WHAT'S NEW IN

CATALYST 18

MATERIAL PREPARED BY

Cindi Hartman, Training Program Manager

and

Vickie Main, Product Manager, Development

Table of Contents

REMINDER: This document is based on Version 18.01 Build 25402. Please click **Help**, **Check for Updates** or **Help, About Case CATalyst, Check for Updates** and then click **Help, View Readme** to obtain updated information about additional features, enhancements and corrections.

What's New in Version 18

NEW FEATURES AND ENHANCEMENTS: General

❧ All Options

- **Description – What is this?**

  Most CATalyst options (Manage Jobs, Read, Translate, Edit, Dictionary, Auto Recover, Advanced Edit, Fields, etc.) are available in a single *All Options* dialog box (in addition to the separate options dialogs where they've been accessed in previous versions).
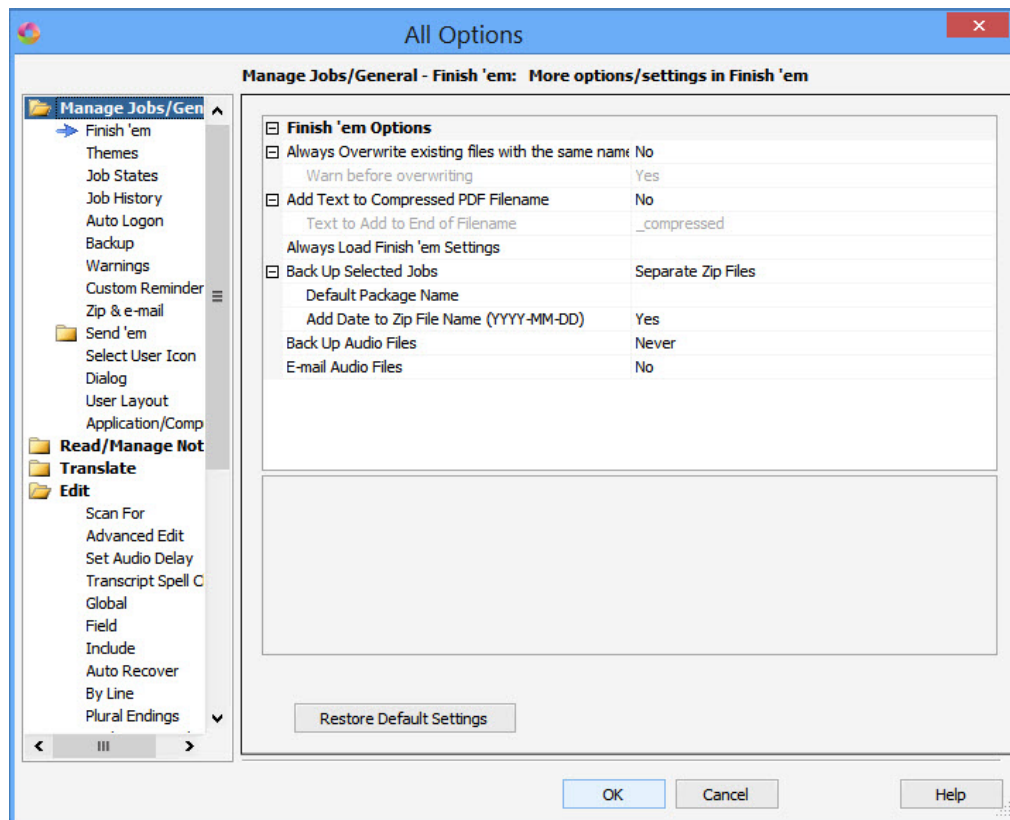
- **What's this for?**

  It's not unusual to forget where options you want to select or adjust are located. In Version 18, you can simply open All Options, and go through the list of all available dialogs until you find the option you want. This can save a lot of time and effort.

- **Step-by-step Instructions**

  ✓ How to Access the All Options Dialog

    ▪ Via a Standard toolbar icon:

      If you have **not** modified your Standard toolbar, the icon will automatically be added to the Standard toolbar in each area of CATalyst (Manage Jobs, Edit, Dictionary, etc.) when you update.

      If you *have* modified your Standard toolbar, you can add the icon to your standard toolbar by clicking the down arrow on the right hand side of the Standard toolbar. Click **Add or Remove Buttons**, **Standard** and click **All Options**. The new All Options icon will be added to the Standard toolbar.
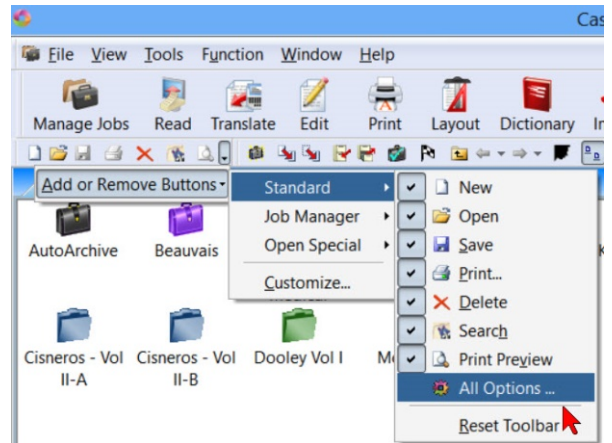
      Via the Tools menu:

      To be consistent and follow the common practice of most applications, changes were made to all Tools menus. The Options menu item has been moved to the second to last menu item and the All Options menu item is listed last on every Tools menu.
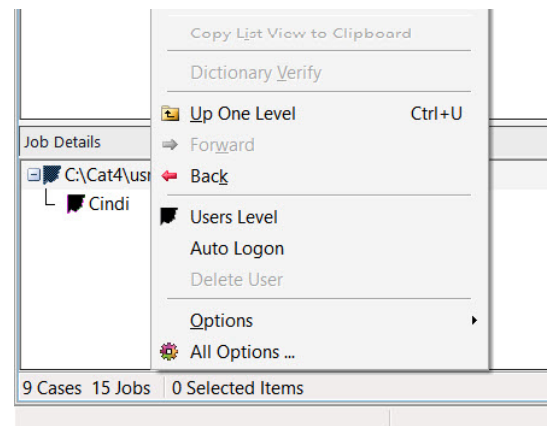
      Via a keyboard map assignment:

      An *Open All Options Dialog* keyboard map function has been added to the Edit, Captioning and Dictionary Keyboard Maps function list. You can assign any available key to this function.

      (The shortcut key will only work in the function where it has been assigned; it will not be a shortcut in other functions, e.g. from Manage Jobs.)
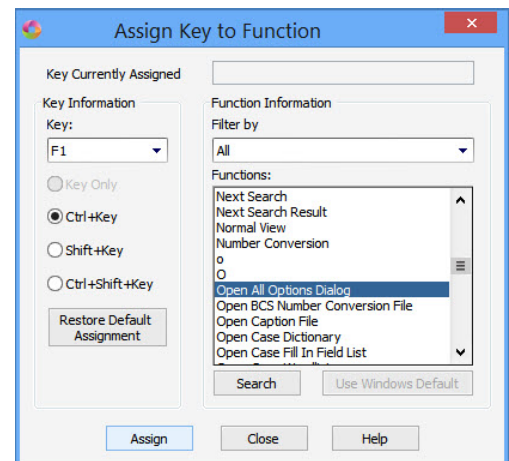
☝ Dialog Boxes Remember Size

- **Description – What is this?**

  CATalyst will remember the size of dialog boxes that have been enlarged or reduced in size by clicking and dragging a corner or an edge.

- **What's this for?**

  When some CATalyst users open the *Insert Format Symbol* dialog box, the edge of the scroll bar might be cut off in earlier versions of CATalyst. Although you could adjust the size of the dialog box by clicking and dragging the edge to see the entire width of the scroll bar, ; the size was not remembered when you closed the dialog box.

  In Version 18, if you click and drag the edge to see the entire width of the scroll bar, the size will be remembered.
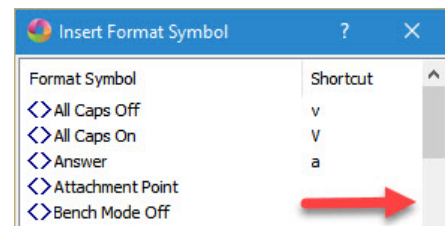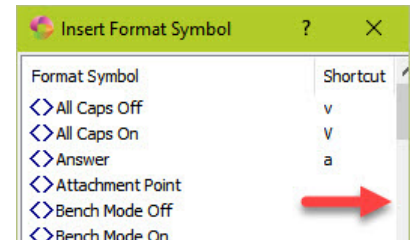
NEW FEATURES AND ENHANCEMENTS: Manage Jobs

☝ Use Cellular Data Option in Cloud Backup Settings

- **Description – What is this?**

  This is an option that enables you to select whether or not you want to use an internet connection that uses cellular data for Cloud Backup. If your network connection is set as a "metered" connection and the *Use Cellular Data* option is de-selected, Cloud Backup will not back up while connected to that network.

  - ✍ **NOTE:** This option is not supported on Windows 7 or below. Only Windows 8 or higher supports identifying networks as "metered" connections. If your computer is running on Windows 7 or below, the *Use Cellular Data* option in CATalyst is selected, and grayed out (unavailable).

  When the network connection is set as metered and the *Use Cellular Data* option is de-selected, the *Cloud Backup Status* dialog box will display: Current Status: *Suspended On Cellular Network*.

  When selecting ***Permanently Delete…*** you will receive the message:
  You are connected to a metered network connection.
  Using the Cloud Delete feature may result in extra charges from your data plan.
  Continue with Cloud Delete? Yes No

  If you select **Yes**, the *Cloud Backup – Delete from the Cloud* dialog box displays and you can delete files from the Cloud. If you select **No**, the *Cloud Backup Settings* dialog box displays.

When selecting **Restore Files**, you will receive the message:
You are connected to a metered network connection.
Using the Cloud Restore feature may result in extra charges from your data plan.
Continue with Cloud Restore? Yes No

If you select **Yes**, the *Cloud Backup – Restore from the Cloud* dialog box displays and you can restore files from the Cloud to your local system. If you select **No**, the *Cloud Backup Status* dialog box displays.

? **NOTE**: Cloud Backup Now will work while on a metered network, however, you will receive a warning before backup begins.

- **What's this for?**

If you are connected to the internet via a MiFi router or other cellular network with data upload/download limits, you may incur charges when you go over your allowed data amount. By setting a cellular connection as "metered" in Windows and not selecting the *Use Cellular Data* option, you can prevent the Cloud Backup feature from automatically uploading files and you will get a reminder that you are on a metered network before you select to restore or delete files in the Cloud.

? **NOTE**: Although Cloud Backup is automatically suspended regardless of connection type during realtime translation, it is automatically re-enabled when realtime is ended. At the conclusion of a realtime session, if the internet connection is active, Backup automatically resumes. This can be helpful, in terms of backing up the job just taken, however it may also consume a significant amount of your plan's data, especially if you have selected to back up audio files. It can be more cost effective to prevent CATalyst from backing up when connected to a cellular network.

