



RISRA
Rhode Island Shorthand Reporters Association

RISRA, PART II CAT SMART TRAINING SOLUTIONS SEMINAR WORKSHOP

Presented by:

Grace Molson, CAT SMART Training Solutions, LLC,
in collaboration with Karen L. Kerr, Stenograph, LLC



Stenograph

LOCATION:

Radisson Hotel Providence Airport
2081 Post Road
Warwick, RI 02886

DATE: Saturday, April 27, 2019 08:30 A.M. – 03:00 P.M.

TIME	AGENDA
08:30 A.M. – 09:00 A.M.	REGISTRATION/CHECK-IN (coffee-continental cart)
09:00 A.M. – 09:30 A.M.	BRIEF MY DICTIONARY – (proactively discover what you write most frequently and incorporate those briefs into your regular practice to improve your writing)
09:30 A.M. – 10:00 A.M.	RECENTLY SAVED FILES AND NEW MANAGE TOOLBAR ICONS
10:00 A.M. – 10:30 A.M.	CLOUD BACKUP(Backup, restore, backup indicators in manage jobs and expanded view)
10:30 A.M. – 10:45 A.M.	15-MINUTE BREAK
10:45 A.M. – 11:15 A.M.	CLIPBOARD (Features and function of using the clipboard – retaining locked clipboard items)
11:15 A.M. – 12:00 P.M.	USER DEFINED FILES USED ON INCLUDE FILES (Seal Date – job start – job stop)
12:00 P.M. – 12:45 P.M.	LUNCH
12:45 P.M. – 01:30 P.M.	MISTRAN MINDER LISTS FOR CASES AND JOBS
01:30 P.M. – 02:00 P.M.	ADVANCED EDIT COMMANDS
02:00 P.M. – 02:30 P.M.	REALTEAM - (COMPREHENSIVE OVERVIEW)
02:30 P.M. – 3:00 P.M.	FINISH 'EM OPTIONS
03:00 P.M.	QUESTIONS
TOTAL CEU CREDITS	0.50