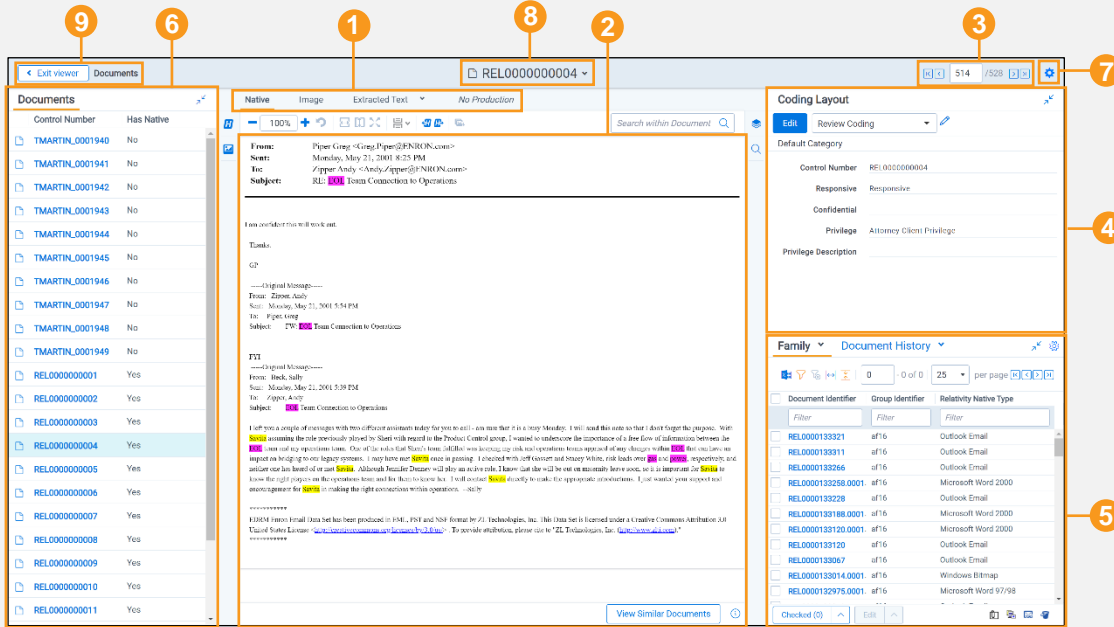


# Review interface



- Download document native
- Copy document link
- Email document
- Replace document native
- Delete all images for this document
- Replace images for this document ▶
- Reconvert

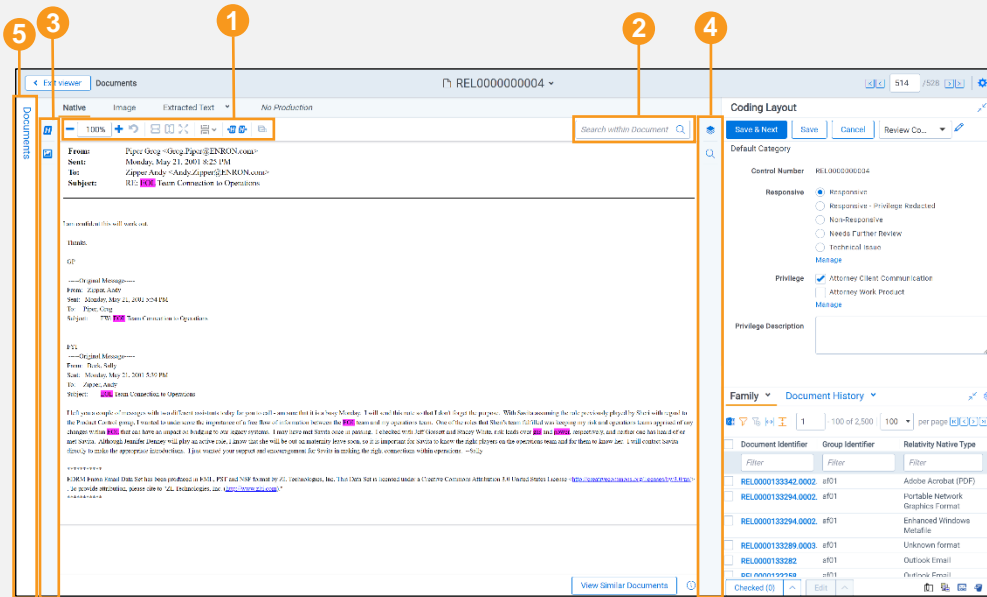
- Viewer Settings
- Keyboard Shortcut Legend
- Disable Keyboard Shortcuts
- Show Tab Strip
- Pop Out Viewer
- Swap Layout

