

# Case CATalyst4 Dictionary Management Workshop

*Presented by Pam Szczecinski*

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## Who should attend?

- n Court Reporters
  - n Anyone looking to fine tune their dictionary
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## What course provides

This instructor-led course provides step-by-step instruction for cleaning up your dictionary to produce a cleaner transcript.

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## What students learn

Upon completing this hands-on course, the student will learn:

- n Search and replace to find problem entries
  - n Filter and clean up definitions
  - n Correct Use of Format symbols for proper translation
  - n How to work with numbers (dates/times/dollars etc) what the software can do along with what you already do
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## What students receive

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

## Registration & Fee information

If you are interested in scheduling this class:

Contact Pam (800) 323-4247 ext. 2664

## Course Outline

### Search & Filter Features

- § Search & replace
- § Text Filter
- § Entry type Filter
- § Sorting

### Format Symbols

- n Suffix & Prefixes
- n Glue vs. Delete space
- n Sticky Space
- n Cap Previous
- n Scan stop Begin/End
- n Conflict End

### Number Definitions

- n Number Triggers
- n Number Conversions
- n Number Conversion File

### Fields

- n Static Dates
- n Static Times

### Alphabets

- n Spelling
- n Abbreviations
- n Acronyms