

THE REPORTER

Spring 2007



*A PUBLICATION OF THE
Chartered Shorthand Reporters' Association of Ontario
l'Association des sténographes agréés de l'Ontario*

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- CSRAO Articles of Incorporation

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The Chartered Shorthand Reporters' Association of Ontario

Association des sténographes agréés de l'Ontario

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Insert/Flyer, loose page, mailed with newsletter, 8-1/2 by 11:

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PRESIDENT'S MESSAGE

Happy belated New Year to all. I am sure I am not the first CSRAO/ASAO President, nor will I be the last, who has pondered just where to begin this particular page. Since donning the mantle of President in the fall of 2006 there have been some rather interesting developments that may well have some far reaching affects on our profession.

The first of these developments occurred early in the new year and involved a meeting with the Court Review Team, chaired by Brian Garrah. Their mandate was and is to look for a cure to what can only be described as a shopping list of woes facing the administration of justice in our court system. Very recently I received an e-mail communication from Mr. Garrah, advising that the Court Review Team will be publishing their report this coming June.

CSRAO/ASAO was ably represented at the meeting by Kim Neeson, Anna Edelhofer, Lisa Barrett, Clare Humphreys and myself. I am sure I speak for all when I say that we left that meeting feeling very positive about the eventual outcome. I remain hopeful that the Ministry of the Attorney General will recognize the many years of professional service and dedication that CSRAO/ASAO members have provided to the courts of Ontario.

The second development which is of great importance to all CSRAO/ASAO members is the national association of which Ontario is a member, known as CASST. In mid-February I participated in a conference call with Christy Pratt, President of the British Columbia Shorthand Reporters' Association, Wade Garner, President of the Alberta Shorthand Reporters' Association, Colin Cantley, who represents the Hearing Impaired Association of BC, and Denis Theiven, who has been instrumental in not only setting up and maintaining the CASST website, but also in preparing a set of draft by-laws, which need only

be passed at an AGM of CASST. I would invite all CSRAO/ASAO members to visit the CASST website and participate in the on-line forum. The website address is www.casst.net. I should make it clear that CASST is in no way meant to replace our provincial associations but rather to act in much the same manner as NCRA does in the United States. I would urge all CSRAO/ASAO members to become familiar with CASST and to support it.

The last, but by no means least, positive development on the horizon is the soon-to-be-opened Canadian Centre For Verbatim Studies. CCVS will operate as a private career college dedicated to the training and education of future real-time reporters. I can tell you that the process of registering as a private career college in Ontario is a daunting one. It is a very expensive and time-consuming effort. The planned curriculum for CCVS will without doubt produce some of the finest real-time reporters in this country. It is an achievement we should all be proud and supportive of. CCVS is located at 10 St. Mary Street, Suite 504, in Toronto. It is extremely well situated in terms of subway access and local facilities and amenities. In my opinion, it is high time we had a full-time program in Ontario comparable to NAIT in Alberta.

I end this message by saying that, although spring may not have quite sprung yet, hope does spring eternal. I enter my first term as President of CSRAO/ASAO with much hope and optimism for the future of our profession. There is much work to be done, therefore we must be fully united in our vision and our goals now as never before so that we may insure a bright future.

Frederick W. Sharp, CSR
President, CSRAO/ASAO

NOTICE RE LAST PAPER EDITION

In an effort to reduce costs, the Board of the CSRAO/ASAO has reached the decision to make this issue of The Reporter the final paper version. You will have also received this edition electronically in .pdf format. Starting with the next issue, Summer 2007, The Reporter will be published electronically only, eliminating costly postage.

Your views on this are welcome. Please send comments to editor@csrao.net.



Your Stenograph
representative is:

Anthony Jordan

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*Our deepest sympathy goes out to Mark Nimigan and family
on the passing of Mark's wife, Barbara, in March, 2007.
She will be dearly missed.
Many CSRAO members attended the funeral
supporting Mark and his family in this trying time.
Her memory and spirit will always be with us.*

NCRA MID-YEAR IN VANCOUVER, B.C.

