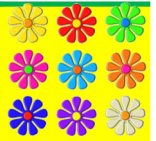


SUN SAN DIEGO SCHEDULE

FRIDAY, MARCH 27, 2020



7:30 REGISTRATION

8:30-10:00 AM—CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs

1. USER PREFERENCES I

Basic building blocks of StenoCAT 32 software. Users must have current update of SC32 loaded, as well as their dictionary conversion and template set up by Gigatron, prior to start of class.

Paula Mecke

OR

2. WHAT DOES ETHICS MEAN, ANYWAY?

Everyone talks about ethics these days, and opinions on what is ethical and what is not are plentiful. In this seminar, we will delve into the decision-making process necessary to come to a conclusion on what is ethical and what is not. We'll use NCRA COPE Guidelines and Advisory Opinions as a foundation and learn how to apply the principles there to other situations that may arise.

Irene Abbey

10:00-10:15 AM—BREAK

10:15-11:45 AM—CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs

3. USER PREFERENCES II

Continue to personalize SC32 software. Users must have current update of SC32 loaded, as well as their dictionary conversion and template set up by Gigatron prior to start of class, and have attended User Preferences I.

Paula Mecke

OR

4. WINDOWS 10 —TAKE CONTROL OF YOUR COMPUTER

Learn how Windows 10 has affected its users and what we can do to better adapt to these changes. Tips and tricks to navigate around Windows 10 and how to set it up to fit your needs. Learn which settings are important to streamline production and learn how to efficiently back up important files and how to restore them. Overcome the fear of Windows updates and understand the changes they bring.

Rick Louie

11:45-1:15 PM—GIGATRON-SPONSORED LUNCHEON AND DOOR PRIZES

1:15-2:45 PM—CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs

5. MACROS I

Learn to customize your keyboard to make your editing time faster, merge key sets, and create your own macros. Power up your editing time!

Paula Mecke

OR

6. REALTIME EDITING COMMANDS—Part I

Learn to make your editing fly with advanced keystrokes to make editing much faster and easier. This class is designed for those who already use basic SmartKeys and are ready to implement new commands and keystrokes. Learn how to master editing on the fly while in realtime.

Rick Louie

2:45-3:00 —BREAK

3:00-4:30 —CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs

7. MACROS II

Advanced keyboard customization. Strongly recommended that attendees have completed Macros I prior to attending this class.

Paula Mecke

OR

8. REALTIME EDITING COMMANDS Part II

This class has been so popular, and as Rick says, there is never enough time to teach everything in an hour and a half. So we have expanded this popular class to an extra session. Learn how to fly through those pages with more power editing and editing from your steno machine.

Rick Louie

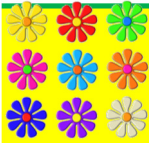
4:30-4:45—BREAK

4:45-6:15 PM—CHOOSE THIS SECTION FOR .15 CEUs

9. RICK'S "SURPRISE"

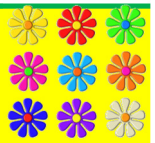
Gigatron's tech guru has prepared a special "surprise" session just for SUN! This interactive session will have you laughing and learning as well as answering some of those pesky questions you have. You may even be able to stump our techy expert! The perfect way to wrap up a day of information overload!

Rick Louie



SUN SAN DIEGO SCHEDULE

SATURDAY, MARCH 28, 2020



8:00 AM — REGISTRATION

8:30-10:00 AM—CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs

10. AUTOMATIC INDEXING PART 1

Users learn how to use the basics of the automatic indexing feature of the StenoCAT 32 software. The formats for indexing will be discussed, as well as how to insert index entries for examination and exhibits and then automatically generate an index.

Paula Mecke

OR

11. MONEY, MONEY, MONEY!!!!

In these times of financial uncertainty, one can be left in the dark when it comes to money. How to make it? How to KEEP it? Learn about tax-reduction strategies, investing without risk, retiring tax-free, and putting your "lazy money" hard at work for you! These strategies have been around for decades, but they have generally only been available to the affluent and wealthy. Explore these strategies in an educational format that will be entertaining, enlightening, and informative

Brian Altounian

10:00-10:15 AM—BREAK

10:15-11:45 AM—CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs

12. AUTOMATIC INDEXING PART 2

Explore the more advanced features of SC 32's automatic indexing software. Learn to format, customize the index, and save the index layout to your template. To keep the class moving at this advanced level, attendees must have completed Automatic Indexing, Part I, prior to taking this session.

Paula Mecke

OR

13. PROTECT YOUR RECORD PROJECT

Kimberly and Kelly will outline the history of how the Protect Your Record Project was started and share the outcomes of their advocacy strategy to date. They will conduct group exercises "Story of Self" and Collective Resources organizing. They will also educate and familiarize the group with stenography marketing strategies and resources being implemented in the field.

Kimberly D'Urso
Kelly Bryce
Shanline

11:45-1:00 PM—LUNCH ON YOUR OWN

1:00-2:30 PM—CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs

14. PARAGRAPH STYLES, TEMPLATES, ADDRESS BOOK

Eliminate busywork and tedious repetition by learning to create, adjust, and fix issues when starting a file and editing your transcript. Create an on-screen seating chart to know who's where. Loads of time-saving and customizing tricks!

Paula Mecke

OR

15. IMPROVING YOUR REALTIME WRITING PART I —Part 1

Loads of ideas for honing your realtime skills, including two ways of connecting using TrialBook. Tap into the power of using realtime strokes to clean up your realtime as you are writing. Utilize forced briefs, briefing on the fly, and using the "Q" bank with phrases to eliminate strokes and add speed. Tips on writing names with Mr. and Mrs. or Dr. and Professor, etc., and creating the best rough draft that you can. Suggestions on how to prep for a real-time job.

Sandy Deschaine

2:30-2:45 —BREAK

2:45-4:15 —CHOOSE ONE OF THE FOLLOWING FOR .15 CEUs

16. EDITING TIPS AND TRICKS AND MORE!

A highly experienced reporter and scopist shares her favorite tips and tricks for efficient editing. Learn to use more editor keyboard commands and macros to truly speed up your editing.

Paula Mecke

OR

17. IMPROVING YOUR REALTIME WRITING —PART 2

An hour and a half just isn't enough time to learn all the ways of improving your realtime writing, so we've added Part 2. It is recommended that you attend Part I to attend Part 2.

Sandy Deshaine

4:15-4:30—BREAK

4:30-6:00 PM—CHOOSE THIS SECTION FOR .15 CEUs

18. LOONEY LAWS AND SILLY STATUTES

This seminar explores how laws are made, from the federal level down to local communities, and also highlights some of the amusing laws still on the books that are left over from days gone by or were obviously created to control the behavior of one person or group of people. We'll examine the evolution of statutes and laws in our current culture.

Irene Abbey