https://support.rev.com/hc/en-us/articles/32807968926349-Multi-File-Insights

Multi-File Insights

Rev Insights (currently in beta!) is an AI-powered analysis tool that transforms how you work with case evidence and documents. Instead of reviewing files one by one, Rev Insights lets you upload all your materials—transcripts, PDFs, audio recordings, video files—into a single workspace where AI can analyze everything together.

Whether you're preparing for depositions, analyzing evidence, or building case strategy, Rev Insights acts like a research assistant that has read and memorized every document in your case.

Follow these steps to get started and make the most of the tool.

Step 1: Access Rev Insights

From My Files:

1. Go to "My Files" at the top of your Rev dashboard
2. Check the boxes next to the files you want to analyze
3. Click the "Insights" button that appears above your files
4. You'll be taken directly into Rev Insights with those files already loaded

From the homepage:

1. Log into your Rev account
2. Find "Rev Insights" in the left sidebar of your dashboard

3. Click on it to open the Rev Insights homepage
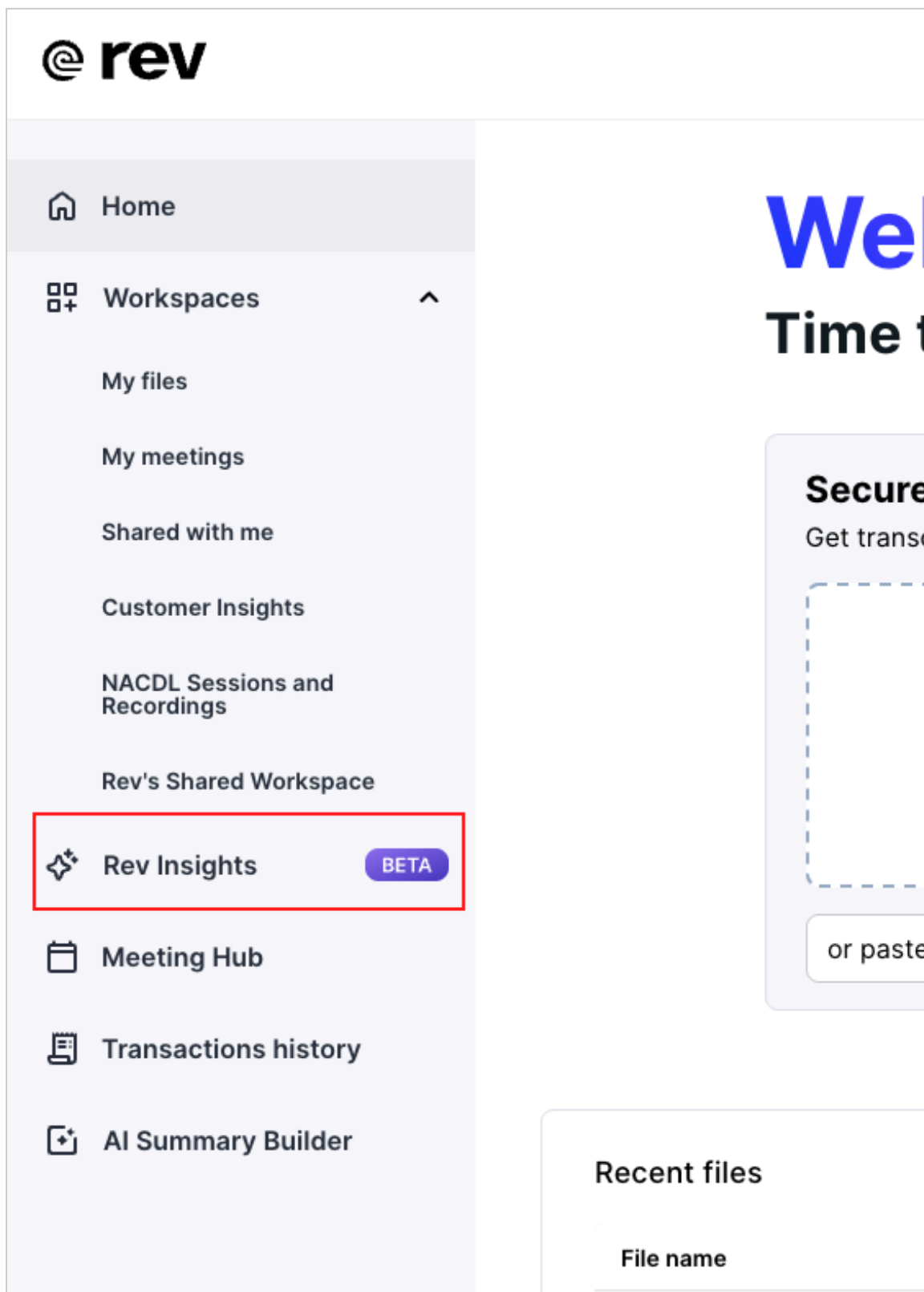
Step 2: Add Your Files

Once you're in Rev Insights, you'll see three panels. To add files, focus on the right panel labeled "Files."

**To add files that are already in your Rev account:**

1. Click "Choose Rev Files" in the right panel
2. Browse through your folders (My Files, My Meetings, Shared Workspaces)
3. Click on each file you want to include and click "Add Selected"
4. The files will appear in your Files list
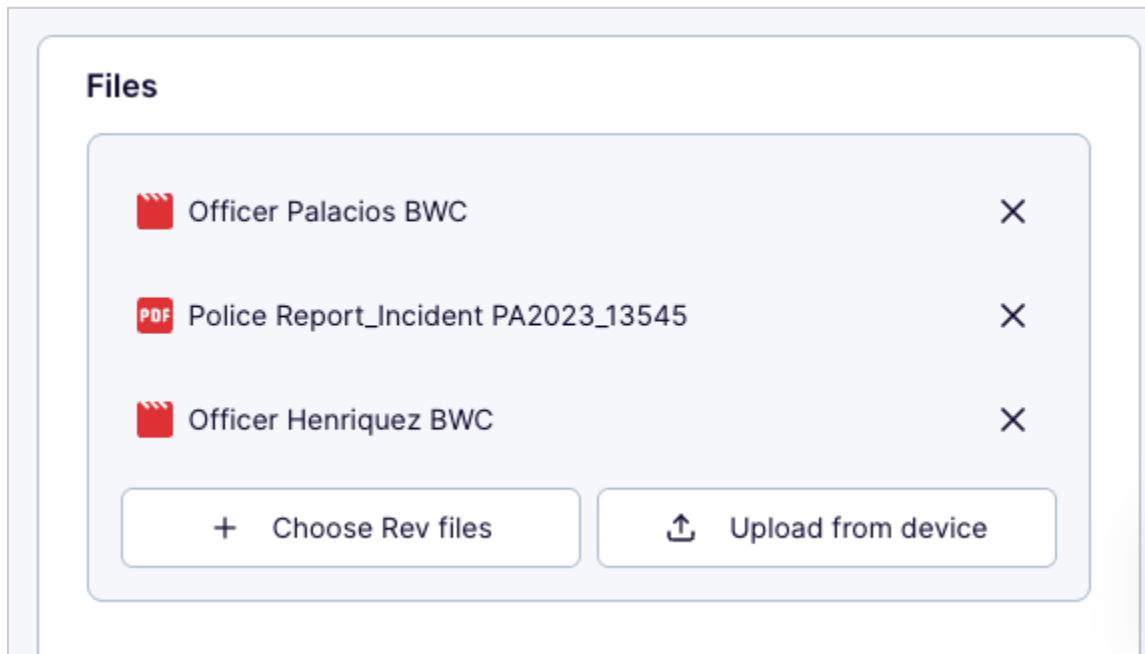
To upload new files from your computer:

