

COURTROOM QUICK REFERENCE

The essential workflow and shortcuts to keep beside you during jury selection.

THE FIVE-STEP COURTROOM WORKFLOW

1 IMPORT

Review detected jurors and exclude fields you do not need.

2 SEAT

Match the on-screen jury box to the courtroom.

3 QUESTION

Keep the active question visible in Voir Dire Mode.

4 RECORD

Use response marks for speed and notes for context.

5 REVIEW

Search names and notes before strikes and printing.

ESSENTIAL SHORTCUTS

New project

Ctrl + N

Undo project action

Ctrl + Z

Open project

Ctrl + O

Redo project action

Ctrl + Y

Save project

Ctrl + S

Bold selected text

Ctrl + B

Open Help Center

F1

Italic selected text

Ctrl + I

Add group note

Ctrl + G

Underline selected text

Ctrl + U

Clear trial selection

Esc

Move between work panes

Tab

THREE REMINDERS THAT PREVENT TROUBLE

SAVE THE PROJECT

Autosave is a recovery tool. Use Ctrl + S to keep a named project file with the matter.

PRESERVE THE REASON

Use color as a visual flag and a note to preserve why the juror mattered.

CHECK THE ACTIVE QUESTION

Before marking responses, confirm the selected question shown across the top.

COURTROOM SPEED TIPS

GROUP NOTES

Hold Shift while selecting jurors, then press Ctrl + G.

EXIT FAST

Esc clears trial selections and turns Voir Dire Mode off.

FIND THE DETAIL

Search scans juror names and the note text you preserved.