

The Fundamentals of Case CATalyst

(Full day course)

Instructor: Pam Szczecinski Certified Stenograph Training Agent

Attendees

Reporters upgrading from Case CATalyst 3 or any other CAT system to Case CATalyst4

- Page Layout Review
- Transcript production steps
- Creating Include Files
- Dictionary maintenance
- File Maintenance

Continuing Education Points

State and National points offered

What the course provides

This instructor-led course walks you through the beginning to end stages of producing a transcript. In addition, it covers proper page layout setup, include (administrative pages) file setup, what to do with your dictionary defines, and how to store, and your completed work.

What students receive

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

For more information please contact Pam Szczecinski at (800) 323-4247 ext. 3788

Course Outline

Page Layout Setup

- Understanding styles
- Tables
- Fields

Transcribe Production

- Read
- Translate and Edit
- Edit
- Print

Dictionary Management

- Create/Modify Dictionary entries
- Search, Filter

File Management

- File Backup
- File storage options