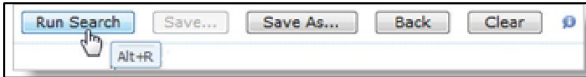


eDiscovery Platform Keyboard Shortcuts Quick Reference Card

Analysis & Review

Shortcuts from the Advanced Search page



Windows		Mac	
ALT + R	Run Search	CTRL + Option + R	Run Search
ALT + C	Clear Search	CTRL + Option + C	Clear Search

Applying newly selected filters to a search

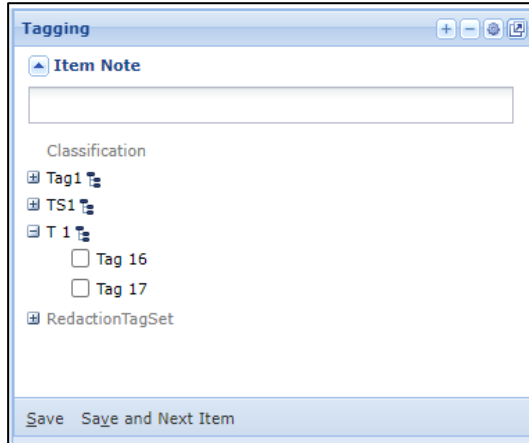


ALT + A -- Apply Filter

Scrolling through search results

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

Tagging in Review Mode



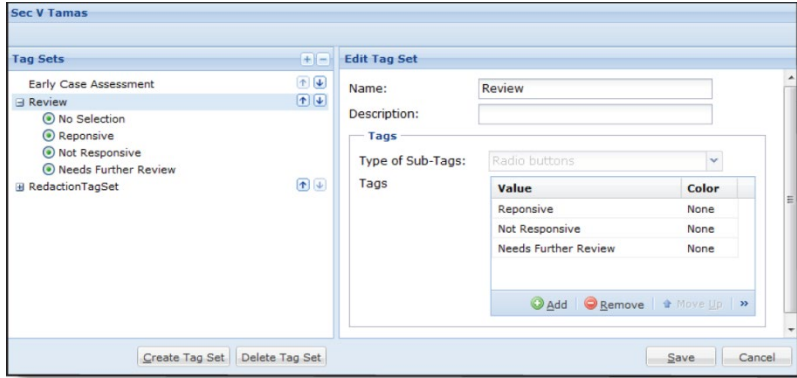
- ALT + P Previous
- ALT + N Next
- ALT + V Save and Next
- ALT + S Tag and Save

Saving your markup in redaction mode

CTRL + S Save markup

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

Date Picker shortcuts

Selecting a Date for date pickers with time selection

Tab to reach the date picker. Enter to select the calendar icon.

Enter Choose today

← Previous day

→ Next day↓ Next week

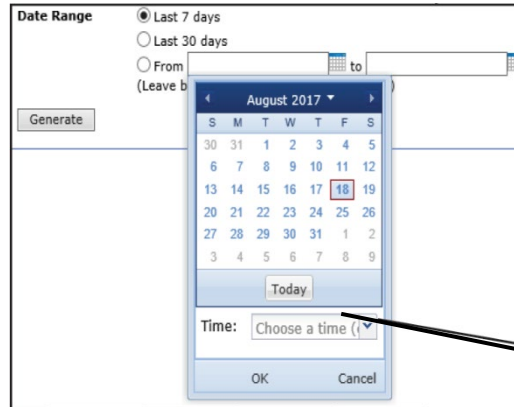
↑ Previous week

Ctrl + ↓ or Page Down Same date, previous month

Ctrl + ↑ or Page Up Same date, next month

Ctrl + → Same date, next year

Ctrl + ← Same date, previous year



Choosing a time (optional)

Select the date. Enter, then:

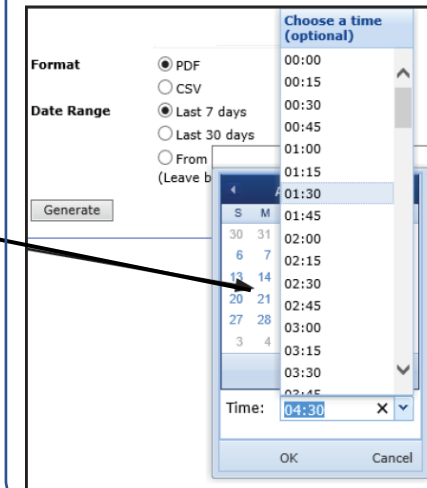
Tab Reach the Time field

↓ Expand the time selections

↓ Hold to scroll down

↑ Hold to scroll up

Enter Select time



Date Pickers without a time selector

Tab to reach the date picker. Select the calendar icon.

Use the keyboard commands as above.



Shortcut keys for Native Viewer

Shortcut for Window	Shortcut for MAC	Action	Shortcut for Window	Shortcut for MAC	Action
Page Down	fn + Down arrow	Go to Next page	Ctrl + F	Ctrl + F	Search in Native Viewer
Page Up	fn + up arrow	Go to Previous page	Ctrl + P	Ctrl + P	Print document within Native Viewer
Home	fn + left arrow	Go to first page	Esc	Esc	To Dismiss the Pop Windows like Redact Page, Redact Privacy Info
End	Fn + right arrow	Go to last page			Fit Width
+	Direct +	Zoom in	Alt + W	option + W	Select Pan Tool
-	Direct -	Zoom out	Ctrl + Shift+ A	Ctrl + Shift+ A	To enter full screen mode and exit
Ctrl + S	Ctrl + S	Save the Redaction and Mark-ups	Alt + F	option + F	Go to View tab
Delete	fn + Delete	Delete Redaction and Mark-ups	Alt + V	option + V	Go to Annotation Tab
Up, Down, Left, Right	Up, Down, Left, Right	Arrow Keys for navigate within page	Alt + A	option + A	Got to Redact Tab
Alt + N	option + N	Go to Next Document	Alt + R	option + R	To select the text in document
Alt + P	option + P	Go to Previous Document	Alt + I	option + I	To download document
Alt + Down Arrow	option + Down Arrow	Go to Next Hit (eDP search)	Ctrl + D	Ctrl + D	To view Comment
Alt + Up Arrow	option + Up Arrow	Go to Previous Hit (eDP search)	Ctrl + Shift + C	Ctrl + Shift + C	
Alt + V	option + V	To save the selected tag and go to next document			
Alt + S	option + S	Only to save the selected tag			
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			