

# DIGITAL EVIDENCE CENTER

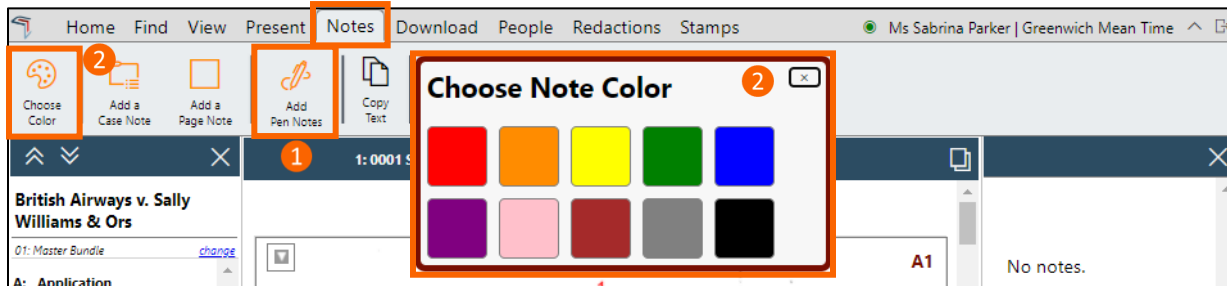
## How to make pen notes

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.

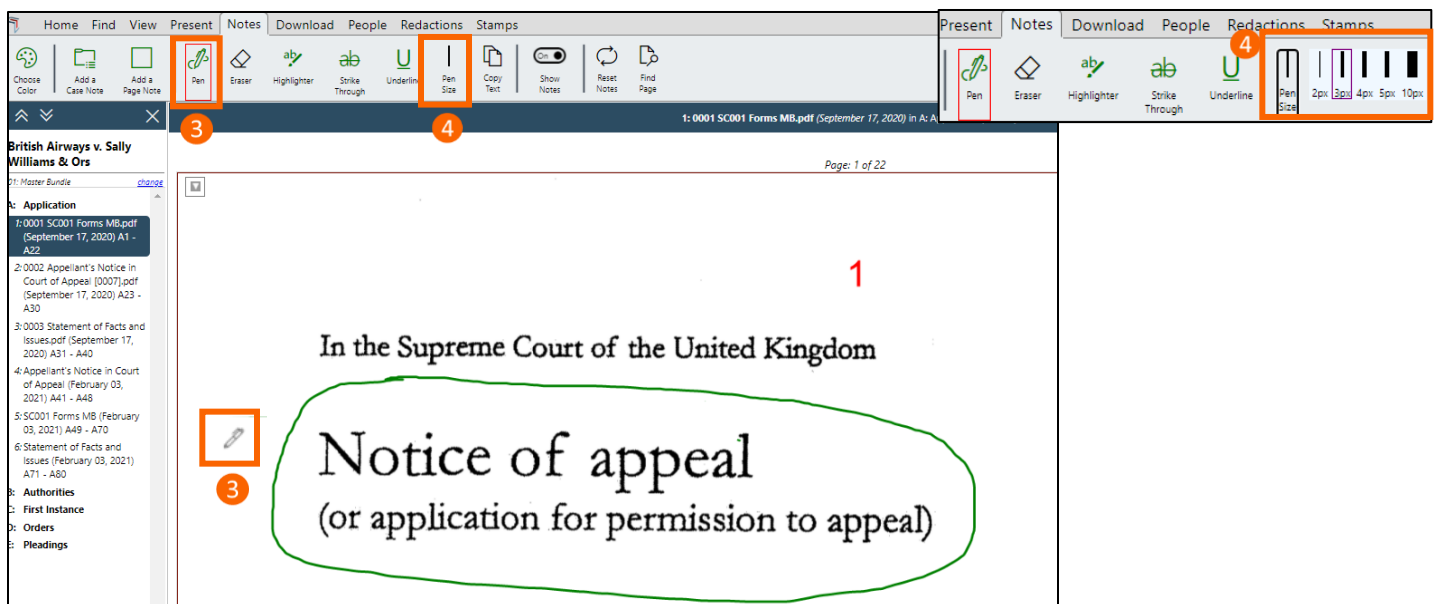
### Making Pen Notes

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.

