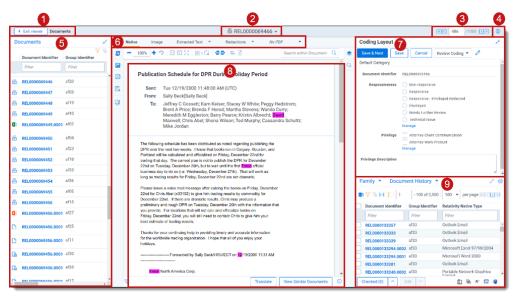
Review Interface quick reference guide

Each viewer serves its own purpose and own file type, but there are common functions within all of them. There are also viewer-specific functionality that is called out in the viewer tables.



Review Interface features Displays your current location while browsing documents in Breadcrumbs 1 the Related items card. If Documents is an active link, you can click it to return to the document you were viewing before browsing documents in the Related items card. Document Menu of actions the user may perform on the document as 2 Actions a whole. Document Browse across documents in the Review queue. 3 navigation Menu of display configurations and review settings. Viewer settings 4 Document list List presentation of all the documents in the user's Review 6 queue. Viewer type tabs Select which Viewer type you would like to view the current 6 document in.

Review Interface features		
7	Coding layouts	Customizable coding forms for viewing and editing a document's fields.
8	Viewer	Displays the current document in the selected viewer.
9	Related items card	Identify and act on documents related to the active document.

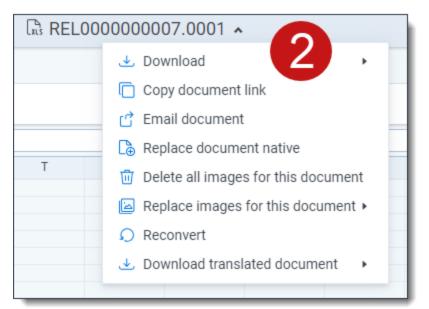
Common icons, toggles, and actions: This section covers icons, toggles, and other actions that are seen throughout the different viewer types.

- 100% +	Zoom controls	Manually zoom out and zoom in.
ົ	Reset zoom	Reset to default zoom.
80×	Preset zoom controls	Fit to Width, Fit to Height, and Fit Actual.
≣▼	Layout mode	Select an option to determine how documents that are more than one page long display in the Viewer. Not available in the Extracted Text Viewer.
Viewer Search Bar: You can search the current document for exact matches. Not available in the Image Viewer or Productions Viewer.		
Search within Document	Viewer Search Bar	Enter a terms search to highlight the results in the Viewer. The Search Bar supports dtSearch and so proximity, fuzziness, and stemming can be used.
company 🔺 🔻	Viewer search	Navigate across viewer search hits.

Prelativity one

navigation

Document actions and Viewer settings



Document actions --menu of actions the user may perform on the document as a whole. Download Hover your cursor over this option and select one of the options to download a copy of the current document. Alternatively, you can click on the document's name to download the native file. Copy document link Select to copy the URL to the current document to your clipboard. Email document Select to open an email in your default email application with the URL to the current document included in the body of the email.

	-
Replace document native	Select to replace the native file of the current document with a new file.
Image on the fly	Hover your cursor over this option to show Image Profile options. Select the desired profile to begin imaging the current document.
Upload images for this document	Select the desired profile to replace the images for the current document using that imaging profile.
Reconvert	Select to clear your internet browser's cache and reload the current document for review.
Download	Hover your cursor over this option and select the desired language to

Document actions—menu of actions the user may perform on the document as a whole.

translated document download a copy of the document in the selected language. This option only displays if a document has been translated.

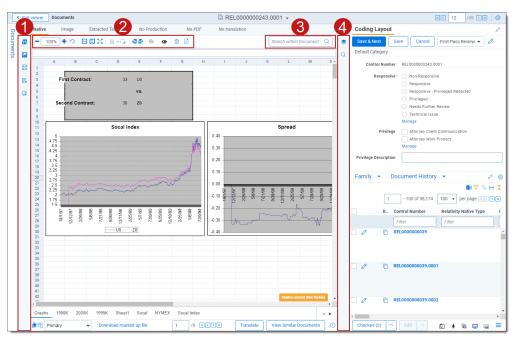
Viewer settings—menu of display configurations and review settings.		
Keyboard Shortcut Legend	Displays the keyboard shortcuts legend.	
Enable/Disable Keyboard Shortcuts	Turns keyboard shortcuts on or off.	
Show/Hide Tab Strip	Toggle the Sidebar and Tab strip in the Viewer	
Pop Out Viewer	Select to open the Pop Out Viewer in a new browser window	
Swap Layout	Select to move the Coding Layout and the Document card to the opposite side of the Viewer.	
Review Interface Settings	System administrators can select this option to view and edit instance settings and extensions to aid in troubleshooting.	

