

## Case CATalyst® V21 Release Notes

Last Update: 2/27/2020

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## Case CATalyst V21

Case CATalyst V21 is designed to increase your productivity and to make what you already do easier. The following pages will introduce you to the exciting new features and existing feature enhancements waiting for you in V21. Here's just a preview of some of those features:

- RealTeam Improvements:
  - Now you can quickly take a look at where other team members are editing in the transcript. A quick glance at their RealTeam cursor will give you their page number location and double clicking on their RealTeam cursor will switch your view to their transcript location. This is a great way for you to quickly know where editing is already being done.
  - A new Transfer to User option allows the current host of a RealTeam session to make any of the currently connected participants the new host. Now the reporter can simply transfer the RealTeam session to a new user and be on their way when their writing is done for the day and the scopists no longer need to invite each other to a new RealTeam session!
- Phrase Maker - The Suffix Drag/Phrase Maker feature now allows you to write phrases in a single stroke even when it is not defined in your dictionary. This gives you a fast way to make a phrase in one stroke just by dragging a couple of letters.
- Case Prep - Now you have the ability to create a Heads Up list in alphabetical order. It is now faster to find specific words and phrases with Case Prep.
- Fill In Fields vCard Import - Now you can import vCard files to speed up the process of creating Fill In Field List entries.
- Edit vs. Translation Pane, Settings, and Toolbar Improvements - Case CATalyst can now automatically adjust your Alternate User Settings, Panes and Toolbars depending on if you are Editing or Translating. This saves you the time and trouble of adjusting those items manually each time you go from translating to editing.
- CaseViewNet Browser Edition Link - Now you can create a link for clients to click on when they want to connect to your CaseViewNet Browser Edition realtime session. It's now as simple as a click for clients to connect to your realtime and without you needing to explain about how to use the Session Code and password.
- PDF Hyperlinks - You can add hyperlinks to words and phrases in your transcripts. You can even define words and phrases with hyperlinks in your dictionary, giving you an automated way to produce PDFs with hyperlinks for your clients pointing directly to web sites and email addresses.

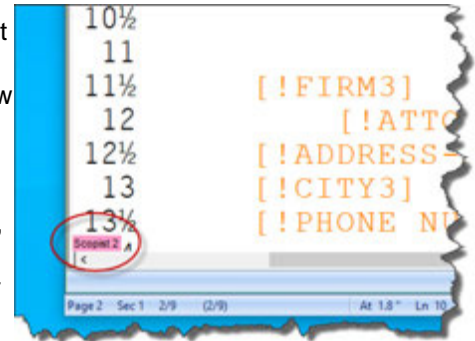
And that's not all! There is much more waiting for you in Case CATalyst V21. There is definitely something for everyone. Enjoy!

## What's New

### RealTeam - Quickly view team member transcript locations

#### Description:

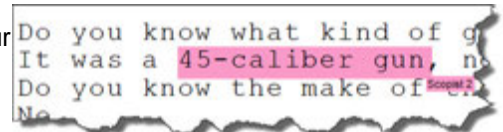
During a RealTeam session there may be times when you want to quickly take a look at where the other team members are editing in the transcript. As a reporter this can help you to know where you may want to make some editing changes during a break, while not interfering with a scopist making changes. Scopists working with other scopists during a RealTeam session may want to know where Editing is already happening, so they can edit elsewhere in the transcript. Previous versions of Case CATalyst gave you the ability to see if a team member is above you, below you, or on the same page as you in the transcript. With V21, the cursor display for each team member will show the current page number location of the team member. In addition to showing you the page number, you can now double click on the other team member's RealTeam cursor to quickly shift your view to their location in the transcript!



#### How to use it:

Shifting your view to another team member's location in the transcript is as simple as double clicking on their RealTeam cursor. The RealTeam cursors of team members who are above you in the transcript will appear in the top left corner of the current transcript page you are on. The RealTeam cursors of team members who are below you in the transcript will appear in the bottom left corner of the current transcript page you are on.

When you double click a RealTeam participant's cursor, your screen view will shift to their current transcript page. However, your cursor position does not move to that page. This makes it easy to return to your previous cursor location. After you have viewed the participant's page, simply press an arrow key on your keyboard or begin writing on the writer again to return to your page. If you want to start editing on the same page as the current team member you are viewing, click somewhere on the currently visible transcript page to move your cursor to that location.



➤ **Note:** If you begin making changes or using the arrow keys without clicking on the currently visible page, your view along with any changes you made will shift back to your previous cursor location.

#### Additional information:

If you are unfamiliar with customizing the name and color of the RealTeam connected team member's cursors and you'd like to learn more, search for "RealTeam Connected Users Pane" in Case CATalyst Help (F1).

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## RealTeam - Transfer to User

### Description:

The Transfer to User option allows the current host to make any of the currently connected participants (clients) the new host for the current RealTeam session. Once the initial host transfers to the new host, the initial host will disconnect from the RealTeam session. The new host and all other participants will still be connected and able to continue the RealTeam session without interruption. The ability for a host to transfer the RealTeam session to a new host lets the reporter leave the RealTeam session when their writing is done without interrupting the RealTeam connection of all other RealTeam participants. This is great for teams when the reporter is done writing for the day and the scopists want to continue their RealTeam editing. They no longer need to invite each other to a new RealTeam session. Instead, the reporter can simply transfer the hosting of the RealTeam session to one of the team members and be on their way!

### How to use it:

When the current host is ready to transfer the RealTeam hosting to one of the connected participants they will do the following:

1. Open the *Connected Users* Pane by selecting **View, Panes, Connected Users** (*Alt+v,e,u*).
2. In the RealTeam Connected Users section of the Connected Users pane, right click on the name of the participant who will become the new host and select **Transfer to User**.

During the transfer process, the message "Transfer is in progress. Please wait." will appear on the participants screens. When the transfer is complete, the new host will receive the message "Transfer is complete. You are the new host."

- **Note:** RealTeam participants using Case CATalyst version 21 or above are eligible to become a new host. If a participant is using version 20, the Transfer to User option will not be active for the participant.

### Additional information:

- The new host does not inherit the "Add To My Dict." settings from the previous host. If the participant who will be taking over as host wants to obtain defines made by the participants (e.g. to make it easier to provide comprehensive dictionaries to the original host), the new host should open the RealTeam Invite dialog box and make sure that the "Add To My Dict" setting for each user is set as preferred for each RealTeam participant.
- It is possible for the new host and participants invited by a new host to receive a new file with an "\_1" appended to the original file name of the current transcript. RealTeam does this to prevent loss of editing changes in situations where it is possible for editing changes made offline to conflict with editing changes made during a RealTeam session. For example, let's say the original host for a RealTeam session transferred the RealTeam session to a new host. The original host then made editing changes to the transcript while not connected to the RealTeam session. If the new host decided to invite the original host back into the RealTeam session for the transcript, the original host would receive a new file with an "\_1" appended to the file name of the transcript. In this way, Case CATalyst prevents the editing changes made by the RealTeam participants from being lost when the original host reconnects to the RealTeam session.





## vCard Import

### Description:

You can import vCard files, also known as VCF (Virtual Contact File), when creating/modifying an entry in a Fill in Field List or when creating a New List Entry in the Fill In Field dialog during edit. The ability to import vCard files speeds up the process of creating Fill In Field List entries. You can now import attorney information directly from their vCard file instead of typing it in manually.

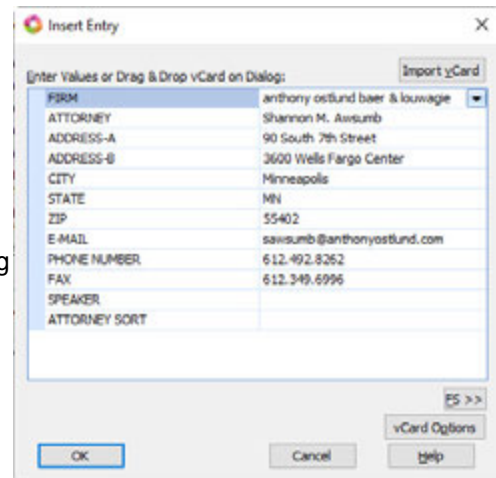
### How to use it:


To import a vCard file, you must first have a vCard file. Attorneys may provide a vCard file download link in their Email signature and/or may provide a vCard file download link on their Firm's website. vCard files typically have a ".vcf" extension.

