

State or National Convention Courses Available

IN SEARCH OF THE BEST COMPUTER – 4 hours

Do you get frustrated when shopping for a computer? Do you feel lost trying to decide between SSD and HDD? Maybe you wonder what SSD and HDD are. Then come learn some basic computer terminology, from hardware to compatibility. The emphasis will be on knowledge needed when shopping for new computers and/or their peripherals and on terminology of processes utilized by court reporters. Topics will cover everything from CPUs, RAM, cache, etcetera, to subjects such as what a dual boot is and what are the differences in a partitioned and nonpartitioned hard drive. *(It is suggested that this class be broken up into two one-and-a-half-hour segments and a one-hour segment, with lunch being one of the breaks taken after one of the segments, or into two-hour segments with lunch being the break between the segments.)*

WHERE IS THAT FILE WHEN YOU NEED IT! – 2-½ hours or 3 hours

Almost every day court reporters are creating, transferring, and storing files. The amount can quickly become overwhelming. This course will give you an opportunity to explore different options for transferring and storing files. Emphasis will be on the pros and cons of different transfer and storage options. *(Note: Due to terminology needing to be defined, this seminar is 3 hours long unless “In Search of the Best Computer” is given at some point before it, as then certain terminology will not need to be repeated.)*

AM I SECURE ENOUGH? – 1-½ hours

With the Internet has come concern for Internet security. From banking and shopping to sending and receiving e-mails, there's always a concern about the security of your information, as well as the avoidance of viruses, worms, and so forth. Get a fundamental understanding of security issues that computer users encounter and some options to deal with them. Discussions will include what virus scanners and Internet suites do for you, creating and utilizing passwords, wireless access points, and personally identifiable information.

LET'S LIGHTEN OUR LOAD – 1-½ hours

Are you overworked? Do you feel like your list of things to do is always growing and never ending? Are you turning down jobs because you have transcripts that you have to get out? Have you ever wondered what it would be like to utilize a scopist or transcriptionist? Come learn all you ever needed to know about working with a scopist or a transcriptionist, even tips on how to find the right one for you. This is your opportunity to learn all the ways scopists and transcriptionists can benefit your business, including increasing your income.

DO YOU HEAR WHAT I HEAR? – 1 hour or 1-½ hours

Audio is supposed to aid court reporters. Do you find yourself battling to hear what's in your audio files? Is there a hum in your audio file that's driving you nuts? Do you know some of the programs and features available to you when dealing with audio? Here is an opportunity to explore some different audio programs, features, and functions to help you in your job. Come learn information such as how to amplify your audio file, how to cut and paste portions of your audio file to post to a forum or to e-mail to someone, how to convert your audio to a different format. We'll cover all of this and more as we explore all about audio. *(Note: This class can be done with hands-on exercises that allow attendees to practice utilizing some of the free software available to them on the Internet. Test files and software programs are provided, and it increases the class by 30 minutes.)*

BEGINNING SEARCHMASTER – 1 hour

Saving time and being as efficient as possible is extremely important in the court reporting industry. Do you want to know how to search all of your transcripts at one time for a particular word or name previously utilized? Do you want to know how to search for that strange word a witness said? Do you want to know how to find the spelling of a word where you only know a few letters of the word? This beginner's course covers everything from searching all of your transcripts at one time to how to utilize a wildcard search. The step-by-step instructions on utilizing Searchmaster that are covered in this course will allow you to walk out of this class able to confidently employ many of SearchMaster's timesaving features. *(This class requires all attendees to have at least a demo of SearchMaster already loaded on their system before the class begins.)*

Eclipse Editing Courses

WORKING WITH NEW CLIENTS/FIRMS – 1-½ hours

This course covers creating new users, importing/exporting settings, downloading/loading jobs, syncing audio, and deleting/restoring users. The course is geared towards the editing side of Eclipse and what scopists utilizing Eclipse need in order to work with reporters.

ORGANIZATION – 1-½ hours

This course covers organizing your files within Eclipse, creating block/include files and utilizing them, what display settings are, conditional page breaks, print commands, and globaling specialties such as globaling underscores.

MACROS & TYPEOVER TRACKING – 2 hours

This course covers understanding the default macro list, the do's and don'ts of creating macros, how to create a macro, creating macro groups, copying/altering current macros, typeover tracking, and creating the typeover tracking macro.

REMOTE SCOPING – 2-½ hours

This course covers networks, ports, IP address assignments, VPNs, DNS, and setting up StenoLink, along with rules to follow for remote scoping to be successful.