



Midwest Paralegal Services, Inc.

Corporate Headquarters:
7625 South Howell Ave.
Oak Creek, WI 53154
P: 414-764-2772
F: 414-764-3340

Madison Office:
212 E. Washington Ave.
Suite 201
Madison, WI 53703
P: 608-255-0559
F: 866-442-9833

Concordance Training

WHAT IS CONCORDANCE®?

- Overview
- Concordance Features

GETTING STARTED

- Opening a Case
- Browse and Table Views

WORKING WITH IMAGES

- What is Concordance® Image?
- Viewing Images - Zoom and Rotate, Magnify and Pan
- Mark-up Images and Add Searchable Notes

WORKING WITH THE DATABASE

- Searching Your Data
 - What you Search
 - Types of Searches
 - Sorting Your Documents / Tallying Your Data
 - Simple Search / Quick Search
 - Advanced Searching
 - Reviewing and Saving Your Searches
- Using Tags and Folders to Organize Your Documents
- Snapshots
- Editing Records

WORKING WITH TRANSCRIPTS

- Navigating the Transcripts Database
- Searching Transcripts
- Adding Quick Marks and Notes
- Applying Issues

WORKING WITH NATIVE FILES

- Review Native Files - No Image Available
- What's the Next Step?

PRINTING

- Printing from Browse View
- Send to Excel
- Printing from Concordance® Image

WORKING WITH MULTIPLE DATA COLLECTIONS

- Concatenating Multiple Databases
- Concatenating Document and Transcript Databases

WORKING WITH REMOTE DATABASES

- Concordance® FYI Overview