## Review Interface Features

<b>1</b>	Viewer type tabs	Select which Viewer type you would like to view the current document in.
<b>2</b>	Viewer	Displays the current document in the selected Viewer.
<b>3</b>	Document navigation	Browse across documents in the Review queue.
<b>4</b>	Coding layouts	Customizable coding forms for viewing and editing a document's fields.
<b>5</b>	Related items card	Identify and act on documents related to the active document.
<b>6</b>	Document list	List presentation of all the documents in the user's Review queue.
<b>7</b>	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	Display or hide 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 from where they are currently located.
<b>8</b>	Document Actions	Menu of actions the user may perform on the document as a whole.
	Download document native	Download the native file for 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 and Image Profile options will display. Select the desired profile to begin imaging the current document.
	Replace images for this document	Hover your cursor over this option and Image Profile options will display. 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.
<b>9</b>	Breadcrumbs	Displays your current location while browsing documents in 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.



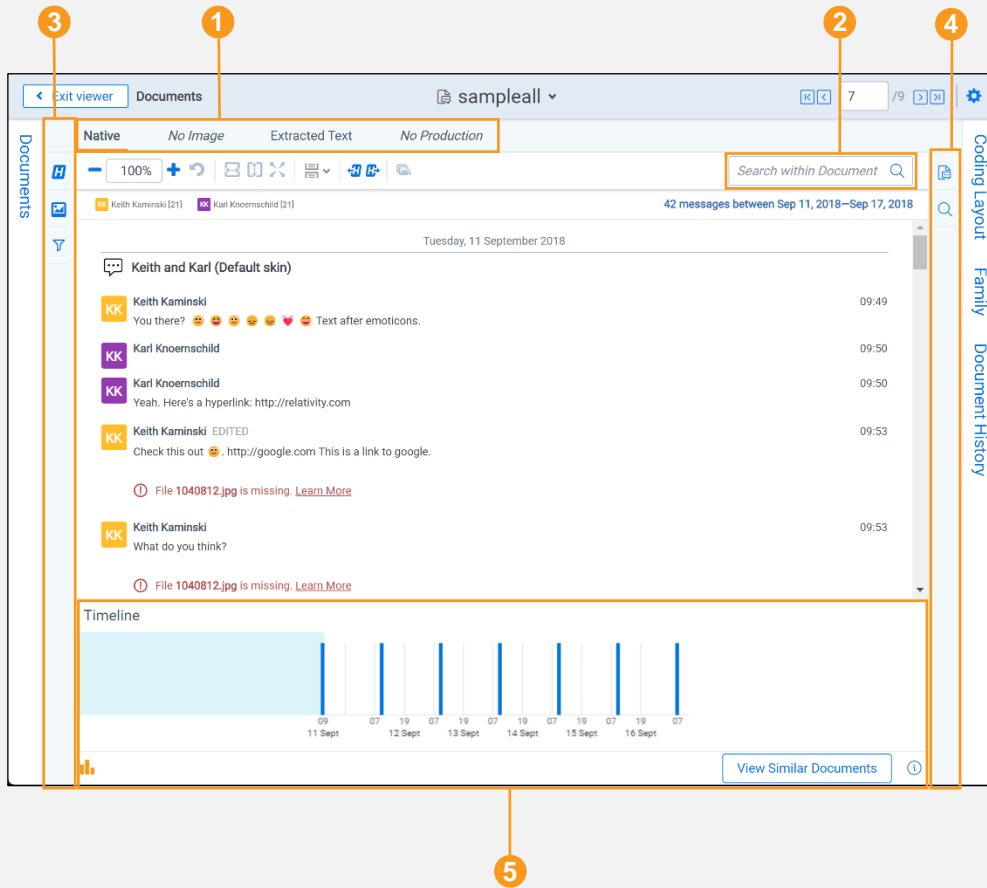
## Review interface – Native Viewer



### Native Viewer Features

<b>1</b>	Native Viewer toolbar	The viewer toolbar buttons for each viewer display here.
<b>-</b> 100% <b>+</b>	Zoom controls	Manually zoom out/zoom in.
	Reset zoom	Reset to default zoom.
	Preset zoom controls	Fit to Width / Fit to Height / Fit Actual.
	Layout mode	Select an option to determine how documents that are more than one page long display in the Viewer.
	Highlight navigation next/prev	Navigate across all highlight search hits for checked terms within active sets or for specific highlight sets or terms when selected.
	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.
<b>2</b>	Viewer Search Bar	Searches the current document for exact matches.
	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.
	Viewer search next/prev	Navigate across Viewer search hits.
<b>3</b>	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 display or hide the user's view of each highlight set.
	Thumbnails	Click to display or hide the left drawer and display the Thumbnail Viewer.