1. Click "Upload from device" in the right panel
2. Select PDF files, text files, audio files, or video files from your computer
3. Click "Upload"
4. Audio and video files will be automatically transcribed

5. All uploaded files are saved to your My Files folder to be accessed later
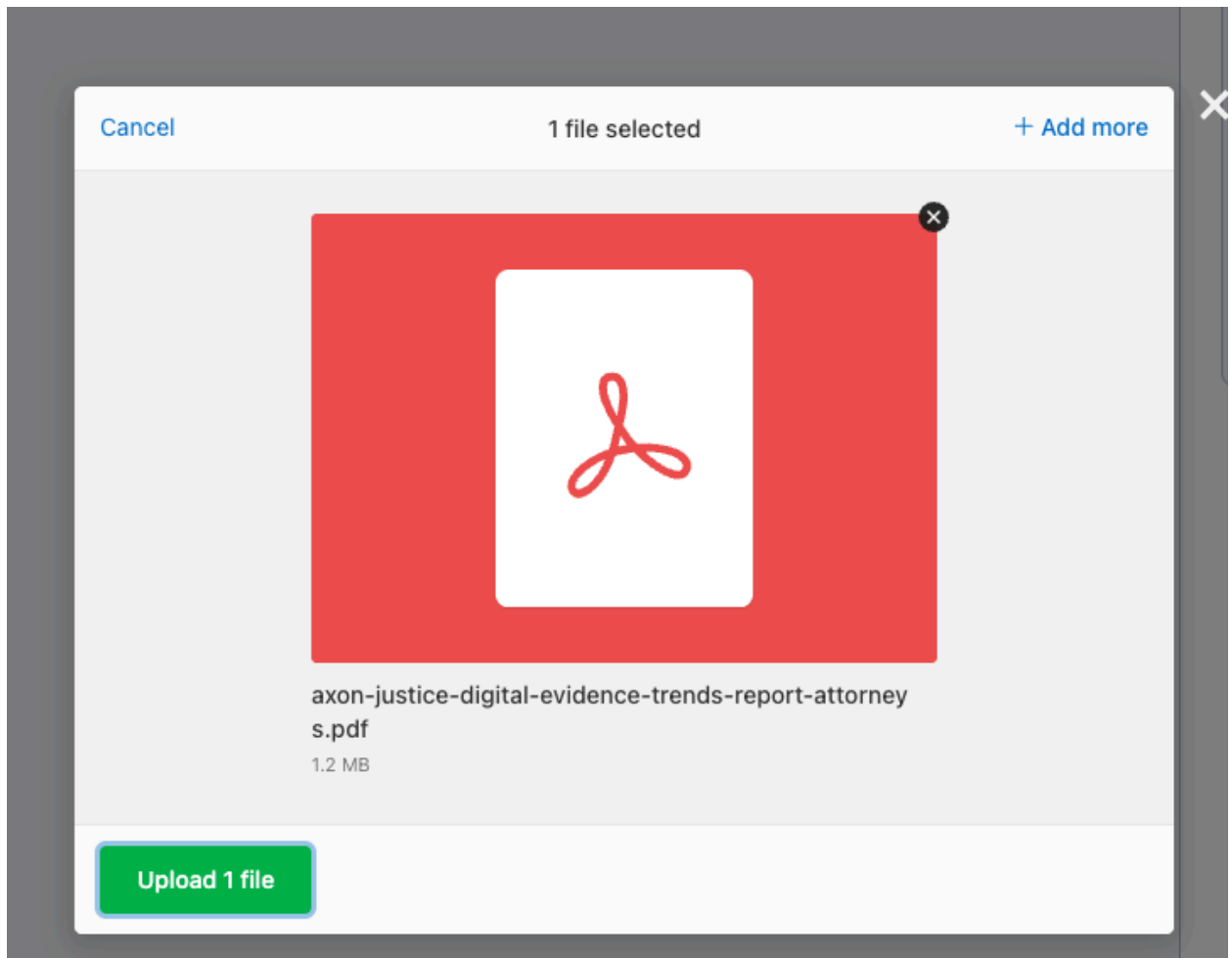
Step 3: Ask Follow-Up Questions

Now use the middle panel where the AI Assistant is to dig deeper.

