

Essential Skills of Case Catalyst

Instructor: Pam Szczecinski

Certified Training Agent – Stenograph, LLC

Training Details

What this training provides

This instructor-led course explores time saving Editing techniques, quicker ways to fill in the administrative information, and finish the transcript quicker.

What you will learn

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

Create an Index Template

Customize include files

Modify dictionary entries

Create an automatic index page

What you receive

A detailed copy of Pam Szczecinski's training manual for post-training reference and review.

Course Outline

AutoIndexing – Index Pages

Title Page

- Customize page for index position

Index Page

- Creating an Index template
- Define index tables for text
- Building an Index Page

Dictionary Entries

- Modify exhibit dictionary entry
- Modify headings (Examinations)
- Create autoinclude strokes