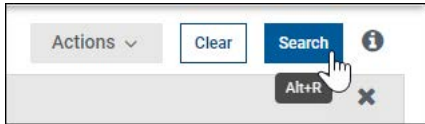


eDiscovery Platform Keyboard Shortcuts Quick Reference Card

Analysis & Review

Shortcuts from the Advanced Search page



Windows

ALT + R Run Search
ALT + C Clear Search

Mac

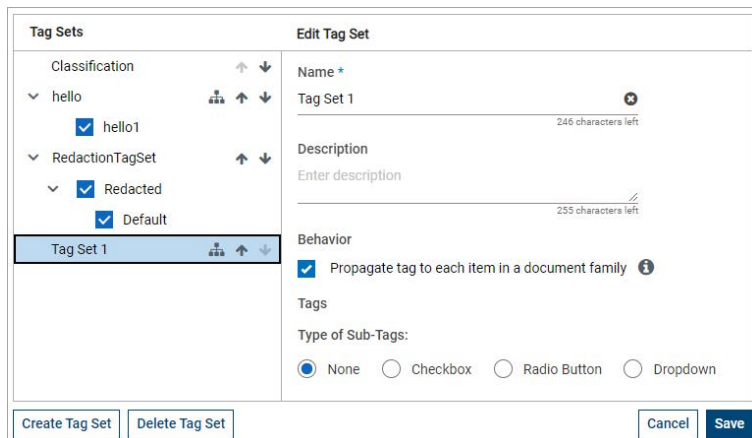
CTRL + Option + R Run Search
CTRL + Option + C Clear Search

Saving your markup in redaction mode

CTRL + S Save markup

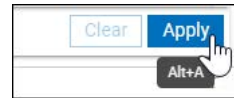
Case Management

Create tags and tag sets from the Tags menu on the left navigation bar of the Analysis & Review module.



ALT + C Create Tag Set
ALT + A Add tag
ALT + R Remove or Delete Tag Set
ALT + U Move tag up
ALT + W Move tag down
ALT + S Save

Applying newly selected filters to a search

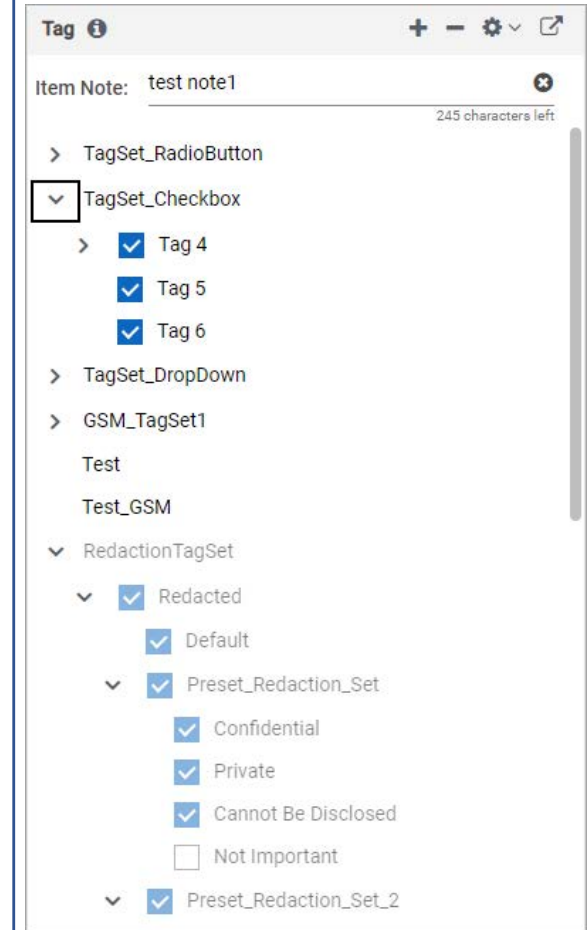


ALT + A -- Apply Filter

Scrolling through search results

ALT + ↓ Display next hit
ALT + ↑ Display previous hit

Tagging in Review Mode



ALT + P Previous
ALT + N Next

Shortcut keys for Native Viewer

Shortcut for Window	Shortcut for MAC	Action
Page Down	fn + Down arrow	Go to Next page
Page Up	fn + up arrow	Go to Previous page
Home	fn + left arrow	Go to first page
End	Fn + right arrow	Go to last page
+	Direct +	Zoom in
-	Direct -	Zoom out
Ctrl + S	Ctrl + S	Save the Redaction and Mark-ups
Delete	fn + Delete	Delete Redaction and Mark-ups
Up, Down, Left, Right	Up, Down, Left, Right	Arrow Keys for navigate within page
Alt + N	option + N	Go to Next Document
Alt + P	option + P	Go to Previous Document
Alt + Down Arrow	option + Down Arrow	Go to Next Hit (eDP search)
Alt + Up Arrow	option + Up Arrow	Go to Previous Hit (eDP search)
Ctrl + Space	Ctrl + Space	Rotate page Clockwise
Ctrl + Shift + Space	Ctrl + Shift + Space	Rotate page counterclockwise
Alt + T	option + T	Show thumbnails for current item

Shortcut for Window	Shortcut for MAC	Action
Ctrl + F	Ctrl + F	Search in Native Viewer
Ctrl + P	Ctrl + P	Print document within Native Viewer
Esc	Esc	To Dismiss the Pop Windows like Redact Page, Redact Privacy Info
Alt + W	option + W	Fit Width
Ctrl + Shift+ A	Ctrl + Shift+ A	Select Pan Tool
Alt + F	option + F	To enter full screen mode and exit
Alt + V	option + V	Go to View tab
Alt + A	option + A	Go to Annotation Tab
Alt + R	option + R	Got to Redact Tab
Alt + I	option + I	To select the text in document
Ctrl + D	Ctrl + D	To download document
Ctrl + Shift + C	Ctrl + Shift + C	To view Comment