

# DIGITAL EVIDENCE PRESENTATION

## ASHLAND COUNTY COMMON PLEAS COURT

### COURTROOM NO. 1

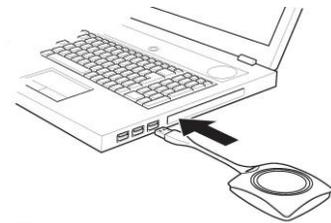
#### OVERVIEW

Courtroom No. 1 of the Ashland County Common Pleas Court utilizes a digital evidence presentation and display system acquired through CourtSmart, and based on an application called “ClickShare.” The system allows a presenter to display digital desktop content (photos, videos, audio) to everyone in the courtroom. Presenting Devices can be connected to the presentation/display system *wirelessly* through several processes. First, a Windows PC or Tablet can be connected using a USB “dongle” provided by the Court. Instructions for connecting and utilizing the dongle are set forth below. For Droid and iOS devices (iPad or iPhone), there is a “ClickShare” App that can be installed on the device which provides a wireless interface with the system. Finally, if you have a Miracast compatible device (some smart phones and/or Microsoft Surface PC/Tablets) you can simply connect by casting through the connected Miracast device.

Using the dongle or the Clickshare App require several steps to connect to the system. The system will allow you to present VIDEO CONTENT directly from your device, wirelessly.

#### Connect Using the “Dongle”

- 1) Insert the “Dongle” into the USB Port of your PC
  - a) The light ring on the dongle will begin *flashing* white.
  - b) Just like inserting a flashdrive, you will be prompted to open the new folder or Drive (likely named “ClickShare (F:)” Open the new drive location.
  - c) You should see the ClickShare icon (black square with a red ring surrounding a silver circle) –OR- the filename: ClickShare\_for\_Windows.exe.



- 2) Double-click the ClickShare icon or ClickShare\_for\_Windows.exe file to install the application file.
- 3) After the ClickShare application has installed, the ClickShare dongle light ring will turn *solid* white.
- 4) Push the silver button on the dongle. Your PC desktop should display to the courtroom displays (or bench display only if the Judge/Magistrate have blacked-out the courtroom displays) and the dongle button should turn red.

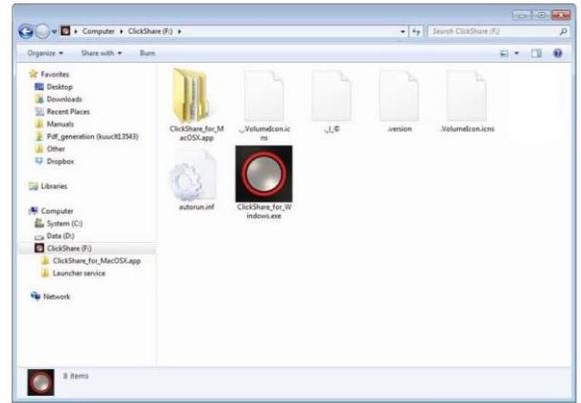


Image 3-3  
Windows environment

- 5) To disconnect your display, push the silver dongle button and the red light ring should return to white.
- 6) Remove the dongle from your USB port.

## Connect Using the ClickShare App (Droid/iOS)

### 1) Preliminary Set-up of Device App

- a) Go the applicable App Store, locate the ClickShare App, and install the App on your device.
- b) Open the ClickShare application on your device and, using the various tile links, make sure the content you want to present can be accessed through the appropriate source tile.



#### Customize

Add different types of content you want to share and change their order according to your preference



### 2) In the Courtroom

- a) NOTE: iOS devices *may first* need to connect to the ClickShare WiFi network (Ashland) through your tool settings.
- b) Open the ClickShare application on your device



- c) Using one of the tile links for content you've previously linked to ClickShare, open the content. The content should appear in a ClickShare window, *with the ClickShare button visible* at the bottom of your screen.
- d) Push the ClickShare button – you will be prompted to select your network
  - i) Upon selecting the network you will *then* be prompted to input a Four-digit password (the password will appear on the presentation TV screens in the Courtroom). Enter the four-digit password and click on OKAY.
- e) The ClickShare “button” icon on the bottom of your screen should turn red, indicating content IS being displayed – AND THE CONTENT SHOULD APPEAR. Toggle the ClickShare “button” icon to start-stop displaying content. Red means you're presenting. White means you are NOT currently presenting.



