

ESSENTIAL SKILLS OF CASE CATALYST

Presented by:
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CE POINTS

Points for CSR & RPR

What course provides

This instructor-led course explores many of the new and improved features that have been added to Case Catalyst software.

What reporters learn

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

- General changes to ver.12
- CAT Scratch Pane for saving text or steno
- What new options are added to Manage Jobs w/due dates and job states
- Additional Brief It options
- New dictionary building tools
- Personal globals & intuitive replace options

What students receive

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

Course Outline

CATALYST 12 – WHAT'S NEW

- Changes in Manage Jobs
- CAT Scratch Pane
- Brief It enhancements
- Customization of menus
- Dictionary enhancements
- Advance Edit options
- New options to adding/modifying globals

NOTE:

This class is available to any reporter thinking of upgrading to ver 12 or have already updated and want to know what's new.

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