- **Step-by-step Instructions**

1. The network connection must be set as metered.

  ✓ In Windows 8 or 8.1, go to **Settings** > **PC Settings** > **Network** > **Connections**. Click the network connection you'd like to change, then toggle **Set as Metered Connection** to On.

  ✓ In Windows 10, follow the directions for your version (Home or Pro):

    ▪ For Windows 10 Home: click **Start** > **Settings** > **Network & Internet** > **Wi-Fi** > **Manage known networks**. Select the Wi-Fi network. Turn on **Set as metered connection**.

    ▪ For Windows 10 Pro: click **Start** > **Settings** > **Network & Internet** > **Wi-Fi.** Under the Wi-Fi network > click **Advanced Options**. Turn on **Set as metered connection**.

      ? **NOTE**: The *Set as Metered Connection* setting *should* be remembered; however, it is

recommended that you confirm this after a Windows update.

2. The default setting for the *Use Cellular Data* option is de-selected if you are running Windows 8 or higher. If you do not want Cloud Backup to back up your files to the cloud when you are connected to a metered network, leave the option unchecked.

   If you *do* want Cloud Backup to always go ahead and back up your files to the cloud, even though you are connected to a metered network, select the *Use Cellular Data* option.

✍ Filter Options when Deleting or Restoring from the Cloud

- **Description – What is this?**

  When you want to delete or restore files from the cloud, you can filter by file types.
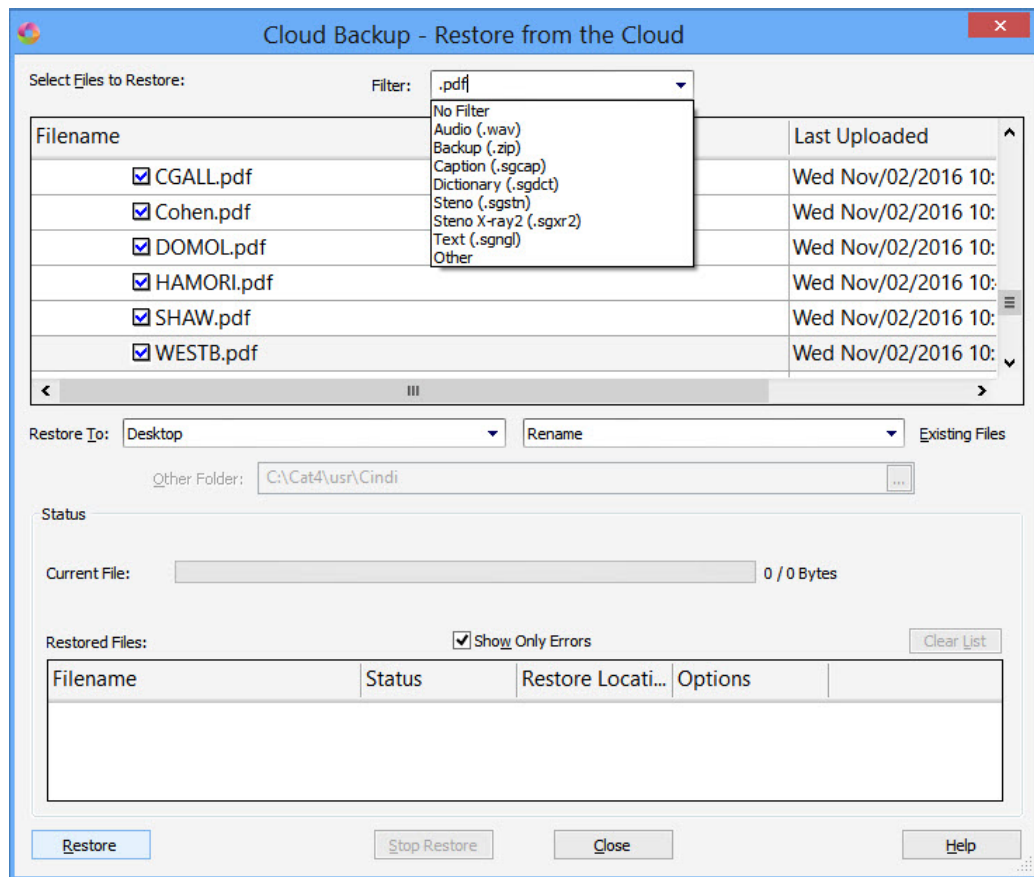
- **What's this for?**

  In Version 18, because you can filter by one or more file types, you can more quickly and easily locate and select the files to be deleted or restored.

  For example, when many CATalyst users first backed up selected users and cases to the cloud,

many of them just selected all of their users and cases and started backing up immediately. They did not select to exclude certain file types via *Exclude Extensions...* and as a result, file types they might not want to keep in the cloud, such as audio (.wav) have already been backed up and are taking up a significant amount of their 100GB of space in the cloud.

Another example: you might want to restore all of the text files from a case that you worked on previously and use them for Case Prep for an upcoming job.

- **Step-by-step Instructions**

  ✓ To filter the Cloud Backup to delete a specific file type or file types:

    1. In CATalyst, click the **Cloud Backup** icon.

    2. In the *Cloud Backup Status* dialog box, click **Settings** and then click **Permanently Delete...**

    3. In the *Cloud Backup - Delete from the Cloud* dialog box, do <u>one</u> of the following:

       ▪ In the Filter field, click the drop-down list to select a specific file type and press **Enter**.

       ▪ In the Filter field, select **Other**. The cursor will be in the Filter field and you can type the file type extension (for example, a file type not listed, such as .pdf if you do not want to keep PDF versions of files in your cloud backup) or multiple file extensions. Start each file type with a period followed by the extension and then type a semi-colon (;) and type the next file type extension and press Enter.

    4. Select the files you want to delete from the Cloud and click the **Delete** button.

    5. The *Cloud Delete Confirmation* dialog box displays. Review the file types that are displayed in the confirmation dialog box. If the correct file types are selected, check the *By selecting this box, I acknowledge the selected users/cases/ files will be permanently deleted from the Cloud* option and press **Enter**.
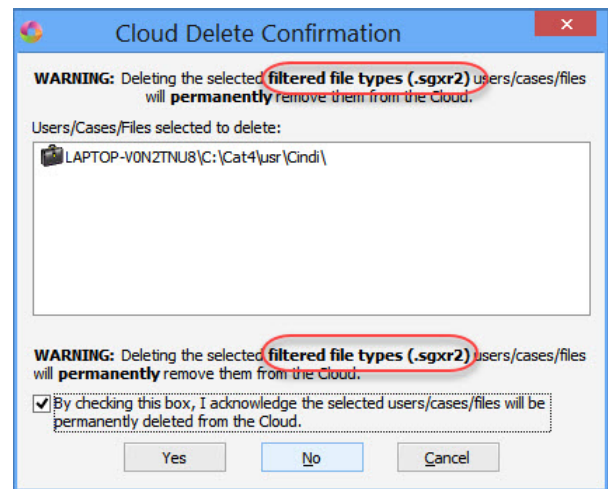
       If no filtered file types are found in the selected users/cases, the following message will display: *No filtered file types found. Cloud Delete Completed.*

    6. When the selected files are deleted, click **Close**.

  ✓ To filter the Cloud Backup to Restore a specific file type or file types:

    1. In CATalyst, click the **Cloud Backup** icon.

2. In the *Cloud Backup Status* dialog box, click **Restore**.

3. In the *Cloud Backup - Restore from the Cloud* dialog box, do <u>one</u> of the following:

   ▪ In the Filter field, click the drop-down list to select a specific file type and press **Enter**.

   ▪ In the Filter field, select **Other**. The cursor will be in the Filter field and you can type the file type extension (for example, a file type not listed such as .tlx, to restore Personal, Case or job wordlists) or multiple file extensions. Start each file type with a period followed by the extension and then type a semi-colon (;) and type the next file type extension and press Enter.

4. Select your restore location and action you want taken if there is an existing file type with the same name.

5. Select the files you want to restore from the Cloud and click the **Restore** button.

   If no filtered file types are found in the selected users/cases, a *No filtered file types found. Cloud Restore Completed m*essage will display.

6. To close Restore, click **Close**.

✔ Cloud Backup Status Icons in Windows System Tray

- **Description – What is this?**

  A CATalyst Backup System Tray application that is installed with Version 18 displays the Cloud Backup status with an icon in the System Tray area. If you hover the cursor over the Cloud Backup icon, a tooltip will display and in some cases, a Windows notification will display.

  The information in the table below details the Cloud Backup status, the associated status icon, the tooltip text and notification text (if applicable).

Status	Icon	Tooltip Text	Notification Text
Running		Running	
Not Running	*(cycles and flashes)*	The Cloud Backup service is NOT running. Right click and choose Start service.	Cloud Backup service is NOT running.
Paused		Paused	
Suspended on metered network	*(cycles)*	Suspended on metered network.	

(continued)

Status	Icon	Tooltip Text	Notification Text
90% or more storage used		Cloud Backup is nearly out of space. X GB of 100 GB used.	Cloud Backup is nearly out of space. *X* GB of 100 GB used. Contact Stenograph to increase your storage space.
Attempting to login		Attempting to login	
Running		Running.	
Bad Credentials	(flashing)	Error: Bad user name or password	Incorrect name or password. Click here to launch CATalyst.
No Backup License	(flashing and toggling)	Error: Not licensed for backup.	Cloud Backup has expired. Contact Stenograph to renew your Edge Contract.
No Backup or Restore License	(flashing)	Error: Not licensed for backup or restore.	Cloud Backup has expired. Contact Stenograph to renew your Edge Contract.
Out of storage space*	(flashing)	Error: Out of cloud storage space	Cloud Backup is out of storage space. Contact Stenograph to increase your storage space.
Uploading	(arrow scrolls up)	Uploading: File name and progress percentage	
Downloading	(arrow scrolls down)	Downloading: File name and progress percentage	

*The *Cloud Backup Status* dialog box will also display *Error: out of storage space.*

✓ You can also open a right click menu from the Cloud Backup status icon. This menu offers options to pause Cloud Backup for a set amount of time and then automatically resume, to manually resume Cloud Backup when paused, or to launch CATalyst.

- **What's this for?**

This feature enables you to have a visual indicator for Cloud Backup's status without having to open CATalyst or the *Cloud Backup* dialog box.

- **Step-by-step Instructions**

✓ Locating the Cloud Backup Status icon

The Cloud Backup Status icons may display on the Taskbar in the System Tray area or may go to the hidden icons area (if you have the hidden icons area) of the System Tray. If the Cloud Backup Status icon displays in the hidden icons area and you want it to display on the taskbar, depending on what version of Windows you are using, do the following:

- **Windows 7, 8 and 8.1**

  1. Click the "up" arrow to show the hidden icons.

  2. Click **Customize** and the *Notification Area Icons* dialog box should display.

  3. Locate the CATalyst Backup System Tray icon and on the right hand side under Behaviors, select **Show icon and notifications**.

  4. Click **OK** to save your settings.

- **Windows 10**

  ? **NOTE**: The instructions may vary depending on which version of Windows 10 is installed (Home vs. Pro and/or whether Windows has been updated since these instructions were written). Consult your Windows documentation if these instructions do not work for your version.

