

# Case CATalyst® Release Notes

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## Case CATalyst V20

Case CATalyst V20 is designed to increase your productivity. The following pages will introduce you to many of the exciting new features and existing feature enhancements waiting for you in V20. Here's just some of those features:

- RealTeam gives you the ability to have multiple people simultaneously editing a file during a realtime proceeding and after. Edits are shared among the team, as well as the CaseViewNet connected attorneys! No matter how far apart, it's like having scopist and reporter sitting next to each other!
- Brief My Dictionary allows you to instantly get brief suggestions for your most used multi-stroke dictionary defines from any of your dictionaries.
- Opus Audio Codec gives you crystal clear audio at a fraction of the audio file size! It's great for everyday audio recording and outstanding for use with the RealTeam feature. It also has less of an impact on your Cloud Backup storage space.
- Recently Saved Files allows you to instantly find and open the files you recently worked on. This can be a life saver for those times when you are not sure where you saved a file.

And that's not all! There have been enhancements to Mistran Minder, Live Suggestions, and Index Sort Format Symbols. Plus, the new abilities to lock clipboard items and edit Timers!

It is with thanks to you for your software enhancement requests, and the knowledge and experience of Stenograph's Development team, that we present to you V20. There is definitely something for everyone. Enjoy!

## What's New

### RealTeam

RealTeam™ is Stenograph's simultaneous editing feature. RealTeam allows realtime editing (sharing of text, globals and audio) with one or more scopists/proofreaders while the reporter is writing realtime. All the RealTeam participants have access to the text and audio. All globals can be shared with each connected RealTeam user's Global Table. RealTeam is not limited to just a realtime setting. It can also be used while just editing. For example, let's say that realtime is over and the reporter goes home for the day. The scopist can continue working on the transcript and even invite the proofreader to make a final pass at editing. Together, they can review the audio to create a perfect Transcript!

Each RealTeam participant logs in with an e-mail address and password which identifies themselves and allows access to a secure RealTeam connection.

#### RealTeam Overview:

For example, let's say a reporter is hired to do a daily copy and wants to have a scopist edit the file during the proceedings. The reporter starts a realtime file (is automatically logged into RealTeam) and invites the scopist to join the realtime file. The scopist logs in to RealTeam and is notified of the invitation from the reporter. The scopist accepts the invitation and the realtime file opens on the scopist's system. The scopist begins editing and has access to the audio and can define, replace, delete, include, build an index, modify the layout, etc. Any changes made by the reporter or scopist are reflected on both systems. By default, all D, J, K and E defines are shared with all connected users' Global Tables. However, the reporter has an option to not receive dictionary defines made by the invited participants and can change this option per connection. If a Personal Global is used by any of the connected users, the Personal Global goes into the Global Table also. The Reporter's Area can be displayed so the scopist can see where the reporter can still make changes from the writer such as invoking realtime commands, number conversions, etc., but the Reporter's Area does not prohibit the scopist/proofreader from editing in the shaded area. When the scopist/reporter highlights text in the shared file, the highlight may display in a selected color on the scopist's/reporter's system. The reporter's/scopist's cursor displays with a name on the other system to indicate their cursor location. In other words, the reporter's cursor location displays on the scopist's system and the scopist's cursor displays on the reporter's system.

Each of the connected users has a copy of the RealTeam file on their own system. As long as the reporter remains connected, if any one of the other connected users close their file, the other connected users can continue to edit the file but changes will not be synched with the closed file. If a [participant](#) (one who was invited) closes their file, the [host](#) (one who sent the invitation) receives a message, in the lower right-corner of their screen, that states that the name of the participant has closed their file. It displays for approximately 15 seconds and then the message closes. If the host closes their file, a message displays on all of the connected participant screens stating that the name of the host has closed their file. The message displays until the participant either clicks the X in the upper right-hand corner of the message box or closes the file.

When you connect to a RealTeam session, (whether realtime or edit) the connected user's system retains the file structure and naming conventions from the host (user initiating the RealTeam session). For example, let's say Bill is going to take several depositions concerning an industrial accident. Bill creates a case named IA Depositions and starts his realtime job in the case and names the job: IA Depositions\_JSMITH\_12\_10\_18. He then invites Pam to the RealTeam session. Once Pam accepts the invitation, a case named IA Depositions is created on her system and a file named IA Depositions\_JSMITH\_12\_10\_18 is created within the case.

The view of things such as page/normal view, colors and options for the way dialog panes display are all based on the individual user settings. The host and participant's users' Usersettings information is not shared between systems. Format symbols, such as hidden text and oops, are shared within the transcript. Therefore, they will show up in everyone's Hidden Text and/or Hotspots panes. If you apply a different layout or modify paragraph settings, that affects the file on all connected users' systems.

**What you need:**

- Case CATalyst V20
- RealTeam or Cloud Backup login
- Contact information for your scopist, proofreader or whomever you will be inviting to share your realtime.
- Internet connection with or without a local network.
- Edge for Case CATalyst Support Plan.


**Where to start:**


- a. Create a RealTeam login or use an existing Cloud Backup login. See [RealTeam Login](#) for detailed information.
- b. Decide who your contacts will be, gather their contact information such as e-mail address and phone number (optional) and create your contacts. See RealTeam Invite (Contacts) for detailed information.
- c. Set up a time to test the connection, if possible, and familiarize yourself with RealTeam.

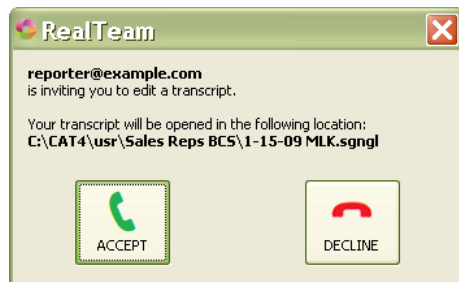
### Set up a RealTeam Realtime Test - 5 easy steps

Stenograph encourages you to set up a RealTeam realtime test prior to trying it in a real situation. The following information focuses on starting a RealTeam session while writing realtime.

Coordinate with your scopist or another reporter to set up a RealTeam session.

1. Start a realtime file. (Select Translate, type a file name, **select the [RealTeam Invite check box](#)** and click **OK**.) Selecting the RealTeam Invite automatically logs you in and displays the RealTeam Invite dialog box.
2. In the RealTeam Invite dialog box, click the check box in the Invite column for the contact you want to invite and click the Invite button (**Alt + i**). You can also highlight a contact and press **Spacebar** to invite. See [RealTeam Invite \(Contacts\)](#) for more actions you can take in the dialog box. You can invite a contact even if he or she has an Offline status. When he or she has an Available status (RealTeam Ready), he or she will receive the invite.
3. Start writing realtime. If the Connected Users pane is not displayed, click **View, Panes, Connected Users (Alt + v, e, u)**. You can see the status of your contacts in the Connected Users pane.
4. Advise your scopist/proofreader to login by clicking the **RealTeam Status** icon () or select File, RealTeam Ready and click **Finish**. Once they are logged in, your invitation will be sent to them. Once the invitation is received by the scopist/proofreader, he or she should click **Accept**.

The RealTeam invitation dialog box produces a "ring" like a telephone and the CATalyst icon flashes () on the Windows Taskbar. The RealTeam invite notification screen displays the e-mail address of the person who sent the invitation and displays the RealTeam file and destination location. The file will be created in the current user with the same file name and in the case (if any) specified by the reporter.



5. Once the participant selects to Accept the invitation, the scopist/proofreader receives the file. Continue to write realtime, test the audio if you selected to record audio, edit, etc. You may see the scopist/reporter cursor, marks, changes as he/she edits. When finished, save and close the file.




**NOTE:** During a RealTeam session, if your cursor or mouse pointer is in the same place as a remote cursor, the remote system's cursor may hide temporarily. If a remote cursor(s) is positioned above the top viewable line on the screen, the remote cursor(s) name will display in the upper left-hand corner of the screen. If the remote cursor(s) is positioned below the last viewable line on the screen, the remote cursor(s) name will display at the lower left-hand corner.

**In the future, these are your steps for a RealTeam realtime session. Start realtime translate with the RealTeam invite box checked. Invite one or more people. That's it!**



### Set up a RealTeam Non-Realtime Test





RealTeam can be used in a non-realtime situation. You can invite a scopist to share the file, or the scopist may invite you to share the file.



1. Open a file. The RealTeam Invite feature is only available when you are in a file (edit or realtime).
2. On the RealTeam toolbar, click the RealTeam Invite icon () or select File, RealTeam Invite. In the RealTeam Invite dialog box, select the contact(s) you want to invite and click Invite (**Alt + i**). Selecting the RealTeam Invite automatically logs you in and displays the RealTeam Invite dialog box. You can invite a contact even if he or she has an Offline status. When he or she has an Available status (RealTeam Ready), he or she will receive the invite.
3. Advise your scopist/reporter/proofreader to click the RealTeam icon () or select File, RealTeam Ready and click **Finish**. Also, once the invitation is received, the other person should click **Accept**. The RealTeam invitation dialog box produces a "ring" like a telephone and the CATalyst icon () flashes on the Windows Taskbar.
4. The scopist/proofreader receives the file. You and your scopist/proofreader should try editing commands, listening to the audio if the file has audio, etc. When finished, save and close the file.


**NOTE:** During a RealTeam session, if your cursor or mouse pointer is in the same place as a remote cursor, the remote system's cursor may hide temporarily. If a remote cursor(s) is positioned above the top viewable line on the screen, the remote cursor(s) name will display in the upper left-hand corner of the screen. If the remote cursor(s) is positioned below the last viewable line on the screen, the remote cursor(s) name will display at the lower left-hand corner.

**In the future, these are your steps for a RealTeam non-realtime session. Open a file, invite one or more people. That's it!**

### RealTeam Things to Know:

- The RealTeam Host (the person doing the inviting) must be in the RealTeam file for the feature to share editing changes. Once the host closes the file, RealTeam session ends. In other words, if the reporter did the inviting and is done for the day or closes out at lunch, and there are two or more other participants working on the file in RealTeam, all sharing ends when the reporter closes the file. The participants will receive a message, "Host Name has closed their RealTeam file. Future changes will not be synched." Once the participants get that message, any editing they do will only be changed in their copy of the file.
- The RealTeam toolbar () with just the RealTeam Status icon is automatically added to Manage Jobs. You can click vertical dot section () while holding down your left mouse button and drag the toolbar to your desired location. The RealTeam toolbar with both the RealTeam Status icon and RealTeam Invite icon () is automatically added to Translate & Edit. A realtime or edit file must be open in order to invite a participant to a RealTeam session.
- To invite someone to a RealTeam session, the host (person inviting a contact(s) to join the RealTeam session) needs to select the RealTeam Invite option from the Translate dialog box, the File menu in Edit or by clicking the RealTeam Invite icon () on the RealTeam toolbar while in edit. When you select RealTeam Invite, you are automatically logged in to RealTeam.
- The participant/participants (person/people that will be receiving the invite for a RealTeam session) need to log in to RealTeam by selecting RealTeam Ready from the File menu from anywhere in

CATalyst or click the RealTeam Status icon (  ) on the RealTeam toolbar. If the RealTeam Status icon is blue (  ), you are already logged into RealTeam.


- If you have been invited to share a file and you close the file while RealTeam is still active or you disconnect, you will receive the invite again. You have the option to decline the second invitation if you are done editing.
- If you are currently active in a RealTeam session and you select to close the file, you are not logged out of RealTeam. If you are listed in other RealTeam user contact lists, your status will display Available. If you wish to "log out" of RealTeam, you can either select File, RealTeam Ready and click the Logout button or click the RealTeam Status icon (  ) and click the **Logout** button. In addition, when you close Case CATalyst, you are automatically logged out of RealTeam.
- Format symbols, such as Oops, or Hidden Text comments, are shared within the transcript. Therefore, they will show up in everyone's Hidden Text and/or Hotspots panes.
- The view of things such as page/normal view, colors and options for the way panes display are all based on the individual user settings. The connected users' Usersettings information is not shared between systems.
- If you are editing right up against the realtime text, the audio playback may stop because there isn't audio available yet. Simply select Play Audio again in a few seconds and there should be more audio available.
- It is possible to have another system with the same PKC make changes to the RealTeam file without simultaneous usage information being reported. For example, an official reporter sets up a RealTeam session with the courtroom computer and the office computer. During a break, the reporter goes to the office and edits, which updates the courtroom computer. **As long as no changes are made to the transcript using the courtroom computer at the same time the reporter is making changes on the office computer, simultaneous usage will not be reported .**
- The Track Changes feature is not supported with RealTeam.

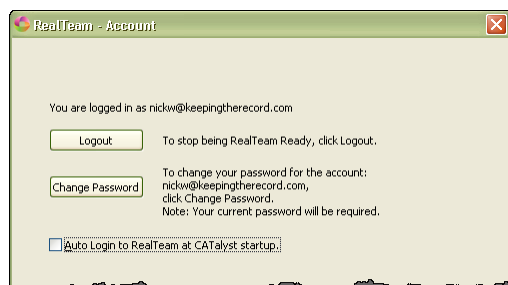
### RealTeam Login

Each RealTeam participant needs a RealTeam login. However, if you would like, you can use the same login as your Cloud Backup account.