Held March 31 to April 1st, 2007

By Teresa Forbes, CSR, RPR, RMR, CRR



"Conferences such as these keep us all growing as reporters!"

High-Profile Seminars. Events such as the historic September 11, 2001 terrorist attack on the World Trade Center, or the devastation behind the much publicized Laci Peterson trial are some of the cases a reporter may hear, as well as corporate-type cases.

Having been a reporter for the past 30 years, I always make an effort to take advantage of furthering my education by attending conferences held by the various Canadian and US associations. This year's 2007 mid-year conference was held in the beautiful city of Vancouver.

The convention was held in downtown Vancouver at the Fairmont Hotel, surrounded by endless mountain ranges and gorgeous Pacific Ocean views. This conference was a weekend get-away to meet with other reporters outside of one's own corner of the world and catch up on what is happening in the business.

From the moment I arrived, Friday, March 30, 2007, I was immediately indulged in various seminars, attending as many as I could to hear what latest technology and other business-type issues we are facing. Needless to say, the day flew by. I have travelled the globe as a reporter and was delighted to meet up with a number of reporters I had the privilege of working with while reporting at The Hague, Netherlands, at the International War Crime Tribunal. I hadn't seen many of them for a couple of years, so it was like an old home-coming weekend!

The highlight of my weekend was attending a number of high-profile seminars: The Scott Peterson, murder of his wife, Laci; and The Moussaoui Trial, the only person to be tried for the 9/11 attacks in a civilian court, re the World Trade Center.

This seminar was particularly interesting. From the moment the reporters took the stage and began outlining the steps that this trial took (from the moment of indictment through to the victim-impact stage of the trial), we learned of the details of reporting high-profile cases.

Needless to say, by the end of the Moussaoui seminar each one of us were in tears. There were so many heroes who took the time to report the "strange" movements of Moussaoui (wanting to learn how to fly a plane, but not interested in learning how to land or take-off): the police officers who tracked his comings and goings, the people who helped others once the attacks took place.

The hour-and-a-half seminar was packed solid, full of information and a very fast-paced presentation. We also had plenty of laughs, understanding how difficult it was for these reporters to try to "guess what Moussaoui" is saying. To say they had a challenge is an understatement!

After attending as many seminars as I could squeeze in and learning what other reporters have experienced, I came to the realization of why I do what I do day in and day out and what keeps me coming back for more.

Court reporting is definitely not for the weak but for those interested in learning about the world and proceedings of our time. I am fortunate to learn something new every day. Conferences such as these keep us all growing as reporters!

STUDENTS' CORNER

By Dayne Snell, Student Reporter, George Brown College

First of all, I must acknowledge Atchison & Denman Court Reporting Services and their staff for the warm welcome they gave me as I commence sitting in on proceedings for the last portion of my training as a court reporter. Their friendly demeanour made me feel very comfortable in sitting in on both discovery and full-fledged hearing proceedings. I hope these observations provide some food for thought and insight for other students to follow.

The reporters that I sat in with were very helpful, knowledgeable and patient with any questions I had.

I experienced first-hand that a day in the life of a court reporter is rarely typical. Cases may cancel before they start or are shortened after some new evidence arises for which none of the participants, including their lawyers, had planned. *

It is very different doing Q&A takes for speed-building than actually being there able to see the faces of the people. In that sense, it is *much* easier being in attendance. The fluctuation in how fast each person speaks at times made me feel good about my writing and at other times feel that I will never be able to do this job. **

I felt it was a great opportunity to sit in on a couple of different situations. The first time, the case was postponed, and the second one was pretty straightforward in that the testimony was pretty much all Q&A.

When I walked into the room to sit in the last time, I was overwhelmed by the number of people there. Being a hearing, there were, I think, 12 persons in attendance. However, the reporter explained to me her steno designations for each person, which made things a little easier to understand. (I found this to be very challenging when the discussion involved more than two or three people. ***

As a student, this experience has been the most beneficial to me thus far. I learned not only a few tricks of the trade but also now know that taking down the record is only half the job. Preparation before and double-checking, editing, spell checking, and proofing the cover, index, transcript body, and certification afterwards account for a big part of the final transcript.