<b>4</b>	Right drawer Viewer options	Display or hide all hidden content in the current document or display or hide the Contextual Search Pane.
	Hidden Cells	Click to display or hide all hidden content detected in the current document.
	Contextual Search	Click to display or hide 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.
<b>5</b>	Collapsible Cards	Document list and Coding layout/Related items cards can be minimized to focus on the Viewer or expanded as needed.

## Review interface – Short Message Viewer



Short Message Viewer Features		
<b>1</b>	Short Message Viewer toolbar	The viewer toolbar buttons for each viewer display here.
- 100% +	Zoom controls	Manually zoom out/zoom in.
	Reset zoom	Reset to default zoom.
	Preset zoom controls	Fit to Width / Fit to Height / Fit Actual.
	Layout mode	Select an option to determine how documents that are more than one page long display in the Viewer.
	Highlight navigation next/prev	Navigate across all highlight search hits for checked terms within active sets or for specific highlight sets or terms when selected.
	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.
<b>2</b>	Viewer Search Bar	Searches the current document for exact matches.
	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.
	Viewer search next/prev	Navigate across Viewer search hits.
<b>3</b>	Left drawer Viewer options	Locate where the user may review highlight sets and terms associated with the current document, access the Thumbnail Viewer, apply filters to short messages, or review the sentiment analysis highlights.
	Persistent Highlighting	Click to display or hide the user's view of each highlight set.
	Thumbnails	Click to display or hide the left drawer and display the Thumbnail Viewer.
	Filter	Click to display or hide the filters which can be used to narrow down what short messages display in the current document.
<b>4</b>	Right drawer Viewer options	Display or hide RSMF validation information or display or hide the Contextual Search Pane.
	RSMF Validation	Click to display or hide the RSMF Validation pane which displays information to help you troubleshoot any potential errors in the RSMF file.
	Contextual Search	Click to display or hide 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.
<b>5</b>	Timeline Navigator	Click to expand or collapse the Timeline Navigator which displays information on the time and duration of the short messages displayed in the current document.

