



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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