

# Case CATalyst® Release Notes

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## Case CATalyst V19

Welcome to Case CATalyst V19! Stenograph is very excited to release another version of Case CATalyst filled with features our customer have requested. Our Development and Quality Assurance Teams have worked very hard to bring you more time-saving features. New and enhanced features include: Brief It now has a Show Phonetic Steno option for those of you that would like to see your brief suggestions phonetically and a clear all unused briefs with a single click so the unused briefs can be recycled (used for other suggestions) later in the realtime file. AutoArchive now saves multiple copies of files and dictionaries which includes an easy recovery process. Dictionary Builder now has an audio option so you can hear the word/phrase in the Case Prep Dictionary Builder list or any ASCII list while creating a dictionary. Cloud Backup has several enhancements including the ability to see the backup status of your files in Manage Jobs. Your Keyboard map now tracks usage information and there are more index sorting format symbols available to fine tune your index pages. These are just a few of the exciting features in V19, so please read on to see the entire list of features. We hope you truly enjoy this new version of Case CATalyst.

### What's New

#### Brief It - Show Phonetic Steno

A Brief It option is available to show Brief It suggestions based on phonetic steno. When selected, this option will change steno character combinations into the "phonetic" sound of the combined letters when offering a suggestion. The option simply changes the display of the steno and still keeps the normal brief it logic.

For example, let's say you select the Show Phonetic Steno option and you write the phrase "large imbalances", Brief It would display the suggestion as "LARJ" instead of "HRARPBLG."

While writing realtime with the Show Phonetic Steno option selected, Personal Briefs display the steno outline(s) as it appears in the Personal Briefs table. For example, if you have an entry such as "as a result of the accident" with the steno "SRUFBGS" that is how the steno will appear in the Brief It pane during realtime. If you close the realtime file and reopen it, the Personal Brief steno will display phonetically since the Personal Brief table is only used during realtime. For this example, when reopening the file, the steno for "as a result of the accident" will display as "VUFX".

#### To turn the Show Phonetic Steno option On/Off:

- On the Brief It pane toolbar, click the Options icon. To see phonetic brief suggestions, select the **Show Phonetic Steno** option or press **Alt + h** to select or deselect the Phonetic Steno option. The option is not selected by default.  
You can also access the Brief It Options by clicking the All Options icon on the toolbar or selecting Tools, All Options and then selecting Edit panes and then Brief It.

The Show Phonetic Steno option can be selected or deselect at any time. You can open previous jobs, open the Brief It pane, then select Options and select the Show Phonetic Steno option to see how the suggestions would display. This option also affects how the steno displays in the Text/Steno section of the Cat Scratch pane.

## Brief It - Clear/Recycle Unused Briefs

Whether the testimony was fast and furious or your file contains multiple witnesses – there may be times when you want to clear out all the unused briefs in the Brief It pane to reduce clutter or free up the unused steno outlines for other suggestions later in the day. A Clear/Recycle Unused Briefs command is now available. The Clear/Recycle Unused Briefs command removes all unused brief suggestions and Personal Briefs from the Brief It pane. The steno of the unused briefs is recycled and made available for another word or phrase in the same translation session. Reminders and Live Suggestions are not affected by this command and remain in the Brief It pane after using the Clear/Recycle Briefs command.

For example, let's say you have back to back witnesses. The attorneys are talking a mile a minute to ensure they get both witnesses deposed. You find yourself hanging on for dear life as you report the first witness. The Brief It pane is full of suggested briefs that you didn't use. You are about to start the second witness, so you use the Clear/Recycle Briefs command to remove all the unused suggested briefs/personal briefs and recycle them so they are available for brief suggestions for the next witness.

### To use the Clear/Recycle Unused Briefs command:

- position your cursor in the Brief It pane. **Right click** and select **Clear/Recycle Unused Briefs**. The unused brief suggestions and personal briefs are removed from the Brief It pane.
- press **Alt + g, c** (Global, Clear/Recycle Unused Briefs).
- assign the Clear/Recycle Unused Briefs command to a key combination in keyboard map function and/or record the key combination as part of a macro, assign it to a dictionary definition and invoke the command from your writer during realtime.

The Clear/Recycle Unused Briefs command is available in Translate, Edit, BCS realtime and BCS caption files.

## Clear All Speakers

A Clear All Speakers command has been added to the Speaker List! When creating EZ Speakers in a job that is within a case, you have an option to create the EZ Speakers in the Case dictionary or Job dictionary. Creating the EZ Speakers with fields in the Case dictionary means the speaker field information is contained in the Case History file and all speakers will be available and appear in the speaker list for all future jobs in that case. When you select Job dictionary, the speaker field information is stored in the Job dictionary and is only used for the current job and when selecting that job dictionary to help translate other jobs.

There may be times when all the speakers are no longer relevant for the current job or for all future jobs in the case. The Clear All Speakers command is available for just those times!

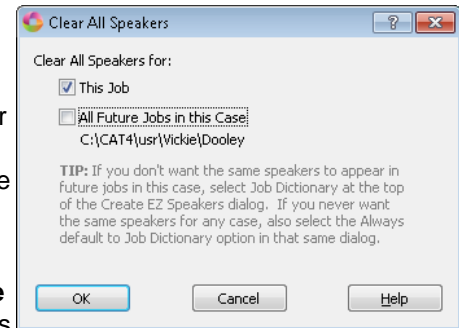
**Important:** The Clear All Speakers command will remove the speakers from the Speaker List, but if you do not use fields for your EZ Speakers and you do not want the speakers to apply to future jobs in the Case, you will also want to remove the entries from the Case dictionary. In other words, if you do not use fields in your EZ Speakers, the values for your EZ Speakers are entirely definitions created in your Case dictionary (if using a Case), not in the Case History file.

To clear an individual speaker, continue to use the Delete command on the right click menu.

### To use the Clear All Speakers command:

1. Open the job that is in a case where you want to clear all the speakers.

2. With the Speakers List pane displayed (**Alt + v, e, k**), highlight a speaker in the Speaker List, right click and select **Clear All Speakers...**
3. The Clear All Speakers dialog box displays. Do any of the following
  - a. Select **This Job** to remove all speakers from the speaker list for the current job and clear the field values for those speakers. This option has no effect on speakers for future jobs if you are in a case. By default, the **This Job** option is selected.
  - b. If you are in a case, select **All Future Jobs in this Case** along with the **This Job** option to remove all the speakers from the speaker list and clear the field values for those speakers in the current job and all subsequent jobs in this case.
  - c. Select **All Future Jobs in this Case** alone to remove all the existing speakers in this case's history file and prevent them from appearing in the speaker list for all subsequent jobs in this case. This option does not remove them in the current job.
4. To remove the speakers, click **OK**.



When you select the All Future Jobs in this Case option, information displays below the option about creating EZ Speakers in a case. Understanding how creating EZ Speakers in a case works can save you time.

For example, let's say you are an official reporter and you have an upcoming three week trial. You create a case for the trial and when you take the first job in that case, you create your EZ Speakers. Since it is most likely that the same attorneys will be present in most or all of the trial, you create the EZ Speakers in the Case dictionary. Every time you start a job in that case, those same speakers display which saves you time from adding EZ Speakers every day.



On the other hand, some reporters like to organize jobs based on when the job was taken. For example, let's say you are a reporter that creates a case for the month and year you report depositions or proceedings. You start out creating the first case named January 2017. The only thing all the jobs in that case have in common is that all the jobs in that case were taken in January of 2017. When you start a job in the case, it is highly unlikely that the same speakers will be in every job in the case, so when creating EZ speakers, you should select Job Dictionary and select the Always default to Job dictionary option. The Always default to Job dictionary option is remembered for every job in that case. Every time you create EZ Speakers for a job in the January 2017 case, the entries are automatically sent to that job's dictionary and are not carried over to the next job in the same case. If you needed previously created speaker definitions, you could always select the correct job dictionary to help translate the current file and use the field values from that job to fill in the speakers. If you fit this second organizational method, but you accidentally selected to put your speakers in a case dictionary, you may find this new option helpful to remove those speakers from the speaker list for future jobs in the January case.

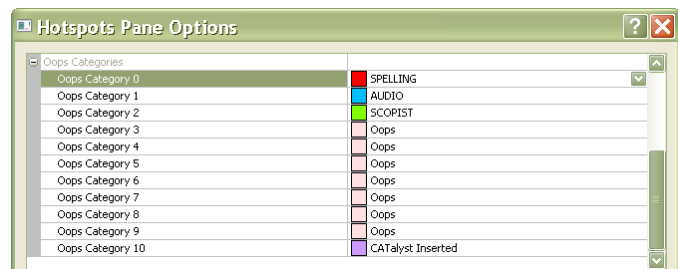
## Oops format symbol categories

Oops format symbols are invisible in the body of the transcript, but are searchable, scannable and display in the Hotspots pane which gives instant access to Oops locations in the transcript. Oops format symbols can be inserted manually into a transcript, via dictionary definition and/or macro. For example, most reporters seem to write something (i.e. SPEL/SPEL) in the transcript when they need to check the spelling of a name, street, prescription, etc. Some reporters also write something when they want to remind themselves to check the audio (i.e. CK/CK). Now with Oops categories, you can write the same steno you have always written to insert the Oops format symbol, assign the Oops category so nothing visible displays in the realtime file and yet everything you need is categorized and sorted in the Hotspots pane! Even if you write realtime just for yourself, you can instantly find the locations you want/need to check. No need to search or scan.

