

VIDEOS - 149

All About AudioSync

1. All About Audio with Justin Sieger

APEX for Reporters

1. Getting Started with CATalyst 21.5
2. What APEX Agencies See
3. My First APEX Job

Automatic Indexing

1. Tables
2. Basic Automatic Indexing
3. Advanced Automatic Indexing

Captioning/CART – CATalyst BCS

1. Fundamentals of CATalyst BCS
2. BCS for CART/Captioning (*Premium only until 12/24)

CaseViewNet

1. CaseViewNet

CATalyst VP

1. Training Your Dragon with Ray Saunders
2. Fundamentals of CATalyst VP with Larry Paiz
3. How to Hitch Your Dragon to Your VP Wagon with Christine Ales

Dialog Panes and Toolbars

NONE

Dictionary Management

1. Building Better Dictionaries (When/Whether/Where to Define; Case Prep, Dictionary Builder, Create Core List)
2. Tune Up Your Personal Dictionary (Backup, Identify and Move Out Old Unused Entries, Correcting Problematic Entries)
3. Digging Into Dictionaries (Filter, Search and Replace, Brief My Dictionary)

Edit/Tran & Edit

1. Tips for Advanced Options Settings
2. Which Shortcut Do You Need
3. Edit Faster Via Cycle Shortcuts
4. Macros Clinic
5. CATalyst - Buried Treasure
6. Ten Top Tips for Edit Efficient
7. Webinar: More, More, More, Edit Tips

Hardware/Peripherals

1. What to Consider in a New Computer (with Justin Sieger)

Help – CATalyst Help Menu Items

1. AutoRecover

Import

NONE

Include Files

1. *How to Create Include Files from Scratch (November)*
2. Faster Forms
3. Fields

Layout/Format

1. Fun with Layout Fundamentals

Live Q & A with Cindi Lynch

86 videos (through November 30, 2022)

90 videos (as of December 31, 2022)

Luminex

1. Everything About Dictionaries and the Luminex (with Alex Cotteleer)
2. USB Connections and Troubleshooting (with Domenic Figliomeni)
3. Adjusting Your Luminex (with Todd Schludt)
4. Bluetooth Installation and Setup (with Alex Cotteleer)
5. Your Data and You – Understanding SD Cards (with Domenic Figliomeni)
6. How to Connect Via Wi-Fi with Luminex and the Pros/Cons of Connection Options (with Alex Cotteleer)
7. Luminex II Writer Adjustment (MarketScale)
8. Luminex II Tension Toggle (with Alex Cotteleer)

Manage Jobs

1. Sharing is Not Only Caring – It's Smart
2. Job States
3. The 3-2-1 Backup Method (with Ray Wieczorek)
4. Fast Ways to Find Your Files
5. How to Not Worry and Be Happy
6. How to Send/Receive Files (with Bill Woynowski)

Number Conversion

1. All About Automatic Number Conversion
2. All About Number Conversion Definitions

Punctuation

1. Punctuation Tips

Read Notes/Manage Notes

NONE

Realtime Translation

1. Power Defines
2. Advanced AccelerWriters – Accelerated Editing On The Fly
3. The Basics of Real Team
4. Deep Dive into Brief It
5. Rev-Up Your Realtime

Reporter/Scopist/Proofreader Teamwork

1. How To Build a Successful Team\
2. Track Changes

Software Update

NONE

Speaker Features

1. EZ Speakers
2. Timers
3. Speaker Lists & Seating Charts

Spell Check

1. Spell Check Tips & Options (December 14th)

System Files Case

NONE

Transcript Delivery Features

1. Finish ‘em
2. Comprehending Compress Print (with Jeremy Speerstra)

Windows™

NONE

Misc/We Need a topic For...