An important thing to realize is that there is an answer for every situation you run into on the job, which is where one's association with fellow reporters comes in handy.

Senior Reporter's Notes:

- * Junior reporters want longer cases for more transcript; old hands pray for half-days so they can get transcript done. You'll know you're senior when that outlook first happens to you.
- ** It is easier to get over these speed issues by actually sitting in and/or starting to work and "having to" push for speed.
- *** Some writers use STPHAO, SKWRAO, 1234 and/or 6789 to make speaker IDs and replace them with specific names. Others double-strike speaker names for their IDs, such as BOB/BOB for Mr. Roberts. Also important to remember, not everyone at a hearing or in a courtroom gets up to speak. You need to make a map of who everyone is and who they are representing, but only the major players, i.e., the lawyers stand up and speak typically.

CHARTERED SHORTHAND REPORTERS' ASSOCIATION OF ONTARIO
L'ASSOCIATION DES STÉNOGRAPHES DE L'ONTARIO

STATEMENT OF PROFIT/LOSS
INTERIM STATEMENT AT DECEMBER 31ST, 2006

Sales/Revenue		\$	2,119.90
G.I.C. Interest			181.98
			<hr/>
			2,301.88
Expenses			
Storage	\$	636.00	
Office Expenses		376.88	
Convention Expenses		4,355.05	
Visa Service Charges		141.47	
MasterCard Service Charges		99.00	
Newsletter		1,380.08	
Bank Service Charges		31.76	
Accounting Expense		157.50	
Education Expense		1,000.00	
		\$	8,177.74
		\$	<hr/>
			(5,875.86)

Announcements

The CSRAO would like to congratulate Penny Stewart on her retirement this year. After many years of hard work, 41 to be exact, she is now living an idyllic life up north listening to the birds chirping and the babbling brook. We hope you enjoy yourself, Penny, and thank you for the many years of service in our profession. Good Luck.

It is with great pleasure and admiration that the CSRAO would like to congratulate Kim Neeson on obtaining her CBC. Kudos to you, Kim! Kim's achievements also include her CSR, RPR, CRR, and CCP. We are so very proud of you, Kim.



We encourage members to come out and write the CSRAO exams given every May and November. Remember, knowledge is an assured belief, information gained by experience, and enlightenment! (See application form on back page.)

MICROSOFT VISTA™: WORTH THE RISK FOR COURT REPORTERS?

By Rachel Rosenberg, CSR(A)

WILL IT WORK WITH CAT?

Most of us know that Microsoft has come out with yet another new operating system ("OS") which is supposed to eliminate security worries. Microsoft has virtually removed Windows XP™ in all its flavours from the marketplace and has convinced computer manufacturers and retailers only to produce and sell computers running the Vista™ OS. Recent phone calls to CAT companies have left members in the lurch and wondering if it is safe to run their court reporting software on the Vista™ platform. Certainly, in the general marketplace people are experiencing difficulties with Vista™'s management of peripherals, i.e., being able to recognize drivers for printers and USB devices, among other equipment which may be attached to a computer running Vista™. It seems to be a particular problem for laptop users even if you purchase a new laptop with Vista™ already loaded. There is no guarantee your software key and machine will interface properly with Vista™ at the current time.

DRM AND YOUR AUDIO FILES

Digital Rights Management, affectionately called "DRM" - not, is the means whereby creators of digital media content, such as movies and music, can encode the product in a way in which it cannot be copied to either another device or shared through a network. The entertainment industry hopes this encoding will cut down on pirated copies of their products.

The big worry with Vista™ is that this new OS has added logarithms which detect digital audio or video material not encoded with DRM on your system and over your Internet connection will block such material from playing. Potentially, your digital synchronized audio file from your CAT manufacturer could be subject to suddenly being blocked and, hence, rendered unusable.

