

Identifying Portions of Exhibits: *Using Markup Tools to Correctly Mark PDF Documents**

Now that all pleadings are filed electronically, it is important that exhibits be marked in a manner which follows local rules and is easy to read once the exhibit is filed. Tools once used to mark exhibits by hand can be duplicated electronically while providing the clarity required by the Court. The use of these electronic marking features will help ensure that your marked exhibits meet the requirements of District of New Mexico Local Civil Rule 10.6.

10.6 Identifying Portions of Exhibits

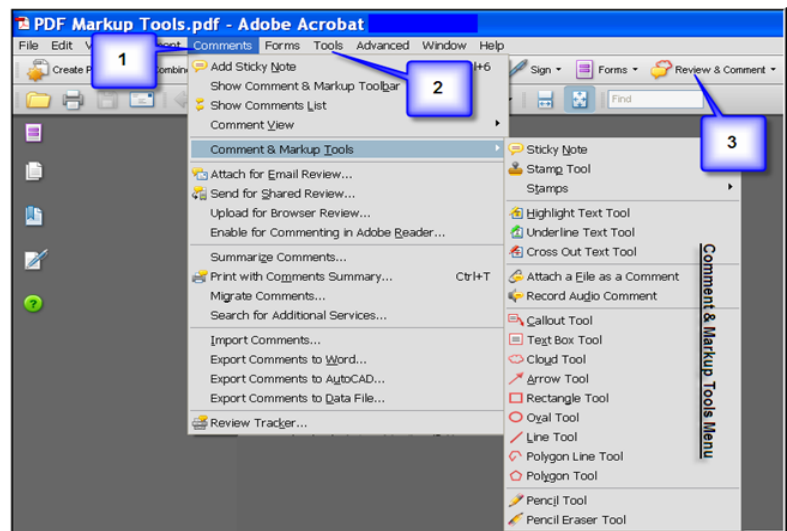
The portions of an exhibit the party wishes to bring to the Court's attention must be marked, e.g., by brackets, shading, or underlining, in the original, the copy for the Court and the copy for each party. Marking must be apparent on exhibits that are scanned and filed and/or served electronically so that, when printed in hard copy, the reader can clearly see what is marked to read and the text can be easily read.

Scanned Documents

Once a document has been scanned and converted to PDF, the majority of markup tools can be applied in identifying portions of exhibits. (Some PDF applications may also require that the user engage the "recognize OCR text" feature in order for a scanned, or non-text, image to be marked.) The marked document is then saved as a new PDF file and subsequently included as an attachment to whatever document is being e-filed.

There are three ways to access the various markup tools for your use:

1. From the menu bar, click on **Comments>Comment & Markup Tools**
or...
2. From the same menu bar, click on **Tools> Comment & Markup** or...
3. From the toolbar, click on **Review & Comment>Comment & Markup Tools**



If you have any questions regarding the marking of exhibits and/or e-filing, please call the CM/ECF Help Desk at 505-348-2075.

**Hours:
Monday-Friday 8:30 am – 12:00 pm and
1:00 pm – 4:30 pm**

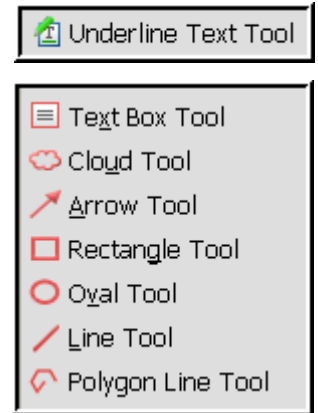
*This guide uses Adobe Acrobat 8.0 to demonstrate application of different markups to PDF documents. For your specific PDF software, refer to its Help Menu or User Guide.

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When selecting a markup tool to use, please keep these tips in mind:

- The Court uses black and white printers. Mark portions of exhibits using dark colors (e.g., black, dark brown, dark gray, dark blue, dark purple) for easier reading
- If the exhibit already has markings (such as brackets or underlines), select another markup tool so the portion you want to call the Court's attention to is easily identified
- Only one form of marking should be used throughout the same exhibit by any single party

