



September, 2010 Workshops by Pam Szczecinski

Certified Stenograph Training Agent

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September 18th (SOLD OUT)

September 25th AVAILABLE

Fees:

½ day - \$99 pre-registration \$125 same week

Full day - \$150 pre-registration \$175 same week

“MAXIMIZING YOUR ABILITIES” seminar

Holiday Inn, Willowbrook, IL

7800 South Kingery Highway, located at I-55 at Rt. 83

(630) 325-6400

Pre-registration information : Checks made payable to Pam Szczecinski

Mailing address: Please mail payment (checks only no credit cards) to: 177 Santa Fe Lane, Willow Springs, IL 60480

For additional information contact:

Pam Szczecinski (312) 912-7132

What you need:

Computer optional for seminars (overhead projection provided)

----- Agenda Topics, Dates and Times -----

Technology trends	3 CE points	9:00 a.m. – 12:00 p.m.
Knowing your software better	4 CE points	12:30 p.m. – 4:30 p.m.

Course Details

Technology Trends

This class is designed to help you be more informed on services you can provide to your clients, and have a better comprehension of your equipment you use to do your job.

Topics covered:

- Digital transcripts – e-transcripts, minis, audio files via the internet
- Electronic signatures vs. digital signatures
- When to click and drag, right click and the best keyboard shortcuts
- Online backups vs. traditional file storage
- Wireless devices for you and your client (when and why to use them)

Software Tips

Want to make editing easier and feel more knowledge about what your software can do for you.

Topics covered:

- Quick fix punctuation shortcuts
- Advance edit options what to turn on and off
- How to flag things when writing or editing (using OOPS and HOTSPOTS)
- Conflict resolution (conflicts are not a 4 letter word)
- Mouse free editing
- Writer & Translation options
- Analyze your writing – brief suggestions