

Hot Keys List to Fios Prevail®

Shortcut menus & hot keys

Many areas of Fios Prevail have shortcut or right-click menus to quickly access a set of functions. For example, every list and item view has a shortcut menu. Most every action in Fios Prevail is accessible via the keyboard by using the ALT key + a "hot key." As in Windows®, the hot key is the underlined letter on the button caption, checkbox, etc. For example, to "click" the Search button, you can press ALT + S.

Special hot keys that don't require pressing the ALT key first are:

Arrow keys to move to previous item or next item

Enter "clicks" the default button

Esc "clicks" the Cancel or "X" button

When viewing an imaged document, you can manipulate it with the following hot keys:

Ctrl+(arrow keys)
to move to the next/previous page.

Ctrl+Shift+(arrow keys) ↻
to rotate the image 90 degrees to the left/right, or invert the image.

Ctrl+(mouse click)
to zoom in (left mouse) or zoom out (right mouse).

List of shortcut menus & hot keys

Prevail menu	Function	Keys used	Description	
Prevail General		Alt right - arrow	Forward in browse history	
		Alt left - arrow	Back in browse history	
		Backspace	Back in browse history	
Matter Summary		Alt - F or F5	Refresh	
Search	Main Page	Alt - E	<u>S</u> earch options	
		Alt - A	<u>A</u> dd to Criteria	
		Alt - S	<u>S</u> earch	
		Alt - R	<u>R</u> eset	
		Alt - Y	<u>S</u> ort by	
		Alt - O	<u>O</u> pen Saved Search	
		Alt - V	<u>S</u> ave Search	
	Save Search Window	Alt - S	<u>S</u> ave	
		Alt - O	<u>O</u> pen	
		Alt - R	<u>R</u> ename	
		Alt - D	<u>D</u> elete	
		Alt - P	<u>E</u> dit Result <u>O</u> ptions window	
	Result Options	Alt - P	Uncheck or Check "Exclude duplicates across matter (include only primary copy of each document.)"	
		Alt - R	Uncheck or Check "Redirect to:..."	
		Alt - X	Uncheck or Check "Expand to:..."	
		Concept Search	Alt - T	Find <u>i</u> tems that contain concepts...
			Alt - C	<u>S</u> core threshold
			Alt - N	<u>A</u> nalyze for Concepts
		Keyword Search	Alt - T	Find <u>i</u> tems that contain...
	Alt - X		Select/Unselect Item <u>t</u> ext	
Alt - N	Select/Unselect Item <u>n</u> ames			
Alt - D	Select/Unselect Item <u>d</u> escriptions			
Alt - C	Select/Unselect Advan <u>c</u> ed Keyword Search Options			
Alt - M	Select Stem <u>m</u> ing			
Alt - F	Select <u>F</u> uzzy Level			
Category, Group...	Alt - T		Find <u>i</u> tems that are...	

Hot Keys List to Fios **Prevail**[®] (continued)