## Review interface – Image Viewer

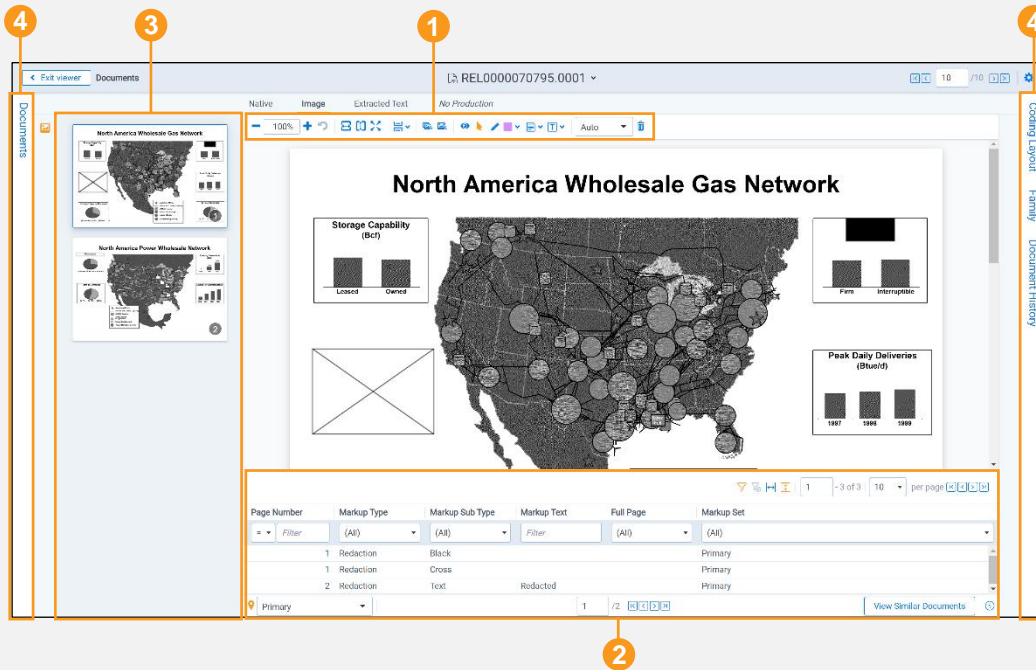
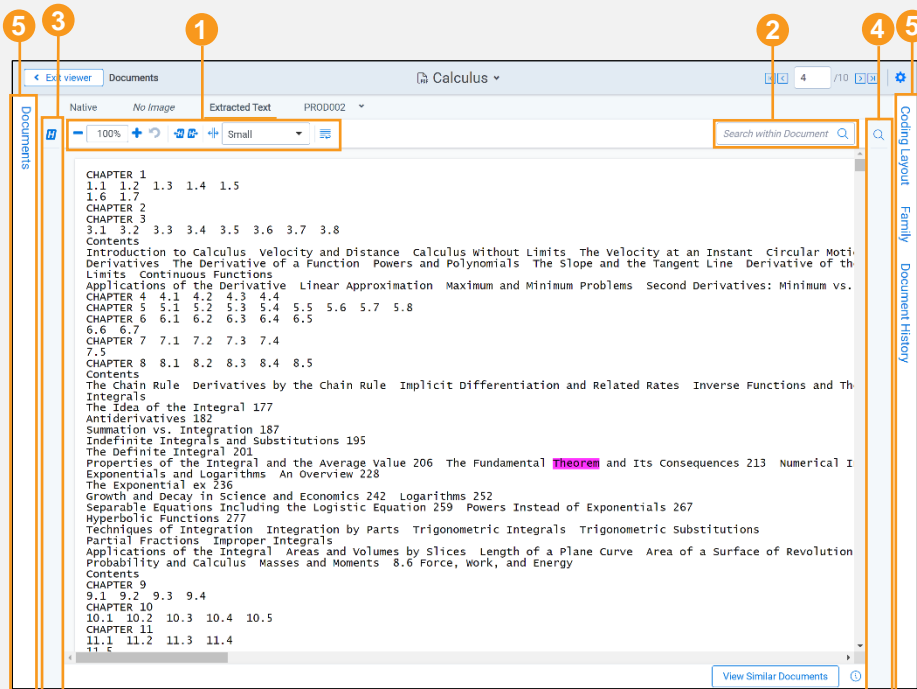