  1. Click **Start**, **Settings**, **Personalization**.

  2. Type **Taskbar** in the *Find a Setting* field in the upper right corner.

  3. Click the *Select which icons appear on the taskbar* link.

  4. Scroll down until you locate the CATalyst Backup System Tray icon on the right hand side and click the Off icon to turn it On.

  5. Click the close [X] in the upper right hand corner to close the Taskbar screen.

✓ Right click menu options from Cloud Backup status icon:

- **Pause Cloud Backup**

  To pause Cloud Backup without opening the *Cloud Backup Status* dialog box in CATalyst, right click the Cloud Backup status icon in the taskbar tray, then choose from the following options:
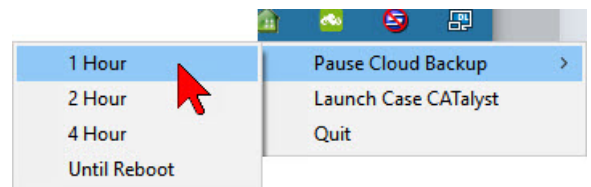
  - 1 Hour
  - 2 Hour
  - 4 Hour
  - Until Reboot

    ? **NOTE**: Pausing Cloud Backup via the Sys Tray icon works the same way as if you manually paused Cloud Backup via the *Cloud Backup Status* dialog box. If you pause Cloud Backup using either method and then end out of realtime, CATalyst will resume Cloud Backup.

- ▪ **Resume Cloud Backup**

  To resume Cloud Backup without opening the *Cloud Backup Status* dialog box in CATalyst, right click the Cloud Backup status icon in the taskbar tray, then select **Resume Cloud Backup**. This option only displays if Cloud Backup is paused.
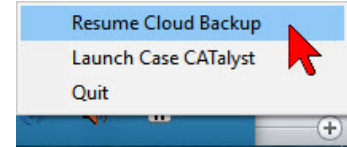
- ▪ **Launch CATalyst**

  This is a shortcut to start CATalyst.

  - ✍ **NOTE**: You can also double click the Cloud Backup Status icon to open CATalyst.

  - ✍ **NOTE:** If CATalyst is not open, this will open CATalyst with the *Cloud Back Status* dialog box displayed. If CATalyst is already open, this will open a second copy of CATalyst. Having more than one copy of CATalyst open can result in performance errors.

- ▪ **Quit**

  Stops the Cloud Backup System Tray application.

✔ Case Prep Can Use Native Eclipse Files

- • **Description – What is this?**

  Case Prep can now analyze native Eclipse (.ecl) files.

- • **What's this for?**

  In Version 18, the extra step of converting an Eclipse file to ASCII or RTF/CRE to be used with Case Prep is no longer necessary. All you need from an Eclipse-using colleague is the reporter's .ecl file, which can be attached to an email message, or copied to a shared folder or external media.

- • **Step-by-step Instructions**

  There are no special steps: just select the file the same way you select any other supported file type (.SGNGL, SGCAP, .TXT, .PDF, .PTX, and/or .XMEF) for Case Prep.

⛵ Extra Warning When Exiting Wordlist Without Saving

- **Description – What is this?**

  A *Warn twice when exiting without saving changes* option has been added to the *Wordlist Options* dialog box.
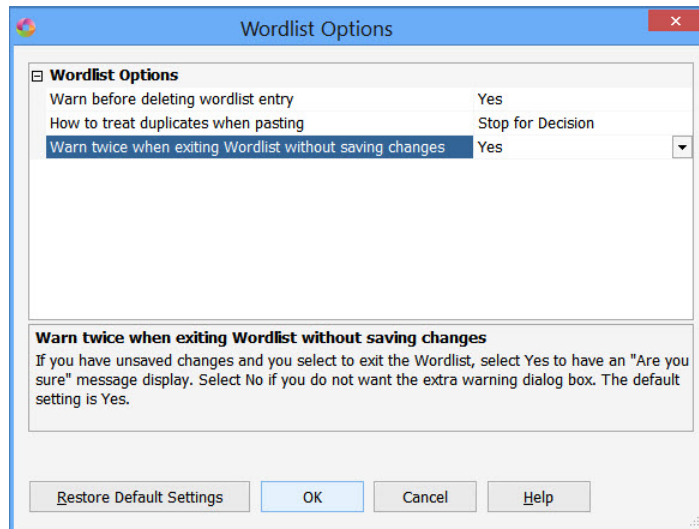
  When you select to close a wordlist that has unsaved changes <u>and</u> you select No at the *Save changes to Personal Wordlist.tlx?* warning, if the *Warn twice when exiting without saving changes* option is set to **Yes,** an extra *Are you sure you want to exit without saving changes?* dialog box displays.
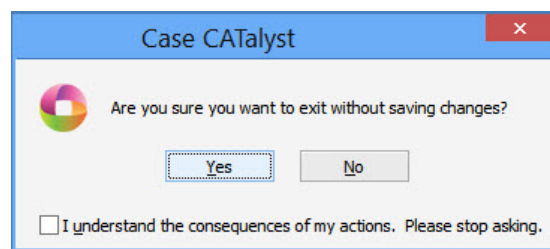
- **What's this for?**

  Many CATalyst users requested the option to have an extra warning message, so that if they accidentally selected No, they would still have one more chance to prevent changes from being lost.

- **Step-by-step Instructions**

  1. While in a wordlist, click **Tools**, **Options** (**Alt+t**, **o**) to open the *Wordlist Options* dialog.

  2. In the *Wordlist Options* dialog box, double click the right side of *Warn twice when exiting Wordlist without saving changes* option to toggle between Yes or No. Select **Yes** if you want

the second warning; select **No** if you only want the single *Save changes to Personal Wordlist.tlx?* warning.

3. Click **OK** or press **Enter** to save the changes.

NEW FEATURES AND ENHANCEMENTS: TRANSLATE & EDIT and EDIT TEXT

☝ Default Action for Scan Define

*   **Description – What is this?**

Default Action for Scan Define is a new Advanced Translate option.

As in earlier versions, the default behavior for Scan Defines will be to send the define to the Job Dictionary (unless the job is in a case, then the default action is Case Dictionary). This option enables you to set an alternative default action, – including the sending the define to the Personal Dictionary or using Replace Only, and not defining.
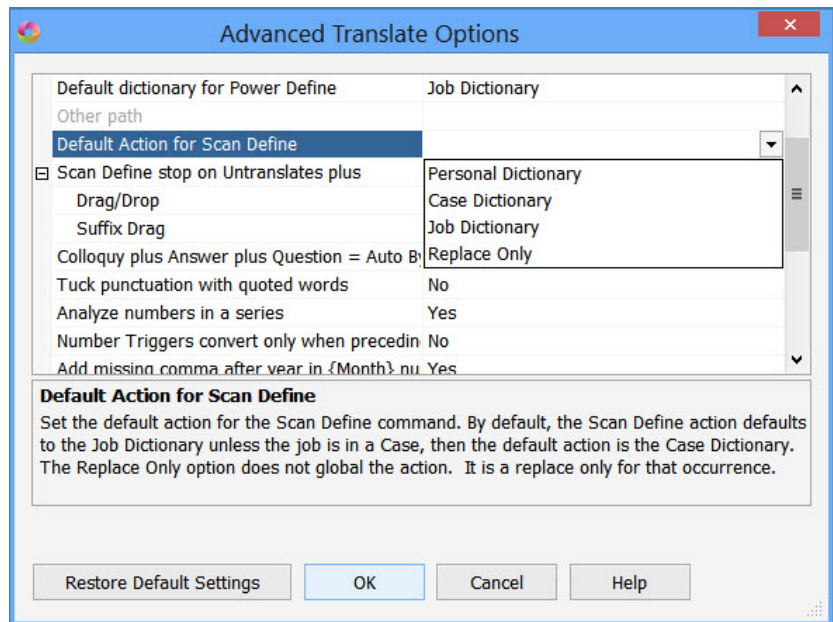
*   **What's this for?**

Users requested the ability to set a different default action for Scan Defines.

For example, suppose you meant to write *rail* and misstroke it as /RAEULT. You use a Scan Define to J-define /RAEULT as *rail.* Later in the same job, you want to write *rate* and misstroke it as /RAEULT. Because you had previously defined it as *rail*, it translates as *rail* and not as either *rate* or as /RAEULT. If this sort of situation is common, you might prefer to have Scan Define default to *Replace Only (no define)* rather than to a global define.

*   **Step-by-step Instructions**

1. Do <u>one</u> of the following:

    ✓ Click **Tools**, **Options**, **Translate** (**Alt+t**, **o**, **t**).

    ✓ Click **Tools**, **All Options**, **Translate**, **Input.**

2. Click the **Advanced…** button.

3. Click the column to the right of *Default Action for Scan Define* and then select the define type or *Replace Only* as your preference for Scan Defines.

✎ **NOTE:** As with previous versions, you can always use Power Define dictionary commands to change the define type while in the *Power Define* dialog box.

✍ {Text E-Define} Command

- **Description – What is this?**

  The {Text E-Define} command enables you to E-define from your writing machine during realtime translation. When this command is invoked, the *Text E-Define* dialog box displays.

- **What's this for?**

  CATalyst Power Defines enabled you to D-define, K-define, J-define or Other dictionary-define on the fly from the writer. Scan Defines enabled you to define to any selected dictionary or to replace on the fly. EZ Speaker Defines enabled you to Create EZ Speakers Entries while defining on the fly. In Version 18, you can also E-define on the fly from the writer.

  This may be helpful to realtime reporters who previously needed to E-define during realtime (for example, to change an incorrect spelling or mistranslate throughout the file) throughout the transcript and had been taking their hands off of the writer and moving to the computer keyboard to accomplish this task.

- **Step-by-step Instructions**

  1. While in realtime translation, write the steno stroke defined as {Text E-Define}.

     ✎ **NOTE:** The steno /EF/EF will be defined as {Text E-Define} in the default Realtime Commands dictionary when a new user is created on a system where Version 18 has been installed. CATalyst will not add this entry to the Realtime Commands Dictionary in an existing user. If you would like to use this translation command, but the {Text E-define} command is not in your Realtime Commands dictionary, here are directions to insert that command into your Personal Dictionary or the Realtime Commands dictionary:

     a. In Manage Jobs, double click the name of the dictionary. For example, to open the Personal Dictionary, double click the System Files case, then double click **Personal Dictionary**. To open the Realtime Commands Dictionary, double click the **System Files** case, then double click **Realtime Commands Dictionary**.

     b. Press **Ctrl+i** to open the *Insert Dictionary Entry* dialog box.

c. At Steno: type **EF/EF** (or whatever steno you would prefer to write for this command).

d. Click the *Text* field (or press **Tab)** to position the cursor in the Text field.

e. Click the **[FS >>]** button (**Alt+f**).

f. Scroll down to and then **double click {Text E-define}**.

   ? **NOTE**: Translation commands are surrounded by { } symbols and listed below the Format Symbols, which are surrounded by < > symbols.

g. Click **OK (Enter)**.

2. Use your Power Define commands to navigate the dialog box. For example, using your steno machine:

a. At the *Old Text* field, write the old text.

b. Write the steno defined as [TAB] in the *power define* dictionary to navigate to the *New Text* field.

c. At the *New Text* field, write the new text.

d. Write the stroke defined as [ENTER] in the *power define* dictionary to complete the E-define.