NONE

Site Information

NONE

ARTICLES - 180

All About AudioSync-5

1. Solution Center Documents to Help You Troubleshoot Audio
2. Why Include Files or Copied/Pasted Files Should NOT Have Underlying Steno
3. Move the Playback Speed Dialog Out of Your Way
4. Converting an MP3 to WAV using Audacity
5. How to Synchronize Externally Recorded Audio

APEX for Reporters-2

1. How to Create and Save Multiple Rate Cards
2. How to Add a Customer

Automatic Indexing-6

1. Index Template Option Tip: Ignore Paragraph Formatting
2. Using Index Error Log Info to Help Edit an Index Template
3. Indexing Multiple Categories of Exhibits – Part 1: Separate Parentheticals/Different Steno
4. Indexing Multiple Categories of Exhibits – Part 2: Index Placeholders
5. Make Exhibit Index Entries
6. Cause BY to appear as by when you build your Index.

Captioning/CART – CATalyst BCS-5

1. How to Define/Display Symbols Not in the Standard Font Extended Character Set
2. Create Power Define Shortcuts for Captioning Commands
3. How to Output to CARTView using BCS Lite
4. Create/Send Pre-scripted Content to CARTView (via BCS Lite)
5. Move Between Script Window and Realtime Window with an AccelerWriter or One Key

CaseViewNet-5

1. Sending Out to CaseViewNet Browser
2. Adjusting CaseViewNet User Access/Rights
3. Quick Tips for reporters Providing Loaner iPads to Clients using iCVNet
4. Viewing CaseViewNet Text in a Language Other Than English
5. Customize CaseViewNet Browser Link

CATalyst VP-1

1. Sample Voice Command Files

Dialog Panes and Toolbars-4

1. Add Commonly Used Pane Icons to Your Edit Toolbar
2. Autohide Occasionally Referenced Dialog Panes
3. Pane and Toolbar Positions Saved for Multiple Monitor Configurations
4. Dock a Floating Dialog Pane (12/29/22)

Dictionary Management-12

1. Automatically Insert the Time in a Parenthetical
2. Should You d-define Directly to the Personal Dictionary

3. How to Create a New Personal Dictionary from Scratch
4. How You Can make the Video Read-On Cleaner
5. Define Steno as a Symbol
6. Assign a Shortcut Key to Unfilter in Manage Dictionary
7. Define a Twitter Handle
8. Dictionary Macros
9. Brief My Dictionary
10. How You Might Improve the Quality of Brief It Suggestions
11. Select Conflicts in a Dictionary
12. It's Okay to Define *R as {Delete}!

Edit/Translate & Edit-47

1. Return to Last Cursor Position After Pressing Page Down
2. Load the Same Keyboard Map in Any/Every User
3. Make Hidden Text Bigger and Easier to Read
4. How to Combine Two Files that Have Filled-in Fields
5. One Concordance Index for Multiple Files
6. Use EZ Text for Standard Exhibit Descriptions in Hidden Text
7. Reusable Exhibit Descriptions
8. Import vCards to Fill in Appearances
9. Format Symbol Options
10. Automate Header Entry and Changes
11. Selective Globals
12. Advanced Macros Tips
13. Assign a Shortcut Key to Internet Search command
14. Second Chance Drag Drop
15. Repeat First Letter to Navigate in the Format Symbol List
16. Attachment Points (to attach an exhibit file/image to a transcript)
17. Make Brief It Suggestions Easier to See
18. Creating Transcripts With and Without Confidential Excerpts
19. Define Titles and Two-Word Prefixes with <Sticky Space>
20. Restore Steno to Help with Word Boundary Issues While Defining
21. Query Realtime Translations... Why It Tranned That Way!
22. Add Bold, Underline, or Italics Commands to the Right Click Menu In Edit
23. Remove Suffix Command Quick Fix for Unwanted Suffix
24. Header Tips
25. Adjacent Punctuation Symbols
26. Improve Quality of Suggest (Open with Suggestions)
27. Autocorrect & AutoComplete in CATalyst
28. How to Redact Text
29. How to Prevent Unwanted Initial Capping
30. Prevent Acronyms from Being Changed by Personal Globals
31. Exhibit AutoLink
32. Which Format Symbol Should You Use to Move Text Down a Line
33. Inserting a Speaker from the Speaker List via the keyboard (without the Mouse)
34. Quickly add a Sticky Space while Defining
35. Efficiency in Defining
36. Cat Scratch – Practical Reminders