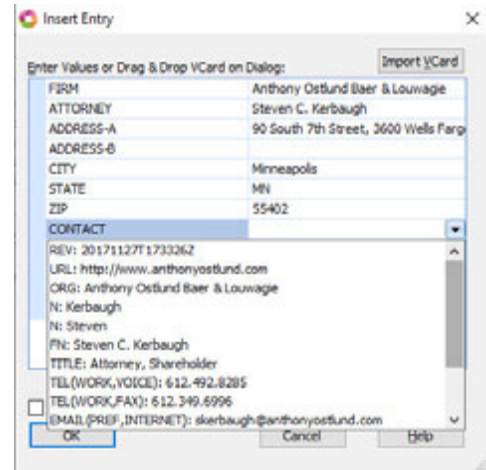
#### Importing a vCard in a Fill in Field List:

You can import a vCard into the Fill in Field List and/or a Case Fill in Field List:

1. Select **File, Open, Fill in Field List**
  - a. To open the Fill In Field List, select **Fill In Field List**. (*Alt+f,o,f, f*)
  - b. To open a Case Fill in Field List, select **Case Fill in Field List** (*Alt+f,o,f,c*), and then use the Open Existing Document dialog to select the Case Fill in Field List you'd like to open.
2. To insert a new attorney group in the Fill in Field list, select **Edit, Insert** (*Ctrl+i*).
3. When the Insert Entry dialog appears, do one of the following:
  - a. Drag and drop a "*filename.vcf*" file on to the Insert Entry dialog. A plus sign icon '+' will appear at your mouse pointer location on the Insert Entry dialog to let you know when you can release the mouse button to drop in the vCard.
  - b. Use the Import vCard button to browse for and use a vCard file.
    - i. Click the **Import vCard** button.
    - ii. The Import vCard File dialog will default to the Downloads folder on your system. Browse to the location of the "*filename.vcf*" file you'd like to import, then either double click the file or highlight and click **Open**.



4. Case CATalyst will use the vCard file information to populate the attorney group fields. To specify a specific text capitalization for any of the field headings, use the *vCard Options* button. Although Case CATalyst is able to match many different possible values from vCard files with the Fill in Field List headings, Case CATalyst may not be able to match all vCard information. For example, if you have renamed your E-MAIL heading to be CONTACT, Case CATalyst may not be able to populate the CONTACT fields with the email information from the vCard file. Do one of the following to populate the missing information:
    - a. Select the heading you'd like to modify and then click the down arrow  that appears on the right. The information contained within the vCard will show. Select the information that matches the information for the heading you are trying to populate. Case CATalyst will remember this selection and try to use that vCard information to populate the heading in the future.
    - b. You may also choose to manually type in the information. You may need to type the information if the vCard does not contain the information.
- **Note:** The ATTORNEY SORT field will not be populated by the vCard. Case CATalyst will create the ATTORNEY SORT on its own.
5. Click **OK**, to add the entry to the Fill in Field List.



### Using a vCard to modify an existing entry:



There may be times you want to use a vCard file to modify an existing entry. For example, when an attorney changes their address and email contact information and provides you with an updated vCard. The process for modifying an existing entry is very similar to inserting a new entry with the following exceptions:

1. Select **File, Open, Fill in Field List**
    - a. To open the Fill In Field List, select **Fill In Field List**. (*Alt+f,o,f, f*)
    - b. To open a Case Fill in Field List, select **Case Fill in Field List** (*Alt+f,o,f,c*), and then use the Open Existing Document dialog to select the Case Fill in Field List you'd like to open.
  2. To modify an existing entry, double click on the entry or highlight the entry and then select **Edit, Modify** (*Ctrl+m*).
  3. The Modify Entry dialog will appear. The remaining steps for using a vCard file are the same as when inserting a new entry.
- **Note:** If the vCard changes the attorney name of the entry you are modifying, for example, the attorney changed their last name, Case CATalyst will not automatically change the ATTORNEY SORT information for that entry. To have Case CATalyst recreate the proper ATTORNEY SORT, manually delete the ATTORNEY SORT text before clicking OK.


### vCard Options

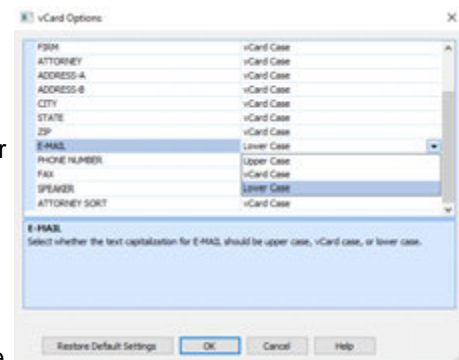
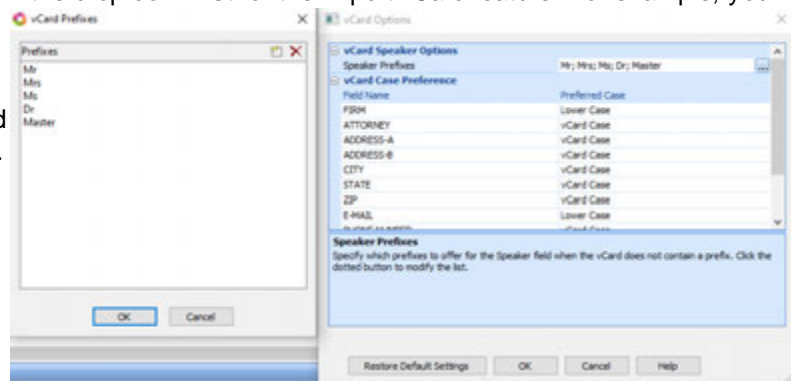
The vCard Options button allows you to specify the Speaker Prefix (titles) for the Speaker field and set your capitalization preferences for each Field Name heading when using Import vCard. Click the **vCard Options** button (*Alt+p*) inside of the Insert Entry dialog to open the vCard Options dialog.

The **vCard Speaker Options** section of the vCard Options dialog lets you specify the Speaker Prefixes (titles) for the speaker field when the vCard does not contain a prefix. The Prefixes you specify will appear as SPEAKER Field choices in the drop-down list for the Import vCard feature. For example, you may decide that you no longer want to be presented with the default title of "Master" when you use the drop down arrow to fill in the Speaker field when using the Import vCard feature. You can modify the Speaker Prefixes to remove any of the defaults or to add your own. Do the following to modify the default Speaker Prefixes:

1. Click on the Speaker Prefix line under the vCard Speaker Options section of the vCard Options dialog.
2. Click the dotted button  to the right of the Speaker Prefixes text field to open the vCard Prefixes dialog.
  - a. To add a prefix, click the **new entry** button (*INSERT*).
    - i. Type the prefix text you'd like to add in the field that appears below the existing prefixes.
    - ii. Click OK to accept the changes.
  - b. To delete an existing prefix, highlight the prefix you'd like to delete and then click the **delete** button  (*DEL*).
    - i. Click OK to accept the changes.

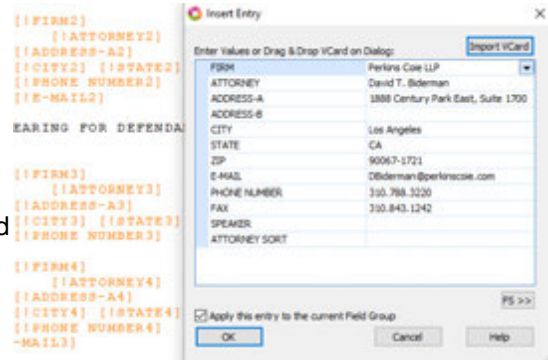
The **vCard Case Preferences** section of the vCard Options dialog lets you specify the text capitalization individually for each Field Name when using the Import vCard feature. You can select Upper Case, vCard Case (imported text will match the capitalization from the vCard), or Lower Case. For example, you may want to have the E-MAIL field text import as lower case regardless of the capitalization of the text in the vCard. Do the following to choose the vCard Case Preference for each Field Name:

1. Click on the Field Name line you'd like to specify a preference for under the vCard Case Preference section of the vCard Options dialog.
2. Click the down arrow  to the right of the Field Name text field to open the drop down selection dialog.
3. Click the Upper Case, vCard Case, or Lower Case option you'd like to use for the Field Name.



**Using a vCard to fill in fields during edit:**

Importing a vCard can be done when you are filling in attorney fields while editing a transcript. For example, let's say you downloaded a vCard and you'd like to use it to fill in the ATTORNEY2 field group on your appearance page.



1. Double click on the ATTORNEY field, or use Scan and Fill in Fields (Ctrl+Shift+s) to open the Fill in Field dialog.
2. Click the **New List Entry** button.
3. Inside of the Insert Entry dialog, you may drag and drop the vCard or use the Import vCard button to import the vCard.
4. Click **OK** to use the imported vCard information to fill in the attorney group fields.

**Additional Information:**

While there is a standard that governs the data and format of a vCard, experience has shown the standard is not always followed. As a result, your experience with some vCard files will be better than with others. Case CATalyst does its best to correctly import vCard information. When Case CATalyst cannot match vCard information to a heading in the Fill in Field List, you may use the down arrow to look at the vCard data and make a selection. Case CATalyst will then match that vCard data with the Fill in Field heading for future vCard imports.

If you are unfamiliar with the Fill in Field list, or how to use Fields in Case CATalyst, please search for "Fields" in Case CATalyst Help (F1).

**Phrase Maker - Word option in Suffix Drag**

**Description:**

The Suffix Drag translation option is now called Suffix Drag/Phrase Maker. Suffix Drag/Phrase Maker now allows you to select whether dragged steno should be considered a suffix or a word. The Word option allows you to write phrases in a single stroke even when it is not defined in your dictionary. For example, let's say the steno stroke /WEBD is not defined in your dictionary. With the Word option in Suffix Drag/Phrase Maker, you can have /WEBD translate as "we said" even though it is not defined in your dictionary as a single stroke.