If you are using a laptop for reporting purposes, ensure you have backed up your digital audio file onto an external device, such as USB flash drive or CD or DVD, to avoid any unforeseen deletion of these files.

BATTERY LIFE FOR NOTEBOOKS

Another Vista™ issue recently brought to light is this new OS is a battery drainer par excellence. Certainly, you wouldn't be running your laptop on battery power alone when reporting, but you might be tempted to when doing some editing. Read this review of the issue first:

http://news.zdnet.com/2100-1040_22-6181366.html

WHICH VERSION?

Like Windows XP™, Vista™ comes in more than one version: Home Basic, Home Premium, Business, Enterprise, and Ultimate.

UPGRADE?

The Internet is peppered with horror stories of doing an upgrade to Vista™ from another version of Windows. The best way to go Vista™ is to do a clean install, i.e., wipe your hard drive with a reformat and then install Vista™ totally. Of course, this means you need to totally reload important documents and reinstall all your software programs, backup and reinstall your e-mail client and address and calendaring data, not to mention getting the correct drivers for your printer, etc.

Even with a full, clean install, you should be aware that some of your old and not-so-old software and peripherals just may not work with Vista™ straight away. It may be necessary to obtain updated drives from the original manufacturer's web site and install those drivers to get things to work.

OPTIONS?

The author's strategy is to wait until the end of 2007. For those who don't want to wait you can do several things.

For desktops, you can consider a custom-built Windows XP™ Pro box from custom builders such as SIGNA (www.signa.com).

For laptops, well, Notebook Depot has some remainder stock available at www.notebookdepot.com.



WHAT TO DO, WHAT TO DO...

HOW TO HANDLE TRICKY REPORTING SITUATIONS

By Rachel Rosenberg, CSR(A)

PLAN YOUR JOBS AHEAD

Planning ahead is essential not only for good reporting and therefore a good record but also for helping reporters maintain some semblance of a well ordered lifestyle.

Prepare for the job with an equipment checklist. Research the parties in a style whenever possible ahead of time.

MANAGE TAKING TIME

Avoid the long sitting trap. You have a responsibility to produce accurate transcript on time. You can't do that if you're too tired from sitting long hours either through missing lunch breaks or sitting past time booked. You do participants a favour by taking at least a 45-minute luncheon recess or asking for a break as you're going into overtime because lawyers can often use recess time to shorten the process, which can aid everyone.

When asking for lunch, perhaps put to counsel that you have something to do for the agency office and need the time during lunch to do so. That's something they usually understand, and it's true because usually you do work-related tasks at lunch.

After all, defending the record means more than taking it down and editing accurately; it also means managing your scheduling so you can do the appropriate job.

As a long day looks as if it's becoming longer and there's a transcript due tomorrow, is it not valid to explain that you have another job to go to so this would be an appropriate time to end for the day? Well, you do have another job to go to, your editing job.

INTERRUPTING MORE EFFECTIVELY

Use the third person when interrupting. Don't say "I didn't get that" or "You're speaking too fast" - the former implies you have shortcomings while the latter intimates the speaker is at fault. No one likes to feel they're in the wrong.

A better way is to use third person terminology or pose a question: Would you mind slowing down, please? Speaking less quickly will help keep the record clear.

As a last resort you can always blame the computer: The spoken word can only translate through the database so quickly.

CONTINUING EDUCATION

One duty a reporter owes not only to the record but to themselves is to keep up to date on names in the news and current terminology in a variety of areas but, most particularly, in the financial arena. Why financial? Because courts can really only provide monetary compensation as a remedy so most cases involved a financial issue.

This doesn't mean understanding a vocabulary list. the biggest trip-up for a reporter comes in the form of jargon and small, ordinary words combined in a phrase as terms of art in various industries. If not widely read and without watching appropriate news and financial programming on television, you can easily miss these types of subtleties in making the record.

It's all well and good to know you can do accurate research on the Internet to verify terminology in a transcript, but it's much more helpful to understand the words you're hearing when they're being spoken. Fewer interruptions to counsel and witness, easier taking for the reporter.

