



**Columbus DW  
User Course  
Training Course Synopsis**

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# Columbus DW User Course

## Course Aims

This short course is designed to give participants an understanding of the function of Columbus DW (CDW) and give them the practical skills required to use the DW standard user interfaces to find, output, and report on stored document and their contents.

## Course Objectives

On successful completion of the course, participants will be able to:

- Login to, and use, the Columbus DW user interfaces to:
  - search for specific documents
  - view or output the contents of an archived document
  - produce a report on documents and their contents
- Install the CDW Explorer interface (optional)
- Install the CDW Web User Interface document viewer (optional)

## Agenda

### Introduction and overview

- Course Introduction
- Macro 4 overview
- Columbus DW Introduction
- User Interface Introduction

### Basic Document Search

- Matchlist
- Sorting Results
- Advanced Search
- Document Options

### Document Viewers

- Introduction
- Installing the Columbus Document Viewer (optional)
- Text search
- Print / Fax / Email Documents
- Document Notes
- Associated Documents

### **Advanced User Operation**

- Saving Queries
- Print / Fax / Email Matchlist
- Export Feature
- Configuring Matchlist Display
- Dynamic Indexing

### **Columbus DW Explorer Introduction (optional)**

- Basic User Functions
- CDW Explorer Login

### **Conclusion**

- Review
- Q and A
- Close

### **Target Audience**

Columbus DW users who will need to use either the Web User Interface (WUI) or the CDW Explorer interfaces to search for, view, and output documents that are stored in Columbus DW Archives.

### **Course Prerequisites**

No prior Macro 4 or Columbus DW experience is required, however participants should:

- Have knowledge and practical experience of using PCs and the Windows operating system.
- Be prepared to undertake practical exercises with the assistance of the course tutor.
- No pre-reading is required but participants can visit the Macro 4 website at <http://www.macro4.com> for a general introduction to the company and its products.