37. Mistran Minder
38. Healthy Keyboard Habits
39. Quick Keyboard Map Tips
40. When you Want to Focus on Cleaning Up Untranslates
41. Add ? to the end of a Word or Phrase and Surround with Dashes
42. How to redact Text
43. How to assign a function to a key in your keyboard map
44. Why, Sometimes, the Menu Item You Want is Grayed Out
45. Match editing punctuation with inserted style
46. Q & A from the More, More, More Edit Tips Webinar
47. Search for Steno Notes in Edit (12/8/22)

Hardware/Peripherals-1

1. Use an iPad as a Second Screen (12/15/22)

Help – CATalyst Help Menu Items-5

1. Restore and Define a Realtime Macro from Extras.zip
2. IVT Videos Playback post-2021
3. Help with CATalyst Help
4. Restore and Assign a Single Extras Edit Macro (12/1/22)
5. Erase Highlights After Searching in Help (12/22/22)

Import-1

1. What are Paragraph Deltas, and Should They Be Removed?

Include Files-12

1. Remember Last Include Folder
2. How to Define an Auto Include
3. Assign a Keyboard Shortcut to Cycle Between Edit/Reveal Codes
4. Automatically Fill in Job Start and End Times
5. Using a Signature Image in an Include File
6. Initial Cap Exhibit + Letter(s)
7. Centering a Witness's Signature
8. Set "Scope" for each User defined field
9. Additional, Custom Field List Group Fields
10. Quick Way to do Plurals in Captions Without Conflicts
11. Combine Two Fill-in-Field Lists
12. Use an Underscore vs. <Underline On> for Lines in Include Files

Layout/Format-3

1. Help with Layout Basics?
2. Define Tabs Where They're needed
3. Keeping Lines Together on the Same Page

Luminex-5

1. Add Your Favorite Photo to your Luminex (or Diamante).
2. Odd Translation on Luminex? Try Clearing Your Dictionaries.

3. How to Copy Files from a Writer's SD Data Card to an External Hard Drive
4. How to Safely Ship Your Writer to Stenograph
5. Monitor Live Audio

Manage Jobs-6

1. Create a One-Key Shortcut in Manage Jobs to Open Job History
2. Why is there a System Files Case Inside My System Files Case and What Should I Do?
3. You Probably Should NOT Delete the _Case File
4. How to Permanently Delete Files from Cloud Backup
5. Easier-to-See File Names
6. Quick Tips for a Clean, Efficient Screen in Manage Jobs

Number Conversion-8

1. Why the Word "Point" Became a Decimal Point
2. How to Separate Two Adjacent Numbers for Automatic Number Conversion
3. When you Want Symbols for Foreign Currency
4. Adding a \$ Before a Digit, and Million, Billion or Trillion After a Digit in one stroke.
5. Analyze Numbers in a Series
6. Deleting Edit's (Ctrl+u) Number Conversion Entries
7. Change Digits into Words On The Fly
8. Adding Missing Comma After Year in {MONTH} Number Conversion

Punctuation-2

1. Toggle Punctuation Shortcuts
2. How to Have Smart and Dumb Punctuation

Read Notes/Manage Notes-2

1. How to Read Notes Stored on an External Hard Drive
2. How to Read Notes From the Backup SD Card

Realtime Translation-13

1. The Realtime Commands Dictionary
2. Repeat Previous Question or Answer AccelerWriter
3. Reporter's Area: Show or Hide?
4. How to Quickly Close Unexpected Dialog Boxes in Realtime Translation
5. Add Entries to Personal Briefs
6. Two-Part Parentheticals for Two Time References
7. Change Writer Turn
8. AccelerWriter: Fill in Exhibit Number/Letter Placeholder
9. Accepting Drag/Drop or Suffix Drag "Translations" during Realtime Translation
10. Display Steno Phonetically in the Brief-It Pane
11. Export Brief It Results to .CSV
12. Shortcuts with Your Feet
13. Output to CARTView via CATalyst