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HUMOUR...

Concerning matters linguistic

TEACHER: Donald, what is the chemical formula for water?

DONALD: H-I-J-K-L-M-N-O.

TEACHER: What are you talking about?

DONALD: Yesterday, you said it's H to O.

TEACHER: Millie, give me a sentence starting with "I".

MILLIE: I is...

TEACHER: No, Millie. Always say, "I am."

MILLIE: All right. "I am the ninth letter of the alphabet."

TEACHER: Now, Simon, tell me frankly, do you say prayers before eating?

SIMON: No, sir. I don't have to, my Mom is a good cook.

TEACHER: Clyde, your composition on "My Dog" is exactly the same as your brother's. Did you copy his?

CLYDE: No, teacher. It's the same dog.

SO YOU THINK YOU KNOW EVERYTHING ABOUT LANGUAGE?

"Stewardesses" is the longest word typed with only the left hand and "lollipop" with your right. (Bet you tried this out mentally, didn't you?)

No word in the English language rhymes with month, orange, silver, or purple.

"Dreamt" is the only English word that ends in the letters "MT." (Are you doubting this?)

The sentence: "The quick brown fox jumps over the lazy dog" uses every letter of the alphabet. (Now, you KNOW you're going to try this out for accuracy, right?)

The words 'racecar,' 'kayak' and 'level' are the same whether they are read left to right or right to left (palindromes). (Yep, I knew you were going to "do" this one.)

There are only four words in the English language which end in "dous": tremendous, horrendous, stupendous, and hazardous. (You're not doubting this, are you?)

There are two words in the English language that have all five vowels in order: "abstemious" and "facetious." (Yes, admit it. You are going to say it: A E I O U.)

TYPEWRITER is the longest word that can be made using the letters only on one row of the keyboard. (All you typists are going to test this out)

Now you know everything about the English language!

STRANGER THAN FICTION, THEY SAY

A true account as recorded in the Police Log of Sarasota, Florida.

An elderly Florida lady did her shopping and, upon returning to her car found four males in the act of leaving with her vehicle. She dropped her shopping bags and drew her handgun, proceeding to scream at the top of her voice, "I have a gun, and I know how to use it! Get out of the car!"

The four men didn't wait for a second invitation. They got out and ran like mad. The lady, somewhat shaken, then proceeded to load her shopping bags into the back of the car and got into the driver's seat. She was so shaken that she could not get her key into the ignition.

She tried and tried, and then it dawned on her why - for the same reason she did not understand why there was a football, a Frisbee and two 12-packs of beer in the front seat! A few minutes later, she found her own car parked four or five spaces farther down. She loaded her bags into the car and drove to the police station to report her mistake.

The sergeant to whom she told the story couldn't stop laughing. He pointed to the other end of the counter where four pale men were reporting a car-jacking by a mad, elderly woman described as white, less than five feet tall, glasses, curly white hair, and carrying a large handgun.

No charges were filed.

Just a Phone Call Away

- by Pat Gardiner, CSR (Retired)

It was in the spring of 2006 when Caroline Sebastian knew for sure she would be moving miles away to an apple farm in Kelowna, British Columbia.

Caroline is part of a team of captioners that at that time had been captioning for seven years for a church in Milton, Ontario. Friendships were strong and she would be missed dearly. Caroline wanted to stay part of the team, but how could this happen when she would be living 1,725 miles away?

We discussed options, prayed many times about it and then knew the answer. Remote captioning. This would enable Caroline to still be a part of the team, and she could continue to use her skill and church dictionary that she had spent so many years building.

As we thought about this and planned, what had originally seemed like a negative soon turned into an exciting positive! We realized that this would raise the captioning at the church to another dimension, and there were many possibilities.

Where to start? From Caroline's end, she bought Eclipse captioning software. She got an extra phone line installed so she now had two lines, bought a Plantronics amplifier and headset, an oldie-but-goodie 28,800 bps fax modem that she found on eBay, and several cables to connect her equipment together.

