

ANNOTATOR

User Guide

LAST EDITED: JUNE 3, 2025

During evidence presentation, you can perform annotations using the touch screen displays or the provided wireless mouse.

Menu

To access the annotation tools, tap the green arrow button located in the top right corner of the screen to open the menu.



Tools



Pen: Draw freely on-screen.



Pointer: Change the cursor to an extra-large arrow that the user can drag across the screen.



Line and Arrow tools: Draw a line or arrow between two points.



Shape tool: Draw a rectangle or ellipse shape on-screen.



Highlighter tool: Highlight on-screen text.



Size tool: Change the line thickness of the annotations.



Erase tool: Erases on-screen annotations.



Color tool: Choose from 16 available colors.



Bucket tool: Fill in the shape you created. This must be selected prior to you using the shape tool.



Undo / Redo: Redo or undo your previous annotation.



Clear: Remove all on-screen annotations.



Advanced options are available when you press on the wrench icon.

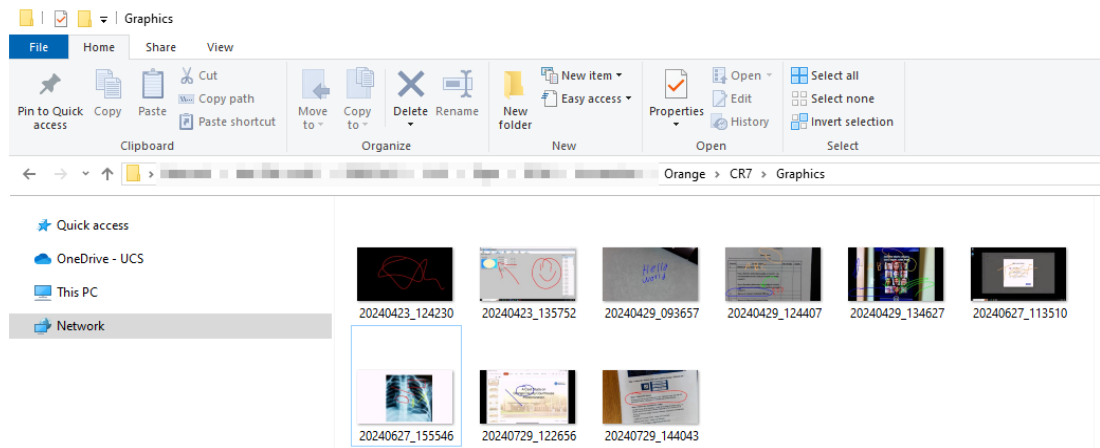


Advanced Options



Capture tool: With approval of the judge, save a screenshot of the annotated evidence to the court’s secure network drive and prints a physical copy to the courtroom’s network printer.

The clerk can access the saved annotations on the DCM computer located within the courtroom. Each courtroom has its own dedicated folder. To organize the annotations, create a sub-folder for each trial case and move the relevant evidence into the appropriate folder.



The annotations are named with time stamps; the clerk may rename the files as needed within each folder.

If an attorney requests a digital copy of the annotation, the clerk should retrieve the annotation from the folder and send it to the attorney.



Freeze tool: Pause or un-pause on-screen video.



Whiteboard tool: Write or draw freely on a white background.



Spotlight tool: Bring attention to specific area on screen.



Zoom tool: Enlarge the evidence. Tap the touch screen once to reset to the default zoom.



Pan tool: move around of the zoomed image.



Troubleshooting

- The Annotator does not support simultaneous usage. If multiple people wish to annotate on the same image or video, they will need to take turns.
- When using the touch screen display, for the best results, avoid resting your wrist on the touchscreen and only use one finger on the screen.
- If you have questions or require additional assistance, you can email: DCM-Services@nycourts.gov.
- For more DCM training resources, visit the DCM how-to Video page: <https://ww2.nycourts.gov/dcm/support.html>

NOTE: It is a best practice to select a unique color for each person that is annotating.

Help Us Improve

- Help us improve by sharing your thoughts, suggestions, and experiences with court modernization efforts across New York State.
- Whether it's about usability, features, or anything else, we'd love to hear from you by email at DCM-Feedback@nycourts.gov.