How do you quickly distinguish between an Oops for check spelling, check audio, scopist note and ask counsel in the Hotspots pane? Now, you have up to 10 possible categories which you can personalize with a name and color. Using the example above, let's say you want the following categories: one for check a spelling before everyone leaves the proceedings, another to check the audio and a category for your Scopist to do some research. You name the category and select a color for each category. The Oops format symbol categories apply to all jobs.

### To assign a category to Oops and a color:

- At Manage Jobs or anywhere in CATalyst, press **Alt + t** and select **All Options** or click the All Options icon (  ) available on the toolbar. Select Edit Panes and then Hotspots. If you are in Edit, you can press **Alt + v, e, o** (View, Panes, Hotspots) to display the Hotspots pane and then click the Options icon on the Hotspots pane title bar.
- Do any of the following:
  - To assign a category name, double click the Oops in the right-hand column and type the name for the Oops.
  - To assign a color, click the down arrow (  ) and select a color.
- When finished, do any of the following:
  - To save and close the Oops options, press **Enter**.
  - To restore the default Oops categories, press **Alt + r**.
  - To forget your changes and close the dialog box, click **Cancel**.

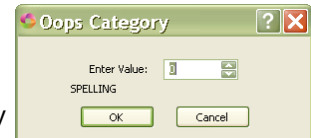


With version 19, if you currently have the Oops format symbol as part of a dictionary definition or inserted with a pre-existing macro, it will be assigned Oops Category 0. Therefore, you might want to modify your Oops Category 0 assignment to be GENERAL or SPELLING or whatever it means to you. You may also want create additional dictionary definitions for your Oops Categories assignments. For example, if you'd like to write AUD/AUD as a reminder to check the audio, you can define the steno, AUD/AUD as <Oops 1> or whatever number corresponds to the audio category in the Oops Options dialog box. You can then continue making dictionary definitions for any Oops Category you have created and want to write from your writer.

**Things to know:**

- If you already have dictionary entries that contain the Oops format symbol, those Oops format symbols are automatically assigned to Category 0.
- If you currently have a macro that inserts an Oops format symbol, that Oops will be inserted as Oops Category 0.
- When you insert the Oops format symbol in a job by pressing F4 and selecting the Oops format symbol and/or insert the Oops format symbol into a dictionary entry, the Oops Category dialog box displays.

In the Enter Value field, type a category number (0 - 9). The category name (if applicable) displays below the Enter Value field. Once inserted into the job, Reveal Codes will show the <Oops # - Category name> and the Hotspots pane will either show <Oops> (if no category has been assigned to that number) or it will display that Oops category name. If the entry is inserted into a dictionary, the dictionary definition displays Oops followed by the category number and name <Oops 1 - Spelling>.



- When displaying the Hotspots pane in Edit, you can easily sort the entries by category. Simply click the Type column heading and the entries will sort in either ascending or descending order based on the alphabetic name of the type of item displayed in Hotspots.

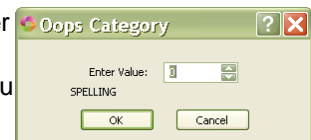
- Category 10 is reserved and assigned to the CATalyst Inserted category. For example if you have the Advanced Translate option, Insert Oops FS after aborted Power Define set to Yes and you abort a Power Define, Scan Define, EZ Speakers or Text Define during realtime, the Oops category 10 format symbol is inserted into the transcript. Category 10 Oops format symbol is also inserted when translating a steno file or re-translating a realtime file that contains AccelerWriters (macros invoked from the steno machine) and/or Power Defines at the point where the AccelerWriter or Power Define was invoked.

Text	Type	Page	Line
international association for financial planning.	AUDIO	4	14
I believe the exact estimate was \$7,529.21.	AUDIO	8	9
did the nab /PWAOU met /TO*EPB work?	CATalyst Inserted	5	24
Safeway.	SCOPIST	7	9
prescription for Nabumetone.	SPELLING	5	21
could you tell me your friend's name? I think	SPELLING	6	8
did the nab /PWAOU met	Untranslate	5	24

**Manage Dictionary Oops Format Symbols**

If you have an existing dictionary entry that contains the Oops format symbol, that Oops format symbol is automatically assigned to Oops 0 category. You can customize the Oops categories in the Hotspots Options dialog box. When inserting an Oops format symbol into a dictionary entry, the Oops Category dialog box displays and in the Enter Value field, you type a category number between 0 - 9. The category name, if applicable, displays below the Enter Value field. Press Enter to insert the format symbol.

If you type a category number other than 0 - 9, *Invalid value* displays and if you press Enter, the *Value out of range. Please enter a value between 0 and 9.* displays. Press Enter and type a valid number.



Manage Dictionary's Search and Filter commands now include a Contains <Oops> symbols Entry Type allowing you to search or filter your dictionary to find entries that contain an Oops format symbol regardless of the category assignment.

**Things to know:**

- If you already have dictionary entries that contain the Oops format symbol, those Oops format symbols are automatically assigned to Category 0.



- Category 10 is reserved and assigned to the CATalyst Inserted category. For example if you have the Advanced Translate option, Insert Oops FS after aborted Power Define set to Yes and you abort a Power Define, Scan Define, EZ Speakers or Text Define during realtime, the Oops category 10 format symbol is inserted into the transcript. Category 10 Oops format symbol is also inserted when translating a steno file or re-translating a realtime file that contains AccelerWriters (macros invoked from the steno machine) and/or Power Defines at the point where the AccelerWriter or Power Define was invoked.

## Dictionary Builder - Audio

Dictionary Builder Speaks! A Speak Word command/button has been added to Dictionary Builder so as you are building your dictionary with a Case Prep wordlist or a downloaded wordlist, you can hear the word's pronunciation and write what you hear. In addition to the Speak Word command/button, there is an Auto-Speak option that will automatically pronounce each word/phrase as you move through the list. For example, let's say you are filling in for another reporter on an on-going case. You have gotten several transcripts from other reporters and you use Case Prep to build a Dictionary Builder list. You start Dictionary Builder and select the Dictionary Builder list you just created. You aren't familiar with some of the terminology, or you prefer to hear the words you are writing, so you use the Speak Word command to hear the pronunciations.

### To use Dictionary Builder:

1. Create a new dictionary or open an existing dictionary.
2. Select **Tools** and then **Dictionary Builder** (Alt + t, b).
3. In the Dictionary Builder Setup dialog box:
  - At the **Writer** field, select your input method - either your steno machine or keyboard method - no writer (computer keyboard). If selecting a steno machine and using a serial connection, select the COM port.
  - At the **Wordlist** field, select a Case Prep Dictionary Builder list or an ASCII list. Use the Browse button to navigate to the location of the file.
  - Select either the **Start at the beginning** or **Continue where I left off** option (if you have previously started building dictionary entries using the selected list).
4. To begin, click **OK**.
  - When using a steno machine with Dictionary Builder, the default steno outline for the Speak Word command is **SPAO\*EBG**. You can customize the steno outlines used to invoke commands by clicking the Modify Steno Command button.
  - When using your computer keyboard with Dictionary Builder, **Alt + k** is the command for Speak Word which will speak the word/phrase only on demand and **Alt + u** will toggle the state of the Auto-Speak Word feature. When the Auto-Speak Word option is selected, each time you move to a new word/phrase the word/phrase will automatically be spoken.

The voice used for the audio enhancement comes from Windows. To access this setting, go to Control Panel, select Speech Recognition and then select Text to Speech. On the Text to Speech tab, there is a Voice selection field where you can select a voice from the list. Depending on your system, you may have one or more voices listed. In the Voice Speed field, you can increase or decrease the playback speed of the voice. The voice options are dependent on Windows and Stenograph has no control over the voice options. Please consult your Windows documentation for more information and assistance.