1. Type your question in the chat box at the bottom of the left panel
2. Be specific about what you're looking for
3. Press Enter to send
4. Read the AI's response, which will include citations to your source files
5. **Try asking specific questions like:**
   - "What are the main disagreements between witnesses?"
   - "Find all mentions of [specific person/topic/date]"
   - "What contradictions exist in the testimony?"
   - "Summarize what each witness said about [specific event]"
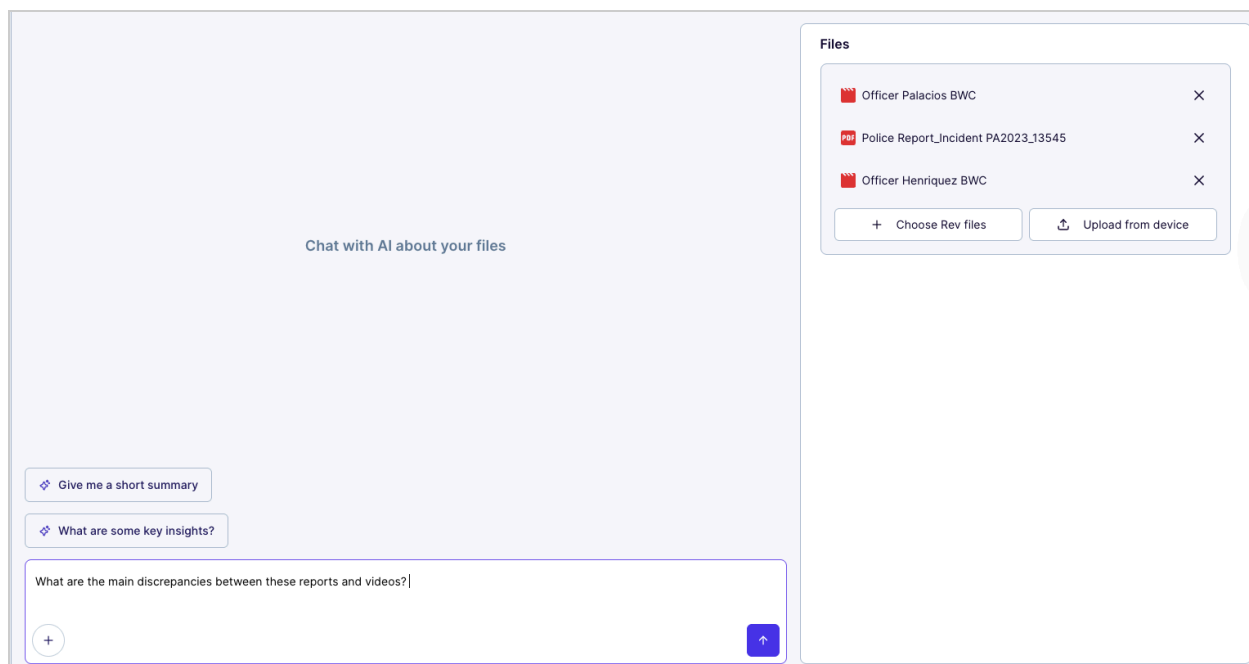
Step 4: Verify Information with Citations

This is crucial - always check the AI's work.

