

TYPEWELL TRANSCRIBER WORKSHOP  
FRIDAY, MAY 8, 2015  
9 AM – 2 PM  
UNIVERSITY OF CENTRAL ARKANSAS  
BREWER-HEGEMAN CONFERENCE CENTER, ROOM 112

## AGENDA

- 9:00 – 9:15 a.m.      Introductions and Overview**
- 9:15 – 10:00 a.m.      Math Mode Fundamentals** - Are your transcripts clear, concise, and complete? Revisiting the cardinal rules for quality communication access with a special focus on transcribing STEM classes.
- 10:00 – 11:45 a.m.      Math Mode Practice and Transcript Analysis** – What should we capture when the math hits the board? Tiered, hands-on lecture practice activities followed by group discussion, for transcribers of all skill levels. Use tools for self-analysis to guide your continued learning after the workshop.  
  
(15 minute break will be built into the session above)
- 11:45 – 12:45 p.m.      Lunch will be served!**
- Round Table** – Shaping the future of the TypeWell transcribing profession: continuing education opportunities, establishing a professional association, certification, etc.
- 12:45 – 1:45 p.m.      Tech Tips & Troubleshooting** – Are you making the most of your transcribing software features and shortcuts? Hands-on demonstration and discussion of TypeWell linking, teaming, MultiPAL, and other *new* software features. Interactive Q&A so transcribers can share troubleshooting techniques.
- 1:45 – 2:00 p.m.      Workshop Evaluation and Wrap-up**

## TARGET AUDIENCE

This workshop is open to transcribers who have successfully completed the TypeWell Basic Skills Course or Refresher Course. All skill levels welcome! Disability Service Coordinators, IT professionals, and other support staff are also welcome to attend.

## LEARNING OBJECTIVES

### MATH MODE FUNDAMENTALS (0.75 HOUR)

Participants will be able to:

- ❖ Develop greater proficiency using Math Mode features to type basic mathematical notation, including: mathematical operators, simple fractions, complex fractions, exponents, subscripts, equality/inequality, Greek letters, and common symbols.
- ❖ Type mathematical expressions such as complex fractions, summation notation, square roots, and integrals using Math Mode templates.
- ❖ Develop greater proficiency using efficient keyboard shortcuts for special formatting, on-the-fly editing, and quick error corrections.

### MATH MODE PRACTICE AND TRANSCRIPT ANALYSIS (1.5 HOURS)

Participants will be able to:

- ❖ Recognize when it is appropriate to switch into Math Mode or to use regular (Classic/Turbo) abbreviations.
- ❖ Recognize the different types of information that are spoken, written, and implicit in typical math/science classes, to decide which information is most pertinent for effective communication access.
- ❖ Utilize prep material such as texts, handouts, and online resources to anticipate math/science notation that will be used in an assignment.
- ❖ Acquire skill-appropriate practice materials and online resources to prepare in advance for challenging math/science assignments.
- ❖ Assess their prior math/science content knowledge and technical skills, to determine whether they are qualified for a particular assignment.
- ❖ Communicate with students, teachers, and supervisors about their personal strengths and weaknesses — as well as any limitations of the technology/software — in order to set reasonable expectations about the use of TypeWell in math/science settings.

## LEARNING OBJECTIVES (CONTINUED)

### TECH TIPS & TROUBLESHOOTING (1 HOUR)

Participants will be able to:

- ❖ Configure and employ different TypeWell linking methods to link the TypeWell Transcriber software with one or more reader devices.
- ❖ Select the most appropriate linking method for a particular transcribing situation, based on the device, location, and available wireless networks.
- ❖ Troubleshoot the most common linking issues, and identify appropriate back-up linking methods to ensure continuity of service.
- ❖ Recognize potential privacy concerns associated with sharing channels for Web Linking and Internal Linking, and implement a system to prevent breaches of confidentiality.
- ❖ Utilize software features designed for team transcribing, using a mock team transcribing activity to produce a combined, edited transcript.
- ❖ Create and import multiple Personal Abbreviation Lists into TypeWell V7, and utilize software features to edit, enable/disable, and configure those lists into “profiles” for different assignments.

## INSTRUCTOR BIO

### KATE ERVIN, TYPEWELL EXECUTIVE DIRECTOR

Kate started her transcribing career in Chicago in 2004 and went on to provide on-site and remote services as a freelance transcriber in New York City. In 2009, she began teaching the Basic Skills Course for new transcribers. In 2011, she took over the day-to-day operations of TypeWell with the goal of maintaining high quality transcriber education, customer service, and state-of-the-art software. Kate travels extensively throughout North America visiting TypeWell clients, conducting outreach, and facilitating workshops for transcribers. She is also the lead content developer for TypeWell's *Learning & Enrichment Online* (LEO) website, launched in 2014.

## WORKSHOP HOST

University of Central Arkansas  
Disability Resource Center  
Crystal Hill, Director  
Chinwendu Okoronkwo, Associate Director

## CO-SPONSOR

Quality Transcription Specialists  
Cal Hutson, Owner