

Essential Skills of Case Catalyst

TRAINING PROVIDED BY:

Pam Szczecinski, Certified Training Agent, Stenograph

CE POINTS

Continuing Education points for CSR & RPR

What course provides

This instructor-led course provides step-by-step instruction for organizing your transcript files, dictionary files and more.

What students learn

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

- Create & use Briefcases
 - Copy/Move files into or out of briefcases
 - Manage Files
 - Backup to mass storage devices –, external hard drives, flash drives
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What reporters receive

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

Course Outline

Understanding Cases

- System Files
- Creating New Cases
- Cases within Cases
- Case Dictionaries
- Case Wordlists

File Management

- Catalyst Backup Options
- Creating Archive User
- Copy/Move files

Backup

- CD's
- External Hard drives
- USB storage Devices
- Internet file storage