**To use an existing login or create a new RealTeam login:**

1. Anywhere in CATalyst, do **one** of the following:

- On the [RealTeam toolbar](#) in Manage Jobs, click the RealTeam Status (  ) icon. The icon turns blue when you are RealTeam Ready.
- select **File** and then **RealTeam Ready**.



If you have an existing Cloud Backup account, it will suggest that login information. Proceed to **Step 2**.

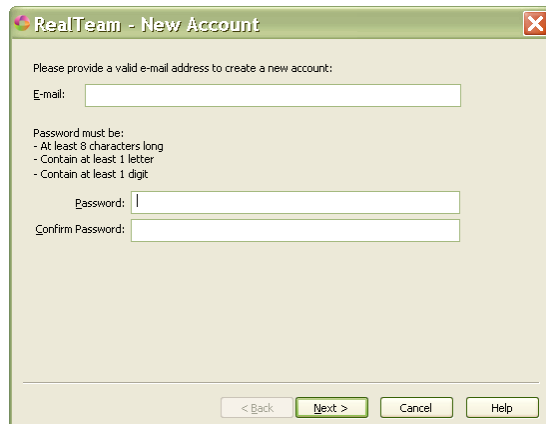
If no login exists, the E-mail and Password fields will be blank. Proceed to **Step 2**.

2. Do **one** of the following.

- To log in using the suggested login information, click the **Login** button. **Go to Step 7**.
- To log in using a different account than the suggested information, type your e-mail address and password for the account you want and click Login. **Go to Step 7**.
- To create a new account, click the **Create New Account Now** button. **Go to Step 3**.



3. In the Create New Account Now dialog box, do the following:



- a. In the **E-mail** field, type a valid e-mail address. Press **Tab** to move to the Password field. (Although you are entering a valid e-mail address, you will not receive e-mails from RealTeam. The e-mail address is used strictly as a login name.)
  - b. In the Password: field, type a password that contains at least 1 letter, 1 digit and is at least 8 characters long.
  - c. In the Confirm Password: field, type the same password you typed in the Password field. If the passwords match, the Answer Security Questions dialog box displays. If the passwords do not match, *The passwords don't match* dialog box displays. You will need to retype the passwords.
  - d. Press **Enter** or click Next >.
4. The Answer Security Questions dialog box displays. Select a question and type an answer for each of the three questions. In the event that you forget your password, you may be prompted for the

answers to the three questions you selected.

**Answer Security Questions**

Please choose three security questions and provide answers.  
These questions will be used to recover your account in case of a lost password.

Question 1: What is the first name of your best friend in high school?  
Answer:

Question 2: What is your dream job?  
Answer:

Question 3: In what city did your parents meet?  
Answer:

< Back   Next >   Cancel   Help


5. To continue, press **Enter** or click Next >.
6. The Success dialog box displays. Be sure to write down your login information and store it in a safe location. Click **Finish** to return to the RealTeam Login dialog box and login.

**Success**

Your RealTeam account has been created successfully!

Please write down your account information for your records.  
Click Finish to go back to the original dialog so that you can log in with your new account.

< Back   Finish   Help

7. Press **Enter** or click Finish. The RealTeam Status icon turns blue (  ) when you are RealTeam Ready.


## RealTeam Host

The RealTeam Host is the one that invites one or more people to the RealTeam session. The RealTeam session can be a realtime file or editing a transcript.

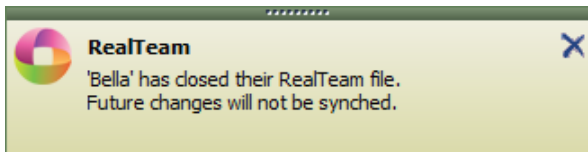
### Realtime:

1. Open CATalyst and start a realtime file. Type a file name, select output options, record audio, create EZ Speakers, select dictionaries, etc., if appropriate. To start realtime, click the **RealTeam Invite** option and then press **Enter**. You are automatically logged into RealTeam.
2. In the RealTeam Invite dialog box, select the contacts you wish to invite and press **Enter** or click **invite**.
3. Continue writing realtime as usual.

### Edit:

1. Open CATalyst and open the file you want for the RealTeam session.
2. Click the RealTeam Invite icon () to open the RealTeam Invite dialog box, select the contacts you wish to invite and press **Enter** or click **Invite**.
3. Edit your file as usual.




Note: If a participant closes the file while the host continues to edit, the following message displays on the host's screen in the lower right-hand corner:

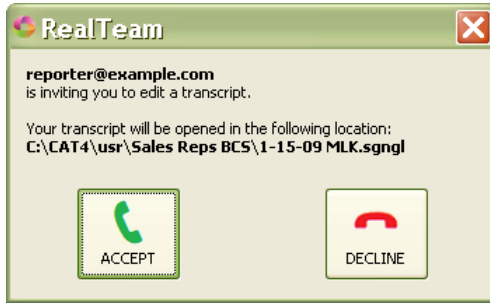



The message displays approximately 15 seconds and then closes.

The RealTeam Participant is one who is invited to the RealTeam session. The RealTeam session can be a realtime file or editing a transcript.

### Realtime or Edit:

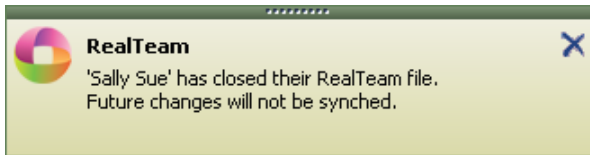
1. To log in to RealTeam, click the RealTeam Status icon () on the toolbar. Once you are logged in, the icon turns blue (.
2. The RealTeam invitation dialog box produces a "ring" like a telephone and the CATalyst icon flashes () on the Windows Taskbar. When you receive the RealTeam invitation, click the **Accept** button.



Clicking the  in the upper right-hand corner of the Invite (Answer/Decline) dialog box, will hide the invite dialog box momentarily and then you will be invited again. The Invited dialog box is modeless which means it can stay on the screen while you perform other actions such as finishing up a job or changing users.

3. Start editing as usual.

Note: If the host closes the file while other participants continue to stay in the file, a similar message displays on the connected participant's screen in the lower right-hand corner:






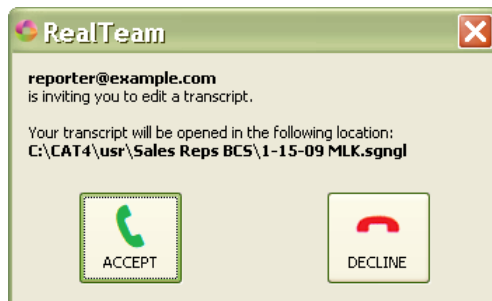
The message displays on each connected participant's screen until they click the X in the upper right-hand corner or close the file.


## RealTeam Participant

The RealTeam Participant is one who is invited to the RealTeam session. The RealTeam session can be a realtime file or editing a transcript.

Realtime or Edit:

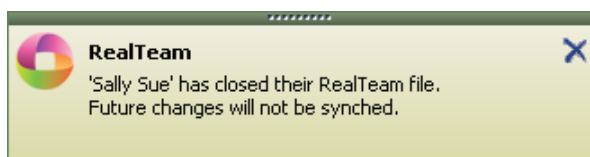
1. To log in to RealTeam, click the RealTeam Status icon (  ) on the toolbar. Once you are logged in, the icon turns blue (  ).
2. The RealTeam invitation dialog box produces a "ring" like a telephone and the CATalyst icon flashes (  ) on the Windows Taskbar. When you receive the RealTeam invitation, click the **Accept** button.



Clicking the  in the upper right-hand corner of the Invite (Answer/Decline) dialog box, will hide the invite dialog box momentarily and then you will be invited again. The Invited dialog box is modeless which means it can stay on the screen while you perform other actions such as finishing up a job or changing users.

3. Start editing as usual.

Note: If the host closes the file while other participants continue to stay in the file, a similar message displays on the connected participant's screen in the lower right-hand corner:




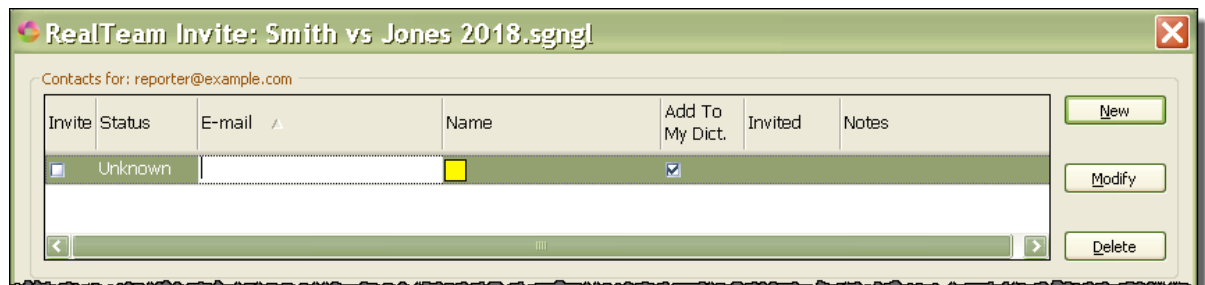
The message displays on each connected participant's screen until they click the X in the upper right-hand corner or close the file.

## RealTeam Invite (Contacts) dialog box details

### RealTeam Invite (Contacts) dialog box

The RealTeam Invite dialog box contains your contacts' connection information (CATalyst V20 users that you will be inviting) for RealTeam. Although you can add a contact at any time, it might be easier to add some contacts before starting RealTeam. The RealTeam Invite dialog box contains fields for an e-mail address, name, cursor/highlight color, option to have defines he/she makes should be added to your appropriate dictionary and a note area. The minimum information you need for a contact is an e-mail address although additional information may be useful. For example, if you only want your scopist's dictionary definitions added to your Global Table and not to your appropriate dictionary, you might want to deselect the Add to My Dict. option or you might use the Note field for the contact's phone number or alternate e-mail address. In addition to your contact information, the RealTeam Invite dialog box also allows you to invite contacts and see their current status. This information is also available in the [Connected Users pane](#).

1. The **RealTeam Invite** feature is available when a file is open or when starting realtime, do **one** of the following:
  - Open an existing file and click the RealTeam Invite icon (  ) or select **File** and then **RealTeam invite**.
  - Select Translate, name a file, select the **RealTeam Invite** option and start a realtime file.
2. The Invite dialog box displays.



3. To add a contact, do the following:
  - a. In the E-mail field, **type a valid e-mail address** for the contact and press **Tab** to move to the Name field.
  - b. **Type the contact's name.** If desired, click the down arrow (▼) to select the cursor/highlighting color for the contact on your system. The name in the Name field displays in the shared file (realtime or edit) to indicate the contact's cursor location during RealTeam. For example, let's say Bill starts his realtime file and invites his contact, Bella, to scope for him. Bella's name displays on Bill's realtime screen to indicate where her cursor is located. Bill's name displays on Bella's realtime screen to display where his cursor is located. If there is no name in the Name field for the contact, then the name/characters up until the @ in the E-mail field will be used as the name for the cursor location. The following is an example of the cursor name:

photographs  
Bella

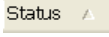


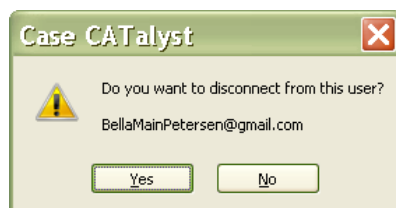
- c. The **Add To My Dict.** column is selected for each contact by default. When selected, dictionary defines that the connected participant make are added the host's global table and appropriate dictionary along with the global table and dictionary on their own system. For example, let's say that the witness' name is Daniel and the testimony is going fast and instead of writing TKAPB/KWREL, the reporter writes TKAPB/SWR-L. The scopist quickly J-defines the outlines as Daniel and the j-define goes to the reporter's Global Table and Job dictionary in addition to the scopist's Global Table and job dictionary. If you want the connected participant's defines to only go to the host's Global Table, deselect the option. The status of this option is remembered per participant unless you open the RealTeam Invite dialog box and change it..
  - d. If you desire, you can press **Tab** twice to move the cursor to the **Notes** field in the event you want to add the contact's phone number or any additional information that would be helpful.
  - e. To add another contact, click **New** or press **Alt + n**. Press **Tab** to move to the Name field. Create as many contacts as you want.
4. Do one of the following:
- To invite a contact, place a check mark in the Invite column for the contact or contacts you want to invite and click **Invite (Alt + i)**.
  - To save and close your contacts, click **Close (Alt + c)**. For more extensive information about the RealTeam Invite dialog box, see the [RealTeam Invite](#) (Contacts) topic.

#### Column Information for the Invite dialog box

**Invite:** click the check box associated with the contact you want to invite to the RealTeam session. You can also use the up/down arrow keys to highlight the contact and then press the **Spacebar** to Invite.

