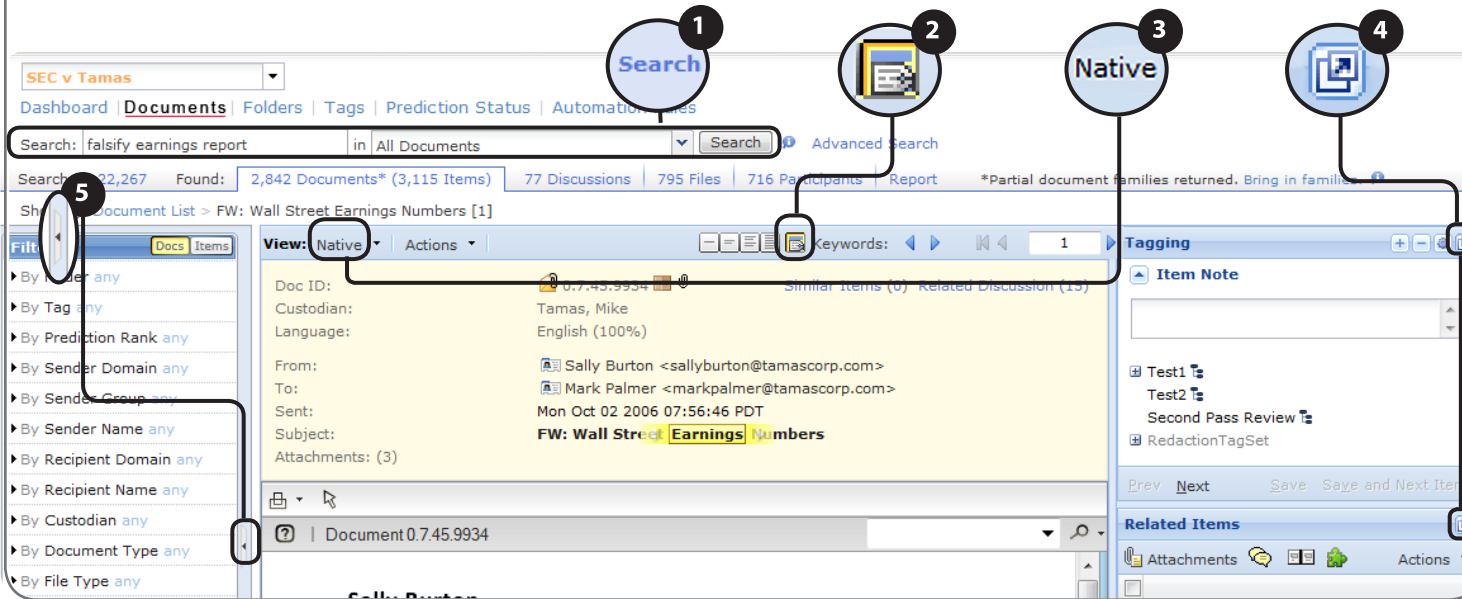


# Review Mode

**Note:** Certain documents in Review Mode may be unavailable if they have not been designated for review.

## GETTING STARTED

- 1 Run a search query or open your review folder.
- 2 Open Review Mode. (In 8.0: also expand the collapsed filter pane)
- 3 View documents in Native/Image View.
- 4 Undock the Tagging & Related Items windows.
- 5 Collapse the filter pane.



## REVIEW TIPS & TRICKS

### Expand & Collapse the Tag Decision Tree

You can open the entire decision tree by clicking the + button.

### Use Hit Highlighting

Use the arrow buttons or keyboard shortcuts to display the next hit.



- Circle arrow buttons move to the next, or previous hit.
- Arrows surrounding the document number field move to the next, or previous document.

### View Attachments before clicking Next Document

Choose your View mode deliberately:

- Text Mode.** Faster display and multicolor highlighting.
- Native Mode.** Faster review by displaying messages in full, native fidelity.

### Sort Records Chronologically

Before entering Review Mode, you can sort your records by date.