From the church side, we started with the phone lines. Some churches use two dedicated analogue phone lines, some use one dedicated phone line and one line that is not used at all on Sundays. We already had a phone system in place that, by using commas along with the church phone number in the telephone number field in the captioning software, Caroline could call in easily, and then call the same phone number again, press an extension number, and she would also have access to the church live audio on her second phone line.

The church bought a Comrex auto-coupler, Link portable encoder, and an external modem for the encoder. Link was excellent with their support, guided us all the way through, and gave us a discount because the encoder was being used in a church. We had two jacks installed in the wall of the video booth in the sanctuary near where the encoder and auto coupler were going to be placed.

Several tests were done over the months getting this ready. Denise Agard, Joanne Anderson, Phyllis Doel, Diane LeBlanc, and Terry Wood on the team helped Caroline get her captioning software and equipment set up and working while our Pastor was very helpful with the phone lines and equipment at the church. Then, a final test was done a few days before the Sunday Caroline was to caption from Kelowna, testing one last time to be sure everything worked.

Well, the Sunday to put this all together finally arrived. We were nervous and excited. Would this really work? Kathy Toy was hooked up at the church as the backup captioner, just in case. We all know how it is, don't we? Plan A, Plan B, Plan C, etc., etc.!

We are pleased to say it worked perfectly! It brought tears to our eyes as the captions flowed onto the monitors in the sanctuary, and we realized that Caroline was sitting in her new home in Kelowna, her mom helping at that end, captioning over so many miles for the precious people at New Life who need to "hear" the voice of the Pastor. This was another first for a church in Canada and, as one of the people we caption for said to his daughter on that Sunday, "We are very happy!"

What does remote captioning mean to Caroline? We asked her, and she explains, "Remote captioning is a wonderful way to lend a hand even though I've moved. I had enjoyed captioning for the church very much and really didn't want to stop. I knew technically speaking there was a way to continue from afar, so was glad the church was agreeable to help this work by buying the encoder and getting their end set up to receive the captions. Now I'm just a phone call away and still feel connected to my colleagues, and to the church family I have moved away from."

There are many possibilities now. We discovered that we can have a captioner captioning remotely and have a captioner at the church, both hooked up to the encoder and, as long as they don't write at the same time, both can participate and share captioning the service.

This opens up the possibility of students practising captioning perhaps the songs, while the captioner would caption the faster portions of the service, such as the sermon, one captioning remotely while the other one is using the captioning software and equipment at the church. Then, after the service, the captioner and student can share ideas, as the student learns hands-on what it's like to caption for a live audience, and a very forgiving one at that.

A benefit perhaps to some of you is that, if you are the sole captioner for your church, this may be a way for you to share the captioning with someone else, whether they live close by or far away. Or maybe when you're on vacation another captioner would be able to caption remotely, filling in for you while you are away, without the concern of having a Sunday with no captioning.

The possibilities are endless. And how does New Life Church feel about all of this? Well, the captioning team, the Pastors, and the congregation are thrilled! Caroline is very dear to us and, despite the miles, we are delighted that she is now only a phone call away!

For more information on church captioning go to www.newlife-milton.org/captioning and/or e-mail plgardiner@hotmail.com for a package of information to be mailed to you.

The following outlines are submitted by Caroline Sebastian. For several, there are suggested short forms. For the rest, please use your steno theory to write them.

JCR Contributing Editor Pat Gardiner is from Milton, Ontario, Canada.