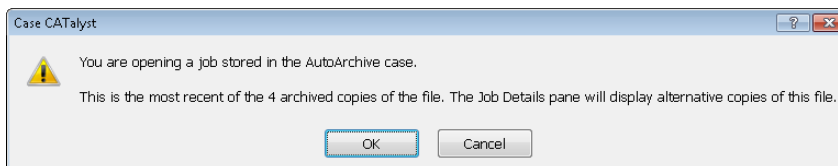
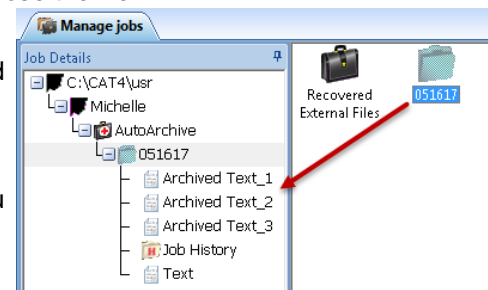
## AutoArchive - Multiple Copies

If you use the Auto Recover feature with the Keep Auto Recover Files in Archive option selected, awesome changes are in store for you! Not only will you get the text (transcript or caption text) file or dictionary saved in the AutoArchive case when you Save, Close or Save As a file or dictionary, but you could also have up to three additional copies of the file/dictionary. If you have an issue with your original file, you can look at the copies of the file in the AutoArchive case and select “Recover” on the copy of the file you want to recover. Once you recover the file, you are placed in the newly recovered file and you can continue editing. This change eliminates the need to manually copy or move a file out of the AutoArchive case!

For example, let’s say you just wrote a file named 051617 and saved and exited the file. In the AutoArchive case, there is a file named 051617 that matches the file named 051617 in the root of your user as long as there was time for auto recover to save the last changes you made before closing the file. Now, you open 051617 and start editing. After a couple of hours, you save and close the 051617 file. In the AutoArchive case Job Details pane, you will find the file named 051617 and an Archived Text\_1 subfile. The next day, you open 051617 again to finish editing it and you edit for an hour or so and save and close the file. In the AutoArchive case Job Details pane, you will see the text file named 051617, along with Archived Text\_1, Archived Text \_2 Text subfiles. Finally, you open the 051617 file for the last time, make a couple of minor changes and save and close the file.

In the AutoArchive case Job Details pane, you will see 051617 (text subfile), along with Archived Text\_1, Archived Text \_2 and Archived Text\_3 Text subfiles. If your view is set to show subfiles, you will see 051617.sgngl, 051617.sgngl\_A1, 051617.sgngl\_A2 and 051617.sgngl\_A3. When you double click the text file or any of the additional text subfiles while you are in the AutoArchive case, a message displays with information as to how recent this copy of the file is.

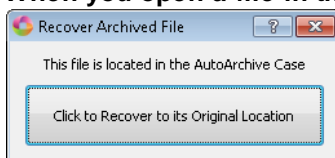
**In the example below, you double click the 051617 file name (text) and the following message displays:**



*(The “You are opening...” messages are dynamic and automatically adjust the wording whether you are opening the only version of the file that exists, the oldest archived copy or the most recent copy of the file.)*

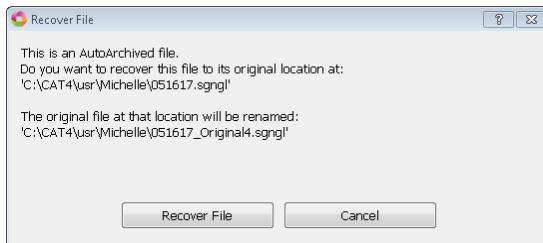
The archived file subfiles are always being renamed/renumbered so that the file with the .sgngl extension (Text) is always the most recent, the Archived Text\_1 subfile is always the next most recent copy and continuing with the Archived Text\_3 subfile always the oldest copy. The number of Archived Text subfiles depends on the number of times the file was opened, modified and closed with a maximum of four most recent copies of the file.

**When you open a file in the AutoArchive case, the following dialog box displays:**



If this is the file you want to salvage and place in the original location of the file, click the **Click to Recover to its Original Location** button.

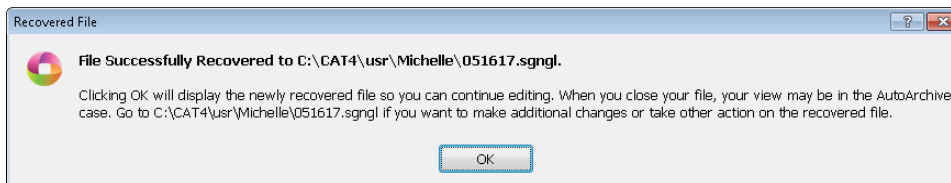
### The Recover File confirmation dialog box displays:



Do **one** of the following:

- Click **Recover File** to recover the file to its original location in your user and have the original file renamed with the file name followed by underscore Original (051617\_Original). This is the recommended action.
- Click Cancel to cancel the recovery process.

When you select **Recover File**, the following message displays:

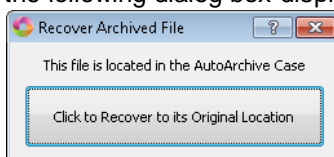


When you click **OK**, the **file is recovered to its original location and you are automatically moved into the newly recovered file so you can start editing the file in its original location.** Depending on how you accessed the AutoArchive case, when you close the recovered file, your view may be in the AutoArchive case. To return to the recovered file, follow the path listed in the dialog which is the original location of the file.

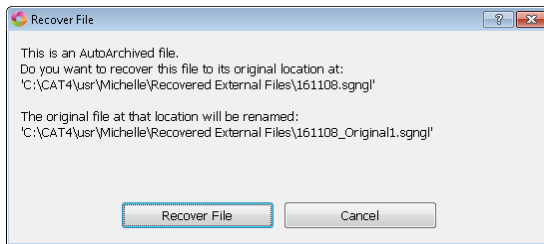
In addition to saving extra copies of your files, CATalyst now goes even further in saving to the AutoArchive case by saving copies of CATalyst files you open or save outside of the current user. Any time you are editing a file in your user, regardless of where it originated or if you did a Save As to an outside location, CATalyst's Auto Archive feature will save copies of that file in the current user's AutoArchive case and place the files in a Recovered External Files case within the AutoArchive case.

For example, let's say you are a scopist and you open a file (161108) from another user's name. You are editing the file in your user but the file originated from the Dina user. When you are finished you save and close the file. In **your** AutoArchive case, a Recovered External Files case will be created with the 161108 file in the case.

If you click the 161108 file name, the following message displays stating that you are opening a file in the AutoArchive Case and displays what copy it is of the archived copies of this file. If you open the file, the following dialog box displays:

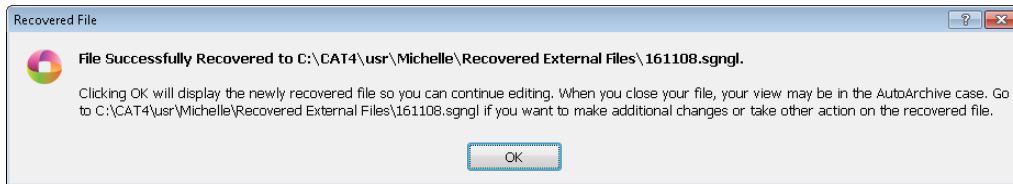


If this is the file you want to salvage, because this file originated outside of your user, the file will be recovered to a case in your user called Recovered External Files. When you click the **Click to Recover to its Original Location** button, the following dialog box displays:



If you select Recover File, a Recovered External Files case is created at the root of your user (Michelle) and the 161108 will be there. If you select Cancel, you are returned to the open file.

If you selected **Recover File**, a message displays:




When you click **OK**, the file is recovered to the Recovered External Files case in your user and you are automatically moved into the newly recovered file so you can start editing the file in its original location. Depending on how you accessed the AutoArchive case, when you close the recovered file, your view may be in the AutoArchive case. To return to the recovered file, go to the Recovered External Files case in the root of your user.

**Cloud Backup now adds the following file types in the Cloud Backup Exclude Extensions... list:** .sngnl\_A1 – A3 (text files), .sgcap\_A1 – A3 (caption file) and sgdct\_A1 – A3 (dictionary). **By default**, the file types are excluded and will not be backed up to the Cloud to avoid eating up your Cloud Backup space. If you want them backed up to the Cloud, you can always remove them from the Cloud Backup Exclude list.

### AutoArchive icon and view

The AutoArchive case icon has a new look to make it more noticeable. Instead of being a plain black

case, it now looks like this . Notice that it sort of looks like a doctor's bag or a first aid bag -- well, the AutoArchive case is there to "help" you possibly find an extra copy of a file, caption file or dictionary. In addition to the icon change, when you display the contents of the of the AutoArchive case, you will notice an outline of a faded red cross symbol that displays in the background, as a reminder that you are in the AutoArchive case. If your Manage Jobs is displayed in Detailed List View and you sort your display by one of the columns, that column may display over part of the symbol.

Be sure to check out other changes to the AutoArchive case - multiple copies of a file (transcript, caption file and dictionaries) are now saved in the AutoArchive case when the Auto Recover and the Keep Auto Recovered files in AutoArchive options are selected.