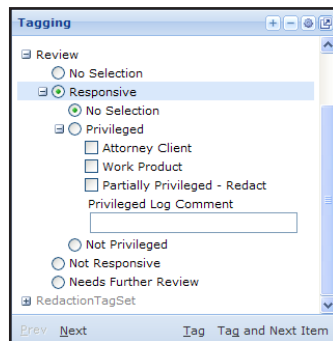
### Keyboard Shortcuts:

- F11** hides browser toolbar
- ALT+N** displays next document
- ALT+P** displays previous document
- ALT+T** saves marked tags
- ALT↓** displays next hit
- ALT↑** displays previous hit

## TAGGING DOCUMENTS

Tags are a simple way to indicate the status and relevance of a document. Tags enable you to classify documents based on selection criteria predefined by your case administrator.

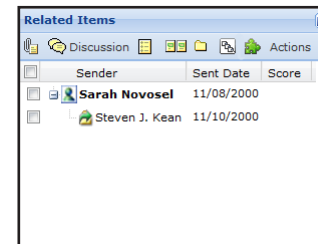
**To tag a document:**  
Select a tag.  
Click the Tag button to save the selection.



## VIEWING RELATED ITEMS

The **Related Items** window accelerates review by providing a single place to view everything related to a document.

**Attachments, Discussions, Topics, Similar Docs, Folders, Tag History, and Custom Attributes** are all accessible from **Related Items** enabling you to view, tag, and bulk tag without changing modes.







# Redaction Mode



**Note:** Redaction Mode may be unavailable for certain documents if they have not been designated for review.



## GETTING STARTED

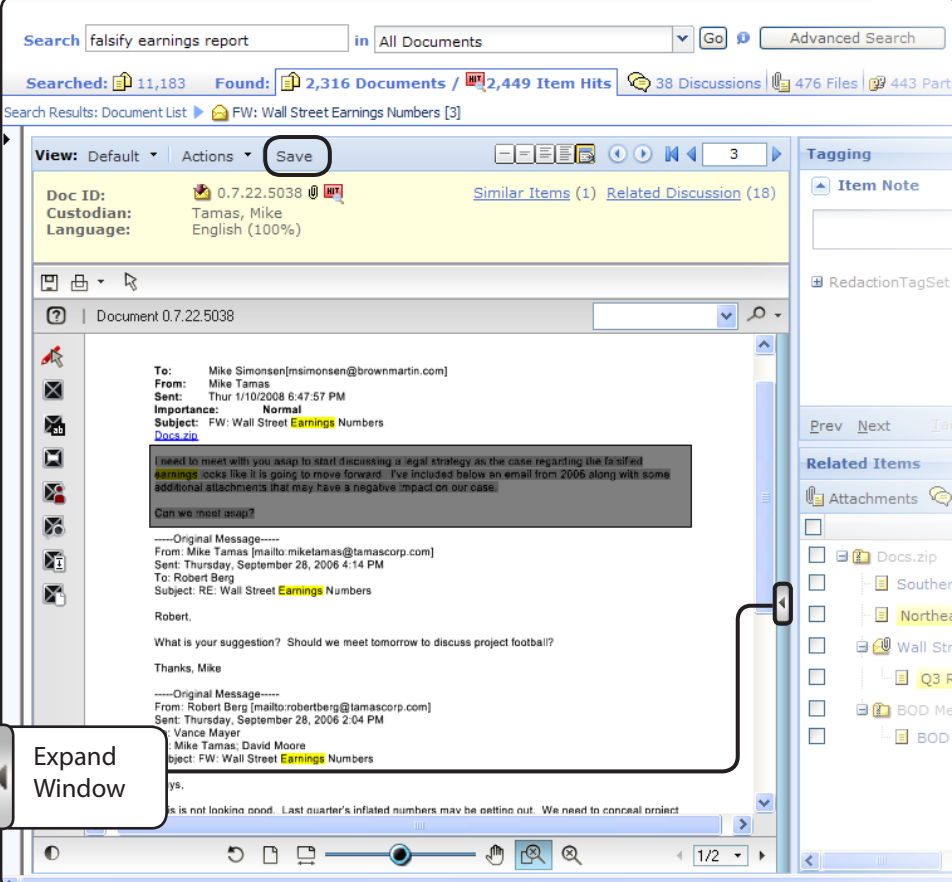
1. Open Redaction Mode.  
(View: > Redaction > set\_name)
2. Redact the document using the Redaction drawing tools.
3. Save your redactions.
4. Use the Thumbnail & Verification views to review your redactions.
5. Produce the document to burn in your redactions.