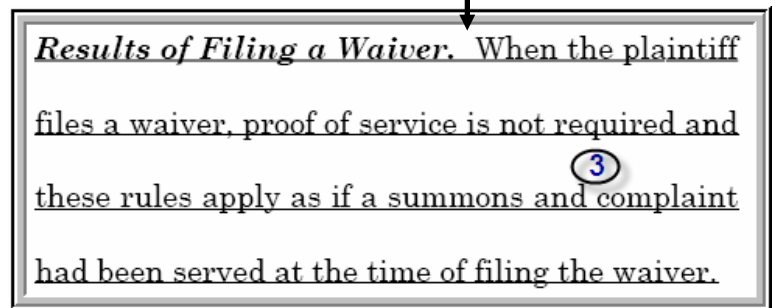
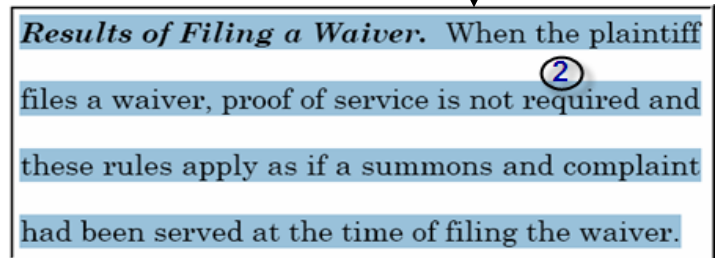
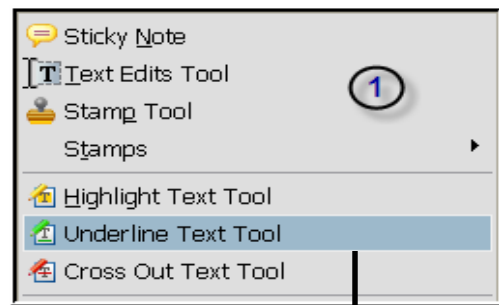
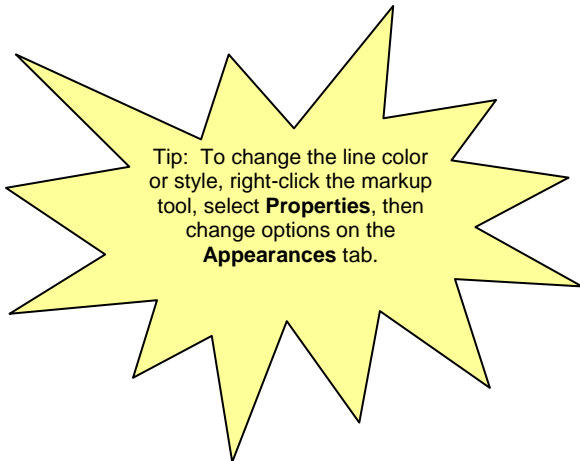


Underline Text Tool

- Able to underline several lines of text at one time
- Different colors are available (remember to keep color choice dark)
- Line style can be changed
- *Note: The size of the line cannot be changed*

From the Comment & Markup Tools Menu:

1. Click on the **Underline Text Tool**
2. Select the text or section you want to underline
3. Once you let go of the mouse, the text/section is underlined



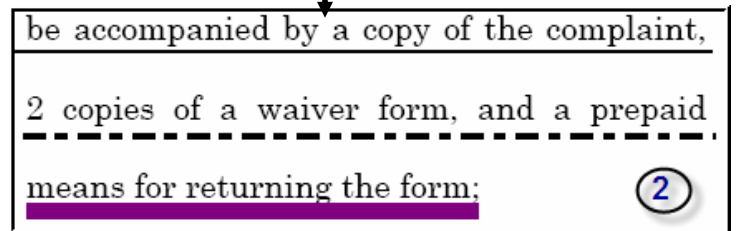
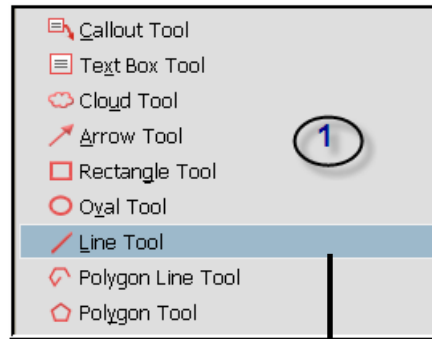
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Line Tool

- Style, Size, and Color can be changed
- **Hint:** Hold the shift key down when drawing the line – it will keep it straight

From the Comment & Markup Tools Menu:

1. Click on the **Line Tool**
2. Place the cursor at the beginning of text you want to underline and drag the mouse-let go when you want the line to stop