✒ {Initial Cap On} and {Initial Cap Off} Realtime Commands

- **Description – What is this?**

  Two new translation commands, {Initial Cap On} and {Initial Cap Off} are available. When steno defined as {Initial Cap On} is written, all text translated after that command is initial capped, until the {Initial Cap Off} command is written. Words that are listed in the Advanced Edit, *Words to suppress capping when found in middle of phrase* option are not initial capped except for the first word following the {Initial Cap On} command.

- **What's this for?**

  When you need to write something that you know must be initial capped, such as the title of a document; turning initial capping on and off using these new commands may be easier than other methods you may have previously employed to initial cap words using previous versions of CATalyst.

  For example, suppose you are taking the testimony of an expert witness who says:

```
    A.    It's an article entitled, "Subdural Hemorrhage,
Intradural Hemorrhage, and Hypoxia in Pediatric and Perinatal
Postmortem: Are They Related?  An Observational Study of
Postmortem Pathology and Magnetic Resonance Imaging."
```

What some realtime reporters, CART providers and captioners do is write a stroke for <Cap Next> before each word that should be initial capped. That would obviously be impractical for the document cited in the above example: you'd have to write that <Cap Next> stroke 19 times! You'd also have to remember to not write the <Cap Next> stroke before words like "and" and "in" and "of."

What some other reporters and CART providers might do is write a stroke defined as the {Cap Previous # words} command to initial cap the previous 1-9 words, or write a stroke defined as an AccelerWriter to initial cap and J-define a certain number of words. While this method is certainly helpful for short phrases for a reporter, it's impractical for an extensive title. For a CART provider, correcting backward can be distracting for the client, and for captioners, correcting backward is simply not an option.

Having {Initial Cap On} and {Initial Cap Off} commands may be as helpful in these situations as having {Stitch On} and {Stitch Off} commands can be for fingerspelling or and causing email and internet addresses to display accurately.

- **Step-by-step Instructions**

  1. Write steno defined as {Initial Cap On}.

  2. Write the steno defined as the text to be initial capped.

  3. Write steno defined as {Initial Cap Off}.

  - ☞ **NOTE:** The steno /TPHEURB/OPB will be defined as {Initial Cap On}, and the steno /TPHEURB/AUF and /TPHEURB/OF will be defined as {Initial Cap Off} in the default Realtime Commands dictionary when a new user is created on a system where v. 18 has been installed.

    CATalyst will not add this entry to the Realtime Commands dictionary in an existing user. If you would like to use this translation command, but the {Initial Cap On} and {Initial Cap Off} commands are not in your Realtime Commands Dictionary or Personal Dictionary, here are directions to insert that command into the preferred dictionary:

    a. In Manage Jobs, double click the name of the dictionary. For example, to open the Personal Dictionary, double click the System Files case, then double click **Personal Dictionary**. To open the Realtime Commands Dictionary, double click the **System Files** case, then double click **Realtime Commands Dictionary**.

    b. Press **Ctrl+i** to open the *Insert Dictionary Entry* dialog box.

c. At Steno: type **TPHEURB/OPB** (or whatever steno you would prefer to write for the {Initial Cap On} command).

d. Click the *Text* field (or press **Tab)** to position the cursor in the Text field.

e. Click the **[FS >>]** button (**Alt+f**).

f. Scroll down to and then **double click {Initial Cap On}**.

> ✍ **NOTE**: Translation commands are surrounded by { } symbols and they are listed below the Format Symbols, which are surrounded by < > symbols.

g. Click **OK** (**Enter**).

h. Repeat steps c-g to define your preferred steno as {Initial Cap Off}.

✍ *Brief It* **Pane Steno Column Enhancement**

- **Description – What is this?**

A change was made to the *Brief It* dialog pane to set a minimum width for the steno column that matches the font size, so that the entire stroke can be seen. If you change the font size, the *Brief It* pane will automatically resize the steno column accordingly.

- **What's this for?**

Customers reported that many times, only the first few letters of a stroke followed by an ellipsis displayed in the Steno column of the *Brief I*t pane. To "fix" this, they needed to position the cursor on the divider between the Steno and Text column headers and click and drag to adjust the width of the steno column.

In CATalyst 18, the width automatically adjusts to the selected font size and so the steno will never be "cut off" or partially displayed.

- **Step-by-step Instructions**

There are no steps to take; no options to select.
The adjustment takes place automatically.

✔ Brief It Enhancement:
Singular Form of Word Along with Plural Form When Plural Form Written

- **Description – What is this?**

  When you write a plural word or phrase, Brief It will try to offer a singular form of a word/phrase brief along with the plural brief form. For example, if you write steno defined as "world financial markets", Brief It may offer W*FPL for *world financial market* and W*FPLS for *world financial markets*. The singular version brief is displayed first and then the plural brief.

  Brief It uses your Plural Endings option from Edit (Tools, Options, Plural Endings…) to determine if it should offer an S or Z at the end of the suggested brief for plurals. If you allow both -S and -Z, Brief It will check to see if the final -S can be added to the steno outline to make it plural and if not, will then try to add a final -Z for plurals.

  - ? **NOTE**: If you have the *Allow Double First Syllable* option checked, that logic takes priority over offering the singular with the plural.

  This Brief It enhancement recognizes plural versions of proper names and will only provide a plural version of the brief. For example, you write *Upper Saddles* several times and Brief It offers you *UPZ as a brief. Brief It analyzes the words to see if the first letter is upper case and the second letter is lower case and since the criteria is met, Brief It doesn't offer a singular brief (e.g. *Upper Saddle)* to go with the plural brief.

- **What's this for?**

  Customers requested that when a plural word or phrase was written, that Brief It try and offer a singular version also. In Version 18, when you write a word or phrase that is plural, CATalyst will try to offer both the singular and plural version of the word using the same brief except the singular will not end with a final -S or -Z and the plural will use the final -S or –Z (depending on your Plural Endings settings and availability of steno for briefing).

- **Step-by-step Instructions**

  Singular briefs are offered at the same time a plural is briefed. This occurs automatically. However, you may wish to review your settings for *Plural Endings* options. Open any file in Edit and then click **Tools, Options, Plural Endings…** (**Alt+t**, **o**, **e**).

✔ Request a Live Suggestion

- **Description – What is this?**

  A *Request a Live Suggestion* feature has been added to the Global menu and is available when writing realtime. This feature enables you to highlight X number of words and use *Request a Live Suggestion* to generate suggested text for the highlighted untranslate(s), mistranslates or combination of words and untranslate(s). If a Live Suggestion or multiple Live Suggestions are

found, they are displayed in the *Brief It* pane just as Live Suggestions currently display. If you like a suggestion, you can then use the preferred Define or Replace Live Suggestions command to use the Live Suggestion.

? **NOTE:** The *Request a Live Suggestion* function is not available (grayed out) when you are in Edit. *Quick Suggest* (**Alt+g**, **q**) is available while editing and is a better solution.

- **What's this for?**

There may be occasions where you have mistranslates for which Live Suggestion does not offer a suggestion, or a partial untranslate for which Live Suggestions offers suggestions but they do not match what you want for the strokes written.

For example, let's say you write steno that translates as follows:
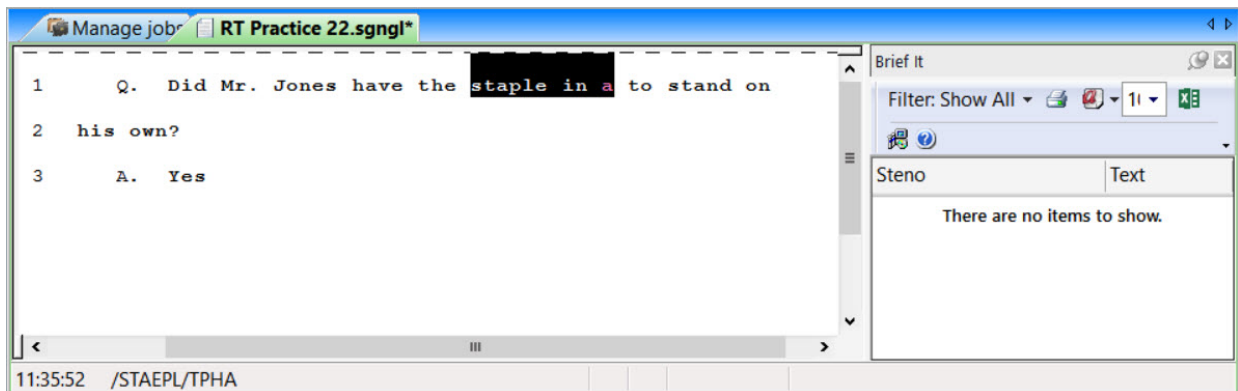
There were no untranslates, so Live Suggestions did not make a suggestion. But if you highlight **staple in a** and use the *Request a Live Suggestion* function, Live Suggestion can come up with one or more suggestions:
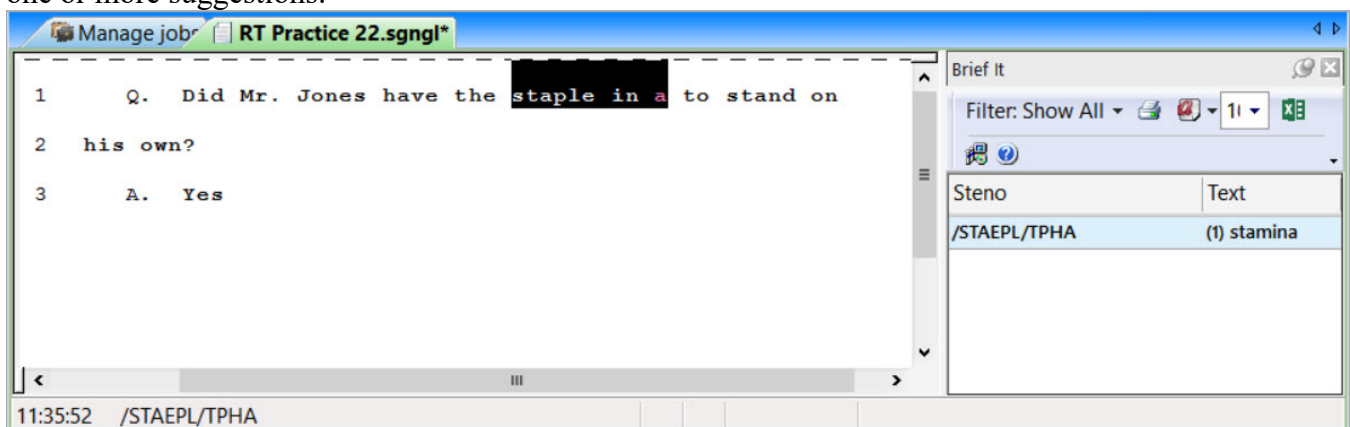
You can easily record AccelerWriters to enable this type of editing from the writer vs. the computer keyboard. You could record one or more AccelerWriters to re-position the cursor as desired; you could also record AccelerWriters that highlight one, two, three, four (or more) words and then execute *Request a Live Suggestion*.