Reporter/Scopist/Proofreader Teamwork-3

1. How a Scopist Can Help a Reporter Client Build Their Personal Dictionary

2. Why You Might Want to Use Send 'em Backup to Send Files to Your Scopist
3. RealTeam: Transfer to User

Software Update-2

1. CATalyst 21.5 Now Available
2. CATalyst 21.53 Now Available

Speaker Features-5

1. Set up By Line Options
2. Understanding Why You Get a Blue "THE ATTORNEY:"
3. Setting Up a Seating Chart
4. The Auto By Line Options
5. Customize Appearance of Empty Lines Created by Orphan Control

Spell Check-4

1. Allow One or Two Spaces After an Abbreviation
2. Spelling with Letters and numbers
3. How to Share Spelling Information with Colleagues
4. Dictionary Spell Check Options

System Files Case-2

1. Modify Your Steno Shortcut Table
2. How to Get One of the Sample Files Provided with CATalyst.

Transcript Delivery Features-2

1. Create Job Report
2. How to Create a Word Guide Header in the Concordance Index

Windows TM-7

1. Keyboard Shortcuts
2. More Windows Shortcut Keys
3. Easy Way to Take Screen Shots
4. Add Bookmarks for Important Websites (like Ascend) to Your Manage Jobs Screen
5. Easy Access to Windows Device Manager from CATalyst
6. Make Your Pointer/Cursor Larger and Easier to See
7. How to Change the Time Zone on Your Windows Laptop or Desktop Computer

Misc/We Need a topic For...-1

1. Is It You or is Your Provider Down?

Site Information-9

1. Welcome to Ascend
2. Terms & Conditions
3. How to Manage Your Ascend Subscription
4. FAQ
5. How to Post a Question
6. How to Find Videos on Ascend
7. How to Find Stuff in Ascend

8. Ascend Navigation and Learning Tips
9. Fuzzy Video? These Tips May Help

POLLS - 182

All About AudioSync

1. Which codec do you use?
2. How do you prefer to listen to audio when editing?

APEX for Reporters

1. Have you signed up for an APEX account, the Stenograph Loyalty Program and have you set up your profile?

Ascend Village Pub

58 Social Polls (for fun)

Automatic Indexing

1. How long does it currently take you to build your index? (If it varies, give examples based on a job with 25-30 exhibits.)
2. In your index, how do you sort your exhibits? Is this based on a requirement or your personal preference?
3. What method do you currently use to bring Examinations into your transcript?
4. Why is your index page formatted as it is? Is it a legal rule? The preference of someone you work for? Is it just what you assume is necessary?
5. If you need a description of your exhibit on your index page, where is the description (in the testimony; in a hidden text, typed into an exhibit parenthetical, other)?

Captioning/CART – CATalyst BCS

1. What applications do your CART clients use to receive and view your output?
2. What features or options in CATalyst BCS would you like to learn more about how/when/why to use?
3. When you caption, which CATalyst features do you use to increase your accuracy?

CaseViewNet

1. When outputting to many connections, how do you track which party each connection represents (so that you know whom to bill for services)?
2. What questions are you asked if/when you offer CaseViewNet connection to attorneys, judges, anyone else who wants to connect?

CATalyst VP

1. When you edit a transcript post-dictation/realtime, how do you spend most of your time?
2. What type of microphone has been giving you the best results with Dragon/VP?
3. Do you correct on-the-fly during realtime or do you make corrections after the end of the proceedings?

Dialog Panes and Toolbars

1. Which toolbar buttons do you NEVER use? Have you removed them from the toolbar, or do you leave them there and ignore them?
2. How many of your toolbars (in either Manage Jobs, Edit or Manage Dictionary) are grayed out, i.e., not being used, just taking up space?
3. All: Which panes do you keep open and reference when Editing?
Realtime Reporters: Do you keep different panes open during Tran & Edit vs. Edit?
4. Have you ever modified your right-click menu in Edit?

Dictionary Management

1. Where did your Personal Dictionary come from?
2. How many one stroke, unused entries are in your Personal Dictionary?
3. Have you ever spell-checked your Personal Dictionary?
4. In what order is your Personal Dictionary sorted?
5. If you use D-defines, where are your D-defines stored (directly into Personal Dictionary or Update Area)?