**How to use it:**

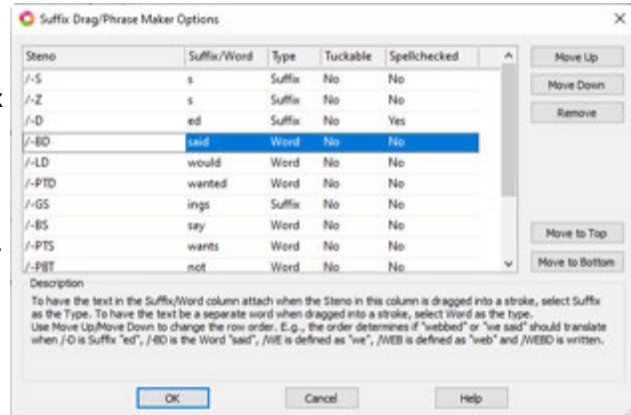
Let's use the example from above with the assumption that the steno /WE is defined in your dictionary as the word "we," and that /WEBD is not defined in your dictionary. Here is how you would set your Suffix Drag/Phrase Maker Options to get /WEBD to translate as "we said.":

1. Select to use Suffix Drag/Phrase Maker and set the Suffix Drag Details. From Manage Jobs, click the **Translate** icon on the Function toolbar (Ctrl+t).

2. Inside of the Translate dialog, click the **Options...** button.

3. Under the Input tab, make sure the Suffix Drag/Phrase Maker option is checked, then click the **Details...** button to the right of "Suffix Drag/Phrase Maker."

4. If you have not modified your Suffix Drag/Phrase Maker Options before, you will have /-D, /-S, and /-G under the Steno column. Click below the steno listed in the Steno column to place your cursor on an empty steno field and then type **-BD**. This will create a new steno entry for final /-BD.



5. Click into the Suffix/Word column for the /-BD entry, and type the word **said**.

6. Since we want "said" to act as a separate word, not attach as suffix when /-BD is dragged into a stroke, click in the Type column and select **Word** from the drop down menu.

7. If you'd like /-BD to be tuckable, meaning Suffix Drag/Phrase Maker will act on the /-BD steno anywhere it is dragged into a stroke, not just at the end of the stroke, click inside the Tuckable column and select **Yes** from the drop down menu. Otherwise, leave the Tuckable option set to No.

8. If you'd like Case CATalyst to make sure adding a suffix results in a correctly spelled word, set the Spellchecked column to Yes, for any Suffix type entries you want spell checking to apply. Click inside of the Spellchecked column, on the Suffix type entry row you'd like to set to Yes, then select **Yes** from the drop-down list.

- o Although, the Spellchecked column does not have any direct influence on the Word type entries in the Suffix Drag/Phrase Maker Options dialog, having Spellchecked set to Yes for the Suffix type entries may help resolve potential Suffix/Word conflicts. Let's say you have a dictionary define of /THEB "then" and you have /-D "ed" and /-BD "said" as a Suffix type and a Word type respectively in your Suffix Drag/Phrase Maker Options dialog. If the /-D "ed" suffix type is listed before the /-BD "said" entry, and the Spellchecked column for the /-D "ed" is set to No, the Suffix Drag/Phrase Maker translation will be "thenned." However, if you set the Spellchecked column to Yes, Case CATalyst will see that "thenned" is a misspelled word and will then move on in the Suffix Drag/Phrase Maker Options list to find the /-BD "said" Word type entry. The resulting Suffix Drag/Phrase Maker translation will be "they said."

9. If needed, change the order of the entries in the Suffix Drag/Phrase Maker Options dialog. With the entry highlighted you'd like to move, click the **Move Up** or the **Move Down** buttons as needed. To quickly move an entry to the top or bottom of the list, you may use the **Move to Top** and **Move to Bottom** buttons respectively.

- o Before clicking OK to accept the new entry, you may want to take a moment to consider the top to bottom order of the entries. Case CATalyst uses that order to resolve potential Suffix Drag/Phrase Maker conflicts during translation. For example, we now have /-BD as a Word Type of "said" and we also have /-D as a Suffix Type of "ed." If you stroke /WEBD, with /WEB defined as "web," should Case CATalyst give you "webbed" or "we said" as the Suffix Drag/Phrase Maker translation result? The order of the entries in the Suffix Drag/Phrase Maker Options dialog will resolve this conflict for Case CATalyst. If /-BD is listed before /-D, the Suffix Drag/Phrase Maker translation result will be "we said." Otherwise, the result will be webbed. It is important to note that actual dictionary definitions always take priority over the Suffix Drag/Phrase Maker feature. In other words, Suffix Drag/Phrase Maker only applies when the steno written is not defined in any of the dictionaries being used for translation.

10. Click **OK** to accept the changes and close the Suffix Drag/Phrase Maker Options dialog.

➤ Note: to remove an entry from the Suffix Drag Options dialog, highlight the entry and then click the **Remove** button.

### Additional information:

If you are unfamiliar with the Suffix Drag translation option and would like to learn more about it, please search for "suffix drag" in Case CATalyst Help (F1).

## Hyperlinks for PDF

### Description:

You can now add Hyperlinks in transcripts for web addresses and email addresses. The Hyperlinks will be clickable in the PDF print of the transcript.

### How to use it:

Hyperlinks can be added to text and fields while editing a transcript and when inserting/modifying dictionary definitions.

#### Creating a Hyperlink in Edit:

Let's say Amazon was talked about during a deposition and you'd like to include a hyperlink to [www.amazon.com](http://www.amazon.com) in the PDF copy of the transcript. You can use the new Hyperlink right click menu option or Tools menu option for that:

1. With your cursor on the word you'd like to hyperlink or with the phrase you'd like to hyperlink highlighted, select to Insert/Edit a hyperlink in one of the following ways:

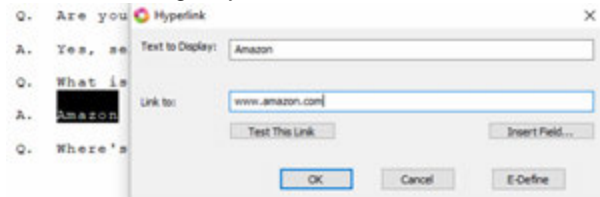
- a. Right click on the text and select **Hyperlink, Insert/Edit...** from the right click menu.
- b. Click **Tools, Hyperlink, Insert/Edit...**

2. In the Hyperlink dialog, type the web address or email address you'd like to link to inside of the *Link to:* field.

- Click the **Test This Link** button to test the hyperlink. For a web address, your default web browser will open to the specified link. For an email address, your default email software will open with the email address in the *To:* field.
- The **Insert Field** button is available for you to use when the *Link to:* text is a field. For example, you may have an Email field for your attorney fields. If you'd like to use the email address that filled in the Email field for an attorney as a hyperlink for the attorney name, you can click **Insert Field**, then select the appropriate Email field.

3. Click **OK**.

If you are showing font colors for your display colors, the hyperlink text will not display in the Hyperlinks color, purple by default. To change the Hyperlinks color, select **View, Display, Colors... Hyperlinks** is a choice on the item drop down list inside of the Colors dialog. If you have Show Font Colors selected for the Page View colors, the hyperlink text will not display in the Hyperlinks color selected. To view the Hyperlinks color in your transcript while using Page View, select Show Display Colors.



Reveal Codes will also show you when text in the transcript is a hyperlink. Using the Amazon example, Reveal Codes would display **<Hyperlink Text Begin><Link: "https://www.amazon.com">Amazon<Hyperlink Text End>**.

### Modifying Hyperlinks in Edit:

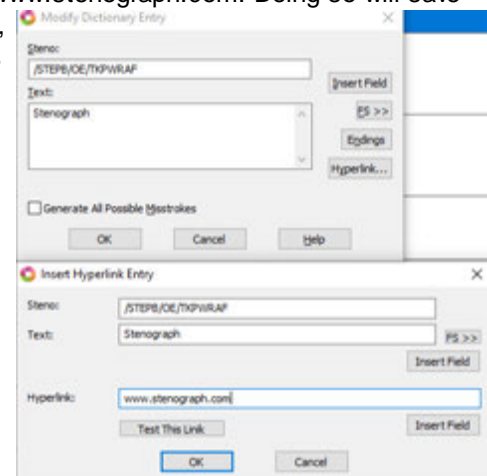
There may be times when you want to modify the text or link of an existing hyperlink. Modifying a hyperlink follows the same procedure as creating a hyperlink.

1. With your cursor on the hyperlink you like to modify or with the hyperlink highlighted, do one of the following:
  - a. Right click on the text and select **Hyperlink, Insert/Edit...** from the right click menu.
  - a. Click **Tools, Hyperlink, Insert/Edit...**
3. In the Hyperlink dialog, modify the *Text to Display*; field and/or the *Link to:* field as needed.
4. Click **OK**.