**Status:** displays the contact's current status.

- Offline - contact is not RealTeam Ready/not logged in to RealTeam. You can still invite a contact with an Offline status and once they log in to RealTeam, they will receive the invite.
- Available - the contact is online and logged into RealTeam waiting to be invited. Availability status is per document/transcript. Click the Status column  to sort your contacts based on their current status, available contacts listed first.
- Connected - the contact is logged in and connected to the current RealTeam session. If you want to rescind your "invite" to the contact or disconnect them from the RealTeam session, click the check box in the Invite column of an invited user, the following message displays:



If you select Yes, the contact is disconnected from your RealTeam session.

- Declined - the contact received your invitation but selected Decline instead of Accept. If you want to try and invite the contact again, simply click the check box in the Invite column again.
- Unknown - RealTeam cannot determine the status of the contact.

**E-mail:** displays the e-mail address for the contact. The email address should be the same one used to log in to RealTeam. This information displays in the Connected Users pane. (Although you are entering a valid e-mail address, you will not receive e-mails from RealTeam. The e-mail address is used strictly as a login name.)


**Name:** displays the name of the contact and the color of the cursor/highlighting for the contact on your system. The contact's information displays in the Connected Users pane when connected. If the name field is empty in RealTeam Invite dialog, the cursor displays their email address field up until the @ symbol.

**Add to My Dict.:** is selected by default and means that any dictionary definitions the contact makes during a RealTeam session will automatically be sent to the Global Table and to respective dictionary on the "host's" system. If you do not want the contact's dictionary defines to be place in your dictionaries, deselect this option. All defines, including Personal Globals are shared and sent to the Global Table of all connected users.

**Invited:** displays Invited when the contact has been invited. Even if the contact declines the invitation, the status will remain Invited.

**Notes:** type any additional information you might want available for the contact such as an alternate phone number or e-mail address.

### Modify Contacts

To open the Invite dialog box and modify the information for a contact(s), open a file in edit and click the RealTeam Invite icon () or select File and then RealTeam Invite. The RealTeam Invite menu item is only available in the Edit function (you can also access the invite dialog after you select the RealTeam check box when starting translate). The Invite dialog box displays.

1. To modify a contact's information, use the mouse or up/down arrow to highlight the existing contact and then click **Modify** or press **Alt + m**.
2. Use **Tab** to move from column to column to modify/add information.
3. Repeat **Step 1** to modify another contact's information or click **Close** (Alt + c) to save and close the Invite dialog box.

### Delete Contacts

To open the Invite dialog box and delete a contact or contacts, open a file in edit and select File and then RealTeam Invite. The RealTeam Invite menu item is only available in the Translate & Edit function (you can also access the RealTeam Invite dialog after you select the RealTeam check box when starting translate). The RealTeam Invite dialog box displays.

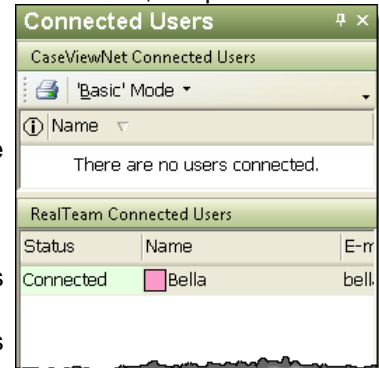
1. To delete a contact, use the mouse or up/down arrow to highlight the existing contact and then click **Delete** or press **Alt + d**.
2. At the "Are you sure..." message select **Yes** to delete the contact from the Invite dialog box.
3. Repeat **Step 1** to delete additional contacts from the RealTeam Invite dialog box or click **Close** to save and close the RealTeam Invite dialog box.

### Login Settings

If you are in the RealTeam Invite dialog box and need to log in to RealTeam with different credentials (since CATalyst automatically logs in when you select RealTeam Invite), you can select the **Login Settings** button. Once the RealTeam - Account dialog box displays, click the **Logout** button, then log in with the appropriate account e-mail and password and click **Finish**.

## Connected Users pane

The Connected Users pane is available by selecting the View menu, Panes and then Connected Users (**Alt + v, e, u**). The Connected Users pane has two sections - the RealTeam section is on the bottom part of the pane. If you are the host that invited other users to share your document, the pane shows the contact information for all the users that have been invited. For example, let's say you are the reporter writing realtime and you invited your scopist and a proofreader. Your Connected Users pane will show both contacts along with their status. Let's say the scopist accepted your invitation, so the scopist's status shows Connected. Let's say the proofreader is going to wait 30 minutes before connecting so the proofreaders status is Offline. Once the proofreader logs in and accepts your invite, the status displays Connected. If you are the scopist and/or proofreader in this example, you will only see the status for the person that invited you. In other words, the scopist will not see the status of the proofreader and the proofreader will not see the status of the scopist.



### The Connected Users Pane Expanded:

RealTeam Connected Users				
Status	Name	E-mail	Notes	Conn Type
Connected	Bella	BellaMainPetersen@g...	No Mondays	Direct
Offline	Sammy	sammy@au.com		Unknown

A Right click menu is available in the Connected Users pane with the following actions:

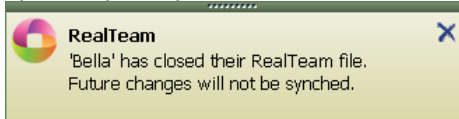
- Disconnect - disconnects the selected contact from RealTeam.
- Reconnect - attempts to establish a new connection with the contact - an invite is sent out.
- Modify - allows you to modify the contact's name and cursor/highlight color.

Status: displays the status of the contact.

- Connected - the connection has been established. The "host" (who invited the participants) can right click a contact's Status field and select Disconnect User, Reconnect User or Modify. The "host" (who invited participants) see all the connected participants and a participant will only see the "host" in their Connected User Pane.
- Declined - the contact declined the invitation for the current document. Perhaps this was by mistake. If so, the "host" (who invited the participant) can right click the contact's Status field and select Reconnect.
- Available - the contact is online and logged into RealTeam waiting to be invited. Availability status is per document/transcript.
- Failed - indicates that something went wrong with the connection. RealTeam will continue to attempt to connect. If it doesn't reconnect on its own, manually select to reconnect or contact support for assistance if the failed status continues to display.

Name: displays the contact's name. The name field displays the contact's name in the Connected Users

Pane, as the remote cursor name ( Bella ). This name is also used in the informational message that pops up if the participant/host closes out of a file while the host/participant is still connected.



- If you right click the contact's Name field, you can modify the Name and/or change the cursor/highlight color associated with the contact. The color indicates the color of the cursor and highlights. Use the drop-down arrow to select your preferred color for each contact. Changing the cursor/highlight color only affects the display on your computer.

E-mail: displays the contact's e-mail address. This can only be modified in the RealTeam Invite dialog box.

Notes: displays any notes that were added to the contact's information in the RealTeam Invite dialog box. This can only be modified in the RealTeam Invite dialog box.

Conn Type -- displays the type of connection which is either Direct or Relay. This information may be helpful to support when troubleshooting.

### RealTeam Session Globals

All globals made by the connected users are shared with the host and all other participants and are available in the global table on their respective systems. When a participant makes a D, J, K or E define, the global is placed in each connected user's global table and the dictionary defines (D, J, K) go in the respective dictionary of the participant that made the define. Using the default settings, the dictionary defines made by the participants will also be added to the host's dictionaries.

For example, Mary Jane is doing a realtime job and invites Maddie and Sam to scope the job. Both Maddie and Sam are familiar with the job and both are making J-defines. Maddie's J-defines are going to the global table and job dictionary on her computer and going to Mary Jane and Sam's global table on their computers and to Mary Jane's job dictionary. Sam has worked with Mary Jane for years and is making some D-defines that are going to his global table and Personal Dictionary and going to Mary Jane and Maddie's global table on their computers and to Mary Jane's Personal Dictionary.

**By default, all dictionary defines made by invited participants go to the "host's" respective dictionaries unless the host deselects the Add to My Dict. option for the contact in the RealTeam Invite dialog box.** For example, using the example above, let's say that Mary Jane deselected the Add to My Dict. option for Maddie because although she is familiar with the case, she has not worked with Maddie very often. So, in this scenario, Maddie's J-defines go to Maddie's global table and Job dictionary and her J-defines go only to Mary Jane and Sam's global tables.

If the Add to My Dict. option is selected for the contact, then the contact's D-defines go to the host's Personal Dictionary (or Update Area depending on the 'Host's' Dictionary Options), K-defines (Case) go to the host's Case dictionary and J-defines go to the host's Job dictionary. E-defines go to each connected users Global Table.

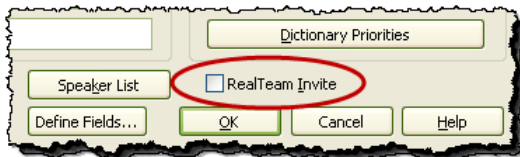
If participants make dictionary entries that go to the host's dictionary, there is a quick and easy way to find all entries made during RealTeam sessions. In any dictionary, you can Filter or Search by the Entry Type: From RealTeam to see what defines were added to the respective dictionary during the RealTeam session. You can quickly review the steno and text and decide if you want to keep the entries in your dictionary.

**To Filter or Search for "From RealTeam" entries in a dictionary:**

1. Open the dictionary where you want to filter or search (or use Search File Contents to search multiple dictionaries).
2. Do **one** of the following:
  - Select Filter to show all the entries created by connected users during a RealTeam session. The Filter command displays only the entries that meet the filter criteria.
  - Select Search to find the entries created by connected users during RealTeam sessions. The Search command moves to one entry at a time that meets the filter criteria.
3. In the Filter or Search dialog box, press **Alt + e** (or click the Entry Type option) to select the Entry Type option and then click the list field down arrow (▼) to display the list of entry types and select **From RealTeam**.
4. Select any other appropriate options, if any and then press **Enter** to Filter or Search your dictionary for "From RealTeam" entries.
  - If you selected to Filter the dictionary, the dictionary displays only the From RealTeam entries. To display all the dictionary entries again, press **Alt + v, u** (Unfilter) or click the Unfilter icon (👤).
  - If you selected to Search the dictionary, you can press **F3** to move to the next entry or **Shift F3** to move to the previous entry.
5. To close the dictionary, press **Alt + f, c** (File, Close) if there are any unsaved changes you will be prompted to save the changes.






**Translate's RealTeam Invite option**

A [RealTeam](#) Invite option has been added to the Translate dialog box. When the RealTeam Invite (**Alt + i**) option is selected and you start realtime, you are automatically logged in to your RealTeam login and the [RealTeam Invite dialog](#) box displays your contacts, so you can quickly see who is available and select your scopist(s)/proofreader and then write realtime as you normally do. You can invite a contact even if he or she has an Offline status. When he or she has an Available status (RealTeam Ready), he or she will receive the invite.








If you forget to select the RealTeam Invite option when starting realtime, while you are in the file, you can always click the RealTeam Invite icon (👤) on the RealTeam toolbar or select File, RealTeam Invite and select your contact or contacts.


## RealTeam Toolbar

A RealTeam toolbar with the RealTeam Status icon () is automatically added to your Manage Jobs toolbars and a RealTeam toolbar with the RealTeam Status icon and RealTeam Invite icon () is automatically added to your Translate and Edit toolbars. The RealTeam toolbar displays both icons in Translate and Edit because a file must be open in order for you to send a RealTeam Invite. The icons function is to visually show the status of the RealTeam session in any function of CATalyst and to show your own RealTeam connection status (RealTeam Ready or not). The toolbar contains two icons - the first icon () is the RealTeam Status icon and second icon () is the RealTeam Invite icon. You can move the RealTeam toolbar by clicking the vertical dot section () of the toolbar while holding the left mouse button down and drag the toolbar to your desired location.

### RealTeam toolbar:


- The RealTeam Status icon displays different colors based on your status when you are or are not logged in to RealTeam or based on the RealTeam session connection status when in a RealTeam session. If you are going to be a participant in a RealTeam session and are waiting for invitation, click the RealTeam Status icon to access the RealTeam Ready dialog. When logged in, the icon will be blue () - Tooltip: RealTeam Ready!. If not logged in, the icon will be gray () - Tooltip: RealTeam is offline.
- The second icon is a shortcut to the RealTeam Invite dialog and you must be in a Transcript (realtime or edit) for it to be active. When active, () click the RealTeam invite icon to display your contacts and invite RealTeam participants. When a file is open, the icon is active () Tooltip: Invite other RealTeam members to join this transcript. When the icon is gray () you need to start translation or open a file.

### While in a RealTeam session:

- The RealTeam Status icon will show green () when you have at least two people successfully connected to the session (such as a reporter and scopist).
- The RealTeam Status icon will show yellow when a RealTeam participant is connecting.
- If the RealTeam Status icon is flashing red, it means there is a change in the connection and previously invited participants are not currently connected. A tooltip may tell you more information. Click the RealTeam Status icon to open or go to the Connected Users pane to get further details.

## Logging out of RealTeam

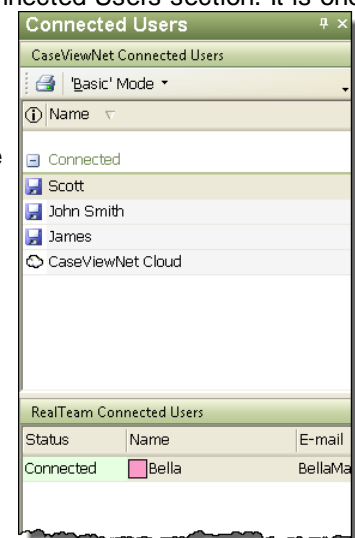
There may be times where you have logged into RealTeam at the start of the day and now you no longer want to be RealTeam Ready but you are going to continue to work on your computer. You can log out of

RealTeam by clicking the RealTeam Status icon () on the RealTeam toolbar or by selecting File and then RealTeam Ready. The RealTeam - Account dialog box displays. Click the **Logout** button and then click **Cancel** to no longer be RealTeam Ready. Your status will be listed as "Offline" in any RealTeam Invite dialog box that contains your contact information.

