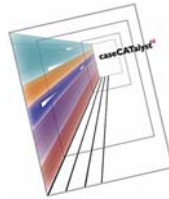


January 4, 2005



Beginning caseCATalyst SmartBook, By Jeffrey T. Moody, CRI, for schools & institutions.

Understanding how to use your CAT software to produce transcript efficiently is a key factor in establishing a reporter's professional reputation. Producing quality transcript in the least amount of time is crucial to earning the maximum amount of income for any given amount of time worked. Knowing how to use all the features of your CAT system is the foundation for each of these important goals.

The Beginning caseCATalyst SmartBook has been designed by one of caseCATalyst's premier academic CAT instructors, Jeffrey T. Moody of the College of Court Reporting to provide that foundation in 10 easy-to-follow steps. Each step focuses on a particular skill set and builds on the steps before it to gradually increase your knowledge and ability to use the powerful features in your caseCATalyst software to maximum advantage in efficient and accurate transcript production. Along the way, you will also master key dictionary building and management tips that help ensure the cleanest possible first-pass translation, and the least amount of editing time.

The Beginning caseCATalyst SmartBook blends instruction from specially developed printed materials, your caseCATalyst CBT, online tutorials in easy-to-use playback formats like Macromedia Flash, exercises and skills reviews. Study at your own pace at the rate of speed that is most comfortable for you.

With Beginning caseCATalyst SmartBook you get 45 lessons, plus a guided transcript production exercise, downloadable dictionary files, sample page layouts, and more, all in the simple, step-by-step format outlined below.

Unit 1:

- Starting caseCATalyst
- Understanding caseCATalyst
- Understanding Usernames
- caseCATalyst Software Functions
- Basic Transcript Production

Unit 2:

- About The Manage Jobs Function
- Understanding Job Files
- How To Manage Jobs and Job Files
- How To Use the Litter Box

Unit 3:

- About The Manage Dictionary Function
- Understanding caseCATalyst Dictionaries
- Understanding Manage Dictionary Options
- Creating caseCATalyst Dictionaries
- Working with caseCATalyst Dictionaries

Unit 4:

- About The Read Notes Function
- Reading Notes From a Diskette and Writer File
- About the Manage Notes Function

Unit 5:

- About The Translate Notes Function
- Understanding The Translate Options
- Translating From A File Steno Source
- Translating A Writer Steno Source (Realtime)

Unit 6:

- About The Page Layout Function
- Layout Pane Information

Unit 7:

- About The Edit Text Function
- Basic Editing Commands
- Edit Text File Management Tools
- Edit Commands
- Advanced Editing Commands
- Edit Function View Commands
- Edit Function Global Commands
- Edit Function Formatting Commands
- Format Symbols
- Editing Tools
- Edit Text Options

Unit 8:

- About The Print Text Function
- Printing Compressed Transcripts

Unit 9:

- Importing caseCATalyst Files
- Exporting caseCATalyst Files

Unit 10:

- caseCATalyst Student Version

- Updating Your Software
- Understanding Security Device Failures
- Output to StenoKeys
- Output to Realtime Captioning

Additional Materials:

- Using a Microsoft Windows® Operating System
- Guided Transcript Production Exercise

You also get the complete tutorial “Introduction to StenoKeys” and a StenoKeys command dictionary – a \$99.95 value – included at no extra charge. With the innovative features of StenoKeys at your fingertips, you can use your steno skills for creating documents in other programs, writing email, and much, more!

Each user access purchased includes a unique Key card you can use to unlock your materials, a Beginning caseCATalyst SmartBook binder and unit divider tabs, welcome packet including caseCATalyst installation guide, SmartBook user’s guide, program preface, Windows Operating System introduction, and lesson list. School versions include access to secure online tests for each lesson. Schools purchasing 5 or more units of product receive a dedicated SmartBook resource site with additional teaching materials, teachers’ aids, supplemental transcript exercises, one no-charge teacher access, and one complete set of printed lesson readings. High-volume school users should enquire about additional delivery options and features.

Length of Access Time:

P/N 36869: Up to 12 months of continuous enrollment per individual user per the school’s distribution agreement. Keycard/access cannot be passed, nor materials shared among students.

Order info:

P/N 36869... Beginning caseCATalyst SmartBook, School Reseller Version

Retail Pricing:

- 1-10 Units on order...\$99.95 per unit
- 10 – 25 units on a single order...\$79.95 per unit
- 25 or more units on a single order...contact Stenograph Education at education@stenograph.com for quote.
- Stenograph University Online participating schools and caseCATalyst certified training schools contact your Stenograph District Sales Manager, or Sandra Natale, Program Manager for Education for additional pricing and packaging options.

First-time school/institution orders require the execution of an agreement to abide by the copyright and distribution policies applicable to this product.

Beginning caseCATalyst SmartBook Minimum System Requirements:

caseCATalyst4 version 5 student or higher software installed
Windows 98 Second Edition or higher operating System
Pentium 3 or equivalent or higher processor
128Megabytes of RAM or higher
Internet access via Internet Explorer 6.0 or higher browser
Sound card, CD-Rom drive
CD/RW drive and recording capability necessary for downloading large files is necessary
for offline use of tutorial materials
Printer is necessary for printing lesson readings
Email address
Stenograph user registration.

Prices subject to change without notice.

caseCATalyst™ is a trademark of Stenograph, L.L.C.

Microsoft Windows® is a trademark of Microsoft Corporation