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

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/veritas-ediscovery-platform-shortcuts*

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