

Title:	Columbus User – Essentials
Duration:	3 hours
Level:	Entry level course which assumes familiarity with basic use of a computer.
Intended for:	Intended for general users of Columbus
Location:	The venue can be arranged to suit.
Objectives:	<p>By the end of the course participants will be familiar with the following features in Columbus:</p> <ul style="list-style-type: none">• Familiar with the Columbus interface<ul style="list-style-type: none">○ Navigating the Columbus folder structure○ Document details and properties○ Creating new documents• Columbus viewer<ul style="list-style-type: none">○ Viewing various file formats○ Printing from the viewer○ Redlining• File issue<ul style="list-style-type: none">○ Recording issued documents• Customising the Columbus folder structure<ul style="list-style-type: none">○ Creating simple .CDS files
Cost:	Contact Oasys for current rates.