



Concordance®
Improve your discovery, strengthen your case

When only an estimated 10 – 15% of information is relevant to a case, how can you locate and identify the responsive data during the discovery process?

Today's litigation produces thousands, even millions of pages of documentary evidence. Emails and other electronic discovery have greatly increased the amount of data. Litigation professionals need high performance in-house software designed to meet the new data reality—efficiently and cost-effectively.

Concordance®, Concordance® Native Viewer, Concordance® Image and Concordance® FYI™ are designed to help you accomplish more:

- Search, review, organize, produce and share
- Review foreign language documents
- Manage email and electronic documents
- Maximize scanned OCR text
- Access information from anywhere
- Share data with other industry-leading applications
- And much more

Are you finding the most relevant information?

Do you want to make the most of your time?

Do you need to control costs? **You need Concordance®.**

Concordance® discovery management software

provides your litigation team with a central location to manage all the electronically stored information that is generated. Concordance software helps your team search, review, organize, produce and share information during the discovery process.

You eliminate the risk of not finding critical information, decrease the complexity of managing discovery and reduce the cost of litigation. In fact, Concordance is used by more than 70,000 litigation support professionals.

When you're using Concordance you have two sound options for viewing images or native documents:

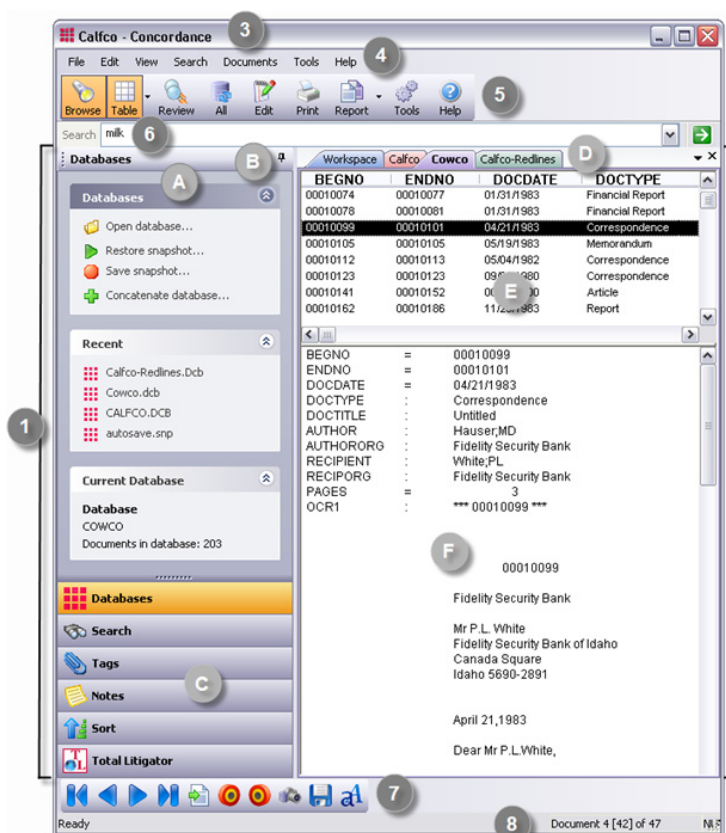
- **Concordance® Native Viewer:** With this add-on tool, you can perform near-native review and native document redaction—and produce color or grayscale productions. You also get bulk printing capabilities and

advanced production capabilities.

- **Concordance® Image:** With this built-in tool, you can view scanned document images side by side with the document text in Concordance and use convenient links to the corresponding records. You can also annotate key information, redact confidential sections, search redlines, recode/Bates-stamp and create new production sets.

Concordance® FYI™: Concordance FYI is designed to extend the powerful functionality of Concordance and Concordance Native Viewer software beyond the desktop and onto the Web. FYI maximizes the flexibility of the Internet without sacrificing performance or functionality.

| Key | Feature | Description |
|-----|--------------------|---|
| 1 | Navigation pane | Provides tools for performing tasks on the current database, such as searching and tagging. |
| 2 | Workspace pane | Displays databases in various views. |
| 3 | Title bar | Displays the current database name and information regarding the current document record. |
| 4 | Menu bar | Contains menus, each responsible for a set of tasks. |
| 5 | Standard toolbar | Contains buttons that let you access standard views and tools. |
| 6 | Quick Search | Allows you to quickly enter and execute simple and advanced searches while browsing document records. |
| 7 | Dynamic toolbar | Contains buttons for tools corresponding to the current views. |
| 8 | Status bar | Displays status information, such as the current document record count. |
| A | Task pane | Displays database tools in work areas called panels. Key Feature Description |
| B | Pin | Allows you to dock the navigation pane by pinning, or hide the navigation pane by unpinning. |
| C | Navigation buttons | Opens task panes on the Navigation pane. |
| D | Tabs | Allows you to move between different open databases. |
| E | Table view | Displays a list of document records. |
| F | Browse view | Displays one document record at a time. |





Load, review, tag and produce

A process of steps that couldn't be easier or more time- and cost-effective.

Step 1: Load

There are two ways you can import documents into Concordance software and create a case database, either by scanning in documents, importing electronic files or if you were given a Concordance database, simply open the case.

Four types of data can be loaded:

1. Electronic documents
2. Scanned OCR text
(Optical Character Recognition) and images
3. Email
4. Transcripts

Step 2: Review

Instead of spending hours reviewing boxes of paper, efficiently assess the relevance and/or responsiveness of documents on your computer and search through thousands of records using keywords.

Step 3: Tag

Tagging records is a critical step and is a way to group and later identify documents by a category. It's like adding color-coded flags on your paper documents and categorizing them by privileged, review status or other criteria during the document review stage.

Step 4: Produce

When it's time to deliver the final and most relevant documents to opposing counsel or prepare for trial, use Concordance to produce customized reports based on your need (**Witness kits, chronologies, privilege logs, Q&A sets, annotations, production history reports and much more**).

Clearly popular and preferred

"Concordance is very easy to learn. I can manage documents much more efficiently and perform searches quickly."

— Elizabeth Bethel, Paralegal, Jones, Bell, Abbott, Fleming & Fitzgerald L.L.P.

View a 5-minute demo of Concordance Today!

Go to www.lexisnexis.com/concordance-take5 to view Concordance in action!

For more information, call **800.421.TEXT** or e-mail concordancesales@lexisnexis.com.