



Workshop by Pam Szczecinski

April 28th, 2007

9:00 AM - 3:30 PM

19W011 Ave. Normandy East, Oak Brook, IL

[register](#)

Fees: 1 class \$95 = 2 CE pts

2 classes \$125 = 4 CE pts

all 3 classes \$150 = 6 CE pts

Pre-registration required by April 23rd : Checks made payable to Pam Szczecinski – (same day payment add 15%)

Mailing address: Please mail payment (checks only no credit cards) to: 19W011 Ave. Normandy East, Oak Brook, IL 60523

For additional information contact:

Pam Szczecinski (630) 724-1498

What you should bring: (your computer & writer optional)

----- Agenda Topics -----

More of What's new in Case Catalyst 8	9:00 a.m. – 11:00 a.m.
Protecting and Archiving your Files	11:15 a.m. – 1:15 p.m.
Dictionary Management & Speaker Identification	1:30 p.m. – 3:30 p.m.

Course Details

More of what's new in Case CATalyst Version 8:

This class is designed for everyone who has updated to Case CATalyst Version 8 and for everyone who hasn't. If you need help with numbers learn what new rules have been added to the automatic number conversion file. Take advantage of some pre-defined and user defined fields to make it easier to add the text you need into the transcript, what new format symbols are added and more customization features to make CATalyst work better for you.

Topics covered:

- n Number conversion changes,
- n user defined fields & scope, clear field list group
- n Keyboard mapping of new commands
- n global suggest and general changes to ver. 8

Protecting and Archiving Your Files:

What's the best way to keep your files? We'll cover all the various methods of archiving from the Simple to most comprehensive.

Topics covered:

- n Concept of short term/temporary file storage vs. long-term archival
- n How to transfer from SD cards or other temporary media to longer-term storage What is available in audio enhancement devices (USB microphones, sound enhancers etc.)
- n Value of multiple format backup
- n Mass storage devices – CD's, external hard drives, flash drives, Optical drives
- n How to burn to a CD or DVD
- n How to transfer from SD cards or other temporary media to longer-term storage

Dictionary Management & Speaker Identification:

Learn the best ways to use dictionaries, from your own to the ones provided in the software

Topics covered:

- Define Direct to Personal Dictionary
- Combine dictionaries via Drag and Drop
- Create core list
- Filter
- Search and replace
- Review common issues with Personal Dictionary entries (punctuation, titles, abbreviations, prefixes & suffixes)
- EZ Speakers
- Speaker List
- Tips for most efficient use of both features

