

# Stenograph Signature Event

## Agenda

A weekend of training, networking, and celebration - dedicated to all things Stenograph & Court Reporting!

### SATURDAY - JUNE 6

Time	Advanced Steno	Intermediate & Basic Steno	Voice	CEUs
12:00 - 1:00	<b>1. Macros, AccelerWriters, and More!</b> with Larry Paiz & Mike Miller	<b>2. Tactical Tools</b> with with Cindi Lynch		0.10
1:00 - 2:00	<b>3. Easier Indexing</b> with Larry Paiz	<b>4. Which Shortcut Do You Need?</b> with Cindi Lynch		0.10
2:00 - 2:15	<b>Break</b>			
2:15 - 3:45	<b>5. Deep Dive Into Number Conversion</b> with Cindi Lynch		<b>6. Optimizing Voice Writing</b> with Larry Paiz	0.15
3:45 - 4:00	<b>Break</b>			
4:00 - 5:00	<b>7. Know Your Writer</b> with Stenograph DSMs		<b>8. Working with Voice Commands</b> with Larry Paiz	0.10
5:00 - 7:00	<b>Customer Appreciation Event</b>			

### SUNDAY - JUNE 7

Time	All Attendees	CEUs
8:30 - 9:30	<b>9. Did You Know You Could...?</b> With Cindi Lynch	0.10
9:30 - 10:30	<b>10. Timers &amp; Exhibit Indexing</b> with Larry Paiz	0.10
10:30 - 10:45	<b>Break</b>	
10:45 - 12:15	<b>11. Time for a Good Housecleaning</b> with Mike Miller, Cindi Lynch & Larry Paiz	0.15
12:15 - 1:00	<b>Transportation to Stenograph Office</b>	
1:00 - 1:45	<b>Lunch at Stenograph Office</b>	
1:00 - 3:00	<b>12. Stenograph Factory Tour/Class: How a Writer is Built</b> with Bill Woyonowski	0.10



# Stenograph Signature Event

## Course Descriptions - Day 1

### 1. Macros, AccelerWriters, and More!

CATalyst comes equipped with shortcuts, wizards, sample dictionaries, and guides to help you translate more accurately and edit on-the-fly without setup. You'll learn to immediately take advantage of dozens of already available macros, keyboard maps, AccelerWriters, and dictionaries from the Exceptional Extras; plus, suggestions for incredibly useful Xtra Globals you can create!

### 2. Tactical Tools

Eliminate buttons you don't need, rename functions, and add shortcuts that increase your speed and efficiency; plus double-check settings that ensure you're not working harder than you have to!

### 3. Easier Indexing

Continue to explore the Exceptional Extras that come with CATalyst. Learn to take full advantage of the Index Template Wizard and Automatic Indexing to turn a time-consuming task into a quick and easy part of your production process.

### 4. Which Shortcut Do You Need?

Learn to identify which Edit tools best meet your immediate and long-term needs, and when to use which shortcut, to speed up page production!

### 5. Deep Dive into Number Conversion

Get the answers to the most asked questions about automatic number conversion and number conversion commands, how to set rules, select options, and modify personal dictionary entries to get the most accurate results!

### 6. Voice - Optimizing Voice Writing in CATalyst VP

A practical, hands-on course designed to help CATalyst VP navigate current Dragon-related challenges. Participants learn best practices for improving recognition accuracy and implementing Personal Globals and macros to streamline editing workflows.

### 7. Know Your Writer

A detailed overview of the NexGen writer to acquaint current and future users with hardware and software elements critical to a reporter's success.

### 8. Working with Voice Commands in Case CATalyst VP

This course provides a practical introduction to the two Sample VoiceCommands dictionaries available through the Stenograph Solution Center. Participants learn how to download, restore, and customize voice commands to create personalized voice command workflows within CATalyst VP. Learn best practices for modifying existing voice command dictionaries or building new ones from scratch, enabling users to tailor CATalyst VP to their individual preferences and reporting style.

# Stenograph Signature Event

## Course Descriptions - Day 2

### 9. Did You Know You Could...?

Learn how to set up and use some of the most requested, most lauded time-saving shortcuts for CATalyst Translate and Edit, including custom format symbol shortcuts, sensible keyboard mapping for groups of commands, quick reference of multiple jobs without multiple screens and review potential resources you can mine to improve translation accuracy.

### 10. Timers & Exhibit Indexing

Gain the knowledge and practical skills needed to accurately track and document time during legal proceedings using Timer tools, plus gain hands-on training in using the Make Exhibit Index Entries feature to efficiently create, format, and manage exhibit index entries within a transcript.

### 11. Time For a Good Housecleaning!

A cluttered computer results in more limited options and slower production. In this class, your Manage Jobs file organization and Cloud Backup so that you are always working with peak speed and efficiency; in addition, learn tips for working with additional resources in conjunction with CATalyst features to improve accuracy and workflow."

### 12. How a Writer is Built

In this class you'll see where and how Stenograph NexGen writers are constructed and learn about the care and detail involved in ensuring that every writer is the top quality, precision, reliable instrument our customers need them to be!