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Access 2000 Basic User Manual

Microsoft Access 2000 is a powerful database management system that allows users to create, organize, and manage data efficiently. Whether you are a beginner or transitioning from other database applications, understanding the basics of Access 2000 is essential for optimizing your workflow. This user manual provides a comprehensive overview of the fundamental features and functions of Access 2000, guiding you through the essential steps to create and manage databases effectively.

Introduction to Microsoft Access 2000

Microsoft Access 2000 is part of the Microsoft Office 2000 suite, designed to help users develop database applications with ease. It combines a graphical user interface with tools for designing tables, queries, forms, and reports, enabling users to manage large volumes of data with minimal technical expertise.

Key features include:

- Table creation and management
- Query design for data retrieval
- Form creation for data entry
- Reporting tools for data presentation
- Data validation and security options

Getting Started with Access 2000

Launching the Program

To start Access 2000:

- Click on the Start menu.
- Select Programs > Microsoft Access 2000.
- Once opened, you can choose to create a new database or open an existing one.

Creating a New Database

Follow these steps:

- On the opening screen, select "Blank Database."
- Enter a name for your database in the "File Name" box.
- Click "Create."
- Access will generate a new, empty database ready for data entry.

Understanding Database Components

Tables

Tables are the foundation of any database, storing data in rows (records) and columns (fields).

To create a table:

- Open your database and select "Tables" from the Objects bar.
- Click "New" to create a new table.
- Choose "Design View" for detailed field setup or "Datasheet View" for data entry.
- Define fields with appropriate data types (e.g., Text, Number, Date/Time).
- Set primary keys to uniquely identify each record.
- Save the table with a descriptive name.

Queries

Queries allow you to retrieve specific data based on criteria.

To create a query:

- Select "Queries" from the Objects bar.
- Click "New" and choose "Design View."
- Add the tables relevant to your query.
- Drag fields into the grid and set criteria to filter data.
- Run the query to view results.

Forms

Forms simplify data entry and editing.

To create a form:

- Click on "Forms" in the Objects bar.
- Select "New" and choose "Form Wizard" for guided creation or "Design View" for custom design.
- Select the table or query to base your form on.
- Follow the wizard prompts to select fields and layout.
- Save and open the form for data input.

Reports

Reports are used to present data in a printable format.

To generate a report:

- Open the table, query, or form you want to report from.
- Click "Reports" and select "New."
- Use the Report Wizard for guided setup or "Design View" for customization.
- Select fields, grouping, and sorting options.
- Preview and adjust the report layout as needed.
- Save the report for future use.

Data Entry and Management

Adding Data to Tables

You can directly enter data in Datasheet View:

- Open the table in Datasheet View.
- Click on the first empty cell and type your data.
- Press Enter or Tab to move to the next cell.
- Save changes regularly to prevent data loss.

Editing and Deleting Records

To modify existing data:

- Open the table or form containing the record.
- Select the record to edit.
- Make necessary changes and save.

To delete records:

- Select the record(s) to delete.
- Press Delete or right-click and choose "Delete Record."
- Confirm deletion if prompted.

Optimizing and Securing Your Database

Saving and Backing Up Your Data

Regular backups prevent data loss:

- Use the "Save As" feature to save copies of your database.
- Copy the database file (.mdb) to external storage regularly.

Database Security

Access 2000 offers simple password protection:

- Go to Tools > Security > Set Database Password.
- Enter and confirm your password.
- Keep your password safe to prevent unauthorized access.

Compacting and Repairing

To improve performance:

- Go to Tools > Database Utilities > Compact Database.
- Choose your database file and click "Compact."

Tips for Effective Use of Access 2000

- Plan your database schema before building tables.
- Use meaningful names for tables, fields, and objects.
- Validate data entry with input masks and validation rules.
- Create user-friendly forms for data input.
- Regularly back up your database.
- Keep your database optimized by compacting periodically.

Common Troubleshooting and Support

Problems and Solutions

- **Database won't open:** Check file location and permissions.
- **Data loss or corruption:** Restore from backup and run repair utilities.
- **Queries not returning expected results:** Verify criteria and data types.

Getting Help

Refer to:

- Microsoft Office 2000 Help files.
- Online forums and user communities.
- Official Microsoft support resources.

