

Digital Recording & Audio Sync

Presented by Pam Szczecinski – Certified Stenograph Training Consultant

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. 3788

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

If interested in this workshop or others, visit my website

www.tutor4computers.com or email me at pam@Tutor4computers.com