## CaseViewNet Connected Users Pane

The CaseViewNet Connected Users pane has been renamed to Connected Users and has been modified to include a CaseViewNet Connected Users section and a RealTeam Connected Users section. It is one pane. The top part is reserved for CaseViewNet users that are receiving the realtime feed via the Cloud or network. The lower part of the pane is reserved for RealTeam connected users. You can click and drag the RealTeam Connected Users title bar to enlarge or shrink a section of the pane. In Translate & Edit, the pane can still be accessed using the same methods:



- View, CaseView, Connected Users... (**Alt + v, a, u**)
- View, Panes and Connected Users. (**Alt + v, e, u**)



## Opus Audio Codecs Available for AudioSync

The Opus 13kbps 6MB/hr and Opus 32kbps 15MB/hr audio codecs are available for AudioSync. Opus provides a high-quality audio recording with smaller audio file sizes. Opus is a great choice for your everyday AudioSync recording and we highly recommend using an Opus codec when using [RealTeam](#). The Opus codecs are only compatible with Case CATalyst V20 files and are not backward compatible.

### To change your AudioSync codec:


1. If you are starting a realtime job, open the Translate dialog box, click **Options** and then click the **Realtime** tab. Or, from anywhere in CATalyst click the **All Options** icon () , select **Translate** and then **Realtime**.
2. In the **Audio** section, click the arrow () at the end of the Codec field and select one of the Opus codecs. Stenograph recommends selecting the \*Opus 32kbps 15MB/hr codec. The \* indicates it is our recommended codec choice.
3. If you are in the Translate dialog box, click **Apply**. If you are in All Options, click **OK**.

## Recently Saved Files dialog box

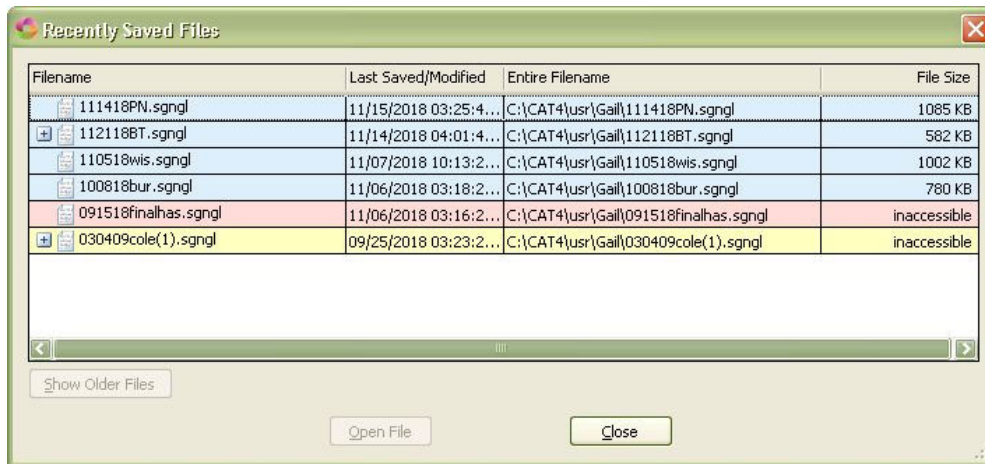
CATalyst has "had your back" starting with the Auto Recover, Auto Save feature and the AutoArchive case that saves a copy of the text file whether you saved the file or not when closing the file. Then, the AutoArchive case started keeping multiple versions of the text, caption file or dictionary. Now, you have an easy to read dialog box that lists all your recently saved files (transcript, caption file or dictionary) and shows the full path location of the file whether it is stored on the hard drive or an external drive.

A Recently Saved Files dialog box is available that lists the last 10 files you have saved! Perhaps there are times when you remember editing and saving the transcript and you go back to open it one last time and you can't find it. Did you do a Save As to save the transcript as a different name or location? Did you break the file? Were you accidentally working in your August folder and now it is September? Did your scopist rename the transcript? Does it matter? Not anymore! Just open the Recently Saved Files dialog box.



**To access the Recently Saved Files dialog box:**

- click the Recently Saved Files icon (  ) on the toolbar.
- press **Alt + f, y** (File, Recently Saved Files).
- click the File menu and then select Recently Saved Files.

The dialog box opens displaying four columns and may display different colored backgrounds depending on the status of the file.



### Column Descriptions:

**Filename** - displays the file name along with the extension. Saved file extensions are text (.sgngl), caption file (.sgcap) and dictionary (.sgdct). The most recently saved/modified file is listed first. If a plus icon (  ) displays before the filename, it means there are additional versions of the file available. Click the  to display the available versions. For example, if you use the Auto Recover feature and have the Keep Auto Recover Files in Archive option selected, up to four versions of the file could be available in the AutoArchive case.

You can double click a file to open it. If you open a file in the AutoArchive case, the Recover dialog will display. See AutoArchive in Help for more information.



Background colors:

- Blue indicates the original file exists.
  - ✓ Double click a file on a "blue" line to open it in either Edit or Manage Dictionary.
  - ✓ A plus icon (⊕) indicates there are additional files in the AutoArchive case. Click the plus icon (⊕) to see the archived files. Double click an archived file to open it in the AutoArchive case. To recover the file from the AutoArchives case, follow the prompts.
- Red/pink indicates the file no longer exists or CATalyst cannot locate it. This can happen if you saved the file to an external drive and that drive is not attached or you moved or deleted the file after it was saved. You cannot access the file.
- Yellow indicates the original file no longer exists but archives of the file exist. You can click the plus icon (⊕) to see the archived files.
  - ✓ Double click an archived file to open it in the AutoArchive case. To recover the file from the AutoArchives case, follow the prompts
- White indicates a file is located in the AutoArchive case.
  - ✓ Double click an archived file to open it in the AutoArchive case. To recover the file from the AutoArchives case, follow the prompts

**Last Saved/Modified** - displays the last date and time the file was saved or modified.

**Entire Filename** - displays the entire path of the file location.

**File Size** - displays the size of the file. If a file no longer exists, "inaccessible" displays in the File Size column.

## Brief My Dictionary

Most users love Brief It and how it helps them write shorter and faster. Brief It is a great productivity tool. But you know you still have multi-stroke words you are writing over and over again. How can you find them and get briefs for them without waiting for Brief It? Before CATalyst version 20, for example, let's say that you wanted to see the top ten multi-stroke words/phrases that you have used in the last six months and then get one stroke briefs for them. You could open your Personal Dictionary and use the Filter feature to filter your dictionary for 3 stroke or more entries. Then you could sort those entries by more recently used and then you could manually think of a brief for the entries or open realtime and write those entries and see what Brief It comes up with for them. That works, but it is a lot of steps!

But now imagine if you had a fast and simple way to see **your** top 10 multi-stroked words that **you** use most often and automatically see brief suggestions for them. Imagine no more...Brief My Dictionary is here. You simply open your Personal Dictionary, open one dialog box, select a few options and press Enter. CATalyst does the work for you. Brief My Dictionary looks at your Brief It options for rules to follow and presents you with a list of words/phrases that meet the selected criteria and a list of brief suggestions.

**Here's how to use Brief My Dictionary:**

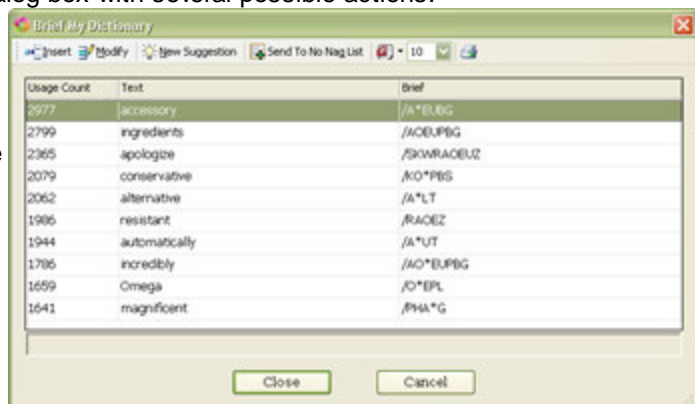
1. Open your Personal Dictionary.
2. Select Tools, Brief My Dictionary (**Alt + t, f**). The Brief My Dictionary dialog box displays.
3. In the *Find entries with* section, select one of the following:
  - a) 2 or more strokes will display the most frequently used multi-stroke steno outlines using two or more strokes.
  - b) 3 or more strokes will display the most frequently used multi-stroke steno outlines using three or more strokes. Two stroke entries will not be analyzed or displayed.
4. In the *That do not have matching text with a* section, select one of the following:
  - a) Shorter outline means CATalyst will only analyze and display dictionary entries that do not have another identical text entry in the same dictionary (while also looking at the Personal dictionary) defined with less strokes.
  - b) Single stroke outline means CATalyst will only analyze and display dictionary entries that do not have another identical text entry in the same dictionary (while also looking at the Personal dictionary) defined with a single/one stroke.





5. In the *Used most frequently in the past* section, type the number of months to limit the search.
6. In the *Show* section, type the number of most recently used multi-stroke entries you would like to see at this time.
7. Press Enter or click **OK** to continue.

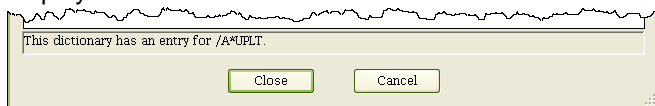
8. The results display in a three-column dialog box with several possible actions:






- Usage Count column displays the number of times the multi-stroke entry has been used.
- Text column shows the word/phrase that meets the criteria specified.
- Brief column displays a suggested brief that you may wish to add to your dictionary.



9. Do any of the following:

- a) Insert (  ) - adds the highlighted text and brief entry in the current dictionary. (**Alt + I** or **Ctrl + I**)
- b) Modify (  ) - positions the cursor in the Brief column and makes it editable so you can create your own brief. (**Alt + m** or **Ctrl + m**). If you type a Steno outline already contained in your dictionary, a message displays above the action buttons:



- c) New Suggestion () - removes the current brief and suggests a different brief for the highlighted entry. (Alt + n or Ctrl + n) If Brief My Dictionary cannot suggest a brief for the selected word/phrase, the "Unable to suggest a brief for "word/phrase." Would you like to remove this entry from the list? dialog box displays. Click **Yes** to remove the word/phrase or **No** to keep the word/phrase in the list.
- d) Send To No Nag List () - sends the word/phrase in the Text field to the No Nag List and both Brief My Dictionary and Brief It will no longer offer suggestions (or "nag" you) for briefs for that text. (Alt + d or Ctrl + d)
- e) To adjust the font style and size, use the font/size icon () 14 .
- a) To print() the list of words/phrases and the suggested briefs, click the Print icon in the dialog box.
10. If you have inserted an entry or multiple entries, press **Enter** or click **Close** to **add them to your dictionary**. If you select Cancel, no changes have been saved.


#### Things to know:

- If you select to insert some of the suggestions into your dictionary, **you must click Close** (or press Enter) in order for the entries to be added to your dictionary.
- If you highlight a few entries and select Insert and then review the rest of the entries and click **Cancel**, no entries have been added to your dictionary.
- If you select the 2 or more strokes options and a two-stroke word/phrase is found, Brief My Dictionary will try and find and display a one stroke suggestion. If you select New Suggestion, a two-stroke suggestion may display if no one-stroke brief can be found.
- When analyzing a dictionary, Brief My Dictionary will analyze the current dictionary you are in and compare it to your Personal Dictionary (and Update Area if you use one) to look for matching text.

## Search in the Brief It pane

Many customers requested the ability to search in the Brief It pane and now you have it! We know it can be difficult to see a brief when the attorney is reaching speeds of 250 words or more per minute. When you are writing at that speed or higher, the briefs just seem to fly by. Or perhaps you just love to see the briefs that are generated and want to review them after the proceedings. Search in Brief It allows you to quickly and easily find the brief you want. Whether you want to search when there is a break in the proceedings to find the briefs you want to instantly incorporate, or you want to wait to the end of the proceedings and find the perfect briefs, Brief It search is at your fingertips. You can search for either text or steno outlines.

#### How to search:

- with your cursor focus in the Brief It pane, press **Ctrl + f**.
- click the Search icon () on the Brief It toolbar, your cursor focus is in the Brief It pane.