1. **Click on the citations** in AI responses to see exactly where the information came from
2. **A third panel will open** showing you the exact source material
3. **Confirm the AI accurately represented** what's in your files
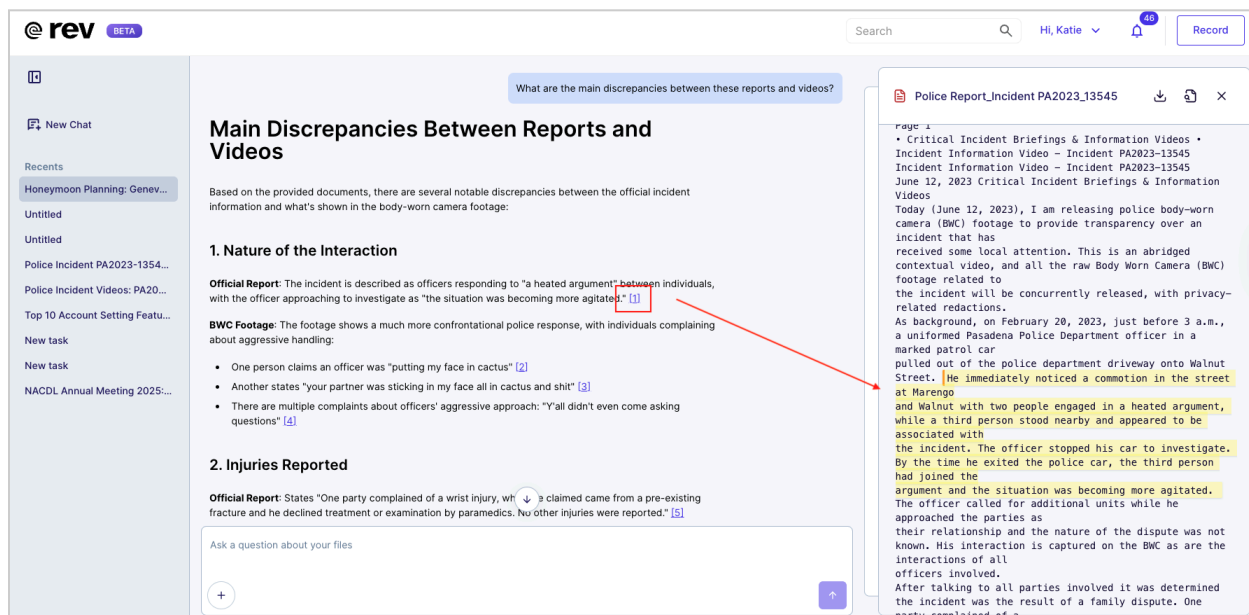
Step 6: Ask More Questions

You can continue asking questions and prompting AI.

Each time you ask the AI Assistant a question:

- You'll get specific, verifiable answers
- Your chat history will save on the left hand side of the Rev Insights screen so you can always go back and reference it

Step 7: Save and Return Later

Everything saves automatically, but here's how to find your work:

1. **To return to a previous session:** Go to the Rev Insights homepage and see your chat history under "Recents" on the left hand side of the screen.
2. **To continue working:** Click on any previous session to pick up where you left off
3. **To start fresh:** Begin a new session, but you can still reference documents from previous sessions

What to Do If Something Isn't Working

If files won't upload:

- Check that they're PDF, txt, audio, or video files.
- **Scanned TXT and PDFs are supported now via Optical Character Recognition (OCR)**
    - Make sure the PDF file is **50MB or less** and **under 500 pages.**
    - If you're uploading a text-based PDF or txt file, confirm it's **75MB or less.**
- We do not currently support scanned images.
- Confirm you haven't exceeded **500 source files in a single chat.**
- Try smaller files if large uploads are timing out.

If the AI gives unclear responses:

- Ask more specific questions
- Reference particular files: "Based on the deposition transcript, what did the witness say about..."
- Break complex questions into smaller parts

If you can't find previous work:

- Check the Rev Insights homepage for your session history.
- Look in the document library within your current session.
- Sessions are saved by date and the files you were analyzing.

Remember: Rev Insights works best when you treat it like a research assistant. Give it clear instructions, verify its work, and build on its insights with follow-up questions.