Maine Court Reporters
Freeport, Maine
December 1, 2018
Seminar Preview Highlights

Preparing for Accurate Translations

Tools to help build case or job dictionaries, fixing common incorrect dictionary definitions, translate options to improve translation, using EZ Speakers

Preparing to Organize and Work Efficiently

Briefcases and their many benefits and uses

Tools to Improve Translation While Writing

Brief It, Live Suggestions, Power Defines and variants, macros and AccelerWriters, smattering of number conversions, using <Oops> symbols and the hotspot pane

Using Editing Tools, Efficient Practices, Tips, and Tricks

EZ Text, keyboard maps, spell check, cat scratch, macros for editing, viewing panes, tool bars

Producing the Final Transcript

E-Transcripts in Case CATalyst, PDF files and encryption

Managing Files and Disk Space

Sending files to/from the scopist, briefcases as organizational tool, what to back up and what to delete, Cloud Backup, AutoArchive and recovery files, (time permitting) Using Work Units and Dropbox.

Tips for Experienced Case CATalyst Users (or *I didn't know I could do that!*)

A large collection of tips and suggestions defying categorization, e.g., getting online answers, split screens, quickly finding what you want, saved translate options, applying E-defines during translation