

# **Concordance® Desktop Redlines Migration Utility**

**Quick Guide**

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Concordance® Desktop

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## Redlined Database Migration

### ***Migrating Concordance 10.x Redlined Databases to Concordance Desktop***

Redlines are annotations that are applied to documents from within Concordance Image.

Concordance Desktop provides an alternate means for applying annotations, so there is no need for the Concordance Image tool, and no feature in Concordance Desktop that recognizes redlines applied to documents through Concordance Image. This means that if you migrate a Concordance 10.x database with redlines, to Concordance Desktop, the redlines are not carried over and they do not display in the documents when the database is opened in Concordance Desktop. Therefore, if you have a Concordance 10.x database to migrate to Concordance Desktop which includes redlines, you need to use the Redlines Migration Utility to migrate the database to Concordance Desktop.

When using the Redline Migration Utility there are a few important items of which you need to be aware:

- The utility can only migrate Concordance 10.x redlined databases.
- The utility handles the migration of the database, so do not migrate the database prior to running the utility.
- The utility only migrates the DIR and VOL files from the Concordance 10.x database.
- The utility can only migrate redactions and notes, all other mark-up is discarded during the migration process.
- The database is not automatically registered with the server during the migration/conversion. You will need to register the database after the migration/conversion has completed.

#### ***Before you begin:***

Unzip the RMU.zip file to a folder on the Concordance Desktop server.

Open the Binaries folder, and copy the files in that folder to the installed Concordance Desktop folder on your Concordance Desktop server.

For example, if Concordance Desktop is installed in the following location, C:\Program Files (x86)\LexisNexis\Concordance Desktop, copy the files to this same location.

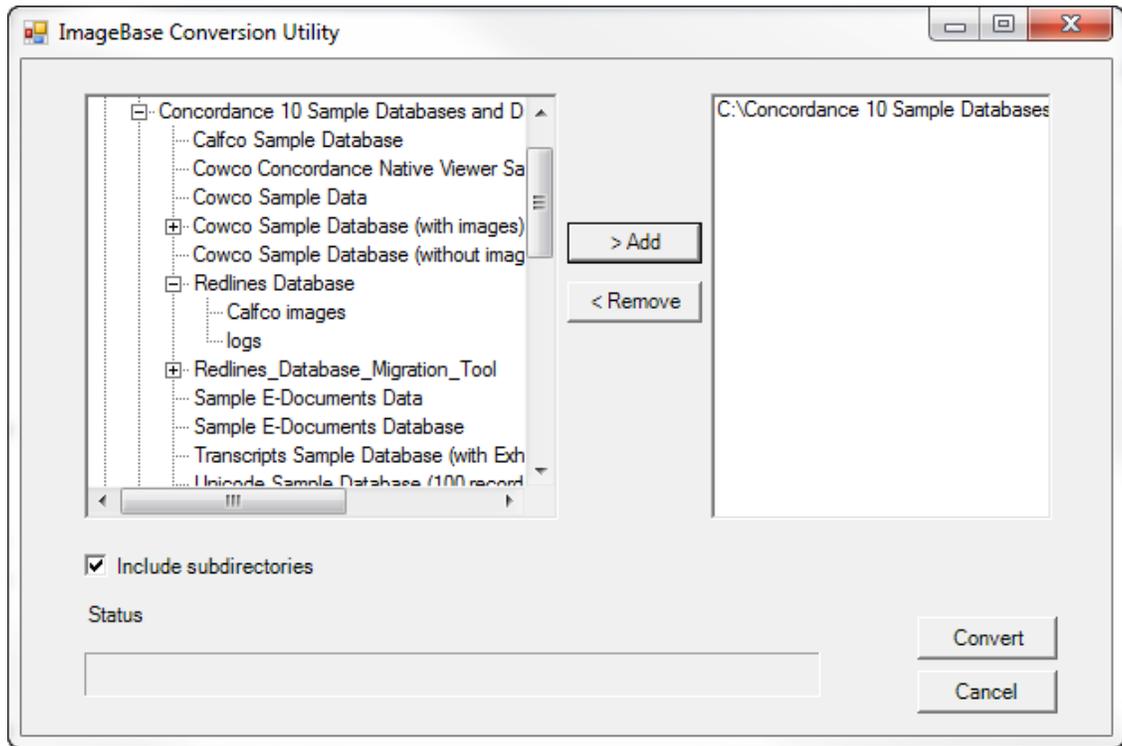
#### **To run the Redlines Migration Tool:**

1. Open the folder where Concordance Desktop is installed.

This should be the same folder where you copied the files to in the Before you begin section above.

