

LEARNING CASE CATALYST SOFTWARE

Catalyst Fundamentals

Topics include:

- ✓ Transcribe Production
 - Read
 - Translate and Edit
 - Edit
 - Print
- ✓ Dictionary Management
 - Create/Modify Dictionary entries
- ✓ File Management
 - File Backup

Catalyst Intermediate

Topics include:

- ✓ Fill in Field Lists
- ✓ Creating includes and autoincludes
- ✓ Delivery options
 - Finish'em

Catalyst Advance

Topics include:

- ✓ Autoindexing
- ✓ Automatic Number Conversions
- ✓ Realtime options
- ✓ Macros

individual or group training available

Contact Pam Szczecinski – pam@tutor4computers.com