### Making dictionary defines with Hyperlinks:

You can make dictionary defines with hyperlinks already attached. You can also modify existing dictionary entries to include a hyperlink. For example, you have Stenograph defined in your dictionary and you'd like to modify the definition to include the hyperlink [www.stenograph.com](http://www.stenograph.com). Doing so will save you the time of creating a hyperlink when editing the transcript, and the hyperlink will be attached to all translated occurrences of Stenograph in the transcript. To insert a new hyperlinked definition or modify an existing definition, do the following:

1. Open the dictionary you'd like to make or modify a definition.
2. If making a new definition, select **Edit, Insert (Ctrl+i)**. If modifying an existing definition, double click on the definition, or highlight the definition select **Edit, Modify (Ctrl+m)**.
3. Click the **Hyperlink...** button.
4. Inside of the Insert Hyperlink Entry dialog, provide the desired text for the *Steno:*, *Text:*, and *Hyperlink:* fields.
5. Click **OK** to accept and close the Insert Hyperlink Entry dialog.
6. Click **OK** to accept the new or modified dictionary entry.



### Additional information:

The hyperlinks will appear in the PDF copy of the transcript when you use the Stenograph PDF Printer for printing. The hyperlinks will appear as blue, underlined, clickable links in the PDF when viewing in a PDF viewing software, such as Adobe Reader.

For more information on the Stenograph PDF Printer, please visit Case CATalyst Help (F1).




## Apply Personal Globals during translate

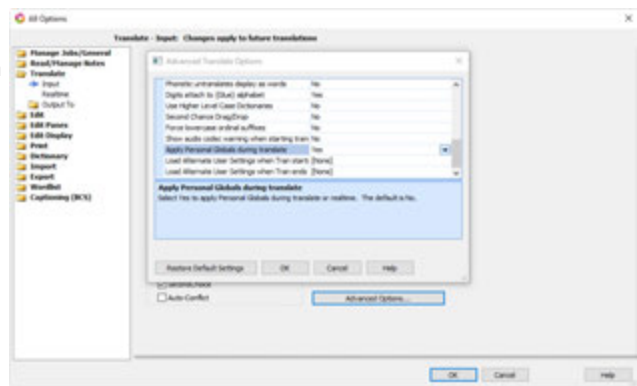
### Description:

The Personal Globals feature is a great way to have Case CATalyst automatically correct your common mistyped words while editing. Now, you can have Personal Globals apply during translation. For example, let's say you often mean to write "armed robbery," but end up writing "around robbery." With the *Apply Personal Globals during translate* option, you can have Case CATalyst automatically correct the occurrences of "around robbery" on-the-fly during translation. Correcting common grammar mistakes is also possible, such as writing "they're is" when you always want "there is." The *Apply Personal Globals during translate* option can be used when translating an existing steno file or when writing realtime.

### How to use it:

The *Apply Personal Globals during translate* option is disabled by default. To enable the option do the following:

1. Select **Tools, All Options...** or select the  All Options toolbar icon.
2. Inside of the All Options dialog, select **Translate** on the left side navigation and then pick **Input** from the expanded list.
3. On the right side of the dialog, click the **Advanced Options** button.
4. Inside of the Advanced Translate Options dialog, scroll to the *Apply Personal Globals during translate* option. Select that option, then use the down arrow to select one of the following:
  - a. **Yes** - Case CATalyst will apply your Personal Globals when translating an existing steno file or when writing realtime.
  - b. **No** - Personal Globals will not apply when translating. This is the default setting.



### Additional Information:

The Personal Globals Table controls how Case CATalyst recognizes text that a Personal Global should apply to and what the text change should be. Case CATalyst has a list of Personal Globals by default. You can add insert, modify, and delete Personal Globals inside of the Personal Globals Table.

To access the Personal Globals Table, do the following:

1. Click **File, Open, List/Table, Personal Globals** (*Alt + f, o, i, g*).

To insert, modify, or delete an entry do the following:

1. Insert - click **Edit, Insert** (*Ctrl + i*).
  - a. In the *Match Text*: field, type the word or phrase you'd like Case CATalyst to look for. Select the *Case Sensitive* checkbox if you want the case of the word or phrase to matter for whether or not Case CATalyst considers it a match in the transcript.
  - b. In the *Replacement Text*: field, type the word or phrase Case CATalyst should use as the replacement text when the *Match Text* is found in the transcript.
  - c. Click **OK**.



2. Modify - select the row you'd like to modify, then click **Edit, Modify** (*Ctrl + m*).
  - a. In the *Match Text:* field, modify the text as needed.
  - b. Select or deselect the *Case Sensitive* checkbox as needed.
  - c. In the *Replacement Text:* field, modify the text as needed.
  - d. Click **OK**.
3. Delete - select the row you'd like to delete, then click **Edit, Delete** (press the Delete key).
  - a. Click **Yes** to confirm the deletion when prompted.

Save and Close the Personal Globals Table to save the changes.

➤ **Note:** The *Apply Personal Globals during translate* option is independent of the *Use Personal Globals Advanced Global Options* setting. The *Use Personal Globals* option still controls if Personal Globals are applied when editing a transcript. However, for the *Apply Personal Global during translate* option to function, the *Use Personal Globals* option must also be selected.

## Power Define & Scan Define [CLEAR] command

### Description:

[CLEAR] is a new command that can be added to the Power Define dictionary to clear all text or steno in the text field or steno field. This is a much faster way to clear the entire field instead of deleting one character at a time.

### How to use it:

#### Adding the [CLEAR] command to the Power Define dictionary:

1. Select **File, Open, Dictionary, Power Define** (*Alt+f, d, w*).
2. Select **Edit, Insert...** (*Ctrl+i*) to insert an entry in the Power Define dictionary.
3. In the Insert Dictionary Entry dialog, type the steno you'd like to use for the [CLEAR] command into the Steno: field.
4. In the Text: field, type [CLEAR].
5. Click **OK**.

#### Using the [CLEAR] command in the Power Define / Scan Define dialog:

Use the steno you defined in your Power Define dictionary to clear the contents of the Steno field and/or New Text field while making a Power Define during translation. For example, if your cursor is in the New Text field of the Power Define dialog, meaning it is the active field, and you'd like to remove all of the text in the New Text field, simply write the stroke you defined as [CLEAR].

### Additional information:

The Power Define dictionary is used any time you invoke the Power Define or Scan Define commands. Since the Power Define dictionary is loaded automatically as it is needed, you should not select the Power Define dictionary as a Job Dictionary in the Translate dialog.

## Load Alternate User Settings when Translation Starts and Ends

### Description:

You may want different settings to apply when you are writing realtime than when you are editing a transcript. You may not want audio to begin playing automatically when clicking on an Oops or Untranslate in the Hotspots pane during realtime, but you also don't want to have to remember to change your Hotspots settings each time you write realtime and each time you edit a transcript. Now, you can have an Alternate User Settings file load automatically when translation starts and a different Alternate User Settings file load when translation ends, i.e., when pressing (Ctrl + \) to end realtime translation or when ending the file on your writing machine!

The options that can be stored in Alternate User Settings are:

- Colors
- Page/Normal/Full Screen viewing options
- Scan For options
- Hotspots options
- Reveal Codes options
- Vertical Notes options
- CARTView options

### How to use it:

Start by saving the Alternate User Settings files for Translate and for Edit respectively.

#### Save Alternate User Settings for Edit:

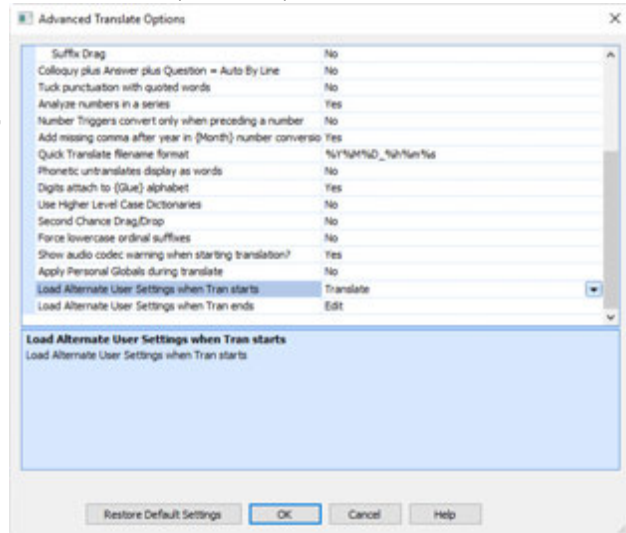
1. In edit of a file, adjust your settings the way you'd like them to behave when editing a transcript.
2. Click **File, Save Alternate User Settings...**
3. In the *File name:* field type a name for the settings file. For example, "Edit Settings."
4. Click **Save**.

#### Save Alternate User Settings for Translate:

1. In realtime translation of a file, adjust your settings the way you'd like them to behave during translate.
2. Click **File, Save Alternate User Settings...**
3. In the *File name:* field type a name for the settings file. For example, "Translation Setting."
4. Click **Save**.

