

# CaseLines

## In the Review Screen – Adding a Page Note

-Notes in the Review screen let you annotate and find material before and during the hearing

- Notes will appear in the Notes pane on the right side of the screen
- The Notes you make will also create tabs in a document (yellow ovals)
- Selecting the tab will show the Note in the central Reading pane

- In the ribbon at the top of the screen, select the Notes button

- The Choose Color button at the left, when selected, gives you a pop-up color palette – choose one
- The Notes menu will reflect your choice, and will show up as the border of the Note you make
- The third button to the right is Add Page Note, selecting it opens a range of options

### An easy way to make a Note:

- Select Highlight text – using the **+** symbol, click & drag across language you want to highlight, and a pop-up Note will appear with the highlighted language
- You can add your own additional language by selecting it and typing
- The Note in the right-hand pane will have **→ Page** in the top border – use it to get to the page where you entered the Note

### To Draw on an exhibit and create a Note:

- Select Draw Freehand in the menu bar – use the **+** symbol to create shapes on the exhibit using your keyboard

\*\* - You can select one color to draw on a diagram or picture for one party, and choose a different color for another party

### \* - Important to know:

- Notes are automatically set to Private; they can't be seen by anyone else.

- If you Widely Share a Note, all participants will be able to see it.
- Share Group Notes are for a select number of participants – set up before the hearing
- Notes can be downloaded (Pen Notes, primarily used on tablets, cannot)