

# Getting Organized and Staying Organized workshop

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## CE POINTS

2 Continuing Education points

### What course provides

This instructor-led course provides step-by-step instruction for organizing your court reporting life. Tips on keeping up with all those receipts the IRS needs, to archiving old transcripts. Where to put it all and find it quick.

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### What students learn

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

- n Archive receipts needed for tax records
- n Archive transcripts electronically
- n How to Manage Audio Files
- n Backup to mass storage devices – CD's, external hard drives, flash drives
- n Saving or storing files in other file formats (RTF, PDF, ASCII )

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### What students receive

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

## Course Outline

### Managing Paperwork

- § Scanning using Neat Receipts scanner and software

### Backup

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

### File Formats

- n ASCII vs RTF file formats
- n PDF files

### NOTE:

**This class is available to any reporter needing help getting organized, regardless of which CAT system you are using.**

**To register contact Pam Szczecinski  
(630) 724-1498**