“ClickShare Button” indicating active presentation in process

### Connect Using MiraCast

- 1) If you are using a device that is *Miracast* compatible, you will need to advise the Court Bailiff to switch on the Miracast device connection. You can then simply present through the ClickShare system by casting to the Miracast device (connect to a wireless display).

### Connecting the ELMO Document Camera / or THROUGH the Elmo Document Camera Device

- 1) To display paper documents or tangible evidence utilizing the Court's Elmo Camera, simply advise the Courtroom Staff, Judge or Magistrate, to switch the presentation SOURCE to the Elmo Camera. The switch for the input source (wireless or Elmo) is located on the Judge's/Magistrate's Bench.

- 2) If you need to HARD-WIRE your PC or device to the presentation system, you can still utilize an RGB cable to connect to the Elmo Device, and then change the Elmo OUTPUT to the hard-wired connected PC. The ClickShare source switch at the bench will need to be set to presentation by the Elmo Document Camera.
- 3) Photos and documents displayed through the Elmo device can still be handled and presented in their original form before publishing to the Court/Jury, just as before.

### **Courtroom Connections – How Do I Connect?**

- 1) As noted above, there are FOUR (4) possible methods of connecting to the Court's evidence presentation system:
  - a) ClickShare USB dongle w/software install;
  - b) ClickShare Droid/iOS App;
  - c) Miracast wireless connection; or
  - d) Hard-Wired through Elmo
- 2) It is recommended that you take some time in the Courtroom BEFORE YOUR HEARING DATE, and experiment with your device to see which method of connection works best for you and your device.

### **DIGITAL IMAGE ANNOTATION – WHY WE ARE DOING THIS !!!**

The ClickShare presentation system will allow you to manipulate digital evidence electronically ON THE PRESENTING DEVICE (you have to give it to the witness). A witness will be able to draw on or mark an image, document, etc... and that marked-up image or document may then be saved. Assuming a duplicate original is retained as a back-up, both the original exhibit and an annotated (marked-up) copy can be captured for the record. This provides a better record of the proceeding, and assists those who must later review the record to match the evidence annotations to the testimony of the witness, thereby providing for greater understanding of the testimony. **THERE ARE ONLY TWO METHODS OF DIGITAL ANNOTATION.**

**Annotate**  
Highlight the most important parts

## Annotation - Using the Droid/iOS App

- 1) Annotation of your presentation content using the ClickShare App is built into the display window. When you display content using the app, a PENCIL ICON will appear in the lower right-hand corner of your device. The image provided below shows the expanded pencil icon tool.

Expanded Pencil Annotation Tool  
utilized with the ClickShare APP



- 2) The annotation tools include a wide and narrow pen (available in three separate colors), a wide/narrow eraser, a save function and a delete function.
- 3) Annotated files will *automatically* be saved to the originating device as a new file. (User will need to determine where his/her device is saving these annotations).

## Annotation – Using a Software Application on the Presentation Device

- 1) If you connect to the Presentation system using Miracast -OR- the ClickShare dongle, you will be able to annotate your device in a software application installed on your device or PC. The Court recommends both the XODO application if you operate a Windows 8 or higher device, or Adobe Reader DC. BOTH applications permit you to annotate PDF file images/documents. BOTH applications can be downloaded for FREE.
- 2) Depending on the version of MS Word, you may be able to annotate a Word document within MS Word itself. More recent versions of Word have a DRAW function built-in, which allows for annotation. If your version of Word does not have annotation functionality, it is recommended that you export your document or image to PDF format.
- 3) Using PDF images for all digital presentation is recommended.
- 4) It is CRITICAL when using a software application on your device to annotate an original image, that when saving the annotated copy you use the "SAVE AS" function and browse to the location where you want to save the file. A simple "save" will overwrite the original file. To be safe, you may want to retain a duplicate copy of any original digital image you intend to annotate in a separate, temporary location, so it is not accidentally overwritten.

## **WITNESS TABLET ANNOTATION**

- 1) The Court will be acquiring a Surface Tablet of some sort for digital annotation of documents from the witness stand. That acquisition may not occur until early 2018. Until then, if you wish to utilize a tablet with a witness, it will be the presenter's responsibility to maintain the integrity of any files/images.**
  
- 2) When the Court's witness tablet is on-line, the Court will need to pre-install digital exhibits to a location from which they can be accessed by the Tablet. The Court will be asking all counsel wishing to annotate an exhibit from the witness stand (utilizing the Court's Surface Tablet device) to provide copies of digital exhibits in advance of the hearing at which they will be utilized, so a Court staff member may upload the images for tablet access. The Court will provide training for the witness Surface Tablet device as requested.**