Relativity one

BRelativity[®]

Native Viewer

Use this section to understand the Native Viewer and its options.



Native Viewer features

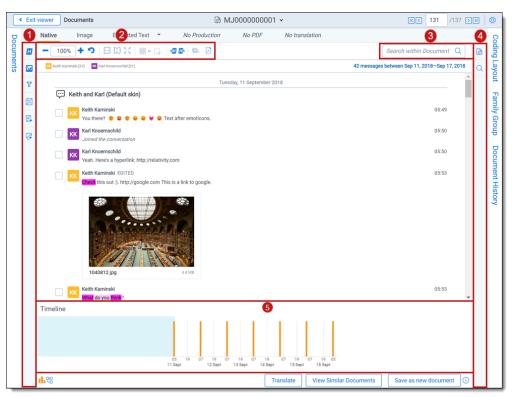
1	Left-drawer viewer options	Locate where the user may review highlight sets and terms associated with the current document, access the Thumbnail Viewer, or review the sentiment analysis highlights.
	Persistent highlighting	Click to toggle the user's view of each highlight set.
	Thumbnails	Click to toggle the left drawer and display the Thumbnail Viewer.
1	Sentiment Analysis highlights	Click to toggle the left drawer and display sentiment highlights.
e,	aiR for Review Analysis	Click to toggle the left drawer and view aiR for Review results.

Native Viewer features		
Ø	aiR for Privilege	Click to toggle the left drawer and view aiR for Privilege results.
2	Native Viewer toolbar	The viewer toolbar buttons for each viewer display here.
	Draft mode	Click to begin Draft mode which automatically contrasts text from the background.
€] [}	Highlight navigation	Navigate across all highlight search hits for checked terms within active sets or for specific highlight sets or terms when selected.
e,	Rotate all pages	Rotates all pages in a document clockwise 90 degrees. This option is only available for documents that have been paginated.
0	Redact markup visibility	Click to toggle between the markup display modes: Solid, Transparent, and Hidden.
団	Clear Markups	Click to remove all markups from the currently selected markup set for this document. This icon only displays in PDF and Excel documents that have been prepared for Redact.
A	Create PDF	Click to save the current native document as a PDF file.
3	Viewer Search Bar	Enter terms to highlight the results in the Viewer. It supports dtSearch and so proximity, fuzziness, and stemming can be used. Navigate across Viewer search hits.
4	Right-drawer Viewer options	Toggle all hidden content in the current document or toggle the Contextual Search pane.
\$	Hidden cells	Click to toggle all hidden content detected in the current document.
Q	Contextual Search, Find and Redact	Click to toggle the Contextual Search pane. This feature allows you to navigate to matching search terms in a document. After entering your search terms in the Contextua Search box, you can select markup options and apply redactions or markups to the desired results using Find and Redact.

BRelativity[®]

Short Message Viewer

Use this section to understand the Short Message Viewer and its options.



Short Message Viewer features		
1	Left-drawer Viewer options	Locate where the user may review highlight sets and terms associated to the document, access the Thumbnail Viewer, apply filters to short messages, or review sentiment analysis highlights.
	Persistent Highlighting	Click to toggle the user's view of each highlight set.
	Thumbnails	Click to toggle the left drawer and display the Thumbnail Viewer
7	Filter	Click to toggle the filters which can be used to narrow down what short messages display in the current document.

Short Message Viewer features		
*2	Sentiment Analysis	Click to toggle sentiment highlights.
e,	aiR for Review Analysis	Click to toggle the left drawer and view aiR for Review results.
Ø	aiR for Privilege	Click to toggle the left drawer and view aiR for Privilege results.
2	Short Message Viewer toolbar	The viewer toolbar buttons for each viewer display here
	Draft mode	Click to begin Draft mode which automatically contrast text from the background.
+∃ [} +	Persistent Highlight navigation	Navigate across all highlight search hits for checked terms within active sets or for specific highlight sets or terms when selected.
e,	Rotate all pages	Rotates all pages in a document clockwise 90 degrees This option is only available for paginated documents.
٨	Create PDF	Click to save the current native document as a PDF file
3	Viewer search bar	Enter terms to highlight the results in the Viewer. It supports dtSearch and so proximity, fuzziness, and stemming can be used. Navigate across Viewer search hits.
4	Right-drawer Viewer options	Toggle RSMF validation information or toggle the Contextual Search Pane.
B	RSMF validation	Click to toggle the RSMF Validation pane to show information to help you troubleshoot any errors in the RSMF file.
Q	Contextual Search	Click to toggle the Contextual Search Pane. This feature allows you to navigate to matching search terms in a document.
5	Timeline Navigator	Click to expand or collapse the Timeline Navigator to show time and duration short message information on the document.

