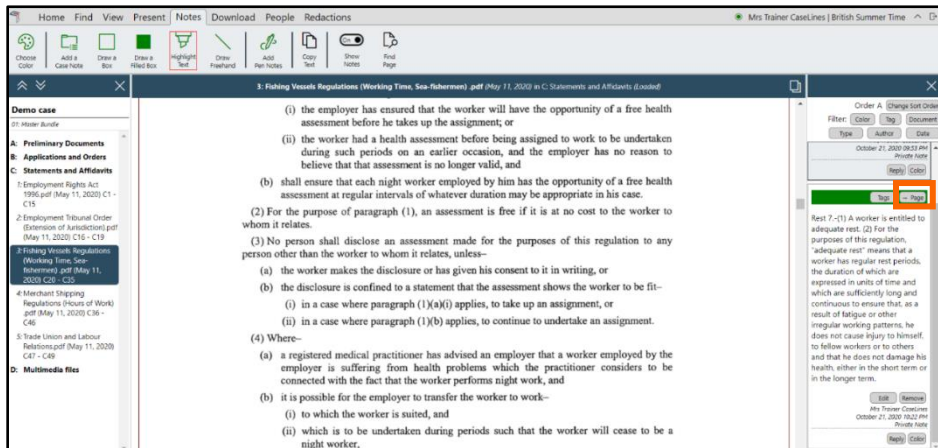
Multimedia Notes

It is also possible to add notes to multimedia files. You can add a note text, and you can add time values that jump you to a particular moment in time on that multimedia.

1. Click on the **Note** button, below the multimedia file.

2. In the resultant pop-up, type in your note, enter the minutes and seconds that you wish the video to start from and choose the privacy setting for your note.

3. Click on the **Save** button. Your note will appear in the Notes pane on the right-hand side of your screen.
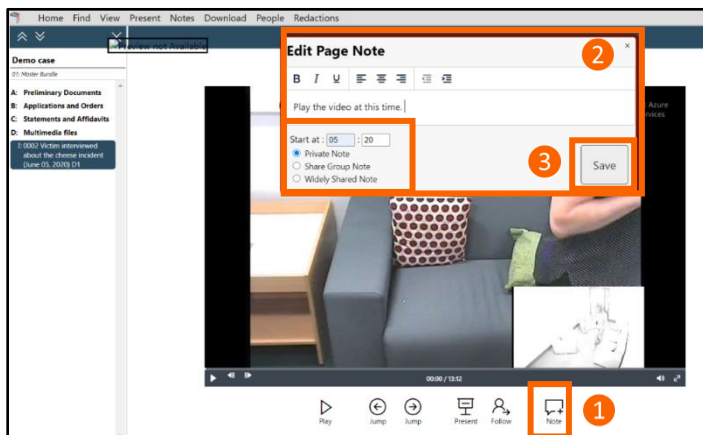
4. You will see a **Go to Media** button that you can click. This will start the multimedia at the selected moment.
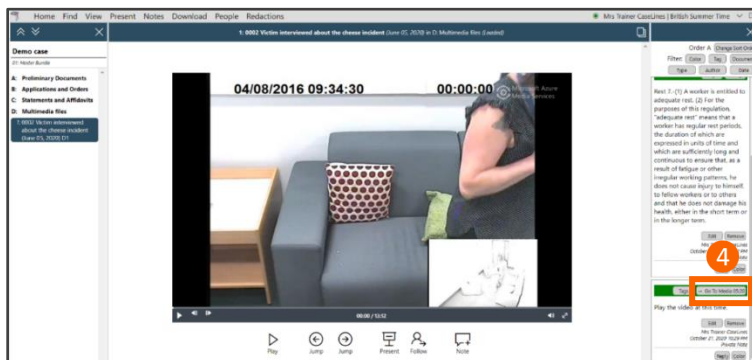
SEE RELATED QUICK REFERENCE GUIDES

- How to edit and filter notes *READ NOW*
- How to make pen notes *READ NOW*

THOMSON REUTERS®