#### Tell Case CATalyst which Alternate User Settings file to load:

1. Open the Translate dialog. Click **Function, Translate & Edit** (Alt + u, t).
2. In the Translate dialog, click the **Options...** button (Alt + p).
3. In the Case CATalyst Translate Options dialog, click the **Advanced Options...** button.
4. In the Advanced Translate Options dialog, find the *Load Alternate User Settings when Tran starts* and the *Load Alternate User Settings when Tran ends* options. Select the Alternate User Settings file you'd like to have Case CATalyst automatically load for each option respectively.
  - a. For the *Load Alternate User Settings when Tran starts* option, click the down arrow ▼ to the right and then select the settings file you would like to load automatically when translation starts.
  - b. For the *Load Alternate User Settings when Tran ends* option, click the down arrow ▼ to the right and then select the settings file you would like to load automatically when translation ends.
5. Click **OK** to accept and close the Advanced Translate Options dialog.
6. Click **OK** to close the Case CATalyst Translate Options dialog.
7. Begin translation as you normally do.



- **Note:** If you have the *Always Load Last Used Settings* option selected on the Translate Options dialog, you will need to begin translation to make sure your Alternate User Settings file choices are remembered. If you use the *Load Settings* button to load your translation settings each time you open the Translate Options dialog, you will want to click the **Save Settings** button and then save your settings.

## Panes and Toolbars Remembered for Edit and Translate

### Description:

Case CATalyst Version 21 will remember which panes you open and how you configure your toolbars during realtime translation separate from your panes and toolbars configuration when you're editing a transcript. For example, you may have your Brief It pane open when you write realtime, but when you are editing a transcript, you may choose to close the Brief It pane. Another example could be you want to have the Hotspots pane open for both translation and editing. However, you'd like the Hotspots pane to appear smaller for translation with a partial Cat Scratch pane below the Hotspots pane. Case CATalyst will now remember all of that and adjust the panes based on if your are translating or editing. You may also choose to have different macros available on your macros toolbar when you are writing realtime than when you are editing. Case CATalyst will now also remember toolbar differences between translation and edit.

### How to use it:

The first time you open a user in V21, the current view settings for Panes and Toolbars is used to create a set of Pane and Toolbar view settings for Translation. From that moment forward, the Pane and Toolbar view settings will be different for Edit and Translation.

### **Setting your Panes and Toolbars for Realtime Translation:**

1. Begin a realtime translation session.
2. Open or close panes as needed to achieve a desired configuration for your Translation view.
3. View or hide toolbars as needed and modify any of the toolbar commands available to achieve your desired translation view.

Your Panes and Toolbars will now be remembered for translation. The next time you write realtime, your Panes and Toolbars will appear the way you had them the last time you wrote realtime. When you end realtime translation, pressing *(Ctrl+l)* or by ending the file on your writer, Case CATalyst will load the Panes and Toolbars you last used while editing a transcript.

### **Setting your Panes and Toolbars for Edit:**

1. Open a transcript in Edit.
2. Open or close panes as needed to achieve a desired configuration for your Edit view.
3. View or hide toolbars as needed and modify any of the toolbar commands available to achieve your desired Edit view.

### **Additional information:**

Individual pane settings are not saved separately for Edit and Translation. For example, if you have your CAT Scratch pane visible for both Translate and Edit, changing the font size of the CAT Scratch pane while in translate will also change the font size for the pane in edit. Some pane settings, such as the Play Audio setting for the Hot Spots pane, is stored in Alternate User Settings. For those pane settings you can use the [Load Alternate User Settings when Translation Start and Ends](#) feature to have different settings during translation and after translation.

## **Pane and Toolbar positions saved for multiple monitor configurations**

### **Description:**

You may have a different number of monitors connected to your system depending on the type of work you are doing and where you are located. You may use only the built in laptop display when you are at the deposition location, but at home you may have three monitors connected with different panes and toolbars displaying on each monitor. Depending on how you work, you may want Case CATalyst to remember different pane and toolbar positions for different monitor configurations without you needing to move panes and toolbars each time you connect a different number of monitors. Wouldn't it be great if Case CATalyst could just remember how you had your panes and toolbar positions set the last time you used the large wall monitor at a law firm? With V21, Case CATalyst will remember.

### **How to use it:**

When you open a transcript for editing or begin translation, Case CATalyst looks at what monitors are connected to your computer. Where you move your panes and toolbars while connected to those monitors is then stored for that monitor configuration.

1. Make sure the monitors are connected as you'd like them to be connected before opening a file in edit or beginning translation.
2. Position your panes and toolbars anywhere you'd like on the available monitors.

The location of the panes and toolbars will be saved for the monitor configuration when you close the transcript. The next time you open edit or begin translation with that same monitor configuration connected to your computer, Case CATalyst will load the panes and toolbar positions for that monitor configuration.

### **Additional information:**

It is important to remember that Case CATalyst is reading the monitor configuration when edit starts or translation begins. If you connect an additional monitor after edit starts or translation begins, Case CATalyst will not update what it thinks the current monitor configuration is. For example, if you start edit with only your built in laptop monitor and then connect an external display, Case CATalyst still thinks you only have the built in laptop monitor configuration. If you then move a pane and/or toolbar to the external monitor and close the transcript, the pane and/or toolbar position information will be saved to the configuration Case CATalyst uses for when you only have the built in laptop monitor. Essentially, the position saved for the pane and/ or toolbar is off of the viewing area of the screen. To make sure you still have access to your "off the screen" panes and/or toolbars the next time you open edit or begin translation with only the build in laptop monitor available, Case CATalyst will position the left edge of panes on the very right edge of the display. You may then drag the panes where you'd like them to be positioned when using a single display. Any "off the screen" toolbars will appear stacked and floating at the top left corner of the display. You can drag the toolbars back to the position you want them to be located when using a single display.

## **Global Dialog - Paste From Clipboard right click menu option**

### **Description:**

You may have copied text that you want to use for making defines and replacements during edit. In the past, pasting text copied to the Case CATalyst clipboard into the *New Text:* field of a Global dialog required you to know pressing F11 would then allow you to paste from the Case CATalyst Clipboard. Now, the right click menu of the Global dialog *New Text:* field has a "Paste From Clipboard" option. Having a right click option makes Paste From Clipboard easier to use without the need to remember the F11 keyboard command.

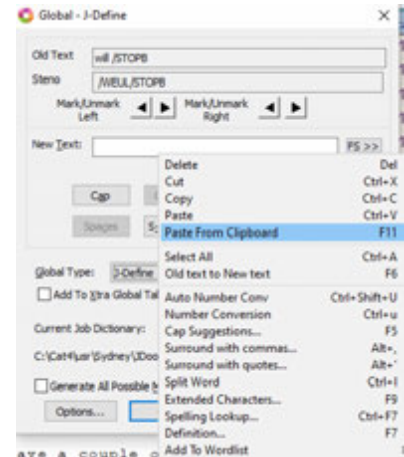
### How to use it:

Do the following from inside of any Global Define or Replacement dialog:

1. Right click inside of the **New Text:** field.
2. Click **Paste From Clipboard** on the Right Click menu.
3. Type the Clipboard Number associated to what you'd like pasted into the New Text field. The valid numbers are 0 - 9.

### Additional information:

The Paste From Clipboard right click option works in conjunction with the Case CATalyst Clipboard. The Case CATalyst Clipboard stores the last 10 items you've cut/copied in a transcript. The cut/copied items are listed in order 0 - 9 inside of the Clipboard pane. You can view the Case CATalyst Clipboard pane, while in a transcript, by going to **View, Panes, Clipboard** (*Alt + v, e, b*). To learn more about the Case CATalyst Clipboard, view the Clipboard entry in Help (*F1*).



## Manage Dictionaries - Ask to insert entry after search doesn't find a match


### Description:

The *Ask to insert entry after search doesn't find a match* option lets you automatically open the Insert Dictionary Entry dialog after a text or steno search does not find a match in a dictionary. The searched steno or text will automatically appear in the Insert Dictionary Entry dialog.

## How to use it:

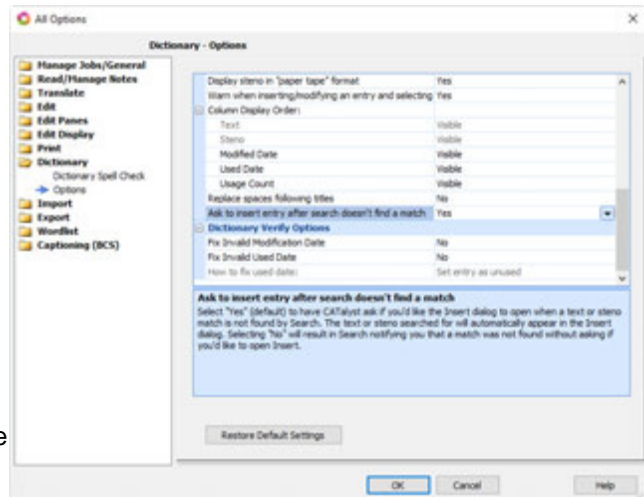
The *Ask to insert entry after search doesn't find a match* option is set to "Yes" by default in Dictionary Options.