Edit/Translate & Edit

1. What is your preferred View in Edit – Page View or Normal View?
2. Which CATalyst edit functions do you use more than any of the others?
3. When you open the Format Symbol list (in Edit or when defining), are the < > Caption: format symbols displayed?
4. Which is your preference for morning/afternoon time display?
5. Do you build and include a concordance index with your transcript?
6. Do you have the Show Global Tables option selected and do you select Global Tables to apply during translation?
7. What method do you most often used to enter a missing or incorrect speaker ID?
8. How do you most typically fix untranslates and/or mistranslates?
9. What research tools do you use most frequently?
10. If you get requests for excerpts of a transcript, how do you handle it?
11. On an average job, how long does it take you to fully edit 10 pages and what tasks take the longest?
12. Go into your keyboard map and click the Usage Count column heading – which keys do you use the most?
13. When you research a term or a spelling via an app or website, what method do you use to input the correct spelling?
14. How would you describe your editing style?
15. What is your current favorite tip for saving time while editing?
16. Do you play and stop audio with two different keystrokes or do you play and stop audio with the same key?
17. What's your favorite shortcut for inserting frequently needed text into the transcript?
18. How do you most frequently bring parentheticals (blurbs) into your transcript text?
19. What task takes you the most time when you're editing?
20. Have you ever modified your right-click menu in Edit?

Hardware/Peripherals

1. Which do you use more often, your laptop's built-in keyboard or an external keyboard?
2. What brand/model of laptop are you currently using, how old is it, and do you like it?
3. How many computers do you use for CATalyst? (12/19/22)

Help – CATalyst Help Menu Items

1. Have you ever visited the Stenograph Solution Center at <https://solutioncenter.stenograph.com?>
2. What news/additional macros should be created and included as part of Exceptional Extras in the next CATalyst update? (12/26/22)

Import

NONE

Include Files

1. Where do you keep your include files? (Select a choice and tell us how this organizing system works for you.)
2. What adjustments do you make to include files (title pages, appearances, index, certificates, affidavits, etc.) after including them in a job?
3. Do your parentheticals/blurbs begin with the <Parenthetical> format symbol?
4. How much time does it take you to modify the information on your include files in a typical job?
5. How do you create block-indented text for things like captions, appearances, signature lines or anything else that indents on multiple lines?
6. Well-made include files should be very easy to fill in and require very little or no adjustment. How efficient are your standard pages?
7. Is the text of your parentheticals (e.g., Off the record, exhibit marked, record read, etc.,) dictated by the client who hired you (court, firm, etc.) or do you use your own preferred parenthetical text regardless the client? (12/5/22)

Layout/Format

1. How many custom layouts do you have in your Layouts folder (not including the sample layouts provided with the software)?
2. Do you use any User-Defined Paragraph styles, and if so, how do you use them?
3. Who created the layout that you use most often?
4. For those of you who create transcripts, does everyone in the firm(s) and/or court(s) that you work for use the exact same layout? (12/12/22)

Luminex

NONE

Manage Jobs

1. In Manage Jobs, click View, Text Font. Which font, style, and size do you use?
2. Do you use the Job Reports feature in CATalyst to create worksheets (a/k/a/ job sheets, dog sheets)?
3. How often do you back up your jobs to local media (e.g., external hard drive, flash drive)?
4. Which view do you prefer to work with in Manage Jobs (e.g., Icon View, Detailed List View)?
5. Where and how do you back up your jobs and important files like your Personal Dictionary, layouts, includes, etc.?

Number Conversion

1. When you have U.S. Phone Numbers, as part of a transcript, which format do you prefer?
2. Users of Automatic Number Conversion: If you miss getting a <NO Auto Convert> between two numbers that shouldn't combine, how do you handle it?
3. How do you prefer an amount under one (US) dollar to appear in the transcript, and does this convert automatically and correctly for you?

4. If a number doesn't translate or automatically convert exactly as you prefer, which method do you use to fix it?

Punctuation

1. Which rulebook do you prefer to use when you have a question about how to punctuate something?
2. When correcting punctuation in Edit, which shortcuts do you use the most?
3. Which team are you on, Oxford comma or no Oxford comma?