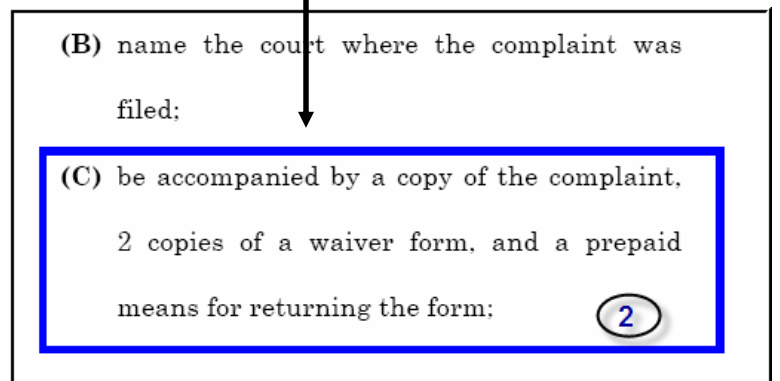
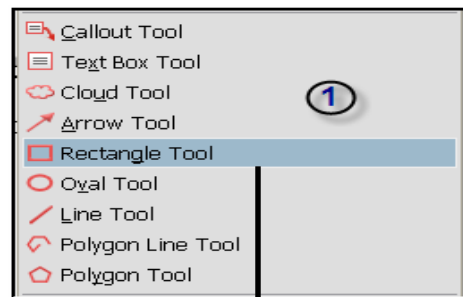


Rectangle Tool (brackets)

- Style, Size, and Color can be changed
- Adequate substitute for brackets
- Can be resized easily

From the Comment & Markup Tools Menu:

1. Click on the **Rectangle Tool**
2. Place the cursor at the top left corner of text you want placed in the rectangle and drag the mouse over the text-let go when the rectangle includes all of the text/section



To get out of any markup tool you can

- Hit the **ESC** key
- Click on **Select Tool**
- Select another markup tool

To delete a markup, right-click on the markup tool and hit the **Delete** key

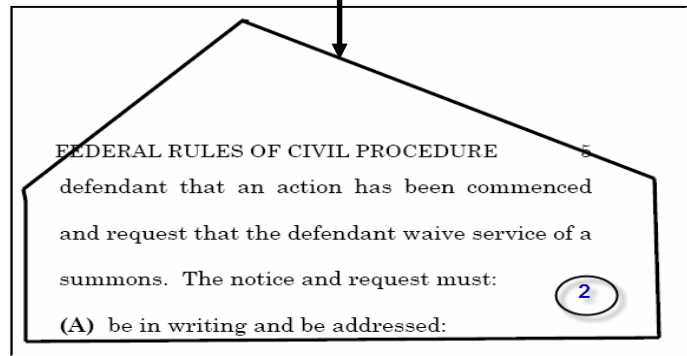
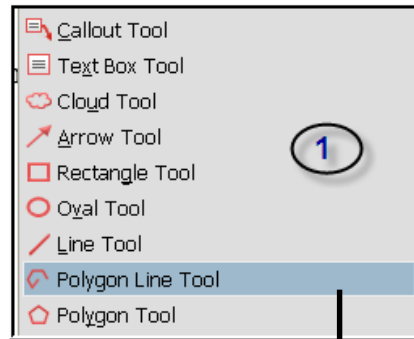
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Polygon Line Tool (brackets)

- Style, Size, and Color can be changed
- Also creates straight lines, but the lines are connected as you click the cursor to move in another direction
- *Hint: The Polygon Line Tool is another markup tool that can be used to create brackets, but be careful, it requires a steady hand 😊*

From the Comment & Markup Tools Menu:

1. Click on the **Polygon Line Tool**
2. Place the cursor at the starting point, left-click and move the mouse pointer and click again to create a segment of the polygon. (note: left click only, not left click and drag) Continue moving the mouse pointer and click to create additional segments of the polygon.

