

## Introduction to Case CATalyst Broadcast Captioning

(Full day course)

Instructor: Pam Szczecinski

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### Who should attend?

Captioners and/or Court Reporters

- Learn caption production steps
- Dictionary cleanup
- How to setup Profiles
- Hardware and software essentials

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### Continuing Education

C.E. points earned for state and national

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### What the course provides

This instructor-led course walks you through the beginning to end stages of captioning. In addition, it covers what to do with your dictionary, and how to save stories, and manage your completed work.

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### What you will learn

In this training session, we'll prepare your system for your first captioning session, set up one or more profiles for use in a captioning session, connect, review the captioning translation windows/results and options/commands for changing/adjusting the output; edit text and save for future use, review dictionary editing/modification features and review the various resources available to you for additional information regarding CATalyst BCS

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### What students receive

One on one hands on instruction  
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 (312) 912-7132*

### Course Outline

#### Manage Jobs

- Software Installation
- File Setup (dictionaries, NIK files, scripts)
- Function & toolbar customization
- Briefcase concept

#### Dictionary Management

- Updating Dictionary
- Create/Modify Dictionary entries
- Search & Replace

#### BCS Profiles

- Creating Profiles (dictionaries, connections, caption types, NIK files, EZ-Text)

#### BCS Caption Options

- Translate options
- Numbers
- Show
- Hold Strokes

#### Test Writing & Window views

- Writer connection
- History, Caption preview, realtime window, status window, session info, story queue, script window

#### Credit Files

- New text files
- Basic edit clean up commands
- Spellcheck

#### File Management

- File Backup (system Files)
- ASCII & RTF