

Court Reporting in a Digital World workshop

PRESENTED BY: Pam Szczecinski
Stenograph Certified Training Agent

CE POINTS – 7 CEUs

Continuing Education points for State CSR and National RPR

What course provides

This instructor-led course covers

What attendees learn

Upon completing this hands-on course, you will learn:

- How to setup and store files on Microsoft's free Skydrive Cloud, compare other added value sites, like MOZY and Carbonite for online storage and what services they provide
- How to attach exhibits to transcripts to benefit your attorneys and help you store those exhibits electronically
- How to add images (electronic signatures) to your signature/cert page
- Setup and secure a digital signature and attach it to your transcript
- Review some of the best resource sites online to help produce your transcript
- How Dropbox can be used to send your transcript to your scopist while still writing the realtime file

What students receive

Each student receives a copy of Pam Szczecinski's Student Manual for post-class reference and review.

Course Outline

USING THE CLOUD

- Online storage

ADDED VALUE TRANSCRIPTS

- Digital signature vs. Electronic
- Attached Exhibits

ONLINE RESOURCES

- Research using the Internet

REMOTE ONLINE SCOPING

- Using Dropbox and scopists

NOTE:

This class is available to any reporter needing help to know what's available to help them do their job, regardless of which CAT system you are using.