- **Step-by-step Instructions**

    1. Position the cursor as needed.

    2. Press Shift + arrow keys (or your custom key assignments) to mark the desired text.

    3. Click **Request a Live Suggestion (Alt+g**, **v)**.

✔ Keyboard Maps Now Include an F4-Key Function

- **Description – What is this?**

    The Keyboard Map functions list now includes **F4-Key**. This enables you to assign a different key or key combination to invoke F4 while editing in the transcript window.

    ? **NOTE:** Assigning a key or key combination to the *F4-Key* function has no effect on pressing F4 twice or Shift+F4 to display the Format Symbol list and you will still need to press F4 to insert format symbols in dialog boxes, because Keyboard Maps are disabled in dialog boxes.

- **What's this for?**

    Some reporters prefer not to reach up to and press the F4 key to insert a format symbol into text, and don't want to create keyboard map shortcuts for every individual format symbol. Some reporters have recorded edit macros to recreate the equivalent of pressing F4 so that they could assign it to another key. This new keyboard map function enables you to map the preferred key or key combination; no macro creation is required.

- **Step-by-step Instructions**

    1. (One time only) Assign the *F4-key* function to a key in your keyboard map.

        a. Open your preferred keyboard map.

        b. Select an available key/key combination, and do <u>one</u> of the following:

            ✓ Press **Ctrl+m** or **Enter**.

            ✓ Double click the line with the key/key combination.

            ✓ Click the **Modify** toolbar button.

            ✓ Right click the line with the key/key combination and select **Modify**.

        c. Do <u>one</u> of the following to locate the *F4-key* function:

            ✓ At *Filter by*, select **Format Symbol**. *F4-key* is the second item in the list.

✔ Click **Search** (**Alt+e**) or press **Ctrl+f**, then type **F4** and press **Enter**.

✔ Scroll down until you see **F4-key**.

d.   Click **Assign** (**Alt+a**) and then click **Close** (**Alt+c**).

e.   Save the changes to the keyboard map.

2.   When you want to insert a format symbol into text, press the key assigned to F4-key, then press the letter or number for the format symbol shortcut. For example, suppose you assign F4-key to Ctrl+4. To insert a <New Line Paragraph> format symbol, you could press Ctrl+4, L (instead of F4, L). To bold text you could select the text and then press Ctrl+4, B.

ⓘ Apply Globals to Section Only

- **Description – What is this?**

When using the *Selective* option in a job that contains multiple sections, CATalyst will give you the option to apply the global to the entire section (based on the current cursor position).

- **What's this for?**

Some reporters, especially official reporters, may choose to write multiple jobs into a single file rather than separate jobs into separate files, and they do not always wish to separate the jobs prior to editing (as some globals and fields may apply to all of the jobs). Instead, they choose to use the *Set Page/Paragraph Number* command to enter non-sequential page numbering to create sections. When they edit, a global that is appropriate for one job may not be appropriate for the next or previous jobs.

Previously, the only way to apply a global define to a particular section was to physically separate the job from other jobs or move entry by entry using the *Selective* option. In Version 18, when you choose the *Selective* option in a global dialog box, you can choose the *Entire Section* option to apply a global to the current section all at once.

For example: suppose you have ten jobs in a single file, and you have auto-included titles into each of them. Each job begins with page 1, and therefore each job in this file is currently in its own section. In the first job in the file, the caption lists multiple plaintiffs, and all of the plaintiffs are represented by the same attorney. In the second job, there is only a single plaintiff. When editing the first job, you might wish to E-define all occurrences of *plaintiff* as *plaintiffs*, but in the second job, you wouldn't want occurrences of *plaintiff* to be affected by that global.

- **Step-by-step Instructions**

1.   Place the cursor immediately before the word, on the word, or mark the steno or text you want to define.

2. Press the appropriate keys for your definition that opens the *Global* dialog box.

3. In the *Global* dialog box, type the definition in the *New Text* field. Then, press **Alt + s,** or click the check box next to ***Selective*** and then press **Enter**.

4. In the *Confirm* dialog box, click **Entire Section (Alt+s)** to select *Entire Section*.

✒ Convert Selected Fields to Text for Current Selection, Page, Section or Document

- **Description – What is this?**

  You now have the ability to convert selected fields to text and to have the fields change to text only for the current selection, the current page, the current section or the entire transcript. For field list group fields, you also have the choice to clear the field groups or leave them filled in.

- **What's this for?**

  As noted previously, some reporters, especially official reporters, will choose to write multiple jobs into a single file rather than separate jobs into separate files, and they do not always wish to separate the jobs prior to editing. Rather than use Quick Tran or break the files prior to editing, they choose to use the *Set Page/Paragraph Number* command to enter non-sequential page numbering to create sections. When they edit, a field that is appropriate for one job may not be appropriate for the next or previous jobs. For example, a reporter may include title pages at the beginning of each section that require different values for appearances. The values for EZ Speaker fields might also change from section to section.

  For example, suppose you have written 10 jobs in a single file, and in each job, you identified the plaintiff's attorney with /STPHAO, which was defined as <Colloquy>[!EZ Speaker 01]: In the first job, the correct value for [!EZ Speaker 01] might be MR. ALVARADO, in the second job, the correct value for [!EZ Speaker 01] might be MS. HERLIHY; in the third and each subsequent job, the correct value for [!EZ Speaker 01] might be a different name.

  In Version 18, you can select *Convert Selected Fields to Text*, and then choose whether to convert the selected fields for an area of selected text, for the current page, the current section or the entire document
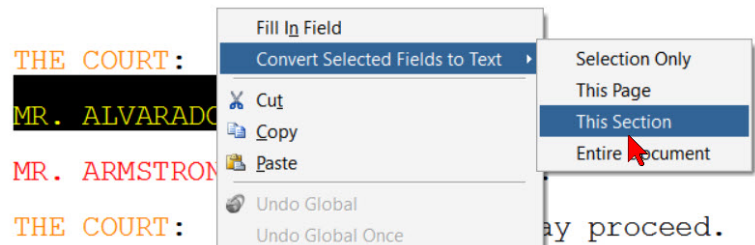
(without affecting unselected fields, such as date fields).

? **NOTE**: This feature affects all matching fields based on your selection but will not change matching fields in headers/footers to text.

- **Step-by-step Instructions**

1. Fill in a field or fields as you usually would.

2. Select the field or fields that you want to convert to text. Do not extend selection (highlighting) to any fields you do not want to convert to text.

3. Do <u>one</u> of the following:

   ✓ **Right click** the field and select **Convert Selected Fields to Text.**

   ✓ With the cursor positioned on the field, or with the field selected, click **Tools**, **Convert Selected Fields to Text**.

4. Select <u>one</u> of the following options:

   ✓ **Selection only**

   Converts the currently selected field(s) within the marked segment.

   ✓ **This Page**

   Converts all occurrences of the selected field(s) in the same section as the cursor is positioned.
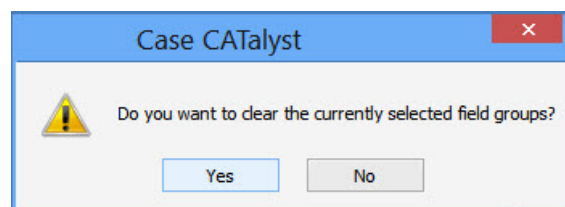
   ✓ **This Section**

   Converts all occurrences of the selected field(s) in the same section as the cursor is positioned.

   ✓ **This Document**

   Converts all occurrences of the selected field(s) in the entire document.

5. If the field(s) you select to convert is a (are) Field List Group field(s), you will be prompted:

If you select **Yes**, the selected fields will be converted to text and the field group values will be cleared. For example, if you select to convert the appearance fields to text in one section so that you can change the values for those same fields in the next section, you might want to clear the values from the currently selected field group so that you can scan forward to the empty field and be prompted to fill it in, vs. having it automatically fill in with a stored value.

If you select **No**, the selected field group will retain the current values.

✔ Make Exhibit Index Entries Enhancement

- **Description – What is this?**

  CATalyst better understands when the Exhibit Range field in the *Make Exhibit Index Entries* dialog box includes a hyphen as part of an exhibit number.

- **What's this for?**

  Exhibits are not always identified with numbers (1, 2, 3, etc.) or letters (A, B, C, etc.); sometimes they are a combination of numbers separated by hyphens (13-1, 13-2, 13-3, etc.).

  CATalyst's *Make Exhibit Index Entries* feature did not always correctly recognize hyphens as separators between individual exhibit numbers. In Version 18, Make Exhibit Index Entries can now handle these separators when you put quotes around the entries that contain the hyphen as part of the exhibit number in the Exhibit Range field.

- **Step-by-step Instructions**

  1. Click **Edit**, **Insert**, **Make Exhibit Index Entries** (**Alt+e**, **i**, **m**).

  2. At Exhibit Range, type a " symbol, type the range that includes hyphenates or decimals and then type ". For example: type "35-1"-"35-6" to input the correct Index On and Off symbols and descriptions for exhibits 35-1, 35-2, 35-3, 35-4, 35-5, and 35-6.

     If the range has some numbers with hyphens and some numbers without hyphens, for example 13, 13-1, 13-2, 13-3, 13-4 and 14, then at Exhibit Range, type:
     13, "13-1"-"13-4", 14.

✔ Brackets Allowed in Mistran Minder List

- **Description – What is this?**

  The *Mistran Minder* function now recognizes square brackets and will report text within the square brackets.

- **What's this for?**

    Some reporters use square brackets (vs. parentheses or braces) as characters in a speaker identification. For example, they might have a by-line defined as Q. [BY MR. M. SMITH] or a title or designation followed by a name such as ATC [MR. JOHNSON].

    As with any steno, there can be occasions when you write the wrong steno, resulting in a mistranslate. There can also be occasions when there are very similar names, such as Q [BY MR. T. SMITH] as well as Q. [BY MR. M. SMITH], or a change of designations, such as or TC [MR. JOHNSON] as well as ATC [MR. JOHNSON].

    Mistran Minder is a helpful tool to identify mistranslates that might easily be skipped over when proofing. However, in previous versions of CATalyst, although you could add square brackets to the Mistran Minder List, running the *Mistran Minder* feature would not find or report occurrences of those brackets or adjacent text in the *Search Results* pane. In Version 18, the square brackets and text within them will be reported.

- **Step-by-step Instructions**

    Square brackets (separately or with text) can be typed directly into the MistranMinderList file, or you can highlight square brackets (separately or with text), right click the highlighted text and select *Send to Mistran Minder List*.

Change Writer Turn modification

- **Description – What is this?**

    A new option in the UserSettings file allows all steno written on a newly connected writer to dump into the file once you change writer turns.

- **What's this for?**

    When more than one reporter writes realtime into the same transcript, the *Change Writer Turn* feature is used to enable one reporter to take over for another without an interruption in the proceedings. For example, Reporter 1 writes realtime for 30 minutes and then Reporter 2 writes realtime for the next 30 minutes. The *Change Writer Turn* feature allows the reporters to physically remove one steno machine from the translating computer, connect another steno machine and load the appropriate reporter's dictionary and other files.

