

# Concordance

## End-User Training Outline

- **Database Basics**
  - Know Your Database
  - Fielded Data versus OCR Text
  - Electronic File Databases
- **Viewing**
  - Browse View
  - Table View
  - "Go To" Records
  - Review Search Hits
  - Sorting
- **Tagging**
  - Adding/Deleting Tags
  - Persistent Tags
  - Searching Tags
- **Editing**
  - How to edit and update a database
  - Tools to speed repetitive data entry
- **Searching**
  - Relational and Full Text operators
  - Fuzzy searches
  - Search Review/History
  - Snapshots – saving current record sets
  - Keep/Execute searches
- **Opticon**
  - Viewing images
  - Printing Images
  - Redactions/Markups
  - Searching Redlines database
- **Concatenation**
  - How to browse, search and open multiple databases.
- **Printing**
  - Print Format
  - Report Format