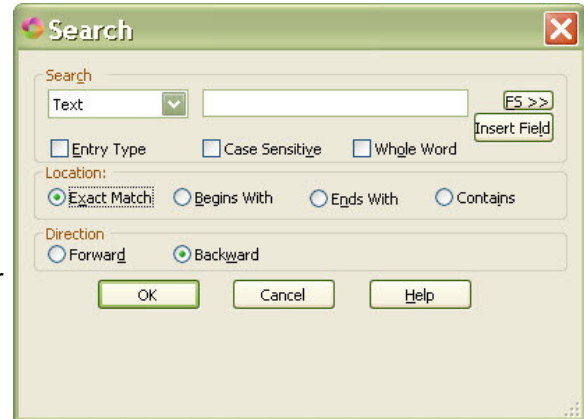
#### Search dialog box opens:

1. In the Search field (**Alt + c**), select whether you want to search for Text or Steno. To select Steno, click the down arrow in the Search field and select Steno. When searching for Steno, the steno characters always display regardless if you have selected the Show Phonetics option. For example,

when you select Steno and type a "J" in the search field, the steno will display as SKWR regardless of whether your Brief It steno displays as SKWR or J.

2. Type the text or the steno outline to search.

- Search defaults to a **Text** search. Select one of the following to fine tune to search.
  - Entry Type -- although available, most types do not apply to Brief It searches.
  - Case Sensitive -- allows you to search for occurrences of the text based on upper or lower case.
  - Whole Word -- allows you to search for occurrences of the text when it only appears as a whole word and not part of a word.
  - FS>>> - displays the list of Format Symbols.
  - Insert Field - displays the list of fields.



- Selecting Steno search.

- When searching for steno, select the Partial Stroke option to search for only a part of a steno stroke/outline. For example, you know the suggested steno for the brief started with J/SKWR but you don't know the entire suggested steno outline. You can select Partial Stroke to find the entry or entries that start with or contains J/SKWR depending on the Location option you select.

3. To narrow your search, do **one** of the following:

- Exact Match - searches for an exact match of the text or steno in the Search field.
- Begins With - searches for text or steno stroke that begins with the text or steno specified in the Search field.
- Ends With - searches for text or steno stroke that ends with the text or steno specified in the Search field.
- Contains - searches for text or steno stroke that contains the text or steno specified in the Search field.

4. To specify the search direction, do **one** of the following:

- Forward - searches forward from the current position in the Brief It pane. If it reaches the end and does not find the text/steno, a message displays that the text/steno was not found and "*Would you like to restart from the top?*" Select Yes to continue the search from the top of the Brief It pane or No to stop the search.
- Backward - searches backward from the current position in the Brief It pane. If it reaches the top and does not find the text/steno, a message displays that the text/steno was not found and "*Would you like to restart from the bottom?*" Select Yes to continue the search from the bottom of the Brief It pane or No to stop the search.


5. Press **Enter** or click OK to begin the search.

**Things to know:**

- The Brief It pane must have cursor focus in order to search.

- If there are Live Suggestions in the Brief It pane, if appropriate, search may stop on a Live Suggestion.
- There are some options that are available for selection that may not apply to searching in the Brief It pane such as some Entry Type items, FS>>> within most briefs and Fields.

## Case CATalyst CARTView Settings Icon

When outputting to CARTView, a new Case CATalyst CARTView Settings Icon () will be available in the Windows System Tray. When selected, the icon displays the CARTView screen settings such as font, transparency, color, etc. This system tray icon will make it very easy to control the CARTView settings when you do not have instant access to the CARTView window. For example, let's say you are in the back of a large convention room with CARTView displaying on a large screen in the front of the room when you realize you need to change the color or the size of the text to make it more readable. By clicking the Case CATalyst CARTView Settings icon you'll instantly have access to the CARTView settings. No more need to go to the front of the room to make adjustments!

## Locked Clipboard Items Retained

When you lock Clipboard items, those items will now remain on the clipboard even when you close Case CATalyst. For example, you are working on a case that is expected to last a week. There are a few lengthy text items that need to be added to each job. You copy those items to the Clipboard and lock them. Every time you open a job, even after closing and reopening CATalyst, those items are available for pasting. When you no longer need them, you simply unlock the items and when you close CATalyst, they will be removed from the Clipboard.

The Clipboard is an Edit feature that allows you to copy and cut text, storing up to ten items while editing. There is no limit to the amount of text you can copy or cut for each item. As you copy and cut items to the clipboard, the newest item is stored at the top of the list. Items are added to the list, regardless of the clipboard being displayed or hidden. If you copy and cut more than 10 items, Case CATalyst removes the oldest item and adds the new text to the top of the list.

You can lock a Clipboard item, preventing it from being removed from the list as new entries are added. The appearance of an entry changes to identify the item as locked. A locked item has brackets [ ] around the Clipboard item number. For example, [2] indicates Clipboard item 2 is locked. Items remain locked until they are individually unlocked. All locked items are retained in the Clipboard when closing the file and when closing Case CATalyst.

### Using the Clipboard:

1. Press **Alt + v, e, b (View/Panes/Clipboard)** to open the Clipboard dialog pane.
2. Highlight the text you want to copy or cut and press **Ctrl + c (Edit/Copy)** or **Ctrl + x (Edit/Cut)**. Case CATalyst adds the item to the list in the number one position. Repeat copying and cutting text as necessary. Selecting Copy twice on the same highlighted text automatically opens the Clipboard. Selecting Copy again, toggles the display of the Clipboard.
  - To lock a Clipboard item, right click the item in the Clipboard dialog pane and select **Lock**. If you have assigned a key combination to a Toggle Clipboard Lock (1 - 10) Keyboard Map function, you lock or unlock items using that keyboard combination.
  - To unlock a Clipboard item: Right click the item in the Clipboard dialog pane and select **Unlock**. To unlock all locked items, click the **Unlock All** button. If you have assigned a key combination to a Toggle Clipboard Lock (1-10) Keyboard Map function, you lock or unlock items using that keyboard combination.

- You cannot delete individual items from the Clipboard. Use **Clear All** to remove all unlocked items from the Clipboard.
3. To paste a Clipboard item, position your cursor in the job at the point you want to insert the text, do one of the following:
- Position your cursor in the Clipboard item you want to insert and press Enter.
  - Click the Clipboard item, right click and select Paste.
  - If you have assigned a key combination to the Paste Item # from Clipboard (1-10) Keyboard Map function, you can position your cursor in the text and invoke that key combination.
  - If you are in a Replace or Global dialog box, you can paste Clipboard items into the Text field if your cursor is positioned in the Text field and press F11 and the Clipboard item number. When you press F11, *Enter Clipboard # 0 - 9* displays below the Text field.

### Things to know:

- Items sent to the Clipboard remain available for all edit files during the current Case CATalyst session.
- Locked Clipboard items remain in the Clipboard when Case CATalyst is closed.
- Locked Clipboard items will have brackets [ ] around the Clipboard item number.
- Keyboard Map functions are available for locking/unlocking Clipboard items and for pasting Clipboard items.
- Selecting Copy twice on the same highlighted text automatically opens the Clipboard. Selecting Copy again, toggles the display of the Clipboard.

## New Seal Date When Included Fields

Two new Seal Date Fields are available! These two Seal Date fields are different than the existing Seal Date fields as these new fields can be put into include files, and they remain as a field until they are included into a transcript. Once included into the transcript, the current date is filled in and becomes static text and is no longer a field. The two new fields are:

"Seal Date when Included (Static date set when included)" - e.g. 18th of October, 2018.

"Seal Date with Day when Included (Static date set when included)" - e.g. 18th day of October, 2018

For example, let's say you are creating a new Certificate page and have inserted the "Seal Date with Day when Included" field. The field inserts as [!SEAL DATE WITH DAY WHEN INCLUDED] and does not automatically fill in. When you have completed the certificate page include file, you save and close the file. On your next job, you have finalized the transcript and you include your new Certificate page - the date is October 17, 2018. The [!SEAL DATE WITH DAY WHEN INCLUDED] field automatically fills in as static text, *the 18th day of October, 2018*. No matter how many times you open and close that transcript, that seal date will not change.

If, in the above example, you inserted the "Seal Date when Included" field instead of "Seal Date with Day when Included" field, the date format would be *the 18th of October, 2018*.

The two previous Seal Date fields are still available and will continue to work as they always have. If you currently use them, there is no need to change what you are currently doing. The difference between the two sets of Seal Date fields is the original fields became a static date as soon as you put them in a file. In other words, *the previous Seal Date field could not be a part of the certificate page include file*. The user would include their certificate and then manually insert the Seal Date field or insert the Seal Date field via a macro. Once the field was inserted, the date became a static date. With these new fields, you can add them once to your include files and they will change to the include date when you include the file that contains the fields into a transcript.

How to use the new Seal Date fields in an existing Certificate page include file:

1. Open your existing Certificate page include file or whatever include file where you want the Seal Date fields.
2. Position your cursor where you want to insert the Seal Date field and press **Alt + e, i, f** (Edit, Insert, Fields).
3. Locate and highlight either "Seal Date when Included" or "Seal Date with Day when Included" field and press **Alt + i** (or click **Insert**).
4. **Save** and close the include file.
5. When finalizing the transcript, bring the certificate page or include file into the transcript via the Include (**F9**) command.

#### Things to know:

- If you are currently using the original Seal Date fields and are happy, there is no reason to change to the new "Seal Date when Included" fields.
- If you want to put a Seal Date field in an include file and have it change to be a static field once the include file is included, use either the "Seal Date when Included" field or the "Seal Date with Date when Included" field.
- An include file containing the "Seal Date when Included" or "Seal Date with Day when Included" can be manually included into a transcript or can be included via an AutoInclude dictionary definition.
- If you have a dictionary definition that contains text (does not insert a file) and either the "Seal Date when Included" or the "Seal Date with Day when Included" fields are in that dictionary definition, when that text and field go into the transcript, the field will remain empty and will not fill in the current date. For example, if you have a dictionary definition that says something similar to:  
 <Centered Paragraph>REPORTER'S CERTIFICATE<New Line Paragraph>I, Reporter's Name, the officer before whom the foregoing proceedings were taken, do certify that this transcript is a true record of the proceedings on [!Seal Date with Day when Included (Static date set when included)].  
 The seal date field will not automatically fill in as it was not included. If you wanted to use a dictionary definition and have a seal date fill in automatically, use either the "Seal Date" or "Seal Date with Day" field in the dictionary definition.

## Cycle Quote & Parenthesis

There are a few punctuation marks that can either be an "open" or "closed" punctuation mark such as a single quote, quote or parenthesis. You can now cycle those three punctuation marks between applying to the current word, after the previous punctuation or before the previous punctuation. For example, let's say you have the following Answer and you are going to insert a quote. As you move your cursor word by word through the first sentence, your cursor ends up before the first word in the second sentence. You can press the quote several times to position the quote in different locations.

A. Tom said, "It was all Bella's fault. He thought Bella went too far this time.

- If you position your cursor immediately before He and type a quote, the result is: ...fault. "He...
- If you then type the quote again, the result is the quote is placed immediately after the previous period: ...fault." He
- If you then type the quote again, the result is the quote is placed inside the period: ...fault". He

To take advantage of this feature, in your Keyboard Map assign the punctuation mark to the following functions:

'	single quote	Smart Single Quote
"	quote	Smart Quote
(	open parenthesis	Smart Parenthesis

### Things to know:

- If you reassigned the punctuation marks to be "smart" and you want to put quotes or parenthesis around an individual letter or word, you can highlight the letter or word and type the punctuation mark.
- Be sure to assign the three punctuation marks to the "Smart" equivalent in your Keyboard Map.

## Stedman's 2019 Medical Wordlist

Stedman's 2019 Medical Wordlist is available and will be used when spell checking if Stedman's Medical Wordlist Option is selected in your Spell Check options.



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## Existing Feature Modifications

### Case and Job Mistran Minder lists

CATalyst customers love the Mistran Minder List which helps you find and fix your unique mistranslates (words or phrases). For example, sometimes you may misstroke the steno for "exempt" and get the word "except". When using the Mistran Minder command in Edit, the Search Results pane displays any occurrences of the words/phrases found in the current transcript. But sometimes you'd like to add unique mistranslates that are only happening for a particular job or case. We've added that capability in Version 20. For example, let's say you are working on a job that you created a case for and you have taken 10 depositions already. There are a lot of case specific initials and acronyms in the jobs so there is the potential of some misstrokes. You can now add the misstroked initials or acronyms to a Case Mistran Minder List rather than adding them to your System Files MistranMinderList which applies to all jobs. When you run Mistran Minder, the entries in the case Mistran Minder List only apply to the files in the case and it will continue to also look at your user specific Mistran Minder List as well. If you don't use cases but want to have specific words/phrases for a job, you can also send words to a Job Mistran Minder List.

The Mistran Minder List that applies to all jobs is located in your System Files case named *MistranMinderList*. If you create a case and add words/phrases to the case Mistran Minder List, the list will be named *MistranMinderList* and stored in the actual case. The case Mistran Minder List applies to all files in the case. If you create a job and add a word/phrase to the job Mistran Minder list, it will be named the *name of the job underscore MistranMinderList*. For example, if the name of the job is *Carlson\_Dave-6-16-18* and you add words/phrases to the job Mistran Minder list, the job Mistran Minder list is named: *Carlson\_Dave-6-16-18\_MistranMinderList*. The job Mistran Minder list applies only to the job of the same name.

