

## Case CATalyst Preparing for Realtime Dictionary Management Workshop

*Presented by Pam Szczecinski*

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### Who should attend?

- Anyone looking to fine tune their dictionary for better translation and to prepare for realtime

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### What course provides

This instructor-led course provides step-by-step instruction for cleaning up your dictionary to produce a better on-screen translation and cleaner transcript.

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### What students learn

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

- Search and replace to find problem entries
- Filter and clean up definitions
- Correct Use of Format symbols for proper translation
- How to work with numbers (dates/times/dollars etc) what the software can do along with what you already do

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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

#### Search & Filter Features

- Search & replace
- Text Filter
- Entry type Filter
- Sorting

#### Format Symbols

- Suffix & Prefixes
- Glue vs. Delete space
- Sticky Space
- Cap Previous
- Scan stop Begin/End
- Conflict End

#### Number Definitions

- Number Triggers

#### Alphabets

- Spelling
- Abbreviations
- Acronyms