Conclusion

Mastering the basics of Access 2000 allows users to build robust databases tailored to their needs. By understanding how to create tables, queries, forms, and reports, users can efficiently manage data and generate meaningful insights. Regular maintenance, security measures, and thoughtful design contribute to a reliable and effective database environment. With this user manual as your guide, you are well-equipped to harness the full potential of Microsoft Access 2000 for your data management tasks.

Access 2000 Basic User Manual: Your Comprehensive Guide to Mastering Microsoft Access 2000

Microsoft Access 2000, part of the Office 2000 suite, was a groundbreaking database management system that enabled users to create, manage, and analyze data efficiently. Whether you're a beginner just starting out or an intermediate user looking to sharpen your skills, understanding the basics of Access 2000 is essential. This access 2000 basic user manual aims to provide a detailed, easy-to-follow guide to help you navigate the core features of Access 2000, empowering you to

organize data effectively, build functional databases, and generate insightful reports.

Why Access 2000 Remains Relevant

While newer versions of Microsoft Access have since been released, Access 2000 remains relevant for many small businesses, educational institutions, and individuals who rely on its user-friendly interface and powerful data management capabilities. Its simplicity, combined with robust features, makes it an excellent starting point for those new to database management.

Getting Started with Access 2000

Before diving into complex database designs, familiarize yourself with the basic structure and components of Access 2000.

Installing and Opening Access 2000

- Insert the Office 2000 installation CD or run the setup file.
- Follow the on-screen instructions to install Access 2000.
- Once installed, launch the program from the Start menu or desktop shortcut.
- Upon opening, you will see the Startup dialog box, offering options to open recent databases or create a new one.

Creating Your First Database

- Launch Access 2000.
- Click on File > New.
- Select Blank Database.
- Enter a filename and choose the location to save your database.
- Click Create.
- The new database opens with a default table ready for data entry.

Navigating the Access 2000 Interface

Understanding the interface is crucial for efficient database management.

Key Components

- Menus: Access 2000 features traditional drop-down menus such as File, Edit, View, Insert,

Format, Tools, Window, and Help.

- Toolbars: Quick access buttons for common tasks like saving, undoing, or creating new objects.
- Database Window: Central hub displaying all objects like tables, queries, forms, reports, pages, and macros.
- Object Bar: Located on the left, it allows quick navigation between objects.

Creating and Managing Database Objects

Access 2000 organizes data through various objects, each serving a specific purpose.

Tables: The Foundation of Your Database

Tables store raw data in rows (records) and columns (fields).

Creating a Table

- From the Database Window, click New.
- Choose Table.
- Use the Design View to define fields and data types.
- Save your table with a meaningful name.

Fields and Data Types

Common data types include:

- Text: Stores alphanumeric characters.
- Number: Stores numeric data.
- Date/Time: Stores dates and times.
- Currency: For monetary values.
- Yes/No: Boolean fields.
- Memo: Longer text entries.

Relationships

Establish relationships between tables to ensure data integrity.

- Open the Relationships window via Tools > Relationships.
- Drag and drop to connect related fields.

- Enforce referential integrity to prevent orphaned records.

Queries: Extracting and Manipulating Data

Queries allow you to filter, sort, and perform calculations on data.

Creating a Query

- Click New in the Queries section.
- Use the Query Wizard for guided creation or switch to Design View for complex queries.
- Select tables and fields.
- Specify criteria to filter data.
- Save and run your query.

Forms: User-Friendly Data Entry

Forms provide a graphical interface for data input and editing.

Creating a Form

- Select the table or query.
- Click New and choose Form.
- Use the Form Wizard for quick setup or design your own layout.
- Customize controls like text boxes, combo boxes, and buttons.

Reports: Presenting Data Professionally

Reports are essential for data analysis and presentation.

Generating a Report

- Use the Report Wizard for guided creation.
- Choose data sources (tables, queries).
- Select fields and layout.
- Add grouping, sorting, and totals as needed.
- Preview and print your report.

Basic Data Entry and Maintenance

Keeping your data accurate and current is vital.

- Use forms for consistent data entry.
- Validate data during entry with input masks and validation rules.
- Regularly back up your database to prevent data loss.
- Use Find and Replace functions for quick updates.

Advanced Features for the Basic User

While this guide focuses on fundamentals, a few advanced tools can enhance your database management.

