Welcome to the upcoming session for Introduction to Realtime Technology Case CATalyst! You need to make sure that you will be ready to start the semester. Please review the information below and respond accordingly.

Update your Software

You must have Version 17 to attend this class. In Case CATalyst, go to *Help > About Case CATalyst* to confirm your current version. If you need to update, call Stenograph at 1-800-323-4247 and have a technician walk you through the steps.

Test your Computer Keyboard

It is <u>very</u> important that your function keys work properly because many commands in Case CATalyst require their use. A quick test is to press F1. If a Help menu opens, then it's likely your keys work fine. If it does not respond, perform a search online or with your keyboard manufacturer on "how to enable function keys" to correct this prior to the start of class.

Order your Textbooks

The book listing can be found on www.ccr.edu under Resources, Course Offering & Book Listing. We will be using the fifth edition which was revised recently. Other editions will not be useful at all. If you do not believe you can have your textbooks by the end of the second week of the semester, do not register for this course.

Course Preparation

This course is a technology course covering basic- to intermediate-level features. There is an underlying assumption that you can comfortably handle the following tasks:

- Create folders and organize files in Windows Explorer (or File Explorer for Windows 8)
- Copy, save, delete, and rename files in Windows Explorer (or File Explorer for Windows 8)
- Download files from the coursesite and locate those files easily on your computer
- Upload assignments to the coursesite
- Use basic keyboard commands and shortcuts such as Ctrl + C to copy, Ctrl + P to print, or Ctrl + S to save

If you are not familiar with these shortcuts, search for online tutorials to help you strengthen your understanding before the class begins.

Thank you for your attention. You will set yourself up for success if you are ready to begin on the first day with <u>both of your textbooks</u>, <u>your software updated</u>, <u>and your machine always available</u>. You will be busy during this class, but the rewards are great. I look forward to working with you next semester!

Cheryl L. Hoover
Instructor