



# Full Text Mapper Training Course

## Agenda

### STARTING WITH FTM

- Launch FTM From Excel : Map Text and Map Text with Properties functions, prepare Excel files.
- Map documents
- Save a map

### ANALYZING:

- FTM Tool bar : Ribbon bars, tabs, etc.
- The 3 Windows (verbatim, words, map), organize, minimize, etc.
- FTM :Explorer : organization, properties on words (MAX, TEXT, SUM) ; properties on objects, filters
- Exploration of the map (islands, 3D) : strong and weak signals, clean up, selection, etc. : interactions between words, verbatim and maps
- Create sublists / submaps
- Export statistics

### REPORTING

- Create Word report

### ADVANCED OPTIONS AND FUNCTIONALITIES

- Analyzing preferences: novice to expert mode, number of words
- Lexicons: add, remove, ignore, synonyms
- Image cursors
- Lemmatization
- Charts