Job date	List modified date	File type	Job state	Date of last
08/15/2017 01:45:40PM	11/20/2017 03:06:37PM	Text		
08/15/2017 01:45:40PM	08/20/2017 08:38:55AM	Archived Text_1		
08/15/2017 01:45:40PM	08/20/2017 06:58:03AM	Archived Text_2		
08/15/2017 01:45:40PM	08/15/2017 12:59:24PM	Archived Text_3		
08/15/2017 01:45:40PM	11/20/2017 02:58:36PM	Job History		
08/20/2017 07:51:13AM	08/20/2017 07:11:36AM	Text		
08/20/2017 07:51:13AM	08/20/2017 06:43:28AM	Archived Text_1		
08/20/2017 07:51:13AM	08/20/2017 07:11:35AM	Job History		
	11/20/2017 02:58:36PM	Cave History		
	11/20/2017 03:37:55PM	Text		
08/20/2017 08:18:33AM	08/20/2017 07:20:23AM	Text		
08/20/2017 08:18:33AM	08/20/2017 07:14:40AM	Archived Text_1		
08/20/2017 08:18:33AM	08/20/2017 08:33:58AM	Job History		

## Indexing - new sort format symbols

Three new sub-sort index format symbols are available for your index template. These format symbols allow you to fine tune the sorting of indexed items, specifically designed for exhibits. The existing CATalyst four indexing sort format symbols and the three new sub-sort format symbols provide more flexibility when creating index pages.

Index Sort format symbols always follow the Index Heading On or Index On format symbols in an index template. The <Sub Sort Index – X> format symbols must be used in conjunction with the existing “index sort” format symbols and be placed after the index sort format symbols. The three new sub-sort format symbols are:

- <Sub Sort Index – Alpha Case Insensitive> looks for the first consecutive alphabetic characters as the text to be sorted on (following the main sort index criteria).
- <Sub Sort Index – Alpha Exhibit> will treat the entire string of characters as text to be sorted. Longer strings of text will be sorted after shorter strings of text and text with the same length of characters will be sorted by case sensitive characters (following the main sort index criteria). Use this one when you want text such as A-Z to be followed by AA-ZZ.
- <Sub Sort Index – Numeric> looks for the first consecutive digits as the number to be sorted on (following the main sort index criteria).

Examples:

- <Sort Index – Alpha Exhibit><Sub Sort Index – Numeric> sorts first on consecutive alphabetical characters and then sorts numerically. For example, let's say you have the following exhibits marked: AA9, A, AA, B, AA1. In your index template cell for the exhibit number, you would insert <Sort Index – Alpha Exhibit><Sub Sort Index – Numeric> and the result would be: A, B, AA, AA1, AA9
- <Sort Index – Numeric><Sub Sort Index – Numeric> sorts first on consecutive digits and then sorts numerically. For example, let's say you have the following exhibits marked: 50.11, 50.1, 50.2, 50.12, 50.10, 50.3. In your index template cell for the exhibit number, you would insert <Sort Index – Numeric> <Sub Sort Index – Numeric> after the Index Category format symbol and the sorting result will be: 50.1, 50.2, 50.3, 50.10, 50.11, 50.12.
- <Sort Index – Numeric><Sub Sort Index – Alpha Case Insensitive> looks for consecutive digits to sort on first and then looks for text characters after the digits. Let's say you have the following exhibits marked: A12B, C13A, B12A. In your index template cell for the exhibit number, you would insert <Sort Index – Numeric><Sub Sort Index – Alpha Case Insensitive> after the Index Category format symbol and the sorting result would be: B12A, A12B, C13A. The beginning alphabetic character is not considered since the initial sort is numeric.

If none of the new Sub Sort Index format symbols are found during the Build Index process, the pre-V19 Sort Index logic applies.

## Indexing - new match heading format symbol

The <Sort Index – Match Headings> format symbol is used in the index template for indexed examination information. When the <Sort Index – Match Headings> format symbol is used in an index template and no other sort format symbol is used in the same table, the result will be the matching header text is grouped while leaving the headings in chronological order.

For example, let's say there are two witnesses in the proceedings: Mary Poppins and George Bailey. MR. SMITH, questioning attorney, examines the witnesses; MR. JONES cross-examines the witnesses. After the recross-examination of Mary Poppins, she has an emergency and is unavailable to answer further re-direct by Mr. Smith, but returns to testify later. Using the new <Sort – Match Headings> format symbol following the index headings as described above, the index page would build as follows:

<b>MARY POPPINS</b>	
DIRECT EXAMINATION BY MR. SMITH	5
CROSS-EXAMINATION BY MR. JONES	25
REDIRECT EXAMINATION BY MR. SMITH	54
RE-CROSS-EXAMINATION BY MR. JONES	72
REDIRECT EXAMINATION BY MR. SMITH	175
<b>GEORGE BAILEY</b>	
DIRECT EXAMINATION BY MR. SMITH	84
CROSS-EXAMINATION BY MR. JONES	115
REDIRECT EXAMINATION BY MR. SMITH	131
RE-CROSS-EXAMINATION BY MR. JONES	151

(Notice the Re-direct examination of Mary Poppins is on page 175 which occurred after the Re-cross examination of George Bailey.)

This new format symbol can be used when there are times during a proceeding where a witness is called to testify, starts his/her testimony, cannot complete their testimony at the current time, and is called back to testify at a later time (but still by the initial questioning attorney). If you want that examination under the correct witnesses name and listed chronologically, the <Sort Index - Match Headings> format symbol should be used.

**To use the <Sort – Match Headings> format symbol in an index template:**

In your index template, insert the <Sort Index – Match Headings> format symbol after the <Index Heading On> format symbol or the Index On format symbol, depending on how you format your index page. (Remember: no other sort format symbol is used in the same table.)

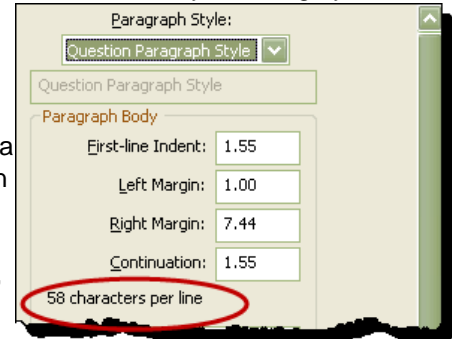
<Index Heading On A><Sort Index – Match Headings>	
<Index On A>	<Index Page>

## Layout - Characters Per Line Assistant

There are two new features in the Layout function in CATalyst version 19.

When a layout uses the characters per inch setting, the Paragraph Style tab of a layout now displays the “characters per line” information immediately below the Continuation field. As you change your margin settings, if you are using characters per inch in your layout, you will see the number of characters per line adjust for any particular paragraph style.

In addition, if you need help determining your right margin when you are required to use a specific number of characters per line, a Characters Per Line Assistant is available on the Format menu in the Layout function. This feature may be helpful to set the right margins for all your paragraphs when creating a new layout or modify an existing layout. If you are modifying an existing layout, in order for the Characters Per Line Assistant to be active on the Format menu, your cursor focus needs to be in the sample transcript portion in the layout, not in the settings pane.



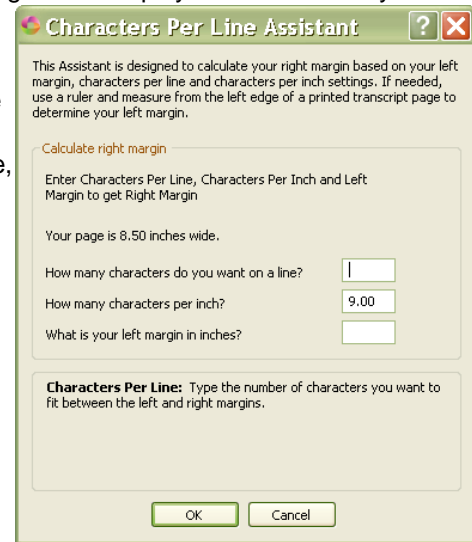
The Assistant displays a few questions, along with helpful information that can guide you through the steps to set your right margin based on your required characters per line.

For example, let's say you need to report a proceeding for an out of state reporting firm that requires 58 characters per line and 9 characters per inch. The out of state reporting firm has faxed you a sample transcript page so you can set up your layout to match their layout. You use the Characters Per Line Assistant to quickly and accurately set up the new layout.

### How to create a new layout and use the Characters Per Line Assistant:

1. To create a new layout, click File, New, Layout (**Alt + f, n, l**) and type a new name for the layout and press **Enter**.  
NOTE: If you are opening and modifying an existing layout and want to use the Characters Per Line Assistant, open the layout, position your cursor focus in the sample text section, press **Alt + f** and then select Characters Per Line Assistant... Go to Step 4.
2. When creating a new layout, *The selected file does not exist. Would you like to create it?* message displays. Click **Yes** or press **Enter**.
3. The *Are you required to use minimum number of characters per line?* prompt displays. Do **one** of the following:
  - Click **Yes** or press **Enter** to create a layout using the Characters Per Line Assistant.
  - Click **No** if you are not required to create a layout with a specific number of characters per line.