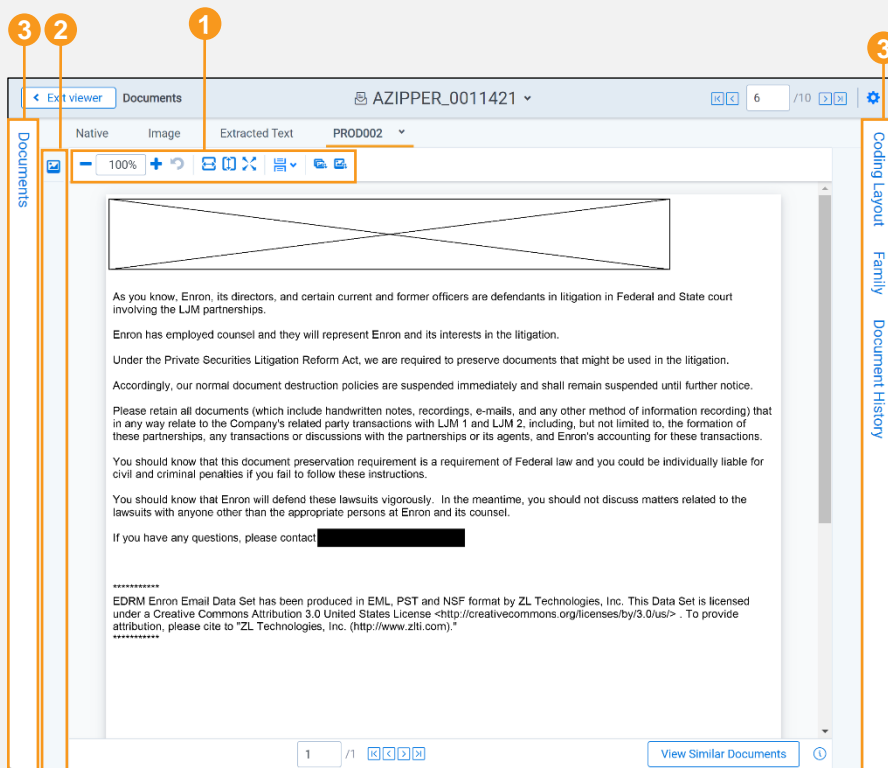
Image Viewer Features		
<b>1</b>	Image Viewer toolbar	The Viewer toolbar buttons for Viewer are placed here.
- 100% +	Zoom controls	Manually zoom out/zoom in.
	Reset zoom	Reset to default zoom.
	Preset zoom controls	Fit to Width / Fit to Height / Fit Actual.
	Layout mode	Select an option to determine how documents that are more than one page long display in the Viewer.
	Rotate page controls	Click to either rotate an individual page 90 degrees per click, or to rotate all of the pages in the current document.
	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 text 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.
	Save as PDF	Click to save the current native document as a PDF file.
<b>2</b>	Markup navigator	Displays all the markups for each markup set for the current document.
	Markup sets navigator	Click to display or hide 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 display or hide the Redact Markup Navigator where you can review markups that were applied by projects.
<b>3</b>	Thumbnails drawer	Displays the thumbnails for each page of the image along with whichever markup set is selected.
	Thumbnail	Click to display or hide the left drawer and display the Thumbnail Viewer.
<b>4</b>	Collapsible cards	Document List and Coding layout/Related items cards can be minimized to focus on the Viewer or expanded as needed.