    Many reporters prefer that the steno written by Reporter 2 prior to the *Change Writer Turn* command executing not be sent to the realtime file. However, a few reporters would prefer that all of the steno written by Reporter 2 prior to the execution of *Change Writer Turn* be translated and sent to the realtime file.

    In Version 18, if you make the change to the *UserSettings* file to enable this modification, and Reporter 2 begins writing before Reporter 1 selects *Change Writer Turn,* and then loads Reporter

2's dictionary and settings files, all of the steno strokes Reporter 2 wrote are translated using Reporter 2's dictionary.

- **Step-by-step Instructions**

If you would like steno written prior to Change Writer Turn executing to be translated, the following steps should be completed in the user where translation will take place. If this varies, depending on which reporter takes the first turn, they should be completed in each reporter's user.

1. Open CATalyst in the User where translation will take place.

2. In Manage Jobs, **double click** the **System Files** case**.**

3. Double click **UserSettings**. The *Settings Manager* dialog box displays.

4. Click in the dialog box and press **Ctrl+f**. The *Find* dialog box displays.

5. Type: **translate-pending** and press **Enter**.

6. Click the **Edit** button on the right side and then change the 0 to a 1.

7. Click **OK** and then click **Save**.

✔ Extra Warning When Exiting Edit Without Saving

- **Description – What is this?**

A *Warn twice when exiting without saving changes* option has been added to the *Edit Warnings* dialog box.

When you select to close a file in Edit that has unsaved changes <u>and</u> you select No at the *Save changes to [filename]?* warning, if the *Warn twice when exiting without saving changes* option is set to **Yes,** an extra *Are you sure you want to exit without saving changes?* dialog box displays.

- **What's this for?**

If you exited a file in Edit and select **No** at the *Save changes to [filename]?* warning in the *History for (file name)* dialog box, the text file closes without saving changes. Although the *Keep AutoRecover Files in Archive* feature protects users against losing the file if choosing not to save changes is a mistake, many users requested an option to have an extra warning message appear whenever they click No at the *Save Changes to [filename]?* prompt, so that if No was selected in error, there would be one more chance to change their mind and prevent changes from being discarded. The default setting is Yes.

- **Step-by-step Instructions**

  1. In Edit, click **Tools**, **Options**, **Warnings…** to open the *Edit Warnings* dialog.

  2. In the *Edit Warnings* dialog, double click the right side of the *Warn twice when exiting Edit without saving changes* option to toggle between Yes or No. Select **Yes** if you want the second warning; select **No** if you want a single *Save changes to [filename]?* warning.

  3. Click **OK** (**Enter**) to save the changes.
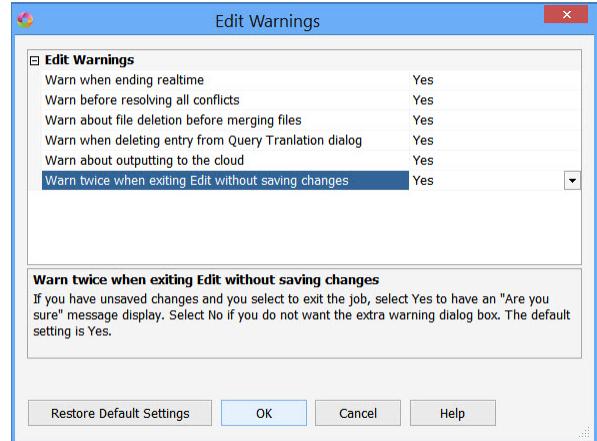
☝ Endings Available in the *Text to Dict Define* Dialog Box

- **Description – What is this?**

  Whenever you define a single steno outline that allows for additional versions of the word in the *Text to Dict Define* dialog, the **Endings** button is active and available so that you can simultaneously define steno outlines for additional word endings.

  ? **NOTE**: Although this feature appeared in previous versions, the Endings button was always inactive. The feature is now active and available in Version 18.

- **What's this for?**

  Suppose that you are editing and you see that you wrote the steno /KOPB/SAOEF for *conceive*, and you decide that you'd like to write /KRAOEF for *conceive*. In earlier versions of CATalyst, you would open the *Text to Dict Define* dialog, type /KRAOEF in the Steno field and that one stroke would be defined.

  In Version 18, you can also click the Endings button, and then, if the steno is available, you can simultaneously define steno for *conceived, conceiving* and *conceives*.

- **Step-by-step Instructions**

  1. Position the cursor on the word you wish to define with new steno.

  2. Click **Global**, **Text to Dict Define** (**Alt+g**, **n**).

  3. At the steno field, type the desired steno.

  4. If the steno outline allows for additional versions of the word, the Endings button will become active. Click **Endings**.

5. Click the check boxes next to the steno and text for the desired endings or click **Select All** to select all of the proposed endings.

6. Click **OK** to define the steno and text.

NEW FEATURES AND ENHANCEMENTS: Manage Dictionary

⚓ Auto Recover Active for Dictionaries

- **Description – What is this?**

  If you use Translate and Edit's *Auto Recover* (or *AutoSave*) feature, in addition to transcripts, CATalyst will also automatically save the changes to dictionaries open in the Manage Dictionaries function to a temporary file every 30 seconds (by default, or whatever amount of time you set for this feature). Also, if you select The *Keep Auto Recover Files in Archive* option selected, then the AutoArchive case will have a copy of the recovered dictionary even if you exited the dictionary and did not save changes.

- **What's this for?**

  If and when you exit from Edit abnormally (for example, due to a crash, power outage, etc.), an auto-recovered copy of the transcript file is saved and available in Manage Jobs. In Version 18, dictionary files are also protected. If you exit from an open dictionary abnormally (without saving and closing the file), you will have the ability to open the saved autorecover dictionary file.

- **Step-by-step Instructions**

  ✓ Make sure that you have the *AutoRecover* (or *AutoSave*) feature selected:

  1. Do <u>one</u> of the following:

     - From Manage Jobs, click **Tools**, **Options**, **Edit**, **Auto Recover** (**Alt+t**, **o**, **e**, **r**).

     - From Edit, click **Tools**, **Options**, **Auto Recover** (**Alt+t**, **o**, **r**).

     - From any Tools menu: Click **Tools**, **All Options**, **Edit**, **AutoRecover**.

     - ✎ **NOTE:** Please note, if you do not use the *Auto Recover* or *Auto Save* feature for transcripts, no dictionary recover file will be created.

  2. Select **Recover** or **Save**.

  3. Select the amount of time CATalyst should wait before each save. The default increment is 30 seconds; you can select a value between 15 seconds and 10 minutes.

4. If you selected Auto Recover, it is recommended that you also select the *Keep Auto Recover Files in Archive* option.

5. Click **OK** (Enter).

✓ If/when you experience an abnormal exit, do <u>one</u> of the following to open the recovered dictionary:

- If the dictionary is outside of another job or case, in Manage Jobs, in the transcript window (without subfiles listed):

    o Double click the dictionary name.

    o Select (single click) the dictionary and then do <u>one</u> of the following:

        • **Right click** the file and select **Open**.

        • Click the **Manage Dictionary** icon on the Function bar.

- If the dictionary is part of a job or case, **select the dictionary subfile in the Job Details window** and then do <u>one</u> of the following:

    o **Double click** the dictionary name.

    o Click the **Manage Dictionary** icon in the Function Bar.

    o **Right click** the dictionary name and click **Open**.

    ✍ **NOTE**: Do not open the Dictionary (1) file. As with autorecovered text, when you open the original file, CATalyst opens the most recent autorecovered file with the original name. The version of the file that does not contain the latest file changes; the file that was open when the abnormal exit occurred, will be renamed as Filename_Original.

✓ If you "accidentally" select *No* when prompted to save changes and bypass or ignore any warnings asking you if you are sure, and then change your mind; if you are using Auto Recover and have selected *Keep Auto Recover Files in Archive*, you can use the last auto-recovered version of the dictionary via the following steps:

1. Double click the **AutoArchive** case to open it.

2. Single click (select) the dictionary file to be recovered.

    ✍ **NOTE:** If you double click, you will receive the warning message: *You are opening a job in the AutoArchive Case. Do you want to continue to open the file?* Select **No.**

3. Do <u>one</u> of the following to select the *Move* command:

- ▪ Press **Ctrl+m**.

- ▪ Click **Tools**, **Move** (**Alt+t**, **m**).

- ▪ Right click the file and select **Move**.

4. The *Move* dialog box displays. If *Keep Case Structure* is selected, de-select it by clicking the check box. (If *Keep Case Structure* is selected, the file will remain inside an AutoArchive folder, regardless of the location you choose in Step 5.)

5. Select the original location of the file. If the dictionary was outside a case, select your user name. If the dictionary was inside a case, select that case. If the dictionary was inside a case that is located inside of another case, navigate to the correct case by clicking the [+] next to each case until you locate the correct case, and then select that case.

6. Click **OK** (**Enter**).

✍ Your Personal Dictionary Contains a Longer Match for this Steno

- • **Description – What is this?**

When you finish recording a macro, select the *Define in dictionary to invoke macro from writer* option, name the macro and save it, you then enter the steno that you plan to write to execute the AccelerWriter from your writer during realtime. If the steno you select is the first stroke of a longer match in the Personal Dictionary, the macro will be delayed until the translate function determines the next stroke. This causes a delay in executing the macro and in some cases, depending on what the macro does, can cause an unwanted result.

In Version 18, when you insert steno in the *Insert AccelerWriter Entry* dialog box, select the destination dictionary and press **Enter**, if the steno has a longer match in the Personal Dictionary, you will receive a warning message:
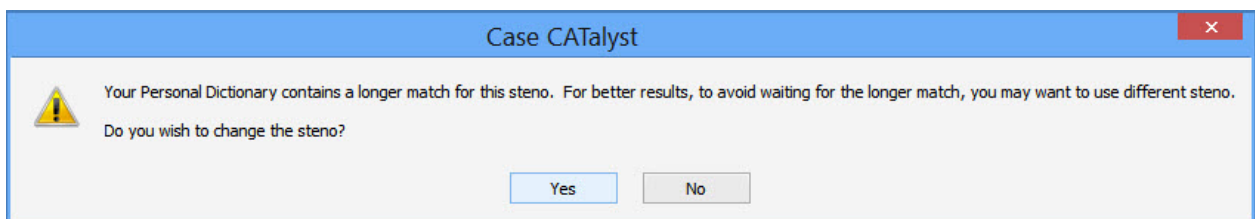
- • **What's this for?**

This feature enables you to know immediately whether or not your AccelerWriter will execute immediately. If you click **Yes** at the warning message, you can insert a different steno outline; one that does not have a longer match in the Personal Dictionary.

- **Step-by-step Instructions**

There are no steps to take, no options to enable. This warning will appear automatically if you attempt to define steno for which there is a longer match.