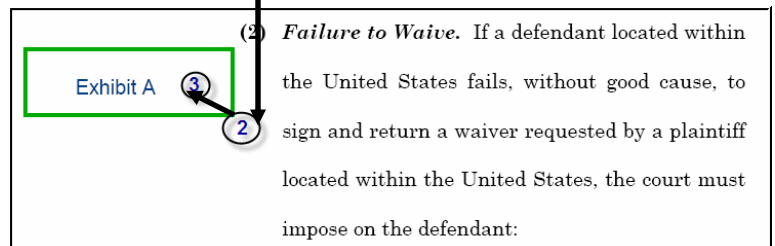
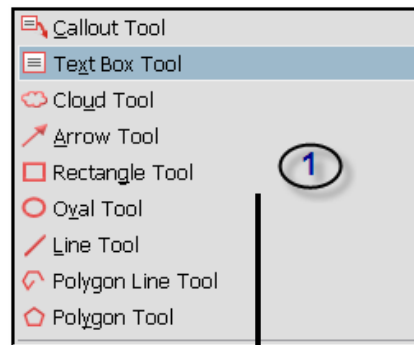


Text Box Tool

- Can be used to label the exhibit
- Can single out – but not obscure – a particular area
- *Note: do not use the text box, sticky note, stamp or call out tool to add verbiage to the exhibit or clarify text.*

From the Comment & Markup Tools Menu:

1. Click on **Text Box Tool**
2. Click and drag mouse to create text box
3. Enter text
 - Before entering text, you can change color, size and font by clicking on **View>Toolbars>Properties**
 - To change look of text box, select box by clicking on border, right click, and choose **Properties**
 - To center text, use the space bar



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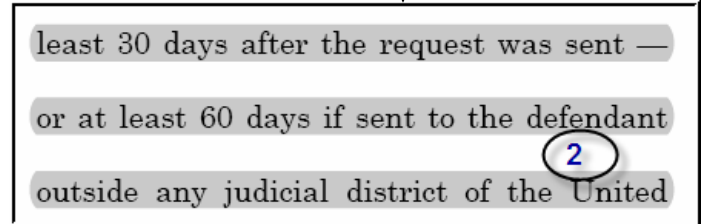
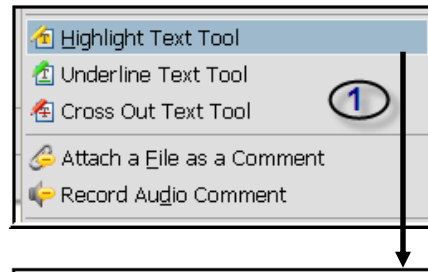
Highlight Text Tool (shading)

- Can be used to identify large portions of text
- Can use different colors
- **Caution:** Remember that most documents are printed in black and white. The color you choose has to allow the text to clearly stand out both on the computer screen and in hard copy format.

From the Comment & Markup Tools Menu:

1. Click on **Highlight Text Tool**
2. Select and drag mouse over text/section you want highlighted

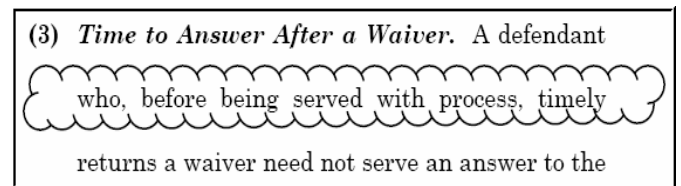
Tip: To change color of highlight, right click and choose Properties



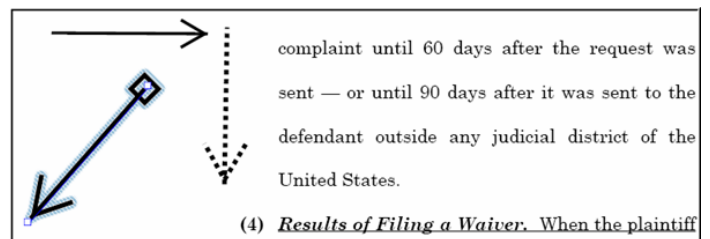
Other Markup Tools



- To create a cloud around text, place the cursor at the starting point, click, release the mouse button, and move the cursor. Click, and move the cursor again. Continue until the cloud shape is drawn. Return to the point of origin and release the mouse button to close the cloud
- Cloud shapes can be filled and resized



- The arrow tool can point to an object or section of text
- Once an arrow is drawn, you can flip it or angle it by clicking on either end and dragging to preferred location



- To draw an oval, left-click across the areas where you want the shape to appear.
- **Tip:** Hold down the **Shift** key while dragging with the Oval tool to create a circle
- **Caution:** Make certain the oval is large enough to include all the text you want identified

