

## Essentials Skills of Case CATalyst

Provided by Pam Szczecinski

Certified Training Instructor for Stenograph LLC

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### What this training provides

This instructor-led course provides step-by-step instruction for setting up Realtime; audio sync playback along with suggested writing techniques to provide on-screen text display and cleaner transcripts.

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### What you learn

Upon completing this hands-on course, you will learn:

- Writer/computer hookup
- Starting a realtime translation
- Common Real-time edit commands
- Using Realtime macros
- Seating up Speakers
- Writing parentheticals
- Editing a realtime session

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### What you receive

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

### Training Outline

#### Realtime Dictionary Definitions

- Realtime commands
- Realtime Macros
- Conflict resolution
- Number resolution

#### Translation Options

- Drag & Drop Analysis
- Conflict Choices
- Brief It

#### Review of Common Realtime commands

- Capping words while writing
- Selecting conflicts from the writer
- Defining on the fly

#### Speaker Designation

- Creating Speakers
- Virtual Seating Chart
- Speaker list
- Parenthetical Tips