

Court Reporters Toolkit workshop

Workshop Date & Location

- n February 7, 2007 11:30 a.m. – 1:30 p.m.
29 S. LaSalle Ste. 850, Chicago, IL
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CE POINTS

2 Continuing Education points

What course provides

This instructor-led course goes over all the essential equipment that is needed these days of electronic reporting, from writing machines, microphones, enhanced audio devices to computer accessories, to help you keep it all together.

What students learn

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

- n What is available in audio enhancement devices (US microphones, sound enhancers etc.)
 - n The newest writers that are available today
 - n Mass storage devices – CD's, external hard drives, flash drives, Optical drives
 - n File transfer cables
 - n SearchMaster – finding the impossible
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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

Audio Devices

- § Audio enhancer devices

Writers

- n Wireless connections
- n Tripods & carrying cases
- n Keypads
- n Chargers and more...

Search Master

- n Word Search and Database management tool
- n Research without using the Internet
- n Finding words you need
- n Overview of how it works

NOTE:

This class is available to any reporter needing help to know what tools are available to help them do their job, regardless of which CAT system you are using.

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