If you'd like to verify your Dictionary Options settings or change them, do the following:

1. Select **Tools, All Options...** or select the  All Options toolbar icon.
2. Inside of the All Options dialog, select **Dictionary** on the left side navigation and then pick **Options** from the expanded list.
3. Scroll on the right side of the dialog to find the *Ask to insert entry after search doesn't find a match* option.

Select that option, then use the drop down arrow to select one of the following:

- a. **Yes** - Case CATalyst will ask if you'd like the insert dialog to display after a text or steno search does not find a match.
- b. **No** - Case CATalyst will not ask if you'd like the insert dialog to display after a text or steno search does not find a match.



## Additional Information:

You can also access the Dictionary Options dialog while in a dictionary by going to **Tools, Options, Dictionary Options...**

## Generate CaseViewNet Browser Edition Link

### Description:

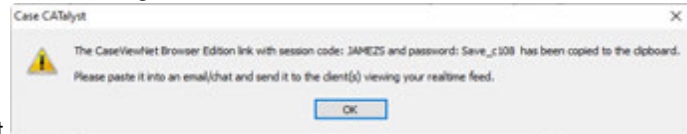
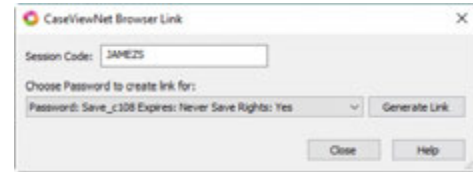
You can now generate a link that your CaseViewNet clients can use to automatically open their default web browser to [www.caseviewnet.com](http://www.caseviewnet.com) with the Session Code and Password login fields already populated. This makes it easier for you and your clients to connect. The CaseViewNet Browser Edition Link will avoid Session Code and Password typing mistakes by clients and provides you with an easy method for communicating the necessary login information.

### How to use it:

You can generate a CaseViewNet Browser Link by using the Tools menu option or from inside of the CaseView Passwords dialog.

Using the tools menu allows you to generate a CaseViewNet Browser Link from Manage Jobs and/or while writing realtime:

1. Select **Tools, CaseViewNet Browser Link...**
2. Inside of the CaseViewNet Browser Link dialog, verify your Session Code is listed in the *Session Code*: field. Case CATalyst will remember the last Session Code you used. If no Session Code is listed, or if the wrong Session Code is listed, you may type a Session Code into the field.
3. Click the drop down arrow to select the *Choose Password to create link for*: option. This option allows you to select from the Multiple Connections passwords and Allow Save Rights options currently available in your CaseView Passwords dialog.
4. Click **Generate Link**. A message will display to let you know that the link has been copied to your Windows clipboard. You may paste the link into an email/chat and sent it to the clients.



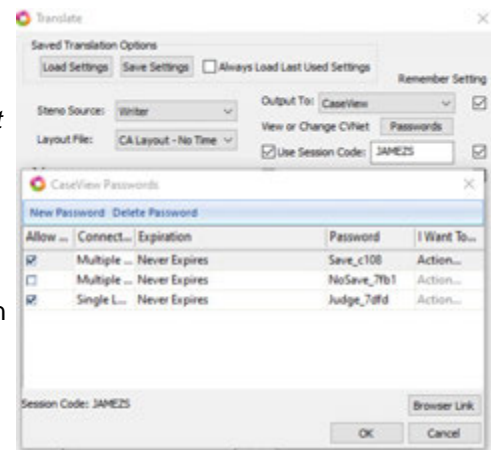
Here is an example of what the link will look like: [https://www.caseviewnet.com/index.php?sessionCode=JAMEZS&password=Save\\_c108](https://www.caseviewnet.com/index.php?sessionCode=JAMEZS&password=Save_c108)

The client needs only to click the link for CaseViewNet Browser Edition to open. The Session Code and Password information will be populated automatically from the link.

➤ Note: "Session Code Only" is an option available in the *Choose Password to create link for*: drop down list. This allows you to create a link that will automatically populate the Session Code, but still allows you to communicate the Password information separately and more privately.

Generating a CaseViewNet Browser Link from inside of the CaseView Passwords dialog follows similar steps to the Tools menu option:

1. From Manage Jobs, click the **Translate** icon on the Function toolbar (*Ctrl+t*) to open the Translate dialog.
2. Click the **Passwords** button for the *View or Change CVNet Passwords* option.
3. Click the **Browser Link** button inside of the CaseView Passwords dialog.
4. Same as when accessing the CaseViewNet Browser Edition dialog from the Tools menu, verify the information in the *Session Code*: field, select the password and save rights from the drop down menu, and click the **Generate Link** button to copy the link to the Windows clipboard.



### Additional information:

You do not need to leave the CaseViewNet Browser Link dialog to generate multiple links with different save rights. You may select a password with save rights, generate a link for that password, paste the link into an email, and then select a different password without save rights and generate a new link.

It is possible to provide a link that fills in all necessary CaseViewNet Browser Edition login information, and bypasses the Browser Edition login screen, by manually adding additional items to the CaseViewNet Browser Edition Link URL. For example, you may want to create this type of Link if you provide realtime to a Judge regularly and you want to allow them to bypass the Browser Edition login screen. You may add the following items to the link:



&name=  
&company=  
&email=  
&autorun=

Let's use the following link as an example: [https://www.caseviewnet.com/index.php?sessionCode=JAMEZS&password=Save\\_c108](https://www.caseviewnet.com/index.php?sessionCode=JAMEZS&password=Save_c108)

To have the Name field automatically filled in as "James Kuta" you would type **&name=James Kuta** at the end of the link.

To have the Company field automatically filled in as "Stenograph" you would type **&company=Stenograph** at the end of the link.

To have the Email field automatically filled in as "jkuta@stenograph.com" you would type **&email=jkuta@stenograph.com** at the end of the link.

To have the link bypass the login screen, since all necessary, login information has been provided by the link, you would type **&autorun=true** at the end of the link.

The result is a link that looks like this: [https://www.caseviewnet.com/index.php?sessionCode=JAMEZS&password=Save\\_c108&name=JamesKuta&company=Stenograph&email=jkuta@stenograph.com&autorun=true](https://www.caseviewnet.com/index.php?sessionCode=JAMEZS&password=Save_c108&name=JamesKuta&company=Stenograph&email=jkuta@stenograph.com&autorun=true).

If you are unfamiliar with the CaseView Passwords dialog and/or CaseViewNet, search for "CaseViewNet" in Case CATalyst Help (F1).

## Touch Screen Transcript Scrolling

### Description:

Case CATalyst V21 allows for a more natural transcript scrolling and cursor placement experience when using a touchscreen. The new touchscreen capabilities make moving around in a transcript easier for anyone using a touchscreen while editing a transcript.

### How to use it:

To move your cursor to a specific location in a transcript while using a touchscreen do the following:

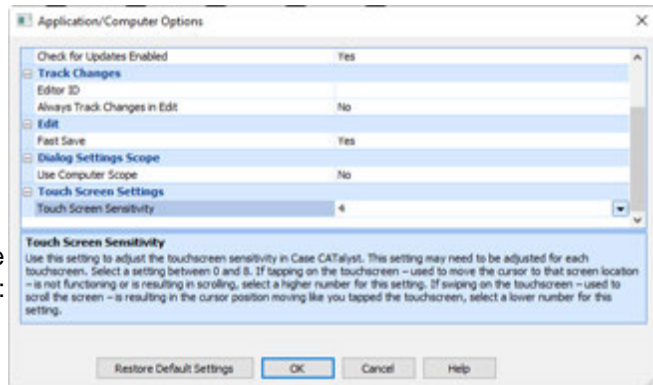
1. Tap your finger or stylus once on the location you'd like the cursor to move.

To scroll the transcript text while using a touchscreen do the following:

1. Make a swiping motion with your finger or stylus in an upward or downward direction on the screen to advance the text forward or backward respectively.
  - a. Keeping your finger or stylus on the screen during the swipe will result in a smaller amount of scrolling.
  - b. A longer swiping motion, lifting your finger or stylus away from the screen at the end of the swipe will result in a larger amount of scrolling.
2. Make a swiping motion with your finger or stylus to the left or right to scroll the transcript sideways if there is non-visible text to the right or left edges of the screen.

### Additional information:

A *Touch Screen Sensitivity* option has been added to the Application/Computer Options dialog. This option allows you to adjust the behavior of tapping and scrolling in Case CATalyst to accommodate the variability of different touchscreens. The Touch Screen Sensitivity option has a default setting of 4 and may be adjusted between 0 and 8. To adjust the Touch Screen Sensitivity option do the following:



1. Click **Tools, Options, Application/Computer Options...** (*Alt+t,o,/*)
  - a. If tapping on the touchscreen - used to move the cursor to that screen location - is not functioning or is resulting in scrolling, select a higher number for the Touch Screen Sensitivity option.
  - b. If swiping on the touchscreen - used to scroll the screen - is resulting in the cursor position moving like you tapped the touchscreen, select a lower number for the setting.
2. Click **OK**.
 

