DIGITAL EVIDENCE CENTER

How to make pen notes

Pen Notes give you greater freedom and flexibility when using touch screen devices to access Thomson Reuters[®] Digital Evidence Center. You can navigate and scroll through pages and make notes by using a digital pen, stylus or even your finger on touch screen devices.

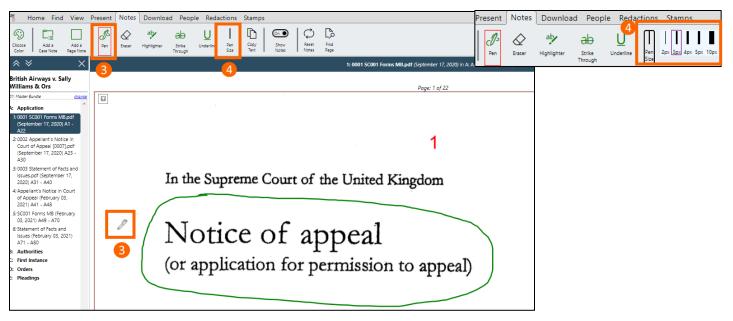
Making Pen Notes

From the review workspace navigate to the Notes tab. To make a pen note:

- 1. Click on the Add Pen Notes button.
- 2. If you want to make your notes in a different color, click on the **Choose Color** icon and select the color you wish to use from the pop-up window, otherwise proceed to point 3.



- **3.** Select the **Pen icon** and write or draw on the area of the document that you want to write or draw a note. If you are using a mouse, you will notice that your mouse icon will change shape into a pen. Then hold down the left button of the mouse, until you want to finish writing or making a pen note.
- **4.** You can change the size of the Pen, by clicking on the **Pen Size** icon and then select the size that you want.





Erasing Pen Notes

You can remove a pen note you have made in a couple of clicks:

- **1.** Select the **Eraser** icon.
- 2. Click or tap and hold on the area of pen note that you want to erase. As you move your finger/pen/mouse, the area under it will be erased from the page.

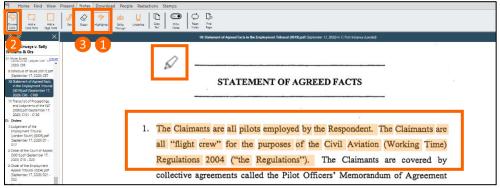


3. You can change the size of the Eraser, by clicking on the Eraser Size icon and then select the size that you want.

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Choo: Colo		Add a Page Note	Pen	Eraser	aby Highlighter	AD Strike Through	Underline	Eraser Size	5px 10px 15px 20px	Copy Text	Show Notes	Reset Notes	Find Page

Highlighting Text

- **1.** Select the **Highlighter** icon and then click and drag over the area of text you wish to highlight.
- **2.** The color of highlighting can be changed by clicking on the **Choose Color** icon.
- **3.** To remove an area of pen highlighted text, simply select the **Eraser** tool and click and drag over the highlighted area you wish to remove.



Strike Through Text

- 1. Select the Strike Through icon and then click and drag over the area of text you wish to strike through.
- **2.** The color of the strike through can be changed by using the **Choose Color** icon.

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3. To remove an area of strike through text, simply select the **Eraser** tool and click and drag over the strike through area you wish to remove.

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9: Schedule of Issues [0017].pdf (September 17, 2020) C97	
10: Statement of Agreed Facts in the Employment Tribunal	3. Flying Pay is based on planned flying hours (see page 120 of the Bundle).
(0019).pdf (September 17, 2020) C98 - C100	TARD is a local local hans a silet is sume from his or has been at
11: Transcript of Proceedings and Judgments of the EAT	TAFB is only paid for each hour a pilot is away from his or her base, and
(0003).pdf (September 17, 2020) C101 - C133	reludes both flying time and time on the ground (see page 122 of the Bundle).
D: Orders	
7: Judgement of the Employment Tribunal (London South) (0005).pdf	Each of Flying Pay and TAFB and the circumstances in which they are paid
(September 17, 2020) D1 - D17	are set out in the MOA.
2 Order of the Court of Appeal [0001].pdf (September 17, 2020, D18 - D20	

Underline Text

- 1. Select the Underline icon, then click and drag on the area that you wish to underline.
- **2.** The color of your underline can be changed by using the **Choose Color** icon.
- **3.** To remove an area of underlined text, simply select the **Eraser** icon and click and drag over the underlined area you wish to remove.

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01: Mater Bundle 2020) C96 9: Schedule of Issues (0017),pdf (Sectember 17, 2020) C97		Ø	include Flying Pay and the taxable element of TAFB when calculating pay for
(September 17, 2020) C97 10: Statement of Agreed Facts in the Employment Tribunal (0019Lodf (September 17,		Þ	pilots who are required, under safety rules, to perform ground-based duties
2020) C98 - C100 11: Transcript of Proceedings			whilst pregnant. The Respondent accepts that that is its practice but disputes
and Judgments of the EAT [0003].pdf (September 17, 2020) C101 - C133			its relevance to the matters in issue.
D: Orders			
3: Judgement of the Employment Tribunal (London Stuth) (0005[.pdf (September 17, 2020) D1 - D17 2: Drider of the Court of Appeal [0001].pdf (September 17, 2020) D18 - D20			
		6	Full and agreed details of the lead Claimant's salary between November 2005
			and February 2007 are appended to this statement as Appendix 1.

NOTE: You can navigate between pages and continue to use the various pen notes options. Each option is deselected the moment you click on a new Pen Notes icon or if you click on the selected option again to deselect it.



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