Importing and Exporting Data

- Import data from Excel, Word, or other databases via File > Get External Data.
- Export data for sharing or reporting.

Using Macros

- Automate repetitive tasks with simple macros.
- Accessible via Tools > Macros.

Security Basics

- Protect your database with password security through Tools > Security.
- Remember that Access 2000's security features are basic; consider additional safeguards for sensitive data.

Troubleshooting Common Issues

- Database Cannot Be Opened: Check for corruption or compatibility issues.
- Queries Not Returning Expected Results: Verify criteria and relationships.
- Form or Report Not Displaying Data Correctly: Check data source and control properties.

Final Tips for the Beginner

- Always save your work frequently.
- Keep your database organized with clear naming conventions.
- Use the built-in wizards to simplify object creation.
- Regularly backup your database files.
- Explore online resources or user forums for tips and troubleshooting.

Conclusion

Mastering the access 2000 basic user manual fundamentals empowers you to create practical and efficient databases tailored to your needs. While Access 2000 may be an older version, its core principles remain relevant. With patience and practice, you'll develop the skills necessary to manage data confidently, generate reports, and streamline your workflows. Whether for personal projects or small business operations, understanding these basics provides a solid foundation for more advanced database management in the future.

QuestionAnswer What are the main features covered in the Access 2000 Basic User Manual? The manual covers creating databases, designing tables, entering and managing data, building forms and reports, and basic database management tasks in Access 2000. How do I create a new database in Access 2000 using the basic user manual? You start Access 2000, select 'File' > 'New', choose 'Blank Database,' enter a name, and click 'Create' to begin designing your database. What are the steps for designing tables in Access 2000 as per the manual? Open the Tables tab, choose 'New,' select 'Design View,' define fields with appropriate data types, set primary keys, and save the table. How can I create forms for data entry in Access 2000 according to the user manual? Use the Form Wizard or create a form in Design View, select the table or query, customize fields and layout, then save and open the form for data input. What is the process for generating reports in Access 2000 as explained in the manual? Select the data you want to report on, use the Report Wizard or Design View to customize layout and fields, then preview and print the report. How does the manual recommend managing and maintaining a database in Access 2000? Regularly update data, use built-in tools like Compact and Repair, create backups, and set user permissions to ensure database integrity and security. Are there troubleshooting tips included in the Access 2000 basic user manual? Yes, the manual provides solutions for common issues such as connection problems, data entry errors, and report formatting issues. Can a beginner effectively learn Access 2000 with the basic user manual? Yes, the manual is designed for beginners, providing step-by-step instructions and explanations to help new users understand and operate Access 2000 effectively.

Related keywords: Access 2000, user manual, beginner guide, database management, Microsoft Access, tutorial, how-to, user guide, Access 2000 features, database design

ACCESS CONTROLLED A THE SHAPING OF POWER RIGHTS AN

access controlled a the shaping of power rights an has become a pivotal concept in understanding how modern societies regulate authority, protect individual freedoms, and maintain social order. As the digital age advances, access control mechanisms are increasingly embedded in our everyday lives?ranging from digital data security to physical security measures?affecting who holds power, how that power is exercised, and how rights are allocated or restricted. This article explores the multifaceted role of access control in shaping power dynamics and rights, examining its historical evolution, technological implementations, and societal implications.

Understanding Access Control: Definitions and Fundamentals

What is Access Control?

Access control refers to the methods and policies used to regulate who can view, use, or manipulate resources within a system or environment. It is a fundamental security principle aimed at protecting assets?whether digital data, physical spaces, or information?by establishing permissions and restrictions.

Types of Access Control Models

There are several models of access control, each with distinct mechanisms and implications:

- **Discretionary Access Control (DAC):** Allows resource owners to decide who can access their resources.
- **Mandatory Access Control (MAC):** Uses strict policies set by a central authority, often based on security labels or classifications.
- **Role-Based Access Control (RBAC):** Grants permissions based on the user?s role within an organization.
- **Attribute-Based Access Control (ABAC):** Uses policies that combine multiple attributes (such as user attributes, resource types, and environmental conditions) to make access decisions.