#### How to add to a Mistran Minder List:

1. While editing, position your cursor immediately before a word or highlight a phrase and do any of the following:
  - a) Press **Alt + e, m** (Edit, Send to Mistran Minder) or click the Edit menu, then Send to Mistran minder and do **one** of the following:
    - Press **u** to send the word/phrase to the User Mistran Minder List.
    - Press **c** to send the word/phrase to the Case Mistran Minder List.
    - Press **j** to send the word/phrase to the Job Mistran Minder List.
  - b) If you have assigned a key combination for Send to Mistran Minder List, Send to Case Mistran Minder or Send to Job Mistran Minder, press the appropriate key combination for the action you want.
  - c) Right click, press **m** (Send to Mistran Minder List) and then do **one** of the following:
    - Press **u** to send the word/phrase to the User Mistran Minder List.
    - Press **c** to send the word/phrase to the Case Mistran Minder List.
    - Press **j** to send the word/phrase to the Job Mistran Minder List.
2. When appropriate, select press **Alt + t, i** (Tools, Mistran Minder) to check the transcript. Results display in the Search Results dialog pane.

**Things to know:**

- The Send to Mistran Minder List command on the Edit menu now displays a sub-menu for User, Case and Job.
- The Send to Mistran Minder List command has been removed from the Tools menu but still is available on the Edit menu.
- To open a Mistran Minder List, select File, Open, List/Table, Mistran Minder (**Alt + f, o, i, a**) and then press **u** for User, **c** for Case and **j** for Job.
- If you previously modified your Edit right click menu and the Send to Mistran Minder is on the right click menu, in version 20 when you select Mistran Minder, a sub-menu displays with the User, Case and Job choices.
- If you previously modified your Edit right click menu and the Send to Mistran Minder option was not on the right click menu, it will **not** be automatically added to the Edit right click menu.



*Keyboard Commands: Send to Mistran Minder List*

Send to Case Mistran Minder

Send to Job Mistran Minder

## **Brief It - Show Phonetic Steno options**

If you use Brief It's Show Phonetic Steno option, two new options are available. SWR=Z (words starting with Z) and BGS=x (words ending with X) check boxes are available based on feedback we received. These options are selected by default.

SWR=Z - some reporters found the phonetic Z confusing when Brief It offered a brief for a word/phrase starting with Z and the reporter did not write SWR for the letter Z. For example, let's say the name "Zimmerman" (STKEUPL/ER/PHAPB) is written several times in the job and Brief It suggests Z\*IM. Since the reporter does not write SWR for initial Z (the reporter writes STK for Z), the reporter automatically writes STK\*EUPL (not SWR\*EUPL) and the steno does not translate as Zimmerman because CATalyst is expecting SWR\*EUPL. With the new option, the reporter can deselect the SWR=Z option and when a Brief It suggests a brief for a word/phrase beginning with Z, the steno will display SWR instead of showing a Z.

BGS=X - some reporters would rather see BGS (KS) in a brief suggestion that ends in X. For example, let's say you write word "hoax" several times or you use Suggest a Brief to get a brief suggestion. If the BGS=X option is selected, Brief It would display a suggestion using an X like HO\*X. If the BGS option is deselected, the suggestion might display as HO\*KS.

**IMPORTANT:** If you decide to change the status of one or both of these additional options during a session, the already suggested briefs will not change/display the suggested steno differently.

## Auto Save - New Archive File on Close Option

When selecting the Auto Save option in Edit's Auto Recover dialog box, an additional option, Archive File on Close is available. If you select Auto Save and select the Archive File on Close option, when you close a transcript or dictionary, a copy of the file will be saved in the AutoArchive case whether you selected to save or not save the file upon closing.



## Live Suggestions include format symbols

The Live Suggestions feature was modified to include format symbols in the text portion of the suggestion. For example, let's say that you are writing "<By-Line>MR. SMITH:"(without the quotes) and you misstroke the outline(s). In version 19, Live Suggestions might have suggested "MR. SMITH" but not the <By-Line> format symbol as part of the suggestion. In version 20, format symbols may be part of a Live Suggestion, so if you take the Live Suggestion, you get "<By-Line>MR. SMITH:" formatted correctly.

In addition, a correction was made to properly format a defined Live Suggestion suggested conflict.

Please note that when format symbols are a part of the suggestion, depending on where they are in the suggested text, it may make it a little harder to read all of the text of the suggestion but the format symbols will be included when using a brief or selecting a Live Suggestion.

## Enhanced Cap Option in Global Dialog Box

As you know, in the Global dialog box you can cycle through different capping options when using the Cap option (Alt + a) and/or see a list of different capped versions of the text by pressing F5. Many users requested that another option be added to the Global dialog box's Cap features when you have a phrase where one or more words are in all capital letters. The Cap commands will now offer an all initial capped version even when the old text is a mixture of upper case and lower case words.

For example, let's say in the proceedings the subject displays the GIANT BICYCLE company. You want to quickly define or replace the text to all initial capped letters. You highlight GIANT BICYCLE company, open the Global dialog box to either define or replace the text and you press **Alt + a** (Cap) repeatedly until you see an initial capped version Giant Bicycle Company. Or you could, with the cursor positioned in the text field, press F5 to display a list of the capitalized text choices and select the one you want.

## Ability to Edit Timers

There are many jurisdictions that are requiring the court reporter to track the time of witness' testimony or the time of the proceedings. CATalyst uses the Timer feature to make it easy for you to track the time whether it is one speaker or multiple speakers. In rare cases, however, there may be times when you forget to start the timers after a break or you accidentally started the timer before the proceedings actually started. No problem! You can now edit the timers, even during a realtime session.

You can edit a Timer by hours, minutes or seconds. You can add or subtract time. If you edit a Timer that is part of a Group Timer, the Group Timer will automatically adjust. You cannot edit a Group Timer's time.

Undo is not available when changing Timers' times.

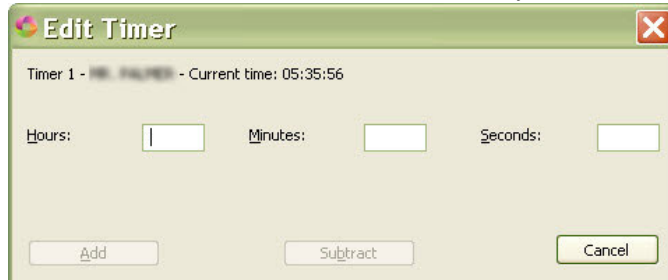
Timers must be paused or stopped before editing is available.

To edit a Timer:

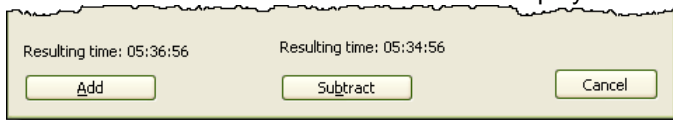
1. Open the Timers dialog box, if the Timers are not displaying. Select View, Show, Timers (**Alt + v, s, r**).



2. The Timer number, name and the current value of the timer displays at the top of the dialog box. Double click the time indicator for the Timer you want to edit.



3. Do any of the following:
  - a) Hours field - to change the current number of hours, type the number of hours that you want to increase or decrease the time.
  - b) Minutes field - to change the current number of minutes, type the number of minutes that you want to increase or decrease the time.
  - c) Seconds field - to change the number of seconds, type the number in the seconds that you want to increase or decrease the time.
4. Once you have typed a number in any one of the Hours, Minutes or Seconds fields, the Add and/or Subtract fields are active and the new time displays above the Add and Subtract buttons.



Do **one** of the following:


- Click Add (**Alt + a**) to increase the Current time for the Timer. Based on the numbers you typed in the Hours, Minutes, Seconds fields, you will see the Resulting time above the Add button to indicate what the Timer will display if the time is added to the current time.
- Click Subtract (**Alt + b**) to decrease the Current time for the Timer. Based on the numbers you typed in the Hours, Minutes, Seconds fields, you will see the Resulting time above the Subtract button to indicate what the Time will display if the times is subtracted from the current time.

- When closing the file, if the only change you made was to adjust a Timer's time and you have not saved the file, you will be prompted to save the changes.

## Advanced Edit Play Audio Command Start and Stops Audio Playback Option

Have you ever wanted to just press one key to play the audio and the same key to stop the audio playback? Now you can! The Play Audio command starts/stops audio playback option is available in the Advanced Edit Options dialog box. When the Play Audio command starts/stops audio playback option is set to Yes, you can use the Play Audio keyboard map function, menu item or play audio icon to toggle between playing audio and stopping audio. The default setting for this option is No.

### To change the Play Audio command start/stop audio playback option:

- Open the Advanced Edit Options dialog box:
  - In Edit, click Tools, All Options and then Advanced Edit.
  - Anywhere in Case CATalyst, click the All Options icon () on the toolbar, click Edit and then Advanced Edit.
  - Anywhere in Case CATalyst, select Tools and then All Options and then Advanced Edit.
  - In Edit, select Tools, Options, Advanced Edit.
- Scroll or arrow down to the *Play Audio command start/stops audio playback* option.
- To change the Play Audio command to both start and stop audio playback, click the column to the right of the option and select:
  - Yes to have the Play Audio command toggle between playing audio and stopping audio playback.
  - No** to have the Play Audio command start the playback of audio and use the Stop Audio command to stop the playback of audio. This is the default setting.
- To save the settings, press **Enter** or click OK.


## Advanced Edit Cursor Placement Option

When using the Insert Conflict/Text command (**Alt + e, i c**) while editing, once you type the text in the Insert Conflict/Text dialog box and press Enter, the conflict/text is inserted and your cursor is positioned before the text you just inserted. For example, let's say you open the Insert Conflict/Text dialog box, insert <Colloquy><Bold On>THE REPORTER: <Bold Off> and press Enter. By default, the cursor is positioned immediately before the <Colloquy>. If you find that the majority of the time you insert plain text using the Insert Conflict/Text command, you may want to always position the cursor after the inserted text.

A *Cursor location after Inserting Text* option is available in Advanced Edit options. You can select Before (how it works now) or After. Selecting After results in the cursor being positioned after the inserted conflict or text. The default setting for this option is Before, the way it currently works. In other words, once the text is inserted using the Insert Conflict/Text Command, the cursor is positioned before the inserted text. This option only affects the cursor position when using the Insert Conflict/Text command.

### To change the Cursor Placement Option:

- Open the Advanced Edit Options dialog box:
  - In Edit, click Tools, All Options and then Advanced Edit.


- Anywhere in Case CATalyst, click the All Options icon (  ) on the toolbar, click Edit and then Advanced Edit.
  - Anywhere in Case CATalyst, select Tools and then All Options and then Advanced Edit.
  - In Edit, select Tools, Options, Advanced Edit.
2. Scroll or arrow down to the *Cursor location after Inserting Text* option.
  3. To change the cursor positioning after inserting, click the column to the right of the option and select:
    - **After** to have the cursor positioned after the inserted text when using the Insert Conflict/Text command.
    - **Before** to have the cursor positioned before the inserted text when using the Insert Conflict/Text command. This is the default setting.
  4. To save the settings, press **Enter** or click OK.

### AutoInclude option to keep page number

If you use the AutoInclude feature to bring in a title page, you know that you can automatically bring the title page's layout (or any include files layout) when it is included. This feature is usually selected for the title page as it often has a different layout than the transcript pages. In addition to bringing the layout, you now can also retain the page number of the include file. This feature is perfect for reporters that often have multiple proceedings in one file. You can auto include the title page with its own layout and page number, creating a new section in the file.

For example, let's say that you are an official court reporter and you take multiple proceedings in one realtime file. You always write a steno outline which automatically includes a title page. You include the title page at the start of each new proceeding since you have multiple proceedings in this one realtime file. When one case ends, the next case begins. But when you begin editing the file, every time there is a title page (new case) you have to start a new section. In version 19, you would write the auto include and manually change the title page's page number to 1 or if you manually include the title page while editing, you would select the appropriate options in the Include dialog box and CATalyst would bring the layout and retain the page number. With version 20, you now have the best of both worlds. You can add an attribute to your AutoInclude dictionary definition that will retain the page number along with bringing the layout which ends up automatically creating a new section each time.

