



Veritas eDiscovery Platform cheat sheet

Analysis & Review

Advanced Search page

Alt + R	Run search
Alt + C	Clear search

Applying filters to a search

Alt + A	Apply filter
Alt + Down arrow	Display next occurrence
Alt + Up arrow	Display previous occurrence

Tagging in review mode

Alt + P	Previous
Alt + N	Next
Alt + V	Save and next
Alt + S	Tag and save

Case management

Creating 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

Tab	Press Tab to reach date picker. Then, use keyboard shortcuts above
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Native Viewer

Page Down	Go to next page
Page Up	Go to previous page
Home	Go to first page
End	Go to last page
+	Zoom in
-	Zoom out
Ctrl + S	Save the redaction and mark-ups
Del	Delete redaction and mark-ups
Arrow keys	Navigate within page
Alt + N	Go to next document

Alt + P	Go to previous document
Alt + Down arrow	Go to next hit (eDP search)
Alt + Up arrow	Go to previous hit (eDP search)
Alt + V	Save the selected tag and go to next document
Alt + S	Only save the selected tag
Ctrl + Space	Rotate page clockwise
Ctrl + Shift + Space	Rotate page counterclockwise
Alt + T	Show thumbnails for current item
Ctrl + F	Search in Native Viewer
Ctrl + P	Print document within Native Viewer
Esc	Dismiss the Pop Windows such as Redact Page, Redact Privacy Info
Alt + W	Fit width
Ctrl + Shift + A	Select pan tool
Alt + F	Toggle full-screen mode
Alt + V	Go to View tab
Alt + A	Go to Annotation tab
Alt + R	Go to Redact tab
Alt + I	Select the text in document
Ctrl + D	Download document
Ctrl + Shift + C	View comment

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More information: defkey.com/ur/veritas-ediscovery-platform-shortcuts

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