The Historical Evolution of Access Control and Power

From Physical to Digital Control

Historically, access control began with physical barriers?locks, keys, guards?used to limit entry to buildings, vaults, or territories. These early mechanisms established a basic framework of power by physically restricting or granting access.

With technological advancements, access control expanded into digital realms. Computer systems introduced password protections, encryption, and user authentication, transforming the way power

and rights are managed:

- In the past, control was often centralized?governments or institutions held the authority over physical access.
- Modern society now emphasizes decentralized control, with individuals and organizations managing their own access rights through complex systems.

The Role of Legislation and Policy

Legal frameworks have historically shaped access rights, establishing regulations that define who can access certain information or spaces. For instance:

- Intellectual property laws regulate access to creative works.
- Data protection laws (like GDPR) govern access to personal information.
- Security laws determine access to sensitive government or military information.

These policies impact the distribution of power by defining permissible access and establishing legal consequences for breaches, thus reinforcing or challenging existing power structures.

Technological Implementations and Their Impact on Power Dynamics

Digital Security Technologies

The rise of digital access control technologies has significantly altered power relations:

- **Authentication Mechanisms:** Passwords, biometrics, multi-factor authentication ensure that only authorized individuals gain access, shifting control from physical to digital domains.
- **Encryption:** Protects data from unauthorized access, empowering data owners and challenging unauthorized surveillance or intrusion.
- **Access Management Software:** Allows organizations to dynamically control and audit user permissions, giving rise to new forms of administrative power.

Emerging Technologies and Their Societal Impacts

Advances such as artificial intelligence (AI) and machine learning have introduced new dimensions to access control:

- **Predictive Access Control:** AI systems can anticipate access needs, influencing organizational decision-making and power structures.
- **Automated Surveillance:** Increased capacity for monitoring can enhance security but also raises concerns about privacy rights and government overreach.
- **Decentralized Systems:** Blockchain and similar technologies facilitate peer-to-peer access control, challenging traditional centralized authority models.

Access Control and Rights: Shaping Societal Power Structures

Access as a Form of Power

Control over access inherently confers power. Those who hold the keys?whether physical or digital?can determine who participates in social, economic, or political processes:

- In organizations, managers hold access rights to resources, influencing workplace dynamics.
- Governments control access to information, shaping public discourse and policy.
- Individuals with access to sensitive data or critical infrastructure can exert significant influence or face risks of misuse.

Access Rights and Social Inequalities

Disparities in access often reflect and reinforce existing inequalities:

- Digital divides limit access to information and opportunities for marginalized populations.
- Unequal physical security measures can perpetuate class or racial disparities.
- Legal restrictions can restrict rights based on geographic, socioeconomic, or political factors.

Addressing these disparities requires intentional policies and technological solutions to democratize access and empower underserved communities.

Challenges and Ethical Considerations in Access Control

Balancing Security and Privacy

Effective access control must strike a balance between protecting assets and respecting individual rights:

- Overly restrictive controls can impede personal freedoms and hinder innovation.

- Insufficient controls can expose vulnerabilities, risking breaches and misuse.

Ethical Implications of Access Control Technologies

The deployment of advanced access control systems raises ethical questions:

- Privacy concerns related to surveillance and data collection.
- Potential for bias in AI-driven access decisions, leading to discrimination.
- The risk of authoritarian misuse?such as censorship or suppression of dissent?via access restrictions.

Promoting transparency, accountability, and inclusivity is essential in developing ethically responsible access control policies.

The Future of Access Control and Power Rights

Innovations on the Horizon

Emerging trends promise to reshape access and power:

- Biometric authentication enhancements, making access more seamless and secure.
- Decentralized identity management systems, giving individuals more control over their personal data.
- Integration of IoT devices, enabling context-aware access controls that adapt to environmental factors.

Implications for Society and Governance

As access control technologies evolve, so will their implications for societal power structures:

- Potential democratization of access rights with user-centric control systems.
- Risks of increased surveillance and authoritarian control if misused.
- Need for robust legal and ethical frameworks to guide responsible deployment.

Ensuring that access control empowers individuals without infringing on rights will be a central challenge for policymakers, technologists, and civil society.