#### Modifying an existing AutoInclude dictionary definition:

1. Open your Personal Dictionary (or whatever dictionary that contains your dictionary definition for including your title page).
2. Press **Ctrl + f** and search for the steno outline you use to include the title page. If you have multiple AutoInclude dictionary definitions, you might want to Filter (**Ctrl + y**) select Entry type (**Alt + e**), then click the down arrow (  ) and select Auto Include.
3. Once you locate the dictionary definition, press **Ctrl + m** to Modify the entry. Do the following:
  - a) Position your cursor at the end of the text in the Text field.
  - b) Do one of the following:
    - If you currently have [Y] following your autoinclude dictionary definition, replace the [Y] with [YK].
    - If you currently do not have a [Y] in the dictionary definition and you want the autoinclude definition to bring the layout and keep the file's page numbering, after the dictionary definition type: the open square bracket ( [ ), YK and then the closed square bracket ( ] ). In order to

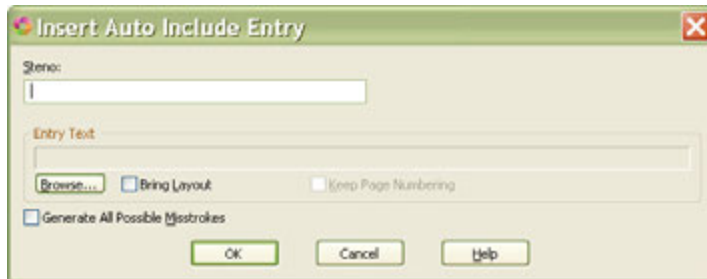
keep the file's page numbering, you must also bring the file's layout. For example:



4. To save and close the entry, press **Enter** or click OK.

**To create a new AutoInclude dictionary definition:**

1. Open the dictionary that will contain the AutoInclude.
2. Press **Alt + e, n** (Insert Auto Includes...)



3. In the Insert Auto Include Entry dialog box, do the following:
  - a) In the Steno field, type the steno you will write on your writing machine to include the file.
  - b) Click the Browse button to locate and select the include files.
  - c) To bring **only** the file's layout, press **Alt + l** (Bring Layout). [Y] displays at the end of the text.
  - d) To bring the file's layout and keep the include file's page numbering, press **Alt + k** (Keep Page Numbering). [YK] displays at the end of the text. You cannot keep the page numbering without bringing the page layout of the file.
4. Press **Enter** or click OK to insert the dictionary definition.

## Finish 'em Options

Finish 'em includes the Audio (opus) (.opus) option in both the Backup and E-mail list of available subfiles. The Finish 'em Back up Audio Files and E-mail Audio Files option settings affect both the (.wav) and opus (.opus) audio files.

- If your Finish 'em "Back up Audio Files" option is set to Never, both the Audio (.wav) and Audio (opus) (.opus) items are grayed out in the list of subfiles and are not selectable and will not be selected if the Entire Job option is selected.
- If your Finish 'em "E-mail Audio Files" option is set to No, both the Audio (.wav) and Audio (opus) (.opus) items are grayed out in the list of subfiles and are not selectable and will not be selected if the Entire Job option is selected.

## Index Sorting Format Symbols Listed Together

The Build Index sorting format symbols have been renamed to all begin with the word "Index" and will be listed with the other indexing format symbols. The actual name of the Sort format symbol did not change, the word Index was placed before the original name of the sorting format symbol for organizational purposes.

This change should make it much easier to find an index sorting format symbol. Index sorting format symbols are placed in your Index Templates to arrange the indexed text that way you want. Some sorting format symbols are used specifically for witness/attorney names and some are for arranging exhibit information.









## New Icons and Toolbars

The Recently Saved icon has been added to the Standard Toolbar. In an effort to make sure that all the recently added icons are available to users, by default, the following icons will be added to a user's toolbar unless they already exist. If a user removes an icon from a toolbar, the user will need to use the Add/Remove Buttons option on the toolbar to put it back on.



Icons added to the Function Toolbar:

- Cloud Backup 
- Reporter Suite 



Icons added to the Standard Toolbar:

- All Options 
- Recently Saved 

Icons added to the Standard Plus Toolbar:



- Case Prep 
- Finish 'em 

New icons added to the Brief It pane toolbar.



- New Suggestion (  )
- Send To No Nag List (  ).

Both functions were already available via the right click menu in the Brief It pane.

RealTeam Toolbar added to Manage Jobs:

- RealTeam Status 
- When signed into RealTeam 

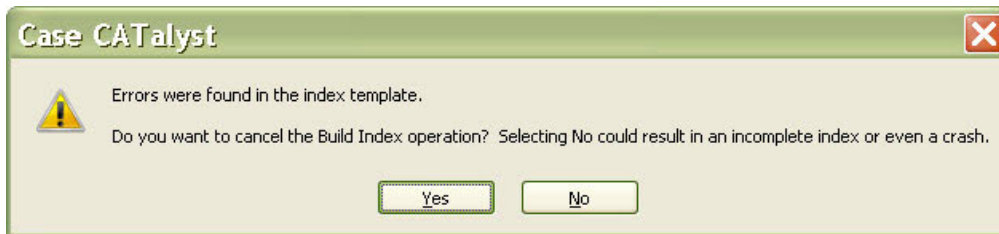
RealTeam Toolbar added to Translate & Edit / Edit:

- RealTeam Status and RealTeam Invite 
- When the RealTeam host in a file and at least one participant is connected 

## Revised Index Template Error Message when Building an Index

If, while attempting to build a transcript index, you receive the *Errors were found in the index template.* message, additional information was added to the error message so you know the difference in the actions you decided to take. This error message means that there were errors in the index template you are using to build the index.

The following is the new error message:

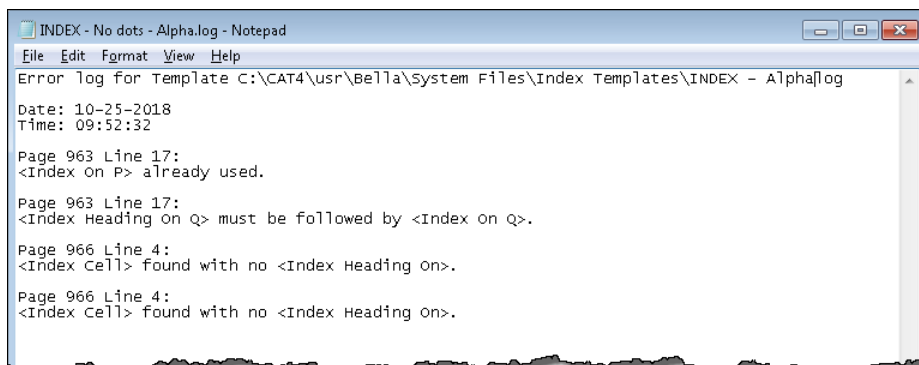


In the event you receive the index template error message, do **one** of the following:

- Select **Yes** to cancel the Build Index feature. Look at the Index Template Log file to determine what needs to be changed or corrected in your Index Template that you used to build the index and make those changes. (**Recommended action.**) The log file automatically opens in Notepad/WordPad.
- Select **No** to attempt to continue with the Build Index feature knowing that there is something wrong and it could mean your index information is incomplete or you could cause CATalyst to unexpectedly close. (**Not recommended.**)

### The following is an example of an Index Template Error log:


The log now displays the page and line number where an issue occurs that could negatively affect the Build Index results. It also corrects the display of Index Heading On categories correctly. You should open the index template and make the corrections, save and close the file (with no errors) and attempt the Build Index process again.

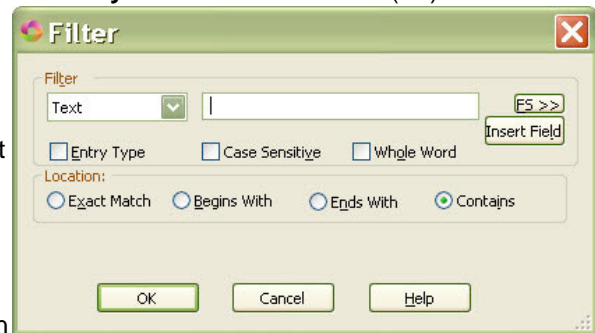



## Improved Hotspots pane Filter

In addition to sorting items in the Hotspots pane, the Filter feature has been improved to better fit the Hotspots pane information. The Hotspots pane contains Oops category entries, untranslates and empty fields. The Oops Options allow you to select what you see in the Hotspots pane. V19 added the ability to have 10 Oops categories instead of just one. You can have an Oops category for spellings, check audio, check with scopist, etc. Oops category 0 is reserved for CATalyst inserted Oops. For example, depending on your Realtime Aid options, an Oops format symbol can automatically be inserted when you select to Replace a Live Suggestion or in Advanced Translate options an Oops format symbol can automatically be inserted into the transcript at the point a Power Define was aborted. Now, in version 20, with the improved filtering, you can filter on exactly what you want to see.

### To Filter the Hotspots pane:

1. If the Hotspots pane is not open, press **Alt + v, e, o** (View, Panes, Hotspots).
2. With your cursor focus in the Hotspots pane, press **Ctrl + y** or click the Filter icon (.
3. The Filter dialog box displays. Do **any** of the following:
  - The Filter dialog box defaults to a Text filter with the cursor in the Text field. Type the text you want to filter on that may be in an entry in the Hotspots pane. **Go to Step 4.**
  - To Filter on a specific type of item in the Hotspots pane such as an Oops format symbol assigned to "spelling", click the down arrow next to Text and select Type. In the Text field type the item name to which you want to filter. **Go to Step 4.**
  - To Filter on the type of item in the Hotspots pane and select from a list of items (such as untranslates or empty fields or a particular Oops category), click the down arrow next to Text and select Type and then press **Alt + e** to select the Entry Type option. The Text field will display an entry. Click the down arrow at the end of the Text field to see additional items. Select the type of Hotspots item. **This is the most popular filter option.** All other options are disabled, **go to Step 6.**
  - This is a universal Filter dialog box so there may be additional filter options that do not necessarily apply in the Hotspots pane. For example, you can filter base on a page number, line number or section number. These additional Filter options don't usually apply when filtering in Hotspots.
4. If in Step 3 you selected Text and typed the text in which you wanted to filter, you can narrow the filter:
  - Press **Alt + v** to filter on the specific text based on the case of the letters typed.
  - Press **Alt + o** to filter on the specific text as a whole word.
5. If, based on your Filter options, the Location field is available, do **one** of the following:
  - Press **Alt + x** to filter on an exact match of the text typed.
  - Press **Alt + b** to filter on entries that begin with the typed text.
  - Press **Alt + n** to filter on entries that end with the typed text.
  - Press **Alt + i** to filter on entries that end with the typed text.

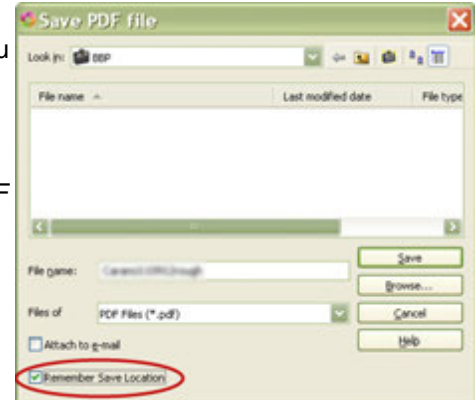


- To filter, press **Enter** or click **OK**. To remove the filtered display in the Hotspots pane, click the Remove Filter (  ) icon.

### Remember PDF Save Location option

A Remember Save Location option has been added to the Save PDF File dialog box. When printing to PDF, the Save PDF File dialog box displays. Selecting the Remember Save Location option and clicking Save, means CATalyst will save the current folder location as the default location the next time Print to PDF is selected. If you click Save and the Remember Save Location option is not selected, CATalyst will clear any stored location from the UserSettings file.

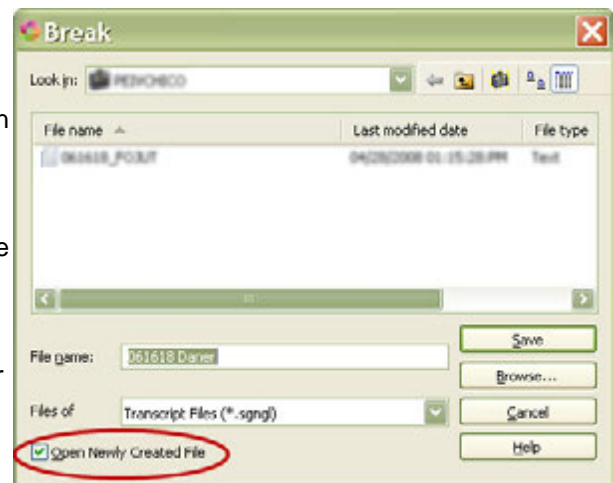
If the PDF is going to a particular location and you want the PDF to save to the same location as the file, simply deselect the Remember Save Location option and (it will clear any old location information). To save PDFs to a new location, navigate to the location, select the Remember Save Location option and click Save. CATalyst will remember the location the next time you print to PDF.



### Break - Open Newly Created File option

There may be times when you are editing a file and you need to break a part of the file to another file name. This may be common when there are back to back witness and there isn't time to save and close the file before reporting the second witness. Or since both witnesses are related to the same case, it might be beneficial to keep the two witnesses' testimony in the same file to take advantage of common terminology. Then, while editing the original file, you can break the second witness' testimony to a new file name.

There have been times when trying to locate the second file (the file that was broken to a new file name) the new name can't be remembered, or you may wish to edit the newly created file right away. In an effort to make things easier, an Open Newly Created File option has been added to the Break dialog box. When the option is selected, the newly created file is saved under the new name and the file opens in a new Edit tab. If there is an audio file associated with the original file, a copy of the original audio file is copied to the newly created file. Your cursor focus will continue to be located in your original file at the location where you broke the file.



## Compressed Printing of Sections

When printing a specific section of a transcript to compressed format, only the transcript pages in the specified section will print. For example, let's say that you have three sections in a transcript and you select to print a compressed format of only the pages in the second section. Your compressed print configuration is set to print four pages to a sheet. The first section in the transcript consists of 25 pages, the second section consists of 17 pages and the third section consist of 72 pages. When you print the second section, the first four pages of section 2 will be on the first sheet and the next 12 transcript pages on the next three sheets and the last transcript page from section 2 will be the only page to print on the last sheet.