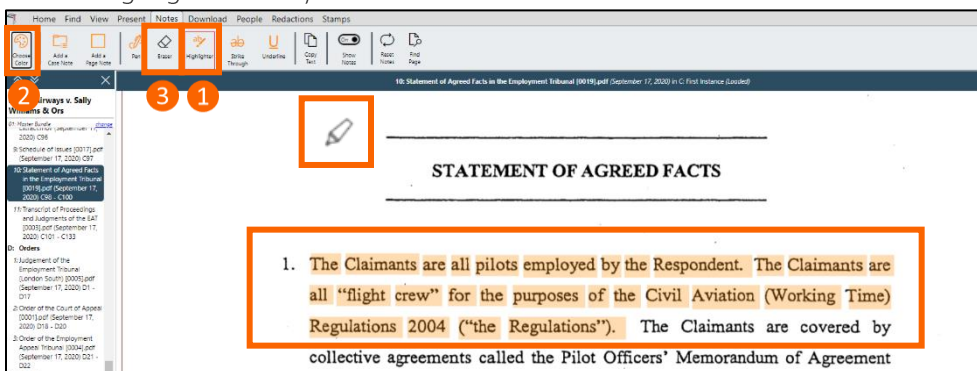


3. You can change the size of the Eraser, by clicking on the Eraser Size icon and then select the size that you want.



### Highlighting Text

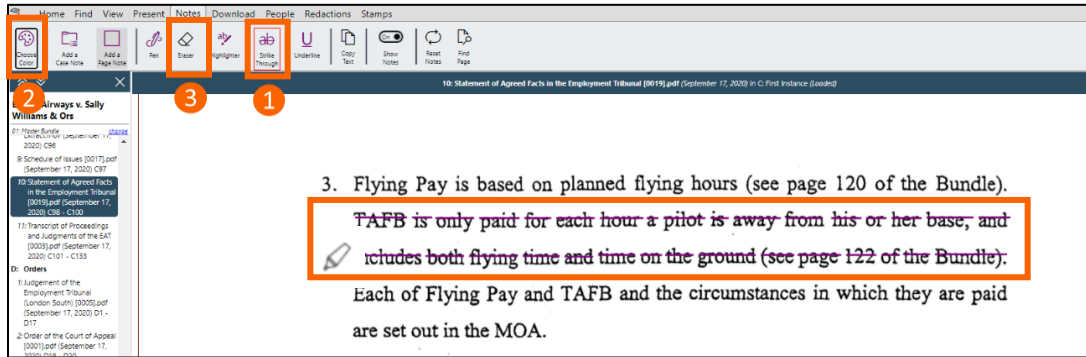
1. Select the Highlighter icon and then click and drag over the area of text you wish to highlight.
2. The color of highlighting can be changed by clicking on the Choose Color icon.
3. To remove an area of pen highlighted text, simply select the Eraser tool and click and drag over the highlighted area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



### Strike Through Text

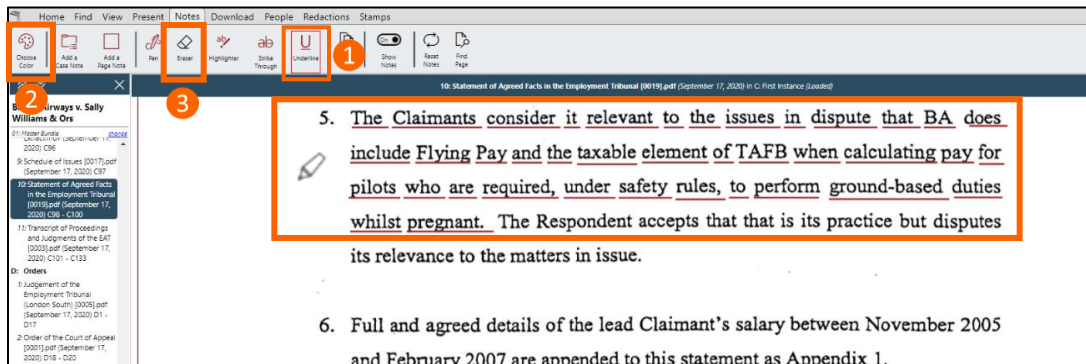
1. Select the Strike Through icon and then click and drag over the area of text you wish to strike through.
2. The color of the strike through can be changed by using the Choose Color icon.

- 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.



### Underline Text

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



**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.



### SEE RELATED QUICK REFERENCE GUIDE

- How to add notes to a document [READ NOW](#)