Relativity one

PRelativity

Image Viewer

Use this section to understand the Image Viewer and its options.

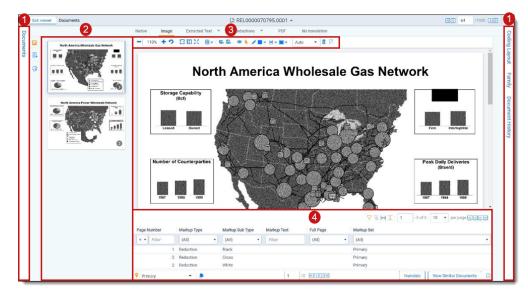


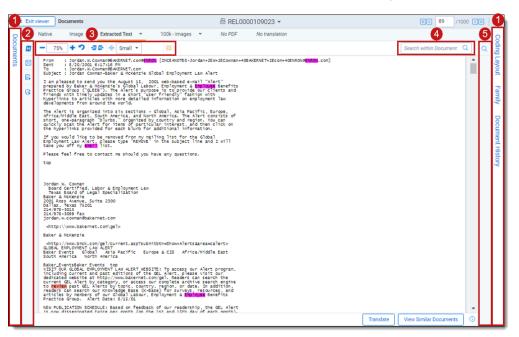
Image Vi	Image Viewer features		
0	Collapsible cards	Documents list, Coding layout, Family, Document History cards can be minimized or expanded, as needed.	
2	Thumbnails drawer	The viewer toolbar buttons for each viewer display here.	
	Thumbnail	Click to toggle the left drawer and display the Thumbnail Viewer.	
e.	aiR for Review Analysis	Click to toggle the left drawer and view aiR for Review results.	
Ø	aiR for Privilege	Click to toggle the left drawer and view aiR for Privilege results.	
3	Image Viewer toolbar	Searches the current document for exact matches.	
e,	Rotate all pages	Rotates all pages in a document clockwise 90 degrees. This option is only available for documents that have been paginated.	

inaye vi	ewer features	
0	Markup visibility	Allows the user to adjust the opacity of the selected markup set – redaction (100%), transparent (50%), and off (0%).
•	Selector	When this icon is active, the user may select one or many markups to perform an action across all the selected markups (edit, delete, move).
	Highlight markup color	Allows the user to change the highlight markup color.
	Redaction markup mode	Allows the user to determine which markup redaction mode they want to draw the markup with: basic, full-page, inverse, or mass redact modes.
	Redaction markup type	Allows the user to determine which markup redaction type they want to draw the markup with: black, cross, white, or tex redaction types.
Auto 🔻	Redaction text font size	Allows the user to adjust the font size of selected redaction text markup.
@	Delete Highlights	This icon opens the Mass delete markup pop-up window where the user may delete a highlight markup, partial markup, or full-page markup.
A	Create PDF	Click to save the current native document as a PDF file.
4	Markup navigator	Displays all the markups for each markup set for the current document.
Q	Markup sets navigator	Click to toggle the Markup sets navigator.
Markup Set 🔻	Markup set drop-down menu	Click and select the markup set that is displayed on the image of the current document.
	Redact image markup navigator	Click to toggle the Redact Markup Navigator where you can review markups that were applied by projects.

Prelativity one

Extracted Text Viewer

Use this section to understand the Extracted Text Viewer and its options.



Extracted Text Viewer features

1	Collapsible cards	Document list, Coding layout, Family, and Document History cards can be minimized or expanded.
2	Left-drawer viewer options	Locate where the user may review highlight sets and terms associated with the current document or access Sentiment Analysis highlights.
	Persistent highlighting	Click to toggle the user's view of each highlight set.
1	Sentiment Analysis highlights	Click to toggle sentiment highlights.
e.	aiR for Review Analysis	Click to toggle the left drawer and view aiR for Review results.