4. If you selected Yes, the Characters Per Line Assistant dialog box is displayed. The width of your current page size setting is displayed. Fill in the following fields:



- **How many characters do you want on a line?** Type the maximum number of characters you want on a line. Common ranges are 58 to 63. Using the example above, the agency has required 58 characters per line so you would type 58.
- **How many characters per inch?** Type the number of characters you want per inch. The easiest way to determine the number of characters per inch is to lay a ruler down on a line of printed transcript that matches your requirement and count the number of characters that appear in an inch. The default value is set to 9 characters per inch but you can change it to whatever number you need. If you don't have a requirement, the most common number of characters per inch settings are 9, 9.5 and 10. Using the example above, the agency has required 9 characters per inch so you would leave 9.
- **What is your left margin in Inches?** Use a ruler on a printed transcript that matches your requirement and measure from the left edge of the transcript page to the left most margin or type in the number if it has been specified. If you don't have a required left margin, a suggested default is 1 inch. Once you answer the first three questions, your right margin is automatically determined. Using the example above, let's say you measured your left margin at 1 inch from the left edge of the page.

5. Click **OK** or press **Enter**. A dialog box displays stating that all paragraph styles in your layout will be set to the following:

(Using the example at the beginning of this topic, the following would be displayed.)

Characters per line: 58  
 Characters per inch: 9.00  
 Left margin: 1.00 inches  
 Right margin: 7.44 inches

Once your layout displays, review the first line indent, symbol position and continuation paragraph settings for each paragraph style along with other layout settings. Do you wish to continue?

6. Do **one** of the following:
- If the information looks correct, click **Yes** or press **Alt + y**. Your layout displays with the characters per line, characters per inch and left and right margin settings stated in the summary. Go to Step 8.
  - If the information does not look correct, click **No** or press **Alt + n**. The Characters Per Line Assistant displays with your current setting values. Make any necessary changes and then click **OK** to continue. Step 5 will be repeated.
7. Once you select Yes in Step 6, all your paragraph styles will have the same left and right margins. Be sure to review the positions for first line indent, symbol position (if applicable) and continuation paragraph settings for each paragraph style you use. In addition, be sure to review the position settings for other layout settings such as the box settings, timestamps, headers/footers, etc.
8. When finished, save and close your layout.



## Keyboard Map Usage Information

Have you ever been curious about what commands you use most often or least often while editing? You want to make some changes or add new commands to your keyboard map, but you don't know what to change? Keyboard maps in CATalyst V19 now show usage counts, the last time the key combination was modified and the last date the key combination was used.

For example, let's say after editing a few transcripts using CATalyst V19, you decide to review your keyboard map. You close your open transcripts and open your keyboard map by either going to File, Open, List/Table and selecting the name of your keyboard map or double clicking your System Files case and then double clicking your keyboard map. The keyboard map shows three additional columns that display the usage count of key combinations, the last date key combinations were used and last date modified.

Why might usage count be important? For example, when you view your keyboard map's usage count, you notice that there are a few keys/key combinations used all the time and there are few key/key combinations that have only been used a few times. Based on the few keys you use so often, you might be surprised by your editing habits. You can review the keys you use often and those that you don't use very often and possibly adjust your keyboard map assignments to make editing easier and faster. There may be some keyboard assignments that you don't even remember assigning to keys/key combinations. Since there are new features in V19 that you use often, and you rarely use those key/key combinations, you can decide to assign those key/key combinations to the new version 19 functions to increase your productivity while editing.

Although you can open your keyboard map while writing realtime, captioning and/or editing a file or dictionary, the keyboard usage information is not updated until the keyboard map and file is closed.

Open your Keyboard Map to see the new information. The following columns have been added to the Edit, Dictionary and Captioning keyboard maps. The columns will be blank until you start using Case CATalyst V19.

- Modified Date displays once you modify a key/key combination's action. After modifying a key/key combination's action, the Usage Count column for the key/key combination will be blank until you use it again.
- Last Used Date displays the date you last used the key/key combination.
- Usage Count tracks the number of times the key combination is used while editing or modifying a dictionary respectively. If the keyboard map is open while editing a transcript or dictionary, the usage count is not updated.

All dates are displayed in the Month Day Year format. If CATalyst is set as International, the date will adjust for international date format.

## Edit - Consider Word Misspelled

Have you ever been editing and came across a word that you feel should be marked as misspelled but spellcheck thinks it is fine? A new option has been added to Edit's Tools menu, right click menu and keyboard function assignment that will let you easily tell spellcheck to consider it wrong. For example, let's say you are editing and you come across a word that you believe is misspelled. You can simply position your cursor immediately before the word or on the word, right click and select the Consider Word Misspelled option. The word is added to your Personal Wordlist with the exclude attribute. This tells CATalyst to always mark and find that word as a misspelling. If you use Spell Check's red squiggle option, a red squiggle line displays below the word. If you right click on a word, by default the Consider Word Misspelled option is located immediately below the Add to Wordlist option.

In addition to the Consider Word Misspelled command, when Spell Checking or doing a Spelling Lookup, if you click Wordlist, an Exclude option is available along with Ignore, Suggest and Autocorrect options. Selecting Exclude is the same as using the Consider Word Misspelled command. If you made a mistake when using the Consider Word Misspelled command, the Undo command will not reverse the action. You will need to remove the word from your Personal wordlist. Simply select File, Open, Wordlist and select Personal. Once your Personal wordlist displays, locate the word and delete it from the wordlist.

**In addition**, the Transcript Spell Check Option – the Use Odd Spellings Exclude List has changed its name and has been enhanced. The Use Odd Spellings Exclude List has been renamed to **Match Common Word Processors** (Alt + p) in an effort to help our users understand that if this option is selected, the need for the user to copy and paste their transcript into a word processor to run a spellcheck is drastically reduced. The Match Common Word Processors option uses an exclude list that contains all common words from the Wintertree American wordlist or Wintertree British wordlist that some commonly used spell checkers (i.e. word processor software) report as being misspelled. Although there are words in the Wintertree American wordlist or Wintertree British wordlist that commonly used spell checkers mark as misspelled, many of those same words may be recognized spellings in other spell checkers. By checking this option, CATalyst's spellchecker will stop on these words even though the built-in wordlist says these words are correct.

If you select the **Match Common Word Processors** option, all the other wordlists listed below are automatically deselected (to give you the most desired results). Deselecting the Match Common Word Processors option does not automatically reselect all the wordlists listed below. You will need to select each wordlist you want to use.

To use the Consider Word Misspelled command:

1. In a transcript/caption file, position your cursor before the word that you think is misspelled.
2. From the Tools menu (**Alt + t**), press **c**. The word will be added to your Personal Wordlist with the Exclude attribute.  
In the Spell Check dialog box and Spelling Lookup dialog box, you can press Alt + w to display the Add to Wordlist dialog box and select the Exclude option.

**Note:** There are two features on the Tools menu that use the "c" shortcut - Consider Word Misspelled and Create Core List. In other words, if you access the Tools menu and press "c" the cursor will first move to the Consider Word Misspelled option and if you press "c" again, it will move to the Create Core List option. You can also modify your keyboard map to customize the key combinations to invoke either or both of those commands instead of selecting from the Tools menu.

## Create Work Units - Increase Work Unit Time

Based on customer requests, Translate's Realtime tab Create Work Units *Every X Minutes* option (time increments) has been increased from a maximum of 60 minutes to 999 minutes. Yes, 999 minutes means a work unit would be created every 16 hours!


## Existing Feature Modifications

### Dialog settings - multiple monitors

Two options have been added to the Dialog Setting box to make it easier to control dialog placement when you are using multiple monitors whether the extra monitor is connected all the time or only some times. For example, there may be times when you have an additional monitor for presentation purposes and you want specific dialog boxes to display on the external monitor. You can make selections so when the external monitor is connected, all looks good and when it is disconnected, all looks good too. The two options are *Use Computer Scope* and *Open all dialogs on the same monitor as Case CATalyst*.

Once CATalyst V19 is installed, CATalyst will remember the current font size, transparency settings and center/edge positioning of your dialog boxes but the specific dialog setting for each dialog box is not remembered. If a dialog box was specifically position in the previous version, simply move the dialog box back to that position and it will be remembered.

#### To access Dialog Settings:

1. From anywhere in Case CATalyst, select Tools, Options, All Options or click the All Options (  ) icon on the toolbar. Under the Manage Jobs/General section, select Dialog.
2. Do **any** of the following:
  - Use Computer Scope - when this option is selected, the CATalyst dialog box positions and transparency settings will be stored at the computer/Windows level. This means the Dialog settings will be used by all CATalyst users on this computer. This option might be very helpful if you are a reporter or scopist who has multiple users in CATalyst and you always want your dialog boxes to look the same and display in the same position regardless of the user selected. If this option is not selected, then the each individual CATalyst user's dialog box position and transparency settings are used. The Use Computer Scope option is also available via Tools, Options, Application/Computer options dialog box, under the Dialog Settings Scope section. It is a Yes/No option with the default being set to Yes. If you change the setting in either location, the option is changed in both locations.
  - Open all dialogs on the same monitor as CATalyst – when this option is selected and you are using multiple monitors, CATalyst will always open CATalyst dialog boxes on the same computer that is running Case CATalyst.
3. Click **OK** to save your changes.

