

UTF for Case CATalyst Users

This workshop is designed for court reporters and transcriptionists.

Learn how to produce and export Case CATalyst files to comply with new TMS transcript production format. Participants may attend in person at NAIT Main Campus or online using a web-streaming platform.

Date: November 25, 2017

Room: H003

Please bring laptop with Case CATalyst software and steno writer. Deli-style lunch will be provided.



UTF Workshop Agenda

Presented by Janice Plomp
CSR(A), RDR, CRI
Stenograph Certified Independent Training Agent

9:00 – 10:30	Overview of UTF requirements Review of include files
10:30 – 10:45	Break
10:30 – 12:00	Dictionary entries Title pages and indexing
12:00 – 1:00	Lunch
1:00 – 2:15	Margin justification (Version 16 or above) File conversion
2:15 – 2:30	Break
2:30 – 3:45	Review of layout

4 ASRA CE credits