Conclusion

access controlled a the shaping of power rights an is a complex, evolving domain that intertwines technology, law, and societal values. From its origins in physical barriers to sophisticated digital systems, access control remains a fundamental mechanism that determines who holds power and how rights are exercised or restricted. As technological innovations continue to expand the possibilities?and risks?associated with access management, it is crucial to foster practices that promote fairness, privacy, and empowerment. Understanding and shaping access control policies will be vital to ensuring a balanced distribution of power and protecting individual rights in an increasingly interconnected world.

Access control at the shaping of power rights: An in-depth analysis

Access control has become a foundational element in the architecture of modern power dynamics, influencing everything from digital security to social hierarchies. As societies evolve and technology advances, the mechanisms by which access is granted, restricted, or denied serve not only as technical safeguards but also as tools that shape rights, influence authority, and reinforce social structures. This article explores the multifaceted role of access control in shaping power rights, analyzing its historical development, technological frameworks, social implications, and emerging challenges.

Understanding Access Control: Definitions and Fundamentals

Access control is a set of methods and policies used to regulate who or what can view or use resources within a system. Fundamentally, it is about managing rights and permissions to ensure security, privacy, and operational integrity.

- Core Principles of Access Control

- Authorization: Determining whether a user has permission to perform a specific action.
- Authentication: Verifying the identity of a user before granting access.
- Accountability: Tracking actions to ensure users are responsible for their activities.

- Types of Access Control Models

- Discretionary Access Control (DAC): Owners decide who can access resources, providing flexibility but potentially less security.
- Mandatory Access Control (MAC): System-enforced policies restrict access based on classifications, often used in government or military contexts.

- Role-Based Access Control (RBAC): Permissions are assigned based on a user?s role within an organization, streamlining management.
- Attribute-Based Access Control (ABAC): Access decisions are made based on attributes of users, resources, and environment, allowing for fine-grained control.

- Technical Implementations

- Access Control Lists (ACLs): Lists associated with resources specifying allowed users or groups.
- Capability Tokens: Digital tokens granting specific rights to users for particular resources.
- Biometric Authentication: Using fingerprint, facial recognition, or other biological identifiers to verify identities.

The Historical Evolution of Access Control and Power Rights

Understanding how access control has historically shaped power rights provides context for its contemporary significance.

- Medieval and Feudal Systems

In feudal societies, access to land, resources, and protection was governed by hierarchies. Lords controlled land access, granting or denying rights based on social status and loyalty. These rights were deeply intertwined with power, establishing a clear hierarchy where access equated to authority.

- The Rise of State Sovereignty

With the emergence of centralized states, access control expanded from land to administrative privileges, legal rights, and information. Governments monopolized violence and legal authority, effectively controlling who could participate in political processes and access state resources.

- The Digital Revolution

The advent of computers and networks transformed access control from physical barriers to digital ones. Passwords, encryption, and user permissions became tools for shaping individual rights in cyberspace, raising new questions about authority, privacy, and power.

- Post-9/11 Security Paradigms

Security concerns led to stricter access controls in both physical and digital domains. Governments and corporations implemented layered security systems, influencing civil liberties and personal rights, sometimes sparking debates on the balance between security and freedom.

Access Control as a Shaper of Power and Rights

Access control mechanisms do more than secure systems; they actively shape societal power structures and individual rights.

- Digital Rights Management and Intellectual Property

Digital rights management (DRM) systems restrict access to digital content, influencing artists, consumers, and corporations. By controlling distribution and usage rights, DRM shapes economic power and access to information.

- Privacy and Data Sovereignty

Access controls determine who can access personal data, shaping individuals' rights to privacy. For example, legislation like GDPR enforces strict access controls to protect citizens, asserting power over data collection and usage.

- Social Stratification and Digital Divides

Access control mechanisms can reinforce social inequalities:

- Digital Divide: Limited access to technology and networks marginalized certain groups.
- Algorithmic Bias: Role-based or attribute-based controls may inadvertently favor or disadvantage specific populations.

- Political Power and Surveillance

State surveillance relies on access control systems to monitor and restrict populations. Control over who can access information or communication channels influences political rights, dissent, and civil liberties.

- Corporate Power and Consumer Rights

Corporations utilize access controls to influence consumer behavior, enforce subscription models, or restrict content, shaping economic rights and choices.

Technological Innovations and Their Impact on Access Control

Emerging technologies are redefining the boundaries of access control, with profound implications for power relations.