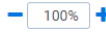






## Review interface – Text Viewer



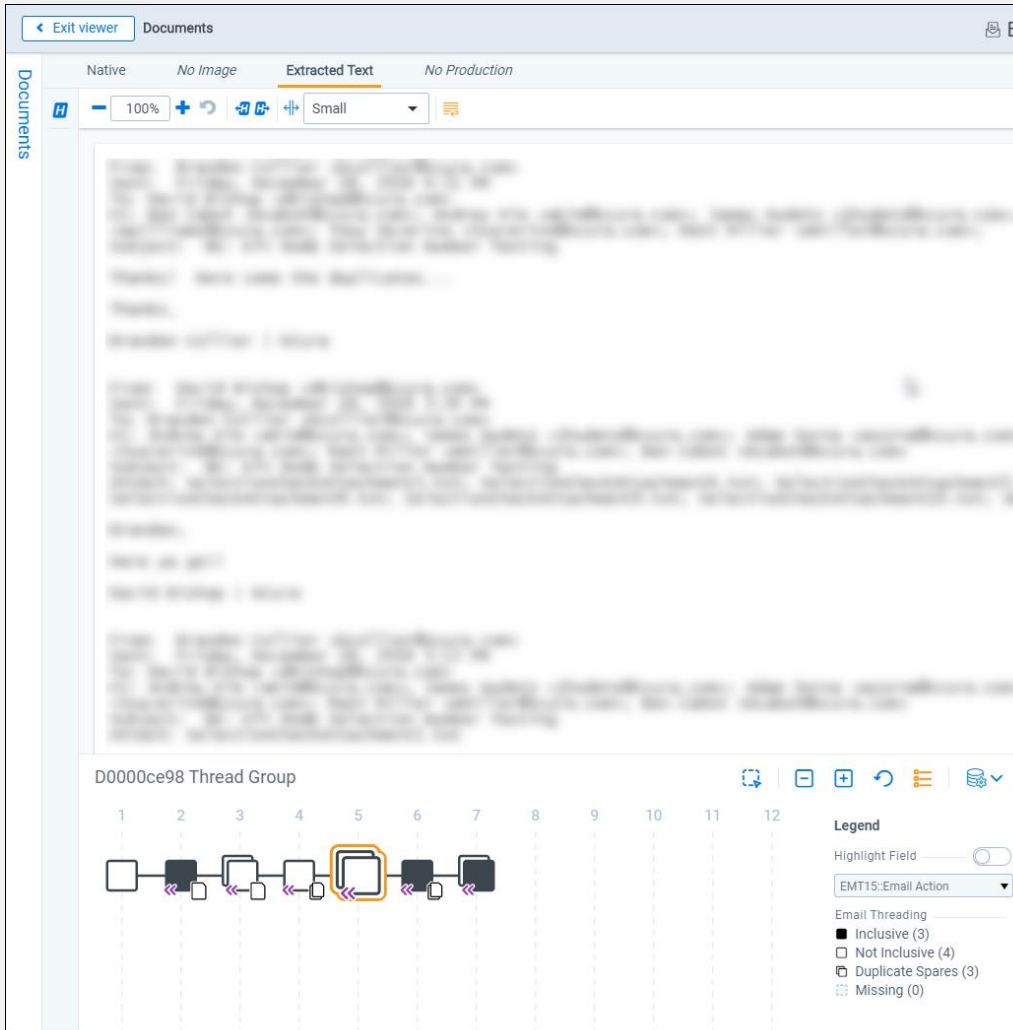
Text Viewer Features		
<b>1</b>	Text Viewer toolbar	The Viewer toolbar buttons for each Viewer are placed here.
	Zoom controls	Manually zoom out/zoom in.
	Reset zoom	Reset to default zoom.
	Preset zoom controls	Fit to Width / Fit to Height / Fit Actual.
	Highlight navigation next/prev	Navigate across all highlight search hits that for checked terms within active sets or for specific highlight sets or terms when selected.
	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.
<b>2</b>	Viewer Search Bar	Searches the current document using dtSearch syntax.
	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.
	Viewer search next/prev	Navigate across viewer search hits.
<b>3</b>	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 display or hide the user's view of each highlight set.
<b>4</b>	Right drawer Viewer options	Display or hide the Contextual Search Pane.
	Contextual Search	Click to display or hide 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.
<b>5</b>	Collapsible cards	Document list and Coding layout/Related items cards can be minimized to focus on the Viewer or expanded as needed.










## Review interface – Productions Viewer









Productions Viewer Features		
<b>1</b>	Productions Viewer toolbar	The Viewer toolbar buttons for each Viewer are placed here.
	Zoom controls	Manually zoom out/zoom in.
	Reset zoom	Reset to default zoom.
	Preset zoom controls	Fit to Width / Fit to Height / Fit Actual.
	Layout mode	Select an option to determine how documents that are more than one page long display in the Viewer.
	Rotate page controls	Click to either rotate an individual page 90 degrees per click, or to rotate all of the pages in the current document.
	Save as PDF	Click to save the current native document as a PDF file.
<b>2</b>	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 display or hide the left drawer and display the Thumbnail Viewer.
<b>3</b>	Collapsible cards	Document list and Coding layout/Related items cards can be minimized to focus on the Viewer or expanded as needed.

## Email Thread Visualization



Email Threading Icons		
	Enable Mass Edit Selection	Click this button to allow you to click on documents in the visual email thread (along with their duplicate spares and/or attachments) to select them. You can then mass edit the selected documents.
	Zoom out/Zoom in controls	Click the plus or minus sign to zoom in or zoom out in your email thread visualization.
	Reset Zoom	Click this icon to reset your zoom to its default state.
	Collapse legend/display option controls	Click this icon to collapse the legend and display options for the email thread visualization pane.
	Expand legend/display option controls	Click this icon to expand the legend and display options for the email thread visualization pane.
Email Threading Legend		
	Inclusive	Emails that are inclusive, non-duplicate spares.
	Not Inclusive	Emails that are not inclusive.
	Missing	Missing emails.
	Duplicate Spare and Other	Emails that have duplicate spares or non-duplicate spare emails that exist at the same location in a thread.

Message and File Type Icons	
	Send (or Other)
	Reply
	Reply All
	Forward
	Draft
	Email contains attachments