

CONCORDANCE/OPTICON END-USER TRAINING

DESCRIPTION: This one-day class utilizes lectures, demonstrations, and hands-on exercises to assist trainees in learning how to become efficient with Concordance and Opticon.

TOPICS COVERED:

- Introduction to the legal technology process
- What is Concordance
- Viewing Documents
- Searching
- Editing
- Sorting
- Tagging
- Viewing Images
- Printing
- Concatenation

WHO SHOULD ATTEND: Attorneys, paralegals, litigation support staff or anyone interested in learning the basic Concordance operations.

PREREQUISITES: A working knowledge of the Windows operating system.

EQUIPMENT REQUIRED: None. Each trainee will have their own desktop with Concordance and Opticon preinstalled to complete computer-based exercises following lectures and demonstrations.

REGISTRATION: To arrange training, please call 312.251.4440 or email training@rosentech.net.