- Biometric and Behavioral Authentication

Biometric systems increase security but also raise concerns about privacy and state control. Their deployment can lead to enhanced authority for institutions over individuals' identities.

- Blockchain and Decentralized Access Control

Blockchain technology enables decentralized access management, potentially redistributing power from centralized authorities to users, fostering peer-to-peer interactions and ownership rights.

- Artificial Intelligence and Adaptive Access Controls

AI-driven systems can dynamically adjust access rights based on context, behavior, or threat levels, enabling more nuanced control but also raising issues of transparency and accountability.

- Cloud Computing and Multi-Tenancy

Cloud platforms centralize access management, often leading to a concentration of control in service providers, impacting user sovereignty over data and resources.

Challenges and Controversies in Access Control and Power Dynamics

While access control enhances security, it also presents challenges and controversies related to rights and authority.

- Privacy vs. Security

Striking the right balance between protecting personal privacy and ensuring collective security remains a persistent debate. Overly restrictive access controls can infringe on individual rights, while lax controls may threaten security.

- Surveillance Capitalism

Corporations leveraging access control for targeted advertising and data monetization raise concerns about manipulation, consent, and the erosion of autonomy.

- Digital Authoritarianism

Authoritarian regimes use access controls to suppress dissent, restrict information, and maintain power, exemplified by internet censorship and surveillance states.

- Ethical Considerations

The deployment of AI and biometric systems raises ethical questions about consent, bias, and the potential for abuse of power.

Future Directions: Navigating the Intersection of Access Control and Power

The ongoing evolution of access control technologies and policies will continue to influence power rights in complex ways.

- Emphasizing User Sovereignty

Emerging frameworks aim to empower users with greater control over their data and access rights, such as self-sovereign identity models.

- Legal and Regulatory Frameworks

Legislation will play a crucial role in defining acceptable access control practices, balancing innovation with rights protection.

- Ethical Design and Governance

The design of access control systems must incorporate ethical considerations to prevent misuse and ensure fairness.

- Promoting Digital Inclusivity

Addressing the digital divide and ensuring equitable access to technology will be vital in preventing the reinforcement of social inequalities.

Conclusion

Access control mechanisms are more than technical tools; they are powerful instruments shaping the landscape of rights and authority in both physical and digital realms. From historical hierarchies to contemporary digital governance, the ways in which access is managed reflect and reinforce societal power structures. As technology advances, the capacity of access control to influence individual freedoms, social equity, and political power continues to grow, underscoring the importance of thoughtful design, regulation, and ethical considerations. Navigating this complex terrain requires a nuanced understanding of both the opportunities and risks inherent in access management, ensuring that these systems serve to empower rather than oppress, promote rights rather than restrict them.

QuestionAnswer What is the concept of access control in shaping power and rights? Access control refers to the mechanisms and policies that regulate who can view or use resources, thereby influencing how power is distributed and how rights are exercised within society or organizations. How does access control impact the distribution of power in digital environments? By restricting or granting access to information and systems, access control determines who holds influence and authority, shaping the balance of power among users, organizations, and stakeholders. In what ways does access control influence individual rights and freedoms? Access control can either protect individual rights by limiting unauthorized use or restrict freedoms by limiting access to certain information or resources, impacting privacy, autonomy, and participation. What are the main types of access control models used to shape power dynamics? Common models include discretionary access control (DAC), mandatory access control (MAC), and role-based access control (RBAC), each defining how rights are granted and influencing power distribution accordingly. How does access control contribute to national security and sovereignty? By controlling access to sensitive information and infrastructure, access control helps nations protect their data, maintain sovereignty, and prevent unauthorized intrusion or influence. What role does access control play in corporate governance and organizational authority? Access control policies define who can make decisions or access critical systems, shaping organizational hierarchy, authority, and accountability structures. How are emerging technologies transforming access control and power relations? Technologies like

biometrics, AI, and blockchain are enabling more sophisticated and decentralized access control, potentially redistributing power and rights across different actors and systems. What ethical considerations arise from access-controlled environments regarding power and rights? Ethical issues include privacy concerns, potential for misuse or abuse of access rights, discrimination, and ensuring equitable access to prevent power imbalances and protect individual rights.

Related keywords: access, control, power, rights, governance, authority, regulation, security, policy, influence

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