### Cloud Backup - Show Computer Names

Cloud Backup stores files in the Cloud based on the location of the file when it was backed up. The location is based on the name of the computer and the file structure such as files in cases, etc. When accessing the Cloud Restore or Cloud Delete dialog boxes, the computer names display along with your users, cases and files. The naming of a computer usually occurs during the computer setup and the name might be user's initials, first name last name, or a random series of letters and numbers. Because many users didn't recognize their computer name when going to the Cloud Restore/Delete dialog box, they asked for the ability to change the display names of their computers in Cloud Backup.

You can now give your computer a different display name so it is easier to recognize your computer in Cloud Backup. For example, let's say you have three computers – you have your realtime laptop, your office computer and your backup/emergency computer. You have used Cloud Backup with all three computers. When you go to the Cloud Backup - Restore dialog box, you always have to stop and try to remember what computer has the final version of the file and which computer is which. You now rename your computers to be called Reportername – realtime, Reportername – office and Reportername – backup (or whatever names you want) and you instantly recognize your various computers.

The Computer Name dialog box displays a Name of This Computer field that displays the current name of your computer. Changing the computer's name only affects Cloud Backup's dialog boxes. When you have multiple computers associated with Cloud Backup, all your computers will be listed in the Your Cloud Backup Computers list. In the Your Cloud Backup Computers section, the computer that you are currently using displays the computer name followed by (This Computer).

### To change the name of your computer display for Cloud Restore and Delete:

1. Click the Cloud Backup icon on the Function Bar or press **Alt + u, k** (Function, Cloud Backup).
2. Click the Settings button or press **Alt + s** (Settings).
3. In the Cloud Backup Settings dialog box, click the Computer Name ... button.
4. In the Computer Name dialog box, the current computer name should be highlighted, simply type a new name.
5. To save and exit the dialog box, click **OK**. If you have multiple computers, follow the above steps on each computer.



## Cloud Backup - Backup status reflected in Manage Jobs

Do you ever look at Manage Jobs and want confirmation that your files are in backed up in the Cloud? Then CATalyst V19 is just what you're looking for with the Cloud Backup Settings option, *Show Cloud Backup Indicators in Manage Jobs!* Manage Jobs now, by default, displays the current Cloud Backup status of a file and/or subfile. These visual indicators let you instantly see that files and/or subfiles are backed up, waiting to back up or not selected to back up. The Cloud Backup status is displayed by one of two dots. You will either see no dot, a green dot or a yellow dot.

A green dot displays on a file and/or subfile if the file has been successfully uploaded to the Cloud. A yellow dot displays if the file is pending to be uploaded or if the file is currently in the cloud but has changed since the last upload. If a file extension is in Cloud Backup's Exclude Extensions list, the extension is ignored and no dot will display. If the file is in a directory/case that is ignored, no dot will display. If any of a job's subfiles displays a dot, then the job will also display a dot. If any of a job's subfiles displays a yellow dot, then the job will also display a yellow dot. If all of the job's subfiles display green dots, then the job will display a green dot.

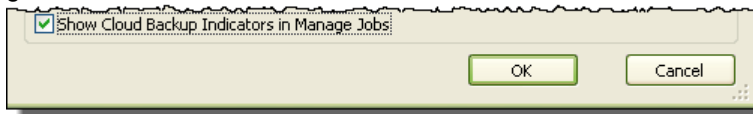
For example, let's say you wrote a realtime job yesterday. Today, you look at Manage Jobs and see the job has a green dot which means it has been backed up. You look at the Job Details pane and see that two of the subfiles do not have a dot but the rest of the subfiles display a green dot. After checking your Cloud Backup settings, you understand that the .wav and .sgxray2 are in your Cloud Backup Exclude Extension list, so those two subfiles do not have a dot.

In another example, let's say you open the realtime file from yesterday to make sure that you included and filled out the Certificate page. Everything is filled in so you close the file. You then notice that the Job History subfile has yellow dot. Since you opened the file, the Job History subfile was updated so it has a yellow dot as it is pending backup. Once it is backed up, the dot will be green.

GREEN DOT	YELLOW DOT	NO DOT
Job: All subfiles have been backed up.	Job: One or more subfiles have not been backed up.	Job: All subfiles are excluded or case has been excluded.
Subfile: The subfile has been backed up.	Subfile: The subfile has not been backed up.	Subfile: The subfile type is excluded.

#### To change the Cloud Backup Indicators option:

1. In your user name, press **Alt + u, k** (Functions, Cloud Backup). The Cloud Backup Status dialog box displays.
2. Press **Alt + s** or click the Settings button to display the Cloud Backup Settings dialog box.
3. Deselect or select the Show Cloud Backup Indicators in Manage Jobs option. By default, the option is selected. This setting is per user, not per system. Stenograph encourages you to leave this option selected for a minimum of a week or so to see the benefits of knowing your cloud backup status at a glance.



4. Press **Enter** or click **OK** to save your changes.

#### Things to know:

- The Show Cloud Backup Indicators in Manage Jobs option is defaulted **on**. To change the status of the option, click the Cloud Backup icon, in the Cloud Backup Status dialog box click the Settings button and then either select or deselect the *Show Cloud Backup Indicators in Manage Jobs* option and then click **OK** to save the changes.
- Files can be excluded because they reside in a case that is excluded or they are an excluded subfile type.
- A file/job that has been backed up and then modified and not yet backed up will display a yellow dot.
- If a file is deleted from the Cloud, the dots may still indicate the file has been backed up because it was backed up at one time.
- The Show Cloud Backup Indicators in Manage Jobs is a per user setting. In other words, if you have multiple users in CATalyst and you don't want to see the indicators in any user, you would need to go into each user and deselect the option.


## Cloud Backup - Expanded View

When selecting to Restore files or Delete files from Cloud Backup, Cloud Backup now expands the computer/user tree to display the list of files the current user has backed up to the cloud. A *Gathering Files from the Cloud. Please Wait* message displays momentarily and then the list expands to show the users with the current user expanded. This enhancement eliminates navigating to the computer, the drive letter and then CAT4 and selecting your user to show the contents of your user.

**In the Permanently Delete and Restore from the Cloud dialog boxes, the computer/user tree expands as follows:**

- If the user has been backed up, the Delete/Restore list opens to the user with a list of files/cases.
- If at least one user in a user root has been backed up, even if it is not the current user, the Delete/Restore list opens to the current user root.
- If the current user root has not been backed up, the Delete/Restore list opens to the current computer (highlighting the current computer).

## Cloud Backup Sys Tray version information

The Cloud Backup Sys Tray icon () displays in the lower right hand side of your computer screen. The Cloud Backup Sys Tray displays the status of Cloud Backup. You can now right click the Cloud Backup Sys Tray icon and select About to see the current version of the Cloud Backup Sys Tray and CATalyst Cloud Backup Service. This information may be helpful if troubleshooting with Technical Support. The About CATalyst Cloud Backup Tray dialog displays the current versions:

CATalyst Cloud Backup Tray

Version 1.0.2.16449

CATalyst Cloud Backup Service

Version 2.0.0.16331

## Edit - Format Symbol List

Need to quickly find a format symbol in the FS list? Now you can repeatedly press the first letter of the FS symbol you want to find in the list. For example, let's say you are creating an Index Template and want to insert a Sort Index format symbol. You can press the letter 's' multiple times to move the cursor to the Sort Index format symbol you want and then press Enter to insert it. In previous versions, the cursor would not advance after it found the first occurrence of the letter you typed.

## Edit - Join Tables

A Join Tables command has been added to Edit's Table menu (Edit, Table, Join Tables). This allows you to put two tables together as long as there is no text between the two tables. For example, let's say you want to create a table in your index template for previously marked exhibits. You want the first row to have two columns and the second row have three columns for the exhibit number, description and page number. You can create the first table with one row and two columns and then create the second table that has one row and three columns. You then position your cursor in the first table and use the Join Table command to make it one table.

DEPOSITION EXHIBITS  
(PREVIOUSLY MARKED)

DEPOSITION EXHIBIT		PAGE
EXHIBIT		

### To join tables:

1. Position your cursor in the first of the two tables you want to join. There can be no text between the two tables.
2. Select Edit, Tables, Join Tables or press Alt + e, b, j. A Join Table keyboard map function is also available or you can record a macro to join the tables along with other commands.

### Possible messages:

- If you attempt to join two tables and there is text between the two tables, the following message displays:  
*Unable to join the tables because of text between the tables.*
- If you position your cursor in the last table in the index template and select join tables, the following message displays:  
*Unable to join the tables.*
- If you are in the last table which is at the end of the file and try to join tables it displays a message:  
*Can't join tables.*

## All Options

When opening the All Options dialog box while in a specific function, the options section related to the current function will automatically expand. For example, let's say you are editing a transcript and you click the All Options icon on the Toolbar. When the All Options dialog box opens, the Edit section is expanded. This intuitive change makes it easier and faster to find an option you want to change.