Extracte	d Text Viewer	features						
Ø	aiR for Privilege	Click to toggle the left drawer and view aiR for Privilege results.						
3	Text viewer toolbar	The Viewer toolbar buttons for each Viewer are placed here.						
+∃ € +	Highlight navigation	Navigate across all highlight search hits for checked terms within active sets or for specific highlight sets or terms when selected.						
<∥• Small •	Text delimiter size	You can use this drop-down menu to adjust the size of tab characters in the document text. This can be used to better align text in spreadsheets.						
₽	Toggle WordWrap	Click to turn word wrapping on or off when viewing document text.						
4	Viewer search bar	Searches the current document using dtSearch syntax. Enter a terms search to highlight the results in the Viewer. The Search Bar supports dtSearch and so proximity, fuzziness, and stemming can be used. Navigate across viewer search hits.						
5	Right-drawer viewer options	Toggle the Contextual Search Pane.						
Q	Contextual search	Click to toggle the Contextual Search Pane. This feature allows you to quickly navigate to matching search terms in a document which is useful in longer documents or ones that have many matching search terms.						

PRelativity

Productions Viewer

Use this section to understand the Productions Viewer and its options.

Exit	t viewer Documents		KC 89 /1000 DN 1
2		tracted Text Y Test Production Y	Coding La
6			ayout
		To: Jordan.IW.Cowman@BAKERNET.com/Jordan.W.Cowman@BAKERNET.com] From: Jordan.W.Cowman@BAKERNET.com@BENRONJIUCEANOTES- Jordan=2EV#2Ecowman+4BAKERNET=2Ecom+4DENEON@BENRON_com]	Family
		Sent: Mon 8/23/2001 61:71 6P M (UTC) Subject: Jordan Covernal Baker & Microtics Global Employment Law Alert Lam pleased to send you the August 15, 2001 web-based e-mail "Alert property Black & Kolomain's Global Labor, Employment & Engloyee Benefits Practice Group CQLEEP). The Alert's purpose is to provide our clients and friends with timely updates in a short's avertimely "fashion with hyperfinits to ancides with more detailed information on employment law developments from anound the world.	Document Histor
		The Alert is organized into six sections - Global, Asia Pacific, Europe, AfricaMiddle East, South America, and North America. The Alert consists of short, one-puragraph furths, "organized by country and region. You can quickly scan the Alert for items of particular interess, and then click on the hyperlinks provided for each blurb for additional information. If you would like to be removed from my mailing list for the Global	2
		Employment Law Alert, please type "REMOVE" in the subject line and I will take you off my email list. Please feel fire to contact me should you have any questions.	
		г наше пен пен по основки пен алоно учи пяти в у оризиони. Тор	
		Jordan W. Cowman Board Centified, Labor & Employment Law Texas Board of Legal Specialization Board Ress Avenue, Suite 2000 Dallas, Texas 75201 214/978-3015 214/978-3059 fax Jordan w. commangBakennet.com	
		<http: gel="" www.bakernet.com=""> Baker & McKenzie</http:>	
		this is an analysis of the second of the se	View Similar Documents

Producti	Production Viewer features									
1	Collapsible cards	Document list, Coding layout, Family, and Document History cards can be minimized or expanded.								
2	Left-drawer viewer options	Locate where the user may review highlight sets and terms associated with the current document or access Sentiment Analysis highlights.								
	Thumbnail	Click to toggle the left drawer and display the Thumbnail Viewer.								
Ę	aiR for Review Analysis	Click to toggle the left drawer and view aiR for Review results.								
Ø	aiR for Privilege	Click to toggle the left drawer and view aiR for Privilege results.								

Product	Production Viewer features								
3	Text viewer toolbar	The Viewer toolbar buttons for each Viewer are placed here.							
e	Rotate all pages	Rotates all pages in a document clockwise 90 degrees. This option is only available for documents that have been paginated.							
	Create PDF	Click to save the current native document as a PDF file.							

Prelativity one

PRelativity

PDF Viewer

Use this section to understand the PDF Viewer and its options.

