

CaseLines

In Review Screen - Finding a Page & Directing Others to a Page

Finding a Page:

- Select the Find button at the top of the screen – the last item on the right is Find Page
- Select the white box and enter the auto-paginated page number (ex: A3) and select Find Page

To Direct Others to a Page:

- In the Reading pane at the center of the screen, make sure you're on the page of the document you want to direct others to.
- On the ribbon at the top of the screen, select the Find button.
- In the center of the Find toolbar, select the Direct Others to Page.
- When the pop-up box appears, select OK to confirm you would like to direct everyone to the page.
- Other participants need to have their Page Directions set to On to receive a pop-up asking if they would like to be directed to the page.

*If a participant doesn't have Permission to view that page, they will not see the document

- Participants can set **Auto Direction** to on – they will automatically be taken to a page, without having to confirm each time a direction is sent