2. Double-click **RedlinesMigrationTool.exe** to start the tool.

An ImageBase Conversion Utility window opens.



3. On the left side pane of the window, locate and select the folder containing the redlined database(s) you want to convert.

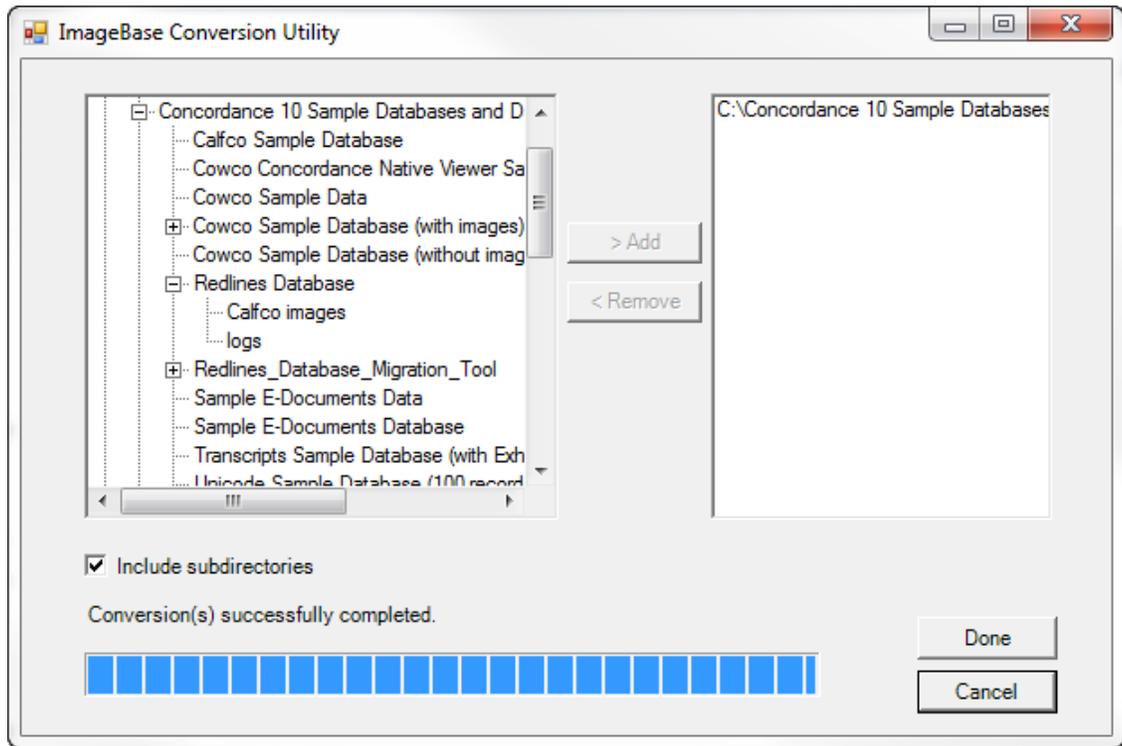
This can be a folder containing one database, or a folder containing sub-folders of multiple databases.

4. Click **> Add** to add the folder to the right side pane.

If you accidentally select the wrong folder, select the folder in the right pane and click **< Remove**.

5. To select multiple folders, repeat steps 3 and 4 for each folder.
6. Check the **Include subdirectories** check box to ensure that all sub-folders get included in the conversion.
7. To begin the conversion, click the **Convert** button.

The window displays a conversion progress bar.



8. When the conversion has completed, click the **Done** button.

Now that the conversion is complete, you are ready to register the database.

**To register a redline converted database with the server:**

Do one of the following:

- Open the database in Concordance Desktop the same way you would open any other database on the Concordance Desktop server (File > Open).
- Copy the database folder (ensure you include all the database files) to the Registration Directory (DB SmartPath, or whatever directory you setup as your Registration Directory).

**To check for annotations in a converted database:**

1. Open the database in Concordance Desktop.
2. Locate a document that you know was annotated in Concordance Image.
3. Open the document in the Concordance Desktop viewer window.