**EDIT TOOL**  
Select Redactions 

**BASIC TOOLS**  
Redact Area   
Redact Text   
Allow Area 

**SEARCH-BASED REDACTION**  
Redact Privacy Data   
Find and Redact 

**BULK REDACTION**  
Redact Section   
Redact Page 



Search falsify earnings report in All Documents Go Advanced Search

Searched: 11,183 Found: 2,316 Documents / 2,449 Item Hits 38 Discussions 476 Files 443 Parts

Search Results: Document List FW: Wall Street Earnings Numbers [3]

View: Default Actions Save

Doc ID: 0.7.22.5038 Similar Items (1) Related Discussion (18)

Custodian: Tamas, Mike

Language: English (100%)

Document 0.7.22.5038

To: Mike Simonsen(msimonsen@brownmartin.com)

From: Mike Tamas

Sent: Thur 1/10/2008 6:47:57 PM

Importance: Normal

Subject: FW: Wall Street Earnings Numbers

Docs.zip

I need to meet with you asap to start discussing a legal strategy as the case regarding the falsified earnings looks like it is going to move forward. I've included below an email from 2006 along with some additional attachments that may have a negative impact on our case.

Can we meet asap?

-----Original Message-----

From: Mike Tamas (mailto:miketamas@tamascorp.com)

Sent: Thursday, September 28, 2006 4:14 PM

To: Robert Berg

Subject: RE: Wall Street Earnings Numbers

Robert,

What is your suggestion? Should we meet tomorrow to discuss project football?

Thanks, Mike

-----Original Message-----

From: Robert Berg (mailto:robertberg@tamascorp.com)

Sent: Thursday, September 28, 2006 2:04 PM

To: Vance Mayer

From: Mike Tamas, David Moore

Subject: FW: Wall Street Earnings Numbers

Yes,

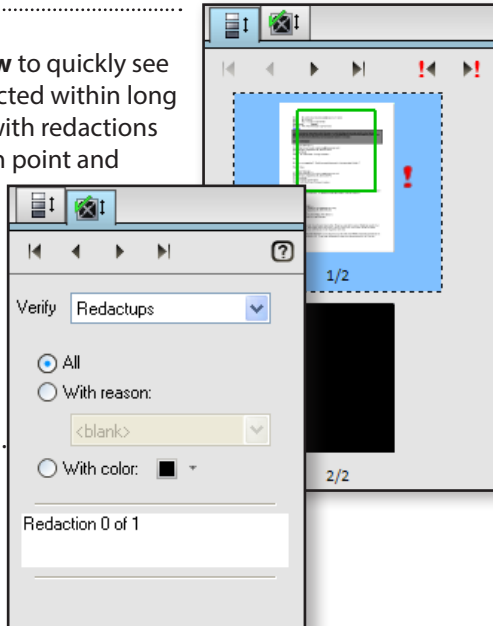
as is not looking good. Last quarter's inflated numbers may be getting out. We need to conceal project

Expand Window

## VERIFYING REDACTIONS

**Use thumbnail view** to quickly see what has been redacted within long documents. Pages with redactions have an exclamation point and highlighted border.

**Verify redaction accuracy** by stepping through documents or searching based on case-specific criteria.



Verify Redactups

All

With reason:

<blank>

With color: ■

Redaction 0 of 1

## REDACTION TIPS & TRICKS

For a faster redaction session, cache the review set first.

- 1 The Auto-save feature automatically saves your redactions when you move to the next document.

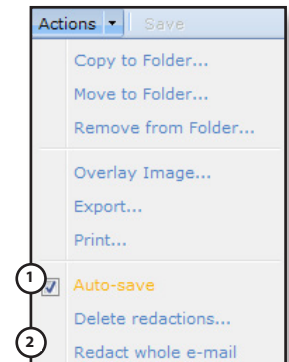
You can redact an entire document two ways:

- 2 **Redact whole document** (preferred).  
Produced document is replaced with a single slipsheet.

### Redact Pages

All pages print with black redaction fields. This option is available from the vertical Redaction tool bar.

Redactions should be either black or white.



Actions Save

Copy to Folder...

Move to Folder...

Remove from Folder...

Overlay Image...

Export...

Print...

1 Auto-save

2 Delete redactions...

Redact whole e-mail