Everlaw cheat sheet

General

Z	Dismiss all on-screen toast notifications

Homepage

Navigation:

Left arrow	Scroll cards left
Right arrow	Scroll cards right
/	Focus on the filter box
Esc	Collapse currently expanded columns

Cards:

A	Expand/collapse assignments
S	Expand/collapse searches
B	Expand/collapse Binders
T	Expand/collapse Storybuilder
U	Expand/collapse Document Sets
E	Expand/collapse Batches & Exports

Actions:

X	Toggle multiselect mode

Search

X	Select search terms

Selecting search terms:

Arrow keys	Move cursor

Rearrange search terms:

Shift + Arrow keys	Move selected term

Editing search terms:

F	Find a term
Enter	Edit the selected term
Esc	Stop editing the selected term
Del	Delete the selected term
N	Toggle "NOT"
T	Toggle between "AND" and "OR"
A	Insert "AND" term
O	Insert "OR" term
D	Duplicate last created term

General:

Ctrl + Enter	Search
Ctrl + Del	Start over
Ctrl + Z	Undo
Ctrl + Y	Redo
Space	Toggle the Instant Search Preview

Quick grouping:

G then N	No grouping
G then A	Group by attachments
G then E	Group by email threads
G then D	Group by exact duplicates
G then V	Group by versions

Results table

Navigation:

Up arrow / Down arrow	Move the focus up/down
Page Up / Down	Move the focus up/down five rows
C	Move the focus to the current document

Groups:

Right arrow	Expand the focused document's group
Left arrow	Collapse the focused document's group

Review:

R	Refresh the search with new results
Q	Toggle the Quick Review panel

Batch:

S	Select or deselect the focused document
A	Select or deselect all documents
Space	Toggle the batch coding panel

Other:

F	Toggle favorite status for this search

Quick review View:

Up arrow	Scroll up

Down arrow	Scroll down
Left arrow	Scroll left (if possible) or change pages
Right arrow	Scroll right (if possible) or change pages
I	Zoom in
O	Zoom out
C	Rotate document clockwise (image and native view)
J	Go to page by number

Navigation:

Shift + Up arrow	Go to the previous document
Shift + Down arrow	Go to the next document

Data:

0	Undo coding changes to current document
P	Code as previous
Shift + P	Code as previous, then go to next document
[1 - 9]	Apply preset to current document
Shift + [1 - 9]	Apply preset, then go to next document
H	Pop up the hit highlights menu
K	Toggle the applied ratings/codes bar

Tools:

[	Go to previous search hit
]	Go to next search hit

Review window

View:

Up arrow / Down arrow	Scroll up/down
Left arrow / Right arrow	Scroll left/right or change pages
I	Zoom in
O	Zoom out
C	Rotate document clockwise (image and native view)
L	Zoom to page height (image

	view)
K	Zoom to page width; play/pause (media view)
J	Go to page by number
V then I	Switch to Image view
V then T	Switch to Text view
V then N	Switch to Native view

Navigation:

Shift + Up arrow	Go to previous document
Shift + Down arrow	Go to next document
Page Up	Go to previous page
Page Down	Go to next page
Home	Go to the first page
End	Go to the last page

Data:

M	Toggle the metadata panel in classic mode, or show the metadata tab in full-screen mode
N	Toggle the notes panel in classic mode, or show the annotations tab in full-screen mode
Space	Toggle the coding panel in classic mode, or show the Coding tab in full-screen mode
S	Toggle the hit highlight panel in classic mode (supported views only), or show the hit highlight tab in full-screen mode
A	Go to the Coding Filters text box
Esc	Hide data overlays
0	Undo coding changes to current document
P	Code as previous
Shift + P	Code as previous, then go to next document
[1 - 9]	Apply preset to current document
Shift + [1 - 9]	Apply preset, then go to next document

Tools:

T	Toggle the translate panel in classic mode (supported views

	only), or show the language tab in full-screen mode
/	Go to custom hits search (supported views only)
[	Go to previous search hit (supported views only)
]	Go to next search hit (supported views only)
W	Write a new note
H	Select the highlighter (image view)
R	Redact (image view)
U	Toggle unitization tool

Groups:

G then A	Show attachments
G then D	Show duplicates
G then E	Show email threads
G then V	Show versions
G then U	Show unitization group
G then K	Show clustering neighbors
G then G	Toggle the context panel
G then 0	Reset all documents in group
G then S	Update selected docs in group

Tools:

[	Go to previous search hit
]	Go to next search hit

Review window

View:

Up arrow / Down arrow	Scroll up
Left arrow	right Scroll left/right (if possible) or change pages
I	Zoom in
O	Zoom out
C	Rotate document clockwise (image and native view)
L	Zoom to page height (image view)
K	Zoom to page width; play/pause (media view)
J	Go to page by number

V then I	Switch to Image view
V then T	Switch to Text view
V then N	Switch to Native view
F	Toggle between classic and full-screen mode

Navigation:

Shift + Up arrow / Down arrow	Go to the previous/next document
Page Up	Go to the previous pag
Page Down	Go to the next page
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N	Toggle the notes panel in classic mode, or show the annotations tab in full-screen mode
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S	Toggle the hit highlight panel in classic mode (supported views only), or show the hit highlight tab in full-screen mode
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Shift + P	Code as previous, then go to next document
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Clustering

Interaction:

D	Document select mode
X	Multi select mode
C	Cluster select mode
Ctrl	Multi select mode
Shift	Drag select mode

Selection:

Esc	Clear selection
P	Preview selection

Navigation:

F	Fit view
Arrow keys	Pan
I or +	Zoom in
O or -	Zoom out

Depth :

M	More detail
L	Less detail
A	Auto depth

Storybuilder Page

General:

F	Toggle favorite status for this Story
Left arrow / Right arrow	Change tabs
C	Open unread chats menu

Dashboard Tab:

T	Show/hide completed tasks

Timeline Tab:

/	Filter documents
E	Toggle the events view
Space	Toggle the batch panel
R	Refresh the current filter results

Depositions Tab:

/	Filter Depositions
N	Create a new Deposition
S	Search transcript content

Drafts Tab:

/	Filter Drafts
N	Create a new Draft

Timeline

Data:

/	Filter documents
E	Toggle the events view
Space	Toggle the batch panel
R	Refresh current filter results

Depositions

General:

F	Toggle favorite status for this Deposition

Task List:

T	Show/hide completed tasks

Deposition Editor:

Ctrl + F	Search
Ctrl + Z	Undo
Ctrl + Y	Redo

Text Formatting:

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Tab	Indent
Shift + Tab	Unindent
Other:	
Ctrl + M	Insert timestamp

Drafts

Toolbar:

Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + F	Search
Text Formatting:	
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Tab	Indent
Shift + Tab	Unindent
Other:	
F	Toggle favorite status for this Draft

"Compatible Shortcuts"

Everlaw automatically supports a selection of common keyboard shortcuts ("compatible shortcuts") to help users transitioning to Everlaw from another platform.

You have the option to use the following compatible shortcuts that are available in Quick Review and/or the Review Window (full-screen and classic):

Alt + Page Up	Go to the previous document
Alt + Enter	Go to the next document
Alt + Z	Undo coding changes to current document
Shift + Alt + Z	Code as previous
Alt + Up arrow	Go to previous search hit
Alt + Down arrow	Go to next search hit
Alt + I	**Switch to Image view
Alt + N	**Switch to Native view

** = Available only in the Review Window (full-screen and classic).

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More information: defkey.com/hi/everlaw-shortcuts

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