✔ Four Additional Features for Dictionary Builder

- **Description – What are these?**

✓ *Replace spaces following titles* **option:**

When the new *Replace spaces following titles* option in Dictionary Options is set to Yes, CATalyst will automatically replace a space following a title with a <Sticky Space> format symbol when creating a new dictionary entry in Dictionary Builder.
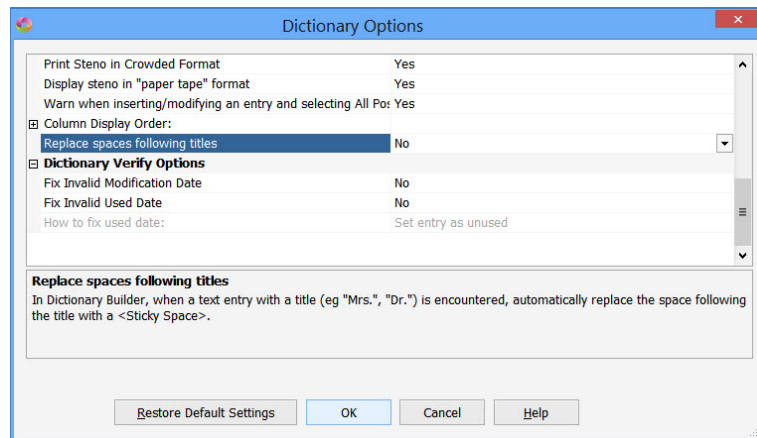
✓ **Endings button:**

When you insert a dictionary entry in Dictionary Builder for a root word, the Endings button is now available to enable you to also add word endings.
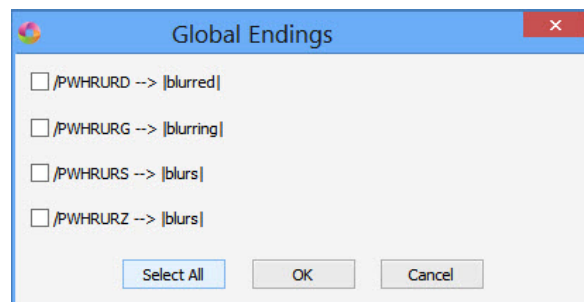
✓ **Position cursor in Word field:**

You can click the Word field to position the cursor in it and modify the text in the Word field; adding format symbols, changing spelling, etc.

✕ **NOTE**: After entering steno, if you select New Outline to add another steno entry, Word will retain the modified text.

✓ **Personal Dictionary contains this steno defined as:**

When you are using Dictionary Builder to create job or Case dictionary entries and you enter steno that conflicts with a definition in your Personal Dictionary, a message displays letting you know that the Personal Dictionary contains that steno and how it is currently defined.
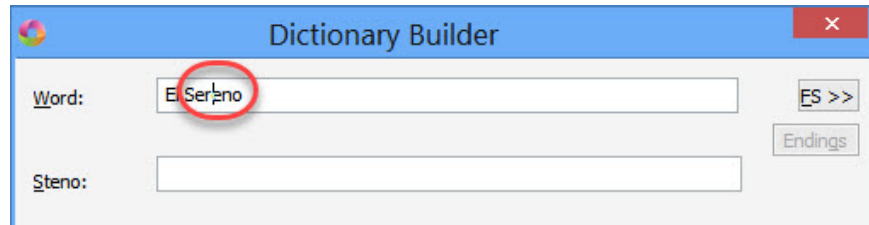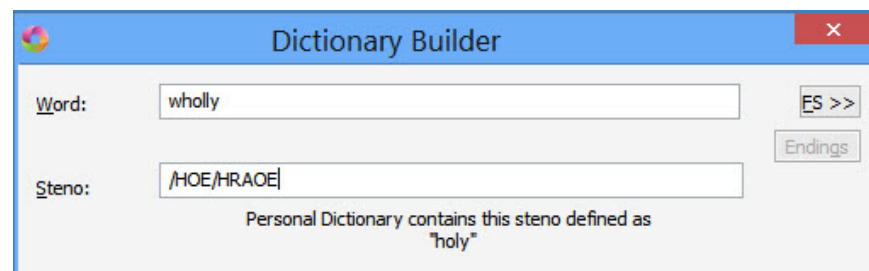

- **What are they for?**

  ✓ *Replace spaces following titles* **option:**

  When you create a core list from a dictionary or use Case Prep to build a list of words and/or phrases for Dictionary Builder, you may have entries for titles plus names separated by a space. Many reporters prefer that titles be separated from the following names with a <Sticky Space> format symbol rather than a space, to prevent the title from ending one line and the name beginning the next.

  Setting this option to **Yes** would cause a space after a title to be replaced with a <Sticky Space> format symbol. Setting this option to **No** leaves a plain space after a title followed by a name (or other word).

  ✓ **Endings button:**

  Suppose your wordlist includes the word *blur* and you wrote the steno /PWHRUR. If you then clicked **Endings** (**Alt+g**), depending on the availability of the steno, you might also be able to define /PWHRURD as *blurred*, PWHRURG as *blurring*, and PWHRURS and/or PWHRUR**Z** as *blurs*.

  Defining steno for multiple word forms while building a dictionary may help improve translation accuracy.

✓ **Position cursor in Word field:**

Wordlist entries may be misspelled, or may be missing necessary format symbols. For example, suppose you ran Case Prep on transcripts from different reporters and when you were using Build Dictionary to create dictionary entries, you found the name of a town misspelled as El Sereno instead of El Serrano, or a colloquy entry listed as MR. WHITLOCK instead of as <Colloquy>MR. WHITLOCK: .

You can position the cursor in the Word field and make the necessary corrections, resulting in more accurate translation.

☞ **TIP**: This capability also means that when you are reviewing the Dictionary Builder List or a dictionary _Core List file, you can choose to ignore entries that are slightly incorrect and make changes after beginning Dictionary Builder (vs. selecting incorrect entries and clicking **Remove** in the Dictionary Builder list).

✓ **Personal Dictionary contains this steno defined as:**

Having the information that the steno you just wrote conflicts with an entry in your Personal Dictionary enables you to choose whether to use that steno or to choose other steno, to result in the most accurate translation.

• **Step-by-step Instructions**

✓ *Replace spaces following titles* **option:**

The Default setting for the ***Replace spaces following titles*** option is **No**. If you do not change the setting, Dictionary Builder continues to work as it did in previous versions. To change this setting:

1. Do <u>one</u> of the following:

   ▪ At Manage Jobs, click **Tools**, **Options**, **Dictionary**, **Options** (**Alt+t**, **o**, **d**, **o**).

   ▪ At Manage Dictionary, click **Tools**, **Options**, **Dictionary Options** (**Alt+t**, **o**, **t**).

   ▪ In any function, click **Tools**, **All Options**, **Dictionary**, **Options**.

2. Do <u>one</u> of the following:

   ▪ Click the down arrow in the column to the right of *Replace spaces following titles* and select **Yes**.

   ▪ Double click *Replace spaces following titles* to toggle from No to **Yes**.

3. Click **OK** (**Enter**).

✓ **Endings button:**

After filling in the steno field of the *Dictionary Builder* dialog box, if it is possible to generate endings, the Endings button will become active.

1. Click **Endings** (**Alt+g**) to open the list of available endings.

2. Do <u>one</u> of the following:

   ▪ Select the specific endings you wish to define and then click **OK** (**Enter**).

   ▪ Click **Select All** (Alt+a).

   ✍ **NOTE**: These actions cannot be performed from the writer via steno commands; you must use the computer keyboard or mouse.

✓ **Position cursor in Word field:**

Click in the **Word** field (**Alt+w**) and then make whatever changes you require.

   ✍ **NOTE**: This action (positioning the cursor in the Word field) cannot be performed from the writer via a steno command; you must use the computer keyboard or mouse.

✓ **Personal Dictionary contains this steno defined as:**

Nothing must be set up in order to obtain this information; it appears automatically if you write or type steno in the Steno field that is already defined with alternate text in the Personal Dictionary.

✍ Generate All Possible Mis-strokes Warning

• **Description – What is this?**

A new warning has been implemented when you select the *Generate All Possible Misstrokes* option when D-defining. The warning will appear if you are D-defining during Translate & Edit or Edit Text. It will also appear if you are inserting or modifying an entry in the Personal Dictionary or Update Area. When you select the *Generate All Possible Misstrokes* option while D-defining, the following warning displays:
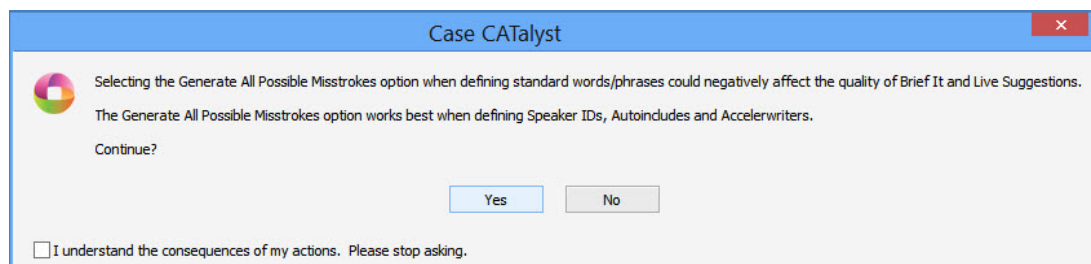
- **What's this for?**

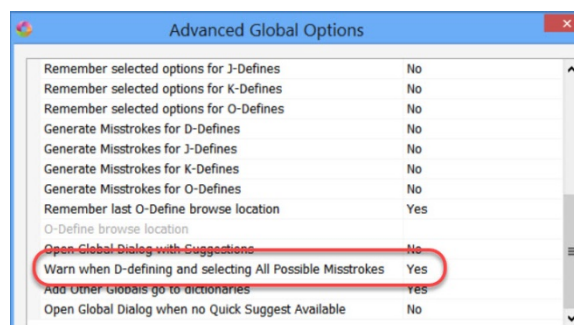 The *Generate All Possible Misstrokes* option can be a good option when creating additional definitions for speaker identifications, realtime commands, format symbols, Autoincludes, Accelerwriters and punctuation. The option can also be helpful for case-specific or job-specific terminology (names, briefs). However, for average words and phrases, especially when a dictionary is not mature enough, using the *Generate All Possible Misstrokes* option is much more likely to generate defines that will either never be used in translation; mistranslates that need to be re-defined or it will prevent Brief It from working as well as it could/should.

- **Step-by-step Instructions**

  The warnings are active by default. To change the warning settings, do any of the following:

  ✓ In the warning dialog box, click *I understand the consequences of my actions. Please stop asking.* and click **Yes** to continue. This will automatically disable the warning for the current function you are in.

  ✓ In Translate and Edit or Edit, click **Tools**, **Options**, **Global** (**Alt+t**, **o**, **g**). In the *Advanced Global Options* section of the *Advanced Global Options* dialog box, set the *Warn when D-defining and selecting All Possible Misstrokes* option to **No**.

  ✓ In Manage Dictionary, click **Tools**, **Options**, **Dictionary Options** (**Alt+t**, **o**, **t**) and set the *Warn when inserting/modifying an entry and selecting All Possible Misstrokes* option **to No**.
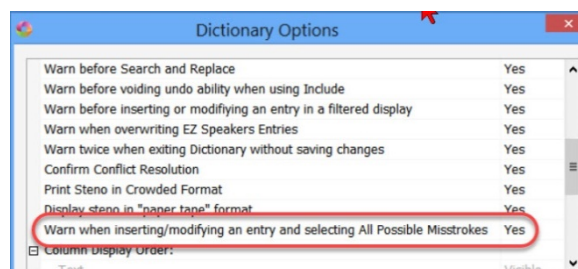
  ✓ At Manage Jobs, click **Tools**, **Options**, **Edit**, **Global** (**Alt+t**, **o**, **e**, **g**). In the *Advanced Global Options* section of the *Advanced Global Options* dialog box, set the *Warn when D-defining and selecting All Possible Misstrokes* option to **No**.

