# Digital Evidence Center

How to view documents

When reviewing any documents from your cases in Thomson Reuters® Digital Evidence Center, there are several different options available. These options can be found under the **View** tab in the review workspace of your case.

Accessing the View Tab

You can access the **View** tab from the review workspace of your case. You will then be presented with various options to view your documents:

1. **Zoom In** – if the text or detail of an image is too small, use this tool to make the document bigger.

2. **Zoom Out** – if the text or detail of an image is too large, use this tool to make the document smaller.

3. **Pan & Zoom** – the tool is helpful when trying to view maps, pictures, and detailed images. When selecting this option, this will open the page in a new browser window.

   - Click and hold to move the page/image around.
   - Double-click to rotate the page.
   - Scroll on the mouse wheel to zoom in and out.
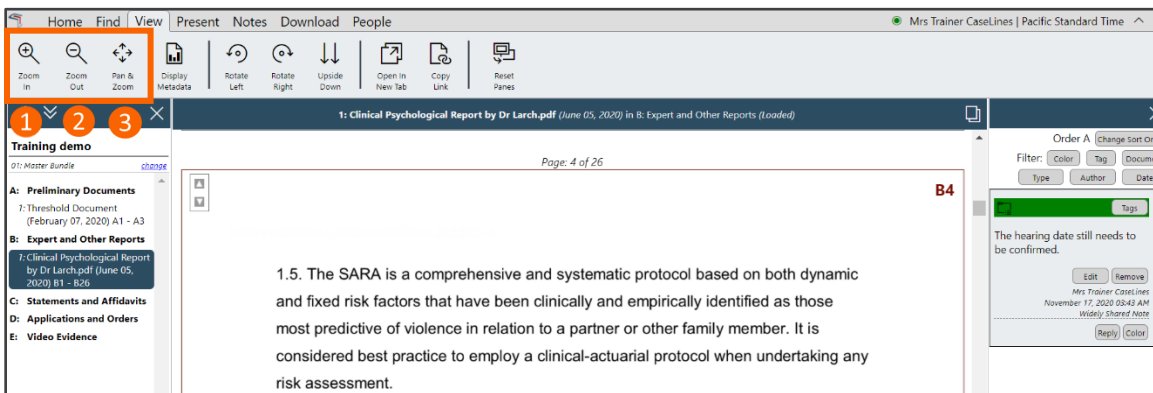
4. **Display Metadata** – the system can capture **image metadata**; this makes it simple to check the authenticity of an image with fast access to the date and time it was taken.
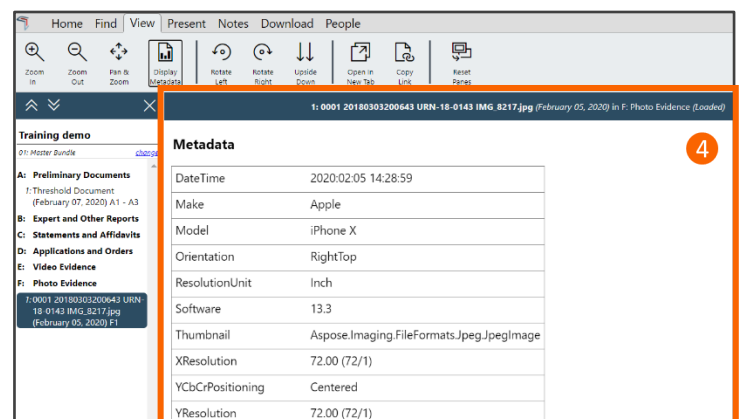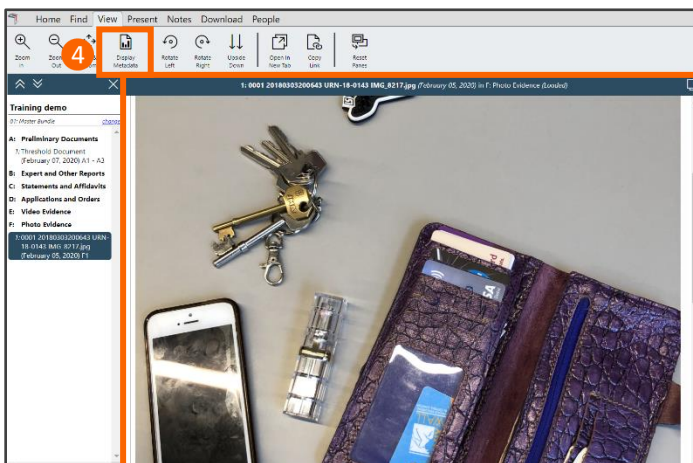
5. **Rotate Left** – it will reorient a document by turning it 90 degrees to the left.

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6. Rotate Right – it will reorient a document by turning it 90 degrees to the right.

7. Upside Down – it will reorient a document by turning it 180 degrees.

There are also some additional options to:

8. Open In New Tab – this will open the current page you are viewing in a new tab.

9. Copy Link – this will copy the link to the page you are viewing in your clipboard, so you can then paste it into a Word document for example.

10. Reset Panes – when in Dual Panes mode and using the slider to resize one of the 2 panes, you can use this option to reset the panes back to their default size.