

## **HJC Realtime Reporting Steno Writing Equipment Requirements**

Below you will find the minimum requirements for your Steno Writing classes at HJC. For some items, we have included information where your equipment can be purchased. This is for your convenience only. HJC does not recommend or require that your equipment be purchased from any particular supplier.

### **Steno Machine**

- a Stentura 200SRT or 400SRT, e'lan Cybra or comparable realtime capable writing machine (programmed with the Smartwriter-Stentura software protocol.)
- For more information, contact the Stenograph Corporation at 800-323-4247, ext 6260

**Case CATalyst4** student version 6 or higher – this can also be purchased through the Stenograph Corporation at 800-323-4247, ext 6260

**Power Strip** with a Surge Protector

### **Microsoft Office Software**

- Windows 9x word processor software such as Microsoft Word™ (*\*The college cannot accept documents produced with Microsoft Works or WordPerfect unless they are converted to rich text files before submission.*)
- Database processing software such as Microsoft Access™
- Spreadsheet capable software such as Microsoft Excel™

**Computer or laptop** (See minimum requirements list on back)

**High Speed Internet Access**

## **Computer or Laptop Minimum Requirements for Steno Writing**

### **Peripherals**

Monitor, printer, keyboard, and mouse and built in printer port and serial ports.

### **USB and Serial Ports**

A minimum of three USB ports and one serial port. A USB to serial adapter can be used in lieu of a true serial port.

### **Processor**

3.0 GHz Pentium 4 or equivalent

### **RAM**

2.0 GB RAM or greater

### **Operating System**

Windows 2000 or Windows XP

### **Sound**

Sound Card & Speakers

### **Drive**

CD-ROM/RW drive (Please note: a DVD burner is preferred, as DVD's hold more information for backing up speech files.)

### **Hard Space Drive**

60 GB or higher capacity (80 GB is preferred)

### **Internet Access**

Java enabled Internet browser (Microsoft™ Internet Explorer 6.0 or higher)

### **Video**

Video Graphics Accelerator Card. A high resolution screen set to 1024x768 resolution is recommended.

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### **Modem**

Cable modem or DSL line recommended. *Dial-up connections do not work for the online testing environment.*