➤ Note: you may need to adjust the Touch Screen Sensitivity option for each touchscreen you use.

## Sort by Number or Text in EZ Text Pane

### Description:

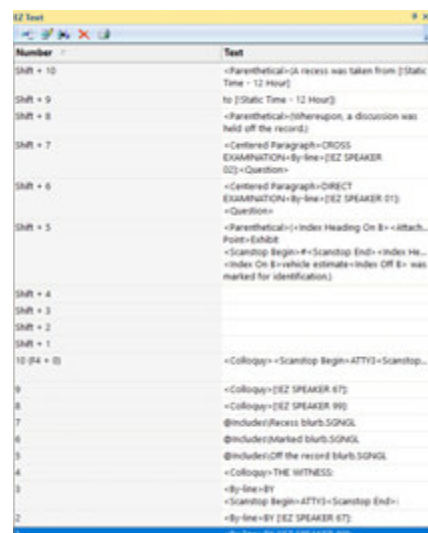
The EZ Text pane can now be sorted in Number order or Text order. The EZ Text table is a quick way to insert common parenthetical text, include text, fields and speakers into a transcript while editing. The ability to sort the information in the EZ Text table in the text or number order that is right for you, makes it faster for you to find the EZ Text entry you'd like to insert into the transcript.

### How to use it:

While in a transcript do the following:

1. Select **View, Panes, EZ Text** (*Alt+v,e,e*).
2. In the EZ Text table do one of the following:
  - a. Click the **Number** column until the EZ Text sort is in your preferred Number Ascending **Number** / or Number Descending **Number** ▾ order.
  - b. Click the **Text** column until the EZ Text sort is in your preferred Text Ascending **Text** / or Text Descending **Text** ▾ Order.

The last sort order chosen will be remembered each time you open the EZ Text pane.



**Additional information:**

If you are unfamiliar with the EZ Text pane, or would like to learn more about EZ Text, search for "EZ Text" in Case CATalyst Help (*F1*).

- **Note for CATalyst BCS Users:** The EZText tab in a BCS Profile is independent of the EZ Text pane in Case CATalyst. Although the Number and Text columns of the EZText BCS Profile tab can be sorted, this order will not be remembered each time you select **Setup, EZText** (*Alt+p,z*) in a BCS session.

## Fixes & Improvements

### Initial Cap On works better with prefixes

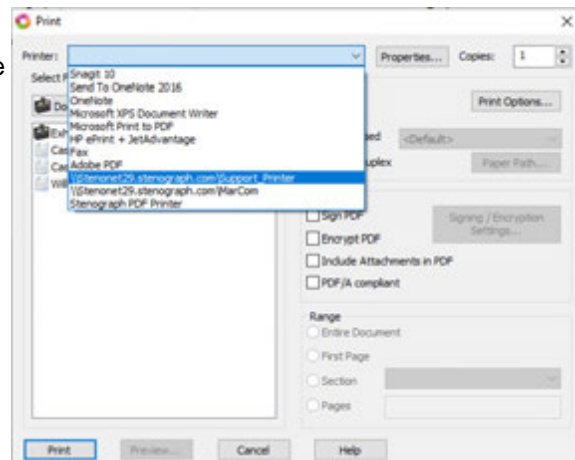
#### Description:

There may be times when you need to use the Initial Cap On format symbol in combination with the Prefix format symbol. For example, the company name "Inside Resources." For that example, you may decide to write a stroke defined as {InitialCap On} followed by "in{Prefix} side re{Prefix} source" Prior to Case CATalyst version 21, the translation you'd receive would be "In-Side Re-Sources" or "In-Side ReSources," depending upon what entries you had in your PrefixSuffixRules files. In Case CATalyst version 21, you will receive the expected result of "Inside Resources."

### Printer Name selection drop down list is wider

#### Description:

The printer name selection drop down list has been widened in the Print Dialog. This makes it easier to see and select longer printer names, such as printers with network paths. The printer name selection drop down list has also been widened for the Draft, Final and Compressed tabs inside of the Print Options dialog.



### Brief It Pane column order is remembered

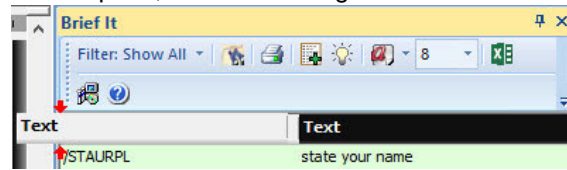
#### Description:

When viewing the Brief It pane during realtime translation, or in edit, you may find that having the Text column listed before the Steno column allows you to view the available Briefs faster. While it was possible in previous versions of Case CATalyst to shift the order of the Text and Steno columns, the order was not retained once the transcript was closed. In V21, the column order will be remembered.

#### How to use it:

To change the order of the Steno and Text column in the Brief It pane, do the following:

1. While in a transcript, open the Brief It pane by selecting **View, Panes, Brief It** (*Alt + v, e, t*).
2. In the Brief It pane, click and drag the Text column on top of the Steno column until the red arrows appear. Then let go of the mouse button. You may also perform this action in the reverse order, dragging and dropping the Steno column on top of the Text column.



### Additional information:

- **Note to BCS users:** The Brief It pane is shared between Case CATalyst Edit/Translate and BCS. If you view the Brief It pane while in a BCS session after changing the Brief It column order in Case CATalyst Edit/Translate, the Brief It column order will appear in the order it was changed to in Case CATalyst Edit/Translate. This is also true if the column order was changed during a BCS session. The order in Case CATalyst Edit/Translate will appear as it was changed to in BCS.

## Oops Category shows in Reveal Codes

### Description:

In previous versions of Case CATalyst, if you had an <Oops> inside of a <Hidden Text:> format symbol, the <Oops - Category> would not show in the Reveal Codes pane. In V21, the <Oops - Category> will show in Reveal Codes. For example, if you insert an Oops 1 format system with the category text of "Check Audio," the text in Reveal codes will appear as:  
 <Hidden Text: "<Oops 1 - Check Audio>">

## Exception Dialog User Experience

### Description:

Although rare in most situations, an Exception error may occur if an error happens while running Case CATalyst. Exception errors can happen for many different reasons. When an Exception error occurs, the Exception dialog box displays and Case CATalyst creates a .DMP file. The .DMP file contains information that may help Stenograph determine the cause of the Exception error.

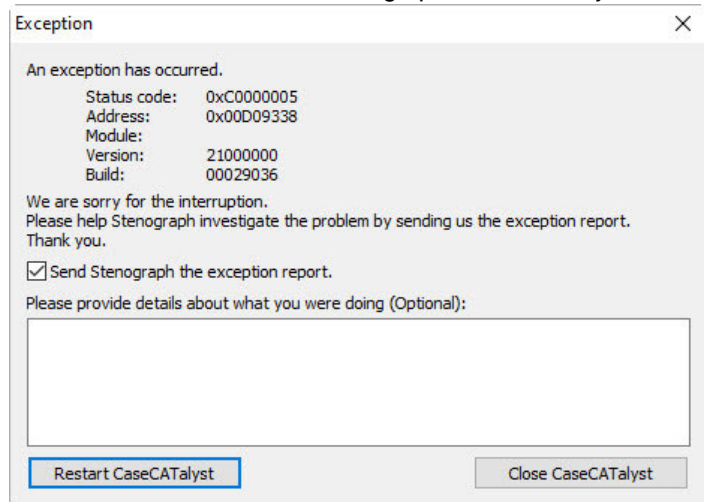
Changes have been made to the Exception dialog when an Exception error occurs. The new Exception dialog provides a better user experience. In earlier versions of Case CATalyst, when an Exception error occurred, your only option was to click OK. This would close Case CATalyst. You then had to reopen Case CATalyst. Stenograph would not be aware that the error had occurred and would not receive any .DMP files with helpful information regarding why the exception occurred unless you elected to contact Technical Support and report the Exception error. You may also have needed to take the time to send an email, with the .DMP files attached, to Technical Support.

In Version 21, the process of reopening CATalyst and submitting the .DMP files to Stenograph is automated. In addition, you can create a comment about what actions you were performing in CATalyst at the time of the Exception error. That information can also be sent to Stenograph automatically.

### How to use it:

The improved Exception dialog offers the following options:

- **Send Stenograph the exception report** - this checkbox allows you to choose if the Exception \*.dmp files(s) will be sent to Stenograph automatically. The \*.dmp files will be sent to Stenograph the next time Case CATalyst is open and there is an internet connection available.
- **Please provide details about what you were doing (Optional):** comment box - this comment box allows you to provide details about the actions you were performing in Case CATalyst when the Exception occurred. This information will be sent to Stenograph along with the dmp file(s).
- **Restart CaseCATalyst button** - Use this button to close the Exception dialog. Case CATalyst will close and reopen automatically. If there is an internet connection and the checkbox to send the exception report is checked, the dmp file(s) will be sent to Stenograph when Case CATalyst opens.
- **Close CaseCATalyst button** - Case CATalyst will close and will not reopen automatically.