Prevail menu	Function	Keys used	Description
		Alt - I	<u>I</u> ncluded in
		Alt - X	<u>X</u> cluded from
		Alt - B	<u>B</u> rowse
		Alt - C	I <u>n</u> clude sub <u>c</u> ategories
	Email	Alt - M	Find <u>e</u> mails where...
		Alt - T	field(s) contain the <u>t</u> ext
	Annotations	Alt - T	Find annotations that contain the <u>t</u> ext...
		Alt - N	<u>A</u> nnotation
		Alt - C	<u>S</u> electd text
		Alt - B	authored <u>b</u> y
		Alt - D	Restrict by annotation <u>d</u> ate
	Date	Alt - D	Find items whose <u>d</u> ate is...
		Alt - B	Include items with <u>b</u> lank dates...
	Item Type	Alt - T	Restrict search to only items of <u>t</u> ype...
	FENS/Bates	Alt - F	<u>F</u> ENS
		Alt - B	<u>B</u> ates
	Redaction	Alt - R	Find items that contain <u>r</u> edactions based on the following status...
	Imported Items	Alt - I	Find <u>I</u> mported Items
		Alt - T	Fields contain the <u>t</u> ext...
		Alt - D	Include imported items with authored <u>d</u> ate
	Search	Alt - F5	Extends search for an extra 2 minutes. F5 can be pressed only 2 times for a total of 4 minutes extended searching.
Results	List View	Alt - C	<u>C</u> ategorize...
		Alt - V	<u>S</u> ave Search...
		Alt - D	<u>D</u> ownload List...
		Alt - G	<u>P</u> age
		right arrow	<next page of items>
		left arrow	<prev page of items>
	Categorizer	Alt - F	<u>R</u> efresh
		Alt - Y	<u>A</u> pply
	Tools	Alt - B	<u>A</u> vailable tools:
	Item View + Image View + Properties	Alt - C	<u>C</u> ategorize...
		Alt - A	<u>A</u> nnotate...
		Alt - R	<u>R</u> edact...
		Alt - T	<u>T</u> ools...
		Alt - P	<u>P</u> rint...
		Alt - D	<u>D</u> ownload...
		Alt - S	<u>S</u> ave (description)
		Alt - E	<u>I</u> tem
		Alt - H	Prev <u>H</u> it
		Alt - N	<u>N</u> ext Hit
		right arrow	<next item>
		left arrow	<prev item>
		Alt - Z	<u>Z</u> oom
		Ctrl Shift right arrow	Rotate Image right
		Ctrl Shift left arrow	Rotate image left
		Ctrl Shift down arrow	Flip image
		Ctrl +	Zoom in
		Ctrl -	Zoom Out
		Ctrl right arrow	<next page of current item>
		Ctrl left arrow	<prev page of current item>

Hot Keys List to Fios **Prevail**[®] (continued)

Prevail menu	Function	Keys used	Description	
Organizer	Categories	Alt - R	Create Category...	
		Alt - C	Categorize...	
		Alt - D	Download List...	
		Alt - G	Page	
		right arrow	<next page of items>	
		left arrow	<prev page of items>	
Folder View	Folder View	Alt - D	Download List...	
		Alt - G	Page	
		right arrow	<next page of items>	
		left arrow	<prev page of items>	
Options	General Tab	Alt - S	Start page:	
		Alt - B	Basis for Statistics on Matter Info page	
		Alt - Shift - C	Show 'Send to CaseMap' in context menu (check box)	
	Search Tab	Alt - A	Search area	
		Alt - Shift - C	Minimum score for concept search results	
		Alt - Shift - D	Warn before deleting a saved search	
		Alt - Shift - O	Warn before overwriting a saved search	
		Alt - Shift - T	Terms displayed in the Concept Analyzer	
		Alt - Shift - R	Redirect to: Top of chain	
		Alt - Shift - X	Expand to: Include all documents in chain	
		Alt - Shift - P	Excluded duplicates across matter (include only the primary copy of each item)	
		List Views Tab	Alt - I	Items displayed per page
			Alt - P	Show concepts related to selected item below the list view
			Alt - W	Warn when list position is adjusted to reflect change in the total item count
			Alt - R	Sort Results by:
			Alt - O	Sort Organizer by:
			Alt - F	Sort Folder by:
	Work Product Tab		Alt - T	Confirm before saving
		Alt - P	Warn before applying work product to duplicates	
		Alt - E	Warn before applying work product to email chain	
		Alt - W	Warn before applying work product to duplicate chains	
		Alt - I	Confirm when categorizing an item	
		Alt - M	Confirm when categorizing multiple items	
		Alt - U	Confirm when categorizing multiple items and their duplicates	
		Alt - O	Warn before deleting a category	
		Alt - R	Enable auto-refresh	
		Alt - A	Show annotated text as highlighted color	
Alt - D		Warn before deleting an annotation		
Alt - N		Warn before deleting a redaction region		
Alt - B		Warn before deleting all redactions for an item		
Alt - F	Warn before finalizing redactions for an item			
Account Tab	Alt - O	Old Password		
	Alt - N	New Password		
	Alt - C	Confirm Password		
	Alt - Q	Secret Question:		
	Alt - A	Secret Answer:		