

# Digital Recording & Audio Sync

*Presented by Pam Szczecinski*

## Who should attend?

- n Court Reporters
- n Scopists
- n Anyone needing help with working with digital audio files

## What course provides

This instructor-led course describes and demonstrates what is needed to understand and manage your PC when using digital audio

## What students learn

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

- n Recording Audio using Digital Recorders
- n Digital Audio synchronization to the transcript
- n Tweaking your Audio settings for optimum sound
- n Managing Audio Files. File storage

## What students receive

Each attendee receives a copy of Pam Szczecinski's training 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

### Digital Recorders

- n Review of the different recorders available

### Recording

- § Setting up the recorder
- § Using the recorder

### Synchronization

- n Associating digital audio files
- n Syncing digital audio to transcripts

### Audio Settings

- n Adjusting recording settings
- n Adjusting playback settings

### Audio File Management

- n File storage

Over head projection provided, but bring your PC if you want to do it along with me.