## Removed references to Keyboard Mode and Keyboard Table

### Description:

Some menu selections and message dialogs referred to the Keyboard Map feature as Keyboard Mode and/or Keyboard Table. Those references have been changed to Keyboard Map for consistency.

## Brief It includes ending punctuation for abbreviation suggestions

### Description:

In previous versions of Case CATalyst, Brief It was not including the ending punctuation when making brief suggestions of abbreviations. For example, in previous versions Brief It may have suggested the brief /1EU for the text 11 a.m (without the ending period for "a.m.") In V21, 11 a.m. (with the ending period for "a.m.") will be given for the suggested brief.

- **A special note about "no.":** In order for brief it to distinguish "no." as an abbreviation from a sentence ending with "no.," Brief It will only consider "no." an abbreviation to include ending punctuation when "no." is immediately followed by a number, or by a space and a number.

## Internal change made to save file process

### Description:

A change was made to the internal process used by Case CATalyst when saving files. This change was made to improve file stability in some situations.

## Incorrect display location for graphics in Compressed Print

### Description:

When graphics were a part of a header, depending on the position of the graphic, there were times it would not display at the correct page location for a compressed print transcript page. For example, if the graphic was overlapping the text position of the header, the graphic could show at the bottom of the compressed print transcript page instead of the correct position at the top of the page. Improvements have been made to better handle the location of graphics in compressed print.

## Scan While Spell Check - Fill In Fields option

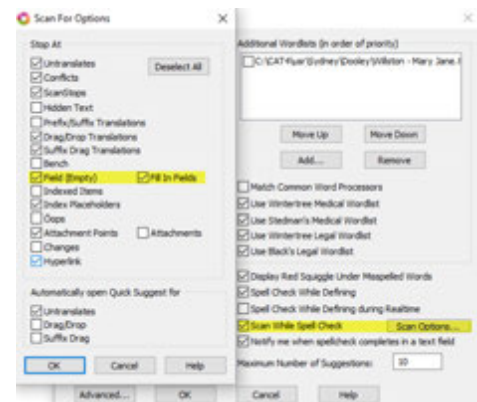
### Description:

In V21, if the Transcript Spell Check option *Scan While Spell Check* is selected and the Scan Options for the Scan While Spell Check has the *Field (Empty)* and *Fill In Fields* options selected, Case CATalyst will stop on empty fields and open the Fill In Field dialog box during Spell Check. Although this is the expected action based on the Transcript Spell Check options selected, the Fill In Fields dialog would not open automatically in previous versions of Case CATalyst.

### How to use it:

To set your Transcript Spell Check options to stop on empty fields and open the Fill In Field dialog, do the following:

1. While in a transcript, select **Tools, Options, Transcript Spell Check...** (*Alt+t,o,t*).
2. In the Transcript Spell Check Options dialog, place a check mark in the **Scan While Spell Check** option.
3. Click the **Scan Options...** button.
4. In the Scan For Options, place a check mark in the **Field (Empty)** and the **Fill In Fields** options.
5. Click **OK** to close the Scan For Options dialog.
6. Click **OK** to close the Transcript Spell Check Options dialog.



When running Spell Check in a transcript (*Shift + F7*), Spell Check will now stop on any empty fields it encounters and automatically open the Fill In Field dialog.

## Check for valid Format Symbol information

### Description:

If you manually typed in the text for some Format Symbols that require additional information, such as the number of lines used by the Orphan Control format symbol, previous versions of Case CATalyst were not checking to make sure the additional information was valid. For example, if the text *<Orphan Control 100 lines>* was manually typed into the Text: field of the Insert Conflict/Text dialog in Edit, Case CATalyst would add that invalid format symbol to the transcript. In V21, Case CATalyst will validate the format symbol information. If the additional information specified for the format system is not expected, a default value will be given to the format system. In the case of Orphan Control, the default number of lines is 2.

➤ **Note:** Using the *FS* button or *F4* key shortcut is the preferred method for inserting format symbols in transcripts and dictionary definitions.

## Improved ASCII Import to handle unformatted files

### Description:

The ASCII Import feature has been improved to better import ASCII files (\*.txt) with little to no formatting, such as line breaks. For example, \*.txt files created by speech recognition software, such as Dragon Naturally Speaking, may not have formatting information. ASCII Import in V21 will successfully import those \*.txt files.

## Improved search functionality when searching in dictionaries

### Description:

- When searching backwards in a dictionary and the search is not found, Case CATalyst will now correctly ask if you'd like to search again from the end of the dictionary. In previous versions, Case CATalyst would incorrectly ask if you'd like to search from the beginning of the dictionary.
- It was possible for search to not find items at the beginning and/or the end of a dictionary. This has been corrected.
- Using (*Alt+w*) inside of the Search dialog will now correctly select the Search Backwards radio option.

## <Index Allow Duplicate Cells> Index Template Format Symbol

### Description:



The <Index Allow Duplicate Cells> format symbol has been created as a replacement for the *Allow Duplicate Cells* option in the Index Template Options dialog of the Build Index feature. The Allow Duplicate Cells option has been removed in Case CATalyst Version 21. This change is necessary to allow multiple page numbers in the same cell of an index for situations when the Allow Duplicate Cells option will not work.

### How to use it:

Let's say you want to allow multiple page numbers in the same cell of an index, like in the following example:

Two attorneys examined Ms. Parker multiple times on re-direct and recross. Each time the RE-DIRECT and RE-CROSS examinations are inserted into the transcript, the index references the locations. To have the page number references related to Re-direct and Re-cross cells of the Index Template appear in the same cell respectively, you will now add the <Index Allow Duplicate Cells> format symbol inside of the Index Template table. Using the example Index Template table below, you could insert the <Index Allow Duplicate Cells> format symbol in the same table cell as the witness name text will appear. As long as the <Index Allow Duplicate Cells> format symbol appears once in the table on a row with an <Index Heading On> or <Index On> format symbol, before or inside of a table cell location containing an <Index Cell> format symbol, the Build Index feature will allow multiple page number references in a single cell when the index is built. A single <Index Allow Duplicate Cells> format symbol in a table is enough for all Index Cell locations to allow multiple page numbers.

| WITNESS             | Direct | Cross | Re-direct  | Re-cross   |
|---------------------|--------|-------|------------|------------|
| CHARLOTTE M. PARKER |        |       |            |            |
| BY MR RAYMOND       | 4      |       | 51, 53, 54 |            |
| BY MS TAYLOR        |        | 25    |            | 52, 54, 55 |

To modify an existing Index Template to include the <Index Allow Duplicate Cells> format symbol, do the following:

- Open the Index Template by doing one of the following:
    - In Manage Jobs, double click the **System Files** case, double click the **Index Templates** case, and then double click on the Index Template file you'd like to modify.
    - Select **File, Open, Text File...** In the Open Existing Document dialog, double click the **System Files** folder, double click the **Index Templates** folder, and then double click the Index Template file you'd like to modify.
  - Inside of the Index Template file, place your cursor inside of the table that contains the <Index Cell> format symbol you'd like to allow duplicate cells. Your cursor should be on a row in the table with either an <Index Heading On> or an <Index On> format symbol and be before the <Index Cell> or inside of the table cell that contains the <Index Cell> format symbol.
  - Press **(F4)** twice to open the Insert Format Symbol dialog. Find the *Index Allow Duplicate Cells* entry, then double click the entry to insert it into the table at the cursor location.
  - Save and Close the Index Template file.
- **Note:** You will need to add the <Index Allow Duplicate Cells> format symbol to all Index Template tables you'd like to allow multiple page number references in a single cell.

### Additional information:

If you are unfamiliar with using Index Templates and/or <Index Cell> format symbols with the Build Index feature, search for "Build Index" in Case CATalyst Help (F1).

## Removed extra space after a Power Define is suspended

### Description:

A space at the beginning of the New Text field will no longer be created when your cursor is moved into an empty New Text field inside of the Power Define dialog and the Power Define is suspended.

## Fixed various causes of Exception errors

- Fixed an Exception error that could happen when using Case Prep to analyze a ASCII created by RB8.
- Fixed a rare Exception error that could happen if a transcript had many thousands of voice tags with no text between each voice tag. Voice tags are created by CATalyst VP.
- Made changes to address occurrences of Exception errors related to memory usage.
- Fixed a rare Exception error when attaching a file to an Attachment Point.
- Corrected an Exception error that would happen in the rare event that an Audio file could not be appended to or an audio file could not be created. In those rare events, a dialog message will appear to let the user know that audio is not recording.
- Fixed the rare occurrence of an Exception error when importing an Eclipse dictionary file.
- Fixed a rare Exception error when attempting to use a wordlist with blank lines at the end of it to start Dictionary Builder.
- Prevented the rare occurrence of an Exception error related to closing a transcript file.
- Prevented the occurrence of a rare Exception error when changing users.
- Prevented the rare occurrence of an Exception error related to closing a transcript file.
- Fixed an Exception 3 error that occurred when using the Insert button in the EZ Text pane to insert an EZ Text entry into a transcript.