A new option has been added to Compress Print's Document Configuration dialog box to allow you to specify initial and/or final pages in the section. A "Use these settings when printing an individual section" option has been added to Compress Print's Initial/Transcript/Final Page Setup section of the Document Configuration dialog box. If you are printing a section of transcript that contains a title and/or certificate page, you can select the option so compress print recognizes the first page or pages and last page or pages as an initial and/or final page.

For example, let's say you have a 50-page job that contains 3 sections. You need to print section two which starts with a title page and ends with a certificate page. Your Compressed Print settings are 1 initial page and 1 final page. Since you are printing only a section, you select the "Use these settings when printing an individual section" option so Compressed print recognizes the first and last page as initial and final pages of the section and prints them accordingly.

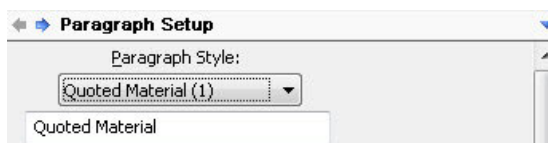
(The Initial/Transcript/Final Page Setup section of the Document Configuration dialog box allows you to specify the number of initial pages and/or final pages along with a few other options specifically for initial and final pages.)

## User Defined Paragraph Names

When you create a User Defined Paragraph in a page layout, there is a field where you can add a description or name for the User Defined Paragraph. This was designed to help you remember what the paragraph was used for.



In version 20, to help you remember even further, the description/name you give the User Defined Paragraph becomes the name of the paragraph followed by a number. For example, let's say you name and configure User Defined Paragraph Style 1 for quoted material. You set the margins, punctuation, etc. You name the User Defined Paragraph Style 1 - *Quoted Material*. You saved and closed the layout. The next time you open the layout or use the Modify layout or Modify Current Paragraph command, you will see Quoted Material (1) listed in the Paragraph Style drop-down list instead of User Defined Paragraph 1. The number in the parenthesis refers to the number of the User Defined Paragraph style. You will use that number in parenthesis when making a dictionary entry that contains the paragraph style, selecting from the Format Symbol dialog box in Edit or using F4 e and inserting a user defined paragraph style. In other words, using the example above, if you were inserting Quoted Material (1) user defined paragraph into a transcript, you would press F4, e, 1.



### What's a User Defined Paragraph style?

In addition to the common transcript paragraph styles, such as Question, Answer, Colloquy, etc., there are 32 User Defined Paragraph styles available. The User Defined Paragraph styles are available for special formatting requirements you may need. For example, let's say that often need to quote material read from another source, perhaps a deposition. In your transcripts, you indent quoted material so rather than manually indent the quoted material each time, you create a User Defined Paragraph with smaller margins and possibly include the quotes as part of the paragraph style. You can then create a dictionary definition for the User Defined Paragraph to automatically indent the text while writing or while editing, use the Modify Current Paragraph command to change to a User Defined Paragraph style or insert the paragraph style.

### Musical Notes in CARTView

Musical notes now display in the CARTView window when writing steno outlines defined as <Caption: Musical Note>. This applies to both the Translate and BCS CARTView window.

### Wording change for Translate's Use Update Area Option

The Use Update Area option located on the Input tab of the Translate dialog box has had a name modification to eliminate confusion. The option works the same, the option name is now *Use Update Area for Translation*. When selecting this option, translate puts the Update Area at a priority higher than the Personal Dictionary. As a result, if there are entries in your Update Area that conflict with entries in your Personal Dictionary, the Update Area definitions have priority over any conflicting Personal Dictionary entries during translation.

If you want your d-defines to go directly to your Personal Dictionary, the Dictionary Option *D-Defines go to the Update Area* determines whether the D-defines you make in Translate/Edit go to the Update Area or go directly to your Personal Dictionary. If you are unsure of the Dictionary Option setting, from anywhere in CATalyst, select Tools, All Options, Dictionary and then Options to verify your setting.

### BCS - wording change for Use Update Area option

The Use Update Area option located on the Options tab of the Caption Options dialog box has had a name modification to eliminate confusion. There is no change in functionality, the name of the option is now *Use Update Area for Translation*. When selecting this option, BCS puts the Update Area at a priority higher than the Personal Dictionary. As a result, if there are entries in your Update Area that conflict with entries in your Personal Dictionary, the Update Area definitions have priority over any conflicting Personal Dictionary entries during the captioning session.

If you want your d-defines to go directly to your Personal Dictionary, the Dictionary Option *D-Defines go to the Update Area* determines whether the D-defines you make in BCS go to the Update Area or go directly to your Personal Dictionary. If you are unsure of the Dictionary Option setting, from anywhere in CATalyst BCS, select Tools, All Options, Dictionary and then Options to verify your setting.

### Audio functions added to the Captioning Keyboard Map Functions

The following Audio Keyboard Map Functions are now available for assignment in a captioning keyboard map:

Increase Audio Playback Speed

Decrease Audio Playback Speed

Set Normal Audio Speed.

## Eclipse Text File Import

Modified the of Eclipse text file import to improve the results of numbered paragraphs, user-defined paragraph indentation and spacing of indexed text.

## Exceptional Extra Updates

The Exceptional Extra Files and Extras.zip file has been updated for Case CATalyst V20. All Exceptional Extras files have been updated to include a color change in the opening table, updated the text and link to the Certified Training Agents on the Stenograph web site and the footer was updated to reflect Version 20. Using Extras AccelerWriters documentation includes the explanation for the new AccelerWriters and the Using Extras Default Dictionary Keyboard Map documentation includes the explanation of a new macro and shortcut key assignments.

The Self-Study Guides have been updated with pink cover background and the footer reflecting Version 20.

**The Extras.zip file includes the following new AccelerWriters with corresponding dictionary entries in the Extras AccelerWriters Dictionary:**

Macro Name	Description	AccelerWriter Steno
RT - Mark last word and request live suggestion	Cursor marks the last word and requests a Live Suggestion.	SHRUPB
RT - Mark last two words and request live suggestion	Cursor marks the last two words and requests a Live Suggestion.	SHRAO
RT - Mark last three words and request live suggestion	Cursor marks the last three words and requests a Live Suggestion.	SHRAOE
RT - Mark last four words and request live suggestion	Cursor marks the last four words and requests a Live Suggestion.	SHROUR

### Extras Default Dictionary Keyboard Assignments:

- The letter t is assigned to Filter Entries from RealTeam.
- Ctrl +Shift+ b is assigned to Brief My Dictionary.

### Extras Default Dictionary Macro available for assignment:

- Filter Entries from RealTeam.

### Audio Sync Self-Study Guide includes:

- Instructions are available for the Advanced Edit option "Play Audio command starts/stops audio playback."

**Automatic Indexing Self-Study Guide includes:**

- Updated information about the Index Template Error Log.
- All occurrences of <Index Sort - type> format symbol references have been changed to <Sort Index - type>.
- All occurrences of <Sub Sort Index - type> format symbol references have been changed to <Index Sub Sort - type>.
- All occurrences of <Sort - Match Headings> format symbol references have been changed to <Index Sort - Match Headings>.
- Based on user feedback, the Sort Index Alpha Word Override wording has been clarified.

**Basic Realtime Self-Study Guide includes:**

- An updated Brief It section that covers the Searching in Brief It pane, option to click new toolbar icons in associated references and explanations of the two new Show Phonetic Steno option - SWR=Z and BGS=X.
- The Additional Realtime Resources section recommends reading the V20 Release Notes about the RealTeam feature.
- Updated information about Live Suggestions including format symbols.

**Essential Skills Self-Study Guide includes:**

- Information about the Smart Single Quote, Smart Quote and Smart Parenthesis functions and the ability to cycle through smart placement of a single punctuation symbol and surround a single letter.
- Added information about the new Advanced Edit option "Cursor Location after Inserting Text" when using the Insert Conflict/Text dialog box.
- Modified wording under Most Commonly Used Edit Features to help new users file <Uncap Next> more easily.
- Added information about Archive File on Close option in Auto Save options.
- Added information about Recently Saved Files and how to recover them.
- Modified name of Use Update Area to Use Update Area for Translation.

**Fields Self-Study Guide includes:**

- The predefined fields section has been updated with information about Seal Date when Included and Seal Date with Day when Included fields.

**Index Template Wizard**

- The page number references related to the Sort Index info in Automatic Indexing Self-Study Guide have been updated.



### **Speaker Features Self-Study Guide**

- Ability to edit timers.

### **Command Summary Cards**

The *V# Command Summary Card* "watermark" on the CATalyst Command Summary cards was removed to make it easier to read the information.

### **More button available on the About CATalyst dialog box**

A More button has been added to the About Case CATalyst dialog box. Selecting More opens a dialog that acknowledges third party products used in CATalyst.

## Bug Fixes

### Correct the cause of Exception 3 errors

- Corrected the cause of rare a crash when doing a Save As with the Save Selection option selected in the Save As dialog box.
- Corrected the cause of a crash when exporting selected pages to CVNet format.
- Corrected the cause of a rare crash when there was an invalid entry in the Mistran Minder List.

### Corrected Crash with Cloud Backup Windows System Tray

Corrected a rare issue when right clicking and selecting About on Cloud Backup Windows System Tray when the Cloud Backup System Tray program was no longer running.

### Crash related to closing out of audio recording

Changes were made to prevent a crash related to closing out of an audio recording when ending realtime.

### Scan For options not holding settings

Corrected an issue where settings were not applied when accessing and making a change to the Scan For options via the All Options dialog box, selecting Edit, Transcript Spell Check and then Scan Options.

### Euro symbol displays properly in Translate's CARTView screen

The Euro symbol properly displays in Translate's CARTView window. If the Euro symbol doesn't display, confirm the font that is being used contains the Euro symbol.

### Corrected Various Table Issues

Corrected the following Table issues:

- Corrected an issue where a table could not be inserted on the first line of a transcript page following a New Page or New Line format symbol or if there was deleted steno at the top of the page.
- Corrected an issue with the alignment of text in tables on pages not using the job's layout.
- Corrected an issue when copying a very large table that resulted in CATalyst closing.
- Corrected an issue where the cursor did not scroll into view after using the Split Table command.

### Compress Printing with A4 paper

Corrected an issue where the right side of the pages were cut off when printing compressed print PDFs in A4 paper size.

## **Attachments in PDFs**

Corrected an issue where attachments may have been included in compressed PDFs even though the Include Attachments in PDF option was not selected. This issue only occurred when the 'auto-link' attachment feature was not used. If the Include Attachments in PDF option is not selected, attachments will no longer be included in a PDF.

## **Sized Dictionary Columns remain while using Ctrl + Tab**

Corrected an issue where the column sizes in a dictionary did not hold their settings when using Ctrl + Tab to return to realtime/edit. For example, let's say you are writing realtime and the proceedings are very slow. You decide to open your Personal Dictionary to make some changes. You adjust the size of the Text and Steno column to what you want them to be and then you use Ctrl + Tab to return to realtime. The sizing of the columns will now be remembered and will not be reset to the previous size.

## **Printing range of pages**

Corrected an issue that may have caused an exception when printing a range of pages. In addition, printing a range of pages in any CATalyst function is consistent.

## **Extended Characters in Fill-in-Fields**

Corrected a rare issue where text could be deleted and needed to be retyped when inserting an extended character while modifying an existing Firm and/or Attorney name in the Fill-In-Fields list.

## **Invalid Parameter Message**

Corrected a rare Invalid Parameter message when backspacing in the Fill-In-Field List.

## **Ctrl + Shift + 0 Keyboard Assignment**

Ctrl + Shift + 0 has been removed from the Keyboard Map assignable keys since it is reserved by Microsoft and cannot be reassigned.

## **Blank screen in Insert Characters dialog box**

Corrected an issue when pressing Alt + t to display the font dialog box in the Insert Character dialog box (extended characters) and the result was a blank screen.

## **First Word in PDF has Darker Underline**

Corrected a rare issue in PDFs where the first word on a page where the first line was underlined would cause that word's underline to appear darker than all the other underlined words on the page.

## **Export's Timestamp - Clock or Elapsed option**

Corrected an issue where the Export's Timestamp Option for Clock or Elapsed was not remembering the selection. Export's Include Page Number and Include Paragraph Numbers options are still available, but the Renumber Page and Renumber Paragraphs options are no longer available.

## Failed to Launch Help error

Corrected an issue that would not display Help when in the BCS NIK dialog box. For example, let's say that you are modifying the assignment for NIK 5 but you want to check Help. You click the Help button and the Failed to Launch Help message displays. This issue has been corrected and the Help file will display.

## Scanstop Format Symbols at the beginning of EZ Speaker dictionary entry

Corrected an issue when using the Create EZ Speaker Dictionary feature that caused a <Tab>% to be inserted in the transcript when the EZ Speaker Dictionary contained entries that started with <Scanstop Begin><Scanstop End> format symbols. The Create EZ Speaker function now processes the <Scanstop Begin> and <Scanstop End> format symbols correctly.

## ? icon removed from dialog boxes

The  (context sensitive help) icon has been removed from CATalyst dialog boxes. In most cases, no context sensitive help was available!