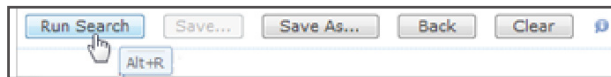


Keyboard Shortcuts

Remember: F11 hides your browser toolbar.

ANALYSIS & REVIEW



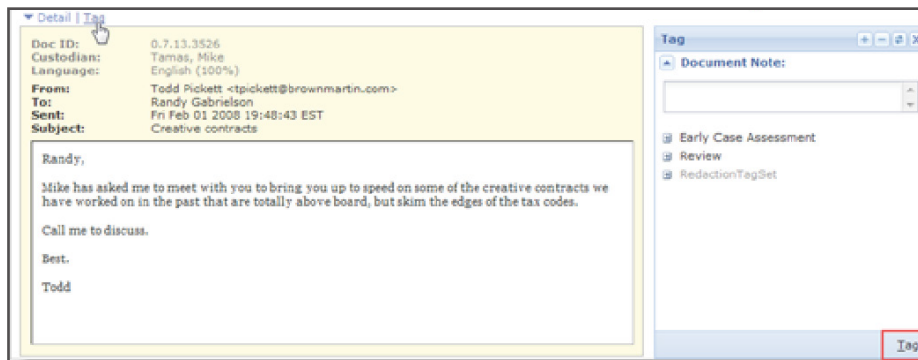
SHORTCUTS FROM THE ADVANCED SEARCH PAGE

ALT+R Run Search
ALT+C Clear Search



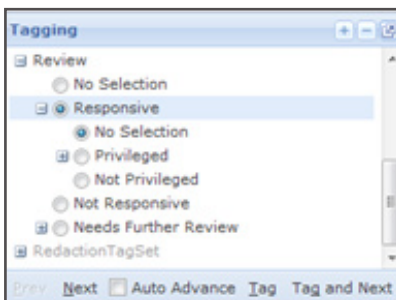
APPLYING NEWLY SELECTED FILTERS TO A SEARCH

ALT+A Apply Filter



TAGGING DOCUMENTS DURING INLINE REVIEW

ALT+T Display tagging window



TAGGING IN REVIEW MODE

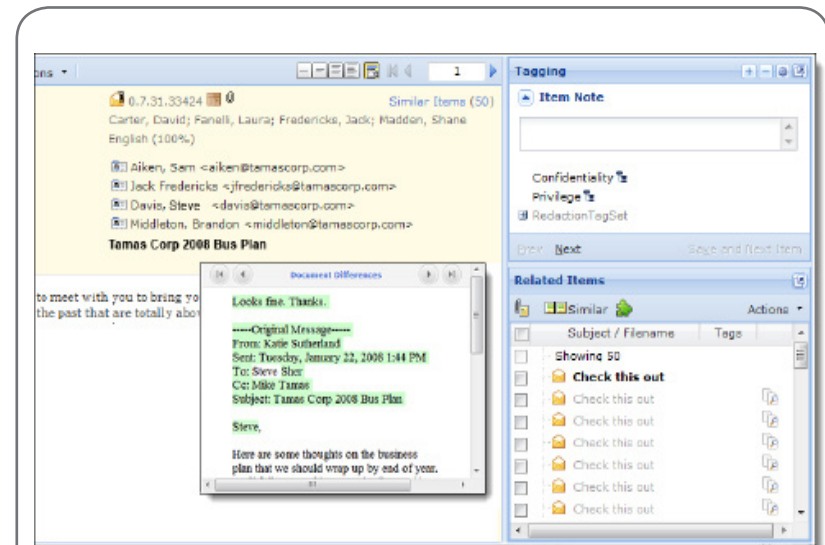
ALT+N Next
ALT+G Tag and Next
ALT+P Previous
ALT+T Tag

SCROLLING THROUGH SEARCH RESULTS

ALT↓ Display next hit
ALT↑ Display previous hit

SAVING YOUR MARKUP IN REDACTION MODE

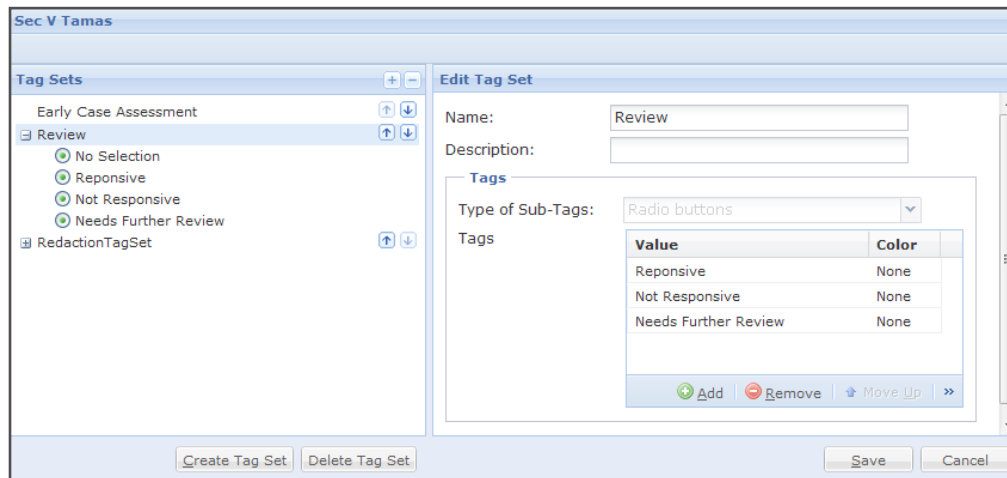
CTRL+S Save markup



DISPLAYING DIFFERENCES BETWEEN SIMILAR ITEMS

SHIFT + Ctrl + Click on an item appearing in the "Related Items" pane to show a popup with differences displayed.

CASE MANAGEMENT



CREATE TAGS AND TAG SETS FROM CASE HOME > TAGS

- 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