

File & Media Management workshop

Presented by Pam Szczecinski

Who should attend?

- n Court Reporters
- n Scopists
- n Anyone needing help with managing files on your computer

What course provides

This instructor-led course provides step-by-step instruction for organizing and managing your files in Case CATalyst 4, files from your steno writer, and any files needed to keep your system running and working properly.

What students learn

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

- n Manage Audio Files
- n Backup to mass storage devices – CD's vs. CDRW, DVD, external hard drives, USB storage devices
- n Saving or storing files in other file formats (when to use RTF, PDF, or ASCII)
- n Create & using Briefcases
- n Copy/Move files into or out of briefcases/Users

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. 2664

Course Outline

File Management

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

Understanding Cases

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

Backup to:

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

Audio File Management

- n Emailing audio files

File Formats

- n ASCII vs RTF file formats
- n PDF files

Over head projection provided, but bring your PC if you want to do it along with me.