

## The Fundamentals of Case CATalyst 4

*(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

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

---

### Continuing Education Points

6 C.E. points earned

---

### 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 student 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. 2664*

### Course Outline

#### Page Layout Setup

- n Understanding styles
- n Tables
- n Fields

#### Transcribe Production

- n Read
- n Translate and Edit
- n Edit
- n Print

#### Dictionary Management

- n Updating Dictionary
- n Create/Modify Dictionary entries

#### File Management

- n File Backup
- n File storage options