### The following sections of the All Options dialog box automatically expand based on the function you are currently in:

Realtime/Edit - the Edit section expands.

Manage Dictionary - the Dictionary section expands.

Wordlists - the Wordlist section expands.

BCS session (active) - the BCS section expands.

BCS session (translate ended) - the Edit section expands.




Manage Jobs and all other functions – Manage Jobs/General section expands.

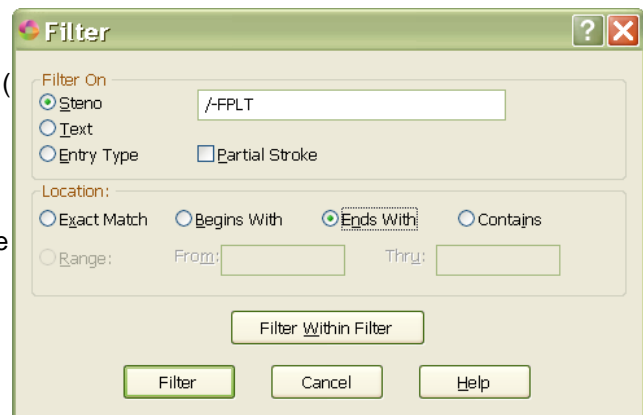
## Manage Dictionary - Filter

The Manage Dictionary Filter command is an easy way to limit the display of definitions in a dictionary when looking for entries based on steno, text or a particular entry type of definition. There may be times when you filter the display of a dictionary that you want to narrow the display even further. You can now filter within a filtered dictionary. For example, let's say you filter your dictionary for "All Capped" entry type. You select Filter, Entry Type and then All Capped. Some of the results are KRAO\*EU= CIA, KR-FPLT = C, EUFPLT = I, A-FPLT = A, TP-FPLT = F, PW-FPLT = B, AO\*EUFPLT = I, TPWAO\*EU = FBI, etc.

Now, you want to filter the "All Capped" display to only show entries that contain -FPLT so you can see only the entries that are used when fingerspelling. Since you are in a filtered display, you select Filter again. The Filter dialog box is the same except for the addition of a Filter Within Filter button. You select Steno and type -FPLT, select the *Ends With* option and then click the *Filter Within Filter* button (Alt + w). The filtered dictionary display only shows dictionary entries that are defined in all caps AND end with the steno -FPLT. In other words, the reporter sees entries such as KR-FPLT = C, EUFPLT = I, A-FPLT = A, TP-FPLT = F, PW-FPLT = B, AO\*EUFPLT = I.

### To filter a filtered dictionary display:

1. Open the dictionary you want to filter.
  2. Select View, Filter (Alt + y or click the Filter (  ) icon).
  3. In the Filter dialog box, select your filter criteria. To filter by Entry Type, click the Entry Type (Alt + e) option and then click the down arrow (  ) to select an entry type.
  4. If applicable, select an option in the Location section. If you select Entry Type, the Location section is grayed out.
  5. Press **Enter** to filter the dictionary display.
  6. To fine tune your original filter, select View, Filter (Alt + y or click the Filter icon).
  7. In the Filter dialog box, select your filter criteria, if applicable select an option in the Location section and then press **Alt + w** (or click Filter Within Filter) to filter the current display. (The Filter Within Filter button only displays when you select to Filter in a currently filtered display.)
- Note:** If you select the Filter button, instead of Filter Within Filter button, you are starting a new filter.
8. To remove the filter, press **Alt + v, u** (Unfilter) or click the Remove Filter (  ) icon. If you close the dictionary, the filter is removed and your entire dictionary displays when opening the dictionary.



## Edit - Ability to modify Edit's Number Conversion

There have been several requests to be able to modify Edit's number conversion formats to meet different number formatting requirements. For example, let's say in your area you have a number format requirement for eleven numbers such as ##-###-#-###-##. Since this number format is used often, you would like to be able to have it listed in Edit's Number Conversion dialog box. You can now modify an existing number conversion format to meet your needs.



When modifying a number conversion entry, you need to understand that the number conversion list you are going to modify consists of two lines: Format and FormatDesc. The number conversion list is located in the UserSettings file. The number conversion list displays all Format lines together and all FormatDesc lines together. The Format line includes a numeric identifier, such as "Format1," along with the actual number conversion format, such as "NNN NN NNNN." The FormatDesc line includes a numeric identifier, such as "FormatDesc1," followed by a user defined description. For example, the default entry for a social security number is:

Format1 NNN-NN-NNNN

FormatDesc1 Social security number

The number included with the words, Format and FormatDesc, is unique for each entry. The Format and FormatDesc numbers must match as a pair, such as Format1 and FormatDesc1, Format2 and FormatDesc2, etc.

The number conversion format for the Number Conversion feature uses the same formats and guidelines as Number Conversion and Number Trigger dictionary definitions. This includes the use of N, n, X, x, 0, \_, and \.

So, using the example above for the number conversion format for eleven numbers, it would look like: NN-NNN-N-NNNN-NN.

#### To modify a Number Conversion format:

1. Be sure you are in your User name.
2. From Manage Jobs, open the System Files case.
3. Double click the UserSettings.sgxml file. The Settings Manager dialog box displays.
4. Click in the dialog box and press **Ctrl + f**. The Find dialog box displays.
5. Type **Format-1** and press **Enter** to move to the Number-Conversion section. You may need to search more than once.
6. In the Format list, highlight a Format to modify and click **Edit**.
7. Type your changes using the number conversion formats and guidelines and click **OK**.
8. In the FormatDesc list, locate the description that contains the same number as the modified Format line and click Edit. For example, if you modified the Format12 line, locate FormatDesc12. When typing a name for the new number conversion format, keep in mind that the Number Conversion dialog box in Edit displays number conversion commands in alphabetical order.
9. Type a new description and click **OK**.
10. Press **Alt + s** (Save) to save the settings and close the dialog box.
11. Open a file and test the new number conversion format.

## Edit's Definition Search - Merriam Webster URL

If you would like to be able to search the online version of Merriam Webster's dictionary directly from a word in CATalyst, the Merriam Webster URL has been added to the Advanced Edit Options' Definition Search feature. While in Translate & Edit, the Definition Search allows you to position your cursor immediately before a word or highlight a phrase and press Alt + e, f (or your keyboard map assignment) to access the definition via the designated URL.

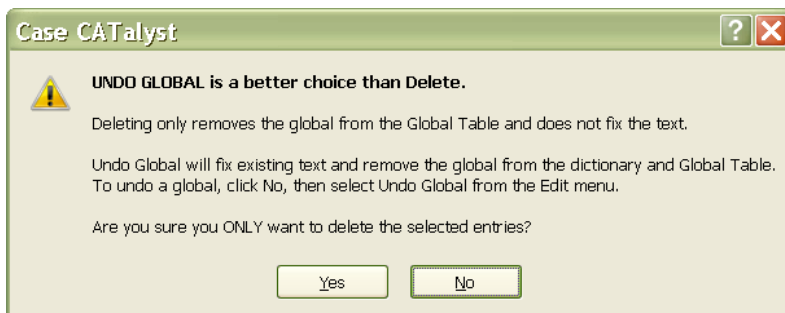
## Vertical Notes - Cursor Context

By popular request, when writing realtime and having the Follow Realtime option selected, the steno notes will now fill the vertical notes pane and the last steno outline will be at the bottom of the pane. In prior versions, the last steno outline of vertical notes remained in the middle of the vertical notes pane.

## Edit - Delete Global Message

Unfortunately, there is a misunderstanding among many users about how to fix a global when you have globalled something wrong. For example, let's say that you are doing your final proof of a rush transcript. On page 95, you immediately realize you defined a misstroked Q as <Colloquy> MR. JONES: Your first response is to open the Global Table and delete the global. STOP! If you Delete a global, it simply removes the global from the Global Table and changes nothing in the transcript. If you Undo a global, it changes the steno/text back to its previous state and removes the global from the Global Table. You don't even need to open the Global Table to undo a global – in the transcript body you can right click the word that was globalled incorrectly and select Undo Global.

In an effort to help users understand the difference between Undo Global and Delete global, the wording of the Delete Global message has been modified. This message displays when you are deleting an entry in the global table while editing. The message now reads:



This message does not display when deleting in a Global Table outside of Edit.

## Realtime - Query Realtime Translation

The Query Realtime Translation command allows you to position your cursor on a translation and quickly see the source of the translation. Query Realtime Translation displays the dictionary name and definition along with all possible entries of the steno outline found in the dictionaries used to translate. In previous versions, when in realtime translation or CATalyst BCS and clicking OK in the Query Realtime dialog box, the cursor would move back to the end of the file. The cursor now stays at your current location after using the Query Realtime Translation command.

