



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



Overview

Purpose	<p>To aid attorneys and their staff in effectively identifying portions of exhibits they wish to bring to the Court's attention and meet the requirements of the District of New Mexico Local Civil Rule 10.6.</p> <p>A trainer specializing in computer skills along with a Court Employee will teach each session.</p>										
Dates and Times	<p>** 90-minute session is offered four times on two separate days**</p> <table border="1"><thead><tr><th><u>Tuesday, June 23</u></th><th><u>Thursday, June 25</u></th></tr></thead><tbody><tr><td>Session I 8:30am-10:00am</td><td>Session I 8:30am-10:00am</td></tr><tr><td>Session II 10:30am – 12:00pm</td><td>Session II 10:30am – 12:00pm</td></tr><tr><td>Session III 1:00pm – 2:30 pm</td><td>Session III 1:00pm – 2:30 pm</td></tr><tr><td>Session IV 3:00pm – 4:30pm</td><td>Session IV 3:00pm – 4:30pm</td></tr></tbody></table>	<u>Tuesday, June 23</u>	<u>Thursday, June 25</u>	Session I 8:30am-10:00am	Session I 8:30am-10:00am	Session II 10:30am – 12:00pm	Session II 10:30am – 12:00pm	Session III 1:00pm – 2:30 pm	Session III 1:00pm – 2:30 pm	Session IV 3:00pm – 4:30pm	Session IV 3:00pm – 4:30pm
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Objectives	<p>At the end of this session, attorneys and/or a member of their staff should be able to:</p> <ul style="list-style-type: none">▪ Explain the requirements pertaining to the marking of exhibits as stated in Local Civil Rule 10.6▪ Explain the difference between scanning a document for marking vs. converting to a PDF▪ Use a variety of markup tools for identifying portions of exhibits										
Agenda	<p>Welcome</p> <ul style="list-style-type: none">▪ Importance of topic and impact on federal court▪ Review of Agenda▪ Review of Local Civil Rule 10.6 <p>Hands On Practice and Discussion</p> <ul style="list-style-type: none">▪ Scanning vs. Converting to PDF▪ Comment, Edit, and Markup Tools <p>Close</p> <ul style="list-style-type: none">▪ Re-cap of topics discussed▪ Q and A										

* No CLE credit is provided for this training.