Exit	viewer	Documents	_				ि REI	L0000	041077	.0001	*					0	KK 26	6 /1000	N	
2	Native	Image	3 cted	Text Y	Redactions	*	PDF		No trans	lation							- 4		5	
	- 1	00% 🕂 😕	80×	∷ ~⊜ 4) 📴 🕢										- 1	Search v	vithin Docu	iment Q		٦
-																			-	4
																			0	Ł
6																				
E.																				
_			ActivityFunction	1		Risk	Manager	nent												
Ø			Activities			100000						RC								
			Activities			0063	0448	0469	0470	0688	1160	1162 1631	1638	1	728 183	9 1	8			
_			Ad Hoc Reas			[""	8					118	198	110	140	92	125			
_ 1			Analyze Changes			100000						72	254	90	10	313	90			1
_ 1			Benchmark Report						136				22		10					1
_ 1			Bid Week Prepara	ation		\$ 52225								24		35	8			1
_			Calc Books - M									25	141	300	40	431	120			1
			Calc Books- S			10000							197	30						- 1
_ 1			Calc Sheets				56						34	4		190				1
_			Control Area Cher			10000		28												1
			Coordinate CAS A	Audit w/AA					50			8								1
			Curve Setup									7	57	30		26	1			1
_			Curve Validation						84				51	51						1
			Daily/Monthly Rep			Courses.				2	71	50	85	165		161	85			- 1
_			Deal w/Var and Is	sues				66						15						1
_			Flash Reporting			10000	16	*********			********						NC28022			1
_			Flash/OA Varianc				8													1
_			Generate Brokera		North Street and Street Street Street	and the second		S.m.	11				28,000000	7777777		177777777777	222.22			1
_			Inner-company Bo			-		28												1
			Input/Preparation	of Deals	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	10000							280	153	20	248	90			- 1
			Limit Monitoring						31						-					
			Liquid Reporting/F			and the second						101	57		7		and a second			
			Max Exposure Re	sport	la Provi				10			a film from the film of the	16	12	3	1000				
			Monitor Complian		olicy	C. State Street	China China Linna Li	State Street Street of	42	Contraction and the			and the state of the state	CONTRACTOR AND			and the second			
_			Monthly Accountin			-									-					1
			Nymex Limits & E			and the second second			40 25					20	Contraction contraction	2	6			- 1
			Originations Repo P/L report	orung		-		-	38					20		2	0			- 1
			Portfolio Hierarch	v Maintenace					59											
			Process Consolid			100000			220				12				0.000			
			Process Quotes	and orn					11				12							
			Recon and Report	ting for Bus Ar	abusis and Renor		The Section	Charlen and			4	0	102	6	15		1			
			Research Deals	ung for Dus A	any and and Report							25	102	96	17	67	60			
			Rework DPR			-									4				¥	
_		Primary	× Down	load marked u				F		8 KC				Trans			nilar Docu		0	

PDF Viewer features

0	Collapsible cards	Document list, Coding layout, Family, and Document History cards can be minimized or expanded.
2	Left-drawer viewer options	Locate where the user may review highlight sets and terms associated with the current document or access Sentiment Analysis highlights.
	Persistent highlighting	Click to toggle the user's view of each highlight set.
	Thumbnail	Click to toggle the left drawer and display the Thumbnail Viewer.
1	Sentiment Analysis highlights	Click to toggle sentiment highlights.
E.	aiR for Review	Click to toggle the left drawer and view aiR for Review results.

	wer features	
	Analysis	
Ø	aiR for Privilege	Click to toggle the left drawer and view aiR for Privilege results.
3	PDF viewer toolbar	The Viewer toolbar buttons for each Viewer are placed here.
	Draft mode	Click to begin Draft mode which automatically contrasts text from the background.
+:] [: >	Highlight navigation	Navigate across all highlight search hits for checked terms within active sets or for specific highlight sets or terms when selected.
0	Redact markup visibility	Click to toggle between the markup display modes: Solid, Transparent, and Hidden. This option only displays if you hav the Redact application installed.
4	Viewer search bar	Searches the current document using dtSearch syntax. Enter a terms search to highlight the results in the Viewer. The Search Bar supports dtSearch and so proximity, fuzziness, and stemming can be used. Navigate across viewer search hits.
5	Right-drawer viewer options	Toggle all hidden content in the current document or toggle the Contextual Search Pane.
\$	Hidden cells	Click to toggle all hidden content detected in the current document.
Q	Contextual Search	Click to toggle the Contextual Search pane. This feature allows you to quickly navigate to matching search terms in a document which is useful in longer documents or ones that have many matching search terms.

Prelativity one

Proprietary Rights

This documentation ("**Documentation**") and the software to which it relates ("**Software**") belongs to Relativity ODA LLC and/or Relativity's third party software vendors. Relativity grants written license agreements which contain restrictions. All parties accessing the Documentation or Software must: respect proprietary rights of Relativity and third parties; comply with your organization's license agreement, including but not limited to license restrictions on use, copying, modifications, reverse engineering, and derivative products; and refrain from any misuse or misappropriation of this Documentation or Software in whole or in part. The Software and Documentation is protected by the **Copyright Act of 1976**, as amended, and the Software code is protected by the **Illinois Trade Secrets Act**. <u>Violations can involve</u> <u>substantial civil liabilities, exemplary damages, and criminal penalties, including fines</u> <u>and possible imprisonment</u>.

©2025. Relativity ODA LLC. All rights reserved. Relativity® is a registered trademark of Relativity ODA LLC.