Vocabulary to Know	Vocabulary...	...with Steno Suggestions
Ash Wednesday	Alleluia	AL/KWRA
Calvary	Church of the Holy Sepulchre	SEP/-L/KER
Canonical Gospels	Disciples	TK-PLS
Consecrate	Forgiven	FR*EUFPB
Crucifixion	Halleluiah	H-L
Crucify	Hosanna	H-PB
Easter Sunday	Lutheran	HR*UT/RAPB
Easter Triduum (Latin for "three days")	Passion	PA*GS
Ecumenism	Risen	R*EUFPB
Eucharist		
Exsultet (Catholic hymn of praise)		
Exult		
Garden Tomb		
Gloria in Excelsis Deo		
Golgotha		
Good Friday		
holiness		
Holy Saturday		
Lent		
Liturgy		
Matins		
Maundy Thursday		
Pascha		
Paschal		
Passover		
Pasyon		
Resurrection		
Simon of Cyrene		
Stations of the Cross		
Via Dolorosa		

APPLICATION FOR THE CSR EXAMINATION/FORMULAIRE DE L'EXAMEN CSR

Examination Date/date de l'examen: Saturday, May 12, 2007/samedi, le 12 mai 2007
 English: George Brown College, 200 King Street East, Rooms 567D, 568D, 573D, Toronto, ON
 M5A 3W8

Français: Senate (Hansard) Office, 40, rue Elgin, Ottawa, ON K1A 0A4

Send Application & cheque (payable to CSRAO)/Envoyer la formulaire et un cheque (fait au nom de la CSRAO) to:
 Teresa Forbes, 24 Lester B. Pearson Street, Kleinburg, Ontario L0J 1C0.

Note: You may write any or all portions of the CSR examination only if you have:

- been employed full-time as a shorthand reporter for at least three years preceding date of examination; or
- have passed a CSRAO-recognized speed test of 160 wpm or more. (Provide proof - court reporting school certificates are acceptable); or
- have received oral or written permission from the Chief Examiner in advance.

Veillez Notez: Vous pouvez prendre l'examen (une partie seulement ou entièrement) seulement si vous avez:

- travaillé comme stenographe à plein temps pour au moins trois ans avant la date de l'examen; ou
- achevé le niveau de 160 mots à la minute, ou plus, acceptable à la CSRAO. (Preuve requise - un certificat d'une école de la stenographie est acceptable); ou
- obtenu la permission écrite de l'examineur en avance de l'examen.

NAME (Ms/Mr)	NOM (Mlle/Mme/M)
MAILING PREFERENCE (street/city/province/postal code)	ADRESSE PREFEREE (rue/ville/province/code postale)
PHONE (home/business)	NUMERO DE TELEPHONE (residence/travail)
E-MAIL	COURRIEL
What shorthand system do you use? (CAT, manual machine, pen)	Quel système de stenographie est-ce que vous employez? (TAO, machine manuel, à main)
Are you currently a fully employed shorthand reporter? Yes/No	Est-ce que vous travaillez comme stenographe à plein temps présentement? Oui/Non
Month and year you commenced employment:	Mois et année de commencement du travail de stenographe:
(If student) School and city	(Si étudiant/e) Ecole et ville
(If student) Speed attained	(Si étudiant/e) Niveau de vitesse
Have you written portions of the CSR exam before? Yes/No	Avez-vous écrit une partie (ou plus) de l'examen CSR déjà? Oui/Non
Most recent date	La date dernière
What portions passed?	Quelles parties avez-vous réussies?
Last name at the time	Votre nom de famille à ce temps-là
If you hold CSR certification in another jurisdiction, give full particulars or attach copy of certificate.	Si vous possédez un certificat déjà pour la stenographie, donnez détails (province/état) ou affixez une copie du certificat.

PLEASE INDICATE WHAT PORTION(S) OF THE CSR EXAM YOU INTEND TO WRITE AND ENCLOSE THE APPROPRIATE FEE. VEUILLEZ INDIQUER QUELLE(S) PARTIE(S) DE L'EXAMEN VOUS VOULEZ PRENDRE ET AFFIXER LE MONTANT APPLICABLE.

Full exam/l'examen complet (\$50) _____ Shorthand only/la stenographie seulement (\$50) _____
 Reporting Knowledge/Connaissances générales des procédures et de la profession (\$10) _____

**Please bring your own computer The transcript may be handed in on diskette or CD-ROM.
 Veuillez employer votre propre ordinateur. La transcription doit être remise sur diskette ou CD-ROM.**