  ✓ At Manage Jobs, click **Tools**, **Options**, **Dictionary**, **Options** (**Alt+t**, **o**, **d**, **o**) to set the *Warn when inserting/modifying an entry and selecting All Possible Misstrokes* option to No.

✍ Extra Warning When Exiting Dictionary Without Saving

- **Description – What is this?**

  A *Warn twice when exiting without saving changes* option has been added to *Dictionary Options* dialog box.

When you select to close a dictionary that has unsaved changes <u>and</u> you select **No** at the *Save changes to [filename]?* warning, if the *Warn twice when exiting without saving changes* option is set to **Yes,** an extra *Are you sure you want to exit without saving changes?* dialog box displays.

- **What's this for?**

  If this option is set to Yes, you will have one extra chance to change your mind (and it can potentially prevent you from discarding your edit actions). The default is set to Yes.

- **Step-by-step Instructions**

  To change the *Warn twice when exiting without saving changes* option:

  1. While in a dictionary, click **Tools**, **Options**, **Dictionary Options** (**Alt+t**, **o**, **t**).

  2. In the *Dictionary Options* dialog box, double click the right side of the *Warn twice when exiting Dictionary without saving changes* option to toggle between Yes or No.

  3. Click **OK** (**Enter**) to save the new setting.

NEW FEATURES AND ENHANCEMENTS: Import

✦ **Direct Import of Native Eclipse Text, Steno and Dictionary Files**

- **Description – What is this?**

  Using CATalyst's *Import* feature, you can select to import version 4 or higher Eclipse text (.ecl), steno (.not) and dictionary (.dix) file types.

- **What's this for?**

  This feature is designed to make it easier for former Eclipse users who transition to CATalyst.

- **Step-by-step Instructions**

  1. From anywhere in CATalyst, do <u>one</u> of the following to display the *Import* dialog box:

     ✓ Click **Functions**, **Import** (**Alt+u**, **i**).

     ✓ Click the **Import** button on the Function Bar.

  2. In the *Import Source* section, select **Eclipse** (**Alt+e**).
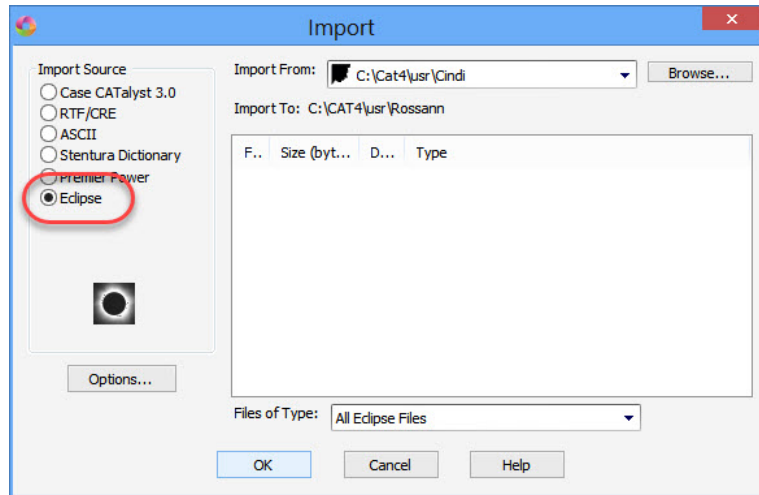
3. Click **Browse** (**Alt+b**) to navigate to the location of the Eclipse files and select it.

4. The available Eclipse files display in the area below the path. Select the file or files you want to import and click **OK** (Enter).

    The files import with the original name unless they conflict with an existing file with the same name. If so, you will be prompted to rename the imported file.

5. **IMPORTANT:** As with all imported files, Stenograph recommends that you carefully review the imported file.

NEW FEATURES AND ENHANCEMENTS: Export

✍ Export to Raw ASCII

- **Description – What is this?**

    Export to ASCII now has a Raw ASCII format option.

- **What's this for?**

    Raw ASCII format is correctly capitalized text with no line breaks, page breaks, headers, line numbers, etc. It inserts one line of text per paragraph. The raw ASCII format was requested by and will be helpful to CART providers and captioners for press releases, sports talk transcripts, interviews, etc. (documents with minimal formatting requirements, where formatting features are performed in the application to which the ASCII is imported).

    When Raw is selected for the ASCII Type, all formatting options are grayed out (not available) except for the *Cap All* option.

- **Step-by-step Instructions**

    1. Select **Export to ASCII** using any of the following methods:

        ✓ Click **Function**, **Export ASCII** (**Alt+u**, **a**).

        ✓ Right click the file and select **Export to ASCII**.

    2. Click **Options** (**Alt+o**) to open the *ASCII Export Options* dialog box.

    3. At *ASCII Type:* select **Raw**.

    4. Click **OK** (**Enter**).

    5. **OPTIONAL**: If you use Raw ASCII in addition to other ASCII Types, use the *Save Settings* feature to store your ASCII Type in settings files. This will enable you to select the preferred settings in Finish 'em and/or save time in the future when you want to select an ASCII Type without opening the *ASCII Export Options* dialog box.

    6. Click **Export** (**Alt+e**).

NEW FEATURES AND ENHANCEMENTS: Layout

✢ **Select All Button for**
   Apply changed measurements and fonts to multiple Paragraph Styles

- **Description – What is this?**

    When making a change to a paragraph style in a layout and applying the changed measurements and fonts to multiple Paragraph Styles, a **Select All** button is now available in the *Select Paragraph Styles* dialog box.

- **What's this for?**

    Having the Select All button will make it faster and easier to apply the changes to all (or most) Paragraph Styles.

- **Step-by-step Instructions**

    1. Open the layout you want to modify. The Layout function opens with sample text and the current values for Paragraph Setup, Page Setup, or Header & Footers.

    2. Select the paragraph style you want to modify, and make desired changes. Click the check box next to *Apply changed measurements and fonts to multiple Paragraph Styles*.

3. Click **Apply** (**Enter**).

4. The *Select Paragraph Styles to Change* dialog box displays. Do <u>one</u> of the following:

   ✓ Select the individual paragraph styles to which the changes should apply.

   ✓ Click **Select All** (**Alt+a**) to select all of the paragraph styles.

   ✓ Click **Select All** (**Alt+a**) and then de-select any paragraph styles to which you do not wish to apply the changes.

5. Click **OK** (or press **Tab** to move focus to the OK button and then press **Enter**).

? **NOTE**: If you are in edit using the *Modify Layout* feature, after you click Apply, the *Apply this change to*: dialog box displays. After you make your selection and click **OK** (**Enter**), the *Select Paragraph Styles to Change* dialog box with the Select All button displays.)

CORRECTIONS

The following reported issues have been corrected in Version 18:

- An issue that caused CATalyst to produce an Exception when attempting to attach a suffix to an extremely long root word. The feature has been modified so that if the root word is 55 or more characters, the suffix will not attach.

- An unusual issue in which the last conflict may not have displayed on the Status Bar

- An issue when using Minimize or Maximize to change the size of the *Translate Statistics* dialog box. The size was not being remembered if you closed the file. The size is now remembered whether you select Minimize or Maximize.

- Some display issues in dialog boxes when using the default font for CATalyst. In some cases, words were cut off, items looked "squished" and buttons may have been cut off or squished against the right side of the dialog box.

- An issue where spaces in the various Creation Date fields were removed when used in Case Compress. CATalyst automatically fills in a Creation date with <Sticky Space> format symbols between Month, Day and Year so that the field value will not split at the end of a line. When making a compressed print PDF of that file, <Sticky Space> symbols were removed but no spaces were inserted, which caused the text, numbers or symbols to squish together.

  In Version 18, <Sticky Space> symbols in Creation Date Fields are converted to spaces when making a compressed print.

- An issue when Quick Suggest offers a conflict and you selected it. The end result was that both conflicts would be inserted into the text with no spaces between the conflicts which made the replacement unusable. In v. 18, the conflict appears and works as expected when you select it.

- In previous versions, there could have been a situation when the CaseViewNet client disconnected from CATalyst and then reconnected to CATalyst before CATalyst realized it lost the connection, and CATalyst would display a "Change Rights" message even though there was no change to the client's rights. This was simply a timing issue; everything continued to work as normal, but the message could be confusing or misleading to the reporter. This has been corrected. The Change Rights message should only display when there is a change in the CaseViewNet user's rights.

- An issue where, when there were more than 1000 files in the list, all folders may not have shown up in *Cloud Backup – Restore from the Cloud* and *Cloud Backup – Delete from the Cloud* dialog boxes.

- In an effort to eliminate confusion and improve ease of use, when selecting to Restore a file or files, the *Open* dialog box will only show Backups (*.zip file types). In previous versions, it always defaulted to Backups (*zip file types) but the user could click the drop-down list and select All Files (*.*) which may have caused confusion.

- Corrected a rare issue where Live Suggestions could appear in the *Brief It* pane out of order (not chronologically). For example, Live Suggestions could have been listed #2, #3, #1, #5, #4.

- Corrected a rare issue where double punctuation could occur after you auto included a blurb, then edited the blurb and then wrote a steno outline defined as paragraph style or if you manually included a blurb and then wrote a steno outline defined as a paragraph style.

- Modifications were made to improve Network Keyless Access performance.

- Implemented the ability to copy, cut and paste entries from one Personal Global table to another. You can use Windows marking conventions to mark consecutive and non-consecutive listed entries. For example, you and a few reporters shared Personal Global tables or table ideas and you want to add some of their personal global table entries to your existing Personal Global table without overwriting your Personal Global table. You could put each unique Personal Global table in a separate user and then copy (or cut) entries from one user's Personal Global table and go into the other user or your user and paste entries into the Personal Global table.

- Revised the message a user gets when opening a file in the Auto Archive case. The modification was made to try and make it clearer to the user that the file should be moved from the Auto Archive case to original files location before editing. The message now reads: *"Auto Recover files should be moved out of the Auto Archive case to the original location prior to opening the file. Click No, then press Ctrl + m to move the file out of the Auto Archive case. Click Yes to open and work on the file in the Auto Archive case (separate from all other potentially associated subfiles).*

   The default action is No.

- When importing an Eclipse dictionary, unnecessary <Delete Space> format symbols before punctuation from dictionary entries where CATalyst correctly handles the spacing are removed. Import removes <Delete Space> format symbols that precede the following punctuation definitions: period, comma, colon, semi-colon, exclamation, question mark and closed parenthesis.

? **NOTE**: If you encounter an error in CATalyst, please make sure you are using the most current update, and if no new updates are available, please contact Tech Support as soon as possible to report the error.

We very much appreciate it when errors are reported! Your detailed information about the error enables us to reproduce the error, correct it as quickly as possible and the release the correction/fix in an update.