Read Notes/Manage Notes

NONE

Realtime Translation

1. How much of your transcript is edited during translation (while the proceedings are taking place)?
2. Do you ever find yourself mistakenly writing a "spoonerism"? For example, they said, "...you feel the need..." but you wrote, "...you Neal the feed..."?
3. Do you write notes to yourself or to your scopist(s) during the proceedings, and if so, what about?
4. Do you typically use case and/or job dictionaries in translation? If so, why? If not, why not?

5. How often do you use Real Team?
6. Do you use the phonetic translation feature?
7. Are the current translation statistics helpful? What do you wish you knew about your translation accuracy?
8. We've all encountered a funny mistranslate in our jobs – which ones have made you laugh a lot?
9. What type of edits do you most want to achieve on the fly during translation?
10. When you translate in realtime and you want to leave yourself a note, what kind of a note is it?
11. When writing and translating in realtime do you edit from the computer keyboard or the writer or both?
12. What percentage of the time do you translate in Realtime vs. translate from a file?
13. When you use the word "realtime" what does it mean to you?

Reporter/Scopist/Proofreader Teamwork

1. What methods do you currently use to communicate with the rest of your team during a RealTeam session?
2. Do you ever use RealTeam to share editing without being in realtime translation?

Software Update

NONE

Speaker Features

1. OFFICIALS: When you have a large jury pool, how do you write/define each separate prospective juror? Imagine a pool of 150.
2. How many different styles of By Speaker formats do you use?
3. What's the largest number of speakers you've ever had to individually identify, and how did you choose to do it?
4. How do you identify a speaker after a colloquy or parenthetical interruption (e.g., not immediately after an examination)?
5. How often do you insert speaker identification (colloquy, By Lines, missed Qs or As) while editing post-translation)?

6. What's your preferred method for identifying speakers during translation?
7. Do you use a Seating Chart? If so, what kind and how does it help you? If not, why not?

Spell Check

1. When do you use the Transcript Spell check feature in CATalyst?
2. Do you use the *Scan While Spell Check* option to stop on untranslates and other scannable items while you spell check?
3. When you spell check, do you ever add previously created job or case wordlists in Transcript Spell Check Options?

System Files Case

1. Have you modified the Steno Shortcut Table file (e.g., ensure it matches your steno theory, add shortcuts that make steno entry faster)?
2. What steno stroke do you use in a Power Define for the [Tab] Command?

Transcript Delivery Features

1. In what format do you most frequently submit transcripts?
2. When sending multiple CATalyst files (and subfiles) to a scopist, proofer, fellow reporter, etc., which method do you use?
3. What type of file do you most frequently use to deliver your transcripts?

Windows™

NONE

Misc/We Need a topic For...

1. What do you miss LEAST about older methods and technology you've escaped from?
2. Which is your favorite industry conference to attend?
3. If you have to pick ONE thing – what makes a proceeding toughest/most challenging to take (or edit)?
4. Other than your search engine, what's the most helpful research website you use/rely on?
5. Do you share any of your CATalyst files with colleagues?
6. Which CAT program was the first you used, and when did you start using CAT software?
7. If I could introduce you to the person/people who invented it, what Stenograph product, service, feature, etc., would you like to thank someone?
8. What do you love most about your job, and what do you like the least?
9. Who (or what) inspires you to be your best, and why?
10. What was your favorite job and why – or if you don't recall a particular favorite, what do you imagine would be a dream job?
11. What is your number one reason for seeking training?
12. You have multiple options for learning Stenograph products. What is your preferred learning method?
13. Aside from yourself, who is the most important person in your transcript production process?
14. Describe a typical Monday morning.
15. What tip/trick have you learned that has saved you the most time? How much time has it saved (per job, per week, per month)?
16. We've all had moments where figuring out something or finding a feature gave us a great big, goofy grin, or a feeling of joy. What's your most recent?
17. How do you feel about trying new things? Excited? Nervous? Both?
18. What transcript production task is the most difficult and/or least favorite for you?



19. What do you do to give your eyes (and brain) a break from the screen when working on a tough job?

Site Information

1. I'm planning our schedule – what topics would you most like to have me cover?
2. What recent post here on Ascend resonated with you or stirred something and inspired you?