## Import - RTF/CRE

An RTF/CRE version of a transcript contains formatting information along with steno outlines, translation and possible “guessed or artificial” translation information. In other words, some CAT software “suggests” possible translation for misstrokes based on phonetic translation or possibly analysis of the steno outline. CATalyst RTF/CRE Import has been modified to import the “guessed” translation instead of it resulting in raw steno. When this occurs, the “guessed” translation will display in the transcript surrounded by <Untranslate Begin><Untranslate End> format symbols.

## Edit - Right click menu

Corrected an issue when customizing the Edit's right click menu where you could not remove two items because, although they showed on the right click menu in Edit, they did not show on the customize right click menu function. The two field items will display on the customize right click menu so you can remove them or reorder the list.

## BCS - Smart Parenthesis option

With the Smart Parenthesis option selected, writing an open bracket followed by text and a new paragraph defined with the {Caption Period} translate command will now result in CATalyst adding a smart closing bracket before the paragraph. No ending punctuation will follow the closed bracket. To get this result, don't write the closing bracket.

## EDGE Renewal Reminder

A new HTML based warning dialog will display when EDGE is expiring soon. It contains links to Stenograph.com to help you learn more and to access your account to renew EDGE.

## Check for Updates

When checking for updates, the timeout has been increased before displaying the "*Current "check for update" is taking longer than usual. Would you like to continue to wait?"* message.

## Message revision when double-clicking Steno X-ray subfile

The message that displays when double clicking the Steno X-ray subfile in Manage Jobs has been revised.

The previous message: The Steno X-ray cannot be viewed or opened.

The new message: To view the Steno X-ray file, open the transcript, open vertical notes and double click your steno notes.

## New Sample Index Templates

Six new sample index templates have been added to your Index Templates case located in your System Files; unless there are existing index templates in the case with the same name. The sample Index Templates are: Index Template 1 - 2017, Index Template 1 - 2017 with Bookmarks, Index Template 2 - 2017, Index Template 2 - 2017 with Bookmarks, Index Template 3 - 2017 and Index Template 3 - 2017 with Bookmarks. You can use these index templates as they are or modify them to meet your index format symbol usage and/or requirements.

Index Template # - 2017 and Index Template # - 2017 with Bookmarks are the same except the "with Bookmarks" version contains PDF Bookmark Text On/Off format symbols surrounding particular indexing format symbols. The PDF Bookmark Text format symbols are used in an index template to create bookmarks for items (such as examinations, exhibits, requested documents, etc.) that need to be bookmarked in the PDF. For example, let's say your jurisdiction requires a PDF to have bookmarks when examinations occur, exhibits are marked and document requests occur. Once the transcript is printed to PDF, the bookmarked text displays in the PDF bookmark pane and allows a user to click a bookmark and go directly to that location in the transcript.

## Revised Self-Study Guides and Exceptional Extras

The Self-Study Guides and Exceptional Extras have been revised to include new and/or modified features. In addition, a new Macros and AccelerWriters Self-Study Guide is available. This self-study guide explains, step-by-step why and how to record, assign and use custom macros in Edit, and how to record, define and use custom AccelerWriters during realtime.

### Self Study Guide Modifications

#### Automatic Indexing

- Added instruction for new <Sub Sort Index> format symbols.
- Added instruction for <Sort Index - Match Headings> format symbol.

#### Basic Realtime

- Added instruction for Brief It - Show Phonetic Steno option.
- Added instruction for Clear/Recycle Unused Briefs command.
- Added instruction for {Text E-define}.
- Updated info for Query Realtime Translation to note that cursor remains at current position.

#### Essential Skills

- Updated Edit section to modify instruction to include new AutoRecover features (multiple copies, new process for recovering files from AutoArchive, new AutoArchive icon and view).
- Updated Manage Jobs section to cover new Cloud Backup features (show computer names, backup status reflected in Manage Jobs option, expanded view).
- Updated How to Create a New Layout section with instruction on Use Characters Per Line Assistant.

#### Number Conversion

- Updated table of contents to list Frequently Asked Questions individually.
- Added two questions to the Frequently Asked Questions section to cover using Number Conversion and Automatic Number Conversion commands in Edit, and to cover how to modify Edit's Number Conversion.

#### Speaker Features

- Entire guide revised (formatting and text) for improved clarity.
- Added instruction for Clear All Speakers.

### Exceptional Extras

#### EXTRAS. ZIP

- New AccelerWriter: RT - Clear-Recycle Unused Briefs  
The associated definition in the Extras AccelerWriter Definitions dictionary is:  
Steno: KR\*UB  
Text: &&RT - Clear-Recycle Unused Briefs .SGMAC
- New or Improved Extras AccelerWriters:  
RT - Delete to Last Q  
RT - Delete to Last A

- A couple of versions ago, the following two AccelerWriters were removed from the Extras.zip because users who used them complained of an extra space appearing after the Q or A symbol, before the first word that was written after the symbol. This is now resolved. New, improved macros have been recorded that do not cause the extra space to appear after the symbol. The associated definitions in the Extras AccelerWriter Definitions dictionary are, as before:

Steno: STKPWHR\*D

Text: &&RT - Delete to Last Q.SGMAC

Steno: TK\*FRPBLGTS

Text: &&RT - Delete to Last A.SGMAC

- New Macro - EDIT - Delete Previous Hidden Text (deletes the previous hidden text before the current cursor position. This complements EDIT - Delete Next Hidden Text.
- A Sample Depo Index with PDF Bookmarks and a Sample Court Index with PDF Bookmarks are now available.

**In the Extras-Default and Extras CAT4 kbd keyboard maps, these macros are assigned:**

- Ctrl+4 = EDIT - Delete Next Hidden Text
- Shift+Ctrl+4 = EDIT - Delete Previous Hidden Text.

**Modified Extras Guides:**

- Using Extras AcceleWriters – updated to reflect new AccelerWriters.
- Using Extras Edit Macros and Keyboard Maps – updated to reflect new macro.
- Using Extras Fingerspelling Dictionary – revised for clarity.
- Using Extras Index Templates - includes information about the two new sample index templates with PDF Bookmarks.

## Bug fixes

### File path too long

Corrected a rare crash when the filename including case(s) name exceeded 260 characters. The following message will now display:

"Filename, including cases/folders, exceeds the character limitation. Please shorten the path:"

### Manage Jobs - Improper argument

Corrected a rare issue where you could get an Improper Argument error message after renaming a user.

### Finish 'em - e-mail address

Corrected an issue when using Finish 'em's e-mail feature and the destination e-mail address had a period before the "at" (@) sign. For example, let's say the e-mail address for your scopist is [scopist.transcripts@gmail.com](mailto:scopist.transcripts@gmail.com). Finish 'em ignored the "scopist." and only used the "[transcripts@gmail.com](mailto:transcripts@gmail.com)" text as the e-mail address. Finish 'em will now process all text before the "at" (@) sign as the e-mail address.

## Keyboard Map - Open bracket

Corrected an issue where you could not assign a function to be open bracket ([) or the less than symbol (<) in a keyboard map and have the assignment saved after closing translate/edit.

## Edit - Orphan Control Characters

Corrected an issue when Orphan Control Options were set to print text or symbols and your Edit background was set to Black, you could never see the Orphan Control Options text/symbols. Orphan Control Options text/symbols now display the same color as your Edit text color.

## Spell Check - Empty Page

Corrected an issue where Spell Check would report an Empty Page when there was a Q or A on a page with no text following the Q or A. Spell Check now stops on the empty Q or A if the option is selected and no longer reports it as an Empty Page.

## Search & Replace in Lists

When using the Search and Replace command in the Fill-in-Fields List, User Definitions and Personal Globals features, there were rare situations where not all matching occurrences were changed. This issue has been corrected.

## Make Exhibit Index Entries correction

When using Edit's Make Exhibit Index Entries feature (Alt + e, i, m) individual exhibit text entries were not inserted into Hidden text when using Index On/Off only format symbols. For example, let's say you used the Make Exhibit Index Entries feature, typed 32B in the Exhibit Range field and selected Index B On/Off only format symbols. Once you completed the entry, Hidden Text would display <Index On B> <Index Off B> but no exhibit number was in Hidden Text. This issue has been corrected.

## Open Personal Dictionary

Corrected an issue where, if you were editing and used a command to open the Personal Dictionary and then switched back to editing and then used the same command to "open the Personal Dictionary," CATalyst would not switch the focus to the already opened Personal Dictionary.

## Edit - Missing By Line dialog

Corrected an issue when trying to select a speaker from the list where it required multiple down or up arrows to move to the right speaker. The cursor focus is now in the List Box which corrects the issue.

## Error Saving Global Tables

A few users have reported an error trying to save a global table. The error indicates a sharing violation, so the save increment has been increased to allow more time for the file to be released.

## Rare Dictionary Corruption

Corrected a very rare issue that may have caused dictionary corruption.

## **Chevrons in Wordlists**

Corrected an issue where neither a chevron (>) or double chevron (>>) would display in the Word column of a wordlist.

## **Exception 3 errors**

Corrected some rare causes of Exception 3s.