



iManage Work cheat sheet

General

[Customize this PDF...](#)

F6	Navigate through the iManage Work Panel.
Ctrl + Space	Open the drop-down options to either resize or close the iManage Work Panel. Use the UP and DOWN arrow keys to select Resize or Close to either resize or close the iManage Work Panel.
\	Expand or collapse the side navigation.
K	Press K to display the list of shortcut keys in the iManage Work Panel. Press K again to close the shortcut keys help.
?	Display the help topics within the iManage Work Panel. Use the UP and DOWN arrow keys to navigate through the list of topics displayed and press ENTER to display the help topic. To close help, press ESC.
F or Ctrl + F	Search
D	Navigate to the Documents tab
R	Navigate to the Folders tab
E	Navigate to the Emails tab
M	Navigate to the My Matters tab
C	Navigate to the Clients tab. Use UP and DOWN to navigate through the various documents and press ENTER to open the selected client.
W	Open selected document, email, folder or matter in iManage Work
I	Open the Properties panel for selected document, email, folder or matter
O	Open the document in edit mode.
Shift + R	Refresh the page

Last modification: 2024/2/